



HOOGLHY RIVER BRIDGE COMMISSIONERS

(A STATUTORY ORGANISATION UNDER GOVT. OF WEST BENGAL)

HRBC BHAVAN

ST. GEORGES GATE ROAD (MUNSHI PREM CHAND SARANI)

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Notice Inviting e-Tender (NIeT)

Memo No. HRBC/4C-25/2021/220222-1

Date: 22.02.2022

NIeT No. HRBC/01/3rd Call/DYDRPLDN/21-22 dt. 22.02.2022

Hooghly River Bridge Commissioners (HRBC) invites e-tender from reputed and experienced Service Providers for the supply of different categories of support staff for deployment under its different wings at the HRBC Bhavan.

(Submission of Bid through online)

List of Schemes:

Sl. No.	Name of the work	Tentative Estimated Amount (Rs.)	Earnest Money/ Bid Security (Rs.)	Tender Fee (Rs.)	Period of Service	Name of the Concerned Officer	Eligibility of Bidder
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Providing services of different categories of Support Staff for deployment at HRBC office	Rs.78,12,000	Rs.1,56,240	Rs.2,500*	365 (three hundred sixty five) days	Deputy Director (Planning & Design), Hooghly River Bridge Commissioners	Bonafide, resourceful outsiders (Ref : Sl 5 of this NIeT)

* For participating in the tender, bidders do not have to pay the Tender Fee at the time of submitting bids. Only the successful bidder will have to pay the stipulated Tender Fee through RTGS/NEFT to bank account of HRBC before execution of agreement.

- To participate in the bid, an intending bidder is required to deposit online a Bid Security/Earnest Money of the amount specified in the NIeT and proceed to submit the bid through the Government of West Bengal e-procurement portal viz. <https://wbenders.gov.in> with the help of Digital Signature Certificate using his login ID and password. The process of receipt and refund of Bid Security/EMD shall be as per the procedure prescribed in the memorandum no. 3975-F(Y) dated 28.07.2016 of the Finance Department, Audit Branch, Govt. of West Bengal.

The bidder will select the tender to bid and initiate payment of pre-defined EMD and Tender Fees for that tender by selecting from either of the following payment modes:

- Net banking (any of the banks listed in the ICICI Bank payment gateway) in case of payment through ICICI Bank Payment Gateway;
- RTGS/NEFT in case of offline payment through bank account in any bank.

- The Bid/Proposal is to be submitted in two parts. The two parts of the proposal are :-

- Part – 1 : Technical proposal
- Part – 2 : Financial proposal

3. Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed by the tenderer through the website ***https://wbtenders.gov.in*** as per “Date & Time Schedule” as stated in Sl. No. 8 of this NIEt.
4. Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in Sl. No. 8 of this NIEt.

5. **Eligibility criteria:**

- 5.1 a) The Bidder should be registered under the Companies Act, 1956, Companies Act, 2013 or LLP with registered offices in India, as on 31st March 2021 & should have office within Jurisdiction of Kolkata.
Details of firm shall be furnished [Refer Form-V of ITB].
- b) The bidder should have valid Trade License, PAN, GSTIN and Professional Tax Registration Certificate.
- c) The Company/Firm/Agency should be registered with appropriate authorities under Employees Provident Fund and Employee State Insurance Act.
- d) The Bidder should be in the business of providing manpower service for the last 3 (three) financial years ending 31.03.2021 [Refer Form-II of ITB].
- e) The bidder should have experience of providing manpower service to at least 1(one) Govt./Semi Govt./Govt. Undertaking office for a minimum period of 6(six) months during the last 3 (three) years ending 31.03.2021[Refer Form-II of ITB].
- f) The bidder should have a minimum average annual turnover of Rs.60 (sixty) lakh during the last 5 (five) years ending on 31st March, 2020 [Refer Form-III of ITB].
- g) The bidder should not have been blacklisted by any Govt. Organization, Undertaking, Corporation etc. An undertaking for the same should be submitted along with bid document [Refer Form-IV of ITB].

N.B.: The bidder should submit appropriate Credential Certificate, i.e., certificate of completion/ongoing work from the competent authority in support of all the above criteria. Submitting work orders/agreements in lieu of Credential Certificate will not be considered as compliance of eligibility criteria.

5.2 Joint Ventures will not be allowed.

5.3 The bidder should submit copies of Pan Card, GST Registration Certificate, Provident Fund Registration Certificate, Employee State Insurance Registration Certificate, latest Professional Tax deposit challan and latest IT Return with the Technical Bid Document.

In case of Proprietorship, Partnership Firm and Limited Company, Tax Audited Report in 3CD Form is to be furnished along with Balance Sheet and Profit & Loss Account.

[Non-statutory documents]

5.4 The bidder should submit a written power of attorney authorizing the signatory of the bid to commit the bidder. In case of proprietorship firm, the bidder should submit appropriate document like Trade License etc. and the proprietor should sign the bid and all documents.

[Non-statutory documents]

- 5.5 Registered Partnership Deed for Partnership Firm is to be submitted. Companies shall furnish the Article of Association and Memorandum.

[Non-statutory documents]

6. A prospective bidder shall be allowed to participate in a particular job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job, all his applications will be rejected for that job, without assigning any reason thereof.
7. Bids shall remain valid for a period of 120 (one hundred and twenty) days after the date of Bid opening specified in Sl. 8 below.
8. **Date and Time Schedule:**

Sl. No.	Particulars	Date & Time
1	Date of uploading of NIEt, Tender documents & other documents (online) (Publishing Date)	23/02/2022 at 10:00 AM
2	Documents download / sale start date (online)	23/02/2022 at 10:00 AM
3	Bid submission start date (online)	23/02/2022 at 10:00 AM
4	Bid Submission closing date (online)	09/03/2022 at 01:00 PM
5	Bid opening date for Technical Proposals (online)	11/03/2022 at 01:00 PM
6	Date of uploading list for Technically Qualified Bidder (online)	After evaluation of Technical Proposal
7	Date for opening of Financial Proposal (online)	To be notified at the time of publishing Technical Evaluation Summary in the e-procurement portal only.

9. Conditional/Incomplete tender will not be accepted under any circumstances.

10. **Rate to be quoted:**

The intending bidders are required to quote their rate in the form of Service Charge/Administrative Charge as a percentage of the total estimated amount for all the categories of staff given in the BOQ. The bidder shall download the template (Excel Sheet) for BOQ, duly fill it up with their offered rate in the space marked and upload the same digitally signed.

The rates in the priced BOQ correspond to the support staff's minimum monthly remuneration as stated in Sl.2 of the Terms and Conditions of Contract. The employer's contribution to EPF, ESI and Bonus as per rules as well as the employee's contribution to EPF, ESI and any other statutory deduction deposited to Government on the employee's account will be paid by HRBC as per actuals on production of separate bills. The bidder's quoted rate shall be deemed to include all incidental costs, taxes, duties and other levies including Educational Cess etc., as per Govt. rules payable by the bidder. HRBC will not make any payments towards taxes, duties, levies etc. for the entire contract period except GST. Income Tax will be deducted from each bill of the bidder as per applicable rate and rules in force.

11. During scrutiny, Tender Inviting Authority (TIA) may verify genuineness of credentials and if it comes to the notice of the tender inviting authority that the credential or any other paper is incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.

12. HRBC reserves the right to cancel the NIEt or tendering process and also any or all tenders at any stage without assigning any reason to the applicant and no claim in this respect will be entertained.
13. Before issuance of the Letter of Acceptance/Work Order, the tender inviting authority may verify the credential and other documents of the lowest bidder if found necessary. After verification if it is found that the documents submitted by the lowest bidder is either manufactured or false in that case work order will not be issued in favour of the said bidder under any circumstances.
14. The Earnest Money of all the unsuccessful bidders will be refunded by automated process as stated in the Government Order referred to in Sl. 1 of the NIEt while the Earnest Money of the successful bidder will be converted to a part of Performance Security Deposit. The successful bidder shall have to deposit the balance amount which together with the EMD amount already submitted will constitute 2.5% of the Contract Price, i.e. the total price quoted by the bidder within 15 (fifteen) days of the issue of LOA.

The total Performance Security Deposit being 2.5% of the Contract Price shall be refunded with adjustments of dues if any, 1(one) month after successful completion of the service.

The EMD may be forfeited -
 - (a) if the bidder withdraws his bid during the period of bid validity;
 - (b) in the case a successful bidder fails within the specified time limit to -
 - (i) sign the Agreement or
 - (ii) furnish the balance amount of Performance Security as mentioned above.
15. This NIEt shall form a part of the contract document. The successful bidder on acceptance of his bid by the Accepting Authority, shall have to sign the contract consisting of NIEt, Instruction to Bidders & Terms and Conditions of Contract. Financial Offer or the Bill of Quantities and other documents, if any, forming part of the bid as uploaded at the time of invitation of bid, the rates quoted online at the time of submission of bid and acceptance thereof together with any correspondence leading thereto and duly filled in Form of Agreement [Refer Form-VI of ITB].
16. There shall be no provision of arbitration. However, all disputes shall be settled through the Dispute Redressal committee of HRBC.
17. In the event of furnishing false/incorrect information by the agency, the bid security in respect of such agency shall be forfeited. Further during the performance of the contract, if it is detected that the contract has been obtained by furnishing the false/incorrect information in the tender, the agreement is liable to be terminated and security money and other payments due to the agency shall be forfeited and the agency is liable to be blacklisted for a considerable period.
18. Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act'2017.

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Deputy Director (PI & Dn), HRBC