

Government of West Bengal
Office of The Addl. Director General & Inspector General of Police
Telecommunication, West Bengal
3 Manik Bandyopadhyay Sarani, Tollygunj, Kolkata 700 040
Phone: 033-23770400/1701, Fax: 033-23110651, e-mail: telecomhqrs@gmail.com

Notice Inviting e-Tender No. WBPTel/ADG/eNIT- 16 /Wireless Works /2019-20

Date: 19-08-2019

The Addl. Director General & Inspector General of Police, Telecommunication, West Bengal invites e-Tenders on behalf of Home Department, Government of West Bengal from the bonafide service providers who has tender specific authorization (desirable) for the item in the table below:-

Sl.	Items	Scope and Description of work	Qty
1.	Hospitality Management of the entire campus of W.B.P. Telecom. located at 3, M.B. Sarani, Tollygunge, Kolkata - 700 040 and the adjacent D-Block of the campus.	Please see Annexure-IV	1
E.M.D.		Rs. 50,000.00	

ELIGIBILITY OF BIDDERS:

1. Only the firms having sufficient experience in the relevant work are eligible for participation in the Tender.
2. In the event of e-filing, intending bidder may download the Tender documents from the Web Page Links "wbtenders.gov.in/nicgep/app" or "policewb.gov.in/wbp/tender.php" directly with the help of Digital Signature Certificate. **Earnest Money Rs. 50,000.00 (fifty thousand) only have to be remitted through online. No alternative will be accepted. Necessary Earnest Money will have to be deposited by the bidder electronically: online - through his net banking enabled bank account, maintained at any bank.** Bidders will get the Beneficiary details from e- tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name (ICICI Bank) & IFSC Code. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD. Bidders eligible for exemption of EMD as per Govt. rule may avail the same and necessary documents regarding the exemption of EMD must be uploaded in the EMD folder of Statuary bid documents.
3. Financial Bid is to be submitted online (both words & figures) concurrently duly digitally signed in the website: <https://wbtenders.gov.in> as per Date & Time schedule stated in Clause 9.
4. (a) A tender Bidder, after being accepted by the undersigned authority, shall be liable to render the service for all the items in question as per the accepted rate, for a period of one year from the date of acceptance, without any hike in the prices, whatever are the circumstantial criteria thereby.
(b) Conditional/incomplete bid will not be considered.
(c) The Bidder should have an office in Kolkata for ease of communication with this office. Trade license to be provided to that effect.
"
5. Orders for the work will be placed with the successful bidder after the execution of the agreements. The successful bidder will have to render the service contentiously during the period mentioned in the agreement.
6. Addl. Director General & Inspector General of Police, Telecommunication, West Bengal reserves the right to reject any/or all the tendered rates without assigning any reason and not to place any orders even after selection and is not liable for any cost that might have incurred by any bidder at the stage of bidding and also reserves the right to, divide the contract amongst any number of bidders, if required so.

Addl. Director General & Inspector General of Police Telecommunication, West Bengal does not bind himself to accept the lowest rate.

7. Selected contractors will have to will have to render the service contentiously during the period mentioned in the agreement as per approved scope of the work, failing which the firm may be blacklisted with the forfeiture of security deposit. In the event of the non-completion of the work by the selected contractors or the work is found to be sub-standard, the Addl. Director General & Inspector General of Police Telecommunication, West Bengal may (without notice to the contractors) reject the work done. Any loss incurred by reason of the price paid for such work or any other loss or expense incurred by reason of such default on the part of the contractors may be deducted from the bills or any money payable to the contractors or from the security deposit of the concerned contractor(s). If the work is found unsatisfactory or not as to our desired level even after payment, the supplier has to refund the entire amount paid to him earlier for that particular work.

8. The vendor should have experience of rendering such service in last five years either in Government or Private organization.

9. **DATE & TIME SCHEDULE:**

SI. No.	Particulars	Date & Time
1	Date of uploading of NIT Documents (Online)	19-08-2019 at 18.00 hrs.
2	Documents download/Sell Start date (Online)	19-08-2019 at 18.00 hrs.
3	Date of hosting of documents at Departmental Website "policewb.gov.in"	21-08-2019 at 18.00 hrs.
4	Pre-Bid Meeting at Telecom. Hqrs. Kolkata	26-08-2019 at 11.00 hrs.
5	Bid submission start date (Online)	27-08-2019 at 11.00 hrs.
6	Bid submission closing date (Online)	16-09-2019 at 14.00 hrs.
7	Technical Bid opening (Bid A)	18-09-2019 at 14.00 hrs.
8	Date of uploading list of technically qualified bidders	To be notified later
9	Date for opening of Financial Proposal (Bid B) (Online)	To be notified later
10	Date of uploading list of bidders along with the approved rates	To be notified later

10. Bid opening Location: Office of the Addl. Director General & Inspector General of Police, Telecommunication, West Bengal, 3 Manik Bandyopadhyay Sarani, Tollygung, Kolkata 700 040.

11. Canvassing on the part of tenderers will render his tender to cancellation summarily.

12. **For any clarification regarding Specifications of the Tender, Tenderers are requested to contact with O/C Works , Telecommunication Hqrs., 3 Manik Bandyopadhyay Sarani, Tollygunj, Kolkata 700 040.**

NB: Any inconsistencies in the descriptions may be expeditiously brought to the notice of the Tendering authority.

INSTRUCTIONS TO BIDDERS

GENERAL GUIDANCE FOR e-TENDERING:

Instructions/ Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

I. REGISTRATION OF THE CONTRACTOR:

Any contractors willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://wbtenders.gov.in> (the Web Portal of Public Works Department) the contractor is to click on the link for e-Tendering site as given on the web portal.

DIGITAL SIGNATURE CERTIFICATE (DSC):

Each Contractor is required to obtain a Class-II OR Class-III Digital Signature Certificate (DSC) for submission of tenders for the approval service of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the website stated in Clause-I above DSC is given as a USB e-Token.

II. The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in clause-I using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

SUBMISSION OF TENDERS:

Tenders are to be submitted through online to the website stated in Clause-I in two folders at a time for each work, one in Technical Bid & the other is Financial Bid before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digital Signed. The documents will get encrypted (transformed into non readable formats).

PENALTY CLAUSES:

PENALTY FOR FORMATION OF CARTEL OR FURNISHING OF FRAUDULENT / MISLEADING DOCUMENTS: If during the tender process or at any state during the validity of the tender period, it is found that a Tenderer(s) has formed a cartel in what so ever form or name to fix up the rates or suppliers to the detriment of the fairness of the tender process, penal measures shall be initiated. Similar penal measures shall also be initiated against those tenders who have submitted false / misleading / fraudulent documents or made incorrect declarations. The penal measure will be forfeiture of Earnest Money, Forfeiture of Performance Bank Guarantee if enlisted as a supplier.

III. TECHNICAL PROPOSAL:

The Technical proposal should contain scanned copies of the following in two covers (folders).

(a) Statutory Cover containing the following documents:

(1) NIT (2) EMD (3) AGREEMENT PAPER (AS ANNEXTURE-III)

(b) Non-statutory Cover containing the following documents:

THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER:-

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents" to send the selected documents to Non-Statutory folder.

Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

SI. No.	Category Name	Sub-Category Description	Detail(s)
A	Certificate(s)	Certificate(s)	GST, <u>Trade License relevant to the work title</u> , Income Tax/PAN, Letter of Authorization, Latest P.Tax (Challan).
B	Company Detail(s)	Company Detail	Proprietorship Firm (Trade License) Partnership Firm (Partnership Deed, Trade License), Ltd. Company (Incorporation Certificate, Trade License) Society (Society Registration Copy, Trade License) Power of Attorney.
C	Credential	Credential - 1	Similar nature of work done & completion certificate, which is applicable for eligibility in this tender.
D	Returns	Income Tax	Last 2 Financial Year's of Income Tax i.e. for 2017-18 & 2018-19.

NOTE: BLACK & WHITE SCAN, MULTIPAGE SCAN, DPI MAX 200-300

I. FINANCIAL PROPOSAL:

- (a) The contractor is to quote the rate online through computer in the space marked for quoting rate in the BOQ (Bill of Quantities).
- (b) If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.
- (c) The financial proposal should contain the following documents in one cover (folder) i.e., BOQ (Bill of Quantities).
- (d) Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor. If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the bidder and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

OPENING & EVALUATION OF TENDER:

1. Opening of Technical Proposal: A Committee comprising of Superintendent of Police, Deputy Superintendent of Police, Inspector (HQ), HA Police Office and O/C Works of Telecommunication West Bengal will open the Technical bid of the Tender.
2. Intending Tenderers may remain present if they so desire.
3. Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.
4. Decrypted (transformed into readable formats) documents of the non- statutory cover will be downloaded & handed over to the Tender Evaluation Committee.
5. Summary list of technically qualified bidders will be uploaded online.
6. Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

7. During evaluation, the committee may summon the Tenderers and seek clarification/information or documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

II. REJECTION OF BID:

The Addl. Director General & Inspector General of Police Telecommunication, West Bengal reserves the right to reject any/or all the tendered rates without assigning any reason and not to place any orders even after selection and is not liable for any cost that might have incurred by any bidder at the stage of bidding and also reserves the right to divide the contract amongst any number of Tenderers if required so and to place order for more or less than the quantity mentioned in the forecast requirement. The Addl. Director General & Inspector General of Police, Telecommunication, West Bengal does not bind himself to accept the lowest rate.

III. AWARD OF CONTRACT:

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance both online & offline to save time. The notification of award will constitute the formation of the Contract. The Agreement in prescribed format in admissible stamp duties will incorporate all agreements between the Tender Accepting Authority and the successful bidder/bidders. Delay and negligence in service and consequent penalty clause will be included in the agreement. All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents downloading from the website stated in the N.I.T. along with requisite cost through Demand Draft issued from any nationalized bank in favor of Addl. Director General & Inspector General of Police Telecommunication, West Bengal for the concerned work within time limit to be set in the letter of acceptance.

Payment Terms: Quarterly basis after receipt of work done satisfactory certificate of the work.

IV. VALIDITY PERIOD:

The contract period will be up to one year from the date of work order.

Sd/-
Addl. Director General & Inspector General of Police
Telecommunication, West Bengal

FORMAT FOR CHECK LIST

Sl.No.	Items	Pl mark ✓		Page No.
1	Application submitted in Annexure - I	Yes	No	
2	Annexure - II (Authorization letter of signatory from the Company)	Yes	No	
3	Copy of PAN Card / GST registration certificate	Yes	No	
4	Copy of Demand Draft/Pay order as applicable in favour of the Addl. Director General & Inspector General of Police Telecommunication, West Bengal - as Earnest Money	Yes	No	
5	Last 2 financial years' Balance Sheet, i.e., for 2017-18 & 2018-19	Yes	No	
6	Credential for relevant work & completion certificate, to any Govt. Organisation	Yes	No	

Annexure - I

APPLICATION FORMAT

(To be furnished in the Company's official letter pad with full Address and Contact No., etc.)

To
The Addl. Director General & Inspector General of Police
Telecommunication, West Bengal
3 Manik Bandyopadhyay Sarani
Tollygunj, Kolkata 700 040

Sub: e-NIT for Hospitality management at Office of the Addl. Director General, & Inspector General of Police,
Telecommunication, West Bengal, 3 Manik Bandyopadhyay Sarani, Tollygunj, Kolkata 700 040.

Ref:

Sir,

Having examined the pre-qualification & other documents published in the NIT, I/we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me / us on behalf of
In the capacity of.....duly authorized to submit the offer. The authorization letter from the Company is attached in Annexure II.
2. We accept the terms and conditions as laid down in the NIT mentioned above and declare that we shall abide by it for throughout the tender period.
3. We are offering rate for the following item /items and assured supply to the West Bengal Police Telecommunication, Government of West Bengal as mentioned in Page-1.
4. (a) We propose that the order and bill should be raised in our name. For liaisoning, we have appointed M/s having its office at (Address, Contact No. and e-mail address) as C&F agent /Liaisoner /Contact person/ Others (strike out whichever is not applicable) as per clause of the NIT
OR
(b) We propose that order and bill should be raised in favour of our authorized Distributor. For that purpose, we have appointed M/s having it's office at (Address with contact No. and e-mail Address) as authorized Distributor who will receive order and payment in his name on our behalf.
(c) The agreement between ourselves and the distributor/C&F/Liaisoner & other documents as prescribed is attached in annexure III .
5. In the event of being selected, supply will be made within the stipulated period excepting the condition which is beyond our control.
6. We understand that:
(a) Tender Selection Committee can amend the scope & value of the contract bid under this project.
(b) Tender Selection Committee reserves the right to reject any application without assigning any reason.

Date:-

Signature of applicant including title.
and capacity in which application is made.

Telephone No.:

Mobile No.:

e-Mail Address:

Annexure - II

Authorization letter from Company for authorized signatory.

Annexure - III

Copy of agreement signed between tenderer and Service provider.

Annexure - IV

HOSPITALITY MANAGEMENT

WBP Telecommunication invites tender from interested agencies for Hospitality Management of the campus of WBP Telecom HQ located at 3, M. B. Sarani, the campus has two portions:-

i) Main Campus (ii) D-Block adjacent to Main campus.

- 1) Keep campus free of bushes and garbages.
- 2) Clear garbages of the campus twice on daily basis.
- 3) Clear 50 (fifty) toilets in Office/Barracks twice on daily basis.
- 4) Keeping the total floor space 65,991 sq. ft. clean.
- 5) The agency will be responsible for keeping campus neat and clean.
- 6) Mosquitoes and other flies dangerous to human lives should be checked by adopting effective repellents.
- 7) Agency should set up a House keeping Office at the premises which will serve better for smooth service and to keep the campus clean, fresh & attractive.
- 8) The service provider will have to make arrangement for cleanness of canteen and its surroundings including sewerage to the satisfaction of the establishment. The service provider shall also be responsible for the safe and hygienic disposal of the compound waste. The garbage bins should be covered always and away from the eating place.
- 9) The establishment reserves the right to terminate the contract at any time after getting recommendation of an independently appointed committee against any serious complaints regarding / maintenance of the canteen. The decision of the establishment in this regard shall be final.
- 10) The service provider shall keep sufficient house keeping staff for cleaning the premises clean round the clock.
- 11) The service provider should supply sufficient consumables required for appropriate have House keeping.
- 12) All the buildings should be weed free.
- 13) Water should not be staged anywhere (both building & campus).
- 14) Environment should not be polluted by any means (insecticide & herbicide should not be used).
- 15) The contract will be awarded for one year and will be renewed based on performance of the agency during this period.
- 16) The financial bid should indicate clearly various components of expenditure like consumable, human resources, and other expenditure.