



DIRECTORATE OF COMMERCIAL TAXES  
GOVERNMENT OF WEST BENGAL.  
JALASAMPAD BHAWAN (NORTH BLOCK),  
BLOCK - DF, SECTOR - I, SALT LAKE,  
KOLKATA - 7000091.

TENDER NO: 01/CT/SLK

DATED: 15/02/2017

**Name of the Work: Engagement of agency for Scavenging/sweeping/cleaning work at the Office of the Commissioner, Commercial Taxes, Jalasampad Bhawan (North Block), Block - DF, Sector - I, Salt Lake, Kolkata - 7000091.**

Sealed Quotations are invited from experienced, resourceful and bonafide agencies/ firm/Associations of persons / Un-employed Labour Co-operative/ Limited Companies for providing Scavenging/sweeping/cleaning work at the office of the Commissioner, Commercial Taxes, Jalasampad Bhawan (North Block), Block - DF, Sector - I, Salt Lake, Kolkata - 700019 as per details given below having experience of rendering similar services to offices under the establishment of this Government or Government of India/ Undertaking of this Government or Government of India for at least three year in the block of three financial years ending 31<sup>st</sup> March, 2016. The Tender shall be submitted to the Drop Box of this Office (Room No. 203) till the date and time as specified in this notice.

<b>SUBMISSION &amp; OPENING OF TENDER</b>	
Last date for submission of sealed tender at the Office of the Commissioner, Commercial Taxes, Jalasampad Bhawan (North Block), Block - DF, Sector - I, Salt Lake, Kolkata - 7000091.	14/03/2017 till 3.00 PM (Room No. 203)
Date of Opening The Tender:	15/03/2017 at 3.00 PM
Venue for opening of Tender:	Office of the Commissioner, Commercial Taxes, Jalasampad Bhawan (North Block), Block - DF, Sector - I, Salt Lake, Kolkata - 7000091. (Room No. 214)

Quality is the essence of the service to be rendered. Services are to be performed to the satisfaction of this office. Bills for the said services rendered will have to be raised monthly basis for a calendar month or part thereof, as the case may be and submitted in this office within the 15<sup>th</sup> of the month next to the concerned month.

1) **SCOPE OF WORK:**

Providing Scavenging/sweeping/cleaning work, floor to ceiling, having two persons on each floor from 07.00 a.m. to 07.00 p.m. in the G + 10(ten) storied Building and Campus.

2) **INSTRUCTIONS FOR TENDERER:**

- a. The offer shall be submitted as per the instructions of tender documents. Only one set of tender document duly signed by authorized representative of tenderer and signed & stamped on each page shall be submitted as detailed further. Tenderer should note specifically that all pages of tender document, including the NIT page for this particular tender shall be submitted by them (after signing/ stamping on each page) as a part of their offer. Price shall not be mentioned by them anywhere in the techno-commercial portion of offer. Price shall be mentioned in the relevant price bid only and submitted in separate sealed envelope. In case of any clarification, bidder may contact with Sri Dipankar Bhattacharyya, Addition Commissioner of Commercial Taxes of this office.
- b. No overwriting / correction in tender documents by tenderer shall be allowed. However if correction is unavoidable, the same must be signed by authorized signatory.
- c. Tender must be submitted in two parts, i.e., (i) Part-A, Technical Bid and (ii) Part- B, Price Bid. The tenderer must submit their tenders in two separate sealed envelopes prominently super scribed as Part - A "Technical bid" and Part-B "Price Bid", and the NIT No. & date on each of the envelope. These two separate envelopes shall together be kept in third envelope super scribed with NIT No. & date.
- d. Technical bid should contain all the documents like, signed tender document having NIT page, Instructions for tenderer, Pre-qualifying requirement, General terms & conditions, all the annexure duly filled & signed by the tenderer.
- e. Price Bid should contain only the "Part-B, Price Bid Format" after quoting the rates as specified in the price bid format.
- f. Rate per head per month should be quoted for scavenging personnel both in figure as well as in word including taxes in a price bid. The monthly wages quoted should comply with minimum wages Act as notified by Labour Department, Govt. of W.B or Government of India.
- g. Prior to quoting of rates, the intending agencies are requested to inspect the office building and Campus.
- h. On the date of opening of tender, Technical Bid shall be opened first to select the eligible tenderers. Price Bid will be opened on the same day only in respect of those tenderers, whose bids are found technically acceptable. The Tender will be opened in presence of the tenders or their authorized representatives who would like to be present.
- i. Tender documents are available in the website of Directorate of Commercial Taxes i.e. [www.wbcomtax.nic.in](http://www.wbcomtax.nic.in) and the same can be downloaded and used as tender document for submission of bids.
- j. Office of the Commissioner, Commercial Taxes, Commercial Taxes, Jalasampad Bhawan (North Block), Block - DF, Sector - I, Salt Lake, Kolkata - 7000091 reserves the right to accept or reject any or all offer without assigning any reason thereof. Also Office of the Commissioner,

Commercial Taxes, Jalasampad Bhawan (North Block), Block - DF, Sector - I, Salt Lake, Kolkata - 7000091 shall not entertain any correspondence from bidders in this matter.

- k. The undersigned reserves the right to negotiate the rates, terms and conditions with the lowest tenderer or any of the other tenderers to ascertain the suitability of the acceptable offer.
- l. The contract shall be initially for One year. The authority holds the right to terminate the contract for violation of terms and conditions at any time without any notice.
- m. The agency selected for engagement shall have to enter into a formal agreement with the department.
- n. The agency selected for engagement shall have to deposit a sum of 5% of Contract Value. Security Deposit shall be returned to the contractor after the physical completion of the work as certified by the competent authority. The competent Authority shall normally be the authority who is competent to sign the contract. The certificate, inter alia, should mention that the work has been completed in all respects and that all the contractual obligations have been fulfilled by the contractors and that there is no due from the contractor to Commercial taxes Authority against the contract concerned. Before releasing the SD, an unconditional and unequivocal no claim certificate from the contractor concerned should be obtained. The successful bidder shall submit the Performance Guarantee (PG) in any of the following forms, amounting to 5% of the contract value in form of (i) Irrevocable Bank Guarantee; (ii) Deposit Receipts, Pay Orders, Demand Draft and Guarantee Bonds, (iii) FDR.
- o. The tenderers or their representative may attend the opening of both the Bids (Part A & B).

#### PART-A

**Engagement of agency for Scavenging/cleanig work at the office of the Commissioner, Commercial Taxes, Jalasampad Bhawan (North Block), Block - DF, Sector - I, Salt Lake, Kolkata - 7000091.**

3)

**(I) Terms & Conditions to be followed for the Technical Bid.**

- a) Multiple quotations by a single agency will not be entertained.
- b) Joint ventures will not be entertained.
- c) The operating staff must have such state of physical and mental ability commensurate to provide the above stated **Scavenging/cleaning** service.
- d) The service may have to be rendered for beyond the stipulated hours of work and even on holiday including Sundays.
- e) The personnel will have to work in separate groups for each floor performing under adequate and competent supervision.
- f) Labour related enactments and laws of the land are to be observed strictly.

**(II) An intending agency shall submit attested copies of the following documents.**

- a. Valid Trade license.
- b. PAN Card.
- c. Profession Tax Registration certificate with current challan.

- d. Service Tax Registration certificate with current Return.
- e. EPF Registration certificate with last three month payment challan.
- f. ESIC Registration certificate with last three month payment challan.
- g. Labour Licence Registration certificate.
- h. Certificate of shop and Establishment.
- i. Income tax return for last three years.
- j. Audit Report for last three years.

Banker's solvency certificate addressed to the Commissioner, Commercial Tax, Jalasampad Bhawan (North Block), Block - DF, Sector - I, Salt Lake, Kolkata - 7000091 to the extent of 100% of the Quoted tender value of work.

**(III) A personnel of the successful agency, who will be working in the said office:**

- a) Shall be a citizen of India with valid proof of citizenship like Elector's Photo Identity Card (EPIC) etc.
- b) He shall have his ordinary residence within 8 (Eight) kilometer from the office site.
- c) He shall have an authority by the successful agency to work on their behalf.
- d) He shall have age not exceeding 50 years.
- e) He shall be courteous, sober, obedient and dutiful.

**(IV) Earnest Money:-**

The Tenderer shall be required to deposit Earnest Money of **Rs.15, 000.00 ( Rupees Fifteen Thousand)** in the form of Bank fixed deposit pledged in favour of Commissioner, Commercial Taxes, West Bengal with the offer which will be refunded to un-successful bidder. Tender received without prescribed amount of the earnest money shall be summarily rejected.



(Qamar Parwaiz)

Special Commissioner  
Commercial Taxes, W.B.  
**QAMAR PARWAIZ**  
Special Commissioner  
Commercial Taxes  
West Bengal

## PART-B -PRICE BID

Engagement of agency for Sweeping, Cleaning and Scavenging etc. Services in the Office of the Commissioner, Commercial Taxes, Jalasampad Bhawan (North Block), Block – DF, Sector – I, Salt Lake, Kolkata – 7000091.

The following is to be furnished by the firm as Price Bid

I	II	III	IV	V	VI	VII	VIII	IX	X	XI	X
Sl. No	Nature of sweeping, cleaning and scavenging etc. services	Number of sweeping, cleaning and scavenging etc. services personnel	Basic Wages per head per month	EPF @ 13.36% of Column IV	ESIC @ 4.75% of Column IV	BONUS (@ 8.33% of column IV)	Service Charges	Total Wages Column (IV+V+VI+VII+VIII)	Service tax @ 15% on column IX	Grand Total Column (IX +X)	Total Amount in Rupees Column (III x XI)
1.	Sweeping, cleaning and scavenging etc. services Person	21 (Twenty One)									
2.	Sweeping, cleaning and scavenging etc. services Supervisor	1 (One)									
Total Consolidated Cost Per Month											