



Government of West Bengal
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Memo No. 3374/2-5

Dated, Durgapur, The 06/02/2019

Notice Inviting e-Tender: - WBFOR/DGP/ SUPPLY OF MANPOWER (SECURITY GUARD, HOUSE KEEPING, DRIVER, WATCHER ETC)/8(e) 19-20

E-TENDER FOR SUPPLY OF MANPOWER IN DURGAPUR FOREST DIVISION, WEST BENGAL

The Divisional Forest Officer, Durgapur Division, West Bengal, on behalf of the Governor, West Bengal invites e-tender for the following work(s) from the eligible Contractors as detailed in the table below. [Collection (downloading) and Submission (uploading) of Tender can be made online through the website <https://wbtenders.gov.in> only].

e-Tender notice No.	Engagement Details	Place of Engagement	Period of Engagement	Rate (Rs.)	Amount (Rs.)	Tender Fees	** EMD	Security Deposit	Time Schedule
WBFOR/DGP /SUPPLY OF MANPOWER (SECURITY GUARD, HOUSE KEEPING, DRIVER, WATCHER ETC)/8(e) 19-20	Engagement of 16 Nos. Security Guard, 10 Nos. House Keeping & 3 Nos. Driver, Watcher etc. (as and when required)	Under the Jurisdiction of Divisional Forest Officer, Durgapur Division	1 Year (Extension of Engagement to be notified in due course, if the service provided by the Agency is satisfactory)	Remuneration to be paid as per Minimum Wage Rate declared by Labour Commissionerate	Rs. 8005/- x 26 x 12 = 2497560.00 + Rs. 9687/- x 3 x 12 = Rs. 348732.00 + Service Charge	Rs. 1180/-	Rs. 5000/-	Rs. 15000/-	1 (one) Year from issuance of Work Order (May be extended as per T&C)

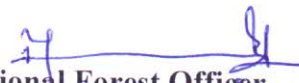
****There is no exemption of any kind for any of the eligible contractors towards cost of EMD.**

B. Schedule of Dates:

Sl. No.	Particulars	Date & Time
1	Date of uploading N.I.T. Documents—Online (Publishing Date)	12.02.2019 at 04:00 PM
2	Documents download start date (Online)	13.02.2019 from 10:00 AM
3	Documents download end date (Online)	28.02.2019 upto 04.00 PM
4	Bid submission start date (Online)	13.02.2019 from 10:00 AM
5	Bid submission closing date (Online)	28.02.2019 upto 04.00 PM
6	Last Date of submission of Earnest Money Deposit (Online)	28.02.2019 upto 12.00 PM
7	Last Date for submission of uploaded copies of Tender documents & EMD (Offline)	01/03/2019 up-to 04:00 PM
8	Bid opening date for Technical Proposal (Online)	05/03/2019 at 04.00 PM
9	Date of uploading technically qualified bidders (Online)	To be notified in due course
10	Date of opening Financial Bids (Online)	To be notified during uploading of Technical Evaluation Sheet of bidders
11	Date of uploading of list of bidders along with final rate, after negotiation with all tenderers if necessary (Offline)	To be notified in due course.

Last date & time of submission of bids online is : 28.02.2019 up-to 04:00 PM

- Note:
- 1). In case of any unscheduled holiday or on days of Bandh or natural calamity on the aforesaid dates, the next working day will be treated as scheduled / prescribed date for the same purpose.
 - 2). The Tender Inviting Authority may change the venue of opening the Technical or Financial Bids in case of exigent circumstances like breakdown of communications link or conditions of force majeure.
 - 3). The Tender Inviting Authority reserves the right to defer the date of opening of either Technical or Financial Proposal or both, if required.


Divisional Forest Officer
Durgapur Division

**Terms & Conditions of e-tender Notice No. WBFOR/DGP/ WBFOR/DGP/ SUPPLY OF MANPOWER
(SECURITY GUARD, HOUSE KEEPING, DRIVER, WATCHER ETC)/8(e) 19-20**

INSTRUCTION TO BIDDERS (ITB)

Section –A

1. General Guidance for e-Tendering

1.1 Instructions / Guidelines for tenderers for electronic submission of the tenders online have been shown in Web site <https://wbtenders.gov.in>

1.2 Registration of Contractors

Any contractor willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e-Procurement System.

1.3 Digital Signature Certificate (DSC)

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders.

1.4 Collection of Tender Documents

The contractor can search and download NIT and tender documents electronically from computer once he logs on to the website mentioned in Clause 1.1 using the Digital Signature Certificate. This is the only mode of collection of tender documents.

1.5 Participation in more than one work

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm or registered company. If found to have applied severally in a single job, all his applications will be rejected for that job.

2. Submission of Tenders:

2.1 General process of submission:

Tenders are to be submitted online through the website stated in Clause 1.1 in two folders, at a time for each work, one is Technical Proposal and the other is Financial Proposal, before the prescribed date and time mentioned in the list attached. Using the Digital Signature Certificate (DSC), the documents are to be uploaded, virus scanned and digitally signed. Tenderers should specially take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

2.2 Technical Proposal

The Technical Proposal should contain scanned copies and/or a declaration in standardized formats of the following in two covers (folders).

A. Technical File (Statutory Cover) containing

- i. NOTICE INVITING TENDER (NIT) (to be submitted Folder). in “NIT”
- ii. Section B (Form I, Form II, Form III and AFFIDAVIT –Y)
(to be submitted FORMS”). Folder in“
- iii. Earnest Money Deposit (EMD) is to be done through online by the Tenderer vide Finance Deptt.’s Order No. 3975-F(Y), Dt. 28.07.2016.
- iv. Instructions to Bidders. (to be submitted in “ITB” Folder)
- v. General Terms & Conditions of Contract. (to be submitted in “ GT AND CC” Folder)
- vi. Technical Specification. (to be submitted in “ TS ” Folder)

Note: a) The EMD through online should be submitted physically to the office the Divisional Forest Officer, Durgapur Division as per the 'Date & Time Schedule' stated in N.I.T. Technical Bid & Financial bid both will be submitted concurrently duly digitally signed in the Website <https://wbtenders.gov.in>. Tender document may

