



**GOVERNMENT OF WEST BENGAL
OFFICE OF DISTRICT MAGISTRATE, DARJEELING
(ELECTION DEPARTMENT)**

NOTICE INVITING e-EQUOTATION

NOTICE INVITING ELECTRONIC TENDER No. 02/IT/ELECTION/DARJ/2018-19 Date: 02.03.2019

TENDER TITLE: FOR SUPPLY OF MANPOWER (unskilled category)

On behalf of The District Magistrate & District Election Officer, Darjeeling, e-quotation are invited under Two Bid System i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Companies/Firms/Agencies for providing manpower under Unskilled Categories in the District Contact Centre (DCC) for 4-Darjeeling Parliamentary Constituency for the period of 6 (six) months. The intending tenderers may visit Website – www.darjeeling.gov.in for the tender notice & other details. But submission of bid will be through the web site www.wbtenders.gov.in only.

REQUIREMENT OF MANPOWER (UNSKILLED CATEGORY)

Sl. No.	Manpower Required at DCC, Darjeeling	Category	Period
1	2	3	4
1	4	Un-skilled	6 (six) months

Earnest Money Deposit (EMD) of Rs. 10,000/- to be paid online

The number of manpower may be increased or decreased at the option/requirement of the Office from time to time.

Experience and Age Limit for the Manpower to be deployed by the Companies/Firms/Agencies:

Unskilled Manpower: i) A person shall be preferably 8th passed and have basic knowledge to read in English.

ii) Age: He/She shall be between age group of 18 years to 45 years.

- For e-tendering, intending tenderer may download the tender document from the said website directly with the help of Digital Signature Certificate. Necessary Earnest money(where required) shall be deposited by the intending tenderers by way of Online/ NEFT/RTGS through ICICI Payment Gateway in favour of the District Magistrate, Darjeeling,
- Properly Indexed & self-attested documents & duly digitally signed of both the Technical Bid and the Financial Bid should be concurrently submitted in the Website mentioned above as per time schedule given below.
- TECHNICAL BID: ELIGIBILITY CONDITIONS:** The tendering Company/Firm/Agency shall fulfill the following technical specifications for Technical Bid:-

(i) The Company/Firm/Agency shall have at least three years' experience in successfully providing skilled, semi-skilled and unskilled manpower to Government or Public Sector Companies/Banks etc.
(ii) The Company/Firm/Agency shall have financial turnover of at least Rs.50 lakhs per annum for each of the last three years.

(iii) The manpower Company/Firm/Agency shall have been registered with the appropriate registration authority.

(iv) Tenderer shall provide a self-attested copy of valid manpower license from the Regional Manpower Commissioner for specific number required for the contract under Contract Manpower (Regulation & Abolition) Act, 1970.

(v) The Head Office/ Branch Office of the manpower Company/Firm/Agency shall be located in Darjeeling or Siliguri

(vi) The Company/Firm/Agency shall have been registered with the Income Tax and Service/GST Tax Department. (vii) The Company/Firm/Agency shall have been registered with the appropriate authorities under Employees Provident Fund and Employees State Insurance Act.

Note: Documentary evidence is required to establish the eligibility requirements for the conditions mentioned in TECHNICAL BID.

4. **Bids shall remain valid for a period of 120 (One hundred twenty) days from the date of opening of Financial Bid.** If the bidders withdraw the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith assigning any reason thereof. No interest on the deposited Earnest Money shall be allowed if the said bid is cancelled.

5.

8. **Date & time Schedule: (Proposed)**

Sl.No	Particulars	Date & Time
1	Date of uploading of NIT documents(on line) (Publishing date)	02.03.2019 at 18:55 Hrs
2	Start date of downloading of documents (online)	03.03.2019 at 09:00 Hrs
4	Start date of submission of bid(online)	03.03.2019 at 09:00 Hrs
5	Last date of submission of bid (online)	08..03.2019 upto 18:00 Hrs
6	Opening date of Technical Bid	11.03.2019 at 10:00 Hrs
8	Date of Scrutiny of Technical Bid(Off line)	To be notified later
9	Opening date of Financial Bid(Online)	To be notified later

10. Financial bids of those tenderers who qualify in technical bid will only be opened. Dates, if changed, due to un-avoidable circumstances, will be published in the said websites and the office notice board only without any individual intimation.

11. A tenderer may visit the site of works and its surroundings on his own cost in order to prepare bid for its submission.

12. No cost of Bidding shall be reimbursable by the Office of the District Magistrate, Darjeeling. Authority may accept or reject any tender without assigning any reason, whatsoever, and is not liable for any cost that might that have been incurred by a Bidder.

13. **Refund of EMD:** The Earnest Money of all unsuccessful Tenderers will be refunded through on receipt of application from the Tenderer from the Office of the District Planning Officer, Darjeeling.

14. The willing tenderers may remain present at the time of opening of Tender.

16. The District Magistrate, Darjeeling reserves the right to cancel the N.I.T due to unavoidable circumstances and no claim in this respect will be entertained.

17. A tenderer's bid will be out rightly rejected with a forfeiture of his earnest money if it comes to the notice of the tender inviting authority during scrutiny that the credential or any other papers of a tenderer are manufactured/fabricated, etc.

18. The Tender Inviting Authority may verify the original credential & other original documents of the lowest tender, if found necessary, before issuance of the work order and the work order will not be issued in favor of the tenderer if it is found on verification that such document submitted by him is either manufactured or fabricated, etc.,.
19. A clause stated in the later notification will supersede the corresponding one mentioned in former notification in following sequence:-
 a) Tender Form as prescribed.
 b) NIT.
 c) Special terms & Conditions.
 d) Technical bid.
 e) Financial bid.
20. **Scrutiny of Technical Bids(Offline) &Scrutiny of Financial Bids(Offline) will be held at the Chamber of Additional District Magistrate (Election), Darjeeling, Office of the District Magistrate, Darjeeling as mentioned in para no.9 in page no.2 of this NIT.**
21. The Order no.9754-F(Y) ,Kolkata, 3rd December, 2012 of the Finance Department (Audit Branch), Govt. of W.B. will be followed for this e-tender .

INSTRUCTION TO BIDDERS

1. **General Guidance for e- Tendering:** Instructions/ Guidelines for electronic submission of the tenders have been annexed for guidance/assistance of the tenderers to participate in e- Tendering.
2. **Registration of Tenderer:** Any Tenderer willing to participate in e- Tendering will have to get himself enrolled & registered with the government e-procurement system by logging on to <http://etender.wb.nic.in> The tenderer is to click on the link for e-Tendering site as given on the web portal.
3. **Digital Signature Certificate (DSC):** For submission of tenders, each tenderer is required to obtain a Digital Signature certificates (DSC) from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount, the details of which are available at the web site.
4. A tenderer can search & download NIT & tender documents electronically, the only mode of collection of tender documents, from computers once he logs on to the website using his Digital Signature Certificate.
6. **Submission of tenders:** General process of submission:-
 Both the Technical bid and the Financial bid in separate folders will have to be submitted online in the website at a time for each work before the notified date & time using the Digital Signature Certificate (DSC) and virus scanned and duly digitally signed copies of documents should also be uploaded in the website. (These documents will get encrypted i.e. transformed into non- readable formats)
8. To facilitate joint venture for building works for works less than Rs 25 crore such that for works worth value less than 25 crore and which are predominantly civil work in nature with electrical components less than 25% of the estimated amount put to tender , the civil contractor may be allowed to submit and agreement in non judicial stamp of requisite value with an electrical contractor for execution of the electrical components of the work .in that case ,the electrical contractor will have to qualify for all requirements set forth in NIT including requisite credential for civil company of such work but excluding credential and SCC requirements for electrical work. However , the onus and full responsibility for execution of the total work will be on the civil contractor who will execute the agreement with the Department Payment will also be made ti the civil contractor only.(G.O no 311-W©/IM-132/15) dt 28.03.2018

N.B: Original copies of all documents have to be produced on demand for checking at the time of Scrutiny of Technical Bids, otherwise tender will summarily be rejected.

Cover "B". **Financial Bid**

The financial proposal should contain the following documents in one cover (folder) i.e. The contractor is to quote the rate (percentage Above/Below/At par) online through computer in the space marked for quoting rate in Bill of quantities (BOQ).Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

8. **Rejection of BID.**

The Employer (Tender Accepting Authority) reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's (Tender Accepting Authority) action.

10. **Tender Selection Committee.**

- i) The Committee will act for recommendation of technically and subsequently financially qualified bidders.
- ii) Intending Tenderers may remain present during Scrutiny of Technical & Financial Bids. Technical Bids will be opened first and the defective tender will summarily be rejected.

Sd/-
OC IT Cell, Darjeeling

Sd/-
District Panchayats & Rural Development Officer,
Darjeeling

No. 179/IT/ELECTION/2018-19

Date: 02.03.2019

- 1..The Additional District Magistrate (Dev),Darjeeling for information and necessary action.
2. The District Planning Officer, Darjeeling for information and also with a request for its display in his office notice board and with a request to remain present at the time of Technical & Financial Bids Evaluation
3. The DOMA,Darjeeling, for information and necessary action and with a request for its display in his office notice board.
4. The Officer-in-Charge, Election Department, Darjeeling for information
- 5.The C.A to District Magistrate,Darjeeling for information.
6. Office Copy.

Sd/-
OC IT Cell, Darjeeling

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District Panchayats & Rural Development Officer,
Darjeeling