

NOTICE  
INVITING  
TENDER

2021

[ Tender document related to Supply of Manpower for Hostel Mess  
employee]

[Bidders should note  
the terms and  
conditions first]

APPROVED BY PROCUREMENT COMMITTEE  
AND PROPOSED BY HOSTEL AFFAIRS  
COMMITTEE



Government of West Bengal

## Cooch Behar Government Engineering College

Vill- Harinchawra, P.O.- Ghughumari, District- Cooch Behar, Pin-736170

E-Mail of Principal: principalcgec@gmail.com

### Tender Reference No. : CGEC/NIT-01(e)/2021-22

Tender is hereby invited by the Principal, Cooch Behar Government Engineering College, Vill- Harinchawra, P.O.- Ghughumari, District - Cooch Behar, Pin-736170 for Supply of Mess employee (Cooks, assistants, Helper) to run student mess, Manpower for gardener of the Cooch Behar Government Engineering College, Vill- Harinchawra, P.O.- Ghughumari, District – Cooch Behar, Pin- 736170, through electronic tendering (e-tendering) from the authorized manpower suppliers in the respective fields.

#### 1. General Guidance for e-tendering

Interested bidders are requested to log on to the website <https://wbtenders.gov.in> to participate in the bid.

#### 2. Registration of Bidders

Bidders willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Govt. of India. (viz. Code Solution, Safe script, e-Mudhra, TCS, MTNL, IDRBT) or as mentioned in e-tendering portal of GO WB <https://wbtenders.gov.in>. DSC is given as a USB e-Token. After obtaining the Class2/3 Digital Signature Certificate (DSC) from the approved CA they are required to register the Digital Signature Certificates through the registration system available in the website.

#### 3. Pre-qualification (PQR) for participation:

- GST Registration, GST Return, Trade Licence, PAN ID, IT, ST, Clearance Certificates as applicable, or suitable certificate bearing exemption to any or all of above from competent authority.
- Credential Certificate of satisfactory completion of work in any of the last three years.

#### 4. Earnest Money

**i. EARNEST MONEY /BID SECURITY DEPOSIT:-** Earnest Money amounting Rs. 10,000 is to be deposited by the tenderer by net banking through ICICI payment gateway as per Govt. notification 3975-F(Y) dated 28.07.2016 (detailed given in the web [www.wbtenders.gov.in](http://www.wbtenders.gov.in)). In case of failure to supply the material, the E.M.D. of the successful Bidder will be forfeited. The earnest money shall be forfeited in the event of withdrawal of the tender within the original validity period, once submitted or the successful bidder fails to execute necessary agreement within the period specified or for submitting false, incorrect, misleading information in the bid, mistakes, miscalculations. Exemption from depositing Earnest Money in terms of existing Government order may be considered if requested in

writing supported with necessary documents in original. Earnest Money deposit will be released on request by the unsuccessful tenderer, after finalization of the tender and in case of successful tenderer; it will be converted towards part deposit the Security Deposit. No interest on E.M.D. is admissible. **Tender documents without online EMD will not be accepted. EMD if not submitted cannot be submitted after tender documents are opened on the stipulated date of opening.**

CGEC reserves the right of forfeiture of 'EMD' in case the Bidder after opening of Bid, withdraws, amends, impairs, derogates or revokes his Tender within the validity period or extension thereof or if successful Bidder fail to execute the contract provision within the contract period as mentioned in the service order.

ii. NSIC /SSI units are exempted from deposition of EMD.

## 5. Collection of Tender Documents:

Tenders are to be submitted on line and interested bidders will have to download the tender documents from the website <https://wbtenders.gov.in> directly with the help of thee-Token provided. This is the only mode of collection of tender documents. Details of submission procedure are given below.

## 6. Submission of Tenders

### 6.1 General process of submission

6.1.1 Tenders are to be submitted online through the website <https://wbtenders.gov.in>. All the documents uploaded by the Tender Inviting Authority form an integral part of the bid. Bidders are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender.

### 6.1.2 Bidders must submit the Tenders in two covers i.e. "Technical" & "Finance".

Bidders must download tender specific documents (NIT, BOQ etc.) from <https://wbtenders.gov.in>, prepare the required documents and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations.

6.1.3 He needs to fill up the rates of items in the BOQ, downloaded for the supply, in the designated cell of the BOQ spread sheet and up load the same in designated location of "Finance" cover.

6.2 The documents uploaded must be scanned against any virus and digitally signed using the Digital Signature Certificate (DSC). Bidders should specially take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

## 7. Technical Proposal (Statutory Documents)

(To be submitted in **Technical** Cover)

The following documents in standard formats should be uploaded in **Technical** cover:

- i. Notice Inviting Tender (NIT) – The NIT as published is to be downloaded, then digitally signed and uploaded.
- ii. NSIC/SSI units are exempted from deposition of EMD in form of D.D/B.G.

iii. In case of NSIC/SSI, photo copy of valid Certificate (Current) should be submitted / uploaded as an Exemption Document.

iv. **Addenda/Corrigenda: if published.**

Note: Bidders are to keep track of all the Addendum/Corrigendum issued with a particular NIT and upload the download copies of the above documents and merge the Addenda/Corrigenda with respective NIT/SBD in the NIT/SBD cover. Tenders submitted without the Addendum /Corrigendum may be rejected.

Note: Tenders will be summarily rejected if any of the above items in the statutory cover is missing.

## **8. Submission/Upload of Non-Statutory Documents**

Following documents are to be uploaded along with the Bid

### **i. Certificates:**

- a) Trade licence, EPF, ESI reg. P. tax and experience certificates/credentials. Professional Tax (PT) Clearance Certificates and IT, PAN valid up to the date of opening of the tenders. Application for such clearance addressed to the competent authority may also be considered. IT, Service Tax, or suitable certificate bearing exemption to any or all of above from competent authority.
- b) **VAT/GST** Return Certificate of the last quarter of the previous financial year. Number or suitable certificate bearing exemption to any or all of above from competent authority.
- c) Trade License for Proprietorship Firms.
- d) GST Registration and return certificates.

## **9. Financial Proposal**

(To be submitted in “**Finance**” Cover)

The financial proposal should contain the following document in one cover (cover). Bill of Quantities (BOQ): The bidder is to quote the rate in the space /cell marked for quoting rate in the BOQ. (*Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the bidder*)

## **10. Submission of Original Documents and Earnest Money**

- i) **Mode of Payment:** Earnest Money amounting Rs. 10,000 is to be deposited by the tenderer by net banking through ICICI payment gateway as per Govt. notification 3975-F(Y) dated 28.07.2016 (detailed given in the web [www.wbtenders.gov.in](http://www.wbtenders.gov.in)).

## **11. Conditional and Incomplete Tender**

- i) Conditional and incomplete tenders are liable to summary rejection
- ii) Bidder must quote for ALL items mentioned in BOQ. BOQ sheet with all cells filled-up must be submitted in Technical Bid. Non-submission of this sheet in Technical Bid and partial quoting will lead to rejection of the bid.

## **12. General Terms & Conditions**

i. All Tenderers are to note that tenders containing any deviation from the terms and conditions, specifications and other requirements are liable to be rejected. The tenderer who does not meet the appropriate standard of capability and financial resources, may not be considered. The inviting authority reserves all rights to reject any or all the tenders without assigning any reason and split up the supply if necessary and to accept the tender in whole or part. Invitation of the tender shall under no circumstances create any right, legal or otherwise in favor of the tenderer in case the tender is closed, withdrawn or cancelled before issuance of purchase order nor shall the inviting authority be liable to explain the reason of such closure, withdrawal or cancellation of the tender.

### **ii. SCOPE OF THE WORK & TERMS & CONDITION :-**

The contract will be generally valid for two years from the date of issuance of work order which may be extended up to another year periodically for six months each. However the authority reserves the right of the validity of duration of the tender as per requirement and circumstances. Payment to the selected agency as per work order is subject to availability of fund from the Govt. and for any delay in payment for this reason the college authority won't take the liability in any manner. Category and quantity of manpower may vary in the interest of the institute. The vendor/agency should have the relevant experience of working in Govt. Organization/Technical Institutions. Engagement of Child Laborer in any form is strictly prohibited and the vendor will be terminated without giving any warning if comes in the notice of the authority. The Contract may be terminated from the vendor side with a prior notice of TWO Months.

iii. It must be ensured that minimum wages, PF, ESI, Medical, and Bonus will be paid to the engaged manpower as per Govt. Rule and related orders published time to time. Vendor price quote should be only per month.

iv. **The vendor must have a license of supply of manpower.**

**v. The Authority reserves the right to terminate the contract without showing any reason with a prior notice of ONE Month.**

vi. The number of person to be engaged in each category may change and authority reserves the right to exempt any category at own discretion.

### **Vii. Interest participants need to quote the price per person per month in each category**

viii. All the tenders must be accompanied by current-(a) Valid PAN No. (b) Sales tax clearance certificate of state and/ or central as applicable. If any bidder does not fall within the ambit of GST/Sales tax, that shall be indicated separately with supporting documents from the competent authority. (c) Professional tax clearance certificate. (d) Trade license (e) Past experience for undertaking similar type of work in Educational Institutions of repute (f) GST registration number. (g) Income Tax Clearance certificate. (h) PF, ESI

Registration and any past document of payment of PF and ESI.

### **13. Opening and Evaluation of Tender**

#### **13.1 Opening of Technical Proposal**

- i) Technical proposals will be opened by the Tender Committee electronically from the website stated in Clause 1, using their Digital Signature Certificate.
- ii) Interested bidders may remain present if they so desire.
- iv) Technical Cover (Statutory Documents would be opened first and if found in order, Cover for Non-statutory Documents will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.
- v) Decrypted (Transformed into readable formats) documents of the Non-statutory cover will be downloaded, and handed over to the Tender Evaluation authority.

#### **13.2 Uploading of Summary List of Technically Qualified Bidders**

- i) Financial proposals of the Bidders declared Technically eligible by the Tender Evaluation authority will be opened electronically from the web portal on the prescribed date, normally after two working days after the date of publication of final summary list of the Bidders.
- ii) The encrypted copies will be decrypted and the rates will be read out to the bidders, present at that time of bid opening.
- iii) After evaluation of Financial Proposal, by Tender Evaluation authority, the final summary result, name of bidder and the rates quoted by them against supply and delivery of material will be uploaded.
- iv) The Tender Accepting Authority may ask any of the Bidders to submit analysis to justify the rate quoted by that tenderer.
- v) The “Cooch Behar Government Engineering College” does not bind itself to accept the lowest tender and reserves the right to accept or reject any or all tenders without assigning any reason whatsoever or to split the whole work entrusting the same to more than one contractor.

#### **13.3 Opening and evaluation of Financial Proposal**

- i) Financial proposals of the Bidders declared technically eligible by the Tender Evaluation authority will be opened electronically from the web portal on the prescribed date, normally after two working days after the date of publication of final summary list of the Bidders.
- ii) The encrypted copies will be decrypted and the rates will be read out to the bidders, present at that time of bid opening.

- iii) After evaluation of Financial Proposal, by Tender Evaluation authority, the final summary result, name of bidder and the rates quoted by them against supply and delivery of material will be uploaded.
- iv) The Tender Accepting Authority may ask any of the Bidders to submit analysis to justify the rate quoted by that tenderer.
- v) The Cooch Behar Government Engineering College does not bind itself to accept the lowest tender and reserves the right to accept or reject any or all tenders without showing any reason whatsoever or to split the whole work entrusting the same to more than one contractor.

**14. Bid Validity:**

The Bid shall remain valid up to 31.03.2022 which may be shortened or extended as per discretion of the authority.

**15. Acceptance of Tender**

Bidders must quote for item wise rate for all items as mentioned in BOQ sheet. Bids with Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the tenders, for valid reasons and also reserves the right to split the order, alter the quantity of any or all Bidders without assigning any reason whatsoever. Before awarding contract to the selected agency, the agency and tender accepting authority has to sign agreement in WB Form No. 2911(II).

**16. Return of Earnest Money Deposit of first tender**

The Earnest Money of the entire unsuccessful Bidder will be returned, after placement of L.O.A on the successful bidders. For return of the Earnest Money Deposit, the Bidder will have to apply for the same to the "Cooch Behar Government Engineering College" giving the reference to NIT No., date of tender, amount and mode of Earnest Money deposited – all in a complete form. However, the EMD of the successful bidder will be returned, after execution of the service order.

**17. Price**

- 17.1 The contractor should quote rate after going through all the relevant document uploaded for this tender
- 17.2 The contractor should quote rate at individual Hostel/item wise rate for all items as given in the BOQ.
- 17.3 Escalation of prices/rates whatsoever, during the entire period of contract (including Extended period, if any) over and above the quoted price shall not be allowed.
- 17.4 Any other item, not covered will be guided by practice and principle as followed by, Govt. of West Bengal.

**18. PERFORMANCE SECURITY (SECURITY DEPOSIT)**

Before placement of the supply order against the contract, supplier shall furnish performance security for an amount in rupees equivalent to 5% (five percent) of the value of the supply order in the form of a bank draft drawn on any nationalized bank in favour of Cooch Behar Government Engineering College. The Security Deposit shall be valid till the expiry of working period. The performance security will be discharged /returned within 30 days of completion of the work. No interest is payable on the security deposit.

**Important Dates:**

<b>Tender Publishing Date</b>	<b>12-02-2021</b>
<b>Document Download Start Date</b>	<b>12-02-2021 from 10.00 Hrs</b>
<b>Bid Submission Start Date</b>	<b>12-02-2021 from 10.00 Hrs</b>
<b>Bid Submission End Date</b>	<b>04-03-2021 up to 17.00 Hrs</b>
<b>Submission of EMD</b>	<b>04-03-2021 up to 17.00 Hrs</b>
<b>Technical Bid Opening Date</b>	<b>06-03-2019, 10.00 Hrs onward</b>
<b>Technical Evaluation Date</b>	<b>To be Notified Later</b>



## Manpower Requirement for the year 2021-22

Department : Hostel

### REQUIREMENT:

Sl. No	Name of Item	Specification	No of Items	Eligibility to enter in the tender process
1	Boys Hostel 1	<b>Description of 7 Nos. Mess Employee:</b> <b>2 Cook</b> (semi-skilled) <b>+1 Cook Assistant</b> ( Unskilled), <b>2 Kitchen Attendant/Helper</b> (Unskilled) , <b>2 Helper/Assistant</b> ( Unskilled)	1	Reputed Supplier/vendor with minimum 3 year of experience in the similar field.
2	Girls Hostel	<b>Description of 7 Nos. Mess Employee:</b> <b>2 Cook</b> (semi-skilled) <b>+1 Cook Assistant</b> (Unskilled), <b>2 Kitchen Attendant/Helper</b> (Unskilled) , <b>2 Helper/Assistant</b> ( Unskilled)	1	Reputed Supplier/vendor with minimum 3 year of experience in similar field.
3	Supply of Gardener	<b>Description of 2 Nos. Gardener:</b> <b>2 Gardener (Unskilled):</b> Their responsibility shall be (but not limited to) as per the followings: Plantation of new trees, maintenance of (nourishment and growth) of existing trees and related other activities as instructed by college authorities.	1	Reputed Supplier/vendor with minimum 3 year of experience in similar field.