



Government of West Bengal  
Directorate of Integrated Child Development Services, West Bengal  
Shaishali Complex (1<sup>st</sup> & 2<sup>nd</sup> Floor), DF- Block, Salt Lake, Sector-I, Kolkata – 700064

### NOTICE INVITING E-TENDER

Notice Inviting E-Tender No.3193/ICDM-Dte dated 31.08.2023 of the Directorate of ICDS, West Bengal  
(Submission of Bid through online e-tender system through <https://www.wbtenders.gov.in>)

The Director of ICDS, West Bengal on behalf of the Governor to the State of West Bengal is seeking e-tenders for contracted job work of Sweeping and Washing & Cleaning of the entire premises of the ICDS Directorate Headquarters at Shaishali Building, DF Block, Salt Lake City, Kolkata - 700064. Online bids through e-tender portal are invited only from bonafide Service Agencies having experience in the field of the job work as per the following tender schedule which includes mandatory compliance with all of the Terms & Conditions for undertaking the job work as described above under this Directorate in the location as specified above.

#### Tender Schedule

##### 1. Job Work Specifications

There should be immediate sweeping, cleaning as and when required, besides two routine swabbing / mopping daily: one to be completed within 9 am in the morning and the other to be done during recess at 1.30 pm in the afternoon within the eight hours working period from 8 a.m. to 4 p.m. as per following details.

##### A. Sweeping of Floors, Ceilings, Pathways, Driveways, Staircases, Lift and other related surfaces

(i) Sweeping, cleaning along with eradication of grass and weeds within the campus of Shaishali Building and disinfection of 1<sup>st</sup> and 2<sup>nd</sup> floors, including ceilings, passages, pathways, driveways, staircase, lift and open areas, passage etc. within the boundary surrounding the whole campus on every working day. Floors should be cleaned by running water with cleaning agent.

(ii) Cleaning of cobwebs, shoots from the walls & ceilings of the carpet area allotted, cleaning of window panes, doors, ceiling fans & other electrical fitting, tools, furniture, equipment present in the specified allotted area to be done once in every month.

##### B. Cleaning of Toilets, Kitchenettes, Wash Basins, Window Panels & Grills, Window Parapets

- (i) Sweeping, cleaning each and every bathroom, lavatory, all Privy, Urinals, Bathrooms, Kitchenettes, Wash Basins to be done twice on every working day.
- (ii) Cleaning of Window Panels & Grills and Window Parapets should be done to maintain the cleanliness once in every month.



**C. Washing of Hand Towels, Chair Towels, Window Curtains & Blinds and other related Clothes & Linens**

- (i) Hand Towels, Chair Towels and other related Clothes & Linens are to be cleaned and washed once in every month.
- (ii) Window Curtains & Blinds are to be washed and cleaned are to be done once in every three months.

**D. Provision of cleaning materials and cleaning and sweeping tools**

All types of necessary cleaning materials as well as tools like broom-sticks, swabs, soap, phenyl, detergent, disinfectant, buckets, and other necessary tools fitted for the purpose are to be provided by this Office. This Directorate will provide required water and electricity free of cost to the contractor for cleaning & scavenging purpose.

**General Terms & Conditions**

- Offered rate should remain valid for a period of ONE YEAR FROM THE DATE OF ACCEPTANCE OF TENDER OR EXECUTION OF THE CONTRACT AGREEMENT whichever is later. The period of contract may be extended for a period, as deemed fit by accepting authority.
- Necessary Earnest Money Deposit along with mandatory documents in Statutory & non-statutory cover are to be uploaded for participation in the tender.
- After publication of the abridged e-N.I.T. in the newspapers, detailed NIT along with terms & conditions, BOQ (Bill of Quantities) may be obtained from the Website <http://www.wbtenders.gov.in> for online submission by bidders.
- The Technical Bid / proposal isto be submitted in two parts. The two parts of the proposal are:-

**Part – 1: Technical proposal**

- a) Folder 1: Pre-qualification documents, b) Folder 2 : Technical Details submission by Bidder

**Part – 2: Financial proposal**

**Eligibility criteria for participation in the tender – Pre-qualifying Documents**

The tenderer must possess the requisite capability as detailed below in providing the services necessary to meet the requirements as described in the Tender documents. Tenders must be complete in all respects and should cover entire scope of works as stipulated in the Tender documents. The invitation of bid is open to all tenderers who qualify under pre-qualification eligibility criteria as given below:

Sl. No.	Eligibility Criteria	Documents required
1	The Tenderer should be a Registered Firm(Proprietary or Partnership)/ Cooperative Society/ SSI Unit/ Company under The Companies Act 1956 or 2013/Society under The Societies Registration Act, 1961 or bona-fide corpus must be registered with appropriate authorities for all applicable statutory duties/taxes.	i. Valid documentary proof of Trade License/ Enlistment Certificate/ Registration Certificate from Competent Authority, copy thereof ii. GST Registration Certificate, copy thereof iii. Copy of PAN/ TAN iv. Copy of Latest IT Return FY- 2021-22/ AY 2022-23 v. Copy of Profession Tax Clearance Certificate valid up to 31.03.2024



Sl. No.	Eligibility Criteria	Documents required
2	The bid can only be submitted by an established concern that has both experience and credential of at least 2 (two) completed years in same/ similar activities with a minimum work value of Rs. 5,00,000/- (Rupees Five Lakh only).	<ul style="list-style-type: none"> <li>i. Copy of Supply Order(s) by authorized signatory of Competent Authority clearly validating same/ similar activities</li> <li>ii. Completion Certificate(s) confirming previous experiences.</li> <li>iii. Copy of Audited P/L A/c for financial year 2021-22 and copy of Balance Sheet for the year ended 31.03.2022 for which the credential is submitted validating the minimum Annual value of work undertaken.</li> </ul>
3.	The Tenderer shall not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of Government Agency.	<ul style="list-style-type: none"> <li>i. Declaration in this regard by the Authorised Signatory of the tender on Official under Letterhead of the Firm/ Agency/ Company.</li> </ul>
4.	Earnest Money Deposit	<ul style="list-style-type: none"> <li>i. No Exemption of Earnest Money Deposit is allowed in respect of this e-Tender.</li> <li>ii. <b>Earnest Money Deposits Rs 10,000/- (Rupees ten thousand) only.</b></li> <li>iii. Earnest Money Deposit has to be done only through e-payment system of the <a href="http://wbtenders.gov.in">wbtenders.gov.in</a> payment gateway. EMD submitted in any other form will not be accepted and the Tender would be summarily rejected. Proof of submission of the EMD has to be uploaded in the e-Tender bid.</li> </ul>

**The Tenderer must fulfill the above eligibility criteria/ pre-qualification conditions to technically qualify as a bidder for consideration of Financial Bid.**

Technical bid fulfilling the pre-qualification conditions only will be evaluated by the authority. Evaluation for finalization of financial bid is to be done on rates quoted on individual items only as per Bill of Quantity (BOQ) attached. Bid of Tenderer not fulfilling the pre-qualification conditions given above will be summarily rejected. In such case the Financial Bid will not be opened or entertained. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances. The authority reserves the right to verify/confirm all original documentary evidence submitted by vendors in support of above mentioned clauses of eligibility criteria before finalization of the tender.

**Security Deposit:**

**The successful bidder will have to deposit security money of Rs 15,000/- (Rs Fifteen thousand) only in Demand Draft/Term/Fixed Deposit receipt on any Nationalized Bank in favour of the Director of ICDS, West Bengal..**

The security money deposit is liable to be forfeited for non-performance of the job work at any point of time within the stipulated timeframe of Contract.

Partial deposit and/or previous deposit of security money will not be accepted.



Security money deposit will be refunded after successful completion of the tenure as per Contract Agreement.

- **The accepted tender when properly contracted shall remain valid for a period upto 1 (One) year from date of execution of the Agreement of Contract.** The period of contract may be extended for a period, as deemed fit by accepting authority.

**Tender Schedule - Date & Time Schedule:**

Sl. No.	Particulars	Date & time
1	Date of uploading of e.N.I.T. & other Documents (online) (Publishing Date)	05.09.2023 at 1.00 p.m.
2	Documents download start date (online)	05.09.2023 from 5.00 p.m.
4	Bid submission start date (online)	06.09.2023 from 5.00 p.m.
5	Bid submission closing date (online)	14.09.2023 till 5.00 p.m.
6	Bid opening date for Technical proposal (online)	15.09.2023 from 12 noon.
7	Date of uploading of list of Qualified Bidder in respect of Technical Proposal	26.09.2023
8	Date for opening of Financial Proposal (online)	27.09.2023

**Instructions to E-Tenderers:**

The Tenderers shall bear all costs associated with the preparation and submission of its bid and the authority will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the bidding process.

**Tender Documents:**

The services required, bidding procedures and contract terms are prescribed in the bidding documents. The Tenderer is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required and/or false/incorrect information and /or submission of bid not substantially responsive to the bidding documents in every respect will be at the Tenderer's risk and may result in rejection of its bid. Tenderers are advised to submit bids based strictly on the terms & conditions and specifications contained in the Tender Document and not to stipulate any deviations. **Each Tenderer shall submit only one bid. A Tenderer who submits more than one bid will be rejected from participating in the current tender and NO alternative bid will be accepted.**

**Procedure for submission of Bids:**

Each agency is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in this N.I.T. page 1 above. DSC is given as a USB e-token. The contractor can search & download N.I.T. & Tender Document(s) electronically from computer



once he logs on to the website mentioned in this N.I.T. page 1 above using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

**Submission of Tenders:**

Tenders are to be submitted online in the website <https://www.wbtenders.gov.in/>, two folders at a time for such work, of which one is the Technical Proposal & the other is the Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded in the form of virus free scanned copy duly Digitally Signed. The documents will thereafter get encrypted (transformed into non readable formats) to ensure confidentiality.

**Technical Proposal:**

The Technical proposal should contain scanned copies of the following in two covers (folders) – Statutory & Non-Statutory and submitted online.

**Statutory cover should contain the following documents duly uploaded:**

1. Signed (signature on each page with seal) and scanned copy of NIT (Downloaded from the e-Tender portal).
2. Scanned copy of duly filed up Format 1 – Declaration of Acceptance of Terms and Conditions.
3. Self-declaration of Tenderer/Authorised Signatory of the Tenderer on Official Letterhead of the Firm/ Agency/ Company that the Organisation is not blacklisted for any fraudulent and/or non-compliance of Contract in respect of any previous occasion

**Non-statutory Cover should contain the following documents:**

The tenderer must upload the following documents.

Sl. No.	Sub Category	Documents required
1	TENDERER PROFILE	<ol style="list-style-type: none"> <li>1. Valid documentary proof of business through valid Trade License/ Enlistment Certificate/ Registration Certificate from Competent Authority duly self-attested by authorized signatory of the Organisation</li> <li>2. Self-attested copy of valid GST Registration Certificate</li> <li>3. Self-attested copy of PAN/ TAN</li> <li>4. Self-attested copy of latest IT Return of FY 2021-22 /AY 2022-23</li> <li>5. Self-attested copy of valid Profession Tax Clearance Certificate valid upto 31.03.2024.</li> </ol>
2	CREDENTIAL ( for at least two completed years)	<ol style="list-style-type: none"> <li>1. Work Order(s) by authorized signatory of Competent Authority.</li> <li>2. Completion Certificate(s) confirming previous experiences.</li> <li>3. Copy of Audited P/L A/c for financial year 2021-22 and copy of Balance Sheet for the year ended 31.03.2022 for which the credential is submitted validating the minimum Annual value of work undertaken.</li> </ol>



### **Financial Proposal:**

**The Financial proposal should be submitted online.** Financial proposal should contain the following document.

- i. **Bill of Quantities (BOQ):** The Agency is to quote the rate online in the space marked for quoting rate in the BOQ exactly in units as specified and as per quantity as mentioned. Incorrect entries and deviations from standard template would not be accepted and the tender would be summarily rejected.

**BREAK-UP OF DECLARATION** - It is mandatory to provide break-up of all taxes duties and levies wherever applicable and payable.

### **Other Terms & Conditions:**

#### **Duties and obligations**

1. The contractor/Agency shall have to submit the list of names of the worker deployed along with their residential addresses, two copies of passport size photographs and current NOC from the local police station of his / her residential area in original. In the event of any change of any personnel the same should be intimated to the Director of ICDS, West Bengal immediately and the relevant documents, as above, are to be provided. Frequent change of personnel is not at all desirable
2. The Contractor/agency shall provide name, address and contact no of the responsible person to whom complaint is to be lodged in case of absence and /or indiscipline of the workers deployed.
3. The contractor/agency shall be held responsible for any indiscipline / lawlessness of the personnel engaged by him/her. This may lead to premature termination of the contract. All risks of loss or damage to properties of the offices arising during, or, in consequence of the performance of the duties by the personnel engaged by the contractor shall also be the liability of the contractor and to be adjusted against his / her dues including security money deposit.
4. The authority may review the work done by the contractor in its meetings and the contractor may be required to remain present in the said meeting if a notice is served upon him with such a request. The contractor shall follow the suggestions / decisions taken by this Directorate for better performance and improvement of services. The Director of ICDS, West Bengal shall have the right to terminate the contract in case of failure to rectify any deficiency in the services of the contractor or his / her engaged personnel, when pointed out, within a reasonable period of time as determined by the Director of ICDS, West Bengal. All workers must keep their belongings at their own risk while performing their duties in the office campus. This Directorate will not be responsible for any type of loss, if any.
5. If a worker engaged by the contractor suffers from any accident during attending his / her assigned duties, the compensation for the same will have to be paid by the contractor. This Directorate shall not be liable to entertain any claim whatsoever on this account.



6. The engaged personnel / contractor himself shall not at any time cause any disturbance at any site in or around the work place or do anything which shall cause unnecessary disturbance / inconvenience to the employees within the office premises.

### **Rate**

1. Providing SWEEPING & CLEANING Services, with 4 Nos. of Heads per day on single shift basis for 8 Hours each on all working days of the year for SWEEPING & CLEANING purposes at Government sanctioned Minimum Wages as stipulated by the Office of the Labour Commissioner, Government of West Bengal.
2. The consolidated monthly charges paid to SWEEPING & CLEANING agencies shall have two parts, namely, Cleaning and sweeping charge and Service Charge. Rates are to be quoted for Service Charges only by the Agency along with relevant Taxes as per extant Government Rules and Act and would remain fixed for the period of service contract.
3. Monthly Cleaning and Sweeping Charge is the minimum wage of the SWEEPING & CLEANING personnel and entitlements to ESI, EPF and Bonus, as may be applicable. The responsibility of payment of ESI, EPF and Bonus are to be borne by the Contractor, which shall be variable according to the variation of minimum wages stipulated by the State Govt. from time to time. 2(two) Sets of liveries after every 6 (Six) months are to be provided to the SWEEPING & CLEANING staff by the contractor.
4. The rate should be quoted inclusive of all incidental expenses and applicable taxes..
5. The rate(s) is/are to be quoted in the specified BOQ (Bill of Quantities) in INR (Indian Rupees and Paisa) in decimal coinage only.
6. Enhancement of rate, under no circumstances, will be accepted after date of closing of on-line bid submission, whatever the reason thereafter, except any tax imposed by the Govt. Attested photocopy of Govt. Order in this respect is to be submitted while claiming such increase. However, such claim will be decided by the undersigned based upon the merit of each case.
7. If there is any reduction of duties, such as excise duties or Govt. Tax imposed by Govt. or statutory bodies and or Price compared to the rate as on the date of tender, the benefit will accrue to the Govt.
8. Abnormally low rate of any items quoted by the bidder in the offer without sufficient reason of such low rate, if detected will not be accepted. The undersigned reserved the right to reject any or all of the tenders at any stage without assigning any reason thereof and will not be bound to accept the Lowest Tender Rate.
9. If the bidder quotes the rates at his will overlooking the conditions in the previous paragraph, the tender is liable for cancellation even after approval of the tender and firm will face the legal action at any time during the rate contract period.

### **Agreement**

1. The successful bidder will have to enter into a contractual agreement with the Govt. as per standard format embodying the tender terms & conditions in Non-judicial Stamp paper worth Rs.10/- (Rupees Ten only).



2. The agreement should be typed only on one side of the Stamp paper duly signed by the authorised signatory on each page. The continuing pages should be typed on conquest paper. The said format will be uploaded along with list of products tentatively approved.
3. In the event of failure to execute agreement in prescribed manner within the stipulated period by the successful bidder, earnest money deposit of such bidder will be forfeited in full. Such defaulters will forgo the right to participate in future tenders for period of minimum three years.
4. Award of Contract: On getting contractual agreement, the AOC will be provided.

#### **Payment**

1. Tax Invoice against all supplies is/are to be sent in TRIPLICATE & invariably be submitted along with the supplies for payment to the indenting officer.
2. No advance payment shall be made under any circumstances.
3. Payment shall be made on monthly basis after executing the order satisfactory in all respect and subject to availability of fund. However, no interest shall be paid to the firm in the event of delay in making payment due to whatsoever reasons. In no circumstances, delivery schedule should be affected and/or linked with the payment of outstanding bills. The payment of bills shall be withheld in case of violation of any tender clause.

#### **Place of Opening of both Technical & Financial Tender Bids (online):**

Place: Office of the Director of ICDS, West Bengal at Shaishali, 1<sup>st</sup> and 2<sup>nd</sup> Floor, DF-Block, Salt Lake City, Sector-I, Kolkata – 700064 (Online Mode only)

Date: As mentioned in the e-N.I.T.

All bidders are hereby requested to remain present in person (not more than 1 representative per Bidder) on the day and place of Opening of the Technical Bids. Only technically qualified bidders need to attend the Financial Bid Opening..

#### **Receipt / Rejection of Bids:**

Bids will be received by the Authority as mentioned above. Tenderer must submit their proposal using Digital Signature online as per schedule mentioned in the Tender Schedule. The Authority may at its discretion extend the last date for the receipt of bids by amending the Tender Document, in which case all rights and obligation of the Authority and Tenderers previously subjected to on the last date will thereafter be subjected to the last date as extended. The Authority reserves the right to accept or reject any or all tenders without assigning any reasons whatsoever. The Bidder(s) whose Bid(s) has/have been accepted will be notified by the Tender Inviting & Accepting Authority through Letter of Acceptance along with notification through e-tender portal.

  
Director of ICDS,  
West Bengal



**Format – 1**

**Declaration for Acceptance of Terms & Conditions of the e-Tender vide No. 3193 /ICDM-Dte dated 31.08.2023**

(To be submitted on original Letterhead of the Organisation with Seal)

To,  
The Director of ICDS,  
West Bengal  
Shaishali, 1<sup>st</sup> and 2<sup>nd</sup> Floor, DF Block, Salt Lake City, Sector-1  
Kolkata – 700064

Madam

This is to declare that I/We have read the entire e-tender document thoroughly and understood the Terms & Conditions as stated therein vide No. 3193 /ICDM-Dte dated 31.08.2023 . I/We do hereby agree to comply with each and every clause of the Terms & Conditions as laid down in the instant Tender and agree to execute the Agreement of Contract if my/our tender is accepted. Failure to comply with any or all of the above terms will render my/our Tender NULL & VOID and I/We would have no right there upon to seek refund of the Earnest Money Deposit and all my dues may be summarily forfeited.

I/We declare that all the particulars consciously given/submitted in the Tender are authentic and true to the best of my/our knowledge and belief.

Thanking you,

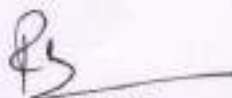
Yours faithfully

Signature of Authorised Signatory  
of Tenderer with Office Seal and Date



Copy forwarded for information and wide display to:

1. The Accountant General (A & E) , Treasury Building , Kolkata-700001.
2. The Principal Secretary, Department of Women and Child Development and Social Welfare, Government of West Bengal.
3. The Director of Information , Nabanna, 9<sup>th</sup> Floor, Howrah with the request to publish the NIT in [wb.gov.in](http://wb.gov.in) for wide publicity.
4. The State Information Officer, NIC , West Bengal with the request to upload the NIT in <https://wbtenders.gov.in>
5. The Joint Secretary(Admin), Department of Women and Child Development and Social Welfare, Government of West Bengal with the request to arrange for putting up the notice in the office Notice Board and in the website of the Department.

  
Director of ICDS  
West Bengal