



GOVERNMENT OF WEST BENGAL
Office of the Executive Engineer
Electrical Division No.- 1, Housing Directorate
New Secretariat Building, 1, K.S Roy Road
Kolkata – 700 001, “B” Block, Room No 1, Ground Floor
E mail – exeengelectricaldiv1@gmail.com

033 – 22628500

Memo No: - 121

Date: - 03/02/2022

NOTICE INVITING QUOTATION NO.- 35/Q of 2021-2022

Sealed Quotation in prescribed form is hereby inviting from bonafide, reliable & resourceful firms/contractors having experience in executing the similar type of urgent & important nature of jobs as per attached schedule of items on the following terms and conditions in connection with work as mentioned below.

NAME OF THE WORK	N.I.Q No.
Annual maintenance of Electrical Installation work (Internal & External) incl. operation of Pump-motor sets within the campus of 40/1 Tangra Road RHE, Kolkata on all working days including Saturday, Sunday & Govt. Holidays	NIQ No.- 35/Q of 2021-2022

- 1) Name of the work and due date of opening should be super scribed on the sealed cover of the quotation.
- 2) Stipulated period of work: - w.e.f 01/04/2022 to 31/03/2023
- 3) Specification and other allied papers may be seen from this office of the aforesaid Executive Engineer, on any working days between 10.30 A.M to 4.00 PM.
- 4). The work schedule and necessary paper will be available from the office of the undersigned.
 - a) Last date and time limit of receipt of application : 16/02/2022 up to 01.00 P.M
 - b) Last date and time limit for issue of Tender paper : 16/02/2022 up to 02.00 P.M
 - c) Last date and time limit for dropping of Tender paper : 17/02/2022 up to 02.00 P.M
 - d) Date and time for opening of Tender paper : 17/02/2022 after 02.00 P.M
- 5) Intending Quotationer shall apply in writing for permission to participate in the tender and shall produce self-attested copy of valid PAN, GSTIN Registration certificate, latest Trade License, latest P.Tax challan, latest Income tax Acknowledgement, PF & ESI Registration certificate, Registered Deed of Partnership (for partnership firm), Power of Attorney (for partnership firm), valid Electrical Contractors License with Electrical Supervisor having Electrical Supervisor's Certificate of Competency in Parts 1, 2, 4, 6A, 7A, 10 & 11 as per I.E. Rules or National Supervisors Certificate of competency and any other documents if required to the satisfaction of the Executive Engineer, Electrical Division No-I, Housing Directorate alongwith the permission letter.
- 6). A prospective Bidder participating in a single job either individually or as partner of a firm or in Joint Venture shall not be allowed to participate in the same job in any other form.
- 7) A prospective Bidder shall be allowed to participate in a single job either in the capacity of individual or as a partner of a firm or in Joint Venture. If found to have applied severally in a single job, all his applications will be rejected for that job.
- 8(a). **The Bidder must have valid Electrical Contractors License duly issued by the Licensing Board/Directorate of Electricity of concerned State Government [West Bengal Licensing Board in case of West Bengal]. The Contractor must have full time Supervisor or Engineer holding Electrical Supervisor's Certificate of Competency (granted by the authorities of the concerned State Government/ West Bengal Licensing Board) on the parts- 1, 2, 4, 6A, 7A, 10 & 11 as per I.E. Rules or National Supervisors Certificate of competency. The bidder should have the acknowledgement of authentication from Directorate of Electricity, West Bengal or concerned State Government in respect of the Supervisor attached with the firm. The contractor shall produce the copy of valid electrical contractor license and valid supervisor competency certificate with proper engagement/appointment letter incl. mentioning time validity along with permission letter. The contractor should deploy Supervisor at site as and when required.**

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- (b) Valid self-Attested document in support of age proof of the Supervisor required to be submitted.
- (c) Intending bidders should have technical man power who will be engaged for AMC of Electrical maintenance/ pump operation and must have the valid workman permit / license from the Director of Electricity, West Bengal. Skilled worker should possess Workman's Permit having Part-i(b) & ii and Semi-Skilled worker possessing Workman's Permit having Part-i(b) issued from Directorate of Electricity, West Bengal. The supporting documents in support of having these kind of technical man-power with inclusion of his name in EPF & ESI list under the organization of the bidder should be furnished alongwith permission letter, otherwise the necessary permission can't be granted to participate in the Tender.
- 9) Quotations, who do not fulfil any of the provisions or are incomplete in any perspective, are liable for summarily rejection.
- 10)(a) The contractor who have been suspended or debarred in any form for any reason out of the work by any Government Department shall not be allowed to participate in any Tender under Public Works Department during the period of suspension/debarment unless the same has been revoked.
- (b) The prospective outside bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility
- 11) The successful bidder has to execute a formal agreement with the undersigned in W.B.F. No. 2911 (ii) with deposition of earnest money @2% on quoted amount in form of Bank Draft from any Nationalized Bank in favour of "the Executive Engineer, Electrical Division No-I, Housing Directorate" after issuance of LOA (Letter of Acceptance).
- 12) Where there is a discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern.
- 13) Agencies shall have to arrange for storing of materials, labour shed etc. at their own cost and responsibility.
- 14) Necessary deduction of IT, Cess, GST etc. will be made from the bill as applicable as per existing Govt. rules. Labour Welfare Cess @ 1(one) % of Gross Bill Value will be deducted from every Bill of the selected agency and this rate may vary as per latest prevailing Govt. Rate issued from time to time during passing of the bill. GST will be allowed as applicable as per Govt. rule.
- 15) a) The accepting authority reserves the right to reject/Cancel any or all the tenders without assigning any reason whatsoever and he will not be bound to accept either the lowest tender or any of the tenders.
- b) The Executive Engineer, Electrical Division No-I, Housing Directorate reserves the right to issue any Corrigendum to the NIT/NIQ or Cancel the NIT/NIQ due to unavoidable circumstances and no claim in this respect will be entertained.
- 16) Rates should be quoted in figures as well as in words inclusive of all Taxes & duties, carriage etc..
- 17) No quotation with price variation clause will be entertained.
- 18) The Quotationers will have to show their original certificates /documents to this office at the time of application and the same will also have to be produced on demand.
- 19) Acceptance of the lowest or any other Quotation is not obligatory.
- 20) The accepting authority reserves the right to reject any or all the tenders without assigning any reason thereto.
- 21) Canvassing in connection with tender/quotation is strictly prohibited and the tender submitted by the contractors where sort to canvassing will be liable rejection.
- 22) The bidder will have to furnish valid e-mail address, mobile no & mailing address for correspondence.
- 23) The bidders are requested to collect Notice Inviting Quotation & Specification of Work physically from the office of the undersigned and may drop quotations only after receipt of permission from the undersigned.

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- 24) All the bidder should quote the monthly labour charges corresponding to type of labour in the Tender specification by complying the provisions of Minimum wages Act'1948, Minimum wages rate of Labour Commissioner, Govt. of West Bengal circulated from time to time vide Finance Department's Memorandum no 3687-F(Y), Dated 02/05/2012 and also considering contribution to EPF, ELDI & ESI etc., to be made by the agency as per memorandum vide no. 3790-F(Y) dated 21/07/14 of Joint Secretary Finance (Audit), Department, Govt. of West Bengal including all the Statutory Levies as per Govt. Order. In this respect, necessary direction is depicted below to arrive the monthly labour charges to be quoted in the specification

SI No.	Description of item	Skilled labour /Semi skilled labour (as applicable)
1	Minimum monthly wages for sites corresponding to Zone-A/Zone-B as per recent order of the Labour Commissioner, Govt. of West-Bengal (Daily rate x 30 days).	Rs.A
2	Add charges for EPF & EDLI contribution by the Contractor- total @ 13.00% of monthly wages (SI no.1 x 0.13)	A x 0.13
3	Add charges for ESI contribution by the Contractor @ 3.25% of monthly wages (SI no.1 x 0.0325)	A x 0.0325
4	Add Bonus @ 8.33% of wages or salary earned by the employee/worker (SI no.1 x 0.0833) as per Payment of Bonus Act'1965	A x 0.0833
5	Minimum monthly wages including EPF, EDLI, ESI & Bonus (SI No.1 + 2 +3 +4)	Rs.A x (1+0.13+0.0325+0.0833) = Rs.A x 1.2458

In no-way, the monthly quoted rate for labour charges should be below the minimum value of Rs.A x 1.2458 [whereas Rs.A should be minimum wages corresponding to Skilled labour /Semi skilled labour (as applicable) for particular Zone of site as per recent Circular no.-45/Stat/2RW/32/94/LCS/JLC dt. 31/01/2022 of the Additional Labour Commissioner, Statistics Section, Govt. of W.B]. The quotation will be summarily rejected in spite of being L1, if the said monthly figure of Labour charges incl. EPF, EDLI, ESI, Bonus etc. found below the figure of Rs.A x 1.2458, as depicted above.

- 25) The intending bidder have to quote the Service charge corresponding to Skilled/Semi-Skilled labour keeping in mind that the quoted rate of Service Charge shall remain fixed during the entire tenure of the contract irrespective of any change in Minimum Wages. All other charges like Supervision charge, insurance charges, any other incidental/increased charges in future as per relevant Govt. Circular/Act from time to time during the tenure of the contract etc. required for completion of the work for one year of contract shall also be included in the rate quoted. No claim what so ever in this regard shall be entertained. Service Charge to be quoted shall be in Rupees, for all category of Man Power.
- 26) Successful Tenderer will be required to observe the following conditions strictly:
- He shall have to comply each & every points/clauses of Terms & Conditions attached with this NIQ.
 - He shall be responsible for compliance of statutory obligation under the Central Contract Labour (Regulation & Abolition) Act' 1970, Minimum Wages Act,' 1948, Payment of Wages Act' 1936, Payment of Bonus Act'1965, and also be responsible for payment of contribution for PF & ESI (Both employer and employee's contribution) under "Employees Provident Fund & Miscellaneous Provision Act'1952" and "Employees' State Insurance Act' 1948" in respect of the employee.
 - He shall be solely responsible for any accident, occurring if any, during the course of the work or any injury to any person and in the event of any such accident/injury he will be held responsible and must pay proper compensation for the same as per Workmen's Compensation Act' 1923 (when Employee State Insurance Act 1948 is not applicable).
 - No labour of minor age should be employed.

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- (e) At least minimum wages for particular type of Labour as fixed by Labour Department, Government of West Bengal under minimum wages Act, 1948 from time to time must have to be paid compulsorily by the successful quotationer/Agency to the deployed person by him. Payment of bonus, wherever applicable, has to be made in terms of Payment of Bonus Act'1965 as depicted above. If any disputes arises in this regard then department will not be responsible for that and will not entertain any extra claim in future. Penal action will be taken against the agency due to default of making payment to those deployed person for this work. No overtime and night allowance to be paid separately. The undersigned reserve the right to modify any terms and conditions if necessary in the interest of the Government which must be accepted by the Agency otherwise the work order will be cancelled forthwith without showing any reasons. The undersigned also reserves the right to cancel the agreement by giving a notice of 01 (one) month before cancellation to the agency without assigning any reason.
- (f) He shall have to follow the rules and regulations of the prevailing Acts of Central and State Governments
- (g) Uniform, safety shoes, torch/ emergency light tools all types of electrical tools and tackles are to be provided by the agency to its staff.
- (h) The philosophy of “Public Interest” would be the ‘motto’ of this maintenance contract. Any deviation may be viewed otherwise and action taken accordingly
- (i) Guiding schedule of rates: As per rate fixed by The Labour Commission, Govt. Of West Bengal
- 27) All bidders are requested to be present in the office of The Executive Engineer, Electrical Division No.- I, Housing Directorate during opening of the Quotation. No request related to any point from the bidder who will be absent during the time of opening of Notice Inviting Quotation will be entertained by Executive Engineer, Electrical Division No.- I, Housing Directorate. No informal tenderer will be entertained in Bid further.

28) BILLING & PAYMENT PROCEDURE

- (a) The bill have to be produced by the agency through their Letter Head & should contain a certificate that the engaged worker(s) were paid complying the minimum wages as per relevant circular issued by Labour Department, Govt. of W.B. in Vogue and also payment of contribution for PF & ESI (Both employer and employee's contribution) are made under relevant “Employees Provident Fund & Miscellaneous Provision Act'1952” and “Employees' State Insurance Act' 1948” in respect of the employee. The bill has to be submitted duly supported with necessary check list, copy of log book with signature of concerned Junior Engineers & Assistant Engineer thereon along with payment challan/acknowledgement for deposit of ESI & PF of the respective workers etc. to the office of The Executive Engineer, Electrical Division No.-I, Housing Directorate through concerned Junior Engineers & Assistant Engineer. Bill for Bonus paid to the deployed man power as per payment of Bonus Act, 1965 shall be submitted by the agency during the end of financial year with Bonus Payment Sheet.
- (b) Bills should be submitted at the end of every three month (from April'2022 to June'2022, from July'2022 to September'2022, October'2022 to December'2022, Jan'2023 to March'2023-- in this manner or as per direction of EIC) with the certification of concerned Junior Engineers & Assistant Engineer on satisfactory completion
- (c). Payment will be made as per norms & availability of fund against placement of bills duly certified by the concerned Junior Engineer / Assistant Engineer in respect of satisfactorily completion/performance and supported by the copy of log book duly verified by the concerned Junior Engineer / Assistant Engineer & other supported documents as stated above.


Executive Engineer
Electrical Division-I
Housing Directorate
Date:- 03/02/2022

Memo No :- 121/1(10)

Copy forwarded for information & necessary action please to :

- 1) The Chief Engineer, Housing Directorate
- 2) The Superintending Engineer (Electrical), Housing & Planning Works, PWD
- 3) The Additional Secretary, Housing Department:- He is requested to publish/display this NIQ to the Departmental Website.
- 4) The Executive Engineer, Electrical Division No.-II, Housing Directorate
- 5) The Assistant Engineer, Electrical Sub-Division-I, Electrical Sub-Division-II, Electrical Sub-Division-III, Housing Dte.
- 6) The Divisional Account Officer, Electrical Division-I, Housing Directorate
- 7) The Divisional Estimator, Electrical Division-I, Housing Directorate
- 8) Notice Board of this Division Office


Executive Engineer
Electrical Division-I
Housing Directorate