



**GOVERNMENT OF WEST BENGAL**  
Office of The Executive Engineer  
Bankura Division, Housing Directorate  
A1, RHE Kankata-722102  
e-Mail:bankuradivisionhd@gmail.com

**Memo No.437**

**Dated: 05.06.2025**

**e-NOTICE INVITING QUOTATION**

**NO. 02 (3rd Call) OF 2024-25 OF THE EXECUTIVE ENGINEER,  
BANKURA DIVISION, HOUSING DIRECTORATE.**

**QUOTATION REFERENCE NO. WB/HOUSING/EE/BANKDIVN/eNIQ02(3rd Call)/2024-25**

The Executive Engineer, Bankura Division , Housing Directorate, Invites e-Quotation for the Work detailed in the table below.(Submission of Bid through online)

Sl. No.	Name of work	Total Man per day	Earnest Money [Rs.]	Cost of Documents including WBF 2911	Period of completion	Name of concerned Sub Division	Eligibility of Bidder
	<b>Engagement of manpower for Guarding and Caretaking of Different offices and Guest Houses Under Bankura Division, Housing Directorate.</b>						
1)	Bankura Division office Security Guard = 3 Nos.	10 Nos.	55,000/-	The intending bidders shall not have to pay the cost of quotation documents for the purpose of participating e-NIQ Lowest bidder/ quotationer must have to pay cost of quotation documents at the time of formal agreement as per Govt. Order.	12 months (For the Financial Year 2025-2026)	Bankura Sub-Division	As per e-NIQ.
	Bankura Sub-Division office & Section Office Security Guard = 3 Nos.						
	Bishnupur Guest House Security Guard = 2 Nos. Caretaker = 1 No. R.H.E Khatra=1 No.						

**NOTE:** - The Agency will quote the rate per head per day only for **“Service Charges”** inclusive of Tools & Plants, Contractors Profit and all taxes against service charge as per Govt. norms including all expenses from his end to provide the service. Final Rate should be inclusive of all taxes as per Government norms. Labour wages will be derived from the current labour rate of Labour Department, Govt. of West Bengal. GST will be calculated for on the basis of Minimum wages including 13.00% for EPF, 3.25% for ESI and 8.33% for Bonus along with service charge.

The materials which are required for the proposed of scheme shall be supplied by the Agency at his own cost.

**The payment will be made after availability of fund.** Conditional quotation will not be accepted.

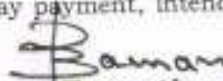
Submit the bids (Technical & Financial) on or before **24/06/2025 at 4:00 pm** and all the details can be downloaded from [wbtender.gov.in](http://wbtender.gov.in).

- In the event of e-filling, intending quotationer may download the tender documents from the website: <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate & necessary cost of Earnest Money and additional EMD to be deposited in the shape of Bank draft will be deposited through Net Banking or RTGS/NEFT from any nationalized bank in favour of Executive Engineer, Bankura Division, Housing Directorate. Payable at Bankura. Online receipt and refund of EMD of e-Tender through state Govt. e-Tender Portal. NEFT Challan copy must be produced.
- Online submitting Quotations are hereby invited from outside bonafied reliable and resourceful contractor having experienced Works of West Bengal State Government or West Bengal State Government undertaking during last 05 (five) years to the date of issue of this e- NIQ for “Security Guardig & care taking Work” AT DIFFERENT HOUSING ESTATES ATTACHED to Bankura Division, Housing Directorate, for 24 hours round the clock for 7 days for security Guarding and Care taking work throughout the Financial year of 2025-2026” as per Terms & Conditions enclosed.

**1 eNIQ-02(3rd Call)/EE/BANKDIVN/2024-25**

3. The Successful quotationers will have to execute contract in WBF No 2911 in two copies & one no. in plain papers along with other documents as per e-NIQ within Seven (7) days from the date of issuing letter of acceptance/work order failing which, the quotation is liable to be rejected & Earnest money will be forfeited to The Government.
  4. No work shall be commenced or liability incurred until the work – order issued.
  5. **The acceptance of the quotation will rest with the Superintending Engineer, West Circle, Housing Directorate, who does not bind himself to accept the lowest quotation & reserve the authority to reject any, rate down or all the quotations received without assigning any reasons.**
  6. **The validity of this contract will remain valid for 1(one) year (for the financial year 2025-2026) from the date of issue of the Work-Order or till Selection of new Agency for next Financial Year. The quotation documents & other relevant particulars (if any) may be seen by the intending quotationers during office hours in the office of the Executive Engineer, Bankura Division' Housing Directorate. Work order issued to L1 bidder as per administrative approval or instruction of Higher authority.**
  7. The FINANCIAL OFFER of the prospective quotationer will be considered only if the quotationer qualifies in the Technical bid. The decision of the Executive Engineer, Bankura Division, Housing Directorate will be final & binding on all concerned and no challenge against such decision will be entertained.
  8. Bid shall remain valid for a period not less than 180 days after the dead line date for Financial Bid submission.
  09. Consolidated daily charge will be finalized with service charge and all Taxes as applicable.
  10. All the charges like E.P.F, E.S.I, Bonus and GST is admissible as per Govt. Norms.
  11. Rate should be quoted as per head per day service charges basis (as per page 2 NOTE).
  12. The eligible contractors must have to produce and upload valid ESI and EPF Registration Certificate as per Govt. norms with the current month Electronics challan cum Return (ECR), valid Pan Card, Current P. Tax Clearance certificate with challan, Valid labour Trade License from respective municipality/panchayet, GST Registration Certificate, Current GST return, Last Three years IT return (Acknowledgement Receipt), License issued by the Joint Secretary Home Department to engage in the business of private security agency, Credential as per e-NIQ page no- 3 & 20, Last Three years Audited balance sheet Report(With U.D.I.N. No) with 3 CD & 3 CB FROM, 26 A.S Last Three Years, As per 26 A.S the average turnover for the last 3 (Three) years should not be less than 25 Lakh, Bank Solvency Certificate as per proforma (To be issued by the Bank must not be older than the date of publishing of this e-NIQ) should be minimum Rs. 25 Lakh.  
Partnership Firm: Registered Power of attorney. Registered Partnership Deed, Valid Bye Law, Minutes of last A.G.M Eligible list of Registered Unemployed Engineers Cooperative Society/Registered Labour Co-operative Society.
- The eligible Bidder must submit Declaration as per proforma (Section B, Form-VI) Regarding any pending Court Case, FORM-I, FORM-III, FORM-V, FORM-VII & Declaration.
13. The agency must pay Minimum Wages as per Rate of Labour Commissioner, Government of West Bengal.
  14. The agency must be followed the Rules of The Labour Commissioner, Government of West Bengal.
  15. **Outside Bonafied Contractors Having credential 20% of total work value (Work value computed including all incidental charges) or 20% of total number of man days (as per B.O.Q) in a similar nature of completed works during last 05(Five) Years from the date of issue of this e-NIQ.**
  16. **The intending tenderers should produce credential of one single running works of similar nature which has been completed to the extent of 70% or more & value of which is not less than desired value or 70% of total number of man days as per BOQ.**
- In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or Equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executing agency, i.e the tenderer.
18. Intending tenderer should produce price schedule in case of combined completion work.
  19.
    - i) **N.B.:- Completion certificate should contain a) Name of work, (b) Name of Client, (c) Amount put to tender, (d) Schedule month and year of commencement and completion as per work order (e) actual month and year of completion. Completion Certificate should be not below the rank of Executive Engineer.**
    - ii) Payment certificate will not be treated as credential. Credential means Completion Certificate. For combined work BOQ must be produce in the time of application.
    - iii) After the issuance of work order if the L1 bidder denies/ delays to start the work or unsatisfactory performance than L2 bidder may be consider due to urgency of work. Which depend upon Tender Inviting Authority.

- 20) If any bidder fails to comply with shortfall documents before Technical evaluation then their acceptance or rejection for further participation in subsequent call for this tender will be depend upon the Tender inviting authority.
- 21) The Monthly payment to the engaged personnel must be made by the selected agency within 1<sup>st</sup> week of every month as per specified rate. The Agency payment must be made through Bank Account for all Guarding staffs.
- 22) The Executive Engineer, Bankura Division, Housing Dte. Reserves the right any modification in placement of man power as per site condition.
- 23) Tenderers must be produced self Bio data (Valid Phone No., Valid E-Mail Id, postal Address) as per Annexure-III.
- 24) **In case the L-1 sealed bid rate is zero or negative, the bid can be accepted provided the concerned bidder submits a Bank Guarantee of 10% of the value of the contract as Additional Performance Security. However, the selected agency will have to pay remuneration to the Security or Housekeeping personal as was specified in Finance Department Memo No.- 3687-F(Y) dated 02.05.2012 & Memo No. 4599-PWD-12039/2/2020-DIR(PWD) Dated 29.10.2021.**
- 25) A prospective tenderer shall be allowed to participate in the particular work either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single work, all his applications will be rejected for that work without assigning any reason thereof.
- 26) The rate should be quoted service charge i.e all incidental charges whatsoever that may occur during execution of work. The quoted rate also satisfied the minimum wage rate as per latest Govt. circular by office of the Labour Commissioner, Govt. Of West Bengal.
- 27) The L1 Bidder must be submitted after issuing the work order, list in 3 (three) copies showing the name of all staffs, passport photo, father's name, present postal address and valid mobile no, of the staffs as to be provided to this office duly type along with formal tender. In additions to this they are request to submit the all staffs photo copy of Aadhar card, EPF UAN Card of Staffs, ESIC Card of Staffs, Photo Identity Card (Issued by the agency) of the staff and also Bank Details, Offer Letter given by the agency and Joining letter of the employee at the time of formal agreement. If any change is made subsequently by you, the same is to be intimated to the undersigned as & when change is made for verification by this office.
- 28) The contractor shall submit the bill to the Executive Engineer, through Assistant Engineer, for the respective Sub-Division as directed by The Executive Engineer with the payment receipt of all labours. Failing which payment of bill will not be entertained. At the time of submitting bill Xerox copy of following documents duly signed by agency and authenticated and duly signed by Assistant Engineer i.e. Application for submitting bill, Departmental and agency paid (as per proforma), E.P.F & E.S.I generated challan with Bank receipt copy and return challan, Attendance sheet of guarding staff maintained at office, individual pass book duly self attested of guarding staff, E.S.I Card, Linked phone no with E.P.F & E.S.I No, individual system generated UAN CARD details as per submitted earlier and GST return as applicable.
- 29) Running payment to the executing agency for the work will be depending on availability fund. But executing agency will have to pay the monthly payment to the engaged personnel as per specified e-NIQ in all situations. If failed, penal action will be taken with forfeiture of Earnest Money. No claim whatsoever will be entertained for the delay payment, intending quotationer and quoting their rates.



**Executive Engineer**

**Bankura Division, Housing Directorate**

**Date: 05-06-2025**

**Memo No. 437/1(10)**

Copy forwarded for favour of his kind information & giving wide publication through notice board to:-

1. The Chief Engineer, Housing Directorate.
2. The Additional Secretary, Housing Department with the request for display on the Website of Housing Department.
3. The Superintending Engineer, West Circle, Housing Directorate.
- 4-5. The District Magistrate, Bankura/Hooghly.
- 6-7. The Assistant Engineer, Bankura/Hooghly Sub-Division.
8. The Divisional Accountant Officer of this office.
9. Estimating Section of this Office.
10. Notice Board of this Office.



**Executive Engineer**

**Bankura Division, Housing Directorate**

- 30) If the contractor fails to take up the work within 7(Seven) days from the date of issue of work order & fails to render satisfactory service as listed above, the quotation shall be terminated as per condition of contract.
- 31) The agency must submit a list showing the names of staff along with appointment letter, pass port size photo, father name, postal address, valid mobile no, Bank details, EPF and ESI registration no, Xerox copy of Aadhar card and signature [or L.T.I.] of the labours engaged at that particulars site to the Executive Engineer through proper channel immediately after receiving the Work-Order at the time of formal agreement. If any change is made subsequently by the agency, the change [in name signature etc.] is also to be intimated to the Assistant Engineer as and such change is made.

## 1. A:- Important information

### Date & Time schedule

Sl.	Particulars	Date & Time
1.	Date of uploading of N.I.Q. Documents (online)	<b>05/06/2025 (6:55 P.M.)</b>
2.	Documents download start date (Online)	<b>09/06/2025 (11:00 A.M)</b>
3.	Documents download end date (Online)	<b>24/06/2025 (4:00 P.M)</b>
4.	Bid submission start date(Online)	<b>09/06/2025 (11:00 A.M)</b>
5.	Bid Submission closing(Online)	<b>24/06/2025 (4:00 P.M)</b>
6.	Bid opening date for Technical Proposals (Online)	<b>26/06/2025 (4:30 P.M)</b>
7.	Bid opening date for Financial Proposals (Online)	<b>To be notified Later on</b>

## 2. LOCATION OF CRITICAL EVENT

### Bid Opening

**Office of the Executive Engineer,  
Bankura Division, Housing Directorate.**

3.**Earnest Money:** Earnest money only must be submitted (In favour of Executive Engineer, Bankura Division, H. Dte.) in the form of ONLINE ECS/NEFT THROUGH ICICI BANK GATEWAY PORTAL.

4.Amount of Earnest Money have mentioned in attached sheet of this NIQ. This clause is also applicable for all cat. of applicants as per GO 1110-F, dt. 10/02/2006 of Special. Sec., F-D. Govt. of W.B.

**Balance earnest money if required will have to be submitted along with submission of quotation documents at the time of formal agreement for successful Quotationer.**

**Exemption allowed as per FD Memo no.6204-F(Y) dated17.08.2015 and 6718-F(Y) dated08.09.2015 & 815-(F) Dated 23.02.2023**

5.The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its Surroundings and obtain all information's that may be necessary for preparing the Bid and entering in to a contract for the work as mentioned in the NIQ, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.

6.**The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department.**

7.**The Executive Engineer, Bankura Division, H.Dte. reserves the right to reject any application for purchasing Bid Documents and to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any quotationer at the stage of Bidding.**

8. Any EMD drawn in favour of Executive Engineer, Bankura Division, Housing Directorate, Payable at, Bankura in the form of RTGS/NEFT from any Nationalized bank or what's so ever manner if uploaded once against any tender under reference shall be retained with them till it is released by the Executive Engineer. On cancellation of the Tender / being declare that Unsuccessful Tenderer after issuance of work order to the Lowest Tenderer if the same EMD is found to be utilize in any other tender of this Division / Circle / Department then penal action in the form of Black Listing of the Contractor and also may be recommended and adopted in P.W.D. code.

9. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before quotationing the bids.
10. Conditional / Incomplete quotation will not be accepted.
11. The intending quotationer are required to quote the rate online.
12. Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act.1970 (b) ApprenticeAct.1961 and(c) minimum wages Act.1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.
13. During the scrutiny, if it come to the notice to quotation inviting authority that the credential or any other paper found incorrect/manufactured/fabricated, that bidder would not allowed to participate in the quotation and that application will be out rightly rejected without any prejudice.
14. **The Executive Engineer, Bankura Division, H.Dte reserves the right to cancel the N.I.Q. due to unavoidable circumstances and no claim in this respect will be entertained.**
15. **In case if there be any objection regarding prequalifying the Agency that should be lodged to the Executive Engineer, Bankura Division, H.Dte within 48 Hours from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Executive Engineer, Bankura Division, H.Dte**
16. Before issuance of the WORK ORDER, the quotation inviting authority may verify the credential and other documents of the lowest quotationer if necessary. After verification if it is found that the documents submitted by the lowest quotationer is either manufactured or false in that case work-order will not be issued in favour of the said Quotationer under any circumstances. Along with that strict penal action will be taken against that quotationer.
17. **REFUND of EMD: - As per prevailing G.O.**
18. If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence.
  - a. Form No. 2911 b. e-NIQ c. Special terms & conditions. d. Technical Bid. E. Financial Bid
19. The prospective quotationer or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 3 (Three) months. Such abandonment or rescission will be considered as disqualification towards eligibility.
20. Qualification / criteria. The quotation inviting & Accepting Authority will determine the eligibility of each bidder, the bidders shall have to meet all the minimum regarding.
  - a) Financial Capacity.
  - b) Experience/Credential


The eligibility of a bidder will be as ascertained on the basis of the digitally signed documents in support of the minimum criteria as mentioned in a, b above. **If any document submitted by a bidder is either manufacture or false, in such cases the eligibility of the bidder/quotationer will be out rightly rejected at any stage without any prejudice.**

Security deposit for the work in this quotation is as per Govt. rules of the work value to be deducted from the payment of the contractor. Such security deposit deducted from the payment of the contractor shall become payable as per latest G.O. provision in W.B. From no. 2911 so far as they relate to time framed for released of said security deposit are to be treated as superseded by this provision.

21. **During the scrutiny, if it come to the notice to quotation inviting authority that the credential or any other paper found in correct/manufactured/fabricated, that bidder would not allowed to participate in the quotation and that application will be out rightly rejected without any prejudice.**
22. **The Executive Engineer, Bankura Division, Housing Directorate reserves the right to cancel the eNIQ due to unavoidable circumstances and no claim in this respect will be entertained.**
23. *Contractor should have to ensure the engagement of job card holders as unskilled workers for execution of awarded works as per G.O No 551-PWD-25017(12)/17/2024 dated 01.03.2024 of the special secretary, PWD, Govt. of W.B & guidelines on KARMASHREE scheme vide notification no 1140 PRD-33011/1/2024-MGNREGA SEC,dated07.03.2024.*
24. **Security Guard valid license to Issued by the Joint Secretary Home Department to engage in the business of private security agency.**
25. **If any bidder fails to comply with shortfall documents before Technical evaluation then their acceptance or rejection for further participation in subsequent call for this tender will be depend upon the Tender inviting authority.**
26. **The successful quotationers will have to deposit performance bank guarantee of amount Rs. 20,000/- (Twenty Thousand) only per head in favour of Executive Engineer, Bankura Division, Housing Directorate as security deposit, failing which his quotaions will be considered non responsive and work order will not issued and the earnest money deposited will be forfeited. If any, theft / defalcation happen due to deficiency in service of the security guard, value of loss suffered will be realized by encashment of part/full of performance bank guarantee**

**TERMS & CONDITIONS FOR SECURITY SERVICE WORK FOR DIFFERENT  
HOUSING ESTATE UNDER BANKURA DIVISION, HOUSING DIRECTORATE**

1. Providing security services for 24 hours (round the clock) at Office of the Executive Engineer, Bankura Division & Assistant Engineer, Bankura Sub- Division Housing Directorate.
2. Regulating entry of visitors in the above office as per instructions of the competent administrative authority.
3. The security guards should be physically fit for the job entrusted to him and they will remain vigilant / alert within the premises during duty hours.
4. Each security guard should be provided with an identity card issued by the organization with concurrence of Engineer-in-Charge.
5. The engagement is purely of temporary nature i.e. for twelve months only. It may be extended further if required depending upon the performance.
6. Liveries (winter and rainy) and proper uniform, torches including cells, Electric charger light, Rain Coat, Sweater, Shoe, etc.to be supplied to each individual by the agency.
7. After office hours, the guards will check up the locks of offices, guest houses, store, godown etc. and ensure the locks are properly locked / sealed within the jurisdiction of his duty area.
8. The contractor shall take all possible care for the Govt. property & of any damages due to negligence of his workers; the contractor shall be responsible for all such damages & repair the same at his own cost.
9. All precaution shall have to be taken by the contractor for the safety & security of the workmen engaged by the contractor & the department shall not be responsible for any deposit or claims arising out of any such dispute under any Act of the state.
10. The contractor shall see that the workers engaged by him maintain a good relation with the departmental staff as well as license/ tenants at site.
11. Duty chart should be submitted by the agency every quarterly concurrence of Engineer-in-Charge.
12. The guards will be never leave the place area until or unless relived by the next guards.
13. The guards will never allow any body to enter in the guarded premises after office hours without written permission of the competent authority.
14. The guard will insure the entity of the visitor and maintain a visitor register in respect of the visitors and obtain a receipt of the materials from them as per issue order of the Assistant Engineer-in-charge.
15. Every guarding personnel is to be placed after providing necessary insurance coverage for any shorts or accident or incident. The department will have no liability for any accident or incident.
16. The guards will ensure lodging F.I.R to police authority in respect of any mishap beyond office hours and report forth with to departmental authority.
17. Liability of the negligence / laxity of the guards during duty hours shall be borne by the organization.
18. Any loss / damage due to such negligence / laxity shall be made good by the agency and the concerned individual may be put under prosecution as per the laws of the land.
19. Attendance report and payment voucher submitted by agency. This report and voucher attach the bill.
20. The organization will solve promptly any difficult experienced by the Assistant Engineer, Bankura Sub-Division & Executive Engineer, Bankura Division in respect of the entrusted guarding. If the service of any guards is or a found not satisfactory he or they will have to be replaced within 3 (three) days after issuing the report thereto.
21. A list of personnel meant for deployment of Security Guard is to be submitted to the Engineer-in-Charge. No other person beyond this list should be employed. In case deployment any person beyond the list should be made known to the Engineer-in-Charge or to the respective Assistant Engineer
22. The contract may be terminated, within contracted period by mutual consent of both the parties by servicing one month advance written intimation.
23. The transfer or redeployment of the guards with regular interval may be permitted and no claim for payment of engagement / service under the department will be entertained.
24. Due to leave, sickness or other reason alternative arrangement for replacement of guards may be allowed provided prior permission for such replacement may be obtained from the appropriate authority.
25. The department shall not be responsible to compensate or incur liability in any manner whatsoever for any injury / death of any security guard of the agency while on duty
26. Security Guard work should be done throughout the 7 (Seven) days in a week on day & Night shift (24 hours round the clock) considering 365 days in a year. No extra claim will be entertained.
27. Due to leave, sickness or other reason alternative arrangement for replacement of sweeper may be allowed provided prior permission for such replacement may be obtained from the appropriate authority.

  
**Executive Engineer**  
**Bankura Division, Housing Directorate**

**INSTRUCTION TO BIDDERS**  
**SECTION – A**

1. General guidance for e-Quotationing instructions/ Guidelines for quotations for electronic submission of the quotations online have been annexed for assisting the contractors to participate in e-Quotationing.
1. **Registration of Contractor :-**  
Any contractor willing to take part in the process of e-Quotationing will have to be enrolled & registered with the Government e-Procurement system; through logging on to <https://wbtenders.gov.in> (the web portal of public works department) the contractor is to click on the link for e-Quotationing site as given on the web portal.
2. **Digital Signature certificate (DSC) :-**  
Each contractor is required to obtain a Digital Signature Certificate (DSC) for submission of quotations, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause-2 of Guideline to Bidder DSC is given as a USB e- Token.
3. The contractor can search & download NIT & Quotation Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Quotation Documents.
4. **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.  
A prospective bidder (including his participation in partnership) shall be allowed to participate in single building work as mentioned in the list of schemes.
5. **Submission of Quotations. :-** General process of submission, Quotations are to be submitted through online to the website stated in Cl. 2 in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC) the documents are to be uploaded various scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

**A. Technical proposal :-**

- a) The Technical proposal should contain scanned copies of the following in two covers (folders).
  - A-1. Statutory Cover/ Technical file Containing
    - i. Application (Sec-B, Form-I)
    - ii. Earnest money (EMD) as prescribed in the e-NIQ against work in favour of the Executive Engineer, Bankura Division, Housing Directorate.
    - iii. Quotation form No. 2911 & e-NIQ with all addenda & corrigendum (**Properly upload the same Digitally Signed**). In case quoting any rate in 2911 the quotation liable to summarily rejected).
    - iv. Declaration by the Quotationer.
    - v. Experience Profile (Section – B, Form – V).
    - vi. Regarding Court Case (Section-B, Form No.VI).
    - vii. Section –B FORM-III, FORM-VII

**Special terms & Conditions:**

**A-2. Non statutory / Technical Documents:-**

- i. Valid Labour Trade Licence, Current Professional Tax (PT) deposit receipt Challan and certificate, valid PAN Card, last Three years IT return (Acknowledgement Receipt), GST Registration Certificate with current GST Return. ESI & EPF Registration Certificate with current month electronic challan cum return.
- ii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of Partnership Firm/Partnership Firm Registration Article of Association & Memorandum.
- iv. Power of Attorney (For Partnership Firm/Private Limited Company, if any). "The Power of Attorney shall have to be registered in accordance with the provision of the Registration Act'1908."
- v. Last Three years Audited balance sheet Report (With U.D.I.N. No ) with 3 CD & 3 CB FROM, 26 A.S Last Three years, As per 26 A.S the average turnover for the last 3 (Three) years should not be less than 25 Lakh, Bank Solvency Certificate as per proforma (To be issued by the Bank must not be older than the date of publishing of this e-NIQ) should be minimum Rs. 25 Lakh .
- vi. Minutes of last A.G.M., Valid bye laws are to be submitted by the Registered labour Co-Op(S), Registered unemployed Engineers' Co. - Opt. (S).

Credential for completion of at least one similar nature of work of Govt. of West Bengal or Under taking Govt. of West Bengal during the last 5 (Five) years to the date of publish of this NIQ is to be furnished. Scanned copy of Original Credential Certificate as stated in page no. 3 & 20.

**Financial Proposal (in cover folder)**

The rate will be quoted in the BOQ. Quoted rate will be encrypted in the B.O.Q. under Financial Bid.

**NOTE:- Failure of submission of any of the above mentioned documents (as stated in A1 and A2) will render the quotation liable to summarily rejected for both statutory & non statutory cover.**

**ANNEXUR-VI**

**Karmashree : Employment Sheet**

(to be used by the implementing agency for recording the employment provided)

1	District :	
2	Block :	
3	Name of Work :	
4	Implementing Agency :	
5	Funding Department :	
6	Implementing Department :	
7	Work Order No. :	
8	Contractor / Agency :	
9	Gram Panchayat where work is to be implemented :	

**Employment provided:**

Sl. No.	Name of Worker	Job Card No. (Full)	Aadhar No.	No. of days for which engaged	Wage paid (Rs.)	Date of payment
1						
2						
3						

Countersignature of Engineer with office Seal

Name & Signature of Contractor/Agency

Contractor should have to ensure the engagement of job card holders as unskilled workers for execution of awarded works as per G.O No 551-PWD-25017(12)/17/2024 dated 01.03.2024 of the special secretary, PWD, Govt. of W.B & guidelines on KARMASHREE scheme vide notification no 1140 PRD-33011/1/2024-MGNREGA SEC,dated07.03.2024

**ANNEXUR-VII**

**Karmashree : Employment Sheet**  
(to be used by the Contractor / Agency)

1	District :	
2	Block :	
3	Name of Work :	
4	Implementing Agency :	
5	Funding Department :	
6	Implementing Department :	
7	Work Order No. :	
8	Contractor / Agency :	
9	Gram Panchayat where work is to be implemented :	
10	Period during which work was executed :	

**Certificate**

It is certified that for execution of the work mentioned above Job Card holders were engaged wherever unskilled workers were required and necessary details of such engagement have been submitted through the Employment Sheet.

**Countersignature of Engineer with Office Seal**

**Name & Signature of Contractor/Agency**

*Contractor should have to ensure the engagement of job card holders as unskilled workers for execution of awarded works as per G.O No 551-PWD-25017(12)/17/2024 dated 01.03.2024 of the special secretary, PWD, Govt. of W.B & guidelines on KARMASHREE scheme vide notification no 1140 PRD-33011/1/2024-MGNREGA SEC,dated07.03.202*

**SECTION-B**  
**FORM-I**  
**PRE-QUALIFICATION APPLICATION**

To  
The Executive Engineer,  
Bankura Division,  
Housing Directorate.

Ref: - Quotation for \_\_\_\_\_  
(Name of work with serial no.)

\_\_\_\_\_  
(Sl.No. \_\_\_\_)

e -NIQ No.: \_\_\_\_\_ of 2024-25  
of Executive Engineer, Bankura Division, H.D.

Dear Sir,

Having examined the Statutory, Non statutory & NIT documents, I /we hereby submit all the necessary information and relevant documents for evaluation. The application is made by me /us on behalf of \_\_\_\_\_ In the capacity \_\_\_\_\_ duly authorized to submit the order. The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith. We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that: (a) Quotation Inviting & Accepting Authority/Engineer-in-Charge can amend the scope & value of the contract bid under this project. (b) Quotation Inviting & Accepting Authority/Engineer-in-Charge reserve the right to reject any application without assigning any reason.

Encl: - e-Filling: - 1. Statutory Documents  
2. Non Statutory Documents

Date: -

Signature of applicant including title  
and capacity in which application is made

Every Tenderer/Quotationer must furnish the following details.

- |                                  |  |
|----------------------------------|--|
| 1. Office Address with pin code. |  |
| 2. Contact phone no.             |  |
| 3. e-mail id.                    |  |

**Note-Form-I is required in respective agency letter head.**

**SECTION-B**  
**FORM – III**  
**STRUCTURE AND ORGANISATION**

1. Name of Firm: \_\_\_\_\_
2. Name of Applicant: \_\_\_\_\_
3. Office Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Address for correspondence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Telephone No. and Cell Phone No. \_\_\_\_\_
6. Fax No. \_\_\_\_\_
7. E mail: \_\_\_\_\_
8. Details of Bank Accounts: \_\_\_\_\_
  - i) Name of Bank: \_\_\_\_\_
  - ii) Name of Branch and Address with Phone No. \_\_\_\_\_
  - iii) Bank Account No. \_\_\_\_\_
  - iv) IFSC Code: \_\_\_\_\_
  - vi) MICR No. \_\_\_\_\_
  - v) PAN No. \_\_\_\_\_
  - vi) GSTIN. \_\_\_\_\_

**\*\*All are mandatory fill up by the agency**

Seal and Signature of the Tenderer.

**Note-Form-III is required in respective agency letter head.**

**SECTION-B**

**FORM-V**

**EXPERIENCE PROFILE**

LIST OF WORKS COMPLETED WHICH ARE SIMILAR IN NATURE AND EXECUTED DURING THE LAST FIVE YEARS IN GOVT. DEPARTMENT.

Name of Employer	Name, Location & nature of work	Contract price in Indian Rs.	Original date of start of work	Original date of completion of work	Actual date of starting the work	Actual date of completion the work	Reasons for delay in completion (if any)
				Fill up	as per	format	

Note:

- Certificate from the Employers to be attached.
- Non-disclosure of any information in the Schedule will result in disqualification of the firm.
- No quotation will be deemed to be fit for consideration unless the quotation documents are fully and completely filled in. All information's that may be asked from a quotationer must be unequivocally furnished. Any quotation which is incomplete or does not comply with the prescribed conditions or stipulations laid down herein to rejection at the time of opening or during subsequent scrutiny. Quotation received with conditional rate will be liable to rejection at the time of opening.
- Canvassing in connection with the quotation is strictly prohibited and a quotationer who resorts to this will render his quotation liable to rejection.
- No alteration shall be permitted to be made by the quotationer in any quotation after its submission.**

QUOTATION FOUND TO HAVE SUBMITTED UNDER FALSE NAME : When a Contractor, whose quotation has been accepted under a given name is subsequently discovered to have given a false name, his contract may at the discretion of the Authority accepting the quotation be annulled his Security Deposit will be forfeited.

Signature and address  
Of the Quotationer

Signature of Quotation  
Accepting Authority

**Note-Form-V is required in respective agency letter head.**

## **SECTION-B**

### **FORM-VI**

#### **INFORMATION REGARDING CURRENT LITIGATION, DEBARRING/EXPELLING OF TENDERER OR ABANDONMENT OF WORK BY TENDERER**

1. a) Is the Applicant currently involved in any litigation : YES / NO  
relating to the contract works.  
  
b) If yes, give details with reasons :
2. a) Has the Applicant or any of its constituent partners : YES / NO  
been debarred / expelled by any Agency in India,  
during the last 5 (five) years.  
  
b) If yes, give details with reasons :
3. a) Has the Applicant or any of its constituent : YES / NO  
abandoned / suspended any contract during the,  
last 5 (five) years.  
  
b) If yes, give details with reasons :

Note: If any information in this Schedule is found to be incorrect or concealed, pre-qualification application will be summarily rejected.

**Signature of applicant including title &  
capacity in which application is made**

**Note-Form-VI is required in respective agency letter head.**

**SECTION-B**  
**FORM-VII**  
**Bank Solvency Certificate**

This is to certify that .....  
(Name of firm) is a reputed company with a good financial standing.

If the contract for the work, namely "....."  
....."(As per NIQ against e-NIQ No. ....  
..... of the Executive Engineer, Bankura Division,  
Housing Directorate, Govt. of West Bengal is awarded to the above firm, we shall be able to provide  
overdraft/credit facilities to the extent of Rs. .... (Rupees.....  
.....) **only to meet their working capital for executing  
the above contract during the contract period.**

Full Name of authorized Officer of the Bank .....

Post of authorized officer of the Bank .....

Authorized Officer Code Number .....

Name of the Bank .....

Address of the Bank .....

Phone No. .... email ID .....

Date ..... Branch Code of the Bank .....

Signed by an authorized officer of the Bank with seal

**Submit Bank Solvency certificate as per proforma**

**RATE ANALYSIS FOR THE WORK INTERNAL SECURITY SERVICES FOR GUARDING AND  
CARETAKING OF DIFFERENT OFFICES AND GUEST HOUSES UNDER BANKURA DIVISION,  
HOUSING DIRECTORATE**

**RATE ANALYSIS – I**

Minimum wages for unskilled labour (Zone-A) vide circular No. 40/Stat/14/RW/24/2023/LCS/JLC dated 04.12.2024 of the O/o the Labour Commissioner, Govt. of West Bengal	Rs. 393.00
E.P.F. @ 13%	Rs. 51.09
E.S.I. @ 3.25%	Rs. 12.77
BONUS @ 8.33%	Rs. 32.74
SUB TOTAL	Rs. 489.60
G.S.T. @ 18%	Rs. 88.13
TOTAL WITH G.S.T. <span style="float: right;">A=</span>	Rs. 577.73
SERVICE CHARGE (TO BE ENTERED BY THE BIDDER) inclusive of Tools & Plants, Contractors Profit and all taxes against service charge as per Govt. norms including all expenses from his end to provide the service <span style="float: right;">B=</span>	-----
GRAND TOTAL WITH SERVICE CHARGE <span style="float: right;">C=</span>	<b>A+B</b>

**RATE ANALYSIS – II**

Minimum wages for unskilled labour (Zone-B) vide circular No. 40/Stat/14/RW/24/2023/LCS/JLC Dated 04.12.2024 of the O/o the Labour Commissioner, Govt. of West Bengal	Rs. 367.00
E.P.F. @ 13%	Rs. 47.71
E.S.I. @ 3.25%	Rs. 11.93
BONUS @ 8.33%	Rs. 30.57
SUB TOTAL	Rs. 457.21
G.S.T. @ 18%	Rs. 82.30
TOTAL WITH G.S.T. <span style="float: right;">A=</span>	Rs. 539.51
SERVICE CHARGE (TO BE ENTERED BY THE BIDDER) inclusive of Tools & Plants, Contractors Profit and all taxes against service charge as per Govt. norms including all expenses from his end to provide the service <span style="float: right;">B=</span>	-----
GRAND TOTAL WITH SERVICE CHARGE <span style="float: right;">C=</span>	<b>A+B</b>

- The agency will pay contribution of E.P.F.O. and E.S.I.C. of remaining part from the pay of the employee as per the Govt. rules.

**-: DECLARATION BY THE QUOTATIONER:-**

**Ref e-NIQ No-.....**  
**(Name of work with Sl. No).....**  
.....

I/We have inspected the site of work and have made myself/ourselves fully acquainted with local conditions in and around the site of work. I /We have carefully gone through the Notice Inviting Quotation and other quotation documents mentioned therein. I/We have also carefully gone through the 'Priced schedule of Probable Items and Quantities'.

My/Our quotation is offered taking due consideration of all factors regarding the local site conditions stated in this Detailed Notice Inviting Quotation to complete the proposed construction in all respects.

I/We promise to abide by all the stipulations of the contract documents and carry out and complete the work to the satisfaction of the department.

I/We also agree to procure tools and plants, at my/our cost required for the work.

Signature of Quotationer

Postal address of the Quotationer

\_\_\_\_\_  
**Executive Engineer**  
**Bankura Division, Housing Directorate**

**Note-Declaration is required in respective agency letter head.**

**THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGE IN THE FOLLOWING MANNER**

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents" to send the selected documents to Non-Statutory folder. Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub Category Description	Details
A.	CERTIFICATES	CERTIFICATES	<ol style="list-style-type: none"> <li>1. Valid Labour Trade License.</li> <li>2. Valid PAN</li> <li>3. Current P. Tax Clearance Certificate with Challan.</li> <li>4. G.S.T. Registration Certificate &amp; Current return.</li> <li>5. Last Three years IT Return.(Acknowledgement Receipt)</li> <li>6. E.P.F. &amp; ESI Registration Certificate with the current month Electronics Challan cum Return (ECR).</li> <li>7. Security Guard valid License issued by the joint secretary Home Department to engage in the business of private security</li> <li>8. Last Three years Audited Balance Sheet (with U.D.I.N No.) with 3CD 3CB FROM, 26 A.S Last Three Years.</li> <li>9. As per 26 A.S the average turnover for the last 3 (Three) years should not be less than 25 Lakh.</li> <li>10. Bank Solvency Certificate as per proforma (To be issued by the Bank must not be older than the date of publishing of this e-NIQ) should be minimum Rs. 25 Lakh .</li> </ol>
B.	Company Details	Company Details – I	<ol style="list-style-type: none"> <li>1. Valid labour Trade License.</li> <li>2. Registered Power of attorney.</li> <li>3. Partnership Firm: Registration/Registered Partnership Deed, Valid labour Trade License).</li> <li>4. Valid Bye Law.</li> <li>5. Minutes of last A.G.M</li> <li>6. Eligible list of Registered Unemployed Engineers Cooperative Society/Registered Labour Co-operative Society.</li> </ol>
C.	Credential	Credential 1	<ol style="list-style-type: none"> <li>1. Outside Bonafied Contractors Having credential 20% of total work value (Work value computed including all incidental charges) or 20% of total number man days (as per B.O.Q) in a similar nature of completed works during last 05(Five) Years to the date of issue of this e-NIQ.</li> <li>2. The intending tenderers should produce credential of one single running works of similar nature which has been completed to the extent of 70% or more &amp; value of which is not less than desired value or 70% of total number of man days (as per BOQ). In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or Equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executing agency, i.e the tenderer.</li> <li>3. Intending tenderers should produce BOQ in case of combined completion work.</li> </ol>
D.	Others	Declaration	<ol style="list-style-type: none"> <li>1. All Declaration which is mentioned in this NIQ must be Signed with date and seal before submission.</li> <li>2. No extra paper upload except above noted Documents and no Documents /Paper upload repeatedly.</li> </ol>

**A. Quotation evaluation by the Executive Engineer, Bankura Division, Housing Directorate.**

- Opening of Technical proposal:- Technical proposals will be opened by the Executive Engineer, Bankura Division, Housing Directorate., and his authorized representative electronically from the web site stated using their Digital Signature Certificate.

- ii. Intending quotationer may remain present if they so desire.
- iii. Cover (folder) statutory documents (vide Cl. No. 5.A-1) should be open first & if found in order, cover (Folder) for non statutory documents (vide Cl. No. - 5.A-2) will be opened. If there is any deficiency in the statutory documents the quotation will summarily be rejected.
- iv. Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the Executive Engineer, Bankura Division, Housing Directorate.
- v. Uploading of summary list of technically qualified quotationer.
- vi. Pursuant to scrutiny & decision of the Executive Engineer, Bankura Division, Housing Directorate the summary list of eligible quotations & the serial number of work for which their proposal will be considered will be uploaded in the web portals.
- vii. While evaluation the Executive Engineer, Bankura Division, Housing Directorate may summon of the quotations & seek clarification/information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals summarily rejected.

**B. Financial proposal**

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

2. **Penalty for suppression/distortion of facts:-** If any quotationer fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of the Executive Engineer, Bankura Division, Housing Directorate within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the quotationer will be suspended from participating in the quotations on eQuotation platform for a 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the P.W. Directorate may take appropriate legal action against such defaulting quotationer. The Employer 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 action.

3. **AWARD OF CONTRACT :-**

The Bidder whose Bid has been accepted will be notified by the Quotation Inviting & Accepting Authority through acceptance letter. The notification of award will constitute the formation of the Contract.

The Agreement in W.B.F.No.-2911 will incorporate all agreements between the Quotation Accepting Authority and the successful Bidder.

Signature and address  
Of the Quotationer

  
Executive Engineer  
Bankura Division, Housing Directorate

Signature of Quotation  
Accepting Authority