

Bid document consist of

N.I.Q. No. WBHB /DD(EP)-III /NIQ- 15/2019-2020

- i) Schedule of work for Tender**
- ii) Terms & conditions.**

C E R T I F I C A T E

I / we do hereby certify that I / we have gone through the notice
Inviting Tender / Quotation Additional Terms and conditions to the N.I.T./
N.I.Q. General information, scope of work / services, Terms and condition
Of the work and understand that the above documents shall form part of
the contract.

Signature of the Tenderer

Full name of the signatory (In Block Letters)

Postal Address:-



WESTBENGALHOUSINGBOARD

(Estd. Under W.B. Act XXXII of 1972)

'ABASAN', 105, S. N. Banerjee Road, Kolkata-700014,

Phone: (033) 2265-1965, 2264-1967 / 3966 / 8968 / 4974 / 0950. Fax : (033) 2264-

1480 / 0979, Web site : www.wbhousingboard.in Email

: wbhousingboard@gmail.com

Memo No:-88/DD(EP)- III /HB

Dated:- 26.02.2020

NOTICE INVITING QUOTATION

NIQ No:- WBHB/DD(EP)- III/NIQ-15/ 2019-2020

Deputy Director (EP)-III, Housing Project under West Bengal Housing Board invites sealed quotation in the prescribed form from eligible bidders for the works as per particulars below:-

1.	Name of work:	A.M.C. for Cleaning, Sweeping and Pest Control works in the office premises of West Bengal Housing Board, 105 S.N. Banerjee Road, Kolkata -700014.
2.	Eligibility criteria:	Bona fide & resourceful Agencies having credentials for the execution of similar nature of the works, latest I.T., P. Tax certificate, PAN Card, P.F. code No. (if any), Trade license & GST Registration number / The agency should possess GST Registration number and copies of necessary documents to this effect to be submitted.
3.	Name of the Engineer-in-Charge	Deputy Director (EP)-III under WBHB
4.	Earnest money:	Rs. 3,000.00
5.	Cost of tender documents: (Non-refundable).	During participation, the cost towards Tender documents need not be paid only successful bidder has to be paid the cost of three copies of documents for agreement as per norms which will be communicated later on i.e. through L.O.A.
6.	Validity of Tender	120 days from the date of submission of tender
7.	Procurement of Tender paper i.e. N.I.Q, Bid document, Term & condition etc.	Bid documents will be available in the West Bengal Housing Board web site (www.wbhousingboard.in) from 02.03.2020 to 16.03.2020
8.	Last date & Time for submission of tender	16.03.2020 up to 2.30 P.M
9.	Date & Time for opening of tender:	16.03.2020, AT 3.30 P.M
10.	The time allowed for completion	Twelve months

11) Scope of Work

Location	Work to be Executed
All floors	Wiping of tables & chairs.
Basement	Dry sweeping in-store Room for every working day and rest portion sweeping one time per week.
Ground Floor	Dry sweeping (except Bank and Shops area) for every working day.
1st Floor	Dry sweeping for every working day.
2 nd Floor	Dry sweeping / Wet mopping up for every working day.
3 rd Floor	Dry sweeping for every working day.
4 th Floor	Dry sweeping for every working day.
5 th Floor	Dry sweeping for every working day.
Roof	Dry sweeping for one time per month.
Garage	Dry sweeping for one time per week.
Garden	Dry sweeping for one time per week.
The periphery of Abasan Building area	Dry sweeping for Two times per week.
Staircase	In all floors Dry sweeping for every working day.
Lift lobby	In all floors Dry sweeping for every working day.
Gents & Ladies Toilet	All points to be cleaned with disinfectant cleaner. Cleaning and washing with branded phenyl for every working day. Naphtholin ball is to be used in urinal.
Tables & Chairs	Dry mopping up table & chair is used on all floors for every working day.
Sofa	Dry Cleaning with feather duster two days per week
Garbage	Garbage to be cleaned at regular time interval after segregation. No littering or mixing of garbage will be allowed. Garbage to be discharged at designated place as per standing order of WBHB.
Pest control	Used for two times per month on every floor.
Room freshener	To be spread inside of lift, Chairperson's chamber, Vice Chairman's Chamber, Housing Commissioner's Chamber, J.H.C. & Secretary's Chamber and Board meeting Room as and when required.
Towel cleaning	6 No's Big (Back of Seat) & 6 No's Small (Duster) Towels cleaning one time per month.
Curtain washing	2 nos. Curtain washing one time per month.
	Anywhere soot/Smut/Cobweb dust in the Building premises needs to be cleaned with Swing broom.

12. Agency has to submit completion certificate showing details of executed works and time taken for completion including comments on their up to date performance from the respective deptt / Authority.
13. Agency should submit an application along with self-attested copies of the following (Original copies for each to be produced for verification as & when asked for).
- i) Valid PAN Card.
 - ii) Employees Provident Fund (PF) enrollment certificate with code no .
 - iii) GST registration certificate.
 - iv) Work order and Completion certificate from the respective department.
 - v) Valid Trade license from respective Municipality/Panchayat,
 - vi) Power of Attorney/Authority to sign the Tender documents and Articles/Memorandum of Association (in case of companies)
 - vii) Partnership Deed- (In the case of the partnership firm.)
14. The Agency will quote the rate (in both words and figures) in the prescribed form of WBHB of the Tender documents and the quoted rate should be inclusive all Taxes (Including GST)
15. The quotation **must be accompanied by EMD** specified for the work in the shape of bank Draft/Pay Order only on a Nationalized **Bank drawn/Scheduled Bank in favour of West Bengal Housing Board payable at Kolkata**. E.M.D. Should be kept in a sealed envelope with a clear description and should accompany the name of work and N.I.Q. No.
16. Bidders eligible for exemption of EMD as per Govt. rule may avail the same and necessary documents regarding the exemption of EMD must be submitted of Statuary bid documents.
17. The quotation **must be delivered to Deputy Director (EP)-III**, West Bengal Housing Board or in absence to any authorized officer of West Bengal Housing Board and will be opened on the same day in the presence of bidders or their authorized representatives.
18. If the office happens to be closed on the date of receipt of quotation as specified in the NIQ will be received and opened on the next working day at the same time and venue.
19. Agency shall have to make his /her own arrangement for resource materials duly certified will only be accepted.
20. Successful quotationer would have to execute an agreement as specified by the WBHB in non- judicial stamp paper of value Rs. 10/- only before issuing of the formal work order by the WBHB
21. No conditional quotation will be accepted.
22. Quotationer should collect the GSTN No. of WBHB before submitting the bill & for deposition of GST to the respective department.
23. Quotationer **will be received only in the Tender box** kept in the office chamber of Deputy Director (EP)-III at 3rd Floor, West Bengal Housing Board, 105, S N Banerjee Road, Abasan, Kolkata-700014 and nowhere else,
24. **Submission of the false misleading** and fabricated statement/ documents/information etc found at any point of time will lead to cancellation of the tender.
25. **Acceptance of Quotation will rest entirely with the WBHB** which does not bind itself to accept the lowest Quotation and reserves the right itself the authority to reject any or all the Quotation tenders received without assigning any reasons thereof.
26. The Agency must submit the **Valid Pest Control operation license FROM VIII, | See Rule 10(4)]** issued by Joint Director of Agriculture (PP & QC). West Bengal & Licensing Authority.
27. Further details can be seen in the Quotation documents itself.

Brdy
26/02/2020

Deputy-Director (EP)-III
West Bengal Housing Board.

Memo No: 88/1(14)DD(EP)//HB

Dated: - 26.02.2020

Copy forwarded for information to the:

1. Housing Commissioner, West Bengal Housing Board
2. Joint Housing Commissioner, West Bengal Housing Board
3. Director (Engineering), West Bengal Housing Board
4. CA cum AP, West Bengal Housing Board
5. FA cum CAO,/D.F.A. West Bengal Housing Board
6. Asst. Housing Commissioner-I he is requested to please arrange for uploading the NIT the Website forthwith
7. 7-10.Joint Director (EW)-I/II/III/IV/V. West Bengal Housing Board
11. Join Director (EEW) WBHB
12. . A.D (EW) R.C. Ghosh, West Bengal Housing Board.
13. Estimator attached to DD (EP)-III, West Bengal Housing Board.
14. Notice Board

Bea
26/02/2020

Deputy-Director (EP)-III
West Bengal Housing Board.

Terms And Condition for the work : A.M.C. for Cleaning and Sweeping and Pest Control works in the office premises of West Bengal Housing Board, 105 S.N. Banerjee Road, Kolkata-700014.

Ref: NIQ No:- WBHB/DD(EP)-III/NIQ- 15/2019-2020

1. Rate : Agency should quote the rate as per attached format
2. Taxes and Duties : As applicable
3. Period of engagement : 12 (Twelve) months
4. Termination of contract : Engagement may be terminated for dissatisfactory Performance by issuing one month prior notice.
5. Payment Process : Bill for the above work may be submitted in triplicate addressed to DD(EP)-III
6. Duties & Responsibility : As per scope of work vide cl. 11 of NIQ.

7) Labour (unskilled) Charge to be reimbursed by West Bengal Housing Board fixed on the basis of Government of West Bengal, Finance (Audit) Department Memorandum No. 3687- F(Y) dated 02.05.2012 read with Memorandum No.3790- F(Y) dated 21.07.2014

Description	Unskilled labour
Monthly wages in INR from 01.01.2020	8,349.00
EPF, EDLI & Administrative Charge @13.0%	1,085.00
ESI @4.75%	271.00
GST @18% on minimum monthly wages (in INR)	1747.00
Labour cess @ 1%	115.00
Total (A)	11,567.00

Agency should quote the rate for "Supply of Housekeeping unskilled Labour" as stated above.

Deputy Director (EP)-III
WBHB

BOQ						
SCHUDLE FOR QUOTATION For the work " A.M.C. for Cleanning , Sweeping and Pest Control works in the premises of West Bengal Housing Board, 105 S.N Banerjee Road,Kolkata-700014.						
ITEM No.	Description of Item	Unit	Quantity per month	Rate	Amount	In ward
A	Supply of Housekeeping unskilled Labour From 8-00 A.M to 4-00 P.M. (As per Sl. No. 7 of Terms And Condition for the work)	nos	2			
B	Housing Keeping materials					
1	Broom Stick/Phool Jharee	nos.	4.0			
2	Towel Cleaning					
	(I) Back of Seat	nos	6.0			
	(ii) Duster	nos	6.0			
3	Phynile (Bengal Chem)(Tiger-5Ltr./Container)	nos	1.0			
4	Odonil (50gms./Pkd)	nos	4.0			
5	Naphtholin Ball-200gms/Pkd. (Bengal Chemical)	no	1.0			
6	Father Duster	No	1.0			
7	Curtain Washing	nos	2.0			
8	Liquid Hand Wash (5 Ltr. / Container)	each	1.0			
9	Toilet Cleaner (0.5Ltr./Container) (Muratic Acid)	each	1.0			
10	Toilet Cleaner (0.5Ltr./Container) (Harpic)	each	1.0			
11	Room Freshner (Premium quality,large size.	each	3.0			
12	Hand Gloves (Rubber)	Pair	3.0			
13	Scotch Brite (Sparkle)	nos	2.0			
14	Floor Mopper (Wet)	nos	1.0			
15	Garbage Bag (Small size-30 nos in each packet)	Pkt.	2.00			
16	Pest Control Service (inside of the Building) (a) Rodent Control use in Rodenticid. (b) General Pest Control using aqua best spray colorophyrafos.	Two times / month				
	Total expenditure per month					
	Total expenditure per year					

Rupee: / month

Total Rupees for 12 months :

Signature with date of the Quotationer

Address :

ADDITIONAL TERMS AND CONDITIONS TO
THE N.I.Q. CONTRACT DOCUMENTS :-

1) Contract documents shall consist of the following and Tenderer shall have submit one copy of each of the same along with their tenders duly signed by then, without which Tenderer are liable to rejection.

- a) The details Notice Inviting Tender hereinafter referred to as the Tender Notice.
- b) Special Terms and conditions and specification.
- c) Specific priced schedule of probable items with approximate quantities.

2) The Agency will quote the rate (including GST & other taxes) in both words and figures in the specific priced schedule of probable items with approximate quantities.

3) Earnest Money as per clause of N.I.Q. above deposited in Bank Draft on a Kolkata Bank Drawn in favour of West Bengal housing Board. Must accompany each tender without which tender will not be considered at all.

4)Deduction of Cess.

Deduction of CESS from the contractor's Bills (Regulation of Employment and other conditions of Service Act. 1996) will be deducted @ 1% of the cost of maintenance.

5)DEDUCTION OF INCOME TAX

DEDUCTION OF INCOME Tax from contractor's Bills should be made as laid down in Memo No. F No. 275/91972, I.T.O dt. 29.05.72 of Ministry of Finance (Deptt. of Revenue & Insurance), Govt. of India with its amendments, if any.

6)GST

Tenderer should collect the GSTN No. of WBHB before submitting the bill & for deposition of GST to the respective department & TDS will be recovered from bills as per norms as applicable.

7) Canvassing in connection with tender is strictly prohibited and the tenders submitted by the Tenderer who resort to canvassing, will be liable to rejection.

8)REJECTION OF TENDER

Quotation which does not fulfill any of the above conditions are incomplete and are liable to rejection.

9)OPENING OF TENDER.

The tender which should always be placed in sealed cover with the same of work written on the envelope, will be received by the concerned Dy. Director (EP) W.B.H.B. his office and will be publicly, opened by the authority receiving tenders or by his authorities representatives, fifteen minutes after the closing time of receipt of tender or as soon as possible thereafter in the presence of such Tenderer or their authorized representative who may be present.

10)ACCEPTANCE OF TENDER.

The acceptance of the tender will rest with West Bengal Housing Board which does not bind itself to accept the lowest tender and reserves to itself the authority to reject any or all the tenders received, without assigning any reason thereof.

11) VALIDITY OF TENDER

The rates quoted by quotationer must remain valid for 120 days from the date of dropping of tender if the quotationer withdraws his offer before that period, he shall be disqualified for submission of any tender to West Bengal Housing Board for minimum period of one year and his Earnest Money will be forfeited to the West Bengal Housing Board.

12) COPIES OF AGREEMENT:

The successful Tenderer will have to submit the following copies of the contract documents within 7 (Seven) days from the date of the receipt of letter of Acceptance of tender. Failure to be so within the specified time will constitute a breach of the contract rendering the contract liable to termination with forfeiture of security to the extent of the amount of the initial Earnest Money specified in clause of N.I.Q. above, without any reference to the tender.

In addition the Tenderer will have to execute an agreement with the Board in non-judicial stamp paper of appropriate value in the Form as specified by the Board.

The amount already deposited as Earnest Money will be converted into security deposit. Four sets of documents, containing all items of (a), (b), and (c) as mentioned in clause-I (One) above shall have to be submitted to the concerned D.D.(EP) by the successful Tenderer. These will have to be purchased from the office of the concerned D.D.(EP) and price for these sets will be as mentioned in N.I.Q.

13) STARTING OF WORKS:

The successful Tenderer shall have to start the work within a week from the date of issue of order to commence to work.

14) PROGRAMME OF WORK & CERTIFICATE OF VISIT TO SITE:

a certificate of visit to site and a programme of works showing completion within the specified period of completion of work is to be furnished under signature of the Tenderer as per proforma attached. The purpose of visit to site will mean that the Tenderer has appointed himself with the site conditions under which the work is to be executed.

If the successful Tenderer whose tender is accepted has not got fixed security in respective Class with West Bengal Housing Board as per rules shall within 7 (seven) days of receipt of intimation to that effect through registered post by special Messenger, deposit an additional amount in similar manner which together with the Earnest Money deposited with the tender would be equivalent to required security deposit of 2% (Two) percent of the tendered amount.

The successful Tenderer shall ultimately furnish a total security deposit of 10% (Ten percent) of the value of work to be executed, of this 2%(Two percent) shall be obtained as indicated above and the remaining 8% (Eight percent) shall be obtained by recovered from progressive bills, so that the total recovery in the final bill is adjusted to make the total amount of security deposit retained equivalent to 10% (Ten percent) of the total value of work actually executed.

The percent (10%) recovery shall be made from each progressive bill in case of quotationer who has not fixed security with the West Bengal Housing Board in respective class.

15) Refund of Security Deposit / Retention Money:-

The security deposit / Retention Money shall be refunded to the contractor in the manner as furnished herein under:-

The word 'work' means and includes road work, bridge work, building work, sanitary and plumbing work, electrical work and/or any other work contemplated within the scope and ambit of this contract. The work may be of original or special repair in nature or a combination thereof, or of original or special repair in nature in combination with the work(s) of repair and/or maintenance in nature, provided that in respect of the work of repair or maintenance in nature or a combination thereof, the words **three years** wherever appearing in his Clause shall be deemed to be **one year** and in which case the security deposit of the contractor held with the BOARD

Deputy Director(EP)-III

West Bengal housing Board