

# NORTH 24 PARGANAS ZILLA PARISHAD

RISHI BANKIM SARANI, BARASAT

## NOTICE INVITING QUOTATIONS

NIQ NO.:- NPG / N-17 / 16-17 (Eng.)

Dated :- 20/03/2017

**NOTICE INVITING QUOTATIONS** for providing different kind of Skilled / Semiskilled/ Unskilled labourers on daily wage / Monthly remuneration basis (as per existing Govt. rate) for operation and maintenance works of different establishments, buildings and any other places under North 24 Parganas Zilla Parishad. Requirement of personnel's as tabulated below:-

Sl. No.	Description of the Manpower	Category	No. of Personnel Required
1	Computer operator / Clerk	Skilled	13
2	Electrician	Skilled	06
3	Key Holder	Semi Skilled	01
4	Hall Care-Taker	Semi Skilled	02
5	Lift Operator	Semi Skilled	03
6	Gardener/ Mali	Semi Skilled	01
7	Attendant / Bearer	Semi Skilled	06
8	Sweeping Personnel	Un-skilled	16
9	Part time labourer	Un-skilled	2

Total No. of Personnel = 50

### Terms & Conditions :-

- 1) The intending bidders have to submit their application to the chamber of District engineer / North 24 Parganas Zilla Parishad, expressing their intention to participate in the Quotation under their letter head along with non returnable self attested documents, as stated below:-
  - i) valid Trade license,
  - ii) valid Certificate of registration with the Registrar of Firm, Societies & Non trading Corporation, West Bengal in case of firms Societies etc.
  - iii) valid Certificate of registration with the Registrar of Companies in case of Public Pvt. Ltd Companies,
  - iv) valid Certificate of registration under the Contract Labour (R &A) Act, West Bengal,
  - v) Labour contract certificate,
  - vi) Professional Tax clearance Certificate,
  - vii) PAN card,
  - viii) Service Tax Registration Certificate,
  - ix) Computer proficiency certificate of the proposed computer operator,

- x) proficiency certificate of the electrician ,
- xi) VAT Registration Certificate & Challan,
- xii) ESI License,
- xiii) EPF License,
- xiv) Credential Certificates,
- xv) ISO Certificate,
- xvi) Audited Balance sheet by C.A for last two years.

2) Schedule of quotation will be as followed :-

<b>Date of publication of quotation</b>	20/03/2017
Last date of receiving Application with self attested copy of documents by the District engineer North 24 Parganas Zilla Parishad	27/03/2017 Up To 2.00 PM
Date of publication of the list of Eligible bidder in the office notice Board of North 24 Parganas Zilla Parishad.	28/03/2017 At 5.00 P M
Last date of purchasing quotation papers from the office of the Zilla Parishad(Cash Section)	29/03/2017 UP TO 5.00 PM
Last date of submission of sealed Quotation papers in the Tender Box kept at the chamber of District Engineer North 24 Parganas Zilla Parishad	30/03/2017 UP To 3.00 PM
Opening of sealed Quotation (In presence of participating bidders who may like to remain present)	30/03/2017 At 4.00 PM
Cost of bid papers for Quotation	Rs. 500.00
Amount of earnest money	Rs. 10000.00

- 3) Intending bidders have to submit their quotation paper in a sealed envelope and has to write the name of work, NIQ no. & date , Name address, contact Mobile no. of his/her concern on the said envelope.
- 4) Earnest money of Rs.10000.00 (Rupees Ten thousand only) will be deposited through savings A/C no. 32246674972 (IFSC code SBIN0000024) of North 24 Parganas Zilla Parishad with SBI Barasat branch, in case of NEFT/ RTGS. Xerox copy of RTGS/NEFT will be submitted along with quotation paper. Quotation submitted without of requisite earnest money quotation will be rejected.

5) Intending bidders have to submit Bank Solvency Certificate:-

Bank Solvency :- To be tune of 2 times of the monthly remuneration of labour wages including EPF,ESI etc of the unskilled, Semi-skilled & Skilled labour likely to be engaged through this Contract.

[ e.g. if the total cost of one months labour payment is Rs.700000.00 (Seven Lakhs) only, the bank solvency should be Rs1400000.00(Fourteen Lakhs) only.

**SAMPLE FORMAT FOR EVIDENCE OF ACCESS TO OR AVAILABILITY OF CREDIT FACILITIES**

**BANK CERTIFICATE**

This is to certify that M/s ----- is a reputed company with a good financial standing.

If the contract for the work, namely, \_\_\_\_\_, NIQ No. \_\_\_\_\_, is awarded to the above firm, we shall be able to provide overdraft / credit facilities to the extent of Rs. \_\_\_\_\_ to meet their working capital requirements for executing the above contract.

Signature of Senior Bank Manager \_\_\_\_\_

Name of the senior Bank Manager \_\_\_\_\_

Address of the Bank -----

Stamp of the Bank

**Note:** Certificate should be on the letter head of the bank & memo no.

- 6) Intending bidders have to quote their rate in quotation paper both in words & figure, and have to sign on both side of the quotation paper . Incomplete quotation papers will be rejected.
- 7) Earnest money of successful bidder shall be converted into security deposit and will only be refunded after completion of entire period of contract. However EM of unsuccessful bidders shall be refunded after issuance of final acceptance of the lowest bidder.
- 8) Though the lowest overall quoted rate will be the criteria for selection, but the acceptance of the lowest bid is not obligatory to the undersigned. If the lowest bid in the opening of the undersigned does not appear to be satisfactory, the undersigned reserves the right of holding fresh bid and so on.



9) The intending bidders shall have abide by the following Acts & Rules (As applicable):-

- i) Employees Provident Fund Act,
- ii) Employees State Insurance Act.
- iii) West Bengal Tax on Business & Professions,
- iv) Income Tax Act.
- v) Service Tax Act.
- vi) Workmen's Compensation Act,
- vii) Minimum wages Act of the Government of West Bengal regarding payment of wages to the personnel to be deployed by the Contractor/Agency.
- viii) Any other Act relevant to the employment of persons by the selected Contractor Agencies.

10) The rate will be changed from time to time as per rules and regulations of the Govt. Order.


11) The agreement is valid only three (3) year from the date of agreement.

12) The requirement of unskilled/ semi skilled/ skilled personnel is provisional and subject to modification in future if required so.

13) The Successful bidder in no case, will enjoy the right to subcontract during the period of contract for 3(three) years.

14) The Successful bidder will be bound to pay the monthly wages /Remunerations to the requisite personnel (Worker) with in 1st To 5th day of every calendar month.

15) The undersigned reserves the right to reject any or all the bids without assigning any reason what so ever.

  
Addl. Executive Officer,  
North 24 Parganas Zilla Parishad.

Copy forwarded for wide publication and taking necessary action:-

1. Shri P. Roy Special Secretary, to the Government of West Bengal, Panchayet & Rural Development Department, Joint Administrative Building (9<sup>th</sup> floor) Floor, Salt Lake City, Sector-III, H.C.-7, Kolkata-700 106.
2. Chairman District Council, North 24 Parganas Zilla Parishad.
3. Karmadhakshya/..... Sthayee Samity, North 24 Parganas Zilla Parishad.
4. Executive Engineer (WBSRDA, Barasat Division), North 24 Parganas Zilla Parishad.
5. Executive Engineer (WBSRDA, Basirhat Division), North 24 Parganas Zilla Parishad.
6. District Engineer, North 24 Parganas Zilla Parishad.
7. Secretary, North 24 Parganas Zilla Parishad.
8. Financial Controller & Chief Account Officer, North 24 Parganas Zilla Parishad.
9. The Executive Engineer, P.W.D./Assistant Engineer, CMDA, Sub-division -XII, P.W.D./Executive Engineer, Highway Division P.W.(R)D./Executive Engineer, I & W / Ways Deptt./Assistant Engineer, I & W/Ways Deptt. .... Sub-Division.- with request to display in notice board for wide publication
- ✓ 10. District Information Analysis, North 24 Parganas Zilla Parishad – He is directed to take necessary steps for publication of the notice in e-tender website.
11. Assistant Labour Commissioner, Govt. of West Bengal, K.S.Roy Road Kolkata-700001.
12. Sri Barun Mukherjee Assistant Engineer, North 24 Parganas Zilla Parishad
13. Sri Indra nath Saha Sub Assistant Engineer,
14. Sri Asish Mondal, DA, - he is requested to maintain the tender register in appropriate form in consultation with District Engineer/ Executive Engineer, North 24 Parganas Zilla Parishad .
15. C.A to District Magistrate, North 24 Parganas & Executive Officer, North 24 Parganas Zilla Parishad.
16. PA to the Sabhadhipati, North 24 Parganas Zilla Parishad for kind information of the Sabhadhipati.
17. D. Mallik, D.E.O. – to update progress report.
18. Office Copy.

  
Additional Executive Officer  
North 24 Parganas Zilla Parishad