

Memo No. SUDA-14012(99)/3/2022-NULM SEC(SUDA)/7626

Date: 25.02.2022

Tender Document for Selection of Agency for Sweeping & Cleaning

to

State Urban Development Agency

(Under Urban Development & Municipal Affairs Department, Govt. of W.B.)

for

STATE SWAYAMSIDDHA MELA 2022

Venue : Bidhannagar Mela Ground, Karunamayee, Salt Lake

25.03.2022 to 04.04.2022

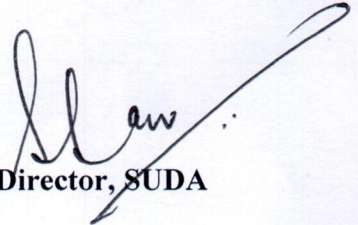
Invitation for Tender:

- 1.1 Tenders are invited by the **State Urban Development Agency** from reputed bonafide & licensed Sweeping & Cleaning agencies for sweeping & cleaning of Mela ground & toilets in connection with **STATE SWAYAMSIDDHA MELA 2022** on and from 25.03.2022 to 04.04.2022.
- 1.2 The parties having experience in jobs of similar nature (only in any Govt. Mela) may download the Tender Documents from the website www.sudawb.org and submit the same with relevant documents in the **drop box of SUDA office**.
- 1.3 Tenderer must furnish full data and information as required in this tender document.
- 1.4 Award of work against the tender is at the sole discretion of State Urban Development Agency
- 1.5 Sealed Tenders shall have to be submitted to State Urban Development Agency by **05.03.2022 upto 05.00 PM** in presence of the representatives of the Tenderers who wish to be present.
- 1.6 State Urban Development Agency reserves the right to accept or reject any or all tenders without assigning any reasons thereof and is not bound to award work to the lowest Tenderer.
- 1.7 Any form of canvassing shall be deemed as reason for disqualification.
- 1.8 Any disputes will be attended to within the jurisdiction of Kolkata.
- 1.9 For any clarification you may contact Sri Soumen De, SMM-S&SI, NULM, SUDA on 7908015758

For and on behalf of State Urban Development Agency.

Place : Kolkata

Date : 25.02.2022


Addl. Director, SUDA

2. Instructions to Tenderers:

2.1 Eligibility & Qualification of the Tenderer

- i) Eligible Tenderers must have registered office within West Bengal.
- ii) The bidders also should have experience of carrying out at least 1 (One) work (any Govt. Mela) in last 5 (five) years, value of the work should not be less than **Rs. 1,60,000.00 (Rupees One lakh sixty thousand)** only.
(Submission of work orders relating to eligibility criteria is must)
- iii) Copy of PAN Card along with IT Return & Balance sheet for the last 3 financial year.
- iv) GST Registration Certificate.
- v) P.Tax and Trade License Certificate.
- vi) EPF & ESI Registration Certificate.

2.2 Rates and Quotes:

The rates quoted shall be inclusive of all taxes and duties as applicable as per the law. The quoted rates shall be firm and shall not be subject to any change whatsoever. Agencies should quote for items specified below :-

- A. **Rates should be for Sweeping & Cleaning of Field, Lawn, Toilet, Office space etc., inclusive of all necessary materials of the STATE SWAYAMSIDDHA MELA ground on & from 25.03.2022 to 05.04.2022.**
- B. **Cleaning job should be started from 25.03.2022 at 11.00 AM and will be continued up to 05.04.2022 at 11.00 AM.**
- C. **Rates quoted shall be inclusive of Sweeper, sweeping equipments, Taxes & Duties.**
- D. **Minor addition and alteration may have to be done depending upon requirement without any extra cost. The details of which would be provided at the time of execution of work.**
- E. **Total 20 nos. of Sweeper per shift for 8 Hours. Total 2 shifts per day.**

Application should invariably be supported by following documents:

- Eligible Tenderers must have Registered/Branch office within West Bengal.
- Done and supervised job at least 01 in any Govt. Mela in the last 5 years (Submission of work orders relating to eligibility criteria is must).
- Copy of Pan Card along with IT Return & Balance Sheet for the last 3 Financial year.
- GST Registration Certificate
- P.Tax & Trade License Certificate.
- EPF & ESI Registration Certificate.
- Authorization of the person signing the Tender
- The Tender Document- The original Tender Document shall be duly signed on all pages.

N.B.: Signing of Tender: Persons tendering shall submit their Tenders duly signed on all pages. Signature will indicate acceptance of the contents of the tender papers. Corrections and alterations, if any, are to be signed.

A. Tenderers should put all the documents in a sealed envelope addressed to the Director, **State Urban Development Agency, ILGUS BHAVAN, H-C Block, Sector-III, Salt Lake, Kolkata-700106**

B. Each sealed cover shall be marked as **“Strictly Confidential – Tender for Sweeping & Cleaning work of STATE SWAYAMSIDDHA MELA – 2022”**.

If the envelope(s) is/are not sealed and/or marked as instructed, application(s) shall be summarily rejected.

2.3 Time of submission:

The tender must reach the office of the **State Urban Development Agency, ILGUS BHAVAN, H-C Block, Sector-III, Salt Lake, Kolkata-700106** by **05.03.2022** up to **05:00 PM**. **State Urban Development Agency** may, at its own, sole discretion, extend

the deadline for submission of tenders by issuing an amendment in accordance in which case all rights and obligations of **State Urban Development Agency** and the tenderers, previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

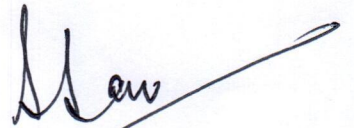
2.4 Opening of Tenders:

The tenders shall be opened on **07.03.2022** at **03:00 PM** in presence of such representatives of the Tenderers who wish to be present.

3. Tenderers shall have to deposit earnest money amounting to **Rs.8,000/-(Rupees Eight thousand) only** through Demand Draft in favour of “**State Urban Development Agency**”. In case of failure, tenders shall be deemed invalid. The earnest money shall be automatically converted into Security Deposit for fulfillment of the Contract.
4. If the Agency is selected, the security deposit @ 10% on contract value will be deducted from the running bill after adjusting the EMD.
5. The Contractor shall comply with all the bye-laws and regulations of local and other statutory authorities having jurisdiction over the works and shall be responsible for the payment of all fees and other charges and the giving and receiving of all necessary notices, and inform the said compliance with bye-laws, payments made, notices issued and received.
6. Payment will be released only after due completion of STATE SWAYAMSIDDHA MELA-2022 on receipt of duplicate bills & due recommendation from Concerned Sub-Committee.
7. Failure to accomplish tendered work within stipulated time and to the satisfaction of competent authority shall invite penal measures, financial and/or otherwise as may be prescribed by competent authority.
8. The bidder has to submit valid 15 digit GST No. under GST Act 2017 along with his bid.
9. The Financial offer of the prospective qualified tenderer(s) will be considered only if the technical bid of the tenderer(s) is found qualified by Competent authority of State Urban Development Agency. The decision of the competent authority of SUDA will be final and absolute in this respect and no challenge against such decision will be entertained.
10. Tax invoice needs to be issued by the supplier for raising claim under the contract showing separately the Tax charge in accordance with the provision of GST act,2017 vide FD Memo No. 4374 dt. 13/7/17.

11. The accepting authority have the right to accept the lowest or any rate and also reserve the right to reject any part or in full or all tenders received and split up the work in different groups/phases without assigning any reason thereon.
12. Mobilization advance will not be allowed.
13. Bid Documents are not transferable. All the tenderers must keep their offers valid for acceptance for a period of 90 days from the date of opening of tenders.
14. **Award of Contract:**

The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/Letter of Acceptance/Work Order.



Addl. Director
State Urban Development Agency

Technical Data Sheet

(Successful completion Certificate and work order to be attached herewith)

Name of the Tenderer :	
Address :	
Head of the Organization :	
Office Address :	
Date of incorporation of the organization :	
Nature of Organization (Proprietorship/Partnership/Pvt.Ltd/Limited)	
Pan No. :	

	Year	Client company	Event	Venue & Location	Job value (in Rs.)	Work order from client	Photo enclosed (yes/no)	Awards (Documentary evidence to be submitted)	work
Experience of last 5 years	2016-17								
	2017-18								
	2018-19								
	2019-20								
	2020-21								

Signature with office stamp

COST DATA SHEET

Sl. No.	Particulars	No. of sweeper	Rate per head per Shift (inclusive of all taxes and duties)	Total Amount (Rs.) inclusive of all taxes and duties)
1	Sweeper			
Total :				

Signature with Official Seal