

## UTTARPARA-KOTRUNG MUNICIPALITY

N.I.Q. NO - UKM/043/PHC/2022-23

Dated - 10.05.2022

Memo No. 6/2531

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**Chairman, Uttarpara-Kotrung Municipality** invites Sealed quotation from the bona fide, reputed with financially solvent agencies for engaging of Driver & labour for operate the conservancy vehicle for the purpose of SWM & Special Cleanliness Drive on emergency basis for undertaking daily operation in the terrain of Public Health & Sanitation in order to uphold the services being rendered in to the Municipal localities.

### The following are the Terms and Conditions for applying the said Tender:

The tender in a sealed envelope, mentioning name of the work/supply items, tender no, and date at the top of the envelope, be submitted addressing to the Chairman, Uttarpara-Kotrung Municipality during office hours on the scheduled date as mentioned below.

#### 01. Critical Date:

- (1) Date of publishing of tender **10.05.2022**
- (2) Last date of submission of tender is **18.05.2022 (before 2.00 pm.)**
- (3) Date of opening of tender on **18.05.2022 (4.00 pm.)**

#### 02. Earnest Money:

Necessary earnest money to be submitted for participation in the Tender through Demand Draft/Pay order is appended in the table below:

In favour of	Earnest money
Uttarpara-Kotrung Municipality.	Rs. 5,000.00 (Five Thousand) only

### List of Items to be procured or Works to be executed:

Sl. No	Nature of Work	Specifications	Remarks
1.	Engaging of Driver & labour for operate the conservancy vehicle for the purpose of SWM & Special Cleanliness Drive. (ward no. 10-19)	Driver - 12 nos. Labour - 24 nos.	For a period of three year from the date of issue of work order which is extendable on annual basis after annual review on same terms and conditions on satisfactory performance of the agency,

#### 02. Criteria to participate in the Tender: -

- The Agency should be registered with an appropriate registration authority. The Registered Office or one of the Branches of the Agency should be located in Kolkata only. A copy of the registration certificate of the agency with address proof of registered office in Kolkata or branch office in Kolkata is to be attached with the tender.
- The Agency should comply with all Statutory Acts/ labour laws required to engage manpower.
- The Agency should have valid **Trade License (related with the works), Professional Tax (up to date).**

- The Agency should have valid **EPF registration, ESIC registration, GST registration, registration under labour Act** etc. with authorities concerned and the certificate issued by the authorities are to be enclosed with the tender.
- The Agency should have **PAN and Income Tax Return** filed for last three years are to be enclosed with the tender.
- The Agency should have minimum five year experience in providing Manpower in Government departments/State Government departments/Central or State Government organizations/Government. The requisite experience certificates issued by the competent authority to be enclosed with tender document.
- The average annual turnover for last three financial years i.e. **2019-20, 2020-21, 2021-22** should not be less than Rs. 30.00 lakh per annum. The certified copy of **Balance sheet and Profit and Loss** statement of Agency for these years are to be enclosed with the tender duly **certified by the Chartered Accountant.**

#### **Submission of tender:**

The tenders are to be submitted online in two bid system i.e. Technical Bid and Financial Bid. The Tenders received after due date and time of receipt of the Tender will not be considered.

The technical bid of the Tender will be opened at first. Financial Bid will be intimated later to the bidders who have qualified in Technical Bid after evaluation of Technical Bids. The financial bids of only those tenderers will be opened who qualify in Technical Bid.

All the Agencies declared qualified in Technical Bid will be treated at par for opening of the Financial Bid. The Agency quoting lowest rate of bid in the Financial Bid will be declared as lowest Bidder (L-1) for the award of the contract.

#### **Proforma for Technical Bid:**

**GSTIN number, PAN, Trade License (related with the works), Professional Tax (up to date), Registration of W.B. Contract Labour (Regulation & Abolition) Act and possesses valid ESIC & EPF Registration Certificates, I.T. Return (for last quarter of 2021-22), & Financial Statement for the year 2021-22 (P/L & Balance Sheet), credential of against execution of same nature of work are entitled to participate in the tender process.**

- The whole work shall be carried out as per direction given by the official, In-charge of Sanitary Inspector of the respective department of this municipality.
- **Log Book** to be provided for maintaining and daily recording DOL, Work done details in different location of work site.
- Municipality reserves its right to accept or reject anyone or all the tenders without assigning any reason, thereof.

#### **Other terms and conditions:-**

The tenderer may remain present during opening of Tender. The tenderer should quote his rate in Indian Rupee including labour charges and other operating charges. No further charges will be entertained in this regard.

Safety, security, insurance related matter and other liabilities of the engaged personnel will born on the Agency/Bidder. Any grievances towards those labour /driver personnel be intimated to the agency by the In-Charge of Conservancy Dept., which shall be met immediately by the agency.

**Payments** only be made on the basis of availability of fund accordance with the performance of jobs in the following manner. Monthly bill, in duplicate, has to be submitted to the Public Health & Convenience Dept. of this Municipality within 1<sup>st</sup> week of next month for the necessary processing of release of the payment subject to satisfactory note of the O/C of concerned Dept.

The Tender Selection Committee reserves the right to cancel the N.I.Q. without citing any reason thereto and no claim in this respect will be entertained.



Chairman

Uttarpara-Kotrung Municipality  
Chairman

Uttarpara-Kotrung Municipality Date – 10.05.2022

Memo No- 6/2531(3)

Copy forwarded to

1. Executive Officer, UKM
2. Finance Officer, UKM
3. Notice Board at UKM



Chairman

Uttarpara-Kotrung Municipality  
Chairman

Uttarpara-Kotrung  
Municipality