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**PUBLIC SERVICE COMMISSISON, WEST BENGAL**

161-A, S. P. Mukherjee Road, Kolkata 700026

Website – <https://psc.wb.gov.in>**Re-e-tender No(2<sup>nd</sup> call): 62 /NIT/PSC/2024****Date: 29/07/2024****NOTICE INVITING RE-E-TENDER(2<sup>nd</sup> call)**

“Re-e-tender for up keeping maintenance, security guarding, caretaking/housekeeping, gardening etc. in the premises of West Bengal Public Service Commission” are, hereby, invited from reputed agencies having relevant experience in Govt./PSU/Universities/Academic Bodies/Recruitment Boards/Commissions.

Intending bidder may download the tender documents from the website: <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Technical Bid and Financial Bid both will be submitted concurrently duly digitally signed in the <https://wbtenders.gov.in> . Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per tender time schedule stated in.

SR. No.	Activity	Schedule/ Description
1.	Re-e-tender (2 <sup>nd</sup> call) No.	62/NIT/PSC/2024
2.	Name of Works	Up keeping maintenance, security guarding, caretaking/housekeeping, gardening etc. in the premises of West Bengal Public Service Commission
3.	Date of uploading of NIT Documents online (Publishing Date)	29.07.2023 at 5:00 PM
4.	Documents download start date (Online)	29.07.2024 from 18:00 hrs
5.	Documents download end date (Online)	21.08.2024 at 16.00 hrs.
6.	Bid submission start date (Online)	30.07.2024 from 10.00 hrs
7.	Bid submission closing date (On line)	21.08.2024 at 14.00 hrs.
8.	Bid opening date for Technical Proposals (Online)	23.08.2024 at 14.00 hrs
9.	Date of uploading list for Technically Qualified Bidder (Online)	Will be announced later
10.	Date of opening of Financial Proposal (Online)	Will be announced later
11.	Amount of EMD to be Deposited	Rs. 50,000.00 (Rupees fifty thousand) only
12.	Minimum Validity of Re-e-tender offer	180 days from the date of Opening of bids.
13.	Security Deposit	Rs. 2,25,000.00 (Two lakh twenty five thousand) only
14.	Estimated cost	Rs 75,00,000 (seventy five lakhs) only for one year

**Important Notes:**

Any Addendum/Corrigendum and extension of date for submission (if any) in respect of above **Re-e-tender** shall be issued on website <https://wbtenders.gov.in> only and no separate notification shall be issued in the press. Bidders are therefore requested to regularly visit the website to keep them updated.



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### **COMMERCIAL TERMS & CONDITIONS**

#### **1. Scope of work:**

##### **A. Detailed Scope of Work:**

1. Sweeping, mopping, and cleaning of the entire building of the Commission and its surrounding areas including rooms/chambers/cabin of officers, examination halls, aqua guards/sources of drinking water, common Toilets, attached toilets, canteen, elevator lobby, stairs, passages.
2. Watering and taking care of the existing plants/flower tubs inside the building. Gardening of a reasonable scale and variety in available vacant spaces of the premises (indoor and outdoor). The selected agency/concern would have to supply the seeds/plants/tubs/trays and fertilizers etc. in their won cost from time to time. They have to look after the plant-tubs (approx. 50 numbers) which are kept inside and outside of the office building.  
Minimum 1 (one) knowledgeable person needs to be deployed for that purpose.
3. The Toilets should be cleaned at least three times per day.
4. Minimum numbers of persons employed for this work should not be less than 12 (twelve).
5. At any point of time during cleaning hours at least 04 (four) caretaking staff/cleaner/sweeper of the contractor should be available in the premises.
6. Minimum 06 (six) security guard should be present in each shift.
7. One house keeping staff should be deputed for watering and plantation in the premises of the Commission building who have to present every day for the said job.
8. The exam halls should be cleaned on the day of the exam. Generally the exams is being conducted on Saturday/Sunday or any of the week day.
9. The Commission's Building remains closed on off day, however the weekly cleaning to be done along with removal of cobwebs and miscellaneous items on these off days.
10. The work should be supervised by the contractor at frequent intervals.

##### **B. General Conditions:**

1. The firm should use approved material for sweeping, mopping & cleaning with the best quality workmanship and materials shall be got approved by the Officer-in-Charge before using.
2. All the Sweeper should wear the uniform and name badge to be provided by the bidder. Identity card to be issued to each worker. Uniforms will be provided by the firm to the employees deployed without any extra charges from the PSC, WB.
3. Sufficient material shall be supplied to the Sweeper by the contractor for sweeping, mopping and cleaning. Space will be provided by the PSC, WB to the Sweeper for keeping their material within the premises.



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4. Any loss to Govt. property/theft committed by the worker/manpower of the firm shall be made good by the firm.

5. The list of the Cleaners/Sweepers deputed to the job and their attendance should be submitted to the Officer-in-Charge in regular basis.

6. The PSC, WB shall be entitled at all times to carry out any checks or inspections of the agency's facilities, records and accounts of the firm to ensure that the provisions of the Labour laws and regulations are being observed and that the workmen are not denied the rights and benefits to which they are entitled under such provisions. Any violation shall without prejudice to any other rights or remedies available to the owner constitute a ground for termination of the contract any consequence arising of violation or any act/law/regulation etc. will be sole responsibility of the firm.

### **2. Eligibility Criteria:**

- i) The tenderer shall be registered with the concerned department and having registration certificate with GST and the scan copy of the same may be submitted by the bidder along with online bid.
- ii) The bidder's average annual turnover should not be less than INR 7.5 crore in last three financial years and should have recorded a profit during this period. CA certificate id to be attached.
- iii) The bidder must have experience of having successfully completed at least 5 similar services in last 3 years in Govt. run organizations/PSU/Universities/Govt. academic Bodies. Satisfactory work completion certificate/payment certificate to be produced by the bidders. Copy of Work Order shall not be considered as proof in respect of the above.
- iv) The agency must have valid license under Private Security Agency (Regulation) Act, 2005.
- v) The Bidder should have its own Local Establishment in Kolkata. Proof in this regard needs to be submitted.
- vi) Latest certificate of solvency from nationalized / scheduled Bank included in the second schedule of the RBI Act for not less than the value of 40% of tender value.
- vii) The firm shall have valid registration with EPF and ESI.
- viii) The tenderer shall agree to the terms & conditions of the tender and return the tender duly signed in each page for agreeing the same.
- ix) The firm should have valid Permanent Account Number (PAN).
- x) Self-certificate to the extent that the employees are paid minimum wages as per regulation of the Labour Department, Government of West Bengal issued from time to time.

### **3. Submission of Bids:**

Intending bidders may download the tender documents from the website: <https://wbtenders.gov.in> directly



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with the help of Digital Signature Certificate. Tenders are to be submitted online within the prescribed date & time using the Digital Signature Certificate (DSC) in two bid method.

### A) Technical Proposal –

The technical bid shall be submitted online along with scanned copy of the following documents.

- Original Bid document duly filled in and completed in all respects except prices, signed with rubber seal on every page except Financial Bid as a proof of acceptance.
- Blank Performa of Schedule of Prices (prices not to be filled)
- Tender Acceptance letter (To be given on Company Letter Head)
- EMD and tender cost (By RTGS/NEFT as prescribed).
- Registration certificate of the Firm from concerned Authority.
- Valid registration certificate of GST etc. from concerned Authority/Department.
- Experience certificate.
- Latest certificate of Bank Solvency from Nationalize /schedule bank as prescribed.
- Letter of Authority for signing and negotiation of tender (as the case may be).
- Permanent Account Number (PAN) issued by Income Tax Department.
- Copy of Document in the respect of ESI, EPF and copy of license from the concern Department.
- Audited balance sheets along with turnover, profit and loss account for the last 3 years.
- Cancelled cheque for E-Payment (As per annexure-II)
- A Signed declaration stating that no alteration has been made in any form in the downloaded tender document to be attached.
- The bidder declaration that they have not been banned or black-listed by any Govt. or Quasi Govt. Agency or Public-Sector Undertaking (PSU).
- Self-Certificate to the extent that the employees are paid not less than the wages notified under the minimum wages Act of the Government of India.
- Any others documents mentioned at the eligibility criteria.
- In addition to the above, the contractor is required to submit scanned copy of other document if any to full fill all the condition of the tender document and the same may be attached after thoroughly read/study failing which the bidder will be treated as technically disqualified.

**B) Financial Proposal –** Financial bid should be uploaded under the cover named “Finance” containing the folder BOQ.

- The bidder is to quote the rate online through computer in the space marked for quoting rate in the BoQ. The **base price (rate per unit)** shall be quoted in the space earmarked for the same. Tax and duties shall have to be mentioned separately in the columns provided for the purpose.
- Only downloaded copy of the above document is to be uploaded duly digitally signed by the bidder.

### 4. Period of Validity of Contract and Proposals:

The contract shall remain valid for a minimum period of 1 year. Further extension of the contract is subject to the decision of the commission. The price offers shall remain firm within the currency of contract and no escalation of price will be allowed. The quoted offer and / or rate must be valid for a minimum period of 180 days from the date of placing the work order. The authority reserves the right for seeking extension of validity of offered rates from the successful bidder. Acceptance of such request during actual offer is however optional



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to the bidder. The price validity will remain unaltered irrespective of any reason including foreign exchange rate variation. Variation in statutory rate levied by Government will however be reflected for both reduction and escalation.

### **5. Earnest Money Deposit & Security Deposit:**

Earnest Money Deposit of Rs. 50000/- (Rupees fifty Thousand only) will be deposited by the bidder electronically: online – through his net banking enabled bank account, maintained at any bank or: offline – through any bank by generating NEFT/ RTGS challan from the e-tendering portal. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name (ICICI Bank) & IFSC Code and e-Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD.

Bidders eligible for exemption of EMD as per Govt. rule may avail the same and necessary documents regarding the exemption of EMD must be uploaded in the EMD folder of Statuary bid documents.

In case of successful bidders earnest money will be retained till **security deposit is deposited in the form of Bank Guarantee** in favour of The Accounts Officer, Public Service Commission, West Bengal for a validity period of 60 days more than the contract period.

Earnest money of the bidder is liable to be forfeited in case of any false submission / statement. In case of any refusal to abide by terms and conditions or refusal to enter into a written agreement as per prefixed terms and conditions PSCWB authority is at liberty to forfeit earnest money and take lawful actions.

### **6. Selection Criterion:**

Qualifying criteria for technical bid: - The bidder(s) submitting all required valid documents as per the eligibility criteria will be evaluated technically as per the following criteria. A bidder has to score minimum 70% of marks in technical bid evaluation to qualify for financial bid evaluation. Hence bidder shall submit the supporting documents for their claim on their technical capabilities as per the criteria & scoring pattern mentioned in the below table.

Sl. No.	<b><u>Technical Parameters</u></b>	<b><u>Maximum Score</u></b>
1	Average Annual Turnover of Bidder from Examination related activities during last 3 (three) financial years >= INR 15 Crores (20 marks) >= INR 10 Crores and < INR 15 Crores (15 marks) >= INR 7.5 Crores and < INR 10 Crores (10 marks)	20
2	The bidder must have experience of having successfully completed at least 5 similar services in last 3 years in Govt. run organizations/PSU/Universities/Govt. academic Bodies >=10 Govt. run organizations/PSU/Universities/Govt. academic Bodies (25 marks) >=7 Govt. run organizations/PSU/Universities/Govt. academic Bodies < 10 (20 marks)	25



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	>= 5 Govt. run organizations/PSU/Universities/Govt. academic Bodies < 7 (15 marks)	
3	Availability of training infrastructure under the agency Dedicated training centre-5 Shared location training centre-2 No training centre-0	05
4	ISO or other Certification ISO certificate-10 Any other related security certificate-5 No certificate-0	10
5	Reward/Recognition International/national level-10 State level-5 Nil-0	10
6	Presentation by the bidders Profile, focus area, wage administration	20
7	Tentative list of materials to be supplied with name of the brand (Signed and filled in form given at page-11)	10
	<b>TOTAL SCORE</b>	<b>100</b>

Financial bids of only the technically qualified bidders will be opened. L1 bidder will then be selected considering the aggregate of price quoted in each items.

### **7. Tender Acceptance & Rejection:**

The following considerations shall be taken into account while evaluating the bids –

- i. Whether the services offered are as per the requisite tender specifications in the document.
- ii. Whether the bidder has submitted all the information/documents as required to be submitted along with the Bid.
- iii. Bidders with variance/contradiction between Technical Bid and Financial Bid will be liable for rejection.
- iv. Bidders submitting incomplete information, subjective and conditional offers as well as partial offers will be liable for rejection.
- v. Tenders with the Technical Bid not containing EMD amount/EMD exemption certificates will be summarily rejected.
- vi. In addition to the above rejection criteria, if there is non-compliance of any of the other clauses of this Tender Document, the tender is liable for rejection.
- vii. Financial bids will be opened for bids only which are technically qualified and scored a minimum 70% marks as denoted in Selection Criterion. Acceptance of financial bid shall be governed by the extant rules & Orders of the Finance Dept. Financial bid shall have to be submitted as per form-V appended (in the BOQ attached) to the Re-e-tender notice. Financial bids would be evaluated on the basis of total price i.e. Part A + Part B of all items taken together.

### **8. Letter of Intent/Acceptance (LoI/LoA) :**

- i) On completion of Re-e-tender formalities, Letter of Intent (LoI) / Letter of Acceptance (LoA) will be issued in



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favour of the Contractor (L1).

- ii) PSCWB reserves the right for placement of work order at any time during the validity period of the tender and the contractor will be bound to execute the work as per accepted rate.

### **9. Work Order:**

Work order will be issued subsequently as per requirement after completion of required formalities in connection with the execution of SLA.

The Re-e-tender accepted rate of the tendered items will remain valid for 01 (one) year from the date of issuance of first work order.

### **10. Security Deposit (SD)/AGREEMENT:**

i) The contractor shall have to deposit Rupees 225000.00 (two lakh twenty five thousand) only. The security deposit should be submitted in the form of Bank Guarantee in favour of the Accounts Officer, PSCWB for a validity period 60 days more than the contract period in the form of Bank Guarantee duly pledged in favour of the Accounts Officer, Public Service Commission, West Bengal valid till 60 days more than the contract period of the tendered items and also to execute an agreement before the issuance of the first Work Order failing which the Letter of Acceptance (LoA)/Work Order may liable to be cancelled.

ii) The Security Deposit will be released after completion of the whole project i.e. after satisfactory completion of all the work orders. Security Deposit will not carry any interest.

iii) In the event of the contractor fails to make Security Deposit, PSCWB may, at his discretion, forfeit the earnest money lodged with this tender and cancel the Lol/LoA.

iv) Selected contractor has to execute an agreement with the PSC, WB containing details e.g, **Scope of work, Termination, time period of execution etc.** prior to the issuance of Work Order.

### **11. Award of Contract:**

The Award of Contact will be notified through West Bengal Re-e-tender portal.

### **12. Ground for Blacklisting:**

#### **a) At the stage of competitive bidding – on the ground of:**

- Submitting false documents as far as the eligibility criteria are concerned,
- Submission of bid which involves concealment/suppression of facts in the bids in order to influence the outcome of eligibility screening or any other stage of open bidding.
- Unauthorized use of one's name or the name of any other firm for the purpose of bidding,
- Withdrawal of a bid, or refusal to accept an award, or enter the contract with the PSCWB without justifiable cause, after the bidder had been adjudged as having submitted the lowest responsive bid,
- Refusal or failure to post the required performance security within the prescribed time, as indicated in the detailed tender notice.
- Refusal to clarify in writing its Bid during post qualification within the prescribed period as contained in the detailed tender notice from receipt of the request for clarification.





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- vii) Any documented unsolicited attempt to unduly influence the outcome of bidding in his favour,
- viii) All other acts that tend to defeat the purpose of competitive bidding which is contrary to financial rules of the Government e.g. habitual withdrawing from bidding except valid reasons, not complying with the requirements during bid evaluation.

### **b) At the stage of contract implementation – on the ground of:**

- i) Failure on the part of the firm to supply items/services as per Supply Order/Work Order due solely to his fault or negligence within the prescribed period as mentioned in the detailed tender notice.
- ii) Failure to fully and faithfully comply with the contractual obligations without valid cause or failure to comply with any written lawful instruction of the procuring entity or its representative(s) pursuant to the implementation of the contract.
- iii) Assignment and sub-contracting of the contract or any part thereof
- iv) Unsatisfactory progress in the delivery/execution of goods/items/work/service in case of procurement,
- v) Supply of inferior quality of goods/service/work, as per accepted specification/sample/specimen of item(s).
- vi) Any other reason, which the procuring entity deems it logical to include in the contract, duly agreed by the Contractor.
- vii) Failure of supply/execute within the stipulated period of time to be mentioned in the supply order/work order.
- viii) Insolvency, in receivership, bankrupt or being wound up and the affairs that are not being administered by the Court or a judicial officer, suspended business activities and any legal proceedings.
- ix) Any criminal offence of the owner/partner/managing director/Director/Senior officials related to professional conduct or of the making of false statement or misrepresentation as to their qualifications.

### **13. Disputes and Arbitrations:**

In case of any dispute or differences, breach and violation relating to the terms of this agreement, the said dispute or difference shall be referred to the sole arbitration of the Chairman, Public Service Commission, West Bengal or any other person appointed by him. The award of the arbitrator shall be final and binding on both the parties.

In the event of such arbitrator to whom the matter is originally referred to vacates his office on resignation or otherwise or refuses to do works or neglecting his work or being unable to act as arbitrator for any reason whatsoever, the Commission/Chairman shall appoint another person to act as arbitrator in the place of outgoing arbitrator and the person so appointed shall be entitled to proceed further with the reference from the stage at which it was left by the predecessor. The contractor will have no objection in any such appointment that arbitrator so appointed is employee of PSCWB. The adjudication of such arbitrator shall be governed by the provision of the Arbitration and Conciliation Act, 1996, or any statutory modification or re-enactment thereof or any rules made thereof.

The arbitration shall be held in Kolkata only.

### **14. Governing Laws:**

This Bid Document and the contract shall be governed by and interpreted in accordance with Laws in force in India. The High court of Calcutta shall have exclusive jurisdiction in all matters arising under the contract.





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### **15. Force Majeure Condition:**

If the execution of the contract/supply of selected services is delayed beyond the period stipulated in the supply order as result of outbreak of hostilities, declaration of an embargo or blockade of road, fire, flood or any such act of nature, then commission may allow such additional time by extending the project execution timeframe as considered to be justified by the circumstances of the case and its decision will be final. If additional time is granted by the commission, the supply order shall be read and understood as if it had contained from its inception the execution date as extended.

### **16. Termination of contract:**

PSCWB may, without prejudice to any other remedy under this Contract and applicable law, reserves the right to terminate the contract by providing a written notice of 30 days and terminate the contract either in whole or in part

- i. If the contractor (Bidder) materially fails to render any or all the services within the time period(s) specified in the contract/work order or any extension thereof granted by PSCWB in writing and fails to remedy its failure within a period of thirty (30) days after receipt of the default notice form PSCWB.
- ii. If the contractor in the judgment of PSCWB has engaged in corrupt or fraudulent practices in competing or in executing the contract.
- iii. If any of the partners/owner/Senior officials of the contractor is found to be insolvent, in receivership, bankrupt or being wound up and their affairs are being administered by the Court or a judicial officer, their business activities are suspended and subjected to any legal proceedings.
- iv. If any of the partners/owner/Senior officials of the contractor is found convicted or involved in any criminal offence related to professional conduct or of the making of false statement or misrepresentation of facts as to their qualifications which creates an image of mistrust for which the name of the Commission is maligned and its integrity comes in question.

### **17. Withdrawal/ Cancellation Policy of Authority:**

- i. The authority reserves the right to reject or accept any offer or part thereof at any stage or to split any service(s) without assigning any reason. Withdrawal of offer or any revision after submission of offer by the Bidder will not be allowed.
- ii. The authority reserves the right to cancel the whole bidding process without assigning any reason.

### **18. Penalty Clause:**

- i. In case of deficient/sub-standard services, any such items determined by the appropriate authority will not be accepted and the payment for such items will not be made to the contractor.
- ii. Financial Penalties will be applied for deficiencies in services during the period of the Re-e-tender and its subsequent extensions for delay in the supply of services and/or quality of service.



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### **19. Payment Terms:**

- i. It will be mandatory for the Bidders to indicate their bank account numbers and other relevant repayment details so that payments can be made through ECS/NEFT mechanism. The payment will be made as per the following terms, on production of the requisite documents:
- ii. Monthly payment will be made on satisfactory completion of the job(s) awarded and on submission of job completion certificate & proof for deposit of PF & ESI before the competent authority for the employees engaged.
- iii. No advance payment(s) will be made.

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

- Bidders to quote the prices on monthly basis in the BOQ sheet.
- The materials (Phenyl, naphthalene balls, hand wash, duster etc.) supplied by the agency shall be stored in a dedicated room to be provided by the Commission. One key of the room will be with the supervisor nominated by the agency and another key will be with the representative nominated by the Commission. The room can only be opened with two keys simultaneously. One stock register should be maintained.
- Tentative list of materials to be supplied on monthly basis is enclosed at ANNEXURE-A. The list is illustrative and not exhaustive. Intending bidders should submit the list duly signed mentioning the brand/company of the materials to be supplied.
- The caretaker/housekeeping agency should take care the minimum wages to its concerned employees as per regulation of the Labour Department, Government of West Bengal issued from time to time.
- The names and addresses of all employees of the agency such as sweeper, security guards etc. who may be selected for work should be furnished to the Secretary, PSCWB, along with passport size photograph duly attested by the authority of the agency. Photo identity card to all the employees should be provided. Any subsequent charge/replacement should be intimated to him well in time. Charge if any due to exigencies, i.e. illness of the employees or their family members, that should be intimated to the secretary, PSCWB on that day or the very next day keeping in mind that the clauses relating to dresses etc. and I-card will also be applicable.
- The PSCWB holds no liability for any injury, accident or accidental death etc. In respect of any person which may occur in course of various items of work pertaining to enforcement of the security measure in the matter. The question of compensation arising out of such cases shall have to be settled by the agency itself entirely at its own cost and responsibility.
- The caretaker/housekeeper shall arrange for opening and closing of particular room(s) including the compound gate(s) on holidays and Sundays as may be necessary from time to time for which no extra payment would be made.

SD/-  
Deputy Secretary



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<To be printed on official letter head of the bidder and uploaded along with other documents in technical bid>

Tentative list of materials to be supplied on monthly basis

**Note:** Bidders may add more items to be supplied and used by them.

Sl. No.	Items	Minimum Quantity to be supplied	Brand(to be mentioned by the bidders)	Remarks if any
1	White phenyl	40 litres		
2	Black phenyl	20 litres		
3	Liquid hand wash-	40 litres		
4	Floor duster	30 pieces		
5	Table duster	20 pieces		
6	Washing powder	5 KG		
7	Acid	10 litres		
8	Bleaching powders	5 KG		
9	Big naphthalene balls	10 packets (200 grams)		
10	Toilet cleaner	25 pieces (500 ml)		
11	Toilet cleaning brush	25 pieces		To be supplied thrice a year
12	Coconut fiber broom big	8		
13	Coconut fiber broom short	8		
14	Traditional Grass Broom (Phool Jhaadu)	10		
15	Dust Pan	10		To be supplied thrice a year

Signature, name, designation and stamp of the authorized representative



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### **General clauses**

The following forms are required to be used for submission of bid –

**Form I** : Bid Form

**Form II** : Checklist

**Form III** : Particulars and qualifications of the bidders

**Form IV** : Details of Similar completed works during last 3 years

**Form V** : Price Bid



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### Form I: Bid Form

To,  
The Secretary,  
Public Service Commission, West Bengal  
Kolkata-700026,

Dated:

Sub: Acceptance of Terms & Conditions of Tender.  
Tender Reference No. : .....

Sir,

I/ We hereby submit our proposal for up keeping maintenance, security guarding, caretaking/housekeeping, gardening etc. in the premises of West Bengal Public Service Commission”

I / We hereby agree to all the terms and conditions, stipulated by the PSCWB, in this connection including delivery, penalty etc. quotations for each group are being submitted under separate covers and sheets and shall be considered on their face value.

I/ We have noted that overwritten entries shall be deleted unless duly struck out & re-written and initialled. Offers are duly signed (No thumb impression should be affixed).

I / We undertake to sign the contract / agreement within 15 (fifteen days) from the issue of the letter of acceptance and start the work as per instruction immediately, failing which our earnest money deposit may be forfeited and our / my name may be removed from the list of contractors at the PSCWB.

I/We agree to abide by this bid for a period of 365 days after the date fixed for bid opening or for any further period for which bid validity is extended and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

I / We agree that until a formal contract is prepared and executed, this bid together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

I / We understand that you are not bound to accept the lowest or any bid you may receive.

I / We have gone through all terms & conditions of the Re-e-tender documents before submitting the same and accept the same.

NOTE: ALL TERMS & CONDITIONS SUCH AS TAXES ETC. HAVE BEEN INDICATED IN THE DOCUMENTS FAILING WHICH IT WILL BE PRESUMED THAT THE PRICES/RATES ARE INCLUSIVE OF ALL TAXES AND OTHER TERMS & CONDITIONS ARE ALSO AS PER YOUR REQUIREMENTS.

Yours faithfully,

Signature of the authorized signatory of Bidder



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Website – <https://psc.wb.gov.in>

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### Form II: Checklist

Please ensure that your offer contains the following documents:

EMD : Rs. 50000/-(Rupee Fifty thousand only)

Form I : Bid Form

Form II : Checklist

Form III : Particulars and qualifications of the bidders

Form IV : Details of Similar completed works during last 3 years

Form V : Price Bid (in separate sealed envelope)

### List of Documents to be attached:

- a. PAN card
- b. GST Registration Copy
- c. Professional Tax Enrolment & deposit Challan (Latest)
- d. Annual Turnover Certificate by a Chartered Accountant
- e. Partnership Deed/Incorporation Certificate/Society Registration Copy
- f. Trade License
- g. Solvency Certificate from a scheduled Commercial Bank/Chartered Accountant to prove the Financial Credibility to undertake the assignment
- h. Credential of similar nature of works.
- i. Income Tax returns of last 3 (three) Financial years 2021-2022, 2022-2023 & 2023-2024.
- j. Proof of establishment in Kolkata.
- l. Other documents as mentioned above in the 'Eligibility Criteria' section (above)



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## Form III: Particulars and qualifications of the bidder.

### 1. Organization: -

Name :

Year of Incorporation / Registration in India :

Year of Start of Operation in India :

PAN No. :

GST Registration no. :

Total No. Technical Manpower :

Total No. Administrative Manpower :

### 2. Registered Office Address :

Telephone No. (s) :

Mobile Nos. :

Fax No. (s) :

Email :

### 3. Legal status of firm- Firm / Proprietorship/ Others (\_\_\_\_\_)

(Attach proof MOA, AOA/ Partnership Deed along with registration of partnership detail/ Affidavit by proprietor with registration detail as the case may be)

### 4. Ownership

Sl. No.	Name of persons owning stake in the organization (In case of company incorporated in India List of Director shall be provided)	Nationality of the stakeholders	Details of restrictions, if any on transfer of stake

In case the organization is a public sector undertaking

Indicate the percentage share of Govt. holding. :





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### 5. Annual Turnover for the last 3 years (2021-2022 & 2022-2023,2023-2024)

Sl. No.	Financial Year	Total Annual Turnover	Annual Turnover	
				Other areas of Operation, if any (specify)

Please attach Balance-Sheet or Income-Expenditure and Assets-liabilities status position during these 3 years, duly audited by Chartered Accountant/ Statutory Auditors

### 6. Address of the important offices

Address 1	Address 2	Address 3
.....	.....	.....
...	...	...
.....	.....	.....
Tel No (s) :		
Fax No (O) :	Tel No (s) :	Tel No (s) :
No. Technical Employee:	Fax No (O) :	Fax No (O) :
Total No. Administrative Employee :	No. Technical Employee:	No. Technical Employee:
	Total No. Administrative Employee :	Total No. Administrative Employee :

7. Has your organization occurred loss during last three year: YES/NO

8. Are you able to support entire solution: YES/NO

9. Particulars of Authorized person(s) signing these documents on behalf of the bidder.

Name, Designation & Address of the authorized person.

.....

.....

Name, Designation & Address of the person authorizing for signing the document.



सत्यमेव जयते

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Type/form of the issued authority (whether power of attorney/Authorization letter etc.)

----- (Please  
refer to the enclose original authorization document)

(Signature).....

(In the capacity of: .....)

Duly authorized to sign Bid for and on behalf of.....



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### Form IV: Details of Similar completed works during last 3 years & under execution.

Proforma for Performance Statement

Sl. No.	Name of the Organisation with address	Nature of work	Duration of work & date of completion (certificate required)	Approx. Value of work(in Lakh)	Was there any delay in execution (Give reasons)	Remarks

The bidder will have to attach full details of similar projects.

Date.....

(Signature).....

Place

(In the capacity of): .....

Duly authorized to sign Bid for and on

Behalf of .....



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### Form V: Price Bid

[On the Letter head of Bidder and should be separately submitted as per instruction]

The Secretary,  
Public Service Commission, West Bengal  
Kolkata-700026

Dated:

Sir,

I/ We hereby submit our price bid for **up keeping maintenance, security guarding, caretaking/housekeeping, gardening etc. in the premises of West Bengal Public Service Commission**

### Bill of Quantities (to be updated in separate BOQ excel sheet)

Name of the Bidder - .....

SL. No.	Item Description	Quantity	Units	BASIC RATE	TOTAL AMOUNT Without Taxes

Date:.....

(Signature)..... (In the capacity of .....)

Place.....

Duly authorized to sign Bid for and on behalf of .....