

## Tender Enquiry

Tender Enquiry No.

Dated:

**(Technical Bid to be opened on 16/01/2018**

**at 11:00 hrs.)**

- 1) The **CDA (RTC)**, Kolkata invites quotation under two bid systems (Technical and Commercial/Price Bid) for engagement of Security Personnel on contract basis through Recognized Security Agency **for the period of one year at the earliest or from the date of issue of work order**. The details regarding participation in this tender and details of tender such as pre-qualification criteria, terms and conditions, scope of work are available on the website: [pcafys.nic.in](http://pcafys.nic.in). Tender will be opened on 16/01/2018 at 11:00 hrs. The tender documents to be submitted manually duly completed.
- 2) You are therefore requested to submit your quotations along with **EMD (Earnest Money Deposit) or documents in favour of exemption of EMD in a sealed** cover in the tender box kept at **RTC (Kolkata), EM Block, Sector – V, Salt Lake, Kolkata – 700091 (Opposite Wipro Gate No. 04)** either in person or by Registered Post in the address given below. **The quotations, EMD or documents in favour of exemption of EMD must reach this office on or before 15/01/2018 at 4:30 hrs.**

- (a) Bids/queries to be addressed : CDA (RTC)
- (b) Postal address for sending bid documents : RTC (Kolkata), EM Block, Sector – V, Salt Lake, Kolkata – 700091 (Opposite Wipro Gate No. 04)
- (c) Name/designation of the contact personnel : Pankaj Barman (Sr. Accounts Officer)
- (d) Telephone No. of the contact personnel : 033-23573585/3584 (Extn. – 507)
- (e) E-mail address of the contact personnel : [rte-kolk.cgda@nic.in](mailto:rte-kolk.cgda@nic.in)
- (f) Tele Fax number : 033-23575011/3545

- 3) This TE (Tender Enquiry) is divided into 06 (six) parts as follows :-

- (i) **Part I:** Contains general information and instructions for the bidders about the TE such as the time, place of submission and opening of tenders, validity period of tenders etc.
- (ii) **Part II:** Contains Eligibility Criteria of TE.
- (iii) **Part III:** Contains detailed service requirement and schedule of personnel etc.
- (iv) **Part IV:** Contains standard conditions of TE.
- (v) **Part V:** Contains special conditions applicable to the TE with related sub-clauses for the successful bidder.
- (vi) **Part VI:** Contains Schedule of Rates.

- 4) This TE is being issued with no financial commitments and the buyer reserves the right to change or issue deviation of any part including quantity at any stage. Buyer also reserves the right to withdraw the TE, should it become necessary at any stage.

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**(Pankaj Barman)**  
**Sr. Accounts Officer**

Part -I

**General Information**

1. **Last date and time for submission of the Bids: - 15/01/2018 at 4:30 hrs.**
2. **Manner of Depositing the Bids: - Manually.**
3. **Time & Date for opening of Bids: - 16/01/2018 at 11:00 hrs.**
4. **Place of Opening of the Bids:- RTC (Kolkata) EM Block, Sector – V, Salt Lake, Kolkata – 700091 (Opposite Wipro Gate No. 04)**
5. **Clarification regarding contents of the TE: -** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the **CDA (RTC)** by e-mail about the clarification sought not later than **14 days** prior to the date of opening of the bids. Copies of the queries and clarification by the **CDA (RTC)** will be sent to all prospective bidders who have received the bidding documents.
6. **Clarification regarding contents of the bid: -** During evaluation of bids, the buyer may at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in **writing/email** and no change in prices or substance of the bid will be negotiated, offered or permitted. No post bid clarification on the initiative of the bidder will be entertained.
7. **Rejection of Bids: -** Canvassing by the Bidder in any form, unsolicited letter may invoke summary rejection with forfeiture of **EMD**. Conditional tender will be rejected.
8. **Validity of Bids: -** The Bids should remain valid for **120 days** from the last date of submission of the Bids.
9. **Earnest Money Deposit:-** Bidders are required to submit **Earnest Money Deposit (EMD)** in favour of '**Principal Controller of Accounts (Fys), Kolkata-700001**' for an amount of **Rs.45,686/- (Rupees Forty five thousand six hundred eighty six only)** in the form of Bankers Cheque/Demand Draft from any nationalized bank. **EMD** is to remain valid for a period of forty-five days beyond the final bid validity period (**EMD should be valid for 165 days**). **EMD** of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the **30<sup>th</sup> day** after the award of the contract. The Bid Security of the successful bidder would be returned without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. **EMD** is not required to be submitted by those Bidders who are registered with the **Central Purchase Organization (e.g. DGS&D) or National Small Industries Corporation (NSIC)**. The **EMD** will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender.
10. **Selection of L1 firm: -**The short listed vendors quoting the lowest **Basic Rate** (Per Month per Person) including (**Wages, Bonus, EPF, ESI, Service Charges**) as per price bid will be treated as **L1**.

  
(Pankaj Barman)

Sr. Accounts Officer

**Part – II**

**Eligibility Criteria**

<b>Eligibility Criteria</b>	<b>Documents in support of EC</b>
1. The tenderer should have minimum <b>5 years</b> of experience in carrying out the services in any of the Central or State Government/Public Sector Enterprise/Autonomous Bodies	Copies of Work Order, Completion certificate issued by Govt./Semi Govt./Public Sector Undertaking etc.
2. Firm should have proof of filing IT return for last 03 (three) financial year with Permanent Account No.	Copy of PAN card and income tax clearance certificate or proof of filing IT return for last financial year.
3. Firm should have Current valid Trade License.	Copy of Trade License from competent authority.
4. Firm should have GST Registration	Copy of GST Registration.
5. Firm should have Employees Provident Fund Registration.	Copy of EPF Registration Certificate from office of the Regional Provident Fund Commissioner.
6. Firm should have ESIC Registration.	Copy of ESIC Registration Certificate.
7. Tender Documents should be signed, stamped and submitted manually.	Scanned Tender Enquiry (signed and stamped) document to be submitted.

  
(Pankaj Barman)

Sr. Accounts Officer

