

Office of the
State Urban Development Agency

‘ILGUS BHAWAN’, HC Block, Sector III, Bidhannagar, Kolkata – 700106

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Memo No. SUDA-11014(21)/1/2021-ADMN SEC(SUDA)-SUDA/4612 Date: 25.10.2021

NOTICE INVITING PROPOSAL FOR ‘ENGAGEMENT OF MANPOWER SUPPLY AGENCY FOR PROVIDING JUNIOR ENGINEERS (10 NOS.) FOR IMPLEMENTATION OF CLUSTER-I, III & IV, ASANSOL MC AND DURGAPUR MC UNDER SOLID WASTE MANAGEMENT (SWM) PROJECTS IN WEST BENGAL (2nd Call)’ THROUGH E-TENDER.

The Director, for and on behalf of the State Urban Development Agency (SUDA), Urban Development and Municipal Affairs Department, Government of West Bengal invites proposal for ‘Engagement of Manpower Supply Agency for providing Junior Engineers (10 Nos.) for Implementation of Cluster-I, III & IV, Asansol MC and Durgapur MC under Solid Waste Management (SWM) Projects in West Bengal’ from interested and reputed Agencies / Consulting Firms having experience and acumen in such work as noted below in the eligibility as depicted hereunder for participating in the Bid.

Data Sheet:		
1	Name of the Work	Engagement of Manpower Supply Agency for providing Junior Engineers (10 Nos.) for Implementation of Cluster-I, III & IV, Asansol MC and Durgapur MC under Solid Waste Management (SWM) Projects in West Bengal (2 nd Call).
2	Location of the work	West Bengal – comprising of ULBs (Details provided in Annexure D)
3	Eligibility to participate in the Bid	Proposal may be submitted by interested bidders only as a single entity. No Consortium/JV is allowed. For eligibility, the Bidder shall have at least: 1. The Entity / Bidder must be a company as specified in Companies Act, 1956/2013 OR a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008 OR a Company incorporated under equivalent law abroad OR a Society registered under The Societies Registration Act, 1860. The time period elapsed from commencement of business should be at least 05 (five) years as on 1 st September 2021.

		<p>2. Intending tenderers should produce credentials of one completed similar nature of works with Central & State Govt/PSU/ULB of the minimum value of Rs.5.50 lakh during 5(five) years prior to the date of issue of the tender notice; or, Intending tenderers should produce credentials of two completed similar nature of works with Central & State Govt/PSU/ULB of the minimum value of Rs.2.50 lakh during 5(three) years prior to the date of issue of the tender notice.</p> <p>3. The average annual turnover of the Bidders during the last three financial years should be not less than Rs.10 Lakhs. [<i>Turnover shall mean gross sales or gross revenue, as defined by the Indian Accounting Standards published by the Institute of chartered Accountants of India (ICAI)</i>]</p> <p>4. MOU / Joint Venture/ sub contract in any form will not be allowed or provided in this contract</p> <p>5. The bidder shall produce records satisfactorily evidencing supply of manpower, for similar nature of work.</p> <p>6. The bidder shall have a valid registration of Employees Provident Funds Organisation (EPFO) and ESI. valid Trade License, PAN, GST Certificate.</p> <p>7. The prospective bidders should not have been Black Listed or Bankruptcy from any Government Organization/ Statutory Body etc. during the last 3 (Three) years. (A self-declaration in this respect has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non- responsive).</p> <p>8. The Bidder must have at least a Registered Corporate Office / Branch Office in Kolkata / West Bengal.</p>
4	Documents to be produced in support of Credentials for Bid submission	<p>Following documents shall have to be furnished in two separate covers:</p> <p>1. Technical Proposal</p> <p>a. Covering Letter (Refer Annexure A)</p> <p>b. Average Annual Turnover of the bidder over the last three financial years and certified by a practicing Chartered Accountant (Refer Annexure A No. II)</p>

- c. **Statement of Legal Capacity** (Refer the in Annexure A No. III)
- d. **Details about the Bidder** (Refer “Structure and Organization” in Annexure A, No. IV)
- e. **Company Certificates** like Certificate of incorporation highlighting registration details along with the composition of Board of Directors, Trade License, MSME-Udyog Aadhar (if applicable) and GST Registration No, PAN No. and TAN No. IT returns for last three years. EPF and ESI registration Certificates.
- f. **Statement of any Indictment:** The Bidders should not be under active prosecution for criminal offence, litigation, court receivership or similar proceedings. A declaration to this effect has to be submitted.

It may please be noted that non-provision of this declaration in this proposal **will lead to rejection** of the same.

- g. Declaration that the Bidder or any of its staff had not been at any point of time **blacklisted** by any Government or its agencies or court of law or any other organization (Please refer Annexure A No. V)
- h. Work Completion Certificates / Payment Certificates issued by competent authority
- i. Project experience during the period of last 05 years (Refer Annexure A No. VI).

2. COVER B: Financial Proposal

- a. BOQ (Refer Annexure B).

Note: All documents in original shall have to be produced in due course of time as & when asked by State Urban Development Agency (SUDA) / UD&MA Department.

In case of Nil or Zero (0) overhead charge in BOQ, bid to be treated as cancelled.

5	Earnest Money Deposit (EMD)	<p>Rs.30,000.00 (Rupees thirty Thousand only) as an initial Earnest Money Deposit shall be paid through online mode of payment (Payment link will be available in the website). This amount will be converted to security deposit for the successful bidder.</p> <p>Balance Earnest Money beyond Rs.30,000.00 (if any, to fulfill 2% of amount offered) shall be deposited by the successful Bidder prior to acceptance of tender in the form of a Bank Draft obtained in favour of 'State Urban Dev Agency W B (SUDA)' of any Nationalized Bank payable at Kolkata.</p> <p>The EMD for the successful Bidder will be converted to Security Deposit and additional amount of 1% will be deducted towards Security Deposit from each running bill. Such deducted total amount will be refunded after 03 months of completion of the work. No interest shall be payable on the deducted amount.</p> <p>Note: If any bidder is exempted from payment of EMD, scanned copy of original EMD exemption document needs to be submitted along with the Technical Proposal at the time of submission and also submitted when called for.</p>
6	Refund of Earnest Money	The EMD is interest free and will be refundable to the unsuccessful bidders within 15 days of signing of agreement with the Successful Bidder.
7	Cost Price of Bid Document	NIL
8	Goods and Service Tax (GST)	The Consultant / Bidder should include GST in the cost of consultancy. However, the Employer / Authority will pay to the Consultant / Bidder, GST or any other tax replaced with it at the prevalent rate at the time of actual payment to the Consultant / Bidder.
9	Currency	Consultant/Bidder shall express the price of their assignment/job in Indian Rupees.

10	Tender Schedule as follows:	
Sl. No.	Particulars	Date and Time
A.	Date of uploading of Bid Document and Tender Documents (Online Publishing Date)	25.10.2021 at 4:00 pm
B.	Documents download start date (Online)	25.10.2021 at 4:30 pm
C.	Documents download end date (Online)	11.11.2021 at 3:00 noon
D.	Date of submission of bid queries	Queries of bidders, if any are to be submitted through mail to the State Urban Development Agency at sbm.wbsuda@gmail.com within 1 st November, 2021.
E.	Bid submission starting	25.10.2021 at 5:00 pm
F.	Bid Submission closing (Bid Due Date)	11.11.2021 at 3:00 pm
G.	Bid opening date for Technical Proposals	13.11.2021 at 3:00 pm
H.	Date of communicating list for Technically Qualified Bidders	To be notified
I.	Date of Opening of Financial Proposal	To be notified
J.	Date of issuance of Work Order / Signing of Agreement	To be notified
11	Duration of Contract	The tenure of such contract will be for an initial period of 06 (Six) months or upto 31.03.2022 from the date of entering into /execution of the contract, which may be renewed subject to performance of the Consultant / Bidder and availability of funding. The tenure of the contract may also be terminated before the completion of contract period as per clause of the General Conditions of Contract.

12	General Information	<p>SUDA has decided to engage a man power supply agency for 'Engagement of Junior Engineers (10 Nos.) for Implementation of Cluster-I, III & IV, Asansol MC and Durgapur MC under Solid Waste Management (SWM) Projects in West Bengal' for the purpose of smooth execution of processing of legacy & fresh waste through bio mining/ Bio remediation and regular monitoring of progress, preparation of regular reports and returns as per guideline and other allied miscellaneous tasks as assigned from time to time.</p> <p>An advertisement will be published in selected newspapers for the above-mentioned proposal, a copy of which is enclosed as Annexure C.</p> <p><i>Bidders are expected to mobilize 10 Nos. Junior Engineers comprising of following positions at respective ULBs that shall be assigned by SUDA at the time of deployment:</i></p> <table border="1" data-bbox="634 772 1549 1094"> <thead> <tr> <th data-bbox="634 772 716 842">Sl No</th> <th data-bbox="716 772 956 842">Position</th> <th data-bbox="956 772 1040 842">Nos</th> <th data-bbox="1040 772 1549 842">Minimum qualification & experience</th> </tr> </thead> <tbody> <tr> <td data-bbox="634 842 716 961">1</td> <td data-bbox="716 842 956 961">Junior Civil Engineer (JCE)</td> <td data-bbox="956 842 1040 961">05</td> <td data-bbox="1040 842 1549 961">Diploma in Civil Engineering</td> </tr> <tr> <td data-bbox="634 961 716 1094">2</td> <td data-bbox="716 961 956 1094">Junior Mechanical Engineer (JME)</td> <td data-bbox="956 961 1040 1094">05</td> <td data-bbox="1040 961 1549 1094">Diploma in Mechanical Engineering</td> </tr> </tbody> </table> <p>For all the positions, those with prior experience of working with Urban Local Bodies / Development Authorities and those with basic ability to communicate in Bengali shall be preferred.</p> <p>The Engineers may be engaged purely on contract initially for a period of 6 (six) months or up to 31.03.2021 at a remuneration of Rs.25,000/- per month per month, to be subsequently renewed depending upon the site requirement and performance of the incumbent.</p>	Sl No	Position	Nos	Minimum qualification & experience	1	Junior Civil Engineer (JCE)	05	Diploma in Civil Engineering	2	Junior Mechanical Engineer (JME)	05	Diploma in Mechanical Engineering
Sl No	Position	Nos	Minimum qualification & experience											
1	Junior Civil Engineer (JCE)	05	Diploma in Civil Engineering											
2	Junior Mechanical Engineer (JME)	05	Diploma in Mechanical Engineering											

13	Bid Document	<p>A complete proposal document consists of 2 parts. These are:</p> <p>1. Part-I containing: <i>Section A:</i> Instruction to The Bidders <i>Section B:</i> Terms of Reference (ToR) <i>Section C:</i> Conditions and requirements for bidding <i>Section D:</i> Definitions and Interpretations</p> <p>AND</p> <p>2. Part-II containing list of documents and credentials possessed by applying agency to be provided namely:</p> <p>Annexure A</p> <ul style="list-style-type: none"> i. Qualification Application ii. Financial Statement iii. Statement of Legal Capacity iv. Structure and Organization v. Statement of any Indictment vi. Project experience in last 5 (Five) years <p>Annexure B Financial Proposal submission form (BOQ)</p> <p>Annexure C Press Advertisement inviting proposal</p> <p>Annexure D List of Covering ULBs</p>
14	Bid Evaluation	<p>Detailed Bid Evaluation Criteria is given in the data sheet, Sl. No.16. The Method of selection will be Least Cost Selection (LCS) Method. The client / Authority/Committee will select the Bidder(s) with the lowest evaluated price and rank the Bidders accordingly.</p>
15	Form of Financial Proposal	<p>Financial Bid shall be (as per BOQ) offered by the Consultant/Bidder for undertaking the Services as mentioned in this document for a period of 6 months or up to 31.03.2022.</p> <p>The rate quoted by the bidder for each category should not be less than the prescribed minimum wages as determined in NIT (Sl. No.12) and other conditions if applicable.</p> <p>Bidders are instructed to put only Administrative and GST Charges separately in the BOQ.</p>

16	Bid Evaluation Criteria	<p>All the Bidders will be technically qualified if:</p> <ol style="list-style-type: none"> Complies with the Eligibility Criteria as mentioned in Sl No 3 to the satisfaction of the Authority/Committee. Has submitted all the required statutory and non-statutory document as is required or as is mentioned in this NIT. The Technical proposal does not contain any reference to the financial proposal. The Bidder has submitted EMD The technical proposal is unconditional <p>The Financial proposal of all the Bidders who qualify on technical parameters shall be opened and based on the lowest price offered; the L1 bidder(s) shall be selected accordingly.</p>
17	Validity of Bid	120 days from the date of opening of the Financial part of the Bid.
18	Withdrawal of Bid	A Bid once submitted shall not be withdrawn within the validity period.
19	Acceptance of Bid	<p>State Urban Development Agency (SUDA), reserves the right to accept or reject any or all proposals without assigning any reason thereto. SUDA reserves the right to withdraw from the process or any part thereof, to accept or reject any/ all offer(s) at any stage of the process and/or modify the process or any part thereof or to amend any terms without assigning any reasons. Since this is an e-tendering process, all the required documents are to be submitted through online only. SUDA shall not entertain any other mode of submission (post/courier/fax etc.) of proposal other than e-tender mode.</p>
20	Intimation	<p>The qualified Bidder(s) will be notified through email of the acceptance of their Bid. If at any time during the evaluation process, SUDA requires any clarification, they reserve the right to request such information from any or all of the agencies and the agencies will be obliged to provide the same within a reasonable timeframe. SUDA may also call for a presentation on the proposal from any or all of the Bidders who have submitted their proposals.</p>
21	Influence	<p>Any attempt to exercise undue influence in the matter of acceptance of Bid is strictly prohibited and any Bidder who resorts to this will render their Bid liable to rejection.</p>
22	Name and address of the Tender Inviting Authority	<p>Director, State Urban Development Agency, ILGUS Bhawan, HC Block, Sector III, Bidhannagar, Kolkata – 700106</p>

23	Placement and/or Substitution of Candidates	<p>Though at the Proposal Stage, no CVs are required to be placed or evaluated, but it is made abundantly clear that upon selection, the Bidder has to place all the required CVs for approval of SUDA. The agency will submit a preliminary shortlist of 100 candidates (50 Civil Engineers and 50 Mechanical Engineers) in the ratio of 1:10 for engagement of 10 Engineers.</p> <p>SUDA shall approve the CVs based on minimum qualification and minimum years of experience as stipulated in this Tender document.</p> <p>Selection will be made through written test/ through Webinar followed by viva-voce.</p> <p>Once Candidates are approved, no change or substitutions may be made without prior written consent of SUDA / Authority. Replacement of the personnel will only be considered under exceptional circumstances (e.g.: death, prolonged illness and other issues beyond the control of the Consultant/Bidder) and such substitutes will need to satisfy the same or higher qualification and experience criteria.</p> <p>In case of substitution of a person, SUDA / Authority reserves the right to interview the person proposed to be provided as replacement.</p>
24	Execution of Work	Bidders are liable to execute the service as mentioned in "Terms of Reference" in Section-B.
25	Evaluation	<p>Opening of Bid: - Proposals will be opened by SUDA electronically from the website using Digital Signature Certificate.</p> <p>Cover (folder) of statutory documents shall be opened first and if found in order, cover (Folder) for non-statutory documents will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.</p> <p>Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded and handed over to the State Level Selection Committee (SLSC).</p> <p>Scrutiny of proposal, evaluation of the same and recommendation thereafter will be made by SUDA.</p> <p>Details of Evaluation criteria have been provided in Sl. No. 16 above.</p>

26	Disqualification	<p>A proposal that has been found to be incomplete in content or attachments or authenticity shall not be considered for the purpose of qualification. If any information (false/ unacceptable) is received by SUDA after the Bidder has been qualified to receive the Request for Proposal, SUDA reserves the right to reject the Bidder at that time or at any time after such information becomes known. The bidders not satisfying the requisite qualification criteria specified in the above sections are not eligible.</p>
27	Execution/ Entering into Contract	<p>SUDA shall issue a Letter of Intent (LOI) / Letter of Acceptance (LOA) to the selected bidder and promptly notify all other bidders who have submitted proposals about the decision taken.</p> <p>The selected bidder will sign the contract after fulfilling all the formalities/pre-conditions, within 30 days of issuance of the Letter of Intent / Letter of Acceptance.</p> <p>The Consultant is expected to commence the Assignment/job on the date and at the location as mutually agreed upon.</p>
28	Special Terms and conditions	<p>This notice constitutes no form of commitment on the part of SUDA other than to provide further information on the specific tasks to be undertaken as part of the proposal. Furthermore, this notice confers neither the right nor an expectation on any party to participate in the proposed process. Mere submission of proposal shall not entitle the participant for being shortlisted.</p> <p>The Bidder shall bear all costs associated with the preparation and submission of the proposal. SUDA shall not, under any circumstances, be responsible or liable for any such costs, whether direct, incidental or consequential.</p> <p>Only the courts at Kolkata (with exclusion of all other courts) shall have the jurisdiction to decide or adjudicate on any matter, which may arise out of or in connection with the bidding procedure.</p> <p>Intending bidder may download the tender document from the website http://wbtenders.gov.in directly by the help of Digital Signature Certificate as necessary through e-Filing. Scanned copy of credentials to be submitted, details of which have been narrated in Section A under “Instruction to Bidders”. Technical Bid & Financial Bid both will have to be submitted concurrently duly digitally signed in the website http://wbtenders.gov.in as per Tender Schedule.</p> <p>Prospective Bidders are advised to note carefully the minimum qualification criteria as mentioned in ‘Instructions to Bidders’ before bidding.</p>

		<p>At any stage of bid process and before issuance of the LOI / LOA, the bid inviting authority may verify the credential & other documents with the original of the lowest bidder if found necessary. After verification, if it is found that such documents submitted by the lowest bidder is false or misleading; in that case, LOI / LOA will not be issued in favor of the bidder under any circumstances and if issued it will be withdrawn with necessary consequences under law.</p> <p>Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading any tender for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favor, by the rest of the directors of such company or the partners of such firm, to upload such tender.</p>
29	Confidentiality	<p>Information relating to evaluation of Proposals and recommendations concerning the selection of Consultant / Bidder shall not be disclosed to the Consultants / Bidders who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the executed Contract.</p> <p>The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the Employer / Authority's antifraud and corruption policy.</p>
30	Number of Proposals	<p>A Bidder can submit only one proposal. If multiple proposals are submitted, all the proposals shall be out-rightly rejected.</p>

**DIRECTOR
STATE URBAN DEVELOPMENT AGENCY**

SECTION – A: INSTRUCTIONS TO THE BIDDERS

I. General Guidance for e-tendering

Instructions/ guidelines for bidders for electronic submission of the proposals have been enclosed for assisting them to participate in e-tendering.

II. Registration of Bidder

Any bidder willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e-procurement system, through logging on to <http://wbtenders.gov.in>. The bidder is to click on the link for e-tendering site as given on the web portal.

III. Digital Signature Certificate (DSC)

Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the service provider of the National Informatics Centre (NIC) or any other bonafide service provider on payment of requisite amount. Details are available at the Website stated in Clause II of Instructions to Bidders. DSC is given as a USB e-Token.

IV. The Consultant / Bidders can search and download the Tender Documents electronically from computer by logging on to the website mentioned in Clause-II above using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

V. Submission of Proposal

Proposals are to be submitted through online to the website stated in Clause II in one folder at a time before the prescribed date and time using the Digital Signature Certificate (DSC). The documents to be uploaded should be virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

The proposal should contain scanned copies of the following further two covers (sub folders):

A. Statutory Cover Containing

1. Prequalification Document

i. Qualification Application (Annexure A)

2. Technical Document (To be filled, scanned and uploaded as multiple page scanned file)

i. Financial Statement (Annexure A No. II)

ii. Statement of Legal Capacity (Annexure A No. III)

iii. Details about the Bidder (Annexure A No. IV)

NOTE: Bidders must ensure that the e-mail Id provided in the Registered Office Address is the same with which they have registered at the e-procurement portal (<http://wbtenders.gov.in>).

iv. Statement of any Indictment (Annexure A No. V)

Note: The bidder should not be under active prosecution for criminal offence, liquidation, court receivership or similar proceedings. It may please be noted that non provision of this declaration in this Bid **will lead to rejection** of the same.

1. Declaration that the Bidder or any of its / their staff had not been at any point of time **blacklisted** by any Government or its agencies or court of law or any other organization
 2. Brief of **court / legal cases** pending, if any.
- v. Project Experience during the period of last five years (see the format in Annexure A No. VI)

B. Non-Statutory Cover Containing / My Space

1. **Certificates:** GST Registration No, PAN No., TAN No, Income Tax return for last three years, EPF and ESI registration Certificates (**Scanned copies to be provided**).
2. **Organisation Details:** Registration details along with the composition of Board of Directors or details of lead partner or governing authority or trust as the case may be. It is to be noted that depending upon the legal nature of the bidder, the corresponding documents need to be submitted.
3. **Credentials:** Details of work experience during the period of last 5 years as per table provided in Annexure A No. VI, along with documentary evidence.

Note:

- a. Bidders are required to give details of only those projects which have been mentioned in Annexure A-No VI: Project Experience during the period of last five years
- b. Bidders **MUST** ensure that **name and sequence of projects remains the same** as given in Annexure A VI: Project Experience during the period of last five years.

Intending Bidders should upload above documents as per following folders in My Documents

NOTE: Bidder must ensure that they upload documents in black and white & resolution (DPI) of the scanned document should not exceed 300.

Table 1: List of Documents to be uploaded in My Documents (Non-Statutory Folder)

e-Tendering System of Government of West Bengal			
Bidder Document Sub Category Master			
Sl. No.	Category Name	Sub Category Name	Sub Category Description
A.	CERTIFICATES [Every folder corresponds to one single file (multiple page scanned file) and the file size should not be more than 1 MB]	A1. CERTIFICATES	<ol style="list-style-type: none"> 1. GST Registration No. 2. PAN No. and TAN No. 3. Income Tax return for last three years. 4. EPF and ESI registration Nos.
B.	COMPANY DETAILS [Every folder corresponds to one single file (multiple page scanned file) and the file size should not be more than 1 MB]	B1. COMPANY DETAILS 1	<ol style="list-style-type: none"> 1. Certificates of incorporation and commencement of business highlighting registration details as is applicable to the legal status of the bidder. 2. Composition of Board of Directors or details of lead partner or governing authority or trust as the case may be, as is applicable to the legal status of the bidder
C.	CREDENTIAL [Every folder corresponds to one single file (multiple page scanned file) and the file size should not be more than 1 MB]	C1. CREDENTIAL 1	<ol style="list-style-type: none"> 1. Project Experience during the period of last 05 years
		C1. CREDENTIAL 2	<ol style="list-style-type: none"> 1. Work Completion Certificates or Payment Certificates issued by competent authority for the projects mentioned. [For completed projects, provide payment certificate in case work completion certificate is not available]

Note: - Failure of submission of any of the above-mentioned documents will render the tender liable to summarily rejected.

All Corrigendum & Addendum Notices, if any, have to be digitally signed & uploaded by the Bidder in the Declaration Folder of My Documents.

VI. Qualification Criteria:

The Bidders must meet the following criteria:

- A. **General Criteria:** As mentioned in Data Sheet
- B. **Technical Criteria:** As mentioned in Data Sheet
- C. **Financial Criteria:** As mentioned in Data Sheet

VII. Evaluation of Bid

Opening of Bid

- Proposals will be opened electronically from the website using Digital Signature Certificate.
- Decrypted (transformed in to readable formats) documents will be downloaded and handed over to the officials for evaluation.

Evaluation:

- Cover (sub-folder) of statutory documents shall be opened first and if found in order, cover (Folder) for non-statutory documents will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.
- Scrutiny of proposal and recommendation thereafter will be made by the committee.

Uploading of summary list of technically qualified bidders-

- Pursuant to scrutiny and decision of the committee, the summary list of eligible bidders will be uploaded in the web portals.
- During the process of evaluation, committee may summon the bidders and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.
- Any document found to be incomplete in content or attachments or authenticity shall not be considered for the purpose of qualification.
- If any information (false/ un acceptable) is received by committee after the Bidder has been qualified to receive the Request for Proposal, the committee reserves the right to reject the Bidder at that time or at any time after such information becomes known to committee.

Bidders not satisfying the requisite qualification criteria specified in the above sections are not eligible.

**DIRECTOR
STATE URBAN DEVELOPMENT AGENCY**

Section B

Terms of References

1. SCOPE OF THE WORK:

For the purpose of smooth execution of processing of legacy waste through biomining/ bioremediation as per following stages to be followed:

- Windrow formation (convert the waste into equal sized windrows and turning of windrows frequently)
- Addition of bio-culture for stabilization.

- Sun drying the stabilized waste.

- Weighing the sun-dried waste at weighbridge.

- Pass through trommel for sorting and segregation.

- Scientific processing and scientific disposal with proper documentary evidence. They will also ensure the following and upkeep record for subsequent billing.

- Checking and monitoring of base line analysis of ground water/soil.

- Checking of characteristics of the waste

- Checking and monitoring of stabilization of the waste.

- Checking and monitoring of appropriate machineries.

- Monitoring of proper use of Bio culture for stabilization of waste.

- Analysis of screening of middle fraction of waste using one/two size of screen as per CPHEEO manual.
- Checking and analysis of Bio earth.

- Air, water, leachate quality monitoring.

- Proper record of utilization of different category of products.

- Monitoring Fresh waste should not be mixed with the legacy waste.

- Certification of works.

- Environmental health and safety measures.

- Checking for maintaining of covid protocol at the site

2. CANDIDATE COMPOSITION:

- The selected Agency will be responsible for deploying the 10 Nos Junior Engineers required at the Urban Local Bodies (ULBs) in west Bengal as per list in Annexure D. The exact deployment at designated ULBs will be intimated by State Urban Development Agency (SUDA) at the time of signing of agreement. But all the JEs shall be deployed within the designated Urban Local Bodies (ULBs).
- The Technical Experts will be dedicated full time staff and will be stationed at the designated office. All reporting and monitoring aspects of the Technical Experts will be under the control and supervision of the State Mission Director.
- The upper age limit for all the positions shall be **Sixty (60) years** as on 1st May 2021. All the positions are full time positions for a period of six months or up to 31.03.2022. Candidate shall be eligible for maximum leave of two (02) days in a month, subject to availing of leave.
- Working in close coordination with State Urban Development Agency (SUDA) and Urban Local Bodies (ULBs), staffs are expected to adhere to the usual working days of State Urban Development Agency (SUDA) and Urban Local Bodies (ULBs). The staff may be required to come to office on Saturdays/holidays subject to urgency or as may be required by State Urban Development Agency (SUDA) and Urban Local Bodies (ULBs) for any purposes pertaining to this assignment.

Details of the Junior Engineers are enclosed herewith:

Sl No	Position / Designation	No. of Experts	Minimum qualification & experience	Location
1	Junior Civil Engineer (JCE)	05	Diploma in Civil Engineering	1. Cluster-I SWM Project of 7 ULBs 2. Cluster-III SWM Project of 3 ULBs 3. Cluster-IV SWM Project of 8 ULBs
2	Junior Mechanical Engineer (JME)	05	Diploma in Mechanical	4. Asansol MC 5. Durgapur MC

3. PAYMENT SCHEDULE

- Payment will be made on monthly basis on raising invoices by the agency concerned after end of each completed month.
- The agency shall be liable to pay monthly wages to the persons deputed here within 3rd of working day of the next month.
- Agency has to include the self-declaration of wages clearance for all deputed stuffs of each completed month with the monthly invoice.

4. The selected agency has to enter a separate agreement with SUDA

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STATE URBAN DEVELOPMENT AGENCY**

SECTION – C

CONDITIONS AND REQUIREMENTS FOR BIDDING

1. Any clarifications sought may be done in Pre-Bid queries and thereafter incorporation / modification will be subject to discretion of Tender Inviting Authority.
2. Submission of Bid document will not be allowed beyond the schedule time indicated in the Tender document.
3. Any conditional Bid will be liable for rejection.
4. SUDA reserves the right to reserve or amend the Bid documents prior to the date notified for submission of the Bid or also to extend the time mentioned in the NIT under intimation to the bidders.
5. Bids, which have been considered valid on the result of general examination (Prequalification stage) at the time of opening, shall be subjected to subsequent detail scrutiny. Notwithstanding the general examination carried out earlier, the Bid Inviting Authority reserves the right of rejection of any Bid, which may be found to be defective during the detail scrutiny.
6. SUDA reserves the right to accept or reject any or all of the Bids received or to relax any clause without assigning any reason thereof.

DIRECTOR
STATE URBAN DEVELOPMENT AGENCY

SECTION - D
DEFINITIONS AND INTERPRETATIONS

In the Tender, as hereinafter defined, the following words and expressions shall have the meanings hereby assigned to them, except where the context otherwise requires:

- a) Turnover = Difference between Gross receipts derived from services and non- operating receipts such as dividends and interest income.

DIRECTOR
STATE URBAN DEVELOPMENT AGENCY

Annexure – A

I. Qualification Application

(To be written on the letterhead of the Applicant)

From:

.....
.....

To

The Director,
State Urban Development Agency (SUDA), ILGUS Bhawan, HC Block,
Sector III, Salt Lake City, Kolkata - 700106,
West Bengal, India.

Subject: Engagement of Manpower Supply Agency for providing Junior Engineers (10 Nos.) for Implementation of Cluster-I, III & IV, Asansol MC and Durgapur MC under Solid Waste Management (SWM) Projects in West Bengal (2nd Call).

Sir,

This is with reference to the tender dated 2021 inviting proposal to engage of Manpower Supply Agency for providing Junior Engineers (10 Nos.) for Implementation of Cluster-I, III & IV, Asansol MC and Durgapur MC under Solid Waste Management (SWM) Projects in West Bengal. As specified in the Tender notice, having examined the Statutory, Non statutory documents, I/we hereby submit all the necessary information and relevant documents for evaluation. The application is made by me/ us on behalf of -----
----- in the capacity ----- duly authorized to submit the proposal. We believe that we satisfy the eligibility criteria set out in relevant sections of the proposal document.

We propose to submit our proposal as _____(insert full name of Applying Agency).

We declare that we have not been convicted by a Court of law or indicted or adverse orders passed by a regulatory authority against us which would adversely impact our ability to manage the project if awarded or which relates to a grave offence that outrages the moral sense of the community.

We also declare that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our sister concerns.

We further declare that no investigation by a regulatory authority is pending either against us or against our sister concerns or against our Chief Executive Officer (CEO) or any of our Directors/Managers/ employees.

We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct and complete. I/We have furnished all information and details necessary for the proposal and have no further pertinent information to supply.

We understand that:

(a) Tender Inviting Authority/Selection Committee can amend / modify the scope of this project.

(b) Tender Inviting Authority/Selection Committee can reject any or all bids without assigning any reason. And also withdraw or cancel the bid process at any stage without any liability of whatsoever nature therefore.

I / We shall be glad to receive further communication on the subject.

Yours faithfully,

Enclosure: e-filing: -

1. Statutory Document
2. Non-Statutory Document

Authorized Signatory

Date of Submission

Signature of applying agency
including title and capacity in which
application is made.

II. Financial Statement

1. Name of Applying Agency:

2. Summary of Turnover generated on the basis of the audited financial statement of the last 03 (T h r e e) financial years.

	2018-19 (Rs. In Lakh)	2019-20 (Rs. In Lakh)	2020-21 (Rs. In Lakh)
Annual Turnover			

Average Annual Turnover is XXXX (Rs in Lakh)

Signed by a Practicing Chartered
Accountant

Name: Membership No.:

Name of the Firm with

Seal

Date _____

Note: This form is required to be certified by a practicing Chartered Accountant

III. Statement of Legal Capacity

(To be forwarded on the letterhead of the entity submitting the Proposal)

Reference No. -----

Date: -----

To,
The Director,
State Urban Development Agency (SUDA)
ILGUS Bhawan, HC Block, Sector III, Salt Lake City,
Kolkata - 700106,
West Bengal, India.

Sub: Engagement of Manpower Supply Agency for providing Junior Engineers (10 Nos.) for Implementation of Cluster-I, III & IV, Asansol MC and Durgapur MC under Solid Waste Management (SWM) Projects in West Bengal (2nd Call).

Sir,

This is with reference to the advertisement dated2021 inviting proposal to engage of Manpower Supply Agency for providing Junior Engineers (10 Nos.) for Implementation of Cluster-I, III & IV, Asansol MC and Durgapur MC under Solid Waste Management (SWM) Projects in West Bengal.

We have read and understood the contents of the Invitation for proposal and the advertisement and pursuant to this hereby confirm that:

We satisfy the eligibility criteria laid down in the Tender notice.

We have agreed that _____ (insert individual's name) will act as our representative and has been duly authorized* to submit the proposal.

Yours faithfully,

Authorised Signatory
For and on behalf of (Name of the agency)

**Please attach a true copy of the Letter of Authorization / Board resolution certified by the authorized Signatory for the individual bidding company.*

IV. Structure & organization

A. Details about the Bidder

1. Name of applying agency:
2. Registered Office Address:
Telephone No.:
Fax No. :
E mail#:
Website:
3. Kolkata Office Address (if any):
Telephone No.:
Fax No. :
E mail#:
Website:
4. Name of the Contact Person for this assignment:
Designation:
Address:
Telephone No. :
Cell phone No.:
E mail:
Fax No. :

Signature of applicant
including title and capacity in which
application is made.

Bidders must ensure that the Email id provided in the Registered Office Address is same with which they have registered on the e-procurement portal (<http://wbtenders.gov.in>).

V. Statement of any Indictment

(By any Income Tax, Sales Tax, Customs and Excise Authorities and other Regulatory Authorities) (To be forwarded on the letterhead of the interested entity submitting the Proposal)

Date:

To,
The Director,
State Urban Development Agency (SUDA),
ILGUS Bhawan, HC Block, Sector III,
Salt Lake City, Kolkata - 700106,
West Bengal, India

Sir,

We solemnly declare that there has been no conviction by a court of law or indictment or adverse order or investigation or charge sheet by an agency of the Government, any income tax, sales tax, customs, excise authorities and other regulatory authorities including but not limited to Reserve Bank of India (RBI) and Securities Exchange Board of India (SEBI) against us or our Promoter Group.

We have not been declared ineligible by the Government of India or any State / UT / Local Government for corrupt and fraudulent practices or blacklisted by them.

Yours faithfully,

Signature(s) of Applicant(s)
Seal of applicant Name:

Designation:

VI. Project Experience during the period Last 5 Years

Sl. No.	Name of the similar job /assignment	Name of the clients (mention clearly whether it is a Govt./semi-govt./another reputed organisation)	No. of Personnel provided during the Financial Year	Work Place (Urban / Rural)	Total Value of the Project in INR
1					
2					
3					
4					
5					

Signature(s) of Applicant(s) Seal of applicant Name:

Annexure B - Financial Proposal Submission Form

THIS IS TO BE SUBMITTED AS PER FORMAT PROVIDED ONLINE ONLY

Bill of Quantities (BOQ)

In this BOQ only the total amount will be considered

Sl. No	Item	No. of Man Power to be engaged	Total Monthly wages to be paid	Total Overhead to be charged for 10 Nos JE per month in Rs.	GST (If applicable) in %age	Total Quoted Rate (inclusive of all taxes & duties, GST) in Rs.
A	B	C	D=(25000*C)	E	F	G= E+(E*F)
1.	Engagement of Manpower Supply Agency for providing Junior Engineers (10 Nos.) for Implementation of Cluster-I, III & IV, Asansol MC and Durgapur MC under Solid Waste Management (SWM) Projects in West Bengal (2 nd Call).	10 Nos	2,50,000.00			

* Overhead* **excludes** cost of office consumables, space and furnishings, office rent, system support and internet facility shall be provided by SUDA.

**In case of Nil or Zero (0) overhead charge in BOQ, bid to be treated as cancelled.

Annexure C

Press Advertisement

**State Urban Development Agency (SUDA),
Municipal Affairs Department Government of West Bengal**

State Urban Development Agency

(Urban Development & Municipal Affairs Department, Govt. of West Bengal)
ILGUS Bhavan, HC - Block, Sector III, Salt Lake, Kolkata -106

NOTICE FOR INVITING E-TENDER

E-Tenders are invited from interested bonafide bidders for Engagement of Manpower Supply Agency for providing Junior Engineers (10 Nos.) for Implementation of Cluster-I, III & IV, Asansol MC and Durgapur MC under Solid Waste Management (SWM) Projects in West Bengal (2nd Call) as per the detail below:

SI No	Tender ID No.	Tender Ref No.	Service Area
1	SUDA-11014(21)/1/2021-ADMN SEC(SUDA)-SUDA/4612 Date: 25.10.2021	Different ULBs in West Bengal

Interested Bonafide bidders are requested to visit <https://wbtenders.gov.in/>

Director, SUDA

Annexure – D

List of Covering ULBs

Sl. No	Name of the ULB	Project / Cluster
1.	Dum Dum Municipality	Cluster-I
2.	North Dum Dum Municipality	
3.	South Dum Dum Municipality	
4.	Baranagar Municipality	
5.	Kamarhati Municipality	
6.	New Barrackpore Municipality	
7.	Panihati Municipality	
8.	Ashoknagar-Kalyangarh	Cluster-III
9.	Habra Municipality	
10.	Gobordanga Municipality	
11.	Uttarpara-Kotrung	Cluster-IV
12.	Konnagar	
13.	Srerampore	
14.	Rishra	
15.	Champdani	
16.	Baidyabati	
17.	Bhadreswar	
18.	Dankuni	
19.	Asansol Municipal Corporation	
20.	Durgapur Municipal Corporation	