

# State Urban Development Agency

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

Email: [wbsudadir@gmail.com](mailto:wbsudadir@gmail.com)

Memo No. SUDA-14012(14)/24/2019-NULM SEC(SUDA)/6638

Date: 15.12.2022

## NOTICE INVITING e-TENDER FOR PROCUREMENT OF UNIFORMS AND SURVEY KIT FOR THE SHELTER STAFF UNDER THE SCHEME SHELTER FOR URBAN HOMELESS (SUH) UNDER NULM

The Director, for and on behalf of the State Urban Development Agency (SUDA), Urban Development and Municipal Affairs Department, Government of West Bengal invites e-tender for procurement of **UNIFORMS AND SURVEY KIT FOR THE SHELTER STAFF UNDER THE SCHEME SHELTER FOR URBAN HOMELESS (SUH)** from interested, reputed and bonafide Suppliers/Dealers/ Manufacturers having experience and acumen in such work as noted below in the eligibility as depicted hereunder for participating in the Bid.

Data Sheet and Instruction to Bidders:		
1	Name of the Work	Procurement of UNIFORMS AND SURVEY KIT FOR THE SHELTER STAFF UNDER THE SCHEME SHELTER FOR URBAN HOMELESS (SUH).
2	Location of Supply	Office of the <b>State Urban Development Agency</b> , ILGUS Bhawan, HC Block, Sector III, Bidhannagar, Kolkata – 700106 and <b>Jalpaiguri &amp; Englishbazar Municipality</b>
3	Product Specification & Scope of work	Bidder(s) are liable to execute the works/services as mentioned in “Terms of Reference / Scope of Work” in Section-B
4	Eligibility to participate in the Bid	<p>Proposal may be submitted by interested bidders only as a single entity. No Consortium/JV is allowed.</p> <p>For eligibility, the Bidder shall have at least:</p> <ol style="list-style-type: none"><li>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 OR a Proprietorship Firm OR a Partnership Firm registered under relevant laws of India. The time period elapsed from commencement of business should be at least 05 (five) years as on 1st December 2022.</li><li>2. <b>Intending tenderers should produce credentials of:</b><ol style="list-style-type: none"><li>i. <b>1 (One)</b> same or similar nature of completed work with Central &amp; State Govt/PSU/ULB of the minimum value of <b>Rs.2,84,000/-</b> during 05(five) years prior to the date of issue of the tender notice; or,</li><li>ii. <b>2 (two)</b> same or similar nature of completed work with Central &amp; State Govt/PSU/ULB, each of the minimum value of <b>Rs.2,13,000/-</b> during 05(five) years prior to the date of issue of the tender notice; or,</li></ol></li></ol>

		<p>iii. <b>One single running work</b> of same or similar nature with Central &amp; State Govt/PSU/ULB which has been completed to the extent of <b>80% or more and value</b> of which is not less than the desired value at (i) above;</p> <p>In case of running works, only those tenders who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress is satisfactorily and also that no penal action has been initiated against the executed agency, i.e., the tender.</p> <p>Note: Similar nature of work is defined as:</p> <ul style="list-style-type: none"> <li>• <i>Experience with different of stakeholders including State Governments and City Level Administrative Bodies and experience of using quality accountability/ methodologies including experience of conducting quality Audit of projects in the urban sector.</i></li> </ul> <ol style="list-style-type: none"> <li>3. MOU / Joint Venture/ sub contract in any form will not be allowed or provided in this contract</li> <li>4. Bidder must have valid Trade License, PAN, GST Certificate Certificates.</li> <li>5. The prospective bidders should not have been Black Listed 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).</li> <li>6. The Bidder shall furnish the Article of Association and Memorandum, if applicable.</li> <li>7. The average annual turnover of the Bidders during the last three financial years should be not less than <b>Rs.3.55 Lakh</b>. [<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>]</li> <li>8. The Bidder must have at least a Registered Office / Corporate Office / Branch Office in Kolkata/West Bengal. The Registered Office /Corporate Office / Branch Office should be in existence and operational for at least last one (01) year from the date of publication of this NIT.</li> </ol>
5	Documents to be produced in support of Credentials for Bid submission	<p>Following documents shall have to be furnished in two separate covers:</p> <ol style="list-style-type: none"> <li><b>1. COVER A: Technical Proposal</b> <ol style="list-style-type: none"> <li>a. <b>Covering Letter</b> (Refer Annexure A, No. I)</li> <li>b. <b>Average Annual Turnover of the bidder</b> over the last three financial years 2019-20, 2020-21 &amp; 2021-22) certified by a practicing Chartered Accountant (Refer Annexure A , No. II)</li> <li>c. <b>Statement of Legal Capacity</b> (Refer Annexure A, No. III)</li> <li>d. <b>Details about the Bidder</b> (Refer “Structure and Organization” in Annexure A, No. IV)</li> <li>e. <b>Company Certificates</b> 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.</li> <li>f. <b>Statement of any Indictment:</b> 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.</li> </ol> <p>It may please be noted that non-provision of this declaration in this proposal</p> </li> </ol>

		<p><b>will lead to rejection</b> of the same.</p> <p>g. Declaration that the Bidder or any of its staff had not been at any point of time <b>blacklisted</b> by any Government or its agencies or court of law or any other organization (Please refer Annexure A, No. V)</p> <p>h. Brief of court / legal cases pending, if any.</p> <p><b>2. COVER B: Financial Proposal</b></p> <p><b>a. BOQ.</b></p> <p><i>Note: All documents in original shall have to be produced in due course of time as &amp; when asked by State Urban Development Agency (SUDA) / UD&amp;MA Department</i></p>
6	Earnest Money Depositi	<p><b>Rs.14,200.00 (Rupees Fourteen thousand two hundred only)</b> 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.14,200.00 (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 “Director, State Urban Development Agency”, from any nationalized bank payable at Kolkata.</p> <p>The EMD for the successful Bidder will be converted to Security Deposit and additional amount of 8% will be deducted towards Security Deposit from each running bill. Such deducted total amount will be refunded after 12 months of completion of the work. No interest shall be payable on the deducted amount.</p>
7	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.
8	Cost Price of Bid Document	Nil
9	Goods and Service Tax (GST)	The Bidder should include GST in the cost of products/services. However, the Employer / Authority will pay to the Bidder, GST or any other tax replaced with it at the prevalent rate at the time of actual payment to the Bidder.
10	Currency	Bidder shall express the price of their assignment/job in Indian Rupees.

11	Tender Schedule as follows:	
Sl . No.	Particulars	Date and Time
A.	Date of uploading of Bid Document and Tender Documents (Online Publishing Date)	16.12.2022 06:00 PM
B.	Documents download start date (Online)	16.12.2022 06:00 PM
C.	Documents download end date (Online)	28.12.2022 03:00 PM
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 <a href="mailto:suh.wb2018@gmail.com">suh.wb2018@gmail.com</a> within <b>21.12.2022</b> .

E.	Bid submission starting	16.12.2022 06:00 PM
F.	Bid Submission closing (Bid Due Date)	28.12.2022 03:00 PM
G.	Bid opening date for Technical Proposals	30.12.2022 03:00 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

12	Duration of work	<b>Supply should be completed preferably within 20 days from the date of issue of LoI cum Work / Supply Order.</b>
13	Bid Evaluation	Detailed Bid Evaluation Criteria is given in the data sheet, Sl. No. 15. 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 on each item and rank the Bidders accordingly.
14	Form of Financial Proposal	Financial Bid shall be (as per BOQ) offered by the Bidder for undertaking the supply & services as mentioned in this document.
15	Bid Evaluation Criteria	<p>All the Bidders will be technically qualified if:</p> <ol style="list-style-type: none"> <li>Complies with the Eligibility Criteria as mentioned in Sl No 4 to the satisfaction of the Authority/Committee</li> <li>Has submitted all the required statutory and non statutory document as is required or as is mentioned in this NIT</li> <li>The Technical proposal does not contain any reference to the financial proposal</li> <li>The Bidder has submitted EMD</li> <li>The Bidder has submitted sample of each item as per desired technical specifications as is mentioned in this NIT when called for</li> <li>Sample of each item should be accepted by the Authority/Committee</li> <li>The technical proposal is unconditional</li> </ol> <p>The Financial proposal of all the Bidders who qualify on technical parameters shall be opened and based on the lowest price on each item offered; the L1 bidder(s) shall be selected accordingly.</p>
16	Validity of Bid	180 days from the date of opening of the Financial part of the Bid.
17	Withdrawal of Bid	A Bid once submitted shall not be withdrawn within the validity period.
18	Acceptance of Bid	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, <b>all the required documents are to be submitted through online only</b> . SUDA shall not entertain any other mode of submission (post/courier/fax etc.) of proposal other than e-tender mode.
19	Validity of offered rate	The rate shall remain valid for a period of 1 (one) year from the date of LoI cum work/supply order
20	Intimation	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.
21	Influence	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.
22	Name and address of the Tender Inviting Authority	Director, State Urban Development Agency, ILGUS Bhawan, HC Block, Sector III, Bidhannagar, Kolkata – 700106
23	Evaluation	<b>Opening of Bid:</b> - Proposals will be opened by SUDA electronically from the website using Digital Signature Certificate.  Scrutiny of proposal, evaluation of the same and recommendation thereafter will be made by SUDA.
24	Disqualification	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.
25	<b>Sample inspection</b>	Before the bid submission closing date, the intending bidders may check the sample (visual inspection of the item as mentioned in the e-NIT) at the office of State Urban Development Agency, Government of West Bengal at ILGUS Bhavan, HC Block, Sector- III, Kolkata- 700106 on <b>working days between 2 P.M. and 3 P.M in the presence of concerned officials.</b>
26	Execution / Entering into Contract	SUDA shall issue a Letter of Intent (LOI) / Letter of Acceptance (LOA)/Supply order to the selected Bidder(s) based on the selection criteria.  commence the Assignment/job on the date and at the locations as mutually agreed upon.
27	Special Terms and conditions	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.  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.  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.  Intending bidder may download the tender document from the website <a href="http://wbtenders.gov.in">http://wbtenders.gov.in</a> 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

		<p>concurrently duly digitally signed in the website <a href="http://wbtenders.gov.in">http://wbtenders.gov.in</a> 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/supply order, the bid inviting authority may verify the credential &amp; 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/ supply order 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>
28	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. 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>
29	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 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 Consultants / 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, No. I)

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

**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>).

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.

#### **B. Non-Statutory Cover Containing / My Space**

1. **Certificates:** GST Registration No, PAN No., TAN No, Income Tax return for last three years (**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 05 years along with documentary evidence.

**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)**

<b>e-Tendering System of Government of West Bengal</b>			
<b>Bidder Document Sub Category Master</b>			
<b>Sl. No.</b>	<b>Category Name</b>	<b>Sub Category Name</b>	<b>Sub Category Description</b>
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	1. GST Registration No. 2. PAN No. and TAN No. 3. Income Tax return for last three years.
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	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	1. Project Experience during the period of last 5 years

**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 Authority/ Committee.

### **Uploading of summary list of technically qualified bidders-**

- Pursuant to scrutiny and decision of the Authority/ Committee, the summary list of eligible bidder(s) will be uploaded in the web portals.
- During the process of evaluation, Authority/ Committee may summon the bidder(s) 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 Authority/ Committee after the Bidder(s) has/have been qualified to receive the Request for Proposal, the Authority/ Committee reserves the right to reject the Bidder(s) at that time or at any time after such information becomes known to Authority/ 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 Reference / Scope of Work**

**Objective:** Shelter staff i.e. Shelter Manager, Caregiver/ Night Guard plays an important role for operation & maintenance of shelters under the scheme Shelter for Urban Homeless (SUH). At present 50 shelters functional in 45 different ULBs. All these shelter staffs are dedicated to provide quality service in these shelters. Considering their contribution and for their identity and safety we may provide a Standard Uniform both Male Female shelter staff including a night survey kit.

<b>Uniform and Survey Kit</b>		
<b>Srl. No.</b>	<b>Particular</b>	<b>Specification/Requirement</b>
1	T-shirt with colure (logo scheme name printed) and Track suit Pant for Male and for Female staff	<ul style="list-style-type: none"> <li>• <b>Quantity:200 sets</b></li> <li>• colour as mentioned in the picture.</li> <li>• Cotton T-shirt</li> <li>• Instructions: Hand Wash Only</li> <li>• Fit Type: Regular Fit</li> <li>• Size Guide : Small (S)(38),Medium (M)(40),Large (L)(42),X-Large (XL)(44), X-Large (XXL)(46)</li> <li>• Fabric: Cotton; Sleeve Type: Half Sleeve</li> <li>• Neck Style: Polo; Pattern: Color Block</li> <li>• Collar Style: Classic Collar</li> <li>• Colour Name: Yellow</li> <li>• Pattern Type: Block Print; Material Composition: Matty; Occasion Type: Casual</li> <li>Track suit pant- Fit Type: Regular</li> <li>• Relaxed Fit</li> <li>• 100% Cotton</li> <li>• Drawstring closure</li> <li>• Machine wash</li> <li>• Two side pockets</li> </ul>
2	Logo & Scheme name printed Cap	<b>Quantity: 200 nos.</b> colour as mentioned in the picture
3	Sneakers	Size: As per actual measurement <b>Quantity :200 pairs</b> colour as mentioned in the picture
4	Casual waterproof Laptop/ Backpack Bag for Men/Women	Premium Polyester, Stylish and durable backpack for school /college and travel. Easily accommodate a laptop. Size: 45 cm X 31 cm X 22 cm. <b>Quantity :200 nos.</b> Colour-Yellow/Black
5	LED Torch	The searchlight is with built-in long-life and free-maintained rechargeable battery of high capacity as 2800mAh, the charging cable stored in the storage box which is back side of the torch light and easy to carry anywhere <b>Quantity :200 nos</b>

6	First Aid Kit	<input type="checkbox"/> Made with good quality and Durable Plastic. It is Easy to Open, Close Wash and Clean. <input type="checkbox"/> Store & Keep Emergency Medicines and First-Aid Equipment Safe and Handy. <input type="checkbox"/> Ample space to keep medicines and Deep Storage Area with two removable drawer and top flip opening with cute handle makes medicine organized and adds beauty to home. <b>Quantity : 50 nos</b>
7	Rain Coat both for male & female	<b>Quantity: 200 nos.</b> <b>First grade Polyester only</b> <ul style="list-style-type: none"> <li>• Double Layer Inner and outer Layer made form Durable Water impermeable Polyester</li> <li>• Set of Top and Bottom Packed in a Storage Bag Black</li> </ul>
8	Logo printed colour Umbrella	Rainbow Fold Umbrella Women and men   Umbrella Big Size and folding   Light Weight umbrella. <b>Quantity : 200 nos</b> and colour as mentioned in the picture
9	Plastic Water bottle (1 ltr)	Size: 8.2W x 28.5H Centimeters <b>Quantity: 200 nos.</b> Material: Plastic, attractive colour
10	Hand Gloves	Nitrile Gloves: Disposable, Nitrile Gloves for Adults- Latex Free, Food Grade, Powder Free <b>Quantity: 600 nos</b>

**Payment: Payment will be made after completion of supply in full quantity and in the specified locations and after approval of Bid Evaluation Cum Tender Committee.**

- **Images of the aforesaid items may be slightly different from sample items, for visual impact such images are provided here.**

**Sample uniforms & items of survey kit**





**Special Terms & Conditions:**

- a. Director, SUDA reserves the right to propose/postpone/cancel the bid, the bidder will have to abide with the decision.
- b. The Tendering Authority reserves rights for  $\pm 20\%$  changes in the specifications & quantity with condition that quality and functioning should not affect.
- c. Payment shall be made after the successful completion of the work.
- d. The successful bidder will have to arrange separate box for separate ULBs.
- e. Successful bidder will have to enter into an agreement with Director, SUDA for timely execution of the work.
- f. No payment will be made for any damages.

**Annexure – A**

**I. Qualification Application**

*(To be written on the letterhead of the Applicant)*

From:

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To

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

**Subject:** Procurement of UNIFORMS AND SURVEY KIT FOR THE SHELTER STAFF UNDER THE SCHEME  
SHELTER FOR URBAN HOMELESS (SUH).

Sir,

This is with reference to the tender dated ..... 2022 inviting proposal for Procurement of UNIFORMS AND SURVEY KIT FOR THE SHELTER STAFF UNDER THE SCHEME SHELTER FOR URBAN HOMELESS (SUH).. As specified in the Tender notice, having examined the Statutory, Non statutory documents, I 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 Office (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/Authority/ Committee can amend / modify the scope of this project.

(b) Tender Inviting Authority/ Authority/ 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: As per requirement:-**

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 (three) financial years.

	2019-20 (Rs. In Lakh)	2020-21 (Rs. In Lakh)	2021-22 (Rs. In Lakh)	Average
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:** Procurement of UNIFORMS AND SURVEY KIT FOR THE SHELTER STAFF UNDER THE SCHEME  
SHELTER FOR URBAN HOMELESS (SUH).

Sir,

This is with reference to the advertisement dated .....2022 inviting proposal for Procurement of UNIFORMS AND SURVEY KIT FOR THE SHELTER STAFF UNDER THE SCHEME SHELTER FOR URBAN HOMELESS (SUH).

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. Details about the Bidder**

### **A. Structure & Organization**

1. Name of applying agency:
2. Registered Office Address:  
Telephone No.:  
Fax No. :  
E mail#:  
Website:
3. Kolkata Office Address:  
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.

## **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:

**Annexure B - Financial Proposal Submission Form**  
(This is to be submitted as per format provided online only)

**Bill of Quantities (BOQ):** Bidder should have to put for total amount for sl-1 to sl-10. otherwise, financial proposal will be treated as cancel.

Sl. No.	Item	Quantity	Total Quoted amount (inclusive of all taxes & duties, GST, transportation, freight & sample testing) in Rs.
1.	UNIFORM AND SURVEY KIT FOR SHELTER STAFF	As mentioned in the Scope of Work Sl. 1-0	

NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Total Quoted Amount (inclusive of all taxes & duties, transportation including GST) in Rs. P	TOTAL AMOUNT including taxes Rs. P	TOTAL AMOUNT In Words
1	2	7	12	13
1	UNIFORM AND SURVEY KIT			
1.01	UNIFORM AND SURVEY KIT FOR SHELTER STAFF ( Total Nos of Items 2,250)		0.000	INR Zero Only
<b>Total in Figures</b>			0.000	INR Zero Only
<b>Quoted Rate in Words</b>		INR Zero Only		