

Ref. No: SUDA-45/2016/5720

Date: 20.08.19.....

**STATE URBAN DEVELOPMENT AGENCY (SUDA)**

**Government of West Bengal**

***Invites***

***Request for Proposal(RFP) from interested and reputed Agencies / Organizations for placement of personnel as per laid down terms and conditions to the office of the SUDA, West Bengal, for a period of one year***

***Issued By***

The Director  
State Urban Development Agency  
ILGUS Bhawan, HC Block, Sector – III  
Salt Lake, Kolkata - 700105  
Tel: 033-2358-5767/6403  
Email:wbsudadir@gmail.com

Request for Proposal (RFP) from interested and reputed Agencies / Organizations for placement of personnel to the office of the SUDA, West Bengal, for a period of one year

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### DISCLAIMER

The information contained in this Request For Proposal document (the "RFP") or subsequently provided to Applicant(s), whether verbally or in documentary or any other form, by or on behalf of **State Urban Development Agency (SUDA), West Bengal** or any of their employees or advisors, is provided to Applicant(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by SUDA to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their application for expressing their interest pursuant to this RFP (the "Application"). This RFP includes statements, which reflect various assumptions and assessments arrived at by SUDA in relation to the work/services envisaged. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Applicant should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

SUDA, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP.

SUDA also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Applicant upon the statements contained in this RFP.

SUDA may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that SUDA is bound to select and/or short-list Applications. SUDA reserves the right to reject all or any of the Applications without assigning any reasons whatsoever.

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The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by SUDA or any other costs incurred in connection with or relating to its Application. All such costs and expenses will remain with the Applicant and SUDA shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Application, regardless of the conduct or outcome of the RFP Process.

## State Urban Development Agency

'ILGUS BHAWAN', HC Block, Sector III, Bidhannagar, Kolkata – 700106

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

Memo No. SUDA-...45/2016/5720

Date: 20/08/2019

### NOTICE INVITING PROPOSAL FOR PLACEMENT OF PERSONNEL TO THE OFFICE OF THE SUDA, WEST BENGAL UNDER VARIOUS SCHEMES FOR A PERIOD OF ONE YEAR

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 (RFP) for placement of personnel as per laid down terms and conditions to the office of the SUDA, West Bengal, for a period of one year from interested and reputed Agencies / Organizations / Firms having experience and acumen in such work as noted below in the eligibility as depicted hereunder.

| Data Sheet: |                                       |  |
|-------------|---------------------------------------|--|
| 1.          | Name of the Work                      | Engagement of Manpower Agency for providing different categories of personnel at the office of SUDA, West Bengal under various schemes   |
| 2.          | Location of the work                  | Office of SUDA, Salt Lake, Kolkata   |
| 3.          | Eligibility to participate in the Bid | <p>Proposal may be submitted by interested agencies / firms / organizations only as a single entity. No Consortium is allowed<br/>For eligibility, the Applicant shall have at least:</p> <ol style="list-style-type: none"><li>1. The Applicant 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 1st April 2019.</li><li>2. During the period of last 5 (five) years, the bidders should have handled <b>at least 03 (three) similar types of services</b> at Government levels (Central / State).</li><li>3. Average annual turnover of the Applicant over the last three financial years (2016-17, 2017-18 and 2018- 19) should be at least <b>Rs. 10.00Lakh.</b></li><li>4. The Applicant must have atleast a Registered Office / Corporate Office / Branch Office in Kolkata / West Bengal. The Registered Corporate Office / Branch Office should be in existence and operational for atleast last one (01) year from the date of issuance of this RFP.</li></ol> |

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|    |  | <p>Note : <b>Similar types of services</b> means: Supply of Manpower on contractual basis to any State/Central Departments, Ministries, PSUs / ULBs</p>  |
| 4. | <p>Documents to be produced in support of Credentials for Bid submission</p> | <p>Following documents shall have to be furnished in two separate covers:</p> <p><b>1. Technical Proposal</b></p> <p>a. <b>Covering Letter</b> ( Refer Annexure A)</p> <p>b. <b>Average Annual Turnover of the bidder</b> over the last three financial years (2015-16,2016-17and2017-18) certified by a practicing Chartered Accountant(Refer Annexure A No.II)</p> <p>c. <b>Statement of Legal Capacity</b>(Refer Annexure ANo.III)</p> <p>d. <b>Details about the Bidder Agency</b>(Refer "Structure and Organization" in Annexure A No.IV)</p> <p>e. <b>Company Certificates</b> like</p> <p>i. Certificate of incorporation highlighting registration details along with the composition of Board of Directors and</p> <p>ii. GST Registration No, PAN No. and TAN No. (Please refer Table-1 of "Non Statutory Folder" of Section A). IT return for last three years. EPF and ESI registration Certificates.<u>(Please note that submission of valid EPF and ESI certificates is mandatory and if not submitted the Authority shall have the right to reject the proposal)</u></p> <p>f. <b>Statement of any Indictment:</b> TheBidders should not be under active prosecution for criminal offence, litigation, court receivership or similar proceedings</p> <p>i. It may please be noted that non-provision of this declaration in this proposal <b>will lead to rejection</b> of the same.</p> <p>ii. Declaration of 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 ANo.V)</p> <p>iii. Brief of court/ legal cases pending, if any.</p> <p>iv. Declaration about assuming all responsibilities arising out of the personnel placement and keeping SUDA indemnified at all times.</p> <p>v. Service Completion Certificates/ Experience Certificates / Payment Certificates issued by competent authority</p> <p>vi. Service experience during the period of last 5 years (Refer Annexure A No. VI).</p> <p><b>2. Financial Proposal</b><br/> Financial Proposal Submission Form (Refer Annexure B).<br/> Please note that the<br/> <b>Note: All documents are to be submitted in a sealed envelope at the</b></p> |

|     |                                 |  |
|-----|---------------------------------|--|
|     |                                 | <b>Office of Director, SUDA, HC Block, Sector-III, Salt Lake, Kolkata - .....</b>  |
| 5.  | Application Money               | <b>Rs. 2,000/- (Rupees Two Thousand Only)</b> to be paid in the form of a Demand Draft in favour of Director,SUDA; payable at Kolkata. This application money is non-refundable.   |
| 6.  | Earnest Money Deposit           | <b>Rs.50,000.00 (Rupees fifty thousand only)</b> as an initial Earnest Money Deposit shall be in the form of a Demand Draft in favour of Director, SUDA; payable at Kolkata.<br>This amount will be converted to security deposit for the successful bidder. Balance Earnest Money beyond Rs.50,000.00 (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 "Director, State Urban Development Agency", from any nationalized bank payable at Kolkata.<br><br>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 monthly invoice. Such deducted total amount will be refunded after 3 months on expiry of the Contract. No interest shall be payable on the deducted amount.<br><b>Note :</b><br><b>If any bidder is exempted from payment of EMD, a true copy of original EMD exemption document needs to be submitted along the Technical Bid.</b> |
| 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.  | Goods and Service Tax (GST)     | The Agency / Bidder should include GST in its cost. However, the Employer / Authority will pay to the Agency / Bidder, GST or any other tax replaced with it at the prevalent rate at the time of actual payment to the Agency / Bidder.   |
| 9.  | Currency                        | Agency/Bidder shall express the price of their assignment/job in Indian Rupees. All payments shall be made by the Authority in Indian Rupees only  |
| 10. | Duration of Contract            | The tenure of such contract will be for an initial period of <b>01 (one) year</b> from the date of entering into /execution of the contract, which may be renewed subject to performance of the Agency / Bidder and availability of funding.<br>The tenure of the contract may also be terminated before the completion of contract period as per applicable Conditions of Contract.   |
| 11. | Bid Document and its submission | A complete proposal document consists of 2 envelopes – Technical Proposal and Financial Proposal. Same are elaborated as below:<br><b>A. TECHNICAL BID ENVELOPE</b><br><b>A1. Part-I</b> containing list of documents and credentials possessed by applying agency to be provided namely:<br><b>Annexure A</b><br>i. Qualification Application   |

|    |               |   |
|----|---------------|---|
|    |               | <ul style="list-style-type: none"> <li>ii. Financial Statement</li> <li>iii. Statement of Legal Capacity</li> <li>iv. Structure and Organization</li> <li>v. Statement of any Indictment</li> <li>vi. Project experience in last five years with supporting documents</li> <li>vii. Declarations</li> <li>viii. All supporting Documents</li> <li>ix. Signed Copy of this RFP</li> </ul> <p><b>A2: Part II - Application Money</b> in the form of Demand Draft<br/> <b>A3: Part III – Earnest Money Deposit(EMD)</b> in the form of Demand Draft</p> <p>All the documents as required and forms part of A1 mentioned above shall be compiled properly with reference page numbering and spiralled and placed in a sealed cover titled “Technical Bid- A1” bearing the name of the Agency/Bidder. Similarly, A2 and A3 shall also be placed in separate sealed covers and marked as “Technical Bid- A2” and “Technical Bid- A3” respectively bearing the name of the Agency/Bidder.</p> <p>Then, all the three sealed envelopes shall be placed in an outer envelope and sealed properly. This envelope shall be marked as “<b>(A): Technical Bid for placement of personnel at SUDA vide Tender no SUDA-45/2016/5720 Dated:20/08/2019</b>” along with the name of the Agency / Bidder.</p> <p><b>FINANCIAL BID ENVELOPE</b></p> <p>Filled in and signed Annexure B forms the Financial Bid Proposal. This filled and signed Annexure B shall be placed in a separate envelope and sealed properly and to be marked as “<b>(B): Financial Bid for placement of personnel at SUDA vide Memo. No:SUDA-45/2016/5720 Date:20/08/2019.</b>” along with the name of the Agency / Bidder.</p> <p>Sealed Envelope A and Envelope B shall then be placed in an outer envelope, sealed and marked as follows:<br/> <u>Superscription:</u> “<b>Request for Proposal for placement of personnel at SUDA vide Memo. No:SUDA-45/2016/5720 Date:20/08/2019</b>”</p> <ul style="list-style-type: none"> <li>a) <u>Submitted to:</u> The Director, State Urban Development Agency (SUDA), ILGUS Bhawan, HC Block, Sector-III, Salt Lake, Kolkata - 700106</li> <li>b) <u>Submitted by:</u>Name and address of the Agency/Bidder</li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li>i. If submission is not made as stipulated above, the proposal may be outrightly rejected</li> <li>ii. All envelopes shall be sealed and secured properly</li> <li>iii. No information as contained in Envelope B shall reflect in any form in Envelope A. If it is found so, the proposal shall be out rightly rejected.</li> </ul> |
| 12 | Scope of Work | <p>Placement of following personnel on lumpsum contractual basis at SUDA along with ensuring availability of all the personnel during the entire period of contract and to provide substitute personnel of equal or higher qualification and experience in case of non-availability of placed personnel.</p>  |

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| Sl No  | Name of the Position                   | Numbers to be placed   | Minimum qualification and experience  |
|--|--|--|---|
| 1.   | Computer Assistant                     | 06   | Essential : H.S with certificate course in computer<br>Desirable: Preferably Graduate with an experience in office work and having computer literacy [MS Word, Excel, Power Point, Accounting Software] |
| 2.   | Peon                                   | 06   | Preferably Madhyamik or equivalent. Experience in office work in similar job is preferred.  |
| <p>Note:</p> <ol style="list-style-type: none"> <li>i. SUDA reserves the right to conduct interview of the proposed manpower by the selected agency. This shall be done only after selection of the Agency as per the terms and conditions of this RFP and applicable rules, regulations and statutes etc.</li> <li>ii. If at the interview stage it is found that any personnel is not suitable for the profile / position as required, the selected Agency shall provide a suitable replacement within 05 working days.</li> <li>iii. SUDA shall not in any manner consider the outsourced manpower on its payroll or any other modus operandi.</li> <li>iv. SUDA shall not be liable for any claims/disputes etc arising out of compensation, benefits etc from the personnel as placed by the Agency. <b>The Agency has to provide a declaration to this effect.</b></li> <li>v. The Agency should promptly provide equivalent replacements if so required or directed by the Authority.</li> <li>vi. The Agency shall ensure payment to personnel on timely and regular basis and also ensure that they are covered under EPF, ESI and other statutory and applicable benefits as per laws of the land</li> </ol> |  |  |   |
| 13   | Selection and Bid Evaluation Procedure | <p>SUDA has adopted a "One Stage-Two Envelope" selection process. The selection process shall be monitored and governed by the appointed Tender Evaluation Committee. First, the outer envelope shall be opened and following details shall be confirmed in front of the appointed Tender Evaluation Committee:</p> <ol style="list-style-type: none"> <li>i. Sealed Envelope A found (Yes/No)</li> <li>ii. Sealed Envelope B found (Yes/No)</li> </ol> <p>If Sealed Envelope B is not found the proposal shall be rejected and no evaluation shall be done. On confirmation of availability if sealed Envelope B, the same shall be marked and duly signed by the member of the Tender Evaluation Committee (Both Envelope A and Envelope B along with outer envelope shall be signed by the members of the Tender Evaluation Committee). Then, the sealed Envelope A shall be opened to cross check whether it contains A2 (Application Money) and A3. If anyone is missing, the proposal shall be rejected. On confirmation of the availability and</p> |   |



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|       |  | <p>worthiness of Application Money and Earnest Money Deposit, further technical evaluation shall be carried out.</p> <p>Applicants shall be shortlisted based on the minimum qualification criteria as elaborated in SI no.3 above. Applicants fulfilling the minimum criteria as mentioned above shall be shortlisted and termed as technically qualified. The Envelope B (Financial Proposal/Bid) of only technically qualified bidders shall be opened. The Financial proposal shall be evaluated in the following manner:</p> <ol style="list-style-type: none"> <li>i. Whether it is signed and stamped</li> <li>ii. Whether it is signed by the person authorized to submit the proposal</li> <li>iii. Whether the format is same as prescribed in the RFP</li> <li>iv. Whether the financial proposal is conditional</li> <li>v. Whether the overhead as quoted is within the prescribed range</li> <li>vi. Whether the man-month rate quoted is as per applicable Minimum Wages Act, West Bengal</li> <li>vii. Other conditions as may be deemed suited by the Authority at the time of evaluation</li> </ol> <p>If all the above are found to be in order, the proposed financial offer shall be taken into consideration.</p> <p>The technically qualified Agency / Bidder offering the lowest financial bid / proposal shall be selected as the preferred Agency.</p> |       |             |             |    |                               |            |    |  |   |    |   |            |    |  |                         |    |  |            |
|-------|--|--|-------|-------------|-------------|----|-------------------------------|------------|----|--|---|----|---|------------|----|--|-------------------------|----|--|------------|
| 14    | Form of Financial Proposal   | <p>Financial Bid shall be as per the format provided in Annexure B. <i>Overhead* <b>excludes</b> cost of travel (both local and outstation pertaining to official works / assignments), cost of office consumables, space and furnishings, office rent, system support, mobile connectivity and internet charges and shall be provided separately by SUDA on submission of documentary evidences for the same by the selected Agency.</i></p>  |       |             |             |    |                               |            |    |  |   |    |   |            |    |  |                         |    |  |            |
| 15    | RFP schedule   | <table border="1"> <thead> <tr> <th>SI No</th> <th>Particulars</th> <th>Date &amp; Time</th> </tr> </thead> <tbody> <tr> <td>a.</td> <td>Availability of RFP documents</td> <td>22.08.2019</td> </tr> <tr> <td>b.</td> <td>Date and time of Pre-bid meeting with the intending bidders in the office of the State Urban Development Agency, ILGUS Bhawan, HC Block, Sector III, Bidhannagar, Kolkata – 700106</td> <td>30.08.2019 at 3:00 PM at SUDA Conference Hall, ILGUS Bhawan, Salt Lake, Kolkata- 700106</td> </tr> <tr> <td>c.</td> <td>Start date for submission of RFP documents in sealed envelope</td> <td>26.08.2019</td> </tr> <tr> <td>d.</td> <td>Last date for submission of RFP documents in sealed envelope</td> <td>05.09.2019 upto 3:00 PM</td> </tr> <tr> <td>e.</td> <td>Bid opening date for Technical Proposals</td> <td>06.09.2019</td> </tr> </tbody> </table>   | SI No | Particulars | Date & Time | a. | Availability of RFP documents | 22.08.2019 | b. | Date and time of Pre-bid meeting with the intending bidders in the office of the State Urban Development Agency, ILGUS Bhawan, HC Block, Sector III, Bidhannagar, Kolkata – 700106 | 30.08.2019 at 3:00 PM at SUDA Conference Hall, ILGUS Bhawan, Salt Lake, Kolkata- 700106 | c. | Start date for submission of RFP documents in sealed envelope | 26.08.2019 | d. | Last date for submission of RFP documents in sealed envelope | 05.09.2019 upto 3:00 PM | e. | Bid opening date for Technical Proposals | 06.09.2019 |
| SI No | Particulars  | Date & Time  |       |             |             |    |                               |            |    |  |   |    |   |            |    |  |                         |    |  |            |
| a.    | Availability of RFP documents  | 22.08.2019   |       |             |             |    |                               |            |    |  |   |    |   |            |    |  |                         |    |  |            |
| b.    | Date and time of Pre-bid meeting with the intending bidders in the office of the State Urban Development Agency, ILGUS Bhawan, HC Block, Sector III, Bidhannagar, Kolkata – 700106 | 30.08.2019 at 3:00 PM at SUDA Conference Hall, ILGUS Bhawan, Salt Lake, Kolkata- 700106  |       |             |             |    |                               |            |    |  |   |    |   |            |    |  |                         |    |  |            |
| c.    | Start date for submission of RFP documents in sealed envelope  | 26.08.2019   |       |             |             |    |                               |            |    |  |   |    |   |            |    |  |                         |    |  |            |
| d.    | Last date for submission of RFP documents in sealed envelope   | 05.09.2019 upto 3:00 PM  |       |             |             |    |                               |            |    |  |   |    |   |            |    |  |                         |    |  |            |
| e.    | Bid opening date for Technical Proposals   | 06.09.2019   |       |             |             |    |                               |            |    |  |   |    |   |            |    |  |                         |    |  |            |

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|    |  | f.  | Date of Opening of Financial Proposal | To be notified |
|    |  | g.  | Date of Issue of Work Order           | To be notified |
|    |  | RFP documents shall be available on the following website:<br><a href="http://www.wbdma.gov.in">www.wbdma.gov.in</a> . Applicants may also contact the office of SUDA for the same.   |                                       |                |
| 16 | Validity of the RFP                            | The RFP thus submitted shall remain valid for a period of 180 days from the last date of submission.  |                                       |                |
| 17 | Duration of Contract                           | The tenure of such contract will be for an initial period of 01 (one) year from the date of entering into /execution of the contract, which may be renewed subject to performance of the Agency and availability of funding   |                                       |                |
| 18 | Withdrawal of RFP                              | RFP once submitted shall not be withdrawn within the validity period  |                                       |                |
| 19 | Acceptance of RFP                              | 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  |                                       |                |
| 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. SUDA may also call for a presentation on the proposal from any or all of the Bidders who have submitted their proposals.   |                                       |                |
| 21 | Influence                                      | Any attempt to exercise undue influence in the matter of acceptance of Bid is strictly prohibited and any Applicant who resorts to this will render their RFP liable to rejection.  |                                       |                |
| 22 | Name and address of the RFP Inviting Authority | Director, State Urban Development Agency, ILGUS Bhawan, HC Block, Sector III, Bidhannagar, Kolkata – 700106   |                                       |                |
| 23 | Placement and/or Substitution of Personnel     | 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. SUDA shall approve the CVs based on minimum qualification and minimum years of experience as stipulated in this Tender document. Once CVs 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 Agency/Bidder) and such substitutes will need to satisfy the same or higher qualification and experience criteria.<br>In case of substitution of a person, SUDA / Authority reserves the right to interview the person proposed to be provided as replacement. |                                       |                |
| 24 | Disqualification                               | A proposal that has been found to be incomplete in content or   |                                       |                |

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|    |                                    | <p>authenticity shall not be considered for the purpose of qualification. If any information (false/ unacceptable) is received by SUDA after the Applicant 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 Applicants not satisfying the requisite qualification criteria specified in the above sections are not eligible.</p>   |
| 25 | Execution / Entering into Contract | <p>SUDA shall issue a Letter of Intent (LOI) / Letter of Acceptance (LOA) to the Preferred Agency (technically qualified and cost wise being L1) and promptly notify all other Bidders / agencies who have submitted proposals about the decision taken.</p> <p>The Agency will sign the contract after fulfilling all the formalities/pre-conditions, within 10 days of issuance of the Letter of Intent / Letter of Acceptance.</p> <p>The Agency is expected to commence the Assignment/job on the date and at the location as mutually agreed upon.</p>  |
| 26 | Confidentiality                    | <p>Information relating to evaluation of Proposals and recommendations concerning the selection of Agency shall not be disclosed to the Agencies who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the RFP. The undue use by any Agency 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>   |
| 27 | Number of Proposals                | <p>An Applicant can submit only one proposal. If multiple proposals are submitted, all the proposals shall be out-rightly rejected.</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>SUDA will not normally consider any request of the Bidder for substitution of the personnel after signing of the Consultancy Agreement. No change or substitutions may be made to personnel list without prior written consent of SUDA. Replacement of the personnel will only be considered under exceptional circumstances (e.g.: death, prolonged illness and other issues beyond the control of the Agency) and such substitutes will need to satisfy the same or higher qualification and experience criteria.</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 <a href="http://www.wbdma.gov.in">www.wbdma.gov.in</a> directly or collect the same from the office of SUDA.</p> |

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|  | <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 &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 will not be issued in favour of the bidder under any circumstances and if issued it will be withdrawn with necessary consequences under law.</p> <p>Bidder would be at liberty to point out any ambiguities, contradictions, omissions etc. seeking clarifications thereof or interpretation of any of the conditions of the Tender documents before the Tender Inviting Authority during Pre Bid Meeting, beyond such period no representation in that behalf will be entertained by the bid Inviting Authority. No further clarifications will be entertained from the bidders after the completion of pre-bid meeting.</p> <p>The Bid Inviting Authority reserves the right to have pre Bid meeting with the intending Bidders if deemed necessary depending upon the nature of clarifications sought from Bidders within stipulated deadline.</p> |
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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: Submission of Proposal (RFP) for placement of personnel on contractual basis at SUDA**

Sir,

This is with reference to the tender dated.....2019 inviting proposal for engagement of manpower agency for placement of personnel on contractual basis at SUDA. As specified in the RFP 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 .

Request for Proposal (RFP) from interested and reputed Agencies / Organizations for placement of personnel to the office of the SUDA, West Bengal, for a period of one year

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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 can amend / modify the scope of the services.

(b) Tender Inviting Authority can reject any or all RFPs 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:**

1. Statutory Document

Authorized Signatory

2. Non-Statutory Document

Date of Submission  
including title and capacity in which

Signature of applying agency

application is made.

Request for Proposal (RFP) from interested and reputed Agencies / Organizations for placement of personnel to the office of the SUDA, West Bengal, for a period of one year

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## 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.

|                 | 2016-17<br>(Rs. In Lakh) | 2017-18<br>(Rs. In Lakh) | 2018-19<br>(Rs. In Lakh) |
|-----------------|--------------------------|--------------------------|--------------------------|
| Annual Turnover |                          |                          |                          |

Average Annual Turn over is XXXX (Rs in Lakh)

Signed by a Practicing Chartered Accountant

Name: MembershipNo.:

Name of the Firm with Seal

Date \_\_\_\_\_

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

Request for Proposal (RFP) from interested and reputed Agencies / Organizations for placement of personnel to the office of the SUDA, West Bengal, for a period of one year

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**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: Submission of Proposal (RFP) for placement of personnel on contractual basis at SUDA**

Sir,

This is with reference to the advertisement dated .....2019 inviting proposal for engagement of manpower agency for placement of personnel on contractual basis at SUDA.

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

We satisfy the eligibility criteria laid down in the RFP 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.*



Request for Proposal (RFP) from interested and reputed Agencies / Organizations for placement of personnel to the office of the SUDA, West Bengal, for a period of one year

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#### **IV. Structure & organisation**

##### **Details about the Bidder (single entity / lead agency in case of consortium)**

**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. :

Cellphone No.:

E mail:

Fax No. :

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

Request for Proposal (RFP) from interested and reputed Agencies / Organizations for placement of personnel to the office of the SUDA, West Bengal, for a period of one year

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**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:

Request for Proposal (RFP) from interested and reputed Agencies / Organizations for placement of personnel to the office of the SUDA, West Bengal, for a period of one year

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**VI. Project Experience during the period Last 5 Years**

Please categorise all the projects into four broad heads given in the table below and mark a tick (✓) for each of the projects

| Sl No | Name of the Assignment and Client Details | Detailed Scope of services offered | No. of personnel placed | Location of services offered |
|-------|---|------------------------------------|-------------------------|------------------------------|
| 1.    |   |                                    |                         |                              |
| 2.    |   |                                    |                         |                              |
| 3.    |   |                                    |                         |                              |
| 4.    |   |                                    |                         |                              |
| 5.    |   |                                    |                         |                              |
| 6.    |   |                                    |                         |                              |

The Applicant has to submit documentary evidence commensurate to the claims as made above.

Request for Proposal (RFP) from interested and reputed Agencies / Organizations for placement of personnel to the office of the SUDA, West Bengal, for a period of one year

**Annexure B: Format for Financial Proposal**

To,

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

**Sub: Financial Bid for placement of personnel on contractual basis at SUDA**

**Dear Sir,**

This is with reference to the tender dated.....2019 inviting proposal for engagement of manpower agency for placement of personnel on contractual basis at SUDA.As per the terms and conditions as laid down in the referred RFP, I / we hereby make the following Financial Offer (Price Bid) to State Urban Development Agency.

| Sl. No                           | Name of Work   | Proposed position  | No. of Personnel against each position (Numbers) | Man Month Rates (inclusive of all except GST) in Rs for each position | Overhead (Not more than 15% of the Man Month rates) in Rs. | Applicable GST in Rs.     | Total Amount (in Rs.) inclusive of all for one months |
|----------------------------------|--|--------------------|--|---|--|---------------------------|---|
| a                                | b  | c                  | d  | e   | $f=e*(\leq 15\%)$  | $g=(f+e)*\text{GST rate}$ | $h=(e+f+g)*d$   |
| 1.                               | Placement of personnel as per laid down terms and conditions to the office of the SUDA, West Bengal, for a period of one Month | Computer Assistant | 06   |   |  |                           |   |
| 2.                               |  | Peon               | 06   |   |  |                           |   |
| <b>Total Number of Personnel</b> |  |                    | 12   | <b>TOTAL QUOTE*</b>   |  |                           |   |

Request for Proposal (RFP) from interested and reputed Agencies / Organizations for placement of personnel to the office of the SUDA, West Bengal, for a period of one year

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We quote\* Rupees \_\_\_\_\_ (Rupees ..... only) towards placement of the personnel as per the terms and conditions laid down in the RFP bearing no ..... dated..... for a period of 01(one) Month.

We further confirm and abide that:

1. We are bind by this offer if we are selected as the preferred agency.
2. Out offer is firm and valid for a period 180 days from the last date of submission of proposal.
3. We shall adhere by the applicable Minimum Wages Act, West Bengal
4. The Man-month rate as quoted in "Column e" above shall be the amount that we will pay to the concerned personnel and it is inclusive of EPF, ESI, Gratuity and all taxes except GST.
5. We shall ensure payment to personnel on timely and regular basis and also ensure that they are covered under EPF, ESI and other statutory and applicable benefits as per laws of the land
6. If we are found guilty of flouting any applicable rules, regulation, statutes etc and if found not paying the personnel the amount as confirmed in SI No 3 above, our engagement (through Work Order or Agreement) can be terminated and we shall be liable to pay any penalty as may arise, either to the personnel or State Urban Development Agency (SUDA)

FOR AND ON BEHALF OF \_\_\_\_\_

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_

DESIGNATION \_\_\_\_\_

COMPANY SEAL /STAMP

COMPANY \_\_\_\_\_

DATE \_\_\_\_\_