

**OFFICE OF THE EXECUTIVE OFFICER
DIGHA SANKARPUR DEVELOPMENT AUTHORITY
(A Statutory Authority under Government of West Bengal)
Digha New Township :: Purba Medinipur :: Pin - 721463**

Ph.: (03220) 299901, Fax-299902, e-mail : eodsda@gmail.com Web.: www.dsda.org.in

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NOTICE INVITING TENDER/NIQ/EOI/RFP NO. : 023/DSDA/ OF 2024 – 2025

**Request for proposal for Social & Digital Awareness through Information Education
Communication for the maintenance of SWM Rules'2016 including documentary
film making at Digha & Sankarpur under DSDA**

Digha Sankarpur Development Authority, under the Department of Urban Development & Municipal Affairs, Govt. of West Bengal, invites online request for proposal(RFP) for for Social & Digital Awareness through Information Education Communication for the maintenance of SWM Rules'2016 at Digha & Sankarpur under DSDA, as described in the Schedule below, from the intending persons/organizations for specific purposes as stated therein.

Any change in establishment use pattern other than those so specified will not be allowed.

Scope of work :

**Request for proposal for Social & Digital Awareness through Information
Education Communication for the maintenance of SWM Rules'2016 including
documentary film making at Digha & Sankarpur under DSDA :**

- Raise awareness about the importance of proper SWM in maintaining environmental sustainability and public health.
- Educate individuals about the various types of solid waste and their impact on the environment.
- Promote the adoption of the 3R principle : Reduce, Reuse, Recycle.
- Encourage community participation in waste segregation, composting, and responsible disposal.
- Empower individuals and communities to become advocates for sustainable waste management practices.
- Survey of all existing hotels and shops across Digha and Sankarpur and identifying them with unique number.
- Ensuring all hotels & shops segregating waste as per SWM Rules'2016.
- Ensuring waste getting processed at processing unit.
- Ensuring end to end solution regarding waste by setting up a link with recycler and ways of composting with dry and wet waste simultaneously.
- Conducting IEC (Information Education Communication) across hotels, Market Complexes, Shops and Floating vendors including Tourists regarding SWM.
- Conducting IEC across sea shore including its adjoining areas and working with existing Green Guard in order to keep area neat & clean.
- Training to the existing Green Guard and others for the same.
- Strong monitoring and evaluation of the IEC activity.
- Conducting general awareness for the Tourists as well as local people through live interaction on sea embankment.
- Development of various Jingle/Song regarding SWM.

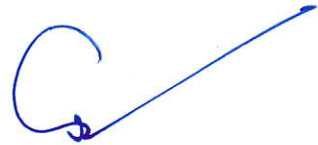
- Documentary film making.
- Other works as instructed by the authority.
- DSDA reserves the right to accept or reject any or all EOI without assigning any reason whatsoever.
- **Earnest Money**
₹ **51600.00** [Excess Amount if any as may be required to reach 2% of the quoted amount is to be deposited in the form of Bank Draft from any scheduled bank,(drawn in favour of Executive Officer, DSDA) while executing agreement by the selected bidder].

Schedule of Dates :

Sl. No.	Activity	Date & Time
1	Date of Issue of RFP	: <u>01.10.2024</u>
2	Document download start date	: 01.10.2024 at 6.00 P.M.
3	Document download end date & time	: 24.10.2024 upto 3.00 P.M.
4	Pre-bid meeting in the Office Room of the Executive Officer, DSDA, Digha	: 04.10.2024 at 2.00 P.M.
5	Bid submission start date	: 04.10.2024 at 4.00 P.M.
6	Last date of online submission of Technical Bid and Financial Bid.	: 24.10.2024 upto 3.00 P.M.
7	Opening of Tender Technical Bid at the office of the Executive Officer, DSDA	: <u>26.10.2024</u> at 3.00 P.M.
8	Opening of Tender Financial Bid at the office of the Executive Officer, DSDA	: Will be informed later.
9	Validity of bid	: 30 days w.e.f the date of opening of RFP.
10	IEC Period	: <u>12(Twelve) months</u> w.e.f the date of issuing work order.
11	Financial Bid	: <u>Rate shall be quoted in Item rate against the each items.</u>

12	E-Tender registration and bidding	<p>ONLINE BIDS : The bidders interested to submit the bid Online shall get registered and get a digital signature as per the procedure described below :</p> <ul style="list-style-type: none"> • Agencies/Bidders who are interested in participating DSDA's e-tenders are requested to contact the representatives of NIC for registration, computer setting and clarification on e-tendering. • Training on e-tender can also be availed from Office of the EO, DSDA if desired by the bidder during office hours. • Online Tenders can be submitted by logging in www.wbtenders.gov.in or through the official website of DSDA i.e. www.dsda.org.in <p>ONLINE BID SUBMISSION : The Bidders are required to submit the Technical and Financial Bid documents ONLINE i.e. uploading of the documents complete in all respect by following the Online Bid submission procedure.</p>
13	Training on E-Tender	: Training on e-tendering will be given to the bidders on request.
14	Tender Accepting & Payment Authority	: Executive Officer, DSDA

15	Important Instructions	: <ul style="list-style-type: none">• Names of the technically qualified bidders as per the bid criteria after verification with original & evaluation will be displayed in the e-portal, this office notice board and official website.• The financial bid documents of the technically qualified bidders will only be opened.• List of Financial comparison chart of bidders will be published on the next day after opening. EO DSDA reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reason's whatsoever•
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Executive Officer
Digha Sankarpur Development Authority
& Spl. Officer, U.D.&M.A. Deptt.

INFORMATION TO THE BIDDERS(ITB)

1. Request for Tender

Request for tender paper is to be placed online only through the Website www.wbtenders.gov.in

2. Submission of Tender

The tender will be submitted in two bid system i.e. **Technical bid & Financial bid.**

3. Pre-bid Meeting :

It is expected for the sake of nature of the work that the willing bidder should remain present in the Pre-bid meeting.

4. Online Bid submission procedure :

- i) Registration of Contractor: Agencies/Bidders who are interested in participating DSDA's e-tenders will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in> They are requested to contact to the toll free Help-line No. 1800 3070 2232 of National Informatics Centre for registration, computer setting and other clarification on e-tendering.
- ii) Digital Signature certificate (DSC): Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) having Signing and Encryption certificate for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount.
- iii) The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website www.wbtenders.gov in using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- iv) Submission of Tenders: General process of submission, Tenders are to be submitted through online to the stipulated website in two folders at a time for each work, one in Technical Bid & the other is Financial Bid before the prescribed date & time using the Digital Signature Certificate(DSC). The documents are to be uploaded duly digitally Signed. The documents will get encrypted(transformed into non readable formats).

4.1 TECHNICAL BID

Technical Proposal :

The Technical proposal should contain scanned copies of the following in two covers (folders).

(a). Technical Cover Containing the following documents

- i) RFP (download properly and upload the same Digitally Signed)
- ii) Bidders file (All Forms and Annexure)
- iii) Power Point Presentation.

(b). My Document[OID Cover] Containing :

All mandatory documents.

It is also here mentioned that the bidder should present in the pre-bid meeting to show their power point presentation(PPT) and after amendment/changes if any, the same will be submitted in the Technical documents. If it is seen that the PPT is not fulfill the requirement of TIA, the technical bid of the said bidder will cancelled.

4.1.1 Receiving documents :

Relevant tender documents must be uploaded online for participating in this tender. If the mandatory documents are not submitted online within the stipulated date & time, then bid of the applicant shall summarily be rejected and the bid offer

shall not be opened. The Details of Mandatory Documents are given below :

Mandatory Documents :

- i) Name and address, registration in detail of Firm / Company / Agency with name of proprietor or partner etc.
- ii) Application Form with **Annexure -I**
- iii) Completion Certificate in **Form - I** and details of similar type of project/job under any Government / Semi Government / Undertakings / Autonomous / Statutory bodies and Local bodies, with requisite single tender value.
- iv) Income Tax return of last financial year.
- v) PAN Card.
- vi) Latest Professional Tax return.
- vii) GST registration certificate.
- viii) Latest GST return.
- ix) Completion Certificate alongwith Work Order & BOQ. It is noted that **Payment certificate will not be treated as credential.**
- x) List of similar nature of projects undertaken during last five years (Annexure - III).
- xi) Trade License.
- xii) Bank Solvency Certificate minimum Rs. 26 Lakh mentioning RFP No. & Date.
- xiii) Audited Balance Sheet of last three financial years(**authenticated by Chartered Accountant**) and **Form - II** for establishing average Annual Turnover in contractual business.
- xiv) Details of Technical Personnel with supporting papers available with the tenderer.
- xv) The intending bidder must have registered office / service centre in Kolkata and address of such office are to be mentioned as Non-Statutory Document.
- xvi) The intending bidder must have office within DSDA planning Area (Documentary evidence should be provided).
- xvii) Information regarding any litigation or arbitration during the last five years in which the Bidder is involved, the parties concerned, the disputed amount, and the matter.

Note: The RFP will be summarily rejected if any of these documents are not submitted online. The Lowest Bidder shall produce hard copies of the requisite documents after opening the Financial Bid. Original documents shall have to be shown if required by the authority.

4.1.2 Additional Documents :

- i) Registration details with any Government or Semi-Government or other organization.
- ii) Relevant documents of important Projects in hand/projects completed in the last 5 years.
- iii) Any other information to indicate Technical management competence.

4.1.3 Earnest Money Deposit (EMD) :

Earnest Money to be submitted online through payment gateway system of Govt. of West Bengal.

4.1.4 Average Annual Turnover :

Average Annual Turnover during last 3 (three) years should be more than **Rs. 13.00 lakh**.

4.1.5 CREDENTIAL

4.1.5.1 Technical :

- i) Intending tenderers should produce credentials of a similar nature of completed work of the minimum value of Rs. 10,31,724/- of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice; or
- i) Intending tenderers should produce credentials of 2(two) similar nature of completed work of the minimum value of Rs. 7,73,793/- of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice; or
- ii) Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 80% or more and value of which not less than the desired value at (i) above.

NOTE :- In case of running works, only those tenderers 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 satisfactorily and also that no penal action has been initiated against the executed agency i.e., the tenderer.

The work credential certificate shall specify detailed similar nature of job completed, value of job done, date of commencement of work and the date of completion of the work. Copy of the **Work Order and Work Schedule/ BOQ of the similar nature of work shall have to be submitted** in the technical bid for verification of the credential. Payment certificate may also be submitted.

4.1.5.2 Form-I : The tenderer should attach the said certificate under their signature along with the tender documents. The similar nature of work has been mentioned in the Form-I, therefore agencies who have completion certificate against any of the works mentioned in Form-I shall be eligible for this tender.

4.1.5.3 The Completion Certificate should be pertaining to the work specified in the RFP. The completion certificate should not be misleading the authority. If the completion certificate has mention on multiple nature of works executed by the agency in a single tender including the work specified in this RFP, then the value of the work as specified in this RFP will only be taken into account for evaluating the eligibility of the bidder. The decision of the authority in this respect is final and binding.

4.1.6 If the applicant is an authorized signatory he should submit document of authorization in his favour along with the application. In case of Partnership firm, copies of the partnership deed are to be submitted along with the tender document.

4.1.7 Penalty for suppression / distortion of facts :

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates, audited balance sheets or any document which is vital for his eligibility), or any other documents within the specified time frame stated above or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression of fact during any time of the tendering process or even after the issuance of work order, the tenderer will be suspended from participating in the tenders on e-Tender platform for a 2 (two) years.

- 4.1.8 Item rate (**Item rate BOQ**) shall be quoted in the Financial bid.
- 4.1.9 The rate is to be quoted both in words and figures clearly in the specified space of the BOQ Sheet.
- 4.1.10 The Bidder should present in the Pre-bid meeting to present their presentation reg. the project.
- 4.1.11 The rate quoted by tenderer shall be inclusive of all elements of taxes and duties, demands, etc.
- 4.1.12 The tenderer shall include income tax, GST etc. as applicable if any.
- 4.1.13 Lowest valid rate may be accepted, however, the undersigned does not bind himself to do so and reserves the right to reject any or all the tenders, without assigning any reason and also reserves the right to split the work amongst more than one tenderer.
- 4.1.14 The payment will be made according to the availability of fund and no financial claim in case of any delay in payment will be entertained.
- 4.1.15 The bidder shall be required to properly maintain the project including all its components for a period of **12 months** from the date of AOC of the whole project. 10% will be deducted from each bill as Security Deposit. The EMD shall be adjusted with the Security Deposit. The security deposit will be released 01(One) year after completion of the project
- 4.1.16 An application along with a prescribed format of this office to be submitted for release of S.D. for which the contractor should apply to the authority at least 2 (two) month prior to the last date of defect liability period with an undertaking that the work is maintained properly as per the terms of contract.
- 4.1.17 The tender accepting authority may ask any tenderer to submit analysis to justify the rate quoted by the tenderer.
- 4.1.18 In any Questionnaire arise it will be forwarded to this office on or before pre-bid meeting.
- 4.1.19 No advance will be paid to the agency.
- 4.1.20 The Change of dates and any other amendment in this regard shall be informed on website of DSDA i.e. www.dsda.org.in and www.wbtenders.gov.in


Executive Officer

Digha Sankarpur Development Authority
& Spl. Officer, U.D. & M.A. Deptt.

Dated : 01.10.2024

Memo No.: 1709/DSDA/2024-25

Copy forwarded for information to:-

1. The Hon'ble Chairman, DSDA & District Magistrate, Purba Medinipur.
2. The Hon'ble Vice-Chairman, DSDA & S.D.O., Contai, Purba Medinipur.
3. The B.D.O., Ramnagar-I & II & E.O., Ramnagar - I & II Panchayet Samity.
4. I.T. Section, DSDA for uploading the same in DSDA's website.
5. Reception / Notice Board.


Executive Officer

Digha Sankarpur Development Authority
& Spl. Officer, U.D. & M.A. Deptt.

FORM - I
CREDENTIAL CERTIFICATE

1	Name of the work	:	
2	Name of the client	:	
3	Amount put to tender	:	
4	Contractual amount against the tender	:	
5	Date of commencement of work	:	
6	Date of completion as per work order	:	
7	Actual date of completion	:	
8	Final gross value of the bill for - Project reg. Information Education Communication(IEC) on SWM Project	:	
<p>Note: In case of completion of multiple nature of works in a single tender, then the value of work as specified in the NIT shall only be taken for the eligibility of the bidder.</p>			

I hereby declare that all the statements made above are true to my knowledge. I also understand that any discrepancy found in the above statement will render me liable for cancellation of my tender.

(Signature of the bidder)

Note:

1. While calculating the amount, i.e, money value of the major item 'Earthwork' stated above, amount of all sub- items like leads, lifts, disposal, transportation included in the major item should be arithmetically added.
2. Completion Certificate (s) should be supported by BoQ(s).
3. Completion Certificate for fully (100%) completed works will only be considered.

FORM - II

STATEMENT ON ANNUAL TURNOVER FROM CONTRACTUAL BUSINESS

This is to certify that the following statement is the summary of the audited Balance sheet arrived from contractual business in favour of for the three consecutive years.

Sl. No.	Financial		Remarks
	Year	Turnover (rounded of)	
1	2020-2021		
2	2021-2022		
3	2022-2023		
Total			
Average Turnover			

Note

- i) Average turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
- ii) Average turnover for 3 years is to be obtained by dividing the total turnover by 3 (three).

Signature of the Bidder

ANNEXURE-I

APPLICATION FOR e-TENDER

To
The Executive Officer,
Digha Sankarpur Development Authority,
Digha :: Purba Medinipur.

Ref: - Tender for _____

_____(Name of work).

N.I.O.T.No. : _____ (Sl. No. ____)/DSDA/ 2024-2025.

Dear Sir,

Having examined the Technical cover, OID cover & all other e-NIT documents, I/we hereby would like to state that I/we will fully accept all your conditions and offer to execute the works as per e-Tender no and Serial no stated above. I/We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this _____ day of _____ 202_____

Full name of Bidder / Contractor : _____

Signature : _____

In the capacity of : _____

Duly authorized to sign bids

for & on behalf of (Name of Firm) : _____

Office address with seal if any : _____

Telephone no(s) (office): _____

Mobile No : _____

Fax No: _____

E mail ID: _____

ANNEXURE-II

SAMPLE FORMAT FOR AFFIDAVIT

I, Sri, S/o Sri, aged..... Years,
Residing at....., Proprietor/Partner/Director of, do
hereby solemnly affirm and declare in connection with **"Request for proposal for Social & Digital Awareness through Information Education Communication for the maintenance of SWM Rules'2016 including documentary film making at Digha & Sankarpur under DSDA "** as
follows :

- 1) That I, the undersigned, do certify that all the information furnished & statements made in the bid documents are true and correct to the best of my knowledge and belief.
- 2) If the contract is awarded to us, I/We should have service centre equipped with requisite instruments according to the requirements of works to be executed.
- 3) If the contract is awarded to us, we will deploy at site all necessary Technical Personnel as listed below for efficient contract management and supervision of works with a view to achieving best quality of works at site.

Sl. No.	Personnel	Required Qualification	Minimum Experience	No. of Persons
1.	Project Co-ordinator	M.B.A in Human Resources/MSW	3 years	
2.	Project Assistant	B.B.A and Mass Communication	3 years	

- 4) The undersigned also certifies that neither we have abandoned any work awarded to us, nor any penal action was taken against us by any department. The undersigned also declares that we do not have any running litigation with any department.

Signature of the Contractor

Place:
Date:

ANNEXURE-III

EXPERIENCE PROFILE

Name of the Firm :

LIST OF WORKS COMPLETED WHICH ARE SIMILAR IN NATURE AND EXECUTED DURING THE LAST FIVE YEARS IN ANY GOVT. DEPARTMENT / GOVT. UNDERTAKING / STATUTORY BODY UP TO AVALUE OF NOT LESS THAN THE DESIRED VALUE OF THE TENDER

Name of Employer	Name, Location & nature of work	Contract price in Indian Rs.	Work Order Date	Date of completion of work as per work order	Actual date of starting the work	Actual date of completion of the work	Reasons for delay in completion (if any)

Signature of the Contractor/company/agency

Note : (a) Certificate from the Employers to be attached.

(b) Non-disclosure of any information in the Schedule will result in disqualification of the firm.

(c) No tender will be deemed to be fit for consideration unless the tender documents are fully and completely filled in. All information's that may be asked from a tenderer must be unequivocally furnished. Any tender which is incomplete or does not comply with the prescribed conditions or stipulations laid down herein to rejection at the time of opening or during subsequent scrutiny. Tender received with conditional rate will be liable to rejection at the time of opening.

(d) Canvassing in connection with the tender is strictly prohibited and a tenderer who resorts to this will render his tender liable to rejection.

(e) No alteration shall be permitted to be made by the tenderer in any tender after its submission.