



GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT  
B. R. AMBEDKAR INSTITUTE OF PANCHAYATS & RURAL DEVELOPMENT  
KALYANI, NADIA, PIN - 741235, PHONE NO. 25828161, 25825975/5641  
Website - <http://www.braiprd.org.in> E-Mail: [siprdkalyani@gmail.com](mailto:siprdkalyani@gmail.com)

**e-NIT No. - 10 of 2024-25 (2<sup>nd</sup> Call) (Engagement of Electrical Engineer)**

The Director, B.R.A.I.P.R.D., Kalyani, Nadia, invites online bids through e-tendering by two cover system from reputed and experienced agencies having proven experience in supplying personnel on a contract basis for the engagement of a qualified **Electrical Engineer**. The selected agency will provide services to **B.R.A.I.P.R.D., Kalyani, Nadia** for a contract period of 1 (One) year.

The prequalification documents are to be uploaded in two separate folders. One of the folders shall contain technical documents along with scanned copy of challan for cost of bid documents, copy of Earnest Money. Financial Bids are to be uploaded in another folder.

Sl. No.	Description of Service	No. of Personnel	Earnest Money (in Rs)	Bid Validity Date
1.	Providing Qualified and Skilled Electrical Engineer	01 (One)	Rs. 6000/-	120 Days

Intending bidders may download tender documents from the website: <https://wbtenders.gov.in> and [www.wbprdnic.in](http://www.wbprdnic.in) and [www.braiprd.org.in](http://www.braiprd.org.in) from the date as mentioned in the table below [See the Table for Date and Time of Tender Flow]

**B.R.A.I.P.R.D.**, does not take any responsibility for the delay caused due to non-availability of internet connection etc. for the online bids. **Earnest Money** should be deposited by online banking service of ICICI Bank in e-Procurement System.

The Financial bid will be opened after evaluation of technical bid and the bid documents of nonqualified bidders will remain unopened. No separate intimation will be given for this, unless the above date is changed. In case of change of date, due intimation will be given on-line. No individual intimation will be given.

The Director, BRAIPRD, Kalyani, Nadia reserves the right to reject or cancel any or all pre-qualification documents and financial bid document without assigning any reason what so ever.

*\*GST and other taxes, if any, will be applicable as per notification issued by GST Council and concerned Government Authority from time to time.*

## 2. Scope of Work

The selected agency is required to provide 1(one) skilled **Electrical Engineer** who will undertake the following responsibilities:

- Performing electrical system design, planning, inspection and maintenance of electrical systems for new and existing projects at BRAIPRD, Kalyani, Nadia.
- Ensuring compliance with electrical safety codes and standards for electrical installations at BRAIPRD, Kalyani, Nadia.
- Overseeing electrical installations, equipment and components at BRAIPRD, Kalyani, Nadia to identify hazards or defects for required modifications and repairs.
- Collaborating with internal teams for project execution.
- Providing technical advice and troubleshooting assistance.
- Preparing reports and maintaining records related to electrical works.
- The consolidated monthly remuneration of the Electrical Engineer will be Rs. 25,000 /- (Rupees twenty-five thousand) only excluding service charges / fees and applicable taxes if any. [Ref: Finance Department's Memo no. 3494-F(p2), Dated 03/07/2014]

The monthly payment to the agency will comprise of the above salary of the Engineer along with Service Charge of the agency

### 3. Eligibility Criteria

The bidding agencies must meet the following qualifications:

- Must be a bona fide agency registered under applicable laws.
- A minimum of 5 (five) years of experience in supplying man-power / personnel, on a contract basis.
- Must have completed at least 2(two) similar assignments in the last 3(three) years.
- Should possess valid licenses / permits to engage in manpower supply services.
- Should be financially stable, with an average annual turnover of 10 (ten) lakh during the last three financial years.

### 4. Engineer Qualifications

The Electrical Engineer to be provided must meet the following criteria:

- Bachelor's Degree / Diploma in Electrical Engineering from a recognized university / institution.
- Minimum 3 (three) years of experience in the relevant field.
- Proficiency in electrical design software (AutoCAD), Electrical Systems Design etc.
- Valid professional certifications.

### 5. Submission of Bids

Bidders are required to submit their proposals through the e-tendering portal [<https://wbenders.gov.in>] by **12.11.2024**.

Proposals should include the following documents:

- Company Profile
- Proof of Experience (Work Orders, Completion Certificates)
- Financial Statements for the past three years
- Curriculum Vitae of the Electrical Engineer(s) proposed for the engagement
- Financial Bid

### 6. Bid Evaluation Criteria

The bids will be evaluated based on the following parameters:

- Technical Capability (40%)
- Relevant Experience (30%)
- Financial Offer (30%)

### 7. Contract Duration

The engagement will be for a period of **1(One) year**, which may be extended based on performance and organizational requirements.


### Date and Time for Tender Flow:

Sl No.	Particulars	Date and Time
1.	Date for Publish of Tender [Online]	27.11.2024 at 18:00 Hrs
2.	Document Download Start Date [Online]	28.11.2024 at 10:00 Hrs
3.	Bid Submission Start Date [Online]	28.11.2024 at 12:00 Hrs
4.	Pre-bid Meeting	04.12.2024 at 15.30 Hrs
5.	Bid Submission End Date [Online]	07.12.2024 at 14:00 Hrs
6.	Date of Opening for Technical Bid [Online]	09.12.2024 at 14:00 Hrs
7.	Date of Opening of Financial Bid [Online]	To be notified later.

O.S.D. & E.O. Joint Secretary  
BRAIPRD, Kalyani, Nadia

**Copy forwarded, for information and taking necessary action, to:**

1. The Secretary to the Govt. of West Bengal, Panchayats & Rural Development Department, Joint Administrative Building, 9th floor, Block- HC 7, Sector-III, Kolkata-700106
2. The Commissioner to the Government of West Bengal, Panchayats & Rural Development Department, Mrityika Bhaban, 3rd Floor, DD-18/9, Sector-1, Bidhannagar, Kolkata-700064.
3. The Additional Secretary to the Government of West Bengal, Panchayats & Rural Development Department, Joint Administrative Building, Block - HC 7, Sector - III, Salt Lake, Kolkata - 700106, with the request to upload the notice in the Department's Website.
4. The District Magistrate, Nadia.
5. The Additional Executive Officer, Nadia Zilla Parishad.
6. The O.S.D. & E.O. Additional Secretary, BRAIPRD, Kalyani, Nadia.
7. The Additional Director, BRAIPRD, Kalyani, Nadia.
8. The Superintending Engineer, BRAIPRD, Kalyani, Nadia.
9. The District Information & Cultural Affairs Officer, Krishnagar, Nadia.
10. The Sub-Divisional Officer, Kalyani, Nadia.
11. The Chairman, Kalyani Municipality, Kalyani, Nadia.
12. The Sub-Divisional Information & Cultural Officer, Kalyani, Nadia.
13. The Deputy Director (Finance), B.R.A.I.P.R.D., Kalyani, Nadia.
14. Shri Ashis Chowdhury, Librarian, B.R.A.I.P.R.D., Kalyani, Nadia, with the request to upload the notice in the Office Website
15. The Office Superintendent, B.R.A.I.P.R.D., Kalyani, Nadia.
16. P.A. to Director, B.R.A.I.P.R.D., Kalyani, Nadia.
17. The Cashier, B.R.A.I.P.R.D., Kalyani, Nadia.
18. Office Notice Board, B.R.A.I.P.R.D., Kalyani, Nadia.

  
**O.S.D. & E.O. Joint Secretary  
BRAIPRD, Kalyani, Nadia**

**A) Procedure for getting Tender Document:**

Intending Tenderers are requested to download the Tender Document from the website: [wbtenders.gov.in](http://wbtenders.gov.in) & [www.braiprd.org.in](http://www.braiprd.org.in) within the stipulated time.

**B) Earnest Money:**

Necessary Earnest Money may be deposited by the bidder as per Finance department order no.3975-F(Y), dated 28.07.2016, electronically either through Net Banking or offline through any bank by generating RTGS / NEFT challan from the e-tendering portal. Intending bidders will get the beneficiary details from e-tendering portal with the help of their Digital Signature Certificate. Earnest Money Deposit (EMD) should be submitted electronically with effect from Bid Submission start date (online) to Bid Submission end date (online). In case of RTGS / NEFT Challan submission, intending bidders are requested to submit the EMD amount well in advance to avoid any delay regarding bank issues.

**C) Documents to be enclosed along with the Tender:**

1. Pan Card.
2. Professional Tax Clearance Certificates.
3. Income Tax Clearance Certificate.
4. Valid 15-digit Goods and Service Tax paper Identification Number (GSTIN) under GST Act, 2017 as per Memo No. 4374-F(Y), Dated: 13<sup>th</sup> July 2017, [Audit Branch, Finance Department, Govt. of West Bengal].
5. Credential Certificate from the authority to whom the services were provided.
6. In case of Partnership Firm / Registered Company, the intending Tenderers are requested to submit the copy of the DEED of Partnership / relevant document in support of proof of so.

**D) Opening of Tender:**

The Tenders, so received up to the stipulated time as mentioned in the NIT, only Technical Bid will be opened on and after the date & time fixed by the authority.

## Terms and Conditions

- The agency shall ensure compliance with all statutory and legal requirements.
- The agency must provide a replacement in case of unavailability of the designated Electrical Engineer within a reasonable time frame.
- Bids will be evaluated based on both technical and financial criteria as well as experience.
- The organization reserves the right to accept or reject any or all bids without assigning any reason.
- **Preparation of Bids/Tender Documents**
  - a) Language of the Bid / Tender documents will be in English.
  - b) Documents Comprising the Bid/ Tender documents.
- **The Bid submitted by the Bidder shall be in two separate parts:**

**Part I:** This shall be named **Technical Bid** and shall comprise of

- 1) **Bidding documents (Technical Bid) and Earnest money.**

[Tender with all other documents along with BOQs, brief description, rates, schedule of works, drawings etc. of work including Tender documents can also be downloaded from Govt. of West Bengal e-tendering Web site:

### wbenders.gov.in

- 2) Authorized address and contact details of the bidder having the following information: -

Address of communication: -

Telephone No(s) Office: -

Mobile No: - Facsimile (FAX) No: -

Electronic Mail Identification (E-mail ID): -

- 3) Schedule of Quantities

- 4) Bidding Document

5) **Bid Validity** - Undertaking that the bid shall remain valid for a period of **120 (one hundred twenty) days** after the deadline for financial bid date for bid submission. A bid valid for a shorter period **shall be rejected by the undersigned as non-responsible bidder.**

**Part II:** It shall be named **Financial Bid** and shall comprise of Bill of Quantity [The unit rates and the prices shall be quoted by the bidder entirely in Indian Rupees.]

### **Content of Bidding Documents**

The set of bidding documents comprises the documents listed below

- 1) Notice Inviting Tender
- 2) Conditions of Contract
- 3) Specifications (Schedule of Quantity)
- 4) Bill of Quantities

## **FORMAT FOR AFFIDAVIT**

I, Sri /Smt. ...., S/O, D/O, W/O Sri....., aged.....Years, Residing at....., Proprietor/Partner/Director of..... do hereby solemnly affirm and declare in connection with .....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. The undersigned would authorise and request any bank, person, firm or corporation to furnish pertinent information as deemed necessary and or as requested by the authority to verify this statement.
3. The undersigned understands and agrees that the bid shall remain open up to 120 days from the date of opening of financial bid for acceptance.
4. Any departure whatsoever in any form will be considered as breach of contract. In such situation the Department at his liberty may withhold our payment till we rectify the defects or fulfill our contractual obligation. In this connection, Departmental decision will be final and binding.
5. 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 don't have any running litigation with any Department.