



Office of the Board of Councillors HALDIA MUNICIPALITY

(A Local body under Government of West Bengal)
Dr. B.R. Ambedkar Bhavan Administrative Building, City Centre,
P.O. Debhog, Haldia-721657, Dist: Purba Medinipur
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Memo No. : 5307/HM/2024
30.11.2024

Dated:

NOTICE INVITING QUOTATION

Tender Notice No. WBMAD/NIT-1867/HM/2024

Administrator, Haldia Municipality & Sub Divisional Officer, Haldia Sub Division on behalf of Haldia Municipality, under the Department of Urban Development & Municipal Affairs, Govt. of West Bengal, invites sealed quotation from the eligible contractors as per particulars given below and will be received by him up to the time specified herein in his office (Offline):

Sl. NO.	Name of the Works	Estimated Amount put to Tender	Earnest Money	Period of Contract	Eligibility of Contractor
1	Quotation for Engagement of Manpower Supply Agency for providing Fitness Instructor regarding Gymnasium Training/ Coaching Services at newly established Gymnasium Center at Haldia Municipality Office premises .	Item Rate BOQ (The bidder shall quote Item wise rate on daily basis against each Instructors Separately.)	Rs. 10,000/-	Initially For One Year only.	Eligibility criteria of the participating bidders mentioned in pt. no. 4

1. Scope of Manpower Required :

- Physical Fitness Instructor for Gym – 1 No (Male Candidate)
- Physical Fitness Instructor for Gym – 1 No (Female Candidate)
- Yoga Instructor – 1 No (Male OR Female Candidate)

2. Introduction :

Haldia Municipality has newly set up a Gymnasium Center with an area of 1400 Sq Ft (approx.) in Ground Floor of Haldia Municipality Building Office premises with all modern Imported Gymnasium Equipment and Sauna Oxygen Therapy for the citizens (**both Male and Female**).

3. Location of Gym Center :

Haldia Municipality Office Building, (Ward No-15)
City Centre, Debhog, Haldia, Purba Medinipur, PIN-721657 .

4. Eligibility Criteria for Bidders :

- The bidders should have the credentials of similar nature of work / manpower supply in a single contract during the last 5 (five) years from the date of issue of this notice and having a magnitude of 40% (Forty percent) of the amount put to quotation from in any Government/Semi-Gov./Undertaking/Autonomous bodies/Local bodies.
- OR** Intending tenderers should produce credentials of 2(two) similar nature of works / Manpower supply, each of the minimum value of 30% of the estimated amount put to quotation during the last 5 (five) years from the date of issue of this notice.
- OR** Intending tenderers should produce credentials of one single running work of similar nature / manpower supply which has been completed to the extent of 80% or more and value of which is not less than the desired value at (i) above.
- Valid Trade License, up to date clearance certificate of P.Tax, GST Registration Certificate with up to date Clearance Certificate, PAN card and Income tax Return

Receipt of the last three Assessment years are to be accompanied with the Technical Bid Documents.

- The Agency must submit valid Labour License issued by Labour Department Govt. of West Bengal.
- EPF and ESI from competent Authority must be enclosed.
- **Bank Solvency:** Upto 10 Lakhs. The solvency certificate should be issued within 1 (one) year prior publication of tender notice
- Individual coaches (Both Male & Female) must have extensive knowledge in the field of Physical Fitness training/coaching with modern Gym equipment etc.
- **N.B.:** Contract amount, Date of completion of project and detail communicational address of client must be indicated in the Credential Certificate.

5. Gym Center Timings :

- The Gym Timings are as follows:
Morning Timing : From 6.00 A.M to 10.00 A.M (on Every Monday to Friday)
Evening Timing: From 5.30 P.M to 8.00 P.M (on Every Monday to Friday)
- Freehand Yoga Timing are as follows:
Morning Timing : From 6.00 A.M to 11.00 A.M (on Every Saturday & Sunday)
Evening Timing: From 5.30 P.M to 8.00 P.M (on Every Saturday & Sunday)

N.B.: The Gym Center timings are subject to change as per demand and also in winter seasons.

6. Duty Timings:

The Fitness / Yoga Instructors should report for duty in the Gym Center Office of Haldia Municipality every day during Duty Hours. The Holidays will be decided by the authority later on. The Payment will be made to the Agency on monthly basis subject to submission of Monthly Bills. No Extra amount will be admissible by this authority except the quoted rate.

7. Award of Contract:

The bidder whose bid has been accepted (L1 bidder] will be notified by the Tender Accepting Authority or his representative through Letter of Acceptance (LoA). The contractor shall commence the work from the date(s) specified in the order. The actual date of commencement of the work by the contractor shall be reckoned as the date of commencement of contract.

The successful bidder is to execute Formal Agreement / A Memorandum of Understanding (MOU) on Non- Judicial Stamp Paper with the Tender Accepting Authority/ Implementing Authority as may be decided stating the terms and conditions to be entered into between HM and the Agency shall be entered into after finalization of Tender.

Successful Agency shall have to make an agreement with the Haldia Municipality, in the prescribed pro-forma by depositing @ Rs. 1000/- (Rupees one thousand only.) for cost of each set of tender form in cash stating that the agency is agreeable to execute the work (as per the amount quoted and terms and conditions laid down in the Tender Document) within the Municipality or within the Municipal/Adjoining areas (as the case may be).

8. Period of Contract (For 1 Year) :

The contract will be purely on temporary in nature and subject to termination with at least one month notice from both the municipality as well as the incumbent. The contract shall remain valid for a period of 1 (one) years from the date of its commencement. However, this Authority reserves the right to extend the period of contract in case of exigency.

No extra allowances will be admissible at the time of joining the said post. The working days and hours will be similar to the Gym Center timings which may change in the winter seasons.

9. Termination of Contract Either in Part or in Full :

- (a) If at any time during the period of contract, it is observed that the services under the provisions of this contract are not being rendered up to the satisfaction of Haldia Municipality and / or the statutory obligations, in respect of the contract, are not being fulfilled by the contractor, the contract shall be terminated in full or in part, after giving 15 days' notice, and the decision of Administrator, Haldia Municipality in the matter, shall be final and binding on the contractor.

- (b) The contract may also be terminated for any other good and valid reason by giving notice of 1 month from either side without any compensation from the either side.
- (c) Security Deposit (Earnest Money Deposit) would also be liable to forfeiture in case of pre- mature termination of the contract owing to breach of contractual obligations by the Contractor.

10. Expiry of Contract with efflux of time:

- (a) The Agency shall peacefully quit the Haldia Municipality premises with his manpower (if any), after expiry of the period of contract with efflux of time.
- (b) No compensation shall be paid by Haldia Municipality to the Contractor on expiry of the contract with efflux of time.
- (c) Upon expiry of the contract with efflux of time, if any amount is due to be paid by Haldia Municipality to the Contractor, the same shall be paid after adjustment of the dues and damages receivable by Haldia Municipality from the Contractor

11. Terms of Payment:

The payment will be made to the Agency on the basis of rates quoted in the Financial Bid inclusive of all charges. No extra payment on the part of Agency will be entertained. The Agency shall submit bills every month in respect of the actual deployment of manpower on daily basis at working point as per requirement of Haldia Municipality. In case of extra hours of Duty this Authority will pay the extra amount on the basis of ratio of extra hrs of duty of each trainer.

Please Note : *Deployment of Trainers beyond duty timings by the contractor will be allowed only upon direction of the concerned HM authority, as per work requirement. The contractor will be responsible for deployment of the Fitness / Yoga Instructors on beyond duty timings (if required) for fulfillment of the situational demand requirement of Haldia Municipality.*

12. Deductions from the Bill:

All statutory deductions like Labour Welfare CESS, GST, Income Tax, Security Deposit etc. will be deducted from the bills of the contractor as per latest Government Order.

13. Earnest Money Deposit (EMD) :

Earnest money of **Rs. 10,000/-** is to be paid in favour of the Administrator, Haldia Municipality in the form of Bank Draft/Pay order drawn on any Nationalized Bank payable at Haldia and must accompany with the tender, without which the tender will be summarily rejected (Offline).

14. Refund of Earnest Money Deposit (EMD):

- The Earnest Money Deposit (EMD) of all the Unsuccessful Tenderers deposited in favour of Administrator, Haldia Municipality will be refunded by the Administrator within a period of One (1) week from the date of announcement of the Successful Bidder.
- The Earnest Money Deposit (EMD) of all the **Successful Tenderers** will be treated as Security Deposit and the same will be returned to the agency after Expiry of Contract subject to fulfillment of the conditions applied.

15. Acceptance of Tender:

The Administrator, Haldia Municipality, will accept the tender on behalf of the on behalf of Board of Councillors. However he / she does not bind himself / herself to accept otherwise the lowest tender and reserves himself / herself, the right to accept or reject any or all of the tenders received without assigning any reason thereof.

16. Influence:

Any attempt to exercise undue influence in the matter of acceptance of tender is strictly prohibited and any tenderer who resorts to this will render his tender liable to rejection.

17. Arbitration:

"All the disputes arising from the provisions of the said agreement come under the Jurisdiction of Calcutta High Court or any other competent as the case may be" vide Order No. 215(Law)/UDMA-15011(99)/17/2023-LS-UD Dt-10.03.2023 from Principal Secretary, UDMA Dept., NAGARAYAN

18. Schedule of EOI process: In the tender box kept at the Office of the Haldia Municipality, City Center, Debhog, Haldia, Purba Medinipur, West Bengal 721657.

- Last date of dropping : 12.12.2024 up to 12.00 Noon.
quotation
- Date of opening the : 12.12.2024 at 2.00 P.M.
quotation

19. Schedule of Quotation Format:

Rates shall include all taxes & other charges (if any) etc. if payable including GST, EPF, ESI contribution, applicable minimum wages, bonus (if any) etc. as detailed specifically detailed in the tender document. Rates shall also include incidental and contingent work, not specifically mentioned in the contract but necessary for its efficient and satisfactory implementation. The GST during the contract period shall be not be paid extra as applicable against submission of documents. Percentage/amount of GST presently applicable shall have to be included in the rates.

The quotation rate should be quoted in the specific format as stated below:

Sl. No.	Item Description (Manpower)	Quantity	Units	Basic Monthly Remuneration
1.	Physical Fitness Instructor for Gym – 1 No (Male Candidate)	1.000	Rate per Month	
2.	Physical Fitness Instructor for Gym – 1 No (Female Candidate)	1.000	Rate per Month	
3.	Yoga Instructor – 1 No (Male OR Female Candidate)	1.000	Rate per Month	
	TOTAL			

NOTE: Please enter Basic Remuneration Rates for each Coaching Instructor on Monthly Basis inclusive of all Govt . Statuary Taxes, GST, CESS & Other charges (if any). Any Extra amount will be NOT be entertained by this Authority except the quoted amount.

20. Responsibilities of the Agency:-

1. The tenderer should have experience of providing such services to Government / PSUs / Autonomous Body / Reputed Private Companies / Firms and tenderer should not be blacklisted by any Government Private Organization/Institution
4. The Agency shall be wholly and exclusively responsible for the due compliance of the provisions under the Contract Labour (Regulation and Abolition) Act. 1970 and its rules and the Corporation will not in any way be responsible for the breach or violation of any of the provision under the said Act and rules.
5. The Agency shall pay to its work force the minimum wage at least as per provisions under the Minimum wages Act 1948 and in accordance to the relevant Minimum Wage Circular of the labour Department of the Govt. of West Bengal. The Minimum Wages whenever revised by the Labour Department of Govt. of west Bengal shall be implemented by the AGENCY without any delay. Haldia Municipality will not take any responsibility for the breach of violation of the Minimum wages Act 1948.
6. Individual coaches (Both Male & Female) must have extensive knowledge in the field of Physical Fitness training / coaching with modern Gym equipment along with relevant documents etc.
7. The AGENCY shall be responsible for providing all sorts of medical treatment to the working personnel deployed / engaged by him for the work. If any of the working force engaged by the AGENCY is found not suitable for the purpose whether on medical grounds or any other reason, he will immediately be replaced with a capable one and the authority of the Haldia Municipality will be kept informed of the same.
8. In case of negligence in performing duty from any personnel, he/she should be removed immediately from duties by the Agency with prior notification to the office of the undersigned.

9. No claim will be entertained for any benefit, compensation absorption or regularization service of the Physical Fitness Instructors engaged and the concerned authority shall not remain responsible in any liability or complication arises from the deployed persons.
10. The personnel deployed by the contractor shall be disciplined, hard-working, suitably qualified and experienced, having sound health & mind and should not be more than 60 years of age. The manpower deployed should not entail on enforcing prohibition of alcoholic drinks, smoking, loitering without work, gambling etc. Any illegal disruptive Immoral act in the work place.
11. The bidder shall quote rate against each item of the Physical Fitness Instructors separately. No alternative mode of offer shall be accepted. Incomplete 'Schedule of Rates' shall liable the tender to be cancelled.

Tender paper should be submitted in a sealed cover containing the entire Tender documents must be super scribed with Sl. No. & name of the work as per ANNEXURE and Tender Notice No. Tender will be opened in presence of the participants or authorized representatives who intend to be present at the time of opening of tender.

Tender submitted in any form other than the Tender document issued in favour of Tenderer is liable to be rejected. Tender documents with missing pages or schedule items will be disqualified and it will be the tenderer's responsibility to point out, any short coming in documents furnished well before the date of submission for needful action, if any by the Chairman Haldia Municipality.

Tender documents and other relevant particulars may be seen by the intending Tenderer during office hours in the Office of the Administrator, Haldia Municipality, Dr. B.R. Ambedkar Bhavan Administrative Building, City Center, Debhog, Haldia, Purba Medinipur, West Bengal 721657. Application (in duplicate) along with credentials etc. shall have to be submitted to the office of the Office of the Chairman, Haldia Municipality Prior to the purchase of the Tender papers. Intending Tenderer shall apply and obtain Tender papers well in advance to guard against any difficulties due to possible absence from the Head Quarters of the concerned officers. No mobilization advance and secured advance will be allowed. All materials required for execution of each work to be supplied at site by the contractor at his own cost.

The questioners are requested to remain present at the office at the time of opening the quotation.

Sd/-
Executive Officer
Haldia Municipality

Memo No. : 5307/(9)/HM/2024

Dated: 30.11.2024.

Copy forwarded for information and with a request for wide publicity through the Notice Board to: -

1. The Chief Executive Officer, Haldia Development Authority.
2. The Assistant Labour Commissioner, Haldia.
3. The Sub-Divisional Officer, Haldia.
4. The Executive Officer , Haldia Municipality .
5. The Finance Officer , Haldia Municipality .
6. The Assistant Engineer , Haldia Municipality.
7. The Head Clerk, Haldia Municipality.
8. The Accountant, Haldia Municipality.
9. Notice Board of Haldia Municipality.

Sd/-

Executive Officer

Haldia Municipality.