

## NOTICE INVITING TENDER

**Deployment of personnel to provide Housekeeping, Gardening and other allied services at the Office of West Bengal Industrial Development Corporation Limited, at “PROTITI” 23, Abanindranath Thakur Sarani, (Camac Street), Kolkata 700 017.**

Sealed tenders in prescribed format are invited by ‘**West Bengal Industrial Development Corporation Ltd.**’ from bona fide, experienced & reputed vendors of good financial standing in three steps bidding system, as specified below:-

**Step-I : Earnest Money Deposit,**  
**Step-II : Technical Bid,**  
**Step-III : Price Bid,**

Deployment of personnel to provide Housekeeping, Gardening and other allied services at the Office of West Bengal Industrial Development Corporation Limited, at “PROTITI”, 23, Abanindranath Thakur Sarani, (Camac Street), Kolkata 700 017. The details of manpower required at various posts, to exhibit the work properly, are described below:-

### **1. Description of manpower requirement :-**

<b>Manpower requirement</b>	<b>No. of personnel</b>
Housekeeping Personnel (Including one Gardener)	9
One plumber & one carpenter	2
Supervisor	1
Receptionist	1
<b>Total manpower requirement</b>	<b>13</b>

The service provider shall provide one (1) supervisor, nine (9) Housekeeping Personnel (Including one Gardener), one (1) plumber, one (1) carpenter and 1 (one) Receptionist every day .

The Housekeeping Personnel, Supervisor, plumber, carpenter and Receptionist should strictly adhere to the below timing:-

Supervisor	9 a.m. to 5p.m.	Every day, for overall supervising
Housekeeping Personnel (Including one Gardener)	9 a.m. to 5 p.m.	Every day, for housekeeping, gardening (as required) related works at the office
One plumber & one carpenter	10 a.m. to 6 p.m.	Every day, for duties assigned
Receptionist	10.00 a.m. to 6.00 p.m.	Every day, for duties assigned at reception desk

**(The time specified here may be extended anytime, depending upon official requirement and no prior notice will be provided for the same)**

**2. Eligibility Criteria and Essential Technical requirement:** The Agency/Company must fulfill the following criteria:-

a) Prior experience of at least three (3) years (in a single contract) in providing Housekeeping/ gardening services, in any Corporate Sector /industry, where at least 15 (fifteen) personnel were deployed. The experience should be supported by an end user certificate of satisfactory performance.

**Or,**

Prior experience of at least three (3) years in providing Housekeeping/ gardening services, of which at least one year of experience is in any Government Organizations/ Govt. Undertakings. The experience should be supported by an end user certificate of satisfactory performance.

b) Must be a company incorporated under the Companies Act or a partnership firm registered under the Partnership Act/ LPA Act having registration with valid registration number and having PT Registration, should be registered under the Employees Provident Funds Misc. Provisions Act, 1952, Employees State Insurance Act Registration, Service Tax registration/ Clearance Certificate, IT Registration.

c) There should not be any legal proceeding(s) and / or Industrial dispute(s) related to claiming of wages or any other payment related matters, initiated by any present or previous employee of the bidder / any partner of the bidder (if the bidder is a partnership firm). This will have to be supported by an appropriate Declaration in the form of an Affidavit which, if found false, would not only lead to criminal prosecution, but may also lead to termination of the contract and award of the work to another vendor at the bidders risk and cost.

**3.** The Service Provider should have requisite facilities for training the Housekeeping personnel/gardener as per national standards. The Service Provider should deploy personnel as per preference of WBIDC and the responsibility of training its employees is solely of the vendor and the employees, under no circumstances should be charged for it.

**4.** The contract is being offered **for an initial period of one (1) year**, w.e.f. the date of signing the Contract Agreement. The contract may be renewed after 1 year at the sole discretion of WBIDC, provided the service during the first year is considered as satisfactory by WBIDC. Alternatively, a fresh tendering process may be followed.

The contract shall be in force for the period stipulated in the contract, and on the expiry thereof, it will be deemed to have been terminated automatically unless otherwise intimated in writing.

Further, the Vendor will not have any right either to demand any fresh contract for another term or to continue the same, after expiry of the contract period.

5. Bidders must furnish full data and information about it, as specified in the Tender Document. Based on the evaluation made by WBIDC, on the proposals submitted by the bidders, one bidder from the participating bidders may be selected.
6. Award of the contract is at the sole discretion of the Competent Authority of WBIDC. The proposal of the successful bidder would form the basis of future negotiation and lead to signing of a 'Contract Agreement'.
7. To purchase the Tender Document, the bidders will have to submit tender purchase fee amounting to Rs.500/- (Rupees five hundred only) by Demand Draft/ Pay Order in favour of 'West Bengal Industrial Development Corporation Ltd.' payable at 'Kolkata'. This amount is non-refundable under any circumstances.
8. **(Earnest Money): Rs. 50,000/- (Rupees Fifty Thousand Only) in the form of Demand Draft/Pay Order**, drawn on any Nationalized Bank in favour of "WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED" to be deposited in a sealed envelope, while submitting the hard copy of the bid.

The bid without requisite Earnest Money and/ or not in the prescribed Performa will not be considered & bids of such Bidders shall be rejected. Earnest Money Deposit will be converted into interest free Security Deposit in case of successful bidder. Necessary receipt may be collected from the Accounts Section in favor of the same. On successful completion of the contract (if extended, then after completion of the extended period of contract) the same will be refunded to the bidder, after any applicable adjustment thereof.

In case of unsuccessful bidders Earnest Money will be refunded as soon as possible by WBIDC, upon selection of vendors.

9. WBIDC may at its sole discretion, extend the deadline for submission of bids, till any time prior to 2 days of the deadline of bid submission, by issuing an amendment, which will however be circulated to all bidders by WBIDC. In case of amendment in the bid document, WBIDC may, at their own discretion, extend the bidding period, only under exceptional circumstances.
10. WBIDC will not entertain any request from any bidder to extend the bidding period.

### LIST OF IMPORTANT DATES

1. *Name of the work* : **Deployment of personnel to provide Housekeeping, Gardening and other allied services at the Office of West Bengal Industrial Development Corporation Limited, at “PROTITI”, 23, Abanindranath Thakur Sarani, (Camac Street), Kolkata 700 017**
2. *Date of issue of Notice Inviting Bid* : **12/08/2016, 16-00 hrs.**
3. *Time and Date of Pre-Bid Meeting* : **18/08/2016 at 16-00 hours**
4. *Venue of Pre-Bid Meeting* : **OFFICE OF WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED (WBIDCL), 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017.**
5. *Bid submission start date (On line)* : **12/08/2016, 16-30 hrs (as per server clock).**
6. *Bid Submission closing (On line)* : **29/08/2016 at Time: 12-00 hours (as per server clock).**
7. *Time and Date for opening Technical Bid/Bids* : **29/08/2016 at Time: 12-00 hours**
8. *Date of uploading list for Technically Qualified Bidder(online)* : **29/08/2016 at Time: 15-00 hours**
9. *Date of uploading the final list of Technically Qualified Bidder (online) after disposal of appeals, if any.* : **29/08/2016 at Time: 15-30 hours**
10. *Date for opening of Financial Proposal (Online)* : **29/08/2016 at Time: 16-00 hours**
11. *Bid validity period.* : **60 (Sixty) Days from the last date of bid submission**