

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 :-

Manpower requirement	No. of personnel
Housekeeping Personnel (Including one Gardener)	9
Plumber & Carpenter	2
Supervisor	1
Receptionist	1
Total manpower requirement	13

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 .

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 a reputed 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 (7) years in providing Housekeeping/ gardening services, of which at least 3 years (not necessarily in a single contract) 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, GST 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. Cost of Tender Document: Cost of tender document is **Rs.500/-** (Rupees Five Hundred Only) (non-refundable) to be paid by Demand Draft/ Cash drawn in favor of West Bengal Industrial Development Corporation Ltd.

4. Earnest Money: Rs. 50,000/- (Fifty Thousand Only) in the form of Demand Draft/Pay Order, to be deposited in a separate sealed envelope, while submitting the bid. And will be drawn on any scheduled bank in Kolkata, in the name of 'West Bengal Industrial Development Corporation', payable at Kolkata and should be valid for a period of 90 days from the date of its issuance.

Bid submitted without EMD should not be considered. This deposit will be refunded to the unsuccessful bidders by WBIDC, as promptly as possible.

5. Security Deposit:- Earnest Money Deposit will be converted into interest free Security Deposit, in case of successful bidder. Necessary receipt may be collected from Account Department in favor of the same. On successful completion of the contract (if extended, then after extended period of completion of contract) the same will be refunded to the vendor, after any applicable adjustment thereof. Deduction from the Security Deposit is applicable in case of any damage occurred, as per rate fixed by WBIDC.

FOR ANY RELATED QUERY PLEASE CONTACT 033 22553700/727

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* : **23/11/2017, 14-00 hrs.**

4. *Venue of Pre-Bid Meeting* : **OFFICE OF WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED (WBIDCL), 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017 on 24/11/2017, 15-30 hrs**

5. *Bid submission start date (On line)* : **23/11/2017, 15-00 hrs. (as per server clock).**

6. *Bid Submission closing (On line)* : **27/11/2017 at Time: 12-00 hours (as per server clock).**

7. *Time and Date for opening Technical Bid/Bids* : **29/11/2017 at Time: 13-00 hours**

8. *Date of uploading list for Technically Qualified Bidder(online)* : **29/11/2017 at Time: 13-30 hours**

9. *Date for opening of Financial Proposal (Online)* : **29/11/2017 at Time: 15-00 hours**

10. *Bid validity period.* : **60 (Sixty) Days from the last date of bid submission**