

# WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED

**“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.

Step-I : Earnest Money Deposit,

Step-II : Technical Bid,

Step-III : Price Bid,

**For, “Deployment of personnel to provide various Maintenance related services such as Civil works, Sanitary & Plumbing Works, Carpentry works, Maintenance of Water Tank/Reservoir, Cleaning of outdoor and indoor glasses and other allied services”**

**1. Eligibility Criteria:** The Agency/Company must have

a) Prior experience of at least three (3) years (in a single contract) in Civil work, Plumbing Work, Carpentry work, Maintenance of Water Tank/Reservoir, outdoor and indoor Glasses cleaning and in other related services, in any Corporate Sector /industry, where at least 5 (five) personnel were deployed. The experience should be supported by end user certificate of satisfactory performance.

**Or,**

Prior experience of at least three (3) years in Civil work, Plumbing Work, Carpentry work, Maintenance of Water Tank/Reservoir, outdoor and indoor Glasses cleaning and in other related services, of which at least one year of experience is in any Government Organizations/ Govt. Undertakings/ any industry. The experience should be supported by 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) Sound Financial condition supported by Audited Balance Sheet for the last 3(three) years showing Profit & Loss to be produced with the Technical Bid.

d) 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.

e) Notwithstanding anything stated in the tender document, WBIDC reserves the right to assess the bidder's capability and capacity to perform the contract, should the circumstances warrant such an assessment in the overall interest of WBIDC and the decision of WBIDC in this regard shall be final and binding.

**2. Sale of Tender Document:** Tender document may be collected by the interested vendors from the office of WBIDC, between 14/10/2014 to 17/10/2014 on all working days, between 11.00 a. m. to 3.00 p. m. except Saturdays, Sundays & holidays. Issuance of tender documents will not be construed to mean that such intending bidders are automatically considered qualified. Request for tender paper by post will not be entertained.

**Detailed information and formats for bid submission will be available in the ‘Tender Document’, to be purchased from the office of WBIDC, at “PROTITI”, 23 Abanindranath Thakur Sarani (Camac Street) Kolkata- 700 017.**

**3. Cost of Tender Document:** Cost of tender document is **Rs.500/-** (Rupees five hundred only) (non-refundable) to be paid by Demand Draft in favor of West Bengal Industrial Development Corporation Ltd.

**4. Pre-Bid discussion:** On **20/10/2014 at 3.00 p.m.** at the above mentioned office of WBIDC, in presence of intending vendors to provide any additional information and answer queries of the bidders. The clarification(s) / decision(s) against point /query as would be given by WBIDC at such discussion shall form the integral part of this Tender Document & binding all bidders. The agencies purchasing Tender Documents but not attending the Pre Bid discussions shall also have to comply with the decision of Pre Bid discussions.

**5. Submission of Tenders:** Upto **3.00 p.m. of 22/10/2014** to be submitted in three parts as mentioned above.

**6. Opening of Tender:** Step-I i.e. Earnest money and Step-II i.e. Technical Bid will be opened on **3.30 p.m. of 22/10/2014** in presence of attending bidders, Price-Bid (Step-III) of the qualified bidders in Step-I & Step-II will be opened on **4.00 p.m. of 22/10/2014**

**7. Scope of Work:**

**a.** All staff recruited for the above mentioned work shall generally report **at 9:30 a.m.** in the morning and remain present **till 5:30 p.m.** If necessary the service may be extended beyond 5.30 p.m.

**b.** The Agency has to provide maintenance service related to Civil work, Sanitary & Plumbing Work, Carpentry work, Water Tank/Reservoir maintenance, outdoor and indoor Glasses cleaning and other allied services by deployment of Plumber, Carpenter and Facility Manager for supervision from basement to roof and throughout the WBIDC area and has to procure and use raw materials for the purpose of maintenance as per requirement and direction of the authorities and the cost of the same will be reimbursed at actual, against submission of bill, without any profit charges.

**c.** Operation and Maintenance includes

(i) General Sanitary & plumbing works in various places viz. Toilet Blocks, Toilets, Underground Reservoir, Pump House in basement of the building and Roof, Drainage and Sewerage Pipelines etc., Operation and Maintenance of fittings, fixture of all floor of the PROTITI building, WBIDC Ltd.

(ii) Cleaning of all outdoor and indoor glasses of the WBIDC building. All civil maintenance works and carpentry works at the WBIDC building, as and when required.

(iii) Periodic cleaning of underground reservoir should be done and preventive measures for chocking of drainage and sewerage lines should be taken. Water storage tank should be cleaned in every 3 (Three) months and to ensure proper disinfection and maintenance of the same.

**WBIDC Ltd., reserve the right to accept or reject any or all tenders or cancel/withdraw the invitation of tender, without assigning any reason whatsoever. Such decision by the WBIDC Ltd., shall not be subject to question by any bidder and the WBIDC Ltd., shall bear no liability consequent upon such decision.**