

INVITATION OF TENDER
INTRODUCTION TO BIDDERS

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
Supervisor	1
Receptionist	1
Total manpower requirement	11

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

The Housekeeping Personnel, Supervisor 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
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 contract is being offered **for an initial period of one (one) 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.

4. **Cost of Tender Document:** Cost of tender document is **Rs.500/-** (Rupees Five Hundred Only) (non-refundable) to be paid by Demand Draft/ Pay Order drawn in favor of West Bengal Industrial Development Corporation Ltd.
5. **Earnest Money:** **Rs. 25,000/-** (Rupees Twenty Five 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.

6. **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.

The Security Deposit may be forfeited in case of non-abidance of any terms and conditions, as put up by WBIDC in this Tender Document.

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* : **12/03/2015**
3. *Time and Date of Pre-Bid Meeting* : **17/03/2015 at 15-00 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)* : **18/03/2015 at Time: 10-00 hours (as per server clock).**
6. *Bid Submission closing (On line)* : **24/03/2015 at Time: 15-00 hours (as per server clock).**
7. *Time and Date for opening Technical Bid/Bids* : **24/03/2015 at Time: 15-30 hours**
8. *Date of uploading list for Technically Qualified Bidder(online)* : **24/03/2015 at Time: 16-30 hours**
9. *Date of uploading the final list of Technically Qualified Bidder (online) after disposal of appeals, if any.* : **24/03/2015 at Time: 17-00 hours**
10. *Date for opening of Financial Proposal (Online)* : **25/03/2015 at Time: 12-00 hours**
11. *Bid validity period.* : **120 (One Hundred and Twenty) Days from the last date of bid submission**

