

**WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED
(A Govt. of West Bengal Enterprise)**



WBSEDCL

RAMMAM HYDEL PROJECT, STAGE – II

TENDER DOCUMENT

FOR

PROVIDING ROUND THE CLOCK SERVICE OF NURSING STAFF (4 NOS.) & GENERAL DUTY ASSISTANT (1 NO.) TO LODHAMA AND LINSEBONG MEDICAL UNITS OF RAMMAM HYDEL PROJECT, ST-II

Tender Notice No.: PM/RMM/e-Tender/HR&A/22-23/01 Date: 13.12.2022

Contract Period: 14 (Fourteen) months



West Bengal State Electricity Distribution Company Ltd.

(A Government of West Bengal Enterprise)

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Administrative Building
Dovan, P.O.: Lodhamahat
Darjeeling, PIN-734 201

Tender Notice No.: PM/RMM/e-Tender/HR&A/22-23/01

Date: 13.12.2022

Online tenders are invited in two parts (Techno-commercial Part & Price Part) by the Project Manager, Rammam H.P., St-II, WBSEDCL, Adm. Building, Dovan, P.O.: Lodhamahat, Dist. Darjeeling (WB) from bonafide, eligible, resourceful and experienced contractors of WBSEDCL/WBSETCL/any State or Central Govt. concern for Providing Round the clock service of Nursing staff (4 Nos.) and General Duty Assistant (1 No.) to Lodhama and Linsebong Medical Units of Rammam Hydel Project, St-II

1. Estimated Cost: Rs. 14,55,680/- , excluding GST.

2. Period of Contract: 14 (Fourteen) months.

3. Earnest Money: Rs.29,114/- (Rupees twenty-nine thousand one hundred fourteen only). Intending bidder should download the tender documents from the website <http://www.wbtenders.gov.in> directly with the help of Digital Signature Certificate, without any cost. The amount of Earnest Money Deposit (EMD) as mentioned above shall be deposited by the bidder electronically: online - through his net banking enabled bank account maintained at any bank or offline: through any bank by generating NEFT/ RTGS challan from the e-tendering portal. Intending Bidder will get the Beneficiary details from e-tender portal. In case of actual EMD amount as per NIT is more than the one shown in e-tender portal, bidders will have to opt for NEFT/RTGS mode (challan mode). In that case the total actual EMD amount is to be paid only through NEFT/RTGS mode (challan mode).

4. Eligibility Criteria:

- The tenderer should possess at least two years' experience in similar nature of work i.e. manpower/labour supply in any State/Central Govt. concern.
- The tenderer must possess & submit the following documents along with the bid:
 - Proof of experience as in 4. i) above.
 - Employees' Provident Fund and GSTN.
 - Trade License
 - Up to date P. Tax challan.
 - PAN No. & IT Return for last three years.
 - Balance sheets for last three financial years.
 - GST Return for last 06 (six) months.

5. Documents Download period: The tender documents will be available at <http://wbtenders.gov.in/nicget>, from **10:00 am on 20.12.2022 to 06.01.2023 up to 04:00 P.M.** The agencies fulfilling the eligibility criteria may download the same.

6. Submission of the Tenders: Filled in tender shall have to be uploaded at <http://wbtenders.gov.in/nic> up to **04:00 PM on 09.01.2023.**

Tender shall include:

- ii) Techno Commercial Part – Scanned copies of originals of EMD, and necessary documents (**Sl. No. 4 of this document**).
- iii) Price Part – Filled in BOQ uploaded separately.
- (i) **Opening of Techno-commercial Bid (Part-I):** Techno commercial part shall be opened on **13.01.2023 at 11:00 AM**. Bids, of tenderers not depositing Cost of Tender & EMD physically before Closing Time of the tender, shall not be opened.
- (ii) **Verification of Documents:** Documents submitted in support of eligibility criteria shall be verified with the originals on **16.01.2023 at 11:00 AM** at the O/o the PM, RHP St-II at Adm. Building, Dovan, P.O.: Lodhamahat, Distt. - Darjeeling (WB). The bidders or their authorised representatives shall have to remain present with the **original documents** at the time & venue mentioned herein.
- (iii) **Opening of the Price Bid (Part-II):** Price Part (Uploaded separately as BOQ) in respect of bidders qualifying at Techno-commercial Part shall be opened online and will be intimated later.
- (iv) **Validity of Bid:** 90 (ninety) days from the date of opening of Part-I.

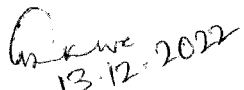
7. General guidance for e-Tendering:

- a. The bidder will have to be enrolled & registered with the Government e-Procurement system of West Bengal, through logging onto <http://www.wbtenders.gov.in> (web portal) and the bidder is to click on the link for e-Tendering site as given on the web portal.
- b. Each bidder is required to obtain a class-II or class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National informatics Centre (NIC) on payment of requisite amount. Details are available at <http://www.wbtenders.gov.in>. DSC is given as a USB e-Token.
- c. The bidder can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to <http://www.wbtenders.gov.in> using the DSC. This is the only mode of collection of the Tender Documents.
- d. Tenders are to be submitted online to <http://www.wbtenders.gov.in>, in two folders at a time, one in Technical Proposal and the other is Financial Proposal before the prescribed date & time in the form of virus scanned copy duly Digitally signed. The uploaded Documents will get encrypted (transformed into non readable formats).

A. Technical Proposal: This shall consist of scanned copies of the N.I.T, technical documents mentioned in Sl. No. 4 (ii) above and scanned copies of Earnest money deposit and cost of tender document both in the form of Demand draft or Banker's cheque.

B. Financial Proposal: This shall consist of the filled in BOQ downloaded from <http://www.wbtenders.gov.in>.

- 8. WBSEDCL reserves the right to reject or accept any or all the bids without assigning any reason whatsoever.


13.12.2022
Addl. CE & Project Manager,
Rammam Hydel Project St-II
W.B.S.E.D.C.L.

SECTION B: TERMS AND CONDITIONS

1. Agency have to provide round the clock Nursing and GDA Service to Linsebong and Lodhama Medical Units and also anywhere within the Project Area as per requirement.

Details: a) Nurses (Skilled): 04 (Four) Nos.

b) General Duty Attendant (Unskilled): 01 (one) no.

2. Duty hours of nurses and GDA shall be from 09:00 a.m. to 5:00 p.m. However, nursing and GDA service is to be provided after normal working hours in case of any medical emergency and as and when required by the Deputy Chief Medical Officer / Project Authority.

3. Documents required: -

(a) IT Return, GST Registration, Professional Tax registration and receipt.

(b) Photocopy of PAN card, PF registration certificate of the Contractor.

4. An interview for the enlisted nursing and GDA staff shall be taken by the Dy. Chief Medical Officer and a committee constituted by the Project Manager, RHP, St-II before placement of the order. The maximum age limit of the nursing staff to be provided by the agency shall be 45 years.

Following documents are to be submitted at the time of interview by the candidate:

a) Photocopy of the Nursing Training Certificate from any Govt. registered nursing training centre of the nursing staff is to be provided.

b) Identity proof of Indian Nationality (PAN Card/Voter Card of Nurse).

Experienced candidates will be given preference. However, final decision taken by the constituted medical committee shall be final and binding.

5. Estimated Cost: Rs 14,55,680/- (Rupees fourteen lakh fifty five thousand six hundred and eighty only). The agency shall ensure payment of revised minimum wages and all statutory compensation thereof to the engaged staff throughout the contract period. No reimbursement, of any kind shall be made to the Agency for payment of revised minimum wages & all statutory payments thereof to the engaged labour/employee.

6. Basic Wages: The agency shall have to ensure the payment of basic wages to all the labourers/employees engaged for the contract. *The basic wage must not be less than the rate of minimum wages as published by Labour Department, Govt. of West Bengal.* The agency shall maintain a wage register. The monthly bills must be accompanied with the acquaintance roll (Wage Sheet) showing payment of wages within the 7th of every month.

The agency shall abide by the provisions made in the Contract Labour (F&A) Act, 1970 with the latest amendments thereon.

Minimum wages rate for 6(six) months' w.e.f. 01.07.2022 to 31.12.2022 is as follows:

Skilled	Rs. 11,176/- p.m
Unskilled	Rs. 9,236/- p.m.

The above rate(s) shall be revised every 6 (six) months by Labour Department, Govt. Of West Bengal. The agency shall have to pay the wages to their workmen (Nurses and GDA) at the revised rates w.e.f. the effective date of such revision without any additional claim. It may be noted that an

average escalation has been considered in the Estimate Cost to compensate such revision/enhancement

7. Allowances:

a) Special Allowance: 20% of Basic has been considered as Special Allowance to meet up the experience and qualificational standard of manpower to be engaged. Successful agency shall pay this allowance to maintain the desired standard of the job.

b) Other Allowances: In view of remote and difficult location of the project site, 20% of Basic has been considered as other allowances to meet up the accomodation, logistic, overtime and other basic requirements of the engaged staff for the job.

The entrusted agency shall compensate the engaged personnel for the job for meeting up these requirements.

8. Submission of P.F.: Necessary formalities for maintaining Provident Fund related to engagement of labour for execution of the work shall have to be maintained by the agency. The Company (WBSEDCL) will not take any responsibility for any payment or any liability not made by the agency on account of labour. The agency shall have to submit the monthly EPF e-Challan for deposition of PF (within 15th of every month) (at present EPF for employee share is @12% and employer's share@ 13% inclusive of administrative charges) along with the bills. All the PF deposition details should be in line with the acquittance roll for payment of wages. The same will be verified by the verifying authority.

9. Payment Of Bonus: Each engaged labourer/employee shall be paid Bonus as per Payment of Bonus Act-1965 (i.e. 8.33% of the wage) once a year and authenticated document in this regard thereof is to be submitted to the department. No reimbursement, of any kind beyond the ordered amount, shall be made to the agency for payment of bonus to the engaged outsourced labour/employee.

It may be noted that provision of bonus has been considered in the Estimated Cost.

10. ESI / Mediclaim: The agency is to subscribe @ 3.25% of minimum basic wage (not less than minimum wage) for Mediclaim/ESI benefit for each of the employee engaged for the work.

11. MANDATORY DOCUMENTS TO BE SUBMITTED ALONGWITH BILL: -

I)Labour license (issued by Labour Department) at commencement, if applicable.

II)Photo employment card in duplicate (issued by the employer/agency) at commencement.

III)Copy of work permit (issued by Dy. Chief Medical Officer, RHP).

IV)Monthly wage sheet/Acquaintance Roll showing wages & components, PF No&activated UAN No. of each employee, subscriptions etc (issued by agency as per prescribed format containing dated receipt of each employee, paid within 7th of every month)

V)PF Challan print out along with ECR, as the case may be (in commensurate with monthly minimum wage & paid within 15th of every month).

VI) Monthly attendance sheet duly signed by contractor and certified by the Dy. CMO.

VII) Payment of bonus with dated receipt thereof, as applicable.

VIII) Copy of Mediclaim / ESI documents of the engaged nurses and GDA.

IX) Other forms statutorily as & when required as per M.W. Act, Contract labour(R&A) Act, Payment of bonus Act, W.C Act, PF&MP Act, and Payment of wage Act.

12. In case of any misconduct by any staff engaged by the agency, controlling officer will be empowered to take any disciplinary action by means of stoppage of payment or removal of any staff.

13. The quoted rate should be excluding of service tax but inclusive of income tax, PF, Bonus and other taxes.

14. Taxes and duties shall be deducted from agency's bills as per prevailing rules.

15. The Nursing and GDA staff will be engaged on "No Work No Pay Basis". An attendance register will be maintained in Medical Unit and countersigned by the Dy. Chief Medical Officer on daily basis or by any authorised official. The bill will be released as per certification of attendance by the controlling officer. The monthly bill should be submitted along with updated PF challan & ECR print out and acquaintance roll in respect of the payment received by the nursing and GDA staffs engaged duly certified by the controlling officer.

16. Like any other profession, medical profession has its own professional hazards. In any such instance, WBSEDCL will not be held responsible and any such circumstance shall be dealt with accordingly.

17. The Dy. Chief Medical Officer, Rammam H.P., St-II is the Controlling Officer of the job.

18. The Asst. Manager (HR&A), Rammam H.P., St-II will be the Verifying Officer of the work. All the relevant documents related to the work like labour license (if applicable), EPF challan, ECR, Identity Card, Mediclaim/ESI, Acquaintance Roll for payment of minimum wages etc. will be sent to her duly verified and checked by the controlling officer of the job for further verification. The bill along with the verified documents will be sent to the paying officer for arrangement of payment.

19. The Asstt. Manager (F&A), Rammam H.P., St-II is the Paying Officer. Monthly bills are to be submitted in triplicate to the Controlling Officer for payment in due course.

20. The agency shall have to comply any other rules/regulations, notified by the competent authority time to time.