

West Bengal State Electricity Distribution Company Limited
(A Government of West Bengal Enterprise)

Registered Office :

Bidyut Bhavan, Block – DJ
Sector – II, Bidhannagar
Kolkata – 700 091
CIN – U40109WB2007SGC113473



WBSEDCL

Website – www.wbsedcl.in

Regional Office - Jalpaiguri

SJDA Complex, Indira Colony
Jalpaiguri, Pin. – 735 121

NOTICE INVITING TENDER

NIT No.: RM/JRO/ADM-05/03

Dated: 20.08.2025

Tender in two part for the under mentioned works are invited by the Regional Manager, Regional Office, Jalpaiguri through manual tendering from the eligible, bonafide, resourceful contractors of State/Central Govt., State/Central Govt. undertaking, Statutory Bodies Constituted under the statute of Central Govt. for under mentioned work as per specified terms, conditions and specifications.

Sl. No.	Name of the work	Estimated Amount (Rs.)	Completion Time	Cost of tender document(Non-refundable)	Earnest Money deposit(EMD) (Rs.)
1	Day to day maintenance of Jalpaiguri Inspection Bungalow, WBSEDCL including Catering Services under Jalpaiguri Division at Indira Colony, SJDA Complex, Jalpaiguri (for the period of 01.10.2025-30.09.2027).	Rs. 26,99,560.00	02 (One Year)	Rs.3000.00/- plus GST @ 18% (i.e total Rs. 3,540.00/-) in cash	Rs. 53,991.00/- Through Demand draft in favour of WBSEDCL payable at Jalpaiguri

Table No:1. Description of Works: -

Sl No.	Description of Works
A.(i)	Day to day maintenance of Jalpaiguri I.B. including furniture, furnishing articles, bed covers, bed sheets, towels, linens, Curtains, Crockery etc. and the entire premises.
(ii)	Daily sweeping and cleaning of floors and surrounding area of I.B.
(iii)	Arrangement of prompt Attendant' service for the visitors.
(iv)	Washing, Cleaning and ironing of all bed sheets, bed covers and other lines etc.
(v)	Maintenance of I.B. Register and collection of charges from the visitors staying at the I.B., as per Company's rate to be fixed from time to time and deposit the same to the cash section of Jalpaiguri Division at least once in an every fortnight.
(vi)	Guarding of the I.B.
(vii)	Gardening including proper floriculture in all the seasons.
B.	Day to day Catering services to Visitors as per enclosed rate chart of Foods & Beverages.

Table No: 2. Personnel to be deployed: Schedule of items

Personnel	Category	Nos	Monthly Minimum Rate of Wages as per Notification No:20/Stat/14/RW/24/2023/LCS/JLC dt.17.06.2025	Considering Monthly Minimum Rates of Wages considering weekly off-day & National Holidays (per month)	Monthly Amount (Rs.)
Supervisor	Highly Skilled	1	13748.00	15857.28	15857.28
Cook	Skilled	1	12499.00	14416.65	14416.65
Asst. Cook	Semi Skilled	1	11363.00	13106.36	13106.36
Attendant	Un-Skilled	1	10329.00	11913.72	11913.72
Gardener/Room service	Un-Skilled	1	10329.00	11913.72	11913.72
Sweeper	Un-Skilled	1	10329.00	11913.72	11913.72
Sub-Total:					Rs. 79,121.47
+ Contractors' estimated profit & over head @ _10_% of 'Table No: 2'. + Bonus @ 8.33% on 'Table No: 2' + Provident Fund @ 13 % on 'Table No: 2' + E.S.I./Premium on Mediclaim Policy @ 3.25% on 'Table No: 2'					Rs.27,360.20
Monthly Total Amount(Rs.) :					Rs.1,06,481.68
The total amounts comes for the 12 months (A):					Rs.12,77,780.11

Table No: 3. Additional Reimbursements to be paid extra on submission of relevant bills

Category	Item	Expenditure (Rs.)
Consumables & Misc. (Monthly)	Sweeping, Backwash of roof top iron filter, Cleaning of IB premises	1000.00
	Cable TV Recharge (4 nos.)	1600.00
	Washing	1200.00
	Phenyl, Naphthalene, Toilet air freshner, Room fresheners, Mosquito repellent, Liquid Hand-wash, Bathing Soap etc.	1000.00
	Gardening & Misc.	700.00
Total involvement for 12 months-		66000.00
Uniforms (yearly)	Cook	Apron- 2nos. 500.00
	Asst. Cook	Apron- 2nos. 500.00
	Attendant (2Nos.)	2 sets of shirt (Light Blue) & Pant (Black), One pair Black Shoe & One Sweater 4000.00
	Sweeper	2 sets of shirt & Pant (Khaki colour), One pair Black Shoe & One Sweater 1000.00
Total involvement for 12 months-		6000.00
Total involvement of reimbursements for 12 months (B)		72000.00

Total involvement - A+B= Rs 12,77,780.00+ Rs 72,000.00=13,49,780.00 for 12 months and 26,99,560.00 for 24 months.

GENERAL INSTRUCTIONS & TERMS AND CONDITIONS:

1. The Contractor shall be responsible for:
 - a) Keeping the rooms, floors, toilets (including the common toilets), etc., in a neat and tidy condition at all times of the day;
 - b) Undertaking special cleaning as and when required on the eve of special occasions;
 - c) Removing of cobwebs, cleaning of interior and exterior walls, roof top, cleaning of doors and windows, vacuum cleaning of carpets and mopping of floors as and when required but not less than once a week for interior items and roof tops and once in 3 months for exterior walls or whenever directed.
 - d) Cleaning including scrubbing, sweeping, mopping and dusting in all rooms, all interior portions including toilets, bathrooms using standard chemicals/detergents/ sanitary items/phenyl etc., using scrubber, etc., of his own daily. Beds to be made daily.
 - e) Proper up-keeping of all furniture, utensils and equipments in the guesthouse.
 - f) Cleaning of overhead tanks once in every quarter in the Guest house.
 - g) Supplying toilet papers, soaps, bathroom freshener, naphthalene balls etc. in every room all the time at their own cost.
 - h) Supplying mosquito repellent machines fitted with liquid (All Out/Mortin/Good-Night etc.) in every room of the I.B at their own cost.
 - i) Spraying room fresheners in VIP lounge and rooms at the time of special occasions/ meetings at their own cost.
 - j) Providing room service to the guests.
 - k) Arranging laundry service for the guests/visitors, if required.
 - l) Providing catering service to the guests/visitors as per standard rate chart of food and beverage items for tea, breakfast, lunch, dinner etc. as per demand of guests/visitors.
 - m) Maintenance of all crockery/utensils, refrigerators, microwave ovens by washing/cleaning at their own cost.
2. The Contractor will ensure proper maintenance of all linen items washing with detergent powder and drying at their own cost in the Guest House as follows:
 - a) Bed sheets, Bed cover, Pillow covers and Blanket covers to be changed once in two days during occupation of guest.
 - b) Bath towels and Hand towels to be changed daily during occupation of guest.
 - c) Fresh linen and towels to be provided when a new occupant occupies the room.
3. The Contractor shall have to bear the cost of any loss or damage of any article/equipment belonging to the I.B. on demand, and shall have to maintain a stock register of the articles/equipments at his own arrangement and cost.
4. Replacement/repairing of electrical equipments such as ceiling fan, air conditioner, inverter, tube lights, geyser, etc. of the Bungalow will be done at Company's cost on the basis of survey report. However, tit bit maintenance of electrical fittings, wiring, water pipelines etc. are to be done by the agency at their own cost. The Contractor shall inspect, as a part of the housekeeping and maintenance work, the water supply points, plumbing installations, toilets, electrical light and fan points, inverter, tower bolts, locks and keys of the cupboard/ Almira etc. of the room as also room air conditioners, televisions, wall clocks, remote controls etc. in the Guest House , and bring to the notice of the Caretaker / Company's in-charge /authorized representative in the event of any major defects/damages so that the same could be attended to immediately.
5. The catering service as above shall include cooking, serving of foods and beverages to the visitors. The agency will take the cost of the food items from the

boarders/visitors as per attached list against proper cash memo. The successful Contractor shall ensure that all catering arrangement is prepared from the Guest House premises. The foodstuff must consist of fine quality of rice, fresh quality of local fish, meat & vegetables. Preparation of foodstuff should be made from groundnut oil/sunflower oil/mustard oil of good quality and with reputed brand spices.

6. Fresh supply of all kinds of articles, either additionally or in replacement due to normal wear and tear, shall however be made at Company's cost on proper justification.
7. The Company shall provide free water supply, electricity, for running the Guest House smoothly. Fuel cost for cooking is to be borne by the contractor.
8. When an occupant of the room desires to check out, the Contractor/ housekeeping supervisor will have to do a discrete room inventory to ensure that no items are missing and in case any item is missing, he has to report to the Caretaker / WBSEDCL authority in-charge/ authorized representative, immediately.
9. Gardening is to be done with flowers in all seasons.
10. The successful contractor/agency shall have to deposit the charges as collected under **Table No:1 Sl.No-A(v)** as in the N.I.T to the Asst. Manager /Manager(F&A), Jalpaiguri Division, with a detailed statement and I.B. Register, duly authorized by Officer-in-charge/Nodal Officer of the Bungalow failing which the monthly bill to the contractor will not be released.

For this purpose, the Contractor shall have to engage an educated Supervisor (HS Pass) to prepare the statement as per following format:

Sl. No.	Name & Designation Of the Officer/Visitor.	Duration of stay	Rate/day Rs.	Amount Rs. P.
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div>Date:</div> <div> <div style="border-top: 1px solid black; width: 100%;"></div> Signature of the Contractor/his Authorized representative. </div> </div>				

11. All the staff employed by the Contractor should be in proper uniform while on duty. The Contractor should supply the uniform with colour specifications and pattern approved by Company's In-Charge, to the workers. It should be noted by the Contractor that in case any of the workers employed by the Contractor are found to be on duty without the uniform, action may be initiated against the agency.
12. Initially the rate contract may be placed for 12(twelve) months with the successful bidder and may likely to continue for a further period of six months, if necessary subject to satisfactory performance. If any poor or ill-performance of the Contractor is observed, the Company will have every right to deduct necessary amount from the bill and may withdraw the order at his cost and responsibility. In the event of unsatisfactory performance or breach of terms & condition by the successful Contractor the contract will be terminated by serving one-month's notice.
13. Controlling Officer: Divisional Manager, Jalpaiguri Division.
14. Nodal Officer: Assistant Manager / Manager (HR&A), Jalpaiguri Division, will act as Nodal Officer for the said job and he/she will certify regarding compliance of statutory obligation.
15. Paying Authority: Monthly payment of Maintenance and Catering Service will be made by RTGS/NEFT mode by the Asstt.Manager/Manager (F&A), Jalpaiguri Division, against monthly bill, duly certified by the controlling officer and on deposition of collected I.B. charges from the Visitors.
16. For maintaining the services effectively and satisfactorily the following minimum personnel shall have to be deployed by the Contractor:-

Personnel to be deployed	Nos.
Supervisor	1
Cook	1
Helper-Cum-Cook	1
Attendant	1

Gardener/Room service	1
Sweeper	1

Personnel should be engaged strictly following existing Labour Act for rendering the maintenance and catering service at Jalpaiguri Guest House/ I.B. The violation of the same may attract penal action from Labour Dept. Govt. of W.B.

The Contractor shall ensure that the rooms are cleaned and freshened usually in the absence of the occupants/guests, under the supervision of the housekeeping supervisor. The workmen attending to the job should, therefore, have the highest standard of honesty and integrity.

17. Workmen's Compensation for accident or injury to any workman: WBSEDCL shall not be liable for damages or compensation payable as per provision of law in respect or consequence of any accident or injury to any workmen or other person in the employment of the contractor. The contractor shall have to pay all claims, demands, preceding costs, charges & expenses whatsoever in respect thereof or in relation thereto. Insurance policy covering provisions for workmen's compensation for all the workmen be engaged by the contractor is to be made by him.
18. The bidder should quote rate in percentage basis. The rate should be firm and inclusive of all taxes (excluding GST) & incidental charges, salary of Supervisor and other personnel to be engaged by the Contractor, cost of fuel, etc.
19. Wages of the workmen shall have to be disbursed as per minimum wages act revised from time to time and published by the Labour Department, Government of West Bengal and necessary wages Register for this purpose shall have to be maintained by the Contractor.
20. During continuance of the contract, the contractor shall abide at all times by all existing labour enactments and rule made there under, regulations, notifications and bye laws of the State and Central Government or local authority and any other labour law (including rules), regulations, bye laws that may be passed or notification that may be issued under any labour law in future either by the State or the Central Government or the local authority. Some of the major labour laws that are applicable to the construction industry are given below. The contractor shall keep the Employer indemnified in case any action is taken against the Employer by the competent authority on account of contravention of any of the provisions of any Act or rules made there under, regulations or notifications including amendments. If the Employer is caused to pay or reimburse, such amounts as may be necessary to cause or observe, or for non-observance of the provisions stipulated in the notifications/bye laws/Acts/Rules regulations including amendments, if any, on the part of the contractor, the Employer shall have the right to deduct any money due to the contractor. The Employer shall also have right to recover from the contractor any sum required or estimated to be required for making good the loss or damage suffered by the Employer. The employees of the contractor in no case shall be treated as the employees of the Employer at any point of time.
Some major labour laws applicable to the establishments engaged in building and other construction work:

- Workmen Compensation Act 1923
- Payment of Gratuity Act 1972
- Employees PF and Miscellaneous provision Act 1952
- Maternity Benefit Act 1951
- Contract Labour (Regulation & Abolition Act) 1970
- Minimum Wages Act 1948
- Payment of Wages Act 1936
- Equal Remuneration Act 1979
- Payment of Bonus Act 1965
- Industrial Disputes Act 1947
- Industrial Employment(Standing Orders Act) 1946
- Trade Unions Act 1926

- Child Labour (Prohibition & Regulation) Act 1986
- Inter-State Migrant workmen's (Regulation of employment & Conditions of Service) Act 1979.
- The Building and other Construction workers (Regulations of Employment and conditions of Service) Act 1996 and the Cess Act of 1996.
- Factories Act 1948

21. The bidder is to follow "Instruction To Bidders" section for procedure involving e-tendering.

22. **FORFEITURE OF EARNEST MONEY/ BID GUARANTEE:**

Earnest money/Bid guarantee shall be forfeited in case of following:

1. If during the period of validity, the bidder withdraws/modifies its bid as a whole or in part.
2. If the bidder deviates from any clarification/confirmation given by him subsequent to submission of his bid. In case of successful bidder, if the Bidder fails:
 - To accept LOI/Order unconditionally and sign contract
 - To furnish the contract performance bond wherever applicable.

23. **Refund of Earnest Money:** The earnest money shall be retained initially for all bidders. Refund of earnest money of the unsuccessful bidders shall be made immediately after finalization/placement of order. Bidders shall collect D.C.R. from the respective cash section for deposition of earnest money. The earnest money for the unsuccessful bidders shall be released on submission of original receipt duly pre-receipted along with an application.

24. **Correctness and sufficiency of rates quoted in the tender:** The bidder shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for work and the rates and prices stated in the schedule of the items. The rates and prices quoted shall cover all obligation of the bidder under the contract and all materials etc. Necessary for the proper completion and maintenance of the work.

25. **CORRUPT OR FRAUDULENT PRACTICE:** WBSEDCL expects that bidders/contractors observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the owner defines for the purpose of this provision, the terms set forth below as follows:

"Corrupt practice" means the offering giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution, and

"Fraudulent Practice " means misrepresentation of facts in order to influence procurement process of the execution of a contract to the detriment of the owner, and includes collusive practice among bidders (Prior to or after bid submission) designed to establish bid prices at artificial no-competitive levels and to deprive the owner of the benefits of free and open competition. WBSEDCL shall

- Reject a proposal for award if the owner determines that the bidder recommended for award has engaged in corrupt or fraudulent practice in competing for the contract in question.
- Declare a Firm ineligible either indefinitely or for a stated period of time if owner any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.

26. Tender incorporating the extraneous conditions shall not be accepted. Tender received late, unsealed, over- writing without attestation and/ or without Earnest Money will not be accepted.

27. DELETED.

28. DELETED

29. DELETED.

30. All categories of prospective Bidder shall have to submit the following alongwith the bidding document:-

Sl. No.	Category Name	Details
A.	CERTIFICATES	1. Goods and Service Tax Registration number. 2. PAN 3. Last three years IT Return. 4. Trade License 5. Up-to-date Professional Tax payment Certificate (PTPC) 6. The successful bidder should possess relevant food license / should submit a declaration of providing relevant food license within 3 months of accepting the order. 7. PF & ESI

31. Conditional / Incomplete tender will not be accepted under any circumstances.
32. DELETED.
33. No mobilization advance and secured advance will be allowed.
34. The offer shall remain valid for a minimum of 120 days from the next day of opening of the financial bid. Bidders are is no way allowed to get any escalation of price against this contract.
35. Canvassing in connection with the tender is strictly prohibited in the Tender submitted by the Contractor.
36. The participating bidders may please note that the successful bidder shall have to submit an Indemnity Bond in the prescribed format before commencement of the work (Enclosed Format).
37. The successful Contractor will have to execute an agreement with the W.B.S.E.D.C.L. on a Non-Judicial Stamp Paper of Rs.100/- for the said contract (Enclosed Format).
38. The successful Contractor and the workmen engaged shall not indulge in any improper activities, which are not directly or indirectly related with contract job.
39. Any evidence of unfair trade practice including over charging, price fixing, cartel etc. as defined in various status, will automatically disqualify the bidders.
40. Any bidder against whom FIR/Complaint is lodged with Police shall not be eligible to participate in the bidding process.
41. All liability arising out of dispute of workmen or accident or any other incident whatsoever shall rest upon the Contractor. The Company will not bear any liability in case of occurrence of any such events.

42. Date and Time Schedule:

Sl. No.	Particulars	Date & Time
1.	Date and time of publishing of N.I.T. & other	21.08.2025 at 11.00 hrs
2.	Documents sell start date and time	21.08.2025 at 11.00 hrs
3.	Documents sell end date and time	04.09.2025 at 12.00 hrs
4.	Bid submission closing date and time	08.09.2025 at 12.00 hrs
5.	Bid opening date (offline)	08.09.2025 at 16:00 hrs
6.	Financial Bid opening Date (Offline)	To be intimated later

43. The authority is not bound to accept the lowest tender and reserves the right to accept or reject any or all tender without assigning any reason whatsoever.
44. GOODS & SERVICES TAX (GST) : GST at prevailing rate will be paid extra.
45. LEGAL JURISDICTION :- If any dispute or difference arises with respect to quality/quantity of the equipment/materials pertaining to this order or any other terms and conditions of the order including its execution, such dispute/difference shall be subject to settlement under the jurisdiction of Courts in Kolkata.

46. **FORCE MAJEURE :-** The supplier shall be under no liability if he is prevented from carrying out any of his obligations by reason of war, invasion, act of foreign country, hostilities (whether war declared or not), riots, civil commotion, mutiny, insurrection, rebellion, revolution, accident, earthquake, fires, floods Govt. order and/or restrictions (except power supply restriction) delay or inability to obtain materials due to import or other statutory restriction and other cause beyond the reasonable control of the supplier. However, such force majeure circumstances are to be intimated immediately and to be established subsequently with proper documents/proofs to the entire satisfaction of the purchaser.

47. **26. MANNER OF EXECUTION OF CONTRACT :** The successful bidder has to submit acceptance/written acknowledgement of the LOI / Order within **10 (Ten) days** from the date of issue of the Letter of Intent / Order.

**Office of the Regional Manger,
Jalpaiguri Region,
W.B.S.E.D.C.L.
SJDA Complex, Indira Colony,
Jalpaiguri, Pin-735121.**

Enclose:-

1. Proforma for Contract Agreement.
2. Specimen Copy Indemnity Bond.

Signature
24/08/25
Regional Manager

Jalpaiguri Region, WBSEDCL

Dated 20.8.25

Memo No. RM/JRO/ADM-05/03 / 733 (i-vi)

Copy forwarded for kind information & necessary action to:

1. The Zonal Manager, Zonal Office, WBSEDCL, Siliguri,
2. The Divisional Manager, Jalpaiguri/Mal Division, Jalpaiguri/Mal, Jalpaiguri.
3. The Manager (F&A), Jalpaiguri Region/Division, Jalpaiguri
4. Office Copy/Notice Board.

Regional Manager

Jalpaiguri Region, WBSEDCL