

West Bengal State Electricity Distribution Company Limited

(A Government of West Bengal Enterprise.)



INVITATION OF e-TENDER FOR

**Round the clock caretaking & catering works at Inspection Bungalow,
Power house complex, Purba Bardhaman
For the period from 1st July 2021 to 31st March 2023**

Tender notice no:

RM/BDN/IB/e-Tender/2021-22/42/141 Date: 24.05.2021

Name of the work:

**Round the clock caretaking & catering works at Inspection Bungalow,
Power House Complex, Purba Bardhaman.**

Purba Burdwan Regional Office
1st Floor, New Administrative Office Building
Power House complex, Frazer Avenue
Burdwan – 713101
Email: rm.burdwan@wbasedcl.in



West Bengal State Electricity Distribution Co. Ltd.

(A Government of West Bengal Enterprise)

Office of the Regional Manager, Purba Bardwan Region Office.

Administrative Building, 1st floor, Power House, Bardhaman,

District – Purba Bardhaman.

Telefax : ☎ 0342-2662431

Email: rmbdn.wbsedcl@gmail.com

The Regional Manager, Burdwan Regional Office, WBSEDCL invites open e-Tender only from the Bonafide, experienced & resourceful contractors of Govt., Semi Govt., Govt. undertaking Organizations, Govt. Enterprises etc. (submission of Bid through online <https://wbtenders.gov.in>).

SL NO	Tender Notice No	Name of the Work	Estimate cost (Rs.)(With GST)	Earnest Money (Rs.)	Cost of tender document (Rs.) (Non Refundable)
1	RM/BDN/IB/e-Tender/2021-22/42/141 Date: 24.05.2021	Round the clock caretaking & catering works at Inspection Bungalow, Power House Complex, Purba Bardhaman	Rs. 1803257/- (Rupees eighteen lakh three thousand two hundred and fifty seven only)(with GST)	Rs 36066/- (Rs thirty six thousand sixty six only)	Rs. 2183 /- (One thousand fifty only) (Tender Fee : 1850/- + 18% GST 333/-)

Contents:

1. Notice Inviting Tender.
2. Invitation of Bid.
3. Instruction to Bidder.
4. General Conditions of Contract and Specification of the job.
5. Contract Agreement Form.
6. Schedule of Work

Eligibility criteria for participation in the tender

Bonafide, experienced & resourceful contractors of Govt., Semi Govt., Govt. undertaking Organizations, Govt. Enterprises etc. who have successfully completed work having value not less than 50% (fifty percent) of the estimated cost in a single contract during last 3 (Three) years.

All intending Bidders are required to produce valid copies of GST Registration, Professional Tax (PT) deposit challan for the last month, copy of IT return for last three financial years, PAN, EPF registration, ESI, Documents in support of Credential such as copy of orders and completion certificates (to be documented through e-filing).

1. In the event of e-filling intending bidder may download the tender document from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary **cost of tender document (tender fees)** and **earnest money** may be remitted through demand draft issued from any Nationalized Bank in favor of the “**West Bengal State Electricity Distribution Company**”

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Limited” payable at Burdwan and also to be documented through e-filling. The original Demand Draft against tender fees, Earnest Money Deposit (EMD) should be submitted physically at **Purba Burdwan, Regional Office, WBSEDCL, Administrative Building, 1st floor, Power House complex, Bardhaman, District –Purba Bardhaman PIN-713101 under sealed cover.**

2. Both Technical Bid and Financial Bid should be submitted in technical and financial folder concurrently duly digitally signed by the Tenderer through the website: <https://wbtenders.gov.in>.
3. Technical Document and other Statutory requirement should be submitted online on or before as per the Date &Time Schedule" stated in Table.
4. The FINANCIAL BID of the prospective Tenderer will be considered only if the TECHNICAL DOCUMENTS of the Tenderer found qualified by the Tender Inviting Authority.
The decision of the Tender Inviting Authority will be final and absolute in this respect. The list of the technically qualified Bidders will be displayed in the website.
5. Earnest Money: The amount of Earnest money @ 2% of the estimated amount put to tender in the shape of Bank Draft or Pay order of any Scheduled Bank to be drawn in favor of the **“West Bengal State Electricity Distribution Company Limited”** payable at **Burdwan**. GST @ 18% will be applicable on the tender cost .The bid guarantee shall be valid for 6 (Six) calendar months with a claim period up to 7 (Seven) months from the date of opening of bid. Bid guarantee of the unsuccessful bidder will be released after finalization of tender against the prayer of the contractor. No interest shall be payable by WBSEDCL on the above Bid guarantee.
6. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in ‘Instruction to bidders’ before tendering the bids.
7. Work Order & Payment of work will be depended on availability of fund. Intending bidders may consider this criteria while submission of tender and quoting their rate through online.
8. No Conditional Bid / Incomplete Tender will be accepted under any circumstances.
9. The intending bidder(s) required to quote the rate (percentage above/below/at par) over the total estimated cost put to tender online considering that no escalation and / or price adjustment will be allowed by the department under any circumstances. Following points are to be noted before bidding
 - a) Minimum wages which will be revised (if any) and will be paid as per existing circular of WBSEDCL
 - b) Necessary statutory benefits (I.e. PF, Bonus, ESI etc) will be paid as per norms of WBSEDCL.
 - c) The intending bidder(s) has to bid in percentage of profit on total minimum wages.

Date and Time Schedule

Sl No	Particulars	Date and time
1	Date of uploading of NIT and Tender Documents (online).	24.05.2021 after 17:00 Hrs
2	Documents sell/ downloading start date (Online)	25.05.2021 after 11:00 Hrs
3	Bid submission upload start date (Online)	25.05.2021 after 11:00 Hrs
4	Bid submission upload close date (Online)	10.06.2021 up to 17:00 Hrs
5	Date of submission of original copies for the cost of Tender	11.06.2021 Up to 17:00 Hrs



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	Documents and Bid security Deposit/ Earnest Money (offline).	
6	Date for opening of Technical bid (online) for the Bidders	15.06.2021 after 14:00 Hrs
7	Date of uploading the Final List of Technically Qualified Bidders after Technical Bid Evaluation (online).	To be notified later
8	Date, for opening of Financial Bid (online).	To be notified later

10. No mobilization / secured advance will be allowed.
11. Constructional Labour welfare Cess @ 1% (one percent) of cost of construction will be deducted from every Bill. Vat, Royalty & all other statutory levy / Cess will have to be borne by the contractor & the rate in the schedule of rates is inclusive of all such taxes and Cess as stated above. The estimated cost is exclusive of Service Tax. Service Tax will be admissible as per prevailing rates and rules in force.
12. Bids shall remain valid for a period not less than 120 (One hundred twenty) days after date of opening of Financial Bid of tender. Bid valid for a shorter period shall be rejected by the Tender Inviting Authority as non-responsive. If the tenderer withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.
13. Earnest Money: The amount of Earnest money put to tender in the shape of Bank Draft or Pay order of any Nationalized Bank to be drawn in favor of the “West Bengal State Electricity Distribution Company Limited” payable at Burdwan. GST @ 18% will be applicable on the tender cost. The bid guarantee shall be valid for 5 (five) calendar months with a claim period up to 3 (three) months from the date of opening of bid. Bid guarantee of the unsuccessful bidder will be released just after opening of the financial bid. No interest shall be payable by WBSEDCL on the above Bid guarantee.
14. Security Deposit: In respect of successful Bidder, the Earnest Money after acceptance of Tender shall be converted as a part of the Security Deposit. The successful Bidder who deposited Earnest Money @2% (Two percent) of the amount put to the Tender, balance of necessary 10% (Ten percent) Security Deposit shall be realized by recovering from the progressive bill @ 8% (Eight percent) of the amount of each such bill. In all cases the amount of recovery of the Final Bill will be so adjusted as to make the total amount of Security Deposit equivalent to 10% (Ten percent) to the value of work so executed.
15. The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtained all information that may be necessary for preparing Bid and



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entering into an agreement for the work / works as mentioned in the NIT, before submitting offer with full satisfaction. The costs for visiting the working site shall be at the bidder own expense.

16. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of the Bid, no cost of Bidding shall be reimbursable by the Tender Inviting Authority. The Tender Inviting Authority reserves the right to accept or reject any / all offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by the Bidder at the stage of Bidding.
17. At any stage during scrutiny, if it is found that the credential or any other papers which the Bidder uploaded during Bidding process, found incorrect / manufactured / fabricated, that bid will be considered a nonresponsive and outright rejected with forfeiture of Earnest Money and action will be taken as per stipulation of IT Rules in force.
18. Before issuance of Letter of Acceptance / Work order, the tender accepting authority may verify the credential & other documents of the lowest bidder so uploaded online if found necessary. If it is found such document incorrect / manufactured / fabricated, Letter of Acceptance / Work order will not be issued in favor of the bidder under any circumstances and action will be taken accordingly.
19. The Tender Inviting Authority reserves the right to cancel the NIT due to unavoidable circumstances and no claim in this respect will be entertained.

Regional Manager
Purba Burdwan Region
WBSEDCL



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GENERAL CONDITIONS OF CONTRACT (GCC)

1. The annual rate contract is for day to day up keepment of the WBSEDCL'S Inspection Bungalow at Power House Complex, Purba Burdwan Region and catering management as detailed in enclosed Annexure-I.
2. Company's prescribed Register for visitors / occupiers is to be maintained including collection of prescribed Rent from them and the details of amount collected during the preceding week is to be deposited to the cash section of Purba Burdwan Regional Office, WBSEDCL.
3. Security deposit @10% of the ordered rate for one year (except catering) will have to be deposited to the Manager (F&A), Purba Burdwan Regional Office. This would be refunded in due course on completion of the tenure of the contract.
4. Company's properties are to be kept safely and in case of any willful damage / theft cost will be realized from the agency. A list of properties like Fan, Air Condition, Chair, Table, Mirror, Basins, Almirah, Tube light, Basin, Refrigerator, Utensils, bed, Mosquito, liquidator, machines, etc should always be kept ready for verification by the controlling or his authorized representative. The controlling officer will arrange replacement / repair for above items if necessary.
5. Consumable like floor cleaner, phenyls soap / liquid soap, duster / cotton jute, liquidator will be supplied by the party/ contractor on production of original vouchers subject to max amount ceiling for any financial year as mention detail in Annexure I.
6. The company's I.B. should be deployed manpower for round the clock duty so that the visitors/ guests can get at least one man on call at any moment of their necessity.
7. Guarding is to be maintained properly and necessary arrangement is to be done by the party.
8. A suggestion cum Complaint Register should be maintained which should be brought to the notice of the Controlling Officer fortnightly for verification towards improvement of services if required.
9. Service, cleanliness and rendering satisfaction to the visitors is the essence of this contract.
10. The charges of catering services will be borne by the visitors and at arrangement for collection of the same will have to be made by the contractor. The company will not be liable for any discrepancy related to catering service.
11. During participation of tender, the bidder will quote the profit rate based on " A ", of Annex I, (B). Here, the rate quoted by him / her in the BOQ will be considered in the '%' on the " A " amount only. PF, ESI, Bonus (8.33%) will be paid extra as per Government rule.
12. GST: GST will be paid extra as applicable.

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The following are the works to be executed during the contract period:

1. The Contractor shall be responsible for.
 - b. Keeping the floors, toilets (including the common toilets), etc., in a neat and tidy condition at all times of the day.
 - c. Undertaking special cleaning as and when required on the eve of special occasions.
 - d. 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..
 - e. Cleaning including scrubbing, sweeping, mopping and dusting in all rooms, all interior portions including toilets, bathrooms using standard chemicals/detergents and sanitary items/phenyl etc., using scrubber, etc., of his own.
 - f. Beds to be made daily.
 - g. Proper up-keeping of all furniture and equipment in the guest house.
 - h. Cleaning of overhead tanks once every quarter in the Guest house.
2. The Contractor will ensure proper maintenance of all linen items 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 ensure that the rooms are cleaned and freshened usually in the absence / presence 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.
4. The housekeeping workmen shall help the occupants/guests in taking baggage to the rooms and removing it from their rooms while checking out.
5. 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.
6. 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, tower bolts, locks and keys of the wooden cupboard of the room as also room air conditioners, battery to the wall clock and in the remote control of the TV sets in the Guest House etc., 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.



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7. The Contractor / housekeeping supervisor shall ensure that the keys are collected back when an occupant leaves the room and also to check all the electrical switches are put off like Air Conditioners, Geysers, etc.
8. The Contractor shall ensure that pest control in all rooms, dining halls, kitchen (once in a week) is done once in 15 days.
9. 'The Contractor shall ensure that toilet papers, soap, Odonil packets, Naphthalene balls are available in every room at all times.
10. The Contractor shall provide mosquito repellent machines with one piece of mosquito mat or liquid ALLOUT in all the rooms of guesthouse.
11. The Contractor shall arrange for a laundry service for the guests/visitors, if required. The cost will be paid by the guest / visitor himself in this regard.
12. The Contractor shall replace brown papers in the cupboards, drawers of the dressing table and the bedside table periodically.
13. The Contractor shall ensure that there is, a good ventilation by keeping the doors and windows of the rooms open every day for 30-60 minutes (whether the room is occupied or not) to prevent accumulation of bad odors and suffocation.
14. The Contractor shall have to use the detergents/cleaning powder/ chemicals/sanitary items/ bath soap/toilet paper etc, as per the instructions given to him from time to time.
15. The Housekeeping supervisor engaged by the Contractor should be professionally/technically qualified. The Contractor shall furnish the details of their qualifications, name, Mobile No. etc. soon after they are engaged.
16. The house keeping supervisor of the Contractor should be available in the Guest house for ensuring proper supervision of maintenance and housekeeping services.
17. The Company's Officer-in-charge of Guest House reserves the right to ask the Contractor to remove and replace any of the workers for their failure to 'give quality service and the Contractor shall be bound to replace the staff concerned with in a week from the date of such communication.
18. The Contractor shall not allot any of the rooms of the guesthouse without the prior approval of the competent authority. In case if the Contractor or any of his workers are found to be occupying any of the rooms in the Guest House, the Contractor is liable to pay a penalty and the bill would be proportionately restricted.
19. All the staff employed by the Contractor should be in proper uniform while on duty. The contractor should supply uniform with the colour specification & approved by the companies In charge, to the worker. Detail is mentioned in Annex-I. The cost will be reimbursed by WBSEDCL after submission of necessary voucher in due time. It should be noted by the contractor that in case of any workers under the agency are found on duty without the uniform, the matter will be taken seriously.

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20. It is to be noted that used soap water/chemicals should not be thrown in the nearby green areas as it is harmful for growth of trees/bushes etc.
21. The Company will provide bed linen and bath towels to the Contractor. The Contractor shall be responsible for the safety & security of all the items of furniture and fixtures, equipment, locks, buckets, mugs etc. The Contractor shall have to hand over all the items provided to him, as indicated elsewhere, to the Company at the time of termination of the contract.
22. The Manager appointed by the Contractor should be present during any Repair/maintenance job carried out in the guesthouse rooms.
23. The Contractor should ensure safety of the belongings of the inmates in the Guest House however, in case of any untoward incidents like theft or loss of any belongings or cash that takes place from the occupant's room due to negligence on the part of the workers employed by the Contractor; the Contractor would be liable for compensating the loss.
24. The cook should be available in guest house and even if one guest is available also they should cook for him, if necessary, as per the rates fixed by the Company.
25. The Contractor shall provide service for maintenance of all electrical, sanitary & plumbing, carpentry and gardening. Cost of major materials if required is to be reimbursed as per Certification of Supervising Officer.
26. The quality of the ingredients used in the preparation of food and beverages shall be of high order and subject to inspection/testing/approval of the Company's In-charge. The quality of the food shall be high standard and the contractor shall not provide any inferior quality to cause damage to the taste and quality of the food or cause food poisoning. In such event, WBSEDCL shall have absolute right to reject all such food stuff and/or terminate the contract by giving a prior notice of 7days and reserve the right to claim damages for loss arising thereof.
27. The Company shall have full right and liberty to refuse or accept the service of any item in the food/beverage without any notice but giving reason for such refusal.
28. The contractor shall have to, bear the total cost of any loss or damage of any articles belonging to the Company's I.B. on demand, and maintains a stock register of the articles as above at his own arrangement and cost.
29. The catering service as above shall include cooking, serving of tea breakfast lunch, Tiffin, coffee, snacks, dinner etc. to the Visitors daily, for which the required crockery, cutlery & utensils required for preparation and serving of breakfast & meals will be provided by the Company. Contractor will have to replace the materials of same quality/make in case of breakage / loss / theft. Fresh supply of articles, either additionally or in replacement due to normal wear and tear, shall however be made at Company's cost on proper justification.
30. The contractor' will arrange for washing, Ironing & pressing of bed linen, Pillow covers, Towels, Napkins, Curtain cloth etc as and when changed or required.
31. The Contractor shall have to deposit the charges as collected to the Manager (F&A),Purba Burdwan Regional Office, with detail Statement and Register duly authorized by Officer-in-Charge of the Inspection Bungalow, failing of which the monthly bill will not be released.

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32. For this purpose, the Contractor shall have to engage the Manager to prepare the statement as per following format:

SL No	Name & Designation of the Officer/ Visitor	Duration of stay	Rate/day (Rs)	Amount (Rs.)

Date:

Signature of the contractor

or

his authorized representative

33. Monthly payment of Maintenance and Catering Service will be made by Account Payee Cheque by the Manager (F&A), Purba Burdwan Regional Office WBSEDCL against monthly bill, duly certified by the officer-in-Charge of the Inspection Bungalow and on deposition of collected staying charges from visitors.
34. For maintaining the services effectively and satisfactorily the following personnel shall have to be deployed by the Contractor:-

Personnel to be deployed	Category	Quantity (No)	Remarks
Supervisor	Manager	1	
Skilled	Cook	1	
Un-skilled	Attendant	2	

35. As per Labour Act, under aged personnel should not be engaged for rendering the maintenance and catering service at Burdwan Guest House/I.B. the violation of the same may attract penal action from Labour Dept. Govt. of W.B.
36. The visitors will pay the Cost of food etc. and arrangement for collection of the same is to be borne by the Contractor against proper Cash Memo.
37. Wages of the workmen shall have to be disbursed as per minimum wages act revised from time to time published by the Labour Department, Government of West Bengal and necessary wages Register for this purpose shall have to be maintained by the Contractor. Payment of wages to the workmen engaged by you should be made in presence of authorized representative as may be specified by the controlling officer of the IB. who shall in turn duly authenticate and signed the Payment Register. The wages of the personnel deployed will be enhanced & paid as per notification of Labour Department, Govt. of West Bengal as being published from time to time. Wages of Payment should be disbursed through Bank account of the worker latest by 7th of every month.
38. The successful Tenderer shall be liable to make payment of compensation to workmen engaged for this job as per provision of the workmen's compensation Act.-1923 in case of arising out of any injury while on duty.
39. The successful Tenderer shall have to comply the provisions of Employees' Provident Fund Act and liable for deduction of Provident Fund Contribution of their workmen & deposit the same with the P.F. Authorities.



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40. The successful Tenderer shall ensure that all catering arrangement is prepared from the Guest House premises.
41. The successful Tenderer shall not indulge in any improper activities or the workmen engaged at Guest House, which are not directly or indirectly related with contract job.
42. All liability arising out of dispute of workmen or accident or any other incident whatsoever shall rest up on the successful Tenderer. The Company will not bear any liability in case of occurrence of any such events.
43. In the event of unsatisfactory performance or breach of terms & condition by the successful Tenderer the contract will terminated by serving one-mouth's notice.
44. The foodstuff must consist of fine quality of rice, fresh quality of fish, meat & vegetables. Preparation of foodstuff should be made from groundnut oil/sunflower oil/mustard oil of good quality and with branded spices.

Force Maieure:

Successful Bidder shall be under no liability if prevented from carrying out obligations under the order by reason of war, Invasion, act of foreign country, hostilities, riots, civil commotion, mutiny, accident, earthquake, fires, floods, orders and / or restrictions and other cause beyond the reasonable control. However, such force majeure circumstances are to be intimated immediately and to be established subsequently with proper documents/proofs to the entire satisfaction of WBSEDCL.

WBSEDCL will not take any additional liability towards enhanced taxes, duties and price variation due to force majeure condition.

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

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ANNEXURE – I

A) Job Description covered by the rate contract for day to day maintenance of the companies Inspection Bungalow at Power House Complex, Purba Bardwan Regional Office, Purba Bardhaman.

Sl No	Description of Work	Time Schedule	Remarks
1	Sweeping, cleaning, washing of floor (Including material to be supplied by the engaged contractor) of IB rooms	Daily	
2	Sweeping of the IB surrounding areas	Daily	
3	Sweeping, cleaning of Bathrooms, Urinals and Basin with Phenyl, Herpic etc (Including material to be supplied by the engaged contractor)	Daily	
4	Sweeping, cleaning of cobwebs etc on the roofs and walls etc	Daily	
5	Cleaning of doors, windows, , tables, chairs, mirrors, almirah with duster	Daily	
6	Washing of curtains (at the cost of engaged contractor)	Monthly	
7	Washing of bed cover, pillow cover, bed sheets etc (at the cost of engaged contractor)	Once in two days	
8	Arrangement for attendant and guarding (at the cost of engaged contractor)	Round the clock	
9	Maintenance of stock register of articles	Regularly	
10	Maintenance of records of visitors and collection of Bed rent charges from the visitors	Regularly	
11	Depositing the collection of Bed rent charges to the Manager (F&A), Purba Bardwan Regional Office	Monthly	
12	Maintenance of attendance register of the workers engaged by the contractor, a copy of which will have to placed to the Manager (HR&A), Purba Bardwan Regional Office	Monthly	
13	Supply of lunch, dinner, breakfast, tiffin to the visitors as and when asked by the visitor should be prepared at the IB kitchen itself.	Daily	
14	Replacement of Tube, Bulb etc (Materials will be supplied by the Contractor except repairing of AC and Geyser and a Register to be maintained for replacement and stock)	As and when required	
15	Repair or replacement of fittings, plumbing works and electrical installations. (The materials will be supplied by the Company, after proper inspection and with proper approval of the competent authority. But the labour charges will have to borne by the engaged contractor. In case it is found that the damage is willful, the total cost including the cost of materials is to be borne by the engaged contractor.)	As and when required	
16	Maintenance of the Acquaintance Roll and intimation to the Manager (HR&A), Purba Bardwan Regional Office for witness of payment.	Monthly	

Sd/-
 Manager (HR &A),
 Purba Bardwan Region
 WBSEDCL

Sd/-
 Regional Manger
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Sl No	Description of Work	Time Schedule	Remarks
17	Maintenance of Garden area (Watering plant, shrubs and saplings of trees, uprooting of all weeds and bushes, cleaning and disposal of waste, dead leaves, twig and garbage, replacing all the dead, diseased plants and vacant patches with new plant, maintaining all plant hedges decently, pruning and mowing should be done by keeping the foliage aesthetically at a reasonable size (at the cost of engaged contractor)	Daily	

B) Estimated Rate of Work for the workers:

Sl No	Category	Nos	Unit	Rate(Rs.)	Total(Rs.)	Total Expenses (with 18% GST)	Remarks
1	Minimum Wages for Manager	1	NOS	11686.00	11686.00	13789.48	Contractors profit & over head on "A" in percentage
2	Minimum Wages for Cook	1	NOS	10624.00	10624.00	12536.32	
3	Minimum Wages for Attendant	3	NOS	8780.00	26340.00	31081.20	
Total minimum wages : " A"					48650.00	57407.00	
5	Bonus @8.33%	1	NOS	4052.54	4052.54	4782.00	
6	P.F. @ 13.00%	1	NOS	6324.50	6324.50	7462.91	
7	Mediclaime/ESI @3.25	1	NOS	1581.12	1581.12	1865.72	
8	Profit & overhead charges (25%)	1	NOS	12162.50	12162.50	14351.75	
Total monthly expenses (Rs.) "B"					72770.66	85869.38	
Total yearly expenses (Rs.)					873247.92	1030432.55	
Total expenses for 01.07.2021-31.03.2023 (Rs.)					1528183.86	1803256.95	

C) Estimated rate of works for reimbursement:

Sl No	Description of work	Maximum rate / Month (Rs.)	Remarks
1	Materials for Cleaning and hygiene of IB (Phenyl, Herpic, Naphthalene, Odonil, Room Fresheners, Mosquito repellent, broomstick, mop stick etc)	500.00	Will be reimbursed on production of vouchers with proper certification along with monthly bill.
2	Expenses for Washing materials (Powder, Liquid, Soap etc)	500.00	
3	Expenses of gardening (Medicine, new plants etc)	500.00	
4	Expense of electricity equipment replacement (Bulb, tube light, switch, plug etc)	500.00	

Sd/-
Manager (HR &A),
Purba Burdwan Region
WBSEDCL

Sd/-
Regional Manger
Purba Burdwan Region
WBSEDCL



West Bengal State Electricity Distribution Co. Ltd.

(A Government of West Bengal Enterprise)

Office of the Regional Manager, Purba Burdwan Region Office.

Administrative Building, 1st floor, Power House, Bardhaman,

District – Purba Bardhaman.

Telefax : ☎ 0342-2662431

Email: rmbdn.wbsedcl@gmail.com

D) Uniforms:

SL No	Personnel	Details of supplied uniforms	Maximum yearly Cost (Rs.)	Remarks
1	Manager/ Supervisor	Dress – 2 sets (Shirt: Light Blue, Pant: Black, Shoe: Black, Sweeter: Blue)	1500.00	Will be reimbursed on production of vouchers with monthly bill once in a year.
2	Cook	Apron 2 no's in a year	500.00	
3	Attendant	Dress – 2 sets (Shirt: Light Blue, Pant: Black, Shoe: Black, Sweeter: Blue)	1500.00	

E) Scope of Works:

SL No	Personnel	Jobs description's	Remarks
1	Manager/ Supervisor	<p>A) Responsible for overall supervision all the day to day works of Burdwan IB (Sweeping, Cleaning, Gardening, Maintaining of Stock register, attendance register, duty roaster, proper caring of visitors etc.</p> <p>B) Full responsibility towards depositing the collection of Bed rent charges disburse to the Manager (F&A), Purba Burdwan Regional Office on monthly basis as per entry of the register and he is fully responsible for total reconciliation of the collection amount.</p>	

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