



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED
(A Govt. of West Bengal Enterprise)
Office of the Divisional Manager: Contai Division :Contai: Purba Medinipur
Email- dm.contai@wbsedcl.in

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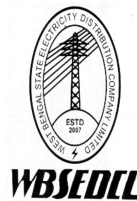
Notice Inviting e-Tender

For

“Annual Maintenance Contract for Engagement on purely contractual basis for managing the total services for Holiday Home at New Digha, Purba Medinipur under Contai Division, WBSEDCL.”

NIT No. : WBSEDCL/CD/E-TENDER/2023-24/04

Date: 08.01.2024



OFFICE OF THE DIVISIONAL MANAGER

MANOHARCHAK, CONTAI

PURBA MEDINIPUR, PIN-721406

WEST BENGAL



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Phone no- 8900799230

E-Mail: dm.contai@wbsedcl.in

Registered Office: "Bidyut Bhavan", Block – DJ, Sector – II, Bidhannagar, Kolkata – 700091, Website: www.wbsedcl.in

Corporate Identity Number (CIN): U40109WB2007SGC113473.

NOTICE INVITING e-TENDER

NIT No. : WBSEDCL/CD/E-TENDER/2023-24/04

Date: 08.01.2024

The Divisional Manager, Contai Division, WBSEDCL, invites e-Tender (on Item Rate Template) for the work detailed below :- (Submission of Bid through online).

Sl.	Name of Work	Tendered Amount (Excluding Service Charge) (Rs)	Earnest Money Deposit(EMD)	Validity of Service Contract	Name & address of the Concerned Office
1	"Annual Maintenance Contract for Engagement on purely contractual basis for managing the total services for Holiday Home at New Digha, Purba Medinipur under Contai Division, WBSEDCL".	Rs. 750320.42 (Rupees Seven Hundred Fifty Thousand Three Hundred Twenty and Forty-Two Hundredths Only)	Rs.- 15,006.00 (Rupees Fifteen Thousand Six only)	1 Year	Office of the Divisional Manager,Contai(D) Division, WBSEDCL, Monoharchak, Contai, West Bengal, PIN- 721406

Scaled Expression of Interest/Tender on behalf of the Divisional Manager, Contai Division, are invited from the reputed, resourceful, experienced contractors/service providers for the following works:

1. Name of Work:

Providing and managing all services required to run a Holiday Home having about 2000 sq. Ft. of floor area and 5000 sq. Ft. (approx.) of open space. The Holiday Home will have a 5 number of double bedded fully furnished and Air Conditioned rooms with attached bath & balcony and 2 number of fully furnished Air Conditioned dormitory accommodations having total 8 (eight) beds. Reception counter, furnished Lobby, Kitchen, Dining Hall, common veranda and open terrace will also be there.

2. Place of work:

New Digha Holiday Home, WBSEDCL
(Opposite to Digha Railway Station)
New Digha, Purba Medinipur, West Bengal

3. Scope of work:

Sweeping and cleaning of the entire Holiday Home premises including rooms, toilets, corridors, veranda, and balcony, kitchen, dining hall, drains and outside open space/lawn.

Housekeeping including proper washing and change of bedcovers, pillow covers, pillow towels on every day basis during continued occupancy of the boarder(s) and immediately after check-out of the boarder(s), washing of curtains after every two months normally or as may be required.



Reception of boarders, maintaining register for entry of particulars of the boarders including check-in and check-out and reviews, handing over the key(s) of allotted room(s) to the boarders and facilitating occupy rooms(s) after checking/ensuring services available in the rooms, certification for refund of security deposit/caution money after proper checking of rooms in the event of no damages in rooms/Holiday Home including gadgets/services available therein.

Room service including attending calls of the boarders and providing of necessary services round the clock.

Cooking and serving of food (breakfast, lunch, tiffin, dinner) to the boarders including necessary shopping for the same and washing of utensils, collection of charges for food and beverages, printing of menu card (indicating items, quantity and price) and keeping the same in the dining hall as well as in room.

Gardening and beautification of the entire premises including lawns, decorative items, art works and glow signboard.

Operation of safety devices/ fire extinguishers in case of fire hazards.

Misc. Activities likely to be required for day to day maintenance of Holiday Home.

4. Terms and Conditions:

- i. The work will be on purely contractual basis and will remain valid for a period of 12 Months initially. The tenure may be extended subject to satisfactory performance.
- ii. Terms and conditions of the contract may be revised/ extended on mutual agreement by both the parties.
- iii. The rate quoted shall be mentioned in Rupees expressing both in figures and in words. Over-writing/ editing will not be allowed. The break-up of rate is to be quoted for different services.
- iv. Job will be entrusted to the lowest bidder for above works subject to fulfilment of other criteria i.e. credentials and experience of such type of works. The contractor/agency having relevant experience in working in hotels, restaurants may be given preference.
- v. The contractor/agency must engage 5 (five) no. Of personnel including 1 (one) no. Assistant Supervisor (Semi-skilled) for managing all activities.
- vi. The company shall provide free electricity, water for the purpose of running the said Holiday Home.
- vii. The company shall provide all furniture, refrigerator, water-purifier/filter and fire-extinguisher in suitable place of kitchen/dining hall/reception desk. All such properties shall remain with the company.
- viii. Consumable items (i.e. LPG for cooking, phenyl, acid, washer etc.) to be supplied by the Agency at their own cost.
- ix. All utensils, gas-oven/burners with commercial gas connection, crockery and cutleries, drinking water glasses, micro-oven, water jug etc. required for cooking and serving of food and beverages are to be supplied by the contractor/agency at their own cost.



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- x. The contractor/agency will have to supply food items to the boarders and rate of such food must be fixed in consultation with the concerned authority of the company and should be printed in Menu Card by the Contractor/agency at their own cost. Cash memo will have to be issued to boarders for all kind of sale of food and beverages.
- xi. The contractor/agency shall keep the Holiday Home premises clean, tidy and take steps to keep it free from dust and germs at all the times by taking hygienic measures.
- xii. Registers are to be maintained by the Assistant Supervisor of the contractor/agency for recording particulars of boarders, call booking and restoration (through authorized technicians of warranty / AMC holder) of fault electrical/ electronic appliances/gadgets as and when required. All such registers are to be provided by the Company.
- xiii. Personnel, to be engaged by the contractor/agency for the above work are to be provided with at least Minimum Wages, Bonus, and other benefits applicable under all other Labour Laws and they must have Employment card/Identity Card duly issued by the contractor/agency, P.F. account and ESI facility.
- xiv. Contractors/agencies intend to undertake the above work must possess the following:
- A. Copy of Trade licence.
 - B. Copy of PAN.
 - C. Copy of P. F. Registration.
 - D. Copy of E. S. I. Registration.
 - E. Copy of Labour licence.
 - F. Copy of G.S.T. Registration.
 - G. Copy of P. Tax Registration.
 - H. Copy of Income Tax Return for Assessment Year 2022-23, 2021-20, 2020-21.
- xv. The mode of payment to be monthly basis subject to satisfactory performance and compliance of all statutory provisions.
- xvi. 1,00,000/- (rupees one lakh) will have to be deposited as Security Money and the same will be refunded within three months from the date of termination of the contract subject to adjustment of damages/loss, if any, sustained to the Company.
- xvii. **Tenders Type of Tender:**
This tender is **02(two)** part tender comprises the following:-
- a) **Techno-Commercial Bid**, which proves the eligibility of the participant, if any participant fails in any parameter of the eligibility criteria, he will be liable to be disqualified the tendering process.
 - b) After completion of though checking to Techno-Commercial Bid, **Price Bid** of the techno-commercially eligible participants will be opened from which lowest offered rates will be obtained.
- xviii. The contract can be terminated after serving 12 months' notice from either side.



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(5) Date & Time schedule: -

Sl. No.	Particulars	Date & Time
1.	Date of uploading of N.I.T and Tender Documents (online). [Publishing date]	09.01.2024 after 17:00 hrs.
2.	Documents sell / download start date (online)	09.01.2024 after 17:30 hrs.
3.	Pre Bid Meeting	10.01.2024 at 12:00 hrs.
4.	Bid Submission upload start date (online)	11.01.2024 at 12:00 hrs.
5.	Bid Submission upload end date (online)	24.01.2024 at 18:00 hrs.
6.	Date for opening of Technical bid (online) for the Bidder	29.01.2024 at 15:00 hrs.
7.	Date of uploading the Final List of Technically Qualified Bidders after Technical Bid Evaluation (online).	To be intimated later
8.	Date for opening of Financial Bid (online).	To be intimated later

If a Holiday falls on any of the aforesaid scheduled date, then scheduled date shall be considered on next working day.

6. **Bid validation:** Bids shall remain valid for a period not less than 180 (One hundred eighty) days after date of Bid opening 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 before the period of bid validity without giving any satisfactory explanation for such withdrawals, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.
7. **Earnest Money:** The amount of the Earnest Money is **Rs.15,006/-** (2% of Estimated Value)
- A bidder desirous of taking part in a tender invited by Offices of WBSEDCL shall login to the e-Procurement portal of Government of West Bengal <https://wbtenders.gov.in> using his login Id and password. Details of online transaction should be mentioned properly in the prescribed format in the **Application Form (Annexure-VI)**.
 - The bidder shall select the tender to bid and initiate payment of EMD. Following payment options are available for paying EMD amount through online mode:
 - Net-banking through Payment Gateway.
 - RTGS/NEFT Payment: On selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction. The bidders will print the challan and use the pre-filled information to make RTGS/NEFT payment using his bank account. Once the payment is made, the bidder will come back to the e-Procurement portal to continue the bidding process after expiry of a reasonable time to enable the RTGS/NEFT process to be completed.
 - Submission of EMD through BG:** For submission of EMD in the form of BG, bidders will have to opt for EMD Exemption in e-tender portal and upload the scanned copy of BG in the EMD exemption document upload section. Physical copy of BG shall be submitted at the office of tender inviting authority as per respective clauses of NIT.
 - EMD amount can be paid either in online mode or submitted through Bank Guarantee (BG) in full. Partial payment through online mode and remaining submission through BG is not allowed.



- **General Instructions for Online Payment:**
 - The bidder will have to mandatorily pay through Net-banking facility once Net-banking mode is opted for payment.
 - Status of NEFT/RTGS payment through challan for a bid may take time for bank settlement which is updated in 24 Hrs. (approx.). As such bidders opting to pay through NEFT/RTGS mode shall make payment well before 24 Hrs. to avoid any complicity.
 - In case 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).
 - The bank account used for payment of EMD by the bidders shall be maintained operative until the completion of tendering process. All refunds will be made mandatorily to the Bank A/C from which the payment of EMD has been initiated.
 - **Refund/Settlement of EMD Amount:**
 - For unsuccessful bidders, EMD amount submitted against the tender shall be refunded automatically, through an automated process, by NIC portal on receipt of upload status of any bid.
 - For successful bid(s), EMD will be refunded from WBSEDCL authority after completion of tendering process and following due procedures.
 - The bank account used for payment of EMD by the bidders shall be maintained operative until the completion of tendering process. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD has been initiated.
 - For any queries related to payments and refunds, bidders will have to communicate with ICICI Customer Support, viz, 033-40267512/13 since payment gateway facility used by E-tender portal is maintained by ICICI.
 - Successful bidder(s) shall have to mandatorily create vendor id through WBSEDCL Web Portal Vendor Code, if not created earlier.
8. The eligibility of a bidder will be ascertained on the basis of the documents submitted by a bidder in support of eligibility criteria. If any document submitted by a bidder is incorrect or false at any stage, his bid will be outrightly rejected and legal action will be taken against him.
9. The instant Annual Maintenance Contract may further be extended for a suitable period if desired by WBSEDCL beyond 1 (one) year subject to satisfactory performances by the executing agency at the originally quoted rate and terms and conditions of the contract.
10. WBSEDCL does not bind itself to accept the lowest bidder and reserves the right to reject any or all tender(s) or to split the whole work to more than one contractor without assigning any reason whatsoever.
11. WBSEDCL reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.



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ANNEXURE –I

PROFORMA FOR UNDERTAKING TO BE SUBMITTED BY THE BIDDER (For genuineness of the information furnished on-line and authenticity of the documents produced before Tender Committee for verification in support of his eligibility)

I. _____, Partner/Legal Attorney/Accredited representative of
M/S _____, solemnly declare that:

1. We are submitting Tender for the Work _____ against
Tender Notice No. _____ Dated _____
2. None of the Partners of our firm is relative of employee of W.B.S.E.D.C.L.
3. All information furnished by us in respect of fulfilment of eligibility criteria and qualification information of this Tender is complete, correct and true.
4. All documents/credentials submitted along with this Tender are genuine, authentic, true and valid.
5. If any information and document submitted is found to be false/incorrect any time, department may cancel my Tender and action as deemed fit may be taken against us, including termination of the contract, forfeiture of all dues including Earnest Money and banning/delisting of our firm and all partners of the firm etc.

Signature of the Tenderer

Dated _____



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ANNEXURE-II

Format of Letter of Bid

LETTER HEAD OF BIDDER (AS ENROLLED ONLINE ON e-tendering PORTAL OF NIC)

To.
The Tender Committee

Sub : Letter of Bid for the work

Ref : 1. NIT No _____ dated _____

2. Tender Id No _____

Dear Sir,

We offer to execute the work as per our offered bill of quantity in accordance with the conditions of the NIT document as available in the website. The details of the EMD being submitted by us has been furnished on-line.

This Bid and your subsequent Letter of Acceptance/Work Order shall constitute a binding contract between us.

We hereby confirm our acceptance of all the terms and conditions of the NIT document unconditionally.

Signature of the Tenderer

Dated _____



ANNEXURE-III

Dated:_____

DECLARATION BY THE TENDERER

I/We have inspected the site of work and have made myself/ourselves fully acquainted with local conditions in and around the site of work. I /We have carefully gone through the Notice Inviting Tender and other tender documents mentioned therein. I/We have also carefully gone through the 'Bill of Quantities'.

My/Our tender is offered taking due consideration of all factors regarding the local site conditions stated in this Detailed Notice Inviting Tender to complete the proposed construction in all respects.

I/We promise to abide by all the stipulations of the contract documents and carry out and complete the work to the satisfaction of the department.

Signature of Tenderer

Postal address of the Tenderer



ANNEXURE-IV

**PROFORMA OF DECLARATION OF BLACK LISTING
HOLIDAY LISTING**

In the case of a Proprietary Concern:

I hereby declare that neither I in my personal name or in the name of my Proprietary concern M/s which is submitting the application for enlistment nor any other concern in which I am proprietor nor any partnership firm in which I am involved as a managing Partner have been placed on black list or holiday list declared by WBSEDCL, WBSETCL or any central/state power utility services, except as indicated below:

(Here give particulars of blacklisting or holiday listing, and in absence thereof state "NIL")

In the case of a Partnership Firm:

We hereby declare that neither we, M/s..... submitting the application for enlistment nor any partner involved in the management of the said firm either in his individual capacity or as proprietor or managing partner of any firm or concern have or has been placed on black list or holiday list declared by WBSEDCL, WBSETCL or any central/state power utility services except as indicated below:

(Here give particulars of blacklisting or holiday listing, and in absence thereof state "NIL")

In the case of a Company:

We hereby declare that we have not been placed on any holiday list or black list declared by WBSEDCL, WBSETCL or any central/state power utility services, except as indicated below:

(Here give particulars of blacklisting or holiday listing, and in absence thereof state "NIL")

It is understood that if this declaration is found to be false in any particular WBSEDCL, WBSETCL or is Administrative Ministry, shall have the right to reject my/our enlistment/bid and if the bid has resulted in a contract, the contract is liable to be terminated.

Signature with date & seal of the Bidder



NIT No. : WBSEDCL/CD/E-TENDER/2023-24/04

Date: 08.01.2024

Annexure-V

Format for Price Bid

Price Bid for deployment outsourced manpower for WBSEDCL at Contai Division

Sl. No	Name of Heads	Semi-Skilled Worker	Unskilled Worker
1	Monthly minimum wages payable to each staff	10826.00	9841.00
2	Bonus calculated per month and payable annually	@8.33 % of the minimum wages	@8.33 % of the minimum wages
3	(+) Employer PF contribution for employee	13% of the minimum wages	13% of the minimum wages
4	(+) Employer ESI contribution for employee	3.25 % of the minimum wages	3.25 % of the minimum wages
5	Net payable to each staff (Semi-Skilled & Unskilled)	Sum of above	Sum of above
5(i)	Total no. of Staff Required	1	4
5(ii)	Total monthly payable to staff		
6	Monthly Service and administrative Charge for housekeeping and catering services at Guest House (Lump sum)		
7	GST applicable on above		

* The rates mentioned above under Sl. no. 1 to 4 are as per the directives of the concerned departments are in force at present.



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**** Only the statutory payments (Sl. no. 1, 2, 3 & 4) are variable in nature and will be modified time to time as per notification of the Labour Commission deptt. The rate of service charges will be fixed for the entire contract period however the amount of profit will be variable in nature.**

***** L1 rate will be obtained on the basis of the aggregate value of Sl. no. 6**

****** This format is only for reference. This should not be submitted with technical document.**



NIT No. : WBSEDCL/CD/E-TENDER/2023-24/04

Date: 08.01.2024

Annexure-VI
Vendor Mandate Form

MANDATE FORM BY VENDOR FOR RTGS/NEFT PAYMENT	
(TO BE FILLED IN BLOCK LETTERS)	
1. Name of the Vendor :	
2. ERP VENDOR NO :	
3. Vendor Type: Company/Partnership/Proprietorship/Self Help Group/HUF/Others (to be specified)	
4. Address:	
5. Telephone No:	Fax No:
6. MOBILE PHONE No.:	
7. E-mail:	
8. PAN NO.: (MANDATORY)	
9. GST REGISTRATION NO:	
10. GST REGISTRATION TYPE:	COMPOSITE / REGULAR
11. PARTICULARS OF BANK ACCOUNT (One cancelled Cheque is to be enclosed)	
i) Name of the Account Holder:	
ii) BANK NAME:	
iii) BRANCH NAME:	
iv) BRANCH ADDRESS:	
iv) BRANCH TELEPHONE NO.:	
v) Account type (whether SB or Current):	SB Current
vi) ACCOUNT NO.:	
vii) BANK'S MICR CODE:	
viii) BANK'S IFSC CODE:	
12. DECLARATION OF THE PARTY:	
I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not affected at all for reasons of incomplete and incorrect information, WBSEDCL will not be held responsible.	
Date:	Signature of the Vendor



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All correspondence with regard to above shall be the following address:

The Divisional Manager
Contai Division, WBSEDCL
Monoharchak, Contai
Pin-721401

Tender Inviting Authority (For WBSEDCL)

[Signature] 08/01/2024

(S. Das)
S.E. & Divisional Manager
Contai Division, WBSEDCL

[Signature] 08/01/2024

S.E. & Divisional Manager
Contai Division, WBSEDCL