



# West Bengal State Electricity Distribution Company Ltd.

(A Government of West Bengal Enterprise)

## **TENDER DOCUMENTS**

❖ **TENDER NOTICE NO:-** CEH/HRA/TENDER/19

Date:-07/09/2023

❖ **Name of the Work:** Day-day-day Maintenance, Supervision and Catering Services of Transit Rest Camp, Hydel Headquarters, 2<sup>nd</sup> Mile Sevoke Road, Siliguri.

❖ **Date and time of receipt of application with required documents for issuance of NIT :** 21.09.2023 to 25.09.2023 upto 17:30 hrs. Except Saturday Sunday and Holidays.

❖ **Last date and time of issue of the Tender:** 25/09/2023 upto 15:00 hrs

❖ **Last date and time of receipt of the Tender:** 27/09/2021 upto 14:00 hrs

❖ **Date and time of opening of the Tender:** 27/09/2021 at 15:00 hrs

❖ Issued to: \_\_\_\_\_

❖ Against DCR No.: \_\_\_\_\_ Dated \_\_\_\_\_

❖ **Enclosures:**

- |                                                         |             |
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| 1. Notice Inviting Tender                               | Page :1-5   |
| 2. Scope and supervision of Work with Terms & Condition | Page :6-11  |
| 3. Special Conditions of Contract                       | Page :12    |
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Chief Engineer (Hydel)



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**TENDER NOTICE NO: - CEH/HRA/23-24/19**

**Date:-07/09/2023**

Sealed tenders are invited from the bona-fide, resourceful and experienced GST registered Vendors of WBSEDCL/WBSETCL/PWD/other Government organizations/Government undertaking etc. having appropriate credentials (in running of IB/Guest House/Canteen etc.) for the following works.

Name of the work	Estimated Amount	Earnest Money	Contract period
Day to day Maintenance, Supervision & Catering Services of Transit Rest Camp under Hydel Headquarters, Power House Complex, WBSEDCL, Siliguri for a period of 2(two) years.	Rs.2450544/- (Rupees Twenty four laks fifty thousand and five hundred and forty-four) only	Rs. 61264/- (Rupees sixty one thousand two hundred and sixty four)	2 (TWO) Years.

## **Instructions to Bidders (IB):**

**IB-1:** The application in duplicate for purchase of bid document must accompany self-attested copies of followings.

- Trade License/Food License (from Sanitary Inspector, BMOH Office)
- Valid GST registration certificate and GST return of last 2(Two) years.
- PAN card
- EPF & ESIC Registration Number
- Professional tax registration certificate and payment challan
- The intending Bidders who have satisfactorily completed at least one work of running of I.B./Guest House/ Canteen etc. whose AMC value should not be less than 6.12 lakhs in a single contract during last 5(five) financial year i.e the completion of work shall not be before 01.04.2018 .

Intending bidders may visit the site giving prior intimation to the office before submission of tender.

Originals shall have to be produced for verification on demand.

**IB-2:** In case the bidder is a small service provider in terms of Finance Act 1994 then he has to furnish one certificate along with his bid documents in the following manner: "That our Firm is a Small Service Provider in terms of the Finance Act 1994 & we need not be registered with the superintendent of central Excise under Service Tax Provisions."

**IB-3:** Application in duplicate for issue of tender documents supported with required credentials shall be received on all working days up to 16.00 hrs. of 25.09.2023. Bid documents will be issued to the eligible contractors during the period 21.09.23 to 25.09.2023 up to 15.00 hrs.

**IB-4: Cost of Bidding:** The bidder shall bear all cost associated with the preparation and submission of their bid and WBSEDCL in no case shall be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.





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- IB-5:** Bids will be received up to 14.00 hrs. on 27.09.2023 and will be opened on the same day at 15.00 hrs.
- IB-6:** The tenderers shall keep the tender documents and earnest money in two separate covers (inner covers) and shall seal it properly. These two inner covers shall be addressed to the Chief Engineer(Hydel), Power House Complex, WBSEDCL, Siliguri and shall contain the name of work, tender Notice no and shall be super scribed as "TENDER" or "EARNEST MONEY" as the case may be. These two sealed inner covers shall be put into an outer cover and be sealed properly.  
The outer sealed envelope containing the tender documents and earnest money in separate sealed covers as stated above, shall (a) be addressed to the Chief Engineer(Hydel), Power House Complex, WBSEDCL, Siliguri (b) bear the following identification
- (i). Sealed tender and Earnest money for "Day to day Maintenance, Supervision & Catering Services of Transit Rest Camp under Hydel Headquarters, WBSEDCL, Siliguri."
  - (ii). Tender Notice No:
  - (iii). shall bear the name and address of the tenderers.
- IB-7:** If the envelope is not sealed or marked as indicated above, the WBSEDCL would not be responsible for the misplacement or premature opening of the tender.
- IB-8:** The tenderer will have to quote their rates (in figure as well as in words) strictly in the format furnished in the tender documents. If there is discrepancy in figure and word the amount stated in word shall prevail. If the percentage rate column is left blank, the bid shall be rejected.
- IB-9:** Price indicated in the schedule of prices deemed to include all the levies/duties/taxes and all other incidentals payable as per statute excluding GST. Relevant GST rule shall be applicable for the work and shall be paid extra.
- IB-10:** All corrections in the tender should be initiated by the tenderer before submission of the tender. All pages of the tender document must be signed with company's seal by the tenderer. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors, who resort to canvassing, will be liable for rejection.
- IB-11:** The tender by a partnership firm must be furnished with full names of all partners and be signed with partnership name, followed by the signature (s), designation(s) of the authorized partner(s) or other authorized representative(s).
- IB-12:** Before the deadline for submission of tenders, WBSEDCL may modify the bidding documents by issuing addenda/corrigenda. Any corrigendum thus issued shall be part of the bidding documents and shall be communicated in writing or by press/mail to all participants of the tender.
- IB-13:** Formation of any Cartel, may lead to the cancellation of tenders with penal measures as necessary and WBSEDCL reserves the right to take such unilateral decisions without further notice to anyone.
- IB-14:** WBSEDCL, who do not bind itself to accept the lowest tender, reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders the reason for WBSEDCL's action.
- IB-15:** The tender shall be typed or written in indelible ink and shall be signed by a person/persons duly authorized by the tenderer. The proof of authorization shall be





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furnished in the form of a written power-of-attorney/ or Resolution of the Board of Directors of the Company which shall accompany the bid.

- IB-16:** The tenderers are advised to go through the "Terms & Conditions" laid down in this tender and also to inspect the site before submission of the tender. The contractor shall examine the site and its surroundings and shall satisfy himself before submission of his tender as to the nature of the site, the quantities and nature of work and materials necessary for the completion of the works and the means "to access to the site, the accommodation he may require and in general shall himself obtain all necessary information as to risk contingencies" and other circumstances which may influence and effect his tender. "Site" will mean the land other places on, under in or through which the works are to be executed or carried out and any other lands or places provided by West Bengal State Electricity Distribution Company Limited for the purpose of contract.
- IB-17:** All duties, taxes and other levies excluding GST payable by the contractor under the contract or for any other cause shall be included in the total tendered price submitted by the contractor.
- IB-18:** Transfer of the bid documents purchased by / Issued to one tenderer to another is not permissible.
- IB-19:** The tenderers are to submit the sealed tender papers in the specified tender box kept in the chamber of the Chief Engineer(Hydel),HHQ, W.B.S.E.D.C.L. Tenders received after due date and time shall not be entertained under any circumstances.
- IB-20:** Tender without Earnest Money shall be summarily rejected. Earnest Money of **Rs. 61264/- ( Sixty one thousand two hundred and sixty four )** only shall have to be submitted in the form of Demand Draft/Pay Order / Bankers Cheque of any nationalized bank (preferably SBI) in favour of "WBSEDCL" and Payable at Siliguri. The validity period of Earnest Money shall be 120 days plus 30 days thereafter for claim period from the date of submission of bid. Exemption from deposition of earnest money shall not be entertained under any circumstances.
- IB-21:** The WBSEDCL may at its discretion ask any bidder to produce the detailed price analysis for the quoted rate.
- IB-22:** The WBSEDCL may ask the successful tenderer to deposit 10% (ten percent) of the tendered value as performance security before placement of the letter of award.
- IB-23:** Earnest Money to unsuccessful bidders will be refunded on application with original DCR duly pre-receipted after finalization/ placement of the order.
- IB-24:** The Earnest Money shall be forfeited in case (a) If during the period of validity, the bidder withdraws/modifies its bid as a whole or in part. (b) If the bidder deviates from any clarification/confirmation given by him subsequent to submission of his bid. (c) If the successful bidder fails to accept LOI/LOA unconditionally and sign contract.
- IB-25:** Tender shall remain valid for up to 06 (Six) months from the date of opening of the Tenders.
- IB-26:** The successful bidder shall have to submit Indemnity bond, execute Agreement in the prescribed format before commencement of work & also to submit authenticated valid documents regarding compliance of all applicable labour laws and the rules thereof during execution of the work.
- IB-27:** GST will be paid extra as per rules prevailing during the execution of the contract work.
- IB-28:** The Quoted rate of the Tender should remain firm for any variation of quantities of individual item of the schedule of work enclosed for the entire period of work.
- IB-29:** The contract period will be reviewed iro by competent authority on annual basis



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- IB-30:** Tender not complete in all respect is liable to rejection without assigning any reason whatsoever.
- IB-31:** The WBSEDCL does not bind itself to accept the lowest bidder & reserves the right to reject any/all tender(s) without assigning any reason whatsoever.
- IB-32:** If the Office happens to be closed on the last date of receipt of application, issue of bid documents and/or on the date of receipt/opening of tender, the next working day at the same time & venue shall be applicable for the said purpose.
- IB-33:** Any other details may be had from the Manager (HR&A), HHQ, WBSEDCL, Siliguri  
Mob: 8900794006.

*S. K. Deb*  
21/9/23

(Sibes Kf. Deb)

CHIEF ENGINEER (HYEL)  
HEDEL HEADQUARTERS, WBSEDCL





# West Bengal State Electricity Distribution Company Ltd.

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## Terms & Conditions

### 1. Definition:

- I. The Board/Purchaser/Owner/Department shall mean the WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LTD, having its Head Office at Vidyut Bhawan, Block-DJ, Sector-II, Kolkata-700091.
- II. The Controlling Officer: The Controlling Officer shall mean the Officer designated by the Company for the purpose of this contract. He/she may authorize any person of the office to supervise the job and also for verification of furniture, utensils and other materials of the Transit Rest Camp. He/she is also to certify the bill and send the same to 'Paying Officer' for making payments.
- III. The Contractor shall mean the Bidder who will be awarded with the contract by the Company and shall include the contractor's executor's administrators, successors and permitted assignees.
- IV. Workmanship shall mean the method/manner in which the job whether included in the schedule or not but are required for true & satisfactory completion of the work under this contract, are executed.
- V. The term services shall mean all works to be undertaken by the contractor as laid down under the head "scope of work" or elsewhere. When the word "approved", "subject to approval", "as directed", "accepted", "permitted" etc. are used, the approval, judgment, direction etc. are understood to be a function of the Company.
- VI. "Month" shall mean calendar month.
- VII. The word "Site" shall mean the site of proposed work as detailed in the contract or any other place where the work is to be executed under the contract.

### 2. Earnest Money & Security Deposit:

- I. The Earnest Money shall be forfeited in case
  - i. If during the period of validity, the bidder withdraws/modifies its bid as a whole or in part.
  - ii. If the bidder deviates from any clarification/confirmation given by him subsequent to submission of his bid.
  - iii. If the successful bidder fails to accept LOI/LOA unconditionally and sign contract.
- III. Refund of Security deposit shall be subject to company's right to deduct/appropriate its dues against the contractor under this or any other contract on certification by the controlling officer of this work on written request by the contractor at least after 30 days of completion of work/ release of final bill, whichever comes later.

3. **Execution of Indemnity Bond/ Agreement:** The successful bidder has to submit acceptance of the order within 10 (ten) days from the date of issue of the order and to execute Indemnity bond and an Agreement (in original and three photo copies for each) on a non-judicial stamp paper of Rs. 100/- each. The Agreement with the company with all related documents for satisfactory execution of work shall be signed on a date and time to be mutually agreed upon in the office of the controlling officer of work. The Indemnity bond and the Agreement are to be signed within 30 days from the date of acceptance of the order.





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## 4. Scope & Supervision of Work:

I. **Instructions:** Contractor shall execute, complete and maintain the works as per direction of the Officer-in-Charge of the work or his/her representatives. Contractor will have to arrange prompt attendant service.

II. **Contractor's Staff at site:** The contractor shall provide at authorized representative duly approved by the Controlling Officer (approval may be withdrawn for particular person, if necessary) in his absence. The contractor and / or his authorized representative are to be constantly on the work and shall give whole time supervision of the same. Such authorized agent or representative shall receive (on behalf of the contractor) directions any instructions from the Controlling Officer or his/her representative. Mobile Phone contact number of the contractor and/or authorized representative should be submitted to the Controlling Officer.

III. **Removal of persons employed at site:** The Controlling Officer shall be at liberty to ask the contractor to remove from the site any person employed by the contractor in the execution of the works, who in the opinion of the Controlling Officer misconducts himself or is incompetent or negligent in the proper performance of his duties and such persons shall not be again employed upon the works without the permission of Controlling Officer.

IV. **Protection of works:** The contractor shall in connection with the works maintain all lights, guards, fencing and watching when and where necessary for the safety and convenience of the users or others.

V. **Care of works:** From the commencement to the completion of the works, the contractor shall take full responsibility for the care thereof and in case of any damage & loss of any article belonging to the Company's Transit Rest the contractor shall bear the total cost. The contractor shall take every practicable precaution not to damage or to cause injury to any adjoining or other properties or to any persons. However even if any damages or to cause injury occurs, the contractor shall be responsible in meeting the necessary claims and demands as may be required.

VI. **Supervision of work:** Successful Tenderer shall have to arrange required personnel for supervision of entire job and to manage day-to-day catering services. He has to submit names and address of the workmen to be engaged for the job to the controlling officer of the work.

VII. **Collection of Charges:** Successful tenderer shall have to collect necessary food charges as per Company's approved rate from the visitors/Employees of the WBSEDCL.

VIII. **Maintenance of Registers:** Contractor of Canteen/Supervising personnel of the contractor has to maintain the following registers properly:

i. **Register for Utensils:** Maintenance of existing Register is to be continued, if any or arrange fresh one. The lost or damaged items shall have to be indicated in the Register during verification. The same should be informed to the controlling officer immediately in writing.

ii. **Register for Furniture & Other Materials:** For recording details of furniture, covers, etc. The stock of furniture and fixtures is to be verified afresh and those are to be entered in the Register with signature of the Controlling Officer/Authorised Representative. If any of the items (Other than consumable items) is found lost during the contract period, the amount of the same will be realized from his monthly bill. The existing Register may be continued for this purpose, if any. The lost or damaged items shall have also to be indicated in the Register during verification. The same should be informed to the controlling officer immediately in writing.





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## Description of work :

Day-to-Day Maintenance of the Transit Rest Camp furniture, furnishing articles, bed sheets, towels, linens, curtains, crockery. Arrangement of prompt Attendant service for the visitors. **VIP-Room 1 = 1 No. Double Bedded, VIP-Room 2 = 1 No. Double Bedded & 1 No. Single Bedded .AC Room NO. 3 = 3 Nos. Single Bedded, AC Room NO. 4=3 nos. Single Bedded, Dormitory Room No.5 & 6 =8 Nos. Single bedded. {Total beds =15 Nos. Single and 2 Nos. Double Bedded}.Also maintain the good condition of Drivers Room 4 nos. bed**

Daily sweeping, moping, cleaning and dusting of floors, stairs, rooms, corridor, veranda and walk way etc. and various grill, windows, doors, partitions, soft furnishing articles etc. Including the supply of brooms, mop, brush etc. Washing, cleaning and ironing of all bed sheets, bed covers and other linens.

Maintenance of the Register and collection of charges from the visitors staying at the Transit Rest Camp as per Company's rate to be fixed time to time and deposit the same to cash section of Hydel Hq, WBSEDCL after every fifteen days in every Month positively.

Guarding of the Transit Rest Camp and maintain the safety & security of the premises.

Gardening including proper floriculture in all the seasons with different reputed flowers. To ensure continuous water supply including tit bit repairing of water supply line as and when required. Cleaning the drain including removal of all sewage / garbage etc. once in a week.

Day to day Catering service to the Visitors as per Menu (of approved qualities) indicated in Annexure -A (enclosed).

## XIII. Foodstuff & Workmanship:

1. All the foodstuffs must consist of good quality of rice, flour, fresh quality of livestock, fruit & vegetables. Preparation of foodstuff should be made from approved quality of oil and spices.
2. Cost of cleaning materials like vim, Detergent, Soap, Phenyl, Naphthalene, Odonil etc. Will be borne by the Contractor. The contractor shall supply approved quality of liquid hand soap, toilet/ bath soap, Mosquito repellents etc. at his own cost.
3. The catering service as above shall include cooking, serving of tea & coffee breakfast, lunch, Tiffin, snacks, dinner etc. to the visitors daily. **The rate of food to be collected from Visitors as per schedule in annexure-A for which the required crockery articles shall be supplied by the Company and to be placed under his control for efficient running of Transit Rest Camp.** Any damage/ loss of articles so provided by the company during tenure of this contract shall have to be made good at the cost of the contractor. Before commencement of the work the agency will check-up the existing articles at Transit Rest Camp and make a record in dead stock register.
4. Those visiting I.B. shall be charged as per rate for food and beverages now in existence and revised from time to time.
5. 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 survey.
6. The successful tenderer should provide standard Liveries to Attendant, Cook, serving personnel at his own cost so as to make them presentable and well dressed.

If any poor performance of the contractor is observed, the company will have every right to deduct necessary amount and may withdraw the order.





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2. (i) Monthly payment of maintenance and catering service will be made by A/c Payee cheque or RTGS after deducting all the taxes & duties as applicable by Manager (F&A), HYDEL HQ, against monthly bill duly certified by the Supervising/Nodal officer and the controlling officer of the Transit Rest Camp and on deposition of collected charges from the visitors.

(ii) Monthly bill to be submitted with attendance, acquaintance roll, pay slip along with bank payment statement, EPF payment details with acknowledgement.

For maintaining the service effectively and satisfactorily, initially the following personnel shall have to be deployed by the contractor:-

- |                           |                |
|---------------------------|----------------|
| 1. Skilled Personnel      | - 2 (two) nos. |
| 2. Semi-skilled Personnel | - 1 (one) no.  |
| 3. Unskilled Personnel    | - 1 (one) no.  |

**Note:-** No under-age personnel be engaged for rendering the maintenance and catering Service at Transit Rest Camp. The violation of the same shall attract penal action as per relevant act.

- The visitors will pay the rent, cost of food, etc. as per Company's rate and collection of the same has to be arranged by the Contractor against proper bill.
- Wages of the workmen shall have to be disbursed as per minimum wages Act (revised from time to time) and necessary wage Register for the purpose shall have to be maintained by the Contractor. Payment of wages to the workmen engaged by the Contractor should be made in the respective bank account of the contract
- The successful contractor shall be liable to make payment of compensation to workmen engaged for this job as per provision of Workmen's Compensation Act, 1923 in the case of any casualties take place while on duty.
- The contracting agency shall preferably make arrangement for disbursement of wages etc. to its employee through schedule Commercial Bank after due intimation to controlling Officer.
- The successful tenderer shall have to comply the provisions of Employees Provident Fund and E.S.I. Act. and shall be liable for deduction of Provident Fund/ E.S.I. Contribution of their workmen & deposit the same with the respective Authorities along with required share of Employer's contribution. In case of non-applicability/ availability of E.S.I. the Mediclaim Policy of desired amount is required to be procured by the Contractor.





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## Identity Card of the Contract labour/part-timer:

The Contractor engaging contract labour/ part-timer must ensure 100% compliance of Issue of Identity Cards to such persons. A copy of Identity Cards of Labourers engaged shall be submitted to this end for record.

## Payment of bonus to the contract labour:

The Contractor shall ensure that contract labour engaged in different works are extended with statutory bonus.

## Work Permit:

The contractor must ensure that no contract labour is engaged without a work permit to be issued by the Manager (HR&A), HYDEL HQ to those contract labours who are to be engaged in the I.B. The name of the contract labours engaged shall be provided, in the work permit.

The company shall provide free Water Supply, Electricity for running I.B. smoothly.

The successful Contractors shall have to execute an agreement with the WBSEDCL on a Non-Judicial Stamp paper of Rs. 100/- for the service contract.

**EMD :** The Bid guarantee of the unsuccessful bidder/bidders will be returned back against their written claim after placement of order to the successful Bidder.

The Bid guarantee of the successful bidder will be returned back against their written claim after acceptance of order by the successful Bidder.

**Security Deposit:** Security money shall be deducted from the progressive bill @ 7.5% (seven point five percent) of each such bill so that the total deduction shall constitute not less than 10% (ten percent) of the total annual value of contract as actually done. Security money shall be refunded after 06 (Six) months from the date of completion of contract period, on certification of satisfactory completion by the Controlling Officer of the work.

It shall be responsibility of the Contractor to ensure possession of valid Registration No., Trade License, GST Registration No. and Income Tax clearance certificate, PF deposition challan of the workmen and other documents as per law.

The successful contractor shall ensure all catering arrangement prepared at the I.B. premises within 24 hours notice.

The successful contractor or the workmen engaged at Guest House shall not indulge in any improper activities, which are not directly or indirectly related with contract job.

All liability arising out of dispute of workmen or accident or any other incident whatsoever shall rest on the Contractor. The company will not bear any liability in case of occurrence of any such events.

The standard rate chart of food stuff is marked in the "Annexure- A". The food stuff must consist of fine quality of rice, flour, fresh quality of livestock, fruit and vegetables. Preparation of food stuff should be made from approved quality of oil and spices.





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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 cupboards of the room and also room air conditioners, battery to the wall clock and in the remote control of the TV set, charges 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 defect/ damages of any item so that the same could be attended immediately.

The Contractor should ensure safety of the belongings of the inmates in the Transit Rest Camp. However, in case of any untoward incident like theft or loss of any belongings/cash that takes place from the occupant's room due to negligence on part of the worker employed by the contractor, the contractor would be liable for compensating the loss.

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's and fixtures, equipment, locks, buckets, mugs etc. The Contractor shall have to hand over all items provided to him, as indicated elsewhere, to the Company at the time of termination of the contract.

1. **Controlling Officer:** The Chief Engineer (HYDEL) HQ, WBSEDCL, Siliguri.
2. **Supervising /Nodal Officer:** The Manager (HR&A), HYDEL HQ, WBSEDCL, Siliguri.
3. **Paying Officer:** The Manager (F&A), Hydell Hq, WBSEDCL, Siliguri

(Sibes Kr. Deb)

CHIEF ENGINEER (HYDEL)





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## **SPECIAL CONDITIONS OF CONTRACT**

1. All necessary tools and tackles like spades, buckets, water pipes, broom sticks etc. as necessary shall have to be arranged by the contractor at his own cost.
2. Monthly wages shall not be less the minimum wages as notified by the Labour Comm. Govt. of West Bengal and revised in every six month i.e January and July.
3. Statutory weekly off day shall have to be given to each contract worker. Payment of wages to made extra in respect of 4 (four) National Holidays i.r.o. 26<sup>th</sup> Jan, 1<sup>st</sup> May, 15<sup>th</sup> Aug and 2<sup>nd</sup> Oct respectively.
4. EPF (employer's contribution) and administrative charges @13% of wages will be reimbursed on submission of copy of PF combined challan, ECR copy, Form 5 and Form 2 in respect of employees (at the beginning of contract period) and copy of EPF payment confirmation slip.
5. ESI Contribution @3.25% of wages (employer's part) in respect of each worker as per rule.
6. Bonus @8.33% of wages to be paid to each worker.
7. Payment will be released on monthly basis against bills submitted to Controlling Officer along with authenticated documents for payment of wages, EPF/ESI related documents along with on monthly basis. The controlling officer will pass the bills and forward the same to authority for release of payment only after due certification of HR&A wing concerned towards compliance of statutory rules and regulations.
8. Tax will be reimbursed on production of authenticated document of tax payment.
9. In case of non-payment of wages of labourers within 7<sup>th</sup> day of every month. WBSEDCL will take action accordance with the relevant provision of prevailing Law and WBSEDCL may disburse the amount directly subject to recovery from bills and/or security deposit of the agency together with a penalty of 10% of on total disburse amount. In case such a situation arises more than once during the contract period WBSEDCL will take suitable administrative actions which may extended up to termination of contract and/or black listing enlistment.



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## SCHEDULE OF CHARGES FOR FOOD STUFF

## ANNEXURE "A"

SI No.	Description	Unit	Rate (In Rs.)
1	Tea of Good Quality	Per Cup	5.00
	Darjeeling Tea	Per Cup	15.00
2	Coffee	Per Cup	10.00
3	Omelette (Single)/Boiled egg.	Per Plate	10.00
4	Pakora (Minimum 6 pcs)/Sandwich (3 pcs.)	Per Plate	30.00
5	Biscuits	Per Piece	2.00
6	Breakfast/Tiffin (Roti-4pcs with Sabji, Extra Roti @ Rs. 5.00/-)	Per Plate	25.00
	Breakfast/Tiffin (Paratha-2pcs./Puri-4pcs. With Sabji, Extra Piece @ Rs. 10.00/-)	Per Plate	30.00
	Breakfast/Tiffin (Consisting of 4pcs Bread+Butter with one Omelette/boiled Egg. Quality of bread Modern/Britania with Amul Butter (Cube)	Per Plate	35.00
7	Standard Vegetarian Meal with Rice/Chapatti, Dal, Salad, 2 Veg. Curry and Bhaji, Papad & Achar	Per Plate	50.00
8	Standard Non-Vegetarian Meal with Rice/Chapatti, Dal, Bhaji, Sabji, Salad and :	with Egg Curry	Per Plate 60.00
		with Fish (weighing not less than 80 grms) Curry	Per Plate 80.00
		with Mutton (weighing not less than 100 grms) Curry.	Per Plate 100.00
		with Chicken (weighing not less than 100 grms) Curry.	Per Plate 80.00
9	Sweets	Per Piece	10.00
	Dahi	Per Bowl	15.00
10	Vegetable fried rice (Full plate)	Per Plate	60.00
	Non-Vegetable fried rice (Full plate) (Prawn/Egg/Chicken)	Per Plate	90.00
11	Cold drinks & Mineral water	Per Bottle	As per Market Rate
12	VIP Breakfast - Cornflakes with Milk + Sandwich (4 Pcs.) + Fruits + Sweets (1 pc.) / Aloo paratha(2 pcs) / Puri (6 pcs) & Sabji/Aloo Dum+Egg+Fruits+sweets (1 Pc)	Per Plate	120
13	VIP Special Lunch/Dinner-Vegetarian (As per order)	Per Plate	180.00
	VIP Special Lunch/Dinner-Non-Vegetarian (As per order)	Per Plate	250.00
14	Snacks (Evening) As per Order (Veg/Non-Veg Pakora, Nuts,Fruits & others + Darjeeling Tea/ Coffee)	Per Plate	100.00





# West Bengal State Electricity Distribution Company Ltd.

(A Government of West Bengal Enterprise)

## RATE QUOTATION FORM

I/We quote my/our rate as .....%(.....)

(In figure)

(In words)

Above/Below/At Par on/with the Estimated Amount of Rs.2450544/- (Rupees twenty-four lakh fifty thousand five hundred and forty four only) after thorough examination of all the aspects related with the Day-day-day Maintenance, Supervision and Catering Services of Transit Rest Camp, Hydrel Headquarters, 2<sup>nd</sup> Mile Sevoke Road, Siliguri.

The total Quoted Amount thus stands at :

Rs.....p.m.(.....)

(In figures)

(In words)

Rs.....For Two Years (.....)

(In figures)

(In words)



# West Bengal State Electricity Distribution Company Ltd.

(A Government of West Bengal Enterprise)

## DECLARATION BY THE CONTRACTOR

• **Tender Notice No:** CEH/HRA/TENDER/21-22/04      **Date:** -06/09/2021

• **Name of the work:** Day-day-day Maintenance ,Supervision and Catering Services of Transit Rest Camp, Hydel Headquarters, 2<sup>nd</sup> Mile Sevoke Road, Siliguri

1. I/We undertake that the contract if awarded to me/us shall be operative for a period of 2(Two) years at my/our offered rate from the date of order to commence the work failing which relevant clauses of the works contract will apply.
2. I/We further agree that the tender shall remain open for acceptance of WBSEDCL for a period of 6(six) months from the date of opening of the tender.
3. I/We do further declare that I/We have inspected the site and fully conversant with all aspects of the site and appraise the condition of site in regard to the execution of this contract.
4. I/We have also gone through the Rate schedule of foodstuff for both the years and other Tender details. Our tender is offered taking due consideration of all factors and if the same is accepted I / We promise to abide by all stipulations of the contract documents and carry out and complete the work to the satisfaction of the WBSEDCL.
5. I/We further declare that our tendered price is FIRM and is inclusive of all factors governing the execution of the work. No claim for enhancement of rate will be made for any reason whatsoever.
6. I/We do further declare that the work will be executed as per standard practice unless otherwise specified in the tender documents.
7. I/We further do declare that any damage to the property of WBSEDCL shall be compensated by me/us. The decision of the controlling officer shall be final and binding on our part.

Address : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of the tenderer  
with seal.