

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



TENDER BOOKLET

For

Engagement of Agency for providing Data Entry Operator & Multi-Tasking Staff at Pension Cell of WBSEDCL at Vidyut Bhavan

Issued against

Press Tender Notification no: WBSEDCL/CSC/SC/Manpower/1008

Dated- 08.12.2021

E-Tender ID: 2021_WBSED_354895

By

COMMON SERVICE CELL
WBSEDCL

Vidyut Bhavan, Block-DJ, Sector-II, Bidhannagar, Kolkata-700091

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WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A GOVERNMENT OF WEST BENGAL ENTERPRISE)

Registered Office: Vidyut Bhavan, Block -DJ, Sector -II, Bidhannagar, Kolkata - 700091
CIN- U40109WB2007SGC113473 Website- www.wbsedcl.in

Common Service Cell
8th Floor 'B' Block
Vidyut Bhavan

Telephone No. 033-2334 5828
Tele Fax No. 033-2359-1924
Extension No. 03323197-213/239
Email Id- csbwbsedcl@gmail.com
Dated. 08.12.2021

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West Bengal State Electricity Distribution Company Limited hereinafter referred to as WBSEDCL, a Govt. of West Bengal Enterprise having its registered office at Vidyut Bhavan, Block- DJ, Sector-II, Salt Lake, Kolkata -700091 is responsible to distribute uninterrupted and quality Power within the State of West Bengal within the jurisdiction WBSEDCL with a consumer base of approx. 2.09 Cr.

The Addl. General Manager (HR&A), Common Service Cell, WBSEDCL, 8th floor 'B' Block, Vidyut Bhavan, Salt Lake, Kolkata -91 on behalf of WBSEDCL invites e-tenders from the reputed and solvent agencies/companies having their proven experience to execute a service contract for a period of 02(two) years as enlisted Agency who will provide manpower service like Data Entry Operator, Multi-Tasking Staff etc. to the Pension Cell of WBSEDCL at Vidyut Bhavan in line with the terms and conditions mentioned hereunder.

Name of the Work	:	Enlistment of potential Agency/Company for providing manpower service like Data Entry Operator, Multi-Tasking Staff etc. to the Pension Cell of WBSEDCL at Vidyut Bhavan
Estimated Contract Value	:	₹ 21 lacs (approx.)
Amount of Earnest Money	:	₹ 52,500/- (2.5% of the estimated contract value)
Amount of Security deposit	:	₹ 63,000/- (3% of the estimated contract value)
Publishing date of Press Notification & in NIC Portal	:	15.12.2021
Start date of Downloading of NIT	:	15.12.2021 at 11.00 hrs. onwards
Pre-Bid Meeting	:	20.12.2021 at 12.30 hrs.
Bid submission starts on and from	:	28.12.2021 at 12.00 hrs.
End date of submission of Online Bid	:	04.01.2022 at 11:00 hrs.
End date of physical submission of Tender Fee, EMD and Bid documents	:	04.01.2022 at 15.00 hrs.
Website for downloading Enlistment Booklet, corrigendum and addendum	:	www.wbsedcl.in (only for download purpose) and https://wbtenders.gov.in
Mode of submission of Earnest Money and Security Deposit	:	Earnest Money should be deposited either online i.e. Net-banking/ RTGS/NEFT through e-tendering portal or in form of Bank Guarantee. Security Deposit may be submitted in form of Demand Draft/ Bank Guarantee (BG).
Submission of Demand Draft/ BG	:	DD/BG must be submitted in favour of "West Bengal State Electricity Distribution Co. Ltd." payable at Kolkata issued



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Date of opening of Techno-Commercial Bid	:	from any Nationalized/Scheduled Bank. 07.01.2022 at 11.00 hrs.
Validity of Service Contract	:	2 years



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❖ Scope of Work

- i) Initially the Agency/Company will be liable to provide **03 (three) nos. Skilled manpower as Data Entry Operators and 03 (three) nos. Unskilled manpower as Multi-Tasking Staffs** at Pension Cell of WBSEDCL at Vidyut Bhavan.
- ii) All the outsourced personnel should perform the job entrusted to them by the concerned officer-in-charge of the posted department.
- iii) All the outsourced personnel should attend their duties at the designated place of posting on all the working days from 10.00 am to 05.30 pm and as per advice of the concerned Officer-in-charge of the posted department.
- iv) Any regular office equipment like desktop computer, printer, calculator etc. will be provided by the concerned user office. Any other type of office equipment if required should be provided by the agency on consultation with the user office. Charges for the same will be paid by WBSEDCL against submission of separate bill along with the monthly bill.
- v) All the outsourced personnel will enjoy all the Saturdays and Sundays as holidays and other holidays as declared by WBSEDCL. No daily wages payable will be deducted for those days. However, in case of necessity, the HoD can advise the outsourced personnel to attend office on any holiday(s) and/or Saturday and/or Sunday. No extra payment will be made for those duties.
- vi) No pick-up and/or drop-off facility will be provided by WBSEDCL to the outsourced personnel under any circumstances. If any outsourced personnel be absent on his/her duty for unavailability of conveyance due to any reason, the same will be treated as absent on duty and daily wages will be deducted as per prevailing norms until any order/guideline issued by WBSEDCL and/or by the GoWB for non-deduction of wages.
- vii) In case of outbreak of pandemic and/or epidemic, if lockdown and/or restriction is imposed, the outsourced personnel should attend their duties at their respective department(s) until any guideline(s) and/or order(s) is issued by WBSEDCL and/or GoWB. Necessary passes will be provided by the HoD(s) of the respective department. If the outsourced personnel be absent on their duty for such lockdown/restriction, daily wages will be deducted for each day of absence until any guideline/order is issued by the GoI/WB government/WBSEDCL for non-deduction of wages.
- viii) The Service Contract will be valid for **02 (two) years** from the date of issuance of the Service Contract order or the date mentioned in the Service Contract Order.



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- ix) Initially the engagement of three nos. Data Entry Operators and three nos. Multi-Tasking Staffs will be at Pension Cell of WBSEDCL at Vidyut Bhavan. In case of necessity WBSEDCL reserves the right to engage more personnel at any office of WBSEDCL at Vidyut Bhavan as per required category within the Service Contract period with prior intimation to the selected service provider. Monthly minimum wages payable to the proposed category will be as per guidelines of the Labour Deptt., GoWB be in force at that time. But Service Charge/Profit percentage per person/day will be same as to be mentioned in the Service Contract Order.
- x) The Service Charge/Profit percentage will be firm throughout the entire contract period and any request for increment will not be entertained under any circumstances. However, any change in govt. statutory will be taken up and may be modified as per decision of the competent authority of WBSEDCL.



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❖ Eligibility Conditions

- A) The Agency/ Company should be in continuous operation for a **minimum period of 05 yrs.** Necessary documents i.e. certificate of commencement/incorporation; list of present clients of the agency/company along with ongoing service contract order should be submitted. IT returns of last 05 F.Y. should be submitted.
- B) It is mandatory that the Agency/Company should have following registrations & certificates: -
- Registration with the Regional Labour Commissioner, valid license under Contract Labour (R&A) Act, 1970.
 - EPF Registration,
 - ESI Registration
 - GST Registration
 - Professional Tax
 - ISO Certification 9001:2015 for Quality Management System.

Necessary certificates must be submitted along with application.

- C) The Average Annual Turn Over of the participating agency/company should not be less than ₹6.5 lacs in the **Financial Years 2017-18, 2018-19 & 2019-20.** Duly Audited Profit and loss account for companies under Company Act and for others Profit and Loss account duly certified by any Chartered Accountant should be submitted.
- D) The participating agency/company should have successfully executed and completed similar type of jobs in govt. offices and or PSUs in last three years. Necessary successful completion certificate issued by concerned offices should be submitted.
- E) The Agency/ Company should have their Head/Registered/Corporate office within India and also a registered office within the jurisdiction any of Kolkata, Howrah, Salt Lake and South & North 24 Parganas which will be referred as "**Local Office**" herein after. Detailed address and location of the offices should be furnished. Necessary documents should be submitted with application. If it is felt necessary, WBSEDCL reserves the right of physical inspection without giving any prior notice. If the Agency/Company changes location of its office within the contract period, the same must be intimated to the Addl. General Manager (HR&A), Common Service Cell in written manner with supporting documents. In case of proprietorship agency, the address of the office and residence should not be same.
- F) The agency/company will ensure to pay the minimum wages and all statutory payments payable to skilled workers for Data Entry Operators and payable to unskilled workers for Multi-Tasking Staff as per the govt. norms as notified time to time by the Govt. of WB.



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- G) Any Consortium/Joint Venture will not be allowed.
- H) Participating agency/company should not be blacklisted by any govt. and or PSUs in last three calendar years. Undertaking of authorize signatory of vendors in the non-judicial stamp paper of ₹100 with the seal of the organization should be submitted.
- I) No preference will be allowed to any agency/company based on its geographic location or size of the company/agency.



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❖ Terms & Conditions

i) Type of Tender:

This tender is **02(two)** part tender comprises the following: -

- 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 from the tender.
- After completion of thorough checking of Techno-Commercial Bid, **Price Bid** of the techno-commercially eligible participants will be opened from which lowest offered rates will be obtained.

ii) Acceptance of Tender: -

Participants shall ensure that all the eligibility conditions duly fulfilled by them and if there be any dispute regarding non-submission of any documents, WBSEDCL reserves the right to cancel that bid unilaterally without assigning any reason. Necessary intimation will be given.

iii) Availability of Tender Booklet: -

The tender documents will be available only in PDF format at the website of WBSEDCL i.e. www.wbsedcl.in and at the e-tendering portal i.e. <https://wbtennders.gov.in>. There will be no sell of Tender document. Participants have to download the same from the above-mentioned websites.

iv) Earnest Money: -

An **Interest Free Refundable Earnest Money** of ₹52,500/- (Rupees Fifty-two thousand five hundred) only should be deposited through online mode i.e. Net-banking/RTGS/NEFT through e-tendering website or through offline mode in form of Bank Guarantee drawn from any nationalized/scheduled bank in favour of **West Bengal State Electricity Distribution Company Ltd.** payable at **Kolkata**. Earnest Money deposited in any other form or partially through online and partially through BG will not be accepted. **Details of online transaction or details of BG should be mentioned properly in the prescribed format in Application from.** At the time of opening Technical Bid, if any dispute found in application of a participant and subsequently the application declared as disqualified, the EMD will be refunded to the participant through online mode through e-tendering website automatically through an automated process by NIC portal on receipt of updated status of any bid (in case of EMD submitted online) or by WBSEDCL in due course (in case of submitted in form of Bank Guarantee).

Refund/settlement of EMD amount: -

- At the time of opening Technical Bid, if any dispute found in application of a participant and subsequently the application declared as disqualified, the EMD will be refunded to the participant through online mode through e-tendering website automatically through an



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automated process by NIC portal one receipt of updated status of any bid (in case of EMD submitted online) or by WBSEDCL in due course (in case of submitted in form of Bank Guarantee).

- For successful bid(s), EMD will be refunded from WBSEDCL authority after completion of tendering process and following procedures.

However, WBSEDCL reserves the right to forfeit the above Earnest Money in whole, if felt necessary and decided by the Tender Committee: -

- Incomplete Submission of Offer, i.e. Agency/Company should have to quote for all three services of this tender.
- If the Bid is withdrawn during validity period or any extension thereon.
- If the bid is varied or modified in a manner not acceptable to this organization during the validity period or any extension thereof.
- If the bidder whose bid has been accepted but fails to furnish the security deposit within two weeks of acceptance of bid.
- If any point of time during the evaluation process of this tender it is found that Agency/Company has submitted fake documents or details furnished by them is incorrect.

Please note that without submission of Earnest Money or inadequate submission of Earnest Money or Earnest Money deposited through other than online mode results in non-opening of Technical Bid.

v) Security Deposit: -

An Interest Free Refundable Security Deposit of ₹63,000.00 (Sixty-three thousands) should be deposited only in form of Demand Draft/Bank Guarantee (as per Annexure- VIII) drawn in favour of "WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED" payable at Kolkata from any nationalized/scheduled bank within 15(fifteen) working days from the date of placement of LOA and before signing of agreement. After completion of successful contract period the same will be returned to the Agency/Company against their application for refund. In case of renewal of contract (if necessary), the same may be retained further on mutual agreement.

Please note that validity period of DD will be 90 (ninety) days from the date of submission. The validity of the Bank Guarantee will be 03 (three) months from the date of expiry of the contract with additional claim period of 03(three) months which can be extended further.



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However, WBSEDCL reserved the right to forfeit the above Security Deposit in whole during the validity period in following cases, if felt necessary and decided by the competent authority of WBSEDCL: -

- If the Agency/Company is being disqualified or holiday listed by WBSEDCL resulting termination of contract.
- In case of breach of any terms of service contract.

vi) Different modes of Payment of Fees: -

a) Net-Banking through Payment Gateway.

b) 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 bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using the 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.

The details of online transfer are as follows: -

Particulars	Details
Name of the Entity	West Bengal State Electricity Distribution Company Ltd
Bank Name	ICICI Bank Ltd
Account No.	193405000657
Account Title	West Bengal State Electricity Distribution Company Ltd
IFSC Code	ICIC0001934
MICR Code	700229096

c) Bank Guarantee: For submission of EMD in form of Bank Guarantee (BG), the bidder will have to opt for EMD exemption in e-tender portal and upload the scanned coloured copy of BG in EMD exemption document upload section. Bank Guarantee (BG) should be drawn from any scheduled/nationalized bank as per Proforma of Bank Guarantee for Earnest Money/Bid Security given in the Tender Booklet (Annexure-VII) with initial validity of 06(six) months from the due date of submission of tender and with a claim period of another 03(three) months, subject to further extension if required in favour of West Bengal State Electricity Distribution Company Limited payable at Kolkata. Physical copy of the BG should be submitted at the office of the Tender inviting authority as per respective clause of NIT.



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For submission of Fees in form of Bank Guarantee, the particulars of the banker of WBSEDCL is given below: -

Particulars	Details
Bank Name	Punjab National Bank
Branch Name	Kolkata, LCB
Cash Credit Account No.	1096250031709
IFSC Code	PUNB0172120
MICR Code	700024414

vii) Submission of Tender: -

Tender should be submitted through the e-procurement portal only. However, if EMD deposited in form of BG then the application along with BG and **without Price Bid** should be submitted at the office of the **Additional General Manager (HR&A), Common Service Cell, 8th floor 'B' Block, Vidyut Bhavan** in a properly sealed envelope within the time and date stipulated in this booklet. There will be no consideration to allow any participant to submit application beyond the stipulated time and date. **E-tender ID, Press notification no. of the Tender, submission date, opening date, matter of tender, name and address of the participating Agency/Company** should be mentioned clearly and prominently on the envelope.

The sealed envelope should contain the following: -

- One envelope containing BG for Earnest Money. E-tender ID, Press Notification No., name of the participating Agency/Company and the tag "**Earnest Money**" should be written prominently on the envelope.
- One envelope containing all requisite and relevant documents duly attested by the authorized signatory of the participating agency/company. E-tender ID, Press Notification No., name of the participating Agency/Company and the tag "**Techno-Commercial Documents**" should be written prominently on the envelope.

viii) Opening of Tender: -

On the date of opening of Techno-Commercial Bids, Fees portion will be opened at first in presence of Tender Committee and the authorized representatives of the participating Agencies/Companies. Representative from the participating agency/company should bring authorization letter with themselves at the opening of tender and submit the same prior opening of technical bid. After thorough scrutiny of Fees submission documents, Techno-Commercial Bid of the eligible participants who have submitted the requisite fees in proper manner will be opened. After thorough scrutiny of the Techno-Commercial documents, price bid of the Techno-Commercially qualified bidders will be opened.



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ix) Evaluation of tender: -

- Evaluation of **Techno-Commercial bid** will be done on the basis of merit of the documents submitted by the participants as per **Annexure-II** of the NIT.
- After aggregation of rates of Sl. no. 6 & 7 of Annexure-III, the lowest bid will be selected. Formula fitted for evaluation is mentioned in the lower section of **Annexure-III**.
- In case of receiving same rates by two or more participants, negotiation may be done if Committee decides to do so.

In the matter of evaluation decision of the Committee will be final.

x) Evaluation Parameters: -

L1 rate will be obtained on the basis of the aggregate value of **Sl. no. 6 & 7 of the Price Bid**.

xi) Pre-bid meeting: -

A pre-bid meeting will be held in presence of the Committee Members and authorized representative of the intending Agencies/Companies on the stipulated date to clarify doubts (if any) from both ends of WBSEDCL, as well as the intending participants prior submission of tender.

xii) Modification/Corrigendum/Amendment of NIT: -

WBSEDCL reserves the right to modify the bid document at any time by issuing addendum/corrigendum and uploading the same in the web portal, but not later than 5 (five) days prior to the deadline for submission of bids. Such addendum/corrigendum shall be binding on the bidders and shall have to be submitted as integral part of the bid. In order to afford prospective bidders reasonable time to take the addendum/corrigendum into account while preparing their bids, WBSEDCL may, at its discretion, extend the deadline for bid submission.

xiii) Award of Contract: -

After evaluation of all requisite documents and finalization of lowest rate on aggregate basis the lowest bidder will be awarded with the Contract.

xiv) Rate: -

After finalization of rates, the same will be firmed for the entire contract period. If any issues regarding enhancement of rate arises during the contract period, the same will not be entertained. If there any changes in statutory subject(s) made by the Govt. of India as well as Govt. of WB resulting impact on finalized rates, the same will be placed under purview of competent authority and will be finalized as per decision taken and the contractor Agency/Company will have to accept that decision.

xv) Agreement:

After finalization of Agency/Company and placement of LOA, a mutual agreement (**Annexure-VI**) will be signed within 07 (seven) working days between WBSEDCL and the selected Agency/Company on ₹100 non-



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Email Id- csbwbsedcl@gmail.com
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judicial stamp paper which should be arranged by the Agency/Company. The Additional General Manager (HR&A), Common Services Cell will sign the agreement on behalf of WBSEDCL.

- xvi) All payments for that month to the staffs should be completed by 07th day of the next month by NEFT transfer (Bank only by the concerned agency).
- xvii) PF, Bonus and ESI will be deposited by the agency as per stipulations laid down in Central Acts, Laws on social security. This will be confirmed to the appropriate authority for verification during processing and final payment of bills of subsequent month.
- xviii) Bonus will be calculated on monthly basis but the same will be disbursed to the staffs and reimbursed to the agency on quarterly or half yearly or annually (as the case may be) basis against submission of bill by the concerned agency.
- xix) The agency should provide Payslip (showing details of payment and deductions), Annual PF Statement and Identity Card to each staff.
- xx) The agency must comply to the provisions of various statutory Acts/Rules/Guidelines governing such contracts and engagement such as The Employees Provident Fund and Miscellaneous Provisions Act 1952, Employees' State Insurance Act 1948, Payment of Wages Act 1936, Minimum Wages Act 1948, The Payment of Bonus Act 1965, The Contract Labour (Regulation & Abolition) Act 1970 and any other Acts if any come into force in due course of engagement.
- xxi) Working Procedure: -
All the staffs engaged by the agency will be under supervision and control of the Officer-in-Charge of the concerned user department or the person assigned by the HoD of the user department authorized by the authority of WBSEDCL. Attendance record should be maintained by the user office. All staffs should be available in the office during the working hour and I-cards should be provided.
- xxii) Billing/ Invoicing and submission: -
Bill/Invoice should be prepared in following manner maintaining the guidelines of GST for billing/invoicing.
The bills/invoices should be submitted in triplicate along with attendance sheet duly signed by the concerned officer-in-charge of the user department, wages payment receipt, Prof. Tax Challan, ESI Challan & EPF challan to the Additional General Manager (HR&A), Common Service Cell, WBSEDCL, 8th floor 'B' Block, Vidyut Bhavan, Block-DJ, Sector-II, Salt Lake, Kolkata - 91.
- xxiii) Payment: -
After submission of bills/invoices, Payment will be made in due course by the Manager (F&A), Establishment Corporate, 6th floor 'B' Block, Vidyut Bhavan.



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A GOVERNMENT OF WEST BENGAL ENTERPRISE)

Registered Office: Vidyut Bhavan, Block -DJ, Sector -II, Bidhannagar, Kolkata - 700091

CIN- U40109WB2007SGC113473 Website- www.wbsedcl.in

Common Service Cell
8th Floor 'B' Block
Vidyut Bhavan

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xxiv) Penalty/Liquidated damage: -

In case of damage of any property of WBSEDCL caused by the staffs engaged by the agency, then the agency will be liable to repair the damage at their own cost or to reimburse the actual cost of repair done by the authority of WBSEDCL in the mode of deduction from the immediate bill.

Monitoring of the levels of quality of the outsourced services shall be done on regular basis by the Officer-in-Charge of WBSEDCL and in the event of quality of work being found to be unacceptable in any month due to deficiency in the office work for lack of manpower and/or any other reasons on the agency's side, "Penalty" will be levied and the same will be deducted from the contractor's bills/Performance Security in any case as detailed below: -

- In case any of contractor's personnel(s) deployed under the contract is (are) absent and contractor is unable to provide suitable substitute, **penalty equal to the wages of number of staff absent on that particular day** shall be levied by the authority and the same shall be deducted from the contractor's bills.
- In case any of contractor's personnel deployed under the contract fails to report in time and contractor is unable to provide suitable substitute in time for the same it will be treated as absence and penalty as mentioned in point xxiv (a) shall be levied.
- In case of any public complaint is received attributable to misconduct/misbehavior of contractor's personnel, penalty @ 2.5% for each such incident shall be levied. Further the concerned contractor's personnel shall be removed from the system immediately.
- In case the contractor fails to execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, the concerned authority reserves the right to impose the penalty @ 2.5%.

The penalties shall be recovered out of the Pending Bills/Performance Security of the Contractor. The company reserves the right to forfeit a part or whole of the performance security or/and cancellation of contract in case of repeated instances of poor performance with no improvement in spite of bringing the same to the notice of the contractor, verbal or written. The contractor or his employees will not be allowed to take out any item without the explicit written authority of the Officer-in-Charge.

xxv) Validity of Contract: -

The Contract will be valid for the period of **02(two)** years from the date of placement of the LOA or the upto the date mentioned in the LOA. The validity period may be extended or the contract may be renewed if required by the authority on mutual basis.

xxvi) Cancellation/Termination of Contract before expiry period: -

The contract will be terminated as per discretion of the authority of WBSEDCL for the ground mentioned below and in that case the security money deposited will be forfeited. Following are the grounds.



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that may lead to termination of contract and initiation of process subsequently for holiday listing of the agency/company: -

If the agency/company

- Fails to provide service or provided service unsatisfactorily for more than two occasions.
- Fails to abide by the condition of the service contract.
- Found to submit false particulars at the time of tender submission or indulged in any type of forgery or falsification of records.
- Changes its constitution without proper intimation to or without approval of the enlistment authority.
- Changes its permanent/business address without prior intimation to the enlistment authority.
- Declared or is in the process to be declared bankrupt/insolvent, winding up/dissolves/partitioned.
- Persistently defaulted in settlement of Statutory Taxes such as Income Tax, GST, Wages, Bonus, ESI and EPF etc.
- Forms cartel or practicing unfair trade practice including overcharging, price fixing etc. as defined in various statutes.

If any evidence found regarding the above cases or any disciplinary action taken by any Government body against the agency/company will attract penal measures as deemed fit would be imposed on the agency/company by WBSEDCL.

xxvii) Legal Jurisdiction: -

Any legal dispute that may arise between the parties relating to any provisions of the Order/Contract be subject to superintendence and jurisdiction of High Court, Calcutta or any of its subordinate courts having competent jurisdiction.

xxviii) The company reserves the right to reject or accept any or all tenders without assigning any reason whatsoever.



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Annexure-I Key Dates & Time Span

Date of publishing of Press Notification	15.12.2021	Day 1
Date of uploading of NIT at WBSEDCL's website www.wbsedcl.in as well as in NIC Portal https://wbttenders.gov.in (Publishing Date)	15.12.2021 at 11:00 hrs.	Day 1
Tender Booklet downloading start date	15.12.2021 at 11:00 hrs.	Day 1
Pre-Bid Discussion	20.12.2021 at 12:30 hrs.	Day 5
Online Bid submission starts on & from	28.12.2021 at 12:00 hrs.	Day 13
Last date of online Bidding	04.01.2022 at 11:00hrs.	Day 20
Last date of physical submission of Tender Cost, EMD and Bid documents	04.01.2022 at 15.00 hrs.	Day 21
Techno-commercial bid opening date	07.01.2022 at 11:00 hrs.	Day 21
Financial bid opening date	The date & time will be intimated after evaluation of Techno- commercial bid	

If any date as stipulated above falls on a holiday or half day, then proceeding of that date will be executed on the immediate next full working day.



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Annexure-II

Format for Techno-Commercial Bid (Part-I)

Techno-commercial Requirement for Engagement of Housekeeping Agency for WBSEDCL at Vidyut Bhavan

1.	Name of firm/Agency/Company	:	
2.	Detailed Address & Telephone No.		
	a) Head Office	:	
	b) Registered Office at Kolkata/Howrah/Salt Lake/ North 24 Parganas/South 24 Parganas (Mark the location)	:	
3.	Contact Details:		
	a) Authorized person at Head Office	:	
	b) Fax number (if any) of Local Office	:	



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c) Email address of Local Office		:	
d) Details of personnel of Local Office			
Particulars	Head of the Office	Responsible Person I	Responsible Person II
Name:			
Telephone & Mobile No:			
e) Website URL (if any)		:	
4.	Trade License no (Copy should be enclosed)	:	
5.	PAN No. (Copy should be enclosed)	:	
6.(a)	GST Registration No. (Copy should be enclosed)	:	
6.(b)	GST Registration Type (Regular or Composite) (Document should be submitted)	:	
7.	Certificate of Incorporation/ Certificate of Commencement in case of Private/Public Limited Company	:	



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8.	Company Identification Number (if any)	:	
9.	Professional Tax Reg. no (if applicable):	:	
10.	Registration details with the Regional Labour Commissioner	:	
11.	EPF Registration details	:	
12.	ESI Registration details	:	
13.	ISO 9001:2015 for Quality Management System	:	
14.	IT Return for F.Y. 2017-18, 2018-19 & 2019-20	:	
15.	Average Annual Turnover for 2017-18, 2018-19 & 2019-20	:	
16.	List of Clients with ongoing service contract (Documents should be enclosed)	:	
13.	Whether the firm had been removed from approved list of outsourced service providing Agency from any organization?	:	Yes/No (if yes, give details)
14.	Whether the firm is demoted to a lower class of outsourced service providing Agency at any organization?	:	Yes/No (if yes, give details)



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15.	Whether the firm is having business banned/suspended by any government department in the past?	:	Yes/No (if yes, give details)												
16.	Whether the firm is convicted by a court of law?	:	Yes/No (if yes, give details)												
17.	Whether business activities of the firm have been suspended and they are subject to legal proceeding?	:	Yes/No (if yes, give details)												
18.	Whether the firm was disqualified pursuant to administrative suspension or disbursement by any Department?	:	Yes/No (if yes, give details)												
19.	Whether already enlisted with other department (except any other department of WBSEDCL)	:	Yes/No (if yes, give details)												
20.	Work experience details in support of execution of work with reference to Terms & Conditions	:													
21.	Filled up Annexure- III, IV, V & VII	:													
22.	Earnest Money Payment Details <table border="1"> <tr> <td>Mode of Payment (please tick the mode)</td> <td>:</td> <td>Online</td> <td>Bank Guarantee</td> </tr> <tr> <td>Transaction/BG Reference Number</td> <td>:</td> <td></td> <td></td> </tr> <tr> <td>Transaction/BG Date</td> <td>:</td> <td></td> <td></td> </tr> </table>			Mode of Payment (please tick the mode)	:	Online	Bank Guarantee	Transaction/BG Reference Number	:			Transaction/BG Date	:		
Mode of Payment (please tick the mode)	:	Online	Bank Guarantee												
Transaction/BG Reference Number	:														
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Amount	:	
Issuing Bank	:	
Branch name	:	
Whose favour	:	
23. Enclosures	:	

- | | |
|---|--|
| <ul style="list-style-type: none"> i) Attestd copies of all requisite registration certificates ii) Client List iii) Earnest Money (Annexure-VII if submitted in BG) | <ul style="list-style-type: none"> iv) Certificate of Incorporation & CIN (if any) v) Prof. Tax Registration Certificate vi) Desired IT Returns vii) Audited Accounts for 2017-18, 2018-19 & 2019-20 viii) Filled up Annexure - IV, V & VII |
|---|--|

-Declaration-

01. I/we certify that I/we have read the Enlistment Rule of WBSEDCL and am/are prepared to abide by them as amended from time to time.
02. I/we certify that the information given in the Technical Bid is true to the best of my/our knowledge. I/we also understand that in case any information is found wrong. I/we am/are liable for cancellation of Bid and to be debarred for enlistment/ tendering process in future.

Signature(s) of the Authorized Signatory with seal
of Local Office

Signature(s) of the Authorized Signatory with seal of
Head Office

Note: - The complete application form along with BG should be submitted to the Office the Additional General Manager (HR&A), Common Service Cell, WBSEDCL at 8th floor B Block of Vidyut Bhavan at Block-DJ, Sector-II, Bidhannagar, Kolkata-700091.



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Annexure-III

Format for Price Bid (Part-II)

Price Bid for deployment outsourced manpower for WBSEDCL at Vidyut Bhavan

Sl. no.	Name of Heads	Data Entry Operator (Skilled) Amount (₹)	Multi-Tasking Staff (Unskilled) Amount (₹)
1	Monthly minimum wages payable to each staff	10,775.00	8,904.00
2	Bonus calculated per month and payable annually	@ 8.33% of the minimum wages	
3	(+) Employer PF contribution for employee	13% of the minimum wages	
4	(+) Employer ESI contribution for the employee	3.25% of the minimum wages	
5	Net Payable to each staff	Sum of above	
6	Profit percentage (%) of the agency on monthly minimum wages		
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.

** 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 concerned deptt. The rate of Profit percentage (%) 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 & 7.

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



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Annexure-IV

PROFORMA FOR UNDERTAKING TO BE SUBMITTED BY THE BIDDER in company's letter head

(For genuineness of the information furnished and authenticity of the documents produced before Tender Committee for verification in support of eligibility)

I, _____, Partner /Legal Attorney /Accredited Representative of M/s. _____, solemnly declare that:

1. We are submitting e-Tender for the Service Contract for providing manpower for outsourced jobs at the offices of WBSEDCL at Vidyut Bhavan.
2. None of the Partners of our firm in relation directly or indirectly with an employee(s) of WBSEDCL.
3. All information furnished by us in respect of fulfillment 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. Quoted rates for the service under each stipulated Category are as per specification as mentioned in the NIT.
6. 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/Security Deposit whichever will be available at that time and banning/delisting of our firm and all partners of the firm etc.

Signature(s) of the Authorized Signatory with seal of Local Office

Dated.....



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Annexure-V

Letter to be submitted by the Agency/Company in their letter head along with **Annexure - II**

To

The Tender Committee

Sub: Letter of Bid for the execution of Service Contract for providing manpower for outsourced jobs at offices of WBSedCL at Vidyut Bhavan.

Ref: N.I.T No. WBSedCL/CSC/SC/Manpower/1008 Dated. 08.12.2021

E-Tender ID: 2021_WBSedCL_354895

Dear Sir,

We offer to execute the service contract as per your Service specification in accordance with the Terms & conditions of the NIT document as available in the website. The details of the Earnest Money being submitted by us have been duly furnished.

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

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

Signature(s) of the Authorized Signatory with seal of Local Office

Dated.....

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WBSedCL


Addl. General Manager (HR&A)
Common Services Cell



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Annexure-VI

PROFORMA OF CONTRACT AGREEMENT

(To be executed on a Rs. 100/- Non judicial Stamp Paper arranged by the successful Agency/Company after finalization of the Tender)

The AGREEMENT made this day of in the year between WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED (WBSEDCL), (A Government of West Bengal Enterprise), a company incorporated under Companies Act 1956 having its registered office at "Vidyut Bhavan", Block-DJ, Sector-II, Bidhannagar, Kolkata-700091, hereinafter referred to as the "Company" (which expression shall unless excluded by or repugnant to the context be deemed to include its successors and assigns) of the ONE PART.

AND

"Contractor" (which expression shall unless excluded by or repugnant to the context be deemed to include its heirs, executors, administrators, representatives and permitted assigns) of the OTHER PART.

WHEREAS the Company invited e-tender 2021_WBSED_354895 vide Tender Notice No. WBSEDCL/CSC/SC/Manpower/1008 dtd: 08.12.2021 (Annexed hereto) for "execution of Service Contract for providing manpower for outsourced jobs at offices of WBSEDCL at Vidyut Bhavan".

AND WHEREAS in pursuance of such invitation for tenders the Contractor submitted a tender vide no. dt the Techno-commercial part of which was opened on and the Price bid was opened on (The tender offer is in custody of the Company at present).

AND WHEREAS AFTER consideration of the tender submitted by the Contractor, with clarification(s), the company accepted the said tender submitted by the Contractor and placed Letter of Award vide memo no. WBSEDCL/CSC/SC/Manpower/..... Dtd:

NOW THEREFORE, The Company and the Contractor agree as follows:

1. The Contractor agrees to undertake the work of "providing manpower for outsourced jobs at offices of WBSEDCL at Vidyut Bhavan" as per terms & conditions stipulated in the NIT as well as Letter of Award/Order no. WBSEDCL/CSC/SC/Manpower/..... Dtd: referred to above.
2. The Company agrees to pay the contractor as per the Letter of Award no. WBSEDCL/CSC/SC/Manpower/..... Dtd: referred to above.



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3. Both the Contractor and the Company agree that for the purpose of jurisdiction of court in regard to any dispute arising out of this agreement, this agreement shall be deemed to have been executed within the jurisdiction of the original side of the High Court, Kolkata.

IN WITNESS WHEREOF the parties have hereunder affixed their signature, on the day, the month and year written as above.

SIGNED, SEALED AND DELIVERED

..... Contractor Company
..... Witness Witness
..... Witness Witness



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Dated. 08.12.2021

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E-Tender ID: 2021_WBSED_354895

Annexure-VII

PROFORMA OF BANK GUARANTEE FOR EARNEST MONEY

(To be executed on a Rs. 100/- Non judicial Stamp Paper in the name of issuing bank arranged by the participating Agency/Company at the time of submission of bid)

Ref.....

Bank Guarantee No.....

To
The

Date.....

West Bengal

Dear Sirs,

In accordance with invitation to bid 2021_WBSED_354895 under your Bid No. WBSEDCL/CSC/SC/Manpower/1008 dtd: 08.12.2021 M/s..... having its registered/ Head Office at (herein after called the 'Bidder') wish to participate in the said bid of "execution of Service Contract for providing manpower for outsourced jobs at the offices of WBSEDCL at Vidyut Bhavan" and you, as a special favour have agreed to accept an irrevocable and unconditional Bank Guarantee for an amount of ₹52,500/- (Rupees Fifty-two thousand five hundred) valid upto on behalf of Bidder in lieu of the Bid deposit required to be made by the bidder, as a Condition precedent for participation in the said bid.

We, the (Bank name) at (address) having our Head Office at guarantee and undertake to pay immediately on demand by West Bengal State Electricity Distribution Company Ltd., the amount of ₹52,500/- (Rupees Fifty-two thousand five hundred) without any reservation, protest, demur and recourse. Any such demand made by said 'Owner' shall be conclusive and binding on us irrespective of any disputes or difference raised by the Bidder.



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A GOVERNMENT OF WEST BENGAL ENTERPRISE)

Registered Office: Vidyut Bhavan, Block –DJ, Sector –II, Bidhannagar, Kolkata – 700091
CIN- U40109WB2007SGC113473 Website- www.wbsedcl.in

Common Service Cell
8th Floor 'B' Block
Vidyut Bhavan

Telephone No. 033-2334-5828
Tele Fax No. 033-2359-1924
Extension No. 03323197-213/239
Email Id- csbwbsedcl@gmail.com
Dated. 08.12.2021

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This Guarantee shall be irrevocable and shall remain valid upto and including *
if any further extension of this guarantee is required, the same shall be extended to such required period
(not exceeding one year) on receiving instruction from M/s.
on whose behalf this guarantee is issued.

In witness where of the Bank, through its authorized office has set its hand and stamp on this day of
..... 20..... at

WITNESS

..... (Signature) (Signature)
..... (Name) (Name)
..... (Official address) (Official address)

* This date shall be 30 (thirty) days after the last date for which the bid is valid.



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Annexure- VIII

PROFORMA OF BANK GUARANTEE FOR SECURITY DEPOSIT

(To be executed on a Rs. 100/- Non judicial Stamp Paper arranged by the successful Agency/Company after finalization of the Tender)

Ref.....

Bank Guarantee No.

To Date:.....

West Bengal

Dear Sir(s),

In consideration of West Bengal State Electricity Distribution Company Ltd. (hereinafter referred to as the "owner" which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to M/s. with registered/Head Office at (hereinafter referred to as "contractor" which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns), a Contract issued by Owner's Letter of Award vide memo no: **WBSEDCL/CSC/SC/Manpower/.....** Dated..... for execution of Service Contract for providing manpower for outsourced jobs at offices of WBSEDCL at Vidyut Bhavan for two years (scope of work) and the same having been acknowledged by the Contractor, resulting in a Contract bearing no. dated..... Contractor having agreed to provide a Contract performance Guarantee for the faithful performance of the entire Contract equivalent to ₹63,000/- (Rupees Sixty-three thousands).

We (name & address) having its Head office at (hereinafter referred to as the "Bank", which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) do hereby guarantee and undertake to pay the Owner, on demand any or all monies payable by the Contractor to the extent of ₹63,000/- (Rupees Sixty-three thousands) as aforesaid at any time up to*(day/month/year) without any demur, reservation, contest, recourse or protest and/or without any reference to this Contractor.



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Any such demand made by the Owner on the bank shall be conclusive and binding notwithstanding any difference between the Owner and the Contractor or any dispute pending before any Court, Tribunal, Arbitrator or any other authority. The bank undertakes not to revoke this guarantee during its currency without previous consent of the Owner and further agrees that the guarantee herein contained shall to continue to be enforceable till the Owner discharges this guarantee.

The Owner shall have the fullest liberty without affecting in any way the liability of the Bank under the Guarantee from time to time to extend the time for performance or the Contract by the Contractor. The Owner shall have the fullest liberty, without affecting this guarantee to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Contractor and to exercise the same at any time in any manner and either to enforce or to for bear to enforce any covenants, contained or implied in the Contract between the Owner and the Contractor or any other course or remedy or security available to the Owner. The Bank shall not be relieved of its obligations under these presents by any exercise by the Owner of its liberty with reference to the matters aforesaid or any of them or by reason of any other act of omission or commission on the part of the Owner or any other indulgences shown by the Owner or by any other matter or thing whatsoever which under law would, but for this provision have the effect of relieving the bank.

The bank also agrees that the Owner at its option shall be entitled to enforce this guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Contractor and not withstanding any security or other guarantee the Owner may have in relation to the Contractor's liabilities.

Notwithstanding anything contained herein above our liability under this guarantee is restricted to ₹63,000/- and it shall remain in force upto including *(dd/mm/yyyy) and shall be extended from time to time for such period as may be desired by M/s. on whose behalf this guarantee has been given.

Unless a demand or claim is lodged on us within and including *(dd/mm/yyyy) we shall be discharged from all liabilities thereafter.

Dated this day of, 20..... at

WITNESS

.....
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(Signature)	(Signature)
..... (Name) (Name)
..... (Official address) (Official address)

Attorney as per Power of Attorney No.

Date

* Till 3 (three) months after the validity of the Bank Guarantee.

** Upto 3 (three) months after the expiry of guarantee period.

Notes:

1. The Stamp Paper of appropriate value shall be purchased in the name of issuing bank.

The performance Bank Guarantee/ Security Deposit Bank Guarantee shall be valid as per terms of contract. A period of 03 (three) months should be added as claimed period from the last date of validity of the Bank Guarantee.



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Annexure-IX

Vendor Mandate Form

MANDATE FORM BY VENDOR FOR RTGS/NEFT PAYMENT

(TO BE FILL 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.:			
6. MOBILE PHONE No.:		Fax 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:			
iii) 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	
N.B.: [Where the cheque does not carry IFS Code an attestation from Bank attesting the IFS Code should be given.]			
Date:		SIGNATURE OF BANK OFFICIAL WITH SEAL	



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