NOTICE INVITING e-TENDER

Tender Notice No. WBSEDCL/ LO/2023/221(A)/135 **Dated:12/10/2023**

West Bengal State Electricity Distribution Company Limited (WBSEDCL) has an office at New Delhi. Sealed tenders are invited by The Resident Director, New Delhi Liaison Office, F-7/A, Kailash Colony, New Delhi-110048 from eligible, resourceful and experienced contractors having requisite credentials of providing services to WBSEDCL / other Power Utilities / other Govt. Departments/Other reputed company in earlier occasion(Submission of Bid through online only).

Sl. No	Name of the work	Estimated Amount (Rs.) excluding GST.	Earnest Money Deposit (EMD) (Rs.)	Tender fee
1.	Hiring of Sweeping and Cleaning Service at New Delhi Liaison Office, WBSEDCL	**INR 8,06,091/-** (Rupees Eight Lac Six Thousand and Ninety One only)	**INR 24,500/-** (Rupees Twenty Four Thousand and Five hundred Only)	NIL

IMPORTANT INSTRUCTIONS:

1. Intending bidder should download the tender documents from the website https://wbtenders.gov.in directly with the help of his Digital signature Certificate. Necessary Earnest Money Deposit (EMD) should be paid in full through online mode only as mention at Instructions to Bidders.
2. Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed by the Bidder through the website https://wbtenders.gov.in. (Details of which has been narrated in 'Instruction to Bidders").
3. **Eligibility criteria for participation in tender:**

   A) The bidders shall have credential for providing Sweeping and cleaning Service at WBSEDCL / other Power Utilities / other Govt. Departments / Other reputed company in earlier occasions within last three financial years subject to fulfilment of the following criteria:
   - One similar completed work costing not less than the amount equal to 50% of estimated value within last three financial years.
   - In case of composite job within last three financial years i.e. service related and other type of job, in that case the value of service related job will be at least 50% of estimated value.

   B) The bidders shall have achieved minimum average turn over amounting to Rupees Fifteen Lac during last three financial years.

   C) Annual Audited Financial report for last 3 (three) financial years to be submitted for verification in respect of bidders for whom audit of accounts is mandatory. For those whose audit of accounts is not mandatory, they shall submit copy of IT returns along with related enclosures (Form 3CA and Form 3CB) for last three years.

   D) All categories of prospective Bidders shall have to submit valid copies of current Professional Tax receipt Challan (if applicable), E.P.F. Registration number, ESI Registration Certificate, Labour License, Registration certificate under contract labour (R&A) Act 1970, GST Registration no, PAN Card and Income Tax Return for last three financial years, Trade License (if applicable) in respect of the prospective Bidder, Proprietorship Firm (Trade License), Partnership Firm (Partnership Deed, Trade License), Ltd Company (Incorporation certificate, Trade License), Co-operative Society (Society Registration copy, trade Licence). Any other registration / license which are mandatory for such agencies stipulated by concerned authorities from time to time.

E) The prospective Bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 3 (three) years. Such abandonment or rescission will be considered as disqualification towards eligibility. Any bidder against whom FIR/Complaint is lodged with Police by WBSEDCL/any other service receivable body shall not be eligible to participate in the bidding process. (A declaration in this respect has to be furnished by the prospective bidders).

F) Declaration related to Breakup of Labour Rates in compliance of minimum wages as per Government of India, Ministry of Labour & Employment and Chief Labour Commissioner must be provided along with Technical bid.

G) The Bidder should have sufficient employees on its rolls specifically trained for house keeping work. Full list of the employees, viz., name, age, employee code, designation, experience in the field of house keeping, PF, ESI details etc. should be attached with the technical Bid. Document in support of GST tax, ESI, EPF deductions and details of the health and safety measures, the bidder takes for his workers should also be attached with the technical bid.

H) The bidder should have at least 50Nos. of Distinct man power on his/her payroll on the day of filing the tender. The tenders having captive manpower less than this will be rejected.

I) The Resident Director reserves the right to withdraw/relax this eligibility criteria depending upon the situation at the time of evaluation of Technical Bid. However, no relaxation will be given as far as statutory requirements are concerned.

4. The FINANCIAL OFFER of the prospective bidder will be considered only if the TECHNICAL BID of the Bidder is found qualified by the WBSEDCL. The decision of the WBSEDCL will be final and absolute in this respect. The list of Qualified Bidders of Technical Bid will be displayed in the website, mention above.
5. Bid shall remain valid for a period of 180 (ONE EIGHTY) days from the date of opening of Price Bid. If the bidder modifies/withdraws the bid during the validity period of bid, the bid will be cancelled with forfeiture of Earnest Money Deposit (EMD).
6. The quoted rate includes all taxes, duties, cess, if any, excepting GST as applicable.
7. The bidder has to declare as follows: "We hereby declare that in quoting the above price, we have taken into account the entire statutory taxes and levies as applicable till date (except GST)".
8. The unit price consistently Basic/Min wage for unskilled as mentioned in Labour Commissioner Order of Govt. of NCT & Delhi/Govt. of India. The details breakup of the unit price is shown in BOQ. The SERVICE CHARGE on unit price per Manpower must include bidder's administrative charge, transportation charge, payslips, uniform cost including winter uniform, accessories i.e. umbrella, raincoat, Fire Safety Dress etc. and any other charges/overheads/profits/cost of items which are necessary for maintaining work (Uniform includes per year two pair of shirt, trouser, cap, name plate, winter dress (Sweaters/Jackets), belt, cap with Company's logo, Identity Card, badge, shoe/boot, etc). All sort of sweeping and cleaning materials will be supplied by WBSEDCL. Successful Bidder should submit the requisition of cleaning materials list at least fifteen days in advance.
9. The increment of rate of minimum wages (which is generally published twice in a year), PF, ESI, Bonus percentage by the appropriate Government from time to time will be paid by WBSEDCL on reimbursement basis on submission of proper bill after due clearance of all statutory compliances with minimum wages to all the Housekeeping sweepers deployed for Sweeping and cleaning services at New Delhi Liaison office cum Guest House.
10. Bonus shall be paid on Quarterly Basis as per Office Order No CLM/01 dated 29.04.2019 of Director (HR), WBSEDCL. Bonus will be calculated on monthly basis but the same will be disbursed to the Manpower engaged and reimbursed to the agency on QUARTERLY basis against submission of bill by the concerned agency. No overtime allowances would be allowed.
11. **Date and Time Schedule:**

Sl. No.	Particulars	Date & Time
1.	Publishing Date	20.10.2023 at 10:00 hrs
2.	Documents download start date	20.10.2023 at 11:00 hrs
3.	Seek Clarification Start Date	20.10.2023 at 12:00 hrs
4.	Seek Clarification End Date	28.10.2023 at 10:00 hrs
5.	Pre-Bid Meeting Date	30.10.2023 at 12:00 hrs
6.	Bid submission start date	31.10.2023 at 12:00 hrs
7.	Bid Submission end date	21.11.2023 at 11:00 hrs
8.	Technical Bid opening date	23.11.2023 at 11:00 hrs
9.	Financial Bid opening Date (Online)	To be intimated later

12. The Bidder at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender. The cost of visiting the site shall be at the Bidder's own expense. Before submission of the bid, Bidders are requested to make themselves fully conversant with the site conditions, labourer conditions, specifications, schedules, drawings and other information so that no ambiguity may arise in these respects subsequent to the submission of the tender. Representative of the Bidders should visit the sites to assess the site conditions prior to submission of bid.
13. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the WBSEDCL. The WBSEDCL reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Bidder at any stage of Bidding.
14. Exemption from deposition of earnest money deposit (EMD) shall not be allowed under any circumstances.
15. The Earnest Money Deposit will be refunded to the unsuccessful bidder only after finalization of the contract. In case of the successful bidder EMD will be refunded after receipt of the performance security deposit. No interest will be paid on the EMD.
16. Conditional / Incomplete tender will not be accepted under any circumstances.
17. Mobilization advance and secured advance will not be allowed.
18. The intending Bidders are required to quote rate online.
19. A prospective Bidder shall be allowed to participate in the tender either in the capacity of individual or as a partner of firm. If found to have applied severally in a single job, all his offers will be rejected for that job.
20. During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.
21. Canvassing in connection with the tender is strictly prohibited in the Tender submitted by the Contractor.
22. 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 / manufactured / fabricated or false at any stage, tender will be rejected and legal action will be taken against him.
23. Price preference will not be allowed to any contractor based on the size of the company or its geographic location. Co-operative Society / MSME will not be considered with separate status.
24. Other information as well as terms and conditions, which are not covered above, will be available in Instructions to Bidders, General Conditions of Contract and scope of work of this tender.
25. Any further information may be had from the website: **www.wbsedcl.in** and the following office :-

    Office of the Resident Director
    New Delhi Liaison Office
    West Bengal State Electricity Distribution Company Limited,
    F-7/A, Kailash Colony, New Delhi-110048
    E-mail:liaison.delhi@wbsedcl.in
26. The WBSEDCL does not bind itself to accept the lowest bidder and reserves the right to reject any or all tender(s). WBSEDCL reserves its right to take decision keeping its financial interest.
27. The WBSEDCL reserves the right to cancel the NIT due to unavoidable circumstances and no claim in this respect will be entertained. In such case EMD will be refunded without any interest.

12/10/2023

Resident Director,
New Delhi Liaison office

INSTRUCTION TO BIDDER (IB)
SECTION-I

IB.1. INTRODUCTION:

The Government of West Bengal has restructured the erstwhile WBSEB into two successor entities, namely West Bengal State Electricity Distribution Company Limited (WBSEDCL) and West Bengal State Electricity Transmission Company Limited (WBSETCL), under the ownership of the State Government. The two Companies started functioning from April 1, 2007. WBSEDCL provides power to 96% of West Bengal, catering to every sector - from ordinary villages to huge industrial units. It serves a customer base of more than 2.23 Cr. across West Bengal. The service network spans over 5 Zones, 21 Regional Offices, 78 Distribution Divisions and 544 Customer Care Centers. WBSEDCL has a Liaison Office cum Guest House in New Delhi to liaison for effective coordination with other agencies and Govt. Sectors situated at New Delhi.

IB.2. ISSUE OF BID DOCUMENTS

WBSEDCL invites two part Tenders from resourceful, reputed, eligible, competent and established Facility Management Agencies having registered office in New Delhi for Engagement of House Keeping Manpower who will provide Sweeping and Cleaning services. The House Keeping Manpower would be posted in Liaison Office cum Guest House of WBSEDCL, situated in F-7/A, Kailash Colony, New Delhi through experienced Facility Management agencies.

IB.2.1.Eligibility of Bidders:-

The intending bidders/agencies should have the following qualifications for enlistment:

IB.2.1.1. Registration certificate under contract labor (R&A) Act 1970

IB.2.1.2. Valid Licenses under the above mentioned Act read with the prescribed Rules & any other registration / license which are mandatory for such agencies stipulated by concerned authorities from time to time.

IB.2.1.3. The Bidders must have an experience of handling the house keeping work in reputed organization including WBSEDCL/Other power utilities /Govt. & PSUs for at least three years supported by documentary evidence and must contain list of at least three Govt./Semi-Govt./PSUs. Certificates of satisfactory performance from these three clients are also to be submitted along with tender.

- One similar completed work costing not less than the amount equal to 50% of estimated value within last three financial years.
- In case of composite job within last three financial years i.e. service related and other type of job, in that case the value of service related job will be at least 50% of estimated value.

IB.2.1.4. Valid GST Registration, PAN Card, Income Tax Return for last three assessment years, PF/ESI (wherever applicable) registration, Profession Tax Registration certificate (wherever applicable), Labour License, Appointment orders & work completion certificates of previous works.

IB.2.1.5. Code nos. under the Employees Provident Fund Act and ESI Act.

IB.2.1.6. Valid Registration Certificate under EPF Act, ESI Act etc.

IB.2.1.7. Bank Solvency Certificate from any Scheduled Bank under R.B.I i.r.o. Concerned Bidder is required.

IB.2.1.8. Minimum 50 (fifty) numbers of Housekeeping Manpower employed in different organizations in last 12(twelve) months during the Financial year 2022-23.

IB.2.1.9. Amount of Average Annual turnover which should not be less than Rs. 15,00,000/- (Rupees fifteen Lac) only during last three financial years.

For proof of turnover, Annual Accounts certified by Chartered Accountant (CA) for bidder other than companies & Audit report for bidder being companies registered under Company's Act are required to be submitted for last 03 (three) assessment years.

IB.2.1.10. Tender submitted by any Agency/Firm/State Govt. /Central Govt. /State & Central Govt. undertakings who has been blacklisted by any State Electricity Board/Power Sector Company/State

Government/Central Government/State & Central Undertakings and / or convicted by a Court of law will be rejected. All Undertaking will be submitted on Non Judicial Stamp Paper.

IB.2.1.11. Annual Accounts certified by Chartered Accountant (CA) for bidder other than companies &Audit report for bidder being companies registered under Company's Act are required to be submitted for last 03 (three) assessment years.

IB.2.1.12. The Selected Bidder must have its offices in Delhi and Bank Account in Delhi NCR. Agencies operating from outside the state without office(s) in Delhi will not be considered. Selected Bidder must give the proper address of office in Delhi and its registered office in West Bengal/Delhi NCR.

IB.2.1.13. Business experience for at least 03 (three) years in House keeping activities such as sweeping, cleaning etc.

IB.2.1.14. Govt. owned enterprise having similar business experience may also participate.

IB.2.1.15. Bid document shall not be issued from the Office by post or by courier.

IB.2.1.16. Intending Bidders should note that the liability to the extent shown will be taken into consideration by WBSEDCL while finalizing rate of Housekeeping service.

IB.2.2.Cost of Tender:-

NIL

IB.3. RESPONSIBILITY OF BIDDERS:

IB.3.1. It shall be the sole responsibility of Bidders to determine and to satisfy themselves by such means as they consider necessary or desirable for all matters pertaining to this contract including, in particular, all factors that may affect the cost, duration and execution of the work.

IB.3.2. It must be understood and agreed that such factors have properly been investigated and considered while submitting the bid. Any claim, whatsoever, including those for financial adjustments to the contract, once awarded under these documents will not be entertained by WBSEDCL. Neither any change in time schedule of the contract nor any financial adjustments, arising thereof, shall be permitted by WBSEDCL, which are based on the lack of such clear information of its effect.

IB.3.3. The bid shall include all the information as per bid document.

IB.3.4. The bidder shall bear all the costs associated with the preparation and submission of bid. WBSEDCL in no case shall be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

IB.4. FORMATION OF CARTEL & PENAL MEASURES:

Any evidence of unfair trade practices, including overcharging, price fixing, cartelization etc. as defined in various statutes, will automatically disqualify the parties. Repeated occurrence of such evidence of above tenderer may also be viewed seriously by the WBSEDCL authority and penal measures as deemed fit would be imposed on such bidders.

IB.4.1. Default in Statutory Compliances:

Bidders with default in compliances to the statutes based on tax Audit Report or Audit Report as the case may be shall be considered as not eligible.

IB.5. KEY DATES:

The schedule of issue, submission and opening of Bid Documents is furnished herein below:

Sl No.	Action	Date & time
1.	**Period and time of downloading of bid document.**	From **11:00 Hrs. On 20.10.2023** Bid documents can be downloaded from the web site https://wbtenders.gov.in.
2.	**Pre bid discussion with bidders.**	At WBSEDCL Liaison Office, F 7/A, Kaillash Colony, New Delhi 110048 at 12:00 hrs o n 30.10.2023
3.	**Bid submission start date**	at 12:00 hrs on 31.10.2023**.**
4.	**Last date of submission of complete Bid**	Through E Tender portal only at 11:00 hrs on 21.11.2023**.**
5.	**Opening of Techno Commercial Part of Bid document**	at 11:00 hrs on 23.11.2023**.**
6.	**Opening of Financial Bid**	**To be intimated Later**

IB.6. If any Strike or Holiday (Central &WBSEDCL), falls on any of the scheduled date, then the next working day (between mentioned working hours) shall be considered as scheduled date and schedule time.

IB.7. COLLECTION OF TENDER DOCUMENTS:

IB.7.1. Intending bidders desirous of participating in the tender are to log on to the website https://wbtenders.gov.in for the tender. The tender can be searched by typing WBSEDCL in the search engine provided in the website.

IB.7.2. Bidders willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) in the name of person who will sign the tender, from any authorized Certifying Authority (CA) under CCA, Govt. of India (viz. nCode Solution, Safescrypt, e-Mudhra). DSC is given as a USB e-Token. After obtaining the Class 2 or Class 3 Digital Signature Certificate (DSC) from the approved Certifying Authority they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website.

IB.7.3. Tenders are to be submitted online and intending bidders are to download the tender documents from the website stated above, directly with the help of the e-Token provided. This is the only mode of collection of tender documents.

IB.8. SUBMISSION OF TENDER DOCUMENT UNDER COMPANY:

IB.8.1. Tenders are to be submitted online through the website https://wbtenders.gov.in.Allthe documents uploaded by the Tender Inviting Authority form an integral part of the contract. Bidders are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders - one is Technical Proposal and the other is Financial Proposal. The bidder shall carefully go through the documents and prepare the required documents and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid.

IB.8.2. The bidder needs to download the Forms / Annexures, fill up the particulars in the designated Cell and upload the same in the designated location of Technical Bid. He needs to download the BOQ, fill up the rates of items in the BOQ in the designated Cell and upload the same in the designated location of Financial Bid.

The documents uploaded shall be virus scanned and digitally signed using the Digital Signature Certificate (DSC). Each page of the Tender document and papers submitted, should be numbered, signed and stamped by the authorized signatory as a token of acceptance of the terms and conditions laid down by New Delhi Liaison office, WBSEDCL. Bidders should take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

IB.9. PRE-BID MEETING:

IB.9.1. Those who are like to participate in the tender may came to the designated place for pre BID discussion for any clarification of confusion needed by the applicants to submit Tenders correctly. In case any change in tendered clause is required, copy of the same shall be supplied to all the applicants on that date, prior to bid opening.

IB. 9.2. Pre bid discussion will be held at WBSEDCL as per schedule indicated in clause IB 5 above to clarify the queries, if any, from the Selected Bidders in respect of tender. Interested Selected Bidders who shall participate the Bid may participate (maximum two persons) in the said meeting for any such clarification. The attending personnel should have valid authorization from the prospective bidder(s) who intend to participate in the bidding.

IB.10. CLARIFICATION OF BIDDING DOCUMENTS:

If there be any discrepancy or obscurity in the meaning of any clause of the bid document, such queries must be sent to the Resident Director, WBSEDCL Liaison Office , F7/A , Kailash Colony , New Delhi-110048 in written form one day prior to the date of Pre-bid discussion. Such query received from Selected Bidders prior to pre bid discussion shall only be discussed in the pre bid meeting. No other query except the written submitted ones will be clarified during pre bid discussion. After submission of bid, correspondences in any form shall be treated as "Bad Conduct". If any changes are decided in pre-bid meeting the same will be informed on the same day of pre bid meeting only and no other communication shall be made afterwards on the issues discussed in the pre bid meeting. The clarification given in pre-bid discussion shall be final and binding on the bidder.

IB.11. AMENDMENT / ADDENDUM OF BIDDING DOCUMENTS:

At any time, prior to the deadline of submission of Bid, WBSEDCL may, for any reason, modify the Bidding Documents by issuing Addendum / Amendments and the same will be available in the company website (www.wbsedcl.in) only in due time. WBSEDCL shall not have any obligation to inform the Selected Bidder through any other mode of communication.

IB.12. LANGUAGE OF THE BID:

The bid so prepared by the bidder and all other correspondences and documents relating to the bid, exchanged by the bidder and WBSEDCL, shall be written in English Language only.

IB.13. VALIDITY OF TENDER & OFFER:

The offer against tender should remain valid for a minimum period of 180 **days** from the next day of opening of the tender. However, WBSEDCL may, on the merit of case, request extension of validity of the offer for a further suitable period without any change in terms & conditions of the offer.

IB.14. EARNEST MONEY DEPOSIT [BID GUARANTEE]:

IB.14.1. All bids must be accompanied with a refundable earnest money, as **"Bid Guarantee".** The bid shall be considered non responsive if the earnest money deposit (EMD) is not submitted along with the bid.

IB.14.2. The Bid Guarantee of amounting of **Rs.24,500/- (Rupees twenty four thousand five hundred)** only is to be submitted online through https://wbetenders.gov.in via NEFT/RTGS OR Net banking

IB.14.3. The successful bidder, on whom rate contract order would be placed from WBSEDCL, should submit the Performance Guarantee for a period of another 12 (twelve) months with a claim period of another 03(three) months within 15 days from the date of placement of such rate contract order. The EMD of the successful Bidder, will be returned within 15 (fifteen) days from the date of acceptance of Performance Guarantee of bid document.

IB.14.4. No interest shall be payable by WBSEDCL on the above Bid Guarantee.

IB.14.5. The Bid Guarantee shall be forfeited for any of the following reasons:

IB.14.5.1. If during the period of bid validity, the bidder withdraws or modifies the bid in part or as a whole.

IB.14.5.2. If the successful Bidder/ Bidders fails/fail to accept the rate contract order unconditionally as per **clause GTCC 19 (Acceptance of Order)** of bid document or fails/fail to furnish the contract performance guarantee as stipulated in **clause GTCC 16 (Performance Guarantee)** of bid document.

IB.14.5.3. If the successful bidder fail to extend the validity period of EMD as per Clause IB 14.3 of bid document.

IB.14.5.4. If any cartel is formed by the tenderer.

IB.14.5.5. If withdrawal/Revision of Bid after Bid submission of E-tender.

IB.15. SIGNING OF BIDS:

IB.15.1. The bid shall be signed by a person / persons duly authorized by the bidder.

IB.15.2. To be qualified for evaluation and finalization of contract, Bidder/ Bidders shall submit a written power of attorney, authorizing the signatory of the Bid to act on behalf of the Bidder.

IB.15.3. All the pages of the bid and where, entries/ amendments have been made, shall be signed by the person/persons signing the bid.

IB.15.4. The complete bid shall be without alterations, interlineations or erasers, except those to accord with instructions issued by WBSEDCL or as necessary to correct errors made by the bidders, in which case such corrections shall be duly signed (initial signature) by the person/persons signing the bid. Bids not duly signed shall be treated as cancelled.

IB.16. SUBMISSION OF BID:

Bids Proposal shall contain scanned copies and/or declarations in the following standardized formats in two covers (folders).

IB.16.1. STATUTORY COVER:

a) To be submitted in "Drafts" Folder

i. Tender Fee : NIL

ii. Earnest Money Deposit (EMD)

Online payment though https://wbetenders.gov.in via Net Banking/NEFT/RTGS as mentioned in **IB.18.2.**

b) To be submitted in "Annexure" folder

i. Application for Tender/ Bid Proposal (Annexure-I)

ii. Proforma for Contract Performance (Annexure-II)

c) To be submitted in "NIT" folder

i. Notice Inviting Tender(NIT)

ii. Addenda/Corrigenda: if published.

Note: Bidders are to keep track of all the Addendum/Corrigendum issued with a particular tender and upload all the above digitally signed along with the NIT. Tenders submitted without the Addendum/Corrigendum will be treated as informal and liable to be rejected.

d) To be submitted in "Forms" folder

i. Proforma for undertaking to be submitted by the Bidders (Annexure-V)

ii. Proforma of Letter of Bid (Annexure-VI)

iii. Sample Format of Certificate (Annexure-IV)

iv. Proforma of Declaration of Black Listing/ Holiday Listing (Annexure-VII)

v. Key Information about the Bid (Annexure-VIII)

vi. Statement of Orders Executed during Last Three Financial Years including Current Orders in Hand (Annexure-IX)

Note: Tenders will be summarily rejected if any item in the statutory cover is missing.

IB.16.2.NON-STATUTORY COVER:

a) Company Details:

i. Valid Licenses under the above mentioned Act read with the prescribed Rules.
ii. Credentials to proof their satisfactory past services in Govt., PSU & Other enterprise for three years.
iii. Code nos. under the Employees Provident Fund Act and ESI Act.
iv. Registration and Code Nos EPF Act, ESI Act etc.
v. Business experience for at least 03 (three) years in sweeping and cleaning by providing manpower of that Selected Bidder.
vi. The bidder should have a valid labour license .

b) Certificates & Financial Info:

i. Valid GST certificate, PAN registration, Income Tax Return for last three assessment years, PF/ESI (wherever applicable) registration, Profession Tax Registration certificate (wherever applicable), Appointment order, Bankers Solvency Certificate, work completion certificate, Exemption certificate (if any issued by any competent authority).
ii. Annual Accounts certified by Chartered Accountant (CA) for bidder other than companies & Audit report for bidder being companies registered under Company's Act are required to be submitted for last 03 (three) assessment years.
iii. Amount of Average Annual turnover which should not be less than Rs 15,00,000/- (Rupees Fifteen Lac) only in during. For proof of turnover, Annual Accounts certified by Chartered Accountant (CA) for bidder other than companies & Audit report for bidder being companies registered under Company's Act are required to be submitted for last 03 (three) assessment years may be submitted.
iv. Latest filed GST Return may also to be provided.

c) Credentials:

i. Proof of Minimum 50 (Fifty) numbers of Distinct House keeping Manpower employed in Govt., PSU & Other Registered Reputed Enterprises in last 12(twelve) months during the Financial year 2022-23.
ii. Bidder must give an undertaking regarding the address of its office address, email id and phone no for further communication.
iii. Bidders must submit latest 03 months challan for the EPF and ESIC.
iv. If Bidders having certificate of ISO 9001/14001/45001; a copy of the certificate must be attached as documentary of evidence will be an added advantage.
v. Bidders must provide the latest police verification report for their authorized signatory. This report should validate the credibility and background of the authorized signatory.

IB.17. FINANCIAL PROPOSAL:

The financial proposal should contain the following documents in one cover (folder).
The Bidder shall quote the rate online in the space marked for quoting rate in BOQ (only downloadable copies of the above documents are to be uploaded, virus scanned and digitally signed by the bidder).

IB.18. SUBMISSION OF ORIGINAL COPIES OF DOCUMENTS OF EARNEST MONEY DEPOSIT:

IB.18.1. Mode of Payment: EMD must be submitted online mode via Net Banking/NEFT/RTGS with CTS-2010 compliance of any scheduled Bank of India.

Note: Payment in any other form will not be accepted.

IB.18.2. ***Place of submission:*** EMD will be collected and refunded in online mode through https://wbetenders.gov.in via dedicated bank account maintained at corporate level.

Following Payment Options are available for paying EMD through Online Mode:

i. Net-Banking through Payment Gateway.

ii. **RTGS/NEFT Payment:** On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a prefilled 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 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.

EMD amount should be paid only in online mode and no partial payment will be acceptable.

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 to be 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 complicacy.
- 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.
- Successful bidders shall have to mandatorily create vendor id through WBSEDCL vendor corner, if not created earlier.

Refund /Settlement of EMD amount:

- The Earnest Money Deposit will be refunded to the unsuccessful tenderer only after finalization of the contract. In case of the successful tenderer EMD will be refunded after receipt of the performance security deposit. No interest will be paid on the EMD.
- 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.
- 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.

Note: Conditional and incomplete e-tenders are liable to summary rejection.

IB.19. PRICE OPENING:

The price bids submitted by the tenderers, shall be opened on the due date and time, in presence of the tenderers/ authorized representative of the tenderer who are found eligible in the techno-commercial evaluation.

The price bids shall be as per 'Pro forma for Price Bid (BOQ)' enclosed in the Tender Document, and shall be complete in all respect duly signed and stamped on each page by the tenderer, failing which the same shall be treated as rejected.

IB.20. OPENING OF TENDER DOCUMENT & OTHER DETAILS:

IB.20.1. Opening of Technical Proposal:

IB.20.1.1. Technical proposals will be opened by the Tender Inviting Authority or his authorized representative electronically from the website stated above, using their Digital Signature Certificate.

IB.20.1.2. Technical proposals for those tenderer who's EMD has not been received, will not be opened and will stand rejected.

IB.20.1.3. Cover (Folder) for Statutory Documents (vide IB.16.1.) will be opened first and if found in order, Cover (Folder) for Non-statutory Documents (vide IB.16.2.) will be opened. **If there is any deficiency in the Statutory Documents and Non-statutory Documents, the tender will summarily be rejected.**

IB.20.1.4. Decrypted (transformed into readable formats) documents of the Statutory and Non-statutory Covers will be downloaded for the purpose of evaluation.

IB.21. TECHNO-COMMERICAL EVALUATION:

While evaluation, the tender inviting authority or his authorized representative may summon to the tenderers for seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated time frame (48 hrs from the time of email), their proposals will be liable for rejection.

The summary list of tenderers, whose bids will be found techno-commercially eligible, will be uploaded in the web portals. Date of opening of financial bid will be intimated later.

IB.21.1. Step – 1: The "Cost of Bid" will be examined as set forth in clause IB 2.2.
IB.21.2. Step – 2: Subsequently, the EMD / Bid Guarantee will be examined as set forth in clause IB 14 (Earnest Money) failing which the bid will be rejected.
IB.21.3. Step – 3: After that, the Techno Commercial Evaluation as per Eligibility of Bidders will be examined as set forth in clause IB 2.1. (Eligibility of Bidder) Thereafter the eligible bidders will be shortlisted.
IB.21.4. Step – 4: Opening of Price part and financial evaluation**:** The Part of bids containing price offer of the bidders who have successfully met the requirements of previous steps will be opened in presence of bidder's representative on any subsequent pre-intimated date. The bidder will not be allowed to attach any techno-commercial terms and conditions in the Price Bid offer**.** Attachment of any kind of Techno Commercial Terms & Condition in the Price Bid offer shall led to cancellation of bid.
IB.21.5. Evaluation and finalization of rate shall be made on the percentage rate of service charge only comprising of activity as per price bid sheet (BOQ).
IB.21.6. For any discrepancy in the amount of figures and words, the quoted amount in figure will prevail.
IB.21.7. Immediately on opening of the Techno-Commercial Bids the same shall have to be evaluated both in technical and commercial aspects.
IB.21.8. The criteria for Techno-Commercial evaluation will consist of past performance, financial soundness, technical competence, adequate quality procedures, organizational capacity, commensurate with requirements as per tender specification.

The tenderers, whose offers are found to be acceptable both technically & commercially, may be considered for opening of their respective price bids.

IB.21.09. Tenderer shall ensure that all the pre-requisites as mentioned in the Tender schedules are duly fulfilled by them and if there be any deficiency regarding non-submission of any document, WBSEDCL reserves the right to cancel that bid unilaterally. Tenderers may be intimated accordingly.

IB.21.10. Prior to finalization of Techno-Commercial bid, if there be any technical deviation with the tenderers, Tendering Authority have discretion to seek clarification or rejection of offer of tenderer without any further intimation. No further negotiation will be entertained.

IB.21.11 Each page of the Tender document and papers uploaded, should be numbered, signed and stamped by the authorized signatory as a token of acceptance of the terms and conditions laid down by New Delhi Liaison office, WBSEDCL

IB 21.12 In case the successful Tenderer declines the offer of Contract, for whatsoever reason(s), His/her EMD will be forfeited.

IB.22. PRICE EVALUATION & FINALIZATION OF THE TENDER:

Financial proposals of the tenderers declared techno-commercially eligible, will be opened electronically by the Tender Inviting Authority from the web portal stated above on the prescribed date.

The encrypted copies will be decrypted and the rates will be read out to the bidders remaining present at that time.

After opening of the financial proposal the preliminary summary result containing inter-alia, name of bidders and the rates quoted by them will be uploaded.

The Tender Accepting Authority may ask any of the tenderers to submit analysis to justify the rate quoted by that tenderer.

Intending tenderers may remain present if they so desire.

IB.22.1. Price offer shall be submitted in the prescribed format only.

IB.22.2. No deviation in any form in the Price Bid Sheet is acceptable.

IB.22.3. No separate price evaluation shall be quoted as the same will be provided by WBSEDCL.

IB.22.4. The Rate per House keeping Sweeper will be as described in details format in **BOQ.** ***However, this is excluding GST.***

IB.22.5. Necessary Tabulation of Bids shall be prepared indicating all elements of unit landed

prices of all the bidders and L1, L2, L3 …. Positions of the bids are to be ascertained.

IB.22.6. Any variation, up or down, in taxes & duties or any new levy introduced by Central or

State Govt. subsequent to Price Bid opening will not be considered for evaluation of Price Bids.

IB.22.7. The evaluation of Price Bid would be done by tender committee as per offer of Bidder in BOQ

IB.23. TAXES, DUTIES AND OTHER LEVIES:

IB.23.1. The selected bidder shall be solely responsible ***for the taxes*** that may be levied on their sweeping and cleaning personnel or on earning of any of his employees and shall hold the employer indemnified and harmless against any claims that may be made against the employer. The WBSEDCL shall not take any responsibility whatsoever regarding taxes under Income Tax Act, for the selected bidder or his personnel.

IB.23.2. ***Quoted rate shall include all the taxes & duties excepting GST. GST shall be allowable by WBSEDCL over & above the contracted rate.***

IB.24. P.F. CODE NO. & LABOUR LICENSE:

The successful Selected Bidders shall submit to the RESIDENT DIRECTOR, WBSEDCL necessary PF code no. and labour license from appropriate Govt. and they shall take ESI registration.

IB.25. STATUTORY OBLIGATIONS:

Statutory obligations as per law of the land are to be complied with P.F., ESI, Employees compensation, Bonus, Minimum wages (unskilled) for the persons as published by Govt. of NCT of Delhi & Govt. of India are to be paid to the persons involved in sweeping and cleaning activity. The wage revision which comes under revisions twice in a year and that has to be complied by the Selected Bidder immediately after such revisions made by the Labour Commissioner, Govt. of NCT of Delhi and same has to be intimated to this end for necessary modification in the contract.

IB.25.1. Statutory obligations as per law of the land shall mean the provisions of following Acts including the latest amendments and / or replacement, if any:

IB.25.2. The Industrial Dispute Act, 1947 and rules & regulations and amendments made there under.

IB.25.3. Contract Labour (Regulation and Abolition) Act 1970 and rules & Regulations and amendments made there under and other Labour Laws applicable.

IB.25.4. EPF & Miscellaneous Provisions (MP) Act 1952 and Rules & Regulations and amendments made there under.

IB.25.5. Employees Compensation Act, 1923 and Rules and Regulations and amendments made there under.

IB.25.6. Child Labour Prohibition & Regulation Act, 1956 and Rules & Regulations and amendments made there under.

IB.25.7. Minimum Wages Act, 1948 and Rules and Regulations and amendments made there under.

IB.25.8. Payment of Bonus Act, 1965 and Rules and Regulations and amendments made there under.

IB.25.9. Employees State Insurance Act, 1948 and Rules and Regulations and amendments made there under.

IB.25.10. Payment of Wages Act, 1936 and Rules and Regulations and amendments made there under.

IB.26. DEFAULT AND PENALTY:

IB.26.1. Provident Fund: The relevant provisions of the Employees Provident Fund & Misc. Provident Fund Act, 1952 should strictly be compiled with by the Agencies and the Provident Fund elements are to be regularly deposited with P.F. Commissioner's Office as per provisions of the Act. The WBSEDCL would take no responsibility whatsoever in this regard. Provident Fund Registration Number and Code Nos (Attested Copies) should be furnished with tender bid. The quoted rate should also include this item. If required, WBSEDCL may ask to produce documentary evidence from the selected bidder.

IB.26.2. Insurance & Minimum Wages: Provisions of the E.S.I Act, 1948 where applicable, shall have to be complied with E.S.I. Contribution is to be regularly deposited with concerned Regional Director E.S.I.C. Attested copies of documents of Registration under said act and Employer's Code Nos. are to be submitted along with all tender bids. In case of non-ESI area, adequate insurance coverage of equivalent amount of premium for extending benefits, in case of aliments requiring prolong treatment, employment injury including death of the personnel deployed for sweeping and cleaning duty should be available. WBSEDCL will not take any responsibility for additional payment and relevant provisions of Minimum Wages Act, 1948 shall be strictly adhered to read with the payment of Wages Act, 1936. If required, WBSEDCL may ask to produce documentary evidence from the selected bidder.

IB.26.3. Compliance of the Contract Labour (R&A) Act, 1970: Compliance of relevant provisions under the Contract Labour (R&A) Act, 1970 and amendment thereto must be followed.

IB.26.4. For any default in midterm of contract, necessitating termination of the contract and change of Selected Bidder, all dues including 5% penalty will be deducted from the pending bills or earnest money deposit (EMD) or Performance Guarantee of the defaulting company. The contracting Selected Bidder shall not be eligible to get payment against any such bills. If WBSEDCL already made payment of such bills, the same will be realized from the NEFT/RTGS/BG submitted as Bid Guarantee (EMD)/Performance Guarantee / pending bills of contracting Selected Bidder lying with WBSEDCL.

SCOPE OF WORK

SW.1 Area of work:

1) All open and covered area within the boundary of the Liaison office cum Guest House, New Delhi, WBSEDCL campus will be in the scope of housekeeping services to be provided by the contractor.

SW.2 General Requirements and Documentation

- All the personnel should have to be well dressed.
- The Contractor will provide the duty register to officials of WBSEDCL as required.
- Organizational structure and line of authority
- House keeping manual and all SOP (Standard Operating Procedures) as provided by WBSEDCL
- Maintaining records /details of

a) Complaint Book

b) Duty Roster/Deployment Sheet of Housekeeping

c) Accident/theft Register

d) Logs and checklists

The Contractor shall undertake all types of work viz, cleaning, dusting, toilet cleaning etc. (supplied by WBSEDCL) in general and the following works in particular.

SW 3. DAILY WORK:

a) Dusting and cleaning of floors, doors, windows etc. of the total premises.
b) Wet mopping of corridors with necessary detergents and disinfectants.
c) Dusting of stairs and railings.
d) Cleaning of toilets with toilet cleaners and deodorants etc.
e) All toilets in the premises should be cleaned in regular manner.
f) Collecting wastes and garbage and deporting it to the approved dumping areas.
g) Such other cleaning or upkeeping work as may be entrusted by the competent authority.

SW.4. WEEKEND WORK:

The cleaning of the entire area will be done by the Contractor once a week as under:-

1) Dusting of entire area including windows /window panes/ doors / ledges / elevation frames etc.

SW.5. ADDITIONAL SCOPE AND PARTICULAR CONDITIONS

The services shall be provided on all days including holidays by incorporating weekly off for each personnel in consecutive manner so that vacant situation not occurred.

Every care has been taken to cover all important scopes, aspects, areas requiring Sweeping and cleaning services, these are, however, not exhaustive and if deemed fit, The Resident Director, Liaison office New Delhi, WBSEDCL may add additional scope of work, for which no additional payment whatsoever on any account will be made.

SW 6. The Selected Bidder will have to place their sweeping and cleaning personnel for duty **within 7 days of receipt of requisition placed**/ or as directed by the Resident Director, WBSEDCL.

SW.7. The engagement will be made for 03 nos. Sweeping and cleaning staffs from 08 A.M. to 04 P.M. or as directed by Supervising Officer/the representative of the Resident Director.

SW.8. The Selected Bidder shall have to submit the reports after clearing of all wages, PF, ESI etc to the sweeping and cleaning personnel with authenticate copies at the office of the Resident Director WBSEDCL.

SW.9. Payment will be made on per sweeping and cleaning personnel basis only. Monthly payment will be made directly to the Selected Bidder on the basis of actual number of man power deployed. The Selected Bidder shall submit bills in triplicate. The bill has to be certified by the supervisor of the agency thereby the supervising officer or authorized representative of the Resident Director of the contract.

SW.10. A certificate/declaration has to be submitted by the Agency on monthly basis along with the bill indicating correctness and completeness of the offer.

SW.11. If any such circumstances come in future, Resident Director WBSEDCL may ask for proof of PF deposit and proof of ESI deposit in the PF, ESI code as would be submitted by the Selected Bidder to Resident Director i.e. related document against each employee has to be submitted by the Selected Bidder with the bill as per Annexure-V from the second monthly bill onward.

SW.12. If required the Resident Director WBSEDCL may ask for Bank statement as documentary evidence as a proof of employees receipt of salary which is paid through Bank, has to be submitted with the bills for payment.

SW.13. The deputed manpower monthly wages should be disbursed within 07th of each month.

SW.14. Bills shall be submitted to the Resident Director after the end of each calendar month. Payment will normally be released within forty five (45) days from the date of submission of bill, complete in all respect.

General Terms & Conditions of Contract (GTCC)
Section III

GTCC.1.GENERAL TERMS:

GTCC.1.1. For timely completions of the job, WBSEDCL reserve the right to divide/split/modify/ cancel the entire job during placement of order without showing any reason whatsoever.

GTCC.1.2. The bidder has to furnish all the information as required regarding their offer.

GTCC.1.3. All correspondence, documents & Bid, exchanged between the Bidder and WBSEDCL shall be written in English language. Failure to comply with this request may disqualify a bidder.

GTCC.1.4. The Company reserves the right, to reject any or all the tenders, at its discretion, without assigning any reason whatsoever.

GTCC.2. REGULATORY MECHANISM

Supply/ Deployment/ Engagement of Sweeping and cleaning Manpower shall be regulated in terms of relevant provisions under the Contract Labour (R&A) Act, 1970 and amendment thereto, and any other rules framed by the appropriate /controlling Governing authority under the Act. Relevant jobs are to be done by the respective Agencies within the legal parameter with accountability to regulatory mechanism as provided in the said Act and rules framed there under as per constitutional objective and in national security and interest. Besides different statutory obligation the detailed compliance of Laws and Acts as specified in **Clause IB.25** will also be applicable. The agency should mention the details of the sweeping and cleaning personnel to be deployed at movement order/appointment order/deployment order i.e. Name of Concerned House keeping Person, Father's Name, Full Address, Phone No, Blood Group, Physical Standard, Emergency Ph No, Verified Character & Antecedent from Local Police, and those should be mentioned in movement order/deployment order/appointment order with office memo no. of concerned agency while deploying at New Delhi Liaison office cum Guest House of WBSEDCL. Selected bidder should report to Controlling Officer of WBSEDCL for deployment of Sweeping and Cleaning Personnel with necessary documents furnishing above mentioned details.

GTCC.3. PERIOD OF CONTRACT

The order would be on rate contract basis. The contract period will be initially for 1 (01) year from the date of issue of the order. No request of any change in that contract will be considered for next one (01) year from the issuance of the order. The same may, however, be **renewed for a maximum of six (06) months on satisfactory performance of the selected bidder at the same terms & conditions**. For any default in midterm of contract, necessitating termination of the contract and change of Selected Bidder, all dues including 5% penalty will be deducted from the performance Guarantee of the defaulting company.

GTCC.4. CONDUCT & DISCIPLINE

Any misconduct/misbehaviour on the part of the man power deployed by the Contractor will not be tolerated and such person will have to be replaced by the Contractor at his own costs, risks and responsibilities immediately, with written intimation to the Resident Director, WBSEDCL. All employees shall be at work punctually at the time fixed and notified to them. Late attendance and irregular attendance including early departure constitute a breach of discipline, punishable being act of misconduct. The Contractor should ensure to maintain03 (Three) nos. of manpower except weekly Off day/holiday. In case any house keeping staff is absent from the duty , the reliever of equal status shall be provided by the Contractor. The sweeping and cleaning manpower so deployed should be disciplined and for any breach thereof, **the Selected Bidder has to replace the concerned person within 48 (forty eight) hours of written notification by the Controlling Officer.** The Selected Bidder should make good to any loss of property incurred by such acts of misconduct as per prevailing norms.

GTCC.5. CONTROLLING OFFICER OF WORK

The Sweeping and cleaning personnel will have to report before the supervising Officer or the representative of the controlling officer at the commencement of their duty as fixed up by the WBSEDCL. Selected bidder should maintain a register for the manpower deployed with intimation to the controlling officer, during duty hours they should be in full uniform.

GTCC.6. PAYING AUTHORITY

Paying authority against this contract would be the Drawing & Disbursing Officer of New Delhi Liaison office.

GTCC.7. RELEASE OF PAYMENT

Payment would be released on monthly basis against bill in triplicate to be submitted by the Selected Bidder to the controlling officer. Superintending Engineer will be act as Supervising Officer. The Supervising officer after due verification/certification towards satisfactory performance will forward the same to the paying authority through the Controlling Officer for release of payment in due course. No advance payment would be made. Release of payment for second month onwards is subject to verification of statutory compliances i.e. full payment made to P.F. & E.S.I. (for reimbursement) authorities where applicable in respect of persons engaged for the previous month.

GTCC.8. OVERTIME ALLOWANCES/BONUS

No overtime allowances would be allowed. Double Shift duties will not be allowed.

Admissible Bonus will be calculated on monthly basis but the same will be disbursed to the Housekeeping manpower and reimbursed to the agency on QUARTERLY basis against submission of bill by the concerned agency.

If Awarded bidder/Facility management agency is being terminated/interchanged/leave/etc from running work contract order in the middle of year/quarter/month and also new engaged agency/old agency/both denies to pay the bonus for that period then the amount of bonus for that period shall be deducted from bills/performance bank guarantee of concerned facility management/Awarded bidder, as the case may be.

GTCC.9. RESPONSIBILITY FOR THEFT/ LOSS OF COMPANY'S PROPERTY

Due to negligence on the part of Sweeping & cleaning manpower, if found after a departmental enquiry, the Selected Bidder shall have to accept the liability and made good the loss assessed by WBSEDCL. The amount is to be deposited in cash in Company's account.

GTCC.10. ACCOMODATION/OTHER NECESSITY FOR SWEEPING & CLEANING MANPOWER

Accommodation of manpower deployed will be arranged by Agency itself. WBSEDCL will not bear any expense in this regard.

GTCC.11. ELIGIBILITY TO BE ENGAGED AS SECURITY PERSONNEL

The Sweeping and cleaning personnel shall be regularly trained on behavioural aspects and ethics. Licenses if any required for sweeping and cleaning activities at the site will be procured by the Contractor.

All successful bidder/contractor/agency shall verify the character and antecedent, before engagement/deployment as set out in the condition of the E-Tender.

GTCC.12. OTHER IMPORTANT CONDITIONS

Bid Documents are not transferable. All the tenderers must keep their offers valid for acceptance for a period of 180 (one eighty) days from the date of opening of tender.

GTCC.12.1. Posting submission of tender or quotation submitted by Telex / Fax/ Telegraph is not acceptable. Incomplete tenders, i.e. illegible and / or submitted with qualifications or with conditions at

variance with the terms and conditions of tender i.e. combined offer/conditional offer/counter offer are liable to be rejected.

GTCC.12.2. The Company reserves the right to accept the full or part of tender or reject any / or all tenders and / or negotiable by way of revised and / or improved offer from all the tenderer for the concerned job. The company reserves the right to withdraw full or part of the tender without assigning any reasons whatsoever.

GTCC.12.3. The Contractor shall not assign or sublet this Agreement or any part thereof to any third party.

GTCC.12.4 As per current orders in vogue, all payments for that month to sweeping and cleaning personnel will be completed by 07th day of the next month by NEFT/RTGS/ECS transfer only. For example: January 2023 wages/PF/ESI payment must be paid within 07 February 2023.

GTCC.12.5. WBSEDCL Guest House is open for 366 days in a year, and the bidder needs to take into consideration of services payable on Holidays also and that service as sought is round the clock.

GTCC.12.6. As per Labour Commissioner, Govt. of NCT of Delhi the daily (unskilled) rate will be arrived at by dividing the monthly rate by 26 and one day rest in any period of seven (07) days.

GTCC.12.7. The monthly rate should be quoted as daily rate × (actual working days to be performed). The yearly value should be taken as (365-52)=313 days (366-52=314 days in case of leap year) × daily rate. One weekly Off day is to be considered for each of the three persons , that means each person work for six days in a week.

GTCC.12.8. The bidder should bid as per evaluation formula given in BOQ as monthly rate and including the service charge.

GTCC.12.9. All kinds of legal proceedings in any matter arising out of this contract shall be settled by the appropriate court under the jurisdiction of High Court of Delhi.

GTCC.13. The Tender must be accompanied with the following documents:-

GTCC.13.6.1. Registration under the Contract Labour (R&A) Act, 1970

GTCC.13.6.2. Valid Licenses under the above mentioned Act read with the prescribed Rules.

GTCC.13.6.3. Credentials to prove their satisfactory past services in Govt., PSU & Other enterprises.

GTCC.13.6.4. Valid G.S.T. Registration certificate, Pan registration, Income Tax Return for last three assessment years, PF/ESI (wherever applicable) registration, Profession Tax Registration certificate, Labor License, Appointment order, work completion certificate, updated GST Return.

GTCC.13.6.5. Code nos. under the Employees Provident Fund Act and ESI Act.

GTCC.13.6.6. Valid Registration certificates under EPF Act, ESI Act etc.

GTCC.13.6.7. Amount of Average Annual turnover which should not be less than Rs. 15, 00,000/- (Rupees Fifteen Lac) only during financial years. For proof of turnover, Annual Accounts certified by Chartered Accountant (CA) for bidder other than companies & Audit report for bidder being companies registered under Company's Act are required to be submitted for last 03 (three) assessment years.

GTCC.13.6.8. Tender submitted by any Agency/Firm/State Govt. /Central Govt. /State & Central Govt. undertakings who has been blacklisted by any State Electricity Board/Power Sector Company/State Government/Central Government/State & Central Undertakings and / or convicted by a Court of law will be rejected.

GTCC.13.6.9. Credentials for deployment of about 50 (Fifty) nos. Distinct Sweeping and cleaning personnel in the last twelve (12) months of financial year 2022-23.

GTCC.13.6.10. The Selected Bidder must have its offices in DELHI. Agencies operating from outside the state without office(s) in Delhi will not be considered. Selected Bidder must give the proper address of office in Delhi, address of its registered office., email id and Phone no.

GTCC.13.6.11. Business experience for at least 03 (three) year in Facility management services providing sweeping and cleaning manpower of that Selected Bidder.

GTCC.13.6.12. Govt. owned enterprise having similar business experience may also participate.

GTCC.13.6.13. Bid document shall not be issued from the Office by post or by courier.

GTCC.13.6.14. Intending Bidders should note that the liability to the extent shown below will be taken into consideration by WBSEDCL while finalizing rate of Sweeping and Cleaning service.

GTCC.14. FORCE MAJEURE:

GTCC.14.1. The Selected Bidder shall be under no liability if the Selected Bidder is prevented from carrying out any of their obligations by reason of war, Invasion, act of foreign country, hostilities, riots, civil commotion, mutiny, accident, earthquake, fires, floods, orders and /or restrictions and other cause beyond the reasonable control of the Selected Bidder. However, such force majeure circumstances are to be intimated immediately and to be established subsequently with proper documents / proofs to the entire satisfaction of WBSEDCL.

GTCC.14.2. WBSEDCL will not take any additional liability towards enhanced taxes, duties and price variation due to force majeure condition.

GTCC.15. CANCELLATION/TERMINATION OF ORDER:

WBSEDCL shall have the right to repudiate the contract if the service provided by the selected bidder found unsatisfactory/breach of any terms & conditions mentioned in Work Contract by the selected bidder/withdrawal of service provided/work is not complete as per under mentioned clauses.

GTCC.15.1. Non acceptance of contract as per Acceptance of order.

GTCC.15.2. Non submission of BG within time as per performance guarantee.

GTCC.15.3. If failed to implement as per terms and conditions stated under GTCC.

GTCC.15.4. If bidder/contractor fails to commence/deliver any or all of the services within time period(s) specified in the contract, or within any extension thereof granted by WBSEDCL

GTCC.15.5. If the bidder/contractor, fails to perform any other obligations(s) under the contract or fraudulent practices in executing the contract.

In each above cases after fifteen (15) days of such notice, to proceed with the work in the manner notified, the Company shall terminate the contract forthwith and to take possession of the balanced work and have the same allotted to any other agency/bidder and the contractor/agency/bidder shall be liable to compensate the loss that may be occasioned to the Company on that account. Any letter in writing by the controlling officer shall be treated as conclusive on behalf of the company. If any extra cost incurred by WBSEDCL due to any discontinuation of service/non providing of service/service withdrawal by agency/bidder/contractor and to acquire the remaining incomplete service done through any other agency, such incurred cost may be realized from the agency/bidder/contractor's pending bills and security deposit money/Performance Guarantee.

If the contract is terminated as above, the agency/contractor shall have no claim for compensation against WBSEDCL for any loss that Contractor/Bidder/Agency may be collected/engaged/entered into on account of the work.

In addition, such action by the Company as aforesaid shall not relieve the contractor/bidder/agency of his liability to pay liquidated damages for delay in completion of works. The termination of the contract under this clause shall not entitle the contractor/agency to reduce the value of the performance bank guarantee not the time thereof. The performance guarantee shall be valid for the full value and for the full period of the contract.

GTCC.16. PERFORMANCE GUARANTEE:

As contract security, upon placement of order, the successful bidder has to be furnished a performance Guarantee in the form of Bank Guarantee/Demand Draft/Pay Order/Online via NEFT/RTGS as mentioned in **IB.18.2.** by any Schedule Bank in India amounting to 10% of contracted price for faithful and due fulfilment of all obligation under the contract. The Bank Guarantee (payable at Delhi) shall be submitted to the Liaison office New Delhi, WBSEDCL. This will be sustained with WBSEDCL till completion of the work, subject to adjustment of damages/loss, if any. **10% of Contract Value** is to be submitted to Liaison office New Delhi within 15 days from the date of issue of execution order from this office. Validity of BG will be for one (01) year from the issue date of order and further claim period will be further three (03) months. Which may have to be renewed in case the Contract gets renewed further.

In case of Submission of Bank Guarantee i.r.o. Successful Bidder/Agency, the BG issuing Bank should be addressed at New Delhi. For any failure towards satisfactory performance on the part of the vendor, the security deposit will be liable to encashment and forfeiture.

1) Performance Guarantee furnished in any other form will not be accepted.
2) Performance Guarantee will not carry any interest.
3) The above Performance Guarantee is to be submitted within fifteen (15) days from the date of issue of the order.
4) In case the contract is renewed/extended, the successful bidder has to extend the validity of performance Bank guarantee (PBG) for a further renewed/extended contract period, with a further claim period of three (3) months.
5) If the volume of work needs to be increased, the value of the Performance Security will be increased proportionately.
6) The Bank Guarantee shall provide for payment of any damage due to failure of the Contractor to meet his obligations under the contract
7) There will be no reduction in the value of contract performance guarantee due to phase-wise taking over by WBSEDCL.
8) **The contract performance guarantee is liable to be invoked on demand of WBSEDCL when any of the following conditions arises:**

   The bidder/contractor is in breach of contract and fails to remedy the breach within twenty one (21) days after receiving written notice from WBSEDCL requiring him to do so. The notice shall state the intention to claim under the contract performance guarantee, the amount claimed and the nature of breach, or,

   The contractor has gone into liquidation or is bankrupt, or, Any other reason which may affect the contractual obligations of the contractor.
9) No interest shall be paid on the Performance Guarantee by WBSEDCL, irrespective of the date of release
10) After acceptance of the contract performance guarantee by WBSEDCL, no further security money shall be deducted from the bills of the work. However, if suitable extension of the contract performance guarantee becomes necessary due to delay in completion of the work and the contractor/Bidder fails to provide the same within stipulated time, WBSEDCL shall have the right to en-cash the performance guarantee or to deduct the entire guarantee amount from the successful bidders/contractors dues under this contract or any other contracts under WBSEDCL.

GTCC.17. LEGAL JURISDICTION:

During execution of this job, if any dispute arises thereby, the necessary legal affairs and / or court case shall be exclusively within the jurisdiction of Hon'ble High Court at Delhi only.

GTCC.18. DEFAULT RISK:

Adherence to time schedules mentioned in the foregoing clauses shall be deemed as the essence of contract and if the Selected Bidder fail to deliver within the periods prescribed for such work in the rate contract order, WBSEDCL shall be entitled to execute the job through the best and nearest substitute available elsewhere on the account and at the risk of the contracting Selected Bidder or to cancel the contract and the contracting Selected Bidder shall be liable to compensate for any loss or damage which WBSEDCL may sustain by reason of such failure on the part of the Contracting Selected

Bidder. If there is a failure to execute the contact/order fully, WBSEDCL reserves the right to forfeit security deposit/Performance Guarantee to the extent of loss so suffered by WBSEDCL from other claim/bill lying with WBSEDCL on account of such default.

In the event the WBSEDCL terminated the contract in whole or in part, WBSEDCL may procure, upon such terms and in such manner as it deems appropriate, goods or services similar to those undelivered, and the contractor shall be liable to WBSEDCL for any excess costs for such similar services. However, the contractor shall continue performance of the contract to the extent not terminated.

GTCC.19. <u>ACCEPTANCE OF ORDER:</u>

The successful Selected Bidder shall submit written unconditional acceptance of order to the Resident Director, Liaison office New Delhi, WBSEDCL within 07 (seven) days from the date of issue of the contract. Such letter shall be super superscripted as "Acceptance Order". In case of non-compliance, WBSEDCL reserves the right to cancel the order & get the job done, through other Selected Bidder, at the sole discretion of WBSEDCL.

List of Annexure (LA)
Section IV

1. Annexure-I	**:**	Format of Bid Proposal
2. Annexure-II	**:**	Format for contract performance
3. Annexure-III	**:**	Sample Format of Certificate
4. Annexure-IV	**:**	Proforma for Undertaking to Be Submitted By the Bidder
5. Annexure-V	**:**	Format of Letter of Bid
7. Annexure-VI	**:**	Proforma of Declaration of Black Listing/ Holiday Listing
8. Annexure-VII	**:**	Key Information about the Bid
9. Annexure-VIII	**:**	Statement of Orders Executed during Last Three Financial Years including Current Orders in Hand
9. Annexure-IX	**:**	**Technical Evaluation of Bid format**

Annexure-I
WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED
Tender Notice No: WBSEDCL/LO/2023/221(A)/135 Dated: 12.10.2023
BID PROPOSAL

From :
Bidder's Name and Address :
Contact person :
Designation :
Telephone No. - (L/L & mobile) :
Fax :
Tender Reference :

To,
The Resident Director,
West Bengal State Electricity Distribution Company Limited,
Liaison Office, F7/A , Kailash Colony ,
New Delhi-110048.

Sub. : Invitation to bid for Sweeping and cleaning service at New Delhi Liaison office, WBSEDCL

Dear Sir,

1. We the undersigned Bidder/(s), having read and examined in details the specifications and other documents of the subject Bid, do hereby propose to execute the contract as per specification as set forth in your Bid-Document.

2. PRICES AND VALIDITY:

The prices of all items as stated in the bid are FIRM during the entire period of contract irrespective of date ofcompletion and not subject to any price adjustment as per in line with the Bidding Documents. All prices and other terms and conditions of this proposal are valid for a period of 180 (one eighty) days from the date of opening of the bids (Cover-1). Wefurther declare that prices stated in our proposal are in accordance with your bidding.

We confirm that our bid prices include all other taxes and duties and levies applicable on bought out components, materials, equipments and other items and confirm that any such taxes, duties and levies additionally payable shall be to our account.

3. WORK SCHEDULE:

If this proposal is accepted by you, we agree to provide services and complete the entire work, in accordance with schedule indicated in the proposal, We fully understand that the work completion schedule stipulated in the proposal is the essence of the Contract, if awarded. The completion schedule of the various major key phases of the work will be as per time Schedule submitted by us and approved by WBSEDCL in order to maintain the completion time schedule of bid documents.

4. CONTRACT PERFORMANCE GUARANTEE:

We further agree that if our proposal is accepted, we shall provide a Contract Performance guarantee of value, equivalent to ten percent (10%) of the Contract Price as stipulated in Bid document in the form of Demand Draft/Pay Order /NEFT /RTGS in your favour or Bank Guarantee within stipulated time as mentioned in bid from the date of placement of Letter of Award.

Dated.....this.....day of.....200

Thanking you, we remain, Yours faithfully,

Date _____

Place _____ (Signature)_____

(Printed Name) _____

(Designation)_____

(Common Seal) _____

Business Address:

Name & Address of Authorized Signatory:

Annexure-II
Format for contract performance
WEST BENGAL STATE ELECTRICTY DISTRIBUTION COMPANY LTD.
Tender Notice No: WBSEDCL/LO/2023/221(A)/135 Dated: 12.10.2023
PROFORMA FOR CONTRACT PERFORMANCE
(To be stamped in accordance with Stamp Act)

Demand Draft/Pay Order No._____ Date : _____
Ref No._____
The Resident Director,
West Bengal State Electricity Distribution Company Limited,
Liaison Office, F7/A , Kailash Colony , New Delhi-110048.
Dear Sir,

In consideration of West Bengal State Electricity Distribution Company Limited (hereinafter referred to as WBSEDCL) which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns having awarded to M/s _____ with its Registered/Head Office at _____(hereinafter referred to as the 'Contractor') which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns, a Contract by issue of Order No._____ dated_____valued atfor_____(Scope of Contract) and theContractor having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire Contract equipment to *----- %(percent) of the value as specified in bid and vide Order No date .....(reference of original order), against Contract to WBSEDCL. We_____(Name and 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, executors and assigns do hereby guarantee and undertake to pay WBSEDCL, on demand any and all moneys payable by the Contract to the extent of_____as aforesaid at any time upto (day/month/year) without any demur, reservation, contest recourse or protest and or without any reference to the Contractor. Any such demand made by WBSEDCL on the Bank shall be conclusive and binding notwithstanding any difference between WBSEDCL and the Contractor or any dispute pending before any before any Court, Tribunal or any other Authority. The Bank undertakes not to revoke this guarantee during its currency without previous consent of WBSEDCL and further agrees that the guarantee herein contained shall continue to be enforceable till the WBSEDCL discharges this guarantee. WBSEDCL shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time extend the time for performance of the Contract by the Contractor. WBSEDCL, 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 and any manner, and either to enforce or to forbear to enforce any covenants, contained or implied in the Contract between WBSEDCL and the Contractor or any other course of remedy or security available to WBSEDCL. The Bank shall not be released of its obligations under this presents by any exercise by WBSEDCL of its liberty with reference to the matters aforesaid or any of them or by reason or any other acts of omission or commission on the part of WBSEDCL or any other indulgence shown by WBSEDCL or by any other matter or thing whatsoever which under the law would but for this provisions have the effect of relieving the Bank. The Bank also agrees that WBSEDCL 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 notwithstanding any security or other guarantee that WBSEDCL may have in relation to the contractor's liabilities. Notwithstanding anything contained herein above our liability under this guarantee is restricted to_____and shall remain in force up to and including_____and shall be extended from time to time for such period, as may be desired by M/s._____to whose behalf this guarantee has been given. All rights of WBSEDCL under this guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities there under unless the WBSEDCL enforce a claim under this guarantee against the Bank within three months from the above mentioned date or from the extended date.

Dated this_____day of_____202___at _____

Witness : _____
(Signature)
_____
(Name)
_____
(Official address)
_____

_____
(Signature)
_____
(Name)
_____
(Designation with Bank Stamp)
Attorney as per Power of Attorney.No._____
Date: _____

Annexure- III
Sample Format of Certificate

1. Certified that as per provisions of EPF & Miscellaneous Provisions (MP) Act 1952 we have submitted monthly PF Contribution & other allied charges to PF authority amounting to Rs. …….. for the month of…… (PF. Code No…)

2. Copy of the ECR challan enclosed Name of the following employees are included in PF Contribution:-
   i) Sri ……
   ii) Sri ……
   iii) Sri ……..

   . . . .

3. Certified that as per ESI norms we have submitted ESI contributions in respect of above referred employees against sub-code no. …… to ESI authority, ……. amounting to Rs. …….. for the month of ……

   Copy of the challan is enclosed.

Signature of the Selected Bidder…….
Name of the Selected Bidder……..
Seal……..

Annexure- IV

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. WBSEDCL/LO/2023/221(A)/135 dt. 12.10.2023 and Tender_ID: _____.

2. None of the Partners of our firm is relative of employee of **West Bengal State Electricity Distribution Company Limited**

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 with Seal

Dated----------

Annexure- V
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:i) NIT No.....dated.....-
ii)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 terms and conditions of the NIT document unconditionally.

Signature of the Tenderer with Seal

Dated----------

Annexure –VI

PROFORMA OF DECLARATION OF BLACK LISTING/ HOLIDAY LISTING

(To be submitted on official letter head by the bidder)

Ref: **Tender Notice No: WBSEDCL/LO/2023/221(A)/135** **Dated: 12.10.2023**

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 bid, 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 bid 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 any Administrative Ministry, shall have the right to reject my/ our bid and if the bid has resulted in a contract, the contract is liable to be terminated.

.....

SIGNATURE WITH DATE & SEAL OF THE TENDERER

Annexure – VII

KEY INFORMATION ABOUT THE BID

Tender Notice No. : WBSEDCL/ LO/2023/221(A)/135 DATED -12.10.2023.

1.0	Proposal No. and Date	:
2.0	Validity of offer from date of opening of Bid	:180 Days
3.0	Name and Communication Details:-	
3.1	Full name of Bidder	:
3.2	Address at Delhi (Proof of Address are attached)	:
3.3	Contact Telephone Number	:
3.4	Fax Number / E –Mail ID	:
3.5	Person to be contacted	:
4.0	Nature / status of firm (whether Sole Proprietary / Partnership / Private Limited/Public Limited / Public sector)	:
5.0	Do you anticipate any change in the ownership During proposed period of work?	: Yes / No
6.0	GST Registration No. (a copy should be enclosed)	:
7.0	PAN Card No. (a copy should be enclosed)	
8.0	Details of Registration certificate under company Act (if any)	
9.0	Income Tax Return for last Three Years attached	Yes/No
10.0	Proof of experience/order of PSU/Govt/Govt aided firm attached	Yes/No
11.0	Character Certificate from Local police of authorised Signatory attached	Yes/No
12.0	PF Code (Document Attached)	
13.0	Proof of No of Sweeping & cleaning employees in the company	
14.0	ESI code (Document Attached)	
15.0	Details of Earnest Money submitted	:
16.0	Whether agreed to all Conditions of Contract	: Yes/ No

Signature of the Bidder with official Seal

Dated_____

Annexure –VIII

STATEMENT OF ORDERS EXECUTED DURING LAST THREE FINANCIAL YEARS INCLUDING CURRENT ORDERS IN HAND

Tender Notice No. : WBSEDCL / LO/2023/221(A)/135 **DATED : 12.10.2023**

Sl. No.	Name of the Job	Financial year	Order No. and date	Name of Purchaser order issuing authority	Ordered Amount	Executed or completed Amount	Remarks

Signature of the Bidder with official Seal

Dated_____

Annexure –IX

Technical Evaluation Sheet

Tender Notice No. : WBSEDCL / LO/2023/221(A)/135 **DATED:12.10.2023**

S.No	Evaluation Parameter	Marks	
1.	Number of years in sweeping and cleaning services business	Maximum Marks	20
	a) Minimum 3 Years	05 Marks	
	b) More than 3 years and upto 5 years	10 Marks	
	c)More than 5 years and upto 9 years	15 Marks	
	d) More than 9 years	20 Marks	
2.	Number of sweeping and cleaning manpower on the roll of the agency	Maximum Marks	20
	a)Minimum 50	10 Marks	
	b)More than 50 and upto 75	15 Marks	
	c) More than 100	20 Marks	
3.	Turnover(Last Financial Year)	Maximum Marks	20
	a) Less than 1 Crore	05 Marks	
	b) More than 1 Crore and upto 3 Crore	10 Marks	
	c)More than 3 Crore and upto 7 Crore	15 Marks	
	d)More than 7 crore	20 Marks	
5.	Experience in the field of sweeping and cleaning services in Central Govt. Dept. /State Govt. Dept./PSU/ Govt. Aided Autonomous Bodies in last Financial year along with certificate	Maximum Marks	20
	a) Minimum 3 Nos. to 5 nos Organisation	10 Marks	
	b) More than 5 Nos. Organisation.	20 Marks	
6.	Having work experience in WBSEDCL/ WBSETCL/WBPDCL/DPL/West Bengal Govt Dept Related Marks	Maximum Marks	2
	a) Less than 5 years	01 Marks	
	b) More than 5 Years	02 Marks	
7.	Quality Related Marks For ISO 9001, ISO 14001, ISO 45001, ISO 10667-2	Maximum Marks	08
	a) Having one no ISO	02 Marks	
	b) Having two nos ISO	05 Marks	
	c) Having more than two nos ISO	08 marks	
8	Having character certificate from local police station for Authorised signatory.		10
	If yes	10 marks	
	Consolidated score		100 Marks

Note: The Bids of eligible firms will be evaluated as noted above along with others criteria in technical Bid evaluation, thereafter technically qualified bidders will be intimated and price bids of those firms will be opened and L-1 bidder will be awarded the contract. If more than one L-1 bidders are noted after opening of the financialBid ,then the Highest marks Scorer on the above evaluation process will be awarded as L-1.

.....×.....

Signature Not Verified
Digitally signed by Mahendra Tibriwalla
Date: 2023.10.12 15:29:22 IST
Location: West Bengal, WB

Validate Print Help

Item Wise BoQ

Tender Inviting Authority: The Resident Director, New Delhi Liaison Office, WBSEDCL

Name of Work: Hiring of Sweeping and Cleaning Service at New Delhi Liaison Office, WBSEDCL

Contract No: WBSEDCL/ LO/ 2023/ 221(A) /135 dated :12.10.2023

Name of the Bidder/ Bidding Firm / Company :	

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	TEXT #	NUMBER #	NUMBER	NUMBER	NUMBER	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity ((366-52) X3) in Man days	Units	Estimated Basic Wage Rate per Mandays as per Labor Commissioner NCT Delhi(Considering Rate of Basic Monthly Wage to be Rs. 17234.00 for 26 days), in Rs. P	Quoted Currency in INR / Other Currency	Percentage of Estimated Wage Rate In Figures To be entered/Quoated by the Bidder as Service Charge Rs. P	PF @ 13% of Estimated Basic Wage Rate Col 6	ESI/WC @ 3.25% of Basic Wage Rate Col 6	Bonus @ 8.33% of Estimated Basic Wage Rate Col 6	TOTAL AMOUNT PER Annum Including all Taxes excluding GST in Rs. P	TOTAL AMOUNT PER UNIT In Words
1	2	4	5	6	12	7	16	17	20	11	13
1	Hiring of Sweeping and Cleaning Service at New Delhi Liaison Office, WBSEDCL	942.000	mandays	663.00	INR		86.19	21.55	55.23	778063.740	INR Seven Lakh Seventy Eight Thousand &Sixty Three and Paise Seven Four Only
Total in Figures										778063.740	INR Seven Lakh Seventy Eight Thousand &Sixty Three and Paise Seven Four Only

Quoted Rate in Words	INR Seven Lakh Seventy Eight Thousand &Sixty Three and Paise Seven Four Only