NOTICE INVITING e-TENDER

Tender Notice No. WBSEDCL/LO/2025/238/35

Dated: 13/06/2025

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).

SI. 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 8,30,562/- (Rupees Eight Lac Thirty Thousand Five Hundred and Sixty Two Only)	INR 21,000/- (Rupees Twenty One Thousand 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 webs 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 turnover amounting to Rupees Fifteen Lac during three financial years (FY 2023-24, FY 2022-23 & FY 2021-22).
 - C) Annual Audited Financial report for 3 (three) financial years (FY 2023-24, FY 2022-23 & FY 2021-22) 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 financial 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) Act1970, 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.
 - 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 5 (five) 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). [Non-statutory Documents]

- 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 Service 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 50 Nos. 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 Advisor & 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. The above declaration from Point E to Point I should be given in company's letter head.
- 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 hundred and 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). The contract will initially be for 1 year and will be extended for another 1 year based on performance of 1st year.
- 6. The quoted rate includes all taxes, duties, cess, if any, excepting GST as applicable.
- 7. Bidding will be on basis of percentage of item rate on Unit Price of service charge. Minimum Service Charge to be quoted is 6% anybody quoting service below 6 % will be rejected.
- 8. 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)".
- 9. 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.
- 10. 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 compliance s with minimum wages to all the Housekeeping sweepers deployed for Sweeping and cleaning services at New Delhi Liaison office cum Guest House.
- 11. 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 butP 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.

12. Date and Time Schedule:

Date & Time 20.06.2025	
20.06.2025	
20.06.2025	
20.00.2020	
20.06.2025	
20.06.2025	
21.06.2025	
24.06.2025 1.00 P.M	
25.06.2025 10.00 A.M	
06.07.2025 11.30 A.M	
09.07.2025	
TO BE INTIMATED LATER	

13. 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.
- 14. 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.
- 15. Exemption from deposition of earnest money deposit (EMD) shall not be allowed under any circumstances.
- 16. 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.
- 17. Conditional / Incomplete tender will not be accepted under any circumstances.
- 18. Mobilization advance and secured advance will not be allowed.
- 19. The intending Bidders are required to quote rate online.
- 20. 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.
- 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.
- 22. Canvassing in connection with the tender is strictly prohibited in the Tender submitted by the Contractor.
- 23. 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.
- 24. 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.
- 25. 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.
- 26. 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

- 27. 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.
- 28. 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.

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Advisor & Resident Director

New Delhi Liaison Office