

WEST BENGAL RENEWABLE ENERGY DEVELOPMENT AGENCY
Bikalpa Shakti Bhavan, J1/10, EP & GP Block,
Sector –V, Salt Lake,
Kolkata – 700 091

Memo. No. WBREDA/Estb./T-27/2013 – 2014

Date : 03/09/2013

Notice Inviting Tender / Bids of Manpower Services

Sealed Tenders are hereby invited from the bonafied Manpower Service Provider for Security Guarding at (i) Rabi Rashmi Abasan, Rajarhat, New Town, Kolkata; (ii) Bikalpa Shakti Bhavan, J1/10, EP & GP – Block, Salt Lake, Kolkata – 700091; (iii) Energy Education Park (including car parking area), Kolkata and (iv) Aditya Solar Shop, Alipore, Kolkata for round the clock guarding in 3 shifts of 8 hours duty. The offers including rate are to be submitted on or before **30/09/2013 up to 1.00 PM**. Category of manpower to be deployed under the contract are as under :

Sl. No.	Manpower	No. of manpower
1.	Rabi Rashmi Abasan, Rajarhat, New Town, Kolkata. i) Supervisor – 1 No. ii) Security Guard with Gun – 1 No. iii) Security Guard without Gun – 7 Nos.	09
2.	Bikalpa Shakti Bhavan, J1/10, EP & GP – Block, Salt Lake, Kol – 91. i) Security Guard without Gun – 4 Nos.	04
3.	Energy Education Park, Kolkata i) Security Guard without Gun – 8 Nos.	08
4.	Aditya Solar Shop, Alipore, Kolkata i) Security Guard without Gun – 3 Nos.	03

Terms& Condition:-

- 1) The contract initially would be for one year which may be extended further period based on yearly performance review.
- 2) The tender will be in Two Parts. First part will be for ‘Administrative and Statutory Bid’ and Second part will be for ‘Financial Bid’. The manpower service provider should submit tender in two nos. envelop where in one no. envelop for ‘Administrative and Statutory Bid’ and second one is for ‘Financial Bid’. In every envelop reference no. of the tender with caption ‘Administrative and Statutory Bid’ and ‘Financial Bid’ should be mentioned. The said two envelops should be placed within one separate envelop where reference no. of tender should also be mentioned positively. If the Administrative and Statutory Bid complies all provisions only then second envelop for Financial Bid will be opened, otherwise the tender will be treated as cancelled. The tender must be dropped, well within last date and time of submission of Bid, in the Tender Box, kept at 1st Floor of WBREDA Office, Salt Lake.

A) Administrative and Statutory Bid :

- 1) Only those manpower service providers who fulfill the following minimum criteria may submit their bids.
 - a) The Manpower Service Provider / Agency / Firm should be registered with the Government Authorities for undertaking Manpower Services and a copy of the Registration shall be attached with the Bid.

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- b) The Manpower Service Provider must be registered with PF Authorities and a copy of the Registration Certificate issued by the authorities shall be attached with the bid.
 - c) The Manpower Service Provider must be registered with ESI Authorities and a copy of the Registration Certificate issued by the authorities shall be attached with the Bid.
 - d) The Manpower Service Provider must be registered with Labour Commissioner Office and a copy of the Labour License issued by the Labour Commissioner shall be attached with the Bid.
 - e) The Manpower Service Provider must have PAN Card and a copy of PAN Card issued by the authorities shall be attached with the Bid.
 - f) The Manpower Service Provider may have Service Tax Registration and a copy of Service Tax Registration issued to the Manpower Service Provider shall have to be attached with the Bid.
 - g) The Manpower service Provider must have Trade License and copy of the Trade License must be submitted along with their offer.
- 2) All copies of the documents must be self attested by the Bidder.

B) Financial Bid :

- 1) The format of Financial Bid is attached with tender document as **Annexure – II(Second Part)** with caption 'Financial Bid'.

C) General :

- 1) The persons, to be deployed by the Manpower Service Provider for performing different works under this service contract, shall not be treated as an employee of this Organization and shall have no claim for Gratuity, Pension etc. Future employment as regular employees of WBREDA shall not be entertained.
- 2) In the event of death/casualty or injuries while performing official duty during office hours, the Manpower Service Provider shall be entirely liable to compensate the persons deployed by him / her and WBREDA in no case will be responsible for such compensation for such casualties/death and or injuries. If necessary, insurance coverage may be taken by the Manpower Service Provider for the workers deployed in WBREDA.
- 3) The works / jobs as mentioned above are to be performed under instruction of Director-in-Charge, WBREDA or any authorised officials of WBREDA.
- 4) The persons engaged by the Manpower Service Provider should be smart, diligent, obedient, honest and also capable of working in time as per instruction of WBREDA Authority.
- 5) The workers to be deployed by the Manpower Service Provider shall perform round the clock duties in 3 shifts of 8 hours.
- 6) The contract for deployment of manpower is terminable on one-month notice from either side.

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- 7) The above Tenders will be opened on **30/09/2013 at 2.30 PM**. The Tenderers may remain present during the opening of the tender. Order shall be placed on the basis of the lowest rate. The authority however reserves the right to accept and/or reject any or all the tenders without assigning any reason whatsoever.
- 8) WBREDA will pay 4.75% of ESI, 13.01% of PF & 8.33% of bonus will be added on Wages. 1.75% on wages for ESI, 12% of wages for PF and Rs.40/- per month as professional Tax are to be deducted from the deployed workers as per Government norms. 8.33% Bonus will be paid as per guideline of State Government in each year for completion of one year duty or prorata basis if the duty period less than 12 months.
- 9) Manpower, as detailed above, may be increased or decreased within the contract period with a written intimation form WBREDA. Their wages etc. will be mentioned by WBREDA in due course.
- 10) The Manpower Service Provider shall be liable to deposit PF, ESI etc. to appropriate authority in time irrespective of payment received from WBREDA.
- 11) The Manpower Service Provider shall bear the penalty, if any, due to delay in depositing PF, ESI etc. to the appropriate authority.
- 12) The rate should be quoted both in figure and words. Copies of relevant documents as already mentioned are to be submitted with the offer. The above tenders shall be opened on **30/09/2013 at 2.30 PM**. The tenderers may visit our website www.wbreda.org for above tender.
- 13) It shall be duty of the Service Provider to transfer monthly wages through RTGS/ECS on individual bank account to be get opened by the Service Provider itself.
- 14) All papers and documents submitted with the offer along with Terms & Conditions as mentioned above should be signed by the Bidder with Seal.
- 15) The existing manpower engaged in WBREDA should be continued even if the Manpower Service Provider is changed.
- 16) A pre-bid meeting may be hold on with the interested parties, if necessary.
- 17) The Manpower Service Provider would be responsible to make adequate enquiries about the character and antecedents of the persons before their engagement of the purpose. The character and antecedents of each personnel will be got verified by the Manpower Service Provider before their deployment. Proofs of identity like Driving License, Bank Accounts details, previous working experience, proof of residence and recent photograph etc. should be submitted to the office within 15 days by the Manpower Service Provider who will be awarded contract.
- 18) If the worker found to be dishonest or reluctant to carry out instruction of the authority, WBREDA may direct Manpower Service Provider to replace the person(s).
- 19) Decision of WBREDA on all matters shall be final and binding on the Manpower Service Providers.
- 20) The Manpower Service Providers won't be allowed to engage any sub vender for execution of contract agreement.

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- 21) If any dispute arises, this should be settled on mutual discussion.
- 22) The Court Case would be made within the jurisdiction of Calcutta High Court.
- 23) Tender paper should be submitted as per proforma enclosed as **Annexure – I (First Part) & Annexure – II (Second Part)** attached.
- 24) The rate for Security Personnel tender called vide No.WBREDA/Estb./T-27/2013 Dt.03/09/2013 should be paid recent Minimum Wages as per circular of the Labour Department, Govt. of West Bengal.
- 25) The PF deduction on employer side should be read as 13.61% instead of 13.01%.



(S. Bhattacharya)
Director-in-Charge, WBREDA.

Annexure – I
(First Part)

Administrative and Statutory Bid :

Sl. No.	Particulars	To be filled in by the Tenderer
1.	Name of the Manpower Service Provider	
2.	Date of establishment of the Manpower Service Provider. (Attach a copy of Registration Certificate)	
3.	Detailed office address of the Manpower Service Provider with office telephone number, fax number and mobile number and the name of the contact person(s).	
	Trade License No. and Validity of Trade License (Copies of Trade License to be enclosed.)	
	PF & ESI Registration No. (Copies of PF & ESI Registration to be enclosed.)	
5.	PAN / TAN Number (Copy to be enclosed)	
6.	Service Tax Registration Number, if any (Copy to be enclosed)	
7.	Labour License No. (Copy to be enclosed)	
8.	Whether the Manpower Service Provider is blacklisted by any Govt. Department or any criminal case is registered against the Firm or its owner / partner anywhere in India. Please attached an affidavit stating that the Manpower Service Provider is / has not been black listed by Centre / State Government / PSU etc ?	
9.	Length of experience in the field with documentary proof.	
10.	Whether a copy of the terms and conditions (Annexure –) duly signed in token of acceptance of the same is attached ?	
11.	Whether Manpower Service Provider profile is attached ?	

PROFORMA FOR FINANCIAL BID

Sir,

With reference to your quotation of WBREDA vide No. Dt. on the subject mentioned above, I / We quote the rate, including the service charge and service tax, for above mentioned work as under :

Sl. No.	Category of Manpower	Monthly rate per Person (Rs.)	ESI (@4.75%) (Rs.)	PF (@13.01%) (Rs.)	Bonus / Payment in lieu of Bonus (@8.33%) (Rs.)	Total (Rs.)
1.	Rabi Rashmi Abasan : iv) Supervisor – 1 No. v) Security Guard with Gun – 1 No. vi) Security Guard without Gun – 7 Nos.					
2.	Bikalpa Shakti Bhavan : i) Security Guard – 4 Nos.					
3.	Energy Education Park : i) Security Guard – 8 Nos.					
4.	Aditya Solar Shop, Alipore : i) Security Guard – 3 Nos.					

Service Charge : On percentage basis. (No correction shall be entertained).

**Signature of the authorised signatory of the
Tenderer with Seal of the Firm.**