



## **West Bengal Renewable Energy Development Agency (WBREDA)**

(An organization under Deptt. of Power & NES, Govt. of West Bengal)

Bikalpa Shakti Bhavan, Plot-J-1/10, EP & GP  
Block, Sector-V, Salt Lake, Kolkata - 700 091

### **E-TENDER NOTICE**

#### **BID DOCUMENT**

For Finalization of Rate of percentage of service charges for providing outsource manpower for different categories in WBREDA.

**E-TENDER NOTICE NO: WBGEDCL/WBREDA/NieT-01/2017-18 DATE: 26.05.2017**

Website: [www.wbreda.org](http://www.wbreda.org) | Email: cewbredagedcl@gmail.com  
Contact No. +9133-2357-5038 / +9133-2357-5348/ +9133-2357-6568  
FAX No. : +9133-2357-6569 /+9133-2357-5037

# CONTENTS

<b>Sl. No.</b>	<b>Description</b>	<b>Page No.</b>
1	Notice Inviting e-Tender - Section I	03
2	Instruction to Bidder (IB) - Section II	07
3	General Conditions of Contract (GCC) - Section III	18
4	Special Conditions of Contract (SCC) – Section IV	27
5	Forms – Section VA	30
6	Annexure- Section VB	44
7	BOQ- Section VI	51

**EST BENGAL RENEWABLE ENERGY DEVELOPMENT AGENCY**

(An Organization of Deptt. of Power & NES, Govt. of West Bengal)  
Bikalpa Shakti Bhawan, Plot no. J1/10, EP & GP Block, Sector-V,  
Electronics Complex Salt Lake, Kolkata - 700091

**Section-I**  
**Notice Inviting e-Tender**

**E-TENDER NOTICE NO: WBGEDCL/WBREDA/NieT-01/2017-18 DATE: 26.05.2017**

**1.0 Name of the Work:** E-tender are invited from resourceful, reputed, eligible, competent and established manpower service provider and Security Agencies having registered offices in West Bengal for providing outsourced manpower service in respect of different position for the period of 12 (Twelve) months. The outsourced personnel would be posted in establishments/ installation of WBREDA:-

Sl. No.	Type of Manpower	No. of Manpower	Qualification	Rate Per Month per manpower (Rs.)	Yearly Financial Involvement (Rs.)	Unit
1	a) IT Support Personnel	1	Graduate & proficient in Computer Operation	13,500/-	162000/-	Bikalpa Shakti Bhavan, Salt Lake, Kolkata.
	b) Office Assistant	5	H.S. Pass	11,500/-	690000/-	
	c) Office Peon	4	VIII Pass	10,000/-	480000/-	
	d) Sweeper Cum Cleaner	2	Read & Write in Mother Language.	10,000/-	240000/-	
	e) Electrician	1	H.S. Passed with certificate of wiring	11,500/-	138000/-	
2	Security Guard without Gun	4	VIII Pass	7,546/-	362208/-	Bikalpa Shakti Bhavan, Salt Lake, Kolkata.
3	Security Guard without Gun (optional)	6	VIII Pass	7,546/-	543312/-	Energy Education Park, Kolkata.
<b>Total Manpower</b>		<b>23</b>			<b>2615520</b>	

**2.0 Estimated Cost of the Project:** Rs. 37,00,000/- ( Rupees thirty seven lakh) only[Approx].

**3.0 Quantity to be quoted by the bidder :** Bidders shall have to quote as percentage (%) basis.

**4.0 Cost of Tender Document (Tender Fee):** Cost of Tender document is Rs. 3,000.00 (Three Thousand only). The cost of tender document is non-refundable. The tender fee may be remitted through Bank Draft / Banker's cheque issued from any scheduled commercial bank of India in favour of the "WBREDA", payable at Kolkata.

**5.0 Bid Security (Earnest Money Deposit (EMD)) :** The Bid Security / EMD is Rs. 74,000/- (Rupees seventy four thousand only). Necessary Earnest Money (EMD) may be remitted through Bank Draft / Banker's cheque/Bank Guarantee issued from any scheduled commercial bank in favour of the "WBREDA", payable at Kolkata.

**6.0 Schedule of Dates for e-Tendering:**

SL. NO.	PARTICULARS	DATE & TIME
1.	Date of uploading of N.I.T. Documents (Online)	<b>26.05.2017</b>
2.	Documents download start date (Online)	<b>From 10.00 A.M of 29.05.2017</b>
3.	Last date of uploading Pre-bid Query	<b>Up to 3.00 PM of 06.06.2017</b>
4.	Pre- bid Meeting	<b>At 3.00 PM on 07.06.2017</b>
5.	Bid proposal submission start date (Online)	<b>From 10.00 AM of 10.06.2017</b>
6.	Bid proposal Submission end date (Online)	<b>Up to 4.00 PM. of 17.06.2017</b>
7.	Last Date of submission of original copies of Tender Fees Earnest Money Deposit (offline submission)	<b>Up to 3:00 PM of 20.06.2017</b> <b>At WBREDA, Bikalapa Shakti Bhaban",</b> <b>J1/10, EP &amp; GP Block , Sector V , Salt</b> <b>Lake , Kolkata 700091</b>
8.	Bid opening date for Technical proposal (Online)	<b>21.06.2017at 12.00 Noon</b>
9.	Date of Opening of financial bid	To be Intimated later

7.0 In the event of e-filling, intending bidder may download the tender documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary cost of tender documents (tender fees) amounting to **Rs. 3,000/- (Rupees three thousand only)** may be remitted through Bank Draft / Banker's cheque issued from any scheduled commercial bank of India in favour of the "WBREDA", payable at Kolkata and a scanned copy of the same to be uploaded. Necessary Earnest Money (EMD) may be remitted through Bank Draft / Banker's cheque issued from any scheduled commercial bank of India in favour of the "WBREDA", payable at Kolkata or Bank Guarantee from any scheduled commercial bank of India and also to be documented through e-filling. The original Bank Draft / Banker's cheque against tender fees and the original Bank Draft / Banker's cheque / Bank Guarantee against Earnest Money Deposit (EMD) (As statutory documents) should be submitted physically (Offline) to the Chief Engineer, WBREDA, Salt lake , Kolkata on or before the scheduled date & time as specified in the NIeT.

8.0 All bids must be supported by bid security (EMD) for an amount of Rs. 74,000.00 (Rupees seventy four thousand only) in the form of Demand Draft /Banker's cheque drawn in favour of "WBREDA" from any scheduled commercial bank of India, payable at Kolkata.

Bid shall be rejected by the **WBREDA** if the bidder fails to submit original Bank Draft / Banker's cheque against tender fees & original Bank Draft / Banker's cheque/Bank Guarantee against Earnest Money Deposit (EMD) physically to the Chief Engineer, WBREDA, Salt Lake, Kolkata on or before the scheduled date & time as specified above.

## **9.0 Qualifying Requirement For Bidders:**

The Bidder must have an experience for providing outsource manpower in different organizations.

### **9.1 General :**

The Bidder, who intends to participate in the Bid, must have to meet the following criteria:

- i) The Bidder shall be a Registered Company/Firm/Proprietorship concern incorporated in India under the Companies Act, 1956 or 2013, Partnership Act, LLP etc including any amendment thereto.
- ii) Bidders shall have submit the:
  - a) Audit Report for the last three financial years 2013-14, 2014-15 & 2015-16.
  - b) Submission of Tax Audit Report for last three financial years 2013-14, 2014-15 & 2015-16, if applicable.
  - c) If the bidder was set up in less than 3 years period in such cases the bidder shall have to comply with the same for the balance period from the inception (it may be either one year or two years)
- iii) The bidder shall have valid Service Tax Registration Certificate, GST Migration Certificate, PF Registration certificate, ESI Registration Certificate, PAN, Trade License and Professional Tax Registration Certificate.
- iv) Registration under the Private Security Agencies (Regulation) Act, 2005.

### **9.2 Financial Capability:**

The Bidder, who intends to participate in the Bid, must have to meet the following criteria:

- i. Minimum Average Annual Turnover (MAAT) of the Bidder for last 3 (three) financial years (i.e. for 2013-14, 2014-15 & 2015-16) shall at least Rs. 11,00,000/- (Rupees eleven Lakh only).
- ii. Net worth at the last financial year (2015-16) shall be positive.

### **9.3 Technical Capability:**

The Bidder, who intends to participate in the Bid, must have to meet the following criteria:

- i. Minimum 100(hundred) numbers of manpower & security guards employed in different organizations in last 12 (twelve) months during the financial year 2016-2017.

**10.0 Validity of offer:** Validity of the offer 180 days from the date of opening of the financial bid. However, it may be extended in case of exigencies with consent from the successful bidder(s).

**11.0** WBREDA is not bound to accept the lowest tender. WBREDA reserves the right to accept or reject any bid partly or fully or cancel the bidding without assigning any reason thereof and in such case no bidder/ intending bidder shall have any claim arising out of such action.

**12.0** If the offer is submitted without or inadequate Earnest Money (Bid Security), the bid will not be opened. Incomplete offer will be liable for rejection.

- 13.0 A prospective bidder requiring any clarification on bidding documents may notify the WBREDA by uploading the same in the e-tendering portal, which shall be available to all the participant bidders, as per Standard Format enclosed with this document **Form 7** and **Form 8** not later than the date and time specified in NIeT. The soft copy of the same must be sent in Excel format at the mail address : **cewbredagedcl@gmail.com**
- 14.0 Any evidence of unfair Trade Practices including over charging, price fixing, cartel etc. as defined in various statutes, will automatically disqualify the bidders.
- 15.0 The Tender Inviting Authority reserves the right to modify, amend or supplement the Tender Document. Any corrigendum, notification concerned to this tender will be published in the e-tender portal **https://wbtenders.gov.in** and it will be part & parcel of the tender. The bidders are therefore advised to follow the website for such corrigendum, notification etc.
- 16.0 Consortium or Joint Venture for this work will not be considered.
- 17.0 Other information as well as terms and conditions, which do not covered in the NIeT, have been incorporated separately with this tender.

18.0 **Address For Communication**

The Chief Engineer

West Bengal Renewable Energy Development Agency,

Bikalpa Shakti Bhavan, J1/10, EP & GP Block,

Sector – V, Salt Lake, Kolkata – 700 091

Website : [www.wbreda.org](http://www.wbreda.org)

Contact No. +9133-2357-5038 / +9133-2357-5348/ +9133-2357-6568

Fax No. : +9133-2357-6569 /+9133-2357-5037

Mobile No: +91-9433468551

Email id : [cewbredagedcl@gmail.com](mailto:cewbredagedcl@gmail.com)

Sd/-  
Chief Engineer,  
WBREDA