

WEST 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

(Domestic competitive bidding)

Section -I

NOTICE INVITING e-TENDER

For

Providing of outsourced manpower of different categories in WBREDA

NleT No: WBREDA/NleT-02/19-20

DATE: 18-11-2019

1.0 West Bengal Renewable Energy Development Agency herein after referred to as **WBREDA** invites e-tender from resourceful, reputed, eligible, competent and established manpower service provider and Security Agencies, having registered offices in West Bengal for providing outsource manpower of different categories in WBREDA. The outsourced personnel would be posted in establishments/ installation of WBREDA.

2.0 Brief Scope of work

The scope of work shall be on the basis of single source responsibility. It will include the following but not limited:

- Engagement of outsource manpower for performing duty in different categories for WBREDA's office(s), installations. The selected bidders will have to place their personnel for duty within 24 hours of receipt of requisition placed.
- The engagement of security personnel may be round the clock or in one/two shifts depending upon importance of the installations as per actual requirement.
- Perform all the statutory obligation.
- Cleaning of entire office including staircases and toilets.
- The details of the required type of outsourced personnel, probable place of engagement at the Establishments/ Installation of WBREDA are as follows:

Table-1

Sl. No.	Type of Manpower	No. of Manpower	Qualification	Fixed Rate Per Month per manpower (Rs.)	Minimum Yearly Financial Involvement for salary	Unit
I	II	III	IV	V	VI	V
1	a) IT Support Personnel	1	Graduate & Computer Diploma Course from any Govt. Institute and 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/-	

Sl. No.	Type of Manpower	No. of Manpower	Qualification	Fixed Rate Per Month per manpower (Rs.)	Minimum Yearly Financial Involvement for salary	Unit
I	II	III	IV	V	VI	V
	d) Sweeper Cum Cleaner	2	Read & Write in Mother Language.	10,000/-	240000 /-	Bikalpa Shakti Bhavan, Salt Lake, Kolkata
	e) Electrician	1	H.S. Passed with License for Electrical Workman's Permit.	11,500/-	138000/-	
	f) Data Entry Operator	1	H.S Pass /Graduate & Computer Certificate Course from any Recognized/Govt. Institute	11,500/-	138000/-	
2	Security Guard without Gun Vide Momo No. 150/Stat/ 2RW /76 /266/2000/LCS/ JLC dt. 29.05.2019 of the Joint Labour Commissioner W.B	4	VIII Pass	8,177/-	392496/-	Bikalpa Shakti Bhavan, Salt Lake, Kolkata
3	Security Guard without Gun (optional) Vide Momo No. 150/Stat/ 2RW /76 /266/2000/LCS/ JLC dt. 29.05.2019 of the Joint Labour Commissioner, W.B	6	VIII Pass	8,177/-	588744/-	Energy Education Park, Kolkata.
Total Manpower		24			28,29,240/- (A)	
Employer's EPF Contribution @ 13% of (A)					3,67,801/-	
Employer's ESI Contribution @ 3.25% of (A)					91,950/-	
Ex-gratia Grant @ Rs. 4000.00 /head					96,000/-	
Total annual liability					33,84,991/- (B)	
GST @ 18% of (B)					6,09,298/-	
Total Estimated Cost					39,94,289/-	

[Note : Fixed Rate per Month per manpower (Table-I Column V) is included a) Employee contribution against PF and ESI , b) Incumbent Income Tax (if applicable)]

3.0 Estimated Cost :

Total yearly estimated financial involvement against Manpower Cost is **39,94,289/-** as per Table -1

Estimated Service Charge: 5 % of total manpower cost (including GST)

4.0 Quoted Price :

- a) The bidders shall quote the service percentage % service charge.
- b) **The quoted service charge includes the following:**
 - i) Other charges to meet up statutory obligations if any except Sl 4.0 (c)
- c) **The quoted service charge excluded the following:**
 - i) Uniform of Security personnel

5.0 Period of contract:

The initial period of contract is for twelve (12) calendar months. However the period may be extended upto thirty six (36) calendar months with fixed percentage service charges based on the satisfactory performance of the contractor and with consent from the contractor.

6.0 Variation Additions and Omissions

WBREDA reserves the right to alter, amend, omit or otherwise vary the requirement of manpower as may be necessary as follows:

- a) **Increase of Number of Manpower:**
The number of manpower may be increased by **50% against each category** (in nearest roundup)
- b) **Decrease of Number of Manpower**
The number of manpower may be decreased by **25%** against each category (in nearest roundup) as per Table -1 as above .
WBREDA at any stage of the contact shall add his discretion based on requirement may instruct the contractor to scale down the number of manpower. The contractor, at such circumstances shall carry out the instruction of WBREDA within a period of one month of receiving such instruction. No compensation of any form shall arise as a result of scaling down of operation.
- c) **New Categories of Manpower**
New categories of manpower may be provided by the contractor against the same contract in such case the remuneration of the new category of manpower shall be fixed by WBREDA. The new category of manpower shall be maximum **three (03)**. Number of manpower under new category shall be maximum **five (05)**.
- d) **Location of Posting**
The location of posting of the manpower as mentioned in the Table -1 as above is indicative. The outsourced manpower may be posted at various establishments of WBREDA anywhere in West Bengal as per requirement.
- e) **Monthly rate of Manpower**
Monthly rate of manpower may be reviewed and may be amended time to time if required.
- f) **Service Charge**
The service charge shall be considered based on the actual manpower cost.

7.0 Cost of Tender Document (Tender Fee):

Cost of Tender document is **Rs 5000.00 (Five Thousand only)**. The cost of tender document is non-refundable. The tender fee shall be remitted through online <https://wbtenders.gov.in>.

8.0 Bid Security(Earnest Money Deposit (EMD)) :

All bids must be supported by bid security (EMD) for an amount of **Rs. 80,000.00 (Rupees eighty thousand only)** online mode through <http://wbtenders.gov.in> portal.

9.0 For e-filing, 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) and Bid Security (EMD) shall have to be remitted through online <https://wbtenders.gov.in>. If the offer is submitted without or inadequate Earnest Money (Bid Security), the bid may be opened. Incomplete offer may be liable for rejection.

10.0 Additional Performance Security (APS)

(a) If **L1 bidder** has quoted bid rate 80% or less of the estimated service charge put to the tender then additional Performance Security @10% of the tendered amount have to be submitted by the bidder in the form of DD, Bankers' Cheque drawn in favour of 'WBREDA' issued by any schedule bank within 7 working days from the date of issuance of Letter of Acceptance by the bidder.

If the bidder fails to submit the Additional Performance Security within schedule time, his EMD will be forfeited.

The Additional Performance Security shall remain valid up to the contract period of **12 (twelve) months** with an additional claim period of **ninety (90) days**, failing which his bid security may be forfeited.

11.0 Qualifying Requirement For Bidders:

- a) Business experience for at least 03 years 06 months i.e. 2016-17, 2017-18, 2018-19 & 2019-20 (Up to August 2019) by providing outsource manpower in different category security guards/gunmen of that Selected Bidder. Credentials to prove their satisfactory past services in Govt., PSU & Other enterprises. Engagement order, work completion certificate should be provided.
- b) Registration under Private Security Agencies (Regulation) Act, 2005 and Labour License issued from the office of Labour Commissioner.
- c) Valid GST Registration certificate.
- d) PAN
- e) Profession Tax Registration certificate,
- f) Valid Registration Certificate under EPF Act, ESI Act etc along with Code nos. under Employees Provident Fund Act and ESI Act.
- g) Minimum **hundred (100)** numbers of manpower & security guards employed in different organizations during the last financial year i.e 2018-19.
- h) Minimum Average Annual Turnover (MAAT) which should not be less than **Rs. 10,00,000.00 (Rupees ten lakh only)** during financial years 2016-17, 2017-18 & 2018-19.
- i) **Net Worth**¹ in the last financial year (2018-19) shall be positive.
- j) Valid Trade License and its offices in West Bengal. Agencies operating from outside the state without office(s) in West Bengal will not be considered. The Bidder must give the proper address of office in west Bengal and its registered office.
- k) Govt. owned enterprise having similar business experience may also participate.

12.0 Validity of offer:

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

¹ "**Net worth**" means the aggregate value of the paid-up share capital and all reserves created out of the profits and securities premium account, after deducting the aggregate value of the accumulated losses, deferred expenditure and miscellaneous expenditure not written off, as per the audited balance sheet, but does not include reserves created out of revaluation of assets, write-back of depreciation and amalgamation.

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

SL. NO.	PARTICULARS	DATE & TIME
1.	Date of uploading of N.I.T. Documents (Online)	21.11.2019
2.	Documents download start date (Online)	21.11.2019 from 10.00 A.M.
3.	Last date of uploading Pre-bid Query	30.11.2019 upto 4.00 P.M.
4.	Pre- bid Meeting	02.12.2019 at 3.00 PM
5.	Bid proposal submission start date (Online)	05.12..2019 from 3.00 P.M.
6.	Bid proposal Submission end date (Online)	14.12.2019 upto 04.00P.M.
7.	Bid opening date for Technical proposal (Online)	18.12.2019 at 12.00 Noon
8.	Date of Opening of financial bid	Will be intimated later

14.0 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.

15.0 If the dates of any offline activity and opening of Technical Bid and Financial Bid fall on holidays or on days of strike or natural calamity, the dates get deferred to next working days at same hours without any further notice.

16.0 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 2, and Form 3** not later than the date and time specified in NIeT. The soft copy of the same must be sent in Excel format at the email address: cewbredagedcl@wb.gov.in

17.0 Any evidence of unfair Trade Practices including over charging, price fixing, cartel etc. as defined in various statutes, will automatically disqualify the bidders.

18.0 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.

19.0 Consortium or Joint Venture for this work will not be considered.

20.0 Other information as well as terms and conditions, which do not covered in the NIeT, have been incorporated in **Instructions to Bidders (Section II), General Condition of Contract (Section III) and Special Conditions of Contract (IV)** of this tender. Special Conditions of Contract (SCC), Section-IV, shall supplement/amend the General Conditions of Contract (GCC), Section-III, Wherever there is a conflict, the provisions in SCC shall prevail over those in the GCC

21.0 Help desk communication

You may contact with NIC help-desk for any assistance between 10:30 am to 5:30 pm in any working days (Monday to Friday). The contact details are as follows:

1. Sri. Bhaskar Rao : 9051172998
2. Md. Habbibulla Rahaman : 9874961136

22.0 Address For Communication

The Chief Engineer

West Bengal Renewable Energy Development Agency (WBREDA)

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

Sector– V, Salt Lake, Kolkata– 700091

Website : www.wbreda.org, Contact No. 033 2357- 5038/5348/6568,

Fax No. : +91332357-6569,

e-mail id : cewbredagedcl@wb.gov.in

Sd/-
Chief Engineer