

**WEST BENGAL RENEWABLE ENERGY DEVELOPMENT AGENCY**

**NOTICE INVITING TENDER**

**NIeT No.WBREDA /NIeT-16/23-24**

**Dated: 12.09.2023**

**Domestic Competitive Bidding**

**For**

**Providing of outsourced manpower of different categories in WBREDA**

**Bidding Document**



**September, 2023**

West Bengal Renewable Energy Development Agency (WBREDA)  
Department of NRES, Government of West Bengal  
Bikalpa Shakti Bhavan, J1/10, EP&GP Block,  
Sector– V, Salt Lake, Electronics Complex, Kolkata– 700091

Website: [www.wbreda.org](http://www.wbreda.org) Email: [wbreda2019@gmail.com](mailto:wbreda2019@gmail.com)

These documents are meant for the exclusive purpose of bidding against this NIeT and shall not be transferred, reproduced or otherwise used for purposes other than that for which they are specifically issued.

# West Bengal Renewable Energy Development Agency

(Department of Non-Conventional & Renewable Energy Sources, Government of West Bengal)  
BIKALPA SHAKTI BHAVAN, Plot – J1/10, Block – EP & GP,  
Sector – V, Salt Lake City, Kolkata – 700 091

## **ABRIDGED NOTICE INVITING e-TENDER**

(Domestic Competitive Bidding)

**NIeT No: WBREDA /NIeT-16/23-24**

**Dated: 12.09.2023**

**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 of outsource manpower of different categories in WBREDA. Detailed NIeT may be seen & downloaded from WBREDA website [www.wbreda.org](http://www.wbreda.org).

Interested bidders may obtain bidding documents by registering themselves to the e-tendering portal <https://wbtenders.gov.in> and thereby downloading the bidding documents from **05 P.M. on 12.09.2023**. The last date of submission of Bid is **06.10.2023 up to 02P.M.**

Sd/-  
Superintending Engineer

# WEST BENGAL RENEWABLE ENERGY DEVELOPMENT AGENCY

(Department of Non-Conventional & Renewable Energy Sources, Government 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

NIeT No: WBREDA /NIeT-16/23-24

Dated: 12.09.2023

**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	Rate Per Month per manpower (Rs.)	Yearly Financial Involve-ment (Rs.)	Unit
I	II	III	IV	V	VI	VII
1	a) IT Support Personnel/DEO	2	Graduate & Computer Diploma Course from any Govt. Institute and proficient in Computer Operation	15900	381600	Bikalpa Shakti Bhawan, Salt Lake, Kolkata.
	b) Office Assistant	1	H.S. Pass	18000	216000	
		1	H.S. Pass	16000	192000	
		2	H.S. Pass	15000	360000	
	c) Office Peon	3	VIII Pass	14500	522000	
d) Sweeper Cum Cleaner	2	Read & Write in Mother Language	14500	348000		

Sl No.	Type of Manpower	No. of Manpower	Qualification	Rate Per Month per manpower (Rs.)	Yearly Financial Involvement (Rs.)	Unit
I	II	III	IV	V	VI	VII
	e) Electrician	1	H.S. Passed with certificate of electrical wiring	16000	192000	
2	Security Guard without Gun	4	VIII Pass	10759	516432	Bikalpa Shakti Bhavan, Salt Lake, Kolkata.
3	Security Guard without Gun (optional)	6	VIII Pass	10759	774648	Energy Education Park, Kolkata.
4	Security Guard without Gun	2	VIII Pass	10759	258216	Ganga Sagar Site at South 24 PGS
5	Security Guard without Gun	2	VIII Pass	10759	258216	Freserganj Site at South 24 PGS
6	Assistant Engineer at PMU	3	B.E (Electrical/Civil) 2 years Experience in Renewable Energy or Power System	35000	1260000	Bikalpa Shakti Bhavan, Salt Lake, Kolkata.
7	Junior Engineer at PMU	6	Diploma (Electrical/Civil) 2 years Experience in Renewable Energy or Power System	21500	1548000	Bikalpa Shakti Bhavan, Salt Lake, Kolkata.
8	Multifunctional Support Staff	4	Certificate in Higher Secondary Examination of WBCHSE or equivalent with 1 year Diploma/ Certificate course in Computer Application and working knowledge of Computer with operating knowledge of M.S Word, Excel, Power Point, Access & Internet.	12000	576000	Bikalpa Shakti Bhavan, Salt Lake, Kolkata.
		<b>39</b>			<b>7403112 (A)</b>	
Employer's EPF Contribution @ 13 % of (A)					962405	
Employer's ESI Contribution @ 3.25 % of (A)					240601	
Ex-Gratia Grant @ Rs. 5300/- per Head for Employees, as applicable					206700	
<b>Total Annual Liability towards</b>					<b>8812818 (B)</b>	
G.S.T @ 18% to be borne by WBREDA for hiring the Service of the Agency					1586307	
<b>Tentative Budget Provision for one (01) year</b>					<b>1,03,99,125</b>	

[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 **Rs. 1, 03, 99,125/- as per Table -1**

**Service Charge:** The bidder will quote in percentage (%) of the total manpower cost (including GST)

### 4.0 Quoted Price:

- a) The bidders shall quote the percentage (%) of 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 is excluded of the following:**
  - i) Uniform of Security personnel

## 5.0 Period of contract:

The period of contract is for twelve (12) calendar months. However, the period may be extended upto thirty six (36) calendar months with fixed percentage of 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 **25% 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 apply its discretion based on requirement and 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.

**Location of Posting**

The location of posting of the manpower as mentioned in the Table -I as above is indicative. The outsourced manpower may be posted at various establishments of WBREDA anywhere in West Bengal as per requirement.

d) **Monthly rate of Manpower**

Monthly rate of manpower may be reviewed and may be amended time to time if required.

e) **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.2,07,983.00 (Rupees Two lac seven thousand nine hundred eighty three) only** online mode through <http://wbtenders.gov.in> portal.

9.0 For 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) 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 Qualifying Requirement for Bidders:

- a) Business experience for at least last 03 years i.e. 2020-21, 2021-22 & 2022-23 by providing outsource manpower in different category of 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 **thirty (30)** numbers of manpower & security guards employed in different organizations during the last financial year i.e. 2020-21, 2021-22 & 2022-23.
- h) Minimum Average Annual Turnover (MAAT) which should not be less than **Rs. 25,00,000.00 (Rupees twenty five lakh only)** during financial years 2020-21, 2021-22 & 2022-23.
- i) **Net Worth<sup>1</sup>** in the last financial year (2022-23) shall be positive.
- j) Valid Trade License, for 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 its functional office in West Bengal and its registered office.
- k) Govt. owned enterprise having similar business experience may also participate.

## 11.0 Validity of offer:

Validity of the offer is 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).

## 12.0 Schedule of Dates for e-Tendering:

SL. NO.	PARTICULARS	DATE
1.	Date of uploading of NIeT Documents (Online)	<b>12.09.2023</b>
2.	Documents download start date (Online)	<b>12.09.2023</b>
3.	Last date of uploading Pre-bid Query	15.09.2023
4.	Pre- bid Meeting	18.09.2023 at 12 noon
5.	Last date of uploading of reply of pre bid query	19.09.2023
6.	Bid proposal submission start date (Online)	<b>19.09.2023</b>
7.	Bid proposal Submission end date (Online)	06.10.2023, upto 2 pm
8.	Bid opening date for Technical proposal (Online)	<b>06.10.2023, 3 pm</b>
9.	Date of Opening of financial bid	Will be intimated later on

13.0 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.

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<sup>1</sup>“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.

- 14.0** 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.
- 15.0** 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 **3& 4** 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: akd.wbreda@gmail.com
- 16.0** Any evidence of unfair Trade Practices including over charging, price fixing, cartel etc. as defined in various statutes, will automatically disqualify the bidders.
- 17.0** 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 WBREDA website : [www.wbreda.org](http://www.wbreda.org) and it will be part & parcel of the tender. The bidders are therefore advised to follow the website for such corrigendum, notification etc.
- 18.0** Consortium or Joint Venture for this work will not be considered.
- 19.0** Other information as well as terms and conditions, which do not cover 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

**20.0 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

**21.0 Address for Communication**

The Superintending 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](http://www.wbreda.org), Contact No. 033 2357- 5038/5348/6568,  
e-mail id: akd.wbreda@gmail.com / wbreda1993@gmail.com

Sd/-  
Superintending Engineer, WBREDA