



WEST BENGAL STATE COUNCIL OF TECHNICAL EDUCATION

(A Statutory Body under Government of West Bengal Act XXI of 1995)

KOLKATA KARIGORI BHAVAN, 2nd Floor, 110 S. N. Banerjee Road, Kolkata – 700013

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Memo no.969 –SC(T)E

Dated : 8th December, 2014

Tender Reference No : WBSCTE/TE&T/SECY/NIT-5/2014-15

*Notice Inviting E-Tender for providing Manpower for
Security and Sweeping Services*

*(Through Pre-qualification)
(Online submission of Bids)*

West Bengal State Council of Technical Education is a Statutory Body under Government of West Bengal Act XXI of 1995 under the Department of Technical Education & Training, Govt. of West Bengal. The Secretary on behalf of the West Bengal State Council of Technical Education [for the sake of brevity hereinafter referred to as WBSCTE] invites offer from bonafide and reputed agencies having valid license for supply of manpower with relevant experience for the job at the office premises “West Bengal State Council of Technical Education”, 2nd Floor, ‘Kolkata Karigori Bhavan’, 110, S.N. Banerjee Road, Kolkata – 700 013 for the job

- i) Providing Security Services
- ii) Cleaning & Sweeping

Bids for deployment of agencies for Security services & Cleaning & Sweeping services for WBSCTE, specified in the annexed memorandum are to be submitted within the time specified in annexure at the rates to be specified in the Bill of Quantity (BOQ) template attached, and in accordance with the annexed conditions provided and in all other respects in accordance with such conditions.

Table -1

Sl No.	Descriptions of the Job	Category of Manpower	Cost of Tender Form	Earnest Money
1	Providing Security Service at the office premises at the building “Kolkata Karigori Bhavan”, 110 S.N. Banerje Road, Kolkata-700013 during & after office hours on week days & holidays (24 hrs. × 7 days)	Unarmed Security Guard	Nil	Nil
2	Daily (including Holidays) cleaning & sweeping of “Kolkata Karigori Bhavan” (Ground floor to second floor & eastern side of the third floor & fourth floor, if necessary).	Sweeper - Cum-Cleaner		

In the event of e-filling, intending bidders may download the tender documents from the website: <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate.

1. Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website: <https://wbtenders.gov.in>
2. The Time Schedule for obtaining the Bid Documents, Pre Bid Meetings, Registration with the Tendering Authorities, the submission of Bids and other documents etc will be as per the list provided at Serial No: 14 below.
3. **Eligibility for Quoting:**
Any reputed Company having valid license from Competent Authority of Government of West Bengal

under West Bengal Contract Labour (R & A) Act, 1970 and having credential of similar activities for at least 2 years may apply.

4. Submission of Tender : All tenders must be submitted online. Tenders will be opened in presence of willing tenderers or their authorized representatives. The Tender is to be submitted in Two Bid System.

(a) "Bid A"

One folder for "Essential Requirements of the Tendering Firm for Participation" shall contain all papers related to the essential requirements of the Tenderer for participation in the tender, Viz:

Prequalification Documents:-

- (i) Application in the format prescribed in Annexure - I
- (ii)

<i>Sl. No</i>	<i>Documents</i>
1	Valid Trade License
2	PAN Card of Company
3	ESI Registration Certificate, if applicable
4	PF Registration Certificate, if applicable
5	Professional Tax Clearance Certificate
6	Audited Balance Sheet for three years of the Company/ Organization
7	IT Return for last year i.e., for 2013-14 F.Y.
8	License under West Bengal Contract Labour (R & A) Act, 1970
9	Credential of similar work for last 2 (two) years
10	License under Private Security Agencies (regulation) Act, 2005 OR Money Receipt for application of such license for those who have applied for.

(b) "Bid B"

Another folder as "Financial Bid" shall contain the Financial Bids with the Base Service Charge per Personnel excluding Service Tax.

(c) During the tender evaluation process, "BID A" will be opened first. Only those tenderers, who will qualify the essential requirements, will be considered by the Tender Selection Committee. On the basis of supplied documents, the Tender Selection Committee will assess the capability of the bidders of supplying the required manpower. "Bid B" will be opened only in respect of those tenderers who are assessed to be suitable by the Tender Selection Committee. The "Bid B" of those Tenderers failing to meet the essential requirements of participating in tender will not be opened and be rejected.

(d) The Tenderer quoting the lowest rate in 'Bid B' will be considered as successful.

(e) *The decision of the tender selection committee will be final in this matter.*

5. Category of manpower required are

- i) Unarmed security guards (Unskilled):- 6 Personnel &*
- ii) Sweeper Cum Cleaner (Unskilled)- 3 Personnel.*

6. Payment of wages to the Unarmed Security Guards & Sweepers:-

The personnel deployed should be paid monthly remuneration in conformity with the minimum wages in terms of the Circular No: 389/Stat/2RW/76/266/2000/LCS/JLC dt. 03/07/2014 of the Labour Commissioner, West Bengal. These rates are effective for the period 1st July 2014 to 31st December 2014, and will be amended as per the circular of commission from time to time.

Categories of Employees	Monthly Minimum Rates of Wages	
	Zone-A	Zone-B
(a) Unskilled	Rs.6685.00	Rs.6381.00
(b) Semi-Skilled	Rs.7354.00	Rs.7018.00
(c) Skilled	Rs.8090.00	Rs.7720.00

The classification of employees is as follows :

Unskilled Workers : Security Guard, Watchman, Darwan; sweeper, helper, work assistant.

Semi-Skilled Workers : Unskilled Supervisor;

Skilled Workers : Guard with Fire Arms, Gunman, Field Supervisor , Marketing Personnel, Clerk, Account, Cashier and others capable of handling machines.

7. Implementing areas :

- i) **Zone A :** Under Kolkata Metropolitan Development Authority (KMDA) & Districts of 24 Paragans etc. as mentioned in above G.O.
- ii) **Zone B :** Rest of West Bengal as mentioned in G.O.
8. Unarmed Security Guards should be paid the minimum wage of unskilled worker as per order of the Labour Commissioner, West Bengal. They Security Guards engaged should preferably be certified as per Private Security Agencies (Regulation) Act.
9. Sweeper-cum-Cleaners should be paid the minimum wage of a for an unskilled worker as per order of the Labour Commissioner, West Bengal
10. Quoting of Rates: Rates should be quoted for agency charge only for each person to be engaged by the agency without the service tax.
11. **Agreement** Before starting the Deployment of manpower, the successful bidder should enter into an agreement with the WBSCTE.
12. The successful bidders shall be able to supply manpower at the quoted rate at least for one year from the date of issuing Work order. If situation so arises they may have to provide manpower at the same rate for further six months.
13. **Deployment of the personnel either in Kolkata Karigori Bhavan, 110 S.N.Banerjee Road, Kolkata -700 013 or Vocational Training Institute, Plot no. B/7, Action Area -III, Rajarhat, Newtown, Kolkata -700 156 shall be the discretion of the authority of this Council subject to the condition.**

General conditions:

- i) The concern will provided 6 nos. security staff on pair for 8 hrs. Shift and 3nos. of Sweeper.
- ii) Security service is to be provided for all the days of the week (24 x 7) during the tenure of the contract.
- iii) A visitor book will be maintained with "on" & "off" timings regularly.
- iv) Any loss/damage it of properly due to negligence of security staff, the agency will be made responsible for replacement.
- v) The each and every staff will have to be in uniform on duty.
- vi) The agency shall provide necessary information to police for its clearance if asked for.
- vii) The rate should be quoted after physical inspection of the site.
- viii) Monthly bill in triplicate should be submitted within 1st week of following month alongwith copy of attendance sheet, no compensation will be paid on account of any delay for the situation beyond our control.
- ix) The period of validity of tender is 60 days from the date of submission of tender.
- x) All the necessary materials required would be supplied by Council.
- xi) **Mode of Payment:** Monthly bill in triplicate should be submitted within 1st week of following month alongwith copy of attendance sheet, no compensation will be paid on account of any delay beyond our control.

xii) **Termination of contract:** The contract may be terminated without prejudice for breach of contract if the contractor fails to supply as per the timings set out or if he fails to perform any other obligation under the contract.

xiii) Manpower may be provided for one year from the date of issue of work order. However, the period may be extended up to Six months if WBSCTE feels it necessary.

14.. Important Information

SI No	Items	Publishing Dates
1	Date of uploading of N.I.T. Documents (online)	10.12.2014 at 1.00 p.m.
2	Documents download start date (online)	10.12.2014 at 4.00 P.M.
3	Date of Pre Bid Meeting with the intending bidders in the Office Chamber of Secretary, WBSCTE	15.12.2014 at 2.30 P.M.
4	Bid submission start date (online)	17.12.2014 at 10.00 A.M.
5	Bid submission closing date (online)	30.12.2014 up to 06.00 P.M.
6	Bid Opening date for technical proposals: Bid A (online)	02.01.2015 at 12.30 P.M.
7	Date of uploading list for Technically Qualified Bidders (Online)	04.01.2015 at 3.00 P.M.
8	Bid Opening date for Financial Proposals: Bid B (online)	04.01.2015 at 4.00 P.M.
9	Date of uploading of list of bidders along with approved rates	05.01.2015 at 12.00 noon

15. West Bengal State Council of Technical Education, reserves the right to change the above schedule in case of any exigencies after putting up a notice in the website www.webscte.org And office notice board.
16. All the prospective bidders are requested to be present during opening the financial bid, venue to be notified later in the website www.webscte.org.
17. No objection in this respect will be entertained raised by any Bidder who will be present during opening of bid, or from any Bidder who will be absent at the time of opening of Financial Bid.
18. During the scrutiny, if it comes to the notice to 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.
19. Prospective bidders may mail their queries in the following e mail addresses :registrar_i@ webscte.org or webscte@yahoo.co.in
20. Any litigation in this connection is to be settled in Kolkata.
21. The Tender Selection Committee/Purchase Committee reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
22. For assistance on procedure of e-tendering, contact NIC helpdesk (033-2337-6098) OR Ms. Sangeeta Mall 9831899991 (M).

(S. Mukhopadhyay)
Secretary, WBSCTE

General guidance for e-Tendering

Instructions/ Guidelines for tenders for electronic submission of the tenders online have been annexed for assisting the prospective Bidders to participate in e-Tendering.

1. **Registration of Bidders:**

Any Bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in>. The prospective Bidder is to click on the link for e-Tendering site as given on the web portal.

2. **Digital Signature certificate (DSC)**

Each Bidder is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) from NIC for submission of tenders, from the approved service provider of the National Information's Centre(NIC) on payment of requisite amount details are available at the Web Site Stated in Clause-2 of Guideline to Bidder DSC is given as a USB e-Token.

3. The Bidder can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

4. **Participation:**

A prospective bidder shall have to offer rate for all items subject to fulfillment of conditions laid down hereinabove and conforming to production capacity to be laid down in the tender paper.

5. **Submission of Tenders.**

General process of submission, Tenders are to be submitted through online to the website Stated in Cl. 2 in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC) the documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

6. Physical verification of samples to be made by the expert committee after evaluating Technical proposal.

7. **Technical proposal**

The Technical proposal should contain scanned copies of the following in two covers (folders).

11. Bidders may mail their queries to any of the e-mail-ids: report.wbscte@gmail.com, registrar_i@websscte.org; registrar_ii@websscte.org

(S. Mukhopadhyay)
Secretary, WBSCTE

APPLICATION FORM

(Duly signed scanned copy to be uploaded under prequalification Folder)

To

The Secretray,
West Bengal State Council of Technical Education.
" Kolkata Karigori Bhavan", 2nd Floor,
110 S.N. Banerjee Road, Kolkata-700 013

Sub:- Notice Inviting e-Tender for

- i) providing Security Services at the Office of WBSCTE by deployment of unarmed security guards for watch and ward services.
- ii) Sweeper - cum-Cleaner at the Office of WBSCTE by deployment of personnel for sweeping and cleaning services.

Ref:- N.I.T. No. _____ dated _____

Sir,

Having examined the pre-qualification documents (N.I.T. & Volume-I), I / we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of _____ in the capacity of _____ duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of Firms for Application and for completion of the contract documents is attached herewith.

We are interested in providing the personnel for security and sweeping services mentioned in the Bill of Quantities.

We understand that:

- (a) Tendering Authority can amend the scope & value of the contract bid under this project.
- (b) Tendering Authority reserves the right to reject any/all applications without assigning any reason thereof.

Date : _____

**Signature of applicant including title
& capacity in which application is made.**

Scope of Work

Sweeping & Cleaning

1. Daily 'sweeping and cleaning' of the total floor area including all the rooms and office space under the occupation of the WBSCTE along with the floor space of the office of the "Kolkata Karigori Bhavan", and common space at entry point of each block i.e. from Ground Floor to 2nd floor and Forth floor for an area measuring with water-soaked brush, disinfectants, deodorants, room-fresheners and floor cleaner (Phenol).
2. Cleaning of all toilets (latrines & urinals) wash basins including sweeping and washing of the floors of the toilets covered in the aforesaid floor space twice daily with disinfectants, chemicals including anti-mosquito chemicals, deodorants, room-fresheners.
3. Removing of dust from the tables and chairs and other furniture in all the rooms and office spaces daily.
4. Cleaning of cobwebs etc. from the ceilings, walls, window panes etc. of all rooms, office premises, passages and toilets on weekly basis.
5. Cleaning of the blades of the fans of all the rooms and cleaning sweeping and mopping office premises and passages with soap water and detergents in the aforesaid floor space on weekly basis.
6. Removal of dust/refuse/garbage etc. from each of the floors after sweeping and cleaning etc. and deposition of the same at fixed places for disposal by the appropriate authority and in doing so the agency or its employees shall act in a way which will not cause any health hazard or environmental pollution.

Security Services

7. Shutting of all windows and switching of all lights and fans in the aforesaid floor space after normal office hours.
8. Unlocking of the office rooms at 9.30 A.M. or earlier as may be necessary and closing of the same at 6.00 P.M. or till the last occupant leaves the office whichever is later. All rooms, office premises, lavatories etc. must be kept clean and dry before 9.30 A.M.
9. Guarding the entire premises of the Kolkata Karigori Bhavan, [2nd floor Mainly] along with the floor space of at ground Floor and Top Floor and other Annexure Building . The agency shall remain responsible for any loss or damage of materials or property.
10. Deployment of man power- two in each Shift (Total Shift 3) i.e. Total 6 nos. of Security personnel on all working days and skeleton manpower on holidays, including gate and outside the building for all days including holidays. Such employees shall be ready to attend any call during 9.30 A.M. to 6.00 P.M. from the WBSCTE relating to the performance of the said jobs of the agency.
11. Others related works in emergency or crisis period which may be time to time required by the Council.