



# WEST BENGAL STATE COUNCIL OF TECHNICAL & VOCATIONAL EDUCATION & SKILL DEVELOPMENT

(Technical Education Division)

(A Statutory Body under Government of West Bengal Act XXVI of 2013)

KARIGORI BHAVAN, 4<sup>th</sup> Floor, Plot no.B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700160

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Memo no. WBSCTVESD/TED/2015-16/325

Dated : February 26, 2016

## Notice Inviting e-Tender for ~

- Deployment unskilled personnel as unarmed security guards for **watch and ward services** at the Office of WBSCT&VE&SD.
- Deployment unskilled personnel as Sweeper-cum-Cleaner for sweeping and cleaning services at the Office of WBSCT&VE&SD.

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

West Bengal State Council of Technical & Vocational Education & Skill Development is a Statutory Body under Government of West Bengal Act XXVI of 2013 under the Department of Technical Education & Training, Govt. of West Bengal. The Chief Administrative Officer on behalf of the West Bengal State Council of Technical & Vocational Education & Skill Development [for the sake of brevity hereinafter referred to as WBSCT&VE&SD] invites offer from bona fide 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 & Vocational Education & Skill Development**", 4<sup>th</sup> Floor, Karigori Bhavan, Plot no.B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700160 for the job of deployment of unskilled personnel for

- Security Services.
- Cleaning & Sweeping.

NIT for Security services & Cleaning & Sweeping of prospective bidder-agencies for WBSCT&VE&SD, specified in the annexed attached memorandum within the time specified in such 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 Karigori Bhavan, 4 <sup>th</sup> Floor, Karigori Bhavan, Plot no.B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700160 during & after office hours on week days & holidays (24 hrs. × 7 days)	Unarmed Security Guard	Nil	Nil
2	Daily (including Holidays) cleaning & sweeping of 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-filing, intending bidders have to 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 online using digital signatures at 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:**
  - a. Any reputed Company having valid license from Competent Authority of Government of West Bengal for supply of manpower;
  - b. having credential of similar activities for at least 2 years may apply

**4. Submission of Tender : All tenders must be submitted online.** 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)

Sl. No	<i>Documents</i>
1	Valid Trade License/ Enlistment with Registrar of Companies Act 1956
2	PAN Card of Company
3	ESI Registration Certificate, if applicable
4	CPF Registration Certificate, if applicable
5	Professional Tax Clearance Certificate
6	Audited Balance Sheet for last three years of the Company/ Organization
7	IT Return for last year
8	License / Registration as per Provision of the contract labour (Regulation & Abolition) Act. 1970.
9	Credential of similar activities for at least 2 years

**(b) "Bid B" : Another folder as "Financial Bid" shall contain the Financial Bids with the Base Service/agency charge including employer's contribution of PF, ESI and Service Tax, any other Government taxes, duties , cess etc. for providing one person for one month . If the rate quoted does not include employer's contribution of PF, ESI, Service Tax and any other Govt. duty , tax, cess etc, the bidder will be summarily rejected.**

**(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 for 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 of the Labour Commissioner, West Bengal and will be amended as per the circular of commission from time to time.

7. 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.

8. Sweeper-cum-Cleaners should be paid the minimum wage of a for an unskilled worker as per order of the Labour Commissioner, West Bengal

9. Quoting of Rates: Rates should be quoted for agency charge only for each person to be engaged by the agency without the service tax.

10. **Agreement** Before starting the Deployment of manpower, the successful bidder should enter into an agreement with the WBSCT&VE&SD.

11. 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.

12. **Deployment of the personnel either in Kolkata Karigori Bhavan, 110 S.N.Banerjee Road, Kolkata - 700 013 or Karigori Bhavan, 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 provide a) 6 nos. security staff – one pair for each 8 hrs. Shift and b) 3 nos. of Sweepers.
- 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 visitors' book will have to be maintained with "on" & "off" timings regularly.
- iv) The agency shall be responsible for replacement of any loss/damage of property due to negligence of security staff.
- v) The each and every staff will have to be on uniform during deployment.
- 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 1<sup>st</sup> week of every month long with 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 to be mentioned clearly which should be at least 60 days from the date of submission of tender.
- x) All the necessary materials required would be supplied by Council.
- xi) Rates should be inclusive all taxes.
- xii) **Financial Bids is to be submitted with the Base Service/agency charge including employer's contribution of PF, ESI and Service Tax, any other Government taxes, duties, cess etc. for providing one person for one month . If the rate quoted does not include employer's contribution of PF, ESI, Service Tax and any other Govt. duty , tax, cess etc, the bidder will be summarily rejected.**
- xiii) **Mode of Payment:** Monthly bill in triplicate should be submitted within 1st week of every month along with copy of attendance sheet, no compensation will be paid on account of any delay beyond our control.
- xiv) **Termination of contract:** The contract may be terminated without prejudice to any other remedy 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. The WBSCT&VE&SD may without prejudice to other rights, may arrange for supply at the risk and cost of the supplier, in the above circumstances.

### 13. Important Information

Sl No	Items	Publishing Dates
1	Date of uploading of N.I.T. Documents (online)	26.02.2016
2	Documents download start date (online)	26.02.2016
4	Bid submission start date (online)	26.02.2016
5	Bid submission closing date (online)	03.03.2016 up to 02.00 P.M.
6	Bid Opening date for technical proposals: Bid A (online)	03.03.2016 up to 02.30 P.M.
7	Date of uploading list for Technically Qualified Bidders (Online)	03.03.2016 up to 03.30 P.M.
8	Bid Opening date for Financial Proposals: Bid B (online)	03.03.2016 up to 04.30 P.M.
9	Date of uploading of list of bidders along with approved rates	03.03.2016 up to 05.30 P.M.

14. West Bengal State Council of Technical & Vocational Education & Skill Development, reserves the right to change the above schedule in case of any exigencies with due **NOTIFICATION** on the website [www.wbscte.org](http://www.wbscte.org) as well as on : <https://wbtenders.gov.in> and on office notice board.

15. All the prospective bidders are requested to follow the site after opening of the financial bid.

16. **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.**

17. During the scrutiny, if it comes to the notice of the **tender inviting authority** that the credential or any other paper submitted are false/manufactured/fabricated, the bid would be summarily rejected without any prejudice.

18. Prospective bidders may mail their queries in the following e mail addresses : [wbsctvesd.purchase@gmail.com](mailto:wbsctvesd.purchase@gmail.com); **OR** [report.wbscte@gmail.com](mailto:report.wbscte@gmail.com)

19. Any litigation in this connection is to be settled within legal jurisdiction of Kolkata.

20. 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.

For assistance on procedure of e-tendering, contact **NIC helpdesk** (033-2337-6098) OR Ms. Sangeeta Mall 9831899991 (M)

*Sd/-*

(B. Bhattacharyya, IAS)  
Chief Administrative Officer,  
WBSCT&VE&SD

### 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](mailto:report.wbscte@gmail.com), [registrar\\_i@websscte.org](mailto:registrar_i@websscte.org); [registrar\\_ii@websscte.org](mailto:registrar_ii@websscte.org)

**APPLICATION FORM**

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

To

The CAO,

West Bengal State Council of Technical & Vocational Education & Skill Development.

Karigori Bhavan, 4<sup>th</sup> Floor,

110 S.N. Banerjee Road, Kolkata-700 013

**Sub:-** Notice Inviting e-Tender for

- i) providing Security Services at the Office of WBSCT&VE&SD by deployment of unarmed security guards for watch and ward services.
- ii) Sweeper – cum-Cleaner at the Office of WBSCT&VE&SD 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 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 WBSCT&VE&SD 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 2<sup>nd</sup> 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

1. Shutting of all windows and switching of all lights and fans in the aforesaid floor space after normal office hours.
2. 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.
3. Guarding the entire premises of the Kolkata Karigori Bhavan, [2<sup>nd</sup> 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.
4. 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 WBSCT&VE&SD relating to the performance of the said jobs of the agency.
5. Others related works in emergency or crisis period which may be time to time required by the Council.

***Mandatory Disclosure: Financial Bids is to be submitted with the Base Service/agency charge including employer's contribution of PF, ESI and Service Tax, any other Government taxes, duties, cess etc. for providing one person for one month . If the rate quoted does not include employer's contribution of PF, ESI, Service Tax and any other Govt. duty , tax, cess etc, the bidder will be summarily rejected.***