



WEST BENGAL ESSENTIAL COMMODITIES SUPPLY CORPORATION LTD.
(A Government of West Bengal Undertaking)
11A, MIRZA GHALIB STREET, KOLKATA-700087.

E-TENDER NOTICE

Memo. no. Ecsc/HK/31/200 (P-IV)/1204

Date: 13.01.2025

E-tender is invited for engagement of 32 nos. of security and sweeping personnel from bonafide agency/firm at Block-B, Roudra Bristi, H.Q. and EORP Plant (Lake Gardens, Kol - 700083) of WBECSCL Ltd. Please visit www.wbtenders.gov.in & www.wbecscegovance.com for details.


Managing Director



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WEST BENGAL ESSENTIAL COMMODITIES SUPPLY CORPORATION LTD.

(A Government of West Bengal Undertaking)

11A, Mirza Ghalib Street, Kolkata-700 087.

Memo no. ECSC/HK/31/200(P-10)/1205 dated: 13.01.2025

Engagement of bonafide agency/firm for 32 nos. of manpower for security guarding & sweeping services in H.Q., Block-B & Roudra Bristi (Fair Price Shop) at WBECSCL Ltd., 11A, Mirza Ghalib Street, Kolkata- 700087 and Edible Oil Refinery & Packaging Plant (EORPP) at 76, Dr. Deodhar Rahaman Road, Lake Gardens, Kolkata – 700083.

E-Tender Documents will be available on & from 14/01/ 2025 at 3:00p.m. at www.wbtenders.gov.in . It can be viewed at www.wbecsclgovernance.com

: Closing date and time :

Submission of the Technical and Financial bid on or before 04/02/ 2025 upto 3:00 p.m.(Online). Pre bid meeting will be held at 01:00 p.m. on 24/01/ 2025 at H.Q., Block-B, WBECSCL Ltd. All the intended bidders are advised to be present in the pre bid meeting positively.

The Bidders should furnish an Earnest money of Rs.1,00,000.00 (Rupees one lac only) {Earnest Money @ 2% (Two percent) of the Estimated Amount} and that should be deposited online through E-Tender portal by 04/02/ 2025 before 3:00pm.

Details of date and time schedule is mentioned at Appendix-III.

The Financial Offer of the prospective Bidder will be considered only if the Technical aspects of such Bidder is found qualified by the authority of the Corporation. The decision of the Corporation will be final and binding upon in this regard.

Tenders, comprising both technical and financial bids, are to be submitted concurrently, digitally signed and submitted in the website: www.wbtenders.gov.in

HEAD OFFICE: WBECSCL Ltd., Block-B, 11A, MIRZA GALIB STREET,
KOLKATA - 700 087.

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I) Specifications

Terms and conditions of security guard & sweeping services at H.Q. of Block-B & Roudra Bristi (Fair Price Shop) at WBECS Ltd., 11A, Mirza Ghalib Street, Kolkata- 700087 and Edible Oil Refinery & Packaging Plant (EORPP) at 76, Dr. Deodhar Rahaman Road, Lake Gardens, Kolkata – 700083 as per the E-tender Notice No. ECSC/HK/31/200(P-IV)/1205.

Successful tenderer will mean “**CONTRACTOR** who will act on behalf of the Corporation to undertake regular security guard & sweeping services at H.Q. of Block-B & at Roudra Bristi (Fair Price Shop) at WBECS Ltd. and security guard (three shift) and sweeping services for Edible Oil Refinery & Packaging Plant (EORPP). The Corporation will mean the West Bengal Essential Commodities Supply Corporation Ltd.(Employer / Corporation).

Personnel (minimum) to be deployed by the contractor at his own risk and cost are in the following categories.

<i>Category</i>	<i>Sweeping, Cleaning & Security work at Block-B(HQ)and Roudra Bristi (Fair Price Shop),, W.B.E.C.S.C. Ltd.</i>	<i>Security guard (three shift) and sweeping services for Edible Oil Refinery & Packaging Plant (EORPP)</i>
A) Security Guard(Without arms)	11 nos.	06 nos.
B) Sweeper	11 nos.	02 nos.
C) Cleaning Supervisor	01 nos.	-
D) Security Supervisor	01 nos.	-
Total	24 nos.	08 nos.

Total 32 (thirty two) nos. of working personnel.

The number of personnel to be deployed may change as per requirement in due course of time by this Corporation.

Works to be undertaken.

A. Cleaning of Toilets:

1. Washing of all the urinals (Commodes), closets and wash basins with soap solution/cleaning solution ensuring the shine of the mirror throughout the day by periodic cleaning using glass cleaner.
2. Replace toiletries such as fresheners, naphthalene balls, hand soap, tissue papers etc. as and when required.
3. Clean all toilet fixtures and fittings.
4. Clearing of the dustbins in the toilets daily as required.
5. Cleaning of toilet walls & floors using proper disinfectant solution.

B. Cleaning of Corridors:

1. Sweeping and mopping of all the corridors.
2. Ensuring that all the doors, partitions are stain free and shining throughout the day by using standard make cleaning solutions.
3. Ensuring that all the signboards remain clean throughout the day.
4. Cleaning the furniture placed in the corridors (especially in the VIP corridor 1st floor).
5. Cleaning of dustbins in the corridors.

C. Cleaning of Staircases:

1. Sweeping and mopping of all the staircases and common landings.
2. Removal of dust, etc. from the skirting top.
3. Cleaning of staircase railing.

D. Cleaning of Rooms:

1. Sweeping and mopping of all rooms.
2. Ensuring that all doors, windows, partitions are dust and stain free by using standard makes cleaning solution.
3. Cleaning the tables, chairs and other Furniture placed in the rooms.
4. Cleaning of the dustbins in the rooms.
5. Cleaning of all window sills on daily basis, especially those of the VIP corridor.

E. Waste Management:

1. Polythene drums must be kept outside the Bathrooms/Toilets in each floor where the waste materials are to be disposed. The drums must always be kept in cleaned condition.
2. Removal of garbage & waste papers etc daily, sweeping the floor & its adjacent areas of the fair price shop (Roudra Bristi) on daily basis.
3. Empty all garbage containers, wipe and clean.
4. Collect the waste papers, empty the garbage bins, waste paper baskets and arrange to carry away from the building to the common garbage dump outside.

F. Security Guarding

I) For H.Q. :-

- i) Physical guarding at two entry gates on the ground floor and security monitoring/patrolling at the floors (Ground floor, 1st floor & 2nd floor) to ensure adequate safety and security.
- ii) Security personnel at the gates must maintain at least three registers/documents viz., visitors register, visitors slip and material register.
- iii) Security guarding at the Entry gate & Exit gate of Fair price shop (Roudra Bristi) from 11 a.m. to 7 p.m. on working day by the security guards (without arms).
- iv) Posting of Security Supervisor for proper maintenance of security work & supervising the work of sweeper & security with opening and closing of 'Fair Price Shop' (Roudra Bristi) & H.Q. of Block-B at proper time.
- v) Visitor management which includes screening/directing of visitors.
- vi) Patrolling to ensure that stray animals (especially dogs) do not enter the building.
- vii) Effective involvement during crisis management like fire accidents, bomb threats and etc.
- viii) Ensuring proper maintenance of Covid-19 safety protocol by visitors.

II) For EORPP at 76, Dr. Deodhar Rahaman Road, Lake Gardens, Kolkata – 700083:-

- i) Physical guarding at entry gate and security monitoring / patrolling throughout the premises to ensure adequate safety and security by 02 nos. of security guard in 03 (three) shift (per day) i.e.
 - a) Shift – 1 (10:00 p.m. to 06:00 a.m.)
 - b) Shift – 2 (06:00 a.m. to 02:00 p.m.)
 - c) Shift – 3 (02:00 p.m. to 10:00 p.m.)
- ii) Physical security monitoring / patrolling of 05 nos. of Godowns and office building to ensure adequate safety and security in three shifts.
- iii) Security personnel at the gates must maintain at least three registers/documents viz., visitors register, visitors slip and material register.
- iv) Visitor management which includes screening/directing of visitors.
- v) Patrolling to ensure that stray animals (especially dogs) do not enter the building.
- vi) Effective involvement during crisis management like fire accidents, bomb threats and etc.
- vii) Ensuring proper maintenance of Covid-19 safety protocol by visitors.

III) WORKING HOUR:

- i) 10:00AM to 06:00PM on week days except Roudra Bristi (11:00 a.m. to 7:00 p.m.) if not otherwise instructed; on some occasions beyond the working hours as well as on holidays also to a limited extent as and when required.
- ii) Time schedule for Edible Oil Refinery & Packaging Plant (EORPP) at 76, Dr. Deodhar Rahaman Road, Lake Gardens, Kolkata – 700083 for services to be rendered by 02 nos. of security guard in 03 (three) shifts are as follows:-
 - a) Shift – 1 (10:00 p.m. to 06:00 a.m.)
 - b) Shift – 2 (06:00 a.m. to 02:00 p.m.)
 - c) Shift – 3 (02:00 p.m. to 10:00 p.m.)

II) Terms and conditions

- 1) The base price of service charge (exclusive of GST) for security & and sweeping at H.Q. floors of Block-B & Roudra Bristi (Fair Price Shop) and Security guard (three shift) and sweeping services for Edible Oil Refinery & Packaging Plant (EORPP) is to be quoted only. This service charge is inclusive of the cost of cleaning supplies and all other materials and stationeries required for performing the job.
- 2) The Contractor will take overall responsibility for daily maintenance of the places mentioned above on full satisfaction of the Corporation.
- 3) Cleaning (every two hours) the bathroom/ toilet/urinal/basin to be done daily during office hours. In addition washing and cleaning both are to be done daily before starting of the office hours i.e. 10:00AM and also every Saturday except on holidays under NI Act.
- 4) Cleaning of the corridor, floors and staircases is to be done twice i.e. one before starting of the office hours i.e. 10:00AM while the other between 1:30PM and 2:00PM. Further cleaning needs to be done as and when required.
- 5) Cleaning of the officer's chambers & divisions, rooms is to be done before starting of the office hours i.e. 10:00AM in addition to cleaning as and when required.
- 6) Polythene drums must be kept outside the Bathrooms/Toilets in each floor where the waste materials are to be disposed. The drums must always be kept in clean condition.
- 7) Constant vigil is to be kept during office hours i.e. 10:00AM to 6:00PM, so that no waste material, garbage, especially the tiffin packets are kept in the corridors & staircase. All waste materials are to be kept only in the drums referred earlier.
- 8) It is also to be watched that no sort of spitting occurs in the corridors & staircase.
- 9) Maintainable places must always be kept in hygienic condition.
- 10) Proper security guarding and constant watch must be kept from 10:00AM to 6:00PM except Roudra Bristi (11:00 a.m. to 7:00 p.m.) in every week days and also every Saturday except on holidays under NI Act.
- 11) Contactor shall use the best quality cleaning materials i.e. Harpic, Odonil, hand wash (Dettol / Lifebuoy), Napthalene, Floor Cleaner, Detergent Powder, Duster, Scrubbers Pocha, Bengal Chemical Black Phenyl or its equivalent and other materials required for proper maintenance and upkeepment of the maintainable places.

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- 12) Damage, if any, is caused to any sanitary fitting and other due to negligence of the Contractor and/or its engaged work force, Contractor will replace and/or repair the same at its own cost instantly.
 - 13) Security personnel must wear Shoe and Uniform bearing the logo of the contractor. Security staff without uniform and shoe shall not be allowed to perform duty.
 - 14) The Contractor will be responsible for providing all sorts of medical treatment to the working personnel engaged by him for the work. If any of the working force engaged by the Contractor is not found suitable for the purpose whether on medical grounds or any other reason, he will immediately be replaced with a capable one and the authority of the Corporation will be kept informed of the same.
 - 15) Contractor is to be held wholly and exclusively responsible for the due performance of the entire obligation under the Contract Labour (Regulation and Abolition) Act, 1970 and the Corporation shall not in any way be responsible for the breach or violation of any of the provision under the said Act and rules.
 - 16) Contractor will pay to its working personnel the minimum wage at least as per provisions under the Minimum Wages Act 1948 of the Labour Department of the Govt. of West Bengal. The minimum Wages whenever revised by the Labour Department of Govt. of West Bengal shall be implemented by the Contractor without any delay. The Corporation will not take any responsibility for the breach or violation of the Minimum Wages Act 1948.
 - 17) Contractors will pay to its work force the Bonus as per provisions under the relevant Act, Rules and Government Order. The Contractor will also make necessary provisions for P.F. and ESI for its work force at the rates as per provisions under the relevant Act, Rules and Government Orders.
 - 18) The Contractor shall on revisions of minimum wage by Labour Department, Govt. of West Bengal will inform the Corporation of the said revision at the earliest for implementation of the revised payment schedule. Revision of payment schedule shall only be on account of the revised minimum wage (as per relevant circular or Notification of the State Government) and ancillary statutory dues.
 - 19) A list of work force bearing photograph of each personnel duly authenticated on each page with signature and rubber seal of the contractor will have to be submitted to the Corporation by the contractor for official records.
 - 20) Salary of the employees / working personnel needs to be transferred in the bank account of the concerned employees / working personnel within first two working days of every month and the provident fund also needs to be deposited as per provision contained in the Law. A statement alongwith bill needs to be submitted to WBECS Ltd. the Corporation in this regard within first seven working days.
 - 21) Daily Attendance and Departure time of the working personnel shall strictly be recorded by the contractor in a bound register to be authenticated regularly by the Corporation official supervising the work. Concerned person/representative/Manager/Supervisor of agency will visit to the WBECS official twice every month.
 - 22) High powered Torch light shall be supplied by the Contractor to the Security guards for proper use.
 - 23) Each of the working personnel to be deployed shall be provided with a photo Identity card duly authenticated with rubber seal of the Contractor.

- 24) Strict Vigilance shall be maintained by the security guards. Untoward incidents, if anything, noticed will instantly be brought to the notice of the police personnel posted at the main gate of the complex.
- 25) Work force shall not leave the premises without obtaining permission of the Corporation's official supervising the work.
- 26) Contractor shall be solely responsible for improper conduct and behavior of his engaged personnel.

III) Eligibility Criteria and Specifications

- 1) **Earnest Money:** The Bidders should furnish an Earnest money of **Rs.1,00,000.00** (Rupees one lac only){Earnest Money @ 2% (Two percent) of the Estimated Amount} as per Memorandum No. 3975-F(Y) dated: - 28.07.2016 of Secretary to the Government of West Bengal, Finance Department and that should be deposited online through E-Tender portal by 04/02/2024 before 3:00pm. Tender received without Earnest money shall be summarily rejected. In case of unsuccessful bidders, the earnest money will be refunded automatically. The Earnest Money so deposited will not carry any interest.
- 2) The amount remitted towards Earnest Money is liable to be forfeited in case the Bidder resign from his/their offer after submission of E-Tender or after acceptance of offer by "**W.B.E.C.S.C.Limited**". In such a situation, the Management of the Corporation will be at liberty to negotiate rates with L-2 and then L-3 and so on for supplying Manpower at the rate of L-1 and issue offer letter.
- 3) **The documents required are as follows:**
 - a) Photo copy of the Valid Private Security Services License issued from Home Deptt.
 - b) Valid License issued from Labour Department.
 - c) Valid Registration Certificate issued under W.B. Shops and Establishment Act.1963 by the office of Labour Commissioner.
 - d) Current Trade License issued by concerned Municipality/Corporation.
 - e) Copy of self attested PAN Card.
 - f) Copy of self attested GSTIN Registration Certificate with last month return.
 - g) PF & ESI Registration Certificate with last month of challan.
 - h) Valid P. Tax Registration Certificate with renewal challan.
 - i) Bank Solvency Certificate of minimum of Rs.20,00,000.00 (Twenty lacs only) from any scheduled bank under RBI.
 - j) Income Tax return of last three financial years from 2021-22 to 2023-24.
 - k) Annual Turn Over above Rs.20Lacs of any one financial year out of last three financial years from 2021-22 to 2023-24 duly certified by Chartered Firm.
 - l) Audited balance sheet and PL Account of last three financial years from 2021-22 to 2023-24 duly certified by Chartered Firm.
 - m) Aadhaar Card of the Proprietor if the service provider(Firm / agency) is a Proprietorship Concern, Partnership Deed if the service provider (Firm / agency) is a Partnership Firm and Memorandum and Articles of Association is the service provider is a Company are to be annexed with the Tender Form.

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- n) Work completion certificate from any Govt./Semi Govt. Department of any one financial year out of last three financial year from 2021-22 to 2023-24 with a minimum value of Rs. 30,00,000.00/- per annum(Approximate annual contract value).
 - o) The agency must have office in Kolkata or adjoining areas and proper address proof (i.e. Recent Electricity bill, Recent Tax bill, Recent Telephone bill, Recent Rent Bill etc.) are to be uploaded.

IV) Other Points-

- 1) If on inspection it is found that any of the documents mentioned at “**III) Eligibility Criteria and Specifications**” are false legal action will be taken against the firm / agency and penalty may be imposed on the firm / agency and the said firm / agency will be blacklisted.
- 2) Bill in duplicate along with the detail statement of attendance of the personnel who worked in a month is to be submitted for payment. Such statement shall be got checked and verified by the Corporation's official looking after the work.
- 3) Before quoting the rates the Agency should inspect the site during office hours and working days.
- 4) The management reserves the right to either accept and/ or reject any or all the tenders without assigning any reason whatsoever.
- 5) In case of necessity the parties to this agreement may re-enter into further agreement for such period not exceeding one year on such terms and conditions as the Management may deem fit and proper and as agreed by and between the parties.

If any negligence of work is noticed during tenure of Contract period the security deposit of the Firm will be forfeited and the said Firm will be blacklisted.

V) SUBMISSION OF TENDER:

All appendices, attached with this e-Tender Document should be duly filled in using **Digital Signature Certificate– (DSC)** and are sacrosanct for considering any offer as valid, except Appendix I, which is to be signed physically also.

The conditions of contract, which will govern any contract made, are in accordance with and subject to:

- i. West Bengal Financial Rules as amended up to date.
- ii. West Bengal Delegation of Financial Power' Rules, 1977 as amended up to date.

Mere uploading of tender documents by the prospective bidders will not be proof that the tender documents have passed all the eligibility criteria mentioned in the tender documents. The bids of those who do not qualify the eligibility criteria shall be rejected at any time during detailed scrutiny and evaluation.

VI) OPENING OF TENDER:

The offer is comprised of two bids, one is Technical bid and other is Financial bid.

(a) The **Technical bid** should contain the following:

- i. The Notice– Inviting the Tender.
- ii. Appendix - I duly filled in and physically signed.
- iii. The documents as mentioned vide para 3(a-o) in point ‘III) Eligibility Criteria and Specifications’.
- iv. Any other relevant document which the firm wishes to submit.

(b) The **Financial bid** should contain the following:

A single consolidated rate (In the attached Excel Sheet (BOQ) – Appendix - II)

(c) The **TECHNICAL BID** shall be opened on the date of tender opening as mentioned at Appendix - III

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The **FINANCIAL BID** of only those firms whose offers have passed the 'Technical Bid' i.e. those have fulfilled all tender conditions and passed satisfactorily all the technical/ physical evaluation, shall be considered for opening on the date fixed at mentioned at appendix- III.

After opening of all the FINANCIAL BIDs of eligible bidders, Comparative Statement shall be prepared and the finalization of tender will be done on L-1 (the lowest price) basis after following all the procedures prescribed by the Government in this regard. In case, if the date fixed for opening the tender happens to be a holiday it will be opened in the next working day.

Either the bidder OR the person duly authorized by the bidder alone will be allowed to be present at the time of opening of the tenders / negotiation. The Managing Director reserves the right to reject any tender without assigning any reason thereof and the same should not be questioned at any period, whatsoever.

The tender receiving Officer, on opening of E-tender, will prepare a statement on the basis of the documents submitted by the bidders and present before the Tender Committee.

Bids specifying additional conditions or proposing modifications to the E-Tender conditions will be treated as conditional tenders and will be summarily rejected.

VII) VALIDITY OF OFFER:

The offers made by the bidders shall be **valid for acceptance atleast 60 (Sixty) days with same specifications.** The bidder should not quote any other date for the validity of the offer. Bidders quoting any shorter validity date are liable to be summarily rejected.

The W.B.E.C.S.C. Limited. is not responsible for any upward revision of any taxes viz, GST, or raw material and the extra amount, if any incurred towards the above items; will be borne only by the successful bidder.

VIII) SECURITY DEPOSIT:

10 % of the total Contract Value in the nature of "RTGS/NEFT/Demand Draft" from any schedule bank under RBI i.e. **Rs.5,00,000.00** (Rupees five lacs only).

The Security Deposit will not carry any interest.

IX) AGREEMENT:

The successful bidder shall execute an Agreement on a stamp paper of value as per law within three days from the date of receipt of the communication of acceptance of the Tender. In the event of failure to execute the agreement, the bidders will be treated as having committed breach of contract and will be liable to pay damages to the Corporation for such breach besides being blacklisted. Further **W.B.E.C.S.C. Limited**, reserves the right to collect consequential loss, if any, sustained by this Corporation on account of e-tender from the bidders and the bidder is bound to pay the same on demand.

X) Jurisdiction:-

Any disputes and differences arising by and between the parties should be subject to the Courts at Kolkata only having jurisdiction over the same.

XI) Arbitration:-

In case of any disputes owing to the same, the said may be referred to Arbitration having jurisdiction at Kolkata only.

XII) General:

It is not binding on the part of the Managing Director, W.B.E.C.S.C. Limited, to accept the lowest Tender or any Tender and he reserves the right to reject or accept all or any tender fully or partly without assigning any reason thereof.

The Managing Director reserves the right to relax or waive or amend any of the tender conditions and to reject the tender if any of the conditions enumerated in the tender conditions are violated.

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XIII) Appendix-I
Questionnaire about bidder

1. Name of the Firm _____
2. PAN Number _____
3. GSTIN Code _____
4.
(i) Full address _____

Phone No. _____
- (ii) Local Address _____
Phone No. _____
5. Name of the authorized person _____ Contact No. _____
- 1 Whether firm is registered in firm Registration (in case of Partnership firm). **YES NO**
- 2 Registered in Company's Act (in case of Company). **YES NO**
- 3 Whether they have registered their design & trade mark or brand. **YES NO**
- 4 If no in previous point, whether they have applied for the same. **YES NO**
- 5 Whether authorization letter duly authorizing the person to attend the Tender / Negotiation enclosed. **YES NO**
- 6 The date of commencement of the firm DD / MM / YYYY _____
- 7 Whether they have deposited required earnest money **YES NO**

Signature of the bidder with capacity

Proforma for Financial Bid

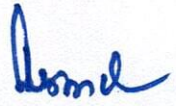
(To be filled & signed in Excel in BOQ format)

XV) Appendix – III

DATE and TIME schedule for theNIT No. : Ecse/HK/31/200(P-IV)/1205 Date: 13.1.2025.

Sl. No	Particulars	Date & Time
1.	Date of uploading of N.I.T. Documents by <i>W.B.E.C.S.C. Limited.</i> (online) (Publishing Date)	From <u>14/1/</u> 2025 at 03:00 p.m.
2.	(Online) (Opening) Documents downloading by prospective bidders	From <u>14/1/</u> 2025 at 03:00 p.m.
3.	Pre bid meeting	<u>24/01/</u> 2025 at 01:00 p.m.
4.	Last date of submission of Earnest Money	<u>04/02/</u> 2025 at 03:00 p.m.
5.	Closure of online Bid submission	<u>04/02/</u> 2025 at 03:00 p.m.
6.	Opening date for Technical Bid (Online)	<u>06/2/</u> 2025 at 03:00 p.m.
7.	Date of opening of Financial Bids (Online)	<u>10/02/</u> 2025 at 03:00 p.m.
8.	Date of uploading details of lowest bidder(s) along with his rates (online).	<u>11/02/</u> 2025 at 03:00 p.m.

For any query, contact –Shri Amit Roy, Jr. A.M.(GA), Mobile no.8240518369,


Managing Director
W.B.E.C.S.C. Ltd.