



**WEST BENGAL ESSENTIAL COMMODITIES SUPPLY
CORPORATION LIMITED.**

RE-E-TENDER DOCUMENT

ECSC/GA/HK/E-500769/04 dated: 30.06.2022

Engagement of bonafide agency/firm for 18 nos. of security guard & sweeping services as well in H.Q. , Block-B & 03 nos. of security guard & sweeping services for Roudra Bristi (Fair Price Shop) at WBECSCL Ltd., 11A, Mirza Ghalib Street, Kolkata- 700087.

The base price of service charge for security & sweeping at H.Q. floors of Block-B & Roudra Bristi (Fair Price Shop), is Rs.554.00 per employee per month.

Re-e-Tender Documents will be available on & from 01.07.2022 at 3:00 p.m. at www.wbtenders.gov.in . If can be viewed at www.wbecscephgovernance.com

: Closing date and time :

Submission of the Technical and Financial bid on or before 21.07.2022 upto 3:00 p.m. (Online). Pre bid meeting will be held at 01:00 p.m. on 11.07.2022 at H.Q., Block-B, WBECSCL Ltd.

The Bidders should furnish an Earnest money of Rs.2,50,000/- (Rupees two lakh fifty thousand only) and that should be deposited online through E-Tender portal by 21.07.2022 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 posted 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 & at Roudra Bristi (Fair Price Shop) at WBECS Ltd., 11A, Mirza Ghalib Street, Kolkata-700087 as per the re-e-tender Notice No. ECSC/GA/HK/E-500769/03 dt. 30.06.2022

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. The Corporation will mean the West Bengal Essential Commodities Supply Corporation Ltd. Personnel (minimum) to be deployed by the contractor at his own risk and cost of the following categories.

<i>Category</i>	<i>Sweeping, Cleaning & Security work at Block-B(HQ), W.B.E.C.S.C. Ltd.</i>	<i>Sweeping, Cleaning & Security work at Roudra Bristi (Fair Price Shop), W.B.E.C.S.C. Ltd.</i>
A) Security Guard(Without arms)	07 nos.	02 nos.
B) Sweeper	09 nos.	01 nos.
C) Cleaning super visor	01 nos.	-
D) Security super visor	01 nos.	-
Total	18 nos.	03 nos.

Total 21 (twenty one) nos. working personnel.

The nos. of personnel to be deployed may change as per requirement in due course of time.

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 moping 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 moping 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 moping 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 area 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

1. 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.
2. Security personnel at the gates must maintain at least three registers/documents viz., visitors register, visitors slip, and material register.
3. 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).
4. 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 is the duty of supervisor.
5. Visitor management which includes screening/directing of visitors.
6. Patrolling to ensure that stray animals (especially dogs) do not enter the building.
7. Effective involvement during crisis management like fire accidents, bomb threats and etc.
8. Ensuring proper maintenance of Covid-19 safety protocol by visitors like hand washing, temperature checking etc.

G. WORKING HOUR:

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) Terms and conditions

- 1) The base price of service charge for security & and sweeping at H.Q. floors of Block-B & Roudra Bristi (Fair Price Shop), is Rs.554.00 per employee per month.
- 2) The Contractor will take overall responsibility for daily maintenance of the places mentioned above will full satisfaction of the Corporation.
- 3) Cleaning of (Every two hours) the bathroom/ toilet/urinal/basin is to done daily 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 hour i.e. 10:00AM while the other between 1:30PM and 2:00PM in addition, cleaning (if required) is to done also.
- 5) Cleaning of the officer's chambers & divisions, rooms is to be done before starting of the office hour i.e. 10:00AM in addition, cleaning (if required) is to done also.
- 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 cleaned 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 material 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, Napthalene, Floor Cleaner, Detergent Powder, Duster, Scrubbers Pocha and other materials required for proper maintenance and upkeepment of the maintainable places.
- 12) Damage, if any, is caused to any sanitary fitting and other due to negligence of the Contractor and/or its engaged working force, Contractor will replace and/or repair the same at its own cost instantly.

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- 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 found not 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 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 of violation of any of the provision under the said Act and rules.
 - 16) Contractor will pay to its work force the minimum wage at least as per contract 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 of 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 inform the employer 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 deposited with the Corporation by the contractor for official records.
 - 20) Salary of the employees needs to be transferred in the account of the concerned employees 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 needs to be submitted to WBECSC Ltd. in this regard within first seven working days.
 - 21) Daily Attendance and Departure time of the working force shall strictly be recorded by the contractor in a bound register to be authenticated regularly by the Corporation official overlooking the work. Concerned

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person/representative/Manager/Supervisor of agency will visit to the WBECSC official any two working days in every month.

- 22) High powered Torch light shall be supplied to the Security guards for proper use.
- 23) Each of the working force 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) Working force shall not leave the premises without obtaining permission of the Corporation's official overlooking the work.
- 26) Contactor shall be solely responsible for conduct and behavior of his engaged personnel.
- 27) Contactor shall use the best quality cleaning materials i.e. Harpic, Odonil, Napthalene, Floor Cleaner, Phenyl (good quality i.e. Bengal Chemical), Citronila oil, window glass cleaner, Detergent Powder, Duster, Scrubbers, black hit, Room freshner (AIR) and other required materials and equipments for proper maintenance of all the places at the H.Q. floors of Block-B & Roudra Bristi (Fair Price Shop), WBECSC Ltd.

III) Eligibility Criteria and Specifications

- 1) The Bidders should furnish an Earnest of **Rs 2,50,000/- (Rupees two lakh fifty thousand only)** and that should be deposited online through E-Tender portal by 21.07.2022 before 3:00pm. Tender received without Earnest money shall be summarily rejected. In case of unsuccessful bidders, the earnest money will be refunded. 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 Re-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 or L-3 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 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) Trade License issued by Concern 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 challan of March, 2022.
 - h) 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 any one financial year out of last three financial years from 2017-18 to 2019-20.
 - k) Annual Turn Over above Rs.20 Lacs of any one financial year out of last three financial years from 2017-18 to 2019-20 duly certified by Chartered Firm.
 - l) Audited balance sheet and PL Account of any one financial year out of last three financial years from 2017-18 to 2019-20 duly certified by Chartered Firm.

- m) Aadhaar Card of the Proprietor if the service provider is a Proprietorship Concern, Partnership Deed if the service provider is a Partnership Firm and Memorandum and Articles of Association if the service provider is a Company are to be annexed with the Tender Form.
- n) Work order from any Govt./Semi Govt. Department of any one financial year out of last three financial year from 2017-18 to 2019-20 with a minimum value of Rs. 30,00,000.00/- per annum(Approximate annual contract value).
- o) The agency must have office in Kolkata and proper address proof (i.e. Recent Electricity bill, Recent Tax bill, Recent Tele phone 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**” is false then legal action will be taken against the firm and penalty will be imposed on the agency and the firm will be blacklisted.
- 2) Bill in duplicate along with the statement detailing the attendance of the personnel worked in a month is to be deposited for payment. Such statement shall be got checked and verified by the Corporation’s official looking after the work.
- 3) The monthly rate must be quoted for each category of personnel.
- 4) Before quoting the rates the Agency should inspect the site during office hours and working days.
- 5) The management reserves the right to either accept and/ or reject any or all the tenders and/ or negotiate with one or more the tenderer without any reason whatsoever.

If any negligence of work is noticed during tenure of Contract period the security deposit of the Firm will be forfeited and the 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)** in all pages and are SACROSANCT for considering any offer as valid, except Appendix I, which is to be signed physically also.

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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 tenderers will not be proof that the tender documents have passed all the eligibility criteria mentioned in the tender documents. The tenders of those who do not qualify the eligibility criteria shall be rejected at any time during detailed scrutiny and evaluation stage.

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

The **FINANCIAL BID** of only those firms whose offers have passed the 'Technical Bid' i.e. that has 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 tenderers, 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 tenderer OR the person duly authorized by the tenderer 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.

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

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

VII) VALIDITY OF OFFER:

The offers made by the tenderers shall be **valid for acceptance upto 60 (Sixty) days with same specifications.** The tenderer should not quote any other date for the validity of the offer. Tenders quoting any other validity date are liable to be summarily rejected.

The Managing Director, 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 tenderer.

VIII) SECURITY DEPOSIT:

10 % of the total Contract Value in the nature of Bank guarantee from any schedule bank under RBI.

The Security Deposit will not carry any interest.

IX) AGREEMENT:

The successful tenderers 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 Tenderers will be treated as having committed breach of contract and will be liable to pay damages to the Corporation for such breach of contract besides black listing the firm. Further the ***W.B.E.C.S.C. Limited***, reserves the right to collect the consequential loss, if any, sustained by the W.B.E.C.S.C. Limited on account of re-tender from the tenderers and the tenderers are bound to pay the same on demand.

X) 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 also reserves the right to accept one or more tenders.

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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XI) Appendix-I

Questionnaire about Tenderer

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 YES NO
Partnership firm).
- 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
If no then,
- 4 Whether they have applied for the same. YES NO
- 5 Whether authorization letter duly authorizing the person to YES NO
attend the Tender / Negotiation enclosed.
- 6 The date of commencement of the firm DD / MM / YYYY _____
- 7 Whether they have deposited required earnest money YES NO

Signature of the Tenderer
with capacity

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XII) Appendix –II

Proforma for Financial Bid
(To be filled & signed in Excel in BOQ format)

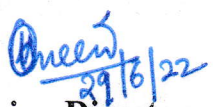
XIII) Appendix – III

DATE and TIME schedule for the

NIT No. : ECSC/GA/HK/E-500769/04 Date: 30.06.2022.

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 01.07.2022 at 3:00 p.m.
2.	(Online) (Opening) Documents downloading by prospective bidders	From 01.07.2022 at 3:00 p.m.
3.	Last date of submission of Earnest Money	21.07.2022 at 3:00 p.m.
4.	Closure of online Bid submission	21.07.2022 at 3:00 p.m.
5.	Opening date for Technical Bid (Online)	25.07.2022 at 3:00 p.m.
6.	Date of opening of Financial Bids (Online)	27.07.2022 at 3:00 p.m.
7.	Date of uploading details of lowest bidder(s) along with his rates (online).	28.07.2022 at 3:00 p.m.

For any query, contact –Mr. Kamrul Hossain, AGM (GA), Mobile No. 9970154785/
Sri Amit Roy, Jr. A.M.(GA), Mobile no. 8240518369


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