



**WEST BENGAL ESSENTIAL COMMODITIES SUPPLY
CORPORATION LIMITED**

E-TENDER DOCUMENT

FOR ENGAGEMENT OF

**MANPOWER AGENCY FOR PROVIDING 67 (sixty seven) Nos. of SKILLED COMPUTER DATA
ENTRY OPERATORS**

Reference Tender Notice No.-WBECSCL/IT/2024/12/ **896** Date: **15.03.2024**

www.wbtenders.gov.in

E-Tender Documents will be available on & from 15.03.2024 from 12.00 noon

E- Tender Submission closing Date & Time: 06.04.2024 at 12.00 noon

E-Tender (Technical Bid) Opening Date & Time: 08.04.2024 at 12.00 noon

Earnest Money Deposit (EMD) : Rs. 3,00,000/- (Rupees Three Lacs only) through online E tender Portal

HEAD OFFICE: 11A, MIRZA GALIB STREET, KOLKATA - 700 087.

E-Tender comprising of Technical and Financial bids are invited from reputed, bona-fide and experienced sole proprietorships / registered partnership firms / registered companies etc. for engagement of Manpower Agency of the Corporation for providing 67(Sixty Seven) Computer Data Entry Operators, as per Annexure attached, for the head Quarter of WBECSC, District offices and PDS operations as per the terms and conditions stipulated by West Bengal Essential Commodities Supply Corporation Limited (WBECSC Ltd.), Kolkata in this E-Tender Document. **The deployment of the Data Entry Operators may change as and when required as per the discretion of the Authority.**

Closing Date and Time:-

Submission of the Technical and Financial bid : on or before 06.04.2024 up to 12.00 noon (online)

Earnest Money of Rs. 3,00,000/- (Rupees three lacs) only will have to be deposited online through E Tender Portal on or before 06.04.2024 up to 12.00 noon

Opening Date and Time :

Technical Bid: on 08.04.2024 at 12.00 noon (online)

Financial Bid: on 15.04.2024 at 12.00 noon (online)

Details of date and time schedule is provided with this E-Tender Document (Appendix-III)

The FINANCIAL BID of only those firms whose offers have passed the “Technical Bid” i.e. that has fulfilled all tender conditions as provided in Para (I) of “Opening of E-Tender” shall be considered for opening on the date fixed as mentioned at Appendix- III.

The Prospective bidders may download the E-tender document from the website www.wbtenders.gov.in with the help of Digital Signature Certificate (DSC). E-Tenders, comprising both technical and financial bids, are to be submitted concurrently, digitally signed and posted in the website: www.wbtenders.gov.in

Pre bid meeting session:

Prospective bidders in the E-tender may attend a pre bid Conference which will be held on 22.03.2024 at 02:00 P.M. at our Head office at 11A, Mirza Ghalib Street, Kolkata 700087 for filling up E-Tender documents and online submission of required documents.

Conditional E-Tender will not be accepted even on deposit of valid Earnest Money.

E-Tender Document

Engagement of Manpower Agency of the Corporation for providing Skilled Computer Data Entry Operators on a Need Basis.

In this E-Tender document, unless otherwise specified:

- 1) The Corporation” will mean the West Bengal Essential Commodities Supply Corporation Ltd. (WBECSC Ltd.)

- 2) The “Agency” will mean the reputed bona- fide sole proprietorship / registered partnership firm / registered company etc. who will be engaged to undertake regular manpower supply of Skilled computer Data Entry Operators to the Corporation at its Head office and in Districts as per the requirement of the Corporation according to terms and conditions mentioned here in below:-

Eligibility Criteria and documents to be enclosed failing which the bid is liable to be summarily rejected.

- 1) The Agency may be sole proprietorships/ registered partnership firms, registered companies, etc. having expertise in Consultancy and Advisory Service and can successfully undertake supply of skilled computer Data Entry Operators Necessary copies of registration / incorporation certificates/ documents to be submitted.
- 2) The Agency must have at least 03 (three) years experience in the field of regular supply of skilled computer Data Entry Operators to Govt. Organizations / Semi Govt. Organizations located in Kolkata and Districts of West Bengal and other states in India. Copies of experience credentials to be submitted.
- 3) The Agency must submit current Trade License 2023-24 with Nature of Trade mentioned as supplier / Agency of skilled labour / worker or the like.
- 4) The Agency must submit valid Labour License issued by Labour Department, Govt. of West Bengal/ Govt. of India.
- 5) The Agency must be registered under Professional Tax Certificate, GST, Provident Fund and E.S.I. Authorities and should possess relevant certificates from each Authority i.e. a) Professional Tax Certificate with renewal challan, b) GST Registration Certificate with last month return and c) EPF and ESI registration certificate with updated challan of December, 2023. Each Registration Certificate(s) required above are to be submitted.
- 6) The Agency must have capability to engage and deploy adequate Skilled Computer Data Entry Operators to the Corporation as per its need.
- 7) The Skilled Computer Data Entry Operators proposed to be deployed to the Corporation must have previous working experience, have passed, at least, Higher Secondary Examination (of any recognized Board) and are proficient with MS Word, Excel, Power Point and Internet.
- 8) The Agency must submit the copy of Income Tax Return Acknowledgement only for last 03 assessment years (2020-21, 2021-22 & 2022-23).
- 9) The Agency must submit Bank Solvency Certificate from Nationalized Bank.

E-Tender Terms and Conditions:-

Responsibilities of the Agency:-

- 1) **The Agency** shall supply Skilled Computer Data Entry operators to the **CORPORATION** which shall be advised by the **CORPORATION** in the form of job order indicating the number of operators required and the qualification standard. Knowledge of Computers and proficiency to work with MS OFFICE and Internet shall constitute essential conditions for each Computer Data Entry Operator deployed by the **Agency**. The Data Entry Operators (DEOs) are subjected to be posted anywhere in West Bengal.
- 2) The services of the **Agency** shall include:-
 - to source, recruit, pre-qualify through skills testing, and to present candidates’ PQDs (Personal Qualification Description) to the **Corporation**;

- upon further testing and approval by Corporation of candidates, to mobilize for immediate deployment of the approved personnel to the Corporation at its headquarters or in zonal offices /district or branch offices as will be specified in the job order.
 - to prepare and submit complete database of personnel deployed to the Corporation for record and future reference (photograph of each personnel duly authenticated on each page with signature and rubber seal of the **AGENCY**)
 - to inform the **Corporation** of any change in the deployment of personnel within a day of such deployment.
 - to record daily attendance and departure time of personnel in a bound register to be authenticated regularly by the Corporation's official supervising the work.
 - to be solely responsible for the conduct and behavior of deployed personnel.
 - any other services as may be required from time to time in respect of and ancillary to supply of Skilled Computer Data Entry Operator.
- 3) The **Agency** shall be wholly and exclusively responsible for the due compliance of the provisions under the Contract Labour (Regulation and Abolition) Act. 1970 and its rules and the Corporation will not in any way be responsible for the breach or violation of any of the provision under the said Act and rules.
 - 4) The Agency shall pay to its work force the minimum wage at least as per provisions under the Minimum wages Act 1948 and in accordance to the relevant Minimum Wage Circular 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 AGENCY without any delay.
 - 5) The CORPORATION will not take any responsibility for the breach of violation of the Minimum Wages Act 1948. Penal measures, would be taken in case of gross violations of Minimum wages, EPF, ESI and Bonus, as deemed fit by the Authority of the Corporation and/or as per existing statutory rules /Acts/ guidelines. The agency have to submit the bills with Bank Salary statement, EPF challan, ESI challan & Pay slip of each and every DEO by 10th of every month.
 - 6) The DEO which may be engaged by the agency, on award on contract, have to produce the proficient certificate of MS Word, Excel, Power Point and Internet from recognized institution and will also have to produce working experience of the engaged DEO of last 01(one) year.
 - 7) The Agency shall pay to its work force, the Performance Incentive based on the performance of each and every DEO as per existing statutory Act/Rules/Orders. The AGENCY will also make necessary provisions for PF and ESI for its work force at the rates as per provisions under the relevant Act, Rules and Government Orders. The Agency shall on monthly basis deposit Professional Tax, Provident Fund (Employee's & Corporation's Contribution) and E.S.I. (Employee's & Corporation's Contribution) of all deployed personnel to the designated Government Accounts and the GST upload in Portal.
 - 8) The AGENCY shall be responsible for providing all sorts of medical treatment to the working personnel deployed / engaged by him for the work. If any of the working force engaged by the AGENCY 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.

Other Terms and Conditions:-

Earnest Money of Rs. 3,00,000/- (Rupees Three Lacs) only is to be submitted through Online E-Tender Portal within 12.00 noon, 06.04.2024 failing which the E-Tender will not be accepted. The Earnest Money Deposit (EMD) shall not bear any interest and will be refunded in time.

Management reserves the right to accept and/or reject any or all tenders and/or negotiate with one or more without assigning any reason whatsoever.

Agreement period : Execution of service level Agreement of tenure of 01 (one) year may be considered which may be extended / renewed subject to decision of the Authority on grounds of the satisfactory performance of the Agency.

REGISTRATION OF BIDDER AND SUBMISSION OF E-TENDER:

Bidders willing to take part in the process of E-tendering will have to be enrolled and registered with the Government e-procurement system through logging on to website wbtenders.gov.in and to click on the link for E-tendering site as given on the web portal.

Each participant, for submission of E-tender, is required to obtain a class-II or Class-III Digital Signature Certificate (DSC).

Bidders can download NIT and other E-tender documents by logging into the website mentioned using DSC. **This is the only mode of collection of E-Tenders.**

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. All scanned documents as required under Eligibility conditions shall also be submitted using DSC for considering any offer as valid.

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.
- iii) Govt. of West Bengal, Finance Department's Notification No. 10500-F dated 19th Nov 2004

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

Opening of E-Tender:

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

- I) The technical bid should contain the following:
 - i) This E-Tender document physically signed on all pages.

- ii) All scanned documents as required under Eligibility Criteria para No. 1 to 8
 - iii) Appendix- I duly filled in and physically signed.
 - iv) Copies of credentials of the Firm.
- II) The Financial bid as per Excel Sheet in Appendix II should be duly filled in and physically signed.
- III) The Technical BID shall be opened on the date of E-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 E-tender conditions as in clause i) hereinbefore shall be considered for opening on the date fixed as mentioned at Appendix-III.

After opening of all the Financial BIDs of eligible bidders, COMPARATIVE STATEMENT shall be prepared and the finalization of E-tender will be done on L1 basis and after following all the procedures prescribed by the Government in this regard.

In case, if the date fixed for opening the E-tender happens to be 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 E-tenders/negotiation. The Managing Director reserves the right to reject any E-tender without assigning any reason thereof and the same should not be questioned at any period, whatsoever.

Other General Conditions:

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

Validity of Offer:

The offers made by the bidders shall be valid for acceptance up to 1 (one) year with same terms and terms and conditions. The bidder should not quote any other date for the validity of the offer. E-Tenders quoting any other validity date are liable to be summarily rejected.

The rate offered by the bidder and once accepted by the Corporation shall be final and the rate shall continue till the offer ceases to be valid.

Security Deposit:-

The selected suppliers should furnished a **Security deposit of 10,00,000/-** (Rs. Ten Lacs) through RTGS as per bank details mentioned below and any prayer for conversion of previously deposited security deposit shall not be entertained. The Security Deposit will not carry any interest. The said Security Deposit will be refunded after completion of the contract period with adjustment of penalty/other charges, if any.

Bank details:-

Bank Name:- Punjab National Bank
Branch Name:- New Market
IFS Code:- PNB0009300
Beneficiary:- WBECSC Ltd.
A/c Number:- 0093000109114712

Agreement:-

The Successful bidder shall execute an agreement (tenure as agreed on and required) on a stamp paper of value as per law within 10 (ten) days from the date of receipt of Engagement letter / 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 of contract besides black listing the firm. Further, the WBECSC Ltd. reserves the right to collect the Consequential loss, if any, sustained by the WBECSC Limited on account of tender from the bidders and bidders are bound to pay the same on demand.

General:-

It is not binding on the part of the Managing Director, WBECSC Ltd. to accept the E-tender which offers the highest rebates or commission or any E-tender and he reserves the right to reject / accept all or any E-tender fully or partly without assigning any reason thereof. The Managing Director also reserves the right to accept one or more E-tenders.

The Managing Director reserves the right to relax or waive or amend any of the E-Tender conditions and to reject the E-tender if any of the conditions enumerated in the E-tender conditions are violated. Before issuance of **Engagement letter or execution of Agreement**, the E-tender inviting Authority may verify the credential and other documents of the successful bidders, if deemed necessary. After verification, if it is found that the documents submitted by the said bidder(s) are either false or fabricated, the E-tender is liable to be rejected and the Earnest Money forfeited.

For any further clarification, prospective bidders may contact the IT Division at the Head Office of WBECSC Ltd. Block-B, 11A, Mirza Ghalib Street, Kolkata- 700 087 during working hours in any working day with the downloaded copy of the E-tender document.



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

Annexure

Requirement of DEO

| Sl. No. | Division | Nos. of DEO Required |
|--------------|---|----------------------|
| 1 | Finance | 9 |
| 2 | PDS/Festive Package | 2 |
| 3 | Duare Ration/FPS | 6 |
| 4 | Roudra Brishti | 4 |
| 5 | Jute | 2 |
| 6 | ICDS | 2 |
| 7 | EORPP | 1 |
| 8 | EORPP Unit-II | 1 |
| 9 | Procurement | 5 |
| 10 | Personnel | 1 |
| 11 | General Administration | 2 |
| 12 | Information Technology | 2 |
| 13 | Relief | 1 |
| 14 | Confidential Cell of the Chief General Manager | 1 |
| 15 | Confidential Cell of the Managing Director | 1 |
| 16 | Confidential Cell of the Managing Director (Residential Office) | 1 |
| 17 | District Offices | 22 |
| 18 | District Offices-Roudra Brishti | 4 |
| Total | | 67 |

Appendix – I
Questionnaire about Bidder

- 1) Name of the Firm / Company :
- 2) Full address :
- 3) Phone No. Email.
- 4) Name of the authorized person:
- 5) Contact No. Email
- 6) Whether authorization letter duly authorizing a person to attend the Tender ? Negotiation enclosed
Yes No.
- 7) The date of commencement of the firm DD/MM/YYYY _____

8) Details of EMD

DD / RTGS UTR No.

Date

Official Seal & Signature of the Bidder

Appendix – III

Date and Time schedule

NIT No. WBECSC/IT/2024/12/ 896

Date: 15.03.2024

| Sl. No. | Particulars | Date & Time |
|---------|--|---------------------------|
| 1 | Date of uploading of N.I.T. Documents by WBECSC Ltd. (online) (Publishing Date) | 15.03.2024 at. 12:00 noon |
| 2 | Documents downloading by prospective bidders (online) (Opening) | 15.03.2024 at. 12:00 noon |
| 3 | Pre bid Conference will be held at WBECSC Ltd. | 22.03.2024 at. 02:00 P.M. |
| 4 | Last date of submission / deposit of Earnest Money (through Online) | 06.04.2024 at. 12:00 noon |
| 5 | Closure of online Bid submission | 06.04.2024 at. 12:00 noon |
| 6 | Opening date for technical Bid (Online) | 08.04.2024 at. 12:00 noon |
| 7 | Date of uploading list of technically qualified bidders | 09.04.2024 at. 12:00 noon |
| 8 | Date of opening of Financial Bids (online) | 15.04.2024 at. 12:00 noon |
| 9 | Date of uploading details of L1 bidder along with rates (online). | 16.04.2024 at. 12:00 noon |



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