

# WEST BENGAL ESSENTIAL COMMODITIES SUPPLY CORPORATION LTD.

(A Government of West Bengal Undertaking) 11A, Mirza Ghalib Street, Kolkata-700 087.

# WBECSC/GA/ E-506769/853A dated: 09/10/2023

Engagement of bonafide agency/firm for 18 nos. of man power for security guarding & sweeping services in H.Q., Block-B & 03 nos. of man power for security guarding & sweeping services for Roudra Bristi (Fair Price Shop) at WBECSC Ltd., 11A, Mirza Ghalib Street, Kolkata- 700087 and 06 nos. of security guard (three shift) for Edible Oil Refinery & Packaging Plant (EORPP) at 76, Dr. Deodhar Rahaman Road, Lake Gardens, Kolkata – 700083.

The base price of service charge for security & sweeping at H.Q. floors of Block-B, Roudra Bristi (Fair Price Shop) and Edible Oil Refinery & Packaging Plant (EORPP) at 76, Dr. Deodhar Rahaman Road, Lake Gardens, Kolkata – 700083 is Rs.609.00 per employee per month.

E-Tender Documents will be available on & from 10/10/2023 at 3:00 p.m. at www.wbtenders.gov.in. It can be viewed at www.wbecscegovernance.com

## : Closing date and time :

Submission of the Technical and Financial bid on or before O1/11/2023 upto 3:00 p.m. (Online). Pre bid meeting will be held at 01:00 p.m. on 16/10/2023 at H.Q., Block-B, WBECSC Ltd. All the participated bidders are advice to present in the pre bid meeting positively.

## 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: WBECSC Ltd., Block-B, 11A, MIRZA GALIB STREET, KOLKATA - 700 087.

## Contents

Sl. No.	Topics	Page Number	
I	Specifications	03 to 05	
П	Terms and conditions	05 to 07	
III	Eligibility Criteria And Specifications	07 to 08	
IV	Other Points	08	
V	Submission of E-Tender	08	
VI	Opening of E-Tender	08	
VII	Validity of Offer	09	
VIII	Security Deposit	09	
IX	Agreement	09	
X	General	09	
XI	Appendix-I	Appendix-I 10	
XII	Appendix-II (Format for Financial Bid Appendix-II BOQ Excel)	11	
XIII	Appendix-III	11	

## I) Specifications

Terms and conditions of security guard & sweeping services at H.Q. of Block-B & at Roudra Bristi (Fair Price Shop) at WBECSC Ltd., 11A, Mirza Ghalib Street, Kolkata-700087 and 06 nos. of security guard (three shift) for Edible Oil Refinery & Packaging Plant (EORPP) at 76, Dr. Deodhar Rahaman Road, Lake Gardens, Kolkata – 700083 as per the E-tender Notice No. WBECSC/GA/E-500769/853 dated 09/10/2023.

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 WBECSC Ltd. and security guard (three shift) 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 of the following categories.

Total	18 nos.	03 nos.	06 nos.
D) Security Supervisor	01 nos.	-	_
C) Cleaning Supervisor	01 nos.	-	_
B) Sweeper	09 nos.	01 nos.	
A) Security Guard(Without arms)	07 nos.	02 nos.	06 nos.
Category	Sweeping, Cleaning & Security work at Block-B(HQ), W.B.E.C.S.C. Ltd.	Sweeping, Cleaning & Security work at Roudra Bristi (Fair Price Shop), W.B.E.C.S.C. Ltd.	Security guard (three shift) for Edible Oil Refinery & Packaging Plan (EORPP)

Total 27 (twenty seven) nos. of working personnel.

The numbers 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 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:

Sweeping and mopping of all rooms. 1.

- Ensuring that all doors, windows, partitions are dust and stain free by using standard makes cleaning solution.
- Cleaning the tables, chairs and other Furniture placed in the rooms. 3.

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.

Removal of garbage & waste papers etc daily, sweeping the floor & its adjacent areas of the fair price shop (Roudra Bristi) on daily basis.

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.

Security personnel at the gates must maintain at least three registers/documents viz., visitors

register, visitors slip and material register.

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).

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.

Visitor management which includes screening/directing of visitors.

- Patrolling to ensure that stray animals (especially dogs) do not enter the building.
- Effective involvement during crisis management like fire accidents, bomb threats and etc. 7.

Ensuring proper maintenance of Covid-19 safety protocol by visitors.

- For 06 nos. of security guard (three shift) for Edible Oil Refinery & Packaging Plant (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 shift.
- 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.

## 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 i) otherwise instructed; on some occasions beyond the working hours as well as on holidays also to a limited extent as and when required. ii)

Security guard (three shift) for Edible Oil Refinery & Packaging Plant (EORPP) at 76, Dr. Deodhar Rahaman Road, Lake Gardens, Kolkata - 700083 by 02 nos. of security guard in

03 (three) shift 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) Terms and conditions

- The base price of service charge for security & and sweeping at H.Q. floors of Block-B & 1) Roudra Bristi (Fair Price Shop) and Security guard (three shift) for Edible Oil Refinery & Packaging Plant (EORPP) is Rs.609.00 per employee per month.
- The Contractor will take overall responsibility for daily maintenance of the places mentioned 2) above will 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 hour i.e. 10:00AM while the other between 1:30PM and 2:00PM in addition, cleaning (if required) is to done also.
- Cleaning of the officer's chambers & divisions, rooms is to be done before starting of the office 5) hour i.e. 10:00AM in addition, cleaning (if required) is to done also.
- Polythene drums must be kept outside the Bathrooms/Toilets in each floor where the waste 6) 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.
- It is also to be watched that no sort of spitting occurs in the corridors & staircase. 8)
- 9) Maintainable places must always be kept in hygienic condition.
- 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.
- 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.
- 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.

- 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 working personnel 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 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 duty 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.
- Salary of the employees / working personnel needs to be transferred in the 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 needs to be submitted to WBECSC 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 overlooking the work. Concerned 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 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) 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, hand wash (Dettol / Lifebuoy), Napthalene, Floor Cleaner, Citronila oil, window glass cleaner, Detergent Powder, Duster, Scrubbers, black hit, Room freshner (AIR), Bengal Chemical Black Phenyl or its equivalent 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

- 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 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) Current 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 June, 2023.
- 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 any one financial year out of last three financial years from 2020-21 to 2022-23.
- k) Annual Turn Over above Rs.20 Lacs of any one financial year out of last three financial years from 2020-21 to 2022-23 duly certified by Chartered Firm.
- 1) Audited balance sheet and PL Account of any one financial year out of last three financial years from 2020-21 to 2022-23 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.

- n) Work completion certificate from any Govt./Semi Govt. Department of any one financial year out of last three financial year from 2020-21 to 2022-23 with a minimum value of Rs. 30,00,000.00/-per annum( Approximate annual contract value ).
- o) The agency must have office in Kolkata & nearest Districts of Kolkata 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 then legal action will be taken against the firm / agency and penalty will be imposed on the firm / agency and the firm / agency 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.
- 6) 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 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.

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.

The tender receiving Officer, on opening of E-tender, will prepare a statement on the basis of the documents submitted by the tenderers 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 tenderers shall be <u>valid for acceptance upto 60 (Sixty) days</u> <u>with same specifications</u>. 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 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 "RTGS/NEFT/Demand Draft" from any schedule bank under RBI i.e. **Rs.404132.00** (Rupees four lacs four thousand one hundred thirty two only).

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 **W.B.E.C.S.C. Limited**, reserves the right to collect consequential loss, if any, sustained by the W.B.E.C.S.C. Limited on account of e-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.

## XI) Appendix-I

## Questionnaire about Tenderer

1.	Name of the Firm		
	PAN Number		
3.			
4.			
	ll addressPhone No		
(ii) Lo	ocal AddressPhone No	_	
5.	Name of the authorized person Contact No	<u> </u>	
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 If no then,	YES	NO
4	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 denosited required earnest money	VEC	NO

Signature of the Tenderer with capacity

## 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.: WBECSC/GA/E-500769/853A Date: 09/10/2023.

Sl. No	Particulars	Date & Time
1.	Date of uploading of N.I.T. Documents by W.B.E.C.S.C. Limited. (online) (Publishing Date)	From 10/10/2023 at 03:00 p.m.
2.	(Online) (Opening) Documents downloading by prospective bidders	From 10/10/2023 at 03:00 p.m.
3.	Pre bid meeting	16/10/2023 at 01:00 p.m.
4.	Last date of submission of Earnest Money	01/11/ <sub>2023</sub> at 03:00 p.m.
5.	Closure of online Bid submission	01/11/ <sub>2023</sub> at 03:00 p.m.
6.	Opening date for Technical Bid (Online)	03/11/ 2023 at 03:00 p.m.
7.	Date of opening of Financial Bids (Online)	06/11/ 2023 at 03:00 p.m.
8.	Date of uploading details of lowest bidder(s) along with his rates (online).	2023 at 03:00 p.m.

For any query, contact – Shri Amit Roy, Jr. A.M.(GA), Mobile no. 8240518369, Shri Chiranjit Samanta, SAE (Civil), Mobile no. 7044230115

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