



## The West Bengal Power Development Corporation Limited

(A Govt. of West Bengal Enterprise)

Santaldih Thermal Power Station

P.O., Santaldih TP, Dist.Purulia, Pin - 723146

**NIT No. WPDCL/Tend-Adv/CC/13-14/46/STPS**

**Date: 29.05.2013**

**Subject :** Tender Documents for “Deployment of 70 (Seventy) nos. Unskilled Workers and 01 (one) no. Supervisor for providing services to various departments at STPS”. against Tender Notice No. WPDCL/Tend-Adv/CC/13-14/46/STPS., and Ref. No. STPS / GM / SM (HR&A) / 635, Dtd. 25.05.2013 published in The Newspapers on 29.05.2013.

01.	Name of the work	:	“Deployment of 70 (Seventy) nos. Unskilled Workers and 01 (one) no. Supervisor for providing services to various departments at STPS”.
02.	Earnest Money	:	Rupees 2,00,000/- (Two Lakh only) to be deposited along with tender papers in form of Bank Draft/Pay Order on U.B.I., Santaldih Branch in favour of the “The West Bengal Power Development Corporation Ltd.”.
03.	Cost of Tender Paper	:	Rs. 10,000/- (Rs. Ten Thousand only).
04.	Duration of Work	:	Originally 12 months which may be extended for another 01 (one) year subject to satisfactory performance.
05.	Issues of Tender Paper	:	Up to 07.06.2013 between 11.00 am to 02.30 pm from the office of Sr. Manager (HR&A) (except Saturdays and Sundays) after depositing the cost of Tender paper in cash at the Cash Counters.
06.	Pre-bid discussions	:	On 12.06.2013 at 03.00 pm in the chamber of Sr. Manager (HR&A).
07.	Receipt of Tender Paper	:	Up to 03.00 pm on 14.06.2013 in the HR&A Department –Tender Box at STPS.
08.	Opening of Tender	:	Tender will be opened on 14.06.2013 at 04.00 pm in presence of the attending bidders [1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> Part]. 4 <sup>th</sup> Part will be opened later on subject to fulfillment of condition of 1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> Part.

09.	Estimated Cost	:	Rs. 1,00,00,000/- (Rupees One crore) only. (Any increase in wages & benefits due to MOS/Govt. Notification during the tenure of the contract or extension thereto shall be reimbursed on back to back basis with contractual overhead.)
10.	Tender should be submitted in 04 (four) parts		
	1 <sup>st</sup> Part	:	Earnest Money : to be deposited in the form of Bank Draft/Pay Order in favour of WBPDCCL payable at U.B.I., Santaldih Branch.
	2 <sup>nd</sup> Part	:	Qualifying Requirement Papers: The prospective Bidders must have experience in the job of deployment of at least 50 nos. of Contractor Workers as per discretion of Project Authority in any job as unskilled/semiskilled/skilled jobs in any large Industrial houses/Projects/Factories. Experience as Labour supply contractor only shall be considered and not any engagement as Job Contractors.
	3 <sup>rd</sup> Part	:	Commercial Bid marked 'X' P.F. Clearance Certificate, PAN Card No., Service Tax Registration No., copy of P.F. Code allotment letter by S.R.O. or RPFO, copy of forwarding letter relating to submission of last IT Return to the IT Officer.
	4 <sup>th</sup> Part	:	Price Bid marked 'Y' (Percentage '%' overhead on Wages [Basic + DA], HRA and Bonus). The rates offered will remain valid without variation for throughout the contract period from the date of opening of price bid.

**Issued to :-**

**M/s.** .....

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**Signature of the Issuing Authority :**

**TENDER NOTICE NO.** WBPDC/Adv-CC/13-14/46/STPS. published in Newspapers on 29.05.2013.

**TENDER REF. NO.** STPS / GM / SM(HR&A) / 635, Dtd. 25.05.2013

**Description of the Work:** Tender Documents for “Deployment of 70 (Seventy) nos. Unskilled Workers and 01 (one) no. Supervisor for providing services to various departments at STPS” as per ‘Scope of Work’ and ‘Terms & Conditions’ stipulated in this Tender Documents.

**INFORMATION TO BIDDERS** : This is a Four Part bidding system containing Earnest Money (Part-I), Qualifying Requirement (Part-II), Commercial bid & Submission of PF Clearance Certificate, PAN Card No., Service Tax Registration No., copy of PF Code allotment letter by SRO/RPFO, copy of forwarding letter relating to submission of last IT Return to the IT officer (Part-III) and Price Bid (Part-IV). The same will be received and evaluated by the WBPDC, STPS from HR&A and Financial point of view to make a selection in the best interest of the WBPDC, STPS for the complete work covered under the tender document.

**TENDER DOCUMENTS CONSISTS OF THE FOLLOWING :**

**1) Earnest Money (Part-I) :**

- 1.1 : The Earnest Money of Rs. 2,00,000/- (Rupees Two Lakh only) (Demand Draft) is to be deposited. This should be drawn on / issued by United Bank of India in favour of “The West Bengal Power Development Corporation Limited” payable at Santaldih Branch and to be submitted in separate sealed envelope. Any tender without Earnest Money shall be rejected outright.
- 1.2 : No interest will be payable by the WBPDC on the above Earnest Money. Earnest Money of unsuccessful tenderers shall be refunded to them on application within 60 (Sixty) days from the date of issue of Order to the successful bidders.
- 1.3 : The WBPDC reserves the right to forfeiture of Earnest Money deposit in case the tenderer after opening of tender withdraws, amends, impairs, derogates or revokes his tender within the validity period or extension thereof.
- 1.4 : Govt. Organisation / Undertakings, NSIC / SSI Units are exempted from submission of Earnest Money.

## **2) Qualifying Requirement (Part-II) :**

**2.1 : All the documents, as stated under are, to be submitted in a sealed envelope otherwise the tender will be treated as invalid :**

**(a) Documents in support of (i) Sound Financial Capability & (ii) Credentials of executing the job of this type (deployment of at least 50 nos. of Contractor Workers as per discretion of Project Authority in any job as unskilled/semi-skilled jobs in any large Industrial Houses/Projects/Factories) for least 3 (Three) years i.e. at least 3 (Three) years Experience Certificate in executing similar job or Copies of Work Orders of similar jobs of adequate order value executed / being executed for at least 3 (Three) years (b) Experience as Labour Supply Contractor only shall be considered and not any engagement as Job Contractors. The WBPDCCL reserves the right to cancel the quotation in absence of the above documents at their discretion.**

2.2 : Legible photocopies of all documents are to be submitted with counter signed by tenderer. Original copies of documents are to be produced on demand.

2.3 : The tender, Qualification of bidder (Part-II) shall contain the name, Residential Address, Phone Number, Fax Number of person(s) authorized to sign the tender for future contact.

2.4 : Capability of making Labour Payment within 10'th of every month without looking forward for release of bill from F&A Deptt.

2.5 : Capability to control the labours with sufficient command and confidence.

## **3) : Commercial Bid Part -III(Submission of Statutory Documents In a separate sealed envelope) along with declaration Marked 'X' containing legible photocopies of the following documents :**

3.1 : P.F. Clearance Certificate, PAN Card No., Service Tax Registration No., copy of P.F. Code allotment letter by S.R.O. or RPFO, copy of forwarding letter relating to submission of last IT Return to the IT Officer.

3.2 Declaration from to be submitted in compliance of the terms & condition of the tender documents against Tender Notice No. WBPDCCL/Tend-Adv/CC/13-14/46/STPS, and Ref. No. STPS/GM/SM(HR&A)/635 Dtd. 25.05.2013 published in The Newspapers on 29.05.2013, for the job of "Deployment of 70 (Seventy) nos. Unskilled Workers and 01 (one) no. Supervisor for providing services to various departments at STPS".

**4) : Price Bid Marked 'Y' (To be submitted in separate sealed envelope) :** The bidder must quote Percentage '%' overhead on Wages [Basic + DA], HRA and Bonus. No alternative/conditional offer will be entertained. You shall quote percentage overhead on the above mentioned items on yearly Basis. The price shall be quoted, accordingly, in figure and also in words. The rates offered will remain valid without variation for throughout the contract period from the date of opening of price bid.

**5.0 : Pre-Bid Discussion :**

It is intended to have a pre-bid discussion at this Office on 12.06.2013 at **03.00 pm** to provide any additional information and furnish clarification, if any, needed on the scope of work and tender documents. Any modification or addenda to tender documents resolved shall also be part of this tender documents. Parties not attending the pre-bid discussion are also liable to abide by the output of pre-bid discussion.

**6.0 : Mode of Submission of Tender :**

All separately sealed envelope covers containing necessary documents shall have to be suitably **superscribed as EMD / Qualifying Requirement / Commercial Bid & Submission of Statutory Documents / Price Bid** as the case may be and shall bear reference to the name of the work and notice inviting tender (NIT).

6.1 : The tender containing four separately sealed envelopes i.e. EMD (Part-I), Qualifying Requirement (Part-II), Commercial Bid & Submission of Statutory Documents (Part-III) and Price Bid (Part-IV) shall be sealed in one envelope marked tender documents (Four part) and shall bear reference to the Name of Work and NIT. This sealed envelope shall be dropped in the Tender Box kept at the at the Office of the Manager (HR&A), Santaldih Thermal Power Station, P.O. - Santaldih Thermal Plant, Dist. - Purulia, Pin - 723146 within 3.00 p.m. on 14.06.2013.

6.2 : The tender shall be submitted by post / in person / through Courier Service at the Office of the Sr. Manager (HR&A)-offtg., Santaldih Thermal Power Station, P.O. - Santaldih Thermal Plant, Dist. - Purulia, Pin - 723146 at the address mentioned in the NIT. Tenders submitted by telegraphic, Telex, Fax shall not be entertained. The tenders received after the due date and time of opening ( i.e. on 14.06.2013 at 03.00 P.M.) will not be considered.

6.3 : All the costs and expenses incidental to the submission of the tender, discussion, conferences if any, shall be to the account of the tenderer irrespective of whether the tender is accepted or not and the WBPDCCL shall bear no liability whatsoever on such costs and expenses.

6.4 : The tender submitted by a tenderer shall become the property of the WBPDCCL and the WBPDCCL shall have no obligation to return the same to the tenderer.

**7.0 : Opening of Tender :**

7.1 : The tenders shall be opened in presence of representative of the tenderers at the time of date set for opening of tender as specified hereunder or in case any extension has been given thereto on the extended tender opening date and time notified to all the tenderers who have purchased the tender documents. Tenderers' authorized representative (upto two persons) may attend the opening.

- 7.2 : The due date and time of opening of **E.M.D., Qualifying Requirement Papers and Commercial Bid & Submission of Statutory Documents Marked 'X'** will be after 04.00 p.m. on 14.06.2013 P.M. After opening the main cover, the envelope containing EMD (Part-I) shall be opened first and if EMD of requisite amount in proper mode is found only then Qualifying Requirement (QR) (Part-II) shall be opened, on satisfaction of the Qualifying Requirements strictly as per clause 2.1 above the (Part-III), Submission of Statutory Documents will be opened.
- 7.4 : **Price Bid (Part-IV) Form marked 'Y'** of tender of those tenderers who will satisfy qualifying requirements and Submission of Statutory Documents and who will accept the terms & conditions of this tender shall be opened subsequently on date/ on any later date as decided by the STPS Management.

### **8.0 : Evaluation of Tender :**

- 8.1 : Issuance of tender documents will not be construed to mean that such tenderers are automatically considered qualified for the entire tender process.
- 8.2 : The WBPDCCL reserves the right to itself to accept any tender or reject any or all tenders or cancel / withdraw the invitation for tender without assigning any reason for such decision. Such decision by the WBPDCCL shall not be subject to question by any tenderer and the WBPDCCL shall bear no liability consequent upon such decision and the tenderer shall have no claim in this regard against the WBPDCCL.
- 8.3 : Evaluation by the WBPDCCL shall be based on the information and documentary evidence submitted by the tenderer in response to the tender documents. The requirements as stipulated in the tender notice and documents are the minimum and the WBPDCCL has the right to request for additional information. The WBPDCCL reserves its right to reject any tender, if in the opinion of the WBPDCCL the qualification data / documentary evidence submitted by the tenderer is incomplete or tenderer is found not qualified to satisfactorily perform the work. The WBPDCCL reserve the right to reject any tender if the tenderer is found to be disqualified by giving incorrect and / or false information.
- 8.4 : The WBPDCCL does not bind itself to accept the lowest tender and also reserves the right to split the work amongst more than one tenderer and also reserves the right to reject any or all tender or cancel the tender without assigning any reason whatsoever.
- 8.5 : Notwithstanding, anything stated above or elsewhere, the WBPDCCL reserves the right to asses the capability and capacity of the tenderer, should the circumstances warrant such assessment in the overall interest of the WBPDCCL.
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**PART-III : Commercial Bid (Declaration Form Marked "X")**

( To be submitted in a separate Envelope )

**SUBJECT** : Declaration from to be submitted in compliance of the terms & condition of the tender documents against Tender Notice No. WBPDC/Adv/CC/13-14/46/STPS., and Ref. No. STPS / GM / SM (HR&A) / 635, Dtd. 25.05.2013 published in The Newspapers on 29.05.2013, for the proposed job of "Deployment of 70 (Seventy) nos. Unskilled Workers and 01 (one) no. Supervisor for providing services to various departments at STPS"

After examination of the Tender Documents in detail and understanding its content thoroughly I do hereby, categorically confirm acceptance of the following :-

- 1) I fully agree to comply with all the terms & conditions as stipulated at the Tender Documents. There is no deviation.
- 2) I have fully and properly filled up Part-IV of the Tender Document i.e. 'Price Bid' (Format Marked "Y") and the Price Bid has been submitted by me in a separate sealed cover.
- 3) I have, in a separate sealed cover, deposited Earnest Money i.e. Part-I of this Tender Document for Rs. 5,000/- (Rupees five thousand only) by way of Pay Order / Demand Draft No. \_\_\_\_\_, Dt. \_\_\_\_\_ drawn in favour of "**THE WEST BENGAL POWER DEVELOPMENT CORPORATION LIMITED**" payable at United Bank of India, Santaldih Branch, P.O. Santaldih Thermal Plant, Dist. - Purulia.
- 4) I have submitted all the Documents in support of qualifying requirement i.e. Part-II of this Tender Documents. The WBPDC reserves the right to cancel my quotation and not to open the Price Bid in absence of any of these documents.
- 5) I am submitting along with this declaration photocopies (certified as true copies) of statutory documents as stipulated in Part – III of the tender documents, namely PF Clearance Certificate, PAN Card No., Service Tax Registration No., Copy of PF Code Allotment letter by SRO or RPFO, Copy of forwarding letter relating to submission last IT Return to the IT Officer.
- 6) Before opening of the Price Bid, I agree to submit to the WBPDC other document / certificates, if required by the WBPDC, failing which I will have no objection if the WBPDC reject my quotation.

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

N a m e : \_\_\_\_\_

Office Seal \_\_\_\_\_

**Price Bid : Marked "Y"**

( To be submitted in a separate Envelope )

**SUBJECT :** Price Bid against Tender Notice No. No. WBPDC/Tend-Adv/CC/13-14/46/STPS., and Ref. No. STPS / GM / SM (HR&A) / 635, Dtd. 25.05.2013 published in The Newspapers on 29.05.2013, for the proposed job of "Deployment of 70 (Seventy) nos. Unskilled Workers and 01 (one) no. Supervisor for providing services to various departments at STPS"

1	Name, Full Postal Address, Tel No. of the Tenderer	
2	Your Quotation No. & Date	
3	Name of the authorised representative to whom all correspondence will be made	
4. (a)	<p><u>Short description of the job :</u> "Deployment of 70 (Seventy) nos. Unskilled Workers and 01 (one) no. Supervisor for providing services to various departments at STPS."</p>	<p>Total Percentage '%' overhead on Wages [Basic + DA], HRA and Bonus to be quoted for one year from the date of first taking up the job.</p> <p>-----</p> <p>_____</p> <p>per year</p>
(b)	In Words ( Percentage _____ Only)	

All terms & conditions of the tender enquiry are acceptable to us / me. There is no deviation.

Date \_\_\_\_\_ :

Signature : \_\_\_\_\_

N a m e : \_\_\_\_\_

Office Seal : \_\_\_\_\_