



The West Bengal Power Development Corporation Limited

(A Govt. of West Bengal Enterprise)

Bidyut Unnayan Bhaban

3/C, LA- Block, Sector-III, Bidhannagar, Kolkata-700 098

Tender Notice No: WBPDC/Tend-Adv/CC/17-18/325/Corp

Date: 23.11.2017

Sealed Tenders in prescribed format are invited by the Director (HR), WBPDC from the resourceful, well experienced and financially sound facility service providing Agencies / Companies in three steps bid system, Step-I : Earnest Money , Step-II : Qualifying requirement and Step-III: Price Bid, for Running Canteen / Cafeteria Service for the employees including Guest House located at Corporate Office of WBPDC, Bidyut Unnayan Bhaban, Plot 3/C, LA- Block, Sector –III, Bidhannagar, Kolkata- 700 098.

1. Information to the Bidders:

- i. Eligibility Criteria:** (a) The bidder must be in business of catering and running canteen in reputed Organizations / Educational Institutes having at least 03 years of experience in catering. The Bidder should have experience of running at least one canteen contract catering more than 50 persons at a time to provide lunch / dinner, in reputed Organizations / Corporate House / Educational Institutions during the last 02 years. (b) The bidder should have all the necessary registrations of the Government under the Shops and Establishment Act, the Contract Labour Act, PF & ESI, current IT Registration Certificate, Professional Tax, GST Registration Certificate, SAC Code, copy of PAN Card and IT return for last 03 FY etc, whatever is applicable. FSSAI License, Trade License and Food & Adulteration certificate would also be required. (c) The bidder must have sound financial condition evidenced by positive net worth during the last 03 years (Last FY being 2016-2017) and average net worth in the last each of the 03 FY should be positive. (d) Annual turnover must be Rs.10 Lacs in any FY during the last 03 FY (Last FY being 2016-2017)
- ii. Sale of Tender Document:** Tender document will be issued on the basis of written application addressed to Director (HR), WBPDC at the above address **from 24.11.2017 to 05.12.2017** on all working days, between 11.00 a.m. to 03.00 p.m., except Saturdays & holidays. **Issuance of tender documents will not be construed to mean that such intending bidders are automatically considered qualified.** Request for tender paper by post will not be entertained.
- iii. Cost of Tender Document: Rs.1,000/-** (One Thousand Only) [Non-refundable] by Cash only.
- iv. Earnest Money: Rs.30,000/-** (Rupees thirty thousand only) (interest free) to be deposited in a separate sealed envelope along with the tender papers in form of Demand Draft / Pay Order on any Nationalized Bank / Scheduled Bank in favour of **“The West Bengal Power Development Corporation Limited”** .
- v. Contract Period:** Contract will be for **12 (Twelve) months**, which may be extended for a further period of 06 (Six) months, as per the discretion of the Corporation, at the same ordered terms & conditions depending upon satisfactory performance and conduct.
- vi. Pre-Bid discussion:** On **06.12.2017 at 03.00 p.m.** in presence of attending intending tenderer. The clarification(s) / decision(s) against point / query as would be given by WBPDC at such discussion shall form the integral part of this NIT & shall be binding on all the tenderers. The Agencies purchased Tender Documents but not attended the Pre Bid discussions shall also have to comply with the decision of Pre bid discussions.
- vii. Submission of Tenders:** Upto **03.00 p.m. of 18.12.2017** to be submitted in three parts i.e. 1) Earnest

Money 2) Qualifying Requirement 3) Price-Bid in a separate sealed envelope, indicating specific part on the envelope.

viii. Opening of Tender: Step-I i.e. Earnest money and Step - II i.e. Qualifying requirement will be opened on **19.12.2017 at 03.00 p.m.** in presence of attending bidders. Price Bid (Step-III) of the qualified bidders in Step-I & Step-II will be opened on **29.12.2017 at 03.00 p.m.**

ix. Conditional and Incomplete Tender:

- (a) Conditional and Incomplete tender shall be liable for rejection.
- (b) The Validity of Tender will remain effective for 6 (six) months from the date of opening of Price Bid.
- (c) The Corporation reserves the right to accept / cancel any or all tenders without assigning any reason whatsoever. The corporation does not bind itself to accept the rate quoted by the lowest bidder and reserves the right to accept or to reject any or all the tenders or to split the whole work for entrusting the same to more than one contractor / agency/company.
- (d) All the Documents / Certificates submitted along with the tender documents including the minutes of Pre-Bid discussion will have to be attested by the Bidder with the official seal of the Contractor / agency / Company.
- (e) The bidder must submit attested copies of all the supporting documents, credentials, certificates, work orders, experience certificates in order to satisfy the eligibility conditions / criteria as per clause no. 1(i).
- (f) Verbal clarification and information given by the owner or his employees or representatives shall not be in any way binding on the WBPDCCL.
- (g) All the expenses, incidental to the submission of the tender, discussion, conferences, if any, shall be borne by the bidder irrespective of whether the tender is accepted or not and the WBPDCCL shall bear no liability whatsoever on such expenses.
- (h) The tender submitted by a bidder shall become the property of The WBPDCCL and The WBPDCCL shall have no obligation to return the same to the Bidder for any reason whatsoever.
- (i) The bidder is expected to carefully examine the Bid documents and fully satisfy himself as to all the conditions and matters, which may in any way affect the work or the cost thereof. If any Bidder finds discrepancies or omissions in the Bid documents or is in doubt as to the true intent or meaning of any part thereof, he can submit / raise his query in the Pre-Bid discussion for further clarification. Any query for clarification in the above respect after the submission of bid shall not be entertained. After receipt of such interpretation or clarification the Bidder shall submit his Bid within the time and date as specified in the invitation to Bid. All such interpretation and clarification in the Pre-Bid meeting shall form an integral part of the tender documents and must accompany the bid.
- (j) Bidders are to keep track of all the Addendum / Corrigendum, if any, issued with a particular NIT and merge the Addenda / Corrigenda with respective NIT. Tenders submitted without the Addendum /Corrigendum, if any, may be rejected.
- (k) **For collecting tender paper, concerned agency / company should bring a letter for purchasing the tender paper / document NIT on their official letterhead addressed to tender inviting authority, i.e. Director (HR), WBPDCCL.**