



**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/13-14/31/Corp Date: 08.05.2013

**Ref No:** WBPDC/Tend-Adv/House Keeping/13-14/Corp Date: 08.05.2013

Sealed Tenders in prescribed format are invited by the General Manager (HR), 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 providing House-keeping services, gardening and other facility related services under the supervision of the Agency by deploying various categories of personnel at the Corporate Office of WBPDC, Bidyut Unnayan Bhaban, Plot 3/C, LA-Block, Sector –III, Bidhannagar, Kolkata- 700 098. The requirements of nos. of personnel at the “Bidyut Unnayan Bhaban” are given below under description of requirement.

**1. Description of requirements :-**

<b>Deployment/ Requirement Details of House-Keeping Personnel</b>	<b>No. of Personnel</b>
Facility Manager (Male)	01
Supervisor (Male)	01
Lady Front Office Executive (Reception)	01
Cleaner ( <b>3 Female + 16 Male</b> ) From Ground Floor to 7 <sup>th</sup> Floor.	19
Pantry Boy for 2 <sup>nd</sup> Floor	01
Pantry Boy for CMD Cell	01
Plumber	01
Gardener	01
Guest House Attendant (Male) for Guest House	04

The number of **required house-keeping and other personnel** of different categories as mentioned above **may increase / decrease subsequently, if required to the extent of  $\pm 25\%$ .**

- 2. Eligibility Criteria:** a) The Agency / Company must have experience in House-Keeping job, Gardening and Hospitality services **in a single contract or more than One contract, engaging at least 30 Personnel in any Corporate Sector or at any industry at least in one year during last 3 (three) years** under Government Organizations / Undertakings / any industry of repute/Corporate Houses, to be supported

by the Performance Certificate of end User. (b) Current IT Registration/Clearance Certificate, PT Registration and enrolment. (c) PF Establishment Code (d) Audited Balance Sheet and Profit & Loss account for the last three years (e) ESI Registration (f) **Minimum last 5 (five) years experience in deployment of House-Keeping Personnel independently.** Preference would be given to agencies operating in Delhi and other metropolis.

3. **Sale of Tender Document:** Tender document will be issued on the basis of written application addressed to General Manager (HR) at the above address **from 08.05.2013 to 17.05.2013** 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.
4. **Cost of Tender Document: Rs.6,000/-** (Six Thousand Only) [Non-refundable] as mentioned above by Cash only.
5. **Earnest Money: Rs.50,000/-** (Rupees fifty thousand only) (interest free) to be deposited in a separate sealed envelope.
6. **Contract Period:** Contract will be for **18 (Eighteen) months** but initially order will be placed for **01 (One) year**, 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.
7. **Pre-Bid discussion:** On **22.05.2013 at 03.00 p.m.** in presence of attending intending tenderer. The clarification(s) / decision(s) against point / query as would be given by WBPDCCL 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.
8. **Submission of Tenders:** Upto **02.00 p.m. of 29.05.2013** 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.
9. **Opening of Tender:** Step-I i.e. Earnest money and Step - II i.e. Qualifying requirement will be opened on **29.05.2013 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 07.06.2013 at 03.00 p.m.** The date of opening of Price-Bid (Step-III) may be deferred, with intimation at our official website [www.wbpdcl.co.in](http://www.wbpdcl.co.in)
10. The Validity of Tender will remain effective for 6 (six) months from the date of opening of Price Bid.

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 agency/company.

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