



THE WEST BENGAL POWER DEVELOPMENT CORPORATION LIMITED

(A Government of West Bengal Enterprise)

Santaldih Thermal Power station

P. O. – Santaldih Thermal Plant

Dist. – Purulia, (W. B.), PIN – 723146

((TENDER DOCUMENT))

Subject: Tender Documents for “Servicing and Maintenance of STPS Guest House”. against Tender Notice No. NIT No.: WBPDC/Tend-Adv/CC/13-14/91/STPS Date: **28.08.2013**, and Ref. No. STPS / GM / SM (HR&A) / 952 (A) Dtd. 13.08.2013. published in The Newspapers on

01.	Name of work :	“Servicing and Maintenance of STPS Guest House”
02.	Earnest Money :	Rs. 50,000/- (Rupees fifty thousand only) to be deposited along with Tender Papers in the form of Bank Draft/PRO on UBI, Santaldih Branch in favour of “The West Bengal Power Development Corporation Limited.”
03.	Cost of Tender Documents:	Rs. 5,000/- (Rupees five thousand only)
04.	Duration of Work :	Originally 24 months; this may be extended for another one year subject to satisfactory performance.
05.	Issue of Tender Paper :	Up to 05.09.2013 (Thursday) between 11:00 a. m. and 2:30 p.m. from the office of Sr. Manager (HR&A) – Offtg., STPS on all working days except Saturdays and Sundays after depositing the cost of Tender Papers by cash in Cash Counter, F&A Department, STPS.
06.	Pre Bid discussion :	On 09.09.2013 (Monday) At 3:00 p.m. in the Chamber of Sr. Manager (HR&A) – Offtg. ,STPS.
07.	Receipt of Tender Paper :	Up to 3:00 p.m. on 13.09.2013 (Friday) in the HR&A Department Tender Box at STPS Administrative Building.
08.	Opening of Tender :	Tender will be opened on 13.09.2013 at 04.00 pm in presence of the attending bidders [1st, 2nd & 3rd Part]. 4th Part will be opened later on subject to fulfillment of condition of 1st, 2nd & 3rd Part.
09.	Estimated Annual Cost :	Rs. 25,44,338/- (Rupees Twenty Five Laks Forty Four Thousand Three Hundred Thirty Eight only)

10.	Tender shall be in 3 parts :	
	1 st 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..
	2nd Part	<p><u>Qualifying requirement and submission of statutory document:</u></p> <p>1. The Prospective bidder must have experience of executing the job of this type with an average annual turnover of Rs. 10,00,000/- in respect of similar type of job for last 03 (Three) years in any PSU/Govt. Office/ Large reputed Industrial House.</p> <p>2. The prospective bidder will have to submit the following documents:</p> <ul style="list-style-type: none"> a) PF Code Allotment Letter. b) Service Tax Registration No. c) VAT Registration No. and letter. d) Bank Statement/Audited financial statement e) Copy of last Income Tax Return.
	3rd Part	Commercial Bid marked (Declaration Sheet marked 'X') must be properly filled up and to be submitted in separate envelope in compliance with the terms & conditions as given in the "Tender Documents".
	4 th Part	<p>Price Bid marked 'Y' (Percentage '%' overhead on Wages [Basic + DA], HRA and Bonus).</p> <p>The rates offered will remain valid without variation for throughout the contract period from the date of opening of price bid.</p>

Issued to :-

M/s.

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TENDER NOTICE NO. WBPDCCL/Tend-Adv/CC/13-14/91/STPS
published in newspapers on 28.08.2013

TENDER REF. NO.: STPS/GM/SM(HR&A)/ 952(A), Dated: 13.08.2013.

Description of the Job: "Servicing and Maintenance of the STPS Guest House" as per 'Scope of Work' and 'Terms & Conditions' stipulated in this Tender Document. The tentative approximate **Estimated Cost** for the job for two years is **Rs. 25,44,338/-** (The estimated cost contains only the labour wages and benefits of 3+1 workers. This will be reimbursed by the STPS authority through monthly bills. The rates may change in the course of the job; the arrear regarding that will be reimbursed on time to time basis). The agency has to deploy existing agreementally covered 8+1 workers (i.e. 08 workers and 01 Supervisor) for the job. This includes cooking, serving of foods, cleaning and maintenance of rooms and other jobs whatsoever related to the Servicing and Maintenance of the Guest House. The agency, additionally, will have to deploy one Cook and one Supervisor for smooth execution of the job. The minimum wages and other benefits as per prevailing practice for these two workers will be reimbursed on back to back basis. The STPS Management deserves the right to deploy two nos. of worker based on requirement. In that case the contractor will be paid wages and benefits of that particular category of workers including overhead at the same rate as per Order. The agency has to comply all the statutory norms related with PF, WC, Payment of Wages Act, Minimum Wages Act etc. i.r.o. of all the workers working thereunder and submit the essential documents while raising monthly bill. It is to be noted here that the power, utensils, furniture and gas connection are provided by the STPS authority. The expenditure on food served to the STPS, WBPDCCL guests will be paid separately. The other expenditure on sundry (stationary) items and washing of linens, bed covers etc. used in the Guest House will be reimbursed on back to back basis.

INFORMATION TO BIDDERS: This is a Four Part bidding system containing Earnest Money (Part-I), Qualifying Requirement (Part-II), Commercial-(Part-III) and Price Bid (Part - IV). The same will be received and evaluated by the WBPDCCL, STPS from HR&A and Financial point of view to make a selection in the best interest of the WBPDCCL, STPS for the complete work covered under the tender document.

TENDER DOCUMENTS CONSISTS OF THE FOLLOWINGS:

1) Earnest Money (Part – I):

- 1.1: The Earnest Money of Rs. 50000/- (Rupees fifty Thousand only) (Demand Draft/ Pay Order) 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 paid by the WBPDCCL on the above Earnest Money. Earnest Money of unsuccessful bidders shall be refunded to them on application within 60 (Sixty) days from the date of issue of Order to the successful bidder. However, Earnest Money of the successful bidder will be kept as part of the Security Deposit and will be released after successful completion of the contract.
- 1.3 : The WBPDCCL reserves the right to forfeiture of Earnest Money deposit in case the bidders after opening of tenderer withdraws, amends, impairs, derogates or revokes his tender within the validity period or extension thereof.
- 1.4: Govt. Organization/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:

Attested documents in support of (i) Credentials of executing the job of this type in a PSU/Govt. Office/Large reputed Industrial House for last 3(Three) years with an average annual turnover Rs. 10,00,000/- in respect of similar type of job (ii) Proof of ownership of Star Hotels, if any. It is to be noted here that other things being equal, parties having own Star Hotel will get weightage over others. (iii) PAN Card No. (iv) Service Tax Registration No. (v) VAT registration Number.

(vi) Bank statement for the previous financial year (vii) Return of IT along with audited Balance sheet of last two years. (viii) Professional tax registration certificate. (ix) P.F. Code allotment letter by S.R.O. or RPFO.

The WBPDCCL reserves the right to cancel (accept, in case the competent authority of STPS deems fit) the quotation in absence of the above documents at their discretion.

- 2.2 : Legible attested photocopies of all documents are to be submitted with counter signed by bidder. Original copies of documents are to be produced on demand.
- 2.3 : The tender, Qualification requirement 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 : Declaration regarding the capability of making Labour Payment within 10th of every month without looking forward for release of bill from F&A Deptt., STPS.

3) : Commercial Bid (Declaration Sheet Marked "X")(Part – III) :

- 3.1 : All conditions of contract as per this tender document should be abided by.
- 3.2 : No price shall be quoted in the Commercial Bid i.e. in Part – III of the Tender documents.
- 3.3 : The Commercial Bid (Declaration Sheet marked "X") must be properly filled up and to be submitted in separate sealed envelope in compliance with the terms & conditions as given in the "Tender Documents".

4) : Price Bid marked "Y" (Part – IV):

- 4.1 : The Price Bid Marked "Y" i.e. Part-IV of this Tender Document shall be duly filled in, neatly typed, signed with Firm's own seal and then shall be submitted in a separate sealed envelope.
- 4.2: The bidder must quote %(percentage) of overhead on wages ([Basic+DA], HRA & Bonus). No alternative/conditional offer will be entertained. You shall quote price on yearly Basis as specified in the Price Bid Marked "Y" of this Tender Document. The percentage shall be quoted, accordingly, in figure and also in words. The agency is requested to attend the Pre-bid discussion positively on 9.09.2013 at 03.00 pm in the chamber of Sr.Manager (HR&A) where the intricacies of the job will be discussed.

5) : Pre-Bid Discussion:

It is intended to have a pre-bid discussion at this Office on 09.09.2013 at 03.00 pm in the chamber of Sr.Manager (HR&A), STPS 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 document. Parties not attending the pre-bid discussion are also liable to abide by the output of pre-bid discussion.

6) : 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 (X) / Price Bid (Y)** 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 (PartII), Commercial Bid (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 Sr.Manager (HR&A), Santaldih Thermal Power Station, P.O. - Santaldih Thermal Plant, Dist. - Purulia, Pin - 723146 within 3.00 p.m. on **13.09.2013**.

- 6.2: The tender shall be submitted by post/in person/through Courier Service at the Office of the Sr.Manager (HR&A), 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 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) : Opening of Tender :

- 7.1 : The tenders shall be opened in presence of representative of the tenderers at the time and 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 tender opening.
- 7.2: The date and time of opening of E.M.D. & Qualification of bidder is on 13.09.2013 at 4.00 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 OK then only Qualifying Requirement (QR) (Part-II) shall be opened.
- 7.3: Commercial (Part-III) of tender of those tenderers who will be considered qualified by the WBPDCCL shall be opened subsequently. The due date and time for opening of Commercial part is as mentioned in the first page of this document. Any change will be duly intimated.
- 7.4: **Price Bid** (Part-IV) of tender of those tenderers who will satisfy qualifying requirements and who will accept commercial terms & conditions of this tender shall be opened subsequently on the same date. The opening date is as mentioned in the first page of this document. Any change will be duly intimated.

8) : 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.

((GENERAL CONDITIONS OF CONTRACT))

TENDER NOTICE NO. WBPDC/Adv./Corp./_____/STPS published in Newspapers on _____

TENDER REF. NO.: STPS/GM/SM(HR&A)/952(A), Dated: 13.08.2013.

- 1) **Job Contract:** This proposal is purely a job contract and not Labour contract and therefore, the WBPDC in no way will take any responsibility of the tenderer's employee. The tenderers shall participate in this bid only when the above condition is acceptable.
- 2) **Introduction:** Santaldih Thermal Power Station is located in the District of Purulia, West Bengal and has installed capacity of 250 MW x2=500 MW. It has a Guest House where there are about 30 rooms. Out of which 06 are VIP rooms, 08 are semi VIP rooms and rest are normal rooms.

3) **SCOPE OF WORK :**

3.1 : **Servicing and Maintenance :**

- a) The prospective bidder has to provide service as well as maintain the Guest House. The foods served at the guest house are to be in line with the rates fixed by the STPS, WBPDC authority from time to time. The expenditure i.r.o. foods served to the "STPS/WBPDC guests" will be reimbursed by the STPS authority. The expenditure in procuring sundry items used in the Guest House will also be reimbursed by the STPS authority. Special care is to be taken during VIP visits.
- b) The rooms as well as guest house premises should be cleaned every day and as and when required. Proper maintenance of toilet/ bathroom/ kitchen fittings and furniture of Guest House is to be done.
- c) The civil works/electrical works in the Guest House will not come in the purview of the mentioned job.
- d) Two types of bills may be raised (i) Monthly Bill, (ii) Food bill as and when required.

3.2) **Penalty:**

- (i) You shall carry out the job properly as per direction of the competent authority of the STPS, to his entire satisfaction.
- (ii) In case of any loss or damage of the STPS property, the STPS authority reserves the right to claim the loss from your bill.

OTHER TERMS & CONDITIONS OF CONTRACT :

01. **P R I C E:**

- 1.1.: The bidder shall quote %(percentage) of overhead/profit on ([Basic+DA], Bonus & HRA) on yearly basis as specified in the price bid i.e. Part-IV of the tender documents.
- 1.2.: No price shall be quoted in Commercial Bid i.e. in Part-III of the Tender document.
- 1.3.: The above two points shall be carefully noted and the price shall be quoted accordingly, in figure as well as in words.
- 1.4. : Cost of Premium under Workmens' Compensation Act - 1923 & cost of Labour Licence as per rule 21 (2) of the West Bengal Contract Labour (Regulation & Abolition) Rule 1972 and Cos of Personal Protective Equipments - both the above cost will be reimbursed on back to back basis to the prospective bidder by the STPS authority on production of original documents.
- 1.5: Any increase in wages and benefits due to MOS or Govt. Notification will be reimbursed on back to back basis with overhead. Amount on the head of leave payment and soap & duster will be reimbursed on back to back basis on submission of proper documents.
- 1.6.: The Prospective bidder shall submit monthly bills which after due certification shall be routed through HR&A Wing. The prospective bidder shall enclose the following documents along with the bill: (i) Copy of Attendance Sheet (ii) Copy of Wage Sheet (iii) P.F. Bank Challan & ECR of Employees' PF & MP Act, 1952 as and when required (v) Other necessary documents as and when required by the STPS authority.

- 1.7.: The successful bidder shall give an undertaking to the effect that he will withdraw his Cook & Supervisor from STPS, unconditionally, after expiry of the validity of proposed contract.
- 1.8.: The prospective bidder shall sign Form No. 13 as per Employees Provident Fund and Miscellaneous Act 1952 and hand over a copy of the same to the HR&A Wing, within 2 (Two) month after taking up the job, failing which his payment shall be kept withheld.
- 1.9.: About Safety & Security of the workers and supervisors, it shall be sole responsibility of the prospective bidder. The WBPDCCL will not take any responsibility in this regard.

2. **VALIDITY:** The validity of the proposed contract is for 02 (two) years from the date of effect.
3. **EXTENSION OF VALIDITY:** The validity of may be extended for a further period of 1 (One) year at the same rate, terms & conditions to be mutually agreed upon.

4. **DEPLOYMENT OF MANPOWER :**

- 4.1: **Shift Duty & Duty Hours:** The prospective bidder shall execute the job as per the following shift duty hours and deploy the existing manpower accordingly:

- (a) Morning Shift: 06:00 hours to 14:00 hours
(b) Second Shift:- 14:00 hours to 22:00 hours,

The bidder has to deploy 8+ 1 workers for the job. Out of which 1 is supervisor. The bidder will have to engage an extra cook and one extra supervisor and the cost for these workers is included in the estimate.

- 4.2: a) No statutory increase in Workers pay shall be allowed, unless it is approved by the Component authority of the WBPDCCL.
b) The workers will be guided by the Provisions of West Bengal Contract Labours Rule, 1972 and any other relevant laws will be applicable relating to the Contractor workers in force.

- 4.3: You shall deploy one efficient, dutiful and punctual supervisor in each shift. Before submission of quotation, the bidders shall visit S.T.P.S. job site to physically inspect the site condition, norms and practice prevailing and being followed for labour engagement and nature of the job, scope of the job to be executed, if necessary, the bidder shall discuss with the Controlling Officer to obtain all feedback information before submission of the quotation, so that the prospective bidder can execute the job peacefully maintaining Law & orders satisfactorily in the plant.

The attendance sheet shall be supplied by the prospective bidder to the labourers at his cost and without any extra cost to the WBPDCCL.

- 5) **SECURITY DEPOSIT:**(a) As regards successful bidder, the security deposit of Rs. 50,000/- (Rupees fifty Thousand only) will have to be deposited within one month from the date of placement of Order and before release of the first Bill. This is over and above the earnest money which will also be kept as Security Deposit. The above security deposit will be retained by the WBPDCCL for the entire contract period as a Security towards successful and faithful execution of this contract.

The WBPDCCL reserves the right to forfeit the entire amount of Security deposit under the following condition:

- (a) In case the prospective bidder fail to execute this contract.
Or
(b) In case of negligence / delay regarding execution of the job, the contract is liable to be terminated at any time with the forfeiture of Security Deposit.
Or
(c) In case the prospective bidder refuse to take up the job after placement of the order or withdraws service in mid-way of contractual period, this contract will be terminated with the forfeiture of Security Deposit. Other penal action may be taken as deemed 'fit as per discretion of the WBPDCCL.
Or
(d) Any kind of document submitted by the Party is found false/concocted/fabricated at any point of time.

6) **REFUND OF SECURITY DEPOSIT :**

The Security Deposit will be refunded to the prospective bidder after satisfactory execution of this contract duly certified by the Controlling Officer after expiry of the validity of the contract.

7) **RISK CLAUSE:**

In case of failure to execute the job properly the WBPDCCL reserves the right to cancel this order and get the job done by other agency(s) on your account and risk and in that case, the excess expenditure, if any, will be realised from the prospective bidder.

8) **SAFETY OF CONTRACTOR'S PERSONNEL:**

The prospective bidder shall remain fully responsible to take care of the safety of his employees. In case of employment injury / or death (God forbid) of workmen of contractor while on duty, necessary compensation shall be paid by the contractor. The WBPDCCL shall not take any responsibility in this regard and any compensation due to any injury / death to his employee shall, in no case, be paid by the WBPDCCL.

9) **COMPLIANCE OF WORKMEN'S COMPENSATION ACT:**

The Contractor shall strictly adhere to the provisions of Workmen's Compensation Act 1923 and comply with all the rules provided under the Act. Necessary Insurance coverage of their workmen, to be engaged for this job, shall be done by the contractor at his own cost. However the amount will be reimbursed on back to back basis to the prospective bidder by the STPS authority on production of original documents.

10) **P. F. CODE:**

The Contractor shall have P. F. Code & Xerox copy of the P. F. Code Certificate shall be submitted to Sr. Manager. (HR&A), STPS after placement of order. The prospective bidder shall regularly deposit in each month contribution towards Provident Fund of your Employees engaged for this job to the Provident Fund Authority. The WBPDCCL will take no responsibility in this regard. The prospective bidder shall deposit copy of P. F. Challan to the Sr. Manager (HR&A), STPS regularly on monthly basis without fail.

11) **MINOR LABOURER:**

No minor labour shall be engaged for this job.

12) **COMPLIANCE OF STATUTORY PROVISIONS:**

The contractor shall comply with all the statutory provisions of Factories Act, Payment of wages act, Minimum Wages Act, Payment of Bonus Act, Workmen's Compensation Act and Employees' Contributory Provident Fund etc. Expenses if any, on the above score, unless otherwise mentioned; will be borne by the prospective bidder. The contractor shall be capable of making payment to your workmen at least 2 (Two) months, if payment is delayed by the WBPDCCL for any reason whatsoever.

13) **CONTROLLING OFFICER:**

The Sr. Manager (HR&A), STPS.

14) **PAYING AUTHORITY:**

The Sr. Manager (F&A), STPS.

15) **PAYMENT TERMS:**

After completion of the job of each month, 100% payment will be made to you against your monthly bill duly certified by the Controlling Officer towards satisfactory completion of the job. Payment will be made by the Paying Authority after deduction of penalty, if any, if imposed on you and also after deduction of Income Tax, as per rule. The contractor/agency should have the financial capacity to pay their workers monthly wages & benefits within 10th of each month for the last month even if WBPDCCL does not release the monthly bill of the concerned month due to processing time or unavoidable circumstances.

16) **SAFETY OF THE WBPDCCL'S PROPERTY:**

The prospective bidder shall remain fully responsible to pay for any loss / damage of the WBPDCCL's property, if so done by you / your employees during the execution of the job. The decision of the Controlling Officer in these regard will be final and binding you.

17) **MEDICAL & CANTEEN FACILITY:**

Medical & Canteen facility of the workers and employees will have to be arranged by you at your own cost.

18) **IDENTITY CARD:**

Your employee shall have identity card to be produced before the Security personnel of STPS, The WBPDCCL.

19) **ACCOMMODATION & TRANSPORT:**

You have to arrange for accommodation and transport at your cost for your workers & employee engaged in the job. However, in case of availability, quarters may be provided by STPS Authority against your application.

20) **OTHER JOB REQUIREMENT:**

- a) The WBPDCCL shall not provide any liveries to your labourers to work at any odd condition.
- b) If work is held up due to any what reason, the Controlling Officer shall have liable to take appropriate action, against you.
- c) Your performance will be constantly evaluated by the Controlling Officer or his authorized representative who will maintain daily percentage performance sheet in his Office.
- d) If you have any problem relating to labour related affaires in the instant job fronts, like, pending P. F. settlement of the workers, payment relating to accident, injury arising in course and out of employment and any pending dispute relating to Wage Payment of your workers in the instant job fronts, you have to undertake to settle it with the concerned Government/ Officials without involving the WBPDCCL / STPS authority.

21) **VALIDITY OF CONTRACT:**

The tender shall remain valid for a period 120 days from the date of opening of the tender..

22) **TERMINATION OF CONTRACT:**

The WBPDCCL reserves the right to terminate this contract by serving one month's notice without assigning any reasons.

- a) Incomplete / conditional tenders will be rejected.
- b) Any query with regard to this tender document shall be done prior to submission of the tender of this Office.
- c) In case of any ambiguity raised due to any reason whatsoever, the clarification interpretation of the Sr.Manager (HR&A) will be granted as full and final.
- d) Tenders shall be dropped in the Tender Box kept for the purpose in the office of the Sr. Manager (HR&A), STPS in the Administrative Building. (Ground Floor) within 3:00 p.m. on 13.09.2013. Tenders, if any, received after 3:00 p.m. may not be considered.
- e) The WBPDCCL will not take any responsibility for postal / courier delay in case the tenders are submitted through post / courier. The tenderers should be very particular and see that their tenders reach in the office of the undersigned within the stipulated date and time.
- f) Before submission of quotation, the tenderers should note that payment of wages, payment in lieu of Bonus, payment towards Provident Fund - payment of labourers and/or appropriate authority / authorities and other statutory payment shall be the liability of prospective bidder and shall not be the liability of the WBPDCCL, if not mentioned otherwise. Therefore, any adverse action / inaction, directly or indirectly whatsoever, on the part of the prospective bidder will be treated not only as a breach of contract but also tantamount to offense for disruption of normal functioning of the activities of the Power Station, which are treated as essential services to the Nation. As stated earlier, this contract is purely job contract.
- g) Service Tax : You should have valid Service Tax Registration Number. Service Tax will be paid extra as applicable as per Govt. Norms.
- h) Income Tax: As applicable
- i) After placement of the order on the prospective bidder following documents shall positively be submitted by him to the Sr. Manager (HR&A), STPS.

1. Copy of Labour License.
2. Attested Xerox copy of the Premium Receipt for the Insurance Premium being paid by the prospective bidder as per Workmen's Compensation Act, 1923. The original receipt shall be shown to the above Officer, **if** desired by him.
3. Copy of P. F. Challan for P. F. Contribution being paid by the prospective bidder for his employee by 10th of every month for the previous month.
4. Copy of the monthly Pay Sheet of your workers being engaged for the job.
5. Any Other Document if not specified above, but required by the Sr.Manager (HR&A), STPS, the bidder has to submit it promptly.

Non-compliance of the above instruction may lead to withholding of payment/ cancellation of the order.

- h) The undersigned does not bind itself to accept the lowest tender and also reserves the right to split the contract, accept or reject any or all tenders without assigning any reasons, whatsoever.

(S. Bhattacharya)
Sr. Manager (HR&A) – Offtg.
S.T.P.S./WBPDC

Pre-bid discussion for the job of “Servicing and Maintenance of STPS Guest House”.

Discussion held on	:	08.09.2013.
In the Chamber of	:	Sr. Manager (HR&A), STPS.
Tender Notice No	:	WBPDC/Adv-CC/13-14/ /STPS., and Ref. No. STPS / GM / SM (HR&A) / , Dtd. 25.05.2013 published in The Newspapers on . .2013.
In presence of	:	<ol style="list-style-type: none"> 1. Sr. Manager (F&A), STPS. 2. Sr. Manager (HR&A)-Offtg., STPS. 3. Assistant Manager (HR&A), STPS. 4. Representative of M/s. 5. Representative of M/s. 6. Representative of M/s. 7. Representative of M/s. 8. Representative of M/s.

The following points were discussed and agreed by the parties to this discussion:

1.
2.
3.
4.
5.
6.

Signatures:

Sr. Manager (F&A),
STPS.

Sr. Manager (HR&A)-
Offtg., STPS.

Assistant Manager
(HR&A), STPS.

For M/s.

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., and Ref. No. STPS / GM / SM (HR&A) / 952 (A) Dtd. 13.08.2013 published in The Newspapers on, for the proposed job of "Servicing and Maintenance of STPS Guest House"

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 WBPDCCL reserves the right to cancel my quotation ant 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 WBPDCCL other document / certificates, if required by the WBPDCCL, failing which I will have no objection if the WBPDCCL reject my quotation.

Date : _____

Signature : _____

N a m e : _____

Office Seal _____