

THE WEST BENGAL POWER DEVELOPMENT CORPORATION LIMITED

[A Government of West Bengal Enterprise]



P.O. - BkTPP, Dist. - Birbhum, Pin- 731104
Telephone - (03462) 220 280 FAX - (03462) 220 214, 220 751
email: cc_bktps@wbpdc.co.in

NIT No.: WBPDCCL/Tend-Adv/CC/13-14/162/BkTPP

Date: 19.12.2013

Ref. No: BKSr/CC/AMC-38/1543/14595

Dated: 17/12/2013

Sub: Tender Notice for “Round the Clock/Three Shift performance of Errand and other unskilled nature of jobs at both IPH & OPH areas of BkTPP”

Bakreswar Thermal Power Project (BkTPP) invites 3-part Commercial [Part I – Bid Guarantee (EMD) Part II - Pre Bid qualification and Part III - Price Offer] bid for undertaking the contract for Round the Clock/Three Shift performance of Errand and other unskilled nature of jobs at both IPH & OPH areas of BkTPP.

- (1) **Issue of Tender Document:** The tender document shall be available from the **Contract Cell, Administrative Building (3rd Floor), BkTPP** from 09:00 Hrs. to 11:30 Hrs. and 14:30 Hrs. to 17:00 Hrs. except Holidays & Sundays. **For collection of tender paper, the agency must send their authorized person with office stamp/seal.**
- (2) **Cost of Tender Document:** The tender document shall be issued against submission of non-refundable Demand Draft/Pay order amounting **Rs 500.00** (Rupees five hundred) only **drawn in favour of “The West Bengal Power Development Corporation Ltd” payable at any nationalized bank at Suri or United Bank of India, Bk.T.P.P.** Tender paper shall not be issued against cash / cheque / money order or by post.
- (3) **Sale of Tender Document:** From 23/12/2013 to 30/12/2013.
- (4) **The last date & time of purchase of tender Document:** 30/12/2013 Up to 17:00 Hrs
- (5) **Pre-bid discussion:** On 03/01/2014 at 15:00 Hrs. at the Contract Cell, Admn. Bldg., BkTPP.
- (6) **The last date of submission of Bid:** 07/01/2014 Up to 15-00Hrs.
- (7) **Time of submission of Bid:** After Pre-Bid discussion the Tender Bid will be allowed to be submitted. on every working day from 09.00 to 11.30 Hrs & 14.30 to 17:00 Hrs.(Except For Last date of Submission – 09.00 Hrs to 11.30 Hrs & 14.30 to 15:00 Hrs)
- (8) **The date & time of opening of Part - I & II of the Bid:** 07/01/2014 after 15:30 Hrs at Contract Cell, Admn. Building, (2nd Floor), Bakreswar Thermal Power Project.
- (9) **If all the above mentioned fixed up date & time fall on a holiday/festival or any sudden declared holiday then the dates will be shifted to the next working day. WBPDCCL authority reserves the right to change the above fixed date at their own discretion.**
- (10) The date & time of opening of price bid will be intimated in due course to the Techno-Commercially successful bidder.
- (11) The **Bid Guarantee** is to be submitted along with the bid in the form of Demand Draft / Pay order amounting **Rs. 1,00,000/-** (Rupees One Lakh) only **drawn in favour of “The West Bengal Power Development Corporation Ltd” payable at any nationalized bank at Suri or United Bank of India, Bk.T.P.P.** The Bid Guarantee of unsuccessful bidder shall be released in due course of time without any interest but may be forfeited at the sole discretion of WBPDCCL in case of submission of any false document in support of technical or financial credential of the bidder. However, necessary relaxation in the Bid Guarantee amount may be allowed to the bidder, if they are governed by any particular Circular/Administrative order for a defined period coverable within the scope of the contract, on production of supporting documents. Original order of relaxation is to be shown if required.
- (12) Acceptance of offers is subject to submission of valid Sales Tax clearance certificate/VAT [up to date], Professional tax clearance certificate [up to date], Income Tax PAN No, Service Tax registration No, PF code etc. along with the offer.

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- (13) Before submitting the tender, the agencies may collect all relevant information from the Dy. General Manager (HR&A), BkTPP on any working day during working hours, regarding procedure of deployment of manpower, prevailing wages of unskilled manpower at BkTPP, Provident Fund, Employees / Workmen's Compensation Insurance, Labour License and all other stipulated Rules & Regulations under the Factories act - 1948 & rules framed there under, Contract Labour (R&A) 1970 & rules framed there under, Minimum Wages Act and other statutes applicable including Rules and Regulations connected thereto.
- (14) The interested agencies may inspect the site & satisfy themselves before submission of tenders. The bidder must confirm in writing while submitting the tender that he has quoted rates understanding the scope & area of work, all terms and conditions of tender documents, mode of deployment of manpower at BkTPP, actual site conditions & other related aspects.
Deviation in any respect, expressed anywhere in the three part bid document, will not be accepted.
- (15) **Qualification of the Bidder :** The tender is open to any single Bidder who is a well established and reputed company meeting the following requirements :
- (i) **Financial ability:**
The bidder should have adequate financial stability i.e. Annual Turnover shall be more than Rs.15 Lakhs (Five Lakhs) and Net Worth not less than Rs. 3 Lakhs (One Lakhs) during last one year. The copy of audited accounts with report for last 1 (one) year will have to be furnished along with the offer.
- (ii) **Must possess Provident Fund Code issued by the Office of RPF.**
- (16) **Price to be quoted:**
The bidder must quote Basic + DA rate Per Head Per Day (day consisting of 8 hours) in each category, as on date including any Service Charge but excluding other Benefit clauses of prevailing MOS Dtd.: 12/9/2012, that would be reimbursed on actual (excluding the service tax), otherwise bids will be summarily rejected. The bids shall be submitted along with price breakup, for the job of "Round the clock/Three Shift performance of Errand and other unskilled nature of jobs at both IPH and OPH areas of BkTPP". Moreover, Reimbursement shall be made under **Employees' Compensation Insurance** as per actual on production of Insurance Policy for the contractor workmen to be deployed by the contractor i.r.o. the job for which tender has been invited.
- (17) **Period of Contract:** The period of contract shall be of 01 (One) Year from the date of commencement or as per the period mentioned in LOI/Work Order.
- (18) Apart from above following stipulations are to be adhered to:-
- ◆ Tender papers are not transferable.
 - ◆ Any offer without aforesaid bid guarantee shall not be considered.
 - ◆ Any offer received after the last date & time stipulated in this notice shall not be considered.
 - ◆ WBPDCCL reserves the right to reject any or all tenders at any time during the Tendering Process at its sole discretion.
 - ◆ Issuance of tender paper will not ascertain the qualification of the Bidder.
 - ◆ Minutes of Pre-bid discussion will be treated as a part of Tender Documents.
 - ◆ Minutes of Pre-bid discussion is to be signed by the attending authorized representative of the bidder.
 - ◆ Jurisdiction regarding this contract is limited to State of West Bengal as per provisions of Statutes.
 - ◆ Any offer at any stage of evaluation may be rejected and the Bid Guarantee shall be forfeited at the sole discretion of WBPDCCL in case of submission of any false document in support of credential [financial or technical] of the bidder.

Corporate Office: Bidyut Unnyan Bhaban, Block- LA, Plot No.3/C, Sector-III, Salt Lake City, Kolkata-700098.
Phone:2339-3100/3200,2335-0571, Fax :-2339-3186/3286,2335-0516

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- ◆ No deviation is allowed in respect of any terms & conditions detailed above and appended in the tender paper.
- ◆ Any tender having such deviation expressed anywhere in the bid may be liable for rejection.
- ◆ Offer as a whole [price bid] should be prepared with due consideration of bid documents.

Encls:

- (1) **Annexure-I: Price List (to be quoted separately)**
- (2) **Annexure-II: General Terms and Conditions of Tender.**
- (3) **Annexure-III: General Terms and Conditions of Contract.**
- (4) **Annexure-IV: Special Terms and Conditions.**
- (5) **Format-I: Particulars of Contractor.**
- (6) **Format-II: Statement of PF to be submitted with monthly Bills**

[M. K. Bhakta]
Dy. Gen. Mgr.
(Mat. & Cont.)
BkTPP/WBPDCL