



# The West Bengal Power Development Corporation Limited

(A Government of West Bengal Enterprise)

## Bidyut Unnayan Bhaban

3/C, LA - Block, Sector- III, Bidhannagar, Kol-700098

**NIT. No.: WBPDC/Tend-Adv/CC/17-18/20/Corp**

**Date:11.04.2017**

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 **Providing Services at the WBPDC Corporate Guest House** at Bidyut Unnayan Bhaban, Plot 3/C, LA- Block, Sector –III, Bidhannagar, Kolkata- 700 098.

### 1. Description of the Manpower to be deployed:-

Sl. No.(1)	Guest House Supervisor (Male)	-	01
Sl. No.(2)	Guest House Attendant–cum-Helper (Male)	-	04
Sl. No.(3)	Karmibandhu-(Male)	-	02

The Manpower to be deployed by the Agency under the scope of this contract should have prior experience and expertise in relevant jobs. The credential of the deployed personnel to be submitted to the Corporate Communications Department before mobilizing them for the subject job.

However, the number of personnel deployed for different categories as mentioned above, may increase or decrease if required at the sole discretion of the Management.

### 2. Eligibility Criteria:

- The Agency / Company must have experience in Hospitality services by deployment of Personnel of minimum 10 nos., in a single contract, at least for one year during last 3 (three) years under any Government Organizations / Undertakings / Corporate House/ Hospitality Industry (to be supported by the Performance Certificate of end User).
- The Agency/Company must have minimum 03 (three) years experience in providing Housekeeping services and in Hospitality area, independently.
- The Agency must have PF Establishment Code, allotted by RO/SRO.
- The Agency must have ESI Registration.
- The Agency must have valid Trade License.
- The Agency must have valid Professional tax registration and Service Tax Registration Certificate, PAN card issued by Income Tax Dept. & IT return for last 3 financial years (last FY being 2015-16).
- The agency must have current Professional Tax Return, Service Tax Return and latest PF challan.
- Sound Financial condition supported by positive net worth for the last 3 (three) years. Average net worth for the last 03 financial years should be positive (Last 03 financial years being 2015-16).
- Average Annual Turnover of Rs.3 lakhs (Rs. Three lakhs) during the last 3 financial years (2015-16).
- The agency must be ISO-9001:2008 certified.

3. **Issuance of Tender Document:** Tender document will be issued on the basis of written application addressed to the Director (HR), WBPDCCL at the above address from **11.04.2017** to **03.05.2017** 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.
4. **Cost of Tender Document:** Rs.1,000/- (Rupees One thousand) only [Non-refundable] as mentioned above by Cash only.
5. **Earnest Money:** The Earnest Money of Rs.30,000/- (Rupees Thirty thousand) in the form of Demand Draft / Pay Order drawn on any Nationalized Bank / Schedule Bank in favour of the **“The West Bengal Power Development Corporation Limited”**, is to be deposited along with tender paper (Earnest Money: Step-I), in a separate sealed envelope. Any tender without E.M. shall be summarily rejected. Earnest Money of unsuccessful Tenderers will be refunded on finalization of Contract. **No interest will be payable** by the Corporation on the above Earnest Money.
6. **Contract Period:** The period of contract shall be for 12 (Twelve) months with a provision for extension of further 06 (Six) months with same terms and conditions, depending upon the satisfactory performance towards execution of the contract and as per the discretion of the Corporation.
7. **Pre-Bid discussion:** On **05.05.2017** at **03:00 P.M.** in presence of attending intending tenderer. The clarification(s) / decision(s) against point / query as would be given by 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 **03.00 P.M.** of **11.05.2017** 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 at the above address.
9. **Opening of Tender:** Step-I i.e. Earnest money and Step - II i.e. Qualifying requirement will be opened on **12.05.2017** 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 **19.05.2017** 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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