



**Government of West Bengal**  
**Public Enterprises & Industrial Reconstruction Department**  
**2<sup>nd</sup> Floor, Silpa Sadan, 4, Abanindranath Tagore Sarani (Camac Street),**  
**Kolkata- 700016**  
**email id- peir15112019@gmail.com**

No.903-PEIR-11/38/2023-ESTT SEC-PEIR

Date: 24.08.2023

**NOTICE INVITING e-TENDER**

Notice Inviting e-Tender No. 03/PEIR/23 dated 23.08.2023

of the Department of Public Enterprises & Industrial Reconstruction, West Bengal

**(Submission of Bid through online e-Tender system through <https://www.wbtenders.gov.in>)**

The Department of Public Enterprises & Industrial Reconstruction, West Bengal on behalf of the Governor to the State of West Bengal is seeking e-Tenders for contracted job work of Sweeping and Washing & Cleaning of the entire premises of the Department of Public Enterprises & Industrial Reconstruction at Silpa Sadan, 4, Abanindranath Tagore Sarani (Camac Street), Kolkata- 700016. Online bids through e-Tender portal are invited only from bonafide Service Agencies having experience in the field of the job work as per the following tender schedule which includes mandatory compliance with all of the Terms & Conditions for undertaking the job work as described above under this Department in the location as specified above.

**Tender Schedule**

**1. Job Work Specifications**

There should be immediate sweeping, cleaning as and when required, besides two routine swabbing / mopping daily, one to be completed within 9 a.m. in the morning and the other to be done during recess at 1.30 p.m. in the afternoon within the eight hours working period from 8 a.m. to 4 p.m. and other works as detailed below.

**A. Sweeping of floors, pathways, staircases, and other related surfaces:**

Sweeping of floor of the office area, passages, pathways, staircase (used by officials of the PE & IR Department), open areas, passage etc. adjacent to this Department to be wet swept/wiped with cleaning agent on every working day.

**B. Cleaning of Toilets and wash Basins:**

Cleaning of toilet and wash Basins with disinfectant and cleaning agent to be done on every working day.

**C. Dusting, washing and cleaning of furniture, waste paper baskets, doors, window panels, window parapets, window curtains ceiling fans & other electrical fittings, cabinets, almirahs, optimizer and other equipments etc.:**

- i) Dusting and cleaning of furniture, waste paper baskets, cobwebs, soots from the walls & ceiling to be done on every working day.
- ii) Dusting and cleaning of doors, window panels, window parapets, electrical fittings and other equipments to be done once every week.
- iii) Dusting and cleaning of fans, cabinets, almirahs and optimizer etc. to be done fortnightly.
- iv) Cleaning of Store and optimizer room to be done once every week and dusting of files to be done once in every two months.
- v) Washing of window curtains to be done once in every two months.

Any other related work assigned to be done as per requirement of the office.

#### **Provision of cleaning materials and cleaning and sweeping tools**

All types of necessary cleaning materials as well as tools like broom-sticks, swabs, soap, phenyl, detergent, disinfectant, buckets and other necessary tools fitted for the purpose are to be provided by the Agency/ Contractor.

#### **General Terms & Conditions**

- I) Offered rate should remain valid for a period of ONE YEAR FROM THE DATE OF ACCEPTANCE OF TENDER OR EXECUTION OF THE CONTRACT AGREEMENT whichever is later. The period of contract may be extended for a period, as deemed fit by accepting authority.
- II) Necessary Earnest Money Deposit (EMD) along with mandatory documents in Statutory & Non-Statutory cover are to be uploaded for participation in the tender.
- III) After publication of the abridged e-N.I.T. in the newspapers, detailed NIT along with terms & conditions, BOQ (Bill of Quantities) may be obtained from the Website <http://www.wbtenders.gov.in> and [www.peir.wb.gov.in](http://www.peir.wb.gov.in) for online submission by bidders.
- IV) The Technical Bid / proposal is to be submitted in two parts. The two parts of the proposal are:

##### **Part – 1: Technical proposal**

- a) Folder 1: Pre-qualification documents submission by Bidder
- b) Folder 2: Technical Details submission by Bidder

##### **Part – 2: Financial proposal**

#### **Eligibility criteria for participation in the tender – Pre-qualifying Documents**

The tenderer must possess the requisite capability as detailed below in providing the services necessary to meet the requirements as described in the Tender documents. Tenders must be complete in all respects and should cover entire scope of works as stipulated in the Tender documents. The invitation of bid is open to all tenderers who qualify under pre-qualification eligibility criteria as given below:

| Sl. No. | Eligibility Criteria   | Documents required  |
|---------|--|---|
| 1       | The Tenderer should be a Registered Firm (Proprietary or Partnership)/ Cooperative Society/ SSI Unit/ Company under The Companies Act 1956 or 2013/Society under The Societies Registration Act, 1961 or bona-fide corpus must be registered | <ol style="list-style-type: none"> <li>i. Valid documentary proof of Trade License/ Enlistment Certificate/ Registration Certificate from Competent Authority, copy thereof</li> <li>ii. GST Registration Certificate, copy thereof</li> <li>iii. Copy of PAN/ TAN</li> <li>iv. Copy of Latest IT Return FY- 2021-22/ AY 2022-23</li> </ol> |

|    |  |   |
|----|--|---|
|    | with appropriate authorities for all applicable statutory duties/taxes.  | v. Valid Profession Tax Clearance Certificate, copy thereof.  |
| 2  | The bid can only be submitted by an established concern that has both experience and credential of at least 2 (two) completed years in same/similar activities with a minimum work value of Rs. 3,00,000/- (Rupees Three Lakh only). | <ul style="list-style-type: none"> <li>i. Copy of Supply Order(s) by authorized signatory of Competent Authority clearly validating same/similar activities.</li> <li>ii. Completion Certificate(s) confirming previous experiences.</li> <li>iii. Copy of Audited P/L A/c for financial year 2021-22 and copy of Balance Sheet for the year ended 31.03.2022 for which the credential is submitted validating the minimum Annual value of work undertaken.</li> </ul>  |
| 3. | The Tenderer shall not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of Government Agency.   | Declaration in this regard by the Authorised Signatory of the tender on Official under Letterhead of the Firm/ Agency/ Company/ Contractor.   |
| 4. | Earnest Money Deposit  | <ul style="list-style-type: none"> <li>i. No Exemption of Earnest Money Deposit is allowed in respect of this e-Tender.</li> <li>ii. <b>Earnest Money Deposit Rs. 6,000/- (Rupees Six thousand) only.</b></li> <li>iii. Earnest Money Deposit has to be done only through e-payment system of the <a href="http://wbtenders.gov.in">wbtenders.gov.in</a> payment gateway. EMD submitted in any other form will not be accepted and the Tender would be summarily rejected. Proof of submission of the EMD has to be uploaded in the e-Tender bid.</li> <li>iv. The EMD of successful bidder will be treated as performance security.</li> </ul> |

**The Tenderer must fulfill the above eligibility criteria/ pre-qualification conditions to technically qualify as a bidder for consideration of Financial Bid.**

Technical bid fulfilling the pre-qualification conditions only will be evaluated by the authority. Evaluation for finalization of financial bid is to be done on rates quoted on individual items only as per Bill of Quantity (BOQ) attached. Bid of Tenderer not fulfilling the pre-qualification conditions given above will be summarily rejected. In such case the Financial Bid will not be opened or entertained. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances. The authority reserves the right to verify/confirm all original documentary evidence submitted by vendors in support of above mentioned clauses of eligibility criteria before finalization of the tender.

**V) The accepted tender when properly contracted shall remain valid for a period upto 1 (one) year from date of execution of the Agreement of Contract.** The period of contract may be extended for a period, as deemed fit by accepting authority.

**Security Deposit:**

The successful bidder will have to deposit security money of Rs. 10,000/- (Rs. Ten thousand) only in Demand Draft/Term/Fixed Deposit receipt on any Nationalized Bank in favour of the OSD & DDO, Department of Public Enterprises & Industrial Reconstruction, West Bengal.

The security money deposit is liable to be forfeited for non-performance of the job work at any point of time within the stipulated timeframe of Contract.

Partial deposit and/or previous deposit of security money will not be accepted.

Security money deposit will be refunded after successful completion of the tenure as per Contract Agreement.

**Tender Schedule - Date & Time Schedule:**

| Sl. No. | Particulars  | Date & time                                     |
|---------|--|---|
| 1       | Date of uploading of eN.I.T. & other Documents (online) (Publishing Date)      | 25.08.2023                                      |
| 2       | Documents download start date (online)   | 25.08.2023 at 2.30 p.m.                         |
| 3       | Bid submission start date (online)   | 28.08.2023 at 2.30 p.m.                         |
| 4       | Bid submission closing date (online)   | 11.09.2023 at 2.30 p.m.                         |
| 5       | Bid opening date for Technical proposal (online)                               | 11.09.2023 at 3.30 p.m.                         |
| 6       | Date of uploading of list of Qualified Bidder in respect of Technical Proposal | To be notified through system generated message |
| 7       | Date for opening of Financial Proposal (online)                                | To be notified through system generated message |

**Contact Person:** Shri Panchanan Manna, Deputy Secretary  
Public Enterprises & Industrial Reconstruction Department  
4, Abanindranath Tagore Sarani, 2<sup>nd</sup> Floor, Silpa Sadan  
Kolkata- 700016  
Mobile no.- 8910743291

**Instructions to e-Tenderers:**

The Tenderers shall bear all costs associated with the preparation and submission of its bid and the authority will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the bidding process.

**Tender Documents:**

The services required, bidding procedures and contract terms are prescribed in the bidding documents. The Tenderer is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required and/or false/incorrect information and /or submission of bid not substantially responsive to the bidding documents in every respect will be at the Tenderer's risk and may result in rejection of its bid. Tenderers are advised to submit bids based strictly on the terms & conditions and specifications contained in the Tender Document and not to stipulate any deviations. **Each Tenderer shall submit only one bid. A Tenderer who submits more than one bid will be rejected from participating in the current tender and NO alternative bid will be accepted.**

**Procedure for submission of Bids:**

Each agency is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on



payment of requisite amount. Details are available at the website stated in this N.I.T. page 1 above. DSC is given as a USB e-token. The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in this N.I.T. page 1 above using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

**Submission of Tenders:**

Tenders are to be submitted online in the website <https://www.wbtenders.gov.in/>, two folders at a time for such work, of which one is the Technical Proposal & the other is the Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded in the form of virus free scanned copy duly Digitally Signed. The documents will thereafter get encrypted (transformed into non readable formats) to ensure confidentiality.

**Technical Proposal:**

The Technical proposal should contain scanned copies of the following in two covers (folders) – Statutory & Non-Statutory and submitted online.

**Statutory cover should contain the following documents duly uploaded:**

1. Signed (signature on each page with seal) and scanned copy of NIT (Downloaded from the e-Tender portal).
2. Scanned copy of duly filed up Format I – Declaration of Acceptance of Terms and Conditions.
3. Self-declaration of Tenderer/ Authorised Signatory of the Tenderer on Official Letterhead of the Firm/ Agency/ Company that the Organization is not blacklisted for any fraudulent and/or non-compliance of Contract in respect of any previous occasion

**Non-statutory Cover should contain the following documents:**

The tenderer must upload the following documents:

| Sl. No. | Sub Category     | Documents required   |
|---------|------------------|--|
| 1       | TENDERER PROFILE | <ol style="list-style-type: none"> <li>1. Valid documentary proof of business through valid Trade License/ Enlistment Certificate/ Registration Certificate from Competent Authority duly self-attested by authorized signatory of the Organization.</li> <li>2. Self-attested copy of valid GST Registration Certificate</li> <li>3. Self-attested copy of PAN/ TAN</li> <li>4. Self-attested copy of latest IT Return of FY 2020-21 AY 2021-22</li> <li>5. Self-attested copy of valid Profession Tax Clearance Certificate</li> </ol> |
| 2       | CREDENTIAL       | <ol style="list-style-type: none"> <li>1. Work Order(s) by authorized signatory of Competent Authority.</li> <li>2. Completion Certificate(s) confirming previous experiences.</li> <li>3. Copy of Audited P/L A/c for financial year 2021-22 and copy of Balance Sheet for the year ended 31.03.2022 for which the credential is submitted validating the minimum Annual value of work undertaken.</li> </ol>   |

## **Financial Proposal:**

**The Financial proposal should be submitted online.** Financial proposal should contain the following document:

**Bill of Quantities (BOQ):** The Agency is to quote the rate online in the space marked for quoting rate in the BOQ exactly in units as specified and as per quantity as mentioned. Incorrect entries and deviations from standard template would not be accepted and the tender would be summarily rejected.

**BREAK-UP OF DECLARATION** - It is mandatory to provide break-up of all taxes duties and levies wherever applicable and payable.

## **Other Terms & Conditions:**

### **Duties and obligations**

1. The contractor shall have to submit the list of names of the worker deployed along with their residential addresses, two copies of passport size photographs and current NOC from the local police station of his / her residential area in original. In the event of any change of any personnel the same should be intimated to the Secretary, PE & IR Department, West Bengal (Authority) immediately and the relevant documents, as above, are to be provided. Frequent change of personnel is not at all desirable.
2. The contractor shall be held responsible for any indiscipline/ lawlessness of the personnel engaged by him/her. This may lead to premature termination of the contract. All risks of loss or damage to properties of the offices arising during, or, in consequence of the performance of the duties by the personnel engaged by the contractor shall also be the liability of the contractor and to be adjusted against his / her dues including security money deposit.
3. The authority may review the work done by the contractor in its meetings and the contractor may be required to remain present in the said meeting if a notice is served upon him with such a request. The contractor shall follow the suggestions/ decisions taken by this Department for better performance and improvement of services. The Authority shall have the right to terminate the contract in case of failure to rectify any deficiency in the services of the contractor or his/ her engaged personnel, when pointed out, within a reasonable period of time as determined by the Authority. The workers must keep their belongings at their own risk while performing their duties in the office campus. This Department will not be responsible for any type of loss, if any.
4. If a worker engaged by the contractor suffers from any accident during attending his/ her assigned duties, the compensation for the same will have to be paid by the contractor. This Department shall not be liable to entertain any claim whatsoever on this account.
5. The engaged personnel / contractor himself shall not at any time cause any disturbance at any site in or around the work place or do anything which shall cause unnecessary disturbance / inconveniencethe employees within the office premises.
6. Manpower to be engaged should not be less than 25 years of age and not more than 60 years of age.

### **Rate**

1. Providing SWEEPING & CLEANING Services, with 4 Nos. of Heads per day on single shift basis for 8 Hours each on all working days of the year for SWEEPING & CLEANING purposes at

Government sanctioned Minimum Wages vide Memorandum No. 28/Stat/2RW/9/2022/LCS /JLC dated 28/07/2023 of the Office of the Labour Commissioner, Government of West Bengal.

2. The consolidated monthly charges paid to SWEEPING & CLEANING agencies shall have two parts, namely, cleaning and sweeping charge and Service Charge. Rates are to be quoted for Service Charges only by the Agency along with relevant Taxes as per extant Government Rules and Act and would remain fixed for the period of service contract.

Monthly Cleaning and Sweeping Charge is the minimum wage of the SWEEPING & CLEANING personnel and entitlements to ESI, EPF and Bonus, as may be applicable. The responsibility of payment of ESI, EPF and Bonus are to be borne by the Contractor, which shall be variable according to the variation of minimum wages stipulated by the State Govt. from time to time. 2 (two) Sets of liveries after every 6 (Six) months are to be provided to the SWEEPING & CLEANING staff by the Agency/ Contractor. The successful agency will submit the monthly bills to the Department by the 1<sup>st</sup> of every month for making payment through RTGS in favour of the selected bidder. However, payment would be released only if the bill is accompanied by the proof of following:

- a) Certified Attendance sheet
  - b) Duty roster for the succeeding month
  - c) ESI and payments.
  - d) Provident Fund Payments
3. GST should be mentioned separately in whole amount the dedicated column of BOQ. The accounting units are prescribed in the BOQ. The bidders should take care of that before submitting bid. LI will be determined on base price only without GST.
  4. The rate(s) is/are to be quoted in the specified BOQ (Bill of Quantities), in INR (Indian Rupees and Paisa), in NET in decimal coinage only.
  5. Enhancement of rate, under no circumstances, will be accepted after date of closing of on-line bid submission, whatever the reason thereafter, except any tax imposed by the Govt. Attested photocopy of Govt. Order in this respect is to be submitted while claiming such increase. However, such claim will be decided by the undersigned based upon the merit of each case.
  6. If there is any reduction of duties, such as excise duties or Govt. Tax imposed by Govt. or statutory bodies and or Price compared to the rate as on the date of tender, the benefit will accrue to the Govt.
  7. Abnormally low rate of any items quoted by the bidder in the offer without sufficient reason of such low rate, if detected will not be accepted. The undersigned reserves the right to reject any or all of the tenders at any stage without assigning any reason thereof and will not be bound to accept the Lowest Tender Rate.
  8. If the bidder quotes the rates at his will overlooking the conditions in the previous paragraph, the tender is liable for cancellation even after approval of the tender and firm will face the legal action at any time during the rate contract period.

#### **Agreement**

1. The successful bidder will have to enter into a contractual agreement with the Govt. as per standard format embodying the tender terms & conditions in Non-judicial Stamp paper worth Rs. 50/- (Rupees Fifty) only.

2. The agreement should be typed only on one side of the Stamp paper duly signed by the authorised signatory on each page. The continuing pages should be typed on conquest paper. The said format will be uploaded along with list of products tentatively approved.
3. In the event of failure to execute agreement in prescribed manner within the stipulated period by the successful bidder, earnest money deposit of such bidder will be forfeited in full. Such defaulters will forgo the right to participate in future tenders for period of minimum three years.
4. Award of Contract: On getting contractual agreement, the AOC will be provided.

#### **Payment**

1. Tax Invoice against all supplies is/are to be sent in TRIPLICATE & invariably be submitted along with the supplies for payment to the indenting officer.
2. No advance payment shall be made under any circumstances.
3. Payment shall be made on monthly basis after executing the order satisfactory in all respect and subject to availability of fund. However, no interest shall be paid to the firm in the event of delay in making payment due to whatsoever reasons. In no circumstances, delivery schedule should be affected and/or linked with the payment of outstanding bills. The payment of bills shall be withheld in case of violation of any tender clause.
4. The rates quoted shall be exclusive of Sale Tax. The Sales Tax/GST will be paid in accordance with the orders of the Govt. of West Bengal from time to time.
5. In case of bidder from outside the State of West Bengal, the ordering officer will furnish the "D" Form to the firms to enable the firm to claim exemption from Central Sales Tax as per the rules.

#### **Place of Opening of both Technical & Financial Tender Bids (online):**

Place: Public Enterprises & Industrial Reconstruction Department, 2<sup>nd</sup> Floor, Silpa Sadan, 4, Abanindranath Tagore Sarani (Camac Street), Kolkata- 700016 (Online Mode only)

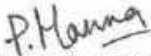
Date: As mentioned in the e-N.I.T.

All bidders are hereby requested to remain present in person (not more than 1 representative per Bidder) on the day and place of Opening of the Technical Bids. Only technically qualified bidders need to attend the Financial Bid Opening on the date to be notified subsequently.

#### **Receipt / Rejection of Bids:**

Bids will be received by the Authority as mentioned above. Tenderer must submit their proposal using Digital Signature online as per schedule mentioned in the Tender Schedule. The Authority may at its discretion extend the last date for the receipt of bids by amending the Tender Document, in which case all rights and obligation of the Authority and Tenderers previously subjected to on the last date will thereafter be subjected to the last date as extended. The Authority reserves the right to accept or reject any or all tenders without assigning any reasons whatsoever. The Bidder(s) whose Bid(s) has/have been accepted will be notified by the Tender Inviting & Accepting Authority through Letter of Acceptance along with notification through e-Tender portal.

Date: 24.08.2023

  
Deputy Secretary  
to the Govt. of West Bengal



**Format – I**

**Declaration for Acceptance of Terms & Conditions of the e-Tender vide No. / dated**

(To be submitted on original Letterhead of the Organization with Seal)

To,

The Deputy Secretary,  
Public Enterprises & Industrial Reconstruction Department,  
4, Abanindranath Tagore Sarani,  
2<sup>nd</sup> Floor, Silpa Sadan,  
Kolkata- 700016

Madam,

This is to declare that I/We have read the entire e-Tender document thoroughly and understood the Terms & Conditions as stated therein vide No. / dated . I/ We do hereby agree to comply with each and every clause of the Terms & Conditions as laid down in the instant Tender and agree to execute the Agreement of Contract if my/our tender is accepted. Failure to comply with any or all of the above terms will render my/ our Tender NULL & VOID and I/ We would have no right there upon to seek refund of the Earnest Money Deposit and all my dues may be summarily forfeited.

I/We declare that all the particulars consciously given/submitted in the Tender are authentic and true to the best of my/our knowledge and belief.

Thanking you,

Yours faithfully

Signature of Authorised Signatory  
of Tenderer with Office Seal and Date

**PRICE SCHEDULE (Financial Bid)**

| <b>Sl. No.</b> | <b>Particulars</b>  | <b>Payment @ to Unskilled personnel (Rs.)</b> |
|----------------|---|---|
| <b>i</b>       | <b>ii</b>   | <b>iii</b>                                    |
| 1              | Minimum Monthly Wage rate as per order issued by Labour Department, Govt. of West Bengal per worker                             | 9784.00                                       |
| 2              | Monthly EPF Contribution per Worker by Employer @ 13.36% of wage  | 1307.00                                       |
| 3              | Monthly ESI Contribution per Worker by Employer @ 4.75% of wage   | 465.00  |
| 4              | EDLI Contribution payable per Worker by Employer @ 0.5% of wage   | 49.00   |
| 5              | Administrative Charges under EPF payable per Worker by Employer @ 1.11% of wage   | 109.00  |
| 6              | Bonus @ 8.33% of wage subject to a maximum of Rs. 7,000/- p.a.  | 583.00  |
| 7              | Gross Statutory Monthly Emolument per worker (Rows 1 + 2 + 3 + 4 + 5 + 6)   | 12,297.00                                     |
| 8              | Number of Workers   | 2   |
| 9              | Total Statutory Monthly Emolument Payable for all workforce (Rows 7 x 8) (excluding GST)  |   |
| 10             | Total Statutory Yearly Emolument Payable for all workforce in different category (Row 9 x 12 months) (excluding GST)- Base Rate |   |

**Minimum wages as fixed by the Labour Commissioner, West Bengal from time to time shall be applicable.**

No. of manpower required to be provided.

Total Price inclusive of all statutory **obligation etc. for all the manpower.**