

WEST BENGAL BIOTECH DEVELOPMENT CORPORATION LIMITED

(A GOVERNMENT OF WEST BENGAL UNDERTAKING)

EN-24, SECTOR-V, SALT LAKE, KOLKATA-700 091

NOTICE INVITING TENDER

No. 23-WBBDC / 1E- 15 / 10 (Part-I)

Date : 19.01.2012

Sealed tenders are hereby invited afresh in cancellation of NIT No.354-WBBDC / 1E- 15 / 10 (Part-I) Dated 23.12.2011 from reputed Firms / Agencies for House Keeping Services, i.e. Cleaning, Sweeping, Electrical Line & Installation Maintenance, Generator Operation, Water Line Maintenance and Water Pump Operation for the KOLKATA BIOTECH PARK at EN-24, Sector-V, Salt Lake, Kolkata-700 091 (G + 9) building having average floor area of 3500 sq.ft.in each floor). This is a retender. The contract period will initially be for a period of one year which is extendable on satisfactory performance and mutual consent on same terms and conditions on yearly basis. The bids are to be made in two parts – in one sealed enveloped superscribed as ‘**Techno-Commercial Bid**’ (**Format-I**) giving technical and other details and the second sealed envelope superscribed as "**Financial Bid**" (**Format-II**) quoting the price. The two sealed envelopes as above will be placed in another sealed envelope superscribed as "**BID FOR HOUSEKEEPING SERVICES**". The bids shall be signed by a person duly authorized on behalf of the bidder firm and shall be sent to dropped in the box kept for this purpose at the office of the Corporation **up to 1.00 pm on 27.01.2012**. It will be opened on the same day **at 2.00 pm**.

FORMAT : I

HOUSEKEEPING SERVICES : TECHNO-COMMERCIAL BID

1) THE FIRM / AGENCY

a) **Name** : _____

b) **Regd. Address** : _____

c) **Address of Office at** : _____

d) **Contact Person's** : _____

e) **i) Name & Designation** : _____

ii) Address : _____

iii) Tel No. Landline : _____ **Mobile** : _____

iv) E-mail ID : _____

(Please enclose Photocopy)

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- 2) **Type of Firm :** _____
(Pvt. Ltd./Public Ltd./
PSU/Partnership etc.)
- 3) **PAN/GIR No. :** _____
(Please enclose Photocopy)
- 4) **Trade License No. :** _____
- 5) **Service Tax Regn. No. :** _____
(Please enclose Photocopy)
- 6) **EPF Registration No. :** _____
(Please enclose Photocopy)
- 7) **ESI Registration No. :** _____
(Please enclose Photocopy)
- 8) **Annual Turnover for the last 3 (three) years :**
(Should not be less than Rs.5.00 lakh)
- 2010-2011** _____
- 2009-2010** _____
- 2008-2009** _____

(Please enclose copies of ITR/Audited Balance Sheet)

_____ enclosed (Please specify)

- 9) **Experience of similar work in the field during the last three years**
(Should have supplied housekeeping services in reputed organizations)

N.B. : Please submit copies of documentary evidence e.g. work order, corresponding satisfactory job completion certificates from clients specifying value and period of work order

10) **Infrastructure Details**

i) **Workforce (No.)** _____ (not less than 15)

(Please enclose the list giving employee-wise name, PF No.,ESI No.)

11) **Deposit money details** **DD No.** _____ **dated** _____

Signature of Authorized Signatory

Name : _____

Designation : _____

Seal :

(Please sign in each page)

FORMAT : II

HOUSEKEEPING SERVICES : FINANCIAL BID

<u>Sl. No.</u>	<u>Designation</u>	<u>Rate per head per month</u>
1.	Sweeper	
2.	Electrician	
3.	Plumber	
4.	Supervisor	

I will abide by all the terms and conditions as in the tender notice and I understand that any deviation may invite cancellation of my tender at any stage. I also affirm that I will continue to do the work, if I am awarded, at the quoted rate for 1(One) year without praying for rate enhancement.

Signatures of Authorized Person

Name : _____

Designation : _____

Seal :

GENERAL INSTRUCTIONS TO BIDDERS

- 1) Tenders must be submitted with a refundable deposit of Rs.5,000/- (Rupees five thousand) only as A/C Payee demand draft / banker's cheque along with the tender paper. The same should be drawn in favour of West Bengal Biotech Development Corporation Ltd. Without it, the tender will not be considered.

Those firms / agencies who have participated in the earlier tender process made vide this Corporation NIT No.354-WBBDC / 1E-15 / 10 (Part-1) dated 23.12.2011 and deposited Rs. 5,000/- (Rupees five thousand) only through A/c payee demand draft / banker's cheque shall not be required to furnish the same again. However, the details of the A/c payee demand draft / banker's cheque deposited to be stated clearly.

- 2) The Firm / Agency should have an experience of at least 3 (three) years of such service.

Documentary evidence to be attached in support of the claim.

- 3) The service personnel have to be well trained, experienced, disciplined, trustworthy and well mannered. They will be treated as the employees contractors. The Corporation will not be responsible for meeting any demand that they may raise in future. An agreement covering all such point have to be signed between the Corporation and the successful tenderer.

- 4) Tenderers shall, in the Financial Bid, quote rate inclusive of all to be charged.

- 5) The Authority reserves the right to decide the number of service personnel to be engaged from time to time.

- 6) The tender must be submitted on letterhead of the Firm / Agency as per the formats provided.

- 7) The tenderer must submit documentary evidences for payment of minimum wages to the service personnel along with statutory obligations of deposits like ESI, PF etc, with the authority.

- 8) Those firms / agencies who have participated in the earlier tender process made vide this Corporation NIT No.354-WBBDC / 1E-15 / 10 (Part-I) dated 23.12.2011 and submitted all the documents as stated in this NIT shall not be required to furnish the same again. However, the details of the same submitted earlier to be stated clearly.

- 9) No payment shall be made in advance.
- 10) The Authority reserves the right to cancel any or all tenders without assigning any reason thereof .The tender may be submitted in the relevant box kept at the office of the Corporation at **EN-24, Sector-V, Salt Lake, Kolkata-700 091 up to 1.00 pm on 27.01.2012 (Friday).**
- 11) The tenders will be opened **on 27.01.2012 (i.e., the same day) at 2.00 pm.** The tenderers or their representatives may remain present at the time of opening the tenders. However, their absence will not hinder the process.
- 12) The successful tenderer shall submit complete details of the service personnel to be engaged within 7 (seven) days from the date of issuance of the order of engagement by the Corporation. It is the duty of the firm/agency to have the antecedents of the deployed personnel verified and certify to that effect. No personnel should be below 18 years and above 55 years of age. No personnel shall be engaged more than 8 hours a day.
- 13) Any negligence or indiscipline on the part of engaged service personnel, whether resulting in any loss to the Corporation or not, if found at any stage, may attract penal measures.
- 14) In case of dispute, the decision of the Authority shall be final.
- 15) The Authority reserves the right to cancel any or all tenders without assigning any reason thereof.

Sd/-

Managing Director

W.B. Biotech Development Corporation Ltd.