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WEST BENGAL STATE SEED CORPORATION LIMITED

(A Govt. of West Bengal Company)

Regd. Head Office : 4, Gangadhar Babu Lane, (5th Floor), Kolkata – 700 012

Memo No. :

/WBSSC

Date : -

Notice Inviting Tender

Tender Reference : WBSSCL/MD/KOL/NIT- 04/2017-18

Sub: Security and House Keeping Services

WBSSCL invites Tenders from the bonafide and reputed companies for Security and House keeping services in the Office Building Premises of our Head Office at 6, Ganesh Chandra Avenue, 5th Floor, Kolkata-700013.

Date of opening of the Tender : 24.05.2017

Last Date of submission of Tender : 24.05.2017 up to 2 P.M.

Date of closing of the Tender : 24.05.2017 at 3 P.M.

The details of the terms and conditions of the tender are available in the Head Officer(cash counter) from 17th to 19th May,2017 and 23rd and 24th May,2017 and can also be downloaded from website : www.wbsscl.com.

MANAGING DIRECTOR
WEST BENGAL STATE SEED CORPORATION LTD.

Memo No. _____

Date _____

Copy forwarded for information and necessary action :

1. General Manager/Finance & Accounts Officer/ Company Secretary, WBSSC Ltd.
2. M/s Calcutta Communication Media, Commerce House,2A Ganesh Chandra Avenue(8th Floor) Room No.6, Kolkata-700073. They are requested to arrange publication of the above advertisement positively within 17th May, 2017 in Bengali version in display column in “Bartaman Patrika” and in English newspaper “ The Millenium Post.” The bill as per I&CA rate for the same is required to be submitted along with the copy of the Publication for making payment.
3. Senior Assistant (Store), WBSSC Ltd.
4. Notice Board of this office for wide circulation
5. M/s Tech Conjurer, 18C, Ananda Palit Road,Kolkata-700014 for uploading in the website.

MANAGING DIRECTOR

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Tenders are hereby invited from the bonafide and reputed companies for Security and House keeping services in the Office Building Premises of our Head Office at 6, Ganesh Chandra Avenue, 5th Floor, Kolkata-700013.

2. Details of the Tender are given below:

2.1	Last Date & Time of Submission of Bid	24.05.2017 up to 2 P.M.
2.2	Date, Time & Venue of Opening of Tenders	24.05.2017 at 4 P.M.
2.3	Type of Tender	Financial
2.4	Date, Time and Venue of Opening of Financial Bid	24.05.2017 at 4 P.M.
2.5	Bid Validity	90 days from the Date of Technical Bid Opening
2.6	EMD	10% of the Total value of the bid
2.6	EMD Validity	90 days from the Date of Technical Bid Opening
2.7	Security Deposit(SD) /Performance Bond (PB)	6% of the Total Contract Value
2.8	Validity of SD/PB	60 days after the Expiry of the Contract
2.9	Contract Duration	12 Months from the Date of Awarding Contract with Provision for Termination with 15 days Notice.The Contract may be extended for further one year subject to satisfactory performance.

3. Scope of work, Format of bid and Terms and conditions of the tender is enclosed as per the following details:

3.1	Eligibility and experience criteria	Annexure- I
3.2	Scope of work	Annexure- II
3.3	Working hours and criteria for minimum number of staff	Annexure- III
3.4	List of Hardware to be used and their frequency	Annexure- IV
3.5	List of chemicals, Toiletries and consumables	Annexure- V
3.6	Terms and conditions	Annexure- VI
3.7	Instruction to Bidders	Annexure- VII
3.8	Financial Bid	Annexure- VIII
3.9	Fb-Cost synopsis	Annexure- IX

The prospective bidders are free to inspect the premises i.e. at 6, Ganesh Chandra Avenue, 5th Floor, Kolkata-700013 on any working day during tender period between 10.00 hours to 13.00 hours.

**MANAGING DIRECTOR
WEST BENGAL STATE SEED CORPORATION LTD.**

Memo No. _____

Date _____

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MANAGING DIRECTOR

Annexure-I

Eligibility and Experience Criteria

1. Any individual, sole proprietorship firm, Partnership firm, Public Limited or Private Limited Company having office in India can submit quotation subject to the satisfaction of other eligibility criteria in terms of organization, infrastructure, experience and availability of requisite skilled manpower. Necessary supportive documents shall be submitted.
2. The service providing agency shall have minimum Annual turnover of Rs. 20 lakhs in any of the three preceding financial years. Necessary documents viz, Audited Financial statements and IT Return and IT Clearance should be submitted along with the quotation in support of the same.
3. The service provider should have sufficient experience in providing security and housekeeping services in Government, Public sector or reputed Private Sector offices during the last three financial years. Experience certificate clearly indicating i) name of the organization ii) period of work iii) the value of work iv) nature of work carried out by the agency should be submitted in support of experience.
4. The service provider should have the requisite infrastructure, trained and skilled manpower and machinery and equipments as indicated in the quotation for mechanized cleaning of the premises.
5. The service providing agency should have registration/ certificates from Government authorities towards incorporation of the firm, labour license, EPF License/registration, Service Tax registration and registration from other Tax authorities, PAN/TIN etc.
6. The service provider should not have been blacklisted by any Central/State Government agency.

Annexure-II**Scope of Work**

Sl. No.	Details of services	Location	Frequency and schedule time
1.	Providing Security Guard in the Main Gate of the Office Building Premises	Office Building Premises at 6, Ganesh Chandra Avenue, 5 th Floor, Kolkata-700013 (Around 4000 sq.ft. carpet area)	Daily on all working days from 8.30 A.M. to 8.30 P.M.
2.	Proper and efficient sweeping and cleaning of the entire floor of the Head office premises	Office Building Premises at 6, Ganesh Chandra Avenue, 5 th Floor, Kolkata-700013.	Daily on all working days. Work to be completed before 10.30 A.M.
3.	Proper and efficient cleaning of toilets with water, Vim, Harpic etc.	All common toilets(3) and attached toilets(2)	Two times on all working days. Work to be completed i) before 10.30 A.M. in the morning ii) at 3 P.M. in the afternoon
4.	Proper and efficient sweeping, mopping using cleanzo, dusting /wiping of all items within the room	Office Building Premises at 6, Ganesh Chandra Avenue, 5 th Floor, Kolkata-700013.	Daily on all working days. Work to be completed before 10.30 A.M.
5.	Proper and efficient cleaning and swabbing of false ceilings, reception desks and all other accessories like doors, window panes, grills, iron gates etc.	Office Building Premises at 6, Ganesh Chandra Avenue, 5 th Floor, Kolkata-700013.	Once in a month.
6.	Cleaning of chairs, sofa, cabinets etc.	Office Building Premises at 6, Ganesh Chandra Avenue, 5 th Floor, Kolkata-700013	Once in a week
7.	Providing and fixing disposable polythene bags in the buckets placed in rooms and toilets.	Office Building Premises at 6, Ganesh Chandra Avenue, 5 th Floor, Kolkata-700013	Daily on all working days
8.	Proper and efficient disposal of office waste in the dustbin provided by the office	Office Building Premises at 6, Ganesh Chandra Avenue, 5 th Floor, Kolkata-700013	Daily on all working days
9.	Feedback of the completion of work or performance Report to be certified by the office authorities	Office Building Premises at 6, Ganesh Chandra Avenue, 5 th Floor, Kolkata-700013	Daily on all working days

Annexure-III

Working Hours and criteria for Minimum number of staff

1. The Security staff shall report for duty at 8.30 A.M.in the Head office premises of the Corporation. The House keeping staff are to report for duty at 8.30 A.M. so that the cleaning work can start early in the morning and completed before 10.30 A.M.
2. The normal working hours of the Security Guard at the Main gate is from 8.30 A.M. to 8.30 P.M.
3. The entire floor of the Head Office Premises, toiletsand bathrooms, rooms without locks and other facilities shall be cleaned and kept ready for occupation before 10.30 A.M.
4. Comprehensive cleaning of the entire office building shall be undertaken at least once in a week either on Saturdays or Sundays as and when required by the Corporation.

Minimum Number of work Force to be deployed

1. The minimum number of House keeping staff should be deployed by the service provider on cleaning work in suitable shifts only on the agency's own arrangement so that the entire work is taken care of on regular basis.
2. The agency shall also provide details of the wages payable to their work force.

Annexure-IV

List of Hardware to be used and their frequency

Sl. No.	Description of Items	Frequency
1.	Soft Broom	Daily
2.	Hard Broom	Daily
3.	Floor Duster	Daily
4.	Table Duster	Daily
5.	Garbage Bag	Daily
6.	Wiper	Daily
7.	Bucket	Daily
8.	Disposable bags	Daily
9.	Room freshner	Daily
10.	White Deodorant	Daily
11.	Disinfectant/Cleaning liquid	Twice a day
12.	Liquid soap	Alternative days
13.	Sanitary cube	Weekly
14.	Naphthalene ball	Once in a month
15.	Cleaning powder	Weekly
16.	Harpic for toilet flush	Weekly
17.	Urinal cubes	Once in a month
18.	Flush mate	Once in a month
19.	Washing powder	Weekly
20.	Air freshner	Once in a month
21.	Colin for cleaning glass, furniture, computer etc	Once in a month
22.	Dettol Hand wash	Once in a month

Annexure-V

List of Chemicals, Toiletries and Consumables to be used

Sl. No.	Description of Items	Brand
1.	Disinfectant/Cleaning liquid	Lizol/Finiyle
2.	Sanitary cube	Homocol
3.	Liquid soap	Homocol
4.	Naphthalene ball	Bengal Chemicals
5.	Room freshner	Premium
6.	Cleaning powder	Vim or Surf
7.	Liquid for cleaning glass,furniture, computer etc	Colin liquid
8.	Chemical for toilet flush	Harpic
9.	Air freshner	Odonil
10.	White Deodorant	Metropole/Bengal Chemicals
11.	Urinal cubes	Homocol
12.	Flush mate	Harpic
13.	Dettol Hand wash	Dettol
14.	Washing powder	Surf Excel/Airel
15.	Soft Broom	Standard Quality
16.	Hard Broom	Standard Quality
17.	Floor Duster	Standard Quality
18.	Table Duster	Standard Quality
19.	Garbage Bag	Standard Quality
20.	Wiper	Super
21.	Bucket	Standard Quality
22.	Disposable bags	Standard Quality

Annexure-VI

:: TERMS AND CONDITIONS ::

1. Any individual, Sole Proprietorship Firm, Partnership Firm, Public Limited Company or Private Ltd. Company having an office in India can bid subject to the satisfaction of other eligibility criteria in terms of organization, infrastructure, experience and availability of requisite skilled manpower. Necessary supportive documents shall be enclosed to the bid.
2. The Service Provider should have a minimum annual turnover of Rs. 20 lakhs in any one of the three previous financial years. Necessary supporting documents shall be enclosed to the bid with audited accounts/ Balance Sheet by a Chartered Accountant and IT Return and IT Clearance Certificate.
3. The Service Provider should have completed at least one housekeeping project of only (exclusively) office complexes having minimum value of Rs. 5 lakhs or 2 works of at least 3 lakhs each or 3 works of at least Rs. 2 lakhs each during the last three financial years in Government/ Public Sector /Reputed Private Sector.
4. Experience Certificate clearly indicating (i) Name of the Organisation (ii) Period of work (iii) the value of the work (iv) whether that contract was for a housekeeping complex (exclusively) should be submitted in support of experience. This experience certificate should be duly signed by an officer not lower to any authority than Managing Director/Director or equivalent in respect of Public Sector/Reputed Private Sector.
5. The Service Provider should have the requisite infrastructure i.e. trained and skilled manpower and machinery and equipments, as indicated in the tender, for mechanized cleaning of the premises, regulation of traffic and maintenance of parks and planters.
6. The Service Provider should have all connected Registrations/Certificates from Government Authorities towards incorporation of the firm, Labour Licence, EPF Licence/Registration, Service Tax and other Tax/Duties Registration, etc. The bidder shall also possess PAN/TIN etc. connected to Income Tax. All supportive documents should be attached with the technical bid.
7. The Service Provider should not have been blacklisted by any Central/State Government Agency. Affidavit in support of the same should be furnished.
8. The service tax and any other tax on material in respect of the contract shall be payable by the tenderer and the Corporation shall not entertain any claim whatsoever in this respect.
9. The Corporation reserves the absolute right to accept or reject any or all tender without assigning any reason thereof.
10. The contract would be initially for a period of 12(twelve) months starting from the date of execution of the agreement. If the tenderers's service is found satisfactory, the contract with the service provider may be extended upto three years on year to year basis with mutual agreement. However, if any deficiencies are noticed during the currency of the contract period or any contractual dispute, the contract can be terminated by giving one month's notice.

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13. The Corporation reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of Corporation for any justifiable reasons, not mandatory to be communicated to the tenderer.
14. After awarding the contract, the service provider shall enter into an agreement for performance of the contract with the Corporation.
15. If the contract is terminated on the grounds of deficiencies during the currency of its tenure or its extended tenure, if any, the Corporation shall have all rights to make alternative arrangements for a period of 45 days from the date of such termination or till a new quotation is finalized whichever is earlier and the difference in cost, if any shall be borne by the agency.
16. The service providing agency shall ensure that all cleaning work is completed before the commencement of office hours i.e, 10.30 A.M. In no case the garbage should be allowed to be accumulated in the corridor and the garbage generated should be deposited in the nearest available dustbin from time to time. The persons deployed on duty shall be available in the premises throughout the five working days a week in uniform. However, sometimes the work may have to be carried out on Saturday and Sunday also due to exigencies, for which no extra amount shall be admissible.
17. The rate quoted by the agency shall be fixed for the period of the contract and no request for any change/ modification shall be entertained before expiry of the period of the contract unless the same is unwarranted for enforcing statutory instructions like revised minimum wages issued by the concerned authority under Minimum Wages Act, 1948.
18. The personnel employed by the service provider should not have any Police record or criminal charges against them. The agency should provide duly filled police verification form of the personnel to the Corporation within fifteen days of award of the contract and the Corporation shall get them verified from the Police authorities. The service provider should also ensure that the person employed are medically fit and will keep in record a certificate of their medical fitness.
19. The personnel deployed by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to make payment of their wages every month. There is no master and servant relationship between the employees of the service provider and the Corporation and further that the said employee of the service provider shall not claim for any employment or absorption in the Corporation by virtue of their engagement for this work.
20. The service provider shall ensure proper conduct of its personnel in office premises, and enforce prohibition of consumption of alcoholic drinks/drugs, chewing of paan/Gutka, smoking, using speakers for listening to music and loitering without any work.
21. The damage caused, if any, to Corporation property through the acts of the agency and/or by its workers shall be made good by the agency and decision of the Corporation in this regard shall be final/binding.
22. The payment against the contract shall be made on monthly basis only after the performance of the agency is found to be satisfactory by the management of the Corporation and certified by the Managing Director of the Corporation.

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23. The firm shall be responsible for making timely payment of due wages to the workers employed, depositing of EPF with Employees Provident Fund Organisation. A copy of ECR indicating name of the workers with their EPF contribution will be submitted by the agency to the Corporation, as proof. If any complaint is received with regard to these matters, the action will be taken against the firm and concerned authorities will be asked to take legal action against the firm.
24. The performance of security shall be valid till all contractual obligations are fulfilled by the agency. The same shall stand forfeited in case of cancellation of the contract for any breach of contract or for any deficiency in the performance noticed during the currency of the contract.
25. The service provider should provide suitable replacement in case of absence of personnel.
26. It shall be the responsibility of the contractor that the work of providing housekeeping and security services shall be undertaken without causing any damage to properties of the Corporation. In case, any damage is caused by workers/ guards deployed by the contractor the same shall be met by the contractor. The contractor would be responsible to compensate any loss or damage to the Corporation's property caused due to theft, fraud or negligence by the staff of the contractor.
27. All essential items for security services and general cleanliness services personnel like torch, lathi, cleaning material, etc. will be provided by the agency at its own cost.
28. The contractor would ensure complete washing/scrubbing of the entire premises.
29. The daily cleaning would also include ceiling fans, window glasses, roofs, walls, chair, curtains etc. of the allotted area. The toilets shall be required to be cleaned as detailed in the scope of work.
30. The contractor would ensure regular cleaning and inspection of the entire premises.
31. The contractor/agency shall make payment of remuneration/wages to its personnel before 7th of every month. After making the payment the contractor shall raise the bill for payment of the settled amount.
32. The contractor would submit the police verification report along with the photograph and the detailed particulars of his staff deployed in the Corporation, within the 15 days from the award of work.
33. Material for cleaning work and sanitary material should be provided by the agency of good quality (as specified in Annexure), if any deficiency found, penal action will be taken against the agency.
34. The housekeeping and allied staff will put on proper and clean uniform.
35. The payment by the contractor to its personnel will be made in cheque or ECS directly to their Bank A/C. only should adhering to all the provisions of Minimum Wage Act, Provident Fund etc.
36. The housekeeping firm will be liable for any disciplinary action/penal action for not implementing the labour welfare laws as applicable and are in force during the time of execution of contract.
37. If the complaint from any contractual staff, regarding non-payment of wages is received, the payment

will be made, after making suitable recoveries from the due amount of agency.

Annexure-VII

Instruction to Bidders

1. The tender in sealed cover should be marked as Security and House keeping services and shall be addressed to the Managing Director, West Bengal State Seed Corporation Limited. The said tender along with attested copies of valid Trade License, P.A.N., Service Tax Return, Proof or certificate of Experience and satisfactory Performance certificate, Proof of registered office in Kolkata must reach this office within 1 P.M. on 21.05.2017.
2. The tender should be dropped in the earmarked box kept in the office premises within office hours upto 1 P.M. The tender will be opened on the same day i.e, on 21.05.2017 at 2.30 P.M. in presence of the participants.
3. The tender shall be valid for 90 days from the date of opening of Financial bid
4. The EMD shall be 5% of the total value of the bid and should be submitted in the form of a crossed Demand Draft in favour of West Bengal State Seed Corporation Limited and payable at Kolkata from any Scheduled bank. The tender submitted without EMD will not be considered. The EMD shall remain valid for a period of 180 days.
5. The Financial bid in separate envelope should be strictly as per format given in Annexure VIII. The rates quoted in Financial bid should be in both word and figure.
6. The rate quoted shall be inclusive of EPF, Service Charge and other incidental charges and all taxes applicable in West Bengal and shall be on per person per month basis.
7. The Tender received after due date will not be entertained.
8. The tenderer is being permitted to give tenders in consideration of the stipulation on his part that after submitting his tender he will not resign from his offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulation, the amount of EMD will be forfeited.
9. The agency should have its own bank account. Certified copy of the bank statement maintained for last two years issued by the bank shall be furnished along with Bank Solvency Certificate from a scheduled bank for an amount of not less than Rs. 10 lakhs. a performance security of 5% of the total value of the bid shall have to be deposited by the successful bidder in the form of Bank Guarantee from any scheduled commercial bank in favour of West Bengal State Seed Corporation Limited. The Performance security shall be forfeited for breach of any terms and conditions of the tender or if it is found unsatisfactory at any time during the contract period that the services provided by the agency is unsatisfactory.
10. There should be no legal suite/criminal case pending or contemplated or legal notice having been served to this effect against the proprietor of this agency or any of its Directors (in case of Private Limited Company) on grounds of moral turpitude or for violation of any of the laws enforced and should be not be blacklisted by any Government Organization.

Annexure-VIII

Tender Notice for Housekeeping and Security services in the Corporation

Financial Bid

Name of the Work	Rate per month
Housekeeping Services & Security services for the Corporation as per the details given in the Tender Document	Rs. _____ in figures Rupees _____ In words

Annexure-IX

Tender Notice for Housekeeping and Security services in the Corporation

Financial Bid

Cost Synopsis

1	Total cost of Safai Karamcharis deputed for work per month	
2	Total number of Supervisor for cleaning services offered	
3	Wages per month per Supervisor	
4	EPF contribution per Supervisor	
5	ESI contribution per Supervisor	
6	Service Charges per Supervisor	
7	Total cost on Supervisor deputed for work per month	
8	Total number of Manager for cleaning services offered	
9	Wages per month per Manager	
10	EPF contribution per Manager	
11	ESI contribution per Manager	
12	Service Charges per Manager	
13	Total cost on Manager deputed for work per month	
14	Total cost on Chemicals, Toiletries, Consumable and Stores per month as offered, including taxes, if any	
15	Total cost on utilization of Machinery & Equipment as offered , including taxes, if any	
16	Total cost on Pest/Rodent control on periodically including taxes, if any	
17	Total cost for lifting of garbage out of the Corporation everyday including taxes, if any	
18	Total cost on Supervisor deputed in the Corporation	
19	Grand Total for the Entire Work	