



WEST BENGAL STATE SEED CORPORATION LIMITED

(A Govt. of West Bengal Company)

Regd. Head Office : 6, Ganesh Chandra Avenue(5th Floor), Kolkata – 700 013

Memo No. : 1130 / WBSSCL

Date : 08/09/2026

Notice Inviting e-Tender

Tender Reference : WBSSCL/MD/KOL/NIT-08/2026-27

Sub: Selection of Agency / Company for providing 2 nos. Unskilled House Keeping Staff for WBSSCL, Head Office, Kolkata.

The WBSSCL invites e-Tenders from the bonafide and reputed agencies / companies for two nos. Unskilled House Keeping Staff in the Office Building Premises of our Head Office at 6, Ganesh Chandra Avenue, 5th Floor, Kolkata-700013.

1. Details of the e-Tender are given below :-

i	Date of Publishing and download start date and time	09.09.2026 at 6.55 P.M.
ii	Bid Submission start date(Online)	09.09.2026 at 6.55 P.M.
iii	Date of Pre-Bid meeting	15.09.2026 at 1.00 P.M.
iv	Bid Submission(Closing date)	28.09.2026 at 1.00 P.M.
v	Bid opening date for Technical Proposal	30.09.2026 at 2.00 P.M.
vi	Date of uploading of technically qualified bidders list	To be communicated later on

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

2.1	Eligibility and experience criteria	Annexure- I
2.2	Scope of work	Annexure- II
2.3	Working hours and criteria for minimum number of staff	Annexure- III
2.4	List of Hardware to be used and their frequency	Annexure- IV
2.5	List of chemicals, Toiletries and consumables	Annexure- V
2.6	Terms and conditions	Annexure- VI
2.7	Instruction to Bidders	Annexure- VII
2.8	Financial Bid	Annexure- VIII

The details of the terms and conditions of the e-tender can be downloaded from e-Portal of the Govt. of West Bengal: tenders.wb.gov.in & WBSSCL website : www.wbsscl.com.

Sd/-

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

Memo No. 1130 /1(5)/WBSSCL

Date: 08/09/2026

Copy forwarded for information and necessary action :-

1. General Manager/ Finance & Accounts Officer/Company Secretary, WBSSC Ltd.
2. Notice Board & Website of this office for wide circulation

Sd/-

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

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 manpower. Necessary supportive documents shall be submitted.
2. The service providing agency shall have minimum Annual turnover of Rs. 5 lakhs in any of the last three completed 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 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 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, Latest Trade license, Professional Tax Challan, EPF License/registration, G.S.T. 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.	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.
2.	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
3.	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.
4.	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.
5.	Cleaning of chairs, sofa, cabinets etc.	Office Building Premises at 6, Ganesh Chandra Avenue, 5 th Floor, Kolkata-700013	Once in a week
6.	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
7.	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
8.	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 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 House keeping Staff is from 8.30 A.M. to 8.30 P.M.
3. The entire floor of the Head Office Premises, toilets and 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 the entire work in suitable shifts from 8.30 A.M. to 8.30 P.M. only on the agency's own arrangement so that the entire work is taken care of on regular basis. However, the House keeping staff shall deployed during this 12 hours in such a way that no single Security Guard shall have to work for more than 8 hours a day.
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. The price to be quoted by the service provider should be based on Minimum wages laid down in the latest Circular as on date of publication issued by the Labour Department, Government of West Bengal.
2. 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 manpower. Necessary supportive documents shall be enclosed to the bid.
3. The Service Provider should have a minimum annual turnover of Rs. 5 lakhs in any one of the last three 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.
4. 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.
5. Experience Certificate clearly indicating (i) Name of the Organization (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.
6. The Service Provider should have the requisite infrastructure i.e. trained 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.
7. The Service Provider should have all Registrations /Certificates from Government Authorities towards incorporation of the firm, Labour License, EPF License/Registration, G.S.T 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.
8. The Service Provider should furnish an Affidavit in a Non Judicial Stamp paper of Rs.10/- or more containing a self declaration that “the bidder has not been convicted/blacklisted by any Government organization/semi or quasi Government organization/Corporation/GOI in the country during the last three financial years.” Suppression of facts/events happening during the period in question shall invite punishment to be decided by the Corporation along with disqualification from the bidding process.
9. The service tax and any other tax on material in respect of the contract shall be payable by the e-tenderer and the Corporation shall not entertain any claim whatsoever in this respect.
10. The Corporation reserves the absolute right to accept or reject any or all e-tender without assigning any reason thereof.
11. The contract would be initially for a period of 12(twelve) months starting from the date of execution of the agreement. If the e-tenderers’s service is found satisfactory, the contract with the service provider may be extended further for a period of maximum three months with mutual agreement. However, if any deficiencies are noticed during the tenure of the contract period or any contractual dispute, the contract can be terminated by giving one month’s notice.

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12. The Corporation reserves the right to reduce or terminate the period of contract in the interest of Corporation for any justifiable reasons, not mandatory to be communicated to the e-tenderer.
13. After awarding the contract, the service provider is required to enter into an agreement for performance of contract with the Corporation.
14. If the contract is terminated on the grounds of deficiencies during 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.
15. 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 provided by the agency. However, sometimes the work may have to be carried out on Saturday, Sunday and holidays also due to exigencies, for which no extra amount shall be admissible.
16. 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 warranted for enforcing statutory instructions like revised minimum wages issued by the concerned authority under Minimum Wages Act, 1948.
17. 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 issued by a Registered Medical Practitioner.
18. 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.
19. The service provider shall ensure proper conduct of its personnel in office premises, and enforce prohibition of consumption of alcohol
20. 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.
21. 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 management of the Corporation.
22. 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.

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23. 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.
24. The service provider should provide suitable replacement in case of absence of personnel.
25. It shall be the responsibility of the contractor that the work of providing housekeeping services shall be undertaken without causing any damage to properties of the Corporation. In case, any damage is caused by housekeeping staff 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.
26. 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.
27. The contractor would ensure complete washing/scrubbing of the entire premises.
28. 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.
29. The contractor would ensure regular cleaning and inspection of the entire premises.
30. 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.
31. 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.
32. 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.
33. The housekeeping and allied staff will put on proper and clean uniform.
34. 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.
35. 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.
36. If the complaint from any contractual staff, regarding non-payment of wages is received, the payment will be held up till the complain is withdrawn by the complainant with supporting documents.
37. No mobilization advance will be allowed to the service providing agency
38. Conditional and/or Incomplete e-tender will not be accepted under any circumstances.
39. In case of negligence in performing duty the housekeeping staff shall be immediately removed from their duties by the service providing agency.
40. The WBSSCL authority shall not be responsible or otherwise liable in any manner whatsoever to compensate for any injury or death of the housekeeping staff while on duty.
41. Price preference will be allowed for all Registered S.S.I. Units as per extant provisions of rules of the Government.
42. This e-tender shall be guided by the ethos laid down in G.O. No. 2320-F(Y) dated 07.06.2022

Instruction to Bidders**1. (A) Statutory Cover containing the following documents as laid down in their respective clauses mentioned herein with:**

- i) Attested copies of valid Latest Trade license, Professional Tax Challan, P.A.N., G.S.T. Return, Proof or certificate of Experience and satisfactory Performance certificate, Proof of registered office in Kolkata
- ii) Challans/ Documents from e-portal for submission of Rs. 5,000/- (Rupees Five thousand) towards Earnest Money Deposit (EMD) as prescribed in the N.I.T. in favour of the West Bengal State Seed Corporation Limited, Payable at Kolkata. However, exemption from payment of EMD is applicable in case of SSI Units of this State as per extant Financial rules of the Government of West Bengal. Necessary documents in this respect have to be submitted by the bidder for claiming exemption from payment of EMD.

The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. In case of quoting any rate in N.I.T., the tender is liable to be summarily rejected. The rate quoted in BOQ 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.

(B) Non-Statutory Cover containing the following documents as laid down in their respective clauses mentioned herein with:

- i) Company details
- ii) Audited P & L A/c portion (Annual Report) showing minimum Annual Turnover of Rs.5 lakhs in any of the last three completed financial years or as per NIT.
- iii) Completion certificate issued by the competent authority of any Government Department/Undertaking or Statutory body

Both Statutory and Non Statutory cover documents are eligible criteria.

- 2. The e-Tender shall be valid for 90 days from the date of opening of Financial bid for awarded of work.
- 3. The Financial bid should be strictly as per format given in Annexure VIII. The rates quoted in Financial bid should be in both word and figure.
- 4. The e-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.

5. Performance Security

Within 7(seven) days of receipt of the letter of acceptance, the Successful bidder shall deliver to the WBSSCL a Performance Security for an amount of Rs. 5,000/-(Rupees Five thousand) in the form of Bank Draft in favour of West Bengal State Seed Corporation Ltd., payable at Kolkata. Failure of the successful bidder to comply with this requirement shall constitute a breach of contract, cause for annulment of the contract, forfeiture of the bid security and the Corporation may take action.

- 6. 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.

**THE ABOVE STATED STATUTORY / NON-STATUTORY (TECHNICAL DOCUMENTS)
SHOULD BE ARRANGED IN THE FOLLOWING MANNER**

Click the check boxes beside the necessary documents in the My Document list and then click the tab “Submit Non Statutory Documents’ to send the selected documents to Non-Statutory folder.

Next Click the tab “Click to Encrypt and upload” and then **click** the “Technical” Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	PAN, GSTIN,P Tax (Challan),Trade License, IT Returns,
B.	Company Detail(s)	Organization Details	Proprietorship Firm(Trade License)Partnership Firm(Partnership Deed, Trade License)Ltd. Company(Incorporation Certificate, Trade License).
C.	Credential & other	Credential & Other	Similar nature of work done & completion certificate which is applicable for eligibility in this tender. Annual Report (P & L A/c).

Tender Evaluation Committee (TEC)

1. Evaluation Committee constituted as per Order of the Managing Director, West Bengal State Seed Corporation Limited will function as Tender Evaluation Committee for selection of technically qualified bidders
2. Opening & evaluation of tender:
If any bidder is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.
3. Opening of Technical Proposal:
Technical proposals will be opened by the Managing Director, West Bengal State Seed Corporation Limited and his authorized representative electronically from the website using their Digital Signature Certificate (DSC).
4. Intending tenderers may remain present if they so desire.
5. Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.
6. Decrypted (transformed into readable formats) documents of the statutory & non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.
7. Summary list of technically qualified tenderers will be uploaded online.
8. Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.
9. During evaluation the committee may summon the tenderers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

FINANCIAL PROPOSAL

10. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The bidder is to quote the **rate** online through computer in the space marked for quoting rate in the BOQ.
11. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the bidder.
12. Financial capacity of a bidder will be judged on the basis of information furnished.
13. Penalty for suppression/distortion of facts:
If any e-tenderer fails to produce the original hard copies of the documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.
14. Rejection of Bid:
WBSSCL reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for WBSSCL's action.
15. **Award of Contract**
 - i) The Bidder who have quoted lowest rate in respect of items mentioned in NIT and BOQ, Award of Contract will be given to him, provided he accepts in writing to execute the whole contract on the basis of item wise lowest rate (L1) quoted by him.
 - ii) The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/Letter of Acceptance.

Annexure-VII

Rate / Charges should be quoted including of under mentioned heads for providing two nos. Unskilled Housekeeping Staff in the Head Office of Corporation to be submitted in BOQ only as per table below-

Financial Bid (BOQ)

Name of the Work	Rate per head per month for 8 hours
Providing 2 nos Unskilled Housekeeping Staff for the Corporation as per the details given in the Tender Document	Total Cost per head per month (including Wages payable per head per month, EPF @13%, ESIC Contribution, Bonus, Dress, Service Charge) in Rs.
