

**Government of West Bengal
Technical Education, Training and Skill Development Department
Karigari Bhavan, Plot B/7, Action Area III,
New Town, Rajarhat, Kolkata-700160**

Abridged Notice Inviting E-Tender

e-tenders for selection of agency for providing 230 nos Gr D staff /Peon in different Government Polytechnics of the State are hereby invited from eligible bidders. Tender No being WBTET/NIT-1/2020.

Detailed NIT along with critical dates and the BOQ template for submission of digitally signed online bids will be available at <https://wbtenders.gov.in>. Corrigendum and addendum, if any, will only be available in that website. A copy of NIT is also available in Departmental website www.wbtetsd.gov.in.

Joint Secretary to the
Govt. of West Bengal

Government of West Bengal
Department of Technical Education, Training & Skill Development
Karigari Bhavan, Block -B/7, Action Area-III,
New Town, Rajarhat, Kolkata- 700160
Phone: 2324 8848, Fax 2324 7888

NIT No: WBTET/NIT – 1/2020

Dated: Kolkata, the 19th October, 2020

NOTICE INVITING Re-e-TENDER FOR SELECTION OF AGENCY TOWARDS PROVIDING 230 NOS PEON/ATTENDANT TO DIFFERENT GOVERNMENT POLYTECHNICS FOR A PERIOD OF 2 (TWO) YEARS EXTENDABLE FOR ANOTHER 1 (ONE) YEAR ON SUCCESSFUL PERFORMANCE

(Through Pre-qualification)
(Submission of Bid through online)

Department of Technical Education, Training & Skill Development, Government of West Bengal, invites e-tender from bonafide and reputed agencies for selection and deployment of Gr D staff (peon / attendant) to Government Polytechnics across the State for a period of two years extendable for another one year on satisfactory performance.

Table – 1

Sl No	Category of manpower	Cost of tender form	Earnest money
1	Gr D staff (peon / attendant) (230Nos)	NIL	Rs. 50,000/- in favour TET&SD Dept Payable at Kolkata to be deposited online through NEFT/RTGS at ICICI Bank Gateway as mentioned in G.O. No. 3975 - F(Y) dt. 28 July, 2016

In the event of e-filling, intending bidders may download the tender documents from the website: <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate.

- Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website: <https://wbtenders.gov.in>
- The Time Schedule for obtaining the Bid Documents, Pre Bid Meetings, Registration with the Tendering Authorities, the submission of Bids and other documents etc will be as per the list provided at Serial No: 16 below:
- Eligibility for Quoting:
 - The bidder should be Any reputed company having valid license from Competent Authority of Government of West Bengal under Contract Labour (R&A) Act, 1970 (document to be submitted).
 - The bidder should have credentials of execution of supply of labours during any of the last three financial years in any Department or any establishment **under any Department of the Govt of West Bengal** (document to be submitted).
 - The bidder should have labour licence for at least 100 (one hundred) manpower in a single contract (document to be submitted).
 - The bidder should have average annual turn-over of at least Rs 5 (Five) Crore during last three financial years (document to be submitted).

The documents stated under Eligibility of quoting, Non-Statutory, Statutory documents and anything mentioned in Special Terms and Conditions are essential documents and not fulfilling to submit any one of these will debar the bidder from being technically qualified.

Submission of Tender:

All tenders must be submitted online. The Tender is to be submitted in Two Bid System.

4. (a) “Bid A”

One folder for “Technical Documents” of the Tendering Firm for Participation shall contain all papers related to the essential requirements of the Tenderer for participation in the tender, viz:

Prequalification Documents:-

A. EMD and Application in the format prescribed in Annexure – I

(B)

Sl	Documents
1	Valid Trade License/R.O.C.
2	PAN Card of Company
5	Professional Tax Clearance Certificate
6	Audited Balance Sheet for three years of the Company/ Organization (2016-17, 2017-18, 2018-19)
7	Annual turn-over certificate by registered Chartered Accountant for 2016-17, 2017-18, 2018-19 F.Y. The certificate should be issued on letterhead of ay registered CA duly signed and stamped and must bear his Registration No. The certificate shall exclusively state the annual turn-over figures for the stated financial years
7	IT Return for last year i.e. for financial year 2018-19, A.Y. 2019-20
8	License from the appropriate authority of Govt of West Bengal under Contract Labour (R&A) Act, 1970
9	Credentials as stated in 3(b)
10	Licence of manpower engagement as stated (labour licence for at least 100 manpower in a single contract)
11	Registration with EPFO & ESIC
12	GST Registration No. & last submitted GST return during 2019-20, if any

a. “BID B”

- A. Another folder as “Financial Bid” shall contain the Financial Bids with the **BASE AGENCY CHARGE PER PERSON PER MONTH. THE RATE MUST INCLUDE ALL PAYABLE TAXES, DUTIES AND OTHER CHARGES ON THE TOTAL BILLING AMOUNT PER PERSON including payable taxes on bonus amount, if any.** No extra charge / tax, other than the quoted rates, will be given by the Government However, the monthly remuneration of Rs 8,000/- should not be included in the quoted rate. Besides, the employer’s contribution towards EPF and ESI will be reimbursed to the selected vendor by the Govt extra and not to be included in the quoted rate. The rates are to be put in the BOQ. The selected bidder shall be responsible to deposit contributions of ESI & EPF. The employee's contribution shall be deducted from the deployed person's honorarium and the employer's contribution will be borne by the Govt separately. The quoted rate should be valid for three years and the engagement will be made initially for two years and extendable for another one year on satisfactory performance. Conditional quitting will not be accepted.
- B. During the tender evaluation process, “BID A” will be opened first. Those tenderer who have qualified the essential requirements will be identified. On the basis of supplied documents, the Tender Selection Committee will assess the capability of the bidders of supplying the required manpower, then only their “Bid B” will be opened. The “Bid B” of those bidders failing to meet the essential requirements of participating in tender will not be opened and be rejected.
- C. The bidder quoting the lowest rate in ‘Bid B’ will be considered as successful.
- D. THE DECISION OF THE TENDER SELECTION COMMITTEE WILL BE FINAL IN THIS MATTER. THE TENDER SELECTION COMMITTEE RESERVES FULL RIGHT FOR ACCEPTANCE OR REJECTION OF ANY BID WITHOUT ASSIGNING ANY REASON.

Special Terms and Conditions:

- a. The personnel deployed has to be paid monthly fixed remuneration of Rs 8,000/- (minus employee's contribution to ESI & EPF) to be transferred to the Bank A/c of the person engaged by the selected bidder latest by 10th of every following month. The agency charge will be paid to the selected agency by this Department.
- b. Bonus: The selected agency has to pay Festival Bonus @8.33% to the deployed persons which will be reimbursed separately by the Government in due course.**
- c. Agreement: Before starting the Deployment of manpower, the successful bidder should enter into an agreement with the Principal/ Officer in Charge of the Polytechnic.
- d. The successful bidder has to supply manpower at the quoted rate for one year from the date of engagement. The Department may extend the term of engagement in the 2nd year or successive years if its performance appears to be satisfactory to the tender inviting authority and the bidder agrees to continue the service in the same rate as quoted in BOQ under same terms & conditions.
- e. The selected agency shall supply a list of persons to be engaged before engagement with their full details including identity proof (Aadhar/Voter/PAN card)
- f. The persons to be deployed should have passed at least Class VIII and must be able to read and write Bengali. The agency must produce the pass certificate to the head of the Institute where the person will be posted before engagement. Age of the deployed persons should not exceed 40 years as on 01.01.2020. However, age is relaxable for SC/ST/OBC candidates as per Government norms. Age criteria shall not be applicable for the persons performing/performed similar job in Govt Polytechnics and does not have any adverse report to the Department against him.
- g. Bids with Zero Agency Charge will be treated as unresponsive and shall be summarily rejected. Bidders quoting value lesser than the calculated amount of tax component on total billing amount must explain the break-up of calculation before the Tender Committee and will be considered as an attempt of disturbing the tender procedure and liable to rejection leading to blacklisting if satisfactory explanation is not obtained. In such case, next valid bid will be accepted as L1 and order will be placed in favour of him.
- h. The person to be deployed should have a good physique and should be capable of discharging official duties.
- i. The participating bidders should have average annual Turnover of Rs. 5 (five) crore during last three financial years.
- j. Payment of monthly wages/remuneration to the deployed Group-D must be paid latest by 10th of the successive month through Bank Transfer irrespective of receipt of fund from Govt., which will be reimbursed in due course after submission of documents of such payment.
- k. Any bidder who has been selected in any tender of this Department or any establishment under this Department but failed to execute the same anytime within last two financial years and also in current financial year without any reasonable ground are not allowed to participate. Bids from such bidders, if any, will be summarily rejected.
- l. The bidder must have GST Registration & GSTIN , Documents in this regards should be submitted. (Statutory).

5. IMPORTANT INFORMATION

Sl No	Items	Publishing Dates
1	Date of uploading of N.I.T. Documents (online)	19.10.2020
2	Documents download start date (online)	20.10.2020 (11.00 a.m.)
4	Bid submission start date (online)	21.10.2020 (9.00 a.m.)
5	Bid submission closing date (online)	10.11.2020 (3.00 p.m.)
6	Bid Opening date for technical proposals: Bid A (online)	12.11.2020 (3.00 p.m.)

6. **Bidders have to quote, in Bid "B", agency charge, PER PERSON PER MONTH, inclusive of all taxes etc on total billing amount along with the share of taxes on bonus amount, if any, in such a way that the rate multiplied by number of person deployed will give the billing amount for the month only in BOQ.**
7. Deduction from wages / Collection of money from the persons to be deployed/ already deployed in the form of registration or any form other than employees contribution to ESI & EPF will not be allowed and will be terminated in case of any such report is obtained and proved to be true by this Dept.
8. Technical bids of all the participating bidders will be opened first and will be scrutinised based on the documents submitted and verification of papers, if found necessary. Bidders fulfilling the technical criteria will be accepted as technically qualified. Financial bid or Bid "B" of only the technically qualified bidders will be accepted. The bidder quoting lowest rate in Bid "B" will be considered as successful and work order will be issued to that particular bidder.
9. A performance Bank Guarantee of 5% of the total annual work value (wages and agency charges) have to be submitted by the successful bidder before taking up the work. The said PBG must have validity of at least (12+3) months from the date of engagement.
10. The Department of Technical Education, Training and Skill Development, West Bengal, reserves all right to change the above schedule in case of any exigencies after putting up a notice in the website **<https://wbtenders.gov.in>** and office notice board.
11. All the prospective bidders are requested to be present during opening of the Financial Bid.
12. No objections raised by any bidder who will be present during opening of the financial bid, or from any bidder who will be absent at the time of opening of Financial Bid, in this respect, will be entertained.
13. During the scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper are incorrect/ manufactured/ fabricated that bidder would not be allowed to participate in the tender and the application will be rejected without any prejudice..
14. Any litigation in this connection is to be settled in Kolkata.
15. The Tender Selection Committee reserves the right to cancel the NIT due to unavoidable circumstances and no claim in this respect will be entertained.
16. For assistance on procedure for e-tendering, bidders may contact the Department of Technical Education, Training and Skill Development.
17. If any bidder withdraws itself during the process, the EMD may be forfeited.

In case of any confusion, clarification may be sought by the intending bidder by e-mail only to

js.tet-wb@gov.in

or

dtet_wb@yahoo.co.in

**Additional Secretary to the Govt of West Bengal
Department of Technical Education, Training & Skill Development**

ANNEXURE - I

APPLICATION

Re-e-TENDER FOR SELECTION OF AGENCY TOWARDS PROVIDING 230 NOS PEON/ATTENDANT
TO GOVERNMENT POLYTECHNICS ACROSS STATE

NIT No: WBTET/NIT-1/2020

1. Name and address of Firm/Agency/ _____
Company and Telephone/Cell phone _____
Numbers _____
2. Registration No with ROC with Date _____
3. Name, Designation, Address _____
and Telephone No. Of _____
Authorized Signatory _____
4. Please specify as to whether
tenderer is sole proprietor/ _____
Partnership firm/Private or
Limited company
5. Name, Address, Mobile Telephone No _____
Email ID of Directors/partners _____
6. Name & Address of the Banker _____
7. Is authorised to conduct such
Business in West Bengal?
If so, for which district(s) _____
9. Any other information:
10. Declaration by the Bidder:

I do hereby declare that the rate quoted by me in the e-tender WBTET/NIT-1/2020 is valid for 3 (three) years from the date of engagement.

This is also to certify that I/We before signing this tender have read and fully understood all the terms and condition contained herein and undertake myself/ourselves to abide by them.

(Signature of the Bidder)
Name and Address
(with Seal)

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Clarification 1 in respect of NIT No: WBTET/NIT – 1/2020 dated 19.10. 2020

Clarification in r/o Quoting of Rates

The bidder will quote comprehensive rate for agency charge considering the following break-up

- a) Company charge per person per month
- b) Payable Taxes per person per month including taxes on remuneration, contribution to EPF, ESI etc, if any
- c) Pro-rata tax of bonus, if any
- d) Any other charge considered by the bidder

Billing amount per month will consist of

- A. Remuneration per person * number of persons deployed in the month**
- B. Quoted Agency charge * number of persons deployed in the month**
- C. Employer's contribution towards EPF & ESI (total amount)**
- D. Bonus amount* in a particular month of a year (applicable only in the succeeding month in which it is disbursed to deployed persons)**