



# The West Bengal Power Development Corporation Limited

(A Govt. of West Bengal Enterprise)

Bidyut Unnayan Bhaban

3/C, LA - Block, Sector - III, Bidhannagar, Kolkata - 700098

**NIT No. WBPDC/ Tend-Adv/PR/10-11/57/Corp**

**Date: 31-07-2010**

**Ref. No: WBPDC/ Tend-Adv/HR/House Keeping/2010-11/Corp.**

**Date : 03.08.2010**

Sealed Tenders in prescribed format are invited by The Chief General Manager (P&A), from the resourceful, well experienced and financially sound Agencies/ Companies in three steps bid system, Step-I : Earnest Money , Step-II : Qualifying requirement and Step-III: Price Bid, for providing House-keeping services, gardening and other facility related services under the supervision of the Agency by deploying various categories of personnel at the Corporate Office of WBPDC, Bidyut Unnayan Bhaban, Plot 3/C, LA- Block, Sector –III, Saltlake City, Kolkata- 700 098. The requirements of nos. of personnel at the Corporate Office (Bidyut Unnayan Bhaban) are given below under description of requirement.

## 1. Description of requirements :-

Deployment/ Requirement Details of House-Keeping Personnel	No. of Personnel
Facility Manager (Male)	01
Lady Front Office Executive (Reception)	01
Supervisor (Male)	01
Cleaner (2 Female + 11 Male) From 1 <sup>st</sup> Floor to 7 <sup>th</sup> Floor.	13
Plumber	01
Electrician	01
Pantry Boy	02
Gardener	01
Guest House Attendant (Male)	04

The number of **required house-keeping and other personnel** of different categories as mentioned above, **may increase/decrease subsequently, if required to the extent of  $\pm 25\%$ .**

2. **Eligibility Criteria:** a) The Agency/Company must have experience in House-Keeping job, Gardening and Hospitality services **in a single contract or more than One contract, engaging at least 20 Personnel in any Corporate Sector or at any industry at least or in one year during last 3 (three) years** under Government Organizations / Undertakings / any industry of repute/Corporate Houses, to be supported by the Performance Certificate of end User. (b) Current IT Registration Certificate, PT Registration and enrolment. (c) PF Establishment Code (d) Audited Balance Sheet and Profit & Loss account for the last three years. (e) ESI Registration (f) **Minimum 5 (five) years experience in deployment of House-Keeping Personnel independently.**

3. **Sale of Tender Document:** Tender document will be issued on the basis of written application addressed to Dy. General Manager (HR) at the above address **from 03.08.10 to 10.08.10** on all working days, between 11.00 hrs to 15.00 hrs, except Saturdays & holidays. **Issuance of tender documents will not be construed to mean that such intending bidders are automatically considered qualified.** Request for tender paper by post will not be entertained.
4. **Cost of Tender Document: Rs.2000/-** (Two Thousand Only) [Non-refundable] as mentioned above by Cash only. (Rs. 100/- Denomination only)
5. **Earnest Money: Rs.25,000/-** (Rupees Twenty-five thousand only) (interest free) to be deposited in a separate sealed envelope.
6. **Contract Period:** Contract will be for 24 (twenty-four) months but the contractual period may be reduced / increased, as per discretion of the Corporation, at same ordered terms & conditions.
7. **Pre-Bid discussion:** On **12.08.10 at 15.30** hrs. in presence of attending intending tenderer. The clarification(s)/decision against point/query as would be given by WBPDCCL at such discussion shall form the integral part of this NIT& shall be binding on all the tenderers. The Agencies purchased Tender Documents but not attended the Pre Bid discussions shall also comply to the decision of Pre bid discussions.
8. **Submission of Tenders:** Upto **14.00 hrs. of 16.08.10** to be submitted in three parts i.e. 1) Earnest Money 2) Qualifying requirement 3) Price-Bid in a separate sealed envelope, indicating specific part on the envelope.
9. **Opening of Tender:** Step-I i.e. Earnest money and Step - II i.e. Qualifying requirement will be opened on **16.08.10 at 15.00** hrs. in presence of attending bidders. Price Bid (Step -III) of the qualified bidders in Step -I & Step-II will be opened **on 27.08.10 at 15.00 hrs.** The date of opening of Price-Bid (Step-III) may be deferred, with intimation at website.
10. The Validity of Tender will remain effective for 6 (six) months from the date of opening of Price Bid.

The Corporation reserves the right to accept/cancel any or all tenders without assigning any reason whatsoever. The corporation does not bind itself to accept the rate quoted by the lowest bidder and reserves the right to accept or to reject any or all the tenders or to split the whole work for entrusting the same to more than one agency/company.

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