



WEST BENGAL ESSENTIAL COMMODITIES SUPPLY CORPORATION LIMITED

RE E-TENDER DOCUMENT

FOR ENGAGEMENT OF

MANPOWER AGENCY FOR PROVIDING SKILLED COMPUTER DATA ENTRY OPERATORS

Reference Re E- Tender Notice No. ECSC/AC/1141/2013/161 Date: 22.05.2019

RE E-Tender Documents will be available on & from 28.05.2019 from 12.00 Noon At www.wbtenders.gov.in

RE E- Tender Submission closing Date & Time : 17.06.2019 at 12.00 noon

RE E-Tender (Technical Bid) Opening Date & Time : 19.06.2019 at 12.00 noon

Earnest Money Deposit (EMD) : Rs. 50,000/- (Rupees fifty thousand only)

HEAD OFFICE: 11A, MIRZA GALIB STREET, KOLKATA - 700 087.

RE E-Tender comprising of Technical and Financial bids are invited from reputed, bona-fide and experienced sole proprietorships / registered partnership firms / registered companies etc. for engagement of Manpower Agency of the Corporation for providing Computer Data Entry Operators as per the terms and conditions stipulated by West Bengal Essential Commodities Supply Corporation Limited (WBECSC Ltd.), Kolkata in this RE E-Tender Document.

CLOSING DATE AND TIME:-

Submission of the Technical and Financial bid : on or before 17.06.2019 upto 12.00 noon (online)

Earnest Money of Rs. 50,000/- (Rupees fifty thousand) only will have to be deposited online through E Tender Portal.

: Opening Date and Time :

Technical Bid: on 19.06.2019 at 12.00 noon (online)

Financial Bid: on 24.06.2019 at 12.00 noon (online)

Details of date and time schedule is provided with this RE E-Tender Document (Appendix-III) The FINANCIAL BID of only those firms whose offers have passed the “Technical Bid” i.e. that has fulfilled all tender conditions as provided in Para (I) of “Opening of RE E-Tender” shall be considered for opening on the date fixed at mentioned at Appendix- III.

The Prospective bidders may download the RE E-tender document from the website www.wbtenders.gov.in with the help of Digital Signature Certificate (DSC). RE E-Tenders, comprising both technical and financial bids, are to be submitted concurrently, digitally signed and posted in the website: www.wbtenders.gov.in

Pre bid meeting session:

Prospective bidders in the RE E-tender may attend a pre bid Conference which will be held on 07.06.2019 at 02.00 P.M. at our Head office at 11A, Mirza Ghalib Street, Kolkata 700 087 for filling up E-Tender documents and online submission of required documents.

Conditional RE E-Tender will not be accepted even on deposit of valid Earnest Money.

RE E-TENDER DOCUMENT

Engagement of Manpower Agency of the Corporation for providing Skilled Computer Data Entry Operators on a Need Basis.

In this RE E-Tender document, unless otherwise specified:

- 1) The Corporation” will mean the West Bengal Essential Commodities Supply Corporation Ltd. (WBECSCLtd.)
- 2) The “Agency” will mean the reputed bona- fide sole proprietorship / registered partnership firm / registered company etc. who will be engaged to undertake regular manpower supply of Skilled computer Data Entry Operators to the Corporation at its Head office and in Districts as per the requirement of the Corporation according to terms and conditions mentioned here in below:-

Eligibility Criteria and documents to be enclosed failing which the bid is liable to be summarily rejected.

- 1) The agency may be sole proprietorships/ registered partnership firms, registered companies, etc. having expertise in Consultancy and Advisory Service and can successfully undertake supply of skilled computer Data Entry Operators Necessary copies of registration / incorporation certificates/ documents to be submitted.
- 2) The Agency must have at least 03 (three) years experience in the field of regular supply of skilled computer Data Entry Operators to reputed Organizations located in Kolkata and Districts of West Bengal. Copies of experience credentials to be submitted.
- 3) The Agency must submit current Trade License 2018-19 with Nature of Trade mentioned as supplier / Agency of skilled labour / worker or the like.
- 4) The Agency must submit valid Labour License issued by Labour Department, Govt. of West Bengal.
- 5) The Agency must be registered under Professional Tax, GST, Provident Fund and E.S.I. Authorities and should possess relevant certificates from each Authority. Each Registration Certificate(s) required above are to be **self attested** and submitted.
- 6) The Agency must have capability to engage and deploy adequate Skilled Computer Data Entry Operators to the Corporation as per its need. An undertaking in this regard must be submitted.
- 7) The Agency must submit an Undertaking / Declaration that the Skilled Computer Data Entry Operators proposed to be deployed to the Corporation have previous working experience, have passed, at least, Higher Secondary Examination (of any recognized Board) and are proficient with MS Word / Excel / Power Point / Internet.
- 8) The Agency must submit the copy of Income Tax Return for last 03 assessment years (2016-17 & 2017-18,2018-19).

RE E-Tender Terms and Conditions:-

Responsibilities of the Agency:-

- 9) **The Agency** shall supply Skilled Computer Data Entry operators to the **CORPORATION** which shall be advised by the **CORPORATION** in the form of job order indicating the number of operators required and the qualification standard. Knowledge of Computers and proficiency to work with MS OFFICE and Internet shall constitute essential conditions for each Computer Data Entry Operator deployed by the **Agency**.
- 10) The services of the **Agency** shall include:-
- to source, recruit, pre-qualify through skills testing, and to present candidates' PQDs (Personal Qualification Description) to the **Corporation**;
 - upon further testing and approval by Corporation of candidates, to mobilize for immediate deployment of the approved personnel to the Corporation at its headquarters or in zonal offices /district or branch offices as will be specified in the job order.
 - to prepare and submit complete database of personnel deployed to the Corporation for record and future reference (photograph of each personnel duly authenticated on each page with signature and rubber seal of the **AGENCY**)
 - to inform the **Corporation** of any change in the deployment of personnel within a day of such deployment.
 - to record daily attendance and departure time of personnel in a bound register to be authenticated regularly by the Corporation's official supervising the work.
 - to be solely responsible for the conduct and behaviour of deployed personnel.
 - any other services as may be required from time to time in respect of and ancillary to supply of Skilled computer Data Entry Operator.
- 11) The **Agency** shall be wholly and exclusively responsible for the due compliance of the provisions under the Contract Labour (Regulation and Abolition) Act. 1970 and its rules and the Corporation will not in any way be responsible for the breach or violation of any of the provision under the said Act and rules.
- 12) The Agency shall pay to its work force the minimum wage at least as per provisions under the Minimum wages Act 1948 and in accordance to the relevant Minimum Wage Circular of the labour Department of the Govt. of West Bengal. The Minimum Wages whenever revised by the Labour Department of Govt. of West Bengal shall be implemented by the AGENCY without any delay. The CORPORATION will not take any responsibility for the breach of violation of the Minimum wages Act 1948.
- 13) The Agency shall pay to its work force the Bonus as per provisions under the relevant Act, Rules and Government Order. The AGENCY will also make necessary provisions for PF and ESI for its work force at the rates as per provisions under the relevant Act,

Rules and Government Orders. The Agency shall on monthly basis deposit Professional Tax, Provident Fund (Employee's & Corporation's Contribution) and E.S.I. (Employee's & Corporation's Contribution) of all deployed personnel to the designated Government Accounts and the GST upload in Portal.

- 14) The AGENCY shall be responsible for providing all sorts of medical treatment to the working personnel deployed / engaged by him for the work. If any of the working force engaged by the AGENCY is found not suitable for the purpose whether on medical grounds or any other reason, he will immediately be replaced with a capable one and the authority of the Corporation will be kept informed of the same.

Other Terms and Conditions:-

Earnest Money of Rs. 50,000/- (Rupees fifty thousand) only is to be submitted through Online E-Tender Portal within 12.00 Noon of 17.06.19 failing which the RE E-Tender will not be accepted. The Earnest Money Deposit (EMD) shall not bear any interest and will be refunded in time. The Earnest Money of successful bidder will be converted into Security Deposit.

Management reserves the right to accept and/or reject any or all tenders and/or negotiate with one or more without assigning any reason whatsoever.

Agreement period : Execution of service level Agreement of tenure of 01 (one) year may be considered which may be extended / renewed subject to decision of the Authority on grounds of the satisfactory performance of the Agency.

REGISTRATION OF BIDDER AND SUBMISSION OF RE E-TENDER:

Bidders willing to take part in the process of RE e-tendering will have to be enrolled and registered with the Government e-procurement system through logging on to website wbttenders.gov.in and to click on the link for RE e-tendering site as given on the web portal.

Each participant, for submission of RE E-tender, is required to obtain a class-II or Class-III Digital Signature Certificate (DSC).

Bidders can download NIT and other RE E-tender documents by logging into the website mentioned using DSC. **This is the only mode of collection of RE E-Tenders.**

All appendices, attached with this RE E-Tender Document should be duly filled in using Digital Signature Certificate (DSC) in all pages and are SACROSANCT for considering any offer as valid, except Appendix-I, which is to be signed physically also. All scanned documents as required under Eligibility conditions shall also be submitted using DSC for considering any offer as valid.

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The conditions of contract, which will govern any contract made, are in accordance with and subject to:

- i) West Bengal Financial Rules as amended up to date.
- ii) West Bengal Delegation of Financial Power Rules, 1977 as amended up to date.
- iii) Govt. of West Bengal, Finance Department's Notification No. 10500-F dated 19th Nov 2004

Mere uploading of RE E-tender documents by the prospective bidders will not be proof that the RE E-tender documents have passed all the eligibility criteria mentioned in the RE E-tender documents. The RE E-tenders of those who do not qualify the eligibility criteria shall be rejected at any time during detailed scrutiny and evaluation stage.

OPENING OF RE E-TENDER:

The offer is comprised of two bids, one is technical bid and other is financial bid.

- I) The technical bid should contain the following:
 - i) This RE E-E-Tender document physically signed on all pages.
 - ii) All scanned documents as required under Eligibility Criteria para No. 1 to 8
 - iii) Appendix- I duly filled in and physically signed.
 - iv) Copy of credentials of the Firm.
- II) The Financial bid as per Excel Sheet in Appendix II should be duly filled in and physically signed.
- III) The Technical BID shall be opened on the date of RE E-tender opening as mentioned at Appendix-III

The FINANCIAL BID of ONLY those firms whose offers have passed the technical Bid i.e. that has fulfilled all RE E-tender conditions as in clause i) hereinbefore shall be considered for opening on the date fixed as mentioned at Appendix-III.

After opening of all the Financial BIDs of eligible bidders, COMPARATIVE STATEMENT shall be prepared and the finalization of RE E-tender will be done on L1 basis and after following all the procedures prescribed by the Government in this regard.

In case, if the date fixed for opening the RE E-tender happens to be holiday, it will be opened in the next working day. Either the bidder or the person duly authorized by the bidder alone will be allowed to be present at the time of opening of the RE E-tenders/negotiation. The Managing Director reserves the right to reject any RE E-tender without assigning any reason thereof and the same should not be questioned at any period, whatsoever.

Other General Conditions:

RE E-Tenders specifying additional conditions or proposing modifications to the RE E-tender conditions will be treated as conditional RE E-tenders and will be summarily rejected.

Validity of Offer :

The offers made by the bidders shall be valid for acceptance upto 1 (one) year with same terms and conditions. The bidder should not quote any other date for the validity of the offer. RE E-Tenders quoting any other validity date are liable to be summarily rejected.

The rate offered by the bidder and once accepted by the Corporation shall be final and the rate shall continue till the offer ceases to be valid.

Security Deposit:-

The Earnest Money Deposit of Rs. 50,000 (Rupees fifty thousand) only submitted by successful bidder will be converted into Security Deposit. Another Rs. 50,000/- (Rupees fifty thousand) will have to be deposited, totaling Rs. 1,00,000/- (Rupees one Lakh) as security deposit. The Security Deposit will not carry any interest. The said Security Deposit will be refunded after completion of the contract period without any dispute.

Agreement :-

The Successful bidder shall execute an agreement (tenure as agreed on and required) on a stamp paper of value as per law within 10 (ten) days from the date of receipt of Engagement letter / communication of acceptance of the Tender. In the event of failure to execute the agreement, the bidders will be treated as having committed breach of contract and will be liable to pay damages to the Corporation for such breach of contract besides black listing the firm. Further, the WBECSC Ltd. reserves the right to collect the consequential loss, if any, sustained by the WBECSC Limited on account of re-tender from the bidders and bidders are bound to pay the same on demand.

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General:-

It is not binding on the part of the Managing Director, WBECSC Ltd. to accept the RE E-tender which offers the highest rebates or commission or any RE E-tender and he reserves the right to reject / accept all or any RE E-tender fully or partly without assigning any reason thereof. The Managing Director also reserves the right to accept one or more RE E-tenders.

The Managing Director reserves the right to relax or waive or amend any of the RE E-Tender conditions and to reject the RE E-tender if any of the conditions enumerated in the RE E-tender conditions are violated. Before issuance of **Engagement letter or execution of Agreement**, the RE E- tender inviting Authority may verify the credential and other documents of the successful bidders, if deemed necessary. After verification, if it is found that the documents submitted by the said bidder(s) are either false or fabricated, the RE E-tender is liable to be rejected and the Earnest Money forfeited.

For any further clarification, prospective bidders may contact the personnel Division at the Head Office of WBECSC Ltd. Block-B, 11A, Mirza Ghalib Street, Kolkata- 700 087 during working hours in any working day with the downloaded copy of the RE E-tender document.



**Managing Director
W.B.E.C.S.C. Ltd.**

Am.
27/5/19

Appendix – I

Questionnaire about Bidder

- 1) Name of the Firm / Company :
- 2) Full address :
- 3) Phone No. Email.
- 4) Name of the authorized person:
- 5) Contact No. Email
- 6) Whether authorization letter duly authorizing to attend the Tender ? Negotiation enclosed
Yes No.
- 7) The date of commencement of the firm DD/MM/YYYY
- 8) Details of EMD
DD/RTGS UTR No. Date

Official Seal & Signature of the Bidder

Appendix- II

Financial Bid of Tender NIT No. ECSC/AC/1141/2013/16L

Date 22-05-2019

Name of the Agency/ Bidder:	Minimum Monthly wages per Data Entry Operator (DEO) (as per relevant Circular of Labour Dept. Govt. of W.B.) (I)	Employer (Corporation's) Monthly P.F. Contribution @ 13.61 % on Minimum Monthly Wages per Data Entry Operator (DEO) (II)	Employer (Corporation's) Monthly E.S.I. Contribution @ 4.75 % on Minimum Monthly Wages per Data Entry Operator (DEO) (III)	Monthly Bonus Contribution per Data Entry Operator (DEO) (on annual Bonus of Rs. 7000/-) (IV)	Fixed Service Charge per Data Entry Operator (DEO) of the Agency/ Bidder valid through the contract tenure (No percentage basis to be quoted) (V)	Gross payment Per Data Entry Operator (DEO) per Month (I+II+III+IV+V)

All figures above are per operator per month basis. The Agency undertakes to provide such number of Data Entry Operators (DEO) as required by the Corporation as per the above payment schedule.

Official Seal & Signature of the Bidder

Appendix – III


Date and Time schedule for the

NIT No. ECSC/AC/1141/2013/161

Date. 22.05.19

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. Documents by WBECS Ltd. (online) (Publishing Date)	28.05.19 at 12.00 Noon
2	Documents downloading by prospective bidders (online) (Opening)	28.05.19 at 12.00 Noon
3	Pre bid Conference will be held at WBECS Ltd.	07.06.19 at 02.00 P.M.
4	Last date of submission / deposit of Earnest Money (through Online)	17.06.19 at 12.00 Noon
5	Closure of online Bid submission	17.06.19 at 12.00 Noon.
6	Opening date for technical Bid (Online)	19.06.19 at 12.00 Noon
7	Date of uploading list of technically qualified bidders	24.06.19 at 12.00 Noon
8	Date of opening of Financial Bids (online)	24.06.19 at 12.00 Noon
9	Date of uploading details of L1 bidder along with rates (online).	24.06.19 at 12.00 Noon


Managing Director
W.B.E.C.S.C. Ltd.


27-5/19