



# WEST BENGAL LIVESTOCK DEVELOPMENT CORPORATION LIMITED

(A Govt. Of West Bengal Undertaking)

LB-2, Sector-III, Salt Lake City, Kolkata – 700 106

Tele: (033)-2335 5298 E-mail: [info@wbldc.in](mailto:info@wbldc.in)

Website: [www.wbldc.in](http://www.wbldc.in) Toll Free No. 18001208243

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**NIT No: WBARD/WBLDC /NIT-549e/2023-24**

**Date of Issue: 16/08/2023**

## SET OF TENDER DOCUMENTS

For

**Engagement of Service Provider for production of meat and meat products at Phansidewa Meat Plant (PMP), Hatiram, Darjeeling, PIN-734434, West Bengal under West Bengal Livestock Development Corporation Limited, LB-2, Sector-III, Salt Lake City, Kolkata-700106.**

Each set contains:-

1. Notice Inviting e-Tender
2. Instruction to Bidders (Section A)
3. Self Declaration (Section – B)
4. Experience Profile (Section – C)
5. Tender Terms & Conditions (Section – D)
6. Application Format (Section E)
7. Checklist (Section F)

## IMPORTANT DATES & INFORMATION

**DATE OF PUBLICATION OF e-TENDER (ONLINE) : 16/08/2023 FROM 6:00 P.M.**

**STARTING OF BID SUBMISSION (ONLINE) : 16/08/2023 FROM 6:00 P.M.**

**PRE BID MEETING (Mandatory) TO BE HELD ON 01/09/2023 at 1:00 P.M., H.Q.**

**LAST DATE FOR ON LINE SUBMISSION OF TENDER : 09/09/2023 UP TO 11:30 A.M.**

**OPENING OF TECHNICAL BID : 11/09/2023 FROM 11:30 A.M. onwards.**

**OPENING OF FINANCIAL BID: TO BE NOTIFIED LATER ON.**

**TENDER FEES: NIL**

**EARNEST MONEY DEPOSIT: Rs. 50,000/- (Fixed)**

  
(Dr. Gouri Shankar Koner)  
**Managing Director**  
W.B.L.D.C. Ltd.



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## NOTICE INVITING e-TENDER

Notice Inviting e-Tender No. WBARD/WBLDC/NIT-549e/2023-24  
of The Managing Director, West Bengal Livestock Development Corporation Ltd.,  
invites e-tender for the work detailed in the table below.

(Submission of Bid through online)

| Sl. No | Name of the Item  | Earnest Money (Rs.)                           | Period of engagement | Eligibility of Bidder   |
|--------|---|---|----------------------|---|
| 1      | <b>Engagement of Service Provider for production of meat and meat products at Phansidewa Meat Plant (PMP), Hatiram, Darjeeling, PIN-734434, West Bengal under West Bengal Livestock Development Corporation Limited, LB-2, Sector-III, Salt Lake City, Kolkata-700106</b> | Rs. 50,000/-<br>(Rupees Fifty Thousand) only. | One Year             | West Bengal based Registered/Well established Manpower Service Provider/ Agency having sufficient experience of providing manpower to various Government Organizations, Public Sector Undertakings and/ or Autonomous Organizations of Govt. of India & Govt. of West Bengal, subject to have fulfilled the 'Terms & Conditions' stated under ' <b>Section-D</b> ' of this tender document. |

- 1) In the event of e-filling, intending bidder may download the tender documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary cost of Earnest Money may be remitted through online portal and to be documented through e-filling (receipt of EMD submission may be uploaded in the technical bid documents). In case of any ambiguity, bidder may directly ask for any clarification regarding this e-tender to the Office of The Managing Director, West Bengal Livestock Development Corporation Ltd., LB-2, Sector-III, Salt Lake City, Kolkata- 700 106 on or before **01.00 PM on 01.09.2023**.
- 2) Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>
- 3) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated .
- 4) The FINANCIAL OFFER of the prospective Bidder will be considered only if the TECHNICAL BID of the Bidder is found qualified by the "Tender Evaluation Committee" formed by the Managing Director, West Bengal Livestock Dev. Corporation. Ltd. The decision of the "Tender Evaluation Committee" will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.
- 5) **In Financial Bid (Item-wise Cumulative Lowest) for unit Animal/Bird shall stands L1 Bidder.** Intending bidder has to offer positively for all the items (B.O.Q. Sl. No. 1 to 3). If rate is not offered for all the items, the Bid will summarily be rejected.
- 6) Rate quoted shall be **inclusive of GST on service charge , Tiffin allowances , Bous (if applicable as per Govt. Act) all other charges / taxes, Service Charges, surcharges, cess, if any.**



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## 6) Eligibility criteria for participation in the tender.

- i. Bidder Having Registration under Labour Welfare Fund Act. [Non-statutory documents]
- ii. Income Tax Acknowledgement Receipt for the latest Assessment year, PAN Card, Service Tax Registration Certificate, Incorporation Certificate, EPF Registration Certificate, ESI Registration Certificate, Registration under Labour Welfare Fund Act are to be accompanied with the Technical Bid Documents. [Non-statutory documents].
- iii. The prospective bidders who has failed to carry out any work order or for any other reason his contract have been rescinded during the last 3 (Three) years such rescission will be considered as disqualification towards eligibility. **(A declaration in this respect through affidavit has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive.)**[Non-statutory documents]
- iv. Joint Ventures will not be allowed.
- v. The average turn-over of the firm **should not be less than 50 crores** during last three years. Service Provider will submit their **last three years' audited Balance Sheet**.
- vi. Details of 'Terms & Conditions' are provided at the bottom of this NIT document under 'Section – D'.

7) The Prospective Bidder shall have to execute the work in such a manner so that appropriate service level of the work is maintained during the contract period. If any deficiency / damage is found during the period as mentioned above, the Bidder shall be held responsible. The bidder may quote his **rate of service charge per Bird/Animal** considering the above aspect. **Rate quoted for Poultry birds also applicable for other poultry like Cockerel, Vanraja /Country Chicken**. Refund of Security Deposit will only be made after successful maintaining of appropriate service level of the work as mentioned above soon after completion of contract agreement.

8) **Earnest Money: The amount of Earnest Money i.e. Rs. 50,000/-(Rupees Fifty Thousand) only should be remitted through Govt. of WB, e-tender's online portal only, which will be available only during the submission process of the bid documents against the work.**

9) The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Corporation. The Managing Director, West Bengal Livestock Development Corporation Ltd. reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Bidder at the stage of Bidding.

10) **Refund of EMD:** The Earnest Money of all the unsuccessful Bidder deposited in favour of "West Bengal Livestock Development Corporation Ltd." will be automatically refunded after completion of the e-tender process and subsequent upload of 'AOC (Award of Contract)' on [wbtenders.gov.in](http://wbtenders.gov.in).

11) Prospective applicants are advised to carefully go through the minimum qualification criteria as mentioned in 'Instructions to Bidders' stated in Section – 'A' before tendering the bids.

12) Conditional / Incomplete tender will not be accepted under any circumstances.

13) The intending Bidder are required to quote the rate (here service charge only) *online*.

14) During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.

15) During scrutiny of the bid documents, if under any stage, the 'Tender Evaluation Committee' considers / needs any further clarification, may ask for the hard copy of the document submitted by the bidder for authenticity / further clarification, by issuing individual mail / letter / call to that particular bidder. Hence, **the bidder should invariably provide the mail id, postal address for communication and valid contact no. in their letter head of the application as at Section – E & Check List as at Section F**



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16) The Managing Director, West Bengal Livestock Development Corporation Ltd. reserves the right to cancel the N.I.T. due to unavoidable circumstances / administrative reasons and no claim in this respect will be entertained.

17) Before issuance of the 'WORK ORDER', the tender inviting authority may verify the credential and other documents of the lowest Bidder if found necessary. After verification, if it is found that the documents submitted by the lowest Bidder is either manufactured or false, in that case work order will not be issued in favour of the said Bidder under any circumstances.

18) If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence:

- N.I.T.
- Terms & Conditions
- Technical Bid
- Financial Bid

19) Qualification criteria:

The tender inviting and Accepting Authority through a "Tender Evaluation Committee" will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:

- i. Technical Capability
- ii. Experience / Credential

The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned in above and the declaration executed through prescribed affidavit in **non-judicial stamp paper of appropriate value duly Notarized**. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder will be rejected at any stage without any prejudice.

(Dr. Gouri Shankar Koner)

Managing Director

W.B.L.D.C. Ltd.



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## SECTION-A

### INSTRUCTION TO BIDDERS

#### **General guidance for e-Tendering:**

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the bidders to participate in e-Tendering.

#### **I. Registration of Bidder:**

Any Bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://wbtenders.gov.in>, the Bidder is to click on the link for e-Tendering site as given on the web portal.

#### **II. Digital Signature certificate (DSC):**

Each Bidder is required to obtain a Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token.

**III.** The Bidder can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. **This is the only mode of collection of Tender Documents.**

**IV.** Participation in more than one work:- A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.

**V.** Submission of Tenders:- Tenders are to be submitted through online to the website stated in Clause A.1. in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

**VI. Technical Proposal:** The Technical proposal should contain scanned copies of the following in two covers (folders).

#### **(A). STATUTORY COVER CONTAINING THE FOLLOWING DOCUMENTS:**

**i)** Online remittance of Earnest Money (EMD) as prescribed in the N.I.T. against the work in favour of the “West Bengal Livestock Development Corporation Ltd.” and the receipt / transaction slip / exemption certificate issued by competent authority should be uploaded in the statutory cover.

**ii)** Scanned NIT document digitally signed along with Terms & conditions and specification of works.

**iii)** **The Rate (including all charges, taxes and allowances ) will be quoted for all items in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid.**



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## **(B). NON-STATUTORY COVER CONTAINING THE FOLLOWING DOCUMENTS:**

- i. Income Tax Acknowledgement Receipt for the latest Assessment Year (2022-23), PAN Card, G.S.T. Registration Certificate, Incorporation Certificate, **EPF Registration Certificate, ESI Registration Certificate, Labour License, Registration under Labour Welfare Fund Act, Last three years' audited Balance Sheet, Professional Tax latest paid Challan (Upto date), Valid Trade License.**
- ii. Affidavits (Ref:- format for general affidavit shown in Section - B).
- iii. Credentials of providing manpower to various Government Organizations, Public Sector Undertaking and Autonomous Organizations' of Govt. of India/ Govt. of West Bengal in last five years.

N.B.: Failure of submission of any of the above mentioned documents as stated in Sl. No. VI(A) and Sl. No. VI(B) wherever applicable) will render the Bidder liable to be rejected for both statutory & non statutory cover.

## **THE ABOVE STATED 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 card.<br>IT Return- for Assessment year 2022-23.<br>EPF Registration Certificate<br>ESI Registration Certificate<br>G.S.T. Registration Certificate<br>Registration under Labour Welfare Fund Act<br>Licence for providing manpower from competent authority.<br>Professional Tax latest paid Challan (Upto date)<br>Valid Trade License   |
| B.      | Company Detail(s) | Company Detail           | <ol style="list-style-type: none"> <li>i. For Proprietorship Firm (<i>Trade License</i>)</li> <li>ii. For Partnership Firm (<i>Partnership Deed, Trade License</i>)</li> <li>iii. For Limited Company (<i>Incorporation Certificate, Trade License</i>)</li> <li>iv. For Society (<i>Society Registration Copy, Trade License</i>)</li> <li>v. <b>LAST 3 YEARS PROFIT &amp; LOSS AND BALANCE SHEET (WITH ANNEXURE AND 3CD FORM IN CASE OF TAX AUDIT)</b></li> </ol>                              |
| C.      | Credential        | Credentials              | 1. The Service Provider Company should have at least Three years' experience of providing manpower to various Government Organisations, Public Sector Undertaking and Autonomous Organizations of Govt. of India/ Govt. of West Bengal. Performance certificates issued by their clients should be attached along with list of clients. <b>Manpower Service Provider with the registered office in Kolkata and /or in the City within any Municipal Corporation of the State of West Bengal.</b> |



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## 1. Tender Evaluation Committee (TEC)

- a. Evaluation Committee constituted by the Managing Director of the West Bengal Livestock Development Corporation Ltd. will function as Evaluation Committee for selection of technically qualified Bidders.
- b. Opening & evaluation of tender:- **If any Bidder is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.**
- c. Opening of Technical Proposal: Technical proposals will be opened by the Managing Director and/ or his authorized representative electronically from the website using their Digital Signature Certificate (DSC).
- d. 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.
- e. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.
- f. Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible Bidder will be uploaded in the web portals.
- g. During evaluation the committee may summon the Bidders & 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 bids will be liable for rejection.
- h. **Intending Bidder(s) must have to attend Pre-Bid meeting held on 01.09.2023 at 2.00 PM at the office of the undersigned. If any bidder fails to attend the pre-bid meeting, Tender Inviting Authority have every right to cancel his bid without assigning any reason behind it.**
- i. **Approve rate ( Item-wise on cumulative lowest) based on Final Selection as per criteria including GST , labour Cess, Tiffin allowance , Bonus and all taxes and Charges . If any changes in GST and other Govt. Taxes , charges as per latest Govt. Circular related to Labour Deptt. as well as Corporation's Notification occur during implementation period ( Engagement period) , it will be taken juristically as per Govt rules as decided by the Tender Inviting Authority .**

## 2. Financial Proposal

- i. 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.
- ii. Only downloaded copies of the above documents are to be uploaded, virus scanned & Digitally Signed by the Bidder.
- iii. Penalty for suppression / distortion of facts:  
If any Bidder fails to produce the original hard copies of the any 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 Bidder and action may be referred to the appropriate authority for prosecution as per relevant IT Act.



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#### iv. Rejection of Bid:

Tender Evaluation Committee 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 Tender Evaluation Committee's action. **Abnormally low service charge quoted by a bidder with some malafide intension will not be accepted, if detected.**

#### 3. Award of Contract (AOC):

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through 'Letter of Acceptance'. The notification of award will constitute the formation of the Contract.

#### **The Agreement between the Tender Accepting Authority and the successful bidder:**

All the tender documents including N.I.T. & B.O.Q. will be the part & parcel of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to deposit **Security money of ₹. 14,00,000/- (Rupees Forteen Lakh) only**, payable to 'W.B. Livestock Development Corporation Limited', within time limit to be set in the letter of acceptance. After receipt and verification of the same by the Tender Inviting Authority, the 'Contract Agreement' will be executed by both the parties and everything if found satisfactory, then only '**Award of Contract**' will be issued in favour of the concerned bidder.

  
(Dr. Gouri Shankar Koner)  
Managing Director  
W.B.L.D.C. Ltd.



**SECTION – B**

**Self-Declaration**

(To be furnished in Non – Judicial Stamp paper of Rs. 100/- duly Notarized)

I....., Son / Daughter of  
Shri..... age ..... years, resident of  
..... in the District of  
....., West Bengal, do hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein . I/We, further declare that I/we have read the Notice Inviting Tender and are fully conversant with all aspects of the Terms and Condition to execution of this contract. I am well aware of the fact that if the information given by me is proved false / not true at any point of time, I will have to face punishment as per any provision of Law for the time being in force as well as the benefit availed of by me or the benefit accrued to me shall be summarily cancelled.

Date:

Signature of the Applicant/ Authorized Signatory

Place:

**SECTION – C**

**FORM – II**

(To be furnished in the Company's Official Letter Head Pad with full Address with Contact No., Telephone No., FAX No., e-mail address, Website etc.)

**Experience Profile**

Name of the Firm : .....

Documentary evidence for Providing Manpower to any reputed institution/organization in last Five years.

| Name of Employer | Name, Location & nature of work | Contract price in Indian Rs. | Work order no. & Date | Validity period | Qty. supplied | Whether successfully executed or not | Reasons for unsuccessful execution, if so |
|------------------|---------------------------------|------------------------------|-----------------------|-----------------|---------------|--------------------------------------|---|
|                  |                                 |                              |                       |                 |               |                                      |   |

Note: Attach extra sheets if required.

Certificate from the Employers to be attached

Non-disclosure of any information in the Schedule will result in disqualification of the firm

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Signature of applicant including title  
and capacity in which application is made.



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## SECTION - D

### (Tender Terms and Conditions)

1. The Service Provider Company / firm/ Organization / Agency should be registered under relevant Act (Hereinafter referred to as Service Provider) and authorized for Manpower Service Providing **with the registered office in Kolkata. and /or in the City within any Municipal Corporation of the State of West Bengal.**

2. The Service Provider Company should have at least five years' experience of providing manpower **and/or similar services as desired herein** to various Government Organizations, Public Sector Undertaking and Autonomous Organizations of Govt. of India/ Govt. of West Bengal. Performance certificates issued by their clients should be attached along with list of clients.

3. The Manpower Supply Agency will ensure that it will achieve the **STANDARD PRODUCTION TARGET** of the corporation at its different plants and/or different production units as detailed in Annexure-I fixed as per STANDARD OPERATION PROCEDURE (hereinafter referred as "SOP") by engaging, employing and supplying skilled/semiskilled/unskilled manpower at the aforesaid plants/units according to its own discretion required to achieve the production target fixed as per SOP .

4. The Agency will ensure that the personnel to be provided by the agency against each plant and/or unit will have the ability achieve the **MINIMUM PRODUCTION TARGET** as per SOP of that plant and/or unit failure to which the agency may be penalized.

However no failure or omission by the Agency in the performance of any obligation under this Tender shall be deemed to be a breach of this term or create any liability if the same arises on account of force majeure, which term shall include any event or cause beyond the control of **Manpower Supply Agency** and/or **The Corporation**, as the case may be, including but not restricted to acts of God, rebellion, insurrection, riot, sabotage, invasion, quarantine, restrictions, limitations, strike, lock out and transportation embargoes, provided that the party relying on this Section shall forthwith after any such event give written notice to the other party of its inability to perform such obligation and the reasons therefore.

5.(i) In case the Corporation orders extra production in excess of "STANDARD PRODUCTION TARGET" for any plant and/or unit of the plant fixed as per SOP, the Agency shall be remunerated on pro rata basis for such extra production.

(ii) Similarly in case the Corporation desires to reduce production below the "STANDARD PRODUCTION TARGET" as per SOP in respect of any plant or plants and/or its units the agency's receivable amount computed on pro rata basis up to "**MINIMUM PRODUCTION TARGET**" as fixed.

(iii) However in case of production is below the "**MINIMUM PRODUCTION TARGET**" as fixed and attributable to the reason which is beyond the control of the **Manpower Supply Agency** and/or **The Corporation** the **Manpower Supply Agency** will be remunerated on the basis of "**MINIMUM PRODUCTION TARGET**" irrespective of actual production.

(iv) However in certain cases if the targeted production time is delayed due to unavoidable circumstances like sudden breakdown of Plant & Machineries, Electrical problem, delayed arrival of birds etc which is beyond the control of Authority , such target to be achieved in extended time without extra remuneration . But if it repeated frequently (more than twice in fortnight ) then only it will be under consideration for such extra remuneration on mutual agreement/discussion in between both the Agency & Corporation.



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6.The Corporation reserves it's right to reduce and/or to increase the production target below and/or above the "MINIMUM PRODUCTION TARGET" as fixed in accordance with SOP. It should however be noted that any such order for reduction and/or increase in the production target below and/or above the "MINIMUM PRODUCTION TARGET" must be in writing from the authorized officers of the Corporation.

7.The turn-over of the firm should not be less than **50 crores** during last three years. Service Provider will submit their last three years' audited Balance Sheet.

**8.The rate should be quoted in terms of number of birds/animals to be slaughtered.**

9. While quoting the rate the **Manpower Supply Agency will ensure that the same will be in conformity with the rate per employee** so determined by the Govt. of West Bengal complying the provisions of the Minimum Wages Act. 1948 from time to time.

10.The successful Service Provider shall not assign, transfer, pledge or sub-contract or delegate the performance or services to any other company/ firm /society/body of association etc. without the prior written permission of this Corporation.

**11.Criteria of the manpower in different units / establishments at different places under the Corporation is attached in Annexure-I of this tender notice. .On the basis of Annexure-I as above referred the number of manpower requirements at different unit(s) shall be determined by the agency keeping in mind of the STANDARD PRODUCTION TARGET as fixed by the Corporation.**

12. The period of contract will initially be for a period of **One year** from the date of award of contract subject to periodical review of performance after every three months and may be extended at the discretion of this Corporation even after expiry of contract date unless and until specifically communicated about such expiry of the contract.

13.The Service Provider should submit PAN, G.S.T. Registration, latest Professional Tax paid Challan (upto date), and valid Labour License Certificate.

14.An Earnest Money deposit of Rs. 50,000/- (Rupees Fifty Thousand) only in favour of "**West Bengal Livestock Development Corporation Ltd.**", shall be remitted electronically along with the technical bid, failing which their bids will not be considered valid.

15. A **Security deposit amounting ₹. 14,00,000/- (Fourteen Lakh )** only has to be deposited by the successful bidder in the form of Bank Guarantee/ Fund Transfer in favour of West Bengal Livestock Development Corporation Ltd. within 7 (seven) days from issuance of Letter of Acceptance (LOA) but before execution of Contract Agreement. The Security Money will be forfeited in event of delay / non supply / the supply of manpower not possessing the skills as mentioned in the tender Annexure I / the supply of manpower is delayed beyond the initial stipulated period of one week.



## WEST BENGAL LIVESTOCK DEVELOPMENT CORPORATION LIMITED

(A Govt. Of West Bengal Undertaking)

LB-2, Sector-III, Salt Lake City, Kolkata – 700 106

Tele: (033)-2335 5298 E-mail: [info@wbldc.in](mailto:info@wbldc.in)

Website: [www.wbldc.in](http://www.wbldc.in) Toll Free No. 18001208243

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**NIT No: WBARD/WBLDC /NIT-549e/2023-24** **Date of Issue: 16/08/2023**

16. The persons supplied by the Service Provider should verify and submit if any Police records/criminal cases are pending against them. The Service Provider should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of each personnel of the Service Provider shall be verified by the Service Provider before , and after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certificate to this effect be submitted to this Corporation. The Service Provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such employees who are not found suitable by the office of WBLDCL for any reasons immediately on receipt of such a request. The West Bengal Livestock Development Corporation Ltd. will not be held responsible for the past record or health condition of the persons so provided by Service Provider.

17. The Service Provider has to provide the **Photo Identity Cards** to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss be reported immediately to the appropriate authority.

18. The Service Provider personnel working should be **polite, cordial, positive, efficient & prompt** while handling the assigned work and their actions shall promote goodwill and enhance the image of this office. The Service Provider shall be responsible for any act and or omission or indiscipline on the part of persons deployed by him.

The Service Provider shall ensure proper conduct of his person in Corporation office premises/plant site, and enforce prohibition of **consumption of alcoholic drinks, smoking, loitering without work.**

19. The Corporation may require the Service Provider to dismiss or remove from the site of work, any person or persons, employed by the Service Provider, who may be **found incompetent or for his/her/their misconduct and the service provider shall forthwith comply** such requirements with a suitable replacement immediately.

20. Corporation shall **not be liable for any loss, damage, theft, burglary or robbery** of any personal belongings, equipment or vehicles of the personnel of the service providers.

21. The Service Provider personnel shall **not divulge or disclose to any person or in anyway**, any details of the office, operational process, technical know-how and administrative / organizational matters as all are of confidential/secret nature that can attract legal action.

22. That the persons so provided shall be **above the age of 18 years** and citizen of India and they will not interfere with the duties of the employees of the Corporation and or the Officers / Staffs working at Corporation by deputation from the Directorate of Animal Resources and Animal Health.

23. The persons so provided shall not claim any **“Master & Servant”** relationship between them and this Corporation. Subcontracting shall not be permitted.



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24. The Service provider agency will arrange for a **'Full Time Supervisor' shift wise ( both day and night ) who will look after and monitor the day to day issues of the Sections/Unit(s) / Establishment(s) for smooth execution** of the work and ensure immediate intervention of problems, if arises any.

25. The persons so provided by service provider if sustain an injury arising out of and in course of employment then the **service provider will be held liable to pay compensation** as per conditions as stipulated in "The **Employees** Compensation Act'1923" and its subsequent Rules.

**26.** Working hours will be **minimum** 8 hours per shift as per instruction of the concerned officer in charge of the respective unit(s) **which may be increased in conditioned as mentioned in Section-D para 5 (iv).**

27. The Service Provider will submit the Tax Invoice along with other relevant documents as required by the Corporation from time to time.

28. Payments to the Service Provider would **be strictly on certification by the office** with whom he is attached that his services were satisfactory and up to the mark.

29. The **Service Provider** shall comply with the following acts:

1. Employees' State Insurance Act, 1948;
2. The Employees' Provident Fund and Miscellaneous Provisions Act, 1952;
3. The Minimum Wages Act, 1948;
4. The Factories Act, 1948;
5. The Payment of Wages Act, 1936;
6. Maternity Benefit Act, 1961;
7. Contract Labour (Regulation & Abolition) Act, 1970.
8. Any other applicable labour law

30. The Service Provider shall be contactable at all times and message(s) sent by e-mail/Fax/Special Messenger/Phone from the Corporation to the Service Provider Company / firm/ Organization / Agency shall be acknowledged immediately on receipt on the same day.

31.

**32. Selected service provider will be penalized by the Corporation in the following conditions**

- i) **If any damage of the Plant Machineries and Govt. Properties is occurred by the negligence of engaged personnel or Service provider himself/herself.**
- ii) **If the service provider fails to maintain production SOP (Standard Operation Procedure) like shuffling of workers to meet up shortfall of manpower resulting hampering quality production, unskilled person in skilled filled , personnel in production area not maintaining personal hygiene and carrying unauthorized / foreign substances (deviation from SOP) in production areas.**



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- iii) If the agency fails to provide e-Paichan Card (ESI Card), Salary Slip , PF submission documents either to employee or In-Charge of the Plant in regular basis or when ask for.
- iv) If the agency fails to engaged Minimum Manpower in different section in processing Plant as per Scope of work mentioned in Annexure-I in regular way without prior approval or proper intimation.
33. ***Selected service provider (Agency) has to provide Tiffin Allowance as fixed by the corporation (at present ₹.12.00 per working day per person) to the Personnel engaged in Plant under Corporation on monthly basis. The quoted rate of service charge should be included the amount on account of Tiffin Allowance and Bonus (if applicable as per Bonus Act.) .***
34. ***Selected service provider (Agency) has to provide Monthly Salary (for preceding month) as fixed/approved by the corporation in time to time to the Personnel engaged in Plant under Corporation on monthly basis positively within 5<sup>th</sup> Working Days positively . The approved agency will solely responsible for submitting attendance sheet & other supporting documents related to such disbursement in time from plant which has to be proved from Competent Authority . If the Service provider fails to disburse the Salaries and Tiffin Allowance in time and Bonus (if applicable as per Bonus Act.) then the corporation have every right to take necessary action as per rules even termination of Agreement in short notice. The agency has to provide Salary Slip to each and every personnel on regular basis.***
35. However, the Corporation reserved the right to cancel the contract at any stage, by giving a notice of one month without assigning any reason whatsoever. The agreement may be terminated by either party by giving one month's notice in advance. If the Service Provider fails to give one month's notice in writing for termination of the Agreement then one month's wages etc. and any amount due to the agency from the Corporation shall be forfeited.
36. On the expiry of the agreement as mentioned above, the Service Provider will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the Service Provider Company / firm/ Organization / Agency to settle the same.
37. It should be clearly understood that in the event of tenderer failing to accept and execute the work order, decision of Managing Director, West Bengal Livestock Development Corporation Ltd. in this respect will be final and binding on the tenderer. For all disputes, the jurisdiction shall be at Kolkata. In case of any dispute , a nominee appointed by the Additional Chief Secretary / Principal Secretary / Secretary, ARD Department , Govt. of West Bengal will be the ARBITRATOR and the decision of ARBITRATOR will be final and binding all the concerned.
38. The Service Provider should not be blacklisted by any Organization/Ministry of the Government of India or any State Government or any PSU or any other organization.

  
(Dr. Gouri Shankar Koner)  
**Managing Director**  
W.B.L.D.C. Ltd.



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**NIT No: WBARD/WBLDC /NIT-549e/2023-24**

**Date of Issue: 16/08/2023**

## ANNEXURE-I

### SCOPE OF WORK (Production of Meat & Meat Products as per SOP)

*( The quantity as mentioned below as per SOP are purely tentative (approx.) which may be differed as actual on the date of production as desired by the competent authority of WBLDCL)*

Plant Location :

1. Phansidewa Meat Plant (PMP), Hatiram, Darjeeling, PIN-734434.

### Meat Plants:

#### I. A. Chicken Plant

| 1. Broiler Bird Slaughter  | 2. Deboning  |
|--|--|
| i) Hanging   | i) Feeding the carcasses to the conveyor                           |
| ii) Halal  | ii) Cutting of wings   |
| iii) Collection of blood   | iii) Cutting of whole leg  |
| iv) De-feathering and removal of secondary feather.                | iv) Cutting of Breast Boneless                                     |
| v) Slitting  | v) Collection of cage Body   |
| vi) Forking & Removal of Intestines                                | vi) Trimming of Breast Boneless                                    |
| vii) Collection and cleaning of Giblet and packing                 | vii) Weighing and storing in chill room                            |
| viii) Removal of crop, oesophagus, trachea etc.                    | viii) Sorting of feather from wings                                |
| ix) Feet Unloading and collection of feet , it's cleaning ,packing | ix) Making chicken keema   |
| x) Carcass unloading   | x) Making Chicken Lollypop   |
| xi) Collection of carcass, grading ,leveling and crating           | xi) Making one Chicken   |
| xii) De-skinning   | xii) Collection of Trimming & Packing                              |
| xiii) Weighing,leveling, & storing in Chill Room.                  | xiii) Collection of Curry cut Scrap & Chicken neck                 |
| xiv) Collection and storing of Offals & feather.                   | xiv) Collection and cleaning of Skin &packing                      |
|  | xv) Collection of Half wings oe small sized wings and it's packing |
|  | xvi) Collection of Chicken bones and proper storing.               |

3. Making Leg Boneless , leg boneless & thigh boneless and thigh leg, chilling ,weighing

4. Making curry cut in different size as per demand.

5. Making of whole chicken with skin, without skin with or without neck and tandoor.

6. Chilling,Packaging, weighing, Storing and Dispatch

- i) Curry cut packing
- ii) Breast Boneless Packing
- iii) Leg Boneless Packing





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**NIT No: WBARD/WBLDC/NIT-367e/2022-23**

**Date of Issue: 14/06/2022**

- iv) Boneless Packing
- v) Drumstick packing
- vi) Wings packing
- vii) Thigh Boneless packing
- viii) Whole chicken with & without skin ,with or without neck packing
- ix) Tandoor packing
- x) Keema packing
- xi) One chicken packing
- xii) Chicken Lollypop packing
- xiii) Boneless Trimming , Cleaned Skin, Feet,Small wings, Cleaned Gizzard , Cage body , Cleaned skin packing .
- xiv) HORECA materials packing
- xv) Keeping all the package materials in chill room, blast freezer and finally Cold Storage for Dispatch.

**7. Crate Washing and machinery washing & cleaning. Cleaning of different section of Slaughter and Production , Blast Freezer,Cold Storage ,Ante-Room, Dispatch Section.**

**8. ETP Operation , Broiler Operation for Steam for Crate Washing , Scalding and Operation of Rendering Plant.**

## **B. Chicken Value Added Production:**

1. Collection and boneless and making keema
2. Collection of chicken skin and cleaning and making emulsion
3. Cleaning and peeling off the vegetables like onion, ginger, garlic, coriander leaves, green chilli , lemon etc
4. Making emulsion for sausage and salami
  - i) Filling of sausage and salami in casing
  - ii) Cooking of sausage and salami,
  - iii) Peeling off the casing of sausage and salami
  - iv) Slicing of salami
  - v) Weighing, packing and storing of sausage and salami
5. Making emulsion of Nuggets, Popcorn, Cutlet etc.
  - i) Paddle mixing
  - ii) Formatting, battering, crumbing and frying
  - iii) Chilling, weighing, packing and storing
  - iv) Making of Sheek Kabab ,Tikka Kabab, Ham and Other VAP items as per instruction , Chilling, weighing,packing,storing and dispatch of the same,
6. Crate washing and machinery washing and cleaning, Cleaning of different section of VAP.

## **C. i) Production Target for Chicken Plant (Phansidewa Meat Plant)**

|                                   |                             |
|-----------------------------------|-----------------------------|
| <b>Standard Production Target</b> | <b>5000 birds per shift</b> |
| <b>Minimum Production Target</b>  | <b>3750 birds per shift</b> |



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## ii) Projected standard production per shift per plant

| <b>For Phansidewa Meat Plant</b>  |
|---|
| 1. 5000 nos. of birds will be slaughtered including deskinning per shift in 8 hours.  |
| 2. Whole chicken with skin /without skin production : Total requirement - 2500 kg (approx.)   |
| 3. Curry cut cutting- total requirement -4000 kg (approx.)  |
| 4. Leg boneless production- Total requirement 900 kg (approx.)  |
| 5. Breast boneless production- Total requirement 1500 kg (approx.)  |
| 6. One chicken packaging- 4000-4500 nos. packets (approx.)  |
| 7. Deboning 5000kg in a shift and trimming of all produced breast boneless (approx.)  |
| 8. Sorting out of feather from wings and packing - 500 kg (approx.)   |
| 9. Packaging of boneless , Thigh boneless , lollypop, drumstick, wings of total production.   |
| 10. Chicken VAP production of 500 kg(approx.)   |
| Others :  |
| <ul style="list-style-type: none"> <li>• Loading &amp; unloading</li> <li>• Blast freezing and bagging</li> <li>• Crate washing- 3000 nos. per day</li> <li>• Plant machinery cleaning ,washing .</li> <li>• Cleaning at different section of slaughter and production ,Blast Freezer, Cold Room, Ante room, Dispatch Section, different section of VAP.</li> </ul> |
| N.B : All supervisors, Quality control, Maintenance team Accountant, Store Keeper are under Corporation.  |

## II. A. Pork Plant:

| <b>i) Slaughtering of Pig</b>   | <b>ii) Pork Deboning</b>  |
|---|---|
| Guide the animals towards the pig trap                                | Cut the carcasses in three parts  |
| Stunning the animals  | Removing the skin   |
| Sticking the animals & collection of Blood                            | Collection of lean Pork   |
| Hanging the animals in conveyor                                       | Cutting the fresh pork  |
| Scalding the carcasses  | Cutting of loose Bone   |
| Dehairing of carcasses  | Making the bacon  |
| Scrapping of hair   | Making Pork chop  |
| Re-hanging of carcasses   | Making the curing meat for pork Ham   |
| Singeing of carcasses   | Making the Curing meat for Sausage and Salami   |
| Scrapping the carcasses with knife                                    | Making the pork Keema   |
| Evisceration  | Packaging of all concerned production.  |
| Collection of edible offals   | Machinery washing and cleaning different section of Hall                                |
| Keeping of Carcass in Chiller   | ETP Operation   |
| Cleaning and washing of all machineries and different section of Hall | Boiler Operation for steam, Crate washing and scalding and operation of Rendering Plant |

## B. Pork Value Added Production:

1. Collection and lean pork and fat for making keema
2. making emulsion



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3. **Cleaning and peeling off the vegetables like onion, ginger, garlic, coriander leaves, green chilli, lemon etc**
4. **Making emulsion for sausage and salami**
  - i) Filling of sausage and salami in casing
  - ii) Cooking of sausage and salami,
  - iii) Peeling off the casing of sausage and salami
  - iv) Slicing of salami
  - v) Weighing, packing and storing of sausage and salami
5. **Making Pork Bacon & Pork Ham**
  - i) Curing
  - ii) Cooking
  - iii) Slicing
  - iv) Packing and storing
6. **Chilling, Weighing, packing, storing, Dispatch of different VAP items.**
7. **Crate washing and machinery washing and cleaning and cleaning of different section of VAP.**

## C.i) Production Target for Pork Plant

| For Phansidewa Meat Plant  |                            |
|----------------------------|----------------------------|
| Standard Production target | 50 Nos. of Animal per week |
| Minimum Production Target  | 30 Nos. of Animal per week |

### ii) Projected standard production per Week per plant

| For Phansidewa Meat Plant   |
|---|
| <ol style="list-style-type: none"><li>1. Nos. of animal slaughter/week -50 nos.</li><li>2. Wt. of the <a href="#">animal @100kg/animal</a>= 7000 kg (approx..)</li><li>3. Wt. of dressed carcasses= 5600 kg (approx..)</li><li>4. Deboning for Lean Pork and packaging = 1.1 MT (approx..)</li><li>5. Fresh Pork Production and packaging = 1.5 MT (approx..)</li><li>6. Loose Bone Production &amp; packaging = 1.3 MT (approx..)</li><li>7. Pork chop &amp; Bacon Production &amp; packaging -300 kg (approx..)</li><li>8. Soft skin packaging = 700 kg (approx..)</li><li>9. Raw fat packaging- 200 kg (approx..)</li><li>10. Minced Pork Production &amp; packing -500 Kg.(Approx.)</li><li>11. Ham Production &amp; packing-500Kg(Approx.)</li><li>12. Edible offals, Scraps, trimming cleaning, storing and packing</li><li>13. Pork VAP production &amp; packaging – 300 kg (approx..)</li></ol> |
| Others :  |
| <ul style="list-style-type: none"><li>• Loading &amp; unloading</li><li>• Chilling</li><li>• Blast freezing and bagging and Dispatching.</li><li>• Crate washing- 3000 nos. per day</li><li>• Plant machinery cleaning ,washing Cleaning of different section of pork processing Hall.</li></ul>  |
| <b>N.B : All supervisors, Quality control, Maintenance team Accountant, Store Keeper are under Corporation.</b>   |



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### iii) Work schedule per week

| Monday  | Tuesday  | Wednesday   | Thursday   | Friday  | Saturday                        |
|---|--|---|--|---|---------------------------------|
| Slaughtering of 30 nos. of pigs + VAP packaging if remaining after Saturday | Deboning, cutting of 20 Nos. carcasses & packaging | Deboning & cutting of 10 Nos. carcasses & packaging and Slaughtering of 40 nos. of pigs | Deboning, cutting of 20 Nos. carcasses & packaging | Deboning & cutting of 20 Nos. carcasses & packaging | Pork VAP production , Packaging |

### III. A. Goat and Sheep slaughtering

1. Guide the animals towards the stunning trap
2. Stunning the animals
3. Halal of the animals
4. Hanging the animals in conveyor after opening the Achilles tendon the carcasses
5. De-skinning of carcasses
6. Re-hanging of carcasses
7. Evisceration of carcasses
8. Collection of edible offals
9. Crate washing and machinery washing and cleaning

#### B. Curry Cut Cutting and packaging

1. Cut the carcasses in three parts
2. Cutting the carcasses into pieces of 60 to 70 gms.
3. Packaging of all concerned production.

#### C. i) Projected standard production per Week per plant

##### For Phansidewa Meat Plant

- Nos. of animal slaughter/week -500 nos.
- Wt. of the [animal @ 18kg/animal](#)= 9000 kg (approx.)
- Wt. of dressed carcasses= 4200 kg (approx.)
- Curry Cut Production and packaging = 3.9 MT (approx.)

### ii) Work schedule per week

| Monday                            | Tuesday   | Wednesday                         | Thursday  | Friday                            | Saturday  |
|-----------------------------------|---|-----------------------------------|---|-----------------------------------|---|
| Slaughtering of 170 nos. of goats | cutting of 170 Nos. carcasses into pieces & packaging | Slaughtering of 170 nos. of goats | cutting of 170 Nos. carcasses into pieces & packaging | Slaughtering of 170 nos. of goats | cutting of 170 Nos. carcasses into pieces & packaging |



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## **MINIMUM ENGAGEMENT OF MANPOWER AS PER SOP**

### **CHICKEN PROCESSING UNIT :**

- a) Poultry Slaughter : 18 Head / Shift
- b) Morning Shift Deboning , Curry Cut , Feather removal , Packing and Sealing : 36 Head.
- c) Crate Washing And Cleaning : 6 Head/ Shift
- d) Night Shift Deboning , Curry Cut , Feather removal , Packing and Sealing & Tandoor : 26 Head.
- e) Afternoon Shift : 26 Head
- f) Dispatch : Morning Shift : 8 Head, Afternoon : 5 Head

### **CHICKEN VAP PRODUCTION UNIT:**

Morning Shift : 08 Head.

### **PORK PROCESSING UNIT :**

- a) Pork Slaughter : 10 Head.
- b) Pork Deboning , Cutting,Packing,Sealing,Storing : 20 Head.

### **PORK VAP PRODUCTION UNIT :**

Morning Shift : 08 Head.

  
(Dr. Gouri Shankar Koner)  
**Managing Director**  
W.B.L.D.C. Ltd.

**SECTION - E**  
**Application Format**

**(To be furnished in the Company's Official Letter Head Pad with full Address with Contact No., Telephone No., FAX No., e-mail address, Website etc.)**

To  
**Managing Director**  
West Bengal Livestock Development  
Corporation Limited,  
LB-2, Sector-III, Salt Lake City,  
**Kolkata - 700 106.**

**Sub: 'Engagement of Service Provider for production of meat and meat products at Phansidewa Meat Plant (PMP), Hatiram, Darjeeling, PIN-734434, West Bengal under West Bengal Livestock Development Corporation Limited, LB-2, Sector-III, Salt Lake City, Kolkata-700106'.**

**NIT No. WBARD/WBLDC/NIT- 549e/2023-24 Dt 16/08/2023**

Dear Sir,

With reference to your NIT under reference, I am/we are furnishing my/our percent of service Charge tendered for as per your specification, terms & conditions.

Should this tender be accepted, the services shall be provided within stipulated period from the date of work order.

I/We further declare that I/we have read the NIT and are fully conversant with all aspects of the Terms and Condition to execution of this contract.

I / We understand that: -

- a) Tender Inviting and Accepting Authority can amend the scope & value of the contract bid under this NIT.
- b) Tender Inviting and Accepting Authority reserve the right to reject any Tender without assigning any reason what so ever.

I/We also agree that the decision of the Managing Director, West Bengal Livestock Development Corporation Ltd. in all matters in respect of this tender will be final & binding on me.

Enclosure :- e-filing

01. Statutory Documents
02. Non Statutory Documents
03. B.O.Q.

Yours faithfully,

Dated: \_\_\_\_\_ Signature & office seal:

Name of the Firm:

Address with PIN:

PAN No. \_\_\_\_\_

G.S.T. Regd. No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

**SECTION - F**  
**CHECK LIST**

**(To be furnished in the Company's Official Letter Head Pad with full Address with Contact No., Telephone No., FAX No., e-mail address, Website etc.)**

**(To be uploaded with the Technical Bid)**

| <b>Sl.</b> | <b>Description</b>  | <b>Particulars</b> |
|------------|---|--------------------|
| 1          | Name of the Firm  |                    |
| 2          | a) Registered Address with PIN etc.<br>b) Sole owner or Partnership Firm/Company                    |                    |
| 3.         | Phone No.   |                    |
| 4.         | E-mail  |                    |
| 5          | Name of the Person authorized to enter into & execute contractual agreement                         |                    |
| 6          | Earnest Money, whether submitted, if not, Exemption Certificate to be submitted                     |                    |
| 7          | Copy of NIT digitally signed whether submitted.   |                    |
| 8          | Filled Section - B, C & E whether submitted.  |                    |
| 9          | Company Details whether submitted   |                    |
| 10         | PAN Card whether submitted  |                    |
| 11         | GST Registration Certificate (Whether submitted)  |                    |
| 12         | Scanned copy of Original Prof. Tax Clearance Certificate / Paid Challan upto date whether submitted |                    |
| 13         | Scanned copy of Valid Trade License whether submitted   |                    |
| 14         | IT returns of Assessment year 2022 – 2023 whether submitted.  |                    |
| 15         | P.F. & E.S.I. Registration whether submitted.   |                    |
| 16         | Labour License whether submitted.   |                    |
| 17         | Annual Turnover Statement whether submitted.  |                    |
| 18         | Credentials as per Tender terms & conditions whether submitted.                                     |                    |

**Signature & Seal of the Bidder with Date**