



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

Website: www.wbldc.in Toll Free No. 18001208243

NIT No: WBARD/WBLDC /NIT-644e/2023-24 **Date of Issue: 05/02/2024**

SET OF TENDER DOCUMENTS

For

Outsourcing of Specialized Contractual Manpower for Operation of Base Kitchen and allied Work within Kolkata under West Bengal Livestock Development Corporation Limited, LB-2, Sector-III, Salt Lake City, Kolkata-700106 for the Financial Year 2023-24.

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) : 05/02/2024 FROM 6:55 P.M.

STARTING OF BID SUBMISSION (ONLINE) : 05/02/2024 FROM 6:55 P.M.

PRE BID MEETING TO BE HELD ON (Mandatory) : 16/02/2024 at 2:00 P.M., H.Q.

LAST DATE FOR ON LINE SUBMISSION OF TENDER : 26/02/2024 UP TO 11:30 A.M.

OPENING OF TECHNICAL BID : 28/02/2024 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- 644e/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)

List of Work to be undertaken:

Sl. No	Name of the Item	Earnest Money (Rs.)	Period of engagement	Eligibility of Bidder
1	Outsourcing of Specialized Contractual Manpower for Operation of Base Kitchen and allied Work within Kolkata under West Bengal Livestock Development Corporation Limited, LB-2, Sector-III, Salt Lake City, Kolkata-700106 for the Financial Year 2023-24	Rs. 50,000/- (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 ' Section-D ' 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 also 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 on **Prebid Meeting (Mandatory)** or 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 **02.00 PM on 16.02.2024**.
- 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 in Sl. No. 6.
- 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) 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** Lakh 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'.

6) Date and Time Schedule:

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	05.02.2024, 06.55 PM
2	Documents download start date (Online)	05.02.2024, 06.55 PM
3	Documents download end date (Online)	26.02.2024, 11.30 AM
4	Bid submission start date (On line)	05.02.2024, 06.55 PM
5	Bid Submission closing (On line)	26.02.2024, 11.30 AM
6	Bid opening date for Technical Proposals (Online)	28.02.2024, 11.30 AM
7	Date of uploading list for Technically Qualified Bidder(online)	To be notified later
8	Date of uploading the final list of Technically Qualified Bidder(online) after disposal of appeals, if any.	To be notified later
9	Date for opening of Financial Proposal (Online)	To be notified later

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 considering the above aspect. Service Charge included Labour Cess and Liveries and Bonus (Twice in a year Summer & Winter) but excluding of GST on Service charge** . 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.

11) Prospective applicants are advised to carefully go through **the minimum qualification criteria** as mentioned in 'Instructions to Bidders' stated in Section – 'D' 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**

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 in similar nature of work(s) in Govt / Semi-Govt/Recognized Organization

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 will be quoted in the B.O.Q. including Labour Cess and Liveries, Bonus but excluding of GST on Service Charge .Quoted rate will be encrypted in the B.O.Q. under Financial Bid.**

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

- i. Income Tax Acknowledgement Receipt for the latest Assessment year, 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 three 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. IT Return- for Assessment year 2022-23. EPF Registration Certificate ESI Registration Certificate G.S.T. Registration Certificate Registration under Labour Welfare Fund Act License for providing manpower from competent authority. Professional Tax latest paid Challan (Up to date) Valid Trade License (valid up to 31.03.2024)
B.	Company Detail(s)	Company Detail	i. For Proprietorship Firm (<i>Trade License</i>) ii. For Partnership Firm (<i>Partnership Deed, Trade License</i>) iii. For Limited Company (<i>Incorporation Certificate, Trade License</i>) iv. For Society (<i>Society Registration Copy, Trade License</i>) v. LAST 3 YEARS PROFIT & LOSS AND BALANCE SHEET (WITH ANNEXURE AND 3CD FORM IN CASE OF TAX AUDIT)
C.	Credential	Credentials	The Service Provider Company should have at least three years' experience of providing related manpower 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

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.

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.

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.

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**'.

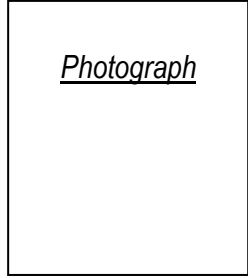
The notification of award will constitute the formation of the Contract.

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 Rs. 50,000/- (Rupees Fifty Thousand) 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. 10/- 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 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 – IV

Experience Profile

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

Name of the Firm:

Documentary evidence for Providing Manpower to any reputed institution/organization in last three 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

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



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Date of Issue: 05/02/2024

SECTION – D

I . Scope of Work of Base Kitchen Operation

Objective:

The Base Kitchen operations to be managed to cater the food supply to all QSRs maintaining proper hygiene, quality & portion, test and time. The base Kitchen infrastructure will be built and maintained by WBLDC however the kitchen staffs shall be deployed by agency with the prime responsibility of kitchen daily operations and proper & safe utilizations of Kitchen assets.

Roles of Kitchen Staffs:

Head Chef (Chef de Cuisine) :

- Responsible for the Entire Operations of the Base Kitchen
- Maintain standards of food Quality and Quantity.
- Managing Kitchen Chefs, Commis, CDPs & House Keeping Staffs
- Staff Alignment, Weekly Staff Rostering and Daily Duty Assignments
- Staff Training with respect to Corporation's Policy, Hygiene and day to day functions
- Managing Inventory – Inward & Outward of Daily saleable and non-saleable stocks
- Day to Day ordering of stocks and store management
- Responsibility of Implementation of SOP
- Food Costing, Quality Checking, Presentation and Portion controlling
- Responsible for keeping in control all the overhead costs and Liabilities
- Responsible for data entry in Software & MIS
- Responsible to undergo Statutory audits.

Deputy Chef (Sous Chef) :

The deputy chef, otherwise known as the sous chef, remains second-in-command in the kitchen. Depending on the restaurant and its management, it is possible to have more than one sous chef. The sous chef's role may overlap with the head chef, however the sous chef generally remains hands-on.

Station Chef (Chef de Partie) :

A Chef de Partie, station chef, or line cook is a chef in charge of a particular area of production in a restaurant. In large kitchens, each chef de partie might have several cooks or assistants. In most kitchens, however, the chef de partie is the only worker in that department.

Junior Chef (Commis Chef) :

Commis chefs are novice chefs who work to support a chef de partie in a commercial kitchen. They perform cooking, cleaning, delivery, and other support duties as instructed by the chef de partie.

Kitchen Porter :

Kitchen porters wash dirty dishes, utensils, and other cooking equipment, assist chefs or cooks with basic food preparation and ensure that kitchens are clean and orderly.



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II. Scope of Work of Logistics Team

Objective:

The logistics operations to be managed to transport prepared food to QSR outlets maintaining proper hygiene, temperature, and time. The Vehicles will be procured / arranged by WBLDC however Drivers and Delivery Persons shall be deployed by competent agency with the prime responsibility of Logistics daily operations and proper & safe utilizations of Vehicles and gadgets.

Roles of Logistics Partners:

- ❖ Responsible for the Entire Operations of the Logistics
- ❖ Maintaining proper cold chain (for frozen item)
- ❖ Staff Alignment, Weekly Staff Rostering and Daily Duty Assignments
- ❖ Proper & clean uniforms of the manpower
- ❖ Staff Training with respect to Company's Policy, Hygiene, and day to day functions
- ❖ Delivery route optimization (keeping in confidence with the concerned officer of WBLDC)
- ❖ Accomplishment of delivery of Food items as per daily route and quantity & Payment reconciliation and report to Process Owner
- ❖ Damage return to WBLDC (as per SOP)
- ❖ Responsible for Maintenance of all vehicles as per statutory standards
- ❖ Informing the officer(s) concerned of WBLDC for refueling of vehicle, servicing of vehicle, Battery related issues & major electrical issues (in vehicle & at the charging points)
- ❖ Responsible for data entry in Software & MIS .

Logistics Team

- ❖ Logistics Supervisor
- ❖ Driver for commercial Vehicles
- ❖ Delivery Person

III. (TENTATIVE NUMBER OF REQUIRED MANPOWER)

SL No.	Basic Designation	Basic Qualification	No. of Post	Remuneration per month
1.	Head Chef cum Base Kitchen Manager	Under Graduate with 10 years' experience	01	56,354.00
2.	Deputy Chef- base kitchen	Under Graduate with 5 years' experience	01	36,609.00
3.	Station Chef (CDP)-base kitchen	Under Graduate with 5 years' experience	02	31,343.00
4.	Junior Chef (Commis1 chef) for QRS support	10+2 pass with 10 years' experience	01	23,445.00
5.	Junior Chef (Commis 2 chef) for QRS support	10+2 pass with 10 years' experience	01	19,496.00
6.	Kitchen Porter for Base Kitchen	8 th pass with experience	02	16,864.00
7.	Biker with Bike for QRS Logistic	8 th pass with experience	01	19,500.00
8.	Driver for QRS Logistic	8 th pass with experience	01	19,500.00
9.	Delivery Person QRS logistic	8 th pass with experience	01	15,500.00



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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.**
2. The Service Provider Company should have at least **Three years' experience** of providing manpower 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 average turn-over of the firm **should not be less than 50 Lakh** during last three years. Service Provider will submit their last three years' audited Balance Sheet.
4. The rate should be quoted in conformity with the rate so determined by the Govt. of West Bengal complying the provisions of the Minimum Wages Act. 1948 from time to time and under no circumstances the total emoluments can be less than the Minimum Wages as notified by the Labour Department, Govt. of West Bengal during Tender tenure. **The quoted rate of service charge should be on the amount including Labour Cess, Liveries , Bonus and should not include the PF, ESI of employers contribution.**
5. 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.
6. Criteria wise manpower requirement in different units / establishments at different places under the Corporation is attached in **Annexure-I** of this tender notice. Number of personnel as indicated in Annexure – I is tentative only. Actual number of manpower may vary to the higher side as per requirement. Eligibility criteria for different category of manpower is delineated in **Annexure - II**
7. 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.
8. The Service Provider should submit document showing Provident Fund Account No. in their name preferably in Kolkata and ESI No. preferably within Kolkata and / or Other places of West Bengal.
9. The Service Provider should submit PAN, G.S.T. Registration, Registration No. under Provident Fund Act, Registration No. under Labour Welfare Fund Act in their firm's name. Latest Professional Tax paid Challan (upto date) Provident Fund, Labour License, Labour Welfare Fund clearance certificates are to be submitted.
10. 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.
11. A **Security deposit amounting Rs. 50,000/-** only has to be deposited by the successful bidder in the form of **Bank Guarantee 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.

12. 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.

13. 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.

14. 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.

15. 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. Agency shall provide a substitute well in advance if there is any probability of a person leaving the job due to his/her personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Service Provider. If for any reason the personnel deployed by the Service Provider proceeds on absence, he/she should properly intimate the Controlling Officer and the Concerned Administration before such absence.

In case of Medical emergency he/she shall inform either officially or over telephone clearly indicating the number of days he/she will be absent on the first day of such absence. **The Service Provider shall provide a substitute in case the absence exceeds 5 days continuously.**

16. 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.

17. Selected service provider (Agency) has to provide the Uniform / Scrub to the Employee and Worker engaged in Unit under Corporation twice in a year (Summer Liveries & Winter Liveries). Design, color and types of uniform /scrub will be fixed by the corporation in time. The quoted rate of service charge should be included the cost of Liveries.

18. Bidders having Certificate from **“Indian DGR (Directorate General Resettlement)** and **Licence for providing Security Service from competent authority** will be preferred in the Technical bids. **Selected service provider (Agency) has to provide the Uniform (Twice in a year) along with other accessories .**

19. 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.

20. 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.
- 21. That the persons deployed by the Service Provider person shall not claim any benefit/ compensation/ absorption/ regularization of services from this Corporation. Necessary Undertaking from the person to this effect will be required to be submitted by the Service Provider to this Corporation.**
22. That the persons deployed by the Service Provider under the contract shall be the employees of the Service Provider for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the Service Provider (who is answerable to the Competent Authority of WBLDCL i.e. Managing Director, WBLDCL or his representative).
23. The persons so provided shall not claim any "Master & Servant" relationship between them and this Corporation. Subcontracting shall not be permitted.
24. The Service Provider shall engage the necessary person as required by Corporation Office from time to time. The said person engaged by the Service Provider shall be employee of the Service Provider and it shall be the duty of the Service Provider to pay their salary every month in time preferably on a fixed date at the rate on which the mentioned in this tender. The Corporation will not be held responsible for nonpayment / late payment / less payment by the Service Provider. The Service Provider shall not stop the payment of salary to his employees on account of delay in receiving fund from Corporation. However the Corporation will make all endeavour so that nonpayment / late payment / less payment to the Service Provider can be settled amicably within a reasonable time frame.
25. The Service provider agency will arrange for a 'Full Time Supervisor' who will look after and monitor the day to day issues of the Units / Establishments for smooth execution of the work and ensure immediate intervention of problems, if arise any. However, the Corporation will not bear any wages or emoluments or any benefits in any form for such Supervisor entrusted for the purpose.
26. The Service provider will be responsible for providing statutory requirement under the various Acts/Govt. Regulations in respect of each personnel. This shall include payment of EPF, ESI, etc. However, payments in respect of EPF, ESI, etc. or any such other statutory requirements to the successful Service Provider Company shall be made subject to furnishing of proof of such payments to the concerned authorities indicating the EPF No., ESI No. etc. of the outsourced persons every month without fail and before submitting bills for the subsequent months. **The bills should be for reimbursement of the actual amount of the service rendered by the Service Provider.**
27. The Service provider will provide Bonus if there be any is paid to the outsourced persons at the rate in conformity with the provisions of payment of Bonus. **Quoted rate included the amount so paid for Bonus as per Govt. Order.**
28. 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 Workmen Compensation Act'1923" and its subsequent Rules.
29. Working hours will be 8 hours per day schedule would be as per instruction of concerned unit or office In-Charge.
30. The Service Provider will submit the Tax Invoice along with a copy of challan towards EPF & ESIC payment in respect of his employees in triplicate in the 1st week of following month for payment. The payment may be made on

pro-rata basis that is arrived at after necessary deductions are made for any unauthorized absence of the personnel.

31. The Service Provider may be requested to provide the personnel for a shorter period also, in case of any exigencies and as per the requirement of the Corporation.

32. Payments to the Service Provider would be strictly on certification by the office with whom he is attached that his services were satisfactory and attendance as per the bill preferred by the Service Provider.

33. 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.

34. 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.

35. 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 pay and settle the same.

36. 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.

37. 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.

38. The successful Agency shall be solely responsible timely payment i.e. within 7 (seven) days of subsequent month.


(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.
(Automatic)

Sub: Outsourcing of Specialized Contractual Manpower for Operation of Base Kitchen and allied Work within Kolkata under West Bengal Livestock Development Corporation Limited, LB-2, Sector-III, Salt Lake City, Kolkata-700106 for the Financial Year 2023-24.

NIT No. WBARD/WBLDC/NIT- 644e/2022-2023 Dt 05/02/2024

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

Information about Bidders
(To be uploaded with the Technical Bid)

Sl.	Description	Particulars
1	Name of the Firm	
2	a) Registered Address with PIN etc. 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.	



WEST BENGAL LIVESTOCK DEVELOPMENT CORPORATION LIMITED

(A Govt. Of West Bengal Undertaking)

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

Telefax: (033)-2335 5298 E-mail: info@wbldc.in

Website: www.wbldc.in Toll Free No. 18003458243

ANNEXURE-I

(TENTATIVE NUMBER OF REQUIRED MANPOWER)

SL No.	Location	(Basic) Designation	No. of Post
1.	<i>Outsourcing of Specialized Contractual Manpower for Operation of Base Kitchen and allied Work within Kolkata under West Bengal Livestock Development Corporation Limited, LB-2, Sector-III, Salt Lake City, Kolkata-700106 for the Financial Year 2023-24.</i>	Head Chef cum Base Kitchen Manager	01
		Deputy Chef- base kitchen	01
		Station Chef (CDP)-base kitchen	02
		Junior Chef (Commis1 chef) for QRS support	01
		Junior Chef (Commis 2 chef) for QRS support	01
		Kitchen Porter for Base Kitchen	02
		Biker with Bike for QRS Logistic	01
		Driver for QRS Logistic	01
		Delivery Person QRS logistic	01

ANNEXURE – II

(ELIGIBILITY CRITERIA FOR OUTSOURCING OF PERSONNEL THROUGH PLACEMENT AGENCY)

Sl. No.	Name of the Post	Tentative no. of Post	Minimum Educational Qualification required	Experience required
1.	Skilled Personnel (Office Assistant)	01	Passed HS (10 + 2) or equivalent	Minimum 2yrs. Experience in specialized Fields in any organization
2.	Highly Skilled Personal (Fitter-Electrical	01	Passed HS (10 + 2) & Certificate in ITI	Minimum 5yrs. Experience in any organization at specialized Fields with distinction.
3.	Unskilled Personnel (House Keeping)	04	Class VIII Pass	Must have knowledge in respective field
4.	Security Guard Unskilled Personnel	15	Class VIII Pass	Minimum 1yr. Experience in any organization.
5.	Gun Man Unskilled Personnel	01	Class VIII Pass having Armed License / Gun License.	Must have knowledge of respective field

6.	Unskilled Personnel (Office Peon)	03	Class VIII Pass	Must have knowledge in respective field
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(Dr. Gouri Shankar Koner)
Managing Director
W.B.L.D.C. Ltd.