

WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED

**TENDER DOCUMENT FOR CARETAKING, CATERING
SERVICES INCLUDING UP-KEEPMENT AND RUNNING
OF CORPORATE GUEST HOUSE AT SALLAKE,
WBSETCL.**

NIT No. GM (HR&A)/WBSETCL/ GH / 2021-22/41 dated: 05.07.2021

Section I –VI

Notice Inviting Tender (NIT)
Instruction to Bidders (ITB)
General Conditions of Contract (GCC)
Special Condition Of Contract (SCC)
Departmental cost estimate & Scope of Services
Annexure



WBSETCL

Office of the General Manager (HR&A)
WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED
CIN: U40101WB2007SGC113474
Regd. Office: Vidyut Bhavan (8TH Floor), Block-'D',
Bidhannagar, Block-DJ, Sector-II : Kolkata : 700 091

Ph No: (033)(033) 2319-7670; Fax: (033) 2334-2218;
E-mail-fl.wbsetcl@gmail.com
Website- www.wbsetcl.in

These documents are meant for the exclusive purpose of bidding against this NIT and shall not be transferred, reproduced or otherwise used for purposes other than that for which they are specifically issued.

Section I - NOTICE INVITING e-TENDER

West Bengal State Electricity Transmission Company Limited

(A Govt. of West Bengal Enterprise)

Office of the General Manager(HR&A)

CIN: U40101WB2007SGC113474

ABRIDGED NOTICE INVITING e-TENDER

For

**Caretaking, catering services including up-keepment and running of
Corporate Guest House at Saltlake, WBSETCL
(Block-BN, Sector 5, Saltlake, Pin-700091, West Bengal)
[Domestic Competitive Bidding]**

NIT No: GM(HR&A)/WBSETCL/CGH/2021-22/41

DT 05.07.2021.

WBSETCL invites e-tender from eligible and qualified bidders for caretaking, catering services including up-keepment and running of corporate guest house at Saltlake, WBSETCL for the contract period of two years with provision of one year further extension at the same rate, terms & conditions.

Interested bidders may obtain bidding documents by registering themselves to the e-tendering portal (<https://wbtenders.gov.in> or <https://etender.wb.nic.in>) and thereby downloading the bidding documents from 05.07.2021 at 3:00 P.M. and shall be submitted up to 03.00 P.M on 22.07.2021. Detailed NIT is also available on WBSETCL website (www.wbsetcl.in) and can be downloaded from the website for bidders' information only.

WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED

(A Govt of West Bengal Enterprise)

CIN: U40101WB2007SGC113474

Office of the General Manager(HR&A)

Regd. Office: VidyutBhavan (8TH Floor), Block-'D',
Bidhannagar, Block-DJ, Sector-II: Kolkata: 700 091

Ph No: (033) 2319-7670; Fax: (033) 2334-2218

[E-mail-fl.wbsetcl@gmail.com](mailto:fl.wbsetcl@gmail.com)

Website- www.wbsetcl.in

DETAILED NOTICE INVITING e-TENDER

For

**Caretaking, catering services including up-keepment and running of
Corporate Guest House at Salt Lake, WBSETCL**

[Domestic Competitive Bidding]

NIT No: GM(HR&A)/WBSETCL/GH/2021-22/41

DT 05.07.2021

WBSETCL invites e-tender from eligible and qualified bidders for utilisation of satisfactory services in regard to **caretaking, catering services including up-keepment and running of corporate guest house at Saltlake, WBSETCL** for two years contract with provision of one year further extension at the same rate, terms & conditions.

1.0 Detailed Specifications, scope of Works & Services and terms and conditions thereof are given in the bidding documents, which are available at the online e-tendering portal <https://wbtenders.gov.in/> or <https://etender.wb.nic.in> as per the following schedule:

Bidding document No	:	GM(HR&A)/WBSETCL/CGH/2021-22/41 DT 05.07.2021
Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	:	05.07.2021 from 10:00 AM
Documents download start date (Online)	:	05.07.2021 from 03:00 A.M.
Request for clarifications to be sent to the address given in clause 8.0	:	08.07.2021 by 04.00 P.M.
Pre-bid meeting	:	13.07.2021 at 2.30 P.M.
Bid submission start date (On line)	:	17.07.2021 from 10.00 A.M.
Last Date of submission of original copies for the cost of Tender Fees, Bid Security (As per Annex-3b), Original Power of Attorney & Affidavit regarding Eligibility (duly notarized) along with one (01) replica of the uploaded offer bid (except BOQ, Annex:2) as Hard Copy (off line).	:	23.07.2021 up to 02.00 P.M.
Bid Submission closing (On line)	:	22.07.2021 03:00 P.M.
Opening of bid (Online)	:	26.07.2021 from 12:00 P.M.

[Techno-commercial bid]		
Opening of Price bid (Online)	:	The bidders shall be informed of the date & time of the opening of the price bid at a later stage after techno-commercial evaluation
Cost of the Tender Document	:	Rs.2000.00 [Rupees two thousand only] plus 18 % GST

In the event of e-filling, intending bidder may download the tender documents from the website <http://etender.wb.nic.in>, <http://wbtennders.gov.in> directly with the help of Digital Signature Certificate. Necessary cost of tender documents (tender fees) as mentioned above may be remitted through in the form of a Demand Draft/ Pay order/ banker's cheque payable at Kolkata drawn in favour of "WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED" from any scheduled commercial bank and also to be documented through e-filling. The original Demand Draft / Pay Order against tender fees & Bid Security [as per Annexure -3b] should be submitted physically (offline) to the Office of The General Manager, HR&A, WBSETCL under sealed cover on or before the scheduled date & time as specified above.

- 2.0 Uploading of bidding documents shall not automatically construe that the bidder fulfils the Qualifying Requirements which shall be determined during bid evaluation based on data/documents submitted by the bidder. Bid documents are not transferrable.
- 3.0 The purpose of the pre-bid meeting will be to clarify the scope of work, and any issues regarding the bidding documents and the Technical Specifications, if raised at that stage by the bidders. WBSETCL shall not be under any obligation to entertain /respond to suggestions made or to incorporate modifications sought for by the bidders during the pre-bid meeting or thereafter.
- 4.0 All bids shall remain valid up to a minimum period of **one hundred and twenty (120) days** from the next day of **price bid opening date**.
- 5.0 All bids must be supported by **bid security** for an amount of **Rs 30000.00 [Rupees Thirty thousand only]** in the form of Demand Draft / Pay order / Banker's Cheque drawn in favour of "WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED" from any scheduled commercial bank, payable at Kolkata, or a Bank Guarantee from any scheduled commercial bank favouring WBSETCL which shall remain valid for a period of one hundred and eighty (180) days from the next day of techno-commercial bid opening date with a further claim period of thirty (30) days. Bids shall be rejected by WBSETCL, if the bidder fails to submit original Bank Guarantee/Demand Draft / Pay Order/ Banker's Cheque against tender fees & Earnest Money Deposit (EMD) physically to the Office of The General Manager (HR&A), WBSETCL under sealed cover on or before the scheduled date & time as specified above. For preparation of BG the Bank details of WBSETCL is given below:

Name of the Bank: UCO Bank

Address of the Bank: Sector-II, Saltlake Lake City, Kolkata-700091

Account No.: 17130202000905 and IFSC: UCBA0001713

6.0 Qualification Requirement for Bidders:

6.1. Following shall be the qualification requirement:

Technical:

1. The Bidder must have a valid license/ registration of ownership to operate caretaking and catering services.
2. The Bidder should have registration or licence of Food Safety and Standards Authority of India (FSSAI) for catering /canteen services in West Bengal or of the Central Government.
3. The bidder must have experience of at least two years out of the last three years for providing caretaking, catering services including up-keepment and running of corporate guest house /IB/ Bachelor Hostel/ Training Institute of Govt organisation/ P.S.U / Reputed MNC/3 star hotel or any organisation of repute.
4. The bidder should have successfully executed at least a single contract with deployment of manpower not less than 08(eight) nos.

Financial:

- i. Liquid Assets (L.A) as per the last audited accounts available should be **Rs. 3,60,000.00 [Rupees Three lacs Sixty thousand Only]**. Bidder shall have Liquid Asset (L.A) and/ or evidence of access to or availability of credit facility of equivalent amount.
- ii. Minimum Average Annual Turnover (MAAT) for best three (03) years out of the last five (05) financial years excluding non-recurring item should be **Rs.21,50,000.00 [Rupees Twenty One lacs Fifty Thousand only]**.
- iii. Net Worth should be positive.

6.2. **The bidder shall upload**, as part of his techno-commercial bid, documents establishing the bidder's qualifications to execute the Order to the satisfaction of WBSETCL. All documents required to establish bidder's financial and technical qualification must be submitted as part of techno-commercial bid. In particular, the following documents need to be uploaded by the bidder:-

- a. The bidder should upload copy of valid license/ registration to operate caretaking and catering services. [**Applicability up to the extent of meeting Technical QR**].

- b. The bidder should upload registration or licence of Food Safety and Standards Authority of India (FSSAI) for catering /canteen services in West Bengal or of the Central Government.

[Applicability up to the extent of meeting Technical QR]

- c. Bidder should upload experience certificate of at least two years out of the last three years providing caretaking, catering services including up-keepment and running of corporate guest house //B/ Bachelor hostel/ Training Institute of Govt organisation/ P.S.U / Reputed MNC/3 star hotel or any organisation of repute.**[Applicability up to the extent of meeting Technical QR]**

- d. Bidder should upload copy of corresponding work order for deployment of manpower not less than 8 nos. under single contract.**[Applicability up to the extent of meeting Technical QR].**

- e. Satisfactory Performance Certificate for a minimum period of any two completed years within last three financial years (2017-18, 2018-19 and 2019-20) from at least one major clients for the work/services to conclusively establish that the bidder has satisfactorily performed the requisite work(s)/services as per requirement specified above as per **Annexure- 5B.**

- f. Audited Annual Accounts of the company for the last Three (3) years (in case of companies)

or

IT Return duly acknowledged by the tax department for the last three (3) years (in case of bidders other than companies).**[Applicability up to the extent of meeting Financial QR].**

- g. Self-declaration that the bidder should not have been debarred or blacklisted by any State or Central Govt/ PSU in India while executing similar nature of work. If any dispute is pending at any Court of Law or under any Arbitration/ similar process pending decision of debarring/ blacklisting , detailed information must be enclosed.

The Bidder who have been delisted or debarred or Blacklisted by any State or Central Government/ PSU in India while executing similar nature of work shall not be eligible any way.

- h. Copies of Income tax/ Professional Tax Clearance Certificate / P.T (Deposit Challan)/ PAN card / GS T Registration Certificate.
 - i. Registered Deed of partnership Firm / Article of Association & Memorandum/ Certificate of Incorporation in India etc.
 - j. Documents to provide evidence that Registered office/Branch office unit of the bidder is within Kolkata jurisdiction.
 - k. The bidder should upload documents having valid Employee Provident Fund Registration Number
 - l. The bidder should upload documents having valid ESIC Number
 - m. The bidder should upload documents having valid Licence/Registration No. under the Contract Labour (R&A) Act, 1970.
- 6.3. In addition to above, the bidder shall also be required to meet the eligibility conditions and upload a scanned & digitally signed copy of Power of Attorney in favour of Signatory of the Bid as per Annexure: 4 & an Affidavit regarding Eligibility (duly notarized) as per Annexure: 6 of Section V-A of the bidding documents.

N.B.: The Original Power of Attorney in favour of Signatory of the Bid as per Annexure: 4, an Affidavit regarding Eligibility (duly notarized) as per Annexure: 6 of Section V-A of the bidding documents shall be submitted physically to the Office of The General Manager(HR&A), WBSETCL under sealed cover on or before the scheduled date & time as specified above. Also, one (01) replica of the uploaded offer bid (except BOQ,) is to be submitted as Hard Copy in a separate cover to this office in the mentioned date & time specified above.

- 6.4. Notwithstanding anything stated herein, WBSETCL reserves the right to inquire and review the bidder's capability and capacity to complete the scope of work.
- 7.0 WBSETCL reserves the right to accept or reject any bid partly or fully or cancel the bidding process without assigning any reasons thereof and in such case no bidder shall have any claim arising out of such action.
- 8.0 Address for seeking any clarifications on the bid documents:

**The Nodal Officer & Addl General Manager (HR&A), Corporate
Office of The GM(HR&A), WBSETCL
WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED
CIN: U40101WB2007SGC113474
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