



WEST BENGAL ELECTRICITY REGULATORY COMMISSION



Notice Inviting Quotation for Annual Contract for Hiring Services

Ref No. WBERC/Contract-8/ 325

Dated, Kolkata, the 29th May, 2017

West Bengal Electricity Regulatory Commission intends to engage suitable and financially capable Service Provider for providing following services in the Offices of the Commission located at Poura Bhawan, 3rd Floor and at Bikalpta Sakti Bhawan as detailed below :-

1.	Security (Un-Skilled)	:	02 Persons
2.	Driver (Semi Skilled)	:	01 Person
3.	House Keeping (Un-Skilled)	:	01 Person

Sealed quotations for Annual Contract for Hiring Manpower are invited. Eligible and interested vendors are requested to submit their competitive quotation for the same as per following terms and conditions :

1. Split Order may be placed at the discretion of the Commission.
2. The Commission reserves its right to place order on any of the eligible bidders.
3. The selected agency is to pay the Wages/Bonus and other statutory liabilities and will be reimbursed by the Commission on submission of related documents as Wage Sheet signed by the Manpower Deployed and the agency for reimbursement of wage and allowance and challan and payment document for PF and ESI/Medicaid.
4. Bill for a month should be placed within 10th of the subsequent month and payment will be released within 7 working days of compliance with required documents/criteria and certificate of satisfactory performance by the Controlling Officer of the work. Taxes will be paid extra. WBERC is to be indemnified by the agency for any such payment through an indemnity bond on a non judicial stamp paper of requisite value. Payment will be made on e-mode and bank details of the selected agency have to be submitted.
5. Payment will be released only if for a month signed wage sheet as above along with attendance sheet certified by the Controlling Officer of the Commission is submitted with the bill along with PF, ESI/Insurance Premium related documents of the previous month.
6. In case of revision of minimum wage by the State Govt. the agency will be required to comply with the same and claim reimbursement accordingly.
7. During the period of contract the rate of service charge offered cannot be changed.
8. In case of Driver- (i) He should be well behaved and must possess valid driving license which should be placed to the Officers of Commission on demand. (ii) Normal Working Hours – 8 hours and for every working hour beyond 8 hours will be paid Over Time @ Rs 20.00 per hour. (iii) In case of Night Halt the Agency will have to arrange of Food and Lodging and the Commission will pay Rs @ 100/- for Food and @ Rs 200/- for Lodging per night halt. (iv) Should have Mobile and the Number has to be submitted to the Commission for contact as and when required.
9. The agency should be registered with the Government of West Bengal as per West Bengal Private Security Agency (Regulation) 2007 Rules.
The agency should have proper experience in providing similar services in Government Departments/SPSU/CPSU etc. (Copy of work order and certificate of service receiver/self attested copies of satisfactory work at such offices are to be enclosed with offer).
10. The agency should have registration with EPF/ESI Authorities. (Self attested copy of Registration Certificate/EPF Code allotted is to be submitted). They must have PAN No and Service Tax Registration No for Manpower Supply (Self attested copies of PAN Card and Service Tax Registration Certificate with last return submitted are to be submitted).

Tel : (033) 2359 3397 , 2189
Fax: (033) 2359 3397 , 9720

FD-415A, Poura Bhawan , 3rd Floor, Sector - III
Bidhannagar, Kolkata - 700106

Email : cp-wberc@gov.in
Website: www.wberc.net



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11. Supervision of satisfactory services of the personnel placed will be the prime responsibility of the agency.
12. Details of the personnel placed in the service such as Name, Father's Name, complete residential address both present and permanent with supporting documents like, copy of Voter ID, Aadhar Card, Driving Licence (for Driver only) are to be submitted before start of work.
13. The agency is required to provide properly trained, smart personnel. Security Guards are to be in proper uniform and shoes during duty hours.
14. The intending agency should visit the locations and ascertain all relevant factors before submission of quotation.
15. WBERC will reimburse the cost of uniform w.e.t. Driver & Security Guards once in a year upto a Max amount of Rs 2500.00 for Driver and 2800.00 for each Security Guard.
16. The agency must be able to replace any person at the option of the Commission without citing any reason/in absence of deputed person.
17. The agency is to submit its rate in Rs in BOQ at the format below :-

SI No	Rate per individual per day	Security Guard (02 Nos)	Driver (01 No)	House Keeping Staff (01 No)
1	Basic/Minimum Wages as on 01.01.2017 (with supporting document)			
2	Special Allowance			
3	PF (13.61% of SI No 1)			
4	ESI/Insurance Premium @ 4.75% on SL No 1			
5	Bonus (8.33% of SI No 1)			
6	Rate of Service Charge on Basis and Allowance i.e. SI No 1&2			
7	Service Charge on Basic and Allowance i.e. SI No 1&2			
8	Total Cost of service per month			
9	No of Persons	2	1	1
10	Total Cost per month			

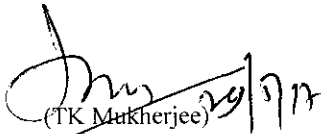


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18. Validity period of the offer should be allowed at least 3 months.
19. Quotation should be submitted by **16 June 2017 (3.00 PM)** in sealed envelope superscripting "Quotation for Supply of Manpower" on it at the following address :
West Bengal Electricity Regulatory Commission, FD 415A, Poura Bhawan, 3rd Floor, Sector-III, Bidhannagar, Kolkata-700106
20. All the quotations will be opened at 3.30 PM of the same date.
13. West Bengal Electricity Regulatory Commission reserves all the rights to accept or reject any or the entire tender without assigning any reason whatsoever. West Bengal Electricity Regulatory Commission may not accept the lowest or any offer and is not bound to assign reasons whatsoever.

For and on behalf of the Secretary, WBERC


(TK Mukherjee)
Dy. Director (Administration)

Quotation for manpower

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