

**West Bengal Housing Infrastructure Development Corporation Limited**  
**(A Government of West Bengal Undertaking)**  
**HIDCO BHABAN, 35-1111 MAR, Near 3<sup>rd</sup> Rotary, New Town, Kolkata-700156.**

Memo No: 432/HIDCO/G.M.(Elect)/e-NIT-14/2021-22

Dated: 13-09-2021

**[NOTICE INVITING Tender e-NIT. NO. - 14 OF 2021-2022 OF G.M. (Elect.), WB  
HIDCO]**

An Expression of Interest [EOI] is hereby invited by the WB HIDCO Ltd., from the bonafide, resourceful and experienced Agency having experience in similar nature of job for **“Engagement of Manpower for Day to day Operation and Maintenance of internal and external electrical installation including operation of Sound System, Pumps, Diesel Generator set, Elevators & A.C. system and cleaning of electrical equipment’s, fixtures and other appliances observations of sub-station including HT & LT switch gear, LT panels & Transformer at Various offices under WBHIDCO for One Year i.e. 365 days.”**

**A) Scope of work:-**

1. Engaging of **Electrician/skilled/semi skilled/Unskilled** as per duty allocated by the concern officer in two shifts in **various offices** in New Town Kolkata under WB HIDCO..
2. Only the Electrical personnel as per duty chart is allowed to perform duty at that particular point of duty .
3. After office hours all lights & fans, AC etc. should be put off and properly locked of office chambers and premises.
4. Duty hours will be in two shifts for electrical personnel. If there be any change of Electrical personnel, it should be informed to the concern officer, WB HIDCO beforehand.

**Completion Period:-**

01 (One) year from the date of commencement

**Earnest Money :-**

**Rs. 50,000/- (Rupees Fifty Thousand) only in favour of WB HIDCO Ltd.** to be deposited online through e-tender portal payment gateway. Intending bidder will get the beneficiary details from e- tender portal with the help of digital certificate. Bidders are requested to submit EMD of their bid online at least 03 (three) working days before the last date of bid submission.

**Total performance security deposit will be Rs.1,50,000.00 (One Lakh Fifty Thousand) out of which Rs.50,000/- (fifty) thousand will be in the form of EMD and the balance part to be submitted at the time of making agreement by the successful bidder. Balance Earnest Money may be remitted**

through Demand Draft / Pay Order issued from any Nationalized Bank in favour of the "WBHIDCO Ltd." payable at KOLKATA.

After completion of contract the Security Deposit money will be released.

### **B) General Terms & Conditions of Bid:-**

1. The contract shall commence from the date of execution of the Contract Agreement by WB HIDCO Ltd. with the Electrical Services providing Company/Agency and shall continue for a period of One year, unless it is terminated by Corporation due to deficiency in Service, Sub Standard quality of deployed manpower, break of the terms and condition of the Contract.
2. The contract shall automatically expire after One year from the date of execution of the Contract Agreement.
3. The agency will be selected in two steps. If the agency fulfills the technical criteria then he will be qualified in the Price bid Competition.
4. The agency should only quote their service charges in Rupees. The Service charge will be paid on the gross value of the amount, subject to maximum allowable limit of Service charge of 10%.
5. Agency should pay wages as per the latest rates of wages provided by the Govt. of West Bengal.
6. The agency should pay wages with pay slip along with PF, bonus and ESI as per govt Rules.
7. The agency will pay the salary of Electrician personnel within 7<sup>th</sup> day of every month. They will deposit the salary bill along with (Pay slip, ESI, & PF Last Month challan and GST Invoice) details of all satisfactory payment of all the personnel also with service charge on gross value of wages to WBHIDCO. WBHIDCO will reimburse the Bill along with service charge within 25<sup>th</sup> day of every month if the bill is found ok.

### **C) Eligibilities Criteria:-**

1. Intending agency should have minimum annual turnover of **Rs.3.00 crore** during any of the last three financial years.
2. Intending agency has not been blacklisted by any Govt./Govt. undertaking company during its entire period of existence.
3. Intending agency should have valid Trade license for Electrical Services.
4. Intending agency must have an office in Kolkata.
5. Intending agency have experience in similar nature of job throughout the year to any Gov. Department for a minimum period of 1 (One) year.

6. Applicant should be Licensed Electrical Contractors having adequate experience in maintenance in similar nature of work in Govt. / Semi Govt. / Govt Undertaking / PSU with appropriate certificate of completion in support of single work of 30,00,000.00(Thirty Lakhs) or 2 no's similar nature of completed work each of the minimum value of 20,00,000.00(Twenty Lakhs) within last five years.

7. Valid GST / PT Certificate with latest Challan, Income Tax Return for last financial year-20-21 (if not available 19-20 maybe submitted) with 'PAN Card" along with audited balance sheet of the firm for last financial year.

8. Credit worthiness certificate issued by any Nationalized / Scheduled bank against the tender.

9. Having valid electrical contractors license in favour of the company with supervisor having certificate of competency in parts 1,2,11,4,5,7A,7B,10,12 from Govt. Licensing Authority, (Supervisor certificate holder name should be included in the Electrical Contractors License).

10. EPF & ESI Registration with latest challan must have & to be uploaded.

**D) Schedule time for documentations:-**

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.EOI. & other Documents (online) (Publishing Date)	14.09.2021 AT 02.00 PM
2	Documents download/sell start date (Online)	14.09.2021 after 06.00 PM
3	Documents download/sell end date (Online)	27.09.2021 at 02:00 PM
4	Prebid meeting to be held at Office of the General Manager- Electrical ,HIDCO BHABAN	16.09.2021 at 02:00 PM
5	Bid submission start date (On line)	17.09.2021 after 11.00 AM
6	Bid Submission closing (On line)	27.09.2021 at 04:00 PM
7	Bid opening date for Technical Proposals (Online)	29.09.2021 after 04:30 PM
8	Date of uploading list for Technically Qualified Bidder(online)	To be notified later
9	Date of uploading the final list of Technically Qualified Bidder(online) after disposal of appeals, if any.	To be notified later
10	Date for opening of Financial Proposal (Online)	To be notified later

E) An agreement will have to be executed by lowest bidder with WB HIDCO Ltd. before start of the work, the cost of which will be borne by you.

Any participant bidder not following the steps in submitting their bid / offer as described in this Para shall be disqualified.

Any bid / offer containing overwriting is liable to be rejected. All corrections are to be attested under the dated signature of the bidder without which the bid/offer may be informal. For any other details please visit over website: [www.wbhidcoltd.com](http://www.wbhidcoltd.com) or in the office of the undersigned.

General Manager (Elect),  
WB HIDCO

No.432(09)/HIDCO/G.M.(Elect)/e-NIT-14/2021-22      Dated: 13-09-2021

*Copy forwarded for information and with the request to Display in the Notice Board to the:*

01. EIC WB HIDCO.
02. JMD (Admn.), WB HIDCO.
03. Chief Engineer (Elect), WB HIDCO.
04. Addl. Chief Engineer, WB HIDCO.
05. Chief Finance Officer, WB HI DCO.
06. General Manager (Admn), WB HIDCO.
07. P.S to Chairman, WB HIDCO
08. Sr. Accountant, WB HIDCO.
09. Notice Board. G.M. (Electrical, WB HIDCO

General Manager (Elect),  
WB HIDCO

**Annexure-I**

(To be submitted on the letter head of the bidder)

Technical bid for Engagement of Electrician in various offices and premises of WB HIDCO Ltd. in  
New Town, Kolkata.

To

**M/s. WEST BENGAL HOUSING INFRASTRUCTURE DEVELOPMENT LTD.  
HIDCO BHABAN, Premises NO. 35-1111, Major Arterial Road, 3rd Rotary,  
New Town, Kolkata 700 156**

**Sub:** Technical Bid for “Engagement of Manpower for Day to day Operation and Maintenance of internal and external electrical installation including operation of Sound System, Pumps, Diesel Generator set, Elevators & A.C. system and cleaning of electrical equipments, fixtures and other appliances observations of sub-station including HT & LT switch gear, LT panels & Transformer at Various offices under WBHIDCO for One Year i.e. 365 days.”in response to notice inviting EOI vide Memo No.432/HIDCO/G.M.(Elect)/e-NIT-14/2021-22 dated 13-09-2021.

Sir,

1. Being duly authorized to represent and act for and on behalf of ..... (herein the Company/Firm/ Agency)  
I, .....the undersigned hereby submit our E.O.I for Electrician of Manpower Service providing Company/Firm/Agency in response to notice inviting EOI vide Memo No.432/HIDCO/G.M.(Elect.)/e-NIT-14/2021-22 dated 13-09-2021.

2. The copy of relevant documents as detailed below are furnished herewith:

**INFORMATION SHEET / QUALIFYING CRITERIA**

(To be filled and submitted by the Company/Firm/ Agency along with copies of documents in support of the information furnished by the Company/Firm/ Agency)

## INFORMATION SHEET

Sl. No.	Particulars	Information to be furnished by the applicant	For use by WBHIDCO
1.	Name of the <b>Company/ Firm/ Agency</b>		
2.	Address of Head Office/ Regd. Office with telephone No., Fax No., E-Mail etc.	Address : Tel. No. with STD Code: Fax No. with STD Code: Email address: Contact Persons with designation: (i) (ii)	
3.	Address of the other offices/branches with Telephone No., Fax No., E-mail address etc.	Address: Tel No. with STD Code: Fax No. with STD Code: E-mail address: Contact Persons with Designation: (i) (ii)	
4.	Ownership pattern i.e. proprietary concern/Partnership Firm / Pvt. Ltd. Co./Public Ltd. Co. etc. (with documentary evidence)		
5.	Detailed profile of the organization, Management, Manpower, specialization of staff, variety of services etc.		
6.	Self attested copies of all applicable licenses of issuing authority.		
7.	i. Professional Tax R C No. ii. Registration for EPF iii. Registration for ESI iv. Registration with Labour Deptt. for Contract labour(regulation and abolition) Act 1970 & rules ( Copies attached)		
8.	i. PAN ii. Last three years' Income Tax Return ( Copies attached)		
09.	GSTIN No. ( Copies attached)		
10.	CIN No.		
<b><u>QUALIFYING CRITERIA</u></b>			
Sl. No.	Particulars	Information to be furnished by the applicant	For use by WBHIDCO
11.	Document showing that the i. Agency is a registered organization and		

	working in the state. ii. is in this business for at least last 3(three) years. iii. The agency is not blacklisted by any Govt. Organisation / PSU/ Autonomous Body/ Corporation/Local Body. iv. Agency is having an office in Kolkata		
12.	Turnover in last three financial year i.e. 2017-18, 2018-19 & 2019-20 as per audited Profit & Loss Account (Annual Turnover for the last three years should not be less than Rs. 3.00 crores. Please enclose :- 1. Last three years' Audited Profit & Loss A/c. and Balance sheet		
13.	Document showing work experience of providing man power in any Govt. Organization during last 3 years.		

3. WBHIDCO is hereby authorized to conduct any inquiry/investigation to verify the statements, documents and information submitted in connection with the bid.

4. WBHIDCO and its authorized representatives may contact the following persons for any clarification:

Name of the contact person/ s with designation

Address: Phone NO. / Fax NO.: Email: 7

5. This company has not been blacklisted by any Govt. Organisation/PSU/Autonomous Body/Corporation/Local Body.

6. I affirm that we have read & understood the terms and conditions of the offer detailed in the notice inviting **EOI vide No.432/HIDCO/G.M.(Elect.)/e-NIT-14/2021-22 dated: 13-09-2021** and hereby unequivocally and unconditionally accept the same & we will abide by all the terms and conditions as laid down in the said notice.

7. I hereby declare that the statements made & information provided are complete, true and correct in every aspect and any error or omission therein, accidental or otherwise will be sufficient justification for WBHIDCO Ltd to reject our Expression of Interest and / or to cancel the award of the assignment.

8. The decision of WBHIDCO Ltd. concerning this Expression of Interest shall be final and binding on us.

Signature.....

Name.....

In the capacity of .....

Duly authorized to sign Proposal for and on behalf of ..... ( with Seal)

(Enclose authorization letter in original to be submitted with technical bid).