

**QUOTATION FOR DEPLOYMENT OF Semi Skilled & Un
Skilled Man Power AT
GOVERNMENT COLLEGE OF ENGINEERING & TEXTILE
TECHNOLOGY, SERAMPORE
UNDER
OPEN TENDER PROCEDURE**

Tender Notice No: 706 /GCETTS/ Man Power Agency/2018-19

Government of West Bengal
Government College of Engineering & Textile Technology, Serampore
12 William Carey Road, Serampore, Hooghly - 712201

Tender Notice No. 706 / Man Power Agency /2018-19

Sealed Quotations are hereby invited by the Officer-in-Charge, Government College of Engineering & Textile Technology, Serampore on behalf of the Govt. of West Bengal from the registered Man Power suppliers/eligible and resourceful contractors, bidders, having sufficient credential and financial capability for execution of works of similar nature for the following work : - Temporary Gardening & sweeping arrangement by private Sweeper & Gardeners in the entire campus of the Government College of Engineering & Textile Technology, Serampore, 12 William Carey Road, Serampore, Hooghly-712201 and Cook & Helper for the boys' hostel mess. The agency has to ensure cleaning, sweeping of entire college premises including Office, Departments, Labs. Libraries, Class rooms etc. Sweepers have to clean all the urinal latrine and internal drainage and sewerage also. Gardeners are responsible for gardening of the entire campus. The Cook & Helper will be responsible for cooking and assisting in serving food/dish washing in the boys' mess. The agencies are requested to quote their unit rates per head per day (considering 8 hours duty) in sealed bids considering the following matters:-

Minimum Wages + EPF+ ESI+ Labour Welfare Cess as per existing Govt. rule and service charge. The responsibility for ESI, EPF, and Bonus for the Sweeper & Gardener Personnel and Cook and Helper to be provided by the Agency will be shouldered by the agency supplying / engaging the personnel. The office of the undersigned will check the documents that above norms are being followed.

NOTE

1. Tender as per prescribed Format along with the "Terms and Conditions" are to be submitted in the two bid system in separate sealed covers.

Scope of work as per attached Annexure.

2. The bidder have to deposit a DD of Rs. 10,000/- (Rupees Ten thousand) in favour of Government College of Engineering & Textile Technology Serampore, payable at Serampore as "EARNEST MONEY DEPOSIT" which will be refunded to all bidders except successful one, within a month from the date of opening the said tender.
3. The agency should ensure wage to the Sweeper & Gardeners, Cook & Helper as per stipulation made by the Govt. of West Bengal based on the Minimum Wages Act 1948 as notified in the Calcutta Gazette from time to time.
4. The tender should be strictly in accordance with the enclosed terms and conditions.
5. Payment will be made on submission of attendance sheet of the previous month's duty submitted by the contractor and certified by the Registrar or competent authority of the institute. Calendar of month: One month will be reckoned from 1st of calendar month to last day of month.
7. The sealed bids are to be submitted / reach the office of the Principal//Officer-in-Charge, Government College of Engineering & Textile Technology, Serampore by 1 P.M, 21st September 2018.
8. The tenders will be opened on 21st September 2018 at 1.30PM in the Committee Room of the college.
9. The Authority of Government College of Engineering & Textile Technology, Serampore, reserves the right to accept or reject the tender on the basis of amount offered, past experience and/ or any other aspects, deemed fit.

Date: 06/09/18

Malish
06/9/18
Officer-in-Charge
Govt. College of Engineering and
Textile Technology, Serampore, Hooghly

Format of Submission of Quotation

1. The Agency should have to be registered with Central/State Government.
2. The Agency should have good financial background and reputation. The bidder must furnish a proof showing that he/she has a work experience of last three consecutive years (i.e., FY 2015-2016, 2016-17, 2017-18) in the similar field supported with each year experience certificate.
3. The firm/agency should have EPF/ESIC registration
4. More than 30 men/ women on roll.
5. Should be able to deploy persons with good moral character having never been convicted of a criminal offence by a court of law, physically fit without any permanent physical or mental disability in the age group of 25-45 years (preferably ex-servicemen).
6. At least 2 running contracts in different establishments or educational campuses. The certificate of the experience from the Institution /Organization, not below the rank of Registrar/ Executive Engineer / Gazetted Officer or equivalent rank officers only shall be considered acceptable.
7. The registered head office or one of the branch offices of the service provider should be located in the West Bengal. The detail of the employees working in the office along with complete address with contact numbers must be submitted the bid.
8. The firm must be registered with registrar of companies/ firms.
9. The firm must be registered with the office of the Labour Commissioner.
10. PAN/TIN number issued in the name of firm must be submitted.
11. The firm must hold a valid registration for Employees Provident Fund (EPF)/ESIC/Service Tax and must submit documentary proof in the support.
12. The firm must hold a valid GST No.

B. Desirable:

1. ISO 9000 Certification.
2. Running contract or experience in large Educational Institutions.
3. Awards obtained by the Agency.
4. Reasonable years of service in the Manpower supply field of which preferably 2 years in educational / Academic institutes.
5. Knowledge of Bengali/ Hindi is preferred for the unskilled man power, in the case of Agency from states other than West Bengal.
6. Trained by a well-structured training center.
7. Trained & experienced Sweeper, Gardener, Cook & Helper.
8. The financial documents of the agency must be audited by any registered Chattered Accountant.

TERMS AND CONDITIONS

1. The agency has to ensure that the contract is for three years with effect from 1st December 2018 subject to -
 - i) Renewal of contract in every year by the college authority on the basis of agency's satisfactory performance.
 - ii) The rate of percentage for service charge, as quoted by the agency, will be fixed and final for the entire period of contract.
2. The agency shall be registered with E.S.I. and E.P.F. authorities and must have the license under the contract labour (Regulation and Abolition) Act, 1970 from the Labour Department to engage contractual staff as Security Guards and Security Supervisors.
3. The agency shall abide by the rules and regulations under the Minimum Wages Act, Employees Provident Funds & Miscellaneous Provision Act, Employees' State Insurance Act and Payment of Wages Act.
4. The agency shall quote percentage of rates only for Service Charge on per head per month basis and will be same for all categories of security personnel. Other charges like Basic Wages, EPF, ESI, Bonus and Service Tax will be fixed as per government order. Besides Service Charge, no other charges are to be quoted by the agency.
5. The age of the employed Sweeper, Gardener, Cook & Helper personnel should not preferably be more than 45 years.
6. The college authority will pay only the quoted rates. No other charges will be entertained by the college authority. There shall be an automatic increase in the minimum wages of the personnel provided by the service provider consequent upon any increase on such account affected by any Govt. orders / minimum wages etc. However, service charge finalized through Tender shall remain fixed throughout the currency of the contract.
7. The agency shall furnish the bio-data of the employees engaged duly authenticated by the agency before engagement. Any changes in the list of existing employees as well as, new employees' engagement after the award of contract, shall be done with the intimation to the competent authority of the college.
8. The agency shall submit a list of clients with copy of completion certificate/ experience certificate.
9. The agency shall submit proof of deposit of EPF and ESI within three weeks from disbursement of wages every month to the Accounts Officer of the college. Copy of the vouchers in relation to ESI & EPF subscription deposit with Bank authority should be submitted every month with certified copy of list of deployed manpower against whom the payment is made, otherwise payment of wages for the next month shall be withheld.
10. The payment of wages shall be made to the unskilled/ semi skilled manpower as per provision of the payment of wages Act but not later than 7th of every month. The agency shall, however, not refuse/defer the payment of wages on the plea that the bill / bills for the month / months have not been paid by the college. The transportation, food, medical and other statutory requirement under the various Acts/Govt. Regulations in respect of each personnel of the service provider will be the responsibility of the service provider. This shall include payment of PF, ESI, Service Tax, GST etc. However, payments in respect of PF, ESI etc. or any such other statutory requirements to the successful contractor shall be made subject to furnishing of proof of such payments to the concerned authorities indicating the PF 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 to the service rendered by the contractor.
12. The service provider will submit the bill in triplicate in the 1st week of following month for payment. The payment will be made on prorata basis whatever the amount comes to after necessary deduction in terms of non-permissible absent of the manpower
13. The contract of service may be terminated by issuing 2 (two) months prior notice from either side.

DESCRIPTION/ SCOPE OF WORK

DAILY CLEANING AND SWEEPING WORK :

- i) Sweeping entire area of the building and surroundings of building and collection of all waste material and disposal of the same as per instructions of the College.
- ii) Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening the College and thereafter every 2 hours specially in the areas like corridors, stairs and reception etc. Spraying of flit/anti-termite treatment & rodent control etc. are to be made daily and whenever necessary, for keeping the rooms/sections free from mosquitoes, flies termite/pests/rats etc.
- iii) Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning and again in the afternoon.
- iv) Cleaning of carpets of the rooms with vacuum cleaner to be provided by the Contractor.
- v) Sweeping and cleaning of open areas, roads, passage, lawns, meeting hall etc. within the boundary of the College's wall surroundings to this building & Campus.
- vi) Regular dusting/cleaning of College furniture (table and chair) and lab equipment, telephones, book cases, filing cabinets, almirah and doors and windows including removal of cobwebs every day before opening of the College i.e. 10.00 A.M.
- vii) The choking of the sanitary installations e.g. WCs Traps, Bottle traps, gully traps etc. is to be cleaned within 24 hours of noticing the complaint.
- viii) All complaints of leakage in the GI & CI pipes etc. are to be attended within 24 hours.

ITEMS OF WORK TO BE DONE ONCE IN A WEEK ON EVERY SATURDAY

- i) Washing and scrubbing of floor areas with detergents and dirt removing agent. Acid cleaning of sanitary wares, without damaging their shines.
 - ii) Removing stains from floors, doors and partitions by using surf or any suitable detergent as are found necessary without leaving any undesirable post cleaning marks.
 - iii) Cleaning of filled surfaces in the corridors and staircases.
 - iv) Cleaning of water storage tanks, water coolers, desert coolers.
 - v) Polishing of name plates /Boards./signboards/ Notice Boards etc and number plates with brasso
 - vi) Dusting and cleaning of fans, electrical fittings, window panes with glass cleaning chemical/agents and cleaning of partition, paneling etc. including removal of cobwebs.
- And other relevant works as assigned by the authority.

GARDENING WORK:

- i. Daily watering of plants, lawns, trees ,flower pots etc. and proper care of them
 - ii. Weeding out of unwanted plants from the garden including eradication of weeds from the playground and campus.
 - iii. Growing of new plants by cutting gootee, grafting etc.
 - iv. pruning of plant bushes and hedge to keep them in proper shapes
 - v. Planting of seasonal/ decorative plants and care their of
 - vi. Cleaning of flower pots and painting
 - vii. Driving lawn mower and grass cutter for upkeep and maintenance of garden and campus
 - viii. Maintaining the play ground.
- Any other work related to the Gardening and garden

Cook & Helper

- i) Should have worked at least 2 years in large kitchens.
- ii) Should have knowledge of the methods and practice of large-scale food preparation.
- iii) Should have knowledge of basic kitchen sanitation methods.
- iii) Should have knowledge in use, operation and maintenance of kitchen equipment. Ability to operate kitchen equipment. Ability to perform works requiring considerable standing and light - medium physical effort, under hot working conditions.

iv) Should be able to Wash/peel and/or cuts various ingredients to prepare for cooking or serving and inspects cooking equipments, kitchen equipments and work areas in order to ensure cleanliness and functional operations.

v) Helper should assist cook and prepare rice, vegetable curry, Chicken Egg curry, chapatti, puries and other dishes etc. in Students' Mess Kitchen as per the needs of students.

Should be able to assist the cooks in cooking.

vi) Should be able to Use manual and electrical appliances for atta kneading, cutting vegetables, wet grinding, Potato peeler, utensils etc

v) have to wash with soap solution, hot water, all Plates, Spoons, SS Water Glass etc., after every meal.

vi) have to clean the dining tables and dining hall before every meal and also after every meal with water soap solutions.

vii) have to clean the dining tables soon after the boarder vacates the dining table after every meal.

viii) should keep the dining hall very clean and tidy at all times

ix) Should have to clean the exhaust system filters, burner stoves, atta kneader, wet grinder and other kitchen equipments after use.

x) Should Clean the Dining Hall, Kitchen and surrounding are.

xi) Should perform any other duties assigned to them from time to time.

Further the following issues need to be addressed by the agency:

1. The contractor shall not engage any person as unskilled/ semi skilled man power who has ever been convicted by a court of a law or who has any adverse report against him in the records of the police.
2. The service provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, gutka, tobacco, smoking, loitering without work.
3. The contracting Agency will be required to sign a contract with GCETTS . The other terms and conditions specified in the Tender document and accepted bid will also form the part of the Model Agreement
4. The agency shall ensure that water taps/lights/ACs are not left open/on after close of working hours on normal working days as well as on holidays/off days, as the case may be.
5. The contractor shall provide everything necessary for the proper execution of the work. GCETTS will not supply any Tools & Plants (T&P) or any other equipment, labour, etc. The Contractor shall at his own cost and expenses provide all the working tools, apparatus, conveyance, uniforms etc. and specified materials required for execution of the work covered by this contract to the entire satisfaction of GCETTS. Colour of Uniform: Olive Green/ Sky blue/ Blue uniform with badges of the Agency.
6. The college authority shall not be liable for-
 - a. Any injury, accidental or otherwise, suffered by any personnel
 - b. Any damage caused to any person by any personnel while discharging duties in the college complex, will be dealt with as per law. No compensation will be borne by the institute.
8. Change of personal: a) The personal will have to be replaced in case of any complaint/ allegation lodged by the concerned authority in writing to the agency. b) No claim will be submitted for their permanent service by the agency. The college authority shall not be responsible if any liabilities arise in this regards.

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9. Identification: Photographs with full permanent address of each of the personnel should be placed to the Registrar, GCETT-S before deputing them to duty.

10. The service provider shall engage the necessary person as required by our 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 by the contractor. There is no Master & Servant relationship between the employees of the service provider and the Purchaser (this institute) further that the said person(s) of the service provider shall not claim any benefit. The contractor should not stop the payment of salary on account of delays not attributed to the engaged.

11. The contractor shall be fully responsible and liable for theft, burglary, fire or any other mischievous deed done by its workers

12. Modification of the terms and Condition: Any modification is required on the terms and condition may please be done in consultation with both the parties.

13. Withdrawal of Personal: If the services of the Semi skilled/ Un skilled man power are not required by the college within the validity period then one month notice will be given before with drawl of guards to the Agency.

Require Semi Skilled/Un Skilled Man Power Category Wise

Name of the Service	No of Person required	Category
Sweeper	4	Un Skilled
Gardener	2	Un Skilled
Cook	1	Semi Skilled
Helper	1	Un Skilled

Quantity of manpower requirement may increase or decrease or may be cancelled up to any extent.

Submission of Tenders: The tender should be submitted in a wax sealed master envelope with the name of job (i.e. "Tender for Semi Skilled/Un Skilled Man Power") super scribed over it. The name and address of the bidder should be written on the bottom left hand corner of the envelope. The tender should be addressed to, **Officer-in-Charge, Govt. College of Engineering and Textile Technology, Serampore, 12 William Carey Road, Serampore, Hooghly, W.B., 712201.** The documents can be submitted up to 1.00PM. of 21st September 2018 and be submitted in sealed three parts i.e. 1) Earnest Money 2) Technical Bid (Qualifying Requirement) 3) Financial/Price-Bid in a separate sealed envelope, indicating specific part on the envelop.

Envelope shall contain the following:-

- a) Tender Document duly filled and signed.
- b) Bidder's covering letter.
- c) Crossed Demand Draft for Earnest Money in separate envelope.
- d) Copy of License under W.B. Manpower supply(Regulation) Act.
- e) PAN/ TAN/GST Number and copy of latest Income Tax return of the company/firm etc.
- f) Service Tax Number.
- g) Copy of Profession Tax License.
- h) Copy of Shop & Establishment License / registration of firm.
- i) PF registration Number / Account.
- j) Experience certificate / Company's profile.
- k) List of Clients.
- l) ESI certificate or certificate of accidental insurance of the employees.
- m) The firm must hold a valid registration for Employees Provident Fund (EPF)/ESIC/Service Tax and must submit documentary proof in the support.
- n) Audited copy of balance sheet with trading, profit and loss account for last three financial years.

All pages of tender document including various annexure shall be signed and stamped at the lower right hand corner and wherever required by the bidder.

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06/9/18

Officer-in-Charge

Officer-in-Charge
Govt. College of Engineering and
Textile Technology, Serampore, Hooghly

TENDER FORMAT

Technical Bid

Information/inputs to be filled by the agency

Items	Information /inputs (Separate sheets may be enclosed if required)
Name and address of the agency	
Telephone number, Fax, Mobile number, Email address	
Type of organization (Whether proprietorship, partnership, private limited, limited company)	
Name and address of the directors/ proprietor /partners	
Year of formation of the company/ experience as a service agency	
Experience of working in the educational/ academic institutions	
Nature of business carried by the company	
List of current clients	
Branches in other cities in India and contact details	
Any sister concerns and their address	
Details of registration	
Banker's name and address, IFSC Code	
Total number of employees of the firm	
Contact numbers in case of emergency	1.
	2.
	3.
Income tax return for the last three financial year	
Total turnover of the agency during last three financial year	
Details of registration with statutory authorities like PF, Gratuity, etc	
ESI/Accidental Insurance details	
Service tax number/ certificate	
PAN number	
Detail of Labour License	
Registration Details (under the private man power regulation act)	
GST Details	

ANNEXURE-II

Undertaking

I do hereby certify that all the information furnished above are true to the best of my knowledge/ and I have no objection to the College verifying any or all the information furnished in this document with the concerned authorities, if necessary.

I also certify that, I have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Signature of the authorized signatory of the agency/tender

Official seal/ stamp

Date:

Place:

TENDER FORMAT

Financial Bid

(Tender Notice No. 706 /GCETTS /**Man Power Agency**/2018-19)
Wages structure per head per month

Sl. No.	Particulars	Amount(Rs.)
01.	Basic/Minimum wages	Fixed as per Govt. order issued from the Finance Department from time to time
02.	E. P. F.	Fixed as per Govt. order issued from the Finance Department from time to time
03.	E. S. I.	Fixed as per Govt. order issued from the Finance Department from time to time
04.	Bonus	Fixed as per Govt. order issued from the Finance Department from time to time
05.	Service Tax	Fixed as per Govt. order issued from the Finance Department from time to time
06.	Service Charge (To be quoted on per month per head basis as per percentage of Basic/Minimum wages)	

Signature of authorized representative
of the agency with seal

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TECHNOLOGY, SERAMPORE**

UNDER

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**Tender Closing Date:
up to 1.00PM. of 21st September 2018**