

NOTICE INVITING TENDER

Government of West Bengal

Directorate of Correctional Services,

Jessop Building, 1st Floor, 63 N.S. Road Kol-700001

Tender Notice No. 1242

Date:-02.04. 2015

Sealed tenders are invited for and on behalf of His Excellency, the Governor of West Bengal by the ADG & IG of Correctional Services, West Bengal, Jessop Building, 1st Floor, and 63 N.S. Road Kol-700001. from resourceful, reputed, eligible and competent **housekeeping staff agencies** having registered offices in West Bengal only with annual turnover of Rs 10(Ten) lakhs and above in last financial year with requisite experience and credentials for deployment four nos. of housekeeping staff, various housekeeping duties in the RICA, Dumdum Kol-700028 (relax able in exceptional cases at the discretion of Competent Authority)

Copies of orders of engagement of the agency concerned by the Govt. Department/s, Public or Private Enterprises, Statutory Body/s etc. during last 3 (three) years and performance certificate/s from such organization/s are to be submitted in support of credential/s with the applications. Copies of IT, P.T. clearance certificates, Provident Fund Registration/Code no and certificate, ESI Registration No. and certificate, Service Tax Registration No. and Certificate, valid license issued by the Competent Authority and Rules framed there under etc. should be furnished/along with the applications. The comprehensive tender documents with all terms and conditions will be issued to the intending agencies from 21.04.2015 during normal office hours.

Housekeeping staff agencies may apply in prescribed format with all relevant documents to Addl. Director General & Inspector General of Correctional Services, Directorate of Correctional Services, West Bengal, Jessop Building, 1st Floor,63 N.S. Road Kol-700001.

Last date of receipt of tenders : - 28.04.2015

Date of opening of tenders :- 08.05.2015

The competent authority in the Directorate of Correctional Services, West Bengal, reserves the right to accept or reject the tender and/or negotiate by way of revised and/or improved offer from all the tenderers for the concerned job. The ADG & IG of Correctional Services, West Bengal also reserves the right to withdraw the tender with assigning any reasons whatsoever. Detailed information may also be had from the above office, i.e. Directorate of Correctional Services, West Bengal and the website-

<http://www.wbcorrectionalservices.gov.in/> www.banlarmukh.gov.in

**ADG & IG of Correctional Services
West Bengal**

**[TENDER FORM]
APPLICATION FORMAT**

To
The ADG & IG of Correctional Services,
West Bengal, Jessop Building,
1st Floor, 63 N.S. Road
Kolkata-700001

Sub : Tender Form for Enlistment of Agencies for House-keeping staff as per Advertisement
_____ dated _____ in _____

Ref : Tender Notice No . _____

Dear Sir ,

With reference to your advertisement in the _____ dated _____ for enlistment as House Keeping Staff Agency and arriving at a rate Contract for deployment House –Keeping staff , I hereby submit the Particulars with supporting documents .

1. Name of the Organization
2. Address with phone no (Deed/Agreement as tenant with the landlord of the House for at least three years i.e. upto May' 2013 shall be submitted in case of hired accommodation)
3. Performance certificate for last five years

4. Copies of IT . clearance certificate/ PAN CARD and PT. clearance certificate .
5. ESI Registration and Code No. (Where applicable)
6. Provident fund Registration & code No .
7. Service Tax Registration No. & Certificate
8. Firm /Society /Organization Registration No. under West Bengal
9. Bank A/c No. with Name of the Bank & its Branch
10. Particulars of Pay Order /Bank Draft enclosed as Earnest Money
11. Audited Annual Report of Accounts & balance sheet for last 3 (three) years
12. Number of Employee in the Organization
13. Details of persons in management
14. How long the organization is functioning in west Bengal
15. Credentials

Signature of the tenderer



Government of West Bengal

Directorate of Correctional Services,

Jessop Building, 1st Floor, 63 N.S. Road Kol-700001

**NAME OF THE WORK : RATE CONTRACT FOR ENGAGEMENT OF HOUSE-KEEPING STAFF TO
DEPARTMENT OF CORRECTIONAL ADMINISTRATION ,GOVERNMENT OF WEST BENGAL**

1 In terms of Tender Notice No. _____ I do hereby furnish the relevant particulars below :-

2 Treasury Challan /Bank Draft No. _____ dated _____ for Rs. _____ is enclosed

Address

3 .Certified that:

- a) I /We have read the tender documents in full including the draft agreement and have understood the contents
- b) I/ We will abide by all the terms and conditions as laid down in the Tender Bid Documents and order as will be issued by the Department of Correctional Administration , Govt. of West Bengal
- c) I/ we undertake that no conditional /combined offer /s have been submitted by me /us in the offer of the tender and in case of any such condition /s are found this may be ignored .
- d) I/ We have fully understood the above terms and conditions of the tender which is returned herewith duly signed by me / us in token of having accepted the same in Toto and I /we have made my /our offer keeping in view of those terms and conditions .
- e) Our organization may be enlisted and rates quoted may be considered to arrive at this rate contract.

Yours faithfully ,

Signature of the Tenderer with seal

Dated _____
Seal impression /rubber
Stamp of the
Tenderer



Government of West Bengal
DIRECTORATE OF CORRECTIONAL SERVICES
63, N.S. Road Jessop Building, 1st Floor Kol-700001

TENDER NOTICE NUMBER

DATED

1. **BID DOCUMENTS:** Directorate of Correctional Services invite tenders from resourceful, reputed, eligible, competent and enlisted established Housekeeping Staff Agencies having registered offices in West Bengal for enlistment of Agencies for House-Keeping Staff and Formulation of Rate Contract per head per day in respect of House-keeping staff. The House-keeping staff would be deployed in the West Bengal Institute of Correctional Administration, Government of West Bengal through the enlisted agencies throughout the state of West Bengal.

The Tender should contain following documents for eligibility:-

- a) Valid licenses under the above mentioned Act read with the prescribed Rules.
- b) Credential to proof their satisfactory past services in reputed organization.
- c) Current Service Tax, Income Tax, Professional Tax clearance Certificate.
- d) Code nos. under the Employees Provident fund Act and ESI Act.
- e) Registration and Code Nos. EPF Act, ESI Act, Service Tax, Professional Tax etc.
- f) Proof of deployment of minimum fifty House-keeping staff employed in different organization during the last twelve months.
- g) Amount of annual turnover which should be not less than Rs 10.00 Lakhs (TEN Lakhs) in last financial year.
- h) Annual report and Balance Sheet for the last five years.
- i) Credential for deployment of fifty House-keeping staff in a day.

Clause f) to i) are relax able in exceptional cases which will be at the discretion of the Competent Authority.

Intending bidder should note that the liability to the extent shown below will be taken into consideration by the Department of Correctional Administration while finalizing rate contract for House-Keeping Staff.

Rate per day of engagement

		House-keeping Staff
1	Basic/Minimum Wages	130.32
2	Special Allowance	Nil
3	Provident Fund(13.61% of S No 1 above)	17.78
4	ESI/Insurance/premium	6.21
5	Bonus(8.33% of S No 1 above)	10.88
6	Service Charges @ Rs 10% on wages and special allowance	13.06
	Daily rate	178.55

Note: The daily rate will be revised as per the revision of minimum wages fixed by the state Government from time to time

Intending bidders are, hereby informed that `Service Charge` will be paid at 10% of "Wage and `Special allowance` as shown at Sl.No. 1 and 2. Items under Sl. No. 3, 4 & 5 will be paid on reimbursement basis. Service Tax as applicable shall be reimbursed to the Agency from time to time on production of documentary evidence.

The amount against EPF, Bonus & Service tax would also be paid by the department of Correctional Administration on reimbursement on basis of production of authenticated documents in due course.

2. SCOPE OF WORK

Engagement of house-keeping staff for duties of house-keeping in Regional Institute of Correctional Administration, Dum Dum ,Kolkata-700028. The House-Keeping Staff will be engaged in one shift.

3. REGULATORY MECHANISM

Supply/ deployment/ engagement of House-Keeping Staff/ security personnel shall be regulated in terms of Private Security Agencies (Regulations) Act 2005 read with the West Bengal Rules issued under the Private Security Agencies (Regulations) Act 2005, vide Government Notification No 2254 dated 8/5/2007 and any other rules framed by the appropriate/ controlling governing authority under the Act. Relevant jobs are to be done by the respective Agencies within accountability to regulatory mechanism as provided in the said Act and Rules framed there under as per constitutional objectives and in the order.(The same may, however, be done for one year only)

4. PERIOD OF CONTRACT

The order should be on rate contract basis. The contract period will be for one year from the date of issue of the order.

5. EARNEST MONEY

Rs 10000.00(Rupees Ten thousand) only should be deposited as Earnest Money against this tender. The amount is to be paid through Treasury Challan/Bank Draft etc. in favour of THE ADG & IG OF CORRECTIONAL SERVICES, WESTBENGAL". The Treasury Challan/Bank Draft are to be submitted in a separate sealed envelope marked "Earnest Money" along with the Treasury Challan/Bank Draft etc. on the envelop and to be enclosed alongwith quotation to be submitted by the Agency. In case of unsuccessful tender/(s), the earnest money will be refund without any interest.

6. SECURITY DEPOSIT

If the Agency is selected and order placed ,a sum of Rs. 10000.00 is to be maintained as Security Deposit.

7. DAILY RATE OF HOUSE –KEEPING STAFF

- a) The Annual Rate Contract Agreement is to be executed with the Department of Correctional Administration. The rates should be offered on daily basis . The minimum rate should not be less than the notified rate of govt. of WB under Minimum Wages Act, 1948 including periodic revision. The rate analysis shall include daily wages for eight hours plus CPF/ESI/Insurance/Bonus element. Taxes, rate, duties charges, cess should be payable where necessary of the prescribed rates.

8. PROVIDENT FUND

The relevant provisions of the Employee Provident Fund & Misc .Provident Fund Act, 1952 Act should strictly be complied with by the Agencies and the provident Fund elements are to be regularly deposited with the P.F. Commissioner's office as per provisions of the Act .The Department of Correctional Administration would take no responsibility whatsoever in this regard . Provident fund Registration Number and Code No. (Attested copies) Should be furnished with tender bid. The quoted rate should also include this item. P.F element would be released after document of deposition is produced .

9. INSURANCE & MINIMUM WAGES

Provisions of the E.S.I.Act, 1948 where applicable shall have to be complied with ESI contribution is to be regularly deposited with the Regional Director, E. S.I.C. Attested copies of documents of Registration under said Act and Employer's Code no. is to be submitted along with all tender bids. E.S.I. element would be released after document of deposition is produced .In case of non –ESI area, adequate insurance coverage of equivalent amount of premium for extending benefits ,in case of ailments requiring prolong treatment, employment injury including death of the House-Keeping Staff deployed for duty should be available and amount so paid as premium will be reimbursed against production of documents in due course .The Department of Correctional Administration will not take any responsibility for additional payment and relevant provisions of Minimum Wages Act .1948 shall be strictly adhered to read with the Payment of Wages Act.1936

10. CONDUCT AND DISCIPLINE

Every deployed House- keeping staff shall behave well with the members of the public, trainees and staff of the organization as also his colleagues and subordinates .He will ensure that he complies with such lawful directions as issued by his superior as well as the Controlling Authority. All Employees shall be at work punctually at the fixed time notified from time to time, with information to them .Late attendance and irregular attendance including early departure constitute a breach of discipline and punishable as acts of indiscipline .The House –Keeping staff so deployed should be disciplined and for any breach thereof, the Agency has to replace the concerned person within twenty four hours of written notification by the Controlling Officer. The Agency should make good to any loss of property incurred to the organization by such acts of misconduct as per Prevailing orders.
b) In the event of theft , loss or damage to any property under the charge of the House-keeping staff the cost will have to be borne by the Agency concerned .

11. COMPLIANCE OF THE CONTRACT LABOUR (R & A) ACT 1970 ,< & PRIVATE SECURITY AGENCIES (REGULATION) ACT .2005

Compliance of relevant provisions of professions Tax Income Tax etc is essential as and where applicable to the extent.

Service Tax may be levied on the entire amount like minimum wages ,PF, ESI, Bonus and Special Allowance (wherever applicable). The said Tax is to be borne initially by the service provider and the same will be reimbursed by Department of correctional Administration on production of authenticated documents towards it's deposit with appropriate authority .

12. CONTROLLING OFFICER OF WORK

The controlling Officer of the work would be head of the respective unit of the Department of Correctional Administration or the Officer authorized by the Department of Correctional Administration for this purpose. The house –Keeping staff will have to report to the Controlling Officer at the commencement of the shift as fixed by the Department of Correctional Administration.

13. PAYING AUTHORITY

Paying Authority against this contract would be the Drawing & Disbursing Officer of the respective unit where House-Keeping Staff is actually deployed / engaged. The Controlling Officer would release payment as per actual deployment and certification of satisfactory performance of the House-Keeping Staff deployed

14. RELEASE OF PAYMENT

Payment would be released on monthly basis against bill in triplicate to be submitted by the House-Keeping Staff Agency to the Controlling Officer . The Controlling Officer after due certification towards satisfactory performance will forward the same to the paying authority for release of payment in due course. No advance payment would be made .Release of payment for second month onwards is subject to verification of full payment made to provident fund & ESI authorities where applicable in respect of persons engaged for the previous month . The Agency will also submit a declaration that wages, as mentioned in the Agreement has actually been disbursed to the House-Keeping Staff

15. OVER TIME ALLOWANCE

No overtime allowance & double shift duties would be allowed.

16. Bid Documents are not transferable. All the tenderers must keep their offers valid for acceptance for a period of Ninety days from the date of opening of tenders.

17. All kinds of legal proceedings in any matter arising out of this contract shall be settled by the appropriate court under the jurisdiction of High Court of Calcutta

18. The tender must be accompanied with the following documents:

- a) Attested photocopy of the IT and P.T. clearance certificate.
- b) Attested photocopies of Provident fund Registration Certificate /Code No., ESI Registration Certificate and Code No ., Service Tax Registration certificate and No.
- c) Annual report and Balance Sheet of the agency . Besides the above , the separate sealed envelope containing the Bank Draft towards EMD (Earnest Money Deposit) must be enclosed as detailed at Sl. No. 5
- d) All the tenders should be submitted in the prescribed offer from 22.04.2015 upto 3.00pm in this office of the The ADG & IG of Correctional Services, West Bengal, Jessop Building 1st Floor, and 63 N.S. Road, Kolkata -700001 . Last date of receipt of tender is on 28.04.2015. The envelope should be superscripted with the tender number and addressed to :

**The ADG & IG of Correctional Services, West Bengal,
Jessop Building,
1st Floor and 63 N.S. Road
Kolkata -700001**

- e) Tenders will be opened on 8th May' 2015 at 15.00 hrs in presence of all tenderers at the Office of the The ADG & IG of Correctional Services, West Bengal, Jessop Building, 1st Floor, and 63 N.S. Road , Kolkata -700001

PERFORMA FOR AGREEMENT

THIS AGREEMENT is made this _____ day of _____ 2015(Twenty thousand and fifteen) between the _____ the Department of Correctional Service of the first part and Messrs.

_____ (hereinafter called the Agency”) of the other part.

Whereas _____ office of the _____ Department of Correctional Service is desirous of entrusting House-keeping responsibility and safe guarding the _____ premises and payment will be made at the rates shown as below:

		(Rupees)
1	Basic/Minimum Wages	130.32
2	Special Allowance	Nil
3	Provident Fund(13.61% of S No 1 above)	17.78
4	ESI/Insurance/premium	6.21
5	Bonus(8.33% of S No 1 above)	10.88
6	Service Charges @ Rs 10% on wages and special allowance	13.06
	Daily rate	178.55

2. The agreement is for one year only.
3. The contract may be terminated by either party on service of one month’s Notice. The security deposit shall be released, if so needed only when Agency shall vacate the place from the date of termination.
4. Monthly payment of bills shall be strictly on the basis of actual deployment of the House-keeping staff. Weekly off day shall be allowed to the individuals and substitutes will be provided to maintain duty roster properly.
5. To implement this, the contractor shall have to submit the bill incorporating the daily rates and attendance of the house-keeping staff duly certified by the Controlling officer or his authorized representative.
6. The attendance register should be maintained at one suitable location which should be signed by House-keeping staff. The Register is to be checked daily by the contractor/supervisor under authentication. The controlling officer or his representative shall have the right to check the attendance any point of time. Only adult males with prescribed standard of physical fitness and requisite training will be deployed as House-keeping staff.
7. PF, ESI and Bonus elements are in accordance with prescribed rate on minimum wages. Payment of the elements like PF contribution, ESI contribution(Whenever applicable) and Bonus (Whenever applicable) would be on reimbursement basis on production of authenticated document regarding deposition of statutory elements to appropriate authority and payment of Bonus to be concerned employee. Service Tax, Cess etc. will be paid extra on production of challan for actual deposition.

8. The requirement of manpower as established, in tentative and it may vary from time to time as per requirement for which the agency shall supply and deploy accordingly. The agency shall be responsible for fulfilling the required manpower strength and to maintain the same at all the points of time failing which penalty at prorata basis against corresponding absenting hours shall be deducted from the bill.
9. The bill for "Reimbursement of Bonus" to its employees should be logged by the Agency along with valid documents of payment in original in the subsequent year of deployment when it is actually paid.
10. No accommodation will be provided to the House-Keeping staff by the Department of Correctional Administration.
11. The Department of Correctional Administration shall not accept any liability in respect of employment, payment of other benefit to any of the House-Keeping staff to be engaged by the Agency for duty.
12. The House-Keeping staff to be engaged by the agency should be able-bodied with active habits and full alertness and experience.

13. **CONDUCT & DISCIPLINE :**

Every House-Keeping staff shall behave well with the members of the public and also his superior, colleagues and subordinates. Such staff shall observe rules or procedures in all matters and also abide by the rules, regulations, orders and circulars issued from time to time by the Department of Correctional Administration or such other appropriate authority. All employees shall be at work punctually at the time fixed and notified to them. Late attendance and irregular attendance including early departure constitute a breach of discipline, punishable being act of misconduct. All other acts which are commonly and generally known or understood to be against the cannon of the good behavior and discipline are also treated as misconduct, punishable under the Rules.

14. Rs 10,000(Rupees Ten Thousand) only should be deposited as Earnest Money against this tender. The amount is to be paid through Treasury Challan/ Bank Draft payable at Kolkata in favor of "Addl. Director General & Inspector General Of Correctional Services, West Bengal"
Treasury Challan/ Bank Draft is to be submitted in a separate sealed envelope marked "Earnest Money" along with the Treasury Challan/ Bank Draft on the envelop and to be enclosed along with quotation to be submitted by the agency. In case of successful tender the earnest money automatically converted into security deposit for fulfillment of the contract (Rs. 10,000.00 to be deposited on the demand but prior to placement of order). In case of unsuccessful tender/(s) the earnest money will be refunded without any interest.

15. RELEASE OF PAYMENT :

Payment would be released on monthly basis against bill in triplicate to be submitted by the House-Keeping Agency to the controlling officer. The Controlling officer after due certification towards satisfactory performance will forward the same to the Pay Authority for release of payment in due course. No advance payment would be made. Release of payment for second month onward is subject to verification of full payment made to P.F. & E.S.I and tax, cess authorities where applicable in respect of persons engaged for the previous month. The agency will also give a declaration that the wages to the House-keeping staff has been paid as per the agreement. If the bill is complete and an order in all respect payment would be released within fifteen days from the date of submission.

16. Disbursement of monthly wages/salary to the house-keeping staff is to be made by the agency at the site of deployment during normal working hours within 7th day of the wage/salary period in presence of the authorized Official of the Department of Correctional Administration who would duly witness by countersigning on the acquaintance roll of wages/salary. Copy of the payment sheet is to be submitted along with subsequent monthly bill.

17. In case of non-payment of wage/salary period, Department of Correctional Administration will take action in accordance with the relevant provision of prevailing law and Department of Correctional Administration may disburse the amount subject to recovery from bills and / or security deposit of the Agency together with a penalty of 5% on the disbursed amount. In case such a situation arises for more than two months during the contract period, Department of Correctional Administration shall take suitable administrative actions which may extend up to termination of the contract or black listing of enlistment.

18. All kinds of legal proceedings in any matter arising out of this contract shall be settled by the appropriate court under the jurisdiction of High Court at Kolkata. //”
IN WITNESS of the above the parties have set their signature to the agreement on this _____ day of _____ \\ 2015 in presence of witness.

**Authorized Representative of
The Agency**

**Signature of the Authorized official by
Directorate of Correctional Services,
West Bengal**

Signature of the Proprietor

**Signature of Witness on behalf of
The Proprietor**

**Signature of Witness on behalf of the
Directorate of Correctional Services,
West Bengal**