

West Bengal Co-operative Milk Producers' Federation Ltd.

LB-2, Sector-III, Salt Lake City, Kolkata-700098.

Phone No: (033)23352844/60 **FAX:** (033) 23352896

e-mail:mail@benmilk.com

Website: www.benmilk.com

SET OF TENDER DOCUMENTS (ON LINE)

Each set contains:

- 1. NOTICE INVITING e-TENDER.**
- 2. CHECK LIST IN PRESCRIBED FORMAT.**
- 3. TERMS & CONDITIONS FOR SUBMISSION OF TENDER.**
- 4. APPLICATION FORMAT (Annexure - I).**
- 5. JOB DESCRIPTION:** *Engagement of personnel by the Agency for **Operation and running maintenance connected with day to day regular operation of DOMKAL CHILLING PLANT situated at Domkal, Murshidabad, West Bengal inclusive of entire milk reception work, loading and unloading of milk including tanker loading, running of refrigeration plant with a aim to constantly maintain requisite ice level, running of other plant and machineries including utilities like generators, water pumps, ETP etc and other such connected jobs.***
- 6. AFFIDAVIT [To be furnished in a Twenty Rupees Non-Judicial Stamp Paper duly Certified by Notary Public, (Annexure-II)]**

LAST DATE FOR SUBMISSION OF TENDER (ON LINE): 18.05.2018

Managing Director
West Bengal Co-operative Milk
Producers' Federation Ltd.

The rate must be exclusive of GST,

West Bengal Cooperative Milk Producers' Federation Ltd.
LB-2, Sector-III, Salt Lake City, Kolkata-700 106

.....

NIT NO. WBARD/WBMF/DCP/Manpower/NIT-01(DCP)/10/3(FIN)/18-19

Date: 02.05.2018

NOTICE INVITING e-TENDER

Engagement of personnel by the Agency for Operation and running maintenance connected with day to day operation of DOMKAL CHILLING PLANT at Domkal, Murshidabad inclusive of the entire reception work, running of refrigeration plant to maintain requisite ice and generator running cleaning of machineries etc.

The Managing Director of West Bengal Co-operative Milk Producers' Federation Ltd., LB-2, Sector-III, Salt Lake City, Kolkata-700106 is going for e-tender for the work stated herein under from eligible resourceful Agency / Contractor, having experience of similar nature of work carried out in Milk Unions or Government Departments.

Sl No	Job Description	ESTIMATED COST	EARNEST MONEY	VALIDITY
1	<i>Engagement of personnel by the Agency for Operation and running maintenance connected with day to day regular operation of DOMKAL CHILLING PLANT situated at Domkal, Murshidabad, West Bengal inclusive of entire milk reception work, loading and unloading of milk including tanker loading, running of refrigeration plant with a aim to constantly maintain requisite ice level, running of other plant and machineries including utilities like generators, water pumps, ETP etc and other such connected jobs.</i>	QUOTATED RATE ON MONTHLY BASIS AS PER ANNEXURE III UNDER SL NO. 2 OF GENERAL TERMS & CONDITIONS	AS PER ANNEXURE III UNDER SL NO. 14 OF GENERAL TERMS & CONDITIONS	ONE YEAR FROM DATE OF ORDER

The intending tenderer shall produce the following authenticated documents / data / credential / certificates to the undersigned along with all necessary formalities connected with E-Tendering followed by Milk Federation.

1. The rate should be quoted in the prescribed Schedule marked “**Schedule of work**” as attached in Annexure - III.
2. Authenticated copy of PAN Card with GST Registration.
3. Copy of Professional Tax Certificate
4. Copy of Experience Certificate for at least one year of similar nature of job, without any unsatisfactory report having single work order
5. Copy of Electrical /supervisors/Contractor’s License.

6. Copy of Schedule of work and General Terms and Conditions for submission of tender duly digitally signed. As attached in Annexure - III.
7. Copy of any other statutory documents.
8. Pre Bid Meeting: The pre-bid meeting shall be held on 08.05.2018 at 1:00 PM at West Bengal Milk Federation office, LB-2, Sec-III, Salt Lake, Kolkata- 700 106. The purpose of the meeting shall be to clarify issues and to get answers of the questions on any matter related to the engagement of manpower for Operation and running maintenance connected with day to day operation of DOMKAL CHILLING PLANT at Domkal, Murshidabad.

In the event of any discrepancy between downloaded tender document and master copy of the same available in the office then the latter will be accepted & binding on the bidder. No claim will be entertained.

SUBMISSION OF THE TENDER: The tender is to be submitted in a two Bid System:-One **Technical Bid** & other **Financial Bid** .The documents will get encrypted (transformed into non readable formats)

A.TECHNICAL PROPOSAL: BID – A

- **STATUTORY COVER** containing the following documents:
 - **“BID-A”: PART I (SINGLE FILE MULTIPLE PAGES SCANNED):**

1	Check List in the prescribed format
2	Application in the prescribed format given in Annexure I
3	Authorization letter of signatory from Company in case of authorized agency.
4	Copy of NIT and terms &conditions duly digitally signed.

PART – 2 (NON-STATUTORY COVER) containing the following documents:

Sl. No	Category	Sub Category Description
1.	CERTIFICATES- ✓ All valid up to 31.3.2017. ✓ All certificates are to be furnished in English/Hindi/Vernacular ✓ Affidavits are not valid. ✓ Scanned original copy	ii) PAN Card of the authorized signatory. ii) Prof. Tax clearance certificate. iii) GST Registration certificate.
2.	AGENCY / COMPANY DETAILS (valid up to 31 st March, 2017), scanned original copy	iv)Trade License v) Credential Certificates
3.	DECLARATION 1,2,3 (Scanned original copy)	

N.B.: ALL STATUTORY & NON-STATUTORY DOCUMENTS ARE REQUIRED TO BE FURNISHED IN ORIGINAL AS & WHEN ASKED FOR. Neither Photocopy nor cyclostyled literature will be accepted, in case of Brochure.

B.FINANCIAL COVER: “BID – B”

➤ **BOQ:**

- ❖ The folder as “Financial Bid” shall contain

a) BASIC RATE would be as stated in **clause 2 of General Terms and Conditions.**

Hard copies of Bid -A (Technical Bid) should be submitted physically to the Office at LB-2, Sector-III, Salt Lake City, Kolkata-700106 as per scheduled date & time more clearly described in the time programme under sealed cover through a forwarding letter superscribing e-tender for “Engagement of personnel by the agency for operation and connected running maintenance including day to day operation of DOMKAL CHILLING PLANT”. on or before 18.05.2018 upto 5.00 PM failing which the bidder shall be disqualified.

- ❖ **SUBMISSION OF HARD COPY OF FINANCIAL COVER (BID-B) IS TOTALLY PROHIBITED AND ONLY BE SUBMITTED THROUGH ON LINE E- TENDER PORTAL.**

EVALUATION OF TENDERS:

During the tender Evaluation Process, the **Technical proposal** (BID-A) will be opened first. Those bidders who have qualified the Technical proposals described in BID-A containing Statutory & Non-Statutory documents in Part-I & Part-II will be identified and only their Financial Cover (BID-B) shall be opened. The Financial Cover (BID-B) will not be opened and will be summarily rejected if that Bidder will fail to meet the technical requirements participating in the tender. The bidder offering the item found suitable & as being as per the tender specification will only be selected.

Technical Evaluation of the Tender will be held on two parts, i.e., **opening & evaluation of tender.**

Opening of the Technical Proposal:

- Technical proposal will be opened by the authorized officers of the undersigned, electronically from the website using their Digital Signature Certificate (DSC).
- Cover (folder) for Statutory Documents and non-statutory documents will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.
- Decrypted (transformed into readable formats) documents of the Statutory & Non-Statutory Cover will be downloaded and handed over to the Tender Evaluation Committee.
- Summarily list of technically qualified tenderers will be uploaded online.
- Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible Bidders will be uploaded in the web portals.
- During evaluation the committee may summon the Bidders and seek clarification/information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

The **Financial Cover (BID-B)** of those bidders passing the technical requirements will only be opened.

THE DECISION OF UNDERSIGNED/TENDER COMMITTEE WILL BE FINAL BINDING & ABSOLUTE IN THIS RESPECT.

The rate should be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. **In case quoting any rate in any other place, the tender is liable to be summarily rejected.** All the tender documents including N.I.T., terms & conditions for submission of tender & B.O.Q. will be the part & parcel of the bid documents.

The undersigned reserves the right to reject any/or all tender at any stage without assigning any reason thereof & will not bound to accept lowest tender. No Tender will be accepted across the table/tender box/by post or otherwise.

TENDER PRE- REQUISITES:

- a) Original Trade License, PAN card, GST Registration Certificate, Professional tax Paid Challan Clearance certificate, Exemption Certificate (all valid up to 31.03.2017), turnover of company are required to be furnished along with the tender (on line).
- b) In no case, Affidavit of Trade License / GST Registration certificate will be accepted.
- c) Authorized Agencies of the aforesaid Job Description in NIT should furnish documentary evidence to that effect along with offer will have to be documented as mentioned in Non-Statutory cover (BID-A).
- d) Legal documents (made on non-judicial Stamp paper worth Rs.10/-) regarding appointment of agent/Contractor/Suppliers or bidder wants to deploy required manpower through Agent/Contractor/Supplier are to be documented on line as mentioned in Statutory cover (BID-A).
- e) Original Trade License, Pan Card, GST Registration Certificate, Prof. Tax Paid Challan Clearance certificate, Exemption Certificate or any other documents are required to be documented on line and are required to be furnished when called for.
- f) Bidders, if they do not furnish GST Registration certificate must have to furnish the same at the time of receiving payment against bill otherwise payment, will not be made.
- g) Duly certified copy of English/Hindi version of pre- requisites are to be furnished.
- h) Prescribed Application Form (Annexure-I) duly filled in and signed & affix with the seal of the firm by indicating full communicating address with PIN Code No. Telephone No/ FAX/ e-mail address/ website Number, mentioning Tender Notification No. & Date and is to be documented on line.

RATE

- I) Rate is to be quoted in BOQ (Bill of Quantities) in FINANCIAL COVER-*Bid-Bin* figures.
- II) Rate shall be valid upto 365 days with successful bidders from the date of order along with any extensions as may be made by the competent authority from time to time.
- III) Rate quoted which are not as per specification mentioned in the Tender documents will not be accepted.
- IV) Under no circumstances enhancement of rate whatsoever will be accepted after closing of online bid submission, whatever the reasons given thereafter except for any tax imposed by the Government. Attested photocopy of Govt. Order in this respect is to be submitted while claiming such increase.
- V) Abnormally LOW RATE quoted by the Tendering Firm in the offer with some malafide intention will not be accepted, if detected.

VALIDITY:

- (i) Rate quoted shall hold good for 365 days, from the date of approval of rate by the Tendering Authority and/or any extended period, if situation arises and within the validity period, Bidders must deploy the manpower at the approved rate and refusal to deploy the requisite manpower will be dealt with as per Tender Rule.
- (ii) Any addendum/ corrigendum / Extension of validity period will be notified at our departmental Web-Site www.benmilk.com as it is not possible to inform any individual.

DEPLOYMENT OF PERSONNEL:

Engagement of personnel for Operation and running maintenance connected with day to day operation of DCP at Domkal, Murshidabad. inclusive of the entire reception work, running of refrigeration plant to maintain requisite ice and generator running cleaning of machineries etc. (as per specification) must be completed within 15 (Fifteen days) days from the date of order/contract.

IT IS OBLIGATORY FOR THE BIDDER TO NOTE THAT FAILURE TO MAINTAIN ORDER EXECUTION WILL LEAD TO SEVERE DISLOCATION IN CARRYING OUT PUBLIC SERVICE FOR WHICH SUCCESSFUL BIDDER WILL BE HELD RESPONSIBLE & ACTION WILL BE TAKEN STRICTLY AS PER TENDER RULES LAID DOWN HEREIN WITHOUT ANY PREJUDICE ANY SHORT OF PLEA WILL BE CONSIDERED, SAVE & EXCEPT ANY INCIDENT OCCURRED 'BY ACT OF GOD' OR NON READINESS OF SITE BY ANY MEANS MAY BE CONSIDERED ONLY.

SECURITY MONEY DEPOSIT

- a) The successful bidder will have to deposit Security Money Rs.5000/- (Rupees Five Thousand Only) through Demand Draft on any Nationalized Bank in favor of West Bengal Cooperative Milk Producers' Federation Ltd. A/c. : _____ (Name of the Bidder/Firm) within 10 (Ten) working days from the date of issue of Work order failing which the order will be cancelled and no further correspondence entertained.
- b) Security money will be refunded after satisfactory completion of validity period and no interest on Security Deposit will be paid.

PENAL MEASURE:

- 1) The variation in the statutory levies and taxes by State Government /Central Government shall be effected on the end price to the benefit of either the bidder or the WBMF as the case may be.
- 2) For violation of any of the terms and conditions of the contract, the WBMF reserves the right to terminate the contract, with or without notice as applicable.
- 3) On termination of contract, the Security Deposit is liable to be forfeited and any of the resultant loss beyond Security Deposit will be recovered from the contractor by legal means apart from forfeiture of any amount due to the contractor.
- 4) In consequence of submission of false or fabricated documents or any deviation, if proved later on shall liable to be Black Listed for 3 (three) years.

AGREEMENT

If the contractor fails to execute the contract satisfactorily at the tendered rate, the security deposit will be forfeited by the Federation.

If the Unit incurs any loss / additional expenditure due to the negligence of the contractor in connection with the work during the period of contract, the same shall be recovered together with all charges and expenses from the contractor.

The breakages or damages, if any, caused by the contractor to the property of the Unit, the cost will be recovered from the contractor.

PAYMENT

- a) The Agency shall raise bills ON MONTHLY basis in TRIPLICATE and **submit the same to the Officer-in-Charge of the Plant**; the bill should clearly depict the contract amount, GST and other such statutory requirement separately. Bills should be addressed to: The Managing Director, West Bengal Cooperative Milk Producers Federation Ltd, LB-2, Sector – III, Salt Lake City, Kolkata – 700 106.
- b) Payment would be made by A/c payee Cheque/NEFT/RTGS mode after due checking, verification and certification of the Officer-in-Charge of the Unit. The entire process may have a time lapse 20 days to one month from the date of submission of the bills in original.

MISCELLANEOUS:

- i) Tender pre-requisites such as Trade License, etc., will not be accepted after scheduled date & time.
- ii) Conditional Tenders & Tenders not accompanied with the documents as mentioned in clause shall be summarily rejected without any reference made to the bidder and no correspondence will be entertained. Moreover, the bidder will have to quote all the items mentioned in the BOQ in full, no partial bidding will be entertained and summarily rejected.
- iii) If the opening of tender is not possible on the scheduled date & time due to any unavoidable circumstances, the same will be done on immediate next working day at the same time prescribed in the tender. The bidder shall not be informed separately in this regard.
- iv) The offer may go to the next bidder, if the successful bidder fails to perform the contract.
- v) No negotiation/enquiry/subsequent representation regarding rate or otherwise will be entertained after closing of Bid submission (on line) Tender.
- vi) The undersigned reserved the right to reject any or all of the tenders at any stage without assigning any reason thereof and will not be bound to accept the Lowest Tender Rate.**
- vii) Any dispute /difference arising out of this Tender will be referred to the sole arbitrator to be appointed by the undersigned and the same will be held at Kolkata. Arbitrator will have the power to pass interim order and will be guided by the Arbitration & Conciliation Act, 1996.
- viii) When a Tendering Firm submitted their tender in response to this Notification, they will be deemed to have understood fully the contents, the requirement, term & conditions of this tender. No extra payment will be made on the pretext that the Tendering Firm did not have a clear idea of any particular point. Any offer made in response to this tender when accepted by the Tendering Authority will constitute a contract between the parties.
- ix) Non-compliance to any terms & conditions/specification laid herein shall constitute a breach of contract and penalty for non-compliance shall be enforced very rigidly.
- x) Firm quoting rates on behalf of its Principal should indicate that it is a DIVISION of the principal firm.
- xi) All notice intended to be served on the bidder will be deemed to have been duly served, if sent under certificate of posting or Registered post to the address mentioned in the tender or by any other process permissible under civil law.

xii) ALL INSTRUCTIONS GIVEN EITHER IN THE SPECIFICATION, TENDER NOTICE, TENDER & ORDER FORM ARE BINDING ON THE BIDDER & ARE PART OF TERMS & CONDITIONS.

xiii) In the event of delay/non-availability/garbled printout/inconvenience in getting access to the Website for downloading tender documents, the authority will not be held responsible, if there is any discrepancy arises in between printing of downloaded tender documents, the master copy available at the office will be acceptable and intending bidders shall have to abide by.

xiv) Any addendum/ corrigendum / Extension of validity period will be notified at our departmental website www.benmilk.com as it is not possible to inform any individual.

xv) Detailed evaluation done based on the Documents / Records / Evidences/ Certificates produced by the Applicant in the Technical Bid.

xvi) INFORMATION REGARDING CURRENT LITIGATION / DEBARRING /EXPELLING OF APPLICANT OR ABANDONMENT OF WORK BY THE APPLICANT

1. (a) Is the Applicant currently involved in any Arbitration /litigation relating to any contract works ?
Yes/No (b) If Yes, Details thereon
2. (a) Has the Applicant or any of its constituent partners ever been Debarred/Expelled by any agency ?
(b) If yes, Details thereon
3. (a) Has the Applicant or any of its constituent Partners failed to complete, any contract work during the past?
Yes/No
(b) If yes, give details thereon

DATES & INFORMATION:

Sl. No.	Particulars	Date, Time & Venue
1.	Date of Publishing of N.I.T. & other Documents (online)	02.05.2018 (2.00 PM)
2.	Starting Date of Downloading Documents (Online)	02.05.2018 (3.00 PM)
3.	Date of hosting of documents at departmental Website(www.benmilk.com)	02.05.2018
4.	Date and Time of Pre-bid Meeting	08.05.2018 at 1.00 PM
5.	Bid submission (Starting) date (On line)	09.05.2018 (10.00 AM onwards)
6.	Bid Submission closing (On line)	18.05.2018 Upto 4.00 PM
7.	Last Date, time & venue of submission of Hard copies of signed NIT, Affidavit, Credentials etc. (off line/Physically) in the sealed cover.	18.05.2018 Up to 5.00PM at Milk Federation Office, LB-2, Sector-III, Salt Lake, Kol-106.
8.	Bid opening date for Technical Proposals (Online)	22.05.2018 At 11.00 AM onwards
9.	Date of uploading list for Technically Qualified Bidder(online)	Shall be declared later
10.	Date for opening of Financial Proposal (Online)	Shall be declared later
11.	Date of uploading of successful Bidder along with the approved rate	Shall be declared later

MANAGING DIRECTOR, MILK FEDERATION RESERVES THE RIGHT TO CHANGE THE ABOVE SCHEDULE IN CASE OF ANY EXIGENCIES AFTER PUTTING UP A NOTICE IN THE DEPARTMENTAL WEBSITE.

During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect / manufactured/ fabricated, that bidder would not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.

The Tender Selection Committee reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

Sd/-
Managing Director

FORMAT FOR CHECK LIST
Information about Bidders
(To be furnished with the Tender)

Serial Number	Description	Particulars		
		Please ✓ Mark		Page No.
	Item	Yes	No	
1.	Name of the Firm			
2.	Registered Address with PIN code, Phone No., FAX, e-mail, etc.			
3.	Name of the person authorized to enter into & execute Contract Agreement.			
4.	Application submitted in Annexure-I			
5.	Authorization Letter of Signatory from Company			
6.	Scanned document of PAN Card of the Authorized Signatory.			
7.	Scanned document of GST Registration Certificate.			
8.	Scanned document of Tax Clearance Certificate /Paid Challan.			
9.	Scanned document of Trade License.			
10.	Scanned document of <u>Schedule of work and General Terms and Conditions</u> of the tender duly digitally signed of each page.			
11.	Digitally signed Scanned N.I.T. (Notice inviting Tender) duly uploaded			

Signature with seal

Annexure-I

Application Format

(To be furnished in the Company's Official Letter Head Pad with full Address with contact no. Telephone No. FAX No., e-mail id., Website Address)

To

The Managing Director

West Bengal Co-operative Milk Producers' Federation Ltd.

LB-2, Sector-III, Salt Lake City, Kolkata-700106.

Sub: For Operation and running maintenance connected with day to day operation of DOMKAL CHILLING PLANT at Domkal, Murshidabad inclusive of the entire reception work, running of refrigeration plant to maintain requisite ice and generator running cleaning of machineries etc.

NIT NO. WBARD/WBMF/DCP/Manpower/NIT-01(DCP)/10/3(FIN)/18-19

Date: 02.05.2018

Sir,

Having examined the pre-qualification and other documents published in the NIT, I/We hereby submit all the necessary information and relevant documents for evaluations:

- i.** That the application is made by me/us on behalf of duly authorized to submit the offer. The authorization letter from the Company is attached with the name of the person authorized to enter into execute the agreement.
- ii.** I/We accept the terms & conditions as lay down in the NIT mentioned above and declare that we shall abide by it for throughout tender period.
- iii.** I/We are offering rate (Item wise) for the items in the BOQ as per Specification mentioned in the NIT duly accepted by me/us.
- iv.** We have experience in the similar work since year and credential certificates are annexed.
- v.** I/We understand that the Tender Selection Committee/ Tendering authority reserves the right to reject any application without assigning any reason.
- vi.** I/We submit an AFFIDAVIT in a Twenty Rupees Non-Judicial Stamp paper duly Certified by Notary Public as per Annexure- II.

Signature of the Bidder with date & office seal

Annexure – II

AFFIDAVIT

(To be furnished in a Twenty Rupees Non-Judicial Stamp Paper duly Certified by Notary Public)

- 1). I/We the undersigned solemnly declare that all the statements made in the documents, records etc., attached with this application are true and correct to the best of my/our knowledge.
- 2). I/We the undersigned do hereby certify that neither my/our firm/company nor any of its constituent partners have abandoned any work/works of similar nature and magnitude in India, in the past.
- 3). I/We the undersigned do hereby certify that any of the contracts awarded to me/us has not been terminated rescinded, due to breach of contract on my/our part in the past.
- 4). I/We the undersigned authorize (s) and request any bank / person / firm / corporation / Government Departments to furnish pertinent information deemed necessary and requested by the WBMF to verify the statement made by me/us or to assess my/our competence and general reputation.
- 5). I/We the undersigned, understand(s) that further qualifying information / clarifications on the statement made by me / us may be requested by the WBMF and agree(s) to furnish such information/clarification within SEVEN Days from the date of receipt of such request from the WBMF

Dated Signature of Applicant with Seal:

To be signed by the officer authorized by the Firm/Company to sign on behalf, the Firm/Company with company's seal)

Note: In case of sole proprietary concern, affidavit should be signed only by the sole proprietor. (Title of the Officer) (Title of the firm/Company)

(Date)

The above named deponent has understood the contents well and solemnly and sincerely declared and affirmed by the deponent in my presence at.....and signed before me on this day of (Seal).

(Signature of the Notary Public)

Annexure – III

**WEST BENGAL COOPERATIVE MILK PRODUCERS FEDERATION LTD
LB-2, Sector – III, Salt Lake City, Kolkata – 700 106.**

Schedule of work and General Terms and Conditions

Schedule of Operation and Maintenance of Domkal Chilling Plant against
NIT No. WBARD/WBMF/DCP/Manpower/NIT-01(DCP)/10/3(FIN)/18-19 Date: 02.05.2018

1. Schedule of work as given below :

<u>Job connected with OPERATION</u>	
1	Preparation for start of reception work by cleaning of hose, dump tank weigh bowl etc.
2	Opening of filled milk cans by using mallets or other such means.
3	Lifting of the open cans, slanting it and placing it on the can tipping bar and dumping of the milk manually to the Weighing bowl.
4	Recording of the weight properly and accurately society wise, supplier wise and then reconciling at the end of the session
5	Operators should be well versed in pipes and valves, valves diversions typical for a milk chilling plant. They should be able to quickly, effectively and unmistakably divert and/or reroute raw milk from dump tank to other equipment and machineries including plate chiller, cream separator, silos and road milk tankers and in all possible reverse directions also as per requirement.
6	Running of the plant on a 24 x 7 basis or as directed. This includes running of the compressors, condenser, IBT, expansion valves and all other such attachments/accessories installed in the refrigeration plant. Likewise running of the Bulk Milk Coolers, cream separators, air compressors are also required as per direction of the authority.
7	Necessary start/stop of all motors etc. of the main and Refrigeration Panels with proper care to avoid idle run and attempt to save electricity.
8	Running of the generators of all categories connected to the plant including 63 KVA and 30 KVA diesel generators, as per laid down procedure of the generator. The generators should be run during power cut and/or as directed by plant officials. Care should be taken to carry out necessary check of the generators before running.
9	Running of Effluent Treatment Plant as per laid down procedures.
10	Assisting in Lab work if asked by Lab personnel.
11	Any other job connected with operation of the plant and its smooth running.

<u>Job connected with MAINTENANCE</u>	
12	All minor maintenance connected with running of plant including tightening loosening of fasteners, replacement of O Rings, gaskets, pump seals etc.
13	Greasing, oiling and other form of lubrication as required in all or selected moving parts or as directed
14	Maintaining proper level of fuel, oil, water, coolant etc. of generators, compressors, air compressors and other such continuous and intermittent operational equipment
15	Plugging leakages of all nature in milk, oil, water, ammonia, fuel etc. as applicable on such equipment
16	Entire cleaning work of machineries and equipment including dismantling of milk pipe line, cleaning and then reassembling, cleaning periodically of the chiller plates, cream separator and such stationery equipment by proper dismantling and refitting, milk pumps and inside milk silos.
17	Can washing work continuously during and after reception process
18	All electrical maintenance of minor nature including replacement of blown fuses, making good damages in wiring of simple nature, replacement with proper connection of MCB, Overload Relays, fuse units etc. both power and in control circuits in whole or part as required and as directed.
19	All minor maintenance connected with generators running both on engine and alternator side for its running smoothly and continuously.
20	Any other connected maintenance as directed by plant officials.

2. General Terms and Conditions

- a) The Agency shall engage **Nine (09)** Operating Personnel in the category of “**Semi-Skilled manpower**” and at least **One (01)** personnel in the category of “**Skilled Manpower**” as per the definition of West Bengal Minimum Wages Act, Govt. of West Bengal, to carry out the entire job round the clock uninterruptedly.
- b) The Agency shall have to pay to the personnel under his contract not less than the prevailing rates of Semi-Skilled and Skilled Personnel as per the “**Minimum Wages Act**”, **Government of West Bengal, in the category of Process section like biscuit manufacturing, Chakki mills etc. of the pay Schedule of the said Act.** In such payment the Agency should also ensure additional payment for extra days work besides the 26 days format of the said Act. If there is any enhancement of the wages during the contract period the difference of wages be paid by the Agency to the staff and the matter would be settled on the forthcoming bills of the Agency.
- c) The minimum rates as to be provided as per Minimum Wages Act from the existing rate structure as calculated for 24 x 7 mode of operation or as directed would amount to Rs

8785.00 per month per person for Semi Skilled category and Rs 9664.00 for Skilled manpower category respectively.

- d) The quoted rates will be as per person on **MONTHLY BASIS**.
3. a) **The existing manpower has to be kept by the Agency for smooth running of the plant, to reduce down time and more so to avoid cost involved and specialized training of the manpower for operation and maintenance.**
b) **Agency in person or his authorized representative should be stationed within a radius of 35 KM from Domkal Chilling Plant.**
4. The job of skilled manpower would be primarily to operate and maintain the utility and electrical section inclusive of refrigeration, generators, electrical panels etc, however one or more person from semi-skilled section would be in a position to carry out these jobs in absence of skilled operator or as required. The same in vice versa would be applicable for semi-skilled personnel also.
5. The entrusted Agency should maintain the installations and establishments in general in good workable conditions.
6. The Agency shall pay his personnel so employed, on once in a month basis and shall keep necessary records of their attendance.
7. If any ex-gratia / bonus is applicable to contractual employees under the Agency, as per order of The West Bengal Cooperative Milk Producers Federation Ltd, then the same shall have to be paid to the staff by the Agency.
8. If any operating personnel is/are found missing from the plant premise and as a result of which the reception and other connected process gets hampered, the Agency would be liable to make good the losses and any such penalty would be deducted from Agency's bill
9. The Agency would also be responsible to see that his work personnel maintain the assets and equipment's of the Plant and any damages of these items occur due to mishandling of his personnel, the same shall have to be made good by the Agency.
10. "Connected Running Maintenance" would include replacing blown out fuses, tripping OS starter, replacing of gland packing, pump seals, tightening of belts and fasteners, lubricating of machineries inclusive of maintaining of oil and water level in compressors and generators and any such repair / rectifications of minor nature required for smooth running of plant.
11. At the time of termination of contractual period the Agency must handover entire installation in good condition, withdrawing all staff engaged by him. Milk Federation will have no liability to offer any employment to the staff of the Agency or after the period of Contract.
12. The Agency shall raise bills ON MONTHLY basis in TRIPLICATE and submit the same to the Officer-in-Charge of the Plant; the bill should clearly depict the contract amount and GST or

other such statutory requirement separately. Bills should be addressed to: The Managing Director, West Bengal Cooperative Milk Producers Federation Ltd, LB-2, Sector – III, Salt lake City, Kolkata – 700 106.

- 13.** Payment would be made by A/c payee Cheque/NEFT/RTGS mode after due checking, verification and certification of the Officer-in-Charge of the Unit. The entire process may have a time lapse 20 days to one month from the date of submission of the bills in original.
- 14.** The Agency shall deposit Earnest Money of Rs.5000.00 (Rupees five thousand only) to be submitted through On-line to the Govt. portal (www.wbtenders.gov.in). No exemption in this respect will be allowed. Earnest money of the lowest bidder will be refunded after satisfactory completion of validity period and no interest on earnest money will be paid.

Managing Director
The W.B.C.M.P.F. Ltd