



West Bengal Cooperative Milk Producers' Federation Limited
LB-2, Sector-III, Salt Lake City, Kolkata-700 106.
Phone No: (033)23352844/60 FAX: (033) 23352896
e-mail:mail@benmilk.com Website: www.benmilk.com

SET OF TENDER DOCUMENTS (ON LINE)

NIT No.: WBARD/WBMF/ACCT SECU MAINT PERSONNEL/NIT-01(2nd call)/10/10(QA)/2024-25

Date: 29.01.2025

Each set contains:

1. NOTICE INVITING e-TENDER.
2. LIST IN PRESCRIBED FORMAT.
3. TERMS & CONDITIONS FOR SUBMISSION OF e-TENDER.
4. APPLICATION FORMAT (Annexure - I).
5. SELF DECLARATION (Annexure - II).
6. AFFIDAVIT [To be furnished in a Ten Rupees Non-Judicial Stamp Paper duly Certified by Notary Public, (Annexure-III)].
7. EXPERIENCE PROFILE (Annexure - IV)
8. TENTATIVE NUMBER OF REQUIRED MANPOWER (Annexure - V)
9. Calculation of Wages of contractual manpower at WBCMPFL (Annexure -VI)
10. JOB DESCRIPTION: Engagement of Accounts personnel at Federation Office and Security and Maintenance personnel at the premises of Federation Office at LB-2, Sector - III, Salt Lake City, Kolkata - 700106.

LAST DATE FOR SUBMISSION OF e-TENDER (ON LINE): 20.02.2025 at 4.00 P.M

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

The rate must be exclusive of GST.

NOTICE INVITING e-TENDER

Notice Inviting e-Tender No. WBARD/WBMF/ACCT SECU MAINT PERSONNEL/NIT-01(2nd call)/10/10(QA)/2024-25 Date:29.01.2025

The Managing Director, West Bengal Cooperative Milk Producers' Federation Limited invite e-tender for the work detailed in the table below.

(Submission of Bid through online)

List of Work to be undertaken:

Sl. No.	Name of the Item	Estimated Amount (For the contract period of 12 Months) (₹)	Earnest Money (₹)	Period of engagement	Eligibility of Bidder
1	Engagement of Accounts personnel at Federation Office and Security & Maintenance personnel at the premises of Federation Office at LB-2, Sector - III, Salt Lake City, Kolkata - 700 106 on contract basis	₹. 22,31,247.00 (Rupees Twenty-Two Lakh Thirty-One Thousand Two Hundred Forty Seven only)	₹. 44,625.00 (Rupees Forty-Four Thousand Six Hundred Twenty-Five only) in favour of the "West Bengal Cooperative Milk Producers' Federation Limited Payable at Kolkata.	One year	Registered/Well established Service Provider/ Agency of West Bengal having sufficient experience of providing Accounts, Security & Maintenance personnel of minimum 15 (Fifteen) heads in a single contract once in last 3(three) years to the State/Central Govt. Office/ Semi Govt./ Govt. Undertaking/ Autonomous body

1. The Managing Director, West Bengal Cooperative Milk Producers' Federation Limited (herein after referred to as Federation) invites e-Tender from reputed, financial sound and resourceful Bonafied Experienced Government Registered Manpower supplying Agencies of West Bengal for the work of "Engagement of Accounts personnel at Federation Office and Security & Maintenance personnel at the premises of Federation Office at LB-2, Sector - III, Salt Lake City, Kolkata - 700 106 on contract basis under the control of the Managing Director, West Bengal Cooperative Milk Producers' Federation Limited. (For details, please refer Annexure-V enclosed herewith).

2. Tender/Quotation Documents:

- 2.1 Any Bidder willing to take part in the process of e-tender will have to be enrolled & registered with the Government e-Procurement system; through logging on to <http://wbtenders.gov.in> using the option—Click here to Enroll. Possession of a Valid Class-II or Class-III Digital Signature Certificate (DSC) in the form of smart card/e-token in the Company's name is a prerequisite for registration and participating in the bid submission activities through this website. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the website <http://wbtenders.gov.in> under the link—Information about DSC.
- 2.2 Intending Bidders can search and download NIT and other tender documents electronically by logging on to the website <http://wbtenders.gov.in>, using his Digital Signature Certificate (DSC). This is the only mode of collection of tender documents.
- 2.3 A prospective bidder shall be allowed to participate in the job and the prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Eligibility criteria for participation in tender' before bidding.

3. Eligibility Criteria for Participation in Tender/Quotation:

- 3.1 **Intending Participants (Proprietorship Firm)** shall have to upload the application in the prescribed format attached with this NIT along with Declaration in statutory cover. In Non-Statutory cover, scanned copies of PAN Card, ITR/AY: any three preceding years of 2021-22, 2022-23, 2023-24, 2024-25, GST Registration Certificate, Audit report (any three preceding years of 2020-21, 2021-22, 2022-23, 2023-24) and valid Trade License, Proprietorship firm, if name of the firm not identical with the Legal name of the Owner/Proprietor, have to elucidate the sovereignty of the firm in terms of an Notarized Affidavit.
- 3.2 **Intending Participants (Partnership Firm)** shall have to upload the application in the prescribed format attached with this NIT along with Declaration in statutory cover. In Non-Statutory cover, scanned copies of PAN Card, ITR/AY: any three preceding years of 2021-22, 2022-23, 2023-24, 2024-25, GST Registration Certificate, Audit report (any three preceding years of 2020-21, 2021-22, 2022-23, 2023-24) and valid Trade License, Registered/Notarized Partnership Deed (Notarized Deed should be accompanied with Copy of Form No. VIII and/or Memorandum of Registration, duly issued by the Registrar of Firms, West Bengal having their registered office at P-15 India- Exchange Place, Todi-Mansion, 10th Floor, Kolkata-700001 i.e. Firm Registration copy.) & Registered Power of Attorney should be uploaded.
- 3.3 **Intending Participants (Company/ Limited/ Pvt. Limited)** shall have to upload the application in the prescribed format attached with this NIT along with Declaration in statutory cover. In Non-Statutory cover, scanned copies of PAN Card, ITR/AY: any three preceding years of 2021-22, 2022-23, 2023-24, 2024-25, GST Registration Certificate, Audit report (any three preceding years of 2020-21, 2021-22, 2022-23, 2023-24) and valid Trade License, Company/ Limited/ Pvt. Limited valid Company Registration Certificate and/or the Article of Association and Memorandum duly Notarized & Registered Power of Attorney, should be uploaded.
- 3.4 **Intending Participants** shall have to upload the following Documents for participating in the tender/quotation in addition to as stated above -
- i. Valid Registration Certificate/Valid License for providing Manpower in West Bengal, issued by the Home Department, Govt. of West Bengal.
 - ii. Valid Trade License for providing Manpower in West Bengal, issued by the Competent Authority.
 - iii. Valid Labour Registration Certificate, issued by the Competent Authority.
 - iv. Certificate of revolving line of credit by the Bank (if any).
 - v. Valid E.S.I. Registration Certificate, issued by the Competent Authority.
 - vi. Valid E.P.F. Registration Certificate, issued by the Competent Authority.
 - vii. Valid G.S.T. Registration Certificate/Challan, issued by the Competent Authority.
 - viii. The turnover of the service provider for any three preceding years of 2020-21, 2021-22, 2022-23, 2023-24 should have to be in the tune of ₹ 50.00 (Fifty) Lakh per year. Service provider will submit their audited balance sheet for those years.

ix. **Credentials:**

- | | |
|----|--|
| a) | The Intending Participants, registered more than 3 years before the date of issue of this NIT, are eligible to apply. |
| b) | The prospective bidders shall have satisfactorily completed as a prime agency, executing of the similar nature of work in last 3 (three) years. Registered Bonafied & Resourceful bidders must have to produce sufficient credential of executing of the similar nature of work. |
| c) | The Intending Participants should have a credential of deploying minimum of 15 Manpower in a single contract once in last 3 (three) years on their pay roll & deployed in different places in West Bengal. Authentic evidence in support of the same should be uploaded. |
| d) | Authentic Documents in support of Providing Manpower on contract basis in the different Government establishment of Govt. of India/ State Govt./ Zilla Parishad/ Central or State Govt. Undertaken firms/Statutory Bodies constituted under the statute of Central or State Govt. etc. in the shape of completion certificate with specific Tender No. from appropriate authority. |
| e) | Audited Final Accounts have to be submitted in proper format as applicable. |

x. **Declaration:**

Neither prospective bidders nor any of constituent partner had been black listed or debarred to participate in tender by any Government/Authority in last 5 (five) years from the date of issue of this NIT. Such debarment will be considered as disqualification towards eligibility. (A declaration in this respect has to be furnished by the prospective bidders as per prescribed format vide Form-Y (To be furnished in Non-Judicial Stamp paper of ₹ 10/- duly notarized) without which the Technical Bid shall be treated non-responsive. Technical Bid shall be treated as non-responsive if anything adverse has come to the notice of the tender inviting authority against the Firm/Agency/bidder so far as his performance within the jurisdiction of the concerned circle.

- xi. All Bidders should have to upload only their requisite documents as stated in clause No. 3 of this NIT.

4. **Earnest Money:**

- 4.1 The Bidder has to make payment of pre-defined Earnest Money against each work for which they applied by selecting either of the following payments modes:

i.	Net banking via Axis Bank Shyambazar Branch, Kolkata through ICICI Bank payment gateway.
ii.	RTGS/NEFT in case of offline payment through Bank Account Axis Bank, Shyambazar Branch

- 4.2 The process of deposit of earnest money through offline instruments like Bank Draft, Pay Order etc. has been stopped for e-procurement w.e.f. 01/09/16 as per Finance Department Order No. 3975-F(Y) dated 28th July, 2016. Necessary Earnest Money has to be deposited by the bidder electronically: online-through his net banking enabled bank account, maintained at any bank or: offline-through any bank by generating NEFT/RTGS challan from the e-tendering portal. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Pre-defined Amount as mentioned in the NIT/NIQ against the work, Beneficiary Bank name (Axis Bank) & IFSC Code and e-procurement Reference No. and Intending bidder who wants to transfer EMD through NEFT /RTGS must read and follow the instructions of the pre-filled Challan generated from e-Procurement site for payment of the EMD. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for Processing of Payment of EMD. [Detail procedure is furnished in Clause-4.3].

4.3 Earnest Money Payment procedure as per Finance Department Order No. 3975-F(Y) Dt. 28/07/16:

I. Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway:

- a) On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
- b) Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- c) Bidder will receive a confirmation message regarding success/failure of the transaction.
- d) If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government/ PSU/ Autonomous Body/ Local Body/ PRIs etc maintained with the Focal Point Branch of ICICI Bank at R. N. Mukherjee Road, Kolkata for collection of EMD/ Tender Fees.
- e) If the transaction is failure, the bidder will again try for payment by going back to the first step.

II. Payment through RTGS/NEFT:

- a) On selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a prefilled Challan having the details to process RTGS/NEFT transaction.
- b) The bidder will print the Challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.
- c) Once payment is made, the bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
- d) If verification is successful, the fund will get credited to the respective Pooling account of the State Government/PSU/Autonomous Body/Local Body/PRIs etc. maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- e) Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
- f) But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

4.4 Earnest Money Refund/Settlement Process:

- a) The EMD of the bidders disqualified at the technical evaluation will be refunded through an automated process to the respective bidders' bank accounts from which they made the payment transaction.
- b) Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded through an automated process to the respective bidders' bank accounts from which they made the payment transaction.
- c) If the L1 bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction.
- d) As soon as the L1 bidder is awarded the contract (AOC) and the same is processed electronically in the e-Procurement portal, EMD of the L1 bidder will automatically get transferred from the Pooling account to the respective linked bank account of the West Bengal

Cooperative Milk Producers Federation Limited along with the bank particulars of the L1 bidder. All refunds will be made to the Bank Account from which they made the payment of EMD was initiated.

4.5 **Exemption of Earnest Money:**

Bidders eligible for EMD exemption as per Government Order may avail the same and necessary documents regarding the exemption of EMD [e.g. EM (Part – II), Acknowledgement thereof & declaration of Service Provider issued by D.I.C., Govt. of West Bengal or NSIC Certificate issued by Govt. of India] must be uploaded.

5. **Submission of Tenders/Quotation:**

5.1 **General Process of Submission:**

Tenders are to be submitted online through the website stated in Clause-2, in two folders, one is Technical Proposal and the other is Financial Proposal, before the prescribed date and time mentioned under Clause-6. Using the Digital Signature Certificate (DSC), the documents are to be uploaded virus scanned and digitally signed. The documents will get encrypted (transformed into non-readable formats). Uploaded documents should be comprehensible.

5.2 **Technical Proposal:**

The Technical Proposal should contain scanned copies (self-attested) of the following in further two covers (folders). In order to keep the uploaded file sizes minimum, scanning of the photocopy of the documents is desirable.

i. **Statutory/ Technical file Cover Containing:**

- a) Application duly signed in Letter Head Pad, (Format as per Annexure-I).
- b) Self-declaration of the Tenderer furnished in Non-Judicial Stamp paper of ₹ 10/- duly notarized. (Annexure-II Form X).
- c) ANNEXURE-III Form Y (To be furnished in Non-Judicial Stamp paper of ₹ 10/- duly notarized)
- d) The Rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid.

Note:

- a) Only downloaded copies of the documents mentioned under Causes. 3.1, 3.2, 3.3 & 3.4 are to be uploaded, virus scanned and digitally signed by the Bidder. Any tampering, if found, is subject to punishable offence as per prevailing IT Act and also the Tender will be summarily rejected without any prejudice.
- b) Tenders will be summarily rejected if any item in the statutory cover is missing.

ii. **Non-Statutory Technical Cover Containing:**

Click the **check boxes** beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents" to send the selected documents to Non-Statutory folder.

Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	PAN card. IT-Saral for Assessment year: any three preceding years of 2021-22, 2022-23, 2023-24, 2024-25 EPF Registration Certificate ESI Registration Certificate GST certificate Certificate of revolving line of credit by the Bank Licence for providing Manpower from competent authority
B.	Company Detail(s)	Company Detail	Proprietorship Firm (<i>Trade License</i>) Partnership Firm (<i>Partnership Deed, Trade License</i>) Ltd. Company (<i>Incorporation Certificate, Trade License</i>) Society (<i>Society Registration Copy, Trade License</i>)
C.	Credential	Credentials	The Service Provider Company should have at least three years' experience of providing Manpower to various Government Organisations/ Public Sector Undertaking/ Autonomous Organizations of Govt. of India/ Govt. of West Bengal. Work order/Performance certificates issued by their clients should be attached along with list of clients
D.	Financial	Year (any three preceding years of 2020-21, 2021-22, 2022-23, 2023-24)	Detail(s)
		P/L and balance sheet 2020-21	Profit & Loss and Balance sheet (with Annexure and 3CD form in case of Tax Audit)
		P/L and balance sheet 2021-22	Profit & Loss and Balance sheet (with Annexure and 3CD form in case of Tax Audit)
		P/L and balance sheet 2022-23	Profit & Loss and Balance sheet (with Annexure and 3CD form in case of Tax Audit)
		P/L and balance sheet 2023-24	Profit & Loss and Balance sheet (with Annexure and 3CD form in case of Tax Audit)

5.3 Financial Proposal:

The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). **The estimated rate put to tender is the present minimum wages of Accounts, Security and Maintenance personnel per month as notified by the Labour Deptt. Govt of West Bengal for the total contract period of 12 months including employer contribution towards EPF & ESI as applicable** (For Details refer Annexure-VI). However, the minimum wages of the personnel to be recruited shall change time to time as per notifications to be issued by the Labour Deptt. Govt of West Bengal in due course of time. The Agency has to quote the Service Charge in percentage only in the space marked for quoting rate & name of the Firm through online in the BOQ for the work. **Abnormally LOW RATE of service charge quoted by the Bidder which prima facie appears to have malafide in tender space will not be accepted.** The GST, as applicable, will be paid extra. Only downloaded copies of BOQ are to be uploaded, virus scanned and digitally signed by the bidder. Any change and/or tampering in BOQ will not be accepted under any circumstances. Any tampering, if found, is

subject to punishable offence as per prevailing IT Act and also the Tender will be summarily rejected without any prejudice.

5.4 Penalty for Suppression/Distortion of facts:

If any tenderer fails to produce the original hard copies of the documents uploaded or any other documents on demand of the Tender Inviting Authority within a specified time frame or if any deviation is detected in the hard copies from the uploaded softcopies or if there is any suppression or forged/ fabricated document found, the bidder will be suspended from participating in the tenders on e-Tender platform for a period as per norms. In addition, his user ID will be deactivated, his Earnest Money Deposit will stand forfeited.

5.5 Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in Sl. No. 6.

5.6 The FINANCIAL OFFER of the prospective Bidder will be considered only if the TECHNICAL BID of the Bidder is found qualified by the 'Tender Evaluation Committee' formed by the Managing Director, West Bengal Cooperative Milk Producers' Federation Limited. The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the e-procurement portal.

6. Date & Time Schedule:

Sl. No.	Particulars	Date
1.	Date of publishing of N.I.T. & other Documents (online)	29.01.2025 at 11.00 A.M
2.	Documents download start date (Online)	29.01.2025 at 11.00 A.M
3.	Pre-bid meeting at West Bengal Co-operative Milk Producers' Federation Ltd., LB- 2, Sector III, Salt Lake City, Kolkata-700106. (Compulsory)	06.02.2025 at 03.00 P.M
4.	Bid submission start date (On line)	12.02.2025 at 11.00 A.M
5.	Bid Submission closing date (On line)	20.02.2025 at 4.00 P.M
6.	Bid opening date for Technical Proposals (Online)	24.02.2025 at 12.00 O'Clock onwards
7.	Date of uploading list of Technically Qualified Bidder (online)	To be informed later
8.	Date for opening of Financial Proposal (Online)	To be informed later

7. Opening and Evaluation of Tender/Quotation:

7.1 Bid Evaluation Committee:

- i. Evaluation Committee constituted by the Managing Director, West Bengal Cooperative Milk Producers' Federation Limited, will function as Evaluation Committee for selection of technically qualified Bidders.
- ii. Opening & evaluation of tender: If any Bidder is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

7.2 Opening of Technical Proposal:

- i. Technical proposals will be opened by the Managing Director and/ or his authorized representative electronically from the website using their Digital Signature Certificate (DSC).
- ii. Intending Bidders may remain present at the venue stated above if they desire.
- iii. Cover (Folder) for Statutory Documents (vide Clause 5.2.i) will be opened first and if found in order, Cover (Folder) for Non-statutory Documents (vide Clause 5.2.ii) will be opened. If there is any deficiency in the Statutory & Non-Statutory Documents, the tender will summarily be rejected.
- iv. Decrypted (transformed into readable formats) documents of the Non statutory Cover will be

downloaded, handed over to the Tender Evaluation Committee.

- v. Pursuant to scrutiny & decision after evaluation the summary list of eligible tenders & will be uploaded in the web portals.
- vi. While evaluation the tender inviting authority may summon the Bidders & seek clarification/ information or additional documents or original hardcopy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

7.3 Opening and Evaluation of Financial Proposal:

- i. Financial proposals of the Bidders found technically eligible, will be opened electronically from the web portal by the Managing Director and/ or his authorized representative electronically from the website using their Digital Signature Certificate (DSC).
- ii. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The Bidder is to quote the rate (Presenting Above) online through computer in the space marked for quoting rate in the BOQ.
- iii. The encrypted copies will be decrypted and the rates will be read out before the Bidders remaining present at that time.
- iv. After evaluation of Financial Proposal, the final summary result containing inter-alia, name of Bidders and the rates quoted by them will be uploaded provided he is satisfied that the rates obtained are fair and reasonable and there is no scope of further lowering down of rate.

8. Acceptance of Tender:

Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any/or all the tenders, for valid reasons.

Abnormally LOW RATE of service charge quoted by the Bidder which prima facie appears to have malafide in tender space will not be accepted.

- 9. A tender once quoted shall remain valid for a period of 180 (One Hundred & Eighty) days from the last date of submission of tender.
- 10. All the bidders are requested to attend the **compulsory pre bid meeting** as per schedule under SI No.6 before quoting their rates. In any case, submission of e-tender without attending the pre bid meeting the bid(s) of the bidder (s) shall straightway be rejected.
- 11. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Tenders, no cost of bidding shall be reimbursed by the Federation. The Federation reserves the right to reject any/all applications for participating and to accept or reject any/all applications without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any bidder at the stage of Bidding.
- 12. No conditional tender /incomplete tender will be accepted. No Joint Venture firm will be entertained under any circumstances. No Mobilization Advance and Secured Advance will be allowed.
- 13. The Tender Documents shall consist of the following documents:
 - a. NIT & Corrigenda (if any)
 - b. BOQ
- 14. If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supercede the former one in following sequence:
 - a. Technical bid

- b. Financial bid
- c. NIT & Corrigenda (if any)

15. **Security Deposit** - The successful bidder shall have to submit the **Security Deposit amounting to Rs. 2,23,125/- (Rupees Two Lakh Twenty-Three Thousand One Hundred Twenty-Five only) in the form of Bank Guarantee /demand draft** in favour of "West Bengal Cooperative Milk Producers' Federation Limited" payable at Kolkata within 07 (seven) days from issue of the letter of acceptance of tender for execution of Formal Agreement. Failure to do so within the specified time, his contract will be liable to terminated with forfeiture of earnest money. The validity of such security deposit must be for the entire contract period.
16. Payment for the executed works will be made as per the availability of fund and no claim what so ever will be entertained for any delay of payment, if any. Intending Bidders may consider this criterion while quoting the rates.
17. In case of any inadvertent typographical mistake found in the BOQ, the same shall be treated to be corrected as to conform to the prevailing relevant schedule of rates and /or technically sanctioned estimate.
18. Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person, either belonging to an appropriate cadre officer of the company or an authorized partner of a firm, having a registered power of attorney empowered by the Board or by the firm, shall invariably upload a copy of registered power of attorney showing clear authorization in his favour, to upload such tender. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908.
19. If any date is specified in the N.I.T. falls on Holiday or any other occasion, declared holiday the corresponding dates will be considered/reckoned the next working day/days.
20. Bidder shall have to comply with the provisions of (a) the Contract Labour (Regulation Abolition) Act. 1970 (b) Apprentice Act, 1961 and (c) Minimum Wages Act. 1948 of the notification there of or any other laws relating thereto and the rules made and order issued there under from time to time.
21. In case of Ascertaining Authority at any stage of tender process or execution of work necessary registered irrevocable power of attorney is to be produced.
22. The Authority reserves the right to call for any document /clarifications/ explanations from the bidder if felt necessary in the process of Tender Evaluation.
23. During the scrutiny at any stage of tender Procedure, if it come to the notice of tender inviting authority that the credential or any other documents found incorrect/ manufactured/ fabricated/ forged, that bidder would not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice and the Earnest Money deposited by the bidder will be forfeited by the Tender Inviting Authority without assigning any reason thereof and legal action may be imposed. The Managing Director, West Bengal Cooperative Milk Producers' Federation Limited reserves the right to cancel the NIT/NIQ due to unavoidable circumstances without

assigning any reason and no claim in this respect will be entertained. Also, if any Bidder withdraws his/her/their bid without assigning any reasonable grounds within the Bid validity period, his/her/their EMD will be forfeited and legal action may be imposed as per norms.

24. In case if there be any objection regarding prequalifying the Agency that should be lodged to the Managing Director, West Bengal Cooperative Milk Producers' Federation Limited within 48 (forty eight) hours from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Managing Director, West Bengal Cooperative Milk Producers' Federation Limited.
25. Before issuance of the Work Order, the tender inviting authority may verify the hard copy of credential and other documents of the lowest bidder if necessary. After verification if it is found that the documents submitted by the lowest bidder is either manufactured or false/fabricated in that case work order will not be issued in favour of the said bidder under any circumstances and the Earnest Money deposited by the bidder will be forfeited by the Tender Inviting Authority without assigning any reason thereof and legal action may be imposed as per norms.
26. Necessary deductions will be made as per relevant Government Order.

Sd/-
Managing Director
West Bengal Cooperative Milk Producers' Federation Limited

SECTION -B

TERMS & CONDITION OF THE CONTRACT

1. SCOPE OF THE CONTRACT:

Engagement of Accounts personnel (Accounts related works mentioned hereunder), Security and Maintenance personnel (works including guarding in the Federation Office premises, Stores, Go-down/Stack yard) on contract basis under the establishment of West Bengal Co-operative Milk Producers' Federation Limited (herein after referred to as Federation) under the control of the Federation (Considering 8 hrs. per shift per day basis for Security personnel and 8 hrs. per day for others).

2. SERVICE REQUIRED BY THE FEDERATION:

A) Accounts Personnel:

Sl No.	Nature of job, Qualification, Experience	No. of personnel to be provided
1.	Accounts Personnel: 1	01
	Duties will include (but not be limited to) <ul style="list-style-type: none">Monitoring daily communications and answering any queries.Preparing statutory accounts.Ensuring payments, amounts and records are correct.Working with spread-sheets, sales and purchase ledgers and journals.Recording and filing cash transactions.Controlling credit and chasing debt.Invoice processing and filing documents.Processing expense requests for the accountant to approve.Bank reconciliation.Liaison with third party providers, clients and suppliers.Updating and maintaining procedural documentation.Preparing e tender documents and completing all procedures of NIT.Any other allied service (s) required by the Federation deemed necessary.	
	Qualification: B. Com Experience: 5 years working in related works. <ul style="list-style-type: none">Knowledge of implementation of Tally ERP-9 software.Proficiency in preparation and presenting salary and connected matters.Proficiency in financial Analysis.Ability to carry out milk and milk related work on daily periodic basis.Independent preparation of Financial related issues.	
2.	Accounts Personnel : 2 Duties will include (but not be limited to) <ul style="list-style-type: none">Supporting the senior/managing accountant and wider finance teamCollaborating with these teams to work on various accounting projectsPerforming reconciliations of accountsProcessing payments and invoices accurately and within expected time periodsVerifying financial statements, ledgers and accounts and making corrections where appropriatePreparing profit and loss accounts and Balance sheets	01

<ul style="list-style-type: none"> • Preparing the statutory returns related to finance. • Follow up with pending scrutiny and litigation from Income Tax Department. • Taking minutes in meetings and other administrative duties. • Any other allied service (s) required by the Federation deemed necessary. <p>Qualification: B. Com Experience: 5 years working in related works.</p> <ul style="list-style-type: none"> • Knowledge of implementation of Tally ERP-9 software. • Proficiency in preparation and presenting salary and connected matters. • Proficiency in financial Analysis. • Ability to carry out milk and milk related work on daily periodic basis. • Independent preparation of Financial related issues. 	
Total no. of personnel to be provided:	02

B) Security Personnel:

Sl No.	Nature of job	No. of personnel to be provided
1	<p>Security Guards:</p> <ul style="list-style-type: none"> • Round the clock Guarding & Supervision the Office Premises, Stores, completely in all respect. • Round the clock Guarding & Supervision the Office Materials, Tools & Plants completely in all Respect. • Security Personnel will have to maintain a Visitors Register, which will be verified by the authorized person time to time. • Visit by security supervisor of security agency once in a month for proper maintenance will be mandatory besides the visits in case of specific complaints. • Contractor and its Security Guards, Supervisors shall take all necessary action as may be directed by the Federation, to prevent theft, pilferage, burglary, loss or damage of any of the property (movable or immovable) within the premises of the respective unit. • Any other allied service (s) required by the Federation deemed necessary. 	06
	Total no. of personnel to be provided:	06

C) Maintenance Personnel:

Sl No.	Nature of job	No. of personnel to be provided
1	<p>Maintenance Personnel:</p> <ul style="list-style-type: none"> • Sweeping & cleaning of the Federation building from Ground floor to Second floor (except bank portion on ground floor and WB-FBCCCR portion on second floor). • Perform cleaning activities such as dusting, mopping etc. • Garden maintenance of Federation. • Any other allied service (s) required by the Federation deemed necessary. 	07
	Total no. of personnel to be provided:	07

3. COMMENCEMENT OF SERVICE:

The contract shall become legally binding & in force only upon the date mentioned in the Work Order.

4. VALIDITY OF THE CONTRACT:

The contract is likely to be valid for the period of 01 (One) year. The period of the contract may be further extended for one year subject to satisfactory performance, providing the requirement of the West Bengal Co-operative Milk Producers' Federation Limited at that time or may be curtailed /terminated earlier owing to deficiency in service or substandard quality of security deployed by the selected agency. The West Bengal Co-operative Milk Producers' Federation Limited however reserve all rights to terminate this initial contract at any time after giving one month Notice to the selected service providing agency.

5. AGENCY'S OBLIGATIONS:

5.1 The Agency shall have to abide by & comply with the all Labour Laws including Minimum Wages Act, Workman Compensation Act, EPF Laws, ESIC Laws, & Contract Labour (Regulations Abolition Act), 1970 and Rules made there under for the time being in force, or any other law.

5.2 The Agency shall provide Accounts personnel at Federation Office and Security and Maintenance personnel at the premises of Federation Office as stated in the clause No.2 of this terms & conditions under the establishment of West Bengal Co-operative Milk Producers' Federation Limited as stated in clause No.1 of this terms & conditions of this NIT which may be amended from time to time by this West Bengal Co-operative Milk Producers' Federation Limited during the contractual period & it shall always form part & parcel of the contract. The Agency shall abide by such assignments as provided by the West Bengal Co-operative Milk Producers' Federation Limited from time to time.

5.3 The Agency shall provide Accounts personnel at Federation Office and Security & Maintenance personnel at the premises of Federation Office as stated in the clause No.2 of this terms & conditions for the performance of its service hereunder & all these personnel deployed shall be the employee of the contractor only & the West Bengal Co-operative Milk Producers' Federation Limited shall not in any manner be liable & all statutory liabilities (such as ESI, PF, Health, Safety & Welfare and other statutory dues etc.) shall be paid by the contractor.

5.4 The Personnel engaged vide this contract should be in the age group of 18 to 65 years, they should be physically fit, medically certified for good health & should be well trained, trusted worthy, experienced & energetic in nature.

5.5 The Agency shall have to submit the Character & Antecedents Certificate of their employees on deployment along with photocopy of Aadhar Card & two Nos. passport size photograph not more than six months old.

5.6. The Agency shall issue identity cards/ identification documents to all its employees with concurrence of Officer-in-Charge & who will be instructed by the Agency to display the same. The Agency should satisfy the West Bengal Co-operative Milk Producers' Federation Limited that the personnel deployed are actually well-trained, trusted-worthy, and energetic having good physique & fit for the services required by the Federation.

5.7 The personnel of the Agency shall not be the employee of the West Bengal Co-operative Milk Producers' Federation Limited & they shall not claim any salary, allowances, Compensation, damages or

anything arising out of their employment/ duty under this contract & the personnel of the Agency would never be appointed or absorbed to any post of the Federation.

5.8. The rate should be quoted in conformity with the rate so determined by the Govt. of West Bengal complying the provisions of the Minimum Wages Act, 1948 and under no circumstances the basic wages can be less than the Minimum wages as notified by the Labour Department, Govt. of West Bengal during Tender tenure. **The quoted rate should be including ESI, EPF, tax, etc. as applicable as per Govt. rules, orders etc.**

5.9 The Agency shall deduct the amount on account of EPF, ESI, tax **etc. as applicable** from the wages of the deployed personnel and shall submit the details of amount deposited on account of EPF, ESI, tax **etc. as applicable** in respect of the deployed personnel to the concerned authorities in every month without fail and before submitting bills for the subsequent months. The bills should be submitted for reimbursement of the actual amount of the service rendered by the Agency.

5.10 The West Bengal Co-operative Milk Producers' Federation Limited shall have the right within reason, to have any personnel removed who is considered to be undesirable or otherwise & similarly the contractor reserves the right to remove any personnel with proper intimation to the Federation, emergencies are exempted.

5.11 The Agency would continue to pay for three consecutive months even if payment of their bills is delayed for any technical reasons.

5.12 The Agency shall cover its personnel for personal accident & death whilst performing the duty & the West Bengal Co-operative Milk Producers' Federation Limited shall own no liability & obligation in this regard.

5.13 The Agency shall exercise adequate supervision to reasonably ensure proper performance of services in accordance with schedule of requirements.

5.14 The Agency shall cover all its personnel under the relevant laws of EPF, ESIC, etc. proof of the same should be submitted by the contractor quarterly basis.

5.15 The Agency shall be responsible for providing them all necessary facilities in the form of uniform (2 sets in a year), torches, umbrella, batons, shoes & 2 pairs of socks (one set in a year), raincoat, sweater [once in a contract period], stationeries items and allied articles etc., transportation and other statutory requirement under the various Acts/Govt. Regulations in respect of each security personnel so provided by them required for the job & the personnel engaged by the contractor under this contract shall be dressed in a neat & clean uniform.

5.16 The Agency shall at all times ensure that it has sufficient, suitable personnel to provide manpower at Federation Office as stated in Annexure-V & in sufficient number to undertake the responsibility imposed upon the contractor & to provide full attention for executing the thereof.

5.17 The Agency shall maintain attendance register to its personnel, which will be verified by the West Bengal Co-operative Milk Producers' Federation Limited time to time.

5.18 The Agency shall provide additional strength of the personnel at a short notice & alternate arrangements for replacement of his personnel due to leave, sickness or any other reason what so ever.

5.19 Any deployed personnel found unsuitable or considered undesirable/disobedient shall have to be replaced within 24.00 hours' notice or as directed.

5.20 Over time will not be allowed in any circumstances.

5.21 The Agency Personnel shall not divulge or disclose to any person or in anyway, any details of the office, operational process, technical know-how, security arrangements and administrative/organization matters as all are of confidential/ secret nature that may attract legal action.

5.22 The personnel will not indulge in any criminal activities, mal –practice of undesirable activities etc. In such cases, they will be dealt with under the provision of law and Agency will be fully responsible for their conduct.

6. AGENCY'S LIABILITIES:

6.1 The Agency shall completely indemnify & hold harmless the West Bengal Co-operative Milk Producers' Federation Limited & its employees against any liability claims, losses or damages sustained by it or them by reason of any breach of the contract, wrongful act or negligence by the Agency or any of its employees & engaged in the provision of the Manpower to the Federation.

6.2 The selected Company/Firm/Agency shall be responsible for the conduct/integrity of his personnel & shall also be responsible for any omission & commission on their part. He will vouch for their character & integrity. He shall submit the photograph & detailed particulars of the staff provided by him along with their Photocopy of Aadhar Card (as Photo ID proof & Address proof along with biometric details as per Govt. guideline) to the Federation. Any type of loss, theft & damages occurred by the staff deployed by the Agency shall be recovered from his (Agency) bill/security deposit. Such incidence immediately is brought to the notice of the Police (F.I.R.) and authorized representative of the Federation, in writing for further action.

6.3 The Agency shall not sub-contract or sub-let, transfer or assign the contract or any other part thereof. In the event of the Agency contravening this condition, the West Bengal Co-operative Milk Producers' Federation Limited shall be entitled to place the contract elsewhere on the Agency's risk & cost and the Agency shall be liable for any loss or damage, the Federation may sustain in consequence or arising out of such replacing of the contract.

6.4 The Agency shall be solely responsible for the redressal of grievances/resolution of disputes relating to the personnel deployed. The West Bengal Co-operative Milk Producers' Federation Limited shall, in no way be responsible for settlement of such issue what so ever.

6.5 On the expiry of the agreement as mentioned above, the Agency shall withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the Service Provider Company/ Firm/ Contractor /Agency to pay and settle the same.

6.6 The Agency shall be responsible to provide the Accounts, Security and Maintenance Personnel in uninterrupted manner. In the event of the agency is incapable of deploying the staff/personnel due to any reason; the West Bengal Co-operative Milk Producers' Federation Limited can terminate the contract after forfeiting of the security deposit and earnest money deposit. All other deduction will be made as per existing Govt. Rule.

6.7 The Agency should pay all taxes & other levies in respect of Manpower supplying Agency to the Govt. or any other concerned authorities.

6.8 The Agency should pay all existing & future taxes, rates, charges, assessments, outgoing & impositions of every description for the time being payable in respect of Manpower supplying Agency.

6.9 The Agency should indemnify & keep indemnified the West Bengal Co-operative Milk Producers' Federation Limited against any loss, damages, fines, premium, levies, costs, charges & expenses that the West Bengal Co-operative Milk Producers' Federation Limited may suffer or incur on account of breach of any law, rules & regulations of the Govt. or any local authority or breach of any term or covenant of the contractor of these present.

6.10 The Agency shall have to deposit necessary amount in the form of Security Deposit as per Govt. Rules/Norms made there under for the time being in force, or any other law.

6.11 That it should be clearly understood in the event of service provider fail to accept and execute the work order, or fails to comply the terms and conditions as stated herein above, **the decision of Managing Director, West Bengal Co-operative Milk Producers' Federation Limited in this respect will be the final** and binding upon both the party. It will be lawful on the part of Managing Director, West Bengal Co-operative Milk Producers' Federation Limited to impose such penalty as deemed fit depending upon the magnitude of offence apart from black-listing as well as imposing of criminal charges as mentioned in IPC, 1860 (if there be). For all disputes, the matter be tried before Hon'ble Bench within the original jurisdiction of Hon'ble High Court, Calcutta.

6.12 The terms & conditions of leave for the Accounts personnel provided by the Service Provider will be guided **as per Federation norms**.

7. FEDERATION'S OBLIGATIONS:

7.1 For all intends & purposes, the service providing agency shall be the Employer within the meaning of different Labour Legislations in respect of personnel so employed & deployed in the West Bengal Co-operative Milk Producers' Federation Limited. The personnel deployed by the contractor in the West Bengal Co-operative Milk Producers' Federation Limited shall not have claims of any master servant relationship nor have any principal & agent relationship with or against the Federation.

7.2 The West Bengal Co-operative Milk Producers' Federation Limited will not provide any medical facility and residential accommodation to the personnel of the Agency.

7.3 The West Bengal Co-operative Milk Producers' Federation Limited shall not be responsible for any damages, losses, claims, financial or any other injury or death to any personnel deployed by the contractor in the course of their performing the function/ duties, or for the payments towards any compensation.

7.4 The personnel deployed by the Agency shall not claim nor shall be entitled to pay & other facilities admissible to casual, ad-hoc, regular/ confirmed employees of the department during the current or after expiry of the contract.

7.5 In the event of termination of the contract on its expiry or otherwise, the persons deployed by the Agency shall not be entitled to & will have no claim for any absorption nor for any relaxation for absorption in the regular/otherwise establishment of the Federation.

8. PAYMENT:

8.1 All the payments shall be made through RTGS/NEFT.

8.2 The bills addressed to the undersigned along with the photocopy of attendance sheet for the previous month duly certified by the office with whom he is attached for onwards transmission to this office for reimbursement of payment by the Federation. However, the minimum wages of the personnel to be recruited shall change time to time as per notifications to be issued by the Labour Deptt. Govt of West Bengal in due course of time.

8.3 No advance payment would be made in any case.

8.4 Payment for the executed works will be made as per the availability of fund and no claim what so ever will be entertained for any delay of payment, if any. Intending Bidders may consider this criterion while quoting the rates.

8.5 The successful bidder shall also be liable for depositing all taxes, levies etc. on the account of service rendered by him to the West Bengal Co-operative Milk Producers' Federation Limited to concerned tax collection authorities from time to time as per extent rules & regulations on the matter for the whole period of contract.

8.6 Necessary deductions will be made as per relevant Govt. Norms/Rules made there under for the time being in force, or any other law.

8.7 In the event, the successful bidder fails to submit the G.S.T. Registration Certificate along with Current Return Challan; necessary deduction will be made from the bills as per relevant Govt. Norms/ Rules made there under for the time being in force, or any other law in this regard.

8.8 The Tax Deduction at source (T.D.S.) shall be deducted as per provisions of the Income Tax Department, as amended from time to time & a certificate to this effect shall be provided to the agency by this Federation.

8.9 In case, the successful bidder fails to comply with any statutory/taxation liability under the appropriate law, and as a result thereof the West Bengal Co-operative Milk Producers' Federation Limited is put to any loss/obligation, monetary or otherwise, the West Bengal Co-operative Milk Producers' Federation Limited will be entitled to get itself reimbursed out of the outstanding bills or security deposit of the bidder, to the extent of the loss or obligation in monetary terms.

9. TERMINATION:

9.1 In case of breach of any of the terms and conditions of the contract by the Agency, the West Bengal Co-operative Milk Producers' Federation Limited shall have the right to cancel the contract without assigning any reason thereof, and the security deposit by the bidder shall be forfeited. **The decision of the Managing Director in this regard shall be final.**

9.2 The Agency does not provide services as per the requirement & satisfaction level of this West Bengal Co-operative Milk Producers' Federation Limited as per clause No.1 of the terms & conditions of this NIT.

10. SETTLEMENT OF DISPUTES:

10.1 In the event of any dispute, both the party will have right to appeal under Conciliation and Arbitration Act 1996, before the nominee appointed by the Additional Chief Secretary /Principal Secretary /Secretary, Animal Resources Development Department, Govt. of West Bengal as ARBITRATOR and the decision of ARBITRATOR will be final and binding to all concern.

-Sd
Managing Director
West Bengal Cooperative Milk Producers' Federation Ltd

ANNEXURE- I

APPLICATION

To
The Managing Director,
West Bengal Cooperative Milk Producers Federation Limited,
LB-2, Sector-III, Salt Lake City,
Kolkata-700106

Application for **Providing Accounts, Security and Maintenance Personnel** on contract basis for Accounts related works at Federation Office and Security & Maintenance at the office premises of West Bengal Cooperative Milk Producers Federation Limited, HQ.

Ref. e-Tender No. WBARD/WBMF/ACCT SECU MAINT PERSONNEL/NIT-01 (2nd call)/10/10(QA)/2024-25
Date:29.01.2025

Sir,
Having examined the NIT Documents, I hereby submit all the necessary information and relevant documents for evaluation.

1.	Trade Name of the Tenderer (Company/ Firm/Agency)			
2.	Name of the Applicant (Authorized Person, holding the DSC)			
3.	Designation of the Applicant			
4.	Full Address of the Registered Office			
	Telephone Numbers			
	Office			
	Mobile			
	E-mail Id			
5.	Full Address of the Operating/Br. Office			
	Telephone Numbers			
	Office			
	Mobile			
	E-mail Id			
6.	Banker of the Company/Firm/Agency along full Address			
	Telephone Number			
	IFS CODE			
	MICR CODE			
7.	G.S.T. Registration Number			
8.	E.P.F. Registration Number			
9.	E.S.I. Registration Number			
10.	Details of the Similar Nature Contracts handled by the Tendering Agency once in the last 03 (Three) Years.			
Sl. No.	Details of Client along with Office Address & Telephone Number	Amount of Contract (in INR)	Duration of the Contract	
			From	To
11.	Additional Information (if any)			

Date:

Place:

Encl: e-Filling

- i) Statutory Document
- ii) Non-statutory Document

Signature of the Applicant/Authorized Person with Seal

ANNEXURE-II

Self-Declaration

Photograph

(To be furnished in Non – Judicial Stamp paper of ₹ 10/- duly notarized)

I....., Son / Daughter of Shri.....
age..... years, resident of in the District of
....., West Bengal, do hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I am well aware of the fact that if the information given by me is proved false/ not true at any point of time, I will have to face punishment as per any provision of Law for the time being in force as well as the benefit availed of by me or the benefit accrued to me shall be summarily cancelled.

Date:

Signature of the Applicant

Place:

ANNEXURE-III

(To be furnished in Non-Judicial Stamp paper of Rs.10/- duly notarized)

I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under-signed.

The under-signed also hereby certifies that our firm M/s.....
.....had neither Black-listed nor debarred to participate in tender by any Government /Authority in last 5 (five) years from the date of issue of this N.I.T.

The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.

The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.

Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.

Signed by an authorized officer of the Firm

Title of the Officer

Name of the Firm with Seal

Date: _____

ANNEXURE-IV

Experience Profile

Name of the Firm:

Documentary evidence for Providing Manpower to any reputed institution/organization in last three years.

Name of Employer	Name, Location & nature of work	Contract price in Indian Rs.	Work order No. & Date	Validity period	Quantity supplied	Whether successfully executed or not	Reasons for unsuccessful execution

Note:

Certificate from the Employers to be attached

Non-disclosure of any information in the Schedule will result in disqualification of the firm

.....
Signature of applicant including title
and capacity in which application is made

ANNEXURE-V

**TENTATIVE NUMBER OF REQUIRED ACCOUNTS PERSONNEL,
SECURITY AND MAINTENANCE PERSONNEL**

Sl. No.	Name of the Post	Requirement	Working Site
1	Accounts Personnel	02	West Bengal Cooperative Milk Producers' Federation Limited, Head Office
2	Security Personnel	06	West Bengal Cooperative Milk Producers' Federation Limited, Head Office
3	Maintenance personnel	07	West Bengal Cooperative Milk Producers' Federation Limited, Head Office

Sd/-
Managing Director
West Bengal Cooperative Milk Producers Federation
Limited

ANNEXURE-VI

Calculation of Wages of contractual manpower at WBCMPFL

SL No	NAME	LOCAT ION	DESIGNATI ON	Req	CONSOLIDA TED MONTHLY REMUNERA TION PER HEAD	TOTAL CONSOLIDAT ED MONTHLY REMUNERATI ON	EMPR PF 12%	Admin Charges @0.5%	EMPR ESI 3.25%	EDLI Charges @0.5%	GROSS MONTHLY PAYMENT	CTC for the entire contract period of 12 months (excluding service charge and applicable GST) <u>which is the amount put to tender</u>	EMD	Security Deposit
1	Accounts Personnel	HQ	Accounts Assistant	2	13,595.00	27,190.00	3,262.80	135.95	883.68	135.95	31,608.38	3,79,300.50		
2	Security Personnel	HQ	Security Guard	6	10,212.00	61,272.00	7,352.64	306.36	1,991.34	306.36	71,228.70	8,54,744.40		
3	Maintenance Personnel	HQ	Maintenance personnel	7	10,212.00	71,484.00	8,578.08	357.42	2,323.23	357.42	83,100.15	9,97,201.80		
TOTAL					34,019.00	1,59,946.00	19,194.00	800.00	5,198.00	800.00	1,85,937.00	22,31,247.00	44,625	2,23,125

Sd/-
 Managing Director
 West Bengal Cooperative Milk Producers Federation
 Limited

CHECK-LIST
Information about Bidders
(ONLY ORIGINAL DOCUMENTS ARE TO BE SCANNED & UPLOADED IN THE E-BID PORTAL)

Sl No.	Description		Particulars	Page No.
1	Name of the Bidder			
2	Address of the Bidder			
3	STATUTORY	EMD		
4		Anx-I		
5		Anx-II		
6		Anx-III		
7		Form 'IV'		
8	NON STATUTORY	Certificates	PAN	
9			IT Return AY 2021-22 to 2024-25 (any 3 preceding year)	
10			EPF Registration	
11			ESI Registration	
12			GST Registration	
13			ISO 9000-2008	
14			Registration certificate for providing Manpower by Home Dept, GOWB	
15			License for providing Manpower/ Labour License	
16		Company details	Status	
17			Trade License	
18	Incorporation Certificate/Partnership Deed/Power of attorney			
19		Credentials		
20	Financial Any 3 preceding year	Profit & Loss A/C 2020-21 with turnover		
21		Profit & Loss A/C 2021-22 with turnover		
22		Profit & Loss A/C 2022-23 with turnover		
23		Profit & Loss A/C 2023-24 with turnover		
24	Turnover	Any 3 preceding year 50 lakh per year		
25	Bank solvency			
	Remarks			

Signature of the Bidder with Date & Office Seal