

**Request for Proposal Selection of Agency (ies) for execution of  
Rate Contract for Pest Control Services at Webel Bhavan and other  
premises of WBEIDC LTD.**

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**Tender Ref: WEBEL/EOT/COM/22-23/00082**

**Dated: 08-02-2023**

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**Issued By:-**

**West Bengal Electronics Industry Development Corporation Limited  
(WBEIDCL)**

**Webel Bhawan, Block- EP & GP, Sector-V, Salt Lake, Bidhan Nagar,  
Kolkata-700091, West Bengal**

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## **Disclaimer**

This Request for Proposal (RFP) contains brief information about the project, qualification requirements and the selection process for the successful applicant (bidder). The purpose of this RFP document is to provide applicants (bidders) with information to assist the formulation of their bid application (the "application").

Whilst the information in this RFP has been prepared in good faith, it is not and does not purport to be comprehensive or to have been independently verified. Neither West Bengal Electronics Industry Development Corporation Limited (WBEIDCL) , nor any of its officers or employees, nor any of their advisers accept any liability or responsibility for the accuracy, reasonableness or completeness of the information contained in the RFP, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed project, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information ('Information') contained in this RFP document or subsequently provided to interested parties (the "applicant(s)), in writing by or on behalf of WBEIDCL is provided to applicant(s) on the terms and conditions set out in this RFP documents and any other terms and conditions subject to which such information is provided.

This RFP document is not an agreement and is not an offer or invitation by WBEIDCL to any other party. The terms on which the project is to be developed and the right of the successful applicant shall be as set out in separate agreements contained herein. WBEIDCL reserves the right to accept or reject any or all applications without giving any reasons thereof. WBEIDCL will not entertain any claim for expenses in relation to the preparation of RFP submissions.

## Section-1: Key Information

### a. Purpose of this RFP

West Bengal Electronics Industry Development Corporation Limited (WBEIDCL) invites RFP for Selection of Agency (ies) for execution of Rate Contract for Pest Control Services at Webel Bhavan and other premises of WBEIDC LTD including all IT Parks of different districts of West Bengal under the aegis of Department of IT & E, Govt. of West Bengal. Submission of RFP should be through electronic bidding process.

### b. Fact Sheet

1.	Tender No. & Date	<b>WEBEL/EOT/COM/22-23/00082 Dated 08-02-2023</b>
2.	Tender Version	1.0
3.	Brief description of project	Selection of Agency (ies) for execution of Rate Contract for Pest Control Services at Webel Bhavan and other premises of WBEIDC LTD.
4.	Tender issuing entity	WBEIDCL
5.	Tender document Fee	Rs 5,00 (Rupees Five Hundred only) through net banking or through RTGS/NEFT in the portal of the website: <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a> as per G.O 3975-F(Y) dated 28th July 2016 issued by Finance Department, Govt. of West Bengal. For details regarding payment procedure & guideline on the same, bidders are advised to follow the mentioned order and portal. Digitally signed Technical Bid and Financial Bid, to be submitted through the website <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a>
6.	Earnest Money Deposit	The Bidder shall pay EMD of Rs. 15,000 (Rupees Fifteen Thousand Only) through net banking or through RTGS/NEFT in the portal of the website: <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a> as per G.O 3975-F(Y) dated 28th July 2016 issued by Finance Department, Govt. of West Bengal. For details regarding payment procedure & guideline on the same, bidders are advised to follow the mentioned order and portal.

7.	Last Date and time of submission of the queries	<b>Date: 15-02-2023 at 04:00 PM</b>
8.	Pre- bid Meeting to be held at WEBEL BHAVAN, Board Room.	<b>Date: 16-02-2023 at 12:00 PM</b>
9.	Corrigendum ( if any)	<b>Date: 17-02-2023 at 3:00 PM</b>
10.	Bid Submission start date & time (online)	<b>Date: 17-02-2023 at 5:00 PM</b>
11.	Bid Submission closing date & time (online)	<b>Date: 22-02-2023 at 12:00 PM</b>
12.	Bid opening date & time for Technical Proposals (Online)	<b>Date: 24-02-2023 at 03:00 PM</b>
13.	Date of uploading the final list of Qualified Bidder to the website	<b>Date: To be notified later on</b>
14.	Queries may be sent to	<p>Commercial Queries -</p> <p>a. Mr. Pratul Show, G.M.(Commercial) E Mail: <a href="mailto:pratul.show@webel-india.com">pratul.show@webel-india.com</a></p> <p>b. Mr. Kausik Halder, Assistant Manager (Commercial &amp; Education) Email <a href="mailto:halder.kausik@webel-india.com">halder.kausik@webel-india.com</a></p> <p>Technical Queries -</p> <p>a. Mr. Swarup Brahma Dy. General Manager [ Administration &amp; CPR], Email <a href="mailto:swarup.brahma@webel-india.com">swarup.brahma@webel-india.com</a></p> <p>b. Mr. Alope Gangopadhyay, HR &amp; Administration Department, Email <a href="mailto:aloke.ganguly@webel-india.com">aloke.ganguly@webel-india.com</a></p>

Note: This document is not transferable

All Bidders are advised to check for any further clarifications and corrigendum related to this project at the website <https://wbtenders.gov.in> and <https://www.webel.in> .

## Instruction to Bidders

- A. Intending bidders may download the RFP document directly from the website <https://wbtenders.gov.in> .
- B. Each bidder needs to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of EoI from the approved service providers on payment of requisite amount.
- C. The digitally signed EoI response should be submitted in the website <https://wbtenders.gov.in>
- D. Submission of RFP will be done as per time schedule stated mentioned in the Table 1 of this document.
- E. For any queries regarding this RFP, please contact with WBEIDC Limited contact persons as mentioned in the Table 1 of this document on or before last date of submission of queries. No queries will be entertained after this timeframe.
- F. RFP are to be submitted online to the website before the prescribed date & time using the Digital Signature Certificate (DSC). Virus scanned and duly digitally signed copies of the documents are to be uploaded.
- G. In the event of e-filing, intending bidders may download the tender documents from the website <https://wbtenders.gov.in> directly. Necessary cost of tender documents (tender fees) of Rs. 5,00 (Rupees Five Hundred Only) has to be remitted through Net banking or through RTGS NEFT through the <https://wbtenders.gov.in> //portal as per G.O 3975-F(Y) dated 28th July, 2016 issued by Finance department Govt. of West Bengal.
- H. The bidder shall pay an EMD of Rs. 15,000 (Rupees Fifteen Thousand only) through Net banking or through RTGS NEFT through the <https://wbtenders.gov.in> //portal as per G.O 3975-F(Y) dated 28th July, 2016 issued by Finance department Govt. of West Bengal.
- I. Exemption under NSIC/ Udyog Aadhaar/MSME: - Bidders who are registered with NSIC, UNDER SINGLE POINT REGISTRATION SCHEME/ Udyog Aadhaar/MSME for the TENDERED ITEMS are exempted from payment of bid security up to the amount equal to their monetary limit. A proof regarding current Registration with NSIC / Udyog Aadhaar/MSME for the TENDERED ITEMS will have to be attached and documented, otherwise the Bid will be treated as cancelled. In case of bidders having monetary limit as "NO LIMIT", the exemption will be limited to Rs.50, 00,000/- only as per existing policy of WBEIDC Ltd.

## Section-2: Background

### a. Introduction & Objective

West Bengal Electronics Industry Development Corporation Limited (WBEIDCL) invites RFP for Selection of Agency (ies) for execution of Rate Contract for Pest Control Services at Webel Bhavan and other premises of WBEIDC LTD including all IT Parks of different districts of West Bengal under the aegis of Department of IT & E, Govt. of West Bengal. Submission of RFP should be through electronic bidding process.

### b. Terms & Condition

- a. Each bidder needs to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of RFP from the approved service providers on payment of requisite amount.
- b. The digitally signed RFP response should be submitted in the website <https://wbtenders.gov.in>
- c. Submission of RFP response will be done as per time schedule stated in this document.
- d. For queries regarding this RFP, please connect with Mr. Swarup Brahma Dy. General Manager [Administration & CPR], Email [swarup.brahma@webel-india.com](mailto:swarup.brahma@webel-india.com) & Mr. Alope Gangopadhyay, HR & Administration Department, Email [aloke.ganguly@webel-india.com](mailto:aloke.ganguly@webel-india.com) on or before last date of submission of queries. No queries will be entertained after this timeframe.
- e. RFP responses are to be submitted online to the website before the prescribed date & time using the Digital Signature Certificate (DSC). Only the Digitally Signed documents are to be uploaded after proper virus scanning. The documents will get encrypted (transformed into non-readable formats).
- f. No sub-contracting will be allowed.
- g. Eligibility Criteria :- As per below mentioned Table
- h. The bidder shall bear all costs associated with the preparation and submission of the bid
- i. The proposal will be prepared by the Bidder in English language only

- j. **Consortium:** No Consortium is allowed in this bid. Declaration in this regard needs to be submitted.
- k. **Evaluation Procedure** - The Tender Committee would perform the Commercial Evaluation for technically qualified bidders. The basis of price bid evaluation shall be "Least Cost Evaluation". L1 bidder will be selected on least overall rate quoted by the bidder.
- l. **Rate Contract:** WBEIDC Ltd will reserve right to execute Rate Contract Agreement with the L1 bidder whose bid has been valued overall lowest as per Price for a period One (1) year. The contract may be extended on the basis of the satisfactory performance of the bidders. The contract period shall commence on the date of Commencement and shall remain for 1 year. The period is further extendable for a maximum period of 2 years (1 year at a time) on the same terms and conditions and the rates at which the contract is awarded will be valid throughout the contract. The contract will extended based on satisfactory performance of the bidder(s). No claims whatsoever on account of increase in the rate of material to be used and other factors such as statutory payments, etc., shall be entertained and it will be the responsibility of the bidder to bear such other expenses. However, if there is any downward revision of all the rates due to revision of govt. taxes etc. or any other reasons, the same shall be passed on to the WBEIDC through appropriate reduction of the contracted rates.
- m. WBEIDC reserves the right not to accept the Lowest Price bid without assigning any reason what so ever and the bidder will not challenge such decision in any forum what so ever.
- n. WBEIDC Ltd will also reserve right to execute Rate Contract Agreement with the bidders other than L1 bidder, if they agrees to match lineitemwiseL1 rate.
- o. Cancellation of PO - WBEIDC Ltd. reserves the right to cancel Purchase Order if the agreed delivery schedule is not adhered to by the supplier. Any loss arising out of such delay in the supply of the equipment / service, shall be on the supplier account
- p. All decisions taken by the Tender Committee regarding the processing of this tender and award of contract shall be final and binding on all parties concerned.
- q. The proposals shall remain valid till 180 days from bid submission date. During the period of validity of proposals, the rates quoted shall not change.



- r. **Price of the Bid:** The prices shall be quoted in Indian Rupees only, inclusive of all applicable taxes. Price should be quoted in the Price Bid as per BOQ format only. No deviation in any form in the Price Bid sheet is acceptable. The price quoted shall remain fixed throughout the entire contract period.
- s. **Submission of PBG:** The successful agency (ies) shall furnish a Performance Bank Guarantee (PBG) as a guarantee towards due performance and compliance of the contract work, the successful bidder (bidder) will deposit an amount equal to 3% of Annual contract value including GST and should be kept valid for a period of 60 day beyond completion of all the contractual obligation. Failure to comply with the agreement shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after expiry of claim period provided there is no breach of contract on the part of the bidder. No interest will be paid on the PBG. The successful Bidder will have to deposit the Bank Guarantee and commence the work within 15 days of issue of Letter Of Award otherwise the contract may be cancelled and EMD will be forfeited.
- t. The bidder shall bear the cost, if required, for necessary insurance cover in respect of staff and other personnel to be employed or engaged by him in connection with the afore mentioned services to WBEIDC LTD. He shall assure WBEIDC LTD against all acts of omissions, fault, breaches and or any claim or demand, loss injury and expenses to which WBEIDC LTD may be party or involved because of the bidder failure to comply and of the obligation under the relevant act law, which the bidder is to follow.
- u. The successful bidder/bidder will be required to enter into an Agreement/ Contract with WBEIDC
- v. **Termination of Contract –**
- a) WBEIDC may without prejudice to any other remedy for breach of contract, by written notice of default with a notice period of 7 days, sent to the Successful Bidder, terminate the contract in whole or part with the forfeiture of EMD/PBG; (i) if the Successful Bidder fails to perform any of the obligation(s) under the contract; or (ii)The Bidder shall observe highest standard of ethics during execution of the project .The Tender Accepting Authority will terminate the contract if it is determined in the judgment of WBEIDC, the Bidder awarded

with the contract, has engaged in fraudulent and corrupt practices in competing for or in executing the Contract.

- b) In the event WBEIDC terminates the Contract in whole or in part, WBEIDC may opt upon terms and in such manner as it deems appropriate, the services of the other bidders and the Successful Bidder shall be liable to WBEIDC for any additional costs due to this. However, the Successful Bidder shall continue to perform the contract to the extent not terminated.

### Section-3: Prequalification Criteria

#	Eligibility Criteria	Document Proof
1.	<ul style="list-style-type: none"> <li>• The bidder should have existence in India for last Five (5) years at the end of 31<sup>st</sup> March 2022.</li> <li>• The bidder should have Average Annual Turnover of Rs 30 Lakhs or more in each of the last 3 financial years. (Fy 2019-20,2020-21 &amp; 2021-22)</li> <li>• The bidder shall be solvent at the date of bidding</li> </ul>	<ul style="list-style-type: none"> <li>• Certificates of incorporation for Company/ Partnership Deed / Proprietorship firm self-declaration</li> <li>• Copy of audited balance sheet &amp; Profit &amp; loss Statement of last 3 Financial Years (2019-20, 2020-21 &amp; 2021-22) has to be submitted.</li> <li>• Certificate from Statutory auditor / Chartered Accountant/Bank for Solvency declaration</li> </ul>
2.	<ul style="list-style-type: none"> <li>• The bidder should have executed at least 1 orders of similar nature of jobs, particularly in Pest Control Services with minimum value of Rs 10 Lakhs from any Govt. Department / Quasi Govt. Dept. / PSU / Board / Council/Large Corporate Or</li> <li>• The bidder should have executed at least 2 orders of similar nature of jobs, particularly in Pest Control Services with minimum value of Rs 5 Lakhs each from any Govt. Department / Quasi Govt. Dept. / PSU / Board / Council/Large Corporate. Or</li> <li>• The bidder should have executed at least 3 orders of similar nature of jobs, particularly in Pest Control Services with minimum value of Rs 3 Lakhs each from any Govt. Department / Quasi Govt. Dept. / PSU / Board / Council/Large Corporate.</li> </ul>	<p>Work-order along with Completion Certificate has to be submitted.</p>
3.	<ul style="list-style-type: none"> <li>• Trade License</li> </ul>	<p>Copy of the valid documents</p>

	<ul style="list-style-type: none"> <li>• GST Certificate</li> <li>• Income Tax Return ( Latest 3 years )</li> <li>• Copy of PAN</li> <li>• PF &amp; ESIC Registration.</li> <li>• Articles of Association/ Company Registration (depending on company type)</li> </ul>	
4.	The responding firm must not be blacklisted by any Central/any State Department/establishments in India at any point of time for breach of ethical conduct or fraudulent practices.	A self-declaration that the bidder has not been blacklisted is to be submitted. In case it is found after issuing Work Order that the concerned organization is blacklisted by any Central/any State Department/establishments in India, the work order will be cancelled.
5.	The bidder shall have a valid license under The Contract Labour (Regulation & Abolition) Act, 1970	Copy of the valid documents
6.	The bidder should have a valid license to stock and use of permissible insecticide/pesticides/germicides etc. for commercial pest control operation.	Copy of the valid documents
7.	The bidder must have at least 1 registered office in West Bengal and service centre in at least 1 locations in West Bengal	Supporting documents for existence of Registered Office & Service Centre(s) has to be submitted.
8.	The Bidder shall pay EMD of Rs. 15,000 (Rupees Fifteen Thousand only) through net banking or through RTGS/NEFT in the portal of the website: <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a> as per G.O 3975-F(Y) dated 28th July 2016 issued by Finance Department, Govt. of West Bengal. For details regarding payment procedure & guideline on the same, bidders are advised to follow the mentioned order and portal.	To be submitted Online
9.	Bidder should submit Tender Document Fee	To be submitted Online

<p>of Rs. 5,00 (Rupees Five Hundred only) through net banking or through RTGS/NEFT in the portal of the website: <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a> as per G.O 3975- F(Y) dated 28th July 2016 issued by Finance Department, Govt. of West Bengal. For details regarding payment procedure &amp; guideline on the same, bidders are advised to follow the mentioned order and portal.</p>	
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RFP response should contain:

- ✓ This RFP document, with all pages signed by the authorized signatory
- ✓ Covering letter
- ✓ NO PART BID ALLOWED - Bidders have to quote all the items mentioned in tender document. No part bid will be accepted. Otherwise, the bid(s) will be treated as cancelled.
- ✓ General information of the bidder

#### **Section-4: Scope of Work**

A. The Bidder shall require to carry out regular and periodical pest control measures every week for all the premises of WBEIDC LTD as mentioned below:-

- I. Webel Bhavan
- II. RMC Department, Webel Bhavan
- III. "IDM Project Department, SDF Building "
- IV. MEMC Department, SDF Building
- V. BD Department, Monibhandar
- VI. IDM-M Office of Monibhandar
- VII. HRDC, Taratala
- VIII. Taratala IT Park
- IX. TIE Building, Taratala
- X. Entire open area of Taratala IT Park/HRDC Building/TIE Building
- XI. DQ Animation Academy Office
- XII. NASSCOM, 7TH Floor Monibhandar
- XIII. IT & E Department 5th & 6th Floor Monibhandar
- XIV. STP-II Building including common area

\*\* The above list is indicative, and the bidder may be asked to provide the services at location as per directives of WBEIDC Ltd.

B. The Bidder shall carry out the Regular and periodical preventive services and all urgent calls as and when warranted under the service Contract, at the approved rates only. The Bidder shall also furnish the 24 HRS Helpline telephone numbers, besides Mobile numbers of staff to be deployed and e-mail address, on which they can be contracted if needed at odd hours for any repair/maintenance jobs.

- C. The Bidder should quote rates for Disinfestations, control and treatment of General Pest & GEL Treatment for cockroaches, bed bugs, bat, fly, rat etc. & Termites control, in the entire area of the offices as per the enclosed schedule. In this Contract, Bidder must specify, if there is any exception in their Contract rates & rates for these things to be mentioned in the tender documents & it should be valid for the contract period i.e. one year.
- D. General Pest Control/anti rodent/Anti Termite which means eradication of Cockroaches, Mosquitoes, Flies, Lizards, Termite, rats etc. through the use of permitted insecticide/pesticides/germicides etc. as per Government of India and WHO norms. The pest control should cover all the reachable places like space under the tables, chairs, almirahs, on and around the pile of files, wooden furniture, false ceiling, all staircases, lift lobby, on all toilets drain ducts, on all pantry rooms, in all stores and any hidden space under the furniture etc. and should leave no space unattended.
- E. Specification and make/quality of chemical/pesticides shall be clearly spelt in the offer/tender, and it should be certified by WHO Pesticide evaluation scheme (WHOPES) for public health utilization and approval with BIS certification. The Bidder should submit the name of the principal of authorized distributor, from where these chemical/pesticides will be procured by them. No. chemical/ insecticide/pesticides/germicides etc. will be used after its expiry date and it will be subject to quality approvals at the time of use/spraying.
- F. No outdated chemicals should be used and all formulation/pesticides to be used for pest control treatment shall be safe for human beings and eco-friendly and shall not have any detrimental effect on such materials and that should be non-staining.
- G. Pesticide compounds, formulations, and application methods that present the lowest potential hazard to humans and the environment to be used.
- H. If the area covered under this service contract is not provided pest control services for more than one week, the contract fee will be deducted for this period, the amount of penalty would be Rs. 500/-per day per complaint for the period of delay in excess of 24 hours, besides that any other administrative action will be initiated as deemed fit.

- I. It will be imperative for the firm to do attend the urgent calls within 72 hours from the time of informed received by the company by any means of communication including telephone.
- J. The entire job shall be attended on site only, no items, will be taken for pest/termites/bed bug etc treatment outside the office premises.
- K. The special Chemical/ insecticide/pesticides/germicides etc required for pest control services, if any, during the course of contract, will be arranged by the Bidder himself at its own cost.
- L. The contract holder shall provide one preventive service call every month for General Pest Control & GEL Treatment in the all the offices.
- M. Rodent Control: Rodent controlling should be done as per orders and instruction on the subject.
- N. Bidder must ensure that the pest control once done shall remain effective up to next pest control; failing which it shall have to be done again without any cost.
- O. The bidder shall deploy qualified, and skilled experienced staff to attend the work in times as per the requirement, they should carry Identification Card issued by the contact holder, and any change of the staff due to attrition in the company is too informed to the Mr. Swarup Brahma Dy. General Manager [ Administration & CPR], WBEIDC.
- P. No additional payment shall be made if more staff needed at site for completing the urgent work under contract. The representative of the firm should bring their identity cards while attending to the pest control service in various premises of WBEIDC.
- Q. The bidder should provide special care of pest control services during the rainy/mosquito breeding season or any event of unexpected Emergency.
- R. All the termites job carried out by the Bidder shall have a guarantee of twelve months from the date completion.
- S. Safety precautions:**
  - a. It is the responsibility of the CONTRACT HOLDER that the services of pest control is user friendly i.e. there should not be any dander poisoning/terrible smell/infection which may cause any disease/untoward to the patient or health care provider.



b. WBEIDC will not be under any liability to pay any compensation to the persons deployed by the bidder if they sustain any injury etc., while discharging the duties in the premises. The bidder shall get those insured against any liability under the Employee Compensation At or any accident at its own cost and should be responsible for the safety of shall be made good by the Bidder. The bidder shall be responsible, for any poisoning or untoward reaction due to poor quality/incorrect/outdated pesticides/chemicals used by your firm during spraying, as per the law of state for the same.

c. No unauthorized person should be allowed in the premises of WBEIDC.

T. **INITIAL BUILDING INSPECTIONS** - The Bidder/Agency shall complete a thorough, initial inspection of each building or site prior to the quoting the price bid by appointment. The purpose of the initial Inspections are for the Bidder to evaluate the pest control needs of all locations and to identify problem areas. For site inspection bidders may contact Mr. Alope Gangopadhyay, HR & Administration Department, Email [aloke.ganguly@webel-india.com](mailto:aloke.ganguly@webel-india.com) contact number - 90511 32475.

## **Section-5: Payment Terms & Delivery Schedule & Maintenance Location**

### **5.1. Payment Terms**

- Payment to the successful bidder shall be released on monthly basis on submission of Log Book for the services rendered in the particular premise. Each Premises should have a separate Log Book and each services be recorded in the Log Book and total area serviced (Square Feet) has to be duly certified by competent authority of WBEIDC.
- Payment will be released within 15 days from submission of bills.
- Further all payments to agency will be made subject to deduction of TDS (Tax deduction at Source) as per the income Tax Act, 1961, applicable penalty and other taxes, if any, as per Government of India rules.

### **5.2. Maintenance Locations**

As per directives of West Bengal Electronics Industry Development Corporation Limited (WBEIDCL) Webel Bhawan, Block- EP & GP, Sector-V, Salt Lake, Bidhannagar, Kolkata-700091, and West Bengal and as per list of locations mentioned below :-

- I. Webel Bhavan
- II. RMC Department, Webel Bhavan
- III. "IDM Project Department, SDF Building "
- IV. MEMC Department, SDF Building
- V. BD Department, Monibhandar
- VI. IDM-M Office of Monibhandar
- VII. HRDC, Taratala
- VIII. Taratala IT Park
- IX. TIE Building, Taratala
- X. Entire open area of Taratala IT Park/HRDC Building/TIE Building
- XI. DQ Animation Academy Office
- XII. NASSCOM, 7TH Floor Monibhandar
- XIII. IT & E Department 5th & 6th Floor Monibhandar
- XIV. STP-II Building including common area

\*\* The above list is indicative, and the bidder may be asked to provide the services at location as per directives of WBEIDC Ltd.

**Section- 6: Unpriced Bill of Quantity**

<b>SL No</b>	<b>Job Description</b>	<b>QTY</b>	<b>UOM (unit Of Measurement)</b>
1	Rate for providing Pest Control Services as per Scope of work mentioned if RFP & location details as per clause no 5.2 of the RFP	1	Per Square Feet

## **Annexure I: Covering Letter for submission of RFP**

(To be submitted on the letterhead of the bidder)

(Date)

To,

General Manager (Commercial),

WBEIDC,

Webel Bhavan, Block-EP & GP, Sector-V,

Salt Lake, Bidhan Nagar, and Kolkata:-700091

**Ref:** WEBEL/EOT/COM/22-23/00082 Dated 08-02-2023

**Sub:** Submission of RFP for “Request for Proposal Selection of Agency (ies) for execution of Rate Contract for Pest Control Services at Webel Bhavan and other premises of WBEIDC LTD.”

Dear Sir/Madam,

We have examined the RFP document, we, the undersigned, herewith submit our RFP in response to your RFP no. WEBEL/EOT/COM/22-23/00082 dated 08-02-2023 for “Request for Proposal Selection of Agency (ies) for execution of Rate Contract for Pest Control Services at Webel Bhavan and other premises of WBEIDC LTD.”, in full conformity with the said RFP document.

- i. We have read the provisions of the RFP document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our RFP shall not be given effect to.
- ii. We agree to abide by this RFP, consisting of this letter, the detailed response to the RFP and all attachments, for a period of 180 days from the date of submission of the bid.
- iii. We would like to declare that we are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment and we are not under a declaration of ineligibility for corrupt or fraudulent practices
- iv. We would like to declare that there is no conflict of interest in the services that we will be providing under the terms and conditions of this RFP.

- v. We hereby declare that all the information and statements made in this RFP are true and accept that any misrepresentation contained in it may lead to our disqualification.
- vi. We understand you are not bound to shortlist / accept any RFP you receive

Sincerely,

Signature of Authorized Signatory and Seal of the bidder

Name:

Designation:

Date:

## Annexure II: Details of the Responding Bidder

#	Description	Details (to be filled by the responder to the Bid)
1.	Name of the company	
2.	Official address	
3.	Phone No. & Fax No.	
4.	Corporate Headquarters Address	
5.	Phone No. & Fax No.	
6.	Web Site Address	
7.	Details of Company's Registration (Please enclose copy of the company registration document)	
8.	Name of Registration Authority	
9.	Registration Number and Year of Registration	
10.	GST Registration No.	
11.	Permanent Account Number (PAN)	
12.	Company's Revenue for last 3 years (Year wise)	
13.	Company's net worth for the last year	

**Annexure–III: Format for Performance Bank Guarantee**

(On non-judicial stamp paper of appropriate value to be purchased in the name of executing Bank)  
Performa of Bank Guarantee for Security Deposit cum Performance Guarantee

Ref ..... Bank Guarantee no.....

Date.....

PERFORMA OF BG FOR SECURITY DEPOSIT KNOW ALL MEN BY THESE PRESENTS THAT IN CONSIDERATION OF WBEIDC LTD, a Government of West Bengal Enterprise under Department of Information Technology & Electronics, Government of West Bengal having its registered office at Webel Bhawan, Block- EP & GP, Sector-V, Salt Lake, Bidhan Nagar, Kolkata-700091, (hereinafter called "The Purchaser") having agreed to accept from \_\_\_\_\_(hereinafter called "The empanelled agency") Having its Head Office at \_\_\_\_\_, a Bank guarantee for Rs. \_\_\_\_\_ in lieu of Cash Security Deposit for the due fulfilment by the firm of the terms & conditions of the Work Order No. \_\_\_\_\_ dated \_\_\_\_\_ issued by the Purchaser for \_\_\_\_\_ (hereinafter called "the said work order \_\_\_\_\_ dated \_\_\_\_\_)". We \_\_\_\_\_ (Name & detailed address of the branch) (hereinafter called "the Guarantor") do hereby undertake to indemnify and keep indemnified the Purchaser to the extent of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only against any loss or damage caused to or suffered by the Purchaser by reason of any breach by the firm of any of the terms and conditions contained in the said Work Order No. \_\_\_\_\_ Dated \_\_\_\_\_ of which breach the opinion of the Purchaser shall be final and conclusive.

(2) AND WE, \_\_\_\_\_ DO HEREBY Guarantee and undertake to pay forthwith on demand to the Purchaser such sum not exceeding the said sum of \_\_\_\_\_ Rupees \_\_\_\_\_) only as may be specified in such demand, in the event of the firm failing or neglecting to execute fully efficiently and satisfactorily the order for \_\_\_\_\_ Work Order no. , \_\_\_\_\_ dated \_\_\_\_\_

(3) We \_\_\_\_\_ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said order as laid down in the said Work Order No. \_\_\_\_\_ dated \_\_\_\_\_ including the warranty obligations and that it shall continue to be enforceable till all the dues of the Purchaser under or by virtue of the said Work Order No. \_\_\_\_\_ Dated \_\_\_\_\_ have been fully paid and its claims satisfied

or is charged or till the Purchaser or its authorized representative certified that the terms and conditions of the said Work Order No. \_\_\_\_\_ dated \_\_\_\_\_ have been fully and properly carried out by the said firm and accordingly discharged the guarantee.

(4) We \_\_\_\_\_ the Guarantor undertake to extend the validity of Bank Guarantee at the request of the firm for further period of periods from time to time beyond its present validity period failing which we shall pay the Purchaser the amount of Guarantee.

(5) The liability under the Guarantee is restricted to Rs. \_\_\_\_ (Rupees \_\_\_\_\_) only and will expire on \_\_\_\_\_ and unless a claim in writing is presented to us or an action or suit to enforce the claim is filed against us within 6 months from \_\_\_\_\_ all your rights will be forfeited and we shall be relieved of and discharged from all our liabilities (thereinafter)

(6) The Guarantee herein contained shall not be determined or affected by liquidation or winding up or insolvency or closer of the firm.

(7) The executants has the power to issue this guarantee on behalf of Guarantor and holds full and valid power of Attorney granted in his favour by the Guarantor authorizing him to execute the Guarantee.

(8) Notwithstanding anything contained herein above, our liability under this guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only and our guarantee shall remain in force up to \_\_\_\_\_ and unless a demand or claim under the guarantee is made on us in writing on or before \_\_\_\_\_ all your rights under the guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there under.

WE, \_\_\_\_\_ lastly undertake not to revoke this guarantee during the currency except with the previous consent of the Purchaser in writing. In witness whereof we \_\_\_\_\_ have set and subscribed our hand on this \_\_\_\_\_ day of \_\_\_\_\_.

SIGNED, SEALED AND DELIVERED

\_\_\_\_\_

(Stamp of the executants)

WITNESS

1) \_\_\_\_\_

2) \_\_\_\_\_

(Name & address in full with Rubber Stamp)



### **INSTRUCTIONS FOR FURNISHING BANK GUARANTEE**

1. B.G. for security Deposit-cum-Performance Guarantee, Earnest Money should be executed on the Non- Judicial Stamp paper of the applicable value and to be purchased in the name of the Bank.
2. The Executor (Bank authorities) may mention the Power of Attorney No. and date of execution in his/her favour with authorization to sign the documents. The Power of Attorney is to be witnessed by two persons mentioning their full name and address.
3. The B.G. should be executed by a Nationalised Bank/ Scheduled Commercial Bank preferably on a branch located in Kolkata. B.G. from Co-operative Bank / Rural Banks is not acceptable.
4. A Confirmation Letter of the concerned Bank must be furnished as a proof of genuineness of the Guarantee issued by them.
5. Any B.G. if executed on Non-Judicial Stamp paper after 6 (six) months of the purchase of such stamp shall be treated as Non-valid.
6. Each page of the B.G. must bear signature and seal of the Bank and B.G. Number.
7. The content of the B.G. shall be strictly as Proforma prescribed by WBEIDCL Ltd. in line with Purchase Order /LOI/ Work Order etc. and must contain all factual details.
8. Any correction, deletion etc. in the B.G. should be authenticated by the Bank Officials signing the B.G.
9. In case of extension of a Contract the validity of the B.G. must be extended accordingly.
10. B.G. must be furnished within the stipulated period as mentioned in Purchase Order / LOI / Work Order etc.
11. Issuing Bank / The Vendor are requested to mention the Purchase Order / Contract / Work Order reference along with the B.G. No. For making any future queries to WBEIDC LTD.