

**COLLEGE OF ENGINEERING AND MANAGEMENT, KOLAGHAT**



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**TENDER NO. : CEMK/TENDER/MANPOWER SUPPLY/103/2024-25**

**Date: 06/12/2024**

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**TENDER DOCUMENT**

For the **Supply of Manpower on a Contract Basis** for campus cleaning, scavenging, pruning, and related tasks.

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**Total No. of Pages: 11 (including cover page)**

**Director**



**Director**  
College of Engg. & Management  
Kolaghat, West Bengal

College of Engineering and Management, Kolaghat

P.O. KTHP Township, Dist. Purba Medinipur

PIN: 721 171

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**COLLEGE OF ENGINEERING AND MANAGEMENT, KOLAGHAT**  
**Tender No.: CEMK/TENDER/MANPOWER SUPPLY/103/2024-25**

**Date:** 06/12/2024

**Issuance of Tender Document**

**Subject:** Supply of Manpower on a Contractual Basis for Campus Cleaning, Scavenging, Pruning, and Related Services.

One set of Tender Documents, consisting of five pages, is hereby issued to:

**Name of Tenderer:**

.....

**Address of Tenderer:**

.....  
.....  
.....  
.....

  
Director



Director  
College of Engg. & Management  
Kolaghat, West Bengal

College of Engineering and Management, Kolaghat  
P.O. KTPP Township, Dist. Purba Medinipur,  
PIN : 721 171

## **COLLEGE OF ENGINEERING AND MANAGEMENT, KOLAGHAT**

### **Notice inviting Tender**

(No. CEMK/TENDER/MANPOWER SUPPLY/103/2024-25, Date: 06/12/2024)

The College of Engineering and Management, Kolaghat (CEMK) invites sealed tenders from bona fide, experienced, and reputed contractors for the provision of Manpower Services on a daily wage rate and a no-work-no-pay basis. The services will include scavenging, pruning, cleaning toilets, sweeping, sanitizing, gardening, plantation, and other related tasks as specified.

#### **Conditions of the Tender**

##### **Scope of Work:**

- Scavenging, pruning, cleaning of toilets, sweeping, sanitization, gardening, and plantation and other related tasks as specified.

##### **Frequency of Work:**

- **20 (twenty) working days per month.**
- **“As and when required” basis in exceptional cases.**

##### **Working Hours:**

- **From 8:00 AM to 5:00 PM, with a lunch break between 12:30 PM and 1:30 PM, Tiffin break between 9.30 AM and 10 AM and afternoon tea break between 3 PM and 3.15 PM.**

##### **Daily Manpower Requirement:**

- **11 (Eleven) healthy individuals (must be between 18 and 60 years of age) with no pre-existing illnesses. Valid documentation is mandatory for semi-skilled individual.**
- **Child labor is strictly prohibited.**

##### **Wage Rate:**

- **Rs. 383.00 per day per person for unskilled.**
- **Rs. 421.00 per day per person for semi-skilled**

##### **Payment & Wages:**

- The Agency must ensure employees are paid according to the mandated rates. Failure to do so will result in the college directly compensating employees, deducting the amount from the Agency's payment. Payment records and EPF contributions must be submitted for verification.

##### **Contract Period:**

- **Initial contract of 6 (six) months, extendable based on satisfactory performance.**

**Contract Signing:**

The successful bidder must sign the Contract Agreement, accepting all terms and conditions, on a non-judicial stamp paper valued at Rs. 100/- (Rupees One Hundred) within seven days of receiving the Letter of Acceptance. Failure to do so will result in forfeiture of the EMD and cancellation of the bid acceptance.

**Place of Work:**

- Academic and Administrative Buildings, Hostel areas, faculty residential complexes, common areas within the campus, arterial roads, and the drainage system.

**Supervision of Work:**

- The contractor must execute work under direct supervision, as per the schedule provided by the College authority.

**Termination:**

- Any worker found guilty of taking alcohol, sexual harassment or misconduct, including towards female workers, will be immediately terminated without notice.

**Working Tools:**

- All working tools, soap, dusters and safety items must be supplied by the contractor.

**Penalty:**

- Any unsatisfactory job must be redone without additional cost.

**Emergency Provisions:**

- Additional manpower may be required during emergencies, with payment made at the existing rate on a pro-rata basis.

**Eligibility Criteria for Pre-Qualification****1. Experience:**

- Minimum work contract value of Rs. 3.00 lakhs for similar services, executed during the last 3 financial years.
- Completion certificate for the same must be provided.

**2. Annual Turnover:**

- Minimum annual turnover of Rs. 6.00 lakhs during any one of the preceding 3 (Three) financial years.

**Tender Submission Details**

- **Tender Fee:** Rs. 500.00 (non-refundable) via Demand Draft/Banker's Cheque/Pay Order.
- **EMD (Earnest Money Deposit):** Rs. 35,000.00 (refundable as per norms) via Demand Draft/Banker's Cheque.

- **Last Date for Submission:** 21.12.2024 at **12:00 Noon**.
- **Submission Office:** Office of the AR (ECS), Estate Office.
- **Tender Opening:** 24.12.2024 at **11:00 AM**, at the Office of the Director, CEMK, Administrative Building.

### **Instructions to Bidders**

Bidders are advised to adhere to the following instructions to ensure their tenders are considered valid:

#### **1. Availability of Tender Documents**

- Tender documents (non-transferable) can be obtained from the Office of the Assistant Registrar (ECS) or downloaded from the college website at <https://www.cemkolaghat.in>

#### **2. Pre-Qualification Requirements**

- Bidders must submit proof of their pre-qualification experience, including work orders and corresponding completion certificates for similar projects executed during any of the last three financial years.
- A valid **Permanent Account Number (PAN)** must also be submitted.

#### **3. Definition of Similar Work**

- "Similar nature of work" refers to projects involving the provision of manpower for cleaning, pruning, scavenging, and related tasks.

#### **4. Submission of Tender Documents**

- Tender documents must be sealed in a separate envelope, clearly labeled with the **Tender Number, Name of the Work, and the Due Date for Opening**.
- The bidder's name must also be prominently displayed on the envelope.
- The envelope should contain two separate sealed sections:

**Technical Bid:** All eligibility documents and company profile.

**Financial Bid:** Rate structure and Quotation for the services.

- Addressed to:  
The Director  
College of Engineering and Management, Kolaghat  
P.O. KTHP Township, Dist. Purba Medinipur,  
PIN : 721 171
- A detailed declaration of information must be submitted on a Rs.10 non-judicial stamp paper in the form of an affidavit (as given in **page no. 8**).

#### **5. Submission Deadline**

- Sealed tender documents must be submitted by **3:00 PM on 21.12.2024** at the Office of the AR (ECS), College of Engineering and Management, Kolaghat.



- Tenders will be opened on 24.12.2024 at 11:00 AM in the Administrative Building in the presence of the attending representatives of the bidders.
- If the scheduled date for submission or opening coincides with a holiday, the process will be deferred to the next working day.

**6. Rights Reserved by CEMK**

- CEMK reserves the right to:
  - Cancel the tender, in part or in full, without providing any justification.
  - Extend the due date for tender submission.
- Any legal disputes will fall under the jurisdiction of the **Tamluk Court**.

**7. Responsibility Disclaimer**

- CEMK shall not be held responsible for delays, losses, or non-receipt of tender documents sent via post or courier.
- Offers sent via telex, telegram, or fax will not be accepted.
- CEMK reserves the right to accept or reject any tender without assigning any reason.

Interested contractors meeting the eligibility criteria are invited to submit their sealed tenders in the prescribed format along with necessary documents before the deadline. Late submissions will not be entertained.

  
Director



Director  
College of Engg. & Management  
Kolaghat, West Bengal

College of Engineering and Management, Kolaghat

P.O. KTPP Township, Dist. Purba Medinipur,

PIN : 721 171

Place : CEMK

## Financial Bid.

The quoted rate should be based on the prescribed rates outlined in Letter No. 46/Stat/14/RW/24/2023/LCS/JLC, dated 12/12/2023 (Notification No. 460-MW/2W-03/2005, dated 22/09/2011)

### Rate Structure

Effective from 01 January 2025 to 30 June 2025

Particulars	8-Hour Shift Rate per Month (Rs.)
Basic (Minimum Wages – As per Labour Dept., Govt. of W.B)	
EPF (Employer's Contribution @ 13.15% on Basic Wages)	
Bonus (8.33% on Basic Wages)	
ESI (3.75% on Basic Wages)	
Special Allowance (If Any)	
Total (Including Allowances & Contributions)	
Rate of Service Charge on Basic Wages (%)	
Net Billing Amount	

### Deductions

Particulars	Amount (Rs.)
EPF (Employee's Contribution @ 12% on Basic Wages)	
ESI (Employee's Contribution @ 1.75% on Basic Wages)	
Professional Tax (As per norms)	
Total Deductions	

1. The wages and other dues specified above are fixed, and no additional allowances are permitted.
2. Any statutory dues beyond those specified, if applicable, will be reimbursed by the College upon submission of documentary proof.

**Note:** Minimum wages are as per the latest notification issued by the Office of the Labour Commissioner, Government of West Bengal.

Date:

*Signature of the Contractor or Authorized  
Signatory with Agency Seal*

## PRICE QUOTATION FOR THE SERVICES

### Details of Manpower Requirements and Associated Costs

S. No.	Category of Manpower	Skill Level	ESI	EPF	Bonus	Service Charge	Total Wages per Person for 20 Days (Rs.)
1	Labour	Unskilled					
		Semi-skilled					

Date:

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*Signature of the Contractor or Authorized  
Signatory with Agency Seal*



**Tender No.: CEMK/TENDER/MANPOWER SUPPLY/103/2024-25, Dated 06/12/2024**

To,  
The Director  
College of Engineering and Management, Kolaghat  
P.O. KTHP Township, Dist. Purba Medinipur,  
PIN : 721 171

Date:

**Subject: Declaration of Information Provided**

Dear Sir/Madam,

I, \_\_\_\_\_, representing \_\_\_\_\_, hereby declare that all the information provided in our bid is true, accurate, and complete to the best of our knowledge. We acknowledge that any false or misleading information may lead to disqualification or legal action.

We affirm that we have complied with all the necessary requirements and provided the requested details in good faith.

Thank you.

Sincerely,

Name:

Designation:

Agency Name & Address:

Contact Information:

**ACCEPTANCE CERTIFICATE**

I, \_\_\_\_\_ (Designation) of \_\_\_\_\_  
(Name of the Agency), hereby acknowledge that I have thoroughly read, understood, and  
accepted the Terms & Conditions along with all corresponding Appendices for Contract of  
the College of Engineering & Management, Kolaghat.

**Authorized Signatory's Signature**

Date: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Seal/Stamp:

Place: \_\_\_\_\_

**Counter-Signature of the Director,**  
College of Engineering & Management, Kolaghat.

## CHECKLIST FOR TENDER SUBMISSION

(Mark ✓ in the Appropriate Box as Applicable)

#	Requirement	Yes	No	Details/Remarks
1	Confirm original tender signed on each page & included in the offer.	<input type="checkbox"/>	<input type="checkbox"/>	
2	Confirm EMD is submitted.	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Details of EMD</b>			
	EMD Value: Rs.			
	Demand Draft/Pay Order No.:			
	Banker Name:			
Date of D.D./PO:				
3	Confirm latest Assessment Order/IT return enclosed.	<input type="checkbox"/>	<input type="checkbox"/>	
4	Confirm details of Service Tax Registration furnished.	<input type="checkbox"/>	<input type="checkbox"/>	
	Service Tax Registration No.:			
	Place of Registration:			
5	Confirm submission of PQ requirement – Work orders with completion certificates (executed in the last 5 financial years) of similar nature furnished.	<input type="checkbox"/>	<input type="checkbox"/>	
6	Confirm submission of PQ requirement – Copy of Audited Balance Sheet and Profit & Loss Account for the last 3 financial years furnished.	<input type="checkbox"/>	<input type="checkbox"/>	
7	Copy of Permanent Account Number (PAN) furnished.	<input type="checkbox"/>	<input type="checkbox"/>	
8	PF and ESI registration certificates furnished.	<input type="checkbox"/>	<input type="checkbox"/>	
9	Power of Attorney / Proof of Proprietorship furnished.	<input type="checkbox"/>	<input type="checkbox"/>	
10	Partnership Deed/Article of Association furnished.	<input type="checkbox"/>	<input type="checkbox"/>	

**Signature & Date of Authorized Person of Contractor**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_