

West Bengal Tourism Development Corporation Limited

(A Govt. of West Bengal Undertaking)

Udayachal Tourist lodge (1st Floor), DG Block, Sector II,
Kolkata- 700091 Phones: 033 2359 7250, Fax: 033-2359-8292

Website: www.wbtdcl.com

Memo No. 5608 /WBTDCL/I-275

Date: 27-03-2018

EOI DOCUMENT

e-NIQ NO-35 WBTDCL OF 2017-18 (OPERATIONS)

WBTDCL Ltd. invites e-tender to select Manpower agency [i.e. lowest bidder] for engagement of Tourist Supervisor (one for each of 22 Districts of W.B except Kolkata) & Tourist Development Officer (Two for each of 22 Districts of W.B except Kolkata) on contract for 1 year term with requirements as follows:

REQUIREMENTS FOR THE POST OF TOURIST SUPERVISOR ON CONTRACTUAL BASIS:

QUALIFICATION: 3 year Bachelor Degree in Travel & Tourism from an institute recognized by reputed University with 50% marks in aggregate in Degree Examination.

EXPERIENCE: At least 3 years experience in the field of travel & tourism.

AGE LIMIT: Not exceeding 35 years. Age limit is relaxable for SC, ST & other categories as per policy of WBTDCL.

CONSOLIDATED REMUNERATION: Rs 20,000/- per month. No TA is admissible in any circumstances.

REQUIREMENTS FOR POST OF TOURIST DEVELOPMENT OFFICER ON CONTRACTUAL BASIS:

QUALIFICATION: 3 year Bachelor Degree in Travel & Tourism from an institute recognized by reputed University with 50% marks in aggregate in Degree Examination.

EXPERIENCE: At least 1 year experience in the field of travel & tourism.

AGE LIMIT: Not exceeding 30 years. Age limit is relaxable for SC, ST & other categories as per policy of WBTDCL.

CONSOLIDATED REMUNERATION: Rs 18,000/- per month. No TA is admissible in any circumstances.

Selected Manpower deploying agency must provide a list containing **three candidates against each post of Tourist Supervisor & Tourist Development Officer** for each of 22 districts of W.B. In the process of selection to the above mentioned posts, it would be preferable if the candidates nominated for any district are the resident of the same district WBTDCL will select 22 Tourist Supervisor and 44 Tourist Development Officer amongst the list and will pay for the selected employee.

Interested agencies may submit their tender on the prescribed form available at WBTDCL's website at www.wbtdcl.com.

Sd/-

Managing Director

West Bengal Tourism Development Corporation Limited.

Tender for Deployment to the post of Tourist Supervisor (one for each of 22 Districts of West Bengal except Kolkata) & Tourist Development Officer (Two for each of 22 Districts of West Bengal except Kolkata) of the WBTDC Ltd. for 1 Year.

Date and Time Schedule

<u>Sl. No.</u>	<u>Particulars</u>	<u>Date</u>
<u>1</u>	Date of Tender publication	27-03-2018 17:00 PM
<u>2</u>	Bid submission start date (On line)	27-03-2018 17:30 PM
<u>3</u>	Last date of online bid submission (On line)	12-04-2018 15:00 PM
<u>4</u>	Bid opening date for Technical Proposals (Online)	16-04-2018 11:00PM

**To,
The Managing Director,
West Bengal Tourism Development Corporation Ltd.
Udayachal Tourist Lodge,
DG Block, Sector-II, Salt Lake City,
Kolkata – 700091.**

Sir,

1. I/we, the undersigned having gone through the Tender Documents, understood the requirements and having read all the terms and conditions therein, submit the following tender documents :-
 - a) Technical Bid (Annexure – I)
 - b) The information and instructions duly signed by me/us as token of having read and understood the general terms and conditions (enclosed as Annexure – II)
 - c) Financial Bid (Annexure – III) should be sealed in a separate envelope.
 - d) Letter of acceptance of the terms and condition of the tender (Form-I)
2. My/our tender is valid for a period of 1 (one) year from the date of placement of work order. I/we are fully aware that no change in the rates of terms and conditions of the tender is permitted due to any reason. In case, I/we withdraw this tender before this period within the stipulated period, the earnest money deposit and bills for already completed job shall stand forfeited. The tenure of work shall be for a period of 1(one) year.
3. I/we agree to abide by all the terms and conditions as contained in the tender documents as well as the agreement. I/we have understood that the conditional tender will be liable for rejection. Further, I/we have understood that the decision of the management of WBTDCL is final and management is no bound to accept the lowest or any other tender it may received. Expense incurred by the Tenderer in presenting or submitting this tender or preparation etc. will not be reimbursed /refunded in the event of rejection.
4. I/we agree that WBTDCL reserves the right to reject any or all tenders without assigning any reason thereof.

Signature of Authorized
Signatory
Address :

Seal :

Tele no(s) :



West Bengal Tourism Development Corporation Ltd.

(A Govt. of West Bengal Undertaking)
DG Block, Sector II, Salt Lake, Kolkata 700091
Telephone No. 033-2358-5189/Fax No. 2359-8292
Website: - www.wbtdcl.com

ANNEXURE - I

Tender Notification for Deployment to the post of Tourist Supervisor (one for each of 22 Districts of West Bengal except Kolkata) & Tourist Development Officer (Two for each of 22 Districts of West Bengal except Kolkata) of the WBTDCL Ltd. for 1 Year.

TECHNICAL BID

(Please strike off whichever is not applicable)

1. Name of the Tenderer

Son/Wife/Daughter of Shri

Age/D.O.B.

2. Name of the Firm/HUF/Company/ LLP

Permanent Address

Registered Office (If any)

Telephone No. (office)

(Residence)

(Mobile)

3. Address of City/Local Office, if any

4. Yearly turnover of business

(Should not be less than Rs. 10 Lakh in the last concluded financial year)

5. Status of Tenderer (Whether
Sole Proprietor/HUF/Partnership/
LLP/Limited Company)
6. Status of the Signatory of this
Tender in respect to the nature of business
(should be the Karta in case of HUF)
7. Names & Address of the Banker(s)
8. Details of licenses : tender should be submitted along with photocopies of
the following documents :
 - a) Valid Trade license
 - b) Valid Professional tax Registration Certificate with No.
 - c) Valid Provident Fund Registration Certificates with No.
 - d) Valid ESI Registration No.
 - e) Valid GST Registration No.
 - f) Valid Labour License Registration No.
 - g) An earnest money deposit of Rs. 1,00,000.00 (refundable) by DD
only in favour of “WEST BENGAL TOURISM DEVELOPMENT
CORPORATION LTD.” payable at Kolkata.
9. Credentials for past experience in the Trade
(certificates/ supporting documents to be enclosed)
10. Particulars of Income Tax (Photocopy of last
Assessment Order /Return to be enclosed)
11. Audited Profit & Loss account and Balance
Sheet for the last three years

12. Particulars of earnest money deposit
(with Demand Draft No. & Date)

SIGNATURE OF THE
TENDERER
SEAL

NOTE :

- a) In case of sole proprietary concern, the name of the proprietor, father's /husband's name, age, residential address and office & residence phone numbers are to be indicated.
- b) In case of partnership/LLP Concern, the attested Photostat copy of the Registered Partnership Deed is to be enclosed. The partnership Deed should state specifically that a particular partner or partners are authorized to deal with any matter of firm/company . Certified Photocopy of the income tax assessment of the Partnership Firm as well as Individual Partners (for last 3 years) [in case of HUF that of the Karta as well as the business] are to be enclosed.
- c) In the case of HUF Business, an Income Tax Registration Certificate is to be enclosed in addition to the above as per (b).
- d) In all cases, last filed Income tax Return along with copy of latest Advance Income Tax receipt of the applicant/ tender (valid as on date of submission of tender) should be enclosed.

ANNEXURE - II

GENERAL TERMS & CIONDITIONS

WBTDCL desires to deploy a agency for providing Tourist Supervisor and Tourist Development Officer of the West Bengal Development Corporation Ltd. for a period of one year on the following general Terms & Conditions :

1. The Tenderer shall upload proof of payment of Tender Security (EMD) for **Rs. 1, 00, 000/- (Rupees One Lakh only)**. In the event of e-filling, intending bidder may download the tender documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary Earnest Money has to be deposited by the bidder through the following payment mode as per Memorandum of Finance Department vide No. 3975- F (Y) dated 28th July, 2016.
 - i. Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway.
 - ii. RTGS/ NEFT in case of offline payment through bank account in any bank.

The earnest money of unsuccessful tenderers shall be refunded within 15 days from the date of opening of the financial bid. In case of successful tenderer the same will be retained by WBTDCL as security Deposit for the entire contract period. In case the tender refuses to accept the award or refuses to comply with any of the terms and conditions for the contract, the EMD shall be forfeited. Exemption of earnest Money will not be considered under any circumstance including for SSI/NSI/NGO. The security Deposit will be refunded at the end of the contractual period without interest.

2. The agency shall be liable for non-compliance of the provisions of any acts, laws, rules, & regulations any tax or any other existing act or status not herein- specifically mentioned but having direct or indirect application for persons engaged under this contract.
3. In the event of failure on the part of the Agency to complete the job in accordance with the conditions entered herein, WBTDCL shall have the right to make alternative arrangement at the cost and risk of the agency. The agency shall reimburse the extra cost to WBTDCL and in case of his failure to do so WBTDCL shall have the right to recover the amount from the security deposit of the agency any dues owed to WBTDCL by the agency. It should be clearly understood that WBTDCL 's right and the Agency's obligation for compensation is not limited to the extent of security deposit and/or the dues owed and WBTDCL shall have the right to proceed against the agency for the recovery of its claim in excess of the security deposit and/or the dues available with WBTDCL. WBTDCL has a right to withhold the security Deposit and appropriate the same if need be until the dues of the agency are fully settled.
4. Copy of the latest Income Tax assessment order submitted return/ submitted Advance Tax challan will accompanied each tender. In the case the income of the tenderer is not taxable, an affidavit to this effect should be attached by the tenderer.
5. Tenders from Agencies with sound financial standing and capacity will only be considered. No interest will be payable on Earnest Money /Security Deposit. Tenderer withdrawing before the announcement of successful tenderer shall be liable to have his earnest money forfeited.
6. WBTDCL reserves the right to accept or reject whole or part of the tender.
7. WBTDCL reserves the right to negotiate reduction in the rates or to reject any or all tenders without assigning any reasons.
8. TDS (income tax) any other tax that may subsequently come into force will be applicable and deducted from the gross value of the bills as per rules.

9. The Annexure I, II and III along with the earnest money, cost of tender document, if downloaded from website, photocopies of all licenses, taxes and all experience certificates should be sealed in separate envelop to form Technical Bid.
The financial bid of only those tenderers will be opened who qualify in technical bid.
10. Successful tenderer will have to pay the salary to the selected Tourist Supervisor and Tourist Development Officer and WBTDCL will reimburse the same to the agency.
11. No TA/DA is admissible for applying selection test and interview.
- 12.
13. The following terms used in the foregoing paragraphs shall have the meaning given against each :-
 - a) WBTDCL means 'West Bengal Development Corporation Limited' a government company within the meaning of Section 2(45) of the Companies Act, 2013.
 - b) Agency means the successful tenderer to whom the contract is awarded.
 - c) Officer means the officer named by the Managing Director of WBTDCL to receive and inspect the supplies.
 - d) Managing Director shall mean the managing director of West Bengal Tourism Development Corporation Ltd., Udayachal Tourist lodge, Dg Block, Sector – II, Kolkata – 700091.
 - e) Chairman means the chairman of board of Director of WBTDCL
 - f) The term 'Contract' shall mean and include the terms and conditions, its annexure, appendixes, schedules & such general and special conditions as may be added to it.
 - g) Execution of the agreement – on the acceptance of tender, the successful agency will have to execute an agreement with WBTDCL covering all aspects of the contract before commencement of work (Form – 1).

Signature of Agency

Seal of the Agency

ANEXTURE III

FINANCIAL BID

(To be sealed in a separate envelope)

NAME OF THE AGENCY:

ADDRESS IN FULL:

CONTACT NO(S):

(The tenderer should fill only the column of service charges considering the percentage of Basic pay only for price bid, the other column will be considered by WBTDCL as per existing rules.)

Total No. of Candidates to be forwarded for 66 posts – 198 (Three persons for each post)

TOTAL COST PER CANDIDATE

Service charge of the agency as % of Candidate cost	% to be quoted by the agency

Signature of Agency
With proper seal

FORM- I
TENDER/CONDITIONS ACCEPTANCE LETTER
(To Be Given On Company Letter Head)

To,
The Managing Director,
West Bengal Tourism Development Corporation
DG Block, Sector- II, Salt Lake,
Kolkata- 700 091

Date:.....

Subject: Acceptance of Terms & Conditions of Tender

Tender Reference No :

Job : Deployment of Tourist Supervisor & Tourist Development Officer

Dear Sir,

1. I / we have downloaded the tender document(s) for the above mentioned “ Tender/Work ” from the WBTDC website- www.wbtdcl.com as per your advertisement, given in the above – mentioned website.
2. I/We hereby certify that I/We have read entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I /we shall abide hereby the terms/ conditions/clauses contained therein .
3. The corrigendum(s), if any, issued from time to time by your organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirely.
5. In case any provisions of this tender are found violated , your organization shall be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim/right against organization in satisfaction of this condition.

Yours Faithfully,

(Signature of the Bidder, with official

Seal)