



# THE SHALIMAR WORKS (1980) LIMITED

(WHOLLY OWNED BY THE GOVERNMENT OF WEST BENGAL)

Regd. Office: HRBC Office Compound, Canteen Building, 1<sup>st</sup> Floor,  
Munshi Premchand Sarani, Kolkata – 700021  
Tele Fax: +91 (033) 2262-0099  
E-mail: mdshalimarworks@gmail.com,  
shalimaraccounts@gmail.com

Works: 1, Foreshore Road, Howrah – 711102  
Ph.: +91 (033) 2668-6056 / 1086  
E-mail: swlaccountsworks@yahoo.co.in  
swlpurchase1@gmail.com

Website: www.shalimarworks1980ltd.com CIN: U45207WB1981SGC033266

## Notice Inviting e-Tender (NIeT)

Ref.: GM/TENDER/23-24/MANNING-1/54

Date: 29-02-2024

Notice inviting e-tender for supply of unskilled labours / workers for sweeping and cleaning jobs at HO and factory as detailed in the NIeT.

Sl. no.	Name of the Works/Services	Earnest Money	Tender Cost (non-refundable)	Period of Contract	Eligibility of Bidders
1.	<p>Supplying of unskilled labours / workers for sweeping and cleaning jobs at HO and factory of The Shalimar Works (1980) Ltd.</p> <p><u>Head Office Address:</u> HRBC Office Compound, Canteen Building, 1st floor, Munshi Premchand Sarani, Kolkata - 700021.</p> <p><u>Factory Address:</u> 1, Foreshore Road, Shibpur, Howrah – 711102.</p> <p><u>Nb. of Unskilled Labour:</u> 1 no. for HO 5 nos. for Factory</p>	₹ 10,000/-	₹ 1,000/-	<p>Initially for 1 (one) year. May be extended for further 1 (one) year subject to satisfactory performance/ service of the previous year(s) and mutual consent.</p>	<p>The intending bidders should have previous experience in supplying unskilled labour / workers. Documents in support of experience are to be submitted along with Technical bid.</p>

- 1) Tenders are invited from experienced, bona-fide and financially sound Agencies for above mentioned work by The Shalimar Works (1980) Ltd. Intending bidder may participate & download the tender documents from the website [www.wbtenders.gov.in](http://www.wbtenders.gov.in).
- 2) The financial bid of the prospective tenderer will be considered only if the technical bid of the tenderer is found qualified. The decision of the Tender Evaluation Committee will be final and absolute in this respect.
- 3) Earnest Money Deposit (EMD):
  - a) EMD amount shall be deposited as interest free in the form of the following payment modes with the tender:



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- i. Demand Draft drawn on any Nationalized Bank in favour of THE SHALIMAR WORKS (1980) LIMITED, payable at Kolkata.
- ii. RTGS/NEFT in case of offline payment through bank account in any bank.

SWL Bank Details:

Bank Name: UCO Bank, Branch Name: FCC-INDIA EXCHANGE PLACE BRANCH  
Beneficiary Name: THE SHALIMAR WORKS (1980) LIMITED  
Account No.: 19670510001264 & IFS Code: UCBA0000002

The amount of Earnest Money has been fixed for tendering purpose only having no relation to the prospective contract price. This amount of EMD in case of successful tenderer would be refunded to him after completion of work.

- b) Any tender not accompanied by Tender Fees and Earnest Money shall be summarily rejected. Bidders registered with MSME may seek exemption from EMD by submitting valid MSME certificate.
  - c) Earnest Money deposited by the unsuccessful tenderers shall be refunded to him without any interest and on specific written request from the tenderers after issuance of order on the successful tenderer.
  - d) If after submitting the tender, the tenderer withdraws/modifies his tender or fails to furnish the performance guarantee/security deposit, if applicable, in the form of Bank Guarantee within the stipulated time, on acceptance of the tender, SWL shall be entitled to forfeit the full amount of earnest money deposited by the tenderer.
- 4) Documents to be uploaded:

a) Technical Proposal (Part-I):

- Scan copy of the Tender fee
- Scan copy of the EMD
- Self-attested NIeT including Section A, B, C and Corrigendum, if any
- Scan copy of Credential/Work orders of similar types of supply/work executed
- Scan copy of PAN, GST, P. Tax, Trade License, PF and ESI Certificate
- Scan copy of receipt challan of P. Tax, PF and ESI (latest)
- Scan copy of ITR for last 3 years, PL and BL for last 3 years

All the documents should be duly stamped & signed by the bidder as a token of acceptance.

b) Financial Proposal (Part-II):

- BOQ (Bill of Quantity)



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**Note:**

- i) Financial bid should contain rate quoted per head per day (8 Hrs.) including contribution towards PF, ESI, Bonus, Leave Pay and service charge for supplying unskilled labours / workers for the necessary work. The rate to be quoted excluding GST charges.
  - ii) The bidders are required to quote the rate online only in BOQ folder. Quoting rate in any other form or in any other document will render the tender liable to be summarily rejected.
- 5) Bids shall remain valid for a period not less than 60 days from the last date of submission of financial bid.
  - 6) The bidder, at his own responsibility, risk and cost may discuss with SWL that may be necessary for preparing the bid as mentioned in the Notice Inviting e-Tender, before submitting offer with full satisfaction.
  - 7) Conditional/incomplete tender will not be accepted under any circumstances.
  - 8) Date and Time Schedule:

Sl.	Particulars	Date & Time
1.	Notice uploading date	29-02-2024
2.	Document download / bid submission start date	29-02-2024 14:00:00
3.	Bid submission end date	14-03-2024 12:00:00
4.	Submission of original copies of DD at Head Office, SWL	Before 14-03-2024 14:00:00
5.	Technical bid opening date (Part-I)	14-03-2024 14:00:00
6.	Financial bid opening date (Part-II)	To be notified later

- 9) The intending bidders shall clearly understand that whatever may be the outcome of the present invitation of bids, the tender accepting authority reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any tenderer at the stage of bidding.
- 10) Prospective applicants are advised to note carefully the eligibility criteria as mentioned in NIeT. Offers of bidders fulfilling the eligibility criteria will only be opened. If required, the bidders may contact General Manager (Mobile: 9903034882, e-Mail: [gmsshalimarworks@gmail.com](mailto:gmsshalimarworks@gmail.com)) for any technical clarification.
- 11) The intending tenderers are required to quote the rate online in INR.
- 12) The General Manager reserves the right to cancel the NIeT / issue Corrigendums due to unavoidable circumstances and no claim in this respect will be entertained.



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- 13) During scrutiny, if it comes to the notice of the Tender Inviting Authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.
- 14) If there be any objection regarding prequalifying the intending firm may contract SWL within 2 (two) days from the date of publication of NIeT.
- 15) Before issuance of the order, the Tender Inviting Authority may verify the credential and other documents of the lowest tenderer, if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false, in that case order will not be issued in favour of the said tenderer under any circumstances and action will be taken as per IT Rule in force along with forfeiture of Earnest Money.
- 16) Escalation of Price on any ground and consequent cost overrun shall not be entertained under any circumstances.
- 17) The requirement of manpower may increase or decrease during the period of contract. The tenderer would have to provide additional manpower if required on same terms and conditions.
- 18) The successful bidder shall not be allowed to transfer, assign, pledge or sub-contract its right and liabilities under this contract to any other agency without the prior written consent of the corporation.
- 19) The successful bidder shall be solely responsible for the redressal of grievances/resolution of disputes relating to person deployed. The corporation shall, in no way be responsible for settlement of such issues what so ever.
- 20) The Earnest Money may be forfeited:
  - a) If the bidder withdraws the bid during the period of bid validity.
  - b) During scrutiny or at any stage of bidding or even after award of contract, if it is come to the notice to tender inviting authority that the credential or any other papers found incorrect/ manufactured/ fabricated.

\_\_\_\_\_  
Seal and signature of the tenderer

  
\_\_\_\_\_  
General Manager, SWL

SECTION – A  
BIDDER'S PROFILE  
(On Company's Letter Head)

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1. Name of the Company:
2. Address of the Company:
3. Name of Contract Person:
4. Mobile No. and e-Mail ID:
5. Registration nos.:
  - a) PAN:
  - b) GST:
  - c) P Tax:
  - d) EPF:
  - e) ESI:
6. Bank details for refunding EMD/release of payments.
  - a) Bank Name:
  - b) Branch Name:
  - c) Beneficiary Name:
  - d) Account No.:
  - e) IFS Code:

Signature of the tenderer with office seal



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## SECTION – B SPECIAL TERMS AND CONDITIONS

- 1) The work has to be carried out in the Head Office at HRBC Office Compound, Canteen Building, 1st Floor, Munshi Premchand Sarani, Kolkata 700021 and Factory at 1, Foreshore Road, Howrah 711102.
- 2) Period of Contract:  
Initially for 1 (one) year. May be extended for further 1 (one) year subject to satisfactory performance/service of the previous year(s) and mutual consent.
- 3) Order acceptance:  
The final evaluation will be made based on total price quoted by the bidder.
- 4) SWL's Scope of Supply:
  - a) Working site, water, electricity etc.
  - b) Required materials viz. brooms, phenyl, bleaching, toilet cleaners, brushes etc.
- 5) Contractor's Scope of Supply:  
Unskilled labours / workers as stated.
- 6) Contractor's Scope of Work:
  - a) Regular sweeping and cleaning of the Factory premises including roads, office building, stairs, work places and toilet areas.
  - b) Regular sweeping and cleaning of the HO office building, toilet areas and stairs.
  - c) Same nature of job may have to carry out in some other spaces, if required, with same rate.
- 7) Variation in Work:  
The requirement of manpower may increase or decrease during the period of contract. The tenderer would have to provide additional manpower if required on same terms and conditions and same BOQ approved rate.
- 8) Inspection:  
By SWL authorities. The jobs are to be carried out as per direction of SWL.
- 9) Rate:  
The rates to be quoted per head per day (8 Hrs.) including contribution towards PF, ESI, Bonus, Leave Pay and service charge for supplying the service of personnel. The rate to be quoted in INR excluding GST charges.



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Note: The contract shall comply with:

- The Payment of Wages Act, 1936
- The Employees State Insurance Act, 1948 / The Workmen Compensation Act, 1923
- The Industrial Dispute Act, 1947
- The Provident Fund and Miscellaneous Provisions Act, 1952
- Contract Labour (R&A) Act, 1970 & 1972
- Payment of Bonus Act, 1965
- Child Labour (Prohibition & Regulation) Act, 1986
- Applicable GST as per Government guideline

10) Taxes: GST as applicable.

11) Terms of Payment:

100% payment will be made within 15 days after submission of bill duly certified by SWL representative of Administrative / Personnel Department.

12) Prevention of Damage:

Utmost care has to be taken during work at SWL HO and Factory to avoid any damage/loss of company's materials, machineries. Wilful damage has to be compensated in full.

13) Safety:

Proper safety of contractor's workmen will be completely under the responsibility of contractor at shipyard of SWL.

14) Arbitration:

For disputes arising in executing and discharge of the contract from either side the Managing Director of SWL, HRBC Office Compound, Canteen Building, 1st floor, Munshi Premchand Sarani, Kolkata – 700021 shall act as Arbitrator between the Seller & Buyer.

15) Jurisdiction:

Litigation, if any, pertaining to the bidder will come under the jurisdiction of High Court at Kolkata.

16) Acceptance:

The bidder has to sign the NIeT document with official seal as a token of their acceptance of the terms and conditions and submit along with technical bid.

Seal and signature of the tenderer

  
General Manager, SWL



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## SECTION – C GENERAL TERMS & CONDITION

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- 1) For day to day activity sweeping/cleaning personnel should report to our competent authority.
- 2) Bidder shall provide valid identity document/photo of all the personnel to be engaged in our company for our record / reference.
- 3) Copy of weekly duty roster and attendance record shall be forwarded to our competent authority in advance.
- 4) Attendance record of the personnel duly certificated by bidder, are also to be counter signed by our competent authority of SWL.
- 5) The personnel shall not claim employment or any other benefits or the terminal benefit from SWL.
- 6) The personnel shall not become members of any trade unions formed by employees of SWL.
- 7) The personnel's age should not be below 18 years.
- 8) The rates to be quoted per head per day (8 Hrs.) including contribution towards PF, ESI, Bonus, Leave Pay and service charge.
- 9) Duty allocation:
  - a) The successful tenderer shall take full responsibility of sweeping and cleaning of the company premises at 1, Foreshore Road, Shibpur, Howrah – 711102, as well as at our head office at HRBC office compound, Canteen building, 1<sup>st</sup> floor, Munshi Premchand Sarani, Kolkata 700021.
  - b) The personnel so deployed shall have to report for duty at specified places or a new location, in case there is change of office. No extra liability on this account will be borne.
  - c) The 8 Hrs. shift generally will follow the standard Factory/HO time or as instructed by competent authority from time to time. Any excess hours, if so necessary will be treated as additional time work as per same hourly rate.
  - d) The no. of heads deployed at Factory would be 5 while the same should be 1 in HO.





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- 10) Payment/salaries to the engaged personnel are to be disbursed within 10<sup>th</sup> (tenth) of next month. Any failure to the same shall be treated as violation of the terms of contract.
- 11) It shall be responsibility of the agency to issue the employment card/photo identity card. Agency has to ensure that all its employees deployed wear ID card during working hours.
- 12) The agency's personnel working in the authority should be polite, cordial, positive and efficient while handling the assigned work and their actions should promote good will and enhance the image of the authority. The agency shall be responsible for any act of indiscipline on the part of persons deployed by him.
- 13) The agency shall ensure that the person deployed should not consume any alcoholic drinks, paan, gutkha, smoking, loitering and shall not engage in gambling, satta or any other immoral act.

\_\_\_\_\_  
Seal and signature of the tenderer

  
\_\_\_\_\_  
General Manager, SWL