

## **NOTICE INVITING QUOTATION**

**For deployment of 3 (three) Data Entry Operators' at the office of WBIDC Ltd. at  
‘Protiti’, 23<sup>rd</sup> Abanindranath Thakur Sarani, Kolkata- 700017**

No. WBIDC/ Misc/2012/Vol.I/708

Date:- 18.7.2019

WBIDC Ltd. invites quotation for ‘Deployment of 3 (three) Data Entry Operators’ at the office of WBIDC Ltd. at ‘Protiti’, 23<sup>rd</sup> Abanindranath Thakur Sarani, Kolkata- 700017, from agencies having experience of providing manpower services in Government, Autonomous bodies, PSUs and reputed private companies.

Quotation needs to be submitted in a sealed envelope by 26.7.2019, on all working days and between 10.00 a.m. to 5.00 p.m.

Such quotation should mention the ‘Service Charge’ quoted by the vendor. Since the pay to be made to the deployed personnel is fixed (refer ‘Pay’ below) the vendor will be selected on the basis of Service Charge only. Tax/ GST will be paid on and above the rate quoted, as applicable. Qualification and preferred experience for the post of Data Entry Operators are as follows;

Total number of posts : 3(three)

Educational Qualification : Graduate in any discipline with sound knowledge in computer

Preferred Experience : Prior experience as Data Entry Operator will be preferred

Age Limit : Upto 30 years, as of 01.01.2017, relaxable by 5 years in  
case of SC/ ST and 3 years in case of OBC candidates.

Pay : Rs. 12,000/- p.m.

### **Terms & Conditions**

1. The contract is being offered for an initial period of two (2) months, w.e.f. the date of accepting the Work Order. The contract may be renewed after two months at the sole discretion of WBIDC, provided the service provided in the 2 months period is

considered as satisfactory by WBIDC. The contract shall be in force for the period stipulated in the Work Order and on the expiry thereof, it will be deemed to have been terminated automatically unless otherwise intimated in writing.

Further, the Vendor will not have any right either to demand any fresh contract for another term or to continue the same, after expiry of the contract period.

2. Award of the contract is at the sole discretion of the Competent Authority of WBIDC. The proposal of the successful bidder would form the basis of future negotiation.
3. Notwithstanding anything stated in the tender document, WBIDC reserves the right to assess the bidder's capability and capacity to perform the contract, should the circumstances warrant such an assessment in the overall interest of WBIDC and the decision of WBIDC in this regard shall be final and binding.
4. The selected vendor will have to comply with all applicable statutory compliances, i.r.o. such deployment of manpower.
5. The vendor should abide by all Acts & Government Rules and Regulations regarding employment, including various statutory facilities. The Agency will be responsible for any fine due to non-compliance of any such Acts, Rules and Regulations.
6. Under no circumstances, the vendor shall deduct any extra amount (i.e. other than statutory deductions, as applicable) from the pay of the deployed personnel.
7. The contractor/agency should not sublet the work to any other agency in any case.
8. The personnel to be deployed by the Agency shall not have any right to claim any employment at any time for any reason whatsoever and the Corporation shall have no responsibility or liability, in this regard. The personnel engaged shall always be on the rolls of the agency concerned.
9. The personnel deployed by the Agency, if found associated with any activities against the interest of the Corporation and/or not complying fully with the standing orders/Rules & Regulations of the Corporation shall be liable to be removed either on the order of the agency or on such directive made by the Competent authority of WBIDC Ltd.

- 10.** The Agency shall not change any personnel without prior permission of the concerned authority of the Corporation. However, WBIDC may ask for replacement of any such personnel, if found to be unfit.
- 11.** For any dispute arising during the bidding process, the decision of WBIDC shall be final and be binding both parties.
- 12.** WBIDC reserves the right to accept or reject any or all bids received by it, without assigning any reason whatsoever, and thereby will not be liable to incur any liability of such rejected bidders.

WBIDC shall reject the bid where a prospective bidder or anyone on behalf of such bidder, directly or indirectly, offer any illegal means or ways to WBIDC with a view to secure the bid or makes any false or misleading statement to influence WBIDC in any way in the process of evaluation, clarifications, examination or comparison of bids.

- 13.** The bidder or their authorized representative(s) will indemnify WBIDC and their officers from and against all liability, direct/ indirect arising out of the bidding process.
- 14.** If the Contractor neglects and fails to fulfill his contractual obligation due to reasons attributable to him the same should be considered as a breach of contract on the part of the Contractor. Under such cases, WBIDC would have full right to terminate the contract with imposition of penalty.
- 15.** Any bid received by WBIDC after the scheduled bid submission date, will not be accepted by WBIDC for opening.
- 16.** The bid shall remain valid and open for acceptance for a period of 60 days after the due date of closing of bid submission.
- 17.** The Agency shall submit the monthly bill in triplicate, along with all statutory documents (PF, ESI etc. as applicable) against individual employees and copy of attendance register duly signed and certified by an authorized representative of the agency for each month, by 1<sup>st</sup> week of the following month and accordingly the authority will settle the bill in due course.

Under certain circumstances, settlement of monthly bill raised by the vendor, might take more than usual time. However, under such cases, a credit period of two months should be provided by the agency and the agency should not stop paying salary to it's employees, on time.

The salary to the employees deployed at WBIDC office, by the agency has to be credited by 10<sup>th</sup> of every month. No claim of payment against the bill will be entertained by WBIDC, unless the bills are submitted in original.

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