

BID DOCUMENT
cum Request for Proposal/ Quotation through e-Tender

E-TENDER NOTICE No. N.I.T. No.: BBMCL/HR/2022-23/NIT01(e)

For empanelment of Human Resource (HR) Agencies for providing personnel and allied services for Biswa Bangla showrooms and warehouses at different locations

Biswa Bangla Marketing Corporation Limited
www.biswabangla.in

BISWA BANGLA MARKETING CORPORATION LIMITED
Room No. 009, Karigari Bhawan, Plot No. B/7, Action Area III,
New Town, Rajarhat Kolkata - 700160
Phone: 033 2324 7230, Email: info@biswabangla.in
CIN – U52100WB2014SGC204751

TENDER NOTICE

N.I.T. No.: BBMCL/HR/2022-23/NIT01(e)

Biswa Bangla showrooms are operational in Kolkata(Domestic and International Security Hold Area Lounges at NSCBI Airport, Park Street, Dakshinapan Shopping Complex at Dhakuria, and Biswa Bangla Restaurant, Biswa Bangla Gate II, Acropolis Mall), Bagdogra Airport, Darjeeling and New Delhi. More will be set up in new locations in India and abroad gradually with an objective to market traditional handicrafts, handloom, and heritage products of West Bengal.

Biswa Bangla Marketing Corporation Ltd (BBMC) proposes to empanel Human Resource (HR) and allied service provider agencies to provide manpower and related HR services for Biswa Bangla showrooms and warehouse at various locations in India.

Estimated minimum number of people required is about 100 and may vary in near future as per business requirement.

e-Tenders are invited by Biswa Bangla Marketing Corporation Limited for:

Empanelment of Human Resource (HR) Agencies for providing personnel and allied services for Biswa Bangla showrooms and warehouse at different locations.

Eligibility criteria:

The eligibility criteria for an HR (and allied services) provider agency to submit bid are as follows. The tenderer agency **must have**:

1. Minimum experience of 5 years in providing Human Resources / personnel (and allied services) to retail outlets of client organisations / agencies for operating their retail sales among other allied operations such as that for e-commerce, warehouse, inventory handling, computerized billing etc.
 2. Minimum of 3 years of the tenderer's total such experience should be in providing human resources to Government emporiums dealing with handloom/ handicraft products and other allied Government facilities.
 3. Provided Human Resources/ personnel to retail outlets/ stores/ showrooms/warehouse in at least three (3) metro cities such as Kolkata, New Delhi, Mumbai etc.
1. Appropriate registration for statutory compliance as applicable at all times:
 - a) PAN Card
 - b) Profession Tax Registration at least in 3 States – West Bengal / Chennai / Maharashtra
 - c) GST Registration

- d) Trade License
 - e) Memorandum and Articles of Association/ Registered Deed of Partnership firm
 - f) Power of Attorney
2. Maintained compliance with all laws and regulations as applicable:
- a) Audited Balance Sheet and Profit & Loss Account for last 3 financial years (2018-19/ 2019-20/ 2020-21)
 - b) Income Return for last 3 financial years (2018-19/ 2019-20/ 2020-21)
 - c) GST Return Copy for last 3 financial years (2018-19/ 2019-20/ 2020-21)

All papers including terms & conditions, work details, tender forms etc. will be uploaded in the website of BBMC i.e. www.biswabangla.in and in the website <http://wbtenders.gov.in> on) 17.04.2022 at 10 AM. Willing bidders will have to download the same up to 10:00 AM on 17.04.2022.

Tenders (both Technical Bid and Financial Bid) are to be uploaded on the website <http://wbtenders.gov.in> up to 6 PM on 09.05.2022 through e-tendering by applying Digital Signature Certificate (D.S.C.) of bidders.

The Technical Bids will be opened on 10.05.2022 at 11 AM and bidders may remain present, if they desire, through their authorised persons (not more than one for each bidder). Authorised personnel of BBMC will open the e-tender with their D.S.C.

Interested parties are requested to go through the eligibility criteria, terms and conditions and all other sections of this tender document, and then only submit their tenders online with all relevant papers as mentioned within the specified date.

Bid Submission Timeline

Sl. No.	Particulars	Date	Time
01.	Date of Publishing Notice Inviting Tender (online)	17.04.2022	At 10 AM
02.	Start date for downloading Notice inviting Tender (NIeT) as well as online submission of bids	17.04.2022	After 10 AM
03.	Last date of downloading NIeT as well as last date of uploading online by the bidder.	09.05.2022	Up to 6 PM
04.	Date of opening Technical Bid	10.05.2022	At 11 AM
05.	Online Pre-Bid Meeting	27.04.2022	At 3 PM
06.	Date of opening Financial Bid	To be notified subsequently	
07.	Link for Online Pre-Bid Meeting	meet.google.com/nxo-qpwt-nrg	
Earnest Money Deposit (EMD) (To be submitted online only)		₹1,00,000 only	

Contact Information	For clarification regarding submission of e- tender please call 033 2234 7230 Or e-mail at info@biswabangla.in
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BBMC reserves the right to reject any or all the tenders or accept them in part or reject the lowest tender without assigning any reason thereof. Authorities reserve the right to relax or tighten the conditions/ norms given in the tender document.

Sd/-
Managing Director
Biswa Bangla Marketing Corporation Limited

Instruction for Tenderers/ Bidders

Tenderers/bidders should have Digital Signature Certificate (D.S.C.). For e-filing tenders, intending bidder may download the tender documents, terms & conditions etc. from the website <http://wbtenders.gov.in> directly with their Digital Signature Certificate and also from www.biswabangla.in.

Tender process will be in two parts:

- a. Technical Bid to be submitted online only
- b. Financial Bid to be submitted online only

Both “Technical Bid” and “Financial Bid” are to be submitted concurrently, duly digitally signed in the website <http://wbtenders.gov.in>.

The Financial offer of the prospective tenderer will be considered if only the Technical Documents of the tenderer found qualified by the tender committee of this office.

The agencies / bidders who have been delisted by any Government Department / Agency shall not be eligible in any way for submission of tender.

1. Technical Proposal

Documents for Technical Bid (to be submitted online)

- a. Audited Balance Sheet and Profit & Loss Account for the FY 2018-2019, 2019-2020 and 2020-2021.
- b. Trade License
- c. Testimonials of previous experience along with valid Completion Certificate/ copy of on going assignments Work Order
- d. Copy of GST Registration Certificate
- e. Copy of GST Return for the FY 2018-2019, 2019-2020 and 2020-2021.
- f. Copy of PAN card
- g. Copy of Income Tax Return for FY 2018-2019, 2019-2020 and 2020-2021.
- h. Brief Profile of the bidder.

2. Financial Bid

The financial bid should be submitted **online only**, entering the quantity or no. of units to be supplied, and the rates for each of these units in the online format for Bill of Quantities (BOQ).

Bid Submission Timeline

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Earnest Money Deposit (EMD) (To be submitted online only)		₹1,00,000 only	

For clarification regarding submission of e-tender, please call 033 2234 7230

Or
e-mail at info@biswabangla.in

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Format of Technical Bid Form - Annexure 1

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Terms of Reference (TOR)

A. Scope

The requirement of staff/ personnel initially will be for 1 year. However, the same may be extended for another term of 3/6/12 months as per requirement and depending on the performance of the contractor. Initially the requirement of HR Services/ Personnel is for Biswa Bangla warehouse in Rajarhat, New Town, Kolkata and the showrooms operating in Kolkata (Domestic and International Terminals of NSCBI Airport, Park Street Dakshinapan Shopping Complex at Dhakuria, Biswa Bangla Restaurant, Biswa Bangla Gate II, Acropolis Mall), Bagdogra Airport, Darjeeling and New Delhi.

However, BBMC may require HR Services / Personnel for other showrooms proposed to be set up in future in Kolkata and other locations in India and abroad.

The HR Service Provider shall fulfill the following requirements.

1. Identify, train, and deploy appropriate personnel wherever required by BBMC.
2. Provide trained staff to operate the showrooms in accordance with showroom timings as per business requirement.
3. Provide trained staff to operate the warehouse in accordance with timings intimated as per business requirement.
4. Provide training to the staff from time to time for continuous improvement in customer service delivery.
5. Willing to operate in additional locations in India and abroad and provide HR services as required by BBMC.
6. Ensure that the staff deployed are appropriately compensated as per the applicable Labour Laws, Minimum Wages Act, EPF, ESI and any other legal and statutory requirement as applicable for the location of business.
7. Ensure that all legal and regulatory requirements in relation with deployment of staff are fully complied with in the various jurisdictional areas where their services will be required.
8. The Bidder has to respect the Intellectual Property Rights of BBMC and its stakeholders by maintaining due confidentiality of information, data or any process, typical of their operations and/ or that has been specially designed and developed for Biswa Bangla showrooms and warehouse.

B. Time Schedule

For Showrooms and Warehouses located at Kolkata:

- Staff shall be deployed within 7 days from the date of acceptance of Letter of Intent

For Showrooms and Warehouses located at other locations:

- Staff shall be deployed within 15 days from the date of requisition by BBMC for service provision at that location

C. Terms of Payment

1. Gross Monthly Remuneration, paid by the contractor to the contractor's staff, deployed at Biswa Bangla showrooms and warehouses, will be paid for along with service charge and taxes as applicable. TDS and any other statutory deduction if applicable will be made as per rules.
2. The Gross Monthly Remuneration as mentioned above, shall include the following only.
 - a. Employee's contribution towards EPF and ESI (or Group Mediciclaim if only ESI not applicable for the personnel to be deployed).
 - b. Profession Tax payable by the Contractor for the personnel to be deployed.
3. Statutory Bonus, Gratuity, Employer's contribution towards ESI and EPF, and any other such statutory amount paid by the contractor to/ for the contractor's staff, deployed at Biswa Bangla showrooms and warehouses, will be paid for in addition to the above on actual basis after verification of the supporting documents on submission of bills.
4. The Gross Monthly Remuneration, paid by the contractor to the contractor's staff, deployed at Biswa Bangla showrooms and warehouses, shall not include anything else besides the above stated in a and b under para 2 above without prior consent of the Management of BBMC. In case of any exception to this, if noticed during review and verification of the bills and supporting documents, submitted by the contractor, the amount short-paid to the staff, deployed at Biswa Bangla showrooms and warehouses, will be deducted, or withheld from the amount payable to the contractor.
5. Payment shall be made every month, within 20 days after submission of invoice for the staff deployed/ services provided in the previous month after verification of supporting deployment statement, salary statements of staff, attendance sheet, and documentary evidence of monthly statutory payments (e.g., EPF, ESI etc.).
6. Extraordinary expenses made by the contractor due to business requirement of BBMC will be reimbursed on actual basis, if only such payments are made with prior approval of the Management of BBMC.
7. The gross monthly cost per personnel may vary as per the applicable minimum wages, stipulated by appropriate authorities for different locations.

D. Bid Submission

Selection shall be made through two bid process based on Technical and Financial evaluation .

I) Technical Bid:

The **Technical bid** shall contain in addition to technical bid form:

- i. The company background and capability statement, supported by company registration certificate and audited financial statements for the last 3 financial years
- ii. Document stating/ indicating that the agency is in operation of the HR business for at least 3 years
- iii. The number and locations of client-showrooms, it provides personnel support for
- iv. The number and details of its client firms, it provides personnel support for
- v. Organogram and list of its technical staff, specialised in retail
- vi. Description of key management with their qualifications, experience, role etc.
- vii. Willingness to provide HR services/ personnel at the same rate and terms and conditions as accepted by BBMC, for a further period of 3/6/12 months as required by BBMC after expiry of the 1-year contract, in same locations and in other locations within Kolkata and outside Kolkata.

- viii. Ability to source and train staff, appropriate for deployment at Biswa Bangla retail outlets/showrooms and warehouse
- ix. Statement that all legal requirements are fully complied with by the agency
- x. All other documentary evidence to support the above credentials as and where applicable.
- xi. Photocopy of the Earnest Money Deposit (EMD) must be attached to the technical bid only.

II) Financial Bid

- i) Bidders are required to fill up the Financial Bid ONLINE ONLY.
- ii) The bidder shall quote in figures as well as in words, the rate and amount figured by them in the financial bid.
- iii) The quoted amount shall include all taxes, duties, and cost of all statutory compliances. However, all applicable taxes or duties have to be mentioned separately as per statutory norms.

E. Bid Evaluation & Selection

The broad guidelines for evaluation of bids are as follows.

- i. Technical bids will be opened first and evaluated against the eligibility criteria based on technical credentials and other documents, submitted by the bidders.
- ii. Based on score points mentioned in the evaluation criteria set out for technical evaluation, all the bidders who have secured 60% (equivalent to 15 score points) or more shall be declared as qualified bidders in the Technical Bid and their Financial Bids only shall be opened.
- iii. Pursuant to scrutiny and decision of the Tender Committee, the summary list of technically qualified bidders will be uploaded in the web portal.
- iv. Bid price of all such bidders shall be compared to determine the lowest valued bid (L1)
- v. The lowest acceptable bid shall normally be accepted. However, the Tender Committee reserves the right to accept a bid other than the lowest on one or more specific ground(s) and the same shall be recorded in writing.
- vi. The tender is not transferable under any circumstances.
- vii. Telegraphic, conditional, or incomplete tenders will not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the tenderer.
- viii. Tender in any form other than the prescribed form issued by BBMC will not be entertained and will be summarily rejected.
- ix. Tie Breaker: If there is a tie in the financial bid, the same shall be broken as per following procedure: (i) by comparing aggregate marks obtained by such bidders in the technical bid (ii) if the tie still persists, by obtaining individual marks one by one, obtained in the **Technical Evaluation Criteria** as in the following paragraph till the tie is broken : from first **Sl.2** shall be taken and compared , then **Sl.3** and then **Sl.1**.

Technical Evaluation Criteria:

Sl. No.	Criteria	Sub Criteria	Score to be assigned	Maximum Score
1	Minimum experience of 5 years in providing Human Resources / personnel to retail outlets of client organizations / agencies for operating their retail sales among other allied operations such as that for e-commerce, warehouse, inventory handling, computerized billing etc.	I) 5 to 7.5 years II) 7.5 years to 10 years III) More than 10 years	I) 5 II) 7 III) 9	9
2	Minimum 3 years of the tenderer's total such experience should be in providing human resources to Government emporiums dealing with handloom/ handicraft products and other allied Government facilities viz. hospitality sector.	I) 3 to 5 years II) more than 5 years	I) 5 II) 8	8
3.	Annual Turnover in any of last 3 financial years from providing personnel to such Government facilities.	I) 2.5 crores II) 2.5 crores to 5 crores III) more than 5 crores	I) 2 II) 5 III) 8	8

Total: 25

F. Information Memorandum

1. General

BBMC includes its successors and permitted assigns as decided by the Board of Directors/ Government of West Bengal at any time.

2. Validity of Bids

Bids shall remain valid till 6 months from the date of submission, and the quoted prices shall be valid for a period of 12 months from the date of deployment of staff.

3. Earnest Money Deposit (EMD) and Performance Security

- (i) Earnest Money/Bid Security shall be Rs. 1.00 lakh deposited online by net banking through ICICI Bank payment Gateway. Bidder shall upload scanned copy towards proof for depositing the earnest money. EMD has to be submitted in terms of circular 3975, dated: 28.07.2016 of Finance Department, Government of West Bengal. The Earnest money/Bid security for registered SSI Units of the state of West Bengal shall be guided by para 47A(1) of Memo no. 10500-F dated: 19.11.2004, issued by the Finance Department (Audit Branch), Government of West Bengal.
- (ii) Earnest Money Deposit of the unsuccessful bidder will be returned within 15 days of completion of the bid process.
- (iii) The selected bidder shall be required to furnish a Performance Security within 10 days of receipt of Work Order/ Letter of Intent by way of Bank Guarantee (from any Scheduled Commercial Bank) for an amount of 3% of the estimated annual value of the contract, valid up to 60 days beyond the expiry of the contract period.

4. Right of Bid Rejection

BBMC reserves the right to accept or reject any bid and to annul the bidding process and reject all bids, at any time without notice and without assigning any reasons thereof and shall not have any liability or obligation for such acceptance, rejection or annulment.

At any time, if a material misrepresentation is made or discovered, or the bidder does not provide supplemental information sought for purposes of evaluation within the time specified, it may lead to rejection of the bid.

Bid Submission Timeline

Sl. No.	Particulars	Date	Time
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Earnest Money Deposit (EMD) (To be submitted online only)		₹1,00,000 only	

5. Quality

The quality of the training and services delivered according to the Terms of Reference shall correspond to the conditions and standards or specifications enumerated therein.

6. Termination

The contract may be terminated in any of the following contingencies.

On the expiry of the contract period, without any notice.

Or

On giving one month's notice at any time during the currency of services in case the services rendered by the Contractor are not found satisfactory and in conformity with the general terms and conditions of the contract and the standard prescribed for the services.

Or

On Contractor being declared insolvent by the competent Court of Law without any notice.

7. Arbitration

All disputes or differences in connection with agreement with the selected Service Provider shall be settled by bilateral discussions. Any dispute, disagreement, or question in relation with the agreement or in regard with performance, which cannot be settled amicably, may be resolved through arbitration under the Arbitration and Conciliation Act, 1996 and amendments made thereto from time to time.

Agreement with the selected Contractor shall be governed and construed in accordance with laws of the land as applicable. Courts of Law in Kolkata shall have exclusive jurisdiction in all matters.

8. Confidentiality

Selected Contractor shall treat all information provided or obtained otherwise in connection with the services provided to BBMC and its stakeholders as confidential, and shall not use the same either in full or in parts, for any purpose without prior written approval of BBMC.

9. Force Majeure

Neither party shall bear the responsibility for complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods or services under the provisions of the Terms of Reference), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earthquake and other acts of God, War, Military operation, Blockade, Acts or Actions of State Authorities, Pandemic or any other circumstances beyond the parties' control.

10. Notices & Contact Information:

All notices, queries, communication and submission of bids shall be addressed to:

Managing Director
Biswa Bangla Marketing Corporation Limited (BBMC Ltd)
Room No. 009, Karigari Bhawan, Plot No. B/7, Action Area
III New Town, Rajarhat, Kolkata 700160
Telephone No. 033 2324 7230
Email: info@biswabangla.in

G. Consolidated Cost to Company (CTC), Academic Qualification and Experience of the personnel to be deployed at Biswa Bangla showrooms and Warehouse:

i) For Biswa Bangla Showrooms at NSCBI Airport, Kolkata, Bagdogra Airport

Amount mentioned in INR

Job title	Gross Cost to the Company (BBMC) shall not exceed the following amounts.	Requisite Academic Qualification and Experience
Store Manager	37400.00	Graduate. Minimum experience of 8 years in Sales and Administration in a reputed retail store. Sound knowledge/ experience of computer-based billing, inventory/ sales data management and reporting. Must have pleasing personality and good communication skills. Should be responsible for managing a team and achieving team objectives.
Associate Store Manager	29500.00	Graduate. Minimum experience of 5 years in Sales and Administration in a reputed retail store. Sound knowledge/ experience of computer-based billing, inventory/ sales data management and reporting. Must have pleasing personality and good communication skills. Should be responsible for managing a team and achieving team objectives.
Store Executive	27500.00	Graduate. Minimum experience of 3 years in Sales in a reputed retail store. Sound knowledge/ experience of computer-based billing, inventory/ sales data management and reporting. Must have pleasing personality and good communication skills.
Store Associate	22000.00	Passed Higher Secondary examination (Class XII) with minimum experience of 4 years/ Graduate with minimum experience of 1 year in Sales in a reputed retail store. Knowledge/ experience of computer-based billing, inventory/ sales data management and reporting. Must have pleasing personality and good communication skills.

ii) For Biswa Bangla Showrooms at Dakshinapan, Park Street, Darjeeling

Amount mentioned in INR

Job title	Gross Cost to the Company (BBMC) shall not exceed the following amounts.	Requisite Academic Qualification and Experience
Store Manager	30700.00	Graduate. Minimum experience of 8 years in Sales and Administration in a reputed retail store. Sound knowledge/ experience of computer-based billing, inventory/ sales data management and reporting. Must have pleasing personality and good communication skills. Should be responsible for managing a team and achieving team objectives.
Associate Store Manger	29500.00	Graduate. Minimum experience of 5 years in Sales and Administration in a reputed retail store. Sound knowledge/ experience of computer-based billing, inventory/ sales data management and reporting. Must have pleasing personality and good communication skills. Should be responsible for managing a team and achieving team objectives.
Store Executive	20100.00	Graduate. Minimum experience of 3 years in Sales in a reputed retail store. Sound knowledge/ experience of computer-based billing, inventory/ sales data management and reporting. Must have pleasing personality and good communication skills.
Store Associate	16000.00	Passed Higher Secondary examination (Class XII) with minimum experience of 4 years/ Graduate with minimum experience of 1 year in Sales in a reputed retail store. Knowledge/ experience of computer-based billing, inventory/ sales data management and reporting. Must have pleasing personality and good communication skills.
House Keeping Assistant/ Security Guards	12700.00 Or As per Minimum Wages Act, whichever is higher	Passed Class VIII examination from any Govt.-recognised school. Knowledge/ experience relevant to the job.

(i) iii) For Biswa Bangla Showroom at New Delhi.

Amount mentioned in INR

Job title	Gross Cost to the Company (BBMC) shall not exceed the following amounts.	Requisite Academic Qualification and Experience
Store Manager	48900.00	Graduate. Minimum experience of 8 years in Sales and Administration in a reputed retail store. Sound knowledge/ experience of computer-based billing, inventory/ sales data management and reporting. Must have pleasing personality and good communication skills. Should be responsible for managing a team and achieving team objectives.
Associate Store Manager	37150.00	Graduate. Minimum experience of 5 years in Sales and Administration in a reputed retail store. Sound knowledge/ experience of computer-based billing, inventory/ sales data management and reporting. Must have pleasing personality and good communication skills. Should be responsible for managing a team and achieving team objectives.
Store Executive	28100.00	Graduate. Minimum experience of 3 years in Sales in a reputed retail store. Sound knowledge/ experience of computer-based billing, inventory/ sales data management and reporting. Must have pleasing personality and good communication skills.
Store Associate	22150.00	Passed Higher Secondary examination (Class XII) with minimum experience of 4 years/ Graduate with minimum experience of 1 year in Sales in a reputed retail store. Knowledge/ experience of computer-based billing, inventory/ sales data management and reporting. Must have pleasing personality and good communication skills.
House Keeping Assistant/ Security Guards	21250.00 Or As per Minimum Wages Act, whichever is higher	Passed Class VIII examination from any Govt.-recognised school. Knowledge/ experience relevant to the job.

iv) For Various Operations work at Head office and Warehouses of BBMC

Amount mentioned in INR

Job title	Gross Cost to the Company (BBMC) shall not exceed the following amounts.	Requisite Academic Qualification and Experience
Operations Manager/ Ecommerce Manager	37400.00	MBA/ Master's in Retail Management / CA/ ICWA/ M Com or any other relevant and equivalent Master's degree with minimum experience of 8 years in multi-product warehouse. Strong knowledge of IT/computer-based inventory management/ ERP systems and communication technologies.
Associate Warehouse Manager / Associate Operations Manager / Associate Ecommerce Manager	29500.00	MBA/ Master's in Retail Management / CA/ ICWA/ M Com or any other relevant and equivalent Master's degree with minimum experience of 4 years in multi-product warehouse. Strong knowledge of IT/ computer-based inventory management/ ERP systems and communication technologies.
Operations/ Ecommerce Executive	27750.00	Graduate with minimum experience of 3 years in warehouse attached to a reputed retail store. Knowledge/ experience of computer-based barcoding, data entry, and packaging, dispatch and delivery of goods.
Warehouse Executive /Technical Executive	20100.00	Graduate with minimum experience of 1 year/ Passed Higher Secondary examination (Class XII) with minimum experience of 4 years in warehouse attached to reputed retail store. Knowledge/ experience of computer-based barcoding, data entry, and packaging, dispatch and delivery of goods.
Warehouse Associate/ Technical Associate	16000.00	Passed Secondary examination (Class X) with minimum experience of 1 year in computer-based barcoding, data entry, and packaging, dispatch and delivery of goods.
House Keeping Assistant/ Security Guard	12700.00 Or As per Minimum Wages Act, whichever is higher	Passed Class VIII examination from any Government - recognised school. Relevant knowledge/ experience.

ANNEXURE 1

FORMAT of TECHNICAL BID

To

The Managing Director,
Biswa Bangla Marketing Corporation Limited,
Room No. 009, Karigari Bhawan,
Plot No. B/7, Action Area III,
New Town, Rajarhat, Kolkata 700160

Sub: Submission of e-tender for empanelment of rate contracts of agencies/firms for providing personnel for Biswa Bangla showrooms and warehouse

Sir,

With reference to your Notice inviting e-tender No. **BBMCL/HR/2022-23/NIT01(e)**, we are submitting herewith rates along with the following documents.

- (1) Name and address of the firm :
- (2) Name and Telephone Number of contact person :
- (3) Name & address of directors/partners/proprietors :
- (4) Name of Bankers with Branch, Account Number, IFSC, Type of Account :
- (5) The firm is registered under (any of the following) :
 - a) The Companies Act 1956 :
 - b) The Indian Partnership Act 1932 :
 - c) The Indian Factories Act 1948 :
 - d) Any other Act :
- (6) Number of persons employed :
- (7) Copy of valid Trade License
- (8) Copy of P. Tax Registration and deposit receipt/ challan for the Financial Year (FY) 2021-22
- (9) Copy of PAN Card
- (10) I.T. Return for Financial Years 2018-19, 2019-20, 2020-2021
- (11) Copy of GST Registration
- (12) Copy of GST Return/ challan for the Financial Years (FY) 2018-19, 2019-20, 2020-2021

- (13) a) Copy of Registered Deed of partnership Firm (for partnership firm)/ Memorandum and Articles of Association (for Private Limited Company).
- b) Copy of License from appropriate body for providing Security services.
- (14) Copy of Documents on Power of Attorney
- (15) Copy of audited Balance Sheet and Profit & Loss Account for Financial Years 2018-19, 2019-20 and 2020-2021
- (16) Copies of Credentials as per eligibility criteria
- b) Copy of License from appropriate body for providing Security services.
- (17) Copy of Documents on Power of Attorney
- (18) Copies of Credentials as per eligibility criteria

Enclosures: Please state as appropriate.

Date:

Signature & seal of the tenderer.

ANNEXURE-1 A

(Scanned Copy to be submitted online as part of Technical bid)

AFFIDAVIT

***I/We (Name)_____ Contractor/Partner/Sole Proprietor
(strike out which is not applicable) of (Firm)_____ do hereby solemnly affirm and declare
that the individual/firm/companies are not blacklisted by any Government Department or an autonomous
body.***

DATE, THE day of 2022

DEPONENT

ADDRESS _____

VERIFICATION

***Verified that the content of above affidavit is true and correct to the best of my/our knowledge and
belief. No part of it is false and nothing has been kept concealed there from.***

DATE, THE day of 2022

ANNEXURE- 1 B

ACCEPTANCE CERTIFICATE

(Scanned Copy to be submitted online as part of Technical bid)

I..... (Designation)..... of

(Name of the Company)

have read and understood, and hereby accept the terms and conditions of the tender and agreement for providing personnel and allied HR services.

Signature of Authorised Signatory

Company Seal / Stamp

Date:

Place

ANNEXURE- 1 C

DETAILS OF CLIENT AND STAFF DEPLOYED

Submit scanned copies of the relevant work orders & extensions (if any)/ Client Certificates/agreements which must clearly give full details about contract period with client organisations, category of personnel provided to those clients and number of personnel deployed.

<i>Sl. No.</i>	<i>Period of Contract</i>		<i>Name of the Client organisation</i>	<i>Type Of Contract</i>	<i>Value of Contract</i>	<i>Documentary evidence attached in support</i>
	<i>From</i>	<i>To</i>				

Signature of the Contractor or his authorized signatory with seal