



**WEST BENGAL STATE FOOD PROCESSING  
&  
HORTICULTURE DEVELOPMENT CORPORATION LIMITED  
(A GOVT. OF WEST BENGAL ENTERPRISE)  
BENFISH TOWER (6<sup>th</sup> Floor)  
31 - GN Block, Sector – V.  
KOLKATA – 700091**

**NIT No. 01/WBSFPHDCL/1770/2025-26**

**DT: 02.04.2025**

**Notice Inviting E-Tender**

E-Tenders are hereby invited on behalf of Directorate of Food Processing Industries by West Bengal State Food Processing and Horticulture Development Corporation Limited (WBSFPHDCL) for selection of an agency and providing following personnel on the purely contractual posts time to time.

WBSFPHDCL has been engaged by DFPI to perform as State Project Management Unit (SPMU). These personnel, if engaged, shall perform under PMFME scheme in supervision of DFPI and WBSFPHDCL.

**Statement of Work:**

Sl. No	Name of the Work	Period of engagement	Eligibility of Bidder
1	Providing personnel for the purely contractual posts of one Executive Assistant (Accounts); one Executive Assistant (GA); one Manager, Food Technology and one Manager, MIS and other	Valid till March 2026 or till the continuity of the PMFME scheme depending upon performance of staffs, availability of funds and the approval of the authorities	Reputed, registered, well established Agency having sufficient experience of providing manpower service of similar nature to any State or Central Govt. Organization/State or Central Govt. Undertaking/ Statutory Body/ Local Body/ Parastatal subject to the 'Terms & Conditions' of the NIT.

**Date and Time Schedule**

Sl. No.	PARTICULARS	DATE & TIME
1.	Date of uploading (Publishing) of N.I.T. and other Documents (Online)	02.04.2025 at 4PM
2.	Documents download start date (Online)	02.04.2025 at 4PM

3.	Bid proposal submission start date (Online)	08.04.2025 at 5PM
4	Pre bid Meeting	08.04.2025 at 3PM
5	Bid proposal Submission end date (Online)	23.04.2025 upto 3PM
6	Date & Time of opening of technical bids (Online)	25.04.2025 at 3 PM
7	The tenderer may lodge objection to the tender inviting authority within two days (48 hours) from the date of publication of list of technically qualified bidders and beyond that time schedule no objection will be entertained by the authority	

## 1. Scope of Work:

1.1. May required to supplying manpower as and when requisition placed in written.

1.2. Current tentative vacancy with remuneration:

Consultants	Vacancy	Monthly gross remuneration
Manager, Food Technology	1	Rs. 1,10,000/-
Manager, MIS	1	Rs. 1,10,000/-
Executive Assistant (Accounts)	1	Rs. 40,000/-
Executive Assistant (GA)	1	Rs. 40,000/-
Jr. Executive (Finance)	1	Rs. 30,000/-
Jr. Engineer (Civil)	1	Rs. 25,000/-
Jr. Engineer (Electrical)	1	Rs. 25,000/-
Jr. Executive (Account)	1	Rs. 30,000/-
Multi-Tasking Staff (Group D)	1	Rs. 15,000/-

**It is to be noted that for the Contractual employee will get as remuneration per month as per above table in the Tender Notice.**

## 1.3. Eligibility:

Sl. No	Area of Specific Experience Desired	Designation	Qualification & Experience
1.	Food Technology/ Quality/ Safety	Manager, Food Technology	i.B.Tech/M.Sc in Food Technology/ Food Engineering from a premier Recognized National Institute. ii. Minimum 3 years' experience in providing services to FPI (preferably to Micro& Small Scale Enterprises) for technology upgradation, product development, quality assurance, food safety etc. would be an added advantage

2.	IT, M & E, and Data Analytics	Manager, MIS	(i) BE/B.Tech in Computer Science/Information Technology or ME/M.Tech in Computer Science/Information Technology or Master degree in Economics/ Statistics/ Data Analytics/Data Science / MBA or MCA from reputed Recognized University or Institute (ii) Minimum 3 years' experience in monitoring or data analytics on development programme at national level. Ability to handle data for interpretation of information, experience in using statistical and M&E tools and dashboard preferred.
3	Office Executive	Executive Assistant (GA)	Graduation from reputed Recognized University or Institute any discipline with one year of working experience in General Administration/ HR in a company/ Organization. Person with BBA will be preferred.
4	Cash &Accounts (Finance Expert)	Accounts Executive	Commerce Graduate/Post Graduate /CMA /CA/MBA (Finance) from reputed Recognized University or Institute with Two years of working experience in Accounts in a company/ Organization
5	Cash &Accounts (Finance Expert)	Jr. Executive (Finance)	Commerce Graduate(Finance) /Post Graduate(Finance) from reputed Recognized University or Institute with Two year of working experience in Accounts/ Finance in a company/ Organization
6	Engineering Section (Civil Expert)	Jr. Engineer (Civil)	Civil Engineering Diploma holder from reputed Recognized University or Institute with Two years of working experience in Engineering section in a company/ Organization
7	Engineering Section (Electrical Expert)	Jr. Engineer (Electrical)	Electrical Engineering Diploma from reputed Recognized University or Institute holder with Two years of working experience in Engineering section in a company/ Organization
8	Cash &Accounts (Finance Expert)	Jr. Executive (Accounts )	Commerce Graduation from reputed Recognized University or Institute with two year of working experience in Accounts in a company/ Organization. Person with B Com or BCA will be preferred. Tally knowledge must. Candidate should be between 25-40 years of age

9	Office Administration	Multi Tasking Staff (MTS) – Group-D	Madhyamik from the West Bengal Board of Secondary Education or its equivalent Board recognized by the State Government or the Central Government with proficiency in Bengali with working knowledge of English. 1 year experience as an office assistant or MTS, computer proficiency desirable.
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#### 1.4.Responsibilities of the Consultant

##### **Responsibility of Manager, Food Technology:**

- ✓ Provide professional advice and support to SNA in all matters relating to food technology, quality, safety etc;
- ✓ Maintaining market intelligence data w.r.t the food technology, quality and safety.
- ✓ Appraisal and Monitoring of the FUPs and DPRs.
- ✓ Be updated with the latest equipment and technologies emerging in the market w.r.t food technology and their dissemination;
- ✓ Give constant updates on the safety and quality standards to be adopted by the micro enterprises.
- ✓ Liaise with FSSAI and identify the need for innovation and updation of the safety standards being adopted by the micro enterprises.

##### **Responsibility of Manager, MIS**

- ✓ Provide professional advice and support to SNA in all matters relating to M & E and Data analysis
- ✓ Coordinate and work with the Executive Assistant MIS and MIS Assistant to present the desired results for the department
- ✓ Developing MIS to track the progress of the programme in the state and aligning it with the national MIS
- ✓ Providing regular reports on the physical and financial progress of the programme
- ✓ Participate in regular monitoring and evaluation of the programme at the State level
- ✓ Developing reports with respect to inputs, outputs, outcomes, processes and impacts of the various interventions and their compliance;
- ✓ Preparing / collating and submitting all reports for internal use and external reporting including Interim, mid-term and program completion reporting;
- ✓ Suggest improvements in Program Implementation

##### **Responsibility of Executive Assistant (Finance)**

- ✓ Deal with all Financial matters.
- ✓ Coordinating with consultants and Departmental heads to effectively address Finance issues.

### **Responsibility of Jr. Engineer (Civil)**

- ✓ Executing construction projects using engineering principles
- ✓ Visiting construction sites to track progress and inspect that the project is completed as per the construction codes and specifications
- ✓ Suggest improvements in Program Implementation

### **Responsibility of Jr. Engineer (Electrical)**

- ✓ Executing construction projects using engineering principles
- ✓ Visiting construction sites to track progress and inspect that the project is completed as per the construction codes and specifications
- ✓ Suggest improvements in Program Implementation

### **Responsibility of Accounts Executive**

- ✓ Deal with all Accounts and Financial matters.

### **Responsibility of Accounting Assistant**

- ✓ Doing all the entries of the Accounts department
- ✓ Coordinating with consultants and Departmental heads to effectively address accounting issues.
- ✓ Maintaining all accounts MIS

### **Executive Assistant (GA):**

- ✓ Assist officers to execute daily office works.

### **Responsibility of Multi Tasking Staff**

- ✓ Helping higher officials with their daily tasks
- ✓ Transporting files, documents, and other materials between departments
- ✓ Assisting visitors and clients
- ✓ Helping to organize events, meetings, and other departmental functions

### **2. Eligibility Criteria:**

- 2.1.** Intending organizations should have previous experience (at least 3 years) for hiring and supply of manpower/consultants to the various reputed organization.
- 2.2.** ISO 9001:2015 QMS must.
- 2.3.** Attending the pre-bid is a must for participating in the tender as the nature of recruitment is technical and critical.
- 2.4.** The organization has to produce a current bank solvency certificate of not less than Rs.10 lakh issued by any Nationalized Bank/ Schedule commercial Bank.

- 2.5. The organization must have average turnover at least Rs.30 lakh for the last three years ending on 31.03.2024.
- 2.6. The organization must have Facility Management division managing or managed operations in at least 1 or more sites in India, managing all operations without subcontracting the same.
- 2.7. The Organization must be managing all the operations through staff on direct rolls and does not engage sub-contractor(s) for the purpose.
- 2.8. Presentation regarding the methodology and the various aspects of recruitment and examination will be made by all bidders. This is mandatory for all bidders to be considered for technical evaluation.
- 2.9. The agency must have valid ESI and PF registration numbers/ Challan. Copy of relevant documents should be enclosed.

3. **Mode of Tender:** The e-Tender will comprise of Technical and Financial Bids, which the intending agency shall have to make simultaneously. However, Financial Bid submitted by a particular agency will be opened only if the TECHNICAL Document of the bidder found qualified by the Tender Committee of WBSFPHDCL.

4. **Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have:**

- i. made misleading or false representations in the forms, statements, affidavits and attachments submitted in proof of the qualification requirements; and/or
- ii. record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc; and/or
- iii. participated in the previous bidding for the same work and had quoted unreasonably high or low bid prices and could not furnish rational justification for it to the Employer.

5. **Mandatory Documents required**

Submission of the signed and scanned copies of the following documents in prescribed format/manner is mandatory .

• **For Technical Proposal**

- i. Experience Certificate as the case may be issued under the signature of the Competent Authority, as mentioned in Eligibility Criteria. The said Certificate should contain the particulars of the work accomplished by the Bidder including period of work.
- ii. Current bank solvency certificate of not less than Rs.10 lakh issued by any Nationalized Bank/Schedule Commercial Bank.
- iii. Average turnover at least Rs.30 lakh for the last three years ending on 31.03.2024.
- iv. ISO 9001:2015 QMS must.
- v. Organization must have submitted Facility Management division managing or managed operations in at least 1 or more sites in India

- vi. EPF Registration Certificate
- vii. ESI Registration Certificate
- viii. GST Registration Certificate
- ix. PAN Card
- x. An undertaking (self-certificate) that the bidder hasn't been blacklisted by a Central/ State Government Institution and that there has been no litigation with any Government Department on account of similar services must be submitted

- **For Financial Proposal**

- i. **Bill of quantities**

**The bidder is to quote the rate of agency recruitment charge for personnel of the purely contractual staffs and any other staff as needed by the Department in the space provided in the BOQ (in figure only) online in the space marked for quoting rate in the BOQ, GST(if any) on Agency charge will be paid as per applicable rate.**

**5. Bid procedure**

**1. Registration of Bidder:**

Any bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the **Government e-Procurement System / Portal:**<http://www.wbtenders.gov.in>

**2. Digital Signature Certificate (DSC)**

Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC).

**3. Collection of Tender Documents**

The intending Bidders can search and download NIT and Tender Document(s) electronically / from the **Government e-Procurement System / Portal** using the Digital Signature Certificate. **This is the only mode of collection of Tender Documents.**

**4. Submission of Tenders**

Tenders are to be submitted online on the website <http://www.wbtenders.gov.in> in two folders at a time , one in Technical Proposal and the other in Financial Proposal before the prescribed date and time using the Digital Signature Certificate (DSC). The documents are to be uploaded in the form of virus scanned copy duly signed. The documents will get encrypted (transformed into non readable formats).

**5. Clarification of Bidding Document**

If there be any discrepancy or obscurity in the meaning of any clause of the bid document or if there be any query of the intending bidder, the bidder shall set forth in writing such discrepancies, doubt, obscurity or queries and submit the same to the Corporation marked to the 'MD, WBSFP&HDCL' prior to the date fixed for pre-bid meeting.

The queries may be sent by email also to [wbsfphdcl1@gmail.com](mailto:wbsfphdcl1@gmail.com) up to one day before the date fixed for pre-bid meeting.

The queries received by email up to one day before the date fixed for pre-bid meeting only shall be considered for response.

Verbal queries will be accepted on the day of the pre-bid meeting. After the pre-bid meeting no query shall be entertained.

Attending the pre-bid is mandatory for all participating bidders. Without attending the pre-bid the bid will not be entertained.

**The clarification given in response to the queries and issues raised in the pre-bid meeting shall be final and binding on the bidder.**

## **6. Amendment of Bidding Document**

At any time, prior to the deadline for submission of bids, WBSFP&HDCL may, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by issuing amendments. Any such amendment shall form the part of the bidding document. **Such amendments and clarifications in response to pre-bid meeting will be published on the same website Prospective bidders are requested to visit the mentioned websites on a regular basis to keep abreast of any news. WBSFP&HDCL will bear no responsibility or liability for bidders failing to do so.**

In order to afford the prospective bidders reasonable time in which to take the amendment into account in preparing their bids, WBSFP&HDCL may extend the deadline for submission of bids. Such amendments, clarifications etc. shall be binding on the bidders and will be given due consideration by the bidders while they submit their bids and invariably enclose such documents as a part of the bid.

## **7. Penalty for suppression / distortion of fact**

If any bidder fails to produce the original hard copies of the documents (especially Credential Certificates and audited balance sheets), or any other documents on demand of the Tender Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the bidder will be suspended / debarred / blacklisted / disqualified from participating in the tenders of the WBSFP&HDCL for a period of 3 (Three) years. In addition, his Earnest Money Deposit will stand forfeited. Besides, WBSFP&HDCL may take appropriate legal action against such defaulting bidder.

## **6. Terms and conditions:**



**6.1. Contract Period:** The contract shall be valid till March 2026 or till the continuity of the PMFME scheme depending upon performance of consultants, availability of funds and the approval of the authorities.

**6.2. Termination Clause**

The SNA shall have the right to terminate the contract without giving any notice, in case competent authority is not satisfied with the work of the Agency /consultants or in case of non/poor execution of Assignment, to the determined exclusively by the SNA.

**6.3. Termination benefit:** Not to be entitled for any terminal benefit after completion of contract period or otherwise.

**6.4. Location of work:** Consultants shall be posted at the office of Department of Food Processing Industries & Horticulture, Benfish Tower, 4th Floor, GN Block, Sector V Salt Lake City, Kolkata – 700091. Consultants may be required to travel at all the districts of West Bengal as and when required/necessary for the benefit of Government / PMFME scheme. Necessary expenses made by 3AC/CC class on Indian Railway for official tour will be eligible for reimbursement on submission of proofs and subject to approval of the SNA. The consultants will be provided with office space, furniture, equipment's and stationeries by the SNA.

**6.5.** The duty hours will be the office hours of the WBSFPHDCL/DFPI/FPIH Department and as per need of the PMFME Scheme, consultants are required to work such hours as are necessary to fulfill the full scope of their position. No excess remuneration will be paid for the serving you duties during holidays/beyond general office hours.

**6.6.** Consultants are expected to perform all assignments and duties with care, sincerity, exercising adequate diligence, in an honest and professional manner, with sound professional practice.

**6.7.** Consultants shall maintain confidentiality of all data collected during this engagement. Whenever you are in government offices, field locations, project sites, NGO / private sector beneficiary premises, they shall ensure that all interactions are done in a professional manner following all applicable norms and conditions.

**6.8.** Consultants shall maintain proper discipline and dignity of your office and shall deal with all matters with sobriety.

**7. Payment Terms:** MoFPI approved recruitment fees as mentioned above shall have to be paid to the agency. On submission of bill of agencies charges, for recruiting, selecting and onboarding of manpower shall be released by SNA through WBSFPHDCL. No other charges in addition to the consultant's fees shall be entertained.

**8. Authority's Right to accept any Proposal and to reject any proposal:** Authorities will

prima-facie accepts a Proposal/Bid, which will be the best suited in terms of economic aspects. The decision of the Authority shall be final in all aspects.

## **9. Submission of Financial Proposal**

9.1.1. The Financial Proposal should contain only agency charges for recruitment of each job position inclusive of all taxes.

9.1.2. The financial proposal shall not include any conditions attached to it and any such conditional financial proposal shall be summarily rejected.

## **10. Award of Work**

After final selection of bidder on further negotiation, a Letter of Award (the “LOA”) shall be issued, in duplicate, by the Authority to the Selected Bidder and the Selected Bidder shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. On account of failure of the Selected Bidder to acknowledge the LOA, and the next eligible Bidders L2 and L3 may be considered for further negotiation and on being finally selected, LOA may be issued.

## **11. Sub-Contracting**

The Agency shall itself perform its obligations under this assignment and shall not assign or transfer or sub-contract any of portion/part of this assignment, its rights and obligations under this agreement to any third party.

## **12. Disputes**

In the event of any question/dispute or difference arising between WBSFP&HDCL and the Agency on any matter covered by these Terms & Conditions or arising directly or indirectly therefrom or connected with these Terms & Conditions in any manner, the matter shall be sorted out between the Managing Director, WBSFP&HDCL and the operator and in the case of non-resolution of dispute the matter shall be referred to the HoD of the Department of Food Processing Industries and Horticulture. When at this level the dispute is not resolved, the dispute would be referred to a sole Arbitrator appointed jointly by the two parties and his award shall be final.

The High Court of Kolkata alone shall have jurisdiction to adjudicate thereon.

The place of Arbitration will be Kolkata and the language shall be English  
The award of the Arbitrator shall be binding on both the parties.

## **13. Negotiations**

It is clarified that normally no rate negotiation will be done and therefore the Bidders should quote their lowest prices only, however, the WBSFP&HDCL may negotiate the rates with the L1 Bidder in exigencies, if required to do so with prior concurrence of the Appropriate Authority.

Sd/-  
Managing Director