

WEST BENGAL COMPREHENSIVE AREA DEVELOPMENT CORPORATION
(Under P & R D Department, Govt. of West Bengal)
6A, Raja Subodh Mullick Square(9th floor)
Kolkata- 700 013
Notice Inviting Tender

NIT N. 5/2019-20(2nd Call)

Dated- 16.07.2019

Sealed tenders in plain papers are invited from reputed and registered firms for hiring of services of Security Guards for round the clock security in the Office Cum Training Centre at Plot no 18/9, Block-DD, Sector-I, Salt Lake, Kolkata- 700 064, which has been constructed to accommodate different subordinate offices of Panchayat & Rural Development Department, Govt. of West Bengal, as per the details given at Annexure-I, II & III. At present services of 07 (seven) Security Guards are required which may vary depending upon the requirement at a given time. The Quotations may be sent in sealed envelope marked **“ Quotations for hiring of services of security guard”** and should be dropped in the tender box at the office of the undersigned, 6A, Raja Subodh Mullick Square(9th floor), Kolkata- 700 013 latest by **3.00 PM** on or before **30.07.2019**. The tenders will be opened at **4.00 PM** on the same day in the Conference Hall of WBCADC located at the cited address. Representatives of the applying firms are at liberty to be present at the time of opening of offers

Eligibility Criteria

1. The agency should have experience for providing services of manpower to reputed organization in Government for at least three years. Attach list of clients as above along with satisfactory performance certificate from 3 such clients.
2. The agency should furnish attested copies of the following documents as per Annexure-I:-
 - i) Registration Certificate under Contract Labour (R & A) Act, 1970
 - ii) ESI/ EPF/Income Tax/GSTN Registration Certificates.
 - iii) Income Tax clearance Certificate for last three years/ copy of Tax return.
 - iv) Quality Certification i. e ISO etc.
 - v) Minimum wages payment certificate from Labour Enforcement Office.
 - vi) Balance sheet for last three years.
3. The overall merits will be decided by the Evolution Committee on the basis of technical specifications and rates quoted by the bidder.
4. The bidder should submit a Demand Draft of **Rs.25, 000/-** (Rupees twenty five thousand) only drawn in favour of WBCADC Payable at Kolkata along with the quotations failing which the bid will be rejected. EMD in any form other than stated above shall not be accepted. The earnest money of the tenderers whose tenders are not accepted will be returned without any interest thereon after finalization of the tender.

5. Tender without documents as above/incomplete tenders are liable to be rejected. The Department reserves the right to accept/reject any offer without assigning any reason thereof.
6. The details of the work involved are as under:
- i) The agency/contractor shall responsible for all security measures and arrangements to safeguard the movable property.
 - ii) Opening the locks of premises at commencement of office & applying the locks when the office closes.
 - iii) Prevention of unauthorized entry of personnel including all types of outside vendors in the premises. Getting the particulars of the visitors enter in the relevant register.
 - iv) At the reception, the security guard will have to see that the visitors are properly attended to and guided and if need be necessary security check may be exercised.
 - iv) Any other work assigned to him by the competent authority based on actual situation.
7. The Tender is subject to the following terms & conditions:-
- i) The agency should be registered under Labour laws for providing services of man power and with the Registrar of firms for at least 3 years before the closing date of tender.
 - ii) The agency shall not engage any sub-contractor or transfer the contract to any other person.
 - iii) The clearance of the local police will be obtained by the agency before deployment of the personnel and a copy of the same should be submitted to this office.
 - iv) In normal course, the contract can be terminated by the Department by giving one month's notice & by contractor by giving three months notice. In case, services of the contractor are not found satisfactory, the contract can be terminated without giving any notice.
 - v) The terms and conditions contained herein shall form part and shall be taken as if they were included in contract agreement to be entered into by the agency.
 - vi) The contractor shall take due care to comply with the provisions of the contract Labour (Regulation & Abolition) Act, 1970 including all other obligations, like policy changes made by the Government or legal amendments from time to time, during the period of contract.
 - vii) The contract shall remain valid for a period of 01 (one) year. However, if required the contract can be extended further on mutual agreement after expiry of the tenure on the same terms & conditions for a period not exceeding another 01(one) year.
 - viii) Any personnel engaged by the agency, if found indulging in illegal and intolerable activities will be handed over the police or any other action deemed fit against him will be taken besides termination of the contract immediately. Agency shall be solely responsible for the conduct and behavior of persons deployed by the agency.

- ix) The agency shall not replace the staff without proper suitable & without prior permission of the Department.
- x) In normal conditions, worker will not be deployed for double duty. However, in case of emergency/urgency, a worker may be allowed for not more than two continuous duties with proper written information to the authority.
- xi) Security Guards should have photo identity card having details of Name, Residential Address , Phone Number if any, ESI card No. & EPF Number.
- xii) The agency shall be prompt in making replacement in case any guard is not available on duty or found unsuitable for duty. Agency shall promptly arrange additional staff whenever required by the Department.
- xiii) The agency/contractor shall work under the overall supervision and direction of the officer authorized by the Department/ Employer.
- xiv) The agency will be responsible for complying with payment of minimum wages and other benefits including prescribed number of duty hours/leave/holidays, etc. to its employees deployed in the Department, as per Labour Laws in force from time to time. The agency will be responsible to comply with all labour legislations including social Security, Taxes & Duties wherever applicable and such other statutory orders by Government/Municipality which may be in force time to time.
- xv) Any dispute regarding the contract shall be resolved through arbitrator to be nominated by the Department. The contract shall be subject to the Indian Law-and the jurisdiction of the courts located in Kolkata.

8. PENALTY CLAUSE: A penalty of Rs.200/-(Rupees Two hundred) only per instance shall be imposed and deducted from the contractor/agency' bill, if:

- a) The security guard is not found in proper uniform and displaying photo Identity Card.
- b) The security guard found indulging in smoking/drinking at the time of duty hours and such security guard shall not be allowed to enter the office premises in future.
- c) The security guard is found sleeping during duty hours.
- d) The security guard is found missing from the place of duty, for any reason.
- e) The behavior of security guard is found harsh/rude and non- cooperative towards the staff.
- f) The security guard is found performing the duty by submitting fake name & address.
- g) The security guard does not perform his duty properly.

10. Award of Contract

The Bidder whose Bid has been accepted will be notified by the Tender Inviting &Accepting Authority through acceptance letter / Letter of Acceptance. The notification of award will constitute the formation of the Contract. All the tender documents including N.I.T. will be the part of the contract documents. After

receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents for execution of agreement with the undersigned. The agreement should be executed in non judicial stamp paper of appropriate value as per standard format included in this NIT. Failing to comply of the above within the specified time, the agency shall render his contracts liable to termination with forfeiture of earnest money.


Administrative Secretary
WBCADC

Memo no 100/039/01/02/Part/230/1(9)

Dated 16.07.2019

Copy to:

- 1) The District Magistrate, 24 Paraganas, North.
- 2) In-charge, Estab. Section, CADC(HQ). }
- 3) In-charge, Estab. Section, P & RD Department } with a request to display the N.I.T on office
} Notice Board for wide circulation.
- 4) In-charge, Accounts Section, CADC(HQ)
- 5-9) OIC—Bagnan/Boinchee/Gaighata/ } with a request to display the N.I.T on office
Deganga & Haringhata CADC Project } Notice Board for wide circulation


Administrative Secretary
WBCADC.

TENDER FORM FOR THE ENGAGEMENT OF PRIVATE SECURITY AGENCY FOR PROVIDING SECURITY GUARD

1. Name of the Firm:
2. Full postal address with Cell phone No,
Telephone No. and Fax No/ E- mail no
3. Date of Establishment of Firm:
4. Nature of Firm i.e, whether proprietorship/partnership/limited. Details
Of partners etc.
5. If your firm registered under labour Act, Factories Act etc give details
of Registration No.(please enclose photo copy)
6. Total number of employees:
7. Are you in the list of approved contractors of any other organizations/
institutions, if any, give details (Append extra page if necessary)
8. Give details of any Government contracts executed during the last three years
(Append extra page if necessary)
9. Any other information which you consider necessary to furnish:
10. Details of Earnest Money to be deposited along with Tender Form :
11. Permanent Account No. of Income Tax-Department (attach copy)
12. GSTN Registration Certificates(attach copy):
- 13e. EPF/ Regn. No., ESIC Account No. (attach copy):
14. Copy of ITR of last three years (attach copy):
15. Copy of ISO Certificate or any other International
Accreditation certificate (attach copy):
16. Minimum Wages payment certificate from Labour
Enforcement Officer (attach copy):

17. Balaance Sheet/Audited Account of last three years:
18. Name and address of your Bankers stating the name in which
The Account stands:

It is certified that the particulars given above are true to the best of my knowledge and I/we have read the terms & conditions and duties responsibilities of the Security Staff to be engages for the purpose and have also understood the same and do hereby undertake to abide by the same without any reservations on any ground whatsoever. In case of any breach of the said conditions, I/we shall be responsible for the consequences of the same.

Date.....

Full Name & Signature of Authorised

Place

signatory of the Agency with rubber stamp affixed

DETAILS OF THE CHARGES FOR PROVIDING SECURITY GUARD

Monthly charges (In Rs.) for one Security Guard for 06(six) days a week

1. Basic wages :
2. Total amount towards ESIC per month
in respect of one Security Guard:
3. Total amount towards EPF per month
in respect of one Security Guard:
4. Uniform and washing allowance:
5. Total cost per Head:
6. Service charges per month to be claimed by the contractor:
7. Weekly off/ National Holidays:
8. Grand Total
9. GSTN Charges:
10. Any other charges claimed by the contractor:

Date

Place:

Full Name of Tenderer

Signature and the seal of Tenderer

LIST OF DOCUMENTS TO BE ATTACHED ALONG WITH FORM

1. List of Institutions with period to whom similar services are/were being provided along with performance report from the respective authority.
2. Organisation set up which should clearly indicate the total staff strength and its break-up category wise.
3. Performance report or commendation certificate obtained from the police authorities, if any.
4. All attested photo copies of the contract already entered with any Govt. or well reputed organization.
5. Coloured photographs of Security Guards in uniform (of both summer and winter) with sample identity card including whistle, cane, badge, etc.
6. Copy of Registration Certificate of the firm related to ESIC, EPF, GSTN and I. Tax, Permanent Account Number, Labour Dept. DGR etc.
7. Any other relevant information may also be furnished.

Signature and the seal of Tenderer
Along with seal & date

SAMPALE FORMAT FOR EXECUTION OF AGREEMENT BY THE SUCCESSFUL BIDDER(TO BE FURNISHED IN NON JUDICIAL STAMP PAPER OF APPROPRIATE VALUE):-

Standard Form of Agreement

Agreement

This agreement made on the day of ,20 between **The Administrative Secretary, West Bengal Comprehensive Area Development Corporation, 6A, Raja Subodh Mullick Square, 9th floor, Kolkata-700 013** (hereinafter called "The Employer") on one part and (Hereinafter called "The Agency") on the other Part.

Whereas the Employer is desirous that the Agency for providing Security Guard in the Office Cum Training Centre at Plot no 18/9, Block-DD, Sector-I, Salt Lake, Kolkata- 700 064, against NIT no 5/2019-20(2nd Call) Dated 16.07.2019 (hereinafter called "the Service") and the Employer has accepted the Bid submitted by the agency for the execution and completion of such service at a cost of **Rs. (Rupees in word)** only.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to and they shall be deemed to form and be read and construed as part of this Agreement.
2. In consideration of the payments to be made by the Employer to the Agency as hereinafter mentioned, the Agency hereby covenants with the Employer to execute and complete the service in all aspects with the provisions of the Contract.
3. The Employer hereby covenants to pay the Agency in consideration of execution and completion of the Service. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz :
 - i. Letter of Acceptance:
 - ii. Notice to proceed with the works:
 - iii. Notice Inviting Tender
 - iv. Tender form for the engagement of private security agency for providing security guard as submitted by the agency.
 - v. Details of the charges for providing security guard submitted by the agency
 - vi. List of documents submitted by the agency along with tender form

In witness where of the parties thereto have caused this Agreement to be executed the day the year first before written. Signed, Sealed and Delivered by

Binding Signature of Employer: WEST BENGALL COMPREHENSIVE AREA
DEVELOPMENT CORPORATION

ADMINISTRATIVE SECRETARY

Binding Signature of Agency :

(Name and Address) :

In the presence of

1)

2)