

Standard Bidding Document
For
Pradhan Mantri Gram Sadak Yojana
(PMGSY)

For
Security Services Contract -2023

For
Rural Road Network Management Unit
(RRNMU)

Under

WEST BENGAL STATE RURAL DEVELOPMENT AGENCY
(WBSRDA)
Malda Division

**Office of the Executive Engineer
P&RD Deptt.**



&
HPIU, WBSRDA, MALDA Division
RRNMU Building, 6/2, Plot No.-3339, Ward No-2, P.S. English Bazar,
P.O.-Mokdumpur, Dist. Malda, Pin-732103
Mobile No.7908597301,e-mail : wb-mal@nic.in

Memo No- **114** /WBSRDA/MALDA/23

Date- 27/01/2023

CAMPUS – Rural Road Network Management Unit (R.R.N.M.U.)

**NOTICE INVITING e-QUOTATION NO 02 OF 2022-23 OF THE EXECUTIVE ENGINEER, HPIU, WBSRDA,
MALDA DIVISION DATE-27/01/2023**

Sealed quotations two cover systems are hereby invited from bonafide Security agencies having license in Private Security Agency issued by Home Department, Govt. of W.B. and experience and credential in manpower deployment.

The details of works are given below:

- 1. Name of the Work:** Security work at Rural Road Network Management Unit at Mokdumpur, Dist- Malda
- 2. Location for Security work:** R.R.N.M.U. Campus, Plot No- 3339, Ward No-2, P.S. English Bazar, besides office of the Assistant Director of Agriculture (Admn), Soil Survey, Mokdumpur, Malda-732103
- 3. Terms & Condition of the work:**
 - I) Agency shall be responsible for strict vigilance over the entire government properties within this campus for preventing:
 - a) Loss of properties due to theft, arson or vandalism.
 - b) Trespassing by unauthorized persons.
 - c) People from making nuisance.
 - II) The duty for guarding will be round the clock i.e. 24 (Twenty Four) hours of each by location of three shift of 8 (Eight) hours. The assignment of post will be ordered to the lowest rate quoted by this authority.
 - III) There will be a roster (By name) of duty allocation of the security personnel prepared by the office in consultation with the agency. This roster must be adhered to,
 - a) Attendance Register will have to be maintained under the supervision of an assigned office employee for payment of remuneration.
 - b) All the personnel will have to be supplied with a specific dress to identify them by the agency.

4. Condition of Rate Quotation:

Rates are to be offered as service charge only in rupees as consolidated amount for supplying personnel per month. The month in term means 26 days in a month. Other portion of the rate per head per month as security charge which include charges like minimum wages, bonus, ESI, EPF etc need not be quoted as those are fixed as per the existing government norms. The security charge may vary time to time due to change of various rates related with the minimum wages act and labour acts by government notification by the authorized department of Government of India and Government of West Bengal. The service tax as per government norms will be paid by this office to the agency entrusted and the same will be deposited to the government receipt head by the agency to be entrusted. The agency will be bound to show the document of this deposit challan to this authority time to time.

The agency will have to produce documents regarding submission of EPF, Bonus, ESI contribution and wages pay roll of the previous month along the prayer for payment from the office.

So, the agency quoting lowest service charge only in rupees as consolidated amount for supplying a person per month will be issued work order.

- a) Self attested photocopies of the following documents are to be submitted along with the application quoting rate.
 - I. Latest Return of Income Tax for last 3 (Three) years
 - II. PAN Card
 - III. P. Tax Clearance Certificate
 - IV. Security License
 - V. Credential Certificate for last 3 years in Government or Semi Government / under taking concerned
 - VI. GST Registration Certificate
 - VII. ESI License, EPF License
 - VIII. Audited Balance sheet by C.A. for last 3 (Three) years
 - IX. Valid Trade License

5. **Earnest Money Rs. 40,000/- (Rupees Forty Thousand only) & Cost of Bid documents (Non Refundable): Rs. 5,000/- (Rupees Five Thousand only)** the amount should be deposited by the bidder electronically: online – through his net banking enabled bank account, maintained at any bank or: offline – through any bank by generating NEFT/ RTGS Challan from the e-tendering portal [<http://wbenders.gov.in>]. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name (ICICI Bank) & IFSC Code and e-Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site.
6. L1 bidder should have to submit Rs. 50,000.00 (Rupees Fifty thousand) only in form of Fixed Deposit/Demand Draft in favour of Executive Engineer, PIU, WBSRDA, Malda Division as Security Deposit before issuance of Work Order.
7. Deduction will be made as per Existing Govt. Order.

List of Important Dates of Bids:-

SL. No.	Particulars	Date & Time
1.	Date and time for publish of Tender (Online)	27.01.2023 after 17:00 hours
2.	Document download start date (Online)	27.01.2023 after 17:00 hours
3.	Bid submission start date (Online)	27.01.2023 after 17:00 hours
4.	Bid submission end date (Online)	13.02.2023 after 17:00 hours
5.	Date of opening for Technical Bid (Online)	16.02.2023 after 11:00 hours
6.	Date of opening for Financial Bid (Online)	To be Notified letter.
7.	Place of Opening Bid	OFFICE OF THE EXECUTIVE ENGINEER, HPIU, WBSRDA, MALDA DIVISION RRNMU Building, 2 nd Floor, 6/2, Plot No-3339, Ward No-2, P.S. - English Bazar, P.O.-Mokdumpur, District-Malda, Pin-732103, West Bengal.
8.	Officer Inviting Bid	OFFICE OF THE EXECUTIVE ENGINEER, HPIU, WBSRDA, MALDA DIVISION RRNMU Building, 2 nd Floor, 6/2, Plot No-3339, Ward No-2, P.S. - English Bazar, P.O.-Mokdumpur, District-Malda, Pin-732103, West Bengal.
9.	Last Date of Bid Validity	120 days from the date of opening of Financial Bid

All the tender process will be on line by E-tendering system [through <https://wbenders.gov.in>]
Authority reserve the right to accept or reject any quotation without assigning any reason thereof.

27/01/23
Executive Engineer
HPIU, WBSRDA, Malda Division

Memo No- 114 /1(13)/WBSRDA/MALDA/23

Date- 27/01/2023

Copy forwarded for kind information and necessary action to:

1. The Sabhadhipati, Malda Zilla Parishad.
2. The Additional Secretary (Shri Dipanjan Bhattacharyya), P & RD Deptt., Govt. of W.B. & Additional Executive officer, WBSRDA, Joint Administrative Building, Block-HC/7, Sector-III, Saltlake City, Kolkata-700106
3. The Chief Engineer, P & RD Deptt., Govt. of W.B., Joint Administrative Building, Block-HC/7, Sector-III, Saltlake City, Kolkata-700106
4. The Financial Advisor, Govt. of West Bengal, P&RD Dept (HQ).
5. The Superintending Engineer, P & RD Deptt. (H.Q.), Govt. of W.B., Joint Administrative Building, Block-HC/7, Sector-III, Saltlake City, Kolkata-700106
6. The Superintending Engineer, RRNMU, Malda Zone, P & RD Deptt., Govt. of W.B.
7. The District Magistrate, Malda District & Executive officer, Malda Zilla Parishad.
8. The Additional Executive Officer, Malda Zilla Parishad.
9. The Executive Engineer, P & RD Deptt. (H.Q.), & ITNO, Joint Administrative Building, Block-HC/7, Sector-III, Saltlake City, Kolkata-700106
10. The Financial Controller, WBSRDA, Joint Administrative Building, Block-HC/7, Sector-III, Saltlake City, Kolkata-700106
11. The Finance Officer, WBSRDA, Malda Division
12. The D.I.C.O., Malda
13. Office Notice Board.

27/01/23
Executive Engineer
HPIU, WBSRDA, Malda Division

WEST BENGAL STATE RURAL DEVELOPMENT AGENCY(WBSRDA)

Malda Division

PRADHAN MANTRI GRAM SADAK YOJANA(PMGSY)

e-Procurement Notice

The Executive Engineer, West Bengal State Rural Development Agency, Malda Division on behalf of West Bengal State Rural Development Agency invites the consolidated rate bids in electronic tendering system for Security work at Rural Road Network management Unit (RRNMU) building at Mokdumpur, Malda from the eligible security agency.

Availability of Bid Documents and mode of submission: The bid document is available online and should be submitted online in <https://wbtenders.gov.in>. The bidder would be required to register in the web-site which is free of cost. For submission of the bids, the bidder is required to have a valid Digital Signature Certificate (DSC) from one of the authorized Certifying Authorities. The bidders are required to submit original documents such as Bid Security, Cost of Bid document (exempted) and Affidavit regarding correctness of information furnished with bid document to the Executive Engineer, WBSRDA, Malda Division, Malda-732103, **before 13.02.2023 up to 17.00 hours** by registered post or by hand, failing which the bids shall be declared non-responsive.

Last Date/Time for receipt of bids through e-procurement 13.02.2023 up to 17.00 hours. For further details please log on to <https://wbtenders.gov.in>.

1. The Executive Engineer, West Bengal State Rural Development Agency on behalf of West Bengal State Rural Development Agency invites the percentage rate bids, in electronic tendering system, for Security work at Rural Road Network Management Unit (RRNMU) building at Mokdumpur, Malda under Pradhan Mantri Gram Sadak Yojana from the eligible and approved agency.

LIST OF WORK

Quotation Accepting Authority: Executive Engineer, HPIU, WBSRDA, Malda Division

Sl. No.	Name of the work	To be employed No/Day	Cost of Bid Documents (Rs.)	Tenure of the work	Source of Fund	Earnest Money Deposit
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Guarding the RRNMU Building Campus including opening and closing of gates and overall watch round the clock. 1) Security Guard without arms Morning, Day & Night Shifts = (2+2+2) No = 6 Nos	6	Rs. 5,000.00	2 (Two) years	PMGSY	Rs. 40,000.00

N.B:- Rate Quoted by the Bidder in the BOQ including service charges (Rate per person per month). Other charges will be added on the accepted rate as per Govt. Rule.

- The site for the work is available.
- Only online submission of bids is permitted, therefore; bids must be submitted online on website <https://wbtenders.gov.in>. The Technical qualification part of the bids will be opened online at **17:00 Hours (time) on 16.02.2023 (dd/mm/yyyy)** by the authorized officers. If the office happens to be closed on the date of opening of the bids as specified, the bids will be opened online on the next working day at the same time.
- The bids for the work shall remain valid for acceptance for a period not less than ninety days after the Opening of Financial Bid.
- Though the lowest overall quoted rate will be the criteria for selection, but the acceptance of the lowest bid is not obligatory to the undersigned. If the lowest bid in the opening of the undersigned does not appear to be satisfactory, the undersigned reserves the right of holding fresh bid and so on.
- The agreement is valid only two (2) years from the date of award of the work. After satisfactory performance certified by the E-I/C, periodical renewal may be made by approval from the competent authority.
- The requirement of unskilled/ semi-skilled/ skilled personnel is provisional and subject to modification in future if required so.
- The Successful bidder in no case will enjoy the right to subcontract during the period of contract for 2 (Two) years.

9. The Successful bidder will be bound to pay the monthly wages /remunerations to the requisite personnel (Worker) with in 1st to 5th day of every calendar month.
10. The undersigned reserves the right to reject any or all the bids without assigning any reason what so ever.
11. Other details can be seen in the bidding documents. The Employer shall not be held liable for any delays due to system failure beyond its control. Even though the system will attempt to notify the bidders of any bid updates, the Employer shall not be liable for any information not received by the bidder. It is the bidders' responsibility to verify the website for the latest information related to the tender.

Annexure -I : Details of Personnel to be engaged for RRNMU Building

Sl. No	Description of the Manpower	Category	No. of Personnel Required per8hrs shift			Total Personnel
			6 A.M. - 2 P.M.	2 P.M. - 10 P.M.	10 P.M. - 6 A.M	
1	Security Guard atEntry & Exit Gate	Un-Skilled	2	2	2	6
Total No. of Personnel per day						6

Intending bidders have to submit Bank Solvency Certificate :-

Bank Solvency:- To the tune of 2 times of the monthly remuneration of labour wages including EPF, ESI etc of the unskilled, Semi-skilled & Skilled labour likely to be engaged through this Contract.

**SAMPLE FORMAT FOR EVIDENCE OF ACCESS TO OR AVAILABILITYOF CREDIT FACILITIES
BANK CERTIFICATE**

This is to certify that M/s ----- is a reputed company with a good financial standing.If the contract for the work, namely, _____, e NIQ No.____, is awarded to the above firm, we shall be able to provide overdraft / credit facilities to the extent of Rs. _____to meet their working capital requirements for executing theabove contract.

Signature of Senior Bank Manager _____

Name of the senior Bank Manager _____

Address of the Bank -----

Stamp of the Bank

Note: Certificate should be on the letter head of the bank & memo no.

.....THE END.....