

1) **SCOPE OF WORK**

Providing security service for 24 hours round the clock at the office buildings of the Tamluk Charge under the Directorate of Commercial Taxes, West Bengal at 1) Dhaharpur, P.O. & P.S. - Tamluk, Dist – Purba Medinipur, Pin - 721636 and at 2) Haldia Unit office at Basudevppur, Haldia, Dist – Purba Medinipur, Pin – 721602 which also includes:

- a) Observance of instructions pertaining to security aspects issued by the competent Police Authorities from time to time.
- b) Hoisting and putting down the National flag as per stipulations.
- c) Guarding the ware houses/store rooms/record rooms and ensuring safety and security of the goods vehicles within office premises.
- d) Keeping the keys of the concerned room and timely opening and closing thereof, switching on and off the lights and fans.
- e) Any other work as may be entrusted upon by this Directorate.

2) **INSTRUCTIONS FOR TENDERER**

- a. Tender must be electronically submitted in two parts, i.e., (i) Part-A, Technical Bid and (ii) Part- B, Financial Bid.
- b. Technical bid should contain all the documents like, Tender documents, Instructions for tenderer, Pre-qualifying requirements, General terms & conditions. All documents must be duly filled in, stamped & signed by the tenderer.
- c. Only one set of tender document duly signed & stamped on each page by authorized representative of tenderer shall be electronically submitted. Tenderer should note specifically that all pages of tender document are to be electronically submitted by them as a part of their offer. Price should not be mentioned by them anywhere in the technical bid portion of offer.
- d. Price should be mentioned only in the "Bill of Quantities (BOQ)" after quoting the rates online as specified in the 'price schedule' format. Rate per head per month should be quoted for Security Guard without arms and Security Supervisor for watch and ward duty for round the clock, both in figures as well as in words including taxes in the financial bid. The monthly wages quoted should comply with Minimum Wages Act as notified by Labour Department, Govt. of W.B. from time to time.
- e. Prior to quoting of rates, the intending agencies are requested to inspect the office buildings of the Tamluk Charge under the Directorate of Commercial Taxes, West Bengal at 1) Dhaharpur, P.O. & P.S. - Tamluk, Dist – Purba Medinipur, Pin - 721636 and at 2) Haldia Unit office at Basudevppur, Haldia, Dist – Purba Medinipur, Pin – 721602.
- f. On the date of opening of tender, Technical Bid shall be opened first to select the eligible tenderers. Financial Bid will be opened on the scheduled date only in respect of those tenderers, whose bids are found technically acceptable.
- g. The Directorate of Commercial Taxes, Govt. of West Bengal reserves the right to accept or reject any or all offer without assigning any reason thereof. In addition, the Directorate of Commercial Taxes, Govt. of West Bengal shall not entertain any correspondence from bidders in this matter.
- h. The Directorate of Commercial Taxes, Govt. of West Bengal reserves the right to relax the pre-requisites and/or negotiate the rates, terms and conditions with the lowest tenderer or any of the other tenderers to ascertain the suitability of the acceptable offer.
- i. The contract shall be initially for 01(One) year. The authority holds the right to terminate the contract for violation of terms and conditions by the qualified bidder at any time without any notice or assigning any reason.

- j. The agency selected for engagement shall have to enter into a formal agreement with the Directorate of Commercial Taxes, West Bengal.
- k. The tenderers or their representative may attend the opening of both the Bids (Part A& B).

3) MODE OF SUBMISSION OF BIDS

All documents and corresponding information are to be obtained, shared and submitted only through e-tender process. **No manual submission of documents, etc. will be entertained.** Canvassing in any form by any bidder will be treated as disqualification and may result into rejection of the Bid.

4) TERMS & CONDITIONS

- a) Multiple quotations by a single agency will not be entertained.
- b) Joint ventures will not be entertained.
- c) The operating staff must have such state of physical and mental ability commensurate to provide the above stated security service.
- d) The service may have to be rendered for beyond the stipulated hours of work and even on holidays including Sundays.
- e) Labour related enactments and laws of the land are to be observed strictly.

5) AN INTENDING AGENCY SHALL SUBMIT AND ELECTRONICALLY UPLOAD SELF-ATTESTED COPIES OF THE FOLLOWING DOCUMENTS DULY VALID AND UP TO DATE

- a. Trade license specifically to provide Security Services.
- b. PAN Card.
- c. Profession Tax Registration certificate/Enrolment with current P. Tax payment challan.
- d. GST Registration certificate.
- e. EPF Registration certificate.
- f. ESIC Registration certificate.
- g. Labour Registration Certificate/License.
- h. Income tax return for last three assessment years.
- i. Audit Report for last three financial years.
- j. Firm/Company registration certificate.
- k. Private Security License obtained from Home Department, Govt. of West Bengal.
- l. Solvency certificate from Banker addressed to the Commissioner, Commercial Taxes, 14, Beliaghata Road, Kolkata – 700015 to the extent of Rs.10,00,000/- (Rs Ten Lacs only).
- m. Experience of rendering similar service to offices under any Government establishment or Government Undertaking or any Private Organization of repute for at least 03 (Three) years.

6) QUALIFICATION OF THE PERSONNEL ENGAGED FOR PERFORMING SECURITY SERVICE DUTY BY THE SUCCESSFUL BIDDER

- a) He/she shall be a citizen of India with valid proof of citizenship like Elector's Photo Identity Card (EPIC) etc.
- b) He/she shall have his ordinary residence within 8 (Eight) kilometer from the office site.
- c) He/she shall have an authority by the successful agency to work on their behalf.

- d) He/she shall have age not below 18 years andnot exceeding 50 years.
- e) He/she shall be courteous, sober obedient and dutiful.

7) EARNEST MONEY

The Tenderer shall be required to deposit Earnest Money of Rs.25,000.00 (Rupees Twenty Five Thousand only) in Online Mode only (as per Finance Memo No: 3975 F (Y) dated 28th July 2016). By selecting ICICI Bank Mode bidder have to pay the EMD amount through net banking and in case of ICICI NEFT/RTGS a challan will generate online in that case bidder have to pay the EMD at their concerned bank branch through NEFT or RTGS mode.

Sd/-
(Sankar Kumar Roy)
Special Commissioner
Commercial Taxes, W.B.

