



**GOVERNMENT OF WEST BENGAL**

**OFFICE OF THE ADDITIONAL COMMISSIONER, COMMERCIAL TAXES  
SILIGURI ZONE, ASHRAM PARA, R. K. ROAD, SILIGURI-734001**

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**SHORT NOTICE INVITING TENDER / QUOTATION UNDER SEALED ENVELOPE**

Memo No.: 921 CT (S)

Date:10.02.2015

**NIT NO. : 03..... Dated: 10.02.2015**

**Name of the Work : Engagement of agency for Internal Security Services at the Directorate of Commercial Taxes, Paribahan Nagar, Matigara, Siliguri**

Sealed Quotations are invited from experienced, resourceful and bonafide agencies/ firm/ Associations of persons / Un-employed Labour Co-operative/ Limited Companies for providing internal security services at the Directorate of Commercial Taxes, Paribahan Nagar, Matigara, Siliguri as per details given below having experience of rendering similar services to offices under the establishment of this Government or Government of India/ Undertaking of this Government or Government of India for at least one year in the block of three financial years ending 31<sup>st</sup> March, 2014.The Tender / Quotation shall be submitted to this Department Drop Box till the date and time as specified in this notice.

**DATE OF SUBMISSION & OPENING OF TENDER**

**Last date for submission of sealed tender at the Office of the Additional Commissioner, Commercial Taxes, Siliguri Zone, Binapani Lodge, Ashrampara, Siliguri-734001**

**: 28/02/2015 at 1500 Hrs.**

**Date of opening the Tender**

**: 28/02/2015 at 1530 Hrs.**

**Venue for opening of Tender**

**: Office of the Additional Commissioner, Commercial Taxes, Siliguri Zone, Binapani Lodge, Ashrampara, Siliguri-734001**

Quality is the essence of the service to be rendered. Services are to be performed to the satisfaction of this office. For this purpose, there will be an assessment period of 06 (six) months

from the period of engagement. On satisfactory assessment report of performance, the contract will be confirmed. Bills in this of the said services rendered will have to be raised monthly basis for a calendar month or part thereof, as the case may be and submitted to this office within the 15<sup>th</sup> of the month next to the concerned month.

Sl. No.	Description of item
1.	Providing security service to the ground floor, first floor, second floor and third floor of the building.
2.	Keeping the key of the concerned room and timely opening and closing thereof, switching on and off the light and fans
3.	Hoisting and putting down national flag as per stipulations
4.	Observance of instructions pertaining to security aspects issued by the competent Police Authorities from time to time
5.	Controlling traffic within the office premises
6.	Guarding the ware houses and ensuring safety and security of the goods vehicle
N.B.	There are 29 Common toilets, 24 attached toilets, 03 Pantries, 164 working rooms, 03 warehouses and with the covered area of approx. 76000 sq. ft.

#### Terms & Conditions

1. A consolidated rate should be quoted for all the services to be rendered (as detailed above) both in figure as well as in word including taxes.
2. Prior to quoting of rates, the intending agencies are requested to inspect the office building
3. Multiple quotation by a single agency will not be entertained.
4. Joint ventures will not be entertained.
5. An intending agency shall submit attested copies of the following documents along with the rate to be quoted.
  - i.) Credential for experience of rendering similar services to offices under the establishment of this Government or Government of India/ Undertaking of this Government or Government of India for at least one year in the block of three financial years ending 31<sup>st</sup> March, 2014.
  - ii.) PAN Card
  - iii.) Profession Tax Registration Certificate
  - iv.) Certificate of Registration issued by competent authority in case of Registered Firms (including partnership firms) / Association of Persons / Un-employed Labour Co-operatives / Limited companies
  - v.) License / Registration Certificates issued by competent authority of the Government for providing security services
  - vi.) Trade License
  - vii.) Service Tax Registration Certificate
  - viii.) Certificate of Registration of Employees' Provident Fund and / or Employees' State Insurance, if applicable

6. A personnel of the successful agency, who will be working in the said office :
  - i.) Shall be a citizen of India with valid proof of citizenship like Elector's Photo Identity Card (EPIC)
  - ii.) He shall be a retired employee of any one of the Armed Forces of India or of any one of the Paramilitary Forces of India
  - iii.) He shall have his ordinary residence within 8 (Eight) kilometer from the office site.
  - iv.) He shall have an authority by the successful agency to work on their behalf
  - v.) He shall have age not exceeding 45 years
  - vi.) He shall be courteous, sober obedient and dutiful
7. The operating staff shall be adequately trained and shall be in the state of physical and mental ability commensurate to provide security services
8. The service will have to be rendered for 24 hours a day, seven days a week and 365 days a year without any break
9. The personnel will have to work in separate groups for each floor performing under adequate and competent supervision
10. Labour related enactments and laws of the land are to be observed strictly
11. The right of acceptance or rejection of a quotation lies with the undersigned who reserves the right to accept or to reject any quotation without assigning any reason therefor
12. The agency selected for engagement shall have to deposit a sum of Rs.100000.00 (Rupees one lakh ) only as security money, which will be refunded on termination / discontinuation of the contract without having prejudice to release of such Security Deposit . Any damage of substantial nature caused owing to mishandling / negligence / inefficiency of the successful agency will be realized against the security money.
13. Local private agency will be given preference.

Additional Commissioner  
Commercial Taxes  
Siliguri Zone, Siliguri

**Format for Submission of Rates**

Description of item	Consolidated monthly rate quoted (in figure)	Consolidated monthly rate quoted (in words)
<ol style="list-style-type: none"><li>1. Providing security service to the ground floor, first floor, second floor and third floor of the building.</li><li>2. Keeping the key of the concerned room and timely opening and closing thereof, switching on and off the light and fans</li><li>3. Hoisting and putting down national flag as per stipulations</li><li>4. Observance of instructions pertaining to security aspects issued by the competent Police Authorities from time to time</li><li>5. Controlling traffic within the office premises</li><li>6. Guarding the warehouses and ensuring safety and security of the goods vehicle</li></ol>		

(Signature of the bidder)