



**GOVERNMENT OF WEST BENGAL
OFFICE OF THE SUPERINTENDENT**

Sahid Bandana Smriti Balika Abas, Cooch Behar

Email id- sbsma2013@gmail.com , spsbsbachb.wcdsw-wb@nic.in

Mob No- 9851985086/8167802280

Memo No: 235 /SBSBA/COB

Date- 02-08-2022

NOTICE INVITING E-TENDER

On behalf of the Department of Women & Child Development and Social Welfare, Govt. of West Bengal, The Undersigned invites Tenders from bonafide, interested & experienced, financially sound and licensed Security Agencies, to deploy Security Personnel/ Guarding Staffs including at night shifts and sweeping staff for two shifts on the contract basis for a period of **One** year from the date of issuing of Work Order from this end for ensuring security arrangements and cleanliness at the Sahid Bandana Smriti Balika Abas, Nilkuthi, Baburhat, Cooch Behar as per terms and conditions of the Tender for Security and Sweeping. Interested Security & Sweeping Agencies must submit the tender papers online through e-tender in the Government of West Bengal Portal of <https://wbtenders.gov.in> within **17/08/2022**. It will be a two bid system namely Technical Bid & Financial Bid and agency will be selected on the basis of eligibility criteria, Technical Evaluation & Financial Evaluation. Technical Bid will be opened on **19/08/2022**.

The contract period shall come into effect from the date of execution of agreement with the undersigned.

1. Tenderers should quote rates of **Service Charges** for providing 14 (Forteen) security persons (un-armed / only with torch and lathi, only for women personnel) as at least 04(four) security personnel should present per shift and 04 sweeping staff in this Home having two units one is CCI another is G-SAA. The Competent Authority reserves the right to accept or reject any or all tenders without assigning any reason whatsoever, pre-qualification application will be submitted along with copy of valid Trade License, P. Tax, GST, IT etc. Clearance Certificate / Challan, and 2 years Credentials of same type of work (at least one from Government establishment preferable), contract labour license , ESIC reg. certificate, Security and sweeping service registration certificate under home department of the Government, etc.

The financial bid is to be submitted for Administrative charges as per percentage basis on the total monthly bidder (maximum 10%). The bidder shall have to comply the terms and the condition as annexed with the notice.

2. . EMD: Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Twenty thousand) only will be deposited by the bidders through online payment in favour of the Superintendent, Sahid Bandana Smriti Balika Abas, Nilkuthi, Baburhat, Cooch Behar.

Intending bidders may be advised to submit EMD at least three working days before the bid submission closing date.

3. Date and time scheduled of tender

Sl. No.	Particulars:	Date and Time (on working days only excluding Sundays and holidays)
1	Date of Publishing N.I.T and other document online.	03-08-2022, 12:00 p:m
2	Online Documents download start date	03-08-2022, 04:00 p:m
4	Online bid submission start date	03-08-2022, 04:00 p:m
7	Online bid submission closing date	17-08-2022, 4:00 p:m
8	Online bid opening date for technical proposals	19-08-2022, 11 a:m
9	Date of online uploading lists for technically qualified bidders	19-08-2022; 2:00 p:m
10	Date of online opening of financial proposals	To be notified later on

4. Documents to be enclosed with Tender (Technical Bid) as stated under.

Sl. No.	Documents Details :	Remarks:
1	Valid & up to date Trade License related to concerned work	
2	Address proof for registered and /or branch office of bidders	
3	Valid 15-digit Goods & Services Taxpayer Identification Number (GSTIN) under GST Act, 2017 of the Contactor/Agency.	
4	Copy of E.S.I.C registration certificate	
5	Credential of providing security and sweeping personnel at least of 15% in any Government institution/ Offices in last three years in a single order.	
6	Proof of Registration as company/ firm/proprietorship etc.	
7	Valid PAN issued by the IT Deptt, GOI	
8	Up to date Professional Tax Clearance Certificate	
9	Current Income Tax clearance certificate.	
10	Copy of contract labour (Regulation and Abolition) act registration	
11	Audited balance sheet and profit/ loss A/C for last 3 years in case of Farm	
12	Copy for Security and sweeping service registration certificate under home department of the Government	
13	The Tenderer/Contractor/Suppliers shall not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of Government Agency. Self certified copy to be uploaded.	

5. Technical Bid & Financial Bid will be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>

6. Location of deploying Security Guards & sweeping Staff:

a) Sahid Bandana Smriti Balika Abas, Nilkuthi, Baburhat, Cooch Behar- 736156

b) Sahid Bandana Smriti Balika Abas requires 04(four) security personnel (female) per shifts in three shifts of a day(6 a:m – 2 p:m , 2p:m to 10 p:m , 10p:m to 6a:m) & 04(four) sweeping staff (female) in two shifts of a day(6a:m – 2 p:m & 2p:m to 10 p:m)

7.The E-Tender shall be evaluated under the two bid system, i.e. through evaluation of technical and financial bids uploaded by the bidders online on the E-Tender website of <https://wbtenders.gov.in>

The tender should be addressed to The Superintendent, Sahid Bandana Smriti Balika Abas, Cooch Behar. Bidders may download tender bid documents from the website <https://wbtenders.gov.in> Any subsequent notice regarding this tender shall be uploaded on <https://wbtenders.gov.in/> <https://coochbehar.nic.in> and notice board of the office of the undersigned

In the event of any of the above mentioned dates being declared as govt. Holiday , the tender will be opened on the next working day at the appointed time.

Superintendent
Sahid Bandana Smriti Balika Abas
Cooch Behar

Memo No: 235/1/1(11) /SBSBA/COB

Date- 02-08-2022

Copy forwarder for information and necessary action:

1. The Director, CRT , WB
2. The District Magistrate, COB
3. The Additional District Magistrate (D), COB
4. The Sub-Divisional officer, COB
5. The ACMOH, COB, Sadar
6. The Assistant Labour Commissioner, COB , Sadar
7. The District Social Welfare Officer, COB
8. The DIO, NIC, COB- with a request to upload this notice in the District website
9. The District Information & Cultural Officer,
10. Assistant Agricultural marketing Officer, COB , Sadar
11. Guard file for displaying on notice Board.

Superintendent
Sahid Bandana Smriti Balika Abas
Cooch Behar

Terms & Conditions of the Tender for Security and Sweeping Agency

1) Manner of submission of Tender

1. Technical Bid & Financial Bid will be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>
 2. Copy of Following documents to be attached/uploaded with the technical bid
 - a. Valid & up to date Trade License related to concerned work.
 - b. Address proof for registered and /or branch office of bidders
 - c. Valid 15-digit Goods & Services Taxpayer Identification Number (GSTIN) under GST Act, 2017 of the Contactor/Agency.
 - d. Copy of E.S.I.C registration certificate
 - e. Two years Work order/Contract order/Credential Certificate for similar works (Govt. Sector preferable)
 - f. Proof of Registration as company/ firm/proprietorship etc.
 - g. Valid PAN issued by the IT Deptt, GOI.
 - h. Up to date Professional Tax Clearance Certificate
 - i. Current Income Tax clearance certificate.
 - j. Copy of License to contract Labour.
 - k. Audited balance sheet and profit/ loss A/C for last 3 years in case of Firm
 - l. Copy for Security and sweeping service registration certificate under home department of the Government
 - m. The Tenderer/Contractor/Suppliers shall not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of Government Agency. Self certified copy to be uploaded.
 3. Proof of deposit of Earnest Money amounting to Rs. 20,000/- (Rupees Twenty thousand) only (See point no 2 in notice)
 4. The bidder shall bear all cost associated with the bids.
 5. The bidders are advised to go through the tender document in website on <https://wbtenders.gov.in> & <https://coochbehar.nic.in>.
2. Security Deposit (SD) will be 3% of the final contract value. EMD will be adjusted with the Security Deposit in the manner as decided by the office. The Sub-Divisional Officer, Cooch Behar, Chairman of Tender Committee will have absolute authority to retain and adjust the same in case the successful Tenderers fail to comply any of its legal/ agreement obligations. The security deposit shall be refunded to the Agency within 30 days from the date of completion/ termination of contract on production of certificate from the Superintendent of Sahid Bandana Smriti Balika Abas that the agency has satisfactorily performed his obligation, whatsoever under this contract. The Earnest Money deposit will be refunded to the unsuccessful Tenderers without any interest in due courses.

3. **Period of Contract:** The proposed security & Sweeping services for 01 Homes in Baburhat Cooch Behar at above mentioned address shall be for the period of **One year** from starting of the contract. However, the **Contract Agreement** with the successful Tenderers can be terminated by the SDO, Sadar, Cooch Behar, Chairman, Tender Committee by giving one month's notice in advance without assigning any reason thereof.
4. The successful tenderer shall be required to execute Contract Agreement on Rs. 10/- Non-Judicial Stamp Paper and on plain paper, with the Superintendent, Sahid Bandana Smriti Balika Abas, Cooch Behar for providing Security & Sweeping Service **for One year** only without any option for renewal. Notice inviting E-Tender and terms and conditions will form part of the agreement.
5. The Tenderer/Agency engaged by this office shall be responsible for safety & security & Cleanliness of the children residing in the home as well as of the office premises including assets, office equipments, furniture, fixtures & fittings in the Sahid Bandana Smriti Balika Abas concerned.

Besides looking after of internal security of Home premises, the Security Personnel deployed by the agency are needed to escort the children going outside the home campus, i.e., on their way to school/ hospitals etc as per the order of the Superintendent of Sahid Bandana Smriti Balika Abas.

For sweeping they clean the whole campus, caring the garbage from the home premises to the garbage disposal point, wash dormitories, garments, rooms, corridors, bathrooms, latrines, toilets, clean the dining, campus, drains, doors, grills, windows, gates, furniture, bushes, jungles, garden etc.

6. The successful Tenderers/ Agency shall endeavor to deploy disciplined Security Guards & sweeping staff in proper uniform carrying name, badge with shoes having LED Torch, Whistle(for security guards), arranged by the Agency especially in case of Night duty-staff. Engagement note of these Security Guards shall be shown by the Agency to the Competent Authority before deploying them for duty.
7. ***The Contractor should submit the details*** like name, father's name residential address and contact numbers of the Security personnel/ Guarding Staff & Sweeping staff deployed by him in Sahid Bandana Smriti Balika Abas to the Superintendent of the Home concerned.
8. The Contractor will have to submit bio-data and identity proof (AADHAR CARD and/or VOTER CARD) of Security personnel/ Guarding Staff & Sweeping staff engaged at Sahid Bandana Smriti Balika Abas for verification and office record. The Agencies should also submit photocopy of the posting / appointment letter of each of its female staff deployed at the Home concerned. If the Contractor withdraws and /or deploys any person in any Home according to its own exigency of work or on advice of The Superintendent, Sahid Bandana Smriti Balika Abas, photocopy of the appointment letter of such newly deployed Security personnel/ Guarding Staff or sweeping staff should also be furnished immediately to the Superintendent.
9. All deployed persons of the successful Tenderer /Agency shall be issued name badges bearing their names by the Agency within one month from the date of signing of this contract, failing which the Chairman of Tender Committee reserves the right to deduct an amount equivalent to the cost of badges from the monthly bills of the Agency. The Agency shall ensure that name **badges** so provided by the Agency are worn by the security guards & sweeping staff while on duty failing which the Authority would inform the Agency of the same for remedial action.

10. The Agency shall not appoint any Sub-contractor to carry out any obligations under the Contract.
11. The Agency may obtain a valid license issued by the competent & designated statutory authority under the Contract Labour (R&A) Act and the rules framed thereto and that is to be submitted along with tender document.
12. The rates quoted by the Agency shall be deemed to be inclusive of all type considerations and the Agency shall not be entitled to any other payment other than what has been specifically provided in the tender document. The Tender Committee, Sahid Bandana Smriti Balika Abas, Baburhat, Cooch Behar ***shall not bear any extra charge*** on any account whatsoever i.e. EPF, ESI and other contribution, Uniform, Liveries, OTA etc.
13. The contractor will discharge all his legal obligations in respect of the workers to be employed/ deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the District Magistrate, Cooch Behar from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws.
14. The Contractor shall submit the monthly Bill in triplicate for payment at the agreed rate at the first date of each month after tallying with the Attendance Register in respect of the Security personnel/ Guarding Staff & sweeping staff deployed by the Contractor in the mentioned Home. The payment of monthly bills from the finalized tenderer would be submitted to respective Home on monthly basis and this will not be linked with the disbursement of wages by the security & sweeping agency to its employees. However, the finalized tenderer will submit proof of disbursement of wages and copy of EPF/ESI challans regarding contributions made to the statutory agencies.
15. Copy of amount paid towards ESI, EPF, Service tax etc. paid for the month to be enclosed along with the Bill during the following month. Without the proceeding payment details, the bills cannot be forwarded to Accounts authorities for further action.
16. Every year during the month of June and December a consolidated List showing the name of the individuals EPF number and amount paid during the year to be given by the contractor to this Principal Employer and it is mandatory to submit the following documents along with the above mentioned list:
 - i. Certified Attendance sheet
 - ii. Duty Roster for the succeeding months
 - iii. ESI payments
 - iv. Employees Provident Fund payments
 - v. Receipted payment of wages sheet to employees for the preceding month
17. The payment of compensation, dues, if any, of the employees appointed by the Contractor for the purpose of this Agreement will be the responsibility of the Contractor only and the Office Authority, in no case will be liable to compensate thereof.

The rates quoted by the intending Tenderer shall be inclusive of tax. The GST as applicable shall be payable to the Tenderer / Agency on the actual approved charge for number of guards deployed as per statutory rates implemented by Government. No escalation in quoted monthly charges other than mandatory & admissible increase / decrease in the minimum wages and the GST are payable. Violation of any statute framed by Government by the tenderer finalized for

the purpose as may come to the notice of Chairman of Tender Committee at a later stage would result in cancellation of tender at a later stage.

18. In addition to above, the tenderer/agency at its own cost, risk & responsibility is to pay all the charges/settle the claims to the workers or labour deployed for services in accordance with the Acts/Statutes as or applicable under the Law.
19. The Tender/Agency must be in possession of all requisite documents etc. which entitle them to take up the job in acceptance of the contract for providing security & sweeping services as may have requisitioned for the same.
20. The validity of rates quoted and agreed by the Tender Committee shall be kept valid for a period of 6 (six) months from the date of opening of the Financial Bid of the tenders.
21. **Risk Clause:** The SDO, Sadar, Cooch Behar, Chairman of Tender Committee, Sahid Bandana Smriti Balika Abas reserves the right to discontinue the service at any time, if the services are found unsatisfactory, by giving a show-cause notice to be replied within a week and also has the **right to award** the contract to any other Agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by rising a separate claim.
22. Any misconduct/ misbehavior on the part of the manpower deployed by the Agency will not be tolerated and such person(s) will have to be replaced immediately.
23. **Duties and responsibilities of the Agency & Security personnel/ Guarding Staff & sweeping staff:**
 - a) **for security guards**
 - i) To look after safety, security & well being of the inmates, maintaining discipline inside the Home at the time of distribution of food, escorting the inmates to hospitals, schools and other places as per direction of the Superintendent of the Home.
 - ii) Any other official duties as may be assigned by the Superintendent, Sahid Bandana Smriti Balika Abas from time to time without compromising the security.
 - b) **for sweeping staff:**
 - i) they clean the whole campus, caring the garbage from the home premises to the garbage disposal point, wash dormitories, garments, rooms, corridors, bathrooms, latrines, toilets, clean the dining, campus, drains, doors, grills, windows, gates, furniture, bushes, jungles, garden etc.
 - ii) Any other duties as may be assigned by the Superintendent, Sahid Bandana Smriti Balika Abas from time to time
24. The approved Tenderer shall remain liable to discharge all statutory obligations for the job.
25. The Agency should submit monthly Bill, in Triplicate along with signed Attendance sheet, in respect of service rendered by the guarding personnel & sweeping staff, to the Superintendent of the respective Home within **1st week** of the **following month** for payment.
26. The payment of bill, after necessary verification and checking by this end, shall be made in due course depending on the availability of fund in proper Head of Account.
27. Pro-rata payment would be admissible for part duty performed, if any.

Special Terms and Conditions

1. Payment of remuneration to be made to individual security Guard & sweeping staff @ minimum wages for labour by the Agency as per recent Govt. Order of Labour Commissioner per head per day..
2. The Tenderer/Agency should quote only the Service Charges including of all taxes, GST etc. per person per day in the BOQ.
3. Payment would be made for 26(twenty –six) days to a person maximum (according to Labour Commission’s law).
4. EPF and ESI money need to be deposited by 15th of next month by the Agency.
5. Challan / Attested photocopy of documents related to submission of EPF and ESI money of preceding month need to be submitted along with the monthly Bill. In absence of these documents, Bill shall not be processed.
6. Any revision of rate from Labour Commissioner’s Office *should be followed* and differential amount of wages will be paid accordingly from this end.
7. Payment to the individual security guard & sweeping staff to be made by the agency by 10th of each following month positively.
8. All statutory obligations under various laws as may be applicable to the contract of labour from time to time shall have to be met by the Agency without any extra claim. Any labour unrest/ dispute arising due to non-implication of any Laws, the entire responsibility will lie on the Agency and removal of disputes is the sole part of the agency without hampering the work schedules at their own cost.
9. All Insurance Coverage and other coverage which are mandatory as per law will be the liability of agency concerned.
10. Agency from adjacent locality of the home is preferable.



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OFFICE OF THE SUPERINTENDENT**

Sahid Bandana Smriti Balika Abas, Cooch Behar

Mob No: 9851985086, Email id- sbsma2013@gmail.com , spsbsbachb.wcdsw-wb@nic.in

Form - B

1.	Name & Address of the Agency with phone No. & e-mail id	:	
2.	Registration No. of the Agency (Copy to be produced)		
3.	Credential details (at least for 02 years) (copy to be produced)		
4.	Earnest Money of Rs. 20,000/- (copy paid online vide point no.1 above)		
5.	License No. of the Agency (issued by competent Authority) (copy to be produced)		
6.	Rate of Service Charges per Security Person per day to be quoted (Inclusive of all taxes, GST etc.) in figures and words. In BOQ also not only here.		
7.	Others/ Remarks		

N.B. 1) The Security personnel/ Guarding Staff & sweeping staff must be paid (as unskilled worker) by the Agency as prescribed from the Labour Department, Govt. of West Bengal time to time which has been concurred by the Finance Deptt.

2) E.P.F., E.S.I. subscriptions as per general Rules to be paid by Security Service Agency.

3) Bonus as per Govt. Rules to be provided by the Security Service Agency.

Declaration

I,Sri/Smt.-----,S/D of-----
-----presently residing at----- hereby declare that I have gone through the Notice and agree to abide by all the terms and condition mentioned in the Notice and the above rates (Service Charges) are for me. I further declare that in no circumstances I shall apply for hiking the rates as quoted above during the period of agreement .I shall also ascertain that I shall submit Bills (in triplicate) on regular basis and the bills will be prepared with proper mentioning of base value.

I am agree to do the works knowing well that the payments will be made from Govt. Exchequer to my bank account depending the availability of allotment of fund in appropriate Head of Account and I shall not stop my work due to delayed of payment. Further I shall not claim any excess amount for delayed payment, if occur so.

I / We do hereby declare that the tender which are acceptable and will be binding upon me/us if my/our tender is accepted/ rejected by the Chairman, Tender Committee, I/ We shall abide by all the terms and conditions as above and as it will be laid down in the contract agreement. In case of **violation of any of the terms** and conditions of the Tender/ Contract, the **Chairman, Tender Committee** will be at **liberty to cancel the contract** and to **forfeit the Security Money** deposited by me/ us without assigning any reason.

Date :

Contact No.

Signature of the Authority of Agency / Proprietor

with address & seal