

**Government of West Bengal**  
**Technical Education, Training & Skill Development Department**  
**Directorate of Industrial Training**  
**Karigori Bhavan, B/7, Action Area-III, 2<sup>nd</sup> Floor, New Town,**  
**Rajarhat, Kolkata-7001**

No- 3E-(Gen)/2013/ 2217

Dated:-20 / 11 /2018

Notice Inviting e-Tender for “Security Services at 69 Government Industrial Training Institute (I.T.I.) across the State of West Bengal for one year, extendable upto two (1+1) more years” across the State during 2018-19 financial year extendable for 2nd year on satisfactory performances.

(Through Pre-qualification)

Directorate of Industrial Training, Government of West Bengal, invites e-tender from bona fide and reputed agencies for the work detailed in the table below. (Submission of Bid through online)

Sl	Name of Work	Earnest Money Deposit	Cost of Tender Document	Duration of Work	Eligibility of Bidders
1	Security services at 69 Govt. Industrial Training Institutes (I.T.I's) across the State for one year, extendable upto two (1+1) more years.	Rs 1,00,000/- (Rupees One Lakh) only	NIL	1 (One) Year extendable up to another 2 year on satisfactory performance	Bonafide outsiders having credentials in similar nature of work
<p style="text-align: center;">*Registered Labour Co-operative Societies will be exempted from paying the Earnest Money Deposit Necessary documents are to be provided for getting the exemption Exemption of EMD for any case other than stated above does not arise</p>					

In the event of e-filling, intending bidders may download the tender documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Completed bids, digitally signed, have to be uploaded in the same website. Payment for earnest money of Rs. 1,00,000/- (Rupees One Lakh) only to be made either by Net Banking through ICICI Bank Payment Gateway or through RTGS/NEFT as detailed below:

a) Payment by NET Banking (any listed bank) through ICICI Bank Payment Gateway:

- i) On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
- ii) Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- iii) Bidder will receive a confirmation message regarding success/failure of the transaction.
- iv) If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government/PSU/Autonomous Body/Local Body/PRI, etc maintained with

the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.

v) If the transaction is failure, the bidder will again try for payment by going back to the first step.

b) Payment through RTGS/NEFT:

i) On selection of RTGS/ NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.

ii) The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank Account.

I. Technical Bid and Financial Bid both will be submitted concurrently duly digitally signed in the <http://wbtenders.gov.in>. Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per tender time schedule stated in Item no.-XI of N.I.T as mentioned in page-4. The documents submitted by the bidders should be properly indexed & digitally signed.

II. Both Technical document and Financial Bid are to be submitted in technical (Statutory & Non –Statutory folder) and financial folder concurrently duly digitally signed in the website <http://wbtenders.gov.in>.

III. The FINANCIAL OFFER of the prospective bidder will be considered only if the TECHNICAL Document (both statutory and non-statutory) of the bidder found qualified by the Director of Industrial Training, West Bengal.

IV. The decision of the Director of Industrial Training, West Bengal, will be final and absolute in this respect. Both the lists of Responsive and Non-Responsive Bidders will be displayed in the website and also in the Notice Board of the office of the Director of Industrial Training, West Bengal, on the scheduled date and time.

V. Eligibility criteria for participation in the tender:

a. The prospective bidders shall have satisfactorily completed as a prime agency during the last 5 (five) years from the date of issue of this Notice at least one work of similar nature under authority of State/ Central Govt., State/ Central Govt. undertaking/ Statutory Bodies Constituted under the Statute of the Central/ State Govt. The prospective bidder should have to submit testimonials of credentials in support of working experience within 5 (five) years. [Non statutory Documents]

N.B.:— Completion certificate should contain a) Name of work, b) Name and address of Client, c) Amount put to tender, d) Date of commencement of work e) Date of completion of work. BOQ for the respective work should be uploaded along with completion certificate.

b. Valid up to date clearance of Income Tax return / Professional Tax Clearance Certificate / Pan Card / VAT Registration Certificate / Voter ID Card (of the person responsible for submission of bid) for self identification to be accompanied with the Technical documents [Non statutory Documents]. Income Tax Acknowledgement Receipt for **Assessment Year 2018–2019** to be

submitted. Valid certificate of license to engage in the business of private security agency in West Bengal, issued by Government Deptt. are to be submitted. [Non statutory Documents].

c. In case of Proprietorship and Partnership Firms and Company to Tax Audited Report in 3CD Form is to be furnished along with Balance Sheet & Profit and Loss A/c. for the last 3 (three) years (year just preceding the current Financial year will be considered as year-1). [Non statutory Documents].

d. Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading any tender for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partner of such firm, to upload such tender. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908. [Statutory Document]

e. Declaration regarding Structure and Organization duly digitally signed by the applicant to be submitted along with application. [Statutory document]

f. Registered Unemployed Engineer's Co-operative Societies are required to furnish valid Bye Law, Current Audit Report, Current N.O.C. from A.R.C.S., Minutes of last A.G.M. and also submit documents of the society consists at least 10 (ten) members out of which at least 60 % should hold degree or diploma in any branch in Engineering. (Non-Statutory documents).

g. Joint venture will not be allowed to participate in the above NIT. A prospective bidder shall be allowed to participate in a single job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job, all his applications will be rejected for that job.

h. Where there is a discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern.

i. Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.

j. The Partnership Firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum. [Non statutory Documents]

k. The bidder must have registrations like Service Tax, PAN, EPF, ESIC, Contract Labour etc. [Statutory Documents]

l. The organization must have office in Kolkata. [Statutory Document]

m. The organization must have managed such operations in at least 3 or more sites, managing all operations without subcontracting the same. A declaration is to be submitted. [Statutory Document]

n. The organization must possess valid Private Security Agency Regulation Act 2005 License (PSARA LICENSE).[Statutory Document]

o. The organization must be carrying out the business directly through staff on rolls and does not sub contract any activity (as specified in the scope of work for this tender).[Non-Statutory Document]

p. The organization should be enlisted with Labour Department of the State and has to submit a valid labour license, in a single contract, of a minimum 150 manpower. [Statutory Document]

VI. No mobilization / secured advance will be allowed.

VII. In connection with the work, Arbitration will not be allowed.

VIII. Bids shall remain valid for a period not less than 120 (one hundred twenty) days after the closing date for Financial Bid/ Sealed Bid submission. Bid valid for a shorter period shall be rejected by the Directorate, as non-responsive. If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

IX. All Bidders are requested to be present in the office of the Directorate, during opening the financial bid. The Directorate, may call Open Bid/Seal Bid after opening of the said bid to obtain the suitable rate further, if it is required. No objections in this respect will be entertained raised by any Bidder who will present during opening of bid, or from any Bidder who will be absent at the time of opening of Financial Bid. No informal bidder will be entertained in the Bid further.

X. Intending bidders may inspect the sites of **Industrial Training Institute** for assessment of nature of work and the duties & the responsibilities to be taken up during execution. Available drawings may be handed over to the agency phase wise. No claim in this regards will be entertained.

#### **THE ABOVE STATUTORY-DOCUMENTS / TECHNICAL COVER CONTAINING**

- i) Documentary evidence for Payment of earnest money of Rs. 1,00,000/- (Rupees One Lakh) made either by Net Banking through ICICI Bank Payment Gateway OR NIFT / RTGS. If any agency/ Organisation is exempted from payment of EMD, copy of relevant Government Order ( only \*Registered Labour Co-operative Societies will be exempted from paying the Earnest Money Deposit) is to be furnished i.e Uploaded without fail.
- ii) Notice Inviting Tender (should be Digitally Signed and Uploaded).
- iii) Application Form in **Annexure A** must be manually signed by filling all the details and same must be uploaded.
- iv) (A) Job Experience and (B) Year-Wise Financial Turn over in **Annexure-‘B’** must **be manually signed** by filling all the details and same must be up loaded. Year-Wise Financial Turn over should be certified by the **Chartered Accountant** stating the net worth and average annual turnover of the Bidder.
- v) The rate will be quoted in the B.O.Q.(Bid B). Quoted rate will be encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in Bid A, the tender is liable to be summarily rejected.

**THE ABOVE STATED NON-STATUTORY DOCUMENTS / TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER**

Sl.No.	Category Name	Sub Category Name	Sub Category Description	Format
A.	CERTIFICATES	A1.CERTIFICATES	<ul style="list-style-type: none"> <li>• GST Registration Certificate &amp; All Challan for deposition of GST till June 2018.</li> <li>• PAN.</li> <li>• P Tax (Challan) (F.Y. 2017-18).</li> <li>• Latest IT Receipt (A.Y. 2018-19)..</li> <li>• Registration for EPF, ESIC, Contract Labour etc.</li> <li>• Certification on ISO 9001:2008.</li> <li>• Valid License of Private Integrated Facility Management services Agency Regulation Act 2005 (PSARA ).</li> </ul>	PDF
B.	COMPANY DETAILS	B1.CERTIFICATES 1	Current registration as Registration under Labour Co-operative Societies. A valid labour license in a single contract, of a minimum 150 manpower.	PDF
		B2.CERTIFICATES 2	<ul style="list-style-type: none"> <li>• Proprietorship Firm (Trade License)</li> <li>• Partnership Firm (Partnership Deed, Trade License)</li> <li>• Ltd. Company (Incorporation Certificate, Trade License)</li> <li>• Society (Society Registration Copy, Trade License)</li> <li>• Power of Attorney.</li> <li>• Documents regarding proof of address of Registered Office located at Kolkata.</li> </ul>	PDF
C.	CREDENTIAL	C1. CREDENTIAL1	<b>Job Experience certificates of min 4 years, Proof of documents for Execution of similar works in one single tender Rs.10 lakhs in a month and average Annual turnover of Rs.10 crore for last 04 (Four) years. Job Experience and Year-Wise Financial Turn Over Should be given in a Chart Forms in Annexure-II &amp; III along with a Certified document by the Chartered Accountant stating the net worth and average annual turnover of the Bidder.</b>	PDF
		C2. CREDENTIAL2	The recent Bank Solvency Certificate of not less than Rs 2.0 crore issued by any nationalized Bank.	PDF
		C3. CREDENTIAL3	Current Non-conviction certificate or affidavit of non conviction affirmed before a First Class Magistrate (affidavit sworn after 1st September 2018),	PDF
		C4. CREDENTIAL4	Certificate regarding non-pending of litigation, Document regarding non-performance of contract as part of contractors' default if any or affidavit of non-pending of litigation affirmed before a First Class Magistrate (affidavit sworn after 1st September 2018),	
D.	FINANCIAL INFO	D1. P/L & BALANCE SHEET 2015-2016	P/L & Balance sheet 2015-2016	PDF
		D2. P/L & BALANCE SHEET 2016-2017	P/L & Balance sheet 2016-2017	PDF

		D3. P/L & BALANCE SHEET 2017-2018	P/L & Balance sheet 2017-2018	PDF
E	DECLARATION	E1.DECLARATION	Last 3 years returns of Income Tax i.e. for A.Y. of 2016-17 and 2017-18, 2018-19.	PDF
		E2.DECLARATION	3 years returns of Service Tax / 3 years returns of VAT/ 3 years returns of CST as applicable.	PDF
		E3.DECLARATION	Last Payment Receipt/ Challan of Goods & Service Tax (GST) till 31-07-2018.	PDF
		E4.DECLARATION	Declaration regarding claim of GST required or not. If required, %age and amount of GST kindly be mentioned.	PDF
		E5.DECLARATION	Declaration regarding providing of Training & Certification to engaged Security Guard through <b>NCVT or Sector Skill Council</b> .	PDF
		E6.DECLARATION	Declaration regarding <b>Agency Charges</b> has included the cost of materials required for the services and seasonal clothing with uniform of the deployed persons, Employer contribution of P.F. & E.S.I., admin cost etc.	PDF
		E7.DECLARATION	Declaration giving consent for providing the service, for 2 <sup>nd</sup> and 3 <sup>rd</sup> year, at an agency charge 5% higher than the quoted one as escalation cost. if asked for by the Department.	PDF
		E8.DECLARATION	District wise Infrastructures/ Offices in West Bengal along with detailed address and Contact Numbers.	PDF
		E9.DECLARATION	List of present Employees (at least 100 heads) working for a period not less than 01(one) year along with the documentary evidence of their Bank, E.S.I. & E.P.F. Accounts and Mobile Number of Individuals.	PDF

NOTE:- Hard Copy of all above **STATUTORY and NON-STATUTORY DOCUMENTS** should be **Signed by the authorized signatory of the agency and submit the same in a sealed cover to this Directorate on or before the closing date (online) of Tender i.e. 12.12.2018 at 14.00 HRS.**

XI. IMPORTANT DATES: Given below:

Sl	Activity	Scheduled Date
1	Date of uploading of N.I.T. Documents (online)	<b>20.11.2018</b>
2	Documents download start date (online)	<b>20.11.2018 at 18.00 HRS</b>
3	Date of Pre Bid Meeting with the intending bidders in the Chamber of JDIT-1, O/O DIT, Karigori Bhawan.	<b>22.11.2018 at 14.00 HRS</b>
4	Bid submission start date (online)	<b>22.11.2018 at 16.00 HRS</b>
5	Bid submission closing date (online)	<b>12.12.2018 at 14.00 HRS</b>
6	Bid Opening date for Technical proposals: Bid A (online)	<b>14.12.2018 at 14.00 HRS</b>

- XII. Earnest Money: As mentioned in the table at page–1.
- XIII. The Bidder, at his own responsibility and risk, is encouraged to visit and examine the site of works and its Surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting e-Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.
- XIV. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of bidding documents shall be reimbursable. The Directorate reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at the stage of Bidding..
- XV. Performance Guarantee:
- a. The organization must not have any record of poor performance, abandoned work, having being blacklisted by any Government organization. Accordingly one undertaking stating the same should be submitted to the tender inviting authority. [Statutory Document].Registered declaration regarding the same should be submitted by successful bidder at the time of formal agreement.
  - b. The organization must have to submit performance bank guarantee for **Rs.5 lakh** as security. Otherwise, the amount will be deducted from the first one/two bills.
  - c. Contract may be terminated due to non-performance of the Performance Security for consecutive 3 (three) working days. The authority will issue the notice of termination to the agency. Penalty will be imposed @ doubled that of the prevailing rate for the default period due to non-performance from the bill of the agency.
  - d. The organization must demonstrate implementation of adequate checklist and process flow to monitor the operation and guarantee the performance at every point of time.
- XVI. Prospective applicants are advised to adhere to the minimum qualification criteria as mentioned in 'Special Terms& conditions' before tendering the bids.
- XVII. Conditional/Incomplete tender will not be accepted under any circumstances.
- XVIII. The intending bidders are required to quote the rate online.
- XIX. Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970, (b) Apprentice Act. 1961 and (c) minimum wages Act, 1948 and the notifications thereof or any other laws relating thereto and the rules made and order issued there under from time to time.
- XX. In case of ascertaining authority of intending bidders at any stage of tender process or execution of work, necessary registered irrevocable power of attorney is to be produced as and when asked for by the Tender Inviting & Accepting Authority.
- XXI. During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/manufactured/fabricated, that bidder would not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice. The Directorate reserves the right to cancel the NIT due to unavoidable circumstances without assigning any reason, whatsoever, to the bidders and no claim in this respect will be entertained.
- XXII. In case there be any objection regarding prequalifying the Agency that should be lodged to the Directorate within 02(two) day from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Directorate of Industrial Training, West Bengal.
- XXIII. Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest bidder if necessary. After verification if it is found that the documents submitted by the lowest bidder is either manufactured or false in that case work order will not be issued in favour of the said bidder under any circumstances and the Earnest Money deposited by the bidder will be forfeited by the Tender Inviting Authority without assigning any reason thereof.

XXIV. If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence.

- a. Tender Application Form
- b. NIT
- c. Special terms & conditions
- d. Technical Bid
- e. Financial Bid

XXV. Qualification criteria:– The bidders shall have to meet all the minimum criteria regarding:

- a. Financial Capacity
- b. Technical Capacity comprising of personnel & equipment capability
- c. Experience/Credential

The eligibility of a bidder will be ascertained on the basis of the digitally signed documents in support of the minimum criteria as mentioned above. If any document submitted by a bidder is either manufactured or false, the eligibility of the bidder/ bidder will be out rightly rejected at any stage without any prejudice.

Scope of Work:-

1. Security Services for the whole campus
2. Key Management
3. Lobby Security and Escort Management
4. Flag hoisting

## **1. Scope of Security Services**

- a. The Personnel working as security guards ought to be polite but Firm, Disciplined, Physically Fit and Alert, smartly dressed in uniform.
- b. To attend with compliments to distinguished visitors, VIP's and Officers.
- c. Check, Control and Restrict entries of outsiders by valid passes or searching if required and movement of vehicles and incoming/outgoing Materials (with gate passes, challan) and time keeping.
- d. Maintain strict security of Men, Material and Premises and maintain Diary to note all important events/happenings information received/passed to the management. Entirely responsible for thefts of easily movable items like bathroom-fittings, fans, Exhaust Fans, Telephone Instruments, Fire Extinguishers, or Fire Fighting Systems etc.
- e. Will stand by management during emergency like Gherao, Picketing, Strike etc. and also provide Security from any assaults whatsoever.
- f. Not to leave the place of duty under any circumstance until and unless properly relieved. Sign accordingly in handing taking over Register etc.
- g. Prevent of misuse of Electricity and water.
- h. In case of fire, the Security Guard will immediately alert the Staff on duty and assist in Fire Fighting operation and also inform to Head of the concerned office. In case of Fire Accident before or after Office Hours the Guards shall also inform the nearest Fire Station.
- i. The security guard must watch that there is no unidentified/ unclaimed/ suspicious objects/ persons in the building/premises.
- j. The security guard shall ensure that all the electrical equipments/instruments/lights and fans should be switched off at the time of closure of the office who are part of the office.
- k. The security guard should ensure that all the officers/rooms are locked at the close of office and opened at the beginning of office hours and there is safe keeping of the keys.
- l. The security personnel must be in proper neat and tidy uniform
- m. The names of the security guards should always be displayed by them on their uniforms for identification purpose.



- n. The Agency should arrange for surprise checks (during day and night) to check the alertness and attentiveness of the security guard.
- o. The security guard should check the bags/ briefcases of the visitors if considered necessary.
- p. The security guards shall at all times comply with all directions and instructions of Head of the concerned office. Non-compliance of instructions can lead to termination of agreement.
- q. The whole campus should be covered by round (patrolled ) of the security persons in a regular manner and all theft averted.
- r. Pilferage and theft of government goods and materials is to be prevented and those indulging in these practices are to be apprehended.

## **2. Scope of Key Management Service:**

- i) To manage and maintain records of Door Keys movement of the entire office.
- ii) Prepare inventory of all the Door Keys of the entire office.
- iii) Facilitate cleaning of rooms by HK staff under supervision of Security Staff.
- iv) Locking the rooms at the end of office hours under supervision of Security Staff.
- v) Daily reckoning of keys at the end of office hours.
- vi) Anomaly if any, to be reported to Authority immediately.
- vii) Monitor door lock maintenance and repair and replace of keys, if lost, by maintaining all records and taking approval from the authorities.

## **3. Scope of College gate Security and Escort Management:**

- i) Check the visitors' identity as soon as the person reaches the lobby.
- ii) Guide the visitors on how to reach their destination.
- iii) Support the visitor if he seeks any information.
- iv) Greet & escort the VIP/ CIP from the lobby to the office he/she wants to visit.

## **4. Scope of Flag hoisting:**

National flag is to be hoisted after sunrise in the morning & to be resealed before sunset in the evening every day. Arrangement to be made for hoisting National Flag on the Republic Day and the Independence Day.

## **5. Scope of Electro-Mechanical Support Service:**

### **Fire Fighting System Maintenance Monitoring**

- a. Periodic check of the portable fire extinguisher for their position/location.
- b. Monitor the life of the extinguishers and follow up with authorized vendor for necessary refilling and keep record of the same.
- c. Check that the necessary and appropriate operating instructions are displayed in front of fire extinguishers.
- d. Monitor that the AMC of the detection/fighting system is being carried out by the authorized vendor as per schedule.
- e. To finalise building evacuation plan with the institute authority and to check that it is displayed in suitable locations of the building.

(List of I.T.I.'s & Requirement of Manpower)

**1. Number of manpower to be deployed at different Functional Institutes for Security Service**

SI No.	Name of I.T.I.	Under ZONE	No. of unarmed Security Guard required	Name of the authority under whom the Security Guard to be provided.
1	ITI Alipurduar	A	4	Principal I.T.I. Alipurduar
2	ITI Balurghat	B	4	Principal I.T.I. Balurghat
3	ITI Barrackpur	A	4	Principal I.T.I. Barrackpur
4	ITI Berhampur	A	6	Principal I.T.I. Berhampur
5	BTC (Chem) Hooghly	A	4	A.D.I.T. of BTC (Chem) Hooghly.
6	ITI Chhatna	B	4	Principal I.T.I. Chhatna
7	ITI Coochbehar	A	6	Principal I.T.I. Coochbehar
8	ITI Durgapur	A	6	Principal I.T.I. Durgapur
9	ITI Gariahat	A	6	D.D.I.T. of I.T.I. Gariahat
10	ITI Habibpur	B	4	Principal I.T.I. Habibpur
11	ITI Haldia	A	4	Principal I.T.I. Haldia
12	ITI Hooghly	A	6	Principal I.T.I. Hooghly
13	ITI Howrah Homes	A	6	D.D.I.T of I.T.I. Howrah Homes
14	ITI Jhargram	A	3	Principal I.T.I. Jhargram
15	ITI Kalyani	A	6	Principal I.T.I. Kalyani
16	ITI Maldah	A	4	Principal I.T.I. Maldah
17	ITI Midnapur	A	4	Principal I.T.I. Midnapur
18	ITI PCBG, Kolkata	A	4	A.D.I.T. of I.T.I. P.C.B.G, Kolkata
19	P.Roy ITI, Amtala	A	4	Principal, P Roy, Amtala I.T.I.
20	ITI Purulia	A	4	Principal I.T.I. Purulia
21	ITI Raiganj	B	4	Principal I.T.I. Raiganj
22	ITI Siliguri	A	6	Principal I.T.I. Siliguri
23	ITI Suri	B	6	Principal I.T.I. Suri
24	ITI Tollyganj	A	6	D.D.I.T of I.T.I. Tollyganj
25	ITI Tufanganj	A	4	Principal I.T.I. Tufanganj
26	WITI Banipur	B	4	ADIT W.I.T.I. Banipur
27	WITI Burdwan	A	4	ADIT W.I.T.I. Burdwan
28	WITI Kolkata	A	4	ADIT W.I.T.I. Kolkata
29	WITI Siliguri	A	4	ADIT W.I.T.I. Siliguri
30	ITI Tung	A	4	Principal I.T.I. Tung
31	ITI Binpur	B	6	Principal I.T.I. Jhargram
32	ITI Sibpur	A	4	Principal I.T.I. Sibpur
33	ITI Fulia	B	4	Principal I.T.I. Fulia
34	R.O. Siliguri	A	2	JDIT R.O. Siliguri
35	R.O.Durgapur	A	2	JDIT R.O. Durgapur
36	I.T.I. Sabrakone	B	4	Superintendent, I.T.I. Sabrakone
37	I.T.I. Rupnarayanpur	A	4	Superintendent, I.T.I. Rupnarayanpur
38	Satish Chandra I.T.I.	A	4	Superintendent, Satish Chandra I.T.I.
39	I.T.I. Kanyapur	A	4	Superintendent, I.T.I. Kanyapur

40	I.T.I. Chinsurah	A	4	Superintendent, I.T.I. Chinsurah
41	I.T.I. Subhasnagar	A	4	Principal, I.T.I. Subhasnagar
42	I.T.I. Hijli	A	4	Principal, I.T.I. Hijli
43	Sarajuprasad Junior Engineering I.T.I.	B	4	Principal, Sarajuprasad Junior Engineering I.T.I.
44	I.T.I. Kaliaganj	A	4	Principal, I.T.I. Kaliaganj
45	BPC ITI Krishnanagar	A	4	Superintendent, BPC ITI Krishnanagar
46	ITI Chhotojagulia	B	4	Principal, ITI Chhotojagulia
47	ITI Jalpaiguri	A	4	Principal, ITI Jalpaiguri

**2. Number of manpower to be deployed at different **Non-Functional Institutes** for Security Service**

SI No.	Name of I.T.I.	Under ZONE	No. of unarmed Security Guard required	Name of the authority under whom the Security Guard to be provided.
1	ITI at Barjora	A	4	Principal, ITI-Chatna
2	ITI at Labhpur	B	4	Principal, ITI Suri
3	ITI at Monteswar	A	4	ADIT, WITI Burdwan
4	ITI at Galsi-I	A	4	ADIT, WITI Burdwan
5	ITI at Gurubathan	B	4	JDIT, RO, Siliguri
6	ITI at Kharibari	B	4	Principal, ITI Jalpaiguri
7	ITI at Phansidewa	A	4	ADIT, WITI Siliguri
8	ITI at Metiali	B	4	Principal, ITI Jalpaiguri
9	ITI at Kalchini	B	4	Principal, ITI Jalpaiguri
10	ITI at Harishchandrapur-I	B	4	Principal, I.TI Malda
11	ITI at Farakka	A	4	Principal, ITI Habibpur
12	ITI at Chhapra	B	4	Superintendent, BPC ITI Krishnanagar
13	ITI at Krishnanagar-II	A	4	Superintendent, BPC ITI Krishnanagar
14	ITI at Haringhata	B	4	Principal, ITI Kalyani
15	ITI at Krishnaganj	B	4	Superintendent, BPC ITI Krishnanagar
16	ITI at Karimpur-I	B	4	Superintendent, BPC ITI Krishnanagar
17	ITI at Hingalganj	B	4	Principal, ITI Barrackpore
18	ITI at Daspur - II	B	4	Principal, ITI Jhargram
19	ITI at Pingla	A	4	Principal, ITI Hijli
20	ITI at Binpur-I	B	4	Principal, ITI Jhargram
21	ITI at Egra-I	A	4	Principal, ITI Haldia
22	ITI at Santuri	A	4	Principal, ITI Purulia

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## Special Terms & Conditions

1. The bidder should be reputed & resourceful Security Agency having working experience in Govt. Offices or Organization. The bidder should be a Govt. registered Security Agency. **[Non-Statutory Document]**
2. The organization must have average annual turnover of **Rs.10 crore per year for last Four financial years.** The organization has to produce a recent **Bank Solvency Certificate of not less than Rs 2.0 crore** issued by any schedule Bank Reserve Bank of India and endorsed issued within last three months. The Organization must be managing all the operations through staff on direct rolls and not engage sub contractor. A certified document by the registered Chartered Accountant stating the net worth and annual turnover of the Bidder has to be submitted separately for F.Y. 2014-15, 2015-16 2016-17 & 2017-18. **[Non-Statutory Document]**
3. The organization must have adequate resources and infrastructure to provide training, grooming and upgrade the operations as a continuity plan. The persons deployed should be either already trained and certified or should be trained and certified within 6 months of deployment. Certification must be from NCVT or Sector Skill Council. Certificates of training are to be produced at the institute where the deployment of the staff is going to be done. The bidder have to give an undertaking on the above. He /She shall also mention the Certificate issuing Authority and from where it is recognized. **[Statutory Document]**. A declaration of number of persons trained by the agency during 2018-19 F.Y. is to be provided with documentary evidence. **[Statutory Document]**.
4. Training provider must be an NSDC Partner & registered with Security / Hospitality Sector Skill Council. **[Statutory Document]**.
5. The company must possess adequate no. of Single Disc Scrubber, High Pressure water jet, Wet & Dry Vacuum Machine to ensure cleanliness of all the institutes as and when required. Bidders have to submit documents to proof of availability at the time of bidding. A schedule of machineries to be used by the agency at the institutes on weekly/monthly basis needed to be given. Failing to provide such programme with declaration of maintaining the schedule along with documents and numbers of above stated equipment in possession of the agency are to be provided **[Statutory Document]**.
6. The Organization must have minimum two running contracts of providing Security, services. The value of each contract shall be **10 lakh per month** or above. Documentary evidence should be submitted. **[Statutory Document]**
7. The bidder may satisfy themselves by actual visit to the site, locations and the area before quoting rate in the quotations.
8. AGENCY CHARGE :
  - a. The participating bidder is required to quote its AGENCY CHARGE, i.e. agency charge for deployment of such persons on per person per month basis, FOR ONE YEAR, in figure only in the Item-Rate BOQ downloading from tender documents of this tender.

It will be same for all the institutes and for all category of services, irrespective of its location (Zone A or Zone B). The quoted Agency Charge shall be inclusive cost of

- a) all required materials for the said services of security, i.e. Torch (5 Cell) for each Guard, Umbrella (Big Size), Gumboot (Big Size), Siren, Lathi for each Guard on yearly basis and 05 (Five) Battery for each guard at monthly basis.
- b) at least two sets of uniform at Six month interval.
- c) The **Employer contribution to P.F. and E.S.I** to be made by the security agency as its statutory obligation as employer of the security personnel.
- c) any other charges.

No money can be extorted by cash or by deduction from wages in the name of registration or whatsoever reason from the deployed persons.

Minimum wages, Employee's contribution to PF & ESI at the extant rate etc will be reimbursed extra by the Department and should not to be quoted as a part of the agency charge.

- b. It may be mentioned that minimum wages as notified by Labour Commissioner from time to time will be paid by this Dept.
  - c. On satisfactory performance of the L1 bidder, the service may be continued for 2nd year, at an agency charge 5% higher than the quoted one as escalation cost. The bidder must submit a declaration giving consent for providing the service, if asked for by the Department, for at least another one year beyond the current year at the rate calculated as per detail given above. **[Statutory Document]**.
  - d. No extra claim will be entertained on any account and the Agency charge will remain fixed for a period of one year from the date of engagement.
  - e. Selection of L1 bidder will be based on the minimum of Agency charge claimed in the respective column of BOQ (Item-Rate BOQ). The bidder has to provide service to all the listed institutes and a declaration is to be submitted that he will provide service to all mentioned institutes in Scope of work, at the same rate of agency charge. Partly bidding is not accepted in any manner whatsoever **[Statutory Document]**.
9. Payment of minimum wages including that for working beyond duty hours and working on holidays, if any, for deployed manpower shall have to be made into the bank a/c of the persons deployed for the mentioned services and proof of such payment has to be submitted to the Deptt. for release of next payment.  
Any report of violation will be treated accordingly and shall lead to termination of contract, if such report is found to be true.
10. Payment of minimum wages to the deployed personnel is a must. Latest notification of Labour Dept of the State has to be followed for payment of minimum wages as well as for work beyond duty hours and for work on the days of weekly rest. Any deduction from the minimum wages for whatsoever reasons, including the employees' contribution towards ESI and EPF, will not be allowed.
  11. Payment to the agency will be made after confirmation of payment of wages and statutory dues. Receipt of sanction from Govt will never be a precondition for making payment to the labourers, salaries for each must be paid by bank transfer by 10th of the next month without fail. Any report of violation will be treated accordingly and shall lead to termination of contract, if such report is found to be true.
  12. Conditional quotation will not be accepted.
  13. Quoting zero rate will be considered as non-responsive and will be summarily rejected.
  14. The agency engaged for this work will have to maintain a regular contact with the nodal authority of the Department and holds discussion regarding performance of work.
  15. The agency engaged for this work will have to engage all Security Guard and supervising staff round the clock.
  16. The persons engaged for duty will have to wear same uniform for identification promptly. Uniform will have to be supplied by the agency for which no additional allowance or charges will be entertained.
  17. The duty Roster of the persons to be engaged for guarding will have to be intimated duly to the Concern authority in cases of every change of duties.
  18. In case of negligence in performing duty for any guard, should be removed immediately from duties by the Agency.
  19. No claim will be entertained for the permanent service of the guards engaged and the concerned authority shall not remain responsible in any liabilities or complication arises from the guards.
  20. The authority shall not be responsible to supply uniform and seasonal clothings. The same are to be supplied by the successful quotationer and the cost may be considered in the rate quoted by the quotationers.
  21. The authority shall not be responsible to compensate or otherwise liable in any manner whatsoever for an injury and/or death of security guards while on duty.
  22. The guarding arrangement will have to be made from the date as mentioned in the work order.

23. Torches and batteries for guarding will have to be provided by the concerned quotationer at his own cost. In case of emergencies and when the situation requires supply of additional guards will have to be made available at the same rate as accepted on requisition.
24. Immediately after receiving the work order the quotationer must submit a detail list showing the name, signature (LTI) and passport size photographs in duplicate of security guards duly attested by the contractor well in time, to the undersigned. If, any change is made subsequently by the contractor the change (in name, signature etc.) is also to be intimated as and when such change is made & the identity of each guards shall have to be initiated by the undersigned.
25. The Agency should have valid ESI and PF registration numbers. Copy of allocation letter and copy of latest valid remitted challans shall be enclosed. [Statutory Document]
26. Qualifications of Persons deployed
  - a. Security Guard– At least VIII passed with good physique with appropriate certification.
  - b. Languages known: Should be able to read and write Bengali & English.
21. The Security personnel shall perform the duties round the clock on all days of the month and year. The shift timings shall be strictly adhered to and no guard shall be allowed to continue beyond his stipulated shift timings, for whatsoever reason it may be. Any absenteeism on duty has to be made up by the firm by deploying guard at their resources. The contractor will ensure that after every 6 days of work, a weekly off (for full day) must be given to guards and this aspect has to be strictly adhered to. The arrangement of alternative security personnel for maintaining such holidays has to be made by the agency and the wages of such personnel only will be paid extra as per notification of the Labour Commission.
22. The agency will not be entitled to withdraw the agreement without serving a notice of withdrawal to the tender inviting authority at least three months in advance.
23. The tender inviting authority reserves the right to terminate the agreement any time without assigning any reason there on and even for non-performance of any clause above after serving a notice of 1 (one) month advance.
24. During the period of the notice as explained in clause 22 & 23 above the contractor agency will be bound to carry on his duties and responsibilities as defined and explained in all the clause of “Special terms and condition” in right earnest up to the satisfaction of the tender inviting authority, failing which the essential and inescapable, works will be gone through the other agency at the cost of the defaulting contractor/agency as said above without any further intimation/notice to him.
25. The agency will have to take immediate redressal measure on receipt of any intimation from the authorized representative of the undersigned as to the irregular/improper performance of duties by the person deployed failing which action will be taken by the undersigned.
26. The agency will itself ready to take up the work immediately after the issue of work order.
27. Certification: The organization must have certification on ISO 9001:2008. [Statutory Document]
28. All staffs of the organization must have uniforms & identity card.
29. The organization must have adequate technical knowhow of equipments to be engaged for the operation.
30. The organization must have adequate resource and capability to provide machines for the operations wherever and whenever required.
31. The organization will have to produce list of all necessary materials, equipments & machines currently owned by them as per last audited balance sheet to ensure that they are capable of doing the business. [Non-Statutory Document]
32. Intending bidders are requested to inspect the site Govt. ITI for assessment of nature of work and requirement of materials, machineries & equipments.

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## SECTION – A INSTRUCTION TO BIDDERS

### **General guidance for e-Tendering:**

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

1. Registration of Contractor or: Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://wb-tenders.gov.in> (the e-tendering web portal of the Government of West Bengal).
2. Digital Signature certificate (DSC): Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1 above. DSC is given as a USB e-Token.
3. The contractor can search & download NIT & Tender Document(s) electronically from computer once he logs on to the website mentioned above, using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
4. Participation in more than one work: A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If it is found that a single bidder has applied severally in a single job all his applications will be rejected for that job.
5. Submission of Tenders: Tenders are to be submitted through online to the website mentioned above, in separate folders at a time for each work, in Technical Proposal & in Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).
6. Technical Proposal: The Technical proposal should contain scanned copies of the following in following covers (folders):

### **a. Statutory Cover as detailed below:**

- i. Tender Application Form & NIT (download properly and upload the same digitally Signed).
- ii. The rate will be quoted in the B.O.Q. (Bid B). Quoted rate will be encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in Bid A, the tender is liable to be summarily rejected.
- iii. Tech Document 1 {Should include Power of attorney, Organogram, Deed, Proof of Office in Kolkata, Undertaking on Performance}
- iv. Tech Document 2 {Should include Registration with Regn Nos, where applicable, of EPF, ESIC, Service Tax, Contract Labour Certificate, Labour license for minimum 150 manpower in a single order, PSARA License, Valid ISO: 9001-2008 Certificate, Declaration that service to all 66 institutes and North Bengal Sectt of the Dept will be provided}.

- v. Tech Document 3 {Training Facility Details and Declarations as per Point 3 &4 of Page 13, Declaration for payment of minimum wages}.
- vi. Tech Document 4 {All the certificates & documents regarding legal entity, annual turnover, technical capabilities, statutory liabilities and taxation, certification, manpower, machine & performance guarantee as mentioned in prequalification criteria, Certificates from registered Chartered Accountant stating the Turnovers of the organisation clearly for the F.Y. 2014-15, 2015-16, 2016-17, 2017-18 List of machineries possessed by own / arranged through lease hold agreement along with authenticated copy of invoice, challan & way-bill. Declaration with schedule on the programme of machinery mobilisation at site}.

**b. Non-statutory Cover containing the following documents:**

- a. Professional Tax (PT) deposit receipt challan for the financial year 2015-16, Pan Card, IT SARAL for the Assessment year 2014-15, 2015-16, 2016-17, 2017-18 VAT Registration Certificate, if any.
- b. Registration Certificate under Company Act. (If any).
- c. Trade License of the Company
- d. Registered Deed of partnership Firm / Article of Association & Memorandum.
- e. Power of Attorney (For Partnership Firm / Private Limited Company, if any).
- f. Tax Audited Report in 3 CD form along with Balance Sheet & Profit & Loss A/c. for the last 3 (five) years(year just preceding the current Financial Year will be considered as year – I).
- g. Clearance Certificate for the Current Year issued by the Assistant Register of Co-Operative Society (ARCS),bye laws are to be submitted by the Registered Labour Co-Operative Society / Engineers' Co-Operative Society.
- h. List of Technical staffs along with structure & organization
- i. For Registered Unemployed Engineers' Co-operative Societies and Registered Labour Co-operative Societies having Credential for completion of at least one similar nature of work under the authority of State / Central Government, statutory bodies under State / Central Government constituted under the statute of the State / State Government having a magnitude of 40% (forty percent) of the Estimated amount put to tender during the last 5 (five) years prior to the date of issue of this NIT is to be furnished.
- j. The prospective bidder should have to submit testimonials of credentials in support of working experience within 5 (five) years. Scanned copy of Original Credential Certificate as stated in of NIT shall have to be submitted (on line).

N.B.: Failure of submission of any of the above mentioned documents as stated in Sl. No A. 6. (a) and Sl.No A. 6. (b) will render the bidder liable to be rejected for both statutory & non statutory cover.

**The above stated Non-Statutory/ Technical Documents should be arranged in the following manner:**

Click the check boxes beside the necessary documents in the My Document list and then click the tab “Submit Non Statutory Documents’ to send the selected documents to Non-Statutory folder. Next Click the tab “Click to Encrypt and upload” and then click the “Technical” Folder to upload the Technical documents.



1. Tender Evaluation Committee (TEC): Evaluation Committee constituted as per order of the Department of Technical Education & Training, Government of West Bengal will function as Evaluation Committee for selection of technically qualified contractors.
2. Opening & evaluation of tender: If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.
3. Opening of Technical Proposal: Technical proposals will be opened by Directorate of Industrial Training, WB and his authorized representative electronically from the website using their Digital Signature Certificate (DSC).
4. Intending bidders may remain present if they so desire.
5. Cover (folder) for Statutory Documents [Ref. Sl. No. A.6. (a)] will be opened first and if found in order, cover(folder) for Non-Statutory Documents [Ref. Sl. No. A.6. (b)] will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.
6. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.
7. Summary list of technically qualified bidders will be uploaded online.
8. Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible bidders will be uploaded in the web portals.
9. During evaluation the committee may summon of the bidders & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

## **10. Financial Proposal**

- a. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities(BOQ). The contractor is to quote the rate against each & every item of work in the space provided in the BOQ (in figure only) online through computer in the space marked for quoting rate in the BOQ.
- b. Only downloaded copies of the above documents are to be uploaded, after quoting rates, virus scanned & Digitally Signed by the contractor.
- c. Penalty for suppression / distortion of facts: If any bidder fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the bidder and action may be referred to the appropriate authority for prosecution as per relevant IT Act.
- d. Rejection of Bid: Employer reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

- e. Award of Contract: The Bidder who's 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. The Agreement in the line of W.B. From No. 2911(ii) will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including NIT & B.O.Q. 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 downloading from the website along with requisite cost through Demand Draft / Pay Order issued from any nationalized bank in favour of the Directorate of Industrial Training, West Bengal within time limit to be set in the letter of acceptance.

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ANNEXURE - I  
APPLICATION

Notice Inviting e-Tender for “Security Services at 69 Government Industrial Training Institute  
(I.T.I.) across the State of West Bengal

NIT No \_\_\_\_\_

1 Name and address of Firm/Agency/ Company

2 Telephone& Fax Nos:

3 Cell phone Numbers

4 E-mail ID

5 Name, Designation & Mobile No of Authorised Signatory

6 Please specify as to whether tenderer is sole proprietor/ Partnership firm/Private or Limited company

7 Name, Address and Telephone No of Directors/partners

8 Name & Address of the Banker

9 Details of Earnest Money Deposit

a) Amount

b) ID:

c) Date :

d)

10Any other information:

Declaration by the Bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and condition contained herein and undertake myself/ourselves to abide by them.

(Signature of the Bidder  
(Name and Address with Seal)

**ANNEXURE- II**

**JOB EXPERIENCE:-**

Sl. No.	Name and address of Client	Amount put to tender	Awarded Amount of tender	Date of commencement of work	Date of completion of work	BOQ for the respective work should be uploaded along with completion certificate (YES/NO)
1	2	3	4			5
1						
2						
3						
4						
5						
6						
7						
8						

**ANNEXURE- III**

**YEAR-WISE FINANCIAL TURN-OVER**

Sl. No.	Turn Over & Net Worth amount in the year of 2014-15	Turn Over & Net Worth amount in the year of 2015-16	Turn Over & Net Worth amount in the year of 2016-17	Turn Over & Net Worth amount in the year of 2017-18	A certified document by the Chartered Accountant stating the net worth and average annual turnover of the Bidder has to be submitted. (YES/ NO)
1	2	3	4	5	
Turn Over					
Net Worth					

Signature of Bidder  
With official Seal

Counter Signature of  
Chartered Accountant  
With official Seal

**ANNEXURE-IV**  
**CHECK LIST**

Sl. No.	List of Documents	Uploaded (Yes/ No)
1	2	3
1	Documentary evidence for Payment of earnest money of Rs. 1,00,000/- (Rupees One Lakh) made either by Net Banking through ICICI Bank Payment Gateway OR NIFT / RTGS. If any agency/ Organisation is exempted from payment of EMD, copy of relevant Government Order ( <b>only</b> *Registered Labour Co-operative Societies will be exempted from paying the Earnest Money Deposit) is to be furnished i.e Uploaded without fail.	YES / NO
2	Notice Inviting Tender Digitally Signed and Uploaded	YES / NO
3	Application Form in <b>Annexure I</b> must be manually signed by filling all the details and same must be uploaded.	YES / NO
4	Job Experience (min 4 years, Proof of documents for Execution of similar works in one single tender Rs.10 lakhs in a month and above) in Annexure-II and Year-Wise Financial Turn over (average Annual <b>turnover</b> of Rs.10 crore for last 04 (Four) years) in <b>Annexure- III</b> must be <b>manually signed</b> by filling all the details and up loaded. Year-Wise Financial Turn over i.e. Annexure-III Counter-Signed by a <b>Chartered Accountant</b> .	YES / NO
5	The rate will be quoted in the B.O.Q.(Bid B) only. Quoted rate encrypted in the B.O.Q. under Financial Bid and Up Loaded.	YES / NO
6	GST Registration Certificate	YES / NO
7	PAN Card with the latter of issued by the Authority	YES / NO
8	P Tax (Challan) (2018-19).	YES / NO
9	Registration for Service Tax	YES / NO
10	Certificate and return of EPF, Certificate and return of ESIC	YES / NO
11	Certification on ISO 9001:2008.	YES / NO
12	Valid License of Private Security Agency Regulation Act 2005 (PSARA).	YES / NO
13	Valid labour license in a single contract, of a minimum 100 manpower	YES / NO
14	Proprietorship Firm (Trade License) OR Partnership Firm (Partnership Deed, Trade License) OR Ltd. Company (Incorporation Certificate, Trade License) OR Society (Society Registration Copy, Trade License) OR Power of Attorney.	YES / NO
15	Documents regarding proof of address of Registered Office located at Kolkata	YES / NO
16	The recent Bank Solvency Certificate of not less than Rs 2.0 crore issued by any nationalized Bank.	YES / NO
17	Current Non-conviction certificate or affidavit of non conviction affirmed before a First Class Magistrate (affidavit sworn after 1st July 2018),	YES / NO
18	Certificate regarding non-pending of litigation, Document regarding non-performance of contract as part of contractors' default if any or affidavit of non-pending of litigation affirmed before a First Class Magistrate (affidavit sworn after 1st July 2018),	YES / NO
19	P/L & Balance Sheet for the year 2015-16, 2016-17 and 2017-18.	YES / NO
20	Last 3 years returns of Income Tax i.e. for A.Y.of 2016-17, 2017-18 and 2018-19	YES / NO
21	3 years returns of Service Tax / 3 years returns of VAT/ 3 years returns of CST as applicable	YES / NO
22	Latest Payment Receipt/ Challan of Goods & Service Tax (GST) till 31-07-2018.	YES / NO
23	Declaration providing of Training & Certification to engaged Security personnel through <b>NCVT or Sector Skill Council</b> .	YES / NO
24	Declaration giving consent for providing the service, for 2 <sup>nd</sup> and 3 <sup>rd</sup> . year, at an agency charge 5% higher than the quoted one as escalation cost. if asked for by the Department.	YES / NO
25	Declaration regarding <b>Agency Charges</b> has included the cost of materials required for the services and seasonal clothing with uniform of the deployed persons, Employer contribution of P.F. & E.S.I., admin cost etc.	YES / NO
26	District wise Infrastructures/ Offices in West Bengal along with detailed address and Contact Numbers Uploaded .	YES / NO
27	List of present Employees (at least 100 heads) working for a period not less than 01(one) year along with the documentary evidence of their Bank, E.S.I. & E.P.F. Accounts and Mobile Number of Individuals.	YES / NO
28	Hard Copy of all above <b>STATUTORY and NON-STATUTORY DOCUMENTS should be Signed by the authorized signatory of the agency and to be submitted in a sealed cover to the Directorate on or before the closing date (online) of Tender i.e. 12.12.2018 at 14.00 HRS .</b>	YES / NO

### [SECURITY CHARGE (Fixed Basic Price)]

The latest minimum rates of Wages per month in the employment of “Security Service” in the State of West Bengal to be followed vide notification No- 460-MW/2W-03/2005 Dated 22.09.2011 and No-188/Stat/2RW/76/266/2000/LCS/JLC dated 22-06-2018. This rates are fixed according to the Zone as classified hereunder:-

Categories of Employees (for Un Armed Security Guard)	Monthly Minimum Rates of Wages	
	Zone-A	Zone-B
Unskilled	Rs.7776.00	Rs.7202.00

N.B. Security Guard without Arms are fall in the category of Un-Skilled Workers.

#### Implementing areas:

**Zone ‘A’** = (i) Areas Notified under Kolkata Metropolitan Development Authority (KMDA), (ii) Asansol Municipal Corporation, (iii) Durgapur Municipal Corporation, (iv) Siliguri Municipal Corporation, (v) Digha-Shankarpur Authority, (vi) Thermal Power Plant areas including Township area, (vii) All Municipal Areas in different Districts, (viii) All Sub-Divisions in the districts of Howrah, Hooghly, Burdwan and 24-Parganas(N) (excluding Barasat and Basirhat), (ix) Alipur Sub-Division and Baruipur Sub-Division in the district of 24 Parganas (S), (X) Midnapore Sadar Sub-Division and Kharagpur Sub-Division in the district of West Midnapore, (xi) Siliguri Sub-Division in the district of Darjeeling, (Xii) Bankura Sub-Division and Bisnupur Sub-Division in the District of Bankura, and (xiii) Raghunathpur Sub-Division in the district of Purulia;

**Zone ‘B’** = Rest of West Bengal.

### [MANPOWER CHARGE (Fixed Basic Price) as per latest Notification for Zone wise monthly Minimum Rates of Wages, E.S.I. Contribution, E.P.F Contribution, EDIL Contribution & Administrative Charge under EPF]

Reference: - Notification No-188/Stat/2RW/76/266/2000/LCS/JLC dated 22-06-2018.

Monthly FIXED BASIC PRICE for the Un-skilled Worker i.e. Un Armed Security Guard	Monthly Minimum Rates of Wages	E.S.I. Contribution (4.75 %)	E.P.F. Contribution (12 %)	EDIL Contribution (0.5 %)	Administrative Charge under EPF (1.11%)	Total Monthly “FIXED BASIC PRICE”
1	2	3	4			5
ZONE A	7776.00	369.36	933.12	38.88	86.31	9203.67
ZONE B	7202.00	342.10	864.24	36.01	79.94	8524.29

- i. The consolidated **Monthly Charge** that will be paid to the successful agency will have two parts - (i) **Agency Charge** that should include the Cost of Dress, Consumables & Employer contribution to P.F. & E.S.I etc. (ii) **Manpower Charge**. The Manpower Charge is the minimum wages of the persons deployed in the above cited prevailing rate including the employees' contribution to ESI, EPF etc.

ii.

The participating bidder is required to quote its AGENCY CHARGE only, i.e. agency charge for deployment of such persons on per person per month basis, FOR ONE YEAR, in figure only in the Item-Rate BOQ downloading from tender documents of this tender.

iii.

Manpower Charge at Minimum wages, employee's contribution to PF & ESI at the extant admissible rate, holiday compensation and wages for working beyond normal duty hours, taxes if any, etc will be reimbursed extra by the Department and should not to be quoted as a part of the agency charge.

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