



**Government of West Bengal**  
**Department of Information & Cultural Affairs**  
**Office of The Special District Information & Cultural officer, Kakdwip**  
**Vill-Berar Chak, P.O-Kak-Kalinagar, P.S-Harwood point coastal**  
**South24 Parganas , Pin-743347**

Memo No. 09/SPL DICO/KAK

Date: 20.07.2021

**Notice Inviting Tenders**

On behalf of the Department of Information & Cultural Affairs, Govt. of West Bengal, the undersigned invites sealed tenders from bona fide resourceful security agencies having adequate experience of providing security personnel in any Central or State Government Office or Public Sector Undertaking (PSU) within the State of West Bengal, for providing security to the following office through unarmed security guards for 17 (seventeen) hours each day, on contractual basis, for the period of one year, as per the following terms and conditions :-

Name of office	Requirement	Duration of Duty Hours
Special District Information & Cultural Office, Kakdwip, South 24 Parganas	Providing uninterrupted service of one unarmed security guards, for 17 Hours, strictly abiding by the guidelines of the Labour Department, Government of West Bengal.	A) Monday to Friday(excepting holidays) :From 5:30 PM to 10:30 AM (next day) and B) Saturdays, Sundays and other Government holidays : Form 7:00 PM to 11:30 AM (next day)

**1. Eligibility Criteria :**

- 1.1 Bidder must be registered firm/Company/agency with appropriate authorities and must be registered with appropriate regulatory authorities for all applicable statutory duties/ taxes.
- 1.2 The bidder should be registered with GST (Goods & Service Tax) Department and should have PAN provided by Income Tax department.

1.3 The bidder should be registered with appropriate authorities under Employees' Provident Fund (EPF) & Employees' State Insurance (ESI).

1.4 The bidder should have a valid Labour License.

1.5 The bidder should have Income Tax clearance certificate.

1.6 Bidder should have experience of similar kind of work of providing unskilled / semi-skilled / skilled man power to any State / Central Government Office or Public Sector Undertaking in any of the last three financial years.

1.7 The Bidder should not be under any Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted by any of the Government Agency.

## **2. Documents to be submitted along with tender :**

2.1 The bidder must submit the following documents along with tender :-

- a) Earnest Money Deposit
- b) Valid Trade License
- c) Proof of Office Address in West Bengal
- d) GST Registration Certificate
- e) PASARA Certificate/ license
- f) Professional Tax clearance & PAN Card details,
- g) Service Tax registration number.
- h) Income Tax clearance certificate
- i) Certificate of updated Income tax Return
- j) Work order(s) or similar work experience in providing security services to any State/ Central Government Office / Public Sector Undertaking (PSU)
- k) Individual deposit Challan (updated) of EPF & ESIC

## **3. Earnest Money Deposit (EMD):**

3.1 An Earnest Money Deposit of Rs. 2000/- (**Rupees Two Thousand**) only has to be deposited in the form of Demand Draft/Postal Orders in favour of **Special District Information & Cultural Officer, Kakdwip, South 24 Parganas**. The EMD is to be submitted along with the tender under sealed cover. Bidders are requested to write their name and full address at the back of the Demand draft submitted.

3.2 The tenders without Earnest Money Deposit/ Valid Registration Certificate will be summarily rejected.

#### 4. Details of Bidders :

All the agencies must furnish the mandatory information as per following format under sealed cover with the tender, otherwise the quotations may be treated as informal :-

#### Annexure – I : Details of Bidder

- A. Name of Applicant (firm/Company/agency):
- B. Office Address:
- C. Telephone No:
- D. Mobile No:
- E. Name and address of Bank & Bank Branch:
- F. Bank Account No:
- G. IFSC Code:
- H. MICR Code:
- I. Bank Account Type:
- J. PAN No:
- K. Photocopy of 1<sup>st</sup> page of bank pass book

Signature of owner/ HOD/ authorized person with stamp of the Agency

N.B: For further details or clarification all are requested to contact the undersigned during working hours.

5. Rate to be quoted: 5.1 The bidders must quote only the rate (in %) as service charges in Annexure-II (enclosed) for providing security to the office through unarmed Security

Guards uninterruptedly, for 17 (seventeen) hours, i.e. in two shifts of 8 hours and 30 minutes per shift, as per the latest directives of the Department of Labour, Government of West Bengal.

Sl. No.	Description	Rate	Unit
1	Engagement of security guard(s) Guard/ Security Personnel at the Office of Special District Information & Cultural Officer, Kakdwip, South 24 Parganas, under the Department of Information & Cultural Affairs, Government of West Bengal		
1A	<p>Deployment of unarmed security guards(s) for providing Security to the above office for 17 (seventeen) hours (i.e. in two shifts) per day as per guidelines of the Information &amp; Cultural Affairs Department.</p> <p>The selected agency must pay the concerned Security Guard(s) monthly minimum wages as notified / revised from time to time by the Labour Department, Govt. of West Bengal.</p> <p>The present rate of minimum wages vide order No.66/Stat/2RW/76/266/LCS/JLC, dated, 30.06.2021 of Labour Deptt. is furnished below :</p> <p>Each Security Guard per shift (Zone-B)- Rs.7929/- (for 26 days)[Daily :305/-]</p> <p>For duty on weekly-off days, the daily wage will be double, i.e. Rs. 610/-</p>	<p>Fixed (two shifts per day) – as per prevailing notification of the Labour Department</p>	<p>Rs. (Fixed - Minimum wages as per guideline of the Labour Department)</p>
1B	Service Charge of Agency/Bidder	Percentage of total wage to be paid per month, to be quoted by the Bidders	Percentage (%)

**Annexure – II : Rate offered by Tenderer**

Sl. No.	Description	Rate Offered by the agency (in percentage)
1	Service Charge for deployment of unarmed Security Guard(s) for providing Security to the above office for 17 (seventeen) hours (i.e. in two shifts) per day as per guidelines of the Information & Cultural Affairs Department, strictly abiding by the terms and conditions of the Department of Labour, Government of West Bengal.	_____ %  _____(in words) percent

Date :  
Agency

Signature of owner/ HOD/ authorized person with stamp of the

**6. Obligatory payments against the Security Personnel (s):-**

As per relevant provisions, the selected agency will be liable to ensure payment of the following against each Security Personnel to be deployed :-

Sl No	Component of Rates	Rates in RS/-
1	Monthly wages as per rate of Labour Department	As per rate of Labour Department , Government of West Bengal (Unskilled & Rural Area)
2	EPF charge	As per the rules applicable from time to time
3	ESI Charge	As per the rules applicable from time to time
4	Weekly Rest 4 days per month	As per rate of Labour Department , Government of West Bengal (Unskilled & Rural Area)
5	Goods and Service Tax (GST)	As per the rules applicable from time to time

## **7. Payment Schedule and procedure:**

- 7.1 Payments will be released as per agreed terms and conditions mutually settled with the successful bidder.
- 7.2 Invoice should be raised in favour of **Special District Information & Cultural Officer, Kakdwip, South 24 Parganas**
- 7.3 Invoice should be accompanied by work done satisfactorily certificate duly issued by the **Special District Information & Cultural Officer, Kakdwip, South 24 Parganas**.

Agency Must provide monthly wages as per rate of Labour Department, EPF as per rules applicable from time to time, ESI as per the rules applicable from time to time, wages applicable for working in weekly rest of 4 days per month as per rate of Labour Department, Government of West Bengal to be revised from time to time. Monthly salary statement of the Security Guard(s) who will be engaged by the agency have to be produced to the office of **Special District Information & Cultural Officer, Kakdwip, South 24 Parganas**.

- 7.4 Payment will not be released in favour of the selected agency, if the agency fails to submit documentary evidence of depositing EPF and ESI of previous month with the claim for the current month.

## **8. Terms and conditions:**

- 8.1 The selected agency shall provide the deployed security guard(s) accessories and proper uniform needed to perform the assigned duty properly.
- 8.2 The agency shall indemnify the Government, for any damage or loss of property during the duty period of the security guard.
- 8.3 Any other terms and conditions considered necessary shall be included in the work order issued to the successful bidder.
- 8.4 The agency must give an undertaking that they will provide minimum wages to the security guard provided for the said purpose as fixed by Govt. of West Bengal.
- 8.5 The engagement will be as per requirement of the concerned office from time to time.
- 8.6 Taxes, if applicable, will be deducted at source as per Govt. rules.

8.7 Engagement of the agency will be valid for one (01) year from the month of engagement of the personnel.

8.8 The selected agency can be terminated by the Tender accepting Authority on the ground of violation of any clause/ directions of the Tender on one month prior notice.

8.9 The office shall not bear any responsibility to compensate or be liable in any case whatsoever for any injury or death of the personnel on duty.

8.10 The Bidder should read all clauses/ points of the entire tender document very carefully and sign an agreement with the Tender Accepting Authority declaring his/ her consent to abide by all terms and conditions of this N.I.T.

8.11 Tender papers sent through post shall not be accepted.

8.12 The Bidder shall be responsible for the deployment, transportation, accommodation and other requirements of all its employees required for the execution of the work and for all costs/charges in connection thereof.

8.13 The Bidder shall provide and deploy only those manpower resources who are competent to execute or manage the assigned work in a proper and timely manner.

8.14 The representative of **Special District Information & Cultural Officer, Kakdwip, South 24 Parganas** may at any time object to and require the bidder to remove any employee of the bidder or any person(s) deployed by bidder or his sub-Implementation Agency for any miss conduct. Bidder shall forthwith remove and shall not again deploy the person in question of the work site without the written consent of the **Special District Information & Cultural Officer, Kakdwip, South 24 Parganas**

8.15 **Special District Information & Cultural Officer, Kakdwip, South 24 Parganas** may terminate the engagement in whole or in a part by giving the bidder prior and written notice indicating its intention to terminate the engagement.

8.16 The bidder shall not be entitled to make any claim, whatsoever against the **Special District Information & Cultural Officer, Kakdwip, South 24 Parganas** under or by virtue of or arising out of this contract, nor shall the **Special District Information & Cultural Officer, Kakdwip, South 24 Parganas** entertain or consider any such claim.

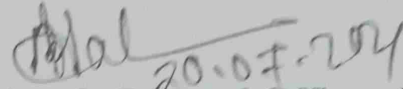
8.17 The Bidder shall abide by, if ordered in writing by the **Special District Information & Cultural Officer, Kakdwip, South 24 Parganas** to temporarily suspend the works or any part thereof for such a period and such a time as ordered. The Bidder shall not be entitled to claim compensation for any loss or damage sustained by him by reason of temporary suspension of the Works as aforesaid.

8.18 The undersigned reserves the right to accept or reject any or all quotation (s) without assigning any reason whatsoever.

9. **Last date of submission** :-Sealed Tenders should be submitted to the office of the undersigned on all working days up to 12.00 Noon on 04.08.2021

10. **Opening of Tenders**:-The tender box will be opened at 1.30 PM on the last date of submission of tender as mentioned above, in presence of willing tenderers, if any.

11. **Issuing of Work Order** :- The work order will be issued to the selected agency after completion of tender process and approval of concern authorities .



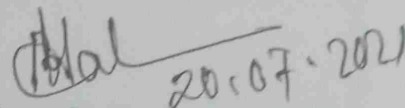
Special District Information & Cultural Officer (In-Charge)  
Kakdwip, South 24 Parganas

Memo no: 09 (9)/SDICO/ Kak

Date: 20.07.2021

Copy forwarded for kind information with request to wide publicity to:

- 1.The Director of Information, I&CA Department, Nabanna
- 2.The The ADM (D)& Chairman of District Level Tender Committee (I&CA), South 24 Prganas
3. The District Information & Cultural Officer, South 24 Parganas
4. The Sub-Divisional Officer, Kakdwip
5. The Treasury Officer, Kakdwip
6. The Block Development Officer, Kakdwip
7. The Station Manager, Kakdwip
8. The Post Master, Kakdwip
9. Office Notice Board



Special District Information & Cultural Officer(In-Charge)  
Kakdwip, South 24 Parganas