



West Bengal Housing Infrastructure Development Corporation Limited

(A Govt. of West Bengal Undertaking)

HIDCO BHABAN, Premises No. - 35-1111, Biswa Bangla Sarani,
3rd Rotary, New Town, Kolkata-700156.

Telephone No. (033) 2324-6037 / 38, Fax: (033) 2324-3016 e-mail:
info@wbhidco.in / wbhidcoltd@gmail.com website: www.wbhidcoltd.com

Notice Inviting e-Tender

Memo No. 70/GM(E)-I/NIT-01/2024-25/050

Dated: 12.06.2024

[Notice Inviting e-Tender Vide No.- HIDCO/GM(E)-I/NIT-01/2024-25 of The General Manager (Engg.)-I, WBHIDCO Ltd].

An e-tender is hereby invited by the General Manager (Engg.)-I on behalf of WBHIDCO Ltd., from the bonafide, resourceful and experienced Security Agencies having experience in similar nature of job for the work of "Engagement of Security Guards without Fire Arms and Guards with Fire Arms as per the proper roster of duty for 24 hours in different Establishment under General Manager (Engg.) - I, WB HIDCO, New Town, Kolkata".

A) Scope of work:-

1. Engaging of security guard and security supervisor as per duty allocated by the concerned officer in three shifts in various locations of WB HIDCO Ltd.
2. After office hours all lights, fans & A.C. should be put off and properly locked of office chambers and premises.
3. During duty hours security guards should be properly dressed.
4. Duty hours will be in three shifts. If there be any change of security personnel should be informed to the concerned officer, WB HIDCO beforehand.
5. The Agency should financially sound so that they can make payment to the Security guards for 3 months before getting bills from HIDCO.
6. Salary to be paid within 6th day of the next month.

Completion Period:-

1 (One) year from the date of commencement

Earnest Money:-

Rs. 50,000/- (Rupees Fifty Thousand) only in favour of WBHIDCO Ltd. to be deposited online through e-tender portal payment gateway. The process of deposit of earnest money by the bidder will be deposited by electronically online. Intending bidder will get the beneficiary details from e- tender portal with the help of digital certificate.

Total Performance Guarantee will be Rs.1.00 (one) lakh out of which Rs. 50,000/- (fifty) thousand will be in the form of EMD and the balance part to be submitted at the time of making agreement by the successful bidder. Balance Earnest Money may be remitted through Demand Draft / Pay Order issued from any Nationalized Bank in favour of the **"WBHIDCO Ltd." payable at KOLKATA**.

After completion of contract the Security Deposit money will be released.

Seal and Signature of the Tenderer.

General Manager (Engg.) - I,
WB HIDCO

B) General Terms & Conditions of Bid: -

1. The contract shall commence from the date of execution of the Contract Agreement by WB HIDCO Ltd. with the Security Services providing Company / Agency and shall continue for a period of one year, unless it is terminated by this Corporation due to deficiency in Service Sub Standard quality of deployed manpower, delay in payment to Security guards by the Agency/breach of terms and condition of the Contract. It is also noted that the said work may be extended up to 3 years in phases with prior consent of both parties if performance of the Agency is satisfactory to the Notice Inviting Authority.
2. The agency will be selected in two steps. If the agency full fills the technical criteria then he will be qualified in the Price bid Competition.
3. a) The agency should only quote their service charges in % (Percentage) only. The Service charge will be paid on the gross salary of security personnel including other taxes, if any.
b) The Service charge in percentage will be above 0 (zero) percent but not more than 10 (ten) percent. If the quoted percentage is zero or less that shall not be accepted. Moreover, quoted rate above 10 percent shall not be accepted.
4. Agency will pay wages to the Security Personnel as per the latest rates of minimum wages delaired by the Govt. of West Bengal Labour Department. If the Govt. give increment in the wages, the concernd agency have to give the same effect of increment on the wages to the Security guards.
5. The agency will pay monthly wages along with PF, bonus and ESI as per Rules as per respective Act.
6. The agency will provide two sets of dresses including Shoe in an interval of 1 (Year), Wind Cheater (1 No.), Sweater (1 No.) in Winter, Umbrella (1 No.) in Rainy Season & Rain Coat (1 No.), Torch (1 No.), Photo Identity Card-1 No., etc. The cost of these articles shall be bourne by the Agency from their Service Charges. All these articles shall have to be provided within a month to the security parsonned from the date of issue of work order.

If the Security Agency would fail to these articles to the security guards within 1 (one) month from the date of issue of work order, recovery shall be made from the bill of the Security Agency from the 2nd RA bill as follows:

- | | |
|------------------------|--------------------|
| a) Shirt | : Rs. 750.00 each |
| b) Trousers/ Full Pant | : Rs. 800.00 each |
| c) Shoe | : Rs. 2500.00 each |
| d) Wind Cheater | : Rs. 500.00 each |
| e) Sweter | : Rs. 500.00 each |
| f) Umbrella | : Rs. 300.00 each |
| g) Rain Coat | : Rs. 500.00 each |
| h) Torch | : Rs. 125.00 each |
| i) Photo Identy Card | : Rs. 50.00 each |

7. The intending bidders have to deposit a sum of **Rs. 50,000/- (Rupees Fifty Thousand)** only as earnest money through e-tender payment gateway payable at Kolkata only of the successful bidder after issue of work order. No separate payment shall be paid from WB HIDCO. It will be converted into Security deposit.
8. The agency will pay the monthly salary of security personnel within 6th day of every month. They will deposit the salary bill along with bank statement of all satisfactory payment of all the security personnel also with service charge on gross value of wages to WB HIDCO Ltd. WB HIDCO Ltd. will reimburse along with service charge with in a month if the bill is found in order.
9. After proper submission of the document for payment towards the security personnel along with PF, ESI, P. Tax, Paid Chalan and Bonus. WB HIDCO Ltd. will reimburse the total amount along with the Service Charge Quoted by the agency.
10. There shall be no provision of Arbitration.

C) Eligibilities Criteria: -

1. Intending agency should have minimum annual turnover of Rs.50 (fifty) Lakh during last 03 (three) financial years.
2. Intending agency has not been blacklisted by any Govt./Govt. undertaking company during last 03 (three) year from the date of notice for this tender.
3. Intending Security agency having valid license for Security Services from Home Department i.e., Psara.
4. Intending agency must have an office in Kolkata.

5. Intending agency have experience of Providing security guard in different capacities throughout the year to any Govt. Department for a minimum period of 03 (three) years.
 6. **Performance Secuti:-**Total performance security deposit will be Rs.1.00 (one) lakh out of which Rs.50,000/- (fifty thousand will be in the form of EMD and the balance part to be submitted at the time of making agreement by the successful bidder through Demand Draft / Pay Order issued from any Nationalized Bank in favour of the "WBHIDCO Ltd." payable at KOLKATA.
- After completion of contract the Security Deposite money will be relaeased.
7. The work may be distributed equally among lowest bidders in the event the lowest bid quoted by two or more bidders as per discretion of Tender Inviting Authority. If the work shall be distributed among two or more bidders, the performance Security amounting to Rs. 1,00,000.00 (Rupees One Lakh) only to be deposited by all the agencies separtely.

D) Schedule time for documentations:-

Sl. No.	Particulars	Date & Time
1.	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	12.06.2024
2.	Documents download/sell start date (Online)	12.06.2024 at 6.00 PM
3.	Documents download/sell end date (Online)	26.06.2024 at 2.00 PM
4.	Pre-bid meeting to be held in the Chamber of CE, WBHIDCO, 4 th Floor at HIDCO BHABAN	--
5.	Bid submission start date (On line)	20.06.2024 at 6.00 PM
6.	Bid Submission closing (On line)	26.06.2024 at 2.00 PM
7.	Bid opening date for Technical Proposals (Online)	28.06.2024 at 2.00 PM
8.	Date of uploading list for Technically Qualified Bidder (Online)	01.07.2024 at 11:00 AM
9.	Date for opening of Financial Proposal (Online)	03.07.2024 at 11.00 AM

- (E) An agreement will have to be executed by the lowest bidder with WBHIDCO Ltd. before start of the work, the cost of which will be borne by the successful lowest bidder.

Any participant bidder not following the steps in submitting their bid / offer as described in this Para above shall be disqualified.

The WB HIDCO reserves the right to accept/ reject, at its sole discretion, any or all evaluated Technical/ Financial Proposals of the Bidders and cancel this Bidding process without assigning any reason whatsoever.

GST will be applicable as per current applicable rules.

For any other details please visit over [website:www.wbhidcoltd.com](http://www.wbhidcoltd.com) or in the office of the undersigned.

- (F) All papers should be signed along with supportive documents

**General Manager (Engg.) – I
WB HIDCO**

Memo No. 70/GM(E)-I/NIT-01/2024-25/050

Dated: 12.06.2024

Copy forwarded for information to:-

- 1) Chief Engineer(Civil), WB HIDCO.

**General Manager (Engg.) – I
WB HIDCO**

Annexure-I

(To be submitted on the letter head of the bidder)

Technical Bid for **Engagement of Security Guard and Guard with Fire Arms as per the proper roster of duty for 24 hours in different Establishment under General Manager (Engg.) - I, WB HIDCO, New Town, Kolkata.**

To
WEST BENGAL HOUSING INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.
HIDCO BHABAN,
Premises No. 35-1111,
Biswa Bangla Sarani, 3rd Rotary,
New Town,
Kolkata 700 156.

Sub:-Technical Bid for Engagement of Security Guard and Guard with Fire Arms as per the proper roster of duty for 24 hours in different Establishment under General Manager (Engg.) - I, WB HIDCO, New Town, Kolkata in response to Notice Inviting Tender vide Memo No.- 70/GM(E)-I/NIT-01/2024-25/050 dt. 12.06.2024.

Sir,

1. Being duly authorized to represent and act for and on behalf of
..... (herein the Company/Firm/ Agency) I,
.....the undersigned hereby submit our N.I.e.T for
security service of Manpower Service providing Company/Firm/Agency in response to notice inviting
N.I.e.T. vide Memo No. **70/GM(E)-I/NIT-01/2024-25/050 dt. 12.06.2024.**

2. The copy of relevant documents as detailed below are furnished herewith:

INFORMATION SHEET/QUALIFYING CRITERIA

(To be filled and submitted by the Company/Firm/ Agency along with copies of documents in support of the information furnished by the Company/Firm/ Agency)

INFORMATION SHEET

Sl. No.	Particulars	Information to be furnished by the applicant	For use by WBHIDCO
1.	Name of the Company/ Firm/ Agency		
2.	Address of Head Office/ Regd. Office with telephone No., Fax No., E-Mail etc.	Address : Tel. No. with STD Code: Fax No. with STD Code: Email address: Contact Persons with designation: (i)	

Seal and Signature of the Tenderer.

General Manager (Engg.) - I,
WB HIDCO

Sl. No.	Particulars	Information to be furnished by the applicant	For use by WBHIDCO
		(ii)	
3.	Address of the other offices/branches with Telephone No., Fax No., E-mail address etc.	Address: Tel No. with STD Code: Fax No. with STD Code: E-mail address: Contact Persons with Designation: (i) (ii)	
4.	Ownership pattern i.e. proprietary concern/Partnership Firm / Pvt. Ltd. Co./Public Ltd. Co. etc. (with documentary evidence)		
5.	Detailed profile of the organization, Management, Manpower, specialization of staff, variety of services etc.	Separate sheet to be attached.	
6.	Self attested copies of all applicable licenses of issuing authority.		
7.	i) Professional Tax R C No.	Certificate	
	ii) Registration for EPF	Latest Paid challan attached	
	iii) Registration for ESI	Latest Paid challan attached	
	iv) Registration with Labour Department for Contract labour(regulation and abolition) Act 1970 & rules (Copies attached)	Registered Certificate	
8.	Shops & Establishment Registration No. (Copies attached)		
9.	i) PAN		
	ii) Last three year's Income Tax Acknowledgement (Copied attached)		
10.	GSTIN No. (Copies attached)	Certificate	
11.	CIN No.		

Seal and Signature of the Tenderer.

General Manager (Engg.) - I,
WB HIDCO

QUALIFYING CRITERIA			
Sl. No.	Particulars	Information to be furnished by the applicant	For use by WBHIDCO
12.	Document showing that the		
i.	Agency is a registered organization and working in the state.		
ii.	Is in this business for at least last 03 (three) years.		
iii.	The agency is not blacklisted by any Govt. Organization / PSU / Autonomous Body / Corporation / Local Body.		
iv.	Agency is having an office in Kolkata. Supporting document to be attached.		
13.	Turnover in last 03 (three) Financial Year i. e. 2021 -2022, 2022 -2023 & 2023 - 2024 as per audited Profit & Loss Account (Annual Turnover for the last three years should not be less than Rs. 2.00 crores. Please enclose:-		
i.	Last 03 (three) years' Audited Profit & Loss A/c. and Balance sheet including 3cd.		
14.	Document showing work experience of providing security guard in any Govt. Organization during last 03 (three) years.	Completion Certificate attached.	

3. WBHIDCO is hereby authorized to conduct any inquiry/investigation to verify the statements, documents and information submitted in connection with the bid.

4. WBHIDCO and its authorized representatives may contact the following persons for any clarification:

Name of the contact person/s with designation

Address: HIDCO BHABA, Premises No. 35-1111, Biswa Bangla Sarani, 3rd Rotary, New Town, Kolkata- 700156.

Phone No. 9830018036

Email: ajoy.sankar.kundu@wbhidco.in

5. This company has not been blacklisted by any Govt. Organisation /PSU / Autonomous Body / Corporation / Local Body.

6. I affirm that we have read & understood the terms and conditions of the offer detailed in the notice inviting NleT vide No.- **HIDCO/GM (E) – II /Civil/485 dated-22/07/2021** and hereby unequivocally and unconditionally accept the same & we will abide by all the terms and conditions as laid down in the said notice.

7. I hereby declare that the statements made & information provided are complete, true and correct in every aspect and any error or omission therein, accidental or otherwise will be sufficient justification for WBHIDCO Ltd to reject our NleT and / or to cancel the award of the assignment.
8. The decision of WBHIDCO Ltd. concerning this NleT shall be final and binding on us.
9. WBHIDCO reserves the right of acceptance or rejection of any or all the NleT without assigning any reason whatsoever.

Signature.....

Name.....

In the capacity of

Duly authorized to sign Proposal for and on behalf of (with Seal) (Enclose authorization letter in original to be submitted with technical bid).