

# WEST BENGAL HOUSING INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED

(A Government of West Bengal Undertaking)

HIDCO BHABAN, Premises No.35-1111, Near 3<sup>rd</sup> Rotary, New Town, Kolkata-700156.

## Notice Inviting e-Tender No.109 -of 2025-26

No.- 1164/HIDCO/GM(Engg)-IV/33/Security/NIT-109/2025-2026

Dated:-06.01.2026

[Notice Inviting e-Tender No.- 1164/HIDCO/GM(Engg)-IV/33/Security/NIT-109/2025-2026 of The GM(Engg)-IV, WBHIDCO Ltd].

An e-tender is hereby invited by the WB HIDCO Ltd., from the bonafide, resourceful and experienced Security Agency having experience in similar nature of job for "Engagement of Security Guard and Security Supervisor at various location at New Town under GM(ENGG)-IV of WB HIDCO Ltd. in New Town, Kolkata".

### **A) Scope of work:-**

1. Engaging of security guard and security supervisor as per duty allocated by the concern officer in three shifts in various location of WB HIDCO Ltd.
2. Only the Security person as entertained in the duty chart is allowed at point as allowed during duty hours.
3. After office hours all lights, fans & A.C. should be put off and properly locked of office chambers and premises.
4. During duty hours security guard should be properly dressed.
5. Duty hours will be in three shifts. If there be any change of security personnel should be informed to the concern officer, WB HIDCO beforehand.

### **Completion Period:-**

01 (One) year from the date of commencement which may be extended by the Competent Authority after in respect of performance.

### **Earnest Money:-**

**Rs. 50,000/- (Rupees Fifty Thousand) only in favour of WB HIDCO 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. Bidders are advised to submit EMD of their bid online at least 03 (three) working days before the bid submission closing date as it required times for processing of payment of EMD.

**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. 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 Deposite money will be relaeased.

**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/break of the terms and condition of the Contract.
2. The contract shall automatically expire after one year from the date of execution of the Contract Agreement.
3. 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.
4. 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 GST & other taxes, if any.
5. The service charge in percentage will vary above Zero (0) percent to ten (10) percent beyond. Which the offer will be treated as cancelled.
6. Agency will pay wages to the Security Personnel as per the latest rates of wages provided by the Govt. of West Bengal. If the Govt. give increment in the wages the concern agency have to give the same effect of increment on the wages.
7. The agency will pay monthly wages along with PF, bonus and ESI as per Rules provided by the Govt. of West Bengal.
8. The agency will provide two sets of dresses in an interval of 06 (six) months, Wind Cheater, Sweater in Winter, Umbrella in Rainy Season & Rain Coat, Torch etc.
9. The intending bidders have to deposit sum of **Rs.50,000/- (Rupees Fifty Thousand)** only as earnest money through e-tender payment gateway payable at Kolkata. It will be converted into Performance Security.
10. The agency will pay the monthly salary of security personnel within 5th day of every month. They will deposit the salary bill along with details 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 within a month if the bill is found ok.
11. After proper submission of the document for payment towards the security personnel along with PF, ESI and Bonus. WB HIDCO Ltd. will reimburse the total amount along with the Service Charge Quoted by the agency.
12. The agency will provide Security Personnel at Biswa Bangla Convention Centre, Biswa Bangla Exhibition Centre, Coffee House, Biswa Bangla Gate, Uubox Park, Subway Rabindra Tirtha, Mother Wax Museum, Subway Nazrul Tirtha, Innovation Centre, SILVER SPRING, Urban Forest, Subway City Centre-II, City Square Park, Subway Nababpur and Susampanna (MLCP) etc. under the section of General Manager (Engg.) – IV. The location of duty and number of Security Personnel is to be confirmed by the concerned official of WB HIDCO. A tentative estimate of total number of security personnel is given in the SOQ which may vary by  $\pm 20\%$  (Twenty percentage).

**C) Eligibilities Criteria: -**

1. Intending agency should have minimum annual turnover of Rs.50 (fifty) Lakh during any of the 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.
4. Intending agency must have an office in Kolkata.

**D) Schedule time for documentations:-**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Date &amp; Time</b>
01.	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	06.01.2026
02.	Documents download/sell start date (Online)	06.01.2026 at 18.00 PM
03.	Documents download/sell end date (Online)	24.01.2026 at 14.00 PM
04.	Pre-bid meeting to be held in the Chamber of GM(E)-IV, HIDCO, 6 <sup>th</sup> Floor at HIDCO BHABAN, Room No- 613	09.01.2026 at 12.00 NOON
05.	Bid submission start date (On line)	14.01.2026 at 18.00 PM
06.	Bid Submission closing (On line)	24.01.2026 at 14.00 PM
07.	Bid opening date for Technical Proposals (Online)	27.01.2026 at 15.00 PM
08.	Date of uploading list for Technically Qualified Bidder (Online)	To be notified letter on
09.	Uploading of final summery sheet of Technically qualified bidders or Technical Bid Evaluation Sheet (TBE)	To be notified letter on
10.	Date for opening of Financial Proposal (Online)	To be notified letter on

E) An agreement will have to be executed by the lowest bidder with WB HIDCO 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 shall be disqualified.

Any bid / offer containing overwriting is liable to be rejected. All corrections are to be attested under the dated signature of the bidder without which the bid/offer may be informal.

WBHIDCO 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 rule.

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

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

**No.:- 1164/HIDCO/GM(Engg)-IV/33/Security/NIT-109/2025-2026**

**Dated:-06.01.2026.**

**Copy forwarded for information to:-**

- 1) Engineer in Chief, WB HIDCO.
- 2) Chief Engineer, WB HIDCO.
- 3) Chief Finance Office, WB HIDCO.

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

## Annexure-I

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

Technical Bid for Engagement of Security Guard at various location at New Town under GM (E) -IV of WB HIDCO Ltd. in New Town, Kolkata.

To  
M/s. WEST BENGAL HOUSING INFRASTRUCTURE DEVELOPMENT 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 at various location at New Town under GM(ENGG)-IV of WB HIDCO Ltd. in New Town, Kolkata in response to Notice Inviting Tender vide Memo No.-1164/HIDCO/GM(Engg)-IV/33/Security/NIT-109/2025-2026 dated-06.01.2026.**

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 e- N.I.T. vide Memo No.- 1164/HIDCO/GM(Engg)-IV/33/Security/NIT-109/2025-2026 dated-06.01.2026.
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)  (ii)	

Sl. No.	Particulars	Information to be furnished by the applicant	For use by WBHIDCO
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.		
6.	Self attested copies of all applicable licenses of issuing authority.		
7.	i) Professional Tax R C No.		
	ii) Registration for EPF		
	iii) Registration for ESI		
	iv) Registration with Labour Department for Contract labour(regulation and abolition) Act 1970 & rules (Copies attached)		
8.	Shops & Establishment Registration No. (Copies attached)		
9.	i) PAN		
	ii) Last three year's Income Tax Return (Copied attached)		
10.	GSTIN No. (Copies attached)		
11.	CIN No.		

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.		
13.	Turnover in last 03 (three) Financial Year i. e. 2022 -2023, 2023 -2024 & 2024 - 2025 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.		
14.	Document showing work experience of providing security guard in any Govt. Organization during last 03 (three) years.		
15.	Valid Certificate of ISO 9001:2015 & ISO 45001:2018 mentioning clearing that the certificate Issued for Security Service.		
16.	The Agency must have a training facility under the same management or tie up for training of the security personnel.		
17.	Proper Bank Solvency Certificate from any Scheduled bank under RBI		
18.	Valid Labour Licence.		

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:

Phone No.

Fax No.

Email:

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. - **1164/HIDCO/GM(Engg)-IV/33/Security/NIT-109/2025-2026 dated- 06.01.2026** 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

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Seal and Signature of the Tenderer.

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General Manager (Engg.) - IV  
WB HIDCO