

WEST BENGAL HOUSING INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED

(A Government of West Bengal Undertaking)

HIDCO BHABAN, Premises No.35-III, Near 3rd Rotary, New Town, Kolkata-700156.

Notice Inviting e-Tender No.11 -of 2026-27

Engagement of Security Personnel in different establishment in New Town under WBHIDCO Ltd Across the State of West Bengal.

Memo No. 523/HIDCO/GM(Engg)-IV/33/SECURITY/NIT-11/2026-27 Dated:- 01.10.2026

Subject: Online quotations are hereby invited from the resourceful and reliable registered & experienced security agencies for “Providing Security Personnel for round the clock guarding the Different Establishment under WBHIDCO Ltd Across the State of West Bengal, for a period of three years with a provision for renewal for one more year on the basis of satisfactory service, as per the particulars given below and as per terms & conditions mentioned in the attached sheets.

The office of the Joint Managing Director, WBHIDCO, invites online e-quotation from reputed Security Service Agencies having capacity to provide round the clock security service in the Different Establishment of WBHIDCO Ltd by deploying High skilled personnel to act as overall Security in Charge and in addition required number of personnel per shift (For Morning Shift, Day Shift, Night Shift) of unskilled personnel; Skilled personnel (With Arms & Without Arms), Ex service Man.

In this process, The present security strength in different establishment of WBHIDCO Ltd. Are shown on Annexure- VIII and if necessity arises, WBHIDCO Ltd shall make requisition for additional personnel. The Security Service Agency should possess the above-mentioned number of uniformed /trained manpower along with necessary electronic and other surveillance equipment's (if required) for maintaining round the clock security service.

The e-quotation for technical bid as prescribed in Annexure-I and e- quotation form and financial bid as prescribed in BOQ Excel Sheet should be duly complete in all respects and to be submitted on www.etender.wb in two separate folders, addressed to the Joint Managing Director, WBHIDCO Ltd. at HIDCO BHABAN, Premises No. 35-1111, Action Area I-D, New Town, Kolkata - 700156. The Technical Bid shall be opened by the e-Tender Committee. Incomplete bid documents shall be rejected. The valid bids shall be scrutinized by the e-tender Committee to shortlist the eligible bidders. Thereafter, the financial bids of the short listed bidders shall be opened by the e-Tender Committee. Bidders shall submit the Technical Bids as well as financial bids through e-tender portal only. Bids submitted by any other form viz. Couriers/Post/in person shall not be accepted, Self-attested Scanned copies of all relevant documents should be attached with the bid. The list of Qualified Bidders will be displayed in the website on the scheduled date and time accordingly.

SECTION-II

GENERAL GUIDANCE FOR E-TENDERING/QUOTATION

Instructions /Guidelines for tenders for electronic submission of the tenders /Quotation online (www.etender.wb) have been given below for assisting the contractors to participate in e-Tendering/Quotation.

1.Registration of Contractor.

Any contractor/agency/firm willing to take part in the process of e-Tendering/Quotations will have to be enrolled & registered with the Government e-tender system, through logging on to www.etender.wb. The contractor is to click on the link for e-Tendering site as given on the web portal.

2. Digital Signature Certificate (DSC)

Each contractor having valid Digital Signature Certificate (DSC) for submission of tenders/quotation can have the necessary details after log-in to www.etender.wb.

Eligibility for Participation

Registered security agency /contractors/firms, Partnership and Individual firms having experience of engagement of minimum 400(four hundred) number of Security Personnel per day per sector for continuous 1 year service are eligible to participate. Joint venture firms are not eligible to participate.

3.Collection of Quotation Documents

Any willing agency can search & download NIQ & all Documents electronically by logging on to the website or directly from www.etender.wb using the Digital Signature Certificate (DSC) provided. This is the only mode of collection of tender documents.

4. Submission of Quotations

General Process of Submission

Tenders are to be submitted online through the website as stated. All the documents uploaded by the Quotation Inviting Authority form an integral part of the contract. Quotations are required to upload all the documents, as asked, through the above website within the stipulated date and time as given in the notice. Quotations are to be submitted in two folders at a time for each work, one is Technical Proposal and the other is Financial Proposal. The quotations shall carefully go through the documents and prepare the required documents and upload the self- attested scanned documents in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. The agency/contractors/firms need to quote the rate in the BOQ, downloaded for the work, in the designated Cell and upload the same in designated location of Financial Bid. The documents uploaded need to be virus scanned and digitally signed using the Digital Signature Certificate (DSC). Quotations should specially take note of all the addendum/corrigendum related to the quotation and upload the latest documents as part of the quotation.

Technical Proposal

The Technical proposal should contain scanned copies and/or declarations in the following standardized formats in covers (folders).

A-1) Technical File (Statutory Cover) Containing: -

- i) Details of Quotationers as - (Annexure-I) of NIQ.
- ii) Notice Inviting Quotation (NIQ) - The NIQ as published is to be downloaded and then uploaded and digitally signed.
- iii) EMD:-Intending quotationers may download the quotation documents from the website directly with the help of digital signature certificate. A minimum quantum of Earnest Money amounting to Rs. 15 lakh (Rupees Fifteen lakh only) will be deposited by the bidder electronically: online - through his net banking enabled bank account, maintained at any bank or through any bank by generating NEFT/RTGS challan from the e-tendering portal. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may

transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name (ICICI Bank) & IFS Code and e-Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD.

iv) Pre-Qualification Application as per prescribed format given in Annexure-II of NIQ.

v) Detail of experience as per prescribed format given in Annexure- III of NIQ.

vi) Letter of acceptance of terms and conditions of quotation in the prescribed format as given in Annexure-IV of NIQ.

vii) Declaration on non-judicial stamp paper as asked by the tender authority in Annexure-V of NIQ.

viii) Scanned copy of credential certificate of 100% completed works of similar nature (to be submitted in “credential” folder). A-2) Technical Document (Non-Statutory Cover): -

A-2) Technical Document (Non-Statutory Cover):

1. Certificates: -

a) Photo copy of income tax certificate/income tax return of last 3(three) financial year and PAN/TAN/TIN of bidding firm.

b) Details of Service Tax/GST registration and photocopy of registration certificate. (Photo copy to be attached)

c) Certificate of registration for Sales Tax/Service Tax/GST, if any.

d) The valid certificate of enrollment under EPF to be furnished.

e) Valid certificate of registration under ESI to be furnished.

2. Company Profile

3. Trade License and Registration with Labor Commissioner Office (State/ Central).

4. License from Govt. authorities to engage in the business of PRIVATE SECURITY AGENCY (PSA).

5. All the other documents as mentioned in Section III.

B) Balance Sheet

Audited Balance Sheet; Profit and Loss Account certified by Auditor of last 3(three) financial years with auditor's certificate regarding annual turnover from contracting business in each year. (If the company was set up less than three years ago, audited balance sheet for the numbers of years since inception is to be submitted)

C) Addenda/Corrigenda: if published

Note: - Contractors are to keep track of all the Addendum/Corrigendum issued for this NIQ and upload the download copies of the above documents and merge the Addenda/Corrigenda with respective NIQ in the NIQ folder. Quotation submitted without the Addendum /Corrigendum may be rejected.

Financial Proposal

The rate will be quoted in the B.O.Q. maintaining the minimum wages followed by the format prescribed as Annexure VII along with the name of the bidder in a particular space provided in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under financial bid. Rate must be quoted strictly as per format in the BOQ and no space as provided in the BOQ shall be left blank. Otherwise, the bid will be treated as incomplete and unresponsive and hence liable to be rejected.

A-2). Requisite Non-Statutory Cover Documents in Tabular Form

Sl No	Category	Details
1	Certificates	1. Self-attested copy of PAN. 2. Self-attested copy of valid Trade License. 3. Self-attested copy of License under the Contract Labour (Regulation & Abolition) Act1970 issued by Government of West Bengal/ Government of India for any similar work executed earlier, Registration Certificate/License under Private Security Agencies (Regulation) Act 2005 and West Bengal Private Security Agencies (Regulation) Rules,2007. 4. Self-attested copy of Valid EPF Registration Certificate. 5. Self-attested copy of Valid ESI Registration Certificate. 6. Self-attested copy of Valid GST Registration Certificate. 7. Certificate from the Banker mentioning average balance maintained during last three years. 8. Declaration on the Letter Head regarding not ever been Blacklisted. 9. All the other documents as mentioned in Section III.
2	Credential	Copy of credential certificate along with work order in support of the detail experience as furnished in Annexure-III.
3	Financial Information	1. Self-attested copy of Income Tax Return of last 3(three) Information financial years. 2. Self-Attested Copy of Audited Balance Sheet of last 3 (three) Financial Year certified by Chartered Accountant.

Note: -

Failure of submission of any of the above-mentioned documents will render the tender liable to be summarily rejected. All the forms as mentioned in the statutory cover are required to be furnished exactly in the prescribed format and folder. Bidders are requested to submit only the demanded documents. No extra documents will be accepted /entertained.

1. Earnest Money Deposit (EMD) and Security Deposit: -

Online submission of EMD is mandatory

1. The tender form should be accompanied by a earnest money of Rs.15 lakh (Consolidated) through NEFT(RTGS) in favour of 'Authority of WBHIDCO.Ltd, payable at New Town. The scanned copy of the EMD should be uploaded in the cover 'EMD'. The earnest money in respect of unsuccessful bidders will automatically be returned back to respective account after the selection process is over. No interest shall be paid by this office on earnest money/security deposit for the interim period. Only the EMD of L1 bidder (Lowest)will automatically be converted as Security Deposit against the job.

2. Bid opening

The office of the WBHIDCO Ltd shall open bids in presence of the bidders or their authorized representative who wish to be present at the time of opening of bids on due date. Authorization letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening.

2. Evaluation

Bidders who have deposited (through RTGS) the valid security money i.e. EMD as per requirement shall be considered for further evaluation. Absence of EMD security may lead to summary rejection of the bid.

i) Technical Evaluation, The Bid Evaluator of WBHIDCO Ltd will evaluate if the bidder complies with all the eligibility conditions as provided in the tender document. If the bidder ensures compliance to all eligibility conditions and furnish all documentary proofs of the same as asked by the authority, they would be considered for participation in the financial bid.

ii) Financial bids shall be opened of those bidders whose technical bids are found eligible.

3. Penalty for suppression/distortion of facts

If any bidder fails to produce the original hard copies of the documents on demand by the department within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the bidder will be suspended from Participating to this e-Quotation. Necessary penalty/ Legal action will be imposed as per Govt. norms. In addition, Earnest Money Deposit will stand forfeited.

The WBHIDCO Ltd, reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time the 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 the said authority's action.

4. Award of contract

The Bidder whose Bid has been accepted will be notified by the Quotation Inviting & Accepting Authority through online letter of acceptance (LOA). The notification of award will constitute the formation of the Contract.

The Agreement will incorporate all necessary documents e g. NIQ, all addenda/corrigenda, special terms& conditions, specification of work, different filled-up formats and in the same will be constituted between the Quotation Accepting Authority and the successful Bidder.

5. Penalty

If any default is made by the Contractor in the form of late reporting in duly. Non reporting, refuse to duties, non-observation dress code and changing of security guard without permission, WBHIDCO may initiate action as deemed fit for the same as per norms.

6. Right to vary quantities

Authority of WBHIDCO Ltd reserves the right to increase or decrease the required quantity of security personnel or extension of service of contract period (if required) as specified in the schedule of requirements without any change in rate and other terms and conditions.

7. Signing of contract

Signing of Agreement shall constitute the award of hiring contract on the bidder.

8. Annulment of Award

Failure of successful bidder to comply with requirement regarding signing of Agreement shall constitute sufficient ground for the annulment of the award and forfeiture of the EMD in which the authority may make the award to the next lowest bidder or call for new bid.

SECTION-III

MINIMUM ELIGIBILITY CRITERIA

a) Registered security agency/contractors/firms, and Partnership firms registered with the State Government/Central Government are eligible to participate. **Joint venture firms are not eligible to participate.**

b) Experience:

(1) Minimum 15 years in providing Security Guard services to central/State Govt., PSU, NKDA, HIDCO, or similar ULBs.

(2) At least three (3) active sites in West Bengal running without subcontracting (Documentary evidence to be submitted)

(3) Experience in a single Government contract with minimum 400 security personnel which is/ was running continuously for 3 years within last 5 years.

c) The bidder should have its own PASARA approved Training Center or affiliated with a registered PASARA approved Training Centre.

d) ISO & Certification: The bidder organization should have ISO 9001:2015, ISO 14001:2015, OHSAS 18001:2007 and SA 8000 Certifications exclusively for security business.

e) Certificate of a registered Charter Accountant to be submitted confirming positive net worth of Rs. 10 Crore.

f) Valid registrations (with supporting documents): GST, PAN, EPF, Contract Labour, Shops & Establishments, Professional Tax (with Challan of 2024-25).

g) Income Tax Returns for Financial Year 2022-23, 2023-24 and 2024-25.

h) Valid PASARA License and exclusive trade license for Security Services.

i) Valid Labour License for a single contract of minimum 400 manpower.

j) Office /Establishment in Kolkata is mandatory if Head quoter is outside Kolkata

k) Average turnover of the intending bidder should be not less than Rs. 50.00 Crore for preceding three years. Certificate issued by a registered Chartered Accountant to be submitted confirming this point.

l) The intending bidder should have at least 1000 Security personnel in their pay roll (PT, ECR Copies must be submitted).

m) Minimum 5 (five) number of Security Service Work orders/ Agreements copies must be provided.

n) The security agency should be in possession of License under the Contract Labour (Regulation & Abolition) Act 1970 issued by Government of West Bengal/ Government of India for any similar work executed earlier & Registration Certificate/License under Private Security Agencies (PSA) (Regulation) Act, 2005 and West Bengal Private Security Agencies (PSA) Regulation) Rules, 2007. Valid Registration/License must be produced.

o) The Bidder should not have ever been blacklisted by any State/Central Govt. Department/PSU/Agency in the past for breach of general or specific condition of the contract, fraudulent, unethical or corrupt business practices. A declaration is to be furnished on the letter head of the bidder.

p) Bidder should have experience during the last three financial years of providing security service to any government/reputed private organization in West Bengal (Detail of experience as per prescribed format given in Annexure-III).

q) Earnest Money Deposit (EMD): EMD will be deposited through NEFT(RTGS) in favour of the WBHIDCO Ltd. Only scanned copy (online EMD deposit will be accepted, no other mode of payment will be entertained).

r) Intending bidder should produce Photocopy of income tax certificate/income tax return of last 3 (three) financial years and PAN/TAN/TIN of bidding firm. Details of service tax registration and photocopy of registration certificate.

s) Intending bidder should produce Certificate of registration for Sales Tax/ Service Tax/GST, if any.

t) Intending bidder should produce the valid certificate of enrollment under EPF.

u) Intending bidder should produce valid certificate of registration under ESI.

v) Letter of acceptance of terms and conditions of tender document in the prescribed format as given in Annexure-IV.

w) Pre-qualification Application as per prescribed format given in Annexure-II.

x) Certificate from the Banker regarding performance of the Bank Account.

Note: Prospective applicants are advised to note carefully the eligibility criteria mentioned above and follow the check list as appended in Annexure-VI to ensure that all the requirements are complied with before

submitting the bids.

SECTION-IV

IMPORTANT DATES AND INFORMATION

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online)	01.10.2026
2	Documents download/sell start date (Online)	01.10.2026 from 06.00 P.M
3	Documents download/sell end date (Online)	26.10.2026 upto 02.00 P.M
4	Bid submission start date (On line)	06.10.2026 from 06.00 P.M
5	Bid Submission closing (On line)	26.10.2026 upto 02.00 P.M
6	Bid opening date for Technical Proposals (Online)	28.10.2026 at 03.00 P.M
7	Date of uploading the final list of Technically Qualified Bidder(online) after disposal of appeals, if any.	To be Notified later
8	Date for opening of Financial Proposal (Online)	To be Notified later

SECTION-V
SCOPE OF WORK

The duties of security guards will be as follows:

- 1) To keep vigil of the Different establishment of WBHIDCO Ltd at different areas within West Bengal and safeguard the property assets machineries, and others materials located therein from theft, pilferage, destruction, sabotage, fire and subversive activities by anyone during the period of contract. Services for security to be provided during the period of contact on round the clock in every place by deploying Security.
- 2) Any untoward incident which is a threat to the security at the above-mentioned location have to be intimated immediately to the controlling officer of the Office building.
- 3) The security personnel shall ensure that authorized persons/vehicles are permitted to enter/exit the area covered under the security.
- 4) The security guards will also attend to any other work as and when directed by the authorities by mutual arrangement/agreement.

*This may be changed as per necessity.

The Security Service Agency should possess the above-mentioned number of uniformed & trained manpower along with necessary electronic and other surveillance equipment's (if required) for maintaining the security round the clock (24X7).

SECTION-VI

GENERAL TERMS & CONDITION

1. The tender form should be accompanied by an earnest money of Rs 15 lakh (Rupees fifteen lakh) only deposited through NEFT(RTGS) in favor of the in favour of WBHIDCO Ltd The scanned copy of EMD should be uploaded in the cover 'EMD'. The earnest money in respect of unsuccessful tenderers will be returned automatically after the selection process is over. No interest shall be paid by this Office on the earnest money/security deposit for the interim period.
2. All prevalent taxes including Sales Tax or any other Taxes applicable such as Service Tax, GST, etc. in respect of the contract to be entered into shall have to be borne by the Service Provider.
3. The Service Provider is responsible for payment of monthly salary maintaining Minimum Wages Act. including all statutory provisions. to the security personnel as applicable to them under the Law through bank account of each personnel within 1% week of every successive month positively.
- 4) Receipt copy of EPF, ESI and monthly bank statement of successful payment to the security personnel is required to be submitted to the office of each successive month.
- 5) All damages caused by the personnel to the property of service sectors shall be recovered from the Service Provider.
- 6)The contract will be for a period of 36 (Thirty-six Month) consequent Months. Any extension of contract period may be allowed if required for any unavoidable circumstances with the same terms and condition and rates.
- 7.This Office reserves all rights to postpone/ and / or extend the date of receipt / opening of Rates / Quotations or to withdraw the same, without assigning any reason thereof.
- 8.) Rates/quotations should be submitted and signed by the proprietor of the firm with its current business address.
- 9) The Successful Bidders shall make an Agreement with the Authority of WBHIDCO Ltd as per the terms and conditions along with an Indemnity Bond ensuring that any legal issues in respect of payments of employees arising out of this contract will be their responsibility and they will bear all expenses related to it.

N.B. Incase of tie bid, the bidder with higher credential based on parameters as mentioned in the NIT. May be selected among L1 bidder (G.O. No. 2320-F(Y) dated 7th June 2022)

There should be no provision of arbitration.

10.) The Bidder shall quote the Service Charge **per head per day in Amount**, as specified in the prescribed Financial Bid/BOQ. The Service Charge shall be quoted within the permissible range of **0.1% (Zero Point One Percent) to 10% (Ten Percent)**. Any bid in which the Bidder quotes a Service Charge **0% (Zero Percent) or above 10% (Ten Percent)** shall be liable to be **rejected/cancelled** and shall not be considered for further evaluation.

11) The Successful Bidder has to submit NOC from the Police Department certifying the antecedents of their security personnel. They shall also submit the details of the personnel such as name, address, mobile number along with photo identity.

12.) The Authority of WBHIDCO Ltd reserves the right to accept / reject any or all tenders received without assigning any reasons thereof. Quotations received later than the stipulated date will not be entertained under any circumstances.

13)Tenders shall be valid for a period of 180 days from the date of uploading of the tenders and the bidder shall not withdraw his tender prior to the expiry of the validity period. In case of withdrawal at any subsequent stage, the EMD shall stand forfeited.

14) For any clarification, inspection of duty sectors etc., bidders may contact with the office of the WBHIDCO Ltd, HIDCO BHABAN at Premises No. 35- 1111, Biswa Bangla Sarani, Action Area I-D, New Town, Kolkata - 700156 on any working day between 11:00 A.M. to 4:00 P.M,

15) The agency should be registered under labour laws for providing manpower and with the Registrar of firms for at least 3 years before the closing date of tender.

16) The agency shall not engage any sub-contractor or transfer the contract to any other person.

17) In normal course, the contract can be terminated by this Office by giving one month's notice to the contractor. In case the services of the contractor are not found satisfactory, the contract can be terminated without giving any notice.

18) The contractor shall take due care to comply with the provisions of the Contract Labour (Regulation& Abolition) Act, 1970 including all other legal obligations, like policy changes made by the Government or legal amendments from time to time, during the period of contract.

19) Any personnel engaged by the agency if found indulging in illegal and intolerable activities will be handed over to the police or any other action deemed fit against him will be taken besides termination of the contract immediately. Agency shall be solely responsible for the conduct and behavior of persons deployed by him.

20)The agency shall not replace the staff frequently without proper substitute & without prior permission of the Office.

21)In normal conditions workers will not be deployed for double duty. However, in case of emergency/ urgency, a worker may be allowed for not more than two continuous duties with proper written information to the authority of this Office.

22)Security guards should have photo identity card having details of Name, Residential Address, Blood Group, Phone Number, ESI card No. and EPF Number. The agency shall be Prompt in making replacement in case any Guard is not available on duty or found unsuitable for duty. Agency shall promptly arrange additional staff whenever required by the Office.

23)To prevent unauthorized entry, the Security personnel should be able to categorize the legitimate visitors without causing any embarrassment to them.

24)The firm applying for tender should certify that they will adhere, fulfill and meet the terms of payment of Minimum wages under Minimum Wages Act, 1948 as declared by Government.

25)The tenderer should have a separate Provident Fund code No. allotted by the concerned Regional Provident Fund Commissioner to provide Provident Fund benefits to workers engaged by it, as provided under EPF Scheme,1952.

26)The rates for Security Guards should be quoted as in prescribed format. The rates should be inclusive of all in accordance with the provision of the Minimum wages Act, Contract Labour Regulation and Abolition Act and other statutory provisions regarding Provident Fund, ESI, Bonus, Gratuity, Leave, Uniform etc.

27)The tenderer should please note that it will be entirely his responsibility to adhere to the provisions of the statutory Rules/Acts mentioned above in the matter of payment of the EPF subscription, ESI subscription, Service Tax etc. Therefore, the rates should be quoted with explicit understanding of his statutory obligations.

28)The tenderer must have valid and latest Income Tax clearance certificate issued by Assessing Officer. PAN number allotted by the Income Tax department should be quoted and a photocopy of the same should be enclosed.

29)No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender.

30)The bidder shall compensate the office in full for the loss sustained by this office on account of any theft, burglary and any other kind of intrusion within the guarding area. The amount of loss to be compensated by the contractor shall be determined by the Authority of WBHIDCO.Ltd.

It shall be binding on the contractor. The contractor shall also be fully responsible for any loss of materials and property etc. of the Office attributable to the negligence or failure of the security personnel in complying with the prescribed procedure. All losses thus suffered by the Office shall have to be compensated in full by the contractor. The decision of the Chief Executive Officer, New Town Kolkata Development Authority in this regard shall be binding on the contractor,

31. This office shall not be liable to provide any residential accommodation to the security personnel. No cooking or lodging shall be allowed within the premises.

32)The security personnel deployed by the Contractor shall be the employee of the Contractor. 'The contractor shall bear all expenses in connection with their employment. The Office shall not be responsible financially or otherwise for any injury to the security personnel in the course of performing the security functions,

33)The High Skilled and Semi-Skilled Security personnel should preferably have Ex-army/Ex-serviceman, Defense or BSF or Police background or trained persons and should preferably be below 50 years.

WBHIDCO LTD
Authority.

SECTION VII
(TO BE TYPED ON BIDDER'S LETTER HEAD)

Annexure-I
TECHNICAL BID

For Supply of Security Services at the Different Establishment of WBHIDCO Ltd.

1	Name of the Organization/Firm				
2	Name(s) of Proprietors/Partners/Directors				
3	Registered Address, and distance from the office of WBHIDCO Ltd				
4	<table border="1"> <tr> <td>Telephone No</td> </tr> <tr> <td>Mobile No</td> </tr> <tr> <td>E-Mail ID</td> </tr> </table>	Telephone No	Mobile No	E-Mail ID	
Telephone No					
Mobile No					
E-Mail ID					
5	Whether the firm is registered and holds License Under Private Security Agencies (Regulation) Act, 2005 and West Bengal Private Security Agencies (Regulation) Rules, 2007, if yes, please entry Reg. No. & Dt. O issue (copy to be attached)	Yes/No			
6	Whether the firm complies with the Contract Labour (Regulation and Abolition), Act, 1970, if yes, please entry the details.	Yes/No			
7	Registration No/Trade license of the Firm (copy to be enclosed)				
8	Permanent Account No. of the firm (PAN) (valid copy to be enclosed)				
9	Provident Fund number and ESI Registration No. allotted by Regional Provident Fund Office, if any (Valid copy to be enclosed)				
10	Average turnover of the firm in preceding three years (Copy of Turnover Certificate issued by a Chartered Accountant to be enclosed)				
11	Number of personnel in the pay roll of the firm (PT, ECR copy to be enclosed)				
12	Name(s) of Govt. Department/PSU/Banks to whom similar services have been provided by the firm during the last three years,				
13	Rate quoted whether complies with the Minimum Wages Act of the Government with all statutory provisions	Yes/No			
14	List of clients indicating quantum of work executed with them				

Date & Place

Seal:

Signature of Authorized Person

Annexure-II

PRE-QUALIFICATION APPLICATION

(TO BE TYPED ON BIDDER'S LETTERHEAD)

To
WBHIDCO Ltd,
HIDCO BHABAN, Premises No. 35-1111, Action
Area I-D, New Town, Kolkata - 700156

Ref:- 523/HIDCO/GM(Engg)-IV/33/SECURITY/NIT-11/2026-27 Dated:- 01.10.2026

Sir,

Having examined the detailed quotation notice No..... dt..... I /we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of In the capacity..... duly authorized to submit the tender.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the bidding agency for Application and for completion of the contract documents is attached herewith.

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief, I, / we, am /are well aware of the fact that: furnishing of any false information / fabricated document would lead to rejection of my tender/Quotation at any stage besides liabilities towards prosecution under appropriate law.

We understand that:

- 1, The Authority of, WBHIDCO Ltd, can amend the scope & value of the contract bid under this project.
2. The Authority of, WBHIDCO Ltd, reserves the right to reject any application without assigning any reason.

Signature of applicant including

title and capacity in which application is made

(TOBETYPEDONTHEBIDDER'SLETTERHEAD)

Annexure-III

EXPERIENCE CERTIFICATION

Ref: - 520/HIDCO/GM(Engg)-IV/33/Security/NIT-11/2026-2027

Name of work:- Engagement of Security Personnel in different establishment in New Town under WBHIDCO Ltd Across the State of West Bengal.

Last 3 years of experience of providing security service to any Government/PSU/reputed Private Organization in West Bengal

Detail of experience in similar type of contract

Sl.	Year of work	Year of work undertaken (Completed)	Name and Address of the agency that awarded the Contact	No of security personal deployed per day for a single day	Value of the job	Date of work order	Date of completion
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)

This is to certify that the information contained in table above is true and correct Copy of the work order along with the satisfactory completion from the Agency awarding the work order must be furnished in order to consider the eligibility.

Name of the Applicant:

Signature of the Applicant:

Date:

Sign & Seal of the Applicant:

Annexure-IV

LETTER OF ACCEPTANCE OF TERMS AND CONDITIONS OF TENDER ENQUIRY

To
WBHIDCO Ltd,
HIDCO BHABAN, Premises No. 35-1111, Action
Area I-D, New Town, Kolkata - 700156

Ref: - 520/HIDCO/GM(Engg)-IV/33/Security/NIT-11/2026-2027

Name of work:- Engagement of Security Personnel in different establishment in New Town under WBHIDCO Ltd Across the State of West Bengal.

Sir,

Having read and understood the conditions of contract and services to be provided we, undersigned, offer to provide security service in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.

I/We abide by the provisions of Minimum Wages Act, 1948, Contract Labour (Regulation and Abolition Act), 1970 and other statutory provisions like Provident Fund Act, ESI, Bonus and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.

I/We shall provide the service as per your requirement.

We agree to abide by this Bid for a period of one year (i.e., 12 Months) from the date of issuing work order and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until an agreement is signed and executed, this Bid together with your written acceptance of award shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any other bid, among the participating bidders.

Date:

Place:

(Signature of bidder with address & Seal)

Annexure-V

Affidavit

(To be furnished in Non-Judicial Stamp paper of appropriate value duly notarized)

I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under-signed.

The under-signed also hereby certifies that neither our firm M/S _____ nor any of constituent partner had been debarred to participate in quotation by Govt. of WB/PSU/Statutory/local Bodies during the last 5 (five) years prior to the date of this NIQ.

The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by The Authority of, WBHIDCO Ltd, or any officer of the Authority as authorized by The Authority of, WBHIDCO Ltd to verify this statement.

The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of The Authority of, WBHIDCO Ltd.

Certified that I have applied in the quotation in the capacity of individual/as a partner of a firm & I have not applied severally for the same job.

Certified that I have applied in the quotation in the capacity of individual/as a partner of a firm in this circle.

Signed by an authorized officer of the firm

Designation of the officer

Name of the Firm with Seal

Date.

Annexure-VI

CHECKLIST OF THE DOCUMENTS TO BE SUBMITTED WITH THE TECHNICAL BID

(Kindly ensure the enclosure of all the documents listed below without which technical bid will not be eligible to be considered for the financial bid.)

Sr. No.	Items	Confirm (Yes/No)
1.	Earnest Money Deposit (EMD) (Through NEFT-RTGS)	
2.	Self-attested copy of PAN	
3.	Self-attested copy valid of Trade License	
4.	i) Self-attested copy of Valid Registration Certificate/License under Private Security Agencies (Regulation) Act, 2005 and West Bengal Private Security Agencies (Regulation) Rules, 2007. ii) Self-attested copy of license under the Contract Labour (Regulation and Abolition) Act, 1970 issued by Govt. of WB/GOI for any similar work executed earlier.	
5.	Self-attested copy of Valid EPF Registration Certificate	
6.	Self-attested copy of Valid ESI Registration Certificate	
7.	Self-attested copy of Valid GST Registration Certificate	
8.	Certificate from the Banker mentioning average balance maintained during last three years	
9.	Declaration on the Letter Head regarding not ever been Blacklisted.	
10.	Copy of relevant credential along with work order in support of the detail experience as furnished in Annexure-III.	
11.	Self-attested copy of Income Tax Return of the last 3 (three) financial years.	
12.	Turnover Certificate issued by a Chartered Accountant on the average turnover of the firm in preceding three years.	
13.	PT and ECR in respect of the personnel in the pay roll of the firm.	
14.	Self-Attested Copy of Audited Balance Sheet last 3 (three) financial years certified by Chartered Accountant.	
15.	Declaration as per Affidavit in Annexure V	

Signature:

Full Name:
Company's Seal:

Annexure VII

FINANCIAL BID

(Quote your Rate on BOQ. This Sheet is only for evaluate your Rate)

1. Name of bidder Company/Firm/Agency:

2. Address (with Telephone number & E-mail id.):

3. It is certified that wages to be paid shall not be less than the prescribed minimum rate of wages under the Minimum Wages Act, 1948, as notified by the Govt. of India/ West Bengal.

4. Evaluation of rate for a Security Service Personnel/month (separate rate quotes, as per table below, to be submitted for each category)

Simplify the system of rate quote

(Minimum rate Considering the minimum wages)

Sl. No.	Particulars	Amount	Remarks
A	Minimum Wages		
B	EPF (@13% on Minimum Wages) (On Sl.-A)		
C	ESI (@3.25% on Minimum Wages) (On Sl.-A)		
D	Bonus (@8.33% on Minimum Wages) (On Sl.-A)		
E	Sub Total (A+B+C+D)		
F	Service Charge (Quoted by the Agency)		
G	Total (E+F)		
H	Goods & Services Tax (@18% on Total) (On Sl.-G)		
I	Grand Total (G+H) (As your quoted rate)		

(The interested bidders are requested to quote their service charge rate (on Sl. No. F) and then follow the format accordingly to evaluate bid value.)

Date: Signature

Place:

Full Name

SEAL

Annexure VIII

Detailed of security Guard in Different location

LOCATION	Number of Security Guard	Remarks
Eco Park	203 Nos	163 Nos Un-skilled, 30 Nos Ex Service man Security guard, 10 Nos Ex Service Man supervisor.
New Town Convention Center	32 Nos	30 Nos Un -Skilled & 2 Nos Supervisor
New Town Exhibition Center	21 Nos	20 Nos Un -Skilled & 1 Nos Supervisor
Coffee House	11 Nos	10 Nos Un -Skilled & 1 Nos Supervisor
New Town Gate	21 Nos	20 Nos Un -Skilled & 1 Nos Supervisor
Unbox Park	6 Nos	6 Nos Un -Skilled
Sub Way near Rabindra Tirtha	13 Nos	12 Nos Un -Skilled & 1 Nos Supervisor
Mother Wax Museum	29 Nos	26 Nos Un -Skilled & 3 Nos Supervisor
Subway Nazrul Tirtha	7Nos	7Nos Un -Skilled
Innovation Center	9Nos	9Nos Un -Skilled
Silver Spring	4 Nos	4Nos Un -Skilled
Urban Forest	10 Nos	9 Nos Un -Skilled & 1 Nos Supervisor
Subway near City Center II	4 Nos	4Nos Un -Skilled
City Square Park	7Nos	7Nos Un -Skilled
Subway Near Nawabpur	3Nos	3Nos Un -Skilled
Eco Urban Village& Tarannya	14 Nos	14Nos Un -Skilled
Snehodiya	15 Nos	15Nos Un -Skilled
Futsal Ground	4Nos	4Nos Un -Skilled
Mangal Subway & Island	6Nos	6Nos Un -Skilled
MLCP	13 Nos	13Nos Un -Skilled
Nazrul Tirtha	21 Nos	21Nos Un -Skilled
New Town School Building	8Nos	8 Nos Un -Skilled
HIDCO BHABAN	115 Nos	109 Nos Un-skilled, 03 Nos Gun Man, 03Nos Ex Service Man supervisor.

Memo. No. 523/HIDCO/GM(Engg)-IV/33/SECURITY/NIT-11/2026-27

Dated: 01.10.2026

Copy forwarded for information to:-

- 1) Joint Managing Director, WB HIDCO.
- 2) Chief Engineer, WBHIDCO
- 3) Chief Finance Officer, WB HIDCO.