

**West Bengal Housing Infrastructure Development Corporation Limited**

(A Government of West Bengal Undertaking)

HIDCO BHABAN, 35-1111 MAR, Near 3<sup>rd</sup> Rotary, New Town, Kolkata-700156.

Memo No:537/HIDCO/A.G.M.(E)-III/SC/15

Dated:23/09/2021

**[NOTICE INVITING N.I.e.T.NO-33 OF 2021-2022OF AGM(Engg.)-III, WB HIDCO Ltd.]**

Addl. General Manager (Engg)-III, on behalf of WB HIDCO invites e-tender for the work detailed in the table below. (Submission of Bid through online)

List of Schemes:

| I. No | Name of the work<br>(1)  | Estimated Amount<br>(Rs.)<br>(2)   | Bid Security Money<br>(Rs.)<br>(3)  | Service Charge in<br>(Rs)<br>(4) | Period of Completion<br>(5)              | Name of the Concerned Officer<br>(6)       | Eligibility of Contractor<br>(7) |
|-------|--|--|---|----------------------------------|--|--|----------------------------------|
| 1.    | Engagement of Security guard at Eco Park, New Town, Kolkata for 12 ( twelve) months. | Rs. 2,83,06,930.00<br>(Rupees Two Crore Eighty Three Lakh Six Thousand Nine Hundred Thirty only) | Rs.50,000.00 (Rupees Fifty Thousand) only to be deposited online through e-tender portal payment gateway. |                                  | 12 months from the date of commencement. | Addl. General Manager (Engg)-III, WB HIDCO | As mentioned in Clause C)        |

**A) Scope of work:-**

1. Engaging of security guard and security supervisor (Ex-Serviceman) as per duty allocated by the concern officer in three shifts in various locations at Eco Park, New Town, Kolkata.
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 with the surrounding areas.
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** :12 (Twelve) months from the date of commencement

**Bid Security:** Rs. 50,000.00 (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 Bid security 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 3 (three) working days before the bid submission closing date as it required times for processing of payment of EMD.

## **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 quote their service charges in Rupees only in the BOQ including G.S.T./other taxes, if any.
5. Agency should pay wages as per the latest rates of wages provided by the Labour Commissioner, Govt. of West Bengal. If the Govt. give increment in the wages the concern agency have to give the increment on the wages.
6. The agency should pay wages along with PF, bonous and ESI as per Rules provided by the Govt. of West Bengal
7. The agency should provide two sets of dresses in an interval of 6 months, wind cheater, sweater in winter, umbrella in rainy season & rain coat, torch etc.
8. The intending bidders have to deposit sum of Rs.50,000.00 (Rupees Fifty Thousand) only as bid security money through e-tender payment gateway payable at Kolkata. It will be converted into Security deposit for successful bidder.
9. The agency will pay the salary of security personnel within 5<sup>th</sup> 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 with 25<sup>th</sup> day of every month if the bill is found O.K..
10. After proper submission of the document for payment of 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.
11. There shall be no provision of Arbitration.
12. Bid Security Deposit will refund after successful completion of 12 months.

## **C) Eligibilities Criteria**

1. Intending agency should have completed similar type of job of any Govt. Organization during last 3 (three) financial years of value not less than 1.2 crore in a single job.
2. Intending agency has not been blacklisted by any Govt./Govt. undertaking company during its entire period of existence.
3. Intending Security agency having valid license for Security Services from Home Department.
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 Gov. Department for a minimum period of 3 (three) years.
6. The agency should have valid registration of ESI & EPF as per Govt. norms.
7. Security Deposit: Total security deposit would be Rs. 50,000.00 (Rupees Fifty Thousand) only.

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

| Sl. No. | Particulars  | Date & Time                |
|---------|--|----------------------------|
| 1       | Date of uploading of e-tender & other Documents (online) | 23.09.2021                 |
| 2       | Documents download/sell start date (Online)              | 23.09.2021 from 6:55 P.M   |
| 3       | Documents download/sell end date (Online)                | 25.10.2021 up to 02:00 P.M |
| 4       | Bid opening date for Technical Proposals (Online)        | 27.10.2021 at 2.00 P.M.    |
| 5       | Date for opening of Financial Proposal (Online)          | To be notified latter 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.

Addl. General Manager (Eng)-III  
WB HIDCO

No:537(11)/HIDCO/A.G.M./15/dtd-23.09.2021

Copy forwarded for information and with the request to Display in the Notice Board to the:

1. Engineer in Chief, WB HIDCO.
2. Joint Managing Director, WB HIDCO.
3. Chief Engineer (Civil & Elec.), WB HIDCO.
4. Addl. Chief Engineer, WB HIDCO.
5. Chief Finance Officer, WB HIDCO.
6. General Manager (Engg)-I, WB HIDCO.
7. General Manager (Admn), WB HIDCO.
8. Additional General Manager (Engg)-II & IV, WB HIDCO.
9. P.S to Chairman, WB HIDCO
10. Sr. Accountant, WB HIDCO.
11. Notice Board.

Addl. General Manager (Eng)-III  
WB HIDCO

**Annexure-I**

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

**Technical bid for Engagement of Security guard at Eco Park, New Town, Kolkata for twelve months.**

To

M/s. WEST BENGAL HOUSING INFRASTRUCTURE DEVELOPMENT LTD.

HIDCO BHABAN, Premises NO. 35-1111, Major Arterial Road, 3rd Rotary,

New Town, Kolkata 700 156

**Sub : Technical Bid for Engagement of Security guard at Eco Park, New Town, Kolkata for twelve months.response to notice inviting Memo No.537/HIDCO/A.G.M.(E)-III/15dated23/09/2021.**

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.537/HIDCO/A.G.M./15dated 23/09/2021.
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 Ltd. |
| 1                 | Name of the <b>Company/ Firm/ Agency</b>                                      |  |                         |
| 2                 | Address of Head Office/ Regd. Office with telephone No., Fax No., E-Mail etc. | Address :<br>Tel.No. with STD Code:<br>Fax No.with STD Code:<br>Email address:<br>Contact Persons with designation:<br>(i)<br>(ii) |                         |

|    |  |  |  |
|----|--|--|--|
|    |  |  |  |
| 3  | Address of the other offices/branches with Telephone No., Fax No., E-mail address etc.   | Address:<br><br>Tel No. with STD Code:<br><br>Fax No. with STD Code:<br><br>E-mail address:<br><br>Contact Persons with<br><br>Designation:<br><br>(i)<br><br>(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  | <ul style="list-style-type: none"> <li>i. Professional Tax R C No.</li> <li>ii. Registration for EPF</li> <li>iii. Registration for ESI</li> <li>iv. Registration with Labour Deptt. for Contract labour (regulation and abolition) Act 1970 &amp; rules</li> </ul> ( Copies attached) |  |  |
| 8  | Shops & Establishment Registration No. ( Copies attached)  |  |  |
| 9  | <ul style="list-style-type: none"> <li>i. PAN</li> <li>ii. Last three years' Income Tax Return</li> </ul> ( Copies 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 Ltd. |
| 12                  | Document showing that the<br>i. Agency is a registered organization and working in the state.<br>ii. is in this business for at least last 3(three) years.<br>iii. The agency is not blacklisted by any Govt. Organisation /PSU/Autonomous Body/ Corporation/Local Body.<br>iv. Agency is having an office in Kolkata |  |                         |
| 13                  | Turnover in last three financial year i.e. 2017-18, 2018-19& 2019-20 as per audited Profit & Loss Account (Annual Turnover for the last three years should not be less than Rs. 1.2 crore.<br>Please enclose :-<br>1. Last 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 3 years as stated Para (C).  |  |                         |

3. WBHIDCO Ltd. 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. **537/HIDCO/A.G.M./15dated 23/09/2021** 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 Ltd. 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).