

GOVERNMENT OF WEST BENGAL
PUBLIC WORKS (ROADS) DIRECTORATE
OFFICE OF THE
EXECUTIVE ENGINEER, MALDA HIGHWAY DIVISION
ROADS COMPLEX, SINGATALA, MALDA. PIN - 732 101, WEST BENGAL
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Memo No. 2073

Dated:25.11.2021

NOTICE INVITING ELECTRONIC QUOTATION No. 03/2021-22/EE/MHD/PW(R)D OF
EXECUTIVE ENGINEER, MALDA HIGHWAY DIVISION, P.W. (ROADS) DIRECTORATE

Online item rate e-Quotation are invited through e-tendering portal <http://wbtenders.gov.in> from the resourceful, reputed, bonafide Government registered Security agencies/firms having minimum credential of 40 (Forty) % of similar nature for the work as mentioned below, under the Office of Executive Engineer, Malda Highway Division, Public Work (Roads) Directorate.

Name of the work

“Providing round the clock security services by deploying 17 (Seventeen) nos. of security guards (without Arms) for guarding at office compound of Malda Highway Division, Chanchal Highway Sub-division, Malda Highway Sub-division, Gazole Highway Sub-division and Mangalbari Stack-yard Compound in the district of Malda for a period of one year (3rd call).”

Terms and Conditions

1. Each “security guard” means 8hrs continuous guarding arrangement with sticks, torch, etc. for which cost to be borne by the agency.
2. The person(s) appointed as “security guard” should be of stout built and of good physique & will be verified by E-I-C up to his satisfaction.
3. Time of guarding arrangement will be of 24x7x365 nature i.e. at any time throughout the year and no refusal will be entertained.
4. Every “security guard” should be issued photo identity card by the provider and a copy to be submitted at the possession of the Executive Engineer concerned.
5. Security guard provider should provide all the accessories such as dress etc to the guarding personnel required to perform the duties. The Security Guard will have to wear the uniform.
6. Intended bidder should provide all inclusive rates for each guard.
7. This quotation is for one year and will be extended if found suitable and necessary by the competent authority.
8. The person on duty shall not leave site without reliever and giving charge to his reliever under any circumstances. Over time on this account shall be borne by the agency and nothing extra shall be paid by the department. In case of absence from duty, perorate recovery shall be made.
9. Duty roaster / slip etc. is to be produced before Assistant Engineer/EE concerned well before each month.
10. Agency shall be fully responsible for any loss of materials, theft of pilferage of stores & encroachment of Govt. land properties.
11. In case of any loss & theft, suitable recovery shall be made from agency as decided by the Engineer -In- charge, whose decision in this respect shall be final and binding.
12. No claim shall be entertained regarding regular employment on account of above said duties.
13. Income tax and security deposit etc. shall be recovered from the bills as per existing rules in force.
14. The services of security guards shall be covered under The Payment of Wages (West Bengal Amendment) Act, 1993.
15. Bills in triplicate along with duty chart & attendance sheet duly approved by the agency with whom the contract will be signed, shall have to be produced every month to the Executive Engineer for payment. No claim for delay in payment for non-availability of the fund will be entertained.

16. No claim whatsoever due to festival or bonus of ex-gratia or in emergency will be entertained at all. Any up gradation of increment in payment shall not be considered in any case due to appeal or else.
17. Intending tenderers should produce credentials of a similar nature of completed work of the minimum value of 40% of the quoted amount put to tender during 5(five) years prior to the date of issue of this quotation notice.
18. In case of more than one L-1 bidder, sealed bid will be invited from L-1 bidders and the bidder quoting the lowest rate in the sealed bids will be accepted. The sealed bid cannot be more than L-1 bid already discovered. In case the L-1 sealed bid rate is zero or negative, the bid will be accepted provided the concerned bidder submits a Bank Guarantee of 10% of the value of the contract as Additional Performance Security. However, the selected agency will have to pay remuneration to the Security or Housekeeping Personnel as was specified in Finance Department Memo No. 3687-Y dated 02.05.2012.
19. The successful quotationer will have to execute a tender agreement in WBF No. 2911 (ii) as applicable by purchasing the documents in triplicate from this office and in proforma along with other document within 07(seven) days from the date of issue of letter of acceptance failing which the quotation will be treated as cancelled. The cost of each set of tender documents will be as per prevailing rate fixed by the Government.
20. An amount equal to 10% (Ten percent) of the monthly bill value will be deducted as security deposit (after adjusting the amount deposited as EMD) till completion of the contract. The entire security deposit will be refunded after three months of satisfactory completion of contract on suitable application.
21. In the event of e-Filing, intending bidders may download the quotation document from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate & Earnest Money has to be deposited by the bidder through the following payment mode as per memorandum of the Finance Department vide No. 3975-F(Y) Dated 28th July, 2016. Necessary Earnest Money of **Rs 60,000/- (Rupees sixty thousand only)** have to be deposited by the bidder electronically online through his net-banking enabled bank account, maintained at any bank OR offline 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., pre-defined amount as mentioned in the NIT. Beneficiary Bank name (ICICI Bank) & IFSC Code and e-procurement Reference No. and intending bidder who wants to transfer EMD through NEFT/RTGS must read and follow the instructions of the pre-filled challan generated from e-Procurement site for payment of the EMD . *Bidders are also advised to submit EMD of their bid, well in advance before the bid submission closing date as it requires time for processing of payment of EMD. ICICI Bank Help desk No.: 033-40267512/033-40267513. Balance amount of Earnest Money (If any) will have to be deposited by the lowest bidder at the time of execution of formal agreement.*
22. The agency will keep itself ready to take up the work within seven (07) days from the date of issue of work order or from any other special date as will be mentioned.
23. The agency will not be entitled to withdraw the agreement without serving a notice of withdrawal to the undersigned prior to two (02) months.
24. The undersigned reserves the right to terminate the agreement any time without assigning any reason whatsoever even by forfeiting the security deposit.
25. The agency will have to take immediate redressal measure on receipt of any intimation from the authorized representative of the undersigned as to the irregular/improper performance of duties by the Guard failing which action will be taken by the undersigned as per condition of contract.
26. For payment of the services rendered, the successful quotationer shall furnish the monthly acquaintance roll of the payment of wages to the guards made by him to the concerned Assistant Engineer/Executive Engineer along with the Bill in triplicate on monthly basis.
27. Prior approval of the Executive Engineer, Malda Highway Division, P.W. (Roads) Directorate shall be obtained by the successful bidder for the persons to be engaged for performing the jobs as mentioned above. For the purpose of the bio-data of the person as per requirement and true copy of Voter Identity Card attested by the concerned Executive Engineer, should be submitted before allowing for perform duties. The approved person shall always bear with him the Identity Card to be issued by the concerned Executive Engineer.
28. The security guards will have to wear uniforms (blue full sleeve shirt with black trouser) along with badge containing their name during their duties. Security guards without uniform will not be allowed to perform their duties in any case.
29. The services shall be provided in three shifts i.e. morning shift (6.00 am to 2.00 pm) evening shift (2.00 pm to 10.00 pm) and night shift (10.00 pm to 8.00 am) throughout a day.

30. Important information: Date & Time schedule:

SL. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. Documents online) (Publishing Date)	25.11.2021
2	Tender Documents download/sell start date & time (Online)	25.11.2021 from 6:55 pm onwards
3	Start date & time of Bid submission (On line)	25.11.2021 from 6.55 pm onwards
4	Closing Date & time of download of Tender Documents (Online)	18-12-2021 at 03:00 pm
5	Closing Date & time of Bid Submission (On line)	18-12-2021 at 03:00 pm
6	Date & time of opening of Technical Proposals (Online)	20-12-2021 at 3.00 pm
7	Date and time of uploading of list of Technically qualified bidders.(online)	Will be notified later on.
8	Date of uploading of final list of technically qualified bidders after disposal of appeals, if any	Will be notified later on.
9	Date and time of opening of Financial Proposal (online).	Will be notified later on.

- Opening and evaluation of Quotation by the Bid Evaluation Committee:

As per Principal Secretary to the Govt. of West Bengal, P.W. Department memorandum no. 453-W(C)/1M/23/15, Dated 15.09.2015 a bid evaluation committee will evaluate each & every bid comprising the following officials.

Sl. No.	Designation	Remarks
1	Executive Engineer, Malda Highway Division, Malda	Chair person & Convener
2	Divisional Accounts Officer/Divisional Accountant	Member
3	Assistant Engineer, Malda Highway Sub Division	Member

Note: Any complain/grievance will have to be submitted to the undersigned in writing only before the date & time of opening of Quotation. No complain/grievance will be entertained after opening of the quotation.

- The validity of contract will be for one year (will be mentioned in Work order). And which can be renewed up to next one / two years without any further enhancement in rates and terms & conditions. The Engineer- in-charge shall reserve the right to cancel / change this contract part or in full without assigning any reason within the validity period with a notice of 30 days in advance. If any further security personnel is required temporarily for short duration (may be for a single day) the same rate (Rate per day = rate approved for a month in that place ÷ 30 days) will be applicable in these places.
- Attested photocopies of valid up to date certificates as mentioned hereunder are to be submitted along with the quotation and original certificates of the same are to be shown at the time of the opening of the quotation in the chamber of the under signed on the day as mentioned above:
 1. Pan Card
 2. Trade License Certificate for engagement in the business of Private Security Agency.
 3. GST Registration
 4. Labour Registration Certificate

Public Works (Roads) Directorate, Govt. of West Bengal, e-NIQ No.
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5. Minimum 05(Five) years of experience from Govt. Department, minimum strength having capacity of 100 nos. security guard.
6. Registration certificate under the Private Security Agencies (Regulation) Act, 2005.
7. Partnership deed in case of Partnership firm.
8. Up to date Professional Tax challan.

*** Important points regarding quoting of rates:**

- The rate should be written both in figures and words for 17 (Seventeen) Nos. of Security guard per head per month including GST/EPF/ESI as applicable as per Govt. rules and including contractor's profit also. For calculation of complete rate the minimum monthly wages should be considered as per guideline of latest circular of the state Labour Commissioner, Govt. of W.B. vide no. 66/Stat/2RW/76/266/LCS/JLC dt. 30.06.2021.
- Rate for a Security Guard per month per head ("Z") should be calculated as per following format:

1	Minimum Monthly wages as per rule	Rs. 8904.00 per head per month
2	EPF (Incl. Admn. Charges) as per rule	
3	ESIC as per rule	
4	Bonus as per rule	
5	Agency charge/Service charge	
6	Sub-total (1+2+3+4+5)	
7	GST @18% of 6	
8	Gross amount (6+7)	

- Although the quotation is being called for 17(Seventeen) nos. of security personnel, this office shall engage the number of security personnel as per its requirement up to 17 (Seventeen) & the bill amount for a month shall be reimbursed only for the number of security personnel engaged in that particular month.

The undersigned reserves the right to accept or reject any quotation either in part or in full, and does not bind himself to accept the lowest quotation without assigning any reason.

Executive Engineer
Malda Highway Division
Public Work (Roads) Directorate

Memo no:-2073/1(17)

Date:- 25.11.2021

Copy forwarded for information and wide publicity through notice board to.....

01. The Sabhadhipati, Malda, Zilla Parishad
02. The Chief Engineer, (HQ), P.W. (Roads) Dte.
03. The Superintending Engineer, Northern Highway Circle, P.W. (Roads) Dte.
04. The District Magistrate, Malda.
05. The Executive Engineer, P.W.D Division Malda.
06. The Executive Engineer, National Highway Division VII P.W. (Roads) Dte.
07. The Executive Engineer, I.T. Division, P.W. Dte., Nabanna, Howrah for uploading the e-N.I.T. in P.W.D. website.
08. The District Information & Cultural Officer, Malda for wide circulation.
- 09-11. The Assistant Engineer, Malda/Gazole/Chanchal Highway Sub-Division P.W. (Roads) Dte.
12. The Divisional Accounts Officer, Malda Highway Division, P.W. (Roads) Dte.
13. The Estimating Section, Malda Highway Division, P.W. (Roads) Dte.
- 14-16. The Secretary, Malda, Builders Assn. / Engineer's Co. Op. Assn. / Labour Co. Op. Assn.
17. Notice Board.

Executive Engineer
Malda Highway Division
Public Work (Roads) Directorate