



Government of West Bengal  
Office of the District Magistrate & Collector, North 24 Parganas  
District Social Welfare Section

Memo No: 314/SW(DN)

Date: 11.03.2020

**NOTICE INVITING TENDER**

Sealed Tenders are hereby invited from bona-fide Tenderers, Contractors, Co-operative Societies for the Specific purposes of Security Services or Housekeeping subject to the following details.

1. Providing Security/ Guarding Services to -

(a) Dhrubashram Observation & Special Home and Place of Safty, 30 Gopal Mullick Road, Kolkata 700057

(b) Sukanya Children Home, Block AQ 15, Sector V, Kolkata 700091

(c) Kishlaya Children Home, Hathkhola, KNC Road, Kolkata 700124 and

(d) Male Vagrants Home, Petrapole Bongaon

- with numbers of 12 heads per day on 3 shift for 8 hours each on all days of the year for guarding and security purpose at Government sanctioned Minimum wages vide Memorandum No. 02/State/2RW/76/266/200/LCS/JLC dated 03.01.2018 of the office of the Labour Commissioner, Government of West Bengal. (the No. of heads may vary and will be intimated to the Agency through written communication)

2. The consolidated monthly charges paid to private security agencies shall have two parts, namely, Service Charge and Security Charge. Rates are to be quoted for Service Charges only by the Agency along with relevant Taxes as per extant Government Rules and Act and would remain fixed for the period of service contract.

3. Monthly Security Charge is the minimum wage of the security personnel. They have entitlements to ESI, EPF and Bonus, as may be applicable and the responsibility of payment of ESI, EPF and Bonus are to be borne by the Contractor, which shall be variable according to the variation of minimum wages stipulated by the State Govt. from time to time. 2(two) Sets of liveries after every 6 (Six) months are to be provided to the guarding staff by the contractor.

The Tender Contracts would generally remain valid for a period of one year from the date of execution of the Agreement contract, which may be extended, if necessary or as per any other relevant Government Order. The authority may cancel part or whole of the Tender without assigning any reasons whatsoever at any point of time.

**Tender Schedules**

01	<b>Tender Papers:</b>	Applications are to be made in Prescribed Tender Forms only to be downloaded from the <a href="http://www.north24parganas.gov.in">www.north24parganas.gov.in</a> on and from 18.03.2020
02.	<b>Date of Submission:</b>	Tender Applications duly and completely filled in the Prescribed Format along with signed copy of Terms & Conditions and Certificate along with other relevant documents are to be submitted by hand in a sealed envelope in the Tender Box which will be kept at the chamber of Additional District Magistrate(T), North 24 Parganas on and from 18 <sup>th</sup> March, 2020 to 27 <sup>th</sup> March, 2020 only in between 11 AM to 2 PM. No tender form shall be accepted by post on and after 2 pm of 27.03.2020.
03.	<b>Date of Opening:</b>	27 <sup>th</sup> March, 2019 at 2.30 P.M. at the Office chamber of the Additional District Magistrate (T), North 24 Parganas.
04.	<b>Information:</b>	Details of any other information can be had from the Office of the Social Welfare Section of the Office of the District Magistrate and Collector, North 24 Parganas.

District Social Welfare Officer  
North 24 Parganas

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Copy forwarded for information and necessary action for wide circulation to:

1. The Director of CRT, Saishali Bhavan, Sector I, Salt Lake City, Kolkata - 700064
2. The Controller of Vagrancy, West Bengal, Purta Bhavan, Salt Lake City, Kolkata - 700064
3. The DICO, North 24 Parganas with a request to publish the Tender Notice in two Bengali Newspaper
4. The DIO, NIC with a request to upload the Tender Notice in the District Website
5. The Superintendent, Dhrubshram, Kishlaya and Sukanya
6. Manager, Male Vagrants Home
7. The DCPO, North 24 Parganas
8. The CA to Additional District Magistrate (T), North 24 Parganas

District Social Welfare Officer  
North 24 Parganas





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**Office of the District Magistrate & Collector, North 24 Parganas**  
**District Social Welfare Section**

**General Conditions :**

01. Intending Tenderer should have Valid Trade Licenses for the Specific Purposes of Security Services or Housekeeping.
02. Intending Tenderer should have Single credential for jobs of such nature for at least Rs. 50 thousand and above in the last financial year in Government/ Semi-Government/Reputed Private Organizations only.
03. Intending Tenderer should have valid License granted under sub-section (5) of section 7 of Private Security Agencies (Regulation) Act, 2005 to engage in the business of private security agency.
04. Intending Tenderer should clearly write PAN and GST Nos of the individual/organization in the space provided in the Tender form.  
**Intending Tenderer should submit Photocopies of the documents as mentioned in Sl No 01 to 04 above failing which the tender shall be rejected.**
05. Tender application/form shall be filled up in English and figures must be written both in numbers and words as and where applicable.
06. Intending Tenderer shall have to submit an Earnest Money deposit in the form of Bank Draft only in favour of the "Additional District Magistrate (T), North 24 Parganas" payable at Barasat for an amount of Rs. 20,000/- (Rupees Twenty Thousand only). **No cash or cheque will be accepted as Earnest Money.** Any prayer for exemption in case of Earnest Money should be accompanied by the relevant Government Order with specific reference to this Tender. Co-operatives requesting for an exemption should have the Tender Papers signed by their Executive Officers.
07. All corrections and deletions along with overwritings in the Tender Form should be authenticated by Full Signatures of the Authorized Signatory signing the Tender Form.
08. Intending Tenderer shall have to submit the complete filled - in tender form and copies of Terms and Conditions duly signed and an undertaking that they have read and understood the entire scope of work along with all credentials and documents in sealed cover superscribing "Tender for providing security guard at 4 Government Homes in North 24 Prganas".
09. The Tender Committee reserves the right to cancel part or whole of the Tender at any point of time without assigning any reasons whatsoever.
10. The accepted Tenderer will have to maintain registers and records for their category of Tender and will have to produce the said registers/records to the undersigned as and when asked for without any delay. They will also have to produce returns periodically after each month.
11. The accepted Tenderer will have to keep in touch with this office every Friday or next working day (in case Friday is a holiday) for updating authorities on the jobs undertaken throughout the week.
12. As soon as the Tender(s) are approved/ sanctioned by the by the District Level Tender Committee and the Department concerned, the accepted Tenderer(s) will have to sign an agreements on a Non-Judicial Stamp Paper of Rs. 10/- denomination accepting the Tender Terms & Conditions and Scope of Job Work and will have to deposit a Security Deposit of Rs. 20,000/- (Rupees Twenty Thousand only) in the form of a bank draft in favour of the " Additional District Magistrate (T), North 24 Parganas" for any or all of the job works contracted upon. Failure to comply with this within 7 (seven) days from date of the receipt of the notice of the undersigned in this regard will summarily cancel the offer for that approved Tenderer and his Earnest Money will be summarily forfeited.
13. The validity of the Tender will be 1 (one) year from date of execution of Agreement Contract extensible if deemed fit by the Authorities concerned or as per any relevant Government instruction in this regard.

14. Earnest Money Deposits of successful Tenderers will be released after they sign the Contract Deed with deposit of security Money. In case of unsuccessful Tenderers the Earnest money will be released within one month from final acceptance of the Tender.
15. Payments of all bills may not be cleared within the Financial Year in question and the Tenderer will have to bear the inconveniences. All payments will be made through ECS and Bank and all other details of the Tenderer will have to be submitted during execution of the Agreement of Contract as per Government norms and deductions are to be made at source as per extant Tax regulations.
16. Tenderers should clearly write the Names, Addresses and Contact Telephone Numbers of them, their offices and residences and persons to be contacted in case of their absence and submit all documents as detailed in Page 2 of this Tender Form.
17. Any Co-operative Society participating in the Tender should get Tender Papers signed by the Executive Officer of the Co-operative Society. Any Tender submitted by any Co-operative would be summarily rejected if not signed by ARCS.
18. Violation of any or all of the clauses as stated above or as in specific requirements in Trade Licenses or credentials will lead to cancellation of this Tender Application for that category.

District Social Welfare Officer  
North 24 Parganas

*I have read and clearly understood all of the above and agree to abide all of the Terms and Conditions for said NIT as stated above without any conditions or reservations.*

Signed for the Tenderer with Date and Seal



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Office of the District Magistrate & Collector, North 24 Parganas  
District Social Welfare Section

**CERTIFICATE OF INSPECTION FOR UNDERSTANDING OF THE SCOPE OF WORK FOR THE TENDER FOR SECURITY  
GUARDING SERVICES**

To  
The Additional District Magistrate(T),  
North 24 Parganas

Sir,

This is to certify that I/We have assessed the scope of work for the Tender Notices No. \_\_\_\_\_, Dated \_\_\_\_\_ and I/We have fully understood the entire scope of work and hence participating in this Tender on full satisfaction and willingness to abide by all terms & conditions as laid down in the above mentioned Tender Notices.

**Signature of the Tenderer with Date & Seal**

**DETAILS OF THE TENDERER(S)**

**NAME OF THE FIRM/COMPANY:** \_\_\_\_\_  
(In block letters)

**OFFICE ADDRESS WITH PHONE:** \_\_\_\_\_  
(In block letters)

**ALTERNATE ADDRESS WITH PHONE:** \_\_\_\_\_  
(In block letters)

**NAME OF CONTACT PERSON :** \_\_\_\_\_  
(In block letters)

**ADDRESS OF THE CONTACT PERSON :** \_\_\_\_\_

**MOBILE NO. OF CONTACT PERSON** \_\_\_\_\_

**PAN/TAN NO. :** \_\_\_\_\_

**BANK ACCOUNT NO:** \_\_\_\_\_ **IFSC :** \_\_\_\_\_

**TRADE LICENSE NO :** \_\_\_\_\_ **ISSUED BY** \_\_\_\_\_

LICENSE NO. GRANTED UNDER SUB-SECTION (5) OF SECTION 7 OF PRIVATE SECURITY AGENCIES

(REGULATION) ACT, 2005 \_\_\_\_\_

\_\_\_\_\_

Signature of the Tenderer with Date & Seal



**Government of West Bengal**  
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**TENDER FORMS FOR PROVIDING SECURITY GUARDING SERVICES AT 4 GOVERNMENT HOMES , North 24 Parganas**

Sl. No.	Name of the Jobs/ Tender	Specifications	Rate quoted for providing Service Charges only in Rs. Per Month per guarding staff
01.	Providing Security/Guarding Services to 4 (four) Government Homes with 12 Nos.of Heads per day on 3 shift basis for 8 Hours each on all days of the year for guarding purposes	(a) Dhrubashram Observation & Special Home and Place of Safty, 30 Gopal Mullick Road, Kolkata 700057 (b) Sukanya Children Home, Block AQ 15, Sector V, Kolkata 700091 (One Female Member in each shift) (c) Kishlaya Children Home, Hathkhola, KNC Road, Kolkata 700124 and (d) Male Vagrants Home, Petrapole Bongaon	Rs. _____/- per month per guarding staff (inclusive of all taxes) (Rupees _____ only)

01. All particulars given by me/us along with the tender are correct and valid as on date of submission of the tender.
02. I/We agree to perform the job at the rate as quoted above as per specifications throughout the period of contract irrespective of local conditions and no prayer for rise in rate for the job will be made by us during the entire period of the Contract as per standard Government stipulations.
03. All the responsibilities except payment of Staff on duty will be the my/our responsibilities in terms of behaviour, attitude and integrity of such staff and the Home Authorities would not remain neither bound nor obliged to retain/ continue employment of such staff provided by me/us.
04. If any act on part of any staff is found to be non-compliant with Government regulations the Home Authorities would have the full powers to terminate such Staff forthwith with or without any confirmation from me/us. However the Home Authorities would inform me of such act of termination for smoother functioning of the Contract.
05. I/We would remain responsible for any act of negligence or indecent or improper/ disobedient behaviour on part of any staff assigned on duty to the Home.
06. I/We agree to abide by any or all of the Terms & Conditions as laid down in any or all pages of this contract form containing 3 (three pages).
07. I/We agree to provide ESIC, EPF & Bonus facilities to all staff employed by us which would be my/our sole responsibility.
08. I/We agree to provide 2 Sets of Liveries to each staff every six months at my/our own cost.
09. I/We have submitted an Earnest Money Deposit of Rs. 20,000/- in form of Bank Draft bearing No. \_\_\_\_\_ drawn on \_\_\_\_\_ Bank payable at Barasat, North 24 Parganas.

**Signature of the Tenderer with Date & Seal**

**DOCUMENTS SUBMITTED/ ATTACHED BY THE TENDERER(S)**

(Please Tick whichever is applicable)

1. Self-Attested Photocopy of valid Trade License in Specific Trade[Security Services/ Housekeeping] : Yes / No
2. Self-attested photocopy of valid License granted under sub-section (5) of section 7 of Private Security Agencies (Regulation) Act, 2005 to engage in the business of private security agency. : Yes/No
3. Self-Attested Photocopy of single Credentials of at Least Rs. 50 Thousand and above in the last year working in Govt/Semi Govt/ Reputed Private Organisation Yes / No
4. Earnest Money Deposit of Rs. 2,0000/- Yes / No
5. Exemption Certificate for EMD Exemption from ARCS Yes / No
6. Self Attested Photocopy of PAN & GSTIN Certificate Yes / No
7. Self Attested Photocopy of Identity Proof of Contact Person (EPIC/Passport/Driving License) Yes / No
8. Self Attested Photocopy of the First Page of the Bank Pass Book Yes / No
9. Any Other Document(s) – Please Specify

Signature of the Tenderer with Date & Seal