

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF FORESTS
OFFICE OF THE DIVISIONAL FOREST OFFICER
24 – PARGANAS (SOUTH) DIVISION
12, BIPLABI KANAILAL BHATTACHERJEE SARANI
NEW ADMINISTRATIVE BUILDING, 4TH FLOOR
ALIPORE, KOLKATA – 700 027
Tele & Fax 91 (033) 2479 – 9032
Email – dfo24pgs@gmail.com

TENDER NOTICE NO. 2/Security Guard/2014-15

Tender for deployment of Security Personnel at Chintamani Kar Bird sanctuary, Baruipur Range, 24 Parganas (South) Division

Sealed Tenders are invited from bonafide Security Service Providers with at least 03 years of previous experience of similar type of job by the Divisional Forest Officer, 24 Pargana(South) Division, West Bengal for deployment of security personnel at **at Chintamani Kar Bird sanctuary, Baruipur Range, 24 Pargana (South) Division** for safeguarding and protecting the sanctuary from trespassing by outsiders and protection of area, building and government properties thereof .

Date of sale of Tender Papers :: **30.05.2014 to 05.06.2014**
From 11:30 AM to 4:00 PM

Date of submission of Tender Forms :: **06.06.2014 upto 3:00 PM.**

Date of opening of Tender :: **06.06.2014 at 4:00 PM**

The Tender Form should be duly signed and stamped on every page.

- 1) Tender Papers for the above mentioned work will be available from Attached Forest Ranger in the office of the Divisional Forest Officer, 24 Pargana (South) Division at 12, Biplabi Kanailal Bhattacharjee Sarani, New Administrative Building, 4th Floor, Alipore, Kolkata – 700027 on payment of **Rs.1000/- (Rupees one thousand) only** by cash in between 11.30 AM to 4.00 PM on all working days between from 30.05.2014 to 05.06.2014.
- 2) The tenders are to be submitted in the prescribed proforma in a sealed cover superscribed as "Tender for Deployment of Security Personnel at Chintamani Kar Bird Sacnctuary, Baruipur Range " and should be addressed by name to "Lipika Ray, IFS, Divisional Forest Officer, 24 Parganas (South) Division, 12, Biplabi Kanailal Bhattacharjee Sarani, New Administrative Building, 4th Floor,

Alipore Kolakta – 700027, Kolkata The tenders should be dropped in the Tender Box on 06.06.2014 upto 3.00 PM. Tenders will be opened on the same day at 4:00 PM by the Tender committee in presence of the Tenderer or his authorized representative.

- 3) Tenders received beyond the date and time scheduled as specified under para – 2 will not be accepted. The undersigned will not be responsible in any respect of let submission of tenders.
- 4) All intending Tenderers shall have to deposit an Earnest Money of Rs.5,000/- (Rupees five thousand) only in the form of Demand Draft / call deposit from a Nationalized Bank and drawn in favour of the Divisional Forest Officer, 24 – Parganas (South) Division along with tender papers in a separate envelope failing which Tenders will not be considered for competition. The EMD will be released to the unsuccessful Tenderers on written application after 15 days from successful completion of all formalities of the tender. If the successful Tenderer fails to execute the required Agreement within the stipulated period, the EMD will be forfeited to the Govt.
- 5) The selected tenderer will be required to provide security personnels as mentioned below.

<u>Office</u>		<u>Deployment of personnel</u>	
(1)	Chintamoni Kar Bird Sanctuary Range Office Baruipur Range Baruipur	(a)	Two nos civilian unarmed guard from 6.00 AM to 12.00 PM.
		(b)	Two nos civilian unarmed guard from 12.00 PM to 6.00 PM.
		(b)	Four nos civilian unarmed guard from 6.00 PM to 6.00 AM.

The no. of civilian unarmed guards and also the duty hours may be changed as per requirement with prior intimation.

General Terms and Conditions

1. The intending Tenderer will have to submit to the Tender committee an application for purchase of tender paper. The application should be accompanied with the following documents for his application to be considered.
 - a) Copy of valid Trade License.
 - b) Copy of current Income Tax clearance.
 - c) Copy of current VAT clearance (if applicable)
 - d) Proof of past experience (last 3 years) in similar type of job in Govt./ Govt. undertakings/ Institution etc.
 - e) Documentary evidence of deposition of statutory deductions such as EPF, ESI, P.Tax, Service Tax etc. (last 3 yrs).

2. A tender is require to quote rates in figures as well as in wards. Tenderer can quote rate at per or below the estimated cost of the project. Rate offered above the estimated cost will not be accepted. In case same rate quoted by more than one tenderer, the authority shall have the liberty and discretionary power to take final decision which shall be final and binding.

3. All intending Tenderers shall have to deposit an "Earnest Money" of Rs.5,000/- (Rupees five thousand) only as mentioned in Para – 4.

4.
 - a) The successful Tenderer, to whom a letter of acceptance has been issued, will have to deposit within 7 days from the date of letter of acceptance, a "Security Deposit" money of Rs.15,000/- (Rupees Fifteen thousand) only in the form of bank draft / call deposit from a nationalized bank in compliance with Finance Department, WB's memo no 5020-FY dated 15.06.2012 and deposit directly to Treasury link bank (State Bank of India, Alipore Court Treasury Branch) and submit to this office two copies of receipted challan. The Tenderer should sign an "Agreement" with this office within 07 (seven) days from the date of communication and acceptance of the Tender.

 - b) The SD money will be released by Treasury (Alipore –II) only after expiry of the contract. On completion of the contract, the tenderer shall obtain a release order from the undersigned and submit the same with

completion report to the Treasury Officer, Alipore – II. On receipt of the same, the security deposit will be released by the Treasury.

c) In case of breach of conditions of any part of contract of agreement or in case of any damage caused to Govt. property by the deployed personnel the SD or part thereof will be liable to forfeiture if the Tenderer does not compensate the cost of the damaged property within a reasonable date after communication of such compensation.

5. The successful Tenderer will have to provide Unarmed Civilian Guards as follows:

a) Chintamani Kar Bird Sanctuary, Baruipur:

(a)	Two (2) nos civilian unarmed guard from 6.00 AM to 12.00 PM.
(b)	Two (2) nos civilian unarmed guard from 12.00 PM to 6.00 PM.
(b)	Four(4) nos civilian unarmed guard from 6.00 PM to 6.00 AM.

(Total No. of security guards will be 8 nos)

6. The successful Tenderer should undertake periodical checkup of their deployed personnel to avoid unforeseen situation if any. Absence of any Security Personnel should be immediately made good by arranging alternatives beforehand. Any under-performing Security Personnel has also to be replaced on such communication from Divisional Forest Officer, 24 – Parganas (South) Division.

7. The contract will be made for a period of 2 years from the date of agreement, but will have to be renewed on completion of every one year and on written application from the service provider and the Employer will not be bound to renew the contract if performance of the provided personnel's are unsatisfactory.

8. The selected Tenderer shall be responsible for obtaining required license for carrying out his business and shall be responsible for strict compliance of all

rules and regulations that are in force or which may be enforced from time to time by the appropriate authority.

9. (i) The Tenderers should quote the rate of security personnel and Animal Feeders on monthly basis excluding statutory charges like EPF, ESI, Service Tax, Professional Taxes etc. Service charges should be quoted separately. The wages for unarmed security personnel should not be below the current rate of Labour Commissioner, West Bengal for unarmed security personnel and unskilled labours in case of Animal Feeders. Employer's share of EPF, ESI, etc. for the deployed personnel will be paid along with monthly bills but the share of the deployed personnel shall have to be collected by the Tenderer. The accepted monthly wages will be revised as per notification of Labour Commissioner, West Bengal, but under no circumstances the presently accepted service charge will be enhanced during three years of agreement of contract to be made with the Tenderer.

(ii). Bonus if any will be paid to the deployed Security Guards following the current Govt. Notification of Bonus. But no Service charge, Service Tax, etc. will be given to the selected Tenderer for the bill against payment of bonus.

10. The successful Tenderer should open EPF, ESI, account in favour of their deployed personnel within 3 months of engagement and the same shall have to be submitted to the Divisional Forest Officer, 24 – Parganas (South) Division within 3 months failing which the contract will be terminated without any notice and THE SUBSCRIPTIONS TOWARDS EPF, ESI, ETC. PAID WILL BE DEDUCTED FROM THE SECURITY DEPOSIT OF THE TENDERER.

11. The Tenderer should quote the rate of their Service Charges as percentage of total of monthly wages, EPF, ESI & P.Tax only. It should not include Service Tax.

12. Proof/ evidences of deposition of EPF, ESI etc against the deployed security personnel shall have to be produced in the office of the undersigned monthly/periodically.


13. The selected Tenderer shall be responsible for the acts and conducts of the

personnel deployed by them. In case of any misconduct/ misbehavior of the deployed personnel, the decision of the Divisional Forest Officer, 24 – Parganas (South) Division will be final.

14. The agreement of contract may be terminated by giving 30 (thirty) days notice from either side. In case the services of any deployed personnel are found unsatisfactory; it will be the responsibility of the Tenderer for replacing the related person immediately, failing which the contract shall be liable for termination.
15. The security personnel deployed by the selected Tenderer shall have no claim to service or other benefits from the Directorate of Forests, Govt. of West Bengal.
16. The Divisional Forest Officer, 24 – Parganas (South) Division the right to reject any or all the Tenders or any condition of the Tender Notice without assigning any reason.
17. The Divisional Forest Officer, 24 Parganas (South) Division is not bound to accept the lowest rate.
18. Payment of bills produced by the Tenderer for wages of deployed personnels will be made on completion of every calendar month. The tenderer should submit the details of bank account in the name of company as payment will be made by ac payee cheque either directly from the office of the Divisional Forest Officer, 24 Parganas (South) Division or through treasury, as per direction of the department and on availability of Govt. sanction.
19. All the Security Personnel to be deployed by the Tenderer will compulsorily have uniforms with monogram of the Tenderer agency and lapel for the specified job and for arrangement of such uniform, monogram etc., no extra payment will be made by the Divisional Forest Officer, 24 Parganas (South) Division.
20. The successful Tenderer shall at his own cost and expenses obtain and renew necessary license as may be required to carry on the business and shall be responsible for strict compliance of all the rules and regulations which are in force or which may be in force from time to time by the

appropriate authority. The Directorate of Forests, Govt. of West Bengal will in no case be a party to any Acts of commission/omission by the selected Tenderer that make the Tenderer liable to legal proceedings under the Law of the LAND.

21. The Tenderer will be responsible for any loss or damage of Govt. property in the Chintamani Kar Bird Sanctuary, Narendrapur, Baruipur Range. The deployed security personnel should ensure prevention of any trespassing and movement of any article from and premises of Chintamani Kar Bird Sanctuary without proper authority.
22. The successful Tenderer will make necessary arrangement for replacement of any security personnel whose services are found to be unsatisfactory.
23. The Directorate of Forests, Govt. of West Bengal will not be responsible for any injury to, or accidental death of any of personnel on duty and any situation arising out of such conditions should be tackled by the successful Tenderer by way of payment of compensation and other related costs.
24. The Tenderer will submit list of the deployed security personnel with full address and other particular including a clear note to the fact that their antecedents have been verified by the Tenderer. They should also submit one copy of Passport size photo of all the deployed personnel duly attested by the authorized person of the agency.
25. It will be binding for the successful Tenderer to abide by all the above conditions of Tender Notice.
26. The terms and conditions will form the part of the 'Agreement'.


Divisional Forest Officer
24 – Parganas (South) Division

TENDER RATES.

SUBMISSION OF TENDER RATES AGAINST TENDER NOTICE NO. 02/Security Guard/2014-15 FOR DEPLOYMENT OF SECURITY PERSONNEL AT CHINTAMONI KAR BIRD SANCTUARY, BARUIPUR RANGE.

To,
The Divisional Forest Officer,
24 Parganas (South) Division

Sir,
In response to your Tender Notice No. 02/Security Guard/2014-15 (Tender for deployment of Security Personnel) at Chintamoni Kar Bird Sanctuary, Baruiपुर Range, me/us against each category of personnel as mentioned in the said Tender Notice.

Sl.No.	To be deployed personnel	Total Monthly Wages	Employers share of EPF (%)	Employers share of ESI (%)	P. Tax	Service Tax	Service Charge (%)	Total
1	2	3	4	5	6	7	8	9
1	Security Personnel							

[* Service charges should be calculated as percentage of total of wages, EPF, ESI & P. Tax only. It should not include Service Tax].

Remarks if any.....

Contact No. of Tenderer.....

Signature of Tenderer
with Rubber Stamp.