



WEST BENGAL AGRO-INDUSTRIES CORPORATION LTD.
(A GOVT. UNDERTAKING)
23B, NETAJI SUBHAS ROAD, 3RD FLOOR, KOLKATA – 700 001.

C I N: U29211WB1968SGC027349
Phone No.: 2230-2315
FAX No.: 091-033-2230-0156
E-mail: wb_agro@wbaicl.com
Website: www.wb_agroindustries.com

NOTICE INVITING E – TENDER

Reference No: AIC/ESTT/ 14346

Dated: 21.10.2022

BID REFERENCE NO. AIC/ESTT/PERSONNEL/NIeT – 1/ 2022-23

- 1. Invitation :** The Secretary-cum-Chief Personnel Officer, West Bengal Agro Industries Corporation Ltd. (WBAIC Ltd.), Kolkata, invites Tenders from the eligible and resourceful Govt. Licensed security agencies having sufficient credential and financial capability for providing manpower of similar nature as mentioned below through e-tenders:

Name of Work	Etimated Value Put to Tender	Token earnest money	Minimum eligibility criteria	Average annual turn over	Performance security deposit	Bankers solvency certificate	Years of experience	No. of personnel in Labour License	Location & required no. of Security Personnel
Round the clock guarding arrangement to protect the Corporation's properties/ Materials etc. in stores/ godowns or in open space being kept within enclosures and or office premises by efficient and trained security personnel at Stores/ Office premises under the jurisdiction of different District offices of this Corporation. This may also require on the job training in terms of guidelines of National Skill Development Corporation (NSDC).	Approximately Rs. 1.90 crores for services of 12 months.	Rs. 3.80 Lakhs & exemption as per existing G.O.	Engagement of 150 nos. security personnel in single contract/ multiple contracts	Rs. 1.9 crores Per annum for any 3 years during last 5 financial years.	2 months order value in Rupees.	At least INR 50 Lakhs within last six months/ 12 months.	Minimum 10 (ten) years of providing security personnel	150 nos. security personnel in single contract/ multiple contracts.	1. Under the Managing Director for Head Office, WBAIC Ltd. and under the 1 st and 2 nd Officers-In-Charge for different district offices of WBAIC Ltd. for Offices, Godowns, stores, open stackyard under their jurisdiction at different locations throughout the state of West Bengal. 2. Numbers: a) Security Guard etc. (Unskilled) Around 80 nos. b) Supervisor etc. (Semi-Skilled) 2 Nos.

2. Date & Time Schedule :

Sl. No.	Particulars	Date & Time
1.	Date of uploading of NiET Documents (On line) (Publishing Date)	21.10.2022 (05:00 PM)
2.	Documents download start date (On line)	21.10.2022 (06:00 PM)
3.	Documents download end date (On line)	14.11.2022 (03:00 PM)
4.	Bid submission start date (On line)	22.10.2022 (11:00 AM)
5.	Bid Submission closing (On line)	14.11.2022 (04:00 PM)
6.	Pre-Bid meeting - Participant should submit their queries in their official letter head prior to beginning of the meeting on the same date	03.11.2022 (02:00 PM)
7.	Bid opening date for Technical proposals (On line)	17.11.2022 (01:00 PM)
8.	Date of uploading list for Technically Qualified Bidder (On line)	Will be notified online
9.	Date of opening of Financial Proposal (On line)	Will be notified online
10	Location of Bid opening	Head Office, West Bengal Agro Industries Corporation Limited

3. Bidding :

3.1. Bid Fee : NIL

3.2. In view of the e-Filling of the response, intending bidder may download the Bid document from the website: <https://wbtenders.gov.in> directly by the help of Digital Signature Certificate and Earnest Money may be remitted as mentioned in the earnest money clause.

3.3. Technical Bid and Financial Bid both are to be submitted online concurrently duly digitally signed in the website <https://wbtenders.gov.in> as per scheduled date & time stated herein above. The documents submitted by the bidders should be properly indexed & self-attested with seal.

3.4. The financial offer of the prospective bidders will be considered only if the Bidder qualifies in the Technical Bid. The decision of the “Tender Committee”, West Bengal Agro Industries Corporation Limited (WBAIC Ltd.), will be final and binding on all concerned and no challenge against such decision will be entertained. The list of qualified bidders will be displayed on the website on the scheduled date and time.

3.5. The intending bidder must read the terms and condition of the NieT carefully. They should particularly go through the eligibility criteria required and satisfy themselves regarding their eligibility. It is advised that bid should be submitted only if the bidders consider themselves eligible and are able to upload the required documents.

3.6. All information posted on the website consisting of NieT and related documents, Agreement Form, BOQ, Corrigendum etc. shall form part of the bid documents.

3.7. The intending Bidders

3.7.1. must have valid Permanent Account Number,

3.7.2. should have paid Professional Tax for the Financial year (2022-23),

3.7.3. filed I.T. Returns of Last 3 (three) Assessment years (2021-22, 2020-21, 2019-20),

3.7.4. have a Valid 15 digit Goods and Service Taxpayer Identification No. (GSTIN) and latest filed return.

3.8. The Tender Inviting Authority through a “Tender Committee” will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:

3.8.1. Financial Capacity

3.8.2. Experience / Credential

The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned above and the declaration executed through prescribed affidavit in non-judicial stamp paper of Rs. 10/- duly notarized.

3.9. No price preference and other concession will be allowed.

3.10. Earnest Money :

Bidders are required to make payment of Earnest Money (EMD) through the e-Payment banking system, on-line and should read in advance the instructions carefully, particularly those contained in the challan generated in the e-transaction of the portal, if opted for EMD payment through RTGS/NEFT. Only if the bidder is exempted from payment of EMD by the Government of West Bengal, the Govt order for such exemption is to be uploaded while opting for EMD exemption category. Any misjudgement and resultant non submission of EMD will lead to rejection of the bid.

3.10.1. Refund/Settlement Process:

- 3.10.1.1. After opening of the bids and technical evaluation of the same by the Tender Inviting Authority through electronic processing in the e-Procurement portal of the Government of West Bengal, the Tender Inviting Authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders.
- 3.10.1.2. Once the financial bid evaluation is electronically processed in the e-procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded as per norms of the Corporation. However, the EMD of the L2 bidder should not be refunded till the LOI process is successful.
- 3.10.1.3. If the L1 bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L2 bidder will be refunded as per norms of the Corporation.
- 3.10.1.4. No interest on earnest money will be paid by this Corporation.

3.10.2. Forfeiture of Earnest Money Deposit:

Earnest Money deposit is liable for forfeiture in the event of:

- 3.10.2.1. Withdrawal of offers while offers are under consideration during the validity period.
- 3.10.2.2. Non acceptance of work order.
- 3.10.2.3. Non execution of Agreement within the stipulated time, after receiving the work order.
- 3.10.2.4. Any unilateral revision made by the Tenderer during the validity period of the offer.

3.10.3. Exemption from Earnest Money Deposit:

Necessary specified exemption from deposit of Earnest Money will be allowed as per prevailing rules and conditions in Govt. Orders of the Government of West Bengal, subject to producing documentary evidence of proof of entitlement of tenderers for such exemption from depositing Earnest Money.

3.11. Eligibility criteria for participation in bid:

- 3.11.1. Bidders must be any one of the following :
 - 3.11.1.1. A Proprietary Firm;
 - 3.11.1.2. A duly Registered Partnership Firm;
 - 3.11.1.3. A Company registered under the appropriate Companies' Act or be formed under a Statute.
- 3.11.2. Joint Venture of any sort is not allowed and NO CONDITIONAL / INCOMPLETE BID will be accepted under any circumstances.
- 3.11.3. A prospective bidder may participate in the bid as follows:
 - 3.11.3.1. If the bid is made by a proprietary firm, it shall be signed by the proprietor in his full name, supported by the name of his firm with its current address duly stamped.
 - 3.11.3.2. If the bid is made by a partnership firm, the partnership deed shall accompany the Bid. It shall be signed by
 - 3.11.3.2.1. all the partners of the firm in their full names, supported by the name of the firm with its current address duly stamped or
 - 3.11.3.2.2. by a partner holding the power of attorney for the firm to act as its authorized signatory for signing the bid, supported by the name of his firm with its current address duly stamped. It shall also be accompanied by a certified copy of the power of attorney.
 - 3.11.3.3. If the bid is made by a duly Registered/ formed company, it shall be signed by an individual duly authorized by the Board of the company or holding the registered power of attorney for acting as authorized signatory for signing the bid, duly approved by the appropriate authority of the company. Certified copy of the power of attorney and other supporting documents (if any) shall accompany the Bid. Such Company shall also be required to furnish satisfactory evidence of its existence such as the Article of Association and Memorandum of Association, Registration Certificate under Company Act (if any) along with the Bid.
 - 3.11.3.4. All signatures in the Tender documents shall be dated.
 - 3.11.3.5. All witness and sureties shall be person of status and probity and their full names, occupations, addresses shall be stated below their signatures.
 - 3.11.3.6. Cancellation of any document such as power of attorney, partnership deed etc. should be communicated forthwith by the Bidder in writing failing which this Corporation shall have no responsibility or liability for any action on the strength of the said document.

3.11.4. Bidders must have:

- 3.11.4.1. ISO QMS Certification, as applicable.
 - 3.11.4.2. At least 10 years experience in the field of providing security service.
 - 3.11.4.3. Valid registration licence as per Notification No. 2254-P Dated 8th May 2007 - West Bengal Private Security Agencies (Regulation) Rules, 2007 of Home (Political) Department for entire State of West Bengal.
 - 3.11.4.4. Valid Trade Licence Certificate for security service business in West Bengal and must have an Office in West Bengal (Trade licence etc).
 - 3.11.4.5. ESI , EPF Registration Certificate as well as proof of payment of the statutory dues for last six months.
 - 3.11.4.6. Paid Professional Tax of Financial Year (2022-23) and proof of the same in form of deposit Challan is to be submitted with the bid.
 - 3.11.4.7. Permanent Account Number & filed Last 3 (three) Assesment Year's (2021-22, 2020-21, 2019-20) I.T returns.
 - 3.11.4.8. Valid 15 digit Goods and Service Taxpayer Identification No. (GSTIN) with latest return.
 - 3.11.4.9. Registration with National Skill Development Corporation (NSDC) or having a training establishment with common management, the establishment being registered with NSDC for its security and hospitality sector skill council.
 - 3.11.4.10. Appropriate Labour Registration Certificate.
 - 3.11.4.11. The successful tenderer would further observe other applicable acts and rules in regard to statutory payments and dues as amended from time to time. WBAIC Ltd. will not be responsible for violation of any applicable acts and rules by the successful tenderer and is not liable to make any payment thereof for such violation, if any.
- 3.11.5. Bidders must have Past Experience for providing security guards in any Department/ Organisation of the State Govt./ Central Govt. or their Autonomous Bodies for at least 150 nos. Security Personnel in a single work or multiple contracts deployed within last 5 Financial Years. Work order/ Agreement must be attached. Only similar nature of services i.e providing security personnel will be entertained to satisfy past experience. Bidder must
- 3.11.5.1. clearly mention name, address, contact no. & email-id of the office.
 - 3.11.5.2. clearly mention details of nature of works with completion date and a certificate in support of the credential. Payment Certificate will not be considered as credential. Certificate for the work which has been completed or running should be obtained from the competent authority from a Department/ Organisation of the State Govt./ Central Govt or their Autonomous Bodies. Work/ performance certificate mentioning value paid may be taken as a credential.
 - 3.11.5.3. submit proof of payment of minimum wages to all personnel, whose deployment constitutes the credential.
- 3.11.6. Bankers' Solvency Certificate issued within a period of last six months/ 12 months for at least INR 50 Lakhs.
- 3.11.7. Proof of availability of Trainers for providing training to security personnel must also be submitted.

3.12. Quoting of Rates in the BOQ :

- 3.12.1. Single Rate should be quoted in Percentage as service charge, excluding GST (GST as applicable from time to time shall be paid extra), for all categories of deployments, Security guards, Unskilled & Semi skilled personnel, in the space provided for quoting rate in the BOQ for 8 hours duty on per head basis.
- 3.12.2. The rate quoted in BOQ should take into account
 - 3.12.2.1. Cost of 2 (two) sets of uniform / dress, shoes cum boots, umbrella /rain water coat , whistle, three cell torch light and Batteries and other accessories for each personnel.
 - 3.12.2.2. Other charges/ taxes/ cess/ royalty as applicable (other than GST and other statutory dues as mentioned in Annexure-D).
 - 3.12.2.3. Any other incidental charges and contractor's service charge. Wages for working beyond normal duty hours and holiday compensation (relievers duly to be considered as per statute/ norms) should be factored in the quoted service charge.
- 3.12.3. The minimum entitlement of each personnel, Security guards, Unskilled & Semi skilled personnel is enclosed as Annexure-D, based on latest notifications regarding minimum rates of wages of Labour Department per head per day and statutory payouts. It may be mentioned that the same may be revised from time to time by the Labour and other appropriate Departments and shall be paid to the bidder in turn as amended from time to time.
- 3.12.4. These minimum wages and/ or bonus (if due) must be paid timely into the bank account of the personnel within five days of falling due. Proof of the same shall be checked periodically.
- 3.12.5. Bidders offering abnormally low rate may be asked to submit rate analysis, within a specified time frame, used for arriving at the quoted rate. Inadequate explanation of the same or zero rate will be treated as non responsive offer and the bids will be summarily rejected.
- 3.12.6. Rate quoted in the BOQ only will be acceptable and rate quoted anywhere else in the bid document shall not be accepted and the offer of the bidder shall be treated accordingly.

4. Preparation and submission of bill:

- 4.1. Rates shall be inclusive of every demand. The contract signed with the successful bidder(s) may be extended on the same terms and conditions and by mutual consent between the bidder and the purchaser.
- 4.2. The overall rate payable per head will be arrived at, after incorporation of statutory charges (ESI, EPF & Bonus (when due)) along with minimum wage rate fixed by Labour Department from time to time and bidder's service charge and the consequent GST (as applicable).
- 4.3. Minimum wages as amended from time to time must be paid into the bank account of the personnel within five days of falling due. Proof of the same shall be checked periodically.
- 4.4. The amount against ESI, EPF, Bonus (at the statutory rates) would be paid on reimbursement basis on production of authenticated documents proving the payments made. The reimbursements shall be made on the basis of prevalent and applicable rates, as amended by the appropriate authorities from time to time.
- 4.5. Bill in triplicate shall be submitted to the payment authority, viz. Managing Director, WBAIC Ltd., within the 1st seven working days of every month. The bill shall be in the form of an Invoice showing no. of personnel deployed, category - wise, and the amount due along with the statutory dues etc. Working sheet indicating the number of personnel deployed, rate, no. of working days, working period, place of deployment, total amount etc. shall accompany the invoice.
- 4.6. The Bill shall be accompanied by the the following documents :
 - 4.6.1. Attendance sheet of all deployed personnel.
 - 4.6.2. Wage payment sheet of previous month.
 - 4.6.3. ESIC and EPF deposit challan and ECR of previous month.
 - 4.6.4. Proof of payment of Bonus, if due.
 - 4.6.5. Any other documents required shall be informed later.

5. General Terms and Conditions :

- 5.1. The Bid document shall be filled up in English. All literatures and correspondence in connection with this e-Bid shall be in English.
- 5.2. An Affidavit as per given format (Annexure-C) in non-judicial stamp paper of Rs. 10/- duly notarized should be submitted by the participant that he/ they is/ are not barred/ delisted/ blacklisted by Govt./ Government Undertaking during last 5(five) years.
(A declaration in this respect through affidavit as per the format given in Annexure - C has to be furnished by the prospective bidders without which the Technical bid shall be treated as non-responsive.)
- 5.3. The Bidder, at his own responsibility and risk is encouraged to visit and examine the office locations of WBAIC Ltd. and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into contract for the work as mentioned in the Notice Inviting Tender before submitting the offer with full satisfaction. The cost of visiting the site shall be at the Bidder's own expense.
- 5.4. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by this Corporation. The Tender Inviting Authority reserves the right to reject any or all the application for purchasing Bid documents and/or to accept or reject any or all the offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Bidder at the state of Bidding.
- 5.5. The intending bidders are required to quote and submit the rates online only. No offline bid will be entertained.
- 5.6. All intending bidders are requested to be present at the Head Office, WBAIC Ltd., 23B, Netaji Subhas Road, 3rd Floor, Kolkata-700001 during opening of the bid on the date and time scheduled for opening of the technical bid. No objection in this respect will be entertained raised by any bidder who will not be present during opening of bid, or from any bidder who will be absent at the time of opening of bid. Only technically qualified bidder(s) will be entertained in respect of the Financial Bid.
- 5.7. In case if there is any objection regarding the qualification of the Agency on the basis of technical evaluation, it should be lodged to the Tender Inviting Authority, WBAIC Ltd., within 2 days from the date of publication of technical evaluation and beyond that time schedule no objection will be entertained.
- 5.8. During scrutiny, if it comes to the notice to the Tender Inviting Authority that the credential or any other papers of any bidder is incorrect/ manufactured/ fabricated, that bidder will not be allowed to participate in the bid and that application will be out rightly rejected without any prejudice with forfeiture of earnest money forthwith.
- 5.9. Before issuance of the work order, the Tender Inviting Authority may verify the credential & other documents of the lowest/ all bidder at any stage, if found necessary. After verification, if it is found that such documents submitted by the lowest bidder is either fraudulent or false, in that case, work order will not be issued in favour of the bidder under any circumstances or if already issued, his/their award of work will be cancelled without any further scope of payment or reimbursement and suitable action as per law will be taken.

BID REFERENCE NO. AIC/ESTT/PERSONNEL/NIeT – 1/ 2022-23

- 5.10. If the opening of technical/ financial bid does not happen on the scheduled date, due to unavoidable circumstances, the date of opening of the technical/ financial bid shall be the next available working day.
- 5.11. The number of personnel mentioned is indicative only. The employer reserves the right to increase or decrease the numbers to any extent as may be required from time to time.
- 5.12. Bids shall remain valid for a period not less than 120 days (One Hundred and Twenty days) from the last date of submission of Financial Bid. If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.
- 5.13. The Tender Inviting Authority shall have the right to revoke the bid evaluation process if any technical problems arise at any stage of evaluation process.
- 5.14. The Tender Inviting Authority reserves the right to cancel the NIeT due to unavoidable circumstances, without assigning any reason whatsoever, and no claim in this respect will be entertained.
- 5.15. Force Majure
 - 5.15.1. The Tenderer shall not be liable for the liquidated damages when his failure in executing the work within the scheduled period is due to any event beyond the control of the Tenderer, which could not have been foreseen, prevented or avoided.
 - 5.15.2. Time extension may be granted against force majeure on submission of a written prayer/application to the Tender Inviting Authority.

6. Award of Contract:

- 6.1. Award of Contract is to be made to the Bidder whose responsive Bid is determined to be the Lowest Evaluated Bid after they have qualified the Technical evaluation.
- 6.2. In case of tie amongst responsive L1 bidders offering same rate, the employer, at their discretion, reserves the right to distribute the entire work amongst them.
- 6.3. The Employer reserves the right to accept or reject any or all the bids without showing any reason whatsoever and may distribute the works amongst the responsive Bidders if considered necessary. The Employer also reserves the right to waive any minor deviation or omission.
- 6.4. Successful Bidder(s) shall have to execute agreement in duplicate with the Managing Director, WBAIC Ltd. under whose authority the security guard shall be deputed in various offices of WBAIC Ltd., as will be indicated in the AOC/ Work order within 5 (five) days from the date of issue of contract award. A Performance Security Deposit amounting to two months order value in Rupees shall have to be deposited through Bank and submitted by successful Bidder during execution of formal agreement.
- 6.5. For purchase of agreement paper, bidder has to make payment of the amount as will be prescribed in the work order through Bank. If the contractor fails to perform the formalities within the specified period, the bid may be liable to be cancelled and earnest money will be forfeited.
- 6.6. Online Earnest Money submitted with the bid shall be converted into part of Performance Security Deposit and the balance amount of Performance Security as stated above shall be deposited through Bank during the time of execution of agreement.

BID REFERENCE NO. AIC/ESTT/PERSONNEL/NIeT – 1/ 2022-23

7. Liquidated damages :

These shall be in accordance with clauses in the Agreement Form.

8. Defaults:

8.1. If the Bidder fails to execute the work within the time specified or any granted extension period, Tender Inviting Authority may by written notice to the Bidder, terminate the right of the Bidder to proceed with any or all the remaining part of the contract.

8.2. Such breach on the part of the Bidder will result in the forfeiture of Bidder's Earnest Money / Performance Security and in addition, the Tender Inviting Authority reserves the right to get the work done through other agency and also to recover any excess cost so involved from the Bidder.

9. Payment of Bill:

9.1. Payment will be made by WBAIC Ltd. which will be mentioned in the work order on completion of the job as per terms and condition of the contract.

9.2. Income Tax, GST & all other taxes/ statutory dues will be deducted from every bill as per existing rules.

10. Release of security money for Performance:

Security for performance shall be released on fulfilment of terms and conditions of the contract and on expiry of the contract period or extended contract period. No interest will be paid on Performance Security Deposit.

11. Penalty for suppression/distortion of facts:

11.1. If any contractor/bidder fails to produce the original hard copies of the documents on demand by the Tender Inviting Authority within the specified time frame or if any deviation is detected in the hard copies from the corresponding uploaded soft copies or if any suppression /distortion /falsification is noticed/ detected/ pointed out at any stage of e-bid process till execution of works and if found guilty, the Tender Inviting Authority will immediately bring the matter to the notice of the Tender Committee which may recommend suitable actions against the bidder.

11.2. Even if the falsification/ distortion is found during the contract period, the payment shall be stopped immediately. Payments made if any shall have to be returned to the Bank account of this Corporation, as per decision of the Tender Committee.

11.3. The contractor/bidder may be suspended from participating in all future bid on any bid platform of WBAIC Ltd. on approval of the Tender Committee for a maximum period of 3 (three) years.

11.4. In addition his/her Earnest Money Deposit will stand forfeited by the Corporation.

11.5. Besides the above, WBAIC Ltd. may also take appropriate legal actions including blacklisting of the defaulting contractor/bidder and debar him/her from participating on any bid platform of WBAIC Ltd. on approval of the Tender Committee for a maximum period of 3 (three) years.

12. The Notice Inviting Tender along with the special terms and conditions to be issued with the Bid documents along with the addendum and corrigendum shall form part and parcel of the Bid.

13. Insolvency or Death of Contractor:

In the event of the Contractor being adjudged insolvent or going voluntarily into liquidation or having received order or other order under Insolvency act made against him or, in the name of a Company or, the passing of any resolution, or making of any order for winding up whether voluntarily or otherwise, or in the event of the Contractor failing to comply with any of the conditions herein specified the Managing Director, WBAIC Ltd. shall have the power to terminate the contract without previous notice.

BID REFERENCE NO. AIC/ESTT/PERSONNEL/NIeT – 1/ 2022-23

Contractor's heirs/representatives shall, without the consent in writing of the Managing Director, WBAIC Ltd. have the right to continue to perform the duties or engagements of the Contractor or under the contract in case of his death. In the event of the Contractor, with such consent aforesaid, transferring his business, and in the event of the Contractor being a company and being wound up any time during the period of this contract for the purpose and with the object of transferring its business to any persons or a company, the Contractor shall make it one of the terms and stipulations of the contract for the transfer of his properties and business, that such other person or company, shall continue to perform the duties or engagements of the Contractor under this contract and be subject to his liabilities there under. Proof of Death and other relevant documents to this effect shall be submitted to the Managing Director, WBAIC Ltd., in writing.

Without prejudice to any of the rights or remedies under this contract, if the Contractor dies, the Managing Director, WBAIC Ltd. shall have the option of terminating the contract without compensation to the Contractor, which does not amount to Breach of the contract.

14. Sub-Contracts:

The Contractor shall not assign, sub-contract or sublet the whole or any part of the work covered by the contract.

15. Compliance With Laws And Regulation:

During the performance of the works the contractor shall at his own cost and initiative fully comply with all applicable laws , bylaws, rules, regulations and orders and any other provisions having the force of law made or promulgated or deemed to be made or promulgated by the Government. The contractor shall assume full responsibility for the payment of all contributions and pay rolls taxes, as to its employees, servants or agents engaged in the performance of the work specified in the contractor documents.

The contracting Company / Firm / Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this office.

SPECIAL TERMS AND CONDITIONS

1. In the matters of payment towards the engaged Security guards, Unskilled & Semi skilled personnel, the agency will be liable to pay the minimum wages to each individual the rate as would be prescribed by the Labour Department, Govt. of West Bengal, notification as applicable from time to time after revision of rates and also latest notifications of Labour Department or any latest orders, as applicable must be followed. If there be any violation of the said order during the execution of the work, it will render the concerned agencies ineligible for the work then and there or at any subsequent stage as may be found convenient. Statutory dues as ESI, EPF, Bonus etc. shall have to be paid/ deposited as per existing norms.
2. The bill for “Reimbursement of Bonus” to the agency should be lodged alongwith proof of payment vouchers and proof of payment of EPF (EPF Challan & ECR) & ESI copies in original after the actual payment of the same.
3. Payment to the Security guards, Unskilled & Semi skilled personnel, to be made by the successful bidder within 1st five days of every month to their respective bank accounts and authenticated document supporting such payment to the engaged guards must accompany the concerned bill raised by the agency for payment.
4. The agency shall be bound to effect payment to the Security guards, Unskilled & Semi skilled personnel every month regularly. In case of any adverse report regarding non-payment to the Security guards, Unskilled & Semi skilled personnel within the month, the authority reserves the right to deduct from the bill/ Performance Security and effect payment to the Security guards , Unskilled & Semi skilled personnel.
5. Payment would be released on monthly basis against bill in triplicate to be submitted by the security agency to the Managing Director, WBAIC Ltd. along with all documents as mentioned before in the NIeT Release of payment for subsequent months is subject to verification of full payment made to EPF & ESI and tax, cess authorities where applicable in respect of person(s) engaged for the previous months. Copy of payment sheet is to be submitted alongwith subsequent month’s bill.
6. The minimum age of Security guards, Unskilled & Semi skilled personnel, should be 18 years and must have training for this purpose as enshrined in Notification No. 2254-P Dated 8th May 2007.
7. The agreement will remain in force for a period of 24 (twenty-four) months from the date of engagement of Security guards, Unskilled & Semi skilled personnel by issue of work order which may however be extended on having satisfactory services rendered by the agency. A Performance Security Deposit amounting to two months work order value in Rupees shall have to be deposited through Bank in favour of ‘West Bengal Agro Industries Corporation Limited’ and submitted by successful Bidder during execution of formal agreement. The Performance Security Deposit will be forfeited in part or in full as the case may be in case there is a loss of Government Property/ non-payment of Security guards , Unskilled & Semi skilled personnel. Performance Security Deposit will be refunded only after expiry of contract period. The token earnest money will be refunded after deposition of Performance Security Deposit.
8. The contract can be terminated under exceptional circumstances on at least 3 (three) months notice from either side.
9. On the job training must be provisioned for leading to certification of the appropriate level for the individual personnel at different locations. A change over of the security guards at every office may have to be made if desired by the concerned authority.
10. The number of Security guards, Unskilled & Semi skilled personnel, is tentative and may vary according to necessity. The agency must have to supply/ deploy extra security personnel or reduce at any time as per requirement giving 1 (one) month notice for which no claim for any compensation will be allowed. In the event of

BID REFERENCE NO. AIC/ESTT/PERSONNEL/NIeT – 1/ 2022-23

failure on the part of the agency to provide security personnel as per requisition at any place, the undersigned reserves the right to make alternative arrangement as deemed fit at the risk and cost of the defaulting agency.

11. The agency should keep this office indemnified against any loss of property/ material entrusted to its security as well as compensation required to be paid for violation of any labour law by the agency.
12. Occurrence of theft/ missing of Govt. materials must be informed to the local Police Station and Managing Director, WBAIC Ltd. where security personnel have been deployed.
13. If WBAIC sustains any loss due to negligence of the security personnel so deployed, then WBAIC Ltd. shall have the right to terminate the contract forthwith and to forfeit the in whole or in part at the discretion of WBAIC Ltd. as compensation and the remaining loss, if any, would be adjusted against the outstanding bill(s) of the agency and/ or through legal process.

The agency will be liable to compensate for the loss of materials. However, the decision of the Managing Director, WBAIC Ltd. in this matter shall be final and binding.

14. No material will be allowed to pass out on any mode unless the articles are properly checked & copy of valid challan/Road challan is handed over to the guard on duty and he will furnish the documents for necessary checking as and when required.
15. Handing/ taking over of the charges of the materials is to be as per list as to be prepared by the authority concerned and the guards will take over all the responsibilities of the materials and will be liable for any loss of articles as they were entrusted for.
16. In case of duty in the open store/ stockyard, inventory list would be supplied to the security guards for their information and taking special care for the materials this may also be arranged through joint inspection/verification if situation demands.
17. The security personnel so deployed shall prevent any trespass and shall not allow any encroachment whatsoever of any nature within the premises of WBAIC Ltd. and shall assist WBAIC Ltd. in eviction of any such trespasser/ encroacher from the premises of WBAIC Ltd. as and when directed and/ or needed.
18. The security personnel so deployed shall ensure safety and security of moveable and immoveable properties of WBAIC Ltd.
19. The security personnel so deployed shall not indulge themselves in any criminal and/ or unlawful activities or nature within and outside the office premises of WBAIC Ltd. The agency shall be held responsible for such acts/ behavior of security guards.
20. The security personnel so deployed shall perform their duty honestly, diligently and shall be well disciplined and would behave properly with the employees of WBAIC Ltd. and the bonafide visitors/ customers of WBAIC Ltd.
21. The agency should ensure that no security personnel so deployed shall leave the duty place without prior knowledge of WBAIC Ltd.
22. The agency should ensure that no security personnel so deployed should have the ability to read and write Bengali and English/ Hindi.
23. The organization/agency shall be bound to withdraw any of the engaged personnel in case of misconduct/lack of discipline/misbehavior/negligence in duties etc. within 24 hours of reporting by the concerned officer.
24. The office authorities are empowered to check the attendance of the security guards at any time possessing identity card issued by the respective agency and may note down his comments in the attendance register of the guards. The office concerned may call for the attendance register of the guards at any time for checking/preparation of bills etc.

BID REFERENCE NO. AIC/ESTT/PERSONNEL/NIeT – 1/ 2022-23

25. The agency shall have to submit the format as given in the Annexure-E in relation to each security personnel within 10 days of commencement of the work. In case of change /replacement of any security personnel, separate format for the replaced personnel must be produced at least 7 days before replacement.
26. The successful security agency will have to deposit one copy of identity card stating with permanent mailing address & mobile phone no. laminated with recent passport size photograph of each security guard to the office and another copy of the same must be kept with them for showing them during duty hours. The Identity cards must bear unique card number.
27. No additional charges or other charges or taxes if any, will be entertained.
28. WBAIC Ltd. will not provide lodging facility to the security personnel, so deployed.
29. Abnormal quoted rate by the bidder will not be accepted.
30. The authority reserves the right to modify any terms & condition in the interest of Public Service.
31. The security personnel should be in same uniform while on duty.
32. Time of duty hours will be 8 hours/day for each personal.
33. The security guards should be well build and energetic security personnel having no criminal records for security services as per requirements of WBAIC Ltd.
34. The security guards should have knowledge of operating fire fighting equipments kept in office premises of WBAIC Ltd. In case of fire, the security guards would inform the officials of WBAIC Ltd. and also fire brigade personnel and cooperate/ assist the fire brigade personnel in fighting fire as and when necessary.
35. The security guard of the successful bidder would prevent misuse / wastage of water, electricity etc. i.e. to switch off the lights /fans, checking / closing of water taps etc. before closing the office rooms.
36. The agency shall be responsible to make all sorts of payments to the security personnel so deployed and WBAIC Ltd. shall have no responsibility/ liability on this account.
37. WBAIC Ltd. will not remain liable to compensate the security service provider or the security personnel in case of any eventuality like illness, sudden death etc.
38. In case of any dispute or difference between WBAIC Ltd. and the successful tenderer during the contractual period of security service the same shall be governed by and interpreted in accordance with laws in force in India.
39. The Kolkata High Court, Original side, shall have exclusive jurisdiction in all matters arising under the contract.

BID REFERENCE NO. AIC/ESTT/PERSONNEL/NiET – 1/ 2022-23

INSTRUCTION TO BIDDERS

General Guidance for E-Tendering:

Instruction/ Guidelines for electronic submission of the bids online have been annexed for assisting the contractors to participate in e-Bidding.

1. Registration of Contractor:

Any contractor willing to take part in the process of e-Bidding will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://www.wbtenders.gov.in>. The contractor is to click on the link for e-Bidding site as given on the web portal.

2. Digital Signature Certificate (DSC):

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of bids from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount.

3. Collection of Bid Documents:

The contractor can search & download NiET & Bid Document(s) electronically from computer once he logs on to the website mentioned using the Digital Signature Certificate. This is the only mode of collection of Bid Documents.

4. Submission of Bids:

4.1 General Process of Submission:

Bids are to be submitted through online to the website stated in **two folders**, one in **Technical Proposal** & the other is **Financial Proposal** before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

4.2 Technical Proposal:

The Technical proposal should contain scanned copies of the following in two covers (folders).

A-I. Statutory Cover containing the following documents:

- i. Pre Qualification Application in Annexure-A.
- ii. Documentary evidence of submission of Earnest Money Deposit (EMD) on line as prescribed in the NiET, in favour of 'West Bengal Agro Industries Corporation Limited'. Scanned Copy of online payment (NEFT/ RTGS challan) for EMD as prescribed in the NiET, in favour 'West Bengal Agro Industries Corporation Limited' as prescribed in the notice inviting e-bid.
- iii. Agreement Form.
- iv. The NiET with all agenda & corrigendum (download & upload the same Digitally Signed).
- v. Copy of valid trade license certificate for security service business in West Bengal and address proof of Office in West Bengal with valid documents (Trade licence etc).
- vi. Valid registration licence as per Notification No. 2254-P Dated 8th May 2007 - West Bengal Private Security Agencies (Regulation) Rules, 2007 of Home (Political) Department.

BID REFERENCE NO. AIC/ESTT/PERSONNEL/NIeT – 1/ 2022-23

- vii. Past experience for engagement of security guards in any Department/Organisation of the State Govt./Central Govt or their Autonomous Bodies for at least 150 nos Security Personnel in a single work or multiple contracts deployed within last 5 years clearly mentioning name, address, contact no. & email-id of the office, details of nature of works with completion date in support of the credential. Certificate for the work which has been completed or running should be obtained from the competent authority from the Department/Organisation of the State Govt./Central Govt or their Autonomous Bodies. Work/ performance certificate mentioning value paid may be taken as a credential.
- viii. An affidavit as per Annexure-C of satisfactory conduct on the part of the bidder in dealing with Govt/ Govt.Undertaking works.
- ix. ESI , EPF Registration Certificate as well as proof of payment of the statutory dues for last six months.
- x. At least 10 years experience in the field of providing security service in Annexure-B.

Quoting rate will only be encrypted in the BOQ under Financial proposal. In case quoting any rate in Agreement Form , the bid is liable to be summarily rejected.

A-II. Non Statutory/ Technical Documents Containing the following documents:

- i. Professional Tax (PT) deposit receipt Challan along with PTC for the Financial Year (2022-23).
- ii. Permanent Account Number & I.T. Return of Last 3 (three) Assesment years (2021-22, 2020-21, 2019-20).
- iii. GST Registration Certificate.
- iv. Valid 15 digit Goods and Service Taxpayer Identification No. (GSTIN) latest.
- v. Copy of Registration Certificate under Company Act alongwith copy of Memorandum of Association & Article of Association (if applicable).
- vi. Copy of Registered Deed for partnership Firm alongwith copy of Memorandum of Association & Article of Association (if applicable).
- vii. Registered Power of Attorney (For Partnership Firm/ Private Limited Company, if applicable).
- viii. Copy of Audited Balance Sheet and Profit & Loss Account for last three Financial Years.
- ix. Proof of availability of Trainers for providing training to security personnel.
- x. Registration with National Skill Development Corporation (NSDC) or having a training establishment with common management, the establishment being registered with NSDC for its security and hospitality sector skill council.
- xi. ISO QMS Certification, as applicable.
- xii. Appropriate Labour Registration Certificate.
- xiii. Bankers' Solvency Certificate issued within a period of last six months/ 12 months for at least INR 50 Lakhs.

Note : Failure of submission of any of the above mentioned documents (as stated in A1 & A2) will render the bid liable to rejected for both statutory & non statutory cover.

BID REFERENCE NO. AIC/ESTT/PERSONNEL/NIeT – 1/ 2022-23

THE ABOVE STATED NON STATUTORY/ TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Click the check boxes beside the necessary documents in the My Document list and then click the tab “Submit Non Statutory Documents” to send the selected documents to Non statutory folder. Next Click the tab “Click to Encrypt and upload” and then click the “Technical” Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub Category Description	Details
A.	Certificate(s)	Certificate(s)	<ol style="list-style-type: none">1. P. TAX - Challan for the Financial year (2022-23).2. Permanent Account Number.3. GST Registration Certificate.4. IT return for last three Assessment years (2021-22, 2020-21, 2019-20).5. License from Home (Political) Department for engagement in the business of Private Security Agency.6. Labour Registration Certificate.7. EPF registration certificate and payment document.8. ESI registration certificate and payment document.9. Valid Trade License Certificate.10. Goods and Service Taxpayer Identification No.11. Registration of NSDC.12. ISO QMS Certification as applicable.13. Bankers' Solvency Certificate.
B.	Company Detail(s)	Company Details -I	<ol style="list-style-type: none">1. Proprietorship Firm/ Partnership Firm (Partnership Deed)/ Registration under Company Act.2. Memorandum of Association & Article of Association. Memorandum of Association.3. Registered Power of Attorney.
C.	Financial Info	Pl & BS 18-19 , 19-20 & 20-21 (FY)	<ol style="list-style-type: none">1. Copy of Audited Balance Sheet and Profit & Loss Account for last three Financial Years.

4.3 Financial Proposal:

- i) The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ) the bidder is to quote the rate (in figure) online through computer in the space marked for quoting rate in the BOQ.
- ii) Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the bidder.

5. Opening & Evaluation of Bid:

Opening of Bid Proposal:

1. Tender Committee constituted by the highest body of this Corporation will be the final authority for award of contract.
2. If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

Opening and evaluation of Technical Proposal:

1. Technical proposals will be opened by the Tender Inviting Authority (TIA) at the Head Office, WBAIC Ltd., and his authorized representative electronically from the website using Digital Signature Certificate (DSC). Intending tenderers may remain present if they so desire.
2. Cover (Folder) for statutory documents will be opened first & if found in order and correct, cover (Folder) for non statutory documents will be opened. If there is any deficiency in the statutory or non statutory documents the bid will summarily be rejected.
3. Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the bid evaluation committee.
4. Summary list of technically qualified tenderers will be uploaded online.
5. Pursuant to scrutiny & decision of the Committee the summary list of eligible tenderers will be uploaded in the web portal.
6. During evaluation the Tender Inviting Authority may summon of the bids & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

Opening and evaluation of Financial Proposal:

1. The financial proposal should contain the documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate online in the space marked for quoting rate in the BOQ.
2. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.
3. Financial proposals of bidders declared technically eligible by the Tender Inviting Authority will be opened electronically from the web portal on the prescribed date and time.
4. The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at that time.

6. Acceptance of Bid:

The Bidder whose Bid has been accepted will be notified by the Tender Inviting Authority through Acceptance Letter/ Letter of Acceptance. The accepted bidder shall submit the hard copy of the documents to the Tender Inviting Authority with his acceptance letter of the LOI. Failure to submit the hard copy with the acceptance letter within the time period prescribed for the purpose, may be construed as an attempt to disturb the tendering process and dealt with accordingly legally including blacklisting of the bidder.

The Letter of Acceptance will constitute the formation of the Contract.

The Agreement will incorporate all agreements between the Tender Accepting Authority and the successful bidder. After receipt of Letter of Acceptance, the successful bidder shall have to execute Agreement in duplicate in Agreement

BID REFERENCE NO. AIC/ESTT/PERSONNEL/NieT – 1/ 2022-23

Form and will incorporate all all tender documents forming part of the bid as uploaded at the time of invitation of bid, the rates quoted online at the time of submission of bid and acceptance thereof together with any correspondence leading there to uploaded with the tender including other necessary documents e.g. NieT, all corrigendum, special terms & conditions, different filled up forms, BOQ, Performance Security Deposit and the same will be constituted between the Accepting Authority and the successful Bidder.

The Performance Security Deposit will be forfeited in part or in full as the case may be in case there is a loss of Government Property/ non-payment of Security guards, Unskilled & Semi skilled personnel. Performance Security Deposit will be refunded only after expiry of contract period/ extended contract period.

7. Penalty for Suppression / Distortion of Facts:

Submission of false document by bidder is strictly prohibited & if found action may be referred to the appropriate authority for prosecution as per relevant Act with forfeiture of earnest money forthwith.

8. Rejection of Bid:

The Tender Inviting Authority reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject any/all Bids at any time 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 Tender Inviting Authority's action.

Tender Inviting Authority also reserves the right to waive any minor deviation or omission.

Sd/-

**Secretary-cum-Chief Personnel Officer
West Bengal Agro Industries Corporation Ltd., Kolkata.**

Reference No: AIC/ESTT/ 14346

Dated: 21.10.2022

Copy forwarded for information and circulation through this office NOTICE BOARD.

1. The Managing Director, West Bengal Agro Industries Corporation Ltd., 23-B Netaji Subhas Road, Kolkata - 700001.

Sd/-

**Secretary-cum-Chief Personnel Officer
West Bengal Agro Industries Corporation Ltd., Kolkata.**

BID REFERENCE NO. AIC/ESTT/PERSONNEL/NIeT – 1/ 2022-23

Annexure-A

PRE QUALIFICATION APPLICATION

(To be submitted in letterhead duly filled up and uploaded with digital signature which shall be treated as the self-declaration of the bidder)

To,
The Secretary-cum-Chief Personnel Officer,
West Bengal Agro Industries Corporation Limited,
23-B, Netaji Subhas Road,
Kolkata - 700001.

BID REFERENCE NO. AIC/ESTT/PERSONNEL/NIeT – 1/ 2022-23

Madam,

Having examined the requirements of Statutory, Non-statutory & NIeT documents, I/ We, would like to state that I/ We wilfully accept all your conditions and offer to execute the work/ service as per the tender rules in NIeT, all terms and conditions, specifications, bill of quantities, corrigenda/addenda, Agreement and other documents forming part of NIeT I/ We acknowledge that the making of our bid shall be regarded as an unconditional and absolute acceptance of the terms and conditions of the NIeT I/We also agree to remedy the defects after execution/ during execution of the above work/ service in conformity with the conditions of contract, specifications, bill of quantities, corrigenda/addenda.

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

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

We understand that-

- (a) Tender Inviting Authority can amend the scope & value of the contract bid.
- (b) Tender Inviting Authority reserves the right to reject any application without assigning any reason.

Address:

Name of Bidder :-----

Mobile No – -----

E-mail address:-----

Office address:-----

PAN No : -----

GSTIN Registration No : -----

Date :

Signature of applicant including title and capacity in which application is made

BID REFERENCE NO. AIC/ESTT/PERSONNEL/NIeT – 1/ 2022-23

Annexure-B

BIDDERS PROFILE & DECLARATION

(To be submitted in letterhead duly filled up and uploaded with digital signature which shall be treated as the self-declaration of the bidder)

BID REFERENCE NO. AIC/ESTT/PERSONNEL/NIeT – 1/ 2022-23

1. Name of Tendering Company/ Firm / Agency :
(Attach certificate of registration)
Type of Firm i.e. Proprietorship /Partnership
or company registered under Companies Act, 2013

2.Type of firm i.e. Proprietorship / partnership or :
company registered under Companies Act, 2013

3. Name of proprietor / Director of Company/Firm/Agency :

4. Full Address of Reg. Office with Telephone No., FAX No. & E-Mail:

5.Full address of Operating/Branch Office with Telephone No., :
FAX No. & E-Mail

6. PAN / GIR/TAN No :

7.GST No. :

8. E.P.F. Registration No. :

9. Name and address of Bankers. :

Attach an organization chart showing Structure of the organisation with names of Key personnel with designation.

EXPERIENCE PROFILE

LIST OF CONTRACTS OF WORKS/ SERVICE COMPLETED / RUNNING DURING THE LAST FIVE YEARS
IN ANY STATE GOVT./ CENTRAL GOVT. DEPARTMENT/ ORGANISATION/ AUTONOMOUS BODIES

Name of Employer	Name, Location & Nature of Work	Contract Price in Indian Rs.	Contract Start Date	Contract End Date

Date :

Annexure-C

AFFIDAVIT

(To be furnished in Non - Judicial Stamp Paper of Rs. 10/- duly notarized)

DECLARATION FOR NOT BARRED/DELISTED/BLACK LISTED

BID REFERENCE NO. AIC/ESTT/PERSONNEL/NieT – 1/ 2022-23

We , _____ (Address)

Do hereby submit undertakings

1. I, the authorized signatory on behalf of do hereby affirm that bidding against NieT No.Sl. No. 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 undersigned.
2. The undersigned also hereby certifies that neither our firm M/S nor any of constituent partner have been Barred/ Delisted/ Blacklisted by Union or State Governments/ Any Government Undertakings of this Country during last Five years prior to the date of this NieT, for providing security guards in the Bid as referred above.
3. The undersigned would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Corporation to verify this statement.
4. The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Corporation.
5. Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.
6. If at latest stage this submission is found incorrect, the bidder Company along within its contingent members/owners/partners would be liable to penal actions as decided by WBAIC Ltd. under the rules. The bidder Company shall also be responsible if any falsification is found in this statement during course of providing guarding arrangement by the bidder Company related to this Bid, the Authority will have the right to cancel the agreement.
7. That, I shall intimate immediately if we are Barred/ Delisted/Black Listed within the period of guarding arrangement and the Authority will have the right to withdraw the work order and cancel the Agreement.

Signature of Authorised Signatory with Seal

Title of the officer:

Name of the firm with Seal:

Date:

BID REFERENCE NO. AIC/ESTT/PERSONNEL/NIeT – 1/ 2022-23

Digital signature of bidder (offline):

Annexure-D**Sample calculation sheet of entitlement of wages for Security Personnel per day as per latest Labour Department Notification.**

SL No.	Description of Security Personnel	Unit	Basic Rate	Amount	Remarks
			Rs P	Rs P	
1	Security Guard etc. (Unskilled)	Per day	355.00	355.00	ESI & EPF will be paid on 1st month in advance. Release of payment for subsequent months will be subject to verification of full payment made to ESI & EPF Authority for the previous months.
		ESI(3.25%)		11.54	
	(Zone- A)	EPF(13%)		46.15	
		Bonus(8.33%)		29.57	Reimbursement of Bonus should be lodged along with valid documents of payment in the subsequent year when it is actually paid.
2	Security Guard etc.(Semi skilled)	Each/8Hrs/day	391.00	391.00	ESI & EPF will be paid on 1st month in advance. Release of payment for subsequent months will be subject to verification of full payment made to ESI & EPF Authority for the previous months.
		ESI(3.25%)		12.71	
		EPF(13%)		50.83	
		Bonus(8.33%)		32.57	Reimbursement of Bonus should be lodged along with valid documents of payment in the subsequent year when it is actually paid.

Zone-B rates will be applicable according to Notification of Labour Department as modified from time to time and as the case may be, if such Security Personnel are deployed in these areas.

Annexure-E
BIO DATA

Self attested
copy of
Passport
Photo

1. Name of the Security Personnel :
2. Date of Birth :
3. Father's Name :
4. Permanent Address :
5. Present Address :
6. Aadhar Card No. :
(Attach Self-Attested copy)
7. Educational Qualification :
8. Identification Mark :
9. Identity Card No. :
10. Mobile No. :
11. Bank Account Detail (where :
wages shall be deposited)
12. EPF UAN No. (If applicable) :

Signature of Security Personnel

Signature of Agency

BID REFERENCE NO. AIC/ESTT/PERSONNEL/NleT – 1/ 2022-23**CHECK LIST FOR BIDDERS**

Sl. No.	Documents	Enclosed or not	Remark
1.	Pre Qualification Application in Annexure-A.		
2.	Earnest Money Deposit as per NleT.		
3.	Agreement Form.		
4.	NleT with all agenda & corrigendum.		
5.	Valid registration licence as per Notification No. 2254-P Dated 8th May 2007 - West Bengal Private Security Agencies(Regulation) Rules,2007 of Home (Political) Department.		
6.	Labour Registration Certificate indicating Engagement of 150 nos. Security Personnel in single contract/ multiple contracts.		
7.	Copy of valid trade license certificate for security service business in West Bengal.		
8.	Address proof of Office in West Bengal.		
9.	Past Experience for providing security guards for at least 150 nos. Security Personnel in single contract/ multiple contracts.		
10.	Affidavit as per Annexure - C.		
11.	ESI , EPF Registration Certificate.		
12.	Proof of payment of the EPF, ESI for last six months.		
13.	10 years experience certificate in the field of providing security Service.		
14.	Professional Tax deposit Challan for the Financial year (2022-23).		
15.	PAN, I.T Return of Last 3 (three) Assesment Year (2021-22, 2020-21, 2019-20).		
16.	GST Registration Certificate.		
17.	Valid 15 digit GSTIN and return for last quarter.		
18.	Copy of Firm/ Company Registration Certificate/ Partnership Deed and associated documents (Copy of Memorandum of Association & Article of Association (if applicable)).		
19.	Registered Power of Attorney.		
20.	Copy of Audited Balance Sheet for last three Financial Years (2021-22, 2020-21, 2019-20).		
21.	Registration with National Skill Development Corporation (NSDC).		
22.	ISO QMS Certificates.		
23.	Bankers' Solvency Certificate.		
24.	Proof of availability of Trainers for providing training to security personnel.		