



WEST BENGAL STATE EXPORT PROMOTION SOCIETY

Government of West Bengal

2, Church Lane, 4th floor, Room No.401, Kolkata -700001.

Phone: 2243-9188, 2243-0380 Tele-fax: 91-33-22439187

Website: www.wbseps.com

Notice Inviting e-tender

e-Tender No. WBSEPS/DMS/e-3/21-22/Security NB

e-Tenders are invited by the West Bengal State Export Promotion Society from reliable and experienced agencies / firms / organizations **for enlistment of capable organization with this office for three years from the date of enlistment for undertaking the job of Security arrangement in Biswa Bangla Shilpi Haat, and Fair/Expos/ other programme in North Bengal.**

Detail information about eligibility, terms & conditions, application forms, schedule of last date and time for online submission of Technical Bid, Financial Bid and others are given in our website [www.wbseps.com] and in the Government of West Bengal e-tender portal <http://wbtenders.gov.in>.

Tender will be opened as per schedule given in the tender document in presence of those tenderers who may remain present at the time of opening or the tenderers, if desired, may send their authorized person (not more than one person for each tenderer) to remain present. In case of any changes in date of tender opening, the same will be notified in the office notice board.

Eligibility for Enlistment :

- (i) **Tenderers should have at least (3) three years experience during last five years for undertaking security arrangements at any Fair/Urban Haat/Biswa Bangla Shilpi Haat/Market Complex on engagement through Govt. Departments / Government undertaking under State and Central Government .**
- (ii) **Tenderers should have the ability to undertake such job/work with his/her own financial capability for which he/she should have at least an average annual turnover of Rs.15.00 lakhs (Rupees fifteen lakhs) only for last 3 (three) financial years.**

Director & Member Secretary
West Bengal State Export Promotion Society

TECHNICAL BID

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1. Instruction for tenderers / bidders.

A. Bidders should have Digital Signature Certificate (D.S.C.).

In the event of e-filing, intending bidder may download the tender documents, terms & conditions etc. from the website wbtender.gov.in directly with the help of Digital Signature Certificate.

Both "Technical Bid" and "Financial Bid" are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>.

The Technical Bid and Financial Bid should be submitted as per the schedule mentioned in the tender document.

The Financial offer of the prospective bidder will be considered only if the Technical Documents of the bidder found qualified by the tender committee of this office or authorized nodal officer. The list of qualified bidders will be displayed both in the website and also in the Notice Board of this office of West Bengal State Export Promotion Society on scheduled date and time.

The bidders who have been delisted by any Government Department shall not be eligible in any way for submission of tender.

The EMD shall be received and refunded (of the unsuccessful bidders) online in accordance with Finance Department Memo No. 3975-F(Y) dated 28/07/2016. ***Necessary Earnest Money will 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., Amount, Beneficiary Bank name(ICICI Bank) & IFSC Code and e-Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of payment of EMD.

Technical Proposal:

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

(a). Statutory Cover Containing the following documents:

- **NIT**
- **APPENDIX 'A' (duly filled up & signed by the bidders)**

(b). Non-statutory Cover Containing the following documents:

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	P. Tax Registration and deposit receipt challan for the Financial Year, 2020-21. Pan Card, I. T. Return for the last 3 years, EPF & ESIC Certificate. Goods & Service Tax Registration certificate; Any other certificates, statutory license mentioned in the tender document.
B.	Company Detail(s)	Company Detail	Valid Trade License ; License to engage in the business of private security Agency issued from Home Department. Labour license. Registered Deed of partnership Firm/Article of Association & Memorandum, if applicable ; Power of Attorney, if applicable ;
C.	Credential	Credential -1 Credential -2	Credential documents as per eligibility criteria ;
D	Financial Info		Documents regarding actual turnover for last three years duly signed as evidence of their average annual turnover.

Financial Bid containing the following:

The financial proposal should contain in one cover (folder) along with bill of quantity / rate of each unit on line through computer in the space marked in the format for quoting the rate.

B. Date and time schedule:

Sl. No.	Particulars	Date & time
01.	Date of publishing of NIT documents (on line)	13.05.2021 at 10.00 A.M
02.	Start date and time for down loading start date(on line)	13.05.2021 at 10.00 A.M
03.	Last date & time of down loading	27.05.2021 at 5.00 P.M.
04.	Bid submission start date & time	13.05.2021 at 10.00 A.M
05.	Last date of submission of Technical Bid and Financial Bid on line.	27.05.2021 at 5.00 P.M.
06.	Date of opening of Technical Bid on line	31.05.2021 at 11.00 A.M.
07.	Date of opening of Financial Bid on line	Will be informed later

Director & Member Secretary
West Bengal State Export Promotion Society

Work / Job Specification

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Security Guards / Supervisors:

The Security Guards will be engaged at Gates and within the Expo ground and Biswa Bangla Shilpi Haat for security of materials of the compound and to check up the entry of only such persons having valid identity or pass or tickets (if applicable). The agency should be prepared to supply any number of security Guards for fair/Expo to be organized at anywhere within North Bengal. **The duty of Security Guards / Security Supervisors will be in three shifts per day as 06.00 a.m. to 02.00 p.m.; 02.00 p.m. to 10.00 p.m. and 10.00 p.m. to 06.00 a.m. or as required.** Security personnel of one shift should hand over the charge to their counterparts / supervisor of next shift before leaving from his duty.

Time of shifts may be changed if necessary.

Number of Security Supervisors / Security Guards etc. per shift for each day will be finalized according to the requirement for this purpose.

Security personnel deployed at any premises should be responsible for safety and security of the properties and installations in the premises, maintenance of law and order inside the premises.

All security personnel while on duty should be well dressed in uniform and with torch etc. to be arranged by the concerned Agency. Actual requirement and duty time / place will be decided by the authority in due time. Attendance of security guards and supervisor should be maintained properly and duly counter signed by the authorized officer.

Engagement of any enlisted Agency/ Firm/ Organisation at a Haat will be initially for a period of one year which may be extended further based on the performance of such Agency/ Firm/ Organisation.

Director & Member Secretary
West Bengal State Export Promotion Society

Terms and Condition

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Technical bid and Financial bid should be submitted on line in the Government of West Bengal e-tender portal <http://wbtenders.gov.in>. **Financial bid should be submitted on line only.**

1. Tenderers will have to enclose documentary proof in respect of undertaking work in respect of security arrangement as specified in eligibility criteria and other documents in the tender document.
2. The consolidated monthly charges for security arrangements to be paid to the private Security agencies will have two parts-1) Service charge, ii) Security Charge.
3. Security charge is the minimum wage of the security personnel to be provided and their entitlements to E.S.I, E.P.F. and bonus as may be applicable. It is variable according to the variation of minimum wages stipulated by the state Government from time to time and will be paid to the agency in the monthly bill at prevailing applicable rate. Tenderers do not need to quote the Security charge in Financial bid.
4. The Successful tenderer shall be solely responsible for paying the wages to the engaged personnel as per minimum wage rules framed by the Labour Dept., Govt. of West Bengal and bonus at the applicable rate. They shall also be responsible to deposit ESI & EPF at applicable rate.
5. **Service charge including all other charges such as proportionate cost of uniform, equipment, office expenses, supervision expenses, and taxes other than GST is to be quoted only in the Financial Bid (BOQ) in percentage on the Minimum Wages stipulated by the Government of West Bengal for workers of specified category and zone of engagement from time to time.**
6. **Only GST will be paid extra as applicable rate.**
7. No extra claim on service charge will be entertained and remains fixed throughout the contract period.
8. **Accepted rate will remain valid for three years from the date of enlistment**

or till the cancellation of enlistment by the authority. Last date of the month in which three years is completed will be considered as expiry date of tender.

9. Engagement of worker/ labour etc. should be as per norms and rules of the Labour Department, Govt. of West Bengal.
10. The tenderer should comply with all statutory norms, rules and regulations of the Government in vogue in respect of payment of wages, EPF, ESI, Bonus, duty period etc. The successful Firms/ Agencies should ensure compliance of such norms, rules and regulations during the tenure of enlistment.
11. **Earnest Money: - The amount of Earnest Money 20,000/- (Rs. Twenty thousand only) should be remitted through bidder's 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 in favour of "West Bengal State Export Promotion Society", against the work.**
12. The EMD deposited by successful agency will be retained and converted as Initial Security deposit. The Security Deposit will be refunded after expiry of term or cancellation of enlistment for the successful tenderer. No interest will be paid on such security deposit.
13. The earnest money of unsuccessful Contractors / Firms / Companies will be refunded in due course without any interest.
14. Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017.
15. Income tax or other tax/cess, if any, will be deducted at source as per Government rate and existing rules at the time of payment of bills.
16. The W. B. S. E. P. S. shall have the right to inspect the office of tenderers, if required.
17. If any tenderer withdraws his tender after opening of tender without satisfactory reason, his Earnest Money shall stand forfeited to the W. B. S. E. P. S. and he shall be banned from participating in any other tender floated by the Society for the next three years.

18. **The authority i.e. WBSEPS reserves the right to accept the lowest rate / negotiated rate and allot total/ part of the work of security arrangement according to the requirement without assigning any reason thereof.**
19. **West Bengal State Export Promotion Society reserves the right to reject any or all the bids without assigning any reason thereof.**
20. **Before submitting any tender, tenderers are to satisfy themselves about actual work load from this office in connection with the local conditions of the place of work.**
21. No one will be allowed to sub-contract any part or full of the assigned work.
22. **The authority has the right to issue instant expulsion order to any security personnel due to his / her negligence of duty or misbehavior with others.**
23. Any conditional tender will not be considered.
24. The incomplete tender or tenderers who do not fulfill the terms and conditions, will be liable to be rejected.
25. Before issuance of WORK ORDER, the Tender Inviting Authority reserves the right to verify the credential and other documents of the lowest tenderer in original. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false, in that case work order will not be issued in favour of the said Tenderer under any circumstances and his/their offer will be treated as cancelled.
26. The agency should submit bill of work/monthly bill, in duplicate along with signed Attendance sheet, in respect of services rendered by the security personnel, copy of work order, documents regarding payments towards EPF, ESI, Bonus etc to the Director & Member Secretary, WBSEPS, Kolkata.
27. **Payment of bills for security arrangement, which should be performed strictly according to job specification and requirement, will be made on the basis of the report of the Officer-in-Charge / Authorized representative of West Bengal State Export Promotion Society.**

28. The duty place should not be left without any security personnel at any time. Security personnel should handover their duty at the end of their shift to security guard / supervisor of next shift.
29. In case the security arrangement is done in deviation to the specification and requirement, a reasonable deduction in the bill as may be fixed by the appropriate authority, shall be made.
30. **In case of violation / unsatisfactory performance in any of the above clauses / works, the concerned party will be penalized by way of cancellation of order and enlistment at any time, imposition of fine, and non-payment / deduction of amount from the bills amount /forfeiting Security Deposit etc. as will be decided by the authority.**
31. **The authority reserves the right to revoke the enlistment before expiry of its validity period due to any unforeseen reason.**
32. **LOCATION OF CRITICAL EVENT:**
BID OPENING PLACE:
Office of the Director & Member Secretary,
West Bengal State Export Promotion Society,
Oswal Chambers, 4th floor, Room No. 401,
2, Church Lane, Kolkata- 700 001.

Director & Member Security
West Bengal State Export Promotion Society

Signature of tenderer with seal

APPENDIX 'A'

To,
The Director & Member Secretary,
West Bengal State Export Promotion Society,
2, Church Lane, (4th floor),
Kolkata – 700 001.

Sub: Submission of application for enlistment of capable organization for three years from the date of enlistment for undertaking the job of Security arrangement in all Biswa Bangla Shilpi Haat and Fair/Expos/ other programme in North Bengal.

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Sir,

With reference to your tender, we are submitting herewith the following information and documents:-

- (1) Name and address with PIN of the firm :

- (2) Telephone Number, Fax No. & E-mail :

- (3) Name & address of partners /
proprietors / Security / Chief Executive :

- (4) Name of Bank and branch with Account Number :
Branch Code and IFS Code

- (5) Nature of Business :

- (6) Number of persons employed :

- (7) Working experience for undertaking similar work (enclose copy of Certificate / Work Order / Payment Order etc.) :
- (8) PAN for I.T. (enclose Xerox copy) :
- (9) EPF & ESIC. (enclose Xerox copy) :

- (10) Copy of Trade License and necessary permission from Police / Thana and labour license. :

- (11) Details of Earnest Money :

- (12) Copy of GST registration certificate :

Yours faithfully,

Signature & seal of the tenderer.