



TENDER NO: WBSHC/e- NIT/11/2023-24

DATED: 31/07/2023

Name of the Work: Engagement of agency for Housekeeping/Security Guard/Supervisor etc. work at the office buildings of WBSHC, Madinat-ul-Hujja- Newtown, Haj Tower-Kaikhali, Aikatan Ladies Hostel-Kaikhali and Haj House-Park Circus.

Electronic Tenders are invited from financially sound, experienced, resourceful and bona fide agencies/firm/Associations of persons/Un-employed Labour Co-operative/Limited Companies for providing Housekeeping / Security Guard / Liftmen / Gardener / Plumber / Electrician / Receptionist /Supervisor etc. work at the different buildings of West Bengal State Haj Committee, II-A, Newt Town, Rajarhat, Kolkata – 700 160, as per details given below. The Tender shall be electronically submitted in the website: <https://wbtenenders.gov.in> directly with the help of digital signature certificate and earnest money in favour of WBSHC.

ELIGIBILITY CRITERIA:-

1. The bidder agency must hold valid registration/licence with appropriate authority of Govt. of WEST BENGAL. The successful Bidder will further ensure that its registration/licences remain valid on the date of bid opening and till the end of the contract period.
2. The bidder agency must not have been blacklisted by any Court of Law or any Government/Central Autonomous bodies/PSUs and in any such future event, the agency shall undertake to keep WBSHC informed.
3. Bank solvency/guarantee certificate for Rs. 20 lakh (Rupees Twenty lakh) to be submitted immediately after issuance of work order.
4. The bidder agency should be situated within the Municipal limits of Kolkata/Newtown.
5. The bidder agency must have completed at least two similar works with other organizations such as Central Government or Autonomous or PSU or defense organizations, Municipal bodies, etc. each costing not less than 20% of the tender value.
6. The bidder agency must be compliant with all statutory requirements such as ESI, Provident Fund, P. Tax, GST etc. as per eligibility criteria..
1. A copy of PAN allotted to the firm along with copy of IT acknowledgement may be submitted for last three Years (2020-21, 2021-22, 2022-23).

DATE AND TIME SCHEDULE:

Sl. No.	Particulars	Date & Time
1.	Date of uploading of N.I.T. Documents	31/07/2023 at 6.00 pm
2.	Start of Documents downloading.	31/07/2023 at 6.00 pm
3	Start of Bid submission.	31/07/2023 at 6.00 pm
4	Pre-Bid Meeting	10/08/2023 at 2.30 p.m
5	Last date of Documents downloading	21/08/2023 at 4.00 pm
6	Last date of Bid submission.	21/08/2023 at 4.00 pm
7	Date of opening of Technical Bid.	24/08/2023 at 11.00 am
8	Date and time for opening of Financial Bid(Online)	To be informed later on

LOCATION OF CRITICAL EVENT.

Pre-Bid and BID OPENING	At the Conference Hall of Madinat-ul-Hujjaj, West Bengal State Haj Committee, II-A, New Town, Rajarhat, Kolkata -700 160.
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SECTION – I
INSTRUCTIONS TO THE BIDDERS

A) SCOPE OF WORK:

The scope of work includes providing watch and ward security guard services as per requirement of WBSHC, KOLKATA. The scope of work shall include but not limited to the following:

1. The deployed security personnel shall be very punctual while reporting to office.
2. They shall not allow any unauthorized person in the OFFICE OF WBSHC premises, etc. during their duty hours. The security guard shall be employed for eight hours a day as per schedule attached. **(Annexure-1)**
3. The Security Guard deployed shall regulate incoming and outgoing materials so as to prevent any theft and also shall not allow any unauthorized movement of any goods from or into Office Building.
4. Reception and management of Visitors through checks/access control system where ever installed, guide the visitor correctly to the required chambers and check the identity of employees/visitors entering the premises as per the policy of the Organization.
5. The Agency shall ensure availability of mobile phone with the Security Guards deployed on duty for communicating with the concerned authority in case of any emergency. To receive telephone calls from outside and to transfer the call/communicate the message to the concerned Officials if required, as per the direction of the Officials on duty or his/her authorized person.
6. The Security Guard(s) shall continuously monitor the buildings and facilities, check the area and inform and assist police/fire brigade in operating fire-fighting equipment at the time of emergency.
7. Ensuring smooth operation of firefighting, safety measures and anti-sabotage measures. The personnel deployed should have thorough knowledge of firefighting and for operating various types of firefighting equipment installed in the building.
8. Streamlining of transport/ car parking and keeping the way outside and inside the premises/ building free from vehicular congestion.
9. Protection of the property, material, records, documents, equipment, etc. of WBSHC office building and preventing misuse of amenities and common facilities in the buildings.
10. Prevent trespassing / encroachment on the premises of WBSHC office building.
11. Prevent misuse of water/ electricity by closing stopcock and switching of lights, fans, etc. including monitoring of electric points, switches, lights, AC's, Fans etc.

12. The Security Guard(s) shall prevent any untoward incidents & report the same to the authorities/ management.
13. The Security Guard(s) shall assist in the lift operation and open the lift doors (whenever needed) in case of trapping of anybody due to non-functioning of lifts.
14. The Security Guard(s) shall deposit any missing material/ article found in the premises as per the direction of the Executive Officer or his authorized representative.
15. The Security Guard(s) shall maintain visitor and staff movement record if desired by the authorities/ management.
16. The Security Guard(s) shall check the vehicles in the parking area during night shift/holidays/Sundays and make a note of it in the register as per the direction of Executive Officer or his authorized representative.
17. The Security Guard(s) shall check all the fire escapes and keep these clear from any obstructions and check fittings and fixtures, lighting etc. thereof and any discrepancy towards this may be reported to the concerned officials immediately.
18. The Security Guard(s) shall carry out physical check of floors, lift, etc. at least twice during the working shift and make a note of it in the register as per the direction of the Executive Officer, WBSHC or his authorized representative.
19. The Security Guard(s) shall operate the gate of the vehicle parking entry point on all working days.
20. The Security Guard(s) shall guide the visitors in parking their vehicles, shall inform Executive Officer, WBSHC about any burglary or mishap in the premises and assist in taking up with the concerned authorities.
21. The Security Guard(s) shall perform any other task allotted by the WBSHC authorities management in the overall interest of the safety of the premises of WBSHC's buildings.
22. Scope of work defined above is only illustrative and not exhaustive. The Tenderer has to fulfill the entire requirements described above and elsewhere in the tender document.
23. The tenderer shall make necessary arrangement as per the scope of work and responsibilities on all working days including Sundays and holidays with reference to Tender documents.
24. In case the security services are not found to be satisfactory, Executive Officer, WBSHC reserves the right to cancel the service from the assigned agency.
25. Services may be extended, on the same terms & conditions upto 1 year subject to satisfactory service.
26. It shall be ensured that all guards/workers etc are paid wages not less than the minimum wages declared by Govt. of West Bengal. All statutory obligations like PF, ESI, etc. must be paid in respect of the guards employed by the Agency. All these

obligations shall be the liability of the Agency only. Wages for the previous month must be released by 4th week of the following month.

27. The security personnel shall always be in uniform and should have proper identity card while on duty. He shall sign his attendance in register for the purpose.

28. The guard on duty shall not sleep, consume liquor or play cards while on duty or indulge in any activity not in conformity with his duties.

29. The Agency should deploy Ex-Servicemen on WBSHC duties as per prevailing Laws on the issue.

B) COST OF BIDDING:

Prospective bidders shall bear all the costs associated with the preparation and submission of the e-bid. WBSHC in no case will be responsible or liable for these costs regardless of conduct or outcome of the Tender process.

C) BIDDING PROCEDURE, SIGNING AND SEALING OF BIDS:

The bidder must submit his e-bid in two parts as mentioned below: Part 1:- Called "Technical Bid" & Part 2:- "Financial Bid as per schedule:-

❖ Earnest Money

An earnest money of Rs. 2,00,000/- (Rupees Two Lakhs) only put to the tender is required to be deposited by every Tenderer in favour of Machine generated relevant account number in the form of RTGS/NEFT of any bank as per Govt. Order (other than those who are exempted as per rule)

Earnest money of the successful bidder will be converted into a security deposit.

Refund of Earnest Money: the earnest Money of all the unsuccessful tenderer will be refunded as per on line system as per Govt. Order No: 3975-F(Y) dated 28-7-2016 of Secretary, Finance Department, Govt. W.B.

Documents establishing Bidders eligibility (Technical Bid)

The following documents should first be self-attested by the authorized signatory of the bidder and then should be scanned and uploaded while submitting the E- tender as mentioned below:

a. NIT

b. Annexure -II

c. Submission of documents regarding EMD.

Sl No.	Category name	Sub category description	Details
(i)	Certificates	Certificates	1. Attested copies of the latest paid GST Challans & registration Certificates ❖ a self-certified copy of PAN card issued to the entity by the Income Tax Deptt./

			<p>Scanned copy of PAN Card of Proprietor, as the case may be.</p> <p>2. P.Tax Challan</p> <p>3. Duly attested copy of acknowledgement of the Income Tax for the last two years beginning 01/04/2021 i.e. for 2021-22 & 2022-23</p>
(ii)	Company Details	Company Details_1	<p>1. Duly attested copy of the valid licence for the last two years beginning 01/04/2021 i.e. for 2021-22 & 2022-23</p> <p>2. Copy of the relevant ownership deeds e.g. Proprietorship/ Partnership Deed.</p> <p>3. Attested copies of EPF contribution Returns for last two consecutive years 2021-22 & 2022-23</p> <p>4. Attested copies of ESI contribution Returns for last two consecutive years 2021-22 & 2022-23</p> <p>5. The bidder shall submit full details of his ownership and control, or, if the Bidder is a partnership firm, joint venture, company or consortium, full details of ownership and control of each member thereof. In case of the latter, the authorized representative should be duly authorized by all the Owners/Partners/Executive Director in writing & this document must be uploaded along with the Bid documents.</p> <p>6. The bidder shall submit full details of his ownership and control</p> <p>7. In case of partnership firm, where no authority to refer disputes concerning the business or the partnership has been conferred on any such partner, the Bid and all other related documents must be signed by every partner of the firm.</p> <p>8. In case of partnership firm, where no authority to refer disputes concerning the business or the partnership has been conferred on any such partner, the Bid and all other related documents must be signed by every partner of the firm.</p> <p>9. Application in Annexure II</p> <p>10. Certificate of in-corporation, in case of company.</p> <p>11. Constituted Attorney/ Authorized</p>

			Signatory, if it is a company 12. Bank solvency certificate for Rs. 20 lac (Rupees Twenty lac)
(iii)	Credentials	Credentials	The bidder agency must have completed at least two similar works with other organizations such as Central Government or Autonomous or PSU or defense organizations, Municipal bodies, etc. each costing not less than 20% of the tender value.

- d. These above documents should also be self-attested by the Authorized representative of the Agency.
- e. Bidders/persons authorized for conduct of the business by the owner/proprietors/ partners shall sign on all the pages of the Tender Form. Tenders not so signed are liable to be rejected.
- f. Scanned copies of the balance sheets for the last two financial years (**2021-22 & 2022-23**) to establish the turnover of the bidder.
- g. An undertaking on the letter head of the Firm/Company to the effect that "The Bidder has gone through all the Terms & Conditions of the Tender document & the same are acceptable to the Tenderer". (As per format provided in Annexure -I I). Scanned copy of the undertaking to be signed by the authorized signatory.
- h. **Bank Solvency Certificate for Rs. 20 lakh** (Rupees Twenty lakh) to be submitted.

Part- 2:- Called "Financial Bid" which shall contain:-

Duly filled in prescribed Bid form (Price Bid as per Annexure III)

- a. The Bid is liable to be rejected, if the requisite information / documents have not been furnished as asked for in the Tender

A person signing the Bid form or any documents forming part of the bid on behalf of another, shall be deemed under warranty that he has authority to bind with his acts such other person. If on enquiry, it appears that the person so signing has no authority to do so, WBSHC, without prejudice to other Civil and Criminal remedies can cancel the contract and hold the signatory responsible for all costs and conveyances arising there from.

D) PERIOD OF VALIDITY OF BIDS:

The Bids shall be valid for acceptance for 120 days after the date of bid opening prescribed by the WBSHC Kolkata shall be further extendable by another 30 days.

E. PERIOD OF CONTRACT:

Validity of contract for a period of **one year** from the date of the signing of contract/issue of work order. However, the contract is extendable for another year on the same terms & conditions of contract, strictly on the basis of satisfactory performance, and at the sole discretion of Executive Officer, WBSHC, Kolkata

F. RIGHT TO ACCEPT / REJECT ANY BID:

The Executive Officer, WBSHC, reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the WBSHC action.

G. PERFORMANCE SECURITY GUARANTEE of Contractual amount of one year:

The successful bidder will have to furnish a **Performance Security for an amount of Rs 20 Lakhs** in the form of either a Bank Guarantee, valid for 12 months beyond the term of the contract, issued by a scheduled bank or a Demand Draft issued by a Scheduled Bank. The Demand Draft or Bank Guarantee should be favoring “**Executive Officer, West Bengal State Haj Committee**”, payable at Kolkata. No claim shall be made against Government of India / WBSHC, Kolkata in respect of interest accrued, if any, due on the Performance Security deposit. In case of extension of contract for another year the Performance Guarantee should be renewed to ensure that it remains valid up to six months beyond the validity of the extended contract period.

H. FORFEITURE:

The Earnest Money may be forfeited if a Bidder withdraws its tender during the period of bid validity or in case of a successful Bidder, if the Bidder fails:

- i. To sign the contract in accordance with the terms and conditions, and
- ii. To furnish Performance Security as specified in the terms and conditions.

I. PRE-BID MEETING:

A pre-bid meeting open to all prospective bidders will be held as per **Bidding Schedule** in the **Office of WBSHC, Madinat-ul-Hujjaj, Newtown, Rajarhat, KOLKATA- 700160** wherein the prospective bidders will have an opportunity to obtain further information and clarifications regarding work and the tender terms & conditions.

The prospective bidders are free to ask for any additional information and seek clarifications concerning the work either in writing or orally. The clarifications given will be common and applicable to all. No individual correspondence shall be entertained by WBSHC thereafter with the prospective bidders/ their representatives.

J. SUBMISSION OF BIDS:

The Bidders will submit all the Bid documents only through e-tender portal at <https://-wbtenders.gov.in>

K. PRICING:

The quoted offer shall remain firm and fixed for the entire duration of the contract except for the statutory minimum wages as announced by the Govt. of WEST BENGAL from time to time.

L. MISCELLANEOUS:

- a. Appointed Agency shall attend the meetings fixed by the Authorities as and when called for.
- b. The successful Bidder's Earnest Money will be discharged upon the Bidder executing the Contract and furnishing the Performance Security.

SECTION-II

Terms and conditions of the Tender:

- (i) If the last day of receipt of tender is declared a holiday, the tender shall be opened on the next working day at the same time. The Bidders/their authorized representatives may be present at the time of opening of the Tender.
- (ii) Tenders without EMD or incomplete in any respect shall be disqualified.
- (iii) An undertaking as per Annexure I & the Price Bid as per Annexure-II is to be furnished by the Bidder.
- (iv) Successful bidder will be extended an offer for engagement which the Agency will be required to accept within 15 days. They will also be required to execute an agreement along with Performance Security of **Rs 20 Lakhs** of contractual amount for one year. The Performance Security may be in the form of a **Bank Guaranty**. The Bank Guarantee should be in the name of "Executive Officer, WBSHC, Kolkata". If performance security is furnished it should remain valid for a period of 12 months i.e. contract period beyond the completion of the contractual obligations by the Agency.
- (v) No interest will be payable on the EMD/Bid Security or the performance security.
- (vi) If the Agency fails to perform or neglect any of its obligations under the contract, it shall be lawful for WBSHC Kolkata to forfeit the Performance Security furnished by the Agency.
- (vii) Any change in the ownership pattern of the contracting agency will not nullify the provisions of the Contract. The contract will devolve on the successor owners.
- (viii) The Security Agency will ensure that ESI Cards & EPF Passbooks are made available to all the individuals deployed on WBSHC duty by the Agency.
- (ix) **The Agency shall quote only its Service Charges in Annexure- II (BOQ), online only**, as a percentage of Minimum Wage Rate notified by the Govt. of West Bengal. The Minimum wages rate will include payment towards EPF, ESI, Bonus & any other mandatory statutory benefits if notified by the Government in future. WBSHC will not pay towards Uniform charges, Relieving charges or washing charges, medicines or medical benefits, etc. Such charges shall be borne by the Agency/Contractor.
- (x) **TIE BREAKER:** In case of identical Bids by more than one Bidder, the following Tie-breaker procedure will be adopted to break the tie as per following orders: that is to say that at first annual turnover of the agencies will be contested, if the same

realization tie then only second criteria of duration will be taken into consideration.

i. **Turnover of the Bidder:** More the turnover, more the preference.

ii. **Duration of Establishment:** Longer the period of establishment, more the preference.

- (xi) The payments of charges are subject to revision of minimum wages for unskilled labor from time to time by the Deptt of Labor Govt. of West Bengal
- (xii) Fall clause: If at any time during the Contract, the Agency reduces its Service Charges for similar contract with any other Organization (Govt/PSU/Banks/Autonomous bodies etc), it shall inform such reduction to the Deptt. and the amounts payable by the deptt. towards such charges shall stand automatically reduced from the date of such reduction.
- (xiii) The guards will be deployed to provide services under WBSHC Kolkata.
- (xiv) The contract will be valid for a period of one year from the date of finalization of the rates. However, it can be extended to another year on mutual agreement of the WBSHC and the Agency, provided the Agency delivers satisfactory performance.
- (xv) The Agency selected L1 will be required to execute an agreement on Non Judicial Stamp Paper, duly signed by the Authorized representative of the Agency within 15 days of the Offer. Failure to comply shall result in forfeiture of the EMD.
- (xvi) WBSHC is not bound to avail the services of the security guards for the whole one year period.
- (xvii) The Agency shall be required to submit its Bill for the services rendered within 1st week of the succeeding month, in duplicate. The Bill should be accompanied by a Satisfactory Performance Certificate & Attendance Certificate, duly verified by the authorized representative of The WBSHC of the facilities where the security guards are deployed. The Agency shall also attach lists of the employees deployed on duties, copies of the EPF contribution & the ESI contribution Challans in respect of the employees for the previous month along with the Bill. Copies of the Receipt/Challan of the GST shall also be required to be attached.
- (xviii) GST will be paid by WBSHC directly to the GST authority.
- (xix) Department will deduct TDS at source, as per applicable rules of Income Tax Act.
- (xx) The Agency shall be responsible for payment of wages, etc. to the deployed security guards as per prevailing Acts/Orders as applicable to the Govt. of West Bengal. If any dispute arises between the Agency & the Security Guards employed by it in the matter of wages or any other service condition, it shall be settled by the Agency & the Security Guards engaged by it themselves. WBSHC, Kolkata shall not be a party in any such dispute.
- (xxi) The security guards deployed by the Agency will be employees of the Agency only.**
- (xxii) In case it is found that the wages are not being paid in accordance with the statutory Minimum Wages Act, the contract shall be terminated forthwith & the performance security forfeited.
- (xxiii) This requirement of manpower can be increased or decreased. The personnel to be engaged by the agency should be preferably male having good health and between age of 18-50 years.
- (xxiv) Any legal dispute arising out of or in respect of the contract will be dealt under appropriate court of law.
- (xxv) The contractor will maintain all records and registers ready and may be produced to Labour Deptt, Provident Fund, E.S.I. or any other statutory body on demand.

- (xxvi) The Agency will not engage subcontractor or transfer the contract.
- (xxvii) The Firm/Agency awarded the tender will be liable to pay compensation of losses occurring out of damage/theft at WBSHC BUILDING through negligence (or otherwise) of their employees.
- (xxviii) WBSHC will not be held responsible in case of any physical harm, death or injury while on duty to the Security Guards /Housekeeping deployed; and any compensation will be provided by the Security Agency.
- (xxix) The Agency will ensure that the personnel engaged have clearance from Police Authorities within one month of the tender.
- (xxx) The agency will ensure that the Guards wear Uniform and name plate while on duty.
- (xxxi) If information furnished in the Tender Form is found incorrect, the Tender will be rejected/cancelled forthwith, the Agency will be blacklisted for two years & the EMD/performance security submitted shall be forfeited.
- (xxxii) Tender documents uploaded incomplete in any respect or without EMD shall be summarily rejected.**
- (xxxiii) Executive Officer, WBSHC reserves the right to withdraw the tender at any time before its finalization without assigning any reason.

SECTION – III

I. SPECIAL CONDITIONS & COMPLIANCE OF LABOUR LAWS:

- 1. All employees of the Contractor shall be employees of the Contractor only..**
2. The contractor shall have a valid licence obtained from Licensing Authority under the Contract Labour (Regulation & Abolition) Act, 1970 Or any extant Act.
3. The contractor shall submit the EPF code number obtained from the authorities concerned under the Employees provident Fund and Miscellaneous Provisions Act, 1952 or any extant Act.
4. If any of the persons engaged by the contractor misbehaves with any of the officials of the WBSHC, Kolkata or any beneficiary of WBSHC or commits any misconduct with regard to the property of the WBSHC, Kolkata or suffers from any serious communicable disease, the Contractor shall replace them immediately. In case Authority of WBSHC, Kolkata feel that the conduct of any of the employees is detrimental to the interests of WBSHC, the Executive Officer, WBSHC Kolkata shall have the unqualified right to request for removal of such employee either for incompetence, unreliability, misbehavior, security reasons, etc., while on or off the job. The bidder/agency shall comply with any such request to remove such personnel at agency's expense unconditionally. The agency will be allowed a maximum of two working days to replace the person by competent qualified person at Agency's cost.
5. The agency shall not engage/employ persons below the age of 18 years or engage any person in violation extant Act..
6. The agency shall issue appointment letters to the persons engaged by him for deployment under this contract, a copy of which should be submitted to Executive Officer, WBSHC, Kolkata for record.

7. The contractor shall deploy two Supervisor/coordinator to manage the deployment of persons engaged under the Contract in WBSHC Kolkata and to ensure proper working & for day to day liaison work to the designated officers of WBSHC Kolkata. WBSHC Kolkata shall pay for their services as per circular no: 02/Stat/2RW/9/2022/LCS/JLC dated 06/1/2023 of
8. The agency shall pay wages directly to his workmen through electronic payment mode/ by cheque payment. It will ensure that all the personnel deployed have proper Bank accounts in the Scheduled banks.
9. (i) The Bidder shall ensure that the deployed manpower stays in the facility for eight hours during the shift.
(ii) In case it is found that the wages are not being paid in accordance with the statutory Minimum Wages Act, the contract shall be terminated forthwith & the performance security forfeited.
(iii) The Agency shall be responsible for payment of wages etc to the deployed personnel as per prevailing Acts/Orders as applicable issued by the Govt. of West Bengal. If any dispute arises between the Agency & the personnel employed by it in the matter of wages or any other service condition, it shall be settled by the Agency & the personnel engaged by it themselves. WBSHC Kolkata shall not be a party in any such dispute.
10. The bidder shall provide necessary insurance coverage to his workmen engaged in the execution of his contract so as to hold the WBSHC Kolkata non-liaable for any act from bidder's workmen in case of any accident / mishap including death. The insurance cost of personnel working for the bidder at the site shall be borne by the bidder. The bidder may provide the Group Insurance Scheme of LIC or any other Insurance agency for his workmen.
11. The bidder shall deploy adequate number of persons for execution of the work undertaken on contract regulating their working hours and weekly off within the statutory limits. The bidder shall be responsible for payment of overtime wages to his workmen if any, in case they are required to work beyond the prescribed hours under law.
12. The bidder shall provide proper numbered photo identification cards to his employees to be deputed by him for work, duly signed by the bidder or person authorized on behalf of bidder.
13. The personnel deployed by the contractor for job shall meet the following requirements:
 - a. Should be medically fit for the job, duly certified from time to time; this is liable to be cross checked by authorized person of WBSHC, if required.
 - b. Should possess good conduct and discipline.
14. The requirement given in the scope of work is only indicative. WBSHC Kolkata reserves the right either to increase or decrease it as per requirement. The decision of WBSHC authorities in this regard shall be final and binding on the bidder.
15. On receipt of work order the bidder shall have to enter into Agreement with Executive Officer, WBSHC, Kolkata in which one of the Clauses would be arbitration clause as per the arbitration Act, which will be enforceable by either party in case of any dispute arising out of the work order.
16. In Case any bidder wishes to exit from contract, he will give notice of 3 months prior to such exit, failing which whole of Performance Security Guarantee will be

forfeited along with deduction of an amount equivalent to one month payment from pending Bills and the bidder will be barred from bidding in WBSHC Kolkata or outside Kolkata.

II PAYMENT PROCEDURE:

- i) The bidder shall submit monthly bills to the office of Executive Officer, WBSHC Kolkata, with the following documents for verification and payment:
- ii) Proof of deposition of statutory levies like EPF/ESI etc. (with a list of individual names and amount deposited in their accounts.
- iii) Proof of ECS/Cheque payment to his personnel for the jobs completed during the previous month.
- iv) Performance & Evaluation reports duly signed by the authorized person of WBSHC.
- v) The bills are to be addressed to, Executive Officer, WBSHC.
- vi) TDS shall be deducted at source at the time of payment to the contractor as per the provisions of the Income Tax Act as applicable.

Performance & Payment:

- A. The monthly payment shall become payable only if the service performance as measured by the WBSHC is found satisfactory,
- B. The Contractor shall submit his bills to the Executive Officer, WBSHC by **1st week of** every month with all the documents specified in Payment Procedure above along with the consolidated monthly Performance report duly verified and signed by the authorized officer/official of WBSHC.
- C. In case the contractor/vendor failed to pay the wages & other statutory dues within the prescribed time limit, the bank Guarantee will be encashed & necessary payment will be made to the concerned person/authority & the contract will be cancelled simultaneously. The offer will be issued to the L2 vendor.

D.

**Executive Officer
West Bengal State Haj Committee**

Annexure -1**DESCRIPTION OF MAN-POWER****TENDER FORMAT**

Description of Personnel	No. of persons per day	Venue
Un-armed Security Guard Hose Keeping	5 Male 4 Female 2	Haj House, 26B Dilkhusha Street, Kolkata- 700017
Un-armed Security Hose Keeping Electrician Plumber Liftmen Gardener Receptionist	10 Male 4 Female 2 Male 2 female 1 1 1 1 1	Madinat-ul-Hujjaj, Action Area – II, New Town Rajarhat
Un-armed Security Hose Keeping Receptionist	7 Male 5 Female 2 Male 2 female 1	Haj Tower, Kaikhali
Un-armed Security Hose Keeping	6 Male 6 Female 4 female	Aikatan, Kaikhali

Manpower Charge (fixed Basic Price)**Reference: 02/Stat/2RW/9/2022/LCS/JLC dated 06/1/2023**

Monthly Fixed BASIC PRICE for unskilled security guards/sweeper	Monthly Minimum Rates of Wages	E.S.I Contribution (4. %)	E.P.F. Contribution (12%)	Employee Deposit Linked Scheme(EDIL) (0.5%)	Administrative Charge under EPF (0.5%)	Bonus (8.33 %)	Total FIXED BASIC PRICE
ZONE A	9781	391	1174	49	49	815	12259
Monthly Fixed Basic Price for semi skilled supervisor	10759	430	1291	54	54	896	13484

The Consolidated Monthly Charges including Service Charge will be paid to the successful agency as per latest order issued by the Department. The total fixed basic charge will change whenever minimum monthly rate of Wages is changed by the office of the Labour Commissioner .The agency Charge will remain fixed throughout the period of Contract.

NB : Bonus will be released during IDD and Durga Puja.

ANNEXURE-II

BID SUBMISSION PERFORMA/UNDERTAKING

(To be typed on Letterhead of Bidder Agency)

Tender No.

Executive Officer,
West Bengal State Haj Committee
Madinat-ul-Hujjaj, Action Area-II, Newtown
Kolkata - 700160

Dear Sir,

1. I/We hereby offer to supply the services detailed in schedule hereto or such portion thereof as you specify in the Acceptance of Tender at the Service charge given in the said schedule and agree to hold this offer open till

_____(Date).

2. I/We have understood and complied with the "Instructions to Bidders", the "General Terms and Conditions" of the tender document and the all the Annexures thereto; and, have thoroughly examined and complied with the specifications, drawings, Special Conditions of Contract and/or pattern and am/are fully aware of the nature of the service required; and undertake to accept the same for providing services and my/our offer is to provide services strictly in accordance with the requirements.

Yours faithfully,

Signature of Bidder Address

Dated

Financial Bid

TO BE SUBMITTED ONLINE ONLY IN PRICE BID. NOT TO BE UPLOADED ALONG WITH TECHNICAL DOCUMENTS

DO NOT MENTION SERVICE CHARGE ON THIS SHEET

BID FOR SECURITY GUARDS / HOUSE KEEPING FOR WBSHC WCs / OFFICES OF WBSHC KOLKATA

<p>Bid for providing watch and ward security guards for Offices/housekeeping etc. of WBSHC, Kolkata</p> <p>for a period of one year.</p> <p>(As a percentage of Minimum Wage Rate PER SECURITY GUARD/Housekeeping etc), excluding the wages, EPF & ESI Contribution. The wages shall be as per the minimum wages notified by the Govt. west Bengal for Unskilled Labour from time to time. WBSHC will pay the Statutory obligations (ESI & EPF Contribution, etc.) separately.</p>	<p><u>Service Charges per Guard/House keeping</u></p> <p>The Bid is _____ % of Minimum wage Rate,</p> <p>(_____ percent only) per guard/housekeeping etc. per month.</p>
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Signature: _____

Name of the Bidder /s: _____

Designation: _____

Address: _____

Date: _____