



Request for Proposal

For

Deployment of personnel to provide Security and Surveillance services

at

the office building of West Bengal Industrial Development Corporation

Limited,

at

“PROTITI”, 23, Abanindranath Thakur Sarani, (Camac Street), Kolkata 700 017

RFP REFERENCE NO: Per/159/05/VIIB

Proposal Issue Date : 24/11/2017

Last Submission Date: 29/11/2017

West Bengal Industrial Development Corporation Ltd.

(A Government of West Bengal Undertaking)

Protiti, 23 Abanindranath Tagore Sarani

Kolkata – 700017, West Bengal

Tel : +91-33-22553700

Fax : +91-33-22553737

Web: www.wbidc.com

LIST OF IMPORTANT DATES

1. *Name of the work* : **Deployment of personnel to provide Security and Surveillance services at the Office of West Bengal Industrial Development Corporation Limited, at “PROTITI”, 23, Abanindranath Thakur Sarani, (Camac Street), Kolkata 700 017**

2. *Date of issue of Notice Inviting Bid* : **24/11/2017**

3. *Time and Date of Pre-Bid Meeting* : **27/11/2017 at 15.30 p.m.**

4. *Venue of Pre-Bid Meeting* : **OFFICE OF WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED (WBIDCL), 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017.**

5. *Bid submission start date (On line)* : **25/11/2017 at Time: 10.00 hours**

6. *Bid Submission closing (On line)* : **29/11/2017 at Time: 12-00 hours**

7. *Time and Date for opening Technical Bid/Bids* : **29/11/2017 at Time: 15-00 hours**

8. *Date for opening of Financial Proposal* : **29/11/2017 at Time: 15-30 hours**

9. *Bid validity period.* : **60 (Sixty) Days from the last date of bid submission**

Chapter-I
INTRODUCTION TO BIDDERS

Sealed tenders in prescribed format are invited by ‘West Bengal Industrial Development Corporation Ltd.’ from bona fide, experienced & reputed vendors of good financial standing in three steps bidding system, as specified below:-

- Step-I : Earnest Money Deposit,**
Step-II : Technical Bid,
Step-III : Price Bid,

For Deployment of personnel to provide 24*7 Security and Surveillance services at the Office of West Bengal Industrial Development Corporation Limited, at “PROTITI”, 23, Abanindranath Thakur Sarani, (Camac Street), Kolkata 700 017. The details of manpower required at various posts, to exhibit the work properly, are described below:-

1. Description of manpower requirement :-

Manpower requirement	No. of personnel
Security Supervisor	01
Lady Security Guard	01
Security Guards	13
Total manpower requirement	15

(The time specified here may be extended anytime, depending upon official requirement and no prior notice will be provided for the same)

The Security service provider shall provide one (1) security supervisor and fourteen (14) security guards everyday .

The duty schedule of these 15 Security Personnel shall be determined by WBIDC Ltd. and intimated to the selected vendor while issuing the Work Order.

2. Eligibility Criteria and Essential Technical requirement: The Agency/Company must fulfill the following criteria:-

- a) Prior experience of at least three (15) years in providing 24*7 Security and Surveillance services, in any Corporate Sector /Private Sector, where at least 15 (fifteen) personnel were deployed. The experience should be supported by an end user certificate of satisfactory performance.

Or,

Prior experience of at least three (10) years in providing 24*7 Security and Surveillance services, of which at least three years of experience is in any

Government Organizations/ Ministry/ Department/ Public Sector/ Govt. Undertakings. The experience should be supported by an end user certificate of satisfactory performance.

- b) The Agency should possess adequate continuous experience of at least 15 years of Guarding and handling Electronic/Non-electronic gadgets, viz CCTV, Access Control
 - c) Must be a company incorporated under the Companies Act or a partnership firm registered under the Partnership Act/ LPA Act having registration with valid registration number and having PT Registration, should be registered under the Employees Provident Funds Misc. Provisions Act, 1952, Employees State Insurance Act Registration, GST Registration, IT Registration.
 - d) Participating vendors should have at least one office in Kolkata and must have PAN India presence at least 10,000 security personnel pan India. The details of all offices shall be provided under Non Statutory Documents section, as mentioned below.
 - e) An average annual turnover of 300 crore is essential for the vendors to participate in this tendering process. This must be supported by last three years balance sheet of the company.
 - f) Should be able to initiate the work within 7 days of receipt of Work Order or as stated by WBIDC. Notwithstanding this, WBIDC reserves the right to disqualify the vendor immediately, from further proceeding.
 - g) There should not be any legal proceeding(s) and / or Industrial dispute(s) related to claiming of wages or any other payment related matters, initiated by any present or previous employee of the bidder / any partner of the bidder (if the bidder is a partnership firm). This will have to be supported by an appropriate Declaration in the form of an Affidavit which, if found false, would not only lead to criminal prosecution, but may also lead to termination of the contract and award of the work to another vendor at the bidders risk and cost.
 - h) The Agency will have to procure Contract Labour License from Labour Department, Govt of NCT after being awarded the contract within 02 months.
 - i) Companies with ISO Certification shall be preferred.
3. The Service Provider should deploy personnel as per preference of WBIDC and have requisite facilities for training the security guards/supervisors as per national standards.

The responsibility of training its employees, is solely of the vendor and the employees, under no circumstances should be charged for it.

4. The contract is being offered for **an initial period of one (1) month**, w.e.f. 1.12.2017, provided their service is considered as satisfactory by WBIDC. The contract may be renewed after 1 month and further negotiation may be done with the agency or alternatively, a fresh tendering process may be followed.

The contract shall be in force for the period stipulated in the contract, and on the expiry thereof, it will be deemed to have been terminated automatically unless otherwise intimated in writing.

Further, the Vendor will not have any right either to demand any fresh contract for another term or to continue the same.

Notwithstanding anything contained in other clauses of the tender document, the contract will automatically be terminated.

5. Efficiency, promptness, quality service, good behavior and politeness of the personnel deployed through the agency are the essence of the contract. **The supervisor is required to personally supervise operations in the premises at all working hours.**
6. Bidders must furnish full data and information about it, as specified in the Tender Document. Based on the evaluation made by WBIDC, on the proposals submitted by the bidders, one bidder from the participating bidders may be selected.
7. Award of the contract is at the sole discretion of the Competent Authority of WBIDC. Proposal of the successful bidder would form the basis for future negotiation and lead to signing of a 'Contract Agreement'.
8. WBIDC reserves the right to assess the bidder's capability and capacity to perform the contract, should the circumstances warrant such an assessment in the overall interest of WBIDC and the decision of WBIDC in this regard shall be final and binding.
9. To purchase the Tender Document, the bidders will have to submit tender purchase fee amounting to Rs.500/- (Rupees five hundred only) by Cash/ Demand Draft/ Pay Order in favor of 'West Bengal Industrial Development Corporation Ltd.' payable at 'Kolkata'. This amount is non-refundable under any circumstances.