



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

E-RFP REFERENCE NO: Per/159/05/VIIB/12.17

Proposal Issue Date : 11/12/2017

Last Submission Date: 20/12/2017

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* : **11/12/2017**
3. *Time and Date of Pre-Bid Meeting* : **18/12/2017 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)* : **11/12/2017 at Time: 15.30 hours (as per server clock).**
6. *Bid Submission closing (On line)* : **20/12/2017 at Time: 12-00 hours (as per server clock).**
7. *Time and Date for opening Technical Bid/Bids* : **22/12/2017 at Time: 13-00 hours**
8. *Date of uploading list for Technically Qualified Bidder(online)* : **22/12/2017 at Time: 13-30 hours**
9. *Date for opening of Financial Proposal (Online)* : **22/12/2017 at Time: 14-30 hours**
10. *Bid validity period.* : **60 (Sixty) Days from the last date of bid submission**

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 number of personnel specified here may be increased/ decreased anytime, depending upon official requirement)

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:-

- i. Prior experience of at least fifteen (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 to be supported by an end user certificate of satisfactory performance.

Or,

Prior experience of at least ten (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.

- ii.** The Agency should possess adequate continuous experience of at least 10 years of Guarding and handling Electronic/Non-electronic gadgets, viz CCTV, Access Control System etc.
 - iii.** 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 Act 1952, Employees State Insurance Act, GST Registration, IT Registration.
 - iv.** Participating vendors should have at least one office in Kolkata and shall preferably have PAN India presence with at least 10,000 security personnel pan India. The details of all offices shall be provided under Non Statutory Documents section, as mentioned below.
 - v.** 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.
 - vi.** 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.
 - vii.** 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.
 - viii.** The Agency will have to procure Contract Labour License from Labour Department, Govt of NCT after being awarded the contract within 2 months.
 - ix.** 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, by any means. The financial bid quoted by the vendor shall be inclusive of this training cost, which shall be considered under the head mentioned as Management Fee, in the prescribed BOQ format.

4. The contract is being offered for **an initial period of one (1) year**, w.e.f. the date of signing the Contract Agreement, provided their service is considered as satisfactory by WBIDC. The contract may be renewed after 1 year 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 this tender document 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.

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 during working hours. It is the duty of the Supervisor to monitor and check the CCTV system etc.
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 L1 bidder would form the basis of future negotiation and lead to signing of '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 in favor of 'West Bengal Industrial Development Corporation Ltd.' payable at 'Kolkata'. This amount is non-refundable under any circumstances.

10. Bid Structure

This is a three step, online bid system i.e Step-I: Earnest Money Deposit, Step-II: Technical Bid and Step-III: Price Bid.

Cost of Tender Document: Cost of tender document is **Rs.500/-** (Rupees Five Hundred Only) (non-refundable) to be paid by Cash/ Demand Draft/ Pay Order drawn in favor of West Bengal Industrial Development Corporation Ltd.

Earnest Money: Rs. 10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft/Bank Guarantee/Pay Order, drawn on any Nationalized Bank in favor of “WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED” to be deposited in a sealed envelope, while submitting the hard copy of the bid. This Envelop should be marked as ‘Envelop I’. Scan copy of the EMD draft/ challan shall be uploaded in the online system.

The bid without requisite Earnest Money and/ or not in the prescribed Performa will not be considered & bids of such Bidders shall be rejected. EMD amount shall be refunded to the participating vendors upon successful completion of the Tender Process.

Security Deposit:- The Successful vendor shall have to submit Security Deposit of Rs. 2,00,000/- (Rupees Two Lacs Only) to undertake the contract, in the form of Demand Draft/ Bank Guarantee/ Pay Order, drawn on any Nationalized Bank in favor of “WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED”. This amount shall be kept with WBIDC Ltd. as “Security Money” and normally, upon successful completion of the contract (if extended, then after completion of the extended period of contract) and handover of all necessary materials/ items/ equipments etc., shall be refunded to the bidder, after any applicable adjustment thereof.

No interest shall be paid by WBIDC Ltd. on this “Security Deposit”. WBIDC reserves the right to make 1) Necessary adjustment to the Security Deposit 2) Deduct Penalty Charge from the Security Deposit 3) Not to refund the Security Deposit at all (i.e. in part or whole), even after completion of the Contract, if the contract is anyway considered unsatisfactory by the Competent Authority of WBIDC Ltd.

WBIDC Reserves the right to terminate the contract if the successful vendor does not submit the Security Deposit within 3 days of issuance of Work Order.