

INVITATION OF TENDER

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.

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	17
Total manpower requirement	19

The Security service provider shall provide one (1) security supervisor and eighteen (18) security guards everyday .

The Security supervisor and Security personnel should strictly adhere to the below:-

Supervisor	9 a.m. to 9 p.m.	Every day, for overall supervising
Security Guard	9 a.m.to 7 p.m.	Every day, one person at 1st floor, 1 person at 2nd floor & 1 person at 3rd floor
Security Guard	9 a.m.to 9 p.m.	Every day, 1 person at 4th floor, 1 person at 5th floor
Security Guard (Patrolling)	10 p.m. to 6 a.m.	One person every day, for the entire building
MR (Main reception) Post	9 a.m. to 5 p.m.	One person
2 Main Gates of the building	9 a.m. to 7 p.m.	Two persons at each gate
	7 p.m. to 9 a.m.	One person at each gate

2. Eligibility Criteria and Essential Technical requirement:

The Agency/Company must fulfill the following criteria:-

a) Prior experience of at least three (3) years (in a single contract) in providing 24*7 Security and Surveillance services, in any Corporate Sector /industry, 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 (3) years in providing 24*7 Security and Surveillance services, of which at least one year of experience is in any Government Organizations/ Govt. Undertakings. The experience should be supported by an end user certificate of satisfactory performance.

b) 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, Service Tax registration/ Clearance Certificate, IT Registration.

c) 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.

3. The Service Provider should 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 two (2) years**, 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 2 years and further negotiation may be done with the agency or alternatively, a fresh tendering process may be followed.

5. To purchase the Tender Document, the bidders will have to submit tender purchase fee amounting to Rs.500/- (Rupees five hundred only) by Demand Draft/ Pay Order in favor of 'West Bengal Industrial Development Corporation Ltd.' payable at 'Kolkata'. This amount is non-refundable under any circumstances.

6. **Earnest Money:** Rs. 25,000/- (Rupees Twenty Five Thousand Only) in the form of Demand Draft/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’.

The bid without requisite Earnest Money and/ or not in the prescribed Performa will not be considered & bids of such Bidders shall be rejected.

Earnest Money Deposit will be converted into interest free Security Deposit in case of successful bidder. Necessary receipt may be collected from the Accounts Section in favor of the same. On successful completion of the contract (if extended, then after completion of the extended period of contract) the same will be refunded to the bidder, after any applicable adjustment thereof.

In case of unsuccessful bidders Earnest Money will be refunded as soon as possible by WBIDC, upon selection of vendors.

LIST OF IMPORTANT DATES

- I. Date of issue of Notice Inviting Bid** : **23/2/2015**
- II. Time and Date of Pre-Bid Meeting** : **27/02/2015 at 3.00 p.m.**
- III. Venue of Pre-Bid Meeting** : **OFFICE OF WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED (WBIDCL), 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017.**
- IV. Bid submission start date (On line)** : **2/03/2015 at Time: 15-00 hours (as per server clock).**
- V. Bid Submission closing (On line)** : **10/03/2015 at Time: 15-00 hours (as per server clock).**
- VI. Time and Date for opening Technical Bid/Bids** : **10/03/2015 at Time: 15-30 hours**
- VII. Date of uploading list for Technically Qualified Bidder(online)** : **10/03/2015 at Time: 16-30 hours**

VIII. *Date of uploading the final list of Technically Qualified Bidder (online) after disposal of appeals, if any.* : **10/03/2015 at Time: 16-30 hours**

IX. *Date for opening of Financial Proposal (Online)* : **11/03/2015 at Time: 15-30 hours**

X. *Bid validity period.* : **120 (One Hundred and Twenty) Days from the last date of bid submission**