



# WEST BENGAL HOUSING BOARD

(Estd. under W.B. Act XXXII of 1972)

'A B A S A N', 105, S. N. Banerjee Road, Kolkata – 700014,

Phone : (033) 2265-1965, 2264-1967 / 3966 / 8968 / 4974 / 0950. Fax : (033) 2264-1480 / 0979,

Web site : [www.wbhousingboard.in](http://www.wbhousingboard.in) Email : [wbhousingboard@gmail.com](mailto:wbhousingboard@gmail.com)

Memo .No:-76 /DD(EP)-III/HB

Dated :- 22.03.2023

## NOTICE INVITING QUOTATION ( e-NIQ)

NIQ No:-WBHB/DD(EP)III/NIeQ-04/2022-23

The Deputy Director (EP), West Bengal Housing Board, invites e-Quotation for the work detailed in the table below. (Submission of Bid through online).

Name of Work	Earnest Money	Cost of Bidding documents (Non- refundable)	Period of Completion	Engineer-in-charge of the work	Eligibility of Bidder
Providing Security Services and Guarding arrangement for completed housing projects in Various Locations including the Head Quarters (ABASAN) of West Bengal Housing Board.	<b>Rs 10,000.00</b> To be deposited in the mode of ONLINE (Netbanking / NEFT / RTGS	During participation, cost towards quotation documents need not required to be paid, only successful bidder has to pay cost of four copies of documents for agreement as per norms which will be communicated latter on i.e. through L.O.A.	12(Twelve) months	Deputy Director (EP),III WBHB.	Bonafied and Resourceful Agencies having experience in similar nature of service fulfilling requisite eligibility criteria as stated in the NIQ Eligibility.

1. In the event of e-filling, intending bidder may download the tender documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate & Earnest Money has be deposited by the bidder electronically:

i) online through his net banking enabled bank account, maintained at any bank or:  
ii)offline through any bank by generating NEFT/ RTGS challan from the e-tendering portal.

(i. [Net banking \(any of the banks listed in the ICICI Bank Payment gateway\) in case of payment through ICICI bank payment gateway.](#)) 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

(ii. [RTGS/NEFT in case of offline payment through bank account in any bank.](#))

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. Bidders eligible for exemption of EMD as per Govt. rule may avail the same and necessary documents regarding the exemption of EMD must be uploaded in the EMD folder of Statutory bid documents.

The rate of the Tender of contract is to be submitted duly digitally signed in the website Within stipulated date and time. The hard copy of the documents given online should be submitted.  
The lowest bidder should produce in original to the office of undersigned for verification.

2. Both **Technical bid and Financial Bid** are to be submitted in technical(Statutory & Non- Statutory folder) and financial folder concurrently duly digitally signed in the website <http://wbenders.gov.in> as per Tender time schedule stated in Sl. No. 9

The documents submitted by the bidders should be properly indexed & digitally signed.

3. The FINANCIAL OFFER of the prospective Bidder will be considered only if the TECHNICAL Document (both statutory and non-statutory) of the Bidder found qualified by the, Tender committee W.B.H.B. The decision of the Tender committee, W.B.H.B. will be final and *absolute in this respect. The both list of Responsive and Non-Responsive Bidders will be displayed* in the website and also in the Notice Board of the Deputy Director (EP)-III, W.B.H.B. on the scheduled date and time.

4. For any queries and clarification, interested Security Firms may visit the sites and may contact the Authorised person of Office of Deputy Director ( Engg. Planning) at the address mentioned below.

**5. Address for Communication :**

Deputy Director (Engg. Planning) - III,  
WEST BENGAL HOUSING BOARD  
'A B A S A N', 105, S. N. Banerjee Road, Kolkata – 700014,  
Phone : (033) 2265-1965, 2264-1967. Fax : (033)2264-1480/ 0979.  
Web site : [www.wbhousingboard.in](http://www.wbhousingboard.in)  
Email : [wbhousingboard@gmail.com](mailto:wbhousingboard@gmail.com)

**WBHB reserves the right to accept/reject any or all proposals** without assigning any reason thereof.

**6. Eligibility Criteria For Participation In The Quotation.**

- i) Intending Bidders should produce credentials of a similar nature of services for at least one work under Govt. Sector, Semi Govt. Sector, Corporations, Govt. Companies, Boards, Autonomous/Statutory Bodies, Reputed Bank, Local Bodies, etc. and having a magnitude of Rs.14.30 lac during last 5(five) years prior to the date of issue of this Quotation notice. OR
- ii) Intending Bidders should produce credentials of 2 (two) similar nature of work, each of the minimum value of Rs.10.70 lac during last 5 (five) years prior to the date of issue of this Quotation notice. OR
- iii) The intending bidder should produce credential of one single running work of similar nature which has been completed to the extent of **80% (Eighty percent)** or more and value of which is not less than the desired value at (i) above.

In case of running works, only those quotationers who will submit the certificate of satisfactory running works from the concerned Executive Engineer, or equivalent competent authority will be eligible for the Quotation, In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no panel action has been initiated against the executed agency.i.e. the quotationer.

- iv) Credential/completion certificate should contain a) Name of work (b) Name and address of Client (c) Amount put to tender, (d) Date of commencement of work (e)Date of completion of work (f) Reason for abnormal delay, if any (g) Final bill amount. Credential certificate issued by the

Executive Engineer or equivalent competent authority of a state/ central Govt, state / Central Govt, undertaking, statutory, autonomous bodies constituted under the statute of the Central / state Govt. On the executed value of work will only be taken as credential. 3) Payment Certificate will not be treated as credential. Details of such work experience is to be furnished.

- v) The proposals for this contract will be considered only from those bidders (Proprietorship firms, partnership firms, companies, corporations, consortium etc.), who meet requisite eligibility criteria subject to complying with the provisions.
- vi) Bidder must not have been blacklisted or deregistered by any central / state Government department or public sector undertaking. Also no work of the bidder must have been rescinded by client after award of contract during last 5 years. The bidder should submit undertaking to this effect in proforma as given in Vol. I, Section 3C.
- vii) Bidder should submit a written power of attorney (duly Registered/Notarised) authorizing the signatory of the bid to commit the bidder.
- viii) Bidder must have license from the Authority under the **Private Security Agencies (Regulation Act, 2005) (PSARA)**
- ix) Every Applicant is expected to submit a copy of valid **PSARA** license. Applicants who has applied for renewal of PSARA license may also participate, producing previous PSARA copy while submission of NIT documents, but they will have to submit current PSARA license to the Housing Board if the contract is awarded to the Agency before issuance of work order.
- x) **Bidder should Quoted their Rate, shall have to comply with the provisions of Minimum wages Act. 1948 (vide Memorandum no 3687-F(Y), Dated 02.05.2012 and Memorandum no 3790-F(Y) Dated 21.07.2014) and also to comply the Minimum wages rate of Labour Commissioner, Govt. of West Bengal circulated vide no 1242/STAT/2RW /76/266/2000/LCS/JLC dated 02.07.15 with effect from 1st July 2015 including all the Statutory Levis as per Govt. Order.**

All deployed personnel would be eligible for 1 weekly off day and 4 annual holidays i.e 26<sup>th</sup> January, 1<sup>st</sup> May, 15<sup>th</sup> August & 2<sup>nd</sup> October. The minimum rates of wages include the wage for weekly off day. The Agency shall arrange alternative deployment on such days without any extra charges.
- xi) Copies of Income Tax Acknowledgement Receipt for the latest Assessment year / P.T. (Deposit Challan) / Pan Card are to be accompanied with the Technical documents. **(Non Statutory Documents)**
- xii) The agency should possess **G.S.T Registration number** and copies of necessary to this effect is to be submitted along with technical documents [Non statutory Documents].
- xiii) The prospective bidder would also have documents in support of valid **Provident fund enrolment No, ESI registration and GST registration** issued by appropriate authority [Non statutory Documents].
- xiv) The Partnership Firm shall furnish the registered/notarized partnership deed and the company shall furnish the **Article of Association and Memorandum**. [ Non statutory Documents].
- xv) Bidder shall submit the minimum Average Annual Turn Over **should be not less than 14.30 lac of** during last Three Financial years

The particulars of Annual Turnover may be submitted in the following format:

Sl. No.	Year	Turn Over in (Rs. Lakh)
1.	2019-2020	
2.	2020-2021	
3.	2021-2022	

TOTAL:-

Average:- (1+2+3)/3

- xiv) In case of Tax Audited, the Proprietorship, Partnership Firms and Company the Tax Audited Report in **3CD Form** is to be furnished along with Balance Sheet & Profit and Loss A/c. and all schedules forming the part of Balance Sheet and Profit and Loss Account for the last 3 (three) years (year just preceding the current Financial Year will be considered as year-1). Tax Audit report, Balance Sheet and Profit and Loss Account including all schedules forming the part of Balance Sheet and Profit and Loss Account should be in favour of applicant. No other name along with applicant name, in such enclosure will be entertained.  
**[Non Statutory Documents]**
- xv) A prospective bidder shall be allowed to participate in a single job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job, all his applications will be rejected for that job.

7. **No Mobilisation Advance and Secured Advance** will be allowed.

8. Bids shall remain valid for a period not less than **120 (One hundred twenty) days from the date of financial bid opening**. If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

9. **Important Information: Date & Time schedule**

Sl.NO.	Particulars	Date & Time
1.	Date of uploading of N.I.Q. and Bid Documents (online) (Publishing Date)	27.03.2023 at 11.00 hrs.
2.	Date & time of start of downloading Bid Documents (Online)	27.03.2023 at 11.00 hrs.
3	<b>Date and Time of Pre-Bid meeting in the Board room of WBHB</b>	<b>31.03.2023 at 15-00 hrs</b>
4.	Date & time of start of Bid submission (Online)	05.04.2023 at 11.00 hrs
5.	Date & time of closing of Bid Submission (On line)	11.04.2023 at 11.00 hrs
6.	Date & time of Bid opening for Technical Proposals (Online)	13.04.2023 at 15-00 hrs
7.	Date of uploading list of technically qualified bidders (online)	To be notified after evaluation of Technical Bid.
8.	Date & time of Bid opening for Financial Proposal (Online)	To be notified during uploading of Technical Evaluation Sheet of Bidders

10. **Earnest Money :** The amount of Earnest Money **Rs.10,000.00** is to be submitted in the mode of ONLINE (Netbanking / NEFT / RTGS) in favour of '**WEST BENGAL HOUSING BOARD**' against the work. This clause is applicable for all categories of applicants. **Successful bidder should comply 2% of EMD on total cost of Security Services and Guarding arrangement, before issuance of work order** Earnest money so deposited by the successful bidder shall on issuance of work order be automatically converted into part security money and a balance amount of each running account bill shall have to be deducted to make it a total 10 % of security deposit of the work.
11. The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its Surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting e-Quotation, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.
12. The Quotation Inviting Authority reserves the right to reject any application for participating in bidding process and to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Quotationer at the stage of Bidding.
13. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' (ITB) and various conditions in "Conditions of Contract", "Special Terms & Conditions" & other bidding documents before Quotationing the bids.
14. No Conditional/ Incomplete Quotation will be accepted under any circumstances.  
In case of ascertaining the authority of the intending bidders at any stage of Quotation process or execution of work, necessary registered irrevocable power of attorney in original is to be produced for verification as and when asked for by the Quotation Inviting & Accepting Authority / Engineer -in- Charge.
15. During the scrutiny, if it comes to the notice to Quotation inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not be allowed to participate in the Quotation and that application will be out rightly rejected without any prejudice.  
The Quotation Inviting Authority reserves the right to cancel the N.I.Q. due to unavoidable circumstances without assigning any reason, whatsoever, to the bidders and no claim in this respect will be entertained.
16. During the process of scrutiny of Quotation document, the Quotation inviting authority or his authorized representative may verify the credential and other related documents as submitted by the Bidders with the original, if necessary. After verification, if it is found that the documents submitted by the Bidders is either manufactured or false, the bid submitted by the Bidder will be summarily rejected and the Earnest Money deposited by the bidder will be forfeited by the Quotation Inviting Authority without assigning any reason thereof.

17. The set of Quotation/Bidding Documents comprises the documents listed below:

- i) Notice Inviting Quotation with all addenda & corrigendum, if any.
- ii) Instruction to Bidders

- **General**
- **Preparation of Bids**
- **Submission of Bids**
- **Bid Opening and Evaluation**
- **Award of Contract**

18. The documents forming the Contract shall be interpreted in the following order of priority:

- i) Agreement,
- ii) Letter of Acceptance,
- iii) Notice to proceed with the work (i.e Work Order),
- iv) Contractor's Bid,
- v) Contract Data,
- vi) NIQ along with addenda corrigendum (if any)
- vii) Instruction to Bidders (Section-1),
- viii) Bill of Quantities(BOQ),

19. **Qualification criteria.**

The Quotation inviting & Accepting Authority through a 'Quotation Evaluation Committee' will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding :

**a) Financial Capacity.**

**b) Experience/Credential.**

The eligibility of a bidder will be ascertained on the basis of the digitally signed documents in support of the minimum criteria as mentioned in a, b, above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized.. If any document submitted by a bidder is found either manufactured or false, in such cases the eligibility of the bidder/ Quotationer will be out rightly rejected at any stage without any prejudice with forfeiture of earnest money forthwith or will be debarred from participation in any Quotation within the jurisdiction of WBHB for a period of 1 (one) year or more as deemed fit by the Quotation Inviting authority.

20. "Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be director or partner, such individual person shall, while uploading any Quotation for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour by the rest of the Directors of such company or the partners of such firm, uploading such Quotation. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1998"

**21. Refund of EMD:** The Earnest Money of all the unsuccessful Tenderers, deposited online, shall be refunded in accordance with the Memorandum of the **Finance Department vide No. 3975-F(Y) dated 28th July, 2016. (Refer - in Bidders Guideline/Instruction to Bidders)**

**22. Check List for Submission of NIQ**

- **NIQ Document.**
- **Eligibility Criteria.**
- **EMD in the mode Online (Net banking/NEFT/RTGS).**
- **Stated Completion Certificate**
- **Type of Firm.**
- **Audited Balance sheet (Last three Financial years). Along with 3CD form in case of tax Audited.**
- **Acknowledgement Receipt of Income tax return for latest Assessment Year.**
- **Pan card Xerox copy.**
- **Latest P.Tax Challan.**
- **GST registration details.**
- **E.P.F and E.S.I documents.**
- **Valid license issued by the Home Political Department of State Govt. Under the Private Security (Regulation) Act.2005.**
- **A written power of attorney (duly registered/ authorizing the signatory of the bid.**

**Deputy Director (EP)-III  
West Bengal Housing Board**

**Memo .No:- 76/1(14)/DD(EP)-III/HB**

**Dated :- 22.03.2023**

Copy forwarded for kind information to:-

1. Housing Commissioner, WBHB
2. JHC & Secy., WBHB
3. Director (Engg.),WBHB
4. FA-Cum-CAO, WBHB
5. CA-Cum-AP, WBHB
6. JD(E.P), WBHB
- 7-10 JD (EW)I / II / III / (EEW) WBHB
11. AHC-I, WBHB with the request to publish the Notice in BOARD's Web site
12. Sri S.Halder, A.D. (EP), WBHB
13. A. Basak, A.D. (EP), WBHB.
14. Notice Board.

**Deputy Director (EP)-III  
West Bengal Housing Board.**

# **WEST BENGAL HOUSING BOARD**

## **Section-1 GENERAL INSTRUCTION TO BIDDERS**

### **General guidance for e-QUOTATION**

Instruction/Guidelines for Quotations for electronic submission of the Quotations online have been annexed for assisting the contractors to participate in e-QUOTATION.

#### **1. Project Background**

West Bengal Housing Board (hereinafter referred to as “WBHB” or the “Client”) intends to engage reputed Security Firm for providing Security Services and Guarding Arrangement for various Locations including the Head Quarters (ABASAN) of West Bengal Housing Board.

WBHB invites request for NIQ to appoint a reputed Security firm for the above mentioned Services for various Locations of West Bengal Housing Board, which comes under the purview of this Security arrangement with all infrastructural amenities as provided including roads and pathways, drainage, water supply, sewerage, electrical fittings and fixtures including that of all inventories of both external and internal of Building Blocks / Dwelling Units (Flats), landscaping and beautification, etc.

Above details are tentative and are subject to change. Above description is given only for the purpose of submitting the proposal.

#### **2 Scope of Work**

The scope of the work under these terms of reference would consist of but not limited to the provisions laid down below. The Security firm shall provide Security Services and Guarding Arrangement for various Locations including the Head Quarter (ABASAN) of West Bengal Housing Board:

Site evaluation and analysis, including site surveying etc to identify the all infrastructural amenities as provided including roads and pathways, drainage, water supply, sewerage, electrical fittings and fixtures including that of all inventories of both external and internal of Building Blocks / Dwelling Units (Flats), landscaping and beautification, etc

- i) Thakurpukur Departmental store,
- ii) Mathkal-Nimta Housing Project (Phase-II)
- iii) Kalyani Housing Project, Phase-II. Dist.- Nadia
- iv) Krishnagar Housing Project
- &
- v) ‘ABASAN’ Building, 105, S.N. Banerjee Road, Kol-14

**The Board reserves the right to deploy manpower in addition to the above mentioned locations or to withdraw the manpower of the said locations within the period of this contract at the same terms and condition and rates, if necessary.**



### **3 Security Manpower Deployment:**

The Security Agencies must give undertaking that they will deploy the Security personnel for carrying out the Security services in connection with each project if the contract is awarded to them eventually. The Security personnel proposed to be deployed by the Agency in the job must be either on the pay-roll of the firm/Agency or the Agency has to produce document with the application in support of acceptance of the concerned Security personnel towards his association with the Security Agency in respect of the proposed job, if the job is awarded to the Security Agency.

#### **Standard of Physical fitness for Security Guards**

(1) A person shall be eligible for being engaged or employed as security guard or Supervisor if he fulfils the standards of physical fitness as specified below :—

(i) HEIGHT, 170 cms(5ft-7 inch)., Weight according to standard table of height and weight, Chest 80 cms. With an expansion of 4 cms. of chest measurement) : provided that a person belonging to the Gorkhas or Nepalese or Sikkim's or Scheduled Castes or Scheduled Tribes is eligible for relaxation of height by 5 cms.,

(ii) EYE SIGHT: Far sight vision 6/6, near vision 0.6/0.6 with or without correction, free from colour blindness, shall be able to identify and distinguish colour display in security equipments and read and understand display in English alphabets and Arabic numerals,

(iii) Free from knock knee and flat feet and shall be able to run one Kilo Meter in six minutes.

(iv) HEARING: free from defect, shall be able to hear and respond to the spoken voice and the alarms generated by security equipments,

(v) The candidate shall have dexterity and strength to perform searches, handle objects and use force for restraining the individuals in case of need.

(vi) There shall be one Supervisor-cum-guard to supervise the work of not more than fifteen Private Security Guards in each Housing Project.

(vii)Age: Above 18 years but not exceeding 40 years during the contract period.

(2) A candidate shall be free from contagious or infectious disease. He shall not be suffering from any disease which is likely to be aggravated by service or is likely to render him unfit for service or endanger the health of the public during the pendency of the Agreement period.

3) Agency shall ensure that every security guard working for it undergoes a medical examination after every twelve months from his last such examination so as to ensure his continued maintenance of physical standard as prescribed for the entry level.

#### **4.) Photo Identity Card -**

4.1. Every photo-identity card issued by the Agency shall be in Form as below :-

**Photo-Identity Card for Security Guard/Supervisor And Gun Man**  
**(Name of the Security Agency)**

Name.....  
Official Designation .....  
Identification No. ....  
Date of Issue. ....  
Valid up to .....  
Signature of the cardholder.....

**Signature of the issuing authority**

#### **Official Seal**

2. The photo-identity card shall convey a full-face image in colour, full name of the private security guard, name of the Agency and the identification number of the individual to whom the photo identity card is issued.
3. The photo-identity card shall clearly indicate the individual's position in the Agency and the date up to which the photo-identity card is valid.
4. The photo-identity card shall be maintained up to date and any change in the particulars shall be entered therein.
5. The photo-identity card issued to the private security guard will be returned to the Agency issuing it, once the private security guard is no longer engaged or employed by it.
6. Any loss or theft of photo-identity card will be immediately brought to the notice of the Agency that issued it.

#### **5.) Other conditions –**

(1) Notwithstanding whether the Agency mandates its private security guards to put on uniform while on duty or not, every private security agency will issued and make it obligatory for its security guards to put on.

- a. An arm badge distinguishing the Agency.
- b. Shoulder or chest badge to indicate his position in the organization.
- c. Whistle attached to the whistle cord and to be kept in the left pockets
- d. Shoes with eyelet and laces.
- e. A headgear which may also carry the distinguishing mark of the Agency.
- f. To carry torch light at night.

(2) The clothes worn by the private security guard while on active duty shall be such that they do not hamper in his efficient performance. In particular they will neither be too tight nor too loose as to obstruct movement or bending of limbs.

(3) Every private security guard will carry a notebook and a writing instrument with him.

(4) Every private security guard while on active security duty will wear and display photo-identity card as issued by the Agency on the outer most garment above waist level on his person in a conspicuous manner.

(5) Agency will protect the stocks, material/assets within the completed Housing Projects/offices from theft and pilferage and will prevent unauthorized entries in the premises. WBHB is entitled to claim cost of all damages, losses incurred due to negligence of security personnel engaged by

agency. Deputy Director (EW)'s of concerned Housing Project's will make a statement in this regard. Said statement will contain details of damage/loss if any. Also, an estimate prepared following current PWD's Schedule of Rates should be attached with such statement so that concerned agency may be approached for necessary repair or replacement by their end in accordance to item-specification mentioned in tender of respective Completed Housing Projects. Agency should take necessary permission for execution of repair/ replacement works from respective Deputy Director's. If, however, agency is unable to arrange repair / replacement, recovery of estimated cost will be made from their subsequent monthly bills. Also, any additional cost that might have incurred due to malfunctioning/lapses in part of the agency will be recovered from monthly bills of agency.

• **(A) PREPARATION OF BIDS**

1. Registration of bidder

Any bidder willing to take part in the process of e-QUOTATION will have to be enrolled and registered with the Government system through log In on to <https://e-tender.wb.nic.in> (or on the web portal of West Bengal Housing Board). The contractor is to click on the link for e-tender site as given on the web portal.

2. Digital Signature Certificate (DSC)

Each bidder is required to obtain a class-II or class-III Digital Signature Certificate (DSC) for submission of Quotations from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the website stated in clause-1 above. DSC is given as a USB e-Token.

3. Collection of Quotation Documents

The Bidder can search & download NIT and bid documents electronically from computer once he logs on to the website mentioned above using the Digital Signature Certificate. This is the only mode of collection of Quotation documents.

4. Participation in more than one work

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.

5. Pre-Bid meeting

There will be provision for Pre-Bid meeting before submission of Quotation documents.

**(B) SUBMISSION OF BIDS**

Bids are to be submitted through online to the website stated in Cl. 1 in two folders at a time for each work, one in Technical Proposal & the other in Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

a). **Technical proposal**

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

**Non Statutory Cover Containing (Packet 1)**

1. Particulars relating to Qualification of Bidder – Eligibility and Qualification Criteria as per Clause 6.

2. Self attested copies of PAN CARD, EPF Code No, IT Acknowledgement Receipt for the latest Assessment year / P.T. (Deposit Challan) and GST Registration Certificate, E.S.I. Enrolment no, valid **PSARA** license .
3. A written Power of Attorney authorizing the signatory of the bid.
4. Undertaking for not blacklisted as per Vol I Section 3C

**b). Financial Proposal to be Submitted by the Bidder**  
**Statutory Cover Containing (Packet 2)**

- i) Entire original NIQ document containing the Financial offer.

**1.) Security Charge (monthly) to be reimbursed by West Bengal Housing Board fixed on the basis of Government of West Bengal, Finance (Audit) Department Memorandum No. 3687- F(Y) dated 02.05.2012 read with Memorandum No.3790-F(Y) dated 21.07.2014**

Description	Security Personnel (Zone A)
	<b>Guard</b>
Monthly wages in INR	<b>9,781.00</b>
EPF, EDLI & Administrative Charge @ 13.0%	<b>1,271.53</b>
ESI @ 3.25%	<b>317.88</b>
<b>Total (A)</b>	<b>11,370.41</b>

**2.) Service Charge (monthly)to be paid by West Bengal Housing Board fixed on the basis of Government of West Bengal, Finance (Audit) Department Memorandum No. 3687-F(Y) dated 02.05.2012 read with Memorandum No.3790-F(Y) dated 21.07.2014 and to quoted by bidders which will be basis for selection of L-1 subject to qualification in Technical Bid.**

Description	Security Personnel (Zone A)
	<b>Guard</b>
<b>To be quoted by the bidder for each per month(inclusive of all taxes and all other charges</b>	<b>( x )</b>

- 3) Monthly Wages have been fixed as per Government of West Bengal, Office of Labour Commissioner, Kolkata Circular No. 1242/Stat/2RW/76/266/2000/LCS/JLC dated 02.07.15
- 4) The Minimum wages as noted above are applicable for the period w.e.f. 01/01/2023 subject to revision by the Government of West Bengal and the applicable EPF, ESI etc. shall be revised accordingly.
- 5) Service Charge to be quoted shall be same in Rupees, for all category of security personnel and shall be inclusive of all taxes. To arrive at INR, the rate so quoted shall be applied on (A )and the same shall remain fixed during the entire tenure of the contract irrespective of any change in Minimum Wages. GST or any other tax, as applicable shall be paid to the agency as a part of Monthly Bill for Security Charges to be submitted by the agency.

- 6) The rate is to be quoted in figure clearly in the specified space of the Quotation form/Financial bid Form only.
- 7) All other charges like insurance charges, etc as would be required for completion of the work shall also be included in the rate quoted. No claim what so ever in this account shall be entertained.
- 8.) Earnest money Rs 10,000.00 to be paid in the mode of ONLINE (Netbanking / NEFT / RTGS) in favour of '**WEST BENGAL HOUSING BOARD**' should be submitted as per the instruction in clause 1, page 1 of e-NIQ

**(C) Withdrawal of Quotation**

A quotation once submitted shall not be withdrawn within a period of 120 days from the last day of the bid submission of the quotation. If a Quotationer withdraws his quotation within this period without any valid reason, necessary appropriate legal action may be taken against the Bidder.

**(D) Statutory Obligation**

i.) The service provider must comply with all statutory obligation and provisions as per law of the land and as contained in relevant Acts like, Workmen's Compensation Act 1923, the Contract Labour (Regulation & Abolition) Act 1970, Employees Provident Fund & Miscellaneous Provisions Act 1952, Employees' State Insurance Act, 1948, Payment of Wages Act, 1936, Minimum Wages Act 1948, Private Security Agencies (Regulations) Act 2005 and any other applicable Acts/Guidelines/directives etc. and rules made there under.

ii). The financial obligation(s) arising out of any statutory obligation would be entirely on agency's account and WBHB will not be responsible on this score for any reason whatsoever. The records maintained by the successful bidder on this regard, shall be subject to scrutiny of WBHB if desire so.

iii). The service provider has to pay minimum wages in compliance with notification of labour department Govt. Of W.B. as modified from time to time along with other facilities as will be implied by the labour department Govt. of W.B.

iv). All deployed personnel would be eligible for 1 weekly off day and 4 annual holidays i.e 26<sup>th</sup> January, 1<sup>st</sup> May, 15<sup>th</sup> August & 2<sup>nd</sup> October. The minimum rates of wages include the wage for weekly of day. **The Agency shall arrange alternative deployment on such days without any extra charges.**

**(E) Quotation Evaluation committee (TEC)**

- i. **Opening and evaluation of Quotation :-**  
If any Quotationer is exempted from payment of EMD, copy of relevant order needs to be furnished.
- ii. Technical proposals will be opened jointly by The Joint Director(EP) and any other Engineer Officer(s) of W BHB (holding DSC) electronically from the web site using their Digital Signature Certificate.
- iii. Intending Quotationers may remain present, if they so desire.
- iv. Cover (folder) statutory documents (vide Cl. No. 3') should be opened first. If there is any deficiency in the statutory documents, the Quotation

will summarily be rejected.

- v. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded and handed over to the Quotation Evaluation Committee.
- vi. Bid opening summary of the Technical Bid is then uploaded to send email to all the participating Bidders.
- vii. Pursuant to scrutiny and decision of the Quotation Evaluation Committee, the summary list of Qualified & Non-qualified Bidders for the work (mentioning the serial number) will be uploaded in the web portals.
- viii. While evaluation, the committee may summon the QUOTATIONERS and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

**(F). Penalty for suppression / distortion of facts/Non Performance/Losses**

Submission of false document by Quotationers strictly prohibited and in case of such act by the Quotationers the same may be referred to the appropriate authority for prosecution as per relevant IT Act with forfeiture of earnest money forthwith. In case of non-performance /Loss, recovery will be made from security deposit proportionately.

**(G). REJECTION OF BID**

The Employer (Quotation accepting authority) reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Quotationer or Quotationers or any obligation to inform the affected Quotationer or QUOTATIONERS of the ground for Employer's (Quotation accepting authority) action.

**(H) Opening of Financial Bid**

- a) Financial proposals will be opened by the Deputy Director(EP)-III along with other authorised Engineer Officer(s) of WBHB electronically as per schedule date, time place.
- b) After opening of Financial Bid if situation demands, the Deputy Director (EP)-III WBHB may call off-line open Bid among the Bidders to lower down the offer rate further.

**(I) Award of Contract**

The Quotationer whose Bid has been accepted will be notified by the Quotation Inviting and Accepting Authority through acceptance letter/ Letter of Acceptance. The Letter of Acceptance will constitute the formation of the Contract. The Agreement in Printed Quotation Form will incorporate all necessary documents e.g. LOA, N.I.Q. with all addenda-corrigendum, Instruction to Bidders special terms and condition and the same will be executed between the Quotation Accepting Authority and the successful

## QUOTATIONER.

Through out these bidding documents, the terms 'bid' and 'Quotation' and their Derivatives (bidder/Quotation,bid/Quotation, bidding/ QUOTATION, etc.) are synonymous.

### • (J) NOTIFICATION OF AWARD

Prior to expiration of the period of bid validity prescribed by the Employer, the Employer will notify the successful bidder by e-mail confirmed by registered letter that his bid has been accepted. This letter (hereinafter and in the Conditions of Contract called the "Letter of Acceptance") shall name the sum which the Employer will pay the Agency in consideration of the execution of the Services by the Agency as prescribed by the Contract (hereinafter and in the Conditions of Contract called "the Contract Price").

The notification of award will constitute the formation of the Contract.

Upon final selection of the bidder, the Employer will promptly notify the other bidders that their bids have been unsuccessful.

### (K) Signing of Agreement

At the same time that he notifies the successful bidder that his bid has been accepted, the Employer will send the bidder the Form of Agreement provided in the NIT documents, incorporating all agreements between the parties.

Within seven days of receipt of the Form of Agreement, the successful bidder shall sign the Form and return it to the Employer.

### (L) Issue of Notice to Commence

After issue of Letter of Acceptance, the Engineer in Charge will notify the Agency to commence work as soon as reasonably possible with due expedition and without delay. If the Agency fails to commence works from the date of issue of Notice to Commence Work, that will constitute a breach of contract and in that case the Employer will have right to annul the contract with forfeiture of EMD.

### (M) EXTENSION OF TIME

**The Board reserves the right to extend the Security Services period to the above mentioned location / other locations mentioned in NIQ, without prejudice to the terms and conditions of this contract, if necessary.**

### (N) Suspension

If the Agency fail to perform any of their obligations under this Contract, including the carrying out of the service provided, the WBHB may, by written notice of suspension to the Agency, suspend all payments (Full/Part) to the Agency hereunder, such notice of suspension shall specify the nature of the failure and with the request to the Agency to take remedy of such failure within a period not exceeding thirty (30) days after receipt by the Agency of such notice of suspension.

### (O) Termination

The WBHB may be terminate by not less than thirty (30) days' (Written notice of termination) for the following reasons:-

- (a) if the Agency fails to remedy a failure in the performance of their obligations hereunder, as specified in a notice of suspension hereinabove, within thirty (30) days of receipt of such notice of suspension or within such further period as the Client may have subsequently approved in writing;
- (b) if the Agency become insolvent or bankrupt or enter into any agreement with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;
- (c) if the Agency submit to the Client a statement which has material effect on the rights, obligations or interests of the Client and which the Agency know to be false;
- (d) if, as the result of Force Majeure, the Agency are unable to perform their services.
- (e) if the Client(WBHB), in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

**(P) Payment upon Termination**

Upon termination of this Contract hereof, the Client shall make the following payments to the Agency's:

- (i) Amount for items of service which have been executed prior to the date of termination but payment for the same not yet made to the Agency.
- (ii) A proportionate sum being the amount of any expenditure reasonably incurred by the Agency for the Service partially performed.

**(Q) Settlement of Dispute**

Except where otherwise provided in the contract all questions and disputes relating to the instructions herein before mentioned as to any other question, claim, right, matter or thing whatsoever, in any way arising out of relating to the contracts or the executions or failure to execute the same, whether arising during the progress of work or after the completion or abandonment thereof shall be dealt with as mentioned hereinafter:

If contractor considers any work demanded of him to be outside the requirements of the contract, or disputes any decision given in writing by the Engineer- in-Charge on any matter in connection with or arising out of the contract or carrying out of the work, to be unacceptable, he shall promptly within 15 days request the Chairman of the Dispute Redressal Committee in writing for written instruction or decision. Thereupon, the Dispute Redressal Committee shall give its written instructions or decision within a period of three months from the date of receipt of the contractor's letter. The Dispute Redressal Committee shall be constituted with the following officials as members -

1	Engineer-in Chief, Housing Department., Government of West Bengal	Chairman
2	Housing Commissioner, West Bengal Housing Board.	Member
3	Director (Engineering), West Bengal Housing Board.	Member Secretary and Convenor
4	F.A.-cum-C.A.O., Finance Wing, West Bengal Housing Board.	Member

This provision will be applicable irrespective of the value of the works to which the dispute may relate."



## **VOLUME I,**

### **SECTION 2**

**The following projects are mention in the table for Security arrangement:-**

#### TIME SHCEDULE

- a) Morning Schedule - 6.00 a.m. to 2.00 p.m.
- b) After-noon Schedule - 2.00 p.m. to 10.00 p.m.
- c) Night Schedule - 10.00 p.m. to 6.00 a.m.

Sl. No.:	Location:	No, of Guarding Personnel: in 3 shifts (a +b+c)
1	Abasan Building	6 (2+2+2)
2	Mathkal-Nimta,Ph-II 4 Acre of land	4 (1+1+2)
3	Kalyani-Phase-II	3 (1+1+1)
4	krisnanagar HP	3 (1+1+1)
5	Thakurpukur Departmental Godown	2 (0+1+1)
	<b>TOTAL:</b>	<b>18</b>

**Particulars are given below related with common areas and facilities:**

Sl.no.	Name of the Project	Land Area	Type of flats/shops	No. of flats/shops	Area of flats/shops	Boundary Wall with gate	No. of Security Room	No. of Pump Room	Cable Trench With Cover slab	No. of Septic Tank with
1	THAKURP UKUR	Departmental Godown								
2	KALYANI	0.769 acres	MIG	64	56 Sq.mtr	2 nos Gate	1	1	-	01
3	Mathkal-Nimta Ph-II	0.71 acres	LIG	76	36.60 Sq,Mt.	Yes 228.7 Mtrs. With 3 nos Gate	1	3	534 Mtrs.	4
4	Krishna nagar HP	3894.69 sq.m	MIG	80	65.50 Sq,Mt.	1nos. Gate	1	2		4

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**SECTION 3A.**

**QUALIFICATION INFORMATION  
FORM - I  
PRE-QUALIFICATION APPLICATION**

**To  
The Deputy Director (EP)-III  
West Bengal HousingBoard.**

Ref:- Tender for ..... (Name of work)  
.....  
.....  
..... [N.I.Q. No \_\_\_\_\_]

Dear Sir,

Having examined the Statutory, Non statutory and NIT documents, I /we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of ..... In the capacity..... duly authorized to submit the same.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the works given in Enclosure to this letter.

We understand that:

- (a) Tender Inviting & Accepting Authority can amend the scope & value of the contract bid under this project.
- (b) Tender Inviting & Accepting Authority reserves the right to reject any application without assigning any reason;

**Encl:- e-Filling:**

- 1. Statutory documents.
- 2. Non statutory documents

Date:-

**Signature of applicant including title  
and capacity in which application is made**

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**SECTION 3B.**

**FORM OF AGREEMENT**

This CONTRACT ( hereinafter called the “Contract” ) is made the \_\_\_\_\_day of the month of \_\_\_\_\_, 2023 between, on the one hand, The Deputy Director(E.P)III, West Bengal Housing Board, ‘ABASAN’, 105, S. N. Banerjee Road, Kolkata - 700014 ( hereinafter called the “Client” ) and, on the other hand, \_\_\_\_\_( hereinafter called the “Agency” )

**WHEREAS**

- (A) the Client has requested the Agency to provide “ Security services” as defined in the General Conditions attached to this Contract ( hereinafter called the “Services” );
- (B) the Agency, having represented to the Client that they have the required personnel have agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
  - a) The Agreement
  - b) Letter of Acceptance
  - c) Addenda to the NIT Document, if any
  - d) Form of Bid duly filled up
  - e) Instructions to Bidder
  - f) The General Conditions of Contract
  - g) Financial Offer with Payment Schedule
  - h) Locations of the Project
  - i) Notice Inviting Quotation
  - j) Other Documents as agreed upon
2. The mutual rights and obligations of the Client and the Agency shall be as set forth in the Contract in particular:
  - (a) the Agency shall carry out the Services in accordance with the provisions of the Contract, and
  - (b) the Client shall make payments to the Agency in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

**FOR AND ON BEHALF OF  
[CLIENT]**

**By \_\_\_\_\_  
Authorized Representative**

**FOR AND ON BEHALF OF  
[SECURITY AGENCY]**

**By \_\_\_\_\_  
Authorized Representative**

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**SECTION 3C.**

**UNDERTAKING FOR NOT BLACKLISTED**

We do hereby undertake that we have not been blacklisted or deregistered by any central/state government department or public sector undertaking and also that none of our work was rescinded by the client after award of contract during last 5 years.

.....  
STAMP & SIGNATURE OF AUTHORIZED SIGNATORY

## **BILLING & PAYMENT PROCEDURE**

1. Contractor will submit Monthly bills of security charges and service charges along with supporting documents (such as challan of deposit of ESI, PF, copy of attendance sheet and wages payment sheet) should be submitted by agency for obtaining necessary certificate regarding non-pilferage, non-destruction, theft, burglary, missing as per inventory list of respective housing projects from the concerned Deputy Directors (EW) of all the listed project. In case of missing/pilferage/destruction/theft/burglary/missing etc of any of the items as per inventory list, Deputy Directors (EW) of concerned Housing Project's should make a statement in this regard and recommend recovery cost of damaged/lost items. Nil certificates should be submitted if there is no loss/ damages. Three copies of bills along with non-pilferage- certificate or cost of recovery statement should then be submitted by concerned agency to Deputy Director (EP) and Engineer In Charge for necessary verification and submission of bills to Accounts Section for payment. Accounts Section, WBHB will make payment to agency within one month from date of submission of their bills after deduction of taxes and recovery charges if any.
2. To arrive at daily rates, monthly rates will be divided by 26 and to arrive weekly rates daily rates will be multiplied by 6 and the minimum rates of wages include the weekly day of rest of one day.
3. In the event of any security personnel being on leave/absence, the agency shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities the agency shall make provision for leave reserve.
4. Bill for Bonus paid to security guards deployed at WBHB as per payment of Bonus Act, 1965 shall be submitted by the agency after the completion of work with Bonus Payment Sheet for reimbursement.
5. No payment other than Security Charge, Service Charge and Bonus shall be made / reimbursed by WBHB. The incidentals, such as uniform, belt, shoes, socks, caps, torch with cell, cane stick, gun, bullets, etc shall be borne / supplied by the Agency at its cost.
6. The minimum wages and statutory payments as notified by Labour department, Govt. of WB from time to time to the Security personnel engaged by the agency will be considered for reimbursement upon production of proof of payment and Records evidencing the attendance of such Security personnel.
7. Income tax and Works Contract tax shall be deducted from payment as per extant rules.
8. The agency shall be responsible for deposition of applicable GST to the concerned authority.