



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 Email : wbhousingboard@gmail.com

Memo .No:- 1894/JD(EP)/HB

Dated :- 16.10.2019

NOTICE INVITING QUOTATION

NIQ No:-WBHB/JD(EP)/NIQ-06/2019-20 (2ND CALL)

The Joint Director (EP), West Bengal Housing Board, invites Quotation for the work detailed in the table below.

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 for six months under West Bengal Housing Board.	Rs 5,000.00 to be paid in the form of Bank Draft / Pay order from any nationalized/ Scheduled Bank drawn in favour of 'West Bengal Housing Board'.	Rs. 1000.00 (per set) to be deposited by the successful Bidder during formal agreement after issuance of LOA. Cost of Bidding document is not required during participation in NIQ.	6(six)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. Intending bidder may download the tender documents from the website: www.wbhousingboard.in and **Earnest Money has to be paid in the form of Bank Draft / Pay order from any nationalized / Scheduled Bank drawn in favour of West Bengal Housing Board'**

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 Statuary bid documents.

Quotation **will be received only in the Quotation box** kept in the office chamber of Joint Director (EP) at 3rd Floor, West Bengal Housing Board, 105, S N Banerjee Road, Abasan, Kolkata-700014 and nowhere else as per time schedule stated in Sl. No. 7.

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

3. **Address for Communication:** Joint Director (Engg. Planning),

WEST BENGAL HOUSING BOARD

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

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

Fax : (033) 2264-1480/0979/7250

Web site : www.wbhousingboard.in

Email : wbhousingboard@gmail.com

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

4. 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 **30%**(Price updated @6% per annum, compoundable from the date of completion of work) of the **Work value** put to Quotation during 5(five) years prior to the date of issue of this Quotation notice of similar nature. OR
- ii) Intending Bidders should produce credentials of 2 (two) similar nature of work, each of the minimum value of 25% of the **Work value** put to tender during 5 (five) years prior to the date of issue of this Quotation notice of similar nature. OR
- iii) In case of running works, only those Bidders who will submit the certificate of satisfactory running work from the concerned EIC, 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 penal action has been initiated against the executed agency,i.e Quotationer
- iv) Bidders having experience of completed projects shall be submitted the completion certificates with
1) **Name of the project** 2) **Name and address of the Client** 3) **Cost of Security services** 4) **Date of start and completion**
- iii) 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.
- iv) 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.
- v) Bidder should submit a written power of attorney authorizing the signatory of the bid to commit the bidder.
- v) Bidder must have license from the Authority under the **Private Security Agencies (Regulation Act, 2005) (PSARA)**
- vii) 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.
- viii) **Bidder Quot 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 26th January, 1st May, 15th August & 2nd 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.

- ix) Copies of Income Tax Acknowledgement Receipt for the latest Assessment year / P.T. (Deposit Challan) / Pan Card / Voter ID Card for self identification are to be accompanied with the Technical documents. **(Non Statutory Documents)**
- x) 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].
- xi) 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].
- xii) The Partnership Firm shall furnish the registered partnership deed and the company shall furnish the **Article of Association and Memorandum**. [Non statutory Documents].
- xiii) Bidder shall submit the minimum Average Annual Turn Over **@40% of the Value of work** 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.	2016 - 2017	
2.	2017 - 2018	
3.	2018 - 2019	

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

- xiv) In case of Proprietorship and 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 5 (five) 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.
5. **No Mobilisation Advance and Secured Advance** will be allowed.
 6. Bids shall remain valid for a period of not less than **120 (One hundred twenty) days** from the date of submission of tender.
 7. **Important Information: Date & Time schedule**

Sl.NO	Particulars	Date & Time
1.	Bid documents will be available in the site	21.10.2019
2.	Date & time of start of Bid submission	22.10.2019 AT 11.00 HRS
4.	Date & time of closing of Bid Submission	31.10.2019 AT 14-30 HRS
5.	Date & time of Bid opening	31.10.2019 AT 15-30 HRS

8. Earnest Money : The amount of Earnest Money **Rs.5,000.00** is to be paid in the form of Bank Draft / Pay order from any nationalized/ Scheduled Bank drawn in favour Of '**WEST BENGAL HOUSING BOARD**' against the work. This clause is applicable for all categories of applicants. 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.

9. 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.
10. 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.
11. 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 Quotating the bids.
12. 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.
13. 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 outrightly 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.
14. 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.
15. 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**

16. 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) Special Terms & Conditions,
17. **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 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.

**Joint Director (EP)
West Bengal Housing Board**

Memo .No:- 1894/1/(13)/JD(EP)/ HB

Dated :- 16.10.2019

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
- 6-9 JD (EW)I / II / III / (EEW) / WBHB
10. AHC-I, WBHB with the request to publish the Notice in BOARD's Web site
11. DD(E.P)-III, WBHB
12. A. Basak, A.D.(EP), WBHB.
13. Notice Board.

**Joint Director (EP),
West Bengal Housing Board.**

WEST BENGAL HOUSING BOARD

Section-1

GENERAL INSTRUCTION TO BIDDERS

General guidance for QUOTATION

Instruction/Guidelines for Quotationers for submission of the Quotations have been annexed for assisting the contractors to participate in 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 completed Housing Projects in various Locations including for 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) Himalaya Kanya H.P. (Phase III), Siliguri, Dist. Jalpaiguri
- ii) Shilpakanan H.P. (Phase III), Durgapur, Dist Burdwan.
- iii) Anasua Housing Project, Sarsuna, Kolkata
- iv) Thakurpukur Departmental store
- v) Dankuni Commercial Complex, District- Hooghly
- vi) Mathkal-Nimta Housing Project (Phase-II)
- vii) Kalyani Housing Project, Phase-II, Dist.- Nadia
- viii) Maniktala Housing Project
- ix) Krishnagar Housing Project

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) The Gun man should have a licensed Gun with all the above stated standards.
 - (vii) There shall be one Supervisor-cum-guard to supervise the work of not more than fifteen Private Security Guards in each Housing Project.
 - viii) 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.

• **(A) PREPARATION OF BIDS**

1. Collection of Quotation Documents

The Bidder can search & download NIQ and bid documents from the website www.wbhousingboard.in

2. 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

a). Technical proposal

The Technical proposal should contain scanned copies of the following

1. Particulars relating to Qualification of Bidder – Eligibility and Qualification Criteria.
2. Self attested copies of PAN CARD, EPF Code No., Professional Tax Enrolment No. and Service Tax Registration Certificate, E.S.I. Enrolment no. PSARA Registration.
3. A written Power of Attorney authorizing the signatory of the bid.
4. Undertaking for not blacklisted as per Vol I Section 3D

b). Financial Proposal to be Submitted by the Bidder

- 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)	
	Guard	Gunman
Monthly wages in INR	8,177.00	9,895.00
EPF, EDLI & Administrative Charge @ 13.0%	1063.01	1286.35
ESI @ 3.25%	265.75	321.59
Total (A)	9,505.76	11,502.94

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)	
	Guard	Gunman
To be quoted by the bidder for each per month	(x)	(x)

- 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. 01/07/2019 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 Service 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 5,000.00 to be paid in the form of Bank Draft/Pay order 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 opening of the financial bid 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 26th January, 1st May, 15th August & 2nd 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) **Opening and evaluation of Quotation :-**

- i. If any Quotationer is exempted from payment of EMD, copy of relevant order needs to be furnished.
- ii. Proposals will be opened jointly by The Joint Director(EP) and any other Engineer Officer(s) of WBHB
- iii. Intending Quotationers may remain present, if they so desire.

(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, the performance BG shall be en-cash 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**

Financial proposals will be opened by the Joint Director(EP) along with other authorised Engineer Officer(s) of WBHB as per schedule date, time place.

(I) **Award of Contract**

The Quotationer who's 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.

Throughout 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.

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 NIQ 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.

(K) Issue of Notice to Commence

After receipt of Performance Security from the Agency after award of the contract through 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 Performance Security and if the same is not deposited forfeiture of EMD.

(L) 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.

(M) 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.

(N) Termination

The WBHB may be terminating 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.

(O) Payment upon Termination

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

- (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.

(P) Settlement of Dispute

Amicable Settlement

The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this contract or the interpretation thereof.

(Q) Deduction at Source from the contractors' bills :

Labour welfare Cess may have to be deducted @ 1(one) % of gross bill value as applicable as per rule.

Income Tax will be deducted from each bill of the contractor as per applicable rate and rules in force.

Any other Tax (including GST) deduction will be made as per extent rules.

**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 Supervisor –cum guard in 3 shift	No. of Gunman: in 3 shift	No, of Guarding Personnel: in 3 shifts (a +b+c)
1	Shilpakanan- Durgapur,Ph-III (10 Acres Area)	---	-	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	Anusua H.P.-Sarsuna	-----	-	3 (1+1+1)
5	Himalayakanya, Ph-II – Siliguri	---	-	6 (2+2+2)
6	Thakurpukur Departmental Godown	---	2 (0+1+1)	-----
7	Dankuni Commercial Complex	---	----	1(10 am to 06 pm)
8	krisnanagar HP	---	-	3 (1+1+1)
9	Maniktala-Purbanha H.P	----	--	3 (1+1+1)
	TOTAL:	----	2	29

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	ANASUA/SARSUNA	15.60 KATTAH	HIG	20 D.U	71 TO 77 Sq.Mtr	45.0 mtr Length 3 nos. gate	1	1	60 mtr	2
2	THAKURP UKUR	0.216 + 0.689	MIG & LIG	16+64	65 Sq.mtr & 40 Sq. Mtr.	Yes With 3 nos. gate	01	01	-	10
3	KALYANI	6.62 acres	MIG	64	56 Sq.mtr	-	-	-	-	01
4	DANKUNI COMMERCIAL COMPLEX	-	Shop	62	Office space at 3 rd floor having 820 sq.mtrs.	-	-	-	-	-
5	Mathkal-Nimta Ph-II	3.75 ACRE	HIG,MIG,LIG	64/64/76	86.10 & 84.49, 65 & 56.9,36.60 Sq,Mtd.	Yes 877 Mtrs. With 3 nos Gate	1	3	534 Mtrs.	34
6	Shilpakalan,H.P. Ph-III-Durgapur	37202.68 Sq.Mtr.	A-Tyepe(Duplex, B-Type(G +4)	40 384	97.93 Sq.M 86.39 Sq.M.	N.A. N.A.	N.A. N.A.	02 02 (Proposed)	NA	NA
7	Himalaya-Kanya HP,Ph-III	2.20 acres	A, B, C	17 32 32	97.93 82 (147.64x4 +156.87x4) 204.28x16 283.84x8	YES 3 NOS GATE		01		32 NOS
8	Krishna nagar HP	3894.69 sq.m	MIG	80 nos		1nos. Gate	1	1		
9	Maniktala -Purbanha H.P	34.0 kattah with (G+IV) Storied building	HIG	36 nos		3 nos. Gate				

VOL. I
SECTION 3A.
FORM OF BID

1. **Name of Contract-** Providing Security Services and Guarding arrangement for completed Housing Projects in Various Locations for six months under West Bengal Housing Board.

To
The Joint Director(Engg.Planning),
West Bengal Housing Board, 'ABASAN',
105, S. N. Banerjee Road,
Kolkata – 700 014.
West Bengal, India

Gentlemen,

1. In accordance with the Conditions of Contract and Specifications furnished by WBHB, we the undersigned offer to conduct the Security Services and Guarding Arrangement for completed Housing Projects in various Locations under West Bengal Housing Board.
- : (insert amount first in numbers and then in words)
.....
..... quoted by us in the Financial Offer as prescribed by WBHB
in accordance with the said Conditions and other bid documents.
2. We undertake, if our Bid is accepted, to commence the Works as soon as possible after the receipt of the notice to commence, and to complete the whole of the Works comprised in the Contract within the time stated in the Bid.
3. We agree to abide by this Bid until, 2020 and it shall remain binding upon us and may be accepted at any time before the expiration of that date.
4. Unless and until a formal Agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding Contract between us.
5. We agree to execute the works at the quoted lump sum fees without escalation from the date of LOA up to the date of completion including extensions.
6. We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this day of, 2019.

Signature..... in the capacity of
..... duly authorized to sign bids for and on behalf of

..... (in block letters or typed)
Address:

Witness:
Address:
Occupation:

VOL. I
SECTION 3B.
FORM OF AGREEMENT

This CONTRACT (hereinafter called the “Contract”) is made the _____day of the month of _____, 2017 between, on the one hand, The Joint Director(Engg. Planning), 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

VOL. I
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 Pre Receipted (affixing the Revenue Stamp) bills , separately for Security Charges and Service Charges, duly supported with necessary check list, log sheets along with the challan for deposit of ESI , PF and Professional Tax and returns thereof, Copy of attendance sheet, copy of wages payment sheet etc. to the office of Joint Director (Engineering Planning), WBHB. WBHB will make payment to the contractor within one month after receipt of the bills after deduction of Taxes and losses (if any due to security lapses) etc.
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. No payment other than Security Charge and Service Charge 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.
5. Bill should be submitted before the Engineer-in-Charge (E.I.C.) under Engineering Planning Wing of WBHB on monthly basis. subjected to availability of certificates from the concerned Deputy Directors (EW) duly endorsed by the concerned Joint Directors(EW) with final vetting by the Director(Engg.) of all the listed Housing Projects under the jurisdiction of this Security Services as entrusted stating non-pilferage, non destruction, theft, burglary, missing etc. of items as par inventory list of the respective projects for which the Agency would be responsible for collection and submission of Project-wise Certificates. The E.I.C. of Engineering Planning Wing of W.B.H.B. shall forward the monthly bills, getting vetted certificates by the Director (Engg.),WBHB as above.

In case of missing/Pilferage/ destruction/ theft/ burglary etc. of any of the items as per inventory list, the EIC of the concerned Housing Projects would make a statement in this regard recommending necessary proposed recovery of missing items from the security agency's monthly bill to the bill drawing authority.

Tender Inviting Authority: JOINT DIRECTOR ENGG. PLANNING						
Name of Work: Providing Security Services and Guarding arrangement for completed Housing Projects in Various Locations for six months under West Bengal Housing Board.						
NIQ No: WBHB/JD(EP)/NIQ-06/2019-20(2ND CALL)						
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder Rs. P	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT In Words
1	SERVICE CHARGE FOR GUARD	1.0	Nos			
2	SERVICE CHARGE FOR GUNMAN	1.0	Nos			
Total in Figures						
Quoted Rate in Words						
<div style="text-align: right;">Stamp & Signature of Bidder</div>						