NOTICE INVITING TENDER NO. N/S/2786 of 2014-15

Sealed tenders are invited from the renowned and reliable Security Agencies for deployment of Security Personnel at Park Street office, Nivedita Bhavan (Salt Lake), Derozio Bhavan (Salt Lake) and Ware House (Bikash Bhavan) of the West Bengal Board of Secondary Education as per the following specification:

i. Number of Security Guards to be deployed-46 (40+6 relievers), the number may vary as per demand of the situation.

ii. Total duty hours in a day will be divided into three (3) shifts consisting of eight (8) hour each.

iii. One guard should accomplish eight (8) hours duty in a day.

iv. One day in a week of seven days must be granted as the day of weekly rest to a particular security guard.

v. Rate of wages should be quoted per security guard per month as per Memo No. 384/Stat/2RW/32/94/LCS/JLC dated 02.07.14 read with Notification No 439-MW/2W-11-2010 dated 21.09.11 issued by office of the Labour Commissioner, Govt. of West Bengal and any other order issued by the Govt. time to time.

vi. The Agencies should abide by Private Security Agencies (Regulation) Act, 2005 and as amended from time to time.

vii. Earnest Money of Rs.20,000 (Refundable) is to be deposited at the time of submission of Tender Form in the form of Bank Draft (on nationalized Bank) drawn in favour of “West Bengal Board Of Secondary Education” payable at Kolkata. The agencies are not required to deposit earnest money who has already deposited EMD and the amount is lying with this office.

viii. Prescribed Tender papers for the above work will be available on Board’s website www.wbbse.org and Security unit of WBBSE.

The following documents are to be submitted with the filled-up tender Form:

1. Name of the Registered Firm/Agency
2. Permanent Address of Firm/Agency(with telephone, fax and e-mail)
3. Name & Address of the Proprietor/Partners/Director(with mobile no.)
4. I.T & S.T clearance certificate
5. License Registration No under WB Private Security Agency Regulation rules
6. License Registration No for contract labour R&A act, 1970
7. PAN No.
8. Service Tax Registration No.
9. EPF, ESI and Service TAX Registration Certificate
10. Details of past experience for last 3 years
11. Details of Annual Turn-over for last 3 years
12. Any other information you deem fit.
13. Submit wage rate as per prescribed format:

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Particulars</th>
<th>Per Security Guard</th>
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<tbody>
<tr>
<td>01</td>
<td>Basic wages</td>
<td></td>
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<tr>
<td>02</td>
<td>E.P.F.</td>
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<tr>
<td>03</td>
<td>E.S.I.</td>
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<tr>
<td>04</td>
<td>Bonus</td>
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<td>05</td>
<td>Others (If any)</td>
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<tr>
<td><strong>Total</strong></td>
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<tr>
<td><strong>Service Charge (Rate to report in total amount only not in %)</strong></td>
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<td></td>
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<tr>
<td><strong>Service Tax</strong></td>
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<tr>
<td><strong>Gross Amount (Rs.)</strong></td>
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</tbody>
</table>

Interested Agencies may submit their tender addressed to the Secretary, WBBSE, Nivedita Bhavan, DI-8, Sector-II, Saltlake, Kolkata-700091 with inscription, “Tender for Security Services” within 20.11.14 by 1.00 P.M in sealed cover to be dropped in the Box kept for this purpose in the Security Section at Nivedita Bhavan, Salt Lake. The tender will be opened on the same day at 3 P.M.

The West Bengal Board of Secondary Education however, reserves the right to accept or reject any tender without assigning any reason thereto.

SECURITY, WBBSE
WEST BENGAL BOARD OF SECONDARY EDUCATION
Nivedita Bhavan, DJ-8, Sector-II, Salt Lake, Kolkata-700091.

ANNUAL COMPREHENSIVE SECURITY SERVICE CONTRACT FOR THE OFFICES OF WEST BENGAL
BOARD OF SECONDARY EDUCATION AT DJ-8, SECTOR - II, BIDHAN NAGAR, KOLKATA - 700091.

CHECK-LIST ON DOCUMENTS SUBMITTED

1. Name of the Registered Firm/Agency
2. Address of the Firm/Agency
   (with LL telephone, FAX and e-mail number)
3. Name & Address of the Proprietor/
   Partners/Director (with Mobile Nos)
4. Contact Person
5. License Registration No under WB Private
   Security Agency Regulation rules
7. PAN No
8. Service Tax Regn No
9. i) Registration with PF
    ii) Registration with ESI
10. EMD submitted : Yes / No
11. Details of Past Experience for last 3 yrs : Yes/No
12. Details of annual Turn-over for last 3 years : Yes/No
13. Any other information you deem fit : (attach separate sheet if necessary)

Declaration
I/We hereby certify that the information furnished in the tender document are complete
and correct to the best of my/our knowledge. I/we understand that in case of any
deviation/incorrectness found in the statement submitted by us at any stage, my/our
firm/agency will be liable to be black-listed and will neither have right to deal with the
organization in future, nor would be eligible to get the EMD refunded.

(Signature of the Authorised Signatory with date and stamp)