



BIDHANNAGAR MUNICIPAL CORPORATION

POURA BHAVAN, FD-415A, Sector-III,
Kolkata - 700 106.

NOTICE INVITING QUOTATION

NIQ No. 268/ PWD (BMC) Dated 22/05/2017

Sealed quotations are hereby invited from licensed, bonafide & resourceful agencies for "Deployment of Security Personnel at different buildings & other places under the jurisdiction of Bidhannagar Municipal Corporation."

1. Bidhannagar Municipal Corporation requires 'Un-armed' Security Guard to be deployed at Poura Bhaban, Stackyard of Municipal Corporation (opposite to Poura Bhaban), Bidhannagar Municipal Sports Complex, Swimming Pool at CJ Block, FC Cricket ground & other places as per requirement & 'Armed' Security Guard at Mollar Bberry dumping ground under Bidhannagar Municipal Corporation.
2. Only agencies having an experience in similar nature of job, can apply.
3. Quotations in the official letterheads of the agency accompanied with other documents must be submitted in a sealed cover containing two sealed covers, one with the necessary papers for technical qualification along with the earnest money draft and other will contain the quoted rate, with the name of work written on the envelope(s) addressed to the undersigned will be received up to **3.00 p.m. on 31/05/2017** & will be opened in above office on the same day immediately afterwards in presence of the quotationers, who may be present at the time of opening.
4. Quotationers have to quote their rates on per head/ month/ shift basis for armed & non-armed security personnel which includes PF & ESI contribution & other statutory provisions & liabilities to be discharged by the security agency.
5. The security guard provided by the agency will be for twenty four (24) hours in the shift of eight (8) hours and shall provide complete security arrangement & protection of the premises round the clock.
6. The successful agency at its own expenses shall provide uniforms, waist belt, waist baton, shoes, whistle chest name plate, cap, torch light with cell, identity cards, umbrella, raincoats to its security guards on duty for the effective discharge of security services to the employer.
7. The agency will indemnify the employer against any claim, loss, damage occurred, or caused to the employer due to willful acts or omissions or carelessness or negligence of the security guards employed by the agency, while on duty.
8. The agency will obtain licence, if any, required under the local or central laws for providing security services to the employer. The security agency will have to discharge all their legal obligations of their employees in respect to their wages & other service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time viz. Statutory obligations under Contract Labour (Regulation & Abolition) Act 1970, Minimum Wages Act, EPF Act etc.

9. All quotations should accompany with photo copies of all relevant documents regarding Credentials/PAN/IT/ST/VAT/PT/Trade Licence etc. duly attested by the quotationer himself. All original documents shall have to produce as and when required by this office.
10. Before submission of quotation, the quotationers should thoroughly acquaint themselves with the local conditions by actual inspection of the sites & take into consideration all factors & on claim what-so-ever will be entertained on any of these accounts afterwards.
11. All applicant must submit an amount of **Rs. 50,000/-** (Rupees fifty thousand) only as Earnest Money in the form of Demand Draft / Pay Order in favour of "Bidhannagar Municipal Corporation" during submission of quotation. The earnest money will be treated as **security deposit** for the successful quotationer / agency which will be refunded to the agency after expiry of the agreement. The EMD of the unsuccessful applicants will be refunded within 10 (ten) days after issuance of Work order.
12. Successful quotationer will have to submit the duplicate tender for executing deed of agreement to tender, in duplicate, in this office on payment of **Rs.3,000/- each** for the cost of tender set within 7 (seven) days of the receipt of intimation of acceptance of his quotation & enter into the agreement by this period failing which acceptance of the quotation will be considered as automatically cancelled.
13. The **initial contract period** to engage the successful agency will be for a minimum period of **one (1) year**. If the performance of the agency looks satisfactory, the contract period may be extended, agreed upon by both the parties i.e. Bidhannagar Municipal Corporation and the Agency. The agreement may be terminated by this office by giving one month's prior notice.
14. Accepting authority does not bind himself to accept the lowest quotation & reserves the right to reject any or all the quotations received without assigning any reason whatsoever and also reserve the right to split up the work along different agencies, if necessary.
15. The quotationer should quote rates on both in words and in figures.
16. Two (2) months prior notice has to be served by the successful Agency before termination of the Agreement.
17. Quotation which does not fulfill any of the above conditions or is incomplete in any respect is liable to be summarily rejected.
18. If any quotationer withdraws his quotation before its acceptance without giving any satisfactory explanation for such withdrawals he shall be disqualified for submitting quotation to this department for a minimum period of one year.
19. If any instructions regarding deployment of security personnel is not followed by the agency, appropriate action may be taken against him & his work order may be terminated within the contract period.

sdh
Executive Engineer, PWD
Bidhannagar Municipal Corporation

Dated

Memo no

Copy forwarded for necessary information to:-

1. Finance Officer, Bidhannagar Municipal Corporation.
2. P.A. to Mayor, Bidhannagar Municipal Corporation.
3. P.A. to Commissioner, Bidhannagar Municipal Corporation.
4. Office notice board.
5. Official Website.
6. Publication to Newspapers.

Anaiba
Executive Engineer, PWD
Bidhannagar Municipal Corporation

By 22/5/17