



GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT
B.R. AMBEDKAR INSTITUTE OF PANCHAYATS & RURAL DEVELOPMENT
KALYANI, DIST. - NADIA, WEST BENGAL, 741235
Web site- <http://www.siprd.org.in>
Email : dir.braiprd-wb@gov.in

Gandhi Bhavan (Campus-A)
Phone : (033) 2582 8161
2582 5975 /5641
Fax : 2582 8257

Benoy Bhavan(Campus-B)
Phone : (033) 2582 9640
2582 9641/9642
Fax : 2582 9640

Notice Inviting Tender

NIT NO. 6/2018-19 dated 12/12/2018

Sealed quotations are hereby invited from bonafide Security agencies having License of Private Security Agency issued by Home Deptt., Govt. of West Bengal and experience and credentials in manpower deployment.

The details of works are given below:

1. **Name of the work:** Security Work at Gandhi Bhavan (B-18/204, Kalyani) and Benoy Bhavan (B-4/352, Kalyani) of BRAIPRD.
2. **Location for Security Work:**
 - a) Gandhi Bhavan: 11 (Eleven)
 - b) Benoy Bhavan: 5 (Five)
3. **Terms and Conditions of the Work:**
 - i) Agency shall be responsible for strict vigilance over all the government properties within the respective Bhavans for preventing
 - a) Loss of Properties due to Theft / Arson or Vandalism;
 - b) Trespassing by unauthorized persons;
 - c) People from making nuisance.
 - ii) The duty for guarding will be round the clock i.e. 24 (twenty four) hours of each by rotation of three shift of 8 (eight) hours.
 - iii) The Security Personnel engaged by the agency shall be physically fit and mentally sound and shall not be above the age of 60 years. The bio-data along with photographs (2 copies) of each Security Personnel shall be submitted by the lowest tenderer before signing the agreement.
 - iv) There will be a roster (by name) of duty allocation of the Security Personnel prepared by the Institution in consultation with the Agency. This roster must be adhered to:
 - a) Attendance Register will have to be maintained under the supervision of an assigned office employee for payment of remuneration.
 - b) All the personnel will have to be supplied with a specific dress to identify them by the Agency.



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4. Condition of Rate of Quotation:

- a) Rates are to be offered as service charges only in rupees as consolidated amount for supplying a personnel per month. The month in term means 26 days in a month. Other portion of the rate per head per month as security charge which includes charges like minimum wages, bonus, ESI, EPF etc. need not to be quoted as those are fixed as per the existing Government norms. The security charge may vary time to time due to change of various rates related with the Minimum Wages Act and Labour Acts by Government Notification by the authorized Deptt. of Government of India and Government of West Bengal. The CGST, SGST as per Government norms will be claimed by the entrusted Agency and the same will be deposited to the Govt. Receipt Head by him after payment by this office. The Agency will be bound to show the document of this deposit challan to this Authority time to time.. TDS will be deducted as per Govt. norms.

The Agency will have to produce documents regarding submission of EPF, Bonus, ESI contribution, GST and wage pay roll of the previous month along with the prayer for payment from this Institution.

The Agency quoting lowest Service Charge only in Rupees as consolidated amount for supplying Personnel per Month will be issued the Work Order.

- b) Attested photocopies of the following documents are to be submitted online along with the rate:
- Latest Return of Income Tax;
 - PAN Card;
 - P. Tax Clearance Certificate;
 - Security License;
 - Credential Certificate.
 - GST No.

5. **Earnest Money: Rs. 10,000/- (Rupees Ten Thousand) only.** The amount should be deposited in the State Bank of India in the Account No. 11151091846, IFSC Code: SBIN0001082 in favour of "Director, BRAIPRD, Kalyani, West Bengal", Branch Code - 1082, Kalyani Branch.

Sl. No.	Particulars	Date and Time
1.	Date and Time for Publish of Tender (Online)	13.12.18 after 18:00hrs
2.	Document Download Start Date (Online)	14.12.18 after 10:00hrs
3.	Bid Submission Start Date (Online)	14.12.18 after 12:00hrs
4.	Bid Submission End Date (Online)	27.12.18 upto 14:00hrs
5.	Date of Opening of Technical Bid (Online)	31.12.18 after 14:00hrs
6.	Date of Opening of Financial Bid (Online)	02.01.19



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All the tender process will be On Line by E-Tendering System (through <https://wbtenders.gov.in/>)

Authority reserves the right to accept or reject any tender without assigning any reason thereof.

Sd/-
DIRECTOR
BRAIPRD, KALYANI, NADIA

Memo No.: 1340/(5)/V-72/16

Date: 12/12/18

Copy forwarded for information and taking necessary action to:

1. The District Magistrate, Nadia;
2. The Sub-Divisional Officer, Kalyani, Nadia;
3. The Chairman, Kalyani Municipality; Kalyani, Nadia;
4. Sri Dipak Seal, Librarian, with a request to upload the same to the Web-site of the Institute;
5. Office File.

Sd/-
12/12/18
DIRECTOR
BRAIPRD, KALYANI, NADIA