



**WEST BENGAL STATE FOOD PROCESSING  
&  
HORTICULTURE DEVELOPMENT CORPORATION LIMITED  
(A GOVT. OF WEST BENGAL ENTERPRISE)  
BENFISH TOWER (6<sup>th</sup> Floor)  
31 - GN Block, Sector – V.  
KOLKATA – 700091**

No. 170/WBSFPHDCL/1770/2020-21

DT: 14.09.2020

**Notice Inviting E-Tender**

E-Tenders are hereby invited by the **West Bengal State Food Processing & Horticulture Development Corporation Ltd.** (hereinafter referred as **WBSFPHDCL**) in a two Bid system from reputed, registered, well established Security Agencies /Security Service Providers for providing security personnel at Tissue Culture Lab, **Ayeshpur, Nadia** of the **WBSFPHDCL** .

**Statement of Work:**

Sl. No	Name of the Work	Earnest Money (in Rs.)	Tender Fee (in Rs.)	Period of engagement	Eligibility of Bidder
1	Outsourcing of Security Personnel at Tissue Culture Lab, <b>Ayeshpur, Nadia</b> of <b>WBSFPHDCL</b>	Rs. 10,000/- (Rupees Ten Thousand) only.	Rs. 5000/- (Rupees five thousand ) only	One Year	West Bengal based reputed, registered, well established Security Agencies / Security Service Provider having sufficient experience of providing manpower / Security service to any State or Central Govt. Organization/State or Central Govt. Undertaking/ Statutory Body/ Local Body/ Parastatal subject to the 'Terms & Conditions' of the NIT.

**Scope of Work**

1. The WBSFPHDCL seeks bids for outsourcing the services of Security Personnel at Tissue Culture Lab, **Ayeshpur, Nadia** of the WBSFP&HDCL for maintaining the safety

and security of the land and assets of the site offices /farms ( as per Annexure-I) lying under the administrative jurisdiction of the WBSFPHDCL.

2. The successful bidder shall provide the requisite number of security personnel for all intents and purposes and the persons so deployed shall be under the control and supervision of the Service Provider.
3. The bidder shall pay the monthly salary/remuneration to the security personnel at the specified rate and also the service provider will have to meet the statutory requirement under the relevant Acts /Regulations.

### **Date & Time Schedule for E-tendering**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Date &amp; Time</b>
1	Date of uploading of N.I.T. & other Documents (online)	16.09.2020
2	Documents download start date (Online)	16.09.2020
3	Documents download end date (Online)	29.09.2020 up to 12: 00 p.m.
4	Bid submission start date (On line)	16.09.2020
5	Bid Submission end date (On line)	29.09.2020 at 2:00 p.m.
7	Date & Time of opening of Technical Bids (Online)	01.10.2020 at 2:00 p.m.
8	Uploading of Technical Bid Evaluation Sheet	To be notified later
9	Date & Time of opening of Financial Bids	To be notified later
10	Uploading of Financial Bid Evaluation Sheet	To be notified later

### **Eligibility criteria for participation in the tender .**

#### **• Technical Criteria**

- i. Bidder should be a Proprietorship Firm/Partnership Firm/Private Limited Company/Limited Liability Partnership/Co-operative Society or a Society registered under appropriate provisions of applicable law.
- ii. Provider Company / firm/ Co-operative Society / Agency should have registration under West Bengal Labour Welfare Fund Act, 1974 **with its registered office in Kolkata.**
- iii. The prospective Bidder must have 3 years experience of providing manpower / Security service to any State or Central Govt. Organization/State or Central Govt. Undertaking/ Statutory Body/ Local Body/ Parastatal .

- **Financial Criteria**

1. The average annual turn-over of the Bidder should not be less than 25 lakhs in each of the financial years 2017-18 and 2018-19 respectively.

### **Mandatory Documents required**

Submission of the signed and scanned copies of the following documents in prescribed format/manner is mandatory .

- **For Technical Proposal**

- i. Application for Annexure-I
- ii. Document (Certificate of Registration or Agreement) in support of the nature of the firm like Proprietorship firm/ Proprietorship Firm/ Private Limited Company / Limited Liability Partnership/ Co-operative Society or Society registered in under appropriate provisions of applicable law.
- iii. Documents in support of registration under the West Bengal Labour Welfare Fund Act,1974.
- iv. Experience Certificate or Work Completion Certificate, as the case may be issued under the signature of the Competent Authority, as mentioned in Eligibility Criteria. The said Certificate should contain the particulars of the work accomplished by the Bidder including period of work, no. of persons provided for the said work.
- v. PAN Card
- vi. Trade License valid as on 31.03.2020
- vii. IT Return for 2017-18 to 2019-20
- viii. P.Tax Deposit Challan for 2019-20
- ix. GST Registration Certificate
- x. EPF Registration Certificate
- xi. ESI Registration Certificate
- xii. Labour Licence
- xiii. Audited /Certified Balance Sheet and Profit and loss Statement of Account for 2017-18 and 2018-19respectively.

- **For Financial Proposal**

- i. **Bill of quantities**

The bidders are to quote the rate in percentage over and above the amount payable to the security personnel as their remuneration /wages including EPF,ESI and bonus.

## **Disqualifications**

### **Grounds for disqualification**

- i. If it comes to the light, at any stage during the bidding process, or even after the issuance of engagement order, that the Bidder has willfully made any misleading or false representation in the forms, statements and attachments submitted as the proof of the qualification requirements.
- ii. The Bidder has been debarred/delisted/ blacklisted by any State/ Central Government Organization or State/ Central Government Undertaking or Statutory Body or Local Body or Parastatal at any time during the last three (3) consecutive years up to the last date of submission of Tender, or, the Bidder has either abandoned / not-fulfilled a work order or any work order issued has been rescinded during the last 3 financial years.
- iii. A combination / cartel of Bidders, in the form of any consortium or syndicate, is hereby expressly prohibited from submitting any bids. Formation of cartel or indulging into monopolistic practices shall be sufficient ground for disqualification and for blacklisting for future.
- iv. Incomplete or conditional bids, in either or both Technical and Financial proposals, in the e-tender portal.
- v. Failure to pay either or both the Tender Fees and Earnest Money Deposit (EMD).
- vi. Submission of bid beyond the last date of submission.
- vii. If the bidder/s is/are detected to be involved in Bid rigging or collusive rigging in the form of Bid suppression / Complementary / Bid Rotation / Sub-contracting etc. at any stage of bidding process, then the penal provisions of the Competition Act, 2002( as amended) will be invoked.
- viii. The possible penalties can be up to 10% of the average turnover for the last three preceding financial years upon each of such persons or enterprises which are parties to bid-rigging or collusive bidding. In case the bid-rigging or collusive bidding agreement referred to in sub-section (3) of section 3 has been entered into by a cartel, the Commission may impose upon each service provider included in that cartel, a penalty of up to 3 times of its profit for each year of the continuance of such agreement or 10% of its turnover for each year of the

continuance of such agreement, whichever is higher. The penalty can therefore be severe, and result in heavy financial and other cost on the erring party

### **Bid procedure**

i. **Registration of Bidder:**

Any bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the **Government e-Procurement System / Portal:**<http://www.wbtenders.gov.in>

ii. **Digital Signature Certificate (DSC)**

Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC).

iii. **Collection of Tender Documents**

The intending Bidders can search and download NIT and Tender Document(s) electronically / from the **Government e-Procurement System / Portal** using the Digital Signature Certificate. **This is the only mode of collection of Tender Documents.**

iv. **Submission of Tenders**

Tenders are to be submitted online on the website <http://www.wbtenders.gov.in> in two folders at a time , one in Technical Proposal and the other in Financial Proposal before the prescribed date and time using the Digital Signature Certificate (DSC). The documents are to be uploaded in the form of virus scanned copy duly signed. The documents will get encrypted (transformed into non readable formats).

v. **Earnest Money Deposit (EMD)**

**Detailed procedure for online submission of Earnest Money Deposit (EMD)**

Procedure to be followed for online submission of EMD is as below-

i. **Login by Bidder**

- a. A Bidder desirous of taking part in the tender invited by the Corporation shall logon to the e-procurement portal of <http://www.wbtenders.gov.in> using his login ID and password.
- b. He will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for that tender by selecting from either of the following payment modes:

- i. Net banking (any of the Banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank payment Gateway.
- ii. RTGS/NEFT in case of offline payment through bank account in any Bank.

**ii. Payment by Net Banking (any listed Bank) through ICICI Bank Payment Gateway**

- a. On selection of net banking as the payment mode, the Bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
- b. Bidder will make the payment after entering his Unique ID and password of the Bank to process the transaction.
- c. Bidder will receive a confirmation message regarding success/failure of the transaction.
- d. If the transaction is successful, the amount paid by the Bidder will get credited to the concerned pooling account maintained with the Focal Point Branch of ICICI for collection of EMD/Tender Fees.
- e. If the transaction is failure, the Bidder will again try for payment by going back to the first step.

**iii. Payment through RTGS/ NEFT**

- a. On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- b. The Bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his bank account.
- c. Once payment is made, the Bidder will come back to the e-procurement portal after expiry of a reasonable time to enable the

NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.

- d. If verification is successful, the fund will get credited to the concerned Pooling account maintained with the Focal Point Branch of ICICI Bank for collection of EMD/Tender Fees.
- e. Hereafter, the Bidder will go to e-procurement portal for submission of his bid.
- f. But, if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

**iv. Refund of Earnest Money Deposit**

The Earnest Money of all unsuccessful bidders will be refunded by the WBSFP&HDCL within 30 days from the date of finalization of tender. In case of successful bidder, the Earnest Money deposit will be released after 90 days from the date of issue of work order . No interest on Earnest Money will be paid by the Corporation.

**v. Forfeiture of Earnest Money Deposit will be mandated under the following circumstances**

- a. Withdrawal of bid, while bids are under consideration during the tendering period.
- b. Any unilateral revision made by the Bidder during the valid period of offer.
- c. Failure to accept the “Letter of Intent” or execute the Agreement.**
- d. Providing false or fabricated information / documents.

**vi. Clarification of Bidding Document**

- a. If there be any discrepancy or obscurity in the meaning of any clause of the bid document or if there be any query of the intending bidder, the bidder shall set forth in writing such discrepancies, doubt, obscurity or queries and submit the same to the Corporation marked to the ‘MD, WBSFP&HDCL’ prior to the date fixed for pre-bid meeting.
- b. The queries may be sent by email also to [wbsfphdcl@gmail.com](mailto:wbsfphdcl@gmail.com) up to one day before the date fixed for pre-bid meeting.

- c. The queries received by email up to one day before the date fixed for pre-bid meeting only shall be considered for response.
- d. Verbal queries will be accepted on the day of the pre-bid meeting. After the pre-bid meeting no query shall be entertained.
- e. **The clarification given in response to the queries and issues raised in the pre-bid meeting shall be final and binding on the bidder.**

**vii. Amendment of Bidding Document**

At any time, prior to the deadline for submission of bids, WBSFP&HDCL may, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by issuing amendments. Any such amendment shall form the part of the bidding document. **Such amendments and clarifications in response to pre-bid meeting will be published on the same website** Prospective bidders are requested to visit the mentioned websites on a regular basis to keep abreast of any news. WBSFP&HDCL will bear no responsibility or liability for bidders failing to do so.

In order to afford the prospective bidders reasonable time in which to take the amendment into account in preparing their bids, WBSFP&HDCL may extend the deadline for submission of bids. Such amendments, clarifications etc. shall be binding on the bidders and will be given due consideration by the bidders while they submit their bids and invariably enclose such documents as a part of the bid.

**viii. Penalty for suppression / distortion of fact**

If any bidder fails to produce the original hard copies of the documents (especially Credential Certificates and audited balance sheets), or any other documents on demand of the Tender Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the bidder will be suspended / debarred / blacklisted / disqualified from participating in the tenders of the WBSFP&HDCL for a period of 3 (Three) years. In addition, his Earnest Money Deposit will stand forfeited. Besides, WBSFP&HDCL may take appropriate legal action against such defaulting bidder.

**ix. Site inspection before submission of Tender**

Before submitting any bid, the intending bidders are advised to visit the site, to assess the situation prevailing in the locality, etc. which is likely to be involved in preparation of the bid and no claim, whatsoever, will be entertained on these account afterwards.

- x. Conditional and incomplete bids will be summarily rejected.



- xi. Any type of canvassing by the Bidder in furtherance of a bid is strictly prohibited. Such canvassing may lead to cancellation of its bid.
- xii. Exemption from deposition of Earnest Money shall not be allowed under any circumstances.
- xiii. The Tender Committee reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Bidder at any stage of bidding.
- xiv. The Bidder shall bear all costs associated with the preparation and submission of the Bid and the purchaser will in no case be responsible and liable for those costs.

## **Evaluation**

### **a) Procedure**

- i. Technical proposals will be opened first by the Authorized representative of WBSFP&HDCL electronically using Digital Signature Certificate.
- ii. The Bidders may remain present at the office of WBSFP&HDCL during opening of Technical proposals, if they so desire.
- iii. Proposals corresponding to which the Tender Fees & EMD have not been received will be summarily rejected.
- iv. **Technical Proposals complete in all respect will only be accepted and qualify for next stage of evaluation.**
- v. **Financial proposals of only those Bidders declared technically eligible** by the Tender Committee will be opened electronically on the web portal on the prescribed date.
- vi. The encrypted copies will be decrypted and the rates will be downloaded and read out to the bidders remaining present at that time and to be handed over to the Tender Committee.
- vii. Pursuant to scrutiny and decision of the Tender Committee (TC), the summary list of eligible Bidders whose Financial Proposals will be considered will be uploaded in the web portal.

- viii. During evaluation, the Committee may summon any of the Bidders and seek clarification/ information or additional documents or original hard copy of any of the documents already submitted and if these are not be produced within the stipulated time frame, their proposals will be liable for rejection.
- ix. **The bids will be evaluated on the basis of technical and financial proposal for the entire scope of work covered under the bid document.**
- x. Lowest quoted rate shall normally be accepted. However, the Tender Accepting Authority reserves the right to accepting a bid other than the lowest on a specific ground to be recorded in writing.
- xi. The Bid will be valid for 12 months from the last date of submission of bid and the validity may be extended beyond the stipulated period on mutual agreement between both the parties.

**b) MISCELLANEOUS**

- i. It is clarified that normally no rate negotiation will be done and therefore the Bidder should quote their lowest prices only. However, the WBSFP&HDCL may negotiate the rates in exigencies, if required to do so.
- ii. **Decision of the Tender Accepting Authority will be final and binding upon every Bidder.**
- iii. **The Tender Accepting Authority unequivocally reserves the right to reject any or all bids, and to cancel the tender at any point of time, before the issuance of the work order, without assigning any reason, and without incurring any implicit or explicit liability.**

**General Terms and Conditions**

1. The rate should be quoted in conformity with the rate so determined by the Govt. of West Bengal complying the provisions of the Minimum Wages Act. 1948 and under no circumstances the total emoluments of the Security Personnel can be less than the Minimum Wages as notified by the Labour Department, Govt. of West Bengal during Tender tenure. The quoted rate of service charge should be on the said amount and should not include the PF, ESI of employers contribution and GST.
2. The successful Service Provider shall not assign, transfer, pledge or sub-contract or delegate the performance or services to any other company/

firm /society/body of association etc without the prior written permission of this Corporation.

3. **Criteria wise Security personnel requirement at Tissue Culture Lab, Ayeshpur, Nadia / establishments at Tissue Culture Lab, Ayeshpur, Nadia under the Corporation is attached in Annexure-I of this tender notice. Number of personnel as indicated in Annexure –I is tentative only. Actual number of manpower may vary to the higher side as per requirement. Eligibility criteria for different category of manpower is delineated in Annexure-II.**
4. The period of contract will be initially for a period of (01) **One year** from the date of award of contract subject to periodical review of performance after every three months and may be extended at the discretion of this Corporation even after expiry of contract.
5. **The Service Provider should submit document showing Provident Fund Account No. in their name preferably in Kolkata and ESI No. preferably within Kolkata and / or other places of West Bengal.**
6. **A Security deposit amounting to Rs. 1,00,000/- (Rupees One Lakh) only has to be deposited by** the successful bidder within 7 (seven) days from the date of submission of Letter of Acceptance (LOA) but before execution of Contract Agreement. The Security Money will be forfeited in event of delay / non supply / the supply of Security personnel not possessing the skills as mentioned in the tender Annexure II / the supply of Security personnel is delayed beyond the initial stipulated period of one week.
7. The persons supplied by the Service Provider should verify and submit if any Police records/criminal cases are pending against them. The Service Provider should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of each personnel of the Service Provider shall be verified by the Service Provider from the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certificate to this effect be submitted to this Corporation. The Service Provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such employees who are not found suitable by the office of **WBSFPHDCL** for any reasons immediately on receipt of such a request. The **West Bengal State Food Processing & Horticulture Development Corporation Ltd** will not be held responsible for the past record or health condition of the persons so provided by Service Provider.
8. The Service Provider has to provide the Photo Identity Cards to the Security persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss be reported immediately to the appropriate authority.

9. The Service Provider shall be responsible for any act and or omission or indiscipline on the part of persons deployed by him.

10. The Corporation may require the Service Provider to dismiss or remove from the site of work, any person or persons, who may be found incompetent for his/her/their misconduct and the service provider shall forthwith arrange a suitable replacement. Agency shall provide a substitute well in advance if there is any probability of a person leaving the job due to his/her personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Service Provider. If for any reason the personnel deployed by the Service Provider proceeds on absence, he/she should properly intimate the Controlling Officer and the Concerned Administration before such absence.

In case of Medical emergency he/she shall inform either officially or over telephone clearly indicating the number of days he/she will be absent. The Service Provider shall provide a substitute in case the absence exceeds 5 days.

11. The Service Provider personnel shall not divulge or disclose to any person or in anyway, any details of the office, operational process, technical know-how and administrative / organizational matters as all are of confidential/secret in nature and that can attract legal action.

12. That the persons so provided shall be above the age of 18 years and citizen of India and they will not interfere with the duties of the employees of the Corporation and or the Officers / Staffs working at Corporation.

13. The Service Provider person shall not claim any benefit/ compensation/ absorption/ regularization of the services of the Security Personnel. Necessary Undertaking from the person to this effect will be required to be submitted by the Service Provider to this Corporation.

14. The Service Provider shall engage the necessary person as required by **WBSFPHDCL** from time to time. The said person engaged by the Service Provider shall be employee of the Service Provider and it shall be the duty of the Service Provider to pay their salary every month in time preferably on a fixed date at the rate mentioned in this tender. The Corporation will not be held responsible for non payment / late payment / less payment by the Service Provider. The Service Provider shall not stop the payment of salary to his employees on account of delay in receiving fund from Corporation. However the Corporation will make all endeavour so that non payment / late payment / less payment to the Service Provider can be settled amicably within a reasonable time frame.

15. The Service provider agency will arrange for a 'Nodal Person' who will look after and monitor the day to day issues of the Units / Establishments for smooth execution of the work and ensure immediate intervention of problems, if any. However, the Corporation

will not bear any wages or emoluments or any benefits, in any form, for such Nodal person entrusted for the purpose.

16. The Service provider will be responsible for providing two sets of suitable uniform (Summer, Rainy & Winter Seasons) to the Security Personnels along with all other items like Torch, batteries, batons, gum boot, umbrella, fire arms, Cap, washing charges etc.

17. The service provider will have to meet statutory requirement under the various Acts/Govt. Regulations in respect of each personnel. This shall include payment of EPF, ESI, etc. However, payments in respect of EPF, ESI, etc. or any such other statutory requirements shall be made by **WBSFPHDCL** subject to furnishing of proof of such payments to the concerned authorities .

18. The Service provider will provide Bonus, to the outsourced persons at the rate in conformity with the provisions of payment of Bonus. But, no service charge over the amount so paid for Bonus will be paid to the Service provider.

19. Gunman should have valid Arms licence from competent authority, a photocopy of gun license duly attested by Group-A officer is required to be produced at the time of joining.

20. The authority will not have any liability for any Civil or Criminal offence/ activity, if performed, by the engaged security personnel.

21. The successful agency shall be responsible for production & updating of all statutory registers (Including daily attendance, Provident Fund, ESI etc) as & when required by the competent authority.

22. Working hours will be 8 hours per day, schedule would be as per instruction of concerned unit or Officer in Charge.

23. The Service Provider will submit the Tax Invoice along with a copy of challan towards EPF & ESI payment in respect of his employees in triplicate in the 1st week of the following month for payment. The payment may be made on pro-rata basis that is arrived at after necessary deductions are made for any unauthorized absence of the personnel.

24. Payments to the Service Provider would be made on certification of the Unit-in-Charge.

25. However, the Corporation reserves the right to cancel the contract at any stage, by giving a notice of one month without assigning any reason whatsoever. The agreement may be terminated by either party by giving one month's notice in advance. If the Service Provider fails to give one month's notice in writing for termination of the Agreement then one month's wages etc. and any amount due to the agency from the Corporation shall be forfeited.

26. On the expiry of the agreement as mentioned above, the Service Provider will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment of the personnel by the agency, it shall be the entire responsibility of the Service Provider Company / firm/ Organization / Agency to pay and settle the same.

27. It should be clearly understood that in the event of tenderer failing to accept and execute the work order, decision of the Managing Director, **West Bengal State Food Processing & Horticulture Development Corporation Ltd** will be final and binding on the tenderer.

28. The Service Provider should not be blacklisted by any Organization/Ministry of the Government of India or any State Government or any PSU or any other organization.

**Award of Contract (AOC):**

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through 'Letter of Intent'. The notification of award will constitute the formation of the Contract.

**The Agreement between the Tender Accepting Authority and the successful bidder:**

All the tender documents including N.I.T. & Corrigendum, if any, will be the part & parcel of the contract documents. After receipt of the Letter of Acceptance, the successful bidder shall have to deposit **Security money of Rs. 1,00,000/- (Rupees One Lakh) only in the shape of bank guarantee or FDR drawn** in favour of 'West Bengal State Food Processing & Horticulture Development Corporation Ltd.', within time limit to be set in the letter of acceptance.

After receipt and verification of the same by the Tender Inviting Authority, the 'Contract Agreement' will be executed by both the parties and if everything is found satisfactory, then '**Award of Contract**' will be issued in favour of the concerned bidder.

**Managing Director,  
WBSFP&HDCL**

## Annexure - I

### Application for participation in Technical bid

To,  
The Managing Director  
WBSFP&HDCL  
Benfish Tower (6<sup>th</sup> floor)  
31, G.N, Salt Lake  
Kolkata- 700091

Sub: Outsourcing of Security Personnel at Tissue Culture Lab, Ayeshpur, Nadia of WBSFPHDCL

Ref. No. 170/WBSFPHDCL/ 1770/2020-21 Date:14.09.2020

Sir/Madam,

Having examined the terms & conditions of the above NIT, I do hereby submit the following information and relevant documents for furtherance of my proposal for participation in the tender -

#### **Eligibility Particulars**

Sl.No.	Particulars	Details thereof
1.	Name of the Bidder	
2.	a) Full Office address	
	b) E-Mail I.D.	
	c) Mobile No.	
3.	Name of the contact person with Mobile Number	
4.	Documents to be submitted by the Bidder (Scanned copies to be uploaded)	Whether uploaded ( Yes / No )
	a. NIT documents	
	b. E.M.D.	
	c. Document(Certificate of Registration or Agreement)	
	d. Experience Certificate or Work Completion Certificate	
	e. GST Registration Certificate	
	f. PAN Card	
	g. Trade License/ Certificate of Enlistment Valid up to 31.03.2020	
	h. Income Tax Return for the assessment years from 2017-18 to 2019 – 20	
	i. P.Tax Deposit Challan for 2019-20	
	j. EPF Registration Certificate	
	k. ESI Registration Certificate	
	l. Labour License	
	m. Audited/Certified Balance Sheet and Profit & Loss Statement of accounts for 2017-18 & 2018-19	
5	Any other points considered to furnish	

## **UNDERTAKING**

- i.** I undertake that all of the above information and documents furnished against the prescribed columns are true to the best of my knowledge and belief.
- ii.** I have also gone through all the terms & conditions meticulously and I undertake to comply with same sacrosanctly.
- iii.** The Earnest Money and all other documents required for qualifying the technical bid have been submitted online.
- iv.** The rate quoted by me will be valid and binding upon me for the entire period as stipulated in the NIT.
- v.** If I fail to complete the supply within the period stipulated in the supply order due to my own fault/ inconvenience, the Corporation shall reserve the right to forfeit the Earnest Money deposited by me in this regard and also debar me from participation in the Tender process of the Corporation for the following 3(three) consecutive years.
- vi.** I shall maintain the specifications of the materials as per NIT and shall replace the sub-standard materials at my own cost .
- vii.** I undertake that I have not been debarred/ delisted by any State/Central Government Organization or State/Central Govt. Undertakings or Statutory Bodies or Local Bodies or Parastatals during the last three consecutive years up to the last date of submission of Tender.

Date:

Signature of the Applicant

Place:



**ANNEXURE - II**  
**TENTATIVE NUMBER OF REQUIRED SECURITY PERSONNEL**

SL No	Location	Designation	No. of Post	Monthly Gross Wages of one Armed Guard/Security Guard	Monthly Gross Wages
1	Tissue Culture Lab, <b>Ayeshpur, Nadia</b>	Skilled Personnel( Armed Guard/Gunman)	1	10348/- ( Daily 398/-)	10348/-
		Unskilled Personnel(Security Guard)	3	8550/-	25650/-
		House keeping staff	2	8550/-	<b>17100/-</b>
Total					53,098/-

Managing Director  
**WBSFP&HDCL**

### **ANNEXURE – III**

#### ELIGIBILITY CRITERIA FOR OUTSOURCING OF PERSONNEL THROUGH SECURITY AGENCY

<b>Sl. No.</b>	<b>Name of the Post</b>	<b>Tentative no. of Post</b>	<b>Minimum Educational Qualification required</b>	<b>Experience required</b>
1.	Un-Skilled Personnel (Security Guard)	5	Class VIII Pass or Madhyamick or equivalent.	Minimum 1yr. Experience in any organisation
2.	Skilled Personnel (Armed Guard/ Gunman)	1	1. Class VIII Pass or Madhyamick or equivalent 2. Armed License / Gun License.	Minimum 1yr. Experience in any organisation

\*\*NB : No person can be recommended who is of age less than 18 yrs or more than 60 yrs.

Managing Director,  
**WBSFP&HDCL**