

# West Bengal Biotech Development Corporation Limited

(A Government of West Bengal Undertaking)  
EN 24, Salt Lake, Sector-V, Kolkata-700 091

## NOTICE INVITING TENDER

No.13 -WBBDC/1E-15/10 (Part-1)

Date: 11.01.2012

Sealed tenders are hereby invited afresh, in cancellation of NIT No.355-WBBDC /1E-15/10(Part-1) dated 23.12.2011, from reputed Firms / Agencies for Security Services for the KOLKATA BIOTECH PARK at EN 24, Sector-V, Salt Lake City, Kolkata-700091(G+9 building having average floor area of 3500 sq.ft.in each floor). ***This is a retender.*** The tenders will be evaluated on the basis of two-bid system. The tenderers should write “**Techno-Commercial bid**” in one sealed envelope and “**Financial bid**” in a separate sealed envelope. Now the two envelopes should be inserted into another sealed envelope superscribed as **TENDER FOR SECURITY SERVICES** and to be dropped in the box kept for the purpose at the office of the Corporation at the address above by 2.00pm on 23.01.2012. The Techno-Commercial bid should be given on the letterhead of the firm/agency highlighting the points mentioned in the terms and conditions while the Financial bid should be submitted on the proforma attached at the end of this notice. ***Please note that the tenders not following this may be disqualified.*** The tenders shall be signed by a person duly authorized on behalf of the tenderer firm/ agency. The tenders will be guided by the following terms and conditions:

1) Tenders must be submitted with a *refundable* deposit of Rs.5, 000/- (Rupees five thousand) only as A/C Payee demand draft / banker’s cheque along with the tender paper. The same should be drawn in favour of West Bengal Biotech Development Corporation Ltd. Without it, the tender will not be considered. Those firms / agencies who have participated in the earlier tender process made vide this Corporation NIT No.355-WBBDC/1E-15/10 (Part-1) dated 23.12.2011 (though now cancelled) and deposited Rs. 5,000/- (Rupees five thousand) only through A/c payee demand draft / banker’s cheque shall not be required to furnish the same again. However, the details of the A/c payee demand draft / banker’s cheque deposited earlier to be stated clearly. The demand draft or such statement, as the case may be, should be inserted in the Techno-commercial bid envelope.

2) The Firm / Agency should have an experience of at least 3 (three) years of such service at reputed establishments. Documentary evidence is to be attached in support of such claim.

3) Security Personnel are to be well uniformed, trained, experienced, disciplined, trustworthy and well mannered and have adequate knowledge to attend to the Fire Alarm Systems in case of emergency. It is the duty of the tenderer to have the antecedents of the security personnel properly verified. They should also certify to that effect to the Corporation and submit the details of the personnel deployed in each month.

4) Security Personnel are to be deployed for round the clock duty in shifts all through the year. They will be the employees of the Firm/ Agency. It is the responsibility of the

tendered to comply with the Minimum Wages Act, Workmen's Compensation Act, Labour Acts, P.F Act, ESI Act etc. No security personnel should be below 18 years and above 55 years of age. This should be adhered to strictly.

5) Tenderers shall quote rates per head per month basis in case of security personnel and so also the supervisor. The rate should be submitted in the format provided.

6) The tender must be submitted on letterhead of the Firm/ Agency. The tenderer must submit a list of the past and existing clients along with documentary evidences in support of the claim so made.

7) The tenderer must submit documentary evidences for regular payment of minimum wages to the security personnel along with statutory obligations like payment of ESI, PF contributions etc with the authority. Documents in support of the valid business license (this year) and Income Tax Return (last 2 years) shall also be submitted.

8) Those firms / agencies who have participated in the earlier tender process made vide this Corporation NIT No.355- WBBDC/1E-15/10 (Part-1) dated 23.12.2011 and submitted all the documents as stated in the preceding paragraphs shall not be required to furnish the same again. However, the details of the same submitted earlier to be stated clearly.

9) The successful tenderer shall submit complete details of the security personnel to be engaged within 7 (seven) days from the date of issuance of the order for engagement by the Corporation. It has to sign an agreement with the Corporation regarding the modalities of the work to be undertaken.

10) Any negligence or indiscipline on the part of engaged security personnel whether directly resulting into any loss to the Corporation or not, if found at any stage, will be treated as the vicarious liability of the firm / agency and it shall attract penal measures.

11) The tender paper must contain a paragraph duly signed and sealed by the authorised signatory to the effect that " I will abide by all the terms and conditions as in the tender notice and I understand that any deviation may invite cancellation of my tender at any stage."

12) The tenders may be submitted in the relevant box kept at the present office of the **Corporation at EN 24, Sector-V, Salt Lake, 3<sup>rd</sup> floor, Kolkata-700091 up to 2.00 pm on 23.01.2012 (Monday).**

13) The tenders will be opened on **24.01.2012 at 3.00 pm**. The tenderers or their representatives may remain present at the time of opening the tenders. However, their absence will not hinder the process.

14) The Authority reserves the right to cancel any or all tenders without assigning any reason thereof.

15) In case of any dispute, the decision of the Authority shall be final.

Sd/-

**Managing Director**

**W.B. Biotech Development Corporation Ltd.**

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**PLEASE SEE BELOW (NEXT PAGE)**

## FORMAT FOR FINANCIAL BID

<b>SL No.</b>	<b>Designation</b>	<b>Number of man power required for day</b>	<b>Rate per person per shift per day ( Inclusive of all taxes)  [May be quoted in rupees in words and figures]</b>	<b>Monthly Amount  [In rupees in words and figures]</b>	<b>Yearly Amount  [In rupees in words and figures]</b>
<b>1</b>	Security Personnel	( Number of security personnel required may be mentioned by the Corporation on actual basis)			
<b>2</b>	Security Supervisor	( Number of Security Supervisors required may be mentioned by the Corporation on actual basis)			