

**ENTRAL POLLUTION CONTROL BOARD
EASTERN REGIONAL DIRECTORATE, KOLKATA**

NOTICE INVITING TENDERS

FOR PROVIDING SECURITY GUARDS

Tender Enquiry No. : ERD/Admn/F126/Security Service/2019

1. Online bids are invited on single stage two bid system from the reputed and experienced firm / contractor / agency for providing 'Security Guards' in Central Pollution Control Board (CPCB), Eastern Regional Directorate, Kolkata located at 'Southend Conclave', Block No. 502, 5th Floor (Office); Block No. 601 and 602, 6th Floor (Laboratory), 1582, Rajdanga Main Road, Kolkata-700 107 and also at 247 Deshpran Sashmal Road, 1st Floor, CIT Building, Kolkata-700 033 (old office cum laboratory).
2. **Document Download:** Tender documents may be downloaded from CPCB website www.cpcb.nic.in or CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in **CRITICAL DATE SHEET** as under.

CRITICAL DATE SHEET

Published Date	24.7.2019 (10.00 A.M.)
Bid Document Download / Bid Submission Start Date	24.7.2019 (10.00 A.M.)
Clarification Start Date	25.7.2019 (10.00 A.M.)
Clarification End Date	31.7.2019 (2.00PM)
Pre Bid Meeting	NIL
Bid Document Download End Date	16.8.2019 (10.00 A.M.)
Bid Submission End Date (Technical & Price)	16.8.2019 (12.00 Noon)
Bid Opening Date (Technical)	19.8.2019 (2.00 P.M.)
Bid Opening Date (Price)	21.8.2019 (2:00 P.M.)

3. Bid Submission:

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4. Not more than one tender shall be submitted by one Security Service Agency / Contractor having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
5. Tenderer who has downloaded the tender from the CPCB website www.cpcb.nic.in or Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with CPCB.
6. Intending tenderers are advised to visit again CPCB website www.cpcb.nic.in or CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.
7. Applicant contractor must provide Earnest Money Deposit (EMD) of Rs. 5000/- (Rupees Five thousand only) in the form of Demand Draft as EMD in favour of Central Pollution Control Board, Kolkata. The EMD of unsuccessful firm shall be returned after award of work to the successful bidder. The EMD of successful bidder shall be returned after deposition of Security amount to CPCB as per Clause. In case of re-tendering, the firms which have submitted the DD in earlier calls will require to submit DD along with their tender/application in subsequent calls also. Tender not accompanied with the EMD will be rejected. Scanned copy of the EMD document should be uploaded in the Technical Bid of the Tender Document. *Original EMD document* must be submitted to the CPCB Eastern Regional Directorate (ERD) Office on or before **16.8.2019 (12:00 Noon)**
8. Bids will be opened as per date / time as mentioned in the Tender Critical Date Sheet at the following CPCB ERD Office address:

Central Pollution Control Board
Eastern Regional Directorate
502, Southend Conclave (5th Floor)
1582, Rajdanga Main Road
Kolkata – 700 107
9. The following documents are to be furnished by the Contractor along with Technical Bid as per the tender document:
 - i) Signed and Scanned copy of proof for payment (Earnest Money Deposit)
 - ii) Signed and Scanned copy Certificates like Registration Certificate, PAN No, TIN No, Service Tax registration, GST No., Trade Tax Regn. Etc. as applicable.
 - iii) Signed and Scanned copy of Proof of Annual Turnover and Net Profit
 - iv) Signed and Scanned Copy of Tender Acceptance Letter & Letter of authorization to submit bid.

- v) An undertaking (self-certificate) that the agency hasn't been blacklisted by a Central / State/UT Government institution and there has been no litigation with any government department on account of IT services.
- vi) No near relative certificate

Submission of Tender

The tender shall be submitted in Two Parts, viz., Technical Bid and Price Bid.

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email shall not be considered.

For any clarification, contact may be made as below:

Smt. Manisha Banerjee
 Private Secretary
 Mobile : 9433681038
 Email : manisha.cpcb@nic.in

Technical Bid Document :

Annexure – I.

PRICE BID

Annexure – II.

CHECK LIST OF DOCUMENTS TO BE SUBMITTED.

BID CHECKLIST

Bidder is required to fill-up this checklist and enclose along with the envelope containing the Earnest Money.

Sl.	Item Description	Yes/No	Bid Reference
1.	Earnest Money Enclosed		
2.	Tender Acceptance Letter		
3.	Letter of authorization to submit bid.		
4.	An undertaking that the agency hasn't been blacklisted and no litigation in regard to IT pending with Court of Law		
5.	No Near Relative Certificate		

TECHNICAL BID

Annexure - I

Terms and Conditions covering contract for providing Security Service by supply of Security Guards at Central Pollution Control Board, Eastern Regional Directorate Office, Kolkata:

1. Name of the Agency:

2. Address of the Agency:

3. Contact Details of the Agency:

Telephone No. with STD (O):
Fax:
Mobile:
Email:
Website:

4. Name of the Proprietor /Partners / Directors of the Agency:

5. Employees Provident Fund Code No.:
6. ESI No.:
7. WBST No.:
8. CST No.:
9. Service Tax No.:
10. PAN & Last Year Income Tax Assessment Clearance Certificate:

11. Security Contractor will provide round the clock Security Guard arrangement for CPCB Eastern Regional Directorate Office Kolkata property, personnel etc. belonging of CPCB. The contractor shall ensure the safety and security of the CPCB personnel, properties in CPCB by deploying guards as per following shifts for 365 days of a year:

Location	Shift	Time	No. of Security Guard
Southend Conclave, Block No. 502, 5th Floor (Office)	1 st shift 2 nd shift 3 rd Shift	06.00 am. To 2:00 p.m. 2:00 p.m. to 10:00 p.m. 10:00 p.m. to 6:00 a.m.	Three (3)
Southend Conclave, Block No. 601 & 602, 6th Floor (Laboratory)	1 st shift 2 nd shift 3 rd Shift	06.00 am. To 2:00 p.m. 2:00 p.m. to 10:00 p.m. 10:00 p.m. to 6:00 a.m.	Three (3)
247, Deshpran Sashmal Road, 1st Floor, CIT Building, Tollygunge, Kolkata – 700 033 (Old office cum laboratory)	1 st shift 2 nd shift 3 rd Shift	06.00 am. To 2:00 p.m. 2:00 p.m. to 10:00 p.m. 10:00 p.m. to 6:00 a.m.	Three (3)
TOTAL :			Nine (9)

12. The Security Guards shall be changed or replaced as per the requirement and perform duties round the clock and shall be always in proper uniform. No guard will be allowed to perform duty beyond 8 (eight) hours and Contractor will not force its security guards to work for more than 8 hours duty.
13. Monthly bill has to be submitted as per the agreed rates by first week of following month and no bill will be accepted if the same is found beyond the agreed terms and conditions. Any additional staff required shall be provided within a fortnight from the date of intimation and any reduction in staff shall be effected within a period of one month from the date of information.
14. Both the parties shall lay down the procedures relating to the controls of security personnel, their coming in and going out, security of boundaries, building, plant and equipment in consultation with each other. These procedures are liable to alternation and amendment. The Contractor shall be responsible for adhering strictly to the procedures and shall maintain such records and registers.
15. All the necessary equipment to carry out the duties to the security personnel shall be provided by the Contractor. Subsequent replacement and maintenance of these equipments including uniforms etc. shall also be the responsibility of the Contractor.
16. The Contractor shall be responsible to provide E.S.I. facility as per E.S.I. Act to the guards supplied and such other facilities as are applicable to such employees. This Office shall not be responsible for these or any other liabilities.
17. The Contractor will also be responsible to provide Provident Fund facilities as per Provident Fund Act, to their guards supplied to this Office.
18. For all purpose employment, terms and conditions of services, payments, attendances, disciplinary matters in respect of the personnel provided shall remain fully under the administrative and financial control of the Agency. They will be governed by the rules and regulations of the Agency in force from time to time. They shall not be treated as employees of this Office either directly or indirectly in any form whatsoever under any circumstances. All the liabilities in this regard that may arise shall rest with the Security Service Agency only. The Security Guards supplied for security shall not claim any employment and payment from Central Pollution Control Board.
19. The guards to be posted will always be approved by CPCB before posting and the Contractor will maintain the full strength. In case of any shortage in strength, the deductions will be made from the bill at proportional rates. Any loss that may happen to the Board due to the negligence of the security guards will also be deducted from the bill of the Contractor after proper enquiry by both the parties.
20. CPCB can check the security personnel on duty. If any short-coming is observed, CPCB can ask the explanation and also deduct the servicing charges of such guard/guards. Such security personnel shall be called back immediately by the Contractor.
21. It shall be the responsibility of the Contractor to give educational qualification, proper character verification report of the guards posted by them to CPCB along with proper credentials.

22. The guards will always be in proper clean and smartly dressed uniform and will perform their duties efficiently and will not sleep on duty or do anything which is sub-service of discipline. The Area Incharge of the Contractor will make a surprise check in the night at least once in a fortnight and will submit his reports to the Contractor and CPCB.
23. CPCB will not employ any guard or worker of the Contractor during the contract period.
24. In case of any dispute between the Contractor and CPCB on any matter, the decision of the Chairman, CPCB, shall be final and binding upon both the parties.
25. The contract will be terminated in case of any complaint regarding the services of the contractor found unattended after 02 warnings.

Period of Contract :

The contract shall remain valid for ONE YEAR extendable on mutual consent for further period of one or more year up to THREE YEARS **on the same terms and conditions except escalation in minimum wages as revised by Labour Department, Government of West Bengal from time to time** or such later date as may be decided by the Competent Authority, CPCB. The contract rate will be get revised proportionately by CPCB accordingly on submission of relevant document.

Termination of Contract:

Competent Authority, CPCB reserves the right to terminate the contract at any time during its currency without assigning any reason there of by giving thirty days notice in writing to the contractor at their last known place of residence / business and the contractor shall not be entitled to any compensation by reason of such termination. The action of Competent Authority, CPCB under this clause shall be final conclusive and binding on the contractor and shall not be called in question. The extension will require to be renewed before the date of expiry after every year.

Payment:

1. This Office will make payment within 7 days of submission of bill on or before **10th** of each following month whichever is later with proper documents i.e. PF/ESI/Service Tax paper etc. to be submitted by the Security Agency subject to the availability of fund.
2. Payment will be made only through Crossed Cheque payable in Kolkata and at any cost no advance amount will be given to the Security Agency.
3. No other allowance / payment / charges whatsoever on any account shall be payable by this Office except as agreed to between the two parties.

Security Deposit:

The Contractor will deposit an amount of **Rs. 50,000.00(Rupees Fifty thousand)** only to CPCB towards security to cover theft and loss of property, if any, due to the negligence of security personnel provided by the contractor.

Yours Faithfully



(A. Chattopadhyay)
Regional Director

PRICE BID

1. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the cyan colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
2. In any case price should not be mentioned in Technical Bid.
3. The rates shall be quoted in Indian Rupee only.
4. The rates will be inclusive of all taxes (except Service Tax), fees, levies, etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.
5. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
6. The payment will be made to the Consultant after deducting the TDS as applicable.
7. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

Yours Faithfully



(A. Chattopadhyay)
Regional Director