

Central Pollution Control Board
Eastern Zonal Office
'Southend Conclave'
Block No. 502 (5th Floor)
Kolkata-700 107

No. EZO/Admn/F-126/SS/2016/ **366**

July 11, 2016

Sub : Service Contract for providing Security Guards – reg.

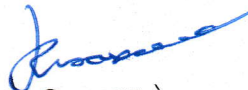
Sir,

Central Pollution Control Board (CPCB) is a Government of India organization (under the Ministry of Environment & Forests). We intend to engage minimum Nine (09) Security Guards round the clock from 1st October, 2016 for our office 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 Sasmal Road, 1st Floor, CIT Building, Kolkata-700 033 (old office cum laboratory).

The tender details are annexed (Total Three Nos.) herewith. The information required should be duly filled up after thoroughly examined and understood instructions, terms and conditions and agree to abide by them.

The details within envelope should be under sealed cover and has to reach this office on or before **01st August, 2016 by 2:00 P.M.** The envelope will be super scribed as '**Quotation for providing Security Guards in Central Pollution Control Board, Kolkata**'. The quotations will be opened on the **same day at 3:00 p.m.**

Yours faithfully,


(R.C. Saxena)
Scientist 'E' & Incharge

Copy to :


- (1) Notice Board, 5th & 6th Floor, CPCB, ZO, Kolkata
- (2) Accounts Unit, CPCB, ZO, Kolkata
- (3) Purchase Committee, CPCB, ZO, Kolkata
- (4) Incharge, IT Division – to kindly upload the tender details on CPCB Website


(R.C. Saxena)

Notice Inviting Tender

The Central Pollution Control Board (CPCB) invites sealed tender in one bid system from the reputed and experienced firm / contractor / agency for providing 'Security Guards' in Central Pollution Control Board at Eastern Zonal Office, Kolkata.

1. The tender details may be downloaded from CPCB website www.cpcb.nic.in.
2. The tenders, which should be placed in sealed cover with 'Quotation for providing Security Guards in Central Pollution Control Board, Kolkata' written on the envelope will have to be submitted by 2:00 p.m. on 01st August, 2016 in the Tender Box lying at Southend Conclave, 5th Floor near Reception in Central Pollution Control Board, Zonal Office Kolkata and will be opened on the same day at 3:00 p.m. at the same address.
3. The Central Pollution Control Board reserves the right to cancel the tender.
4. Earnest Money amounting to Rs.5,000/- (Rupees five thousand) only as Demand Draft in favour of the Central Pollution Control Board, Kolkata must be accompanied in each tender application.
5. The firm, whose tender is accepted will be required to furnish security deposit of Rs.50,000/- (Rupees Fifty Thousand) only for the fulfillment of his contract.
6. The acceptance of a tender rests with CPCB, which does not bind itself to accept the lowest tender and reserves itself the authority to reject any or all the tenders received without assigning any reason. All tenders in whom any of the conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
7. Rates should be quoted properly in the tender.
8. Unsealed tenders shall be summarily rejected.


(R.C. Saxena)
Scientist 'E' & Incharge

DETAILS OF SERVICE CONTRACT FOR SECURITY GUARDS

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. Rate per Security Guard per month (in Rs.) :

6. Copies of the relevant documents / Certificates :

(i) Employees Provident Fund Code No. :

(ii) ESI No. :

(iii) WBST No.:

(iv) CST No. :

(v) Service Tax No.:

(vi) PAN & Last Year Income Tax Assessment Clearance Certificate:

7. Demand Draft No. dated..... on thefor sum of Rs. 5,000/- (Rupees Five Thousand) only is enclosed herewith as earnest money in the event of my tender being accepted.

8. Any other information in addition to above : Please specify

I / We certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

(Signature of Contractor)

(Capacity in which signing)

Annexure - III

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

1. Security Contractor will provide round the clock Security Guard arrangement for CPCB Eastern Zonal 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)

2. 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.
3. 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.
4. 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.

5. 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.
6. 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.
7. The Contractor will also be responsible to provide Provident Fund facilities as per Provident Fund Act, to their guards supplied to this Office.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. CPCB will not employ any guard or worker of the Contractor during the contract period.
14. 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.

15. 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,



(R.C. Saxena)
Scientist 'E' & Incharge