



Govt. of West Bengal.  
Irrigation & Waterways Directorate  
Office of the Executive Engineer  
Purulia Construction Division(I)  
Bhatbandh Irrigation Colony Purulia.

**Notice Inviting Quotation-5/EE/PCD (I) of 2016-17**

**Memo No- 1132/PCD/B (Q)2**

**Dt-21-07-2016**

Sealed Quotations are hereby invited by the EE, PCD (I) , I&W Dte. on behalf of the Govt. of West Bengal from the registered Security Guard suppliers/eligible and resourceful contractors, bidders, having sufficient credential and financial capability for execution of works of similar nature (40% financial credential) for the work: - Temporary guarding arrangement by private Security Guards in Balarampur Irrigation Colony and Raghunathpur Irrigation Colony. The quotationers are requested to quote the rates per head per day (for 8 hours) considering security charge i.e. minimum wages of the security personnel (through the contract period), 1% LWC and their entitlements to ESI, EPF and Bonus. The responsibility for ESI, EPF and Bonus (@8.33%) for the security personnel to be provided by the Security Service Agency will be shouldered by the agency supplying /engaging the personnel. A part of the contribution to ESI, EPF etc. to be made by the Agency as its statutory obligation as employer of the security personnel.

Terms and conditions regarding Security Guarding arrangement are attached herewith.

Sl. No.	Time of guarding (Three Shifts)	Number of guards
1) Balarampur Irrigation Colony		
	a) 6.00 A.M. to 2.00 P.M.	One no
	b) 2.00 P.M. to 10.00 P.M.	One no
	c) 10.00P.M to 6.00 A.M	Two no
2) Raghunathpur Irrigation Colony	d) 6.00 A.M. to 2.00 P.M.	One no
	e) 2.00 P.M. to 10.00 P.M.	Two no
	f) 10.00P.M to 6.00 A.M	Two no

- 1) Last date of Application : **28/07/2016**
- 2) Last date of obtaining Quotation : **01/08/2016**
- 3) Last date of receiving Quotation : **05/08/2016 upto 1:00 pm**
- 4) Date of Opening Quotation : **05/08/2016 1:30 pm**

The quotations will be accepted by Appropriate Authority in I&WDte., Purulia. The Accepting Authority reserves right to reject or accept any or all the quotations without assigning any reasons whatsoever.

**List of Works**

Sl No.	Name of Work	Value of the work (Rs.)	Time allowed for the Completion	Source of Fund	Eligibility of Contractor
1.	Temporary guarding arrangement by private Security Guards in Balarampur Irrigation Colony and Raghunathpur Irrigation Colony	NA	One Year	Non Plan	Bonafide Contractors/Bidders having credential of execution of similar nature of work within last 5 years having 50% financial credential

### **Format of Submission of Quotation**

Sl No.	Description of Item	Rate (Per Head Per Day)	Amount	Remarks
1	Temporary guarding arrangement by private Security Guards in Balarampur Irrigation Colony and Raghunathpur Irrigation Colony			

#### **N.B.**

- 1) The intending quotationers may apply to the undersign in their letter head for obtaining the quotation paper for quoting the rate along with professional tax (PT) submission challan for the current year, PAN card details individual deposit challans of Employees provident fund (Up to date) and ESI, license to engage in the business of private security Agency, valid trade license, valid EPF & ESI registration certificate and credential certificate, service tax registration certificate.
- 2) After security of application successful candidates may had the quotation paper from the office of the Executive Engineer, Purulia Construction Division (Irrigation), I&W Dte., free of cost.
- 3) Quotationers will quote the rate per head per day ( for 8 hours) both in figure and words in the space provided in the quotation paper.
- 4) Quotationers has to submit the copy of analysis of his quoted rate in their letter head signed by Authorized Person (Sealed) along with the Quotation Paper.
- 5) An earnest money to the tune of **Rs. 30.000/- (Thirty Thousand)** only in the shape of Bankdraft, Bankers Cheque, DCR, Pay order in favour of Executive Engineer, PCD (I) will have to the submitted along with his quotation paper.

Executive Engineer  
Purulia Construction Division (Irrigation)

**Memo No1132/PCD/B (Q) 2**

**Dated 21/07/2016**

#### **Copy forward to the:-**

- 1) Chief Engineer South & Budget, Irrigation & Waterways Directorate, Jalasampad Bhawan, Salt Lake City, Kolkata-91, for information.
- 2) Chief Engineer West, Irrigation & Waterways Directorate, Burdwan.
- 3) Officer-on-Special Duty (S.E), I & W. Directorate, Bhatbandh Irrigation Colony, Ranchi Road Purulia.
- 4) Sabhadhipati, Purulia Zilla Parisad, Purulia.
- 5) District Magistrate, Purulia.
- 6) Executive Engineer/ Purulia Investigation & Planning Division.
- 7) Executive Engineer/ Purulia Irrigation Division.
- 8) District Information & Cultural Officer, with request to circulate all concerned.

Executive Engineer  
Purulia Construction Division (Irrigation)

# **TERMS AND CONDITIONS**

## **REGARDING SECURITY GUARDING ARRANGEMENTS**

**1) Agreement:**

This terms and condition will remain valid up to **One Year** from the date of engagement of the guards as per work-order of concerned authority. Agreement will be terminable on one months prior notice on either side. Tenure of engagement may be extended further at the accepted rate if mutually agreed.

**2) Duty Hours:** Security Guards for each category duty hours will be 8 hours in each shift.

a) In case shortage of Guards due to sick leave or other reason, alternative arrangement for replacement of guard will have to be made to avoid any kinds of breakage in the duty. No objection shall be raised by the agency for this reason.

**3) Guards:** The force will engaged personal from Ex-Military, B.S.F., C.R.P.F, C.I.S.F. or dependents of the such persons being civil person and is trained for this purpose.

**4) Calendar of month:** One month will be reckoned from 21<sup>st</sup> of calendar month to 20<sup>th</sup> of the next month.

**5) Dress:** Uniform and other articles relating to the uniform will be supplied by the agency. No allowance for uniform or damage will be paid to anybody by the concerned authority.

**6) Duty Articles:** Torch light with cell only shall be supplied by the Department as per requirement in consultation with the said security guard.

**7) Change of Guards:** a) The guards will have to replace in case of any complaint/ allegation lodged by the concerned authority in writing to the agency.

b) The security supervisor is empowered to change any Guards at any time due to negligence found on duty. No objection will be raised by the Department in such case.

c) Transfer of Guards will made in every months. No claim will be submitted for their permanent service by the agency. The Department shall not be responsible if any liabilities arise in this regards.

**8) Rain Coat/Umbrella/Great Coat:** The Department shall have no liability to supply the above articles. The above said articles will be supplied to the guards by the Agency.

**9) Death or Injury:** The Department shall not be responsible to compensate or otherwise liable in the manner whatsoever for any injury and/ or death of any guards of the said security force while on duty.

**10) Handing/ Taking Over:** a) The force will take over whole responsibility of all materials handed over to them with a list and remain liable for any theft or loss except damage of materials.

b) Locks of all Go down/store/offices will be sealed in the presence of the force under signature of both parties. For this purpose signature of the any guarding personnel on duty and any authorized personnel by the Agency is required.

**11) Gate Pass:** a) No materials will be allowed to pass out in any mode unless the same is properly checked and copy of the valid challan is handed over to the Guards who shall preserve it for maintaining full account thereafter for materials in Go down & open stock yard.

b) Any verbal instruction or any slip signed beyond the rank of section officer will not be treated as a Gate pass. Without proper gat pass guards will not be allowed any vehicles to go n or out. Hence guards will not be responsible for any damage to the vehicles for want to proper gate pass.

- 12) **Theft/Fire:** a) In case of fire breaks out in the premises preliminary action for its Extinguishment by local arrangement or by informing Fire Bridge / Police Station will be made by the guards on duty and report immediately to the department.  
b) In case of theft or any attempt to theft of materials the responsibility of the security to lodge FIR to the local Police Station after spot verification and also report to concerned Authority.
- 13) **Colour of Uniform:** Olive Green uniform with badges of the Agency along with lathi, Ballam as per guarding duty.
- 14) **Accommodation:** Accommodation with water, Electricity & Lavatory facilities for guards/ Supervisor will be arranged by the Agency.
- 15) **Withdrawal of Guards:** If the services of the Guards are not required by the Department Within the validity period then one month notice will be given before withdrawal of guards to the Agency.
- 16) **Checking of Guards:** Agency authorized personnel i.e. Field Officer Supervisor of Chief Security Officer, D.O. etc. will go to the guard duty area for checking the guards on duty during day and night. He will always bear his Identity Card. Otherwise he will not be able to check the guards on duty. After checking he will give his remarks on the visitors Book kept with the guards.
- 17) **Identification:** Photographs with full permanent address of each of the guarding personnel should be placed to the Department before deputing them to the guarding.
- 18) **Modification of the terms and Condition:** Any modification is required on the terms and condition may please be done in consultation with both the parties.

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