



GOVERNMENT OF WEST BENGAL
IRRIGATION & WATERWAYS DIRECTORATE
OFFICE OF THE EXECUTIVE ENGINEER
GANGA ANTI EROSION DIVISION NO-II
BERHAMPORE, MURSHIDABAD
Tele/Fax: 03482-263545
E-mail: gaedv6262@gmail.com

Memo No. 237/1-Q-1

Dated: 25.06.2020

NOTICE INVITING QUOTATION

NOTICE INVITING QUOTATION NO. WBIW/EE/GAED-II/NIQ-01/2020-21, Dated 25.06.2020

Sealed Quotations are invited from eligible bonafide, experienced, Govt. Registered Security Agencies for the work:- **“Guarding the office premises of the Executive Engineer, GAE Division No-II, Berhampore, including SDO, GAE Sub-Division No-V, Berhampore, SDO, GAE Sub-Division No-VI, Domkal and SDO, GAE Sub-Division No-VII, Jalangi in the District of Murshidabad for a period of 1 (one) year”.**

Last date of receipt of application for Quotation Format : **10/07/2020 up to 16.00 Hrs.**

Date of issuance of quotation Format (Free of Cost) : **16/07/2020 up to 16.00 Hrs.**

Date, Time of Venue of dropping of sealed Quotations : **23 /07/2020 up to 14.00 Hrs. at the chamber of the undersigned.**

Date, Time and Venue of Opening of Quotations : **23/07/2020 at 15.00 Hrs. and onwards at the chamber of undersigned.**

Accepting Authority : **Superintending Engineer, North Irrigation Circle-II, Berhampore, Murshidabad.**

Sd/-

Executive Engineer,
Ganga Anti Erosion Division No-II
Berhampore, Murshidabad

Issued to.....

Name of Work : “Guarding the office premises of the Executive Engineer, GAE Division No-II, Berhampore, including SDO, GAE Sub-Division No-V, Berhampore, SDO, GAE Sub-Division No-VI, Domkal and SDO, GAE Sub-Division No-VII, Jalangi in the District of Murshidabad for a period of 1 (one) year”.

NOTICE INVITING QUOTATION NO. WBIW/EE/GAED-II/NIQ-01/2020-21, Dated 25.06.2020

Sl.No.	Particulars		Quantity	Unit	Rate per Day (in Rs.)	Amount per month (in Rs.)
1.	2.		3.	4.	5.	6.
1.	Security Guard without arms.	At GAE Divn. No-II & GAE Sub-Divn No-V office Premises, Berhampore, Murshidabad	4 Nos.	Each		
		At GAE Sub-Divn No-VI office Premises, Domkol, Murshidabad	3 Nos.			
		At GAE Sub-Divn No-VII office Premises, Jalangil, Murshidabad	3 Nos.			
		Total	10 Nos			

Total=Rs.

Rupees in words.....

Undertaking

- 1.) The rate is inclusive of daily wages to the workers under the Minimum Wages Act, 1948, Employees' Provident Fund and Miscellaneous Provision Act, 1948 and Employees' State Insurance Act, 1948 as per Notification No. 1137-1R/ IR- MISC-11/11 dated 14th November, 2011 of Chief Secretary to the Govt. of West Bengal, Labour Department, IR Branch, Writers' Building, Kolkata-1.
- 2.) The rate is also inclusive of administrative, incidental and all other taxes applicable on it.
- 3.) I/We have gone through the all the documents carefully concerning scope of work and terms and condition of the contract as laid down and I/We agree to abide by the same.

Signature of the Agency with date and seal.

A. CONTENT OF QUATATION

A.1 Submission of Quotation.

A.1.1 one complete set of Quotation Document is issued to each Quotationer. Rate offer shall be prepared by typing or printing with indelible black or blue ink in the proposal form. The original Quotation form shall be submitted by the Quotationer.

A.1.2. Quotationer is advised to submit the Quotation strictly in accordance with terms and conditions and specifications contained in the Quotation. Quotationer must sign in all pages of the Quotation.

A.1.3. Quotation shall be submitted in a sealed envelope superscripted with the “N.I.Q. NO. WBIW/EE/GAED-II/NIQ-01/2020-21, Dated 25.06.2020”. The full name of Agency, Postal Address, Telephone No., Fax No.(if available) should be written on the bottom left hand corner of the sealed cover.

A.1.4. The Quotation will be received by the undersigned in the dropping box kept in the chamber of the Executive Engineer, Ganga anti Erosion Division No-II, Berhampore, Dist. Murshidabad on the date mentioned and will be opened on the same day in presence of the intending Quotationers or their authorized representatives.

A.1.5. In case of office remains closed or declared holiday or cannot function due to any unavoidable circumstances the date stated above should be treated as next working day.

A.1.6. No Quotation will be entertained after stipulated date and time or by post or hand. The Quotation must be unconditional and the bidder for a proprietorship must put his signature in the Bid documents. In case of partnership firm it should be signed by all the partners of the firm with their full signature or the partner holding the register power of attorney for signing the same in which case a certify copy of the power of attorney should be enclosed with the Quotation. In case of limited company or a corporation it should be signed by a duly authorized person holding register power of attorney for signing the Quotation.

A.2 Quotation.

A.2.1 Language of Quotation.

All information in the Quotation should be furnished in English/ Bengali. Information in any other language should be accompanied with its translation in above mentioned language. Failure to comply with this condition the Quotation may be treated as cancelled.

A.2.2 Corrections of Quotation

All changes/ alterations/ corrections of the rate should be signed in full by the Quotationer. Overwrite or defacing of any rate will lead cancellation of Quotation.

A.3 Site Inspection.

It is the responsibility of the Quotationer to visit the site and examine the nature and intricacies of the works and obtain all information from the office that may necessary for quoting the rate.

A.4. Earnest Money Deposit (EMD).

Each Quotation must accompany **EMD amounting to Rs.40,000.00 (Forty Thousand)** only in the form of “Demand Draft, Banker’s Chaque, Treasury Challan, Deposit Call Receipt” of any nationalized bank guaranteed by the Reserve Bank of India payable Berhampore in **favour of Executive Engineer, Ganga Anti Erosion Division No-II, Berhampore, Murshidabad.** Otherwise, the Quotation will be treated as “**informal**”. After completion of Quotation process the Earnest Money deposited by unsuccessful Quotationer will be refunded.

A.5. Right to Department to accept or reject the Quotation.

The right to accept the Quotation, shall rest with Superintending Engineer, North Irrigation Circle-II, Berhampore, Murshidabad and not bind himself to accept the lowest Quotation and reserves the rights to reject any or all the Quotations received without assigning any reason whatsoever. Quotations, in which any of the particulars are missing and are incomplete in any respect, shall be considered non-responsive and are liable summarily rejected.

A.6. Signing of Contract.

The successful Quotationer will have to execute the formal agreement within 7(Seven) days from the date of issue of acceptance letter in West Bengal form no. 2911(ii) in duplicate as the case may be along with depositing balance Earnest money to make @ 5 % of total value of Bid amount in the shape of “Demand Draft, Banker’s Chaque, Treasury Challan, Deposit Call Receipt” of any nationalized bank guaranteed by the Reserve Bank of India payable at Berhampore, Murshidabad in favour of Executive Engineer, Ganga Anti Erosion Division No-II, Berhampore, Murshidabad. If the successful agency fails to provide requisite Guards after issuance of work order the total Earnest Money Deposited will be forfeited.

A.7. Contract Period.

One full year from the date of commencement unless it is curtailed or terminated by this Department. The period of contract may be extended for three months in case of satisfactory performance.

A.8. Termination.

The Department shall at any time be entitled to determine and terminate the contract for any cause including unsatisfactory performance or violation of the terms and condition laid down herein of the Quotation. No compensation will be paid on account of the termination. Termination of the contract shall not relieve the Agency from any of his obligation imposed by the contract with respect to the work performed by them prior to such termination.

A.9. Wages.

The agency shall be wholly responsible regarding the minimum wage payment as per Minimum Wages Act, 1948. In addition to the monthly salary, the agency shall also have to extend statutory benefits provided under **Employees’ Provident Fund and Miscellaneous Provision Act, 1948 and Employees’ State Insurance Act, 1948** and the other benefits in terms of applicable labour law. Failure to do so would liable to termination of the contract.

A.10. Penalty.

For poor and unsatisfactory performance, a penalty will be imposed either in form the total security money so deposited or the amount as recommended by competent authority and the decision shall be final and binding of the Agency.

B. GENERAL TERMS AND CONDITIONS.

B.1. The intending quotationer should apply for schedule in the office of the Executive Engineer, Ganga Anti Erosion Division No-II in their respective letter heads enclosing self attested copies of PAN, Registration as per rule and P.T. Clearance Certificates and completion certificate for similar nature of single completed work.

B.2. The quotationer must have his valid Professional Tax (PT) submission Challan, PAN Card, upto date IT Return, Registration of firm as per rule, Certificate of Trade License, 15 digit GSTIN as applicable, E.P.F Registration Certificate & up to date clearance. Failure of the above may be treated as informal/cancellation of the quotation without further reference in the matter.

B.3. Guarding arrangement for 24 (Twenty Four) Hours in continuous process should be made for safety of all Government properties lying within the office premises, stores and all properties of Ganga Anti Erosion Division No-II & Ganga Anti Erosion Sub-Division No-V at Berhampore and Ganga Anti Erosion Sub-Division No-VI at Domkal and Ganga Anti Erosion Sub-Division No-VII at Jalangi in the district of Murshidabad.”

B.4. The Agency shall have to furnish the following documents in respect of the individual persons who will be deployed before commencement of work:

- a.) Voter Identity Card.
- b.) Name of persons deployed.
- c.) Bio-data of the persons along with the certificates in respect of education/ professional qualification etc.
- d.) Attested copy of school leaving certificate containing date of birth.
- e.) Character certificate from a Gazetted officer of Central/State Government.
- f.) Certificate of verification of antecedents of persons by local police authority.
- g.) Complete residential address along with photograph of all security guards deployed by the Agency.

B.5. In case, the person employed by the Agency commits any act of omission/ commission that leads to misconduct/ indiscipline/ incompetence, the Agency will be liable to take appropriate action by replacing the said security guards with other by providing documents as laid in clause B2. If the misconduct created by security person may apprehended detrimental for the Project authority the agreement will be treated as cancelled with forfeiture of total security money or imposition of penalty as decided by the Engineer-in-Charge.

B.6. The selected Agency shall immediately provide a substitute in the case of any person leaving the job due to his personal reason.. the delay in providing a substitute beyond three working days would attract a penalty of Rs. 500.00/ Absentee/Day.

B.7. It will be the responsibility of the service providing Agency to meet transportation, food, medical and any other requirements through security supervisor in respect of the persons deployed for security purpose and the Department will have no liabilities in this regard.

B.8. The service enjoyed by the Agency provided in connection of electrification and other facilities (if any) apart from arrangement provided in Guard room etc., the charge borne by the service utilized will be deducted from monthly bill.

B.9. The Engineer-in-Charge will not entertain any claim/ demand of Security Guards in future as engaged by the Agency for this work.

- B.10. The guards and security supervisor have to wear uniform during performing duty and all articles i.e. uniform, torch with batteries, lathi, whistle, Umbrella, Identity Card will have to be supplied by the Agency at his own cost.
- B.11. One copy of Identity Card with passport size photograph and complete present residential address have to be issued to each guard and security supervisor.
- B.12. The guards will never leave from the duty location until or unless relieved by the guard or guards of next shift. In case of substitution the same should bring by the Security supervisor to the notice of controlling authority.
- B.13. The Engineer-in-Charge will not be responsible to compensate or otherwise liable in any manner whatsoever for any injury or death of any security guard while on duty.
- B.14. The security guard should maintain good behavior and manner with the public as well as with the Department and Government employees otherwise suitable action should be taken by the Agency for removing of same guard from work site.
- B.15. An attendance register should be maintained by the Security Supervisor at guarding location and that have to be authenticated by the concerned Sub-Divisional Officer/ Sectional Officer, failing which the Department has no liability regarding payment of security guard.
- B.16. Roster for daily shifting duty for 8 hours and monthly shifting duty for the security guards is to be submitted by the Security supervisor on behalf of Agency to the concerned Sub-Divisional Officer at the very beginning of each month for verification and checking of guarding bills etc.
- B.17. The department shall not be responsible in any way for employment of the security personnel engaged by the Agency on termination or during contract period.**
- B.18. It is specifically and distinctly binding that the Agency shall have no right, title or interest on the premises made available by the Department for rendering security service and the Department shall have an absolute and unfettered right to remove contractor, their guards and materials laying within the premises with immediate notice.
- B.19. The nos. of security guard for any particular station may be changed on emergency with prior notice from the Engineer-in-Charge.
- B.20. Monthly bills in triplicate for payment to the guards has to be submitted by the Agency or his authorized security supervisor to the concern Sub-Divisional Officer on first working day of every month and payment will be made on receipt of the bill by the undersigned subject to availability of fund after deduction requisite Tax and security deposit (for remaining 5% of the job value). No claim for delayed payment will be entertained. Payment to security guards must be made within seventh of every month by the Agency himself.
- B.21. On successful completion of contract period the entire security deposit free of interest will be refunded to the Agency with the availability of fund.
- B.22. The Agency is bound to abide by the Government rules and regulations and all clauses (1 to 23) of this general terms and conditions, failing which as well breach of contract, his contract will be terminated.

Sd/-
Executive Engineer,
Ganga Anti Erosion Division No-II
Berhampore, Murshidabad

GUIDELINES TO BE COMPLIED BY SECURITY PERSONNEL

- 1.) The man has to be physically fit and mentally alert when on duty.
- 2.) Do not relax or gossip or befriend with local people or tress passers.
- 3.) Watch over the movement of outsider. If any abnormal behavior has come to notice chase him for cross examination.
- 4.) Do not allow any sales person or beggars to approach the individual and office unless having pass or permission from S.D.O. concerned.
- 5.) Allow entry of the vehicle of outsider with due record in visitors book the purpose of visit and the name of person to whom to meet.
- 6.) Do not allow any outsider vehicle to park inside the campus without permission of S.D.O. concerned.
- 7.) Do not allow overcrowd to the campus or in office premises.
- 8.) Keep the gate shutters half closed beyond office hours for restricted movements and close watch to the outsiders.
- 9.) Any serious matter must be immediately brought by the security supervisor to the notice of concerned S.D.O./ J..E in charge.

Sd/-

**Executive Engineer,
Ganga Anti Erosion Division No-II
Berhampore, Murshidabad**

Memo No. 237/(10)/1-Q-1

Dated: 25.06.2020

Copy forwarded for information and further circulation to the :-

- i) Chief Engineer, North, Irrigation & Waterways Dte.,Malda.
- ii) Superintending Engineer, North Irrigation Circle-II, Berhampore, Murshidabad.
- iii) District Magistrate, Murshidabad, Berhampore, Murshidabad.
- iv) Sabhadhipati, Murshidabad Zilla Parishad, Berhampore, Murshidabad.
- v) Sub Division Officer, Ganga Anti Erosion Sub-Division No-V, Berhampore, Murshidabad.
- vi) Sub Division Officer, Ganga Anti Erosion Sub-Division No-VI, Domkol, Murshidabad.
- vii) Sub Division Officer, Ganga Anti Erosion Sub-Division No-VII, Jalangi, Murshidabad.
- viii) Estimating Section, Ganga Anti Erosion Division No-II, Berhampore, Murshidabad..
- ix) Account Section, Ganga Anti Erosion Division No-II, Berhampore, Murshidabad.
- x) Notice Board of this Division.

Sd/-

**Executive Engineer,
Ganga Anti Erosion Division No-II
Berhampore, Murshidabad**