



**Government of West Bengal
Irrigation & Waterways Directorate
Office of the Sub-Divisional officer
Digha Irrigation Sub-Division.
Ramnagar :: Purba Medinipur :: 721441**

Memo no 308E

Dated 09/12/2020

NOTICE INVITING QUOTATION NO.- 07/DISD OF 2020-21.

Sealed Quotation in prescribed proforma (to be supplied from this office) are hereby invited by the Assistant Engineer/Sub-Divisional Officer, Digha Irrigation Sib-Division, Ramnagar from bonafide reputed organisation as per details terms & conditions as mentioned below :-

Name of work : Providing Security Guard (Round the clock) at Digha Irrigation Inspection Bungalow, Old Dighaunder Contai Irrigation Division for one year.

A. Last date of application is on 29.12.2020 upto 4.00 p.m. in the office of Sub-Divisional Officer, Digha Irrigation Sub-Division, Ramnagar.

B. Last date of issuance of quotation papers on personal appearance with original copy of P.T. & other necessary documents is on 29.12.2020.

1. The quotations subscribing the name of the work at the top of sealed cover will be received upto 2.00 p.m. on 30.12.2020 in the office of the **Sub-Divisional Officer, Digha Irrigation Sub-Division, Ramnagar** and the same will be opened on 30.12.2020 after 2.30 p.m.

2. The Security Guard & others as mentioned in the name of work should be supplied from Security Guard only and their service book may be shown finalization.

Earnest money to be deposited with quotation Rs.8,000.00 (Rupees Eight Thousandonly) in the form of DD and BD in favour of **Executive Engineer, Contai irrigation Division, Contai** at the time of dropping of quotation.

Terms & Conditions :

1) Documents to be submitted along with application :-

- i) PAN Card.
- ii) Valid up-to-date P. tax Challan.
- iii) Valid acknowledgement receipt of up to date Income Tax Return.
- iv) GST registration.
- v) Trade License.
- vi) Home License and Code No.
- vii) ESI&EPF Registration Certificate with code number.
- viii) Tax Audit Report (2018-2019/2019-20) along with the balance sheet and profit and loss account and all the schedules forming the part of balance sheet and profit and loss account in favour of applicant.

2) Completion Certificate issued by an Officer not below the rank of Executive Engineer / Paying Authority with detail communication address, contact no. and / or e-Mail address must be submitted as credential. The Agency should have minimum two years credential for providing security service in office/premises of Government/Public sector undertakings.

(Note : Payments Certificate will not be treated as credential)

3) The successful quotationer will have to deposit balance earnest money which will be evaluated @2% (two percent) of quoted amount in approved form in favour of the Contai irrigation Division, Contai at the time of

issuance of work order. The earnest money of the successful quotationer (being converted to security deposit) deposited will remain under custody of the department till satisfactory completion of the work. Besides this, necessary percentage shall be deducted from the progressive bill so as to make it 10% (ten percent) of the value of work billed for. Bill should be submitted monthly.

4) The successful quotationer should have to execute formal agreement in WBFNo.2911(i)/(ii) as applicable in printed form in duplicate (2sets) within 7(seven) days from the date of issue of letter of acceptance. All documents required for formal agreement along with WBForm 2911(i)/(ii) are to be obtained from the Office of the Sub-Divisional Officer, Digha Irrigation Sub-Division, Ramnagar. The formal agreement comprise of the following documents & form a part of the agreement.

a) WBF 2911(i)/(ii) printed form. (b) N.I.Q. with subsequent corrigendum, (c) Letter of acceptance.

5) Contractor shall have to comply with the provision of (a) the contractor labour (Regulation Abolition) act 1970 (b) Apprentice Act, 1961 and (c) minimum wages Act, 1948 of the notification thereof or any other laws relating thereto and the rules made and orders issued there under from time to time.

6) 1% (One percent) Labour Welfare Cess will be deducted from the Contractor's Bill at the rate and manner enforced by the Government of India / West Bengal at the time of payment.

7) Income Tax will be deducted from the bill(s) at source at the rate & manner enforced by the Government of India / Sate Government of West Bengal.

8) TDS on GST will be deducted from the bill as per existing norms.

9) The participating quotationer are required to quote their rates inclusive of all charges per day per head of guarding. Subsequent claim of any kind or any other account will not be entertained.

10) The rate must include all taxes of State Government, Union Government (like P.Tax, I. Tax, GST etc.) and the cost of carriage, service charge and all other incident charges.

11) The authority shall not be responsible to supply uniform/rain coat/umbrella/great coat. The same are to be supplied by the successful quotationer and the cost may be considered in the rate quoted by the quotationers.

12) The authority shall not be responsible to compensate or otherwise liable in any manner what so ever for all injury and/or death of security guards while on duty.

13) Torches and batteries if required for guarding will have to be provided by the concerned quotationer at his own cost. In case of emergencies and when the situation requires supply of additional guards will have to be made available at the same rate as accepted on requisition.

14) One copy of Identity Card with recent Pass-Port size photograph and complete present residential address of each Security guard placed for duty to be issued to each guard and immediately after receiving the work order the quotationer must submit a detail list showing the name, complete residential address, signature (or L.T.I). passport size photograph in duplicate of security guards duly attested by the contractor well in time, to the undersigned. If any change is made subsequently by the contractor the change (in name, signature etc.) is also be mentioned as and when such change is made & the identity of each guards shall have to be initiated by the undersigned. Age of Guards should be strictly adhered to 25 to 40 years. Qualification of guards should be minimum VIII pass and should be able to speak in Bengali, Hindi and English. Guard should be on duty 24X7 365 days.

15) The successful quotationer must ensure that the security guards get minimum wages as prescribed by the Labour Department Govt. of West Bengal as per latest circular time to time. Authenticated acknowledgement of payment in this regard may have to be produced if required and the agreement will be terminated if payment found less than minimum wages.

16) The rate should be quoted clearly categorically item wise (as per prescribed proforma) in figure as wells as in words per head per day. The rate must be quoted for all categories; otherwise, the quotation will be treated as cancelled.

17) The successful quotationer will have to execute the formal tender W.B. Form No.2911(i)/2911(ii) whichever applicable within 7 (seven) days in triplicate from this office for making formal agreement in the office of the undersigned from the date of issue of accepting letter.

18) The supplier would be responsible for any loss or damage caused due to negligence of duty of the security Guard and other above personnel's.


19) Sub-Divisional Officer, Digha Irrigation Sub-Division, Ramnagar / Executive Engineer, Contai irrigation Division, Contai/ Superintending Engineer, Western Circle-III, Tamluk reserve the right of accepting as well as rejecting any quotation paper or all quotation papers without assigning any reason thereof.

20) In case of any dispute the decision of Executive Engineer, Contai irrigation Division, Contai would be final and binding upon the supplier.

21) Canvassing in any form is strictly prohibited and the quotation submitted by the supplier who resorts to canvassing will summarily be rejected.

22) No enhancement of rate would be admissible during the period of contract / executed period of contractor the period the extension if arises.


23) Sub-Divisional Officer, Digha Irrigation Sub-Division, Ramnagar / Executive Engineer, Contai irrigation Division, Contai reserve the right to terminate the contract within 7 (seven) days' notice.


Sub-Divisional Officer
Digha Irrigation Sub-Division
Ramnagar:: Purba Medinipur

Memo no 308 E/1(6) Dated 9/12/2020

Copy forwarded for information & wide circulation to. :-

- 1) Superintending Engineer, Western Circle-III, Tamluk, Purba Medinipur.
- 2) The Executive Engineer, Contai Irrigation Division, Contai, Purba Medinipur.
- 3) The Sub-Divisional Officer, Contai / Egra / Etamogra Irrigation Sub-Division under Contai (I) Division.
- 4) Notice Board of this office.


Sub-Divisional Officer
Digha Irrigation Sub-Division
Ramnagar :: Purba Medinipur


PROFORMA FOR SUBMISSION OF RATES

(N.I.Q. NO.- 07/DISD OF 2020-21.)

Name of work : **Providing Security Guard (Round the clock) at Digha Irrigation Inspection Bunglow, Old Digha under Contai Irrigation Division for one year.**

Sl. No.	Description of work	Quantity	Unit	Rate	Amount
1	Providing Security Guard cum Night Guard (Round the clock) at Digha Irrigation Inspection Bunglow, Old Digha for one year	1 (One)	Per day (24 hrs) per head		

I words: Rupees per head per day.


Sub-Divisional Officer
Digha Irrigation Sub-Division
Ramnagar :: Purba Medinipur