

# BID DOCUMENT



Tender for

ENGAGEMENT OF SECURITY GUARD AT QUALITY CONTROL  
LABORATORY BUILDING, TEA PARK, SILIGURI

Tender No. DR/33(142)/QCL Security/2016



**TEA BOARD**  
**14, B. T. M. Sarani, Kolkata -700 001**

**Notice Inviting Tender**

- i) **Name of Work:** ENGAGEMENT OF SECURITY GUARD AT QUALITY CONTROL LABORATORY, TEA PARK , SILIGURI
- ii) **Office of issue:** SECRETARY, TEA BOARD
- iii) **Ref. No.:** DR/33 (142)/QCL Security/2016 dated: 24.10.2016
- iv) **Cost Tender Document:** Rs 1000/-
- v) **Due date/time of receipt:** 1PM (07.11.2016)
- vi) **Opening date/time:** The interested firm may submit the Bids in sealed envelope super scribed "**Quotation for Engagement of security guard at Quality Control Laboratory ,Tea Park, Siliguri**" addressed to The In- Charge, Quality Control Laboratory (QCL), Tea Board of India, P.O.- Sahudangi hat, Tea Park, Siliguri-735135 latest by 1 P.M. on 07.11.2016. The Bids will be opened at 3:00 P.M. on the same day i.e., 07.11.2016.
- vii) **Bid Security (earnest money):** Rs. 10,000/- only payable by Demand Draft in favour of "Tea Board, Kolkata".

Tenders in sealed cover super -scribing the Tender No. and due date are invited on behalf of The Chairman, Tea Board from security service agencies holding license for "**Engagement of security guard at Quality Control Laboratory, Tea Park, Siliguri, West Bengal**"

**Eligibility of Bidders:**

Register company/ firms working as Indian security service providers under, holding licence under the Private Security Agency (Regulation) Act,2005 and West Bengal Private Security Agency (Regulation) Rules,2007, to execute the similar type of job and who have experience in Government Department are eligible to participate in the tender (documentary evidence should be enclosed). The Demand Draft towards the cost of tender paper and Bid Security (E.M.) should be enclosed in the tender along with income tax return particulars, PT Certificate, VAT Registration certificate, EPF registration, CIN (company identification No.) S. Tax No.etc. In absence of these documents the tender is liable for rejection.

The tender documents can be downloaded from the website of Tea Board at ([www.teaboard.gov.in](http://www.teaboard.gov.in)). and submitted along with tender fee of Rs.1000/- (One Thousand only) in the form of Demand Draft/ Pay Order/ Bankers Cheque, from Nationalized Bank drawn in favour of "**Tea Board**" payable at **Kolkata**.

**Secretary**

## **Terms & Conditions**

**Period of validity of tender:** Offer should remain valid for a period of One year from the date of Agreement.

**Bid prices:** The bidder shall quote for the composite price including all levies, taxes, duties and the prices quoted by the tenderer shall remain fixed during the entire period of contract and shall not be subjected to variation on any account.

**Terms of Payment:** Full payment shall be made on submission of bill and duly certified by the Site –in –Charge and Officer- in –Charge.

**Performance security:** The successful tenderer is required to deposit 10 % of the ordered value of the work as Performance Security in the form of Demand Draft .The security deposit will be refunded after satisfactory execution of contract period.

**Execution of work:** Work should be executed as per the scope of work and instructions given by authorized personnel of the Tea Board. In case of any dispute decision of the Competent Authority would be final and binding.

**Indemnity clause:** The contractor would not hold the Tea Board responsible due to any loss, damage and injury to the contractor's personnel or any legal liabilities due to any default on his part or any other unwanted happenings and hold Tea Board harmless.

**Visit of the site:** The tenderer shall visit and carefully examine the site to get acquainted with the nature of job, facilities available, etc. for the job.

**Scope of work:** The scope of work under the contract would be for "Engagement of security guard at Quality Control Laboratory Building, Tea Park, Siliguri, West Bengal as per following details:-

The agency is required to provide three (3) personnel as follows:

Sl No	Category of Guard	No. of person	Working hour
(a)	Security Guard (maintain security, fire and emergency service)	3 nos	8 hour each

Out of 3 (three) personnel engaged, one person has to be an Ex-Serviceman supervisor. The supervisor has to ensure that all the personnel can avail weekly off as entitled within the scheduled of work and in accordance to the prevailing Labour Laws.

The contractor shall attend to any call immediately on getting information from Tea Board as and when necessary.

**Job Responsibilities:** The security guard preferably a literate person should have the knowledge to handle the fire extinguishers as well as fire hose. They have to keep a close watch and strict vigil on the visitors and suspected intruder. Besides manning the gate and firefighting, a few other related tasks are required to be

performed by the security guards which are being performed by the present staff, such as maintaining one register for the visitors and also a record for vehicles coming/outgoing at the Quality Control Laboratory. They have to switch on/off lights of the building. After working hour they have to ensure that all the lights, fans, AC machines, UPS, generator set etc. are switched off and office doors are closed properly. They have to maintain one register for visitors along with the time of entry and exit and issue of visitor pass/entry slip for any new visitor. In the event of any abnormality the Authorized Signatory of Tea Board should be informed immediately.

The person responsible for housekeeping shall be responsible for keeping the premises clean and hygienic

**Place of Duty:** The security personnel will be placed at Quality Control Laboratory, Tea Park, Siliguri, through the Tea Board personnel stationed at Quality Control Laboratory and under overall administration of the Tea Board Head Office at Kolkata.

**Mode of Payment:** Monthly bill is to be submitted by the service provider to the Tea Board on the 1<sup>st</sup> working day of the following month which, in turn, will be paid by the 10<sup>th</sup> of the month with a cheque or through RTGS in favour of Agency. The bill must be accompanied with job completion certificate duly signed by the site in charge and officer in charge, attendance sheet. The payment to the man deployed by security agency shall be ensured/made before 5<sup>th</sup> of the following month and the said payment shall be disbursed in the presence of the representative of In- Charge, Quality Control Laboratory, Siliguri. For unsatisfactory performance for not deploying required manpower penalty including deduction from bill payment will be made.

**Commencement of Agreement:** An agreement will be for a period of one year which may be extended by Tea Board maximum for 6 months. In case, due to any unavoidable circumstances the agency is not able to agree for extension of contract period, the service provider shall continue to render services till any alternative arrangement is made with the existing terms and conditions.

**Premature Termination of Agreement:** Either party is entitled to terminate this agreement by giving a two months notice.

**Enforcement of Statutory Laws:** The service provider shall ensure and binding to comply with the relevant prevailing statutory laws such as Contract Labour (Regulation and abolition) Act ,1970.contract Labour (Regulation and Abolition) Central Rules 1971.Payment of wages Act ,1936, Minimum wages Act ,1948,Workmen Compensation Act 1923.Employees P.F. and MISC Provisions Act 1952.Employees State insurance ACT 1948,Child Labour Act and other statutory provisions as applicable from time to time . The service provider has to furnish the EPF, ESI, PAN, Service Tax Registration No./Code No. for enforcement of statutory obligations.

If it is brought to the notice of the Tea Board by the appropriate authority about default of payment of statutory dues the same shall be deducted from the

monthly payment of the service provider and shall be deposited before the appropriate authority.

**Accommodation:** No residential accommodation will be provided for security personnel. However, basic facilities of common toilets and bathroom are available at the site.

**Operational Requirement:** The service provider shall provide required uniform, duty enforcement tools i.e. gun/sticks, torch light, batons and whistle etc. to the security personnel at their own cost.

**Replacement of Manpower:** In case of any absence of manpower in any day due to sickness, short leave, long leave or any other reasons, the vacancy shall be taken care of by the service provider with immediate suitable substitution against the vacancy and the Tea Board will be intimated immediately.

**Limitation of Age for Security Personnel:** The age of the personnel engaged as Security Guard should not be more than 55 years.

**Loss and Damages:** Any loss and damages caused to any of the assets, materials, property of Tea Board due to negligence (willful or otherwise) of the personnel engaged by the service provider shall be compensated by the service provider, else shall be recovered by deducting the actual loss in terms of monetary value from the payment payable to the service provider.

**Arbitration:** In the event of any dispute arises the matter shall be referred to a mutually accepted common arbitrator.

**Declaration:** The service provider has to declare that it shall not act in contravention with the provisions of "The Private Security Agency (Regulation) Act, 2005" and the "West Bengal Private Security Agency (Regulation) Rules, 2007" and any other Acts, Rules, Regulations, Orders enforced for the time being in order to regulate the employment of those persons engaged by the Service Provider. The service provider further should also declare to indemnify and compensate and hold the Tea Board harmless against any or all Losses resulting from or arising out of any action brought against Tea Board arising out of the Agreement.

The last date of submission of quotation/tender is 1P.M. on 07.11.2016.

**Secretary  
Tea Board**

## Annexure – I

Breakup of the rates for Security Guard per month,

<b>SI No</b>	<b>Description</b>	<b>Security Guard (maintain security, fire and emergency service)</b>
(a)	Basic	
(b)	ESI	
(c)	ESI on HRA	
(d)	EPF	
(e)	EDLI and Admn	
(f)	Bonus	
(g)	HRA	
(h)	Uniform and washing allowance	
(g)	<b>Total</b>	
(h)	Weekly off/National holidays/other holidays	
(i)	Any other charges if any	
(j)	Cost per head	
(k)	Service Charge	
(l)	<b>Sum Total</b>	
(m)	Service Tax	
(n)	<b>Grand Total</b>	