

**E-QUOTATION DOCUMENT  
FOR  
HIRING OF SECURITY MAINTENANCE &  
CLEANING SERVICES**

**FOR**

**Department of Environment  
Government of West Bengal  
Prani Sampad Bhavan (5<sup>th</sup> floor),  
LB 2, Sec – III, Salt Lake City,  
Kolkata – 700 106  
Phone: (033) 2335 0228  
Email : [environmentwb@gmail.com](mailto:environmentwb@gmail.com)**



**GOVERNMENT OF WEST BENGAL**

**DEPARTMENT OF ENVIRONMENT**

Prani Sampad Bhavan, 5<sup>th</sup> floor, LB 2, Sec – III, Salt Lake City, Kolkata – 700 106

No. 383/EN/O-49 /2018

Date: 23/02/2023

**INVITING QUOTATION FOR SELECTION OF SECURITY, MAINTENANCE & CLEANING SERVICE PROVIDING AGENCY UNDER DEPARTMENT OF ENVIRONMENT**

Sealed Tenders are invited from the intending bonafide Agencies for providing cleaning, maintenance and security service at the office of Environment Department, Govt. of West Bengal, situated at 5<sup>th</sup> floor of Prani Sampad Bhavan, LB 2, Sector- III, Salt Lake City, Kolkata – 700 106. Service charges for the personnel will be paid in terms of Minimum Wages Act of Labour Department, Government of West Bengal as updated from time to time. Cleaning materials will be provided by the office.

Prospective Bidders may download a complete set of bidding documents from the website: <https://wbtenders.gov.in> with the help of e-token. This is the only mode of collection of tender documents. Tenders must be submitted online in the portal of <https://wbtenders.gov.in>. For any assistance regarding downloading and uploading documents through e-tendering please contact NIC Help Desk: 033 -2334-6098/2334-5161.

Self-attested Scanned copies of all relevant documents should be attached with the bid. The final result will be displayed at the notice Department of the office of the undersigned and also in the website of the Department of Environment, on the scheduled date and time.

SUBMISSION AND OPENING OF TENDER	
Last date for uploading of E-tender in the portal of <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a>	09/03/2023
Date of downloading of E-tender	10/03/2023
Venue for evaluation of downloaded E-tender	Office of the Special Secretary, Department of Environment, Govt. of West Bengal, Prani Sampad Bhavan, 5 <sup>th</sup> floor, LB 2, Sec – III, Salt Lake City, Kolkata – 700 106

**SCOPE OF WORK:**

Providing security service from 9:00 a.m. to 8:00 p.m. for 5-days a week. If required, service for additional days/hours may be provided beyond normal office hours and in holidays. For that additional service charges will be allowed as per minimum wages norms.



**A. TERMS AND CONDITIONS:**

- 1) The service contract shall be valid for one year which may be extended for one year upto a maximum period for three years from the date of engagement subject to satisfactory services provided by the agency.
- 2) The engaged agency shall look into security, safety and cleanliness of the office as well as the property of the 5<sup>th</sup> floor of 'Pranisampad Bhavan'.
- 3) Personal integrity of the engaged personnel shall be sound in all respects and for any breach of trust the agency shall be responsible.
- 4) Labour related enactments and law of the land are to be observed strictly.
- 5) The authority may call for proof of fitness, including police verification from the contractor in respect of any guards/ supervisors/gunman etc if necessary.
- 6) The contractor shall, in respect of each employee, supply to the Department the following information: - Name, Father's Name, Date of Birth, Educational Qualification with permanent address and a passport size photograph with identity proof.
- 7) The contractor shall not substitute a Guard/Supervisor without the approval of the Department. The Department may advise replacement of any or / all of the employee(s) of the contractor if not fully meet the security requirement.
- 8) The security personnel provide by the contractor to the Department shall be treated as employees of the contractor for all purpose.
- 9) In any circumstances, the Department with 30 days' notice may issue order to the contractor to reduce/increase staff strength as specified by the Department and the contractor value will be changed proportionately.
- 10) The uniform and other personnel related materials shall be provided by the agency and those shall be suitable and decent.
- 11) The Department of Environment shall have the ex-parte right to terminate the contract in case of breach of terms & conditions and non-satisfactory service delivery.
- 12) Multiple quotations by a single agency will not be entertained.
- 13) The agency shall have substantial experience for similar works in Government organization.

**B. TECHNICAL DOCUMENT (COPIES TO BE SUBMITTED WITH TENDER):**

- a) Photo copy of income tax certificate/income tax return of last financial year and PAN/TAN/TIN of bidding firm.
- b) Details of Service Tax/GST registration and photocopy of registration certificate.
- c) Certificate of registration for Sales Tax/Service Tax/GST, if any.
- d) The valid certificate of enrolment under EPF to be furnished.
- e) Valid certificate of registration under ESI to be furnished.
- f) Credentials
- g) Private Security Agency License from Home (Police) department.
- h) In case the agency's registered address is within Kolkata, additional Clearance Certificate from Kolkata Police needs to be submitted.



**C. SECURITY DEPOSIT:**

The agency shall have to deposit 10% of the total yearly contract charges in the form of Demand Draft/Banker's Cheque or Bank Guarantee.

**D. REQUIREMENT OF MANPOWER:**


Sl.No.	Manpower	Required nos.
1	Un-skilled Security Guard	3 (three) nos.
2	Un-skilled Sweeper	4 (four) nos.
3	Un-skilled Worker for office	1 (one) no.
4	Semi-skilled worker for office	1 (one) no.

**E. OPENING & EVALUATION OF TENDER:**

- a) A Tender Evaluation Committee comprises of selected officers will evaluate the bids submitted through <https://wbtenders.gov.in>.
- b) Intending tenderers may remain present if they so desire.
- c) The Final Result will be displayed in the website and also in the Notice Department of the office of the undersigned.

**F. REJECTION OF BID:**

The tender committee reserves the right to reject any / or all the tendered rates without assigning any reason and / or not to place any orders even after selection and is not liable for any cost that might have been incurred by any bidder at the stage of bidding and also reserves the right to divide the contract amongst any number of tenderers, if required so. The said committee does not bind himself to accept the lowest rate.



Special Secretary

23/04/2023

Environment Department  
Govt. of West Bengal