

E-Mail - wbsscl@gmail.com
Website : www.wbsscl.com



WEST BENGAL STATE SEED CORPORATION LIMITED

(A Govt. of West Bengal Company)

Regd. Head Office : 6, Ganesh Chandra Avenue(5th Floor), Kolkata - 700 013

Memo No. : 1300 /WBSSC

Date : - 27-1-21

Notice Inviting Re-Tender Tender Reference : WBSSCL/MD/KOL/NIT-42/2020-21 Sub: Security Services

WBSSCL invites Re-Tenders from the bonafide and reputed companies for Security services in the Office Building Premises of our Head Office at 6, Ganesh Chandra Avenue, 5th Floor, Kolkata-700013.

Last Date of submission of Re-Tender : 18th February,2021 up to 2 P.M.

The details of the terms and conditions of the tender are available in the Head Office in any work hours and can also be downloaded from website : www.wbsscl.com.

Memo No. 1300/1 (6)

sdj
MANAGING DIRECTOR
WEST BENGAL STATE SEED CORPORATION LTD.

Date 27-1-21

Copy forwarded for information and necessary action :-

1. General Manager/ Finance & Accounts Officer/Company Secretary, WBSSC Ltd.
2. Senior Assistant (Store), WBSSC Ltd.
3. Notice Board of this office for wide circulation
4. M/s Tech Conjurer, 18C, Ananda Palit Road, Kolkata-700014 for uploading in the website.

sdj
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Notice Inviting Re-Tender

Tender Reference: WBSSCL/MD/KOL/NIT-42/2020-21

Sub: Security Services

Re-Tender is hereby invited from the bonafide and reputed companies for Security services in the Office Building Premises of our Head Office at 6, Ganesh Chandra Avenue, 5th Floor, Kolkata-700013.

1. Details of the Re-Tender are given below:

1.1	Last Date & Time of Submission of Bid	18 th February, 2021 up to 2 P.M.
1.2	Date and Time of Opening of Re-Tender	18 th February, 2021 up to 2.30 P.M.
1.3	Type of Re-Tender	Financial
1.4	Bid Validity	90 days from the Date of Technical Bid Opening
1.5	EMD	2% of the Total value of the bid
1.6	EMD Validity	90 days from the Date of Technical Bid Opening
1.7	Security Deposit(SD)/Performance Bond (PB)	5% of the Total Contract Value
1.8	Validity of SD/PB	60 days after the Expiry of the Contract
1.9	Contract Duration	12 Months from the Date of Awarding Contract with Provision for Termination with 15 days Notice. The Contract may be extended for further one year subject to satisfactory performance.

2. Scope of work, Format of bid and Terms and conditions of the Re-tender is enclosed enclosed as per the following details:

2.1	Eligibility and experience criteria	Annexure- I
2.2	Scope of work	Annexure- II
2.3	Working hours and criteria for minimum number of staff	Annexure- III
2.4	Terms and conditions	Annexure- VI
2.5	Instruction to Bidders	Annexure- VII
2.6	Financial Bid	Annexure- VIII

The prospective bidders are free to inspect the premises i.e. at 6, Ganesh Chandra Avenue, 5th Floor, Kolkata-700013 on any working day during tender period between 10.00 hours to 13.00 hours.

JS 27.1.2021

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WEST BENGAL STATE SEED CORPORATION LTD.

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JS 27.1.2021

MANAGING DIRECTOR

Annexure-I

Eligibility and Experience Criteria

1. Any individual, sole proprietorship firm, Partnership firm, Public Limited or Private Limited Company having office in India can submit quotation subject to the satisfaction of other eligibility criteria in terms of organization, infrastructure, experience and availability of requisite skilled manpower. Necessary supportive documents shall be submitted.
2. The service providing agency shall have minimum Annual turnover of Rs. 15 lakhs in any of the three preceding financial years. Necessary documents viz, Audited Financial statements and IT Return and IT Clearance should be submitted along with the quotation in support of the same.
3. The service provider should have sufficient experience in providing security services in Government, Public sector offices during the last three financial years. Experience certificate clearly indicating i) name of the organization ii) period of work iii) the value of work iv) nature of work carried out by the agency should be submitted in support of experience. A declaration in this respect has to be submitted.
4. The service providing agency should have registration/certificates from Government authorities towards incorporation of the firm, labour license, Latest Trade license, Professional Tax Challan, EPF License/registration, Service Tax registration and registration from other Tax authorities, PAN/TIN etc.
5. The service provider should not have been blacklisted by any Central/State Government agency.

Annexure-II

Scope of Work

Sl. No.	Details of services	Location	Frequency and schedule time
1.	Providing Security Guard in the Main Gate of the Office Building Premises	Office Building Premises at 6, Ganesh Chandra Avenue, 5 th Floor, Kolkata-700013 (Around 4000 sq. ft. carpet area)	Daily on all working days from 8.30 A.M. to 8.30 P.M.
9.	Feedback of the completion of work or performance Report to be certified by the office authorities	Office Building Premises at 6, Ganesh Chandra Avenue, 5 th Floor, Kolkata-700013	Daily on all working days

Annexure-III

Working Hours and criteria for Minimum number of staff

1. The Security staff shall report for duty at 8.30 A.M. in the Head office premises of the Corporation.
2. The normal working hours of the Security Guard at the Main gate is from 8.30 A.M. to 8.30 P.M. However, the Security Guards shall be deployed during this 12 hours in such a way that no single Security Guard shall have to work for more than 8 hours a day.

Annexure-IV

Minimum Number of work Force to be deployed

1. The minimum number of Security staff including two Security Guards should be deployed by the service provider on the entire work in suitable shifts from 8.30 A.M. to 8.30 P.M. only on the agency's own arrangement so that the entire work is taken care of on a regular basis.
2. The agency shall also provide details of the wages payable to their work force.

Annexure-VI

: :TERMS AND CONDITIONS : :

1. The price to be quoted by the service provider should be based on Minimum wages laid down in the Circular issued by the Labour Department, Government of West Bengal.
2. Any individual, Sole Proprietorship Firm, Partnership Firm, Public Limited Company or Private Ltd. Company having an office in India can bid subject to the satisfaction of other eligibility criteria in terms of organization, infrastructure, experience and availability of requisite skilled manpower. Necessary supportive documents shall be enclosed to the bid.
3. The Service Provider should have a minimum annual turnover of Rs. 15 lakhs in any one of the three previous financial years. Necessary supporting documents shall be enclosed to the bid with audited accounts/ Balance Sheet by a Chartered Accountant and IT Return and IT Clearance Certificate.
4. The Service Provider should have completed at least one housekeeping project of only (exclusively) office complexes having minimum value of Rs.5 lakhs or 2 works of at least 3 lakhs each or 3 works of at least Rs.2 lakhs each during the last three financial years in Government/ Public Sector /Reputed Private Sector.
5. Experience Certificate clearly indicating (i) Name of the Organisation (ii) Period of work (iii) the value of the work (iv) whether that contract was for a housekeeping complex (exclusively) should be submitted in support of experience. This experience certificate should be duly signed by an officer not lower to any authority than Managing Director/Director or equivalent in respect of Public Sector/Reputed Private Sector.
6. The Service Provider should have the requisite infrastructure i.e. trained and skilled manpower and machinery and equipments, as indicated in the tender, for mechanized cleaning of the premises, regulation of traffic and maintenance of parks and planters.
7. The Service Provider should have all connected Registrations/ Certificates from Government Authorities towards incorporation of the firm, Labour Licence, EPF Licence/Registration, Service Tax and other Tax/Duties Registration, etc. The bidder shall also possess PAN/TIN etc. connected to Income Tax. All supportive documents should be attached with the technical bid.
8. The Service Provider should not have been blacklisted by any Central/State Government Agency. Affidavit in support of the same should be furnished in a Non Judicial Stamp paper of Rs.10/- or more containing a self declaration that "the bidder has not been convicted/blacklisted by any Government organization/semi or quasi Government organization/Corporation/GOI in the country during the last three years. Suppression of facts/events happening during the period in question shall invite punishment to be decided by the Corporation along with disqualification from the bidding process.
9. The service tax and any other tax on material in respect of the contract shall be payable by the tenderer and the Corporation shall not entertain any claim whatsoever in this respect.
10. The Corporation reserves the absolute right to accept or reject any or all tender without assigning any reason thereof.
11. The contract would be initially for a period of 12(twelve) months starting from the date of execution of the agreement. If the tenderers's service is found satisfactory, the contract with the service provider may be extended upto three years on year to year basis with mutual agreement. However, if any deficiencies are noticed during the currency of the contract period or any contractual dispute, the contract can be terminated by giving one month's notice.

12. The Corporation reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of Corporation for any justifiable reasons, not mandatory to be communicated to the tenderer.
13. After awarding the contract, the service provider shall enter into an agreement for performance of the contract with the Corporation.
14. If the contract is terminated on the grounds of deficiencies during the currency of its tenure or its extended tenure, if any, the Corporation shall have all rights to make alternative arrangements for a period of 45 days from the date of such termination or till a new quotation is finalized whichever is earlier and the difference in cost, if any shall be borne by the agency.
15. The service providing agency shall ensure that all cleaning work is completed before the commencement of office hours i.e, 10.30 A.M. In no case the garbage should be allowed to be accumulated in the corridor and the garbage generated should be deposited in the nearest available dustbin from time to time. The persons deployed on duty shall be available in the premises throughout the five working days a week in uniform. However, sometimes the work may have to be carried out on Saturday and Sunday also due to exigencies, for which no extra amount shall be admissible.
16. The rate quoted by the agency shall be fixed for the period of the contract and no request for any change/ modification shall be entertained before expiry of the period of the contract unless the same is unwarranted for enforcing statutory instructions like revised minimum wages issued by the concerned authority under Minimum Wages Act, 1948.
17. The personnel employed by the service provider should not have any Police record or criminal charges against them. The agency should provide duly filled police verification form of the personnel to the Corporation within fifteen days of award of the contract and the Corporation shall get them verified from the Police authorities. The service provider should also ensure that the person employed are medically fit and will keep in record a certificate of their medical fitness.
18. The personnel deployed by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to make payment of their wages every month. There is no master and servant relationship between the employees of the service provider and the Corporation and further that the said employee of the service provider shall not claim for any employment or absorption in the Corporation by virtue of their engagement for this work.
19. The service provider shall ensure proper conduct of its personnel in office premises, and enforce prohibition of consumption of alcoholic drinks/drugs, chewing of paan/Gutka, smoking, using speakers for listening to music and loitering without any work.
20. The damage caused, if any, to Corporation property through the acts of the agency and/or by its workers shall be made good by the agency and decision of the Corporation in this regard shall be final/binding.
21. The payment against the contract shall be made on monthly basis only after the performance of the agency is found to be satisfactory by the management of the Corporation and certified by the Managing Director of the Corporation.

Contd.....(3)

Instruction to Bidders

1. The Re-Tender in sealed cover should be marked as Security services and shall be addressed to the Managing Director, West Bengal State Seed Corporation Limited. The said Tender along with attested copies of valid Latest Trade license, Professional Tax Challan, P.A.N., Service Tax Return, Proof or certificate of Experience and satisfactory Performance certificate, Proof of registered office in Kolkata must reach this office within 2 P.M. on 12th February,2021.
2. The Re-Tender should be dropped in the earmarked box kept in the office premises within office hours up to up to 2 P.M. The Re-Tender will be opened on the same day i.e, on 12th February,2021 at 2.30 P.M. in presence of the participants.
3. The Re-Tender shall be valid for 90 days from the date of opening of Financial bid
4. The EMD shall be 2% of the total value of the bid and should be submitted in the form of a crossed Demand Draft in favour of West Bengal State Seed Corporation Limited and payable at Kolkata from any Scheduled bank. The EMD shall remain valid for a period of 180 days. However, exemption from payment of EMD is applicable in case of SSI Units of this State as per extant Financial rules of the Government of West Bengal. Necessary documents in this respect have to be submitted by the bidder for claiming exemption from payment of EMD.
5. The Financial bid in separate envelope should be strictly as per format given in Annexure VIII. The rates quoted in Financial bid should be in both word and figure.
6. The rate quoted shall be inclusive of EPF, Service Charge and other incidental charges and all taxes applicable in West Bengal and shall be on per person per month basis.
7. The Re-Tender received after due date will not be entertained.
8. The tenderer is being permitted to give tenders in consideration of the stipulation on his part that after submitting his tender he will not resign from his offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulation, the amount of EMD will be forfeited.
9. **Performance Security**
Within 7(seven) days of receipt of the letter of acceptance, the Successful bidder shall deliver to the employer a Performance Security in any of the forms given below for an amount of Rs.5,000/- (Rupees Five thousand):-
Certified Cheque/ Bank Draft/Fixed Deposit in favour of West Bengal State Seed Corporation Ltd., payable at Kolkata. Failure of the successful bidder to comply with this requirement shall constitute a breach of contract, cause for annulment of the contract, forfeiture of the bid security and any such other remedy the employer may take under such contract and the employer may resort to award the contract to the next ranked bidder.
10. There should be no legal suite/criminal case pending or contemplated or legal notice having been served to this effect against the proprietor of this agency or any of its Directors (in case of Private Limited Company) on grounds of moral turpitude or for violation of any of the laws enforced and should be not be blacklisted by any Government Organization.

Annexure-VIII

Re-Tender Notice for Security services in the Corporation

Financial Bid

Name of the Work	Rate per head per month for 8 hours
Security services for the Corporation as per the details given in the Re-Tender Document	1) Wages payable
	per head per month _____
	2) EPF @13% _____
	3) ESIC Contribution _____
	4) Bonus _____
	5) Dress _____
	6) Service Charge _____
	7) Others _____
	Total _____
	Grand Total _____
Total Monthly Charges	
per head per month Rs. _____	
in figures	
Rupees _____	
In words _____	