

E-QUOTATION DOCUMENT
FOR
HIRING OF SECURITY SERVICE
FOR
THE FINANCIAL YEAR 2026-27
FOR
The Office of the
New Town Kolkata Development Authority,
Plot No. DG/13, Premises No. 04-3333
Action Area I-D, New Town, Kolkata – 700156
Email: ceo@nkda.in

**New Town Kolkata Development Authority
Plot No. DG/13, Premises No. 04-3333
Action Area I-D, New Town, Kolkata –
700156**

Memo No. 1455 /1(3)/ NKDA/Admn(Estt)-NIT-01/26

Date: 16/02/2026.

Notice Inviting Item Rate e-Tender No. TENDER NO.: 01/Security Personnel/ NKDA/Admn(Estt)-NIT-01/26.

OF THE NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

Subject: Online quotations are hereby invited from the resourceful and reliable registered & experienced security agencies for **"Providing Security Personnel for round the clock guarding the Administrative office premises of the Head Quarters of the New Town Kolkata Development Authority, at Plot No. DG/13, Premises No. 04-3333, Action Area I-D, New Town, Kolkata – 700156, for a period of two years during the year 2026-2027 and 2027-2028"**, with a provision for renewal for one more year on the basis of satisfactory service, as per the particulars given below and as per terms & conditions mentioned in the attached sheets.

The office of the **Chief Executive Officer, New Town Kolkata Development Authority**, invites online e-quotation from reputed Security Service Agencies having **capacity to provide round the clock security service in the building by deploying one High skilled personnel to act as overall Security in Charge of the building, and in addition required number of personnel per shift is as follows:**

For Morning Shift - two (02) number of unskilled personnel in the main gate and two (02) number of Unskilled personnel in Reception, one (01) unskilled to guard the Back Gate of the office building, and at least one unskilled to guard each of the floors (04) and one unskilled for the basement.

For Day Shift - One (01) Semi Skilled personnel to look after and co-ordinate the works of unskilled personnel; two (02) number of unskilled personnel each in the main gate and two (02) number of Unskilled personnel in Reception, one (01) unskilled to guard the Back Gate of the office building, and at least one unskilled to guard each of the floors (04) and one unskilled for the basement.

For Night Shift - One (01) Semi Skilled personnel to look after and co-ordinate the works of unskilled personnel; two (02) number of unskilled personnel in the main gate, one (01) unskilled to guard the Back Gate of the office building, and four (04) unskilled personnel to guard the reception area and all the floors (04). At night the basement should remain locked but vigil should be kept.

In this process, presently 30 nos. of security personnel (1 Highly Skilled to act as Security in Charge of the building, 2 Semi Skilled to act as Supervisors and 27 unskilled) are required per day, and if necessity arises, NKDA shall make requisition for additional personnel. The Security Service Agency should possess the above-mentioned number of uniformed /trained manpower along with necessary electronic and other surveillance equipments (if required) for maintaining round the clock security service.

The e-quotation for **Technical bid** as prescribed in **Annexure-I** and e- quotation form and **Financial bid** as prescribed in **BOQ Excel Sheet** should be duly complete in all respects and to be submitted on **www.etender.wb** in two separate folders, addressed to the **Chief Executive Officer, New Town Kolkata Development Authority, at Plot No. DG/13, Premises No. 04-3333, Action Area I-D, New Town, Kolkata – 700156**. The Technical Bid shall be opened by the e-Tender Committee. Incomplete bid documents shall be rejected. The valid bids shall be scrutinized by the e-tender Committee to shortlist the eligible bidders. Thereafter, the financial bids of the short listed bidders shall be opened by the e-Tender Committee. **Bidders shall submit the Technical Bids as well as Financial bids through e-tender portal only.** Bids submitted by any other form viz. Couriers/Post/in person shall not be accepted. Self-attested Scanned copies of all relevant

documents should be attached with the bid. The list of Qualified Bidders will be displayed in the website on the scheduled date and time accordingly.

SECTION-II

GENERAL GUIDANCE FOR E-TENDERING/QUOTATION

Instructions/Guidelines for tenders for electronic submission of the tenders /Quotation online (www.etender.wb) have been given below for assisting the contractors to participate in e-Tendering/Quotation.

1. Registration of Contractor

Any contractor/agency/firm willing to take part in the process of eTendering/Quotations will have to be enrolled & registered with the Government e-tender system, through logging on to www.etender.wb. The contractor is to click on the link for e-Tendering site as given on the web portal.

2. Digital Signature Certificate (DSC)

Each contractor having valid Digital Signature Certificate (DSC) for submission of tenders/quotation can have the necessary details after log-in to www.etender.wb.

Eligibility for Participation

Registered security agency/contractors/firms, Partnership and Individual firms having experience of engagement of minimum 30 (thirty) number of Security Personnel per day per sector for continuous 1 year service are eligible to participate. Joint venture firms are not eligible to participate.

3. Collection of Quotation Documents

Any willing agency can search & download NIQ & all Documents electronically by logging on to the website or directly from www.etender.wb using the Digital Signature Certificate (DSC) provided. This is the only mode of collection of tender documents.

4. Submission of Quotations

General Process of submission

Tenders are to be submitted online through the website as stated. All the documents uploaded by the Quotation Inviting Authority form an integral part of the contract. Quotations are required to upload all the documents, as asked, through the above website within the stipulated date and time as given in the notice. Quotations are to be submitted in two folders at a time for each work, one is Technical Proposal and the other is Financial Proposal. The quotations shall carefully go through the documents and prepare the required documents and upload the self-attested scanned documents in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. The agency/contractors/firms need to quote the rate in the BOQ, downloaded for the work, in the designated Cell and upload the same in designated location of Financial Bid. The documents uploaded need to be virus scanned and digitally signed using the Digital Signature Certificate (DSC). Quotationers should specially take note of all the addendum/corrigendum related to the quotation and upload the latest documents as part of the quotation.

Technical proposal

The Technical proposal should contain scanned copies and/or declarations in the following standardized formats in covers (folders).

A-1) Technical File (Statutory Cover) Containing:-

- i. Details of Quotationers' as - (Annexure-I) of NIQ.
- ii. Notice Inviting Quotation (NIQ) – The NIQ as published is to be downloaded and then uploaded and digitally signed.

- iii. EMD:-Intending quotationers may download the quotation documents from the website directly with the help of digital signature certificate. A minimum quantum of Earnest Money amounting to Rs. 2 lakh (Rupees two lakh only) will be deposited by the bidder electronically: online - through his net banking enabled bank account, maintained at any bank or through any bank by generating NEFT/ RTGS challan from the e-tendering portal. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name (ICICI Bank) & IFS Code and e-Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD.
- iv. Pre-Qualification Application as per prescribed format given in Annexure-II of NIQ.
- v. Detail of experience as per prescribed format given in Annexure- III of NIQ.
- vi. Letter of acceptance of terms and conditions of quotation in the prescribed format as given in Annexure-IV of NIQ.
- vii. Declaration on non-judicial stamp paper as asked by the tender authority in Annexure-V of NIQ.
- viii. Scanned copy of credential certificate of 100% completed works of similar nature (to be submitted in "credential" folder).

A-2) Technical Document (Non-Statutory Cover):-

1.Certificates:-

- a) Photo copy of income tax certificate/income tax return of last 3(three) financial year and PAN/TAN/TIN of bidding firm.
- b) Details of Service Tax/GST registration and photocopy of registration certificate.(Photo copy to be attached)
- c) Certificate of registration for Sales Tax/Service Tax/GST, if any.
- d) The valid certificate of enrollment under EPF to be furnished.
- e) Valid certificate of registration under ESI to be furnished.

2. Company Profile

- 3. Trade License and Registration with Labor Commissioner Office (State/ Central).
- 4. License from Govt. authorities to engage in the business of PRIVATE SECURITY AGENCY (PSA).
- 5. All the other documents as mentioned in Section III.

B) Balance Sheet

Audited Balance Sheet; Profit and Loss Account certified by Auditor of last 3(three) financial years with auditor's certificate regarding annual turnover from contracting business in each year.

(If the company was set up less than three years ago, audited balance sheet for the no of years since inception is to be submitted)

B) Addenda/Corrigenda: if published

Note: - Contractors are to keep track of all the Addendum/Corrigendum issued for this

NIQ and upload the download copies of the above documents and merge the Addenda/Corrigenda with respective NIQ in the NIQ folder. Quotation submitted without the Addendum /Corrigendum may be rejected.

Financial Proposal

The rate will be quoted in the B.O.Q. maintaining the minimum wages followed by the format prescribed as Annexure VII along with the name of the bidder in a particular space provided in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under financial bid. Rate must be quoted strictly as per format in the BOQ and no space as provided in the BOQ shall be left blank. Otherwise the bid will be treated as incomplete and unresponsive and hence liable to be rejected.

A-2). Requisite Non-Statutory Cover Documents in Tabular Form

SlNo.	Category	Details
1.	Certificates	<ol style="list-style-type: none"> 1. Self-attested copy of PAN. 2. Self-attested copy of valid Trade License. 3. Self-attested copy of License under the Contract Labour (Regulation & Abolition) Act1970 issued by Government of West Bengal/ Government of India for any similar work executed earlier, Registration Certificate/Licence under Private Security Agencies (Regulation) Act 2005 and West Bengal Private Security Agencies(Regulation) Rules,2007. 4. Self-attested copy of Valid EPF Registration Certificate. 5. Self-attested copy of Valid ESI Registration Certificate. 6. Self-attested copy of Valid GST Registration Certificate. 7. Certificate from the Banker mentioning average balance maintained during last three years. 8. Declaration on the Letter Head regarding not ever been Blacklisted. 9. All the other documents as mentioned in Section III.
3.	Credentials	Copy of credential certificate alongwith work order in support of the detail experience as furnished in Annexure-III .
4.	Financial Information	<ol style="list-style-type: none"> 1. Self-attested copy of Income Tax Return of last 3(three) financial years. 2. Self-Attested Copy of Audited Balance Sheet of last 3 (three) Financial Year certified by Chartered Accountant.

Note:-

Failure of submission of any of the above-mentioned documents will render the tender liable to be summarily rejected. All the forms as mentioned in the statutory cover are required to be furnished exactly in the prescribed format and folder. Bidders are requested to submit only the demanded documents. No extra documents will be accepted /entertained.

1. Earnest Money Deposit (EMD) and Security Deposit:-

Online submission of EMD is mandatory

1. **The tender form should be accompanied by a earnest money of Rs.2 lakh (Consolidated) through NEFT(RTGS) in favour of 'Chief Executive Officer, New Town Kolkata Development Authority, payable at New Town. The scanned copy of the EMD should be uploaded in the cover 'EMD'. The earnest money in respect of unsuccessful bidders will automatically returned back to respective account after the selection process is over. No interest shall be paid by this office on earnest money/security deposit for the interim period. Only the EMD of L1 bidder(Lowest)will automatically converted as Security Deposit against the job.**

2. Bid opening

The office of the New Town Kolkata Development Authority shall open bids in presence of the bidders or their authorized representative who wish to be present at the time of opening of bids on due date. Authorization letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening.

2. Evaluation

Bidders who have deposited (through RTGS) the valid security money i.e., EMD as per requirement shall be considered for further evaluation. Absence of EMD security may lead to summary rejection of the bid.

- i. **Technical Evaluation**, The Bid Evaluator of New Town Kolkata Development Authority will evaluate if the bidder complies with all the eligibility conditions as provided in the tender document. If the bidder ensures compliance to all eligibility conditions and furnish all documentary proofs of the same as asked by the authority, they would be considered for participation in the financial bid.
- ii. **Financial bids** shall be opened of those bidders whose technical bids are found eligible.

3. Penalty for suppression/distortion of facts

If any bidder fails to produce the original hard copies of the documents on demand by the department within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the bidder will be suspended from participating to this e-Quotation. Necessary penalty/ Legal action will be imposed as per Govt. norms. In addition, Earnest Money Deposit will stand forfeited.

The Chief Executive Officer, New Town Kolkata Development Authority, reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time the prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for the said authority's action.

4. Award of contract

The Bidder whose Bid has been accepted will be notified by the Quotation Inviting & Accepting Authority through online letter of acceptance (LOA). The notification of award will constitute the formation of the Contract.

The Agreement will incorporate all necessary documents e.g. NIQ, all addenda/corrigenda, special terms & conditions, specification of work, different filled-up formats and in the same will be constituted between the Quotation Accepting Authority and the successful Bidder.

5. Penalty

In case of security guard remaining absent from duty, a substitute shall be provided by the bidder immediately, failure to do so would impose penalty. Penalty may also be levied for late reporting/non-reporting of guards as stipulated below

The penalty for some of the defaults is as under:-

Sl.No.	Nature of default	Penalty(In Rs)
1	Late Reporting	Rs100/-per day
2	Non-Reporting	Rs500/-per day
3	Refusal of duties	Rs500/-per day
4	Non-observation of dress-code	Rs100/-per instance
5	Change of security guard without prior permission	Rs500/-per instance

6. Right to vary quantities

The Chief Executive Officer, New Town Kolkata Development Authority reserves the right to increase or decrease the required quantity of security personnel or extension of service of contract period (if required) as specified in the schedule of requirements without any change in rate and other terms and conditions.

7. Signing of contract

Signing of Agreement shall constitute the award of hiring contract on the bidder.

8. Annulment of Award

Failure of successful bidder to comply with requirement regarding signing of Agreement shall constitute sufficient ground for the annulment of the award and forfeiture of the EMD in which the authority may make the award to the next lowest bidder or call for new bid.

SECTION-III

MINIMUM ELIGIBILITY CRITERIA

- a) Registered security agency/contractors/firms, and Partnership firms registered with the State Government/Central Government are eligible to participate. **Joint venture firms are not eligible to participate.**
- b) Experience:
 - (1) Minimum experience of security operation in Kolkata for 15 years (as on 31.03.2025)
 - (2) At least three (3) active sites in West Bengal running without subcontracting (Documentary evidence to be submitted)
 - (3) Experience in a single Government contract with minimum 50 security personnel which is/ was running continuously for 3 years within last 5 years.
- c) The bidder should have its own PASARA approved Training Center or affiliated with a

registered PASARA approved Training Centre.

- d) ISO & Certification: The bidder organization should have ISO 9001:2015, ISO 14001: 2015, OHSAS 18001:2007 and SA 8000 Certifications exclusively for security business.
- e) Certificate of a registered Charter Accountant to be submitted confirming positive net worth of Rs. 10 Crore.
- f) Valid registrations (with supporting documents): GST, PAN, EPF, Contract Labour, Shops & Establishments, Professional Tax (with Challan of 2024-25).
- g) Income Tax Returns for Financial Year 2022-23, 2023-24 and 2024-25.
- h) Valid PASARA License and exclusive trade license for Security Services.
- i) Valid Labour License for a single contract of minimum 50 manpower.
- j) Registered office of the intending bidder should be within a distance of 15 kilometers from the Head Quarters of the New Town Kolkata Development Authority at Plot No. DG/13, Premises No. 04-3333, Action Area I-D, New Town, Kolkata – 700156.
- k) Average turnover of the intending bidder should be not less than Rs. 100 Crore for preceding three years. Certificate issued by a registered Chartered Accountant to be submitted confirming this point.
- l) The intending bidder should have at least 1000 personnel in their pay roll (PT, ECR Copies must be submitted).
- m) Minimum 5 (five) number of Security Service Work orders/ Agreements copies must be provided.
- n) The security agency should be in possession of License under the Contract Labour (Regulation& Abolition) Act 1970 issued by Government of West Bengal/ Government of India for any similar work executed earlier & Registration Certificate/License under Private Security Agencies(PSA) (Regulation)Act, 2005 and West Bengal Private Security Agencies (PSA) Regulation) Rules, 2007.Valid Registration/License must be produced.
- o) The Bidder should not have ever been blacklisted by any State/Central Govt. Department/PSU/Agency in the past for breach of general or specific condition of the contract, fraudulent, unethical or corrupt business practices. A declaration is to be furnished on the letter head of the bidder.
- p) Bidder should have experience during the last three financial years of providing security service to any government/reputed private organization in West Bengal (Detail of experience as per prescribed format given in Annexure-III).
- q) **Earnest Money Deposit(EMD):** EMD will be deposited through NEFT(RTGS) in favour of the **Chief Executive Officer, New Town Kolkata Development Authority**. Only scanned copy (*online EMD deposit will be accepted, no other mode of payment will be entertained*).
- r) IntendingbiddershouldproducePhotocopyofincometaxcertificate/income tax return of last 3 (three) financial years and PAN/TAN/TIN of bidding firm. Details of service tax registration and photocopy of registration certificate.
- s) Intending bidder should produce Certificate of registration for Sales Tax/ Service Tax/GST, if any.
- t) Intending bidder should produce the valid certificate of enrollment under EPF.
- u) Intending bidder should produce valid certificate of registration under ESI.
- v) Letter of acceptance of terms and conditions of tender document in the prescribed format as given in **Annexure-IV**.
- w) Pre-qualification Application as per prescribed format given in **Annexure-II**.
- x) Certificate from the Banker regarding performance of the Bank Account.

Note: Prospective applicants are advised to note carefully the eligibility criteria mentioned above and follow the check list as appended in Annexure-VI to ensure that all the requirements are complied with before submitting the bids.

SECTION-IV

IMPORTANT DATES AND INFORMATION

Sl. No.	Particulars	Date &Time
1	Date of uploading of NIT Documents(online)	17.02.2026 at 03:00 PM
2	Documents download/sale start date (online)	19.02.2026 at 10:00 AM
3	Documents download/sale end date (online)	11.03.2026 at 6:55 PM
4	Pre Bid Meeting with the intending tenderers at the office of the New Town Kolkata Development Authority	N.A.
5	Bid submission Start date (online)	19.02.2026 at 10:00 AM
6	Bid submission end date (online)	11.03.2026 at 10:55 AM
7	Bid opening date for Technical Proposal(online)	13.03.2026 at 12:00 PM
8	Date of uploading list of Technically Qualified Bidders (online)	Will be intimated in due course
9	Date & place for opening financial proposal (online)	Will be intimated in due course

SECTION-V

SCOPE OF WORK

The duties of security guards will be as follows:

- I) To keep vigil of the office building of the New Town Kolkata Development Authority located at Plot No. DG/13, Premises No. 04-3333, Action Area I-D, New Town, Kolkata – 700156, and safeguard the property, assets machineries and other materials located therein from theft, pilferage, destruction, sabotage, fire and subversive activities by anyone during the period of contract.

Services for security to be provided during the period of contact on **round the clock in the building by deploying one High skilled personnel to act as overall Security in Charge of the building, and in addition required number of personnel per shift is as follows:**

For Morning Shift - two (02) number of unskilled personnel in the main gate and two (02) number of Unskilled personnel in Reception, one (01) unskilled to guard the Back Gate of the office building, and at least one unskilled to guard each of the floors (04) and one unskilled for the basement.

For Day Shift - One (01) Semi Skilled personnel to look after and co-ordinate the works of unskilled personnel; two (02) number of unskilled personnel each in the main gate and two (02) number of Unskilled personnel in Reception, one (01) unskilled to guard the Back Gate of the office building, and at least one unskilled to guard each of the floors (04) and one unskilled for the basement.

For Night Shift - One (01) Semi Skilled personnel to look after and co-ordinate the works of unskilled personnel; two (02) number of unskilled personnel in the main gate, one (01) unskilled to guard the Back Gate of the office building, and four (04) unskilled personnel to guard the reception area and all the floors (04). At night the basement should remain locked but vigil should be kept.

In this process, presently 30 nos. of security personnel (1 Highly Skilled to act as Security in Charge of the building, 2 Semi Skilled to act as Supervisors and 27 unskilled) are required per day, and if necessity arises, NKDA shall make requisition for additional personnel.

- 2) Any untoward incident which is a threat to the security at the above-mentioned location have to be intimated immediately to the controlling officer of the Office building.
- 3) The security personnel shall ensure that authorized persons/vehicles are permitted to enter/exit the area covered under the security.
- 4) The security guards will also attend to any other work as and when directed by the authorities by mutual arrangement/agreement.

*This may be changed as per necessity.

The Security Service Agency should possess the above-mentioned number of uniformed& trained manpower along with necessary electronic and other surveillance equipments (if required) for maintaining the security round the clock (24X7).

SECTION-VI

GENERAL TERMS & CONDITION

1. The tender form should be accompanied by an earnest money of Rs 2 lakh (Rupees two lakh) only deposited through NEFT(RTGS) in favour of the **Chief Executive Officer, New Town Kolkata Development Authority**. The scanned copy of EMD should be uploaded in the cover 'EMD'. The earnest money in respect of unsuccessful tenderers will be returned automatically after the selection process is over. No interest shall be paid by this Office on the earnest money/security deposit for the interim period.
2. All prevalent taxes including Sales Tax or any other Taxes applicable such as Service Tax, GST, etc. in respect of the contract to be entered into shall have to be borne by the Service Provider.
3. The Service Provider is responsible for payment of monthly salary maintaining Minimum Wages Act. including all statutory provisions. to the security personnel as applicable to them under the Law through bank account of each personnel within 1st week of every successive month positively.

4. Receipt copy of EPF, ESI and monthly bank statement of successful payment to the security personnel is required to be submitted to the office of each successive month.
5. All damages caused by the personnel to the property of service sectors shall be recovered from the Service Provider.
6. The contract will be for a period of 24 (Twenty four) consequent Months. Any extension of contract period may be allowed if required for any unavoidable circumstances with the same terms and condition and rates.
7. This Office reserves all rights to postpone/ and / or extend the date of receipt / opening of Rates / Quotations or to withdraw the same, without assigning any reason thereof.
8. Rates/quotations should be submitted and signed by the proprietor of the firm with its current business address.
9. The Successful Bidders shall make an Agreement with **the Chief Executive Officer, New Town Kolkata Development Authority** as per the terms and conditions along with an Indemnity Bond ensuring that any legal issues in respect of payments of employees arising out of this contract will be their responsibility and they will bear all expenses related to it.
10. In case of the L-1 sealed bid rate is Zero or negative, the bid can be accepted provided the concerned bidder submits a Bank Guarantee of 10% of the total value of the contract as Additional Performance Security before issuing of Work Order as per order no 4599-PWD-12039/2/2020-DIR-(PWD) dt. 29.10.2021
11. The Successful Bidder has to submit NOC from the Police Department certifying the antecedents of their security personnel. They shall also submit the details of the personnel such as name, address, mobile number along with photo identity.
12. The Chief Executive Officer, New Town Kolkata Development Authority reserves the right to accept / reject any or all tenders received without assigning any reasons thereof. Quotations received later than the stipulated date will not be entertained under any circumstances.
13. Tenders shall be valid for a period of 180 days from the date of uploading of the tenders and the bidder shall not withdraw his tender prior to the expiry of the validity period. In case of withdrawal at any subsequent stage, the EMD shall stand forfeited.
14. For any clarification, inspection of duty sectors etc., bidders may contact with the office of the **New Town Kolkata Development Authority** at Plot No. DG/13, Premises No. 04-3333, Action Area I-D, New Town, Kolkata – 700156 on any working day between 11:00 A.M. to 4:00 P.M.
15. The agency should be registered under labour laws for providing manpower and with the Registrar of firms for at least 3 years before the closing date of tender.
16. The agency shall not engage any sub-contractor or transfer the contract to any other person.
17. In normal course, the contract can be terminated by this Office by giving one month's notice to the contractor. In case the services of the contractor are not found satisfactory, the contract can be terminated without giving any notice.
18. The contractor shall take due care to comply with the provisions of the Contract Labour (Regulation & Abolition) Act, 1970 including all other legal obligations, like policy changes made by the Government or legal amendments from time to time, during the period of contract.

19. Any personnel engaged by the agency if found indulging in illegal and intolerable activities will be handed over to the police or any other action deemed fit against him will be taken besides termination of the contract immediately. Agency shall be solely responsible for the conduct and behavior of persons deployed by him.
20. The agency shall not replace the staff frequently without proper substitute & without prior permission of the Office.
21. In normal conditions workers will not be deployed for double duty. However, in case of emergency/ urgency, a worker may be allowed for not more than two continuous duties with proper written information to the authority of this Office.
22. Security guards should have photo identity card having details of Name, Residential Address, Blood Group, Phone Number, ESI card No. and EPF Number. The agency shall be prompt in making replacement in case any Guard is not available on duty or found unsuitable for duty. Agency shall promptly arrange additional staff whenever required by the Office.
23. To prevent unauthorized entry, the Security personnel should be able to categorize the legitimate visitors without causing any embarrassment to them.
24. The firm applying for tender should certify that they will adhere, fulfill and meet the terms of payment of Minimum wages under Minimum Wages Act, 1948 as declared by Government.
25. The tenderer should have a separate Provident Fund code No. allotted by the concerned Regional Provident Fund Commissioner to provide Provident Fund benefits to workers engaged by it, as provided under EPF Scheme,1952.
26. The rates for Security Guards should be quoted as in prescribed format. The rates should be inclusive of all in accordance with the provision of the Minimum wages Act, Contract Labour Regulation and Abolition Act and other statutory provisions regarding Provident Fund, ESI, Bonus, Gratuity, Leave, Uniform etc.
27. The tenderer should please note that it will be entirely his responsibility to adhere to the provisions of the statutory Rules/Acts mentioned above in the matter of payment of the EPF subscription, ESI subscription, Service Tax etc. Therefore, the rates should be quoted with explicit understanding of his statutory obligations.
28. The tenderer must have valid and latest Income Tax clearance certificate issued by Assessing Officer. PAN number allotted by the Income Tax department should be quoted and a photocopy of the same should be enclosed.
29. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender.
30. The bidder shall compensate the office in full for the loss sustained by this office on account of any theft, burglary and any other kind of intrusion within the guarding area. The amount of loss to be compensated by the contractor shall be determined by the **Chief Executive Officer, New Town Kolkata Development Authority**.

It shall be binding on the contractor. The contractor shall also be fully responsible for any loss of materials and property etc. of the Office attributable to the negligence or failure of the security personnel in complying with the prescribed procedure. All losses thus suffered by the Office shall have to be compensated in full by the contractor. The decision of the **Chief Executive Officer, New Town Kolkata Development Authority** in this regard shall be binding on the contractor.

31. This office shall not be liable to provide any residential accommodation to the security personnel. No cooking or lodging shall be allowed within the premises.
32. The security personnel deployed by the Contractor shall be the employee of the Contractor. The contractor shall bear all expenses in connection with their employment. The Office shall not be responsible financially or otherwise for any injury to the security personnel in the course of performing the security functions.
33. The High Skilled and Semi-Skilled Security personnel should preferably have Ex-army/Ex-serviceman, Defense or BSF or Police background or trained persons and should preferably be below 50 years.

M. S. T. 16/11/2016
OSD & Administrative Officer (G&E)
New Town Kolkata Development
Authority.

SECTION VII

(TO BE TYPED ON BIDDER'S LETTER HEAD)

Annexure-I

TECHNICAL BID

**For Supply of Security Services at the office of the
New Town Kolkata Development Authority.**

1	Name of the Organization/Firm		
2	Name(s) of Proprietors/Partners/Directors		
3	Registered Address, and distance from the office of New Town Kolkata Development Authority		
4	Telephone No.		
	Mobile No.		
	E-mail id:		
5	Whether the firm is registered and holds License under Private Security Agencies (Regulation) Act, 2005 and West Bengal Private Security Agencies (Regulation) Rules, 2007, if yes, please entry Reg. No. & Dt. of issue (copy to be attached)	Yes/No	
6.	Whether the firm complies with the Contract Labour (Regulation and Abolition), Act, 1970, if yes, please entry the details.	Yes/No	
7	Registration No/Trade license of the Firm (copy to be enclosed)		
8	Permanent Account No. of the firm(PAN) (valid copy to be enclosed)		
9	Provident Fund number and ESI Registration No. allotted by Regional Provident Fund Office, if any (Valid copy to be enclosed)		
10	Average turnover of the firm in preceding three years (Copy of a Turnover Certificate issued by a Chartered Accountant to be enclosed)		
11	Number of personnel in the pay roll of the firm (PT, ECR copy to be enclosed)		
12	Name(s) of Govt. Department/PSU/Banks to whom similar services have been provided by the firm during the last three years.		
13	Rate quoted whether complies with the Minimum Wages Act of the Government with all statutory provisions	Yes/No	
14	List of clients indicating quantum of work executed with them		

Date & Place:
Seal:

Signature of Authorized Person
Name:

Annexure-II

PRE-QUALIFICATION APPLICATION (TO BE TYPED ON BIDDER'S LETTERHEAD)

To
The Chief Executive Officer,
New Town Kolkata Development
Authority,
Plot No. DG/13, Premises No. 04-3333, Action
Area I-D, New Town, Kolkata - 700156

Ref:- Quotation for.....

.....

.....

in response to N.I.Q. No:

Sir,

Having examined the detailed quotation notice No. dt., I /we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of In the capacity duly authorized to submit the tender.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the bidding agency for Application and for completion of the contract documents is attached herewith.

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. 1/ we, am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender/Quotation at any stage besides liabilities towards prosecution under appropriate law.
We understand that:

1. The **Chief Executive officer, New town Kolkata Development Authority** can amend the scope & value of the contract bid under this project.
2. The **Chief Executive officer, New town Kolkata Development Authority** reserves the right to reject any application without assigning any reason.

Signature of applicant including title
and capacity in which application is
made

(TO BE TYPED ON THE BIDDER'S LETTERHEAD)

Annexure-III**EXPERIENCE CERTIFICATION**

Ref: Quotation for (Name of work) in response to NIQ
 No.....

Last 3 years of experience of providing security service to any Government/PSU/reputed Private Organization in West Bengal

<i>Detail of experience in similar type of contract</i>							
Sl.	Year of work	Description of work undertaken (Completed)	Name and address of the Agency that awarded the contract	No of Security Personnel deployed per day for a Single job	Value of the job	Date of work order	Date of completion
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)

This is to certify that the information contained in table above is true and correct
 Copy of the work order along with the satisfactory completion from the Agency awarding the work order must be furnished in order to consider the eligibility.

Name of the Applicant:

Signature of the Applicant:

Date:

Sign & Seal of the Applicant:

Annexure-IV

LETTER OF ACCEPTANCE OF TERMS AND CONDITIONS OF TENDER ENQUIRY

FileNo.

Date.

To

**The Chief Executive Officer,
New Town Kolkata Development
Authority,
Plot No. DG/13, Premises No. 04-3333, Action
Area I-D, New Town, Kolkata – 700156**

Ref: Quotation for.....

.....
in response to NIT No.....

Sir,

Having read and understood the conditions of contract and services to be provided we, undersigned, offer to provide security service in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.

I/We abide by the provisions of Minimum Wages Act, 1948, Contract Labour (Regulation and Abolition Act), 1970 and other statutory provisions like Provident Fund Act, ESI, Bonus and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.

I/We shall provide the service as per your requirement.

We agree to abide by this Bid for a period of one year (i.e. 12 Months) from the date of issuing work order and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until an agreement is signed and executed, this Bid together with your written acceptance of award shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any other bid, among the participants bidders.

Date:

Place:

(Signature of bidder with address & Seal)

Annexure-V
Affidavit

**(To be furnished in Non-Judicial Stamp paper
of appropriate value duly notarized)**

1. I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under-signed.
2. The under-signed also hereby certifies that neither our firm M/S _____ nor any of constituent partner had been debarred to participate in quotation by Govt. of WB/PSU/Statutory/local Bodies during the last 5 (five) years prior to the date of this NIQ.
3. The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the **Chief Executive Officer, New Town Kolkata Development Authority or any officer of the Authority as authorized by the Chief Executive Officer** to verify this statement.
4. The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the **Chief Executive Officer, New Town Kolkata Development Authority**
5. Certified that I have applied in the quotation in the capacity of individual/as a partner of a firm & I have not applied severally for the same job.
6. Certified that I have applied in the quotation in the capacity of individual/as a partner of a firm in this circle.

Signed by an authorized officer of the firm

Designation of the officer

Name of the Firm with

Seal Date _____

Annexure-VI

CHECKLIST OF THE DOCUMENTS TO BE SUBMITTED WITH THE TECHNICALBID

(Kindly ensure the enclosure of all the documents listed below without which technical bid will not be eligible to be considered for the financial bid.)

Sr. No Items

Confirm(Yes/No)

1	Earnest Money Deposit(EMD) (Through NEFT-RTGS)	
2	Self-attested copy of PAN	
3	Self-attested copy valid of Trade License	
4	i) Self-attested copy of Valid Registration Certificate/ License under Private Security Agencies (Regulation)Act,2005 and West Bengal Private Security Agencies(Regulation)Rules,2007. ii) Self-attested copy of license under the Contract Labour (Regulation and Abolition), Act, 1970 issued by Govt. of WB/GOI for any similar work executed earlier.	
5	Self-attested copy of Valid EPF Registration Certificate	
6	Self-attested copy of Valid ESI Registration Certificate	
7	Self-attested copy of Valid GST Registration Certificate	
8	Certificate from the Banker mentioning average balance maintained during last three years	
9	Declaration on the Letter Head regarding not ever been Blacklisted.	
10	Copy of relevant credential along with work order in support of the detail experience as furnished in Annexure-III.	
11	Self-attested copy of Income Tax Return of the last 3(three) financial years.	
12	Turnover Certificate issued by a Chartered Accountant on the average turnover of the firm in preceding three years.	
13	PT and ECR in respect of the personnel in the pay roll of the firm.	
14	Self-Attested Copy of Audited Balance Sheet last 3(three)financial years certified by Chartered Accountant.	
15	Declaration as per Affidavit in Annexure V	

Signature:

Date:

Full Name:

Place:

Company's Seal:

Annexure -VII**FINANCIALBID**

(Quote your Rate on BOQ. This Sheet is only for evaluate your Rate)

1. Name of bidder Company/Firm/Agency:
2. Address (with Telephone number & E-mail id.):
3. It is certified that wages to be paid shall not be less than the prescribed **minimum rate of wages** under the Minimum Wages Act, 1948, as notified by the Govt. of India.
4. **Evaluation of rate for a Security Service Personnel/ month (separate rate quotes, as per table below, to be submitted for each category)**

Simplify the system of rate quote
(Minimum rate Considering the minimum Wages)

Sl.No.	Particulars	Amount	Remarks
A	Minimum Wages (for 01 no Highly Skilled, 02 nos. Semi Skilled & 27 nos. Unskilled personnel)		
B	E.P.F.(@12%onMinimumWages)(On Sl.-A)		
C	E.S.I.(@4%onMinimumWages)(On Sl.-A)		
D	Bonus(@8.33%onMinimumWages)(On Sl.-A)		
E	Sub Total (A+B+C+D)		
F	Service Charge (<i>Quoted by the Agency</i>)		
G	Total (E+F)		
H	Goods & Services Tax(@18%onTotal)(On Sl-G)		
I	Grand Total (G+H) (As your quoted rate)		

(The interested bidders are requested to quote their service charge rate (on SL. No . F) and then follow the format accordingly to evaluate bid value.)

*Date:**Place:**Signature*

Full Name
SEAL