



Government of West Bengal
Directorate Of Forest
Office of The Chief Conservator Of Forest and Field Director
Sundarban Tiger Reserve
Canning Town, Dist : 24 – Paraganas (South)
West Bengal – 743329

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RE-TENDER NOTICE No.-29/Deployment of security guards in the office of CCF & FD, Sundarban Tiger Reserve, Canning, South 24 Parganans under Sundarban Tiger Reserve for Financial Year 2018-19.

Sealed tenders (to be addressed by name of **Deepak. M.**, I.F.S and not by official designation only) are invited from bonafide, experienced and resourceful Govt. Contractors/Agency/Companies having experience for similar types of works as **detailed as per enclosed schedule.**

1. Permission for purchase of Tender paper shall have to be obtained sufficiently in advance by submitting application on and from **10.01.2019 to 22/01/2019**. Intending Tenderer will have to produce- **I.T.R (Last three assessment year) acknowledgement receipt, PAN Card, GST Registration certificate , P-Tax, EPFO Registration Certificate, Labour License, ESIC code number allotment certificate**, other license/Registration as applicable, Bank Account, Mobile Number, Certificate of address proof and work completion certificate at the time of submitting application form for purchase of Tender paper. Mere work order will not be treated as valid credential. Only the satisfactory completion certificate / Payment certificate (from appropriate authority) will be treated as valid credential. Tender paper will only be issued to those who will be able to submit all the relevant documents as mentioned above and such other documents as the authority deems it. The authority reserves the right to issue tender paper subject to satisfactory examination of all the relevant documents.
2. Tender shall be submitted in the prescribed tender form duly obtained from the office of the Range Officer, Headquarter Range, Canning on Cash Payment of **Rs-750/-** during 11AM to 4.00PM from **10.01.2019 to 21/01/2019** (Working days only). Last date of issue of Tender paper is **22/01/2019** up to 1PM. Tender paper shall be allowed to be submitted up to **22/01/2019** till 2.00PM ,after that the tender box will be sealed and shall be opened on **22/01/2019** at 3.00PM in front of tenderers as they remain present. The tenders in sealed cover, clearly written as **“RE-TENDER NOTICE No.-29/Deployment of security guards**

the office of CCF & FD, Sundarban Tiger Reserve, Canning, South 24 Parganans under Sundarban Tiger Reserve for financial year 2018-19''

3. Tenders received beyond the date & time schedule as specified under clause 2 above will not be accepted. The undersigned will not be responsible in any respect for late submission of tenders.
4. The tenders will have to enclose with the tender forms, **I.T.R (Last three assessment year) acknowledgement receipt, PAN Card, GST Registration certificate , P-Tax, EPFO Registration Certificate, Labour License, ESIC code number allotment certificate, license/Registration as applicable ,the receipt of purchase of tender paper, EMD deposit GRIPS challan,** along with quoted rate.
5. The acceptance of the tender will rest with the appropriate authority and he is not bound to accept the lowest tender. The authority may reject any or all the tenders without assigning any reason whatsoever.
6. **The tenderer should quote their rate for security guard (armed) and security guard (unarmed) separately . The quoted rate should include GST, service charges, etc. This office will not grant any charges above the quoted rate.**

TERMS & CONDITIONS

1. A tenderer is required to quote rates, in figures as well as in words. **rate analysis may be enclosed along with the quoted rate. In case same rate quoted by more than one tenderer, the authority shall have the liberty and discretionary power to take final decision which shall be final and binding.**
2. The Earnest Money Deposit (E.M.D.) as mentioned in the schedule of tender should be deposited **through GRIPS portal**, in Head of Service-8443-00-103-001-07, Paid Challan shall required to be submitted along with tender documents. This Office shall not be held responsible if any Tenderer submit Earnest Money Deposit (E.M.D) in any Head of Service other than mentioned in this Tender Notice or by any means other than that.
3. **The works should be completed within such time as specified in the work order from the date of issue of work order. The work order will be issued only after receiving the financial and administrative approval from the appropriate authority.**
4. **No delay in completing the assigned works shall be acceptable under any circumstances. If any contractor who has received the work order, fails to complete the works within the due time as specified in his work order, the undersigned will be at his liberty to cancel the agreement signed between the successful tenderer & the undersigned after the lapse of due date. No payment in any mode shall be provided to him under any circumstances and his EMD & SD shall be forfeited.**

5. In order to ensure that the security guards are able to discharge their duties, the contractor/agency shall provide them all necessary facilities in the form of uniform, torches, umbrella, batons, shoes, socks, stationery items and allied articles etc. at his own cost.
6. The Liability of any compensation of injury to security personnel arising as a result of duties shall be that of the contractor/agency.
7. The successful agency has to pay to the deployed security guards in their respective Bank accounts only. The agency also need to provide pay slip , P.F. , E.S.I. etc. to the deployed security guards.
8. The successful agency should never pay to the deployed security guards below the minimum wages rate fixed by the West Bengal Government form time to time.
9. Mode of Payment: Monthly bill is to be submitted by the service provider to this office on the 1st working day of the following month.
10. The security guard 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 fire fighting, 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. 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.
11. The arms (Gun) which will be used by the security guards should have proper license, which will be checked by the undersigned form time to time .
12. The agency have to engage local people who have previously worked as security guard in this office who are trustworthy and acquaint with the functioning of this office.
13. The payment for the completed works will be made by the undersigned in 2018-19 financial years after fulfilling the necessary formalities and checking.
14. The successful contractors are required to deposit **Security Deposit through GRIPS portal**, in Head of Service-8443-00-103-001-07 within 7 (seven) days of intimation of acceptance of tender and sign an agreement on completion of which the work-order will be issued to the contractor.
15. The E.M.D. of the successful contractor will not be adjusted towards the Security Deposit if requested by the tenderer. The EMD of the unsuccessful tenderers will be released on application within due course of time.
16. The Security Deposit will be released to the contractor after 6(six) months from the last date of payment of the bill for project, if no irregularity is noticed within this period. In case of

any irregularity, the Security Deposit will be forfeited, in addition to any legal action as deemed fit & required.

17. The undersigned reserves the right to cancel the agreement at any point of time of execution of the work within the schedule of time of completion of the tendered work, if works are not satisfactory or delayed or any term & condition as per agreement is violated by contractor.
18. The contractor is liable to pay the skilled, unskilled and other labour wages as mentioned in the PWD Schedule in the district currently.
19. Deduction of G.S.T., Income Tax & Labour Welfare Cess shall be made as per rule in vogue.
20. The successful tenderer will not assign any or part of the work to any other contractor.
21. In case of any dispute the interpretation of the undersigned will be final.
22. The tender notice along-with all Terms & Conditions mentioned above will form the part of the agreement to be executed by the tenderer.
23. Rate offered in the Tender Paper is the final and tenderer will not have any further claim.
24. The Tender inviting authority reserve the right to (i) split the work amongst the lowest Tenderers.
25. Rate quoted (including I.T., GST etc.) shall remain open for acceptance at least 6(six) months from the date of opening the Tender.
26. The undersigned has the authority to reject any or all Tenders received without assigning any reason there off.

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COST OF TENDER PAPER- Rs-750/-

Sl No	Category	No of Person Required	Reserved Rate	E.M.D.
1	SECURITY GUARD (ARMED)	1 No.	Rs-11,682/-	Rs-3,000.00
2	SECURITY GUARD (UNARMED)	4 Nos.	Rs-9,735/-	


(Deepak. M., IFS)
Deputy Field Director
Sundarban Tiger Reserve

No. 157 (9)/FD/2B-34(Tender)

Date. 15.01.2019

Copy forwarded for kind information and wide circulation to:-

1. The Chief Conservator of Forests & Field Director, Sundarban Tiger Reserve.
2. The Sabhadhipati, South 24-Parganas
3. The District Magistrate, South 24-Parganas,
4. The Superintendent of Police, South 24-Parganas.
5. The Sub Divisional Officer, Canning Sub-Division.
6. The Sub-Divisional Information & Cultural Officers, Canning.
7. The Divisional Forest Officer, South 24-Parganas Division
8. All Range Officers, Sundarban Tiger Reserve.
9. Notice Board.



(Deepak. M., IFS)
Deputy Field Director
Sundarban Tiger Reserve