



**West Bengal Industrial Infrastructure Development Corporation**  
(Established under West Bengal Act XXV of 1974)  
Office of the Executive Engineer (Civil), Howrah Division,  
Uluberia Industrial Park, Birshibpur, Howrah.

No. Infra/Ulb-SS-1(Pt.-IV)/2024/ 158

Dated: 12.11.2024

Quotation Notice No. IIDC / ULB / 01 / 2024-2025

Sealed quotations are invited by the Division In Charge , Howrah Division,WBIIDC, for Guarding and providing security services for entrance gate, office computers, furniture, equipment including fittings and fixtures, official documents, water filter, electrical installations, store materials ., pump houses including electrical & pumping installations and other movable and immovable properties and also assets under custody of WBIIDC at Uluberia Industrial Park of West Bengal Industrial Infrastructure Development Corporation, Birshibpur, Howrah.from bonafide reputed reliable , experienced , resourceful and intending Security Service Agencies who have at their credit experience at least 3(Three) years experience in successful completion of similar nature of job in factories / Industries / Government Organizations / Undertakings etc.

The Agencies are required to submit self attested copies of credentials for successful completion similar nature of work, **Registration Certificate for Security Service work**, valid upto date clearance of Income Tax Return / Pan Card, Professional Tax Deposit Challan issued in favour of the agency, Trade License, GSTIN Registration Certificate along with Identification Number GST Act,2017, Maintenance of account in E.P.F. & E.S.I., Article of association of the Company / Partnership Deed etc. for issuance of Quotation Papers. All the photocopies will be verified from originals at the time of receiving the application before last date and time of submission of application.

Intending Quotationers shall have to apply in writing with photocopies of the documents mentioned above to the Division In Charge , WBIIDC, Howrah Division at the above address for obtaining permission for issuance of Quotation Papers latest by 21.11.2024 up to 3 P.M. (IST)

The detailed Quotation documents i.e. terms and conditions and scope of works may be seen and obtained free of cost on application from the Office of the undersigned at the above address on all working days from 10.30 A.M. to 3.00 P.M. upto 25.11.2024 and complete Quotation Papers will be received by the Division In Charge, Howrah Division, WBIIDC on 26.11.2024 up to 2 P.M. at the above address and will be opened at 2.30 P.M. on the same day in presence of the intending Quotationers or their authorized representatives. While submitting, all the papers should be duly stamped and signed by the quotationer.

Quotationers should quote their rates for Security Service personnel in writing on their printed letter heads after accepting each and every clause of the detailed terms and conditions of the contract mentioned in the separate sheet (Annexure – I) appended herewith. While quoting the rate, Following considerations should be maintained.

1. Rate of payment (to individual guards) to be considered as per minimum rate of wages payment order issued time to time by the Labour Commission, Govt. of West Bengal.
2. Relevant payment towards E.P.F., E.S.I., Ad-hoc Bonus, GST etc. are to be considered for calculating the total payment to a guard.
3. Security agencies should quote their rate of % basis over the rate to be paid to a guard.

Prior to submission of Quotation, the intending agencies are advised to inspect / visit the office of the undersigned with a view to obtain an idea about location, environment etc. of the site.

The undersigned reserves the right to reject or accept the quotation in whole or part thereof without assigning any reason whatsoever.

If any date as mentioned above happens to be a holiday, the next working day will be considered as the stipulated date.

*Sd/-*

(S.Das)  
Division in Charge  
WBIIDC  
Howrah Division

Dated:12.11.2024

No.Infra//Ulb-SS-1 (Pt.-IV)/2024/158/12

Copy forwarded to :

1. PS to Chief Executive Officer, WBIIDC, Kolkata.
2. Chief Accounts Officer, WBIIDC, Kolkata.
3. Superintending Engineer – (I), WBIIDC, Kolkata.
4. Superintending Engineer – (II), WBIIDC, Kolkata.
5. OSD (HR), WBIIDC, Kolkata.
6. Sabhadhipati , Howah Zilla Parishad.
7. District Magistrate, Howrah.
8. The Chairman, Uluberia Municipality, Uluberia , Howrah.
9. Executive Engineer, PWD Uluberia, Howrah.
10. Executive Engineer (Civil), KCD, WBIIDC, Kolkata.
11. Sub Assistant Engineer(civil) WBIIDC, HOWRAH
12. Assistant Engineer (Mech.) WBIIDC, Kolkata- for upload in office website.
13. Assistant Accounts Officer, WBIIDC, Kolkata.
14. Notice Board, WBIIDC, Uluberia , Howrah division office.
15. Original File.

*Sd/-*

(S.Das)  
Division in Charge  
WBIIDC  
Howrah Division



West Bengal Industrial Infrastructure Development Corporation  
(Established under West Bengal Act. XXV of 1974)  
Office of the Executive Engineer (Civil),  
Uluberia Industrial Growth Centre, Uluberia, Howrah

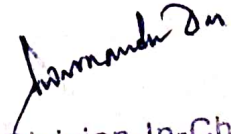
In respect of the above office Quotation Notice No-IIDC/ULB/01/2024-2025, detailed particulars regarding General Rules and directions for guidance of security agencies while participating and quoting their rates for the work "guarding and providing security services for entrance gate, office computers, furniture, equipment including fittings and fixtures, official documents, water filter, electrical installations, store materials, pump houses including electrical & pumping installations and other movable and immovable properties and also assets under custody of WBIIDC at Uluberia Industrial Park of West Bengal Industrial Infrastructure Development Corporation, P.O- Birshibpur, Howrah-711316 as stated herein below.

#### **A. ELIGIBILITY**

1. The intending agencies must have valid Trade License/Other statutory clearance/License with minimum three years experience of similar nature of work in Govt. organizations /undertakings etc. and should submit documentary evidence in support of their capability, solvency and experience.
2. The agency should produce copies of up to date IT and PT clearance certificates/documents, Trade License, Pan card, GST Registration Certificate, maintenance of EPF account & ESI Registration etc. as applicable.

#### **B. GENERAL TERMS AND CONDITIONS:**


1. The agency shall deploy experienced security personnel of age not less than 20 (twenty) years for guard having good physique so that no theft, pilferage, sabotage activities take place causing loss or damage of store materials, **entrance gate**, office furnitures/equipments, **official documents**, **office computers**, water filters, electrical installations, pump houses including electrical & pumping installations, other movable and immovable properties and also assets under custody of the Corporation in respective locations and in case of **happenings of such unwanted incidents**, **the agency will be held responsible to compensate the loss of such, if any and an amount would be charged as per discretion of the Engineer-In-Charge & also recover the amount from the monthly bill of the agency.**
2. The agency shall maintain statutory registers containing the particulars of security personnel engaged by them and also day to day attendance register and these registers to be produce to the authority concern as and when required.
3. The Corporation will not provide any accommodation for the security guards. The agency shall have to arrange for necessary accommodation for their guards at their own cost.
4. No additional payment for deployment of guard on weekly off days and national holidays will be given by the Corporation.

  
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5. All the relevant rules & laws of the state Govt. as amended time to time regarding engagement of security personnel for guarding arrangement should have to be followed by the agency and at the time of submission of monthly bill to the corporation a certificate should be produced by the agency regarding observance of the statutory rules and regulations of state Govt. and also the payment made to the personnel engaged by the agency including payment of EPF of the respective Security Personnel for night guard. Before payment of next months remuneration, the agency must have to produce the receipt of payment of EPF account. If any dispute arises regarding non-payment of the personnel, the agency should be liable for such default and this corporation will have no responsibility on this score. The personnel engaged for the purpose should not claim any employment under the corporation in any manner whatsoever.
6. The period of contract will be initially for 11 (eleven) months but may be extended or curtailed at the discretion of the corporation. The corporation also reserves the right to terminate the contract after giving a notice of one month in case of default implementation of any clause of arrangement or if any performance of the security personnel is not found satisfactory.
7. The agency shall make all arrangement and provide **standard uniforms including photo identity card to the security personnel to be engaged for guard on duty including other facilities like Lathi, Boot, Gum boot, Umbrella/Rain coat (during rainy season), torch light with cells etc. as may be required to ensure proper security at their own cost.**
8. The security personnel should wear proper uniform at the time of their duty.
9. In case of violation of any of the terms & conditions, the contract shall be treated void and/or may be terminated immediately without assigning any reason to the agency.

### C. HOW TO SUBMIT THE QUOTATION:

1. The quotationers should furnish, along with the quotation, an undertaking to the effect that they shall abide by all relevant statutory regulations and make payment to their guards as per order/rules/regulations of the Govt. issued from time to time.
2. Security agencies should quote their rate on % basis over the rate to be paid to a guard.
3. Relevant payment towards EPF, ESI, Ad-hoc Bonus, GST etc. are to be considered for calculating the total payment to a guard.
4. The successful quotationer shall have to deposit Lump Sum Security Money of Rs 2500.00 (Rupees two thousand five hundred) only in the form of NEFT/RTGS to the schedule Bank (ICICI Bank, Branch-Dakhindari Road, A/C no-332201001251, IFSC Code-ICIC0003322) in favour of West Bengal Industrial Infrastructure Development Corporation which will be refunded on expiry of successful completion of the period of contract.

  
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