



भारत सरकार • Government of India  
गृह मंत्रालय • Ministry of Home Affairs



**जनगणना कार्य निदेशालय, पश्चिम बंगाल**  
**Directorate of Census Operations, West Bengal**



ENSURE REGISTRATION OF  
EVERY BIRTH AND DEATH

**जनगणना भवन**

**JANGANANA BHAWAN**

आई. बि. - 199, सेक्टर- III, सॉल्ट लेक सिटी, कोलकाता-700 106

IB-199, SECTOR-III, SALT LAKE CITY, KOLKATA-700 106

Phone : (033) 2335 9273 • Tele-Fax : (033) 2335 9238 • e-mail : dco-wbl.rgi@censusindia.gov.in

F.No.D-31013/4/TSG/Estt/2010/4238

Date: 01.03.2013

### Tender Notice Inviting Quotation

Sealed bids superscribing "Engagement of Round-the -clock temporary Security Guards at Janganana Bhawan, IB-199, Sector-III, Salt Lake-700 106" are invited from Registered/Government Licensed (as per Private Security Agencies Regulation Act.2005) holder Security Agencies for engagement of Security Guards for **three shifts from 6.00 A.M. to 2.00 P.M., 2.00 P.M. to 10.00 P.M. and 10.00 P.M. to 6.00 A.M. (next day)** for this Directorate on as and when required basis. The scope of the work includes providing round the clock Security Services with 3(three) nos. of Security Guards (1 in each shift) at the Main Gate of the office building (Janganana Bhawan) on the days of the month including Saturdays, Sundays and National Holidays.

#### A. Terms & Conditions:-

1.The agency shall have valid Empanelment Certificate by the appropriate authority for undertaking Security service contracts and the agency shall have experience in security services for a period of minimum 3( three) years. The Proof of experience (certified copy) shall be supplied with the bid. The bidder should have undertaken work of similar nature with any Government Office/ Department/other Organisation of repute.

2. Rates shall ensure compliance of statutory obligations as follows (i) Contract Labour (Regulation & Abolition) Act. 1970, (ii) Employees State Insurance Act and Rules made thereof, (iii) Minimum wages Act 1948, (iv) EPF Act 1952 (v) Private Security Agencies Regulation Act, 2005and (vi) Any other Acts/Rules that may be applicable in this regard.(vi) Payment as per minimum wages Act. in West Bengal as per latest ammendments.

3. The price quoted by the bidders shall include all applicable taxes including all service tax & surcharges etc. as applicable. This Directorate would not bear any additional liability on this account. The prices quoted and accepted by DCO shall remain valid till the currency of the contract and DCO shall not entertain any increase in the rates during the period.

4. The rates, as mentioned in point 3 above, should be inclusive of all the components (i.e. Pay and Allowances, P.F., ESI, Medical, Gratuity etc.) paid.

5. The contract will be awarded initially for a period of one year. The Competent Authority may reduce or extend the contract period on unsatisfactory/satisfactory performance.

for

6. The agency will be fully responsible for the conduct of the Security Staff deployed by him and will be legally liable for any harm or loss.

**B. Documents needs to be submitted:**

i) Experience certificate of providing Security Services from Central/State Govt. Public Sector/Other reputed Organization is to be produced.

ii) A certified copy of testimonials of satisfactory completions shall be obtained from respective Government Office (s) where the Security Services were offered. The Bid Security of Rs.10,000/- (Rupees Ten thousand) only by means of Demand Draft/Bankers Cheque drawn in favour Director of Census Operations, W.B. payable at Kolkata alongwith the tender. Any bid without EMD will be rejected by the Office as non-responsive. The same will be kept as 'Performance Security' for the successful bidder, whereas the same will be refunded to the unsuccessful bidder within 30(thirty) days from the date of awarding the work order.

iii) The vendors must have IT clearance certificates for 3(three) consecutive years 2008-09,2009-10 and 2010-11 . Valid registration certificates as per terms & conditions as above are to be attached with the Tender Documents.

iv) The annual Turnover the agency/agencies should be moreover than Rs.5(Five) lakhs continuously for last 3(three) years. Copies of Audited Balance sheets for the last 3(three) years are to be enclosed alongwith the bid.

v) The bidder should have not been black listed by any Central Govt. /State Govt. /PSU and self-certificate in this regard should be submitted with their bid.

vi) Validity of tender shall be for 90(ninety) days from the date of opening of the tender.

The quotations in the prescribed format as per annexure-I should reach to the DCO, W.B.,IB-199, Sector-III, Salt Lake City, Kolkata-700 106 on or before 22.03.2013 within 3 P.M.

The quotations will be opened on 22.03.2013 at 4 P.M. at DCO, W.B., IB-199, Sector-III, Salt Lake City, Kolkata-700 106 in presence of the office authority and the bidders or their representatives.

The Director of Census Operations, West Bengal, however, reserves the right to reject any one or all the quotations without assigning any reason thereof.

  
(D. Ghosh)  
Director

To (All willing bidders)

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1. Members of Tender Committee/ Dealing Hand.
2. Sri A.Chatterjee,DD(EDP) & Chairman Building Maintenance Committee, DCO,W. B.
3. Sri K.K.Nag, AD(DC) and Building-in-Charge, J. Bhavan, Saltlake
4. ORGI website [www.Censusindia.gov.in/tender](http://www.Censusindia.gov.in/tender)
5. Office Notice Board (Salt Lake/ Behala/ Badu).

ANNEXURE I

Prescribed proforma for submission of Technical Bid vide ref no D-31013/4/TSG/Estt/2010/4238 dated 01.03.2013

With reference to Tender Notice no D-31013/4/TSG/Estt/2010/4238 dated 01.03.2013 the undersigned furnishes below/ encloses herewith the following details/documents for consideration

1. Name of the agency:

2. Details of Earnest Money deposited:

a. Draft No \_\_\_\_\_

b. Date of issue: \_\_\_\_\_

c. Name of the Bank: \_\_\_\_\_

3. Details of Documents submitted with Tender( self attested/ stamped):

a. Copy of Registration Certificate of the agency:

b. Copy of latest service tax paid by the firm/agency:

c. Copies of work order, experience certificate and certified copy of the completion certificate for similar nature work in Govt Office /Department/ Other Organisation of repute for at least 3(Three) years:

d. Copies of Audited Balance Sheets showing turnover more than 5(five) Lakhs in respect of the agency for last 3(three) years:

e. Self Certificate duly signed by the agency stating that it has not been black listed either any Central Govt/ State Govt/ Public Sector Undertaking:

f. Supporting Document showing eligibility of exemption from EMD, if any:

4. a) Rate of each security Guard(inclusive of all) per month Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_)

b) Total amount (inclusive of all) for 3(three)security guards per month  
Rs. \_\_\_\_\_(Rupees \_\_\_\_\_)

c) Certified that rates comply with all statutory obligations as per point no (2) of Terms and Conditions:

I agree to the terms and conditions as mentioned in the Tender Notice No. D-31013/4/TSG/Estt/2010/4238 dated 01.03.2012 issued by DCO, WB

Signature with Date

Name :

Name of the agency:

Office Seal: