No. 443 / 2 – 3/ Tender ; dated, Burdwan, the 14 / 02 / 2020.


Sealed Tenders are hereby invited from bonafide Agencies/ Institutions/ Service Providers having experience in similar type of works in any Govt. /Semi Govt. /Govt. Undertaking for providing Manpower / Security Guard / Driver to be done at the working site as mentioned in the Annexure. For further details contact Divisional Forest Office, Burdwan Division, Golapbug, P.O.- Rajbati, Dist- Purba Bardhaman, Pin-713104, Ph. No. 0342-2950507.

Tender Paper (Offer letter) is obtainable from the office of the Attached Forest Range, Burdwan Division, Golapbug, Burdwan on cash payment of Rs. 590/- (Rupees Five hundred ninety) (Rs. 500/- + 18% GST i.e. Rs. 90/- = Rs. 590/-) only on 24-02-2020 within 15.00 hrs. for purchasing tender paper will have to be obtained sufficiently in advance by submitting application to avoid inconvenience arising out of possible absence of the Divisional Forest Officer, Burdwan Division from headquarter. No tender paper will be issued after 15.00 hrs. of 24-02-2020.

Last date of receipt of Tender Bid upto 15.00 hrs. of 27.02.2020 and will be opened at 16.00 hrs. of the same date.

Sealed Tender should be addressed to the undersigned by Name to Shri D.Sharma, I.F.S. Divisional Forest Officer, Burdwan Division, P.O Rajbati, Dist. – Purba Bardhaman and should superscripted on the envelope like “Tender Notice No. 13/BDN/MANPOWER/2019-20-2nd Call” received by the Divisional Forest Officer, Burdwan Division in his office by hand or by Regd. Post upto 15.00 hrs. of 27-02-2020 and will be opened on the same day by the authority receiving Tender at 16.00 hrs., in the presence of the such Tenderers or their authorized representatives who may be present. No Tenders which will arrive after 15.00 hrs of 27-02-2020 sent by any means will be accepted.

Annexure for NIT No. : 13/BDN/MANPOWER/2019-20-2nd Call

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Type of Security Guard / Driver / Manpower to be provided with</th>
<th>Location of Supply Manpower</th>
<th>Required Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Guard for Protection</td>
<td>1. DFO’s Bungalow at Sadhanpur, Burdwan</td>
<td>3 nos.</td>
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<tr>
<td></td>
<td></td>
<td>2. ADFO’s Bungalow at Baburbag, Burdwan</td>
<td>1 no.</td>
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<td></td>
<td></td>
<td>3. Durgapur Range Office, Muchipara, Durgapur</td>
<td>2 nos.</td>
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<td></td>
<td></td>
<td>2. Panagarh Range Office, Panagarh, Burdwan.</td>
<td>1 no.</td>
</tr>
<tr>
<td>4.</td>
<td>Office Assistant (Retired Person)</td>
<td>1. Divisional Office, Ramnabagan, Burdwan.</td>
<td>1 no.</td>
</tr>
</tbody>
</table>

The Agencies/ Institutions /Service Provider/Agency is to quote the SERVICE CHARGE ONLY in the Financial Bid document. GST applicable should be informed separately.

Divisional Forest Officer
Burdwan Division.
Copy forwarded for information along with a copy of Tender Notice for wide publicity through their Notice Board to:

1. The Principal Chief Conservator of Forests, (HoFF), West Bengal.
2. The Chief Conservator of Forests, MIS & E. Governance, West Bengal. Softcopy of said NIT sent to you through email for publication in the departmental website.
3. The Chief Conservator of Forests, South East Circle, West Bengal.
5. The District Magistrate, Purba Bardhaman.
6. The District Information & Cultural Officer, Purba Bardhaman.
7. The NIC Cell, DM Office, Purba Bardhaman. Softcopy of said Tender Notice sent to you through email for Publication in the Purba Bardhaman District Website.
8. The Karmadhakhya, Bon-O-Bhumi Sthayee Samiti, Purba Bardhaman Zill Parishad.
9. The Divisional Forest Officer, Durgapur Division, Birbhum Division, Bankura (North) Division, Bankura(South) Division, Purulia Division, Kangsabati North Division, Kangsabati South Division, Nadia-Murshidabad Division, Panhayet Soil Conservation Division.
10. The All Range Officer, Burdwan Division.
11. Notice Board of Burdwan Division Divisional Office.

Divisional Forest Officer
Burdwan Division.

1. The Tenderers or their authorized representative should be present at the time of opening of Tender. No claim in this regard shall be entertained, if they fail to remain present. Decision of the authority in this regard shall be final and free from all encumbrances.

2. The Agencies/ Institutions /Service Provider/Agency is to quote the SERVICE CHARGE ONLY in the Financial Bid document. GST applicable should be informed separately.

3. No earnest money will be required at the time of dropping tender.

4. Only the Successful Tenderer will have to pay Security Money at least one month of total bill value. The Security Money will be deposited through Demand Draft / Pay Order / Bankers Cheque in favour of the Divisional Forest Officer, Burdwan Division. The Security Money will not carry any interest. The Security Money will be released only after 60 (Sixty) days to the Tenderer after satisfactory completion of supply as per agreement.

5. The selected service provider/tenderer shall be responsible for obtaining required License for carrying out their business and shall be responsible for strict compliance of all rules and regulations in force or which may be in forced from time to time by the appropriate authority.

6. The Agency / Service Provider/ Tenderer must have registration of EPF & ESI. Without registration of EPF & ESI tender bid will not entertained.

7. Rates may be quoted as per latest Labor Commissioner Rates which is applicable as per category of providing manpower. (Labour Commissioner’s rates in this aspect should be enclosed)

8. The monthly wages as will be accepted by the under signed will be paid in the name of the Agency and not in the name of the Person to be provided for the month within the 1st week of the next month. Monthly remuneration / wages etc. of the Security Personnel / Office Assistance / Driver will be decided by the undersigned.

9. The rate should be quote keeping in view the Labour Commissioner’s rate on the basis of Minimum Wage Act. and the lowest rate will be considered only on the basis of quoted service charge. EPFO, ESIC & Bonus as per norms will be included in the rate as per prescribed Wage Rate (Minimum Wage Rate) for all categories as given in the annexure.

10. There will be an agreement to be made by the Agency with the under signed from March’ 2020 to 30th April’ 2020 and is subjected to renewal upto 30.09.2020, if so required @5% annual increment and continue up to 31-03-2021 if situation permits.

11. There will be no enhancement in rates during the agreement period in any circumstances.

12. The Duty of the Security Guards will be regulated by the Range Officer, AFR, Durgapur & Panagarh Range, Burdwan Division.

13. The service provider/tenderer shall be responsible for any loss or damage of Govt. property lying in his duty location or its compound.

14. All Security Personnel to be deployed by the service provider/tenderer will compulsorily have proper uniforms with monogram of the service provider and with proper identity. For providing such uniform no extra payment will be paid by the undersigned. The duty of a Security Guard will be to safeguard Govt. Property, both Physical & Material, in his duty Post/Place.

15. All the Manpower to be provided should be Medically Fit Mentally sound and Possess Good Physique.

16. The service provider will make payments to the all provided Manpower and Security Personnel as per decision of the undersigned which in conformity with the minimum wages Act, 1948 of the Govt. The employed House Keeping and Security personnel shall, however, be entitled to overtime for working beyond normal duty hours as per approved rate and yearly bonus as per rate and conditions prescribed by the Govt. from time to time.

17. The selected service provider/tenderer should submit the bills of wages etc. for payment in duplicate quoting specific work order no. on the bills.
18. Payment will be made online through treasury only. No cash payment for any occasion will be entertained. In this connection the successful tenderer has to submit his/their Bank details and valid Mobile Number.

19. The selected service provider/tenderer will submit a list of Security Personnel / Office Assistance / Driver deployed by them along with a copy passport photograph, copy of Voter I.Cards & Aadhaar Card of each person and permanent address with clear note the fact of their antecedents have been verified by the service provider.

20. Sub-Contracting for supply of Manpower should not be allowed.

21. The contract agreement may be terminated by giving 30 (thirty) days notice from either side. In case the services of any deployed personnel are found unsatisfactory, it will be the responsibility of the service provider/tenderer for replacement of the said person within the specified time informed by employer, failure of which contract agreement will be terminated without any notice.

22. The Undersigned / Directorate of Forests, Govt. of West Bengal will not be responsible for any injury, or accidental death of any deployed personnel. Any situation arising out of such condition should be tackled by the service provider.

23. The under signed has the discretion to retrench the service/agreement at any time without showing any reason, if Govt. Policy/higher authority so requires.

24. The under signed has the discretion to disqualify the service of a Security Guard / Office Assistance / Driver if he finds the Performance of their particular work not upto the mark.

25. The under signed is not responsible on any account for any other statutory obligation for above mention manpower like Permanent Absorption, bonus, arrears, termination benefit, compensation, etc.

26. Gross Salary (excluding G.S.T.) should be in accordance with Minimum Wage Act. of Labour Department, Govt. of West Bengal.

27. **Net salary (in Hand) after all necessary deduction must be furnished in separate sheet with their financial bid document.**

28. On the basis of bill, Agency/Service Provider/Contractor shall pay the Wages/Remuneration (As per latest Rate of Labour Department, Govt. Of West Bengal in different category as Annexed in the NIT along with Bonus, ESI & EPF to each employee.

29. After transferring the monthly wages, EPF and ESI to his deployed manpower, service provider shall submit the bill to Division Office with Pay bill, EPF & ESI details.

30. Service Provider shall be capable to pay the wages as per tender document timely before 6th of every month from his own resource.

31. Service Provider shall be capable to pay monthly wages up to 3(Three) months from his own resources in case of delay of payment by Division Office due to unavoidable circumstance.

32. Normal time to make payment by Division Office is 07 to 45 days date of receipt bill.

33. On acceptance of the Tender it will become a contract and shall be bound by the terms and conditions of the Tender.

34. All Terms & Conditions mentioned above of the Tender Notice shall also a part of the Agreement

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**NOTE : TENDERER MAY SUBMIT THE FOLLOWING DOCUMENTS WITH THEIR TENDER PAPER WITH SELF ATTESTATION :**

1. COPY OF TRADE LICENSE.
2. COPY OF IT ACKNOWLEDGMENT RECEIPT FOR LAST ASSESSMENT YEAR.
3. COPY OF P.TAX & GST REGISTRATION CERTIFICATE WITH LAST UPDATED RECEIPT.
4. COPY OF EPF & ESI REGISTRATION CERTIFICATE WITH LAST UPDATED.
5. COPY OF PAN & VOTER CARD.

[Note: Failure of submission of any one of the above mentioned will render the tender liable to summary rejection.]