

**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF FOOD PROCESSING INDUSTRIES & HORTICULTURE**  
**MAYUKH (TOP FLOOR), BIDHANNAGAR, KOLKATA-700 091**

No. 1140/FPI&H/1E-42/2017

Date - 12/10/2018

**'TENDER PAPER'**


e-Tender is invited from the reputed Contractors/ Bidders/Agencies/Labour Co-operative Societies etc. who have obtained Govt. License in terms of "West Bengal Private Security Agencies (Regulation) Rules 2007" or applied for License (subject to provisions of para I of Terms & Conditions and para I(III) of Rules of Tender) and who are financially sound and adequately experienced in the work of Caretaking & Security guarding (day & night) in Govt. Organizations (Central/State/Undertaking) for the premises of the Department of Food Processing industries & Horticulture, Government of West Bengal at 4<sup>th</sup> (A Part+ B part) floor, 6<sup>th</sup> (Apart) floor & Ground (B part) floor of 'BENFISH TOWER', at GN-31, Sector-V, Salt Lake City, Kolkata-700 091.

Last date of bid submission through online: 07/12/2018 up to 5-30 PM.

All applicants should have offices in or around Kolkata for easy communication.

**The Jobs to be performed are specified below:**

- a) **Guarding:** The entire space under the administrative control of the FPI & H Department measuring about 25545.75 sq.ft. Visitors attendance register to be maintained by persons engaged for guarding.
- b) **Caretaking:** To watch over the Govt. properties i.e. chairs, tables, almirahs, racks, telephones, cabinets, lights, fans, computers, typewriter machines, aqua guards, curtains and other machines etc. and also to open the office doors and windows at 9:30 A.M. and to close these after office hours, on working days. In exceptional cases, arrangements will have to be made to open the office on holidays and at any earlier time on working days as and when required or for such period beyond office hours if such order is given by this Department.

  
Deputy Secretary  
to the Govt. of West Bengal



## TERMS & CONDITIONS

1. The Agency will be engaged provisionally subject to having valid license from the Government of West Bengal for carrying out business of Private Security Agency.
2. The Agency will have to carry out the mentioned work to the satisfaction of the Department.
3. The Agency will be held responsible for any loss, shortage or damage of Govt. materials or property and the cost of the same will be recovered from the bills of the Agency.
4. The Department will not be any way responsible for any injury, accident or accidental death of any person engaged by the Agency even if such unfortunate incident takes place in course of the work. The question of compensation arising out of such cases shall have to be settled by the Agency itself entirely at its own cost and responsibility.
5. The Agency will engage 25(Twenty five) numbers of personnel possessing undoubted integrity, having no criminal background, having sound health. Personnel must be engaged after obtaining PVR.
6. Particulars of the deployed personnel will have to be furnished to this Department. The agency will be responsible in case of any flaw in this regard.
7. The Agency will terminate services of a particular person engaged in this regard if his service is found dissatisfactory and unsuitable for the stipulated job on receipt of any such report from this Department.
8. The Department will reserve the right to terminate the contract at any time without assigning any reason after serving a notice of 3 (three) months in advance. However, the Department will hold the discretion to terminate the Contract at any time in case of gross negligence in providing required service.
9. The Agency will not be entitled to withdraw from the contract without serving a notice to this effect at least 3(three) months in advance.
10. Service of the Agency will be uninterrupted. Any interruption in service will be treated as breach of contract and the Department will reserve the right to initiate action as per penal provisions against the agency in case of such eventuality.
11. The tenure of contract will be for one year. It can be renewed annually up to three years at the same rate, terms and conditions as at the time of engagement subject to satisfaction of this Department.
12. The Agency shall have to keep a check on all Govt. materials coming in and going out of the premises.
13. Bills will be cleared and payment to the agency will be made at the earliest possible time. However, payment of the staff will not be held up/delayed by the agency in case there is any procedural or technical delay in clearing the agency bills.
14. No person will be engaged for more than 26 (twenty six) days in a month as per Labour Deptt. guidelines. Claims are to be submitted by the agency strictly as per attendance register to be maintained in the Department. However, it is to be ensured that round the clock security is provided in the Department.
15. A normal working day shall consist of eight and half hours of work. One day in any period of seven days shall be the day of weekly rest.
16. The Agency must follow the minimum rates of wages (as prescribed by the Labour Department from time to time) while engaging persons for these works.
17. The Agency shall be responsible for compliance with the provisions of extant laws, including the Contract Labour (Regulation & Abolition) Act, 1971 and the provision of the West Bengal Private Security Agencies (Regulation) Rules 2007. In case of any departure the Department reserves the right to intervene. Decision of the Department will be final and binding upon the agency.
18. The Agency / Contractors / bidders may submit bids for the work only if they fulfil the eligibility criteria and are in possession of required documents.
19. A pre-bid meeting may be held in the office chamber of the Tender Inviting Authority on the day 4 or 5 from the date of closing of e-NIT.

**Signature valid**

Digitally signed by PRABIR MUKHERJEE  
Date: 2018.10.29 14:12:30 IST  
Location: West Bengal

Deputy Secretary  
FPI & H Department