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GOVERNMENT OF WEST BENGAL
WEST BENGAL GROUP-D RECRUITMENT BOARD
UTILITY BUILDING, 2ND FLOOR
ACTION AREA -IIC, NEW TOWN
KOLKATA- 700161.

Memo No : 2899 -WBGDRB/M-66/2019

Dated: 20/08/2019

INVITATION OF SEALED TENDER

Sealed **TENDERS** are invited from bonafide / reputed organizations and Security agencies for providing the following services for the office of West Bengal Group-D Recruitment Board at Board office located at "Strong Room of Board at Jalasampad Bhavan (Ground floor), DF Block, Sector-1, Salt Lake, Kolkata-700091" for a period of 06 Months w.e.f. 01/09/2019 or from the date of taking over charge by the new agency, subject to a maximum period of 15 days from the time & date and as stated below and as stated below:

03(Three) Security personnel (un-armed) for providing security service and guarding arrangement for the Board office for different shifts , i.e. one security personnel per shift of 8 hours 3 shifts per day, 24 hrs day & night, alongwith the fixed and movable assets of the office as well as outside periphery and adjoining staircase.

Last date of submission of Quotation Paper : 28.08.2019 upto 12.00 P.M.

Date of opening : 28.08.2019 at 2.00 P.M.

General Terms & Condition

- i. The security personnel to be deployed should not have appeared for Group-D Recruitment Examination conducted by this Board.
- ii. The service provider/Agency should have the eligibility certificate from appropriate authority & should be a duly registered company for providing security services and should have the experience of working with any Government Department/Agency or renowned private firm. Possession of other relevant certificates is obligatory. Maintenance of Wages Register is mandatory.
- iii. The rates should be quoted per head per day per shift (8 hrs) basis and should include cost of uniform, Torch, Stick, and other obligatory expenses (PF, ESI, Bonus, etc, to be mentioned separately as per Govt. rate) inclusive of all taxes/GST, following the latest minimum rate of wages in the employment of Security Services in the State of West Bengal.
- iv. The minimum rate of wages in the employment of Security Services in the State of West Bengal should be strictly followed and the selected agency may seek change of minimum rate of wages as specified from time to time in the State of West Bengal.
- v. The rate quoted will be valid for 3 months and rates quoted are to be submitted as mentioned at ANNEXURE-A.
- vi. The Tender should be addressed to the Secretary, West Bengal Group-D Recruitment Board and the same should be accompanied by the copies of PAN card, Trade licence, GST certificate, etc. And all the documents submitted should be duly signed with date and sign on each page of documents submitted.
- vii. No application will be entertained if sent by Post/Courier, but applications may be dropped in the Boxes kept inside the WBGDRB office at Utility Building, 2nd Floor, Action Area-IIC, New Town, Kolkata-700161.
- viii. The quotation will be opened in the presence of the intending tenderers or their authorized representatives at the time of opening, if they so desire.
- ix. The acceptance of the Tender will rest with the accepting authority, i.e. Secretary, WBGDRB.

- x. Before submission of the tender, the tenderers may visit the sites and satisfy themselves about the local conditions and other matter related to the work. Any tenderer who shall submit the tender should be presumed to have done so, as no claim, whatsoever, will be entertained on any account afterwards.
- xi. The successful tenderer whose tender is accepted shall make the formal agreement with the Board within 7 (seven) days from the date of issue of work order by the Board.
- xii. The agency/tenderer will have to abide by the West Bengal Contract Labour (Regulation & Abolition) Rules in force.
- xiii. The Authority of the Board reserves the right to deny or accept or reject any or all the applications and even to annul the tender process at any point of time without prejudice to further action and without assigning reason thereof.
- xiv. Canvassing in any form is strictly prohibited and any tenderer found to have resorted to canvassing shall be liable to have his quotation rejected summarily.
- xv. Any corrigendum to this tender will be circulated through official website of West Bengal Group-D Recruitment Board (www.wbgdrb.in). Participants are requested to follow the website.

The sealed envelope containing the Tender should be addressed to the undersigned with address as mentioned above and dropped at the relevant Boxes kept in the Board's office located at Utility Building, 2nd Floor, Action Area-IIC, New Town, Kolkata, Kolkata-161.

The envelope should be superscribed with:

"TENDER FOR SECURITY PERSONNEL (UN-ARMED) AT WBGDRB OFFICE AT STRONG ROOM OF BOARD AT JALASAMPAD BHAVAN (GROUND FLOOR), DF BLOCK, SECTOR-1, SALT LAKE, KOLKATA-700091"

SD/- RANJAN KUMAR DEY
Secretary
West Bengal Group-D Recruitment Board

Memo No :2899 /1(4)-WBGDRB/M-66/2017

Dated: 20/08/2019

Copy for information:

1. The Accounts Officer, West Bengal Group-D Recruitment Board.
- ✓ 2. Webel Informatics Limited for display in the official website of West Bengal Group-D Recruitment Board (www.wbgdrb.in).
3. The Notice Board, WBGDRB for display.
4. Office copy.


Secretary
West Bengal Group-D Recruitment Board

ENCLOSURE OF MEMO NO. 2899-WBGDRB/M-66/2019, DT. 20.08.2019

ANNEXURE - A

SL NO	DESCRIPTION	IN (%)	PER DAY	MONTHLY (26 DAYS)	REMARKS
A	MINIMUM WAGES (AS PER LATEST CIRCULAR OF GOVT. OF WEST BENGAL)				
	STATUTORY OBLIGATION :-				
B	EPF				
C	ESI				
D	BONUS (8.33% ON MINIMUM WAGES)				
E	OTHER CHARGES, IF ANY				
F	SUB-TOTAL (A+B+C+D+E)				
G	SERVICE CHARGES/AGENCY PROFIT				
H	TOTAL =				
I	GST - (18%)				
J	TOTAL =				
K	ROUND OFF				
L	NET AMOUNT				