

**TENDER DOCUMENT  
FOR  
SECURITY SERVICE CONTRACT**



**CENTRAL SILK BOARD  
SILKWORM SEED PRODUCTION CENTRE  
DAKSHIN BHAWANIPUR, PO: FATEPURHAT,  
UTTAR DINAJPUR, WEST BENGAL**

**Rs. 500.00**

**CENTRAL SILK BOARD**  
**SILKWORM SEED PRODUCTION CENTRE, DAKSHIN BHAWANIPUR**

NO: CSB/NSSO/SSPC/DBPUR/Estt-48/2018-19/

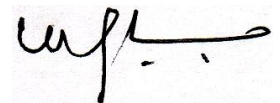
DATE: 25.06.2018

**NOTICE**

For and on behalf of the Member Secretary, Central Silk Board, Silkworm Seed Production Centre, Dakshin Bhawanipur, Uttar Dinajpur, W.B. invites sealed tenders from reputed Security Agencies up to 12 noon on 25.07.2018 and will be opened at 03.00 pm on 25.07.2018.

Description	EMD quoted value %	Last date for issuing of tender	Office from which the tender can be collected
Providing Security Services to Silkworm Seed Production Centre, Dakshin Bhawanipur, Uttar Dinajpur, West Bengal for 01 year as per Min. wages notification issued by Chief Labour Commissioner, New Delhi, w.e.f. 01.04.2018	2% of the Contractual value	25.07.2018 Up to 12.00 noon.	The Scientist-D, SSPC, Dakshin Bhowanipur, Central Silk Board, PO: Fatepurhat, Uttar Dinajpur, West Bengal, PIN – 733132

The tender document will be issued on written requisition from the Security Agency on payment of **Rs. 500/-** (Rupees Five hundred only) being the Cost of tender schedule (Non refundable) per set.



( Dr. M.K. Ghosh )  
Scientist-D

Tender Document issued to :

Shri/ M/s \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# CENTRAL SILK BOARD

## INDEX

<b>SL. NO</b>	<b>CONTENTS</b>	<b>PAGE NO.</b>
1.	Invitation to Bid	1
2	Instruction to Bidders	3
3	Terms & Conditions of the Contract	4 - 6
4	Guidelines for preparation and Submission of quotation/bid	6-8
5	Opening of quotations/bid and award of the contract	9
6	Schedule of work	10 - 11
7	Bill of Quantities	12
8	Bid letter from contractor	13

## CENTRAL SILK BOARD

NO: CSB/NSSO/SSPC/DBPUR/Estt-48/2018-19/

DATE: 25.06.2018

### INVITATION TO BID

1. CENTRAL SILK BOARD (CSB) invites quotations/tenders completed in all respects from qualified registered licensed contractors for providing Watch and Ward (Security) Services round the Clock in three shifts of eight hours each. **The security contract will be for a period of one year.**

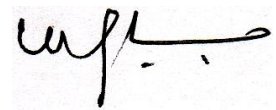
Last date for submission of Bid : **25.07.2018** upto 12.00 noon

Date of opening : **25.07.2018** at 3.00 pm.

Earnest Money Deposit : **2% of the quoted/ contract amount.**

2. Interested Contractors or Agencies may obtain further information and visit to the SSPC, CSB, Dakshin Bhawanipur, P.O. Fatehpurhat, Uttar Dinajpur, WB Office on working days between 10.00 A.M. and 04.30 P.M.
3. The quotations/ tenders shall be duly filled in and signed by the bidder and shall be addressed in sealed cover to the Scientist-D,SSPC, Dakshin Bhawanipur, P.O. Fatehpurhat (PIN-733 132), Via- Kushmandi, Dist. Uttar Dinajpur, West Bengal, so as to reach before the date and time specified above. All the quotations/ tenders must be accompanied by E.M.D. of appropriate value in the form of Demand Draft/ Bankers Cheque drawn on any nationalized bank in favour of **“Director, NSSO”** on SBI, Kaliyaganj. The EMD amount other than in the form of Demand Draft/ Bankers Cheque will not be accepted.

4. The quotations will be opened on the same day i.e., on the date and time specified above, in the presence of those bidders or bidders' representatives who choose to attend at the office of the Scientist-D, SSPC, Dakshin Bhawanipur, Uttar Dinajpur.
5. The rates quoted in the quotations/tenders shall remain valid for a period of 120 days and extendable upto a period of 180 days from the date of opening of the offer as mentioned above.
6. The quotations which are not accompanied by the requisite E.M.D/ Bankers Cheque as indicated above will be rejected.
7. The bidding documents are not transferable.
8. Interested Agencies / Contractors are requested to obtain the Tender Document Form in any working days between 10.00 am to 4.30 pm from the office of the Scientist-D, Silkworm Seed Production Centre, Dakshin Bhawanipur, P.O. Fatehpurhat (PIN- 733 132), Via- Kushmandi, Dist. Uttar Dinajpur, West Bengal against payment of **Rs. 500.00 (Rupees Five Hundred) only** in cash or Demand draft drawn in favour of "Director, NSSO" on any Nationalized Bank or SBI, Kaliyaganj, Branch Code no. 2074.



Signature & Seal of the  
Unit In-Charge of CSB.

# CENTRAL SILK BOARD

## INSTRUCTION TO BIDDERS

### 1.0 INTRODUCTION

Central Silk Board, a statutory organization, created by an Act of Parliament viz., Central Silk Board Act, 1948 is functioning under Ministry of Textiles, Govt. of India and is Scientific Organization. It is located at the address as below:-

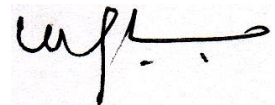
**Silkworm Seed Production Centre**

**Central Silk Board**

**Dakshin Bhowanipur, P.O. Fatehpurhat (PIN- 733 132)**

**Via- Kushmandi, Dist. Uttar Dinajpur, West Bengal**

- 1.1 The date stipulated in the tender notice regarding issue of application schedules are firm. Under no circumstances they will be relaxed unless officially extended.
- 1.2 The EMD as mentioned should be furnished in the form of Demand Draft/ Bankers Cheque drawn on any schedule bank in favour of the "Director, NSSO" payable at State Bank of India, Kaliyaganj Branch, Branch Code no. 2074 or remitted by cash to the cashier of the office. Tenders unaccompanied by DD/ Bankers Cheque in the prescribed form shall be summarily rejected.
- 1.3 10% of the contract value shall be the Security Deposit. The same shall be remitted by the successful bidders before entering into agreement with the CSB units. All bidders are expected to read the tender document containing qualifying conditions and participate in the tender process before quoting/ responding to the bid. The Security Deposit will be released after satisfactory completion of contract. It does not carry any interest.
- 1.4 The Member Secretary, Central Silk Board or his/her authorized Officer reserves the right to accept or reject any or all tenders without assigning any reasons therefor.



Signature & Seal of the  
Unit In-Charge of CSB.

## **2.0 TERMS AND CONDITIONS OF THE CONTRACT**

- 2.1 The Contractor/ Agency shall provide trained & well disciplined security personnel for round the clock vigilance of the campus on eight hours shift basis. He/ Agency shall deploy an effective strength of three (03) nos. Security Guards, Security Supervisors wherever applicable every day. The total No. of 03 Security Guards (Unarmed) may vary depending on the location(s) and from time to time.
- 2.2 The Contractor/ Agency should have minimum five years (05) of experience in providing security services and should have experience in providing services in Central and State organizations/Public Sector undertaking for a minimum period of 3 years. He should have on his rolls sufficient number of efficient security personnel to meet the requirement of CSB.
- 2.3 The Contractor/ Agency should provide the Agencies'/His annual turnover from Security Services (Rs. .... lakhs) supported by documents.
- 2.4 The Contractor/ Agency should be in a position to deploy very efficient Security Guards to manage the security issues duly supervised by Ex-service men as specified by the CSB through posting the security personnel in such a manner so as to ensure, attending to the following :-
- (a) Every aspect of the security, personal security, prevention of unauthorized movement of the goods/stranger avoiding damage of any kind to the unit in which service is being provided.
  - (b) Detection/tracing of the persons involved in theft and report the matter to the authority concerned.
  - (c) Movement of men, materials and machinery at all the locations of SSPC, Dakshin Bhowanipur ,CSB as per security points
  - (d) Screening and recording all incoming and outgoing persons, vehicles and materials.
  - (e) Verification of gate passes and visitor's identity and check for persons visiting CSB wears a "VISITOR BADGE" and he/she should have sufficient reason to see a person of the CSB.
  - (f) Introducing anti-theft measures.
  - (g) Reporting of cases of theft to the local police and the CSB authorities and follow-up of each case.
  - (h) Providing escort services to men, materials and valuables, if necessary.
  - (i) Informing and assisting the fire brigade staff in emergency.
  - (j) Prevention of entry of unauthorized persons to the premises with due regard to vigilance of the entire campus during and after office hours and in staff quarters on all days.
  - (k) Performance of any other task assigned by the CSB in the interest of security.

- (l) To provide Security for the CSB Property in areas/ locations at SSPC, Dakshin Bhowanipur, CSB as and when required for.
  - (m) The Contractor/Agency should furnish balance sheet for the past two years, so also Income Tax returns filed for the last 2 years to evaluate the credential of the Contractor/Agency.
  - (n) The Certificate for having provided the services to State and Central Government Organizations.
  - (o) The Agency should have been recognized by Directorate General of Resettlement of Government of India (or) by the State Government.
  - (p) The agency should be registered under Shops & Establishment Act of concerned State for providing security services and should also possess ESI, EPF registration as per regulating Labour Act. Necessary copies of relevant certificate have to be sent as on the date along with proposal.
- 2.5 The deployed Security personnel of the Contractor/Agency on duty may avail the facility of the departmental canteen (wherever available) on payment of charges at the rates applicable to the regular employees of the CSB.
- 2.6 The rate shall be quoted as below:-
- a. The rates quoted should be in “Two parts”:
    - (i) The consolidated sum amounting to total monthly emoluments payable to work force engaged by the Contractor in terms of agreement consisting of statutory minimum wages, as notified by the Office of the Chief Labour Commissioner (Central) Ministry of Labour & Employment, New Delhi for the watch & ward security services and for those category uncovered such as Supervisors etc., to be in accordance to the Minimum Wages quoted by the respective State Government Notification as applicable on the date of submission of bid supported by the copy of the Notifications plus the rate of EPF, ESI remittance per month per worker and
    - (ii) any proposal for enhancement of Minimum Wages should be supported by revised Notifications issued from time to time from the same authority referred to herein.
  - b. Agency Commission or Service charges may be quoted per month for the services rendered by the Contractor to CSB in terms of the agreement. These charges once quoted and accepted **will remain valid for the entire period of one year of the contract.**
  - c. The above rates shall be subject to statutory deductions which may become due under the relevant clause of the Agreement.
  - d. Income Tax/Service Tax as per the prevailing rates under relevant Acts shall be deducted at source.
- 2.7 A Security Deposit equivalent to 10% of Annual Contract value either in the form of Bank Guarantee or Demand Draft drawn in favour of the **“Director, NSSO”**, payable State Bank Of India, Kaliyaganj branch, branch Code no.



2074 should be furnished before commencement of contract, if contract/work is awarded. It will be refunded only after satisfactory completion of contract period, without any interest thereon.

- 2.8 The payment will be made in consideration of due and satisfactory performance of all the services rendered by the Contractor's work force in terms of the Agreement in the preceding month on monthly basis on receipt of bill and claim for service charges in accordance to the minimum wages as may be admissible to the work force as indicated in para 2.6 a(i) above. The said bill and the claim will be certified by a concerned officer/ official of the CSB for satisfactory performance of the contract during the period.
- 2.9 **No advance payment will be made to the contractor/agency under any circumstances.**
- 2.10 An agreement incorporating the terms and conditions which forms part and parcel of this bid document(s) shall be signed by the Contractor/Agency on a non-judicial stamp paper as fixed by the concerned State Govt. for execution of agreement before commencement of contract.

## **GUIDELINES FOR PREPARATION & SUBMISSION OF QUOTATION/BID.**

### **A. PREPARATION OF BID**

- 3.0 The bidder is advised to visit Silkworm Seed Production Centre, CSB , Dakshinbhowanipur, P.O. Fatehpurhat , Via- Kushmandi, Dist. Uttar Dinajpur, West Bengal and other locations indicated in the document and examine the work requirements thoroughly and obtain for himself on his own responsibility all information that may be necessary for furnishing required information in the bid and entering into a contract. The cost of visiting the site shall be at bidder's own expense.
- 3.1 The bidder is expected to examine carefully all instructions, terms and conditions of the agreement form and bidding documents. Failure to comply with the requirements of bid submission will be at the bidders own risk. Bids which are not substantially responsive to the requirements of the bidding documents will be rejected.
- 3.2 To be eligible for award of contract, bidders shall provide evidence satisfactory to the Silkworm Seed Production Centre, CSB, Dakshin Bhowanipur, P.O. Fatehpurhat, Via- Kushmandi, Dist. Uttar Dinajpur, West Bengal of their eligibility and of their capability and adequacy of resources to carryout the contract effectively. To this end, all bids submitted shall include the following information.
  - a. Copies of original documents.
  - b. Certificate of Registration of the firm under Contract Labour Act. Place of registration and principal places/business of the company or firm of partnership thereto constituting the Bidders.

- c. The copies of receipts of the payments received by the party from different organizations for carrying out similar works will be preferred over other documents and certificates.
- 3.3 Bid from a joint venture is also acceptable.
- 3.4 The information furnished in the bid by the bidder and all correspondence and documents relating to the bid shall be written in English language. Supporting documents and printed literature furnished by the bidder with the bid may be in another language provided they are accompanied by the appropriate translation in the above stated language. For the purpose of interpretation of the bid, the English language shall prevail.
- 3.5 The contract shall be for the entire work(s) as shown in the schedule and unit rates and prices submitted by the bidder.
- 3.6 The bidder shall fill the rates for providing security personnel and works described in the Bill of Quantities (BOQ) on monthly basis for a period of one year.
- 3.7 All kinds of duties, Taxes, Service Tax as applicable and any other Govt. levies payable by the contractor under the contract or for any other cause, shall be specified and included in the rates. Subsequent claims for any tax/duties will not be entertained, unless there is change in the Central/State Government announcements by way of notification issued from time to time.
- 3.8 Bids shall remain valid and open for acceptance for a period of **120 days, extendable up to 180 days after the date of bid opening.**
- 3.9 The bidder shall furnish, as a part of his bid, an EMD @ Two (2) percent of the total value of the contract. The EMD shall be submitted only in the form of Demand Draft/ Bankers Cheque from any Nationalized Bank drawn in favour of “**Director, NSSO**” on **SBI, Kaliyaganj branch, branch Code 2074**. The EMD in any other form other than Demand Draft/ Bankers Cheque will not be accepted. **Any bid not accompanied by an acceptable EMD will be rejected by the Authority.** EMD of unsuccessful bidders will be refunded as quickly as possible without interest. The EMD of the successful bidder will be refunded without interest only after award of the contract. The EMD will be forfeited if a bidder withdraws or modifies his bid during the period of bid validity or in the case of a successful bidder, if he fails within the specified time limit to sign the agreement, and / or commence performance of his obligations as specified therein.
- 3.10 The bidder shall submit his offer only in the bid document issued to him by the SSPC, Dakshin Bhowanipur, Central Silk Board. The bidder, may for his reference keep a copy of the bid document.
- 3.11 The documents shall be typed or written in indelible ink without any correction, over writing etc., and shall be signed by a person or persons duly authorized to sign the contract. Proof of providing security personnel and permission of the licensing authority to provide such security service must be produced.
- 3.12 All pages of the bid including where entries or amendments have been made shall be signed by the person or persons signing the bid.

- 3.13 The complete bid shall be without alterations/corrections, over writings interlineations or erases, except those to accord with instructions issued by the Sc-D, SSPC, Dakshin Bhowanipur, Central Silk Board or as necessary to correct errors made by the bidder in which case such corrections shall be initialed by the person or persons signing the bid.
- 3.14 Only one bid may be submitted by each bidder. No bidder may participate in the bid of another for the same contract in any relation whatsoever.

**B. SUBMISSION OF BIDS**

- 3.15 The bidder shall seal the bid documents in an envelope and this should be addressed to :

**The Scientist-D  
Silkworm Seed Production Centre  
Central Silk Board  
Dakshin Bhowanipur, P.O. Fatehpurhat (PIN- 733 132)  
Via- Kushmandi, Dist. Uttar Dinajpur, West Bengal**

And shall bear the following identifications:-

- a. Bid for "SECURITY SERVICE CONTRACT WORK"
  - b. Reference No. of bid .....
  - c. Name and address of the bidder.
- 3.16 If the envelop(s) is not sealed and marked as instructed above, the bid will be rejected by the Scientist-D, SSPC, CSB, Dakshin Bhawanipur, Uttar Dinajpur, West Bengal - 733132.
- 3.17 The last date for receipt of bid is up to 12.00 noon on 25.07.2018**
- 3.18 Bids must be received by the office of the Scientist-D, SSPC, CSB, Dakshin Bhawanipur, Uttar Dinajpur, WB at the address specified above. Any bid received after the due date and time will be rejected.

**END-END**

## **OPENING OF QUOTATIONS / TENDERS AND AWARD OF THE CONTRACT**

### **A. OPENING OF QUOTATIONS / BIDS**

- 4.0. The quotations / Bids will be opened at 03.00 pm on 25.07.2018 in the presence of tenderers or their authorized representatives, who choose to be present at CSB Office.
- 4.1 Bids determined to be substantially responsive will be checked by the CSB for any arithmetic errors in computation and submission. Errors will be corrected as follows:
- a. In case, the rate in words and figures differ, or figure in words the lowest rate shall be taken as correct.
  - b. All errors in total in the amount column and carrying forward totals shall be corrected.
- 4.2 The amount arrived as per 4.1 (a) & (b) in accordance with the above procedure for the correction of errors and shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount of the bid, his bid will be rejected and the E.M.D. will be forfeited.
- 4.3 All disputes arising out of the above shall be mutually settled and the decision of the of the Scientist-D, SSPC, CSB, Dakshin Bhowanipur, Uttar Dinajpur on all matters shall be final and binding on the bidder.

### **B. AWARD OF CONTRACT**

- 4.4 The Scientist-D, SSPC, CSB, Dakshin Bhowanipur, Uttar Dinajpur will award the contract to the bidder whose bid has been determined to be substantially responsive to the bidding documents and who has offered the lowest evaluated bid price, provided further that the bidder has the capacity and resources to carry out the contract effectively.
- 4.5 The Scientist-D, SSPC, CSB, Dakshin Bhowanipur, Uttar Dinajpur or any other Officer authorized by him reserves the right to accept or reject any or all the bids without assigning any reason therefor.

### **C. SCHEDULE OF WORK AND BILL OF QUANTITIES (BOQ) FOR THE SECURITY SERVICE CONTRACT AT SSPC, DAKSHINBHOWANIPUR, UTTAR DINAJPUR, WB.**

## **SCHEDULE (3.5 of guidelines of the Tender Document)**

### **Schedule of work for the Security Service Contract at SSPC, Dakshin Bhawanipur, Uttar Dinajpur, WB Office**

(To be filled by the CSB Unit)

Security arrangements by the Agency as detailed below:

Item No.	Type of Security Personnel	Number of person	Place of posting ( Security points)
1.	Security Guard <b>(Without Arm)</b>	01	During night shift Office premises, main gate, office building, Staff Quarters, Quarters campus with adjacent areas.
2.	Security Guard <b>(Without Arm)</b>	01	Main gate, Office building, staff Quarters, Quarters campus with adjacent areas round the clock during day time.
3.	Security Guard <b>(Without Arm)</b>	01	Main gate, Office building, staff Quarters, Quarters campus with adjacent areas round the clock during day time.

Total .....

Signature & Seal of the  
Unit In-Charge of CSB.

Date:

**To be filled and submitted to The Scientist-D, Silkworm Seed Production Centre, Central Silk Board, Dakshin Bhawanipur, P.O. Fatehpurhat (PIN-733132), Via- Kushmandi, Dist. Uttar Dinajpur, West Bengal in a sealed cover along with bid letter and EMD**

The rates must be quoted on monthly basis in respect of Ex-servicemen category for Security Supervisor and Trained and efficient Guards separately. The rates for both the categories and the proof of Security Supervisor/ Security Guard need to be attached by the Agency separately as detailed below.

Item No.	Type of Security Personnel	Number of person	Rate per person	Total Amount (Rs.)
1.	Security Guard <b>(Trained &amp; Efficient guards) for Night</b>	<b>01</b>		
2.	Security Guard <b>(Trained &amp; Efficient guards) for Day</b>	<b>02</b>		
3.	Security Supervisor	-		

TOTAL (1 + 2) COST PER MONTH IN FIGURES = Rs. \_\_\_\_\_

TOTAL COST PER MONTH IN WORDS (Rupees \_\_\_\_\_  
\_\_\_\_\_).

Signature & Seal of the  
Contractor/Agency or the bidder.

Date:

## **BILL OF QUANTITIES (BOQ)**

To be filled by all bidders.

Sl. No.	Particulars	Security Supervisor	Security Guard (Armed)	Security Guard Without Arm)
1.	Basic + VDA as on ..... vide G.O. No..... dated .....Copy enclosed			
2.	PF on Basic + VDA			
3.	ESI on Basic + VDA			
4.	Service charges of the Agency			
5.	Sub-Total (1+2+3+4)			
6.	GST as applicable.			
	<b>Grand Total</b>			

\* The wages should not be less than the rates of minimum wages notified by the Central Government and for those category of personnel uncovered in the Central Notification to be as per the Minimum Wages notified in the respective State Notification for Security personnel from time to time. **The tenderers/ bidders are advised to indicate the rates in the above format only.**

Signature & Seal of the  
Contractor/Agency or the bidder.

Date:

## LETTER FROM CONTRACTOR / BIDDER / AGENCY

Date: .....

To  
The Scientist-D,  
Silkworm Seed Production Centre,  
Central Silk Board, Dakshin Bhawanipur,  
P.O. Fatehpurhat (PIN- 733 132)  
Via- Kushmandi,  
Dist. Uttar Dinajpur, West Bengal

Sir,

Sub: Security Service Contract – reg.

Ref: Tender Notice Ref.No .....

\*\*\*\*\*

Having inspected the site and having examined the terms and conditions of contract, and Schedule for the above mentioned work, I, the undersigned offer to undertake the security arrangements at SSPC,CSB, Dakshin Bhowanipur Office located at Fatehpurhat at a total cost of Rs. .... Rupees ..... (.....) per month on the basis of rate details mentioned in the Schedule of Work and Bill of Quantities (BOQ).

My bid is accompanied with earnest money of Rs..... (as per the conditions). I undertake, if my bid is accepted to commence the work and complete the same within the stipulated time and as per the conditions indicated in the tender document.

Seal of the Contractor/ Agency or the Bidder.

Yours faithfully,

Name of the authorized  
Signatory/Designation