



WEST BENGAL LIVESTOCK DEVELOPMENT CORPORATION LIMITED

(A Govt. Of West Bengal Undertaking)

LB-2, Sector-III, Salt Lake City, Kolkata – 700 106

Tele: (033)-2335 5298 E-mail: info@wbldc.in

Website: www.wbldc.in Toll Free No. 18001208243

NIT No: WBARD/WBLDC /NIT-692e/2024-25

Date of Issue: 09/05/2024

SET OF TENDER DOCUMENTS

For

Outsourcing of Security Personnel at different units under West Bengal Livestock Development Corporation Limited, LB-2, Sector-III, Salt Lake City, Kolkata-700106 for the Financial Year 2024-25.

Each set contains:-

1. NOTICE INVITING E-TENDER
2. INSTRUCTION TO BIDDERS (SECTION A)
3. SELF DECLARATION (SECTION – B)
4. EXPERIENCE PROFILE (SECTION – C)
5. TENDER TERMS & CONDITIONS (SECTION – D)
6. APPLICATION FORMAT (SECTION E)
7. CHECKLIST (SECTION F)

IMPORTANT DATES & INFORMATION

DATE OF PUBLICATION OF e-TENDER (ONLINE) : 09/05/2024 FROM 5:00 P.M.

STARTING OF BID SUBMISSION (ONLINE) : 09/05/2024 FROM 5:00 P.M.

PRE BID MEETING (Mandatory) TO BE HELD ON 17/05/2024 at 2:00 P.M., H.Q.

LAST DATE FOR ON LINE SUBMISSION OF TENDER : 01/06/2024 UP TO 11:30 A.M.

OPENING OF TECHNICAL BID : 03/06/2024 FROM 11:30 A.M. onwards.

OPENING OF FINANCIAL BID: TO BE NOTIFIED LATER ON.

TENDER FEES: NIL

EARNEST MONEY DEPOSIT: Rs. 50,000/- (Fixed)


(Dr. Gouri Shankar Koner)
Managing Director
W.B.L.D.C. Ltd.



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NOTICE INVITING e-TENDER

Notice Inviting e-Tender No. WBARD/WBLDC/NIT-692e/2024-25
of The Managing Director, West Bengal Livestock Development Corporation Ltd.,
invites e-tender for the work detailed in the table below.

(Submission of Bid through online)

List of Work to be undertaken:

Sl. No	Name of the Item	Earnest Money (Rs.)	Period of engagement	Eligibility of Bidder
1	Outsourcing of Security Personnel at different units under West Bengal Livestock Development Corporation Limited, LB-2, Sector-III, Salt Lake City, Kolkata-700106 for the Financial Year 2024-25	Rs. 50,000/- (Rupees Fifty Thousand) only.	One Year	West Bengal based Registered/Well established Manpower Service Provider/ Agency having sufficient experience of providing security personnel to various Government Organizations, Public Sector Undertakings and/ or Autonomous Organizations of Govt. of India & Govt. of West Bengal, subject to have fulfilled the 'Terms & Conditions' stated under ' Section-D ' of this tender document.

- 1) In the event of e-filing, intending bidder may download the tender documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary cost of Earnest Money may be remitted through online portal and also to be documented through e-filing (receipt of EMD submission may be uploaded in the technical bid documents). In case of any ambiguity, bidder may directly ask for any clarification regarding this e-tender to the Office of The Managing Director, West Bengal Livestock Development Corporation Ltd., LB-2, Sector-III, Salt Lake City, Kolkata- 700 106 **at Mandatory Prebid Meeting only on 17.05.2024 at 02.00 PM.**
- 2) Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>
- 3) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated .
- 4) The FINANCIAL OFFER of the prospective Bidder will be considered only if the TECHNICAL BID of the Bidder is found qualified by the 'Tender Evaluation Committee" formed by the Managing Director, West Bengal Livestock Dev. Corporation. Ltd. The decision of the 'Tender Evaluation Committee" will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.
- 5) **Rate as service charges quoted shall be Excluding of GST but including all other charges / taxes, surcharges, cess, if any.**

6) Eligibility criteria for participation in the tender.

- i. Bidder Having Registration under Labour Welfare Fund Act.[*Non-statutory documents*]
Income Tax Acknowledgement Receipt for the latest Assessment year, PAN Card, Service Tax Registration Certificate, Incorporation Certificate, EPF Registration Certificate, ESI Registration Certificate, Registration under Labour Welfare Fund Act are to be accompanied with the Technical Bid Documents.[*Non-statutory documents*]. Bidders having Certificate from **“Indian DGR (Directorate General Resettlement)”** and **License for providing Security Service from competent authority** will be preferred in the Technical bids.
- ii. The prospective bidders who has failed to carry out any work order or for any other reason his contract have been rescinded during the last 3 (*Three*) years such rescission will be considered as disqualification towards eligibility. **(A declaration in this respect through affidavit has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive.)** [*Non-statutory documents*]
- iii. Joint Ventures will not be allowed.
- iv. The average turn-over of the firm **should not be less than 20 Lakh** during last three years. Service Provider will submit their **last three years’ audited Balance Sheet**.
- v. Details of ‘Terms & Conditions’ are provided at the bottom of this NIT document under ‘Section – D’.

7) The Prospective Bidder shall have to execute the work in such a manner so that appropriate service level of the work is maintained during the contract period. **If any deficiency / damage is found during the period as mentioned above, the Bidder shall be held responsible.** The bidder may quote his rate in **Percentage (%) of service charge** considering the above aspect and It should be inclusive of all charges viz. Labour Cess , Day to Day monitoring cost , cost of other charges like Belt , torch, batteries, rain coat, gum boot, lathi, whistle, washing charges & other accessories **except uniform.** **Abnormally low service charge quoted by a bidder with some malafide intension will not be accepted, if detected.** Refund of Security Deposit will only be made after successful maintaining of appropriate service level of the work as mentioned above soon after completion of contract agreement.

8) Earnest Money: The amount of Earnest Money i.e. Rs. 50,000/-(Rupees Fifty Thousand) only should be remitted through Govt. of WB, e-tender’s online portal only, which will be available only during the submission process of the bid documents against the work.

9) The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Corporation. The Managing Director, West Bengal Livestock Development Corporation Ltd. reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Bidder at the stage of Bidding.

10) Refund of EMD: The Earnest Money of all the unsuccessful Bidder deposited in favour of “West Bengal Livestock Development Corporation Ltd.” will be automatically refunded after completion of the e-tender process and subsequent upload of ‘AOC (Award of Contract)’ on wbtenders.gov.in.

11) Prospective applicants are advised to carefully go through **the minimum qualification criteria** as mentioned in **‘Instructions to Bidders’** stated in Section – ‘A’ before tendering the bids.

12) Conditional / Incomplete tender will not be accepted under any circumstances.

13) The intending Bidder are required **to quote the rate (here service charge only) online.**

14) During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.

15) During scrutiny of the bid documents, if under any stage, the ‘Tender Evaluation Committee’ considers / needs any further clarification, may ask for the hard copy of the document submitted by the bidder for authenticity / further clarification, by issuing individual mail / letter / call to that particular bidder. Hence, **the bidder should invariably provide the mail id, postal address for communication and valid contact no. in their letter head of the application as at Section – E & Check List as at Section F**



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16) The Managing Director, West Bengal Livestock Development Corporation Ltd. reserves the right to cancel the N.I.T. due to unavoidable circumstances / administrative reasons and no claim in this respect will be entertained.

17) Before issuance of the 'WORK ORDER', the tender inviting authority may verify the credential and other documents of the lowest Bidder if found necessary. After verification, if it is found that the documents submitted by the lowest Bidder is either manufactured or false, in that case work order will not be issued in favour of the said Bidder under any circumstances.

18) If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence:

- N.I.T.
- Terms & Conditions
- Technical Bid
- Financial Bid

19) Qualification criteria:

Bidder(s) participated in the said tender earlier having poor credential /fails to perform the job as per NIT will be disqualified in POOR CREDENTIAL ground without assigning any reason. The tender inviting and Accepting Authority through a "Tender Evaluation Committee" will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:

- i. Technical Capability
- ii. Experience / Credential

The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned in above and the declaration executed through prescribed affidavit in **Rs. 100/- non-judicial stamp paper of appropriate value duly Notarized**. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder will be rejected at any stage without any prejudice.


(Dr. Gouri Shankar Koner)
Managing Director
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SECTION-A

INSTRUCTION TO BIDDERS

General guidance for e-Tendering:

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the bidders to participate in e-Tendering.

I. Registration of Bidder:

Any Bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://wbenders.gov.in>, the Bidder is to click on the link for e-Tendering site as given on the web portal.

II. Digital Signature certificate (DSC):

Each Bidder is required to obtain a Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token.

III. The Bidder can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. **This is the only mode of collection of Tender Documents.**

IV. Participation in more than one work:- A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.

V. Submission of Tenders:- Tenders are to be submitted through online to the website stated in Clause A.1. in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

VI. Technical Proposal: The Technical proposal should contain scanned copies of the following in two covers (folders).

(A). STATUTORY COVER CONTAINING THE FOLLOWING DOCUMENTS:

- i)** Online remittance of Earnest Money (EMD) as prescribed in the N.I.T. against the work in favour of the "West Bengal Livestock Development Corporation Ltd." and the receipt / transaction slip / exemption certificate issued by competent authority should be uploaded in the statutory cover.
- ii)** Scanned NIT document digitally signed along with Terms & conditions and specification of works.
- iii)** The Rate will be quoted in the B.O.Q. including Labour Cess and Essential Logistic input supply as stated earlier , but excluding of GST on Service Charge .Quoted rate will be encrypted in the B.O.Q. under Financial Bid.



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(B). NON-STATUTORY COVER CONTAINING THE FOLLOWING DOCUMENTS:

- i. Income Tax Acknowledgement Receipt for the latest Assessment year, PAN Card, G.S.T. Registration Certificate, Incorporation Certificate, EPF Registration Certificate, ESI Registration Certificate, **License from competent authority of Govt. of West Bengal for providing security services**, Registration under Labour Welfare Fund Act, Last three years' audited Balance Sheet, Professional Tax latest paid Challan (Up to date), Valid Trade License.
- ii. Affidavits (Ref:- format for general affidavit shown in Section - B).
- iii. Bidders having Certificate from "**Indian DGR (Directorate General Resettlement)**" will be preferred in the Technical bids.
- iv. **Credentials of providing manpower related to security services to various Government Organizations, Public Sector Undertaking and Autonomous Organizations' of Govt. of India/ Govt. of West Bengal in last five years.**

N.B.: Failure of submission of any of the above mentioned documents as stated in Sl. No. VI(A) and Sl. No. VI(B) wherever applicable) will render the Bidder liable to be rejected for both statutory & non statutory cover.

THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER-

Click the check boxes beside the necessary documents in the My Document list and then click the tab " Submit Non Statutory Documents' to send the selected documents to Non-Statutory folder.

Next Click the tab " Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	PAN card. IT Return- for Assessment year 2023-24. EPF Registration Certificate (W.B Based) ESI Registration Certificate (W.B Based) G.S.T. Registration Certificate (W.B Based) Registration under Labour Welfare Fund Act Licence for providing Security Service from competent authority. Certificate from Indian DGR (Directorate General Resettlement)- Preferable Professional Tax latest paid Challan (Up to date) Valid Trade License (valid up to 30.06.2024)
B.	Company Detail(s)	Company Detail	<ol style="list-style-type: none"> i. For Proprietorship Firm (<i>Trade License</i>) ii. For Partnership Firm (<i>Partnership Deed, Trade License</i>) iii. For Limited Company (<i>Incorporation Certificate, Trade License</i>) iv. For Society (<i>Society Registration Copy, Trade License</i>) v. LAST 3 YEARS PROFIT & LOSS AND BALANCE SHEET (WITH ANNEXURE AND 3CD FORM IN CASE OF TAX AUDIT)
C.	Credential	Credentials	The Service Provider Company should have at least Three years' experience of providing manpower to various Government Organisations, Public Sector Undertaking and Autonomous Organizations of Govt. of India/ Govt. of West Bengal. Performance certificates issued by their clients should be attached along with list of clients. Manpower Service Provider with the registered office in Kolkata and /or in the City within any Municipal Corporation of the State of West Bengal.



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1. Tender Evaluation Committee (TEC)

- Evaluation Committee constituted by the Managing Director of the West Bengal Livestock Development Corporation Ltd. will function as Evaluation Committee for selection of technically qualified Bidders.
- Opening & evaluation of tender:- **If any Bidder is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.**
- Opening of Technical Proposal: Technical proposals will be opened by the Managing Director and/ or his authorized representative electronically from the website using their Digital Signature Certificate (DSC).
- Cover (folder) for 'Statutory Documents' will be opened first and if found in order, cover (folder) for 'Non-Statutory Documents' will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.
- Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.
- Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible Bidder will be uploaded in the web portals.
- During evaluation the committee may summon (*through registered e-Mail ID*) the Bidders & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & **if these are not produced within the stipulated time frame, their bids will be liable for rejection.**

2. Financial Proposal

i. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The Bidder is to quote the rate online through computer in the space marked for quoting rate in the BOQ.

ii. Only downloaded copies of the above documents are to be uploaded, virus scanned & Digitally Signed by the Bidder.

iii. Penalty for suppression / distortion of facts:

If any Bidder fails to produce the original hard copies of the any documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the Bidder and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

iv. Rejection of Bid:

If any bidder(s) fails to attend Prebid Meeting but quote their rate, his/her technical bid will be cancelled. Tender Evaluation Committee reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Tender Evaluation Committee's action.

3. Award of Contract (AOC):

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through 'Letter of Acceptance'. The notification of award will constitute the formation of the Contract.

The Agreement between the Tender Accepting Authority and the successful bidder:

All the tender documents including N.I.T. & B.O.Q. will be the part & parcel of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to deposit **Security money of Rs. 10,00,000/- (Rupees Ten Lakh) only**, payable to 'W.B. Livestock Development Corporation Limited', within time limit to be set in the letter of acceptance. After receipt and verification of the same by the Tender Inviting Authority, the 'Contract Agreement' will be executed by both the parties and everything if found satisfactory, then only '**Award of Contract**' will be issued in favour of the concerned bidder.


(Dr. Gouri Shankar Koner)
Managing Director
W.B.L.D.C. Ltd.

SECTION – B

(To be furnished in Non – Judicial Stamp paper of Rs. 100/-)

PHOTO

(Sworn before the Notary Public / Judicial Magistrate/Executive Magistrate on or after the date of publication of the Quotation Notice)

I, Sri/Smt. the Managing Director/Proprietor (etc.) of the
Firm. (Name of the firm) At
(address)..... P.O...
..... P.S.....Dist.....

do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified for any work of Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law in the State of West Bengal or other State or States .
3. That my firm is not **debarred/blacklisted** as a whole or part thereof at present by any Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States of India.
4. That, I also declare that if any information subsequently found incorrect or false will it automatically render the quotation submitted by me cancelled and make me liable for penal/legal action as per law of the country.
5. That I do further affirm that the statements made by me in this quotation are true to the best of my knowledge and belief and all the documents attached are genuine & correct.
6. We accept the terms & conditions as laid down in the NIT (Section -D of Scope of Works including Security deposit vide NIT No. **WBARD/WBLDC /NIT-692e/2024-25 dated 09.05.2024** mentioned above and declare that we shall abide by it throughout tender period.

Signature of the Deponent(s).
Name in Block letters :
Designation :

SECTION – C

FORM – II

(To be furnished in the Company's Official Letter Head Pad with full Address with Contact No., Telephone No., FAX No., e-mail address, Website etc.)

Experience Profile

Name of the Firm :

Documentary evidence for Providing Security Personnel to any reputed institution/organization in last Three years.

Name of Employer	Name, Location & nature of work	Contract price in Indian Rs.	Work order no. & Date	Validity period	Nos.of supplied	Whether successfully executed or not	Reasons for unsuccessful execution, if so

Note: Attach extra sheets if required.

Certificate from the Employers to be attached

Non-disclosure of any information in the Schedule will result in disqualification of the firm

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Signature of applicant including title
and capacity in which application is made.



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SECTION - D

(Tender Terms and Conditions)

- 1.** The Service Provider Company / firm/ Organization / Agency should be registered under relevant Act (Hereinafter referred to as Service Provider) and authorized for Manpower Service Providing **with the registered office in Kolkata. and /or in the City within any Municipal Corporation of the State of West Bengal.**
2. The Service Provider Company should have at **least three years'** experience of **providing Security services as desired herein** to various Government Organizations, Public Sector Undertaking and Autonomous Organizations of Govt. of India/ Govt. of West Bengal. Performance certificates issued by their clients should be attached along with list of clients.
3. The average turn-over of the firm **should not be less than 20 Lakh** during last three years. Service Provider will submit their last three years' audited Balance Sheet.
4. The rate should be quoted in conformity with the rate so determined by the Govt. of West Bengal complying the provisions of the Minimum Wages Act. 1948 from time to time and under no circumstances the total emoluments can be less than the Minimum Wages as notified by the Labour Department, Govt. of West Bengal during Tender tenure. **The quoted rate of service charge should be on the amount including Labour Cess, Essential Input Supply, tiffin allowances (actual-reimbursed) , Bonus (actual-reimbursed), overtime/extra duty and should not include the PF, ESI of employers contribution. .**
5. The successful Service Provider shall not assign, transfer, pledge or sub-contract or delegate the performance or services to any other company/ firm /society/body of association etc without the prior written permission of this Corporation.
6. Criteria wise manpower requirement in different units / establishments at different places under the Corporation is attached in **Annexure-I** of this tender notice which may be extended during the job contract period. Number of personnel as indicated in Annexure – I is tentative only. Actual number of manpower may vary to the higher side as per requirement. Eligibility criteria for different category of manpower is delineated in **Annexure - II**
7. The period of contract will initially be for a period of **One year** from the date of award of contract subject to periodical review of performance after every three months and may be extended at the discretion of this Corporation even after expiry of contract.
8. The Service Provider should submit document showing Provident Fund Account No. in their name preferably in Kolkata and ESI No. preferably within Kolkata and / or Other places of West Bengal. **Selected service provider have to take initiative to merge/comply the PF related matter for the engaged employee in due time.**
9. The Service Provider should submit PAN, G.S.T. Registration, Registration No. under Provident Fund Act, Registration No. under Labour Welfare Fund Act in their firm's name/ **License for providing Security Service from competent authority. Certificate from Indian DGR(Directorate General Resettlement)** ,Latest Professional Tax paid Challan (upto date) Provident Fund, Labour License, Labour Welfare Fund clearance certificates are to be submitted.
10. An Earnest Money deposit of Rs. 50,000/- (Rupees Fifty Thousand) only in favour of “West Bengal Livestock Development Corporation Ltd.”, shall be remitted electronically along with the technical bid, failing which their bids will not be considered valid.



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11. **A Security deposit amounting Rs. 10,00,000/- only has to be deposited by the successful bidder in the form of Bank Guarantee in favour of West Bengal Livestock Development Corporation Ltd. within 7 (seven) days from issuance of Letter of Acceptance (LOA) but before execution of Contract Agreement. The Security Money will be forfeited in event of delay payment (beyond the 5th Working Days of running month) / non payment / the non- supply of Security personnel /not possessing the skills as mentioned in the tender Annexure-I / the supply of security personnel is delayed beyond the initial stipulated period of one week.**
12. The persons supplied by the Service Provider should verify and submit if any Police records/criminal cases are pending against them. The Service Provider should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of each personnel of the Service Provider shall be verified by the Service Provider before , and after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certificate to this effect be submitted to this Corporation. The Service Provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such employees who are not found suitable by the office of WBLDCL for any reasons immediately on receipt of such a request. The West Bengal Livestock Development Corporation Ltd. will not be held responsible for the past record or health condition of the persons so provided by Service Provider.
13. The Service Provider has to provide the **Photo Identity Cards to the persons employed** by him/her for carrying out the work. These cards are to be constantly displayed & their loss be reported immediately to the appropriate authority.
14. The Service Provider personnel working should be polite, cordial, positive, efficient & prompt while handling the assigned work and their actions shall promote goodwill and enhance the image of this office. The Service Provider shall be responsible **for any act and or omission or indiscipline on the part of persons deployed by him**. The Service Provider shall ensure proper conduct of his person in Corporation office premises/plant site, and enforce prohibition of consumption of alcoholic drinks, smoking, loitering without work.
15. The Corporation may require the Service Provider **to dismiss or remove from the site of work**, any person or persons, employed by the Service Provider, who may be found incompetent or for his/her/their misconduct and the service provider shall forthwith comply such requirements with a suitable replacement immediately. Agency shall **provide a substitute well in advance** if there is any probability of a person leaving the job due to his/her personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Service Provider. If for any reason the personnel deployed by the Service Provider proceeds on absence, he/she should properly intimate the Controlling Officer and the Concerned Administration before such absence. In case of Medical emergency he/she shall inform either officially or over telephone clearly indicating the number of days he/she will be absent on the first day of such absence. **The Service Provider shall provide a substitute in case the absence exceeds 5 days continuously.**
16. Corporation **shall not be liable for any loss**, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service providers.
17. Selected service provider (Agency) has to provide accessories like Belt , Torch, Batteries, Rain coat, Gum Boot, Shoes, Lathi, Whistle, Umbrella, Batons, Fire Arms etc.to the security personnel engaged in different Units under Corporation. The quoted rate of service charge should be included the cost of accessories as stated above.
18. Gunman to be provided should have proper gun license from competent authority a photocopy of gun license duly attested by Group-A officer is required to be produced at the time of joining duty.



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19. **Selected service provider (Agency) has to provide Tiffin Allowance as fixed by the corporation (at present @12/- per effective working days) in time to time to the Security Personnel engaged in different Units under Corporation on monthly basis. The Tiffin Allowance should be should be paid on actual basis.**
20. **Selected service provider (Agency) has to provide Monthly Salary (for preceding month) as fixed/approved by the corporation in time to time to the Security Personnel engaged in different Units under Corporation on monthly basis positively with 5th Working Days positively . The approved agency will solely responsible for collecting attendance sheet & other supporting documents related to such disbursement in time from all units which has to be proved from Competent Authority . If the Service provider fails to disburse the Salaries, Bonus, Tiffin Allowance in time, then the corporation have every right to take necessary action as per rules even termination of Agreement in short notice of 30 days. The agency has to provide Salary Slip to each and every personnel on regular basis.**
21. The Service Provider personnel **shall not divulge or disclose to any person** or in anyway, any details of the office, operational process, technical know-how and administrative / organizational matters as all are of confidential/secret nature that can attract legal action.
22. That the persons so provided shall be **above the age of 18 years and citizen of India** and they will not interfere with the duties of the employees of the Corporation and or the Officers / Staffs working at Corporation by deputation from the Directorate of Animal Resources and Animal Health.
23. That the persons deployed by the Service Provider person **shall not claim any benefit/ compensation/ absorption/ regularization of services from this Corporation.** Necessary Undertaking from the person to this effect will be required to be submitted by the Service Provider to this Corporation.
24. That the persons deployed by the Service Provider **under the contract shall be the employees of the Service Provider for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the Service Provider** (who is answerable to the Competent Authority of WBLDCL i.e. Managing Director, WBLDCL or his representative).
25. The persons so provided shall not claim any **“Master & Servant”** relationship between them and this Corporation. **Subcontracting shall not be permitted.**
26. The Service Provider shall engage the necessary person as required by Corporation Office from time to time. The said person engaged by the Service Provider shall be employee of the Service Provider and it shall be the duty of the Service Provider to pay their salary every month in time (**within 5th Working Day**) preferably on a fixed date at the rate on which the mentioned in this tender. The Corporation will not be held responsible for nonpayment / late payment / less payment by the Service Provider. The Service Provider shall not stop the payment of salary to his employees on account of delay in receiving fund from Corporation. However the Corporation will make all endeavour so that nonpayment / late payment / less payment to the Service Provider can be settled amicably within a reasonable time frame.



WEST BENGAL LIVESTOCK DEVELOPMENT CORPORATION LIMITED

(A Govt. Of West Bengal Undertaking)

LB-2, Sector-III, Salt Lake City, Kolkata – 700 106

Tele: (033)-2335 5298 E-mail: info@wbldc.in

Website: www.wbldc.in Toll Free No. 18001208243

27. The Service provider agency will arrange for a '**Full Time Supervisor**' who will look after and monitor the day to day issues of the Units / Establishments for smooth execution of the work and ensure immediate intervention of problems, if arise any. However, the Corporation will not bear any wages or emoluments or any benefits in any form for such Supervisor entrusted for the purpose.
28. The Service provider will be responsible for providing statutory requirement under the various Acts/Govt. Regulations in respect of each personnel. This shall include payment **of EPF, ESI, etc.** However, payments in respect of EPF, ESI, etc. or any such other statutory requirements to the successful Service Provider Company shall be made **subject to furnishing of proof of such payments to the concerned authorities** indicating the EPF No., ESI No. etc. of the outsourced persons every month without fail and before submitting bills for the subsequent months. **The bills should be for reimbursement of the actual amount of the service rendered by the Service Provider for Tiffin allowances, Bonus and EPF , ESI of engaged employee.**
29. **The Service provider will provide Bonus if there be any is paid to the outsourced persons at the rate in conformity with the provisions of payment of Bonus.**
30. The persons so provided by service provider if sustain an injury arising out of and in course of employment then the **service provider will be held liable to pay compensation as per conditions as stipulated in "The Workmen Compensation Act'1923"** and its subsequent Rules.
31. Working hours will **be 8 hours per day schedule** would be as per instruction of concerned unit or office In-Charge.
32. The Service Provider will submit the Tax Invoice along with a copy of challan towards EPF & ESIC payment in respect of his employees in triplicate in the **1st week of following month for payment.** The payment may be made on pro-rata basis that is arrived at after necessary deductions are made for any unauthorized absence of the personnel. **The service provider will be sole responsible for correction/ merging of PF related data for the engaged personnel in due time.**
33. The Service Provider may **be requested to provide the personnel** for a shorter period also, in case of any exigencies and as per the requirement of the Corporation.
34. Payments to the Service Provider would be **strictly on certification** by the office with whom he is attached that his services were satisfactory and attendance as per the bill preferred by the Service Provider.
35. The Service Provider shall be contactable at all times and message(s) sent by e-mail/Fax/Special Messenger/Phone from the Corporation to the Service Provider Company / firm/ Organization / Agency shall be **acknowledged immediately on receipt on the same day.**
36. However, the Corporation reserved the right to cancel the contract at any stage, by giving a **notice of one month** without assigning any reason whatsoever. The agreement may be terminated by either party by giving one month's notice in advance. If the Service Provider fails to give one month's notice in writing for termination of the Agreement then one month's wages etc. and any amount due to the agency from the Corporation shall be forfeited.



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37. On the expiry of the agreement as mentioned above, the Service Provider will **withdraw all its personnel and clear their accounts by paying them all their legal dues**. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the Service Provider Company / firm/ Organization / Agency to pay and settle the same.
38. It should be clearly understood that in the event of tenderer failing to accept and execute the work order, decision of Managing Director, West Bengal Livestock Development Corporation Ltd. in this respect will be final and binding on the tenderer. For all disputes, the jurisdiction shall be at Kolkata. In case of any dispute, a nominee appointed by the Additional Chief Secretary / Principal Secretary / Secretary, ARD Department, Govt. of West Bengal will be the ARBITRATOR and the decision of ARBITRATOR will be final and binding all the concerned.
39. The Service Provider should **not be blacklisted** by any Organization/Ministry of the Government of India or any State Government or any PSU or any other organization.
40. The successful Agency shall be solely responsible timely payment i.e. **within 5th (Fifth) Working days of subsequent month**.


(Dr. Gouri Shankar Koner)
Managing Director
W.B.L.D.C. Ltd.



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NIT No: WBARD/WBLDC /NIT-692e/2024-25

Date of Issue: 09/05/2024

ANNEXURE-I

(TENTATIVE NUMBER OF REQUIRED SECURITY PERSONNEL)

SL. NO.	LOCATION	BASIC DESIGNATION	NO. OF PERSONNEL
1.	Milton Plant , Howrah	Security Guard	01
2.	Manager (Sales) , South Bengal , Kol-37	Security Guard	04
3.	Durgapur Feed Plant	Security Guard	05
		Gunman	01
4.	Gajole Feed Plant	Security Guard	06
		Security Supervisor	01
		Gunman	01
5.	Haringhata Meat Plant, Mohanpur , Nadia	Security Guard	04
		Security Supervisor	01
		Gunman	02
6.	Phansidewa Meat Plant, Darjeeling	Security Guard	02
		Gunman	01
7.	Kalyani Layer Farm, Nadia	Security Guard	05
		Gunman	01
8.	Kalyani Feed Milling Plant, Nadia	Security Guard	03
		Security Supervisor	01
		Gunman	05
9.	Siliguri Feed Plant, Darjeeling	Security Guard	06
		Gunman	01
10.	Salboni Feed Plant, Paschim Medinipur	Security Guard	07
		Security Supervisor	01
		Gunman	01
11.	Broiler Breeding Farm , Jatiyakali, Jalpaiguri	Security Guard	03
		Gunman	01
12.	WBLDCL,HQ , Salt Lake, Kol-106	Security Guard	04
		Security Supervisor	01

N.B: Nos. of security personnel as well as site of deployment under this Corporation may vary time to time which will be intimated to Agency in well advanced during the Contract Period.


(Dr. Gouri Shankar Koner)
Managing Director
W.B.L.D.C. Ltd.



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ANNEXURE-II

(ELIGIBILITY CRITERIA FOR OUTSOURCING OF PERSONNEL THROUGH PLACEMENT AGENCY)

Sl. No.	Name of the Post	Tentative no. of Post	Minimum Educational Qualification required	Experience required
1.	Security Guard	50	Class-VIII Pass	Minimum 1yr. Experience in Respective Fields in any organization
2.	Security Supervisor	05	Class VIII Pass	Minimum 5yrs. Experience in any organization at Respective Fields with satisfaction.
3.	Gunman	14	Class VIII Pass having Armed License / Gun License	Must have knowledge of respective field

****NB : No person can be recommended who is of age less than 18 yrs or more than 60 yrs.**

Categorized no. of security personnel may vary during finalization on Award of Contract.


(Dr. Gouri Shankar Koner)
Managing Director
W.B.L.D.C. Ltd.

SECTION - E
Application Format

(To be furnished in the Company's Official Letter Head Pad with full Address with Contact No., Telephone No., FAX No., e-mail address, Website etc.)

To
Managing Director
West Bengal Livestock Development
Corporation Limited,
LB-2, Sector-III, Salt Lake City,
Kolkata - 700 106.

Sub: "Outsourcing of Security Personnel at different units under West Bengal Livestock Development Corporation Limited, LB-2, Sector-III, Salt Lake City, Kolkata-700106 for the Financial Year 2024-25"

NIT No. WBARD/WBLDC/NIT- 692e/2024-25 Dt 09/05/2024

Dear Sir,

With reference to your NIT under reference, I am/we are furnishing my/our percent of service Charge tendered for as per your specification, terms & conditions.

Should this tender be accepted, the services shall be provided within stipulated period from the date of work order.

I/We further declare that I/we have read the NIT and are fully conversant with all aspects of the Terms and Condition to execution of this contract.

I / We understand that: -

- a) Tender Inviting and Accepting Authority can amend the scope & value of the contract bid under this NIT.
- b) Tender Inviting and Accepting Authority reserve the right to reject any Tender without assigning any reason what so ever.

I/We also agree that the decision of the Managing Director, West Bengal Livestock Development Corporation Ltd. in all matters in respect of this tender will be final & binding on me.

Enclosure :- e-filing

- 01. Statutory Documents
- 02. Non Statutory Documents
- 03. B.O.Q.

Yours faithfully,

Dated: _____ Signature & office seal:

Name of the Firm:

Address with PIN:

PAN No. _____

G.S.T. Regd. No. _____

Mobile No. _____

SECTION - F
CHECK LIST

Information about Bidders
(To be uploaded with the Technical Bid)

Sl.	Description	Particulars
1	Name of the Firm	
2	a) Registered Address with PIN etc. b) Sole owner or Partnership Firm/Company	
3.	Phone No.	
4.	E-mail	
5	Name of the Person authorized to enter into & execute contractual agreement	
6	Earnest Money, whether submitted, if not, Exemption Certificate to be submitted	
7	Copy of NIT digitally signed whether submitted.	
8	Filled Section - B, C & E whether submitted.	
9	Company Details whether submitted	
10	PAN Card whether submitted	
11	GST Registration Certificate (Whether submitted)	
12	Scanned copy of Original Prof. Tax Clearance Certificate / Paid Challan upto date whether submitted	
13	Scanned copy of Valid Trade License whether submitted	
14	IT returns of Assessment year 2023 - 2024 whether submitted.	
15	P.F. & E.S.I. Registration whether submitted.	
16	License related to Security Personnel whether submitted.	
17	Annual Turnover Statement whether submitted.	
18	Credentials as per Tender terms & conditions whether submitted.	

Signature & Seal of the Bidder with Date