



Government of West Bengal  
Directorate of Forests,  
Office of the Divisional Forest Officer,  
Purulia Division.

Phone No. : 03252 - 222329 & FAX No. : 03252 - 228323  
Email: dfopfd@gmail.com & dfopur-wb@nic.in

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**NOT TRANSFERABLE**

**FREE OF COST**

**QUOTATION AND CONTRACT FOR REGISER SECURITY GUARD  
SUPPLIER/ELIGIBLE AND RESOURCEFUL CONTRACTORS/BIDERS.**

**NO. OF NIQ.**

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**ISSUED TO.**

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**ADDRESS**

\_\_\_\_\_

**DATE OF ISSUE**

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**PURPOSE/JOB**

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**NOTICE INVITING QUOTATION**

**Notice Inviting Quotation – 46/Supply of Security Guard of Purulia Division of 2017-18**

**Memo No – 1451/2-86-46**

**Date 04/07/2018**

Sealed Quotations are hereby invited by the Divisional Forest Officer, Purulia Division on behalf of the Governor of West Bengal from the registered Security Guard suppliers/eligible and resourceful contractors, bidders, having sufficient credential and financial capability for execution of works of similar nature for the work: - **Temporary guarding arrangement by private Security Guards in Divisional Office Compound in the office of the Divisional Forest Officer, Purulia Division.**

The quotationers are requested to quote their unit rates per head per day considering the following matters:-

- 1) **Minimum Wages + EPF+ ESI+ Bonus + Labour Welfare Cess as per existing Govt. rule and service charge.**

**The responsibility for ESI, EPF, and Bonus @ 8.33 % for the security Personnel to be provided by the Security Agency will be shouldered by the Agency supplying / engaging the personnel. The undersigned will check the documents that above norms are being followed.**

The security guarding arrangement and terms and conditions regarding security guarding personnel are attached herewith:-

Sl. No.	Time of guarding (Three Shifts)	Number of guards
1) Divisional Office Compound	a) 6.00 A.M. to 2.00 P.M.	One no
	b) 2.00 P.M. to 10.00 P.M.	One no ,
	c) 10.00P.M to 6.00 A.M	One no

- 1) Last date of Application : 13/07/2018 up to 4:00 p.m.
- 2) Last date of obtaining Quotation : 16/07/2018 up to 4:00 p.m.
- 3) Last date of receiving Quotation : 18/07/2018 up to 1:00 p.m.
- 4) Date of Opening Quotation : 18/07/2018 up to 1: 30 p.m.

The quotations will be **accepted by Appropriate Authority in Divisional Forest Officer, Purulia Division.** The Accepting Authority reserves right to reject or accept any or all the quotations without assigning any reasons whatsoever.

**List of Work**

<b><u>SI No</u></b>	<b><u>Name of work</u></b>	<b><u>Value of the work</u></b>	<b><u>Time allowed for the Complrtion</u></b>	<b><u>Source of fund</u></b>	<b><u>Eligibility of Contractor</u></b>
<b><u>1.</u></b>	Temporary guarding arrangement by private Security Guards in the compound of the Divisional Forest Officer, Purulia Division.	NA	One Year	Non Plan & other contingency	Contractors/Bidders having credential of execution of similar nature of works

### **Format of Submission of Quotation**

SI No	Description of Item	Quantity in Head	Unit in Per head	Quoted Rate (Per day) Per Head	Total Amount (In Rs.)	Remark
1	Temporary guarding Arrangement by private Security Guard in the compound of the Divisional Forest Officer, Purulia Division	1 (One )	Head			

**Total =**

#### **Essentials Documents of Certificates :**

- 1) Professional Tax (PT) submission challan for the current year and PAN card details. Application for PAN addressed to the competent authority may also be considered.
- 2) 15 (Fifteen) digit GST Registration No. and GST return for the current year should be submitted with the application.
- 3) Individual deposit challan (up to date) of employees Provident Fund & Employees state Insurance Corporation.
- 4) Valid Trade License of running business.
- 5) Work credential certificate in favour of Agency should be attached.
- 6) After security of application successful candidates may had the quotation paper from the office of the Divisional Forest Officer, Purulia Division, free of cost.
- 7) Quotationers will quote the rate per head per day both in figure and words in the space provided in the quotation paper.
- 8) **Quotationers have to submit the copy of analysis of his quoted rate in their letter head signed by Authorized Person (Sealed) along with the Quotation Paper & insert in the format of submission of quotation.**
- 9) **No earnest money to be submitted with the quotation paper.**
- 10) **The lowest bidder will have to execute a deed of contract in W.B.F 2911 (2) which can be had from this office and on production of valid labour license certificate within seven days from the date of issue work order.**
- 11) **Security deposit should be deposited for the total of two (02) months salary of a security personal.**

#### **N.B.**

The Agencies, who will not submit quotation after receiving of papers, may be debarred from taking part in future tenders/quotations of this division.

***Divisional Forest Officer,  
Purulia Division***

**Copy Forward to the :-**

1. The Chief Conservator of Forest, South-West Circle, West Bengal for his kind approval.
2. The Sabhadhipati, Purulia Zilla Parishad, Purulia.
3. The Karmadhkshya, Ban-O-Bhumi Sanskar Sathayee Samity, Purulia Zilla Parishad.
4. The District Magistrate, Purulia.
5. The Divisional Forest Officers, Kangsabati North & South Divisions and Extension Forestry Division, Purulia.
6. The Superintendent of Police, Purulia.
7. The Executive Engineer, P.W.D.(Roads), Purulia.
8. The Executive Engineer, P.W.D. (Construction Board), Purulia.
9. The Chairman, Purulia Municipality, Purulia.
10. All Range Officers, Purulia Division.
11. Sri/ M/s \_\_\_\_\_
12. Notice Board, Divisional Office.

***Divisional Forest Officer,  
Purulia Division***

## **Additional Terms and Conditions**

- 1) The Divisional Forest Officer, Purulia Division concerned will be the Officer-in-charge in respect of the contract and all correspondences concerning rates, claims, change in specification and/or design and similar important matter shall be valid only if made by the Officer-in-charge. If any correspondence of above Quotation is made with Officer other than the Officer-in-charge for speedy execution of works, the same will not be valid unless requests are sent to the Officer -in-charge and approved by him. supervision approval of materials and workmanship. In case of dispute, the decision of Divisional Forest Officer, Purulia Division shall is final and binding.
- 2) The acceptance of the quotation including the right of distribute the work between two or amongst more than two bidder will rest with the quotation accepting Authority without assigning reason thereof. The accepting authority reserves right to reject any or all Quotations without assigning any reason thereof.
- 3) The bidder shall have to comply with the provisions of (a) Contract labour (Regulation & abolition) Rules 1970 (b) Minimum wages act 1948 or the modifications thereof or any other law relating thereto as will be in force from time to time.
- 4) Imposition of any duty/tax/royalty etc. (Except service tax) whatsoever of its nature (after work order/commencement and completion of the work) is to be borne by the bidder. Original challans of those materials, which are procured by the bidder, may be asked to be submitted for verification.
- 5) Cess @ 1 % of the cost of construction works shall be deducted from the gross value of the bill in terms of Finance Dept. order No. 853-F dated 01.02.2006, if applicable. Also it is instructed to register his Establishiiment under the Act, under the competent Authority, i.e. assistant Labour Commissioner/ Dy. Labour Commissioner of the region concerned.
- 6) No compensation for idle labour , establishment charge or any other reason such as variation of price index etc. will be entertained.
- 7) All possible precautions should be taken for the safety of the people and work force deployed at worksite as per safety rule in force. Contractor will remain responsible for his labour in respect of his liabilities under the workman's compensation Act. etc. He must deal with such cases as promptly as possible.
- 8) Quotationers who will resort to canvassing are liable to be rejected.
- 9) To ensure the payment to the Security Guard & Supervisor with the minimum wages rate in including EPF & MP Act 1952 & ESI as per rule, no compromise would be allowed regarding the payment of minimum wage rate and EPF & ESI.

## Special Terms and Conditions

1. Protection of Office building of Divisional Forest Officer, Purulia Division /residential complex, stores including all properties against theft , pilferage, loss and sabotage round the clock.
2. Any unknown person/new person/vehicle not acquainted with the security guards are not authorized to enter the office buildings/colony, may be allowed through the gates stipulated by the Officer-in-charge subject to verification with the due details & entry in the register of security personnel to be maintained at the gates by the agency.
3. To check the incoming and outgoing store/site materials and also to allow the movement of such materials through the gates stipulated by the Officer-in-charge/concerned Divisional Forest Officer, Purulia Division verification of materials against valid /authorized gate pass /challan/documents is to be made by the Agency. Maintenance of the vehicle movements register(s) duly authenticated by the concerned Divisional Forest Officer, Purulia Division or his authorized representative with detail entry at the own cost of the Agency and in case of any requirement the said register(s) is liable to be produced to concerned Divisional Forest Officer, Purulia Division or his authorized representative.
4. To ensure effective protection within the entire premises as described above, night patrolling is to be performed vigorously, for the entire office building/residential complex.
5. The agency will be entirely responsible for ensuring round the clock manning for guarding at every entry/exit point of the entire premises including roster patrolling thereof as directed by the Officer-in-charge in special / abnormal cases. Any **absence** in duty as mentioned is observed/detected by the Officer-in-charge or his authorized representative, the person assigned will be treated as absent and no excuse / claim will be entertained from the agency in this respect. Frequent unauthorized absence in duty if observed and no measures, If taken by the agency in spite of reminder made in this respect, the agency will be liable for imposition of penalty as deem fit by the Officer-in-charge and decision by the Officer-in-charge is final and binding in this respect to avoid repetition of laxity in performance of duty.
6. Disqualification of any guard will bar him to be engaged for duty.
7. Disqualification of a guard, if reported, will be summarily effected, on the following grounds: -
  - i) If any guard is found sleeping in the night shift on duty.
  - ii) If a guard not found in his duty location or found to be engaged in gossiping with outsider during duty hours.
  - iii) If any complained is lodged against a particular guard for immoral/illegal/irresponsible activities.
8. The department reserves the right to ban the engagement of any or all security personnel for any act prejudicial to the interest of the Government.
9. The agency shall be responsible for paying the security guards deployed **as per Minimum Wages Act and should not violet the provision** as contained in various enactment viz. Contract labour (Regulation & abolition) industrial Dispute Act, Payment of wages Act and all other relevant acts in force.
10. The Department will not compensate for any overtime duty performed and no extra claim will be entertained on the account The agency must arrange suitable reliever for any guard to be relieved for physical/natural needs.
11. The successful quotationers are liable to execute the maintain personal insurance of the security guards to be deployed.

12. The agency is not permitted to sublet or assign any portion/entire portion/ of the contract to all person /firm in that case his contract made with the Officer in charge is liable to be cancelled.
- 13. The contractor is liable to indemnify of the department/residents against losses damages cost to the departmental/residential properties on account of any involved by way of reluctant laxity/unauthorized absence/any lapse detrimental to the secret aspect of the security.**
14. The Department reserves the right to recover the part or whole of any outstanding claim of department against the contractor from the security money or any outstanding bill.
15. The nos. of security personnel to be required is provisional and may be changed as per requirement of Department with a prior notice of 15 (fifteen) days. Any claim for discarding additional personnel deployed due to actual requirement of department on modified conditions for the overall interest of the department will not be entertained.
16. Time of guarding and number of guards in a particular time of guarding may be changed by the competent authority, keeping the total number of guards unchanged in a day.
17. Guards have to sign on an attendance register before joining the duty and at the time of leaving the duty.
18. Minimum number of duties and maximum number of duties in a month will be 25 and 35 respectively by any security personnel.
19. Duty without full uniform or any negligence in duty will be treated as absent, and no payment will be allowed for that duty to the concerned security personnel.
20. Security personnel, doing night duty, must have to blow whistle in every hour, or as per the direction of the Officer-in-Charge.
21. The security personnel have to reside within two kilometers of place of posting and in case of any untoward incident all personnel must report immediately when called for.
22. The person engaged in night shift, must not continue in next shift.
23. The contractor shall have to make good losses, if any sustained by the Government and/or colony occupants due to lack of guarding and security measures if established after proper enquiry by the competent authority if needed by Engineer-in-charge or competent authority. If the lapses of the agency are already recorded and established, question of referring the matter to competent authority will be final and binding.
24. The entire security deposit free of interest will be refunded to the contractor on successful completion of contract period subject to the availability of funds.
25. The Officer-in-charge of the work/DDO may ask to submit the documentary evidences in support of payment **minimum wages, EPF, bonus** which are statutory obligations of the employer of security personnel at any time/before making payment of bills.

***Divisional Forest Officer,  
Purulia Division***

## TERMS AND CONDITIONS

### REGARDING SECURITY GUARDING ARRANGEMENTS

**1) Agreement:**

This terms and condition will remain valid up to One Year from the date of engagement of the guards as per work-order of concerned authority. Agreement will be terminable on two months prior notice on either side. Tenure of engagement may be extended further at the accepted rate if mutually agreed.

**2) Duty Hours: A normal working day shall consist of Eight and Half hours of work including interval for half an hour for rest.**

In case shortage of Guards due to sick leave or other reason, alternative arrangement for replacement of guard will have to be made to avoid any kinds of breakage in the duty. No objection shall be raised by the agency for this reason.

**3) Guards:** The force will engaged personal from Ex-Military, B.S.F., C.R.P.F, C.I.S.F. or dependents of the such persons being civil person and is trained for this purpose.

**4) Calendar of month:** One month will be reckoned from 1<sup>st</sup> of calendar month to 30<sup>th</sup>/31<sup>th</sup> of the same month.

**5) Dress:** Uniform and other articles relating to the uniform will be supplied by the agency. No allowance for uniform or damage will be paid to anybody by the concerned authority.

**6) Duty Articles:** Torch light with cell only shall be supplied by the Department as per requirement in consultation with the said security guard.

**7) Change of Guards:** a) The guards will have to replace in case of any complaint/ allegation lodged by the concerned authority in writing to the agency.

- a) The security supervisor is empowered to change any Guards at any time due to negligence found on duty. No objection will be raised by the Department in such case.
- b) Transfer of Guards will made in every months. No claim will be submitted for their permanent service by the agency. The Department shall not be responsible if any liabilities arise in this regards.

**8) Rain Coat/Umbrella/Great Coat:** The Department shall have no liability to supply the above articles. The above said articles will be supplied to the guards by the Agency.

**9) Death or Injury:** The Department shall not be responsible to compensate or otherwise liable in the manner whatsoever for any injury and/ or death of any guards of the said security force while on duty,

**10) Handing/ Taking Over:** a) The force will take over whole responsibility of all materials handed over to them with a list and remain liable for any theft or loss except damage of materials.

b) Locks of all Go down/store/offices will be sealed in the presence of the force under signature of both parties. For this purpose signature of the any guarding personnel on duty and any authorized personnel by the Agency is required.

**11) Gate Pass:** a) No materials will be allowed to pass out in any mode unless the same is properly checked and copy of the valid challan is handed over to the Guards who shall preserve it for maintaining full account thereafter for materials in Go down & open stock yard. b) Any verbal instruction or any slip signed beyond the rank of section officer will not be treated as a Gate pass. Without proper gat pass guards will not be allowed any vehicles to go in or out:. Hence guards will not be responsible for any damage to the vehicles for want to proper gate pass.



- 12) Theft/Fire:** a) In case of fire breaks out in the premises preliminary action for its Extinguishment by local arrangement or by informing Fire Bridge I Police Station will be made by the guards on duty and report immediately to the department.  
b) In case of theft or any attempt to theft of materials the responsibility of the security to lodge FIR to the local Police Station after spot verification and also report to concerned Authority.
- 13) Withdrawal of Guards: if the services** of the Guards are not required by the Department Within the validity **period then one** month notice will be given before with drawl of guards to the **Agency.**
- 14) Checking of Guards: Agency** authorized personnel i.e. Field Officer Supervisor of Chief Security Officer, D.O. etc. will go to the guard duty area for checking the guards on duty during **day and night. He will always bear his Identity Card. Otherwise he** will not be able to check **the guards on duty.** After checking he will give his remarks on the visitors Book kept with the guards.
- 15) Identification: Photographs with full permanent address** of each of the guarding personnel should be placed to the Department before deputing them to the guarding.
- 16) Modification of the terms and Condition: Any modification is required on the** terms and condition may please be done in consultation with both the parties.

*Divisional Forest Officer,  
Purulia Division*