



**Government of West Bengal**  
**Department of Panchayats & Rural Development**  
**B. R. Ambedkar Institute of Panchayats & Rural Development**  
**Kalyani, Nadia, Pin No – 741235 e-Mail: siprdkalyani@gmail.com**

**CAMPUS- A (Gandhi Bhavan) :**

**Phone: (033) 2582 8161**

**2582 5975 /5641**

**Fax : 2582 8257**

**CAMPUS -B (Benoy Bhavan)**

**Phone: (033) 2582 9640**

**2582 9641/9642**

**Fax : 2582 9640**

**Memo No: 2037/V-72/16**

**Date: 12.12.2022**

**e- Notice Inviting Tender**

**e-NIT No. : 06 of 2022-23**

Sealed quotations are hereby invited from bonafide Security agencies having License of Private Security Agency issued by Home Deptt., Govt. of West Bengal and experience and credentials in manpower deployment.

The details of works are given below:

1. **Name of the work:** Security work at Gandhi Bhavan (B-18/204, Kalyani) and Benoy Bhavan (B-4/352, Kalyani) of BRAIPRD
2. **Location for Security Work:**
  - a. Gandhi Bhavan: 11 (Eleven) Nos. of Guards'
  - b. Benoy Bhavan: 5 (Five) Nos. of Guards'
3. **Terms & Condition of the work :-**
  - i) 16 nos. of Security Guards are to be provided which may subsequently change depending upon the actual requirement.
  - ii) Agency shall be responsible for strict vigilance over all the government properties within the respective Bhavans for preventing.
    - a) Loss of properties due to Theft, Arson or Vandalism;
    - b) Trespassing by unauthorized persons;
    - c) People from making nuisance;
  - iii) The duty for guarding will be round the clock i.e. 24 (twenty four) hours of each by rotation of three shift of 8(eight) hours.
  - iv) The Security Personnel engaged by the agency shall be physically fit and mentally sound and shall not be above the age of 60 years. The bio-data along with photographs (2 copies) of each Security Personnel shall be submitted by the lowest tenderer before signing the agreement.
  - v) There will be a roster (by name) of duty allocation of the security personnel prepared by the Institution in consultation with the agency. This roster must be adhered to.
    - a) Attendance register will have to be maintained under the supervision of an assigned office employee for payment of remuneration.
    - b) All the personnel will have to be supplied with a specific dress to identify them by the agency.

#### 4. Condition of Rate of Quotation:

- a. Rates are to be offered as service charge only in rupees as consolidated amount for supplying a personnel per month. The Month in term means 26 days in a month. Other portion of the rate per head per month as security charge which includes charges like minimum wages, bonus, ESI, EPF, etc. need not to be quoted as those are fixed as per the existing Government norms . The security charge may vary time to time due to change of various rates related with the Minimum Wages Act and Labour Acts by Government Notification by the authorized Deptt of Government of India and Government of West Bengal. The CGST, SGST as per Government norms will be claimed by the entrusted Agency and the same will be deposited to the Govt. Receipt Head by him after payment by this office. The agency will be bound to show the document of this deposit challan to this Authority time to time. TDS will be deducted as per Govt. norms.

The agency will have to produce documents regarding submission of EPF, Bonus, ESI contribution, GST and wage pay roll of the previous month along with the prayer for payment from the institution.

**The agency quoting lowest Service Charge only in rupees as consolidated amount for supplying a personnel per month will be issued Work Order.**

- b. Attested photocopies of the following documents are to be submitted along with the quoting rate:
- Latest Return of Income Tax
  - PAN Card
  - P. Tax Clearance Certificate
  - Security License
  - Credential Certificate
  - GST No.

5. **Earnest Money: Rs. 10000/- (Rupees Ten thousand only)** . The amount should be deposited in State Bank of India In the Account No. 11151091846, IFSC CODE SBIN0001082 InFavour of "Director BRAIPRD, Kalyani, West Bangal" Branch Code 1082, Kalyani Branch..

SL No	Particulars	Date and Time
1	Date and Time for Publish of Tender [Online]	14.12.2022 at 18:00 Hrs
2	Document Download Start Date[Online]	15.12.2022 at 10:00 Hrs
3	Bid Submission Start Date[Online]	15.12.2022 at 12:00 Hrs
4	Bid Submission End Date[Online]	06.01.2022 at 14:00 Hrs
5	Date of Opening for Technical Bid[Online]	09.01.2022 at 14:00 Hrs
6	Date of Opening of Financial Bid[Online]	To be notified later.

All the tender process will be On Line by E-tendering System [through <https://wbtenders.gov.in/>]  
Authority reserves the right to accept or reject any quotation without assigning any reason thereof.

  
**OSD & Ex-officio Joint Secretary,  
BRAIPRD, Kalyani, Nadia.**

**Memo No :** 2037/(16)/V-72/16

**Dated :** 12.12.2021

**Copy forwarded for information and necessary action to :-**

1. The Secretary to the Govt. of West Bengal, Panchayats & Rural Development Department, Joint Administrative Building, 9th floor, Block- HC7, Sector-III, Kolkata-700106
2. The Commissioner to the Government of West Bengal, Panchayats & Rural Development Department, Mittika Bhaban, 3rd Floor DD-18/9, Sector-1, Bidhannagar, Kolkata-700064.
3. The Additional Secretary to the Govt. of West Bengal, Panchayats & Rural Development Department, Joint Administrative Building, Block – HC 7, Sector - III, Salt Lake, Kolkata – 700106 with the request to upload the notice in the Department Website.
4. The District Magistrate, Nadia.
5. The Additional Executive Officer, Nadia Zilla Parishad.
6. The Superintending Engineer, BRAIPRD, Kalyani, Nadia.
7. The District Information & Cultural Affairs Officer, Krishnagar, Nadia.
8. The Sub-Divisional Officer, Kalyani, Nadia.
9. The Chairman, Kalyani Municipality, Kalyani, Nadia.
10. The Sub-Divisional Information & Cultural Affairs Officer, Kalyani, Nadia.
11. The Assistant Director (Finance), B.R.A.I.P.R.D., Kalyani, Nadia.
12. Shri Ashis Chowdhury, Librarian, B.R.A.I.P.R.D., Kalyani, Nadia. with the request to upload the notice in the Office Website
13. The Office Superintendent, Director, B.R.A.I.P.R.D., Kalyani, Nadia.
14. P.A. to Director, B.R.A.I.P.R.D., Kalyani, Nadia.
15. The Cashier, B.R.A.I.P.R.D., Kalyani, Nadia.
16. Office Notice Board, B.R.A.I.P.R.D., Kalyani, Nadia.

  
**OSD & Ex-officio Joint Secretary,  
BRAIPRD, Kalyani, Nadia.**