



Government of West Bengal
Directorate of Forests

Office of the Divisional Forest Officer, Purba Medinipur Forest Division.
Ganapatnagar, Nimtouri, PO – Uttar Sonamui, Dist-Purba Medinipur, PIN-721648
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Quotation No. 92 /Security / PMFD/ 2023-24

Dated, Tamluk the 10.01.2024

NOTICE INVITING QUOTATION FOR SECURITY PERSONNEL AT OFFICE OF DIVISIONAL FOREST OFFICER, PURBA MEDINIPUR DIVISION FOR THE YEAR 2023-24.

Sealed Rate quotations are invited by name (not by designation) **Shri Satyajit Roy, WBFS**, Divisional Forest Officer, Purba Medinipur Forest Division, from bonafide & resourceful Security Agencies having experience in similar types of works in any Govt./Semi-Govt./Govt. undertaking for providing Security Services to the Govt. Office Buildings and other allied buildings / offices and guarding for safety & security of Govt. materials etc. at following locations under district of Purba Medinipur and other allied offices under the control of the undersigned.

The quotations should be submitted by following the Circular No. Memo No. **28 /Stat/2RW/9/2022/LCS /JLC Date: 28/07/2023** of the Labour Deptt., Govt. of West Bengal & memorandum no. 3687-F(Y) dt-02/05/2012 of the Finance Deptt. (Audit Branch), Govt. of West Bengal as per norms along with valid Income Tax, Good & Services tax (GST) clearance certificate including service charge as applicable with Credentials Certificate etc. **from 11.01.2024 to 19.01.2024** up to 4.00 pm to this Office by hand or by post and the same shall be opened on the same day at 5.00 pm. The intending security agencies may contact the office of the undersigned on any working day except Govt. Holidays before quoting their rate in question.

A: Work Schedule

Sl No	Particulars of work	Location / HQ	Qty. (nos)	Minimum wages is to be paid to security personnel as per minimum wages rate declared by the Labour Deptt., Govt of West Bengal from time to time. The Service charge to be quoted along with contribution of ESI, EPF etc. may be made by the security agency as statutory obligation as employer of Security Personnel <i>vide memorandum no. 3790-F(Y), dt-21/7/2014.</i>	Period of Engagement As per Work Order.
1	Engagement of Private Security Agencies for providing Security personnel/Guard with lathi	Forest Rest House and Nature Trail at Digha= 3 Nos. Division Office HQ= 2 Nos.	5 Nos		

FORMAT FOR SUBMISSION OF QUOTATION

Quotation No & date	Item of Work	(i) Security Charge (Rs.) per security personnel	Rate Offered by the Intending Bidders (ii) Service Charge [to be quoted on percentage basis per security personnel]	Rate Offered including Service Charge (in Rs)
	Engagement of Private Security Agencies for providing Security personnel/Guard with lathi	Present Rate Rs 343.00 per Day as per Labour Commissioner, Govt. of WB, Circular No. Labr/630/LC-MW Dated 20/12/2019		

GENERAL TERMS AND CONDITIONS

1. Quotation is floated with an anticipation of administrative and financial approval from appropriate authority. If approval is not received or fund is not there, the quotation shall be cancelled outright without assigning any further reason. Work order, after completion of due formalities shall be issued accordingly. Payment for availing quotation paper, if any shall not be refunded under any circumstances.
2. **As per latest G.O No-4608-F(Y) dt 18/7/18, if the accepted rate is quoted below 20%, then an additional security in the form of Bank Guarantee to the tune of 10% of estimated cost shall required to be deposited by the successful bidder.**
3. **Dispute Resolution** – The decision taken by the undersigned shall be final in case of any dispute while implementing the work at field level or otherwise. Appeal, if any shall be made to the Chief Conservator of Forests, Western Circle, within 30 days. The decision taken by the Chief Conservator of Forests, Western Circle, shall be final and binding.
4. No payment shall be made under any circumstance, if the work is not up to the mark and complete in all respect.
5. **Rate quoted should be inclusive of all Taxes. The applicable Taxes & Cess as per prevalent rates shall be deducted from the final bill.**
6. Intending bidder/s shall be allowed to participate in any or all of the clusters, subject to having the requisite financial potential which should be at least 70 % of estimate for each cluster for which the intending bidder/s is willing to participate.
7. Intending bidders shall have to quote the rate only. However, if any of the items is not required to be implemented or modified as per field situation; bills should be prepared accordingly on pro rata basis based on the offered rate of the successful bidders and item wise allocation of the maximum admissible cost.
8. It is mandatory to pay Minimum Wage, if any, as per the latest Minimum Wage Act.
9. The Divisional Forest Officer, Purba Medinipur Division, shall have the liberty to cancel any part/cluster or the entire quotation without assigning any reasons thereof.
10. The requisite certificate such as PAN, GST, Bank A/c Details, and Quotationer Credentials shall have to submitted along with quotation.
11. Security, as applicable, shall have to be deposited by the successful bidders.
12. Work Order shall be issued as per exact field situation. Bill shall be processed as per actual work done in the field and not based on lowest rate quoted subject to the limit mentioned in the table above.
13. The quotationer/supplier/contractor should have valid license from competent authority.
14. The rate offered should be valid for one year. However the same can be increased up to six months more subject to satisfactory service of the quotationer.
15. Actual work at field level shall be dependent on the field level situation as per recommendation of the concerned Range Officer. Payment will be made based on actual supply / work done.
16. It shall be the responsibility of the successful bidder to pay minimum wages to the labourers engaged for the work. In no case minimum wages shall be compromised under any circumstances.
17. Work order will be issued to the successful quotationer as and when required and subject to availability of fund from appropriate authority.
18. On acceptance of the Quotation, the successful quotationer shall have to come in to an agreement with this Office as per Terms & Condition quoted above. No Conditional quote shall be accepted.
19. The quotationers before quoting their rate must get acquainted with the location and in no case, any further claims shall be entertained on the ground of the site condition or any other reasons.
20. **In no case, the Department of Forest, any staffs of Purba Medinipur Division, shall be held responsible for any accident/death of the personnel/labourer engaged in the field during the time of work. Safety and security shall be exclusively the concern of the successful bidders and he/she shall have to pay the compensation for such incidences as per existing rules.**


Divisional Forest Officer,
Purba Medinipur Forest Division

No. 113 (22) /2-1

Dated, Tamluk the 10.01.2024

Copy forwarded for kind information to:-

1. The Principal Chief Conservator of Forests and Head of Forest Force, West Bengal.
2. The Chief Conservator of Forests, Western Circle, West Bengal.
3. The Chief Conservator of Forests, MIS, West Bengal - through mail only as soft copy in .pdf format with a request of uploading in the website of Forest Directorate.
4. The District Magistrate, Purba Medinipur.
5. The Superintendent of Police, Purba Medinipur.
6. The Sub-Divisional Officer, Contai/Egra/Haldia/Tamluk Sub Division.
7. The Treasury Officer, Tamluk Treasury
8. All Divisional Forest Officer's, Western Circle, West Bengal.
9. The Block Development Officer, _____ Block.
10. The Assist. Divisional Forest Officer, Purba Medinipur Division.
11. The Head Clerk, Purba Medinipur Division.
12. The Budget & Accounts Section, Purba Medinipur Forest Division.
13. The Attached Forest Ranger, Purba Medinipur Division.
14. All Range Officers, Purba Medinipur Division.
15. Notice Board, Purba Medinipur Division.


Divisional Forest Officer,
Purba Medinipur Forest Division,