



Government of West Bengal
Directorate of Forests
Office of the Deputy Field Director, Buxa Tiger Reserve (East) Division
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No. 910 / 2 - 86

Dated, Alipurduar Court, the 27 / 02 / 2024

Notice Inviting e-Tender No. FORWB/BTRE/eNIT-48/NP of 2023-24

Engagement of security staff (Total: 32 unskilled) for anti-poaching Towers under BTR(East) Division.

(Submission of Bid through **online**)

e-TENDER FOR CIVIL WORK IN BUXA TIGER RESERVE (East) DIVISION, WEST BENGAL.

The Deputy Field Director, Buxa Tiger Reserve (East) Division, West Bengal, on behalf of the Governor, West Bengal invites **e-tenders** for Selection of bonafied persons/agencies/companies, including consortium and partnership firms to undertake the Engagement of security staff for anti-poaching Towers under BTR(East) Division as detailed in the table below. [Collection (downloading) and Submission (uploading) of Tender can be made online through the website <https://wbtenders.gov.in> only].

A. List of Work(s):

Name of the Division	Project No.	Name of Project	Location	Total Project Cost	Earnest Money 2% of the Project Cost	Time of Completion
1	2	3	4	5	6	7
Buxa Tiger Reserve (East)	Non Plan	Engagement of security staff (Total: 32 unskilled) for anti-poaching Towers under BTR(East) Division for FY 2024-25.	BTR (East) Division.	Rs. 3,63,855.00 (per month excluding GST)	7277.00	Till 31 st March 2025

****There is no exemption of any kind for any of the eligible contractors towards cost of EMD.**

A. Schedule of Dates:

Sl. No.	Activity	Date & Time
1.	<i>Tender Publishing date & time</i>	01-03-2024 at 11:00 am
2.	<i>Document Download start date & time</i>	01-03-2024 at 11:00 am
3.	<i>Bid submission start date & time</i>	01-03-2024 at 11:00 am
4.	<i>Bid submission end date & time</i>	09-03-2024 at 05:30 pm
6.	<i>Technical Bid opening date & time</i>	12-03-2024 at 03:30 pm
7.	<i>Uploading of Technical Bid Evaluation sheet</i>	<i>After technical bid evaluation</i>
8.	<i>Financial Bid opening date & time</i>	<i>After technical bid evaluation</i>
9.	<i>Uploading of Financial Bid evaluation sheet</i>	<i>After financial bid evaluation</i>
10.	<i>Publishing the Name of bidder who will get the contract</i>	<i>After technical & financial bid evaluation</i>

Last date & time of submission of bids online is : 09-03-2024 at 03:30 pm

Note:

1. In case of any unscheduled holiday or on days of Bandh or natural calamity on the aforesaid dates, the next working day will be treated as scheduled / prescribed date for the same purpose.
2. The Tender Inviting Authority may change the venue of opening the Technical or Financial Bids in case of exigent circumstances like breakdown of communications link or conditions of force majeure.
3. The Tender Inviting Authority reserves the right to defer the date of opening of either Technical or Financial Proposal or both, if required.

Deputy Field Director
Buxa Tiger Reserve(East)

**TENDER FOR CIVIL WORKS UNDER
BUXA TIGER RESERVE (East) DIVISION, WEST BENGAL.**

INSTRUCTION TO BIDDERS (ITB)

Section – A

1) SCOPE OF WORK:

Providing security service for 24 hours round the clock in the jurisdiction for FY 2024-25 under Buxa Tiger Reserve (East) Division.

2) Schedule of Requirements:

Security Guards are required to be provided by the contractor till 31st March 2024

3) Delivery Period:

Delivery period of supply of outsourced services would be from the date of signing of Contract. Please note that contract can be cancelled unilaterally by the Buyer in case unsatisfactory work by the guards deployed. Extension of contracted delivery period will be at the sole discretion of the Buyer, with applicability of LD clause.

4) Area to be covered under contract: Different Watch Tower under Buxa Tiger Reserve (East) Divn.

5) Scope of the security services to be provided:

- i. The Contractor shall deploy only personnel with good conduct and character who are medically fit to undertake assigned task. In order to ensure the same, Personnel employed should be verified and suitable verification reports of employee should be submitted to Buyer for record.
- ii. The Contractor shall ensure that its personnel shall have identity cards provided by the contractor which shall work in such a way that it is prominently displayed and visible so that any person representing the contractor can be easily identified.
- iii. Security Equipment like **Lathi , Torch and whistle** are to be provided to Security guard by Contractor.
- iv. Winter Clothing is to be provided to all security guards by Contractor to ensure uniformity.
- v. Personnel employed for security duties should be fit for performing Security Duties i.e. should not be suffering from any chronic diseases.
- vi. **Minimum Wages:** The Contractor shall pay to the labour employed by him wages as per the provisions of the Contract Labour (Regulation and Abolition) Act, 1970 and Contract Labour (Regulation and Abolition) Central Rules , 1971.
- vii. **EPF, ESI & GST:** The amount of EPF,ESI & GST shall be quoted strictly as per prescribed Govt. rates. However, payment for these statutory obligations will be made in arrears on production of documentary evidence to the effect that the same has been deposited by contractor in the concerned account.
- viii. The Contractor shall also abide by the provisions of the Child Labour (Provision and Regulation) Act, 1986.
- ix. The Contractor shall fix the wages period not exceeding one month to make payment to the labourers employed by him and shall ensure payment before expiry of the 10th day after the last of the wages period.

- x. The Contractor shall arrange for such facilities as provided for the Contract Labour (Regulation & Abolition) Act for the welfare and health of the labour employed on the work.
- xi. The Contractor agrees to indemnify the Customer against all claims for compensation by or on behalf of any workman employed by him in connection with this agreement for injury or death by accident under the Workman compensation Act (Act VIII of 1923).

6) INSTRUCTIONS FOR TENDERER:

- a. Tender must be electronically submitted in two parts i.e.(i) Part-A, Technical Bid and (ii) Part-B, Price Bid.
- b. Technical bid should contain all the documents like, Tender documents, instructions for tenderer, Pre-qualifying requirements, General terms & conditions. All documents must be duly filled in, stamped & Signed by the tenderer.
- c. Only one set of tender document duly signed & stamped on each page by authorized representative of tenderer shall be electronically submitted. Tenderer should note specifically that all pages of tender document are to be electronically submitted by them as a part of their offer. Price should not be mentioned by them anywhere in the technical bid portion of offer.
- d. Price should be mentioned only in the “Part-B, Price Bid Format” after quoting the rates online as specified in the price bid format. Rate per head per month should be quoted for security guard without arms and with arms and security supervisor for watch and word duty for round the clock, both in figures as well as in words including taxes in the price bid. The monthly wages quoted should comply with Minimum Wages Act as notified by Labour Department, Govt. Of W.B. from time to time.
- e. Prior to quoting of rates, the intending agencies are requested to inspect the office of Deputy Field Director, Buxa Tiger Reserve (East) Division, Alipurduar.
- f. On the date of opening of tender, Technical Bid shall be opened first to select the eligible tenderers. Price Bid will be opened on the scheduled date only in respect of those tenderers, whose bids are found technically acceptable.
- g. The Deputy Field Director, Buxa Tiger Reserve (East) Division, West Bengal reserves the right to accept or reject any or all offer without assigning any reason thereof. In addition. The Deputy Field Director, Buxa Tiger Reserve (East), West Bengal shall not entertain any correspondence from bidders in this matter.
- h. The Deputy Field Director, Buxa Tiger Reserve (East) reserves the right to relax the pre-requisites and /or negotiate the rates, terms and conditions with the lowest tenderer or any to the other tenderers to ascertain the suitability of the acceptable offer.
- i. The Contract shall be initially for current financial year. The authority holds the right to terminate the contract for violation of terms and conditions by the qualified bidder at any time without any notice or assigning any reason.
- j. The agency selected for engagement shall have to enter into a formal agreement with the Deputy Field Director, Buxa Tiger Reserve (East).
- k. The Tenderers or their representative may attend the opening of both the bids (Part A & B).
- l. The Governor is pleased to decide that Additional Performance Security @ 10% of the tendered amount shall be obtained from the successful bidder if the accepted bid value is 80% or less of the Estimate put to tender vide Additional Chief Secretary, Govt. of West Bengal order no 4608-F(Y) Dt.18th July,2018.

M. PRICE BID

Basic Wages per month per worker including Employee's EPF contribution	EPF @ 13% of Basic per month per worker as employee's contribution	ESI @ 3.25% of Basic per month per worker	TOTAL	Total Staff	GRAND TOTAL
9,781.00	1,271.59	317.88	11370.47	32 unskilled	3,63,855.04
Bidding of rates only applicable on service Charge.				32 nos	Rs. 3,63,855.00

PART-A**7) Terms & Conditions to be followed for the Technical Bid.**

- a. Multiple quotations by a single agency will not be entertained.
- b. Joint ventures will not be entertained.
- c. The operating staff must have such state of physical and mental ability commensurate to provide the above stated security service.
- d. The service may have to be rendered for beyond the stipulated hours of work and even on holidays including Sundays.
- e. Labour related enactments and laws of the land are to be observed strictly.
- f. Bidding of rates will only be applicable on the quoted service charges. Other emoluments such as Basic salary, EPF, ESI, GST, and other deductions shall remain fixed & there will be no bidding applicable on them.

8) An intending agency shall submit attested copies of the following documents electronically.

- a. Valid Trade License specifically to provide Security Services.
- b. Pan Card
- c. Profession Tax Registration Certificate /enrolment with current P.Tax Payment Challan.
- d. GST Registration Certificate.
- e. EPF Registration Certificate.
- f. ESIC Registration Certificate.
- g. Labour License Registration Certificate.
- i. Audit Report for Last Three years.
- j. Firm/Company Registration Certificate.
- k. Private Security License Registration Certificate obtained from Home Department, Govt. of West Bengal.
- l. Income tax return for last three years.
- m. Registration under Ministry of Labour and Employment for 50 nos of Security Guards.
- n. Completion Certificate similar work not less than 50% of work value.

- o. Security Guards Training Certificate.
- p. Bank Solvency Certificate of Rs.50 Lakhs.

9) Qualification of the personnel engaged for performing Security Service duty by the Successful Bidder:

- a. He/She shall be a citizen of India with valid proof of citizenship like Electro's Photo Identity Card(EPIC) etc.
- b. He/She shall have his ordinary residence within 20 (Twenty) kilometer from the office site.
- c. He/She shall have an authority by the successful agency to work on their behalf.
- d. He/She shall have age not below 18 years and not exceeding 50 years.
- e. He/She shall be courteous, sober obedient and dutiful.

10) Earnest Money:

The Tenderer shall be required to deposit Earnest Money of @ 2% of the estimated amount in online mode only (as per Finance Memo No. 3975 F(Y) dated 28th July 2016) by selecting ICICI Bank Mode bidder have to pay the EMD amount through net banking and in case of ICICI NEFT/RTGS a challan will generate online in that case bidder have to pay the EMD at their concern bank branch through NEFT or RTGS Mode.

RATES ARE FIRM FOR THE PERIOD OF THE PROJECT. IN CASE ANY ABNORMAL DEVIATION IS OBSERVED DURING THE COURSE THE TENDER ACCEPTING AUTHORITY MAY REFER TO THE APPROPRIATE HIGHER AUTHORITY OF DIRECTORATE OF FORESTS, GOVT. OF WEST BENGAL IN DECIDING ON THE RATE REVISIONS (IF NEEDED).

Deputy Field Director
Buxa Tiger Reserve(East)

Memo No. /2-11

Dated, the:

Copy forwarded for wide circulation & information to:-

1. The Principal Chief Conservator of Forests(HOFF), West Bengal
2. The Principal Chief Conservator of Forests (Wildlife), Chief Wildlife Warden, West Bengal.
3. The Chief Conservator of Forest, MIS & e-governance, West Bengal to upload in the website www.westbengalforest.gov.in
4. The Chief Conservator of Forests & Field Director, Buxa Tiger Reserve, West Bengal along with two copies of the Tender Notice with the request to return one copy duly approved.
5. The District Magistrate, Alipurduar.
6. The Deputy Field Director, Buxa Tiger Reserve (West) Division.
7. The Treasury Officer, Alipurduar Treasury.
8. All Range Officers (Territorial),BTR(East) Division.
9. Notice Board, Buxa Tiger Reserve, East Division

Debashish Sharma, IFS
Deputy Field Director
Buxa Tiger Reserve (East)