

WEST BENGAL TRANSPORT CORPORATION LIMITED

(Formerly known as The Calcutta Tramways Company (1978) Limited)

PARIBAHAN BHAWAN, 12, R. N. MUKHERJEE ROAD, KOLKATA-700 001

E-TENDER DOCUMENT

Tender No. WBTC/JMD/NIT-390/2022-23

FOR

**GUARDING THE PREMISES OF SUB STATIONS / OFFICES / DEPOTS / UNITS OF
W.B.T.C. LTD. ON CONTRACT BASIS**

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WEST BENGAL TRANSPORT CORPORATION LTD.

(Formerly known as The Calcutta Tramways Co. (1978) Ltd.)

(A GOVERNMENT OF WEST BENGAL UNDERTAKING)

12, R. N. Mukherjee Road, Kolkata – 700 001.

TENDER DOCUMENT FOR THE JOB OF GUARDING THE PREMISES OF DEPOTS & SUB STATIONS OF W.B.T.C. LTD.

1) WBTC Ltd. intends to assign the job of guarding of the Premises / Depots / Sub Stations through open tender on purely temporary contract basis.

2) Tenders in prescribed formats are hereby invited from reliable, experienced and registered Security Agencies / Groups of Ex-Security Guards / Ex-Police Servicemen / Ex-Military Personnels for the performance the job of guarding the premises round the clock (in two shifts) on purely temporary contract basis. However, Groups of Ex-Security Guards / Ex-Police Personnels / Ex-Military Personnels would be required to abide by the provisions of this Acts and Rules framed by the Government of West Bengal for the purpose of Security Agencies.

3) Job distribution :

Jobs to be assigned with the Security Agency / Group of Security / Ex-Servicemen / Ex-Police Personnel / Existing Serving Security Guards on contract are as follows :-

- i) To remain on guard duty at the Entrance and Exit covering the premises within Depot / Sub Stn ;
- ii) To open and close the Main Gates / Exit Gates as and when necessary ;
- iii) To note down the Vehicle No. coming-in and going-out through the Main Gates / Exit Gates ;
- iv) To verify the Identity of the Personnels before allowing them to the premises ;
- v) To check buses / vehicles going-out in case of depots operating traffic system;
- vi) To ensure that no article or material is being taken-out through the vehicle without Gate Pass ;
- vii) To collect Gate Pass from the vehicles going-out with materials and to verify it ;
- viii) To remain on guard duty along the Boundary Walls during evening and night hours ;
- ix) To perform duty in three shifts from 6-00 a.m. to 2-00 p.m., 2-00 p.m. to 10.00 p.m. and 10-00 p.m. to 6-00 a.m. i.e. for 08 hours in each shift ;
- x) To perform assigned jobs in full Uniform ;
- xi) Such other duties as may be assigned from time to time ;

4) Requirement:

- i) Ghasbagan Depot – 03 shifts of 08 hrs. each - 09 (Nine) Security Guard (Un-armed)
General duty - 01 (one) Supervisor

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- ii) Barasat Depot – 03 shifts (08 hrs. each) – 09 (nine) Security Guard(Un-armed)
Night shift – 01 (one) Security Guard (Armed)
- iii) Habra Depot – 03 shifts (08 hrs. each) – 11 (eleven) Security Guard (Un-armed)
- iv) Simultala Sub Station - 03 shifts (08 hrs. each) – 03 (three) Security Guard(Un-armed)
- v) Mominpore Sub Station - 03 shifts (08 hrs. each) – 03 (three) Security Guard(Un-armed)
- vi) Hastings Sub Station - 03 shifts (08 hrs. each) – 03 (three) Security Guard(Un-armed)
- vii) BBD Bag Sub Station - 03 shifts (08 hrs. each) – 03 (three) Security Guard(Un-armed)

(N.B.: Requirement may increase with the increase in No. of Depots or Office or Sub Stn.)

5. Schedule of Dates for e-tendering :

Sl. No.	Activity	Date & Time
i)	Publishing date	14.04.2022
ii)	Document Download start date	14.04.2022
iii)	Bid submission start date	14.04.2022
v)	Document Download end date	05.05.2022
v)	Bid submission end date	05.05.2022
vi)	Last date of physical submission of cost of documents including EMD	05.05.2022
vii)	Technical Bid opening date	10.05.2022
viii)	Uploading of preliminary list of Technically qualified bidders	
ix)	Uploading of final list of Technically qualified bidders	
x)	Financial Bid opening date	To be notified later

6. Eligibility Criteria :

- i) The Security Agency must be registered with the concerned authority under the Govt. of West Bengal as per provision of the relevant Act ;
- ii) Ex-Military Personnel must produce certificates issued by the Military Authority ;

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- iii) Ex-Guards of any undertaking / Govt. offices may participate forming a group. Groups must have to be registered within prescribed period as per relevant Acts and Rules in this regard ;
- iv) Jobs must be performed by physically fit and mentally alert Personnels having Minimum height – 160 cms. & Minimum weight – 56 Kg., Age – preferably between 40 Yrs. to 55 Years ;
- v) Jobs of Guarding with arms must be performed possessing Licence to carry Arms also ;

7. Terms & Conditions :

- i) On assignment of job through open tender Security Agency / Group of Personnels shall have to perform duty on all days of the week ;
- ii) Assigned jobs must be performed in full uniform and must be done punctually with due sincerity, diligence, care and devotion to duty ;
- iii) While performing jobs all efforts to prevent loss or damage of the Corporation property must be ensured ;
- iv) All orders as may be issued by the respective authorities from time to time must be abide by and carried-out promptly ;
- v) Jobs must be done in a satisfactory manner maintaining cordial relationship with the employees of the Corporation as well as with the outsiders ;
- vi) Irregularities / Loss / Damage which may be caused by any one and which comes to notice in course of guarding duty must be promptly brought to the notice of the Unit In-charge or Head of the office. Delay in reporting shall be treated as unsatisfactory performance of duty ;
- vii) Provisions of the MTW Act / Industrial Standing Orders Act should be applicable for the assigned jobs ;
- viii) All statutory Acts and Rules must be strictly abided in connection with performance of the assigned job and the Corporation shall remain immune from all sorts of liability that may arise owing to non-observance of the Provisions or the Statutory Acts and Rules regarding Service benefits, Insurance coverage etc.;
- ix) For performance of above jobs, no claim for continuance of the assignment of job shall be entertained and no right for the same would accrue and it should be noted that the job of guarding is being out sourced on purely temporary contract basis through this open tender ;
- x) It should also be noted that this open tender is not for selection of personnel but for assignment of above job ;

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- xi) Assignment of above job will be on contract basis. As such no right would accrue for any extension or further assignment of job or period of contract ;
- xii) The contract would be initially for 1(one) year which may be extended thereafter on 6 (six) months basis ;
- xiii) Tenderer must quote their rate both in figures as well as in words. Any corrections or over-writing must be authenticated by signature ;

8. Earnest Money :

- i) A sum of Rs. 96,000/- (Rupees Ninety six thousand) must be deposited as Earnest Money online in the account of **WEST BENGAL TRANSPORT CORPORATION LIMITED** A/C No - **11175159061**, State Bank of India, Dalhousie Square Branch, IFSC -**SBIN0001401** in the form of RTGS/NEFT/Bank Transfer (in case of same bank & branch) receipt copy of EMD is to be uploaded in the Technical Bid.

9. Fidelity Guarantee Bond :

- i) Upon selection, requisite fidelity Guarantee Bond shall have to be submitted obtaining the same from the General Insurance Company for satisfactory performance of the job.
- ii) Authority reserves the right to cancel or reject any tender without assigning any reason.

P R O F I L E

1. Name of the Agency / Head of Groups of the Ex-Guards / Ex-Military Personnel. :
2. Address of communication and office address with Telephone No, Fax No. :
3. a) In case of Agency.
Constitution (Partnership / Proprietorship / Pvt. Ltd. / Public Ltd.) :
(Enclose supporting documents)
- b) In case of Groups.
 - i) Date of formation of the Group :
 - ii) Whether applied for registration: under the Society Registration Act.
4. a) Details of Security Service performed during last five years. :
(Certificate from the Past employer should be enclosed).
- b) Current works in hand :
(Attach supporting documents)
- c) No. of Persons / members :
engaged by the Agency / Group.
5. a) I.T., P.T. & GST Registration No. :
(Applicable for Agencies only)
(Enclose latest certificates, if any)
- b) In case of Groups.
Whether applied for IT/PT/GST :
Registration.
6. Total numbers of Security Personnels who may be available for the assigned jobs (to be given in a separate sheet).
- 7) a) P.F. and E.S.I. Registration No., if any :
b) In case of Group, whether applied for :
- 8) Latest 3 years audited Balance Sheet & P & L Accounts, if any, to be attached along with copy of I.T. Acknowledgement (In case of agencies only).