



HEAD OFFICE
BMC HOUSE, NH-34,
CHUANPUR,
P.O: CHALTIA, BERHAMPORE,
DIST: MURSHIDABAD 742101

Ref.No.BGV B/HO/PD/ 6889 /2019

Date:02.03.2019

Notice inviting quotation/rate for supply of Security Guards

Sealed quotations are invited seeking monthly hiring rates of Semi-skilled Un-armed Security Guards for our Head Office at BMC House, NH-34, Chuanpur, P.O.Chaltia, Berhampore, Dist. Murshidabad and for our training centre at Berhampore from the authorized Agencies. Last date of submission of quotation is 22.03.2019. Only the interested registered agencies can submit their quotation either in person at Bank's Head Office (at letter receive section) on any working day during office hours or may send by post so that the same reaches this office within 5-00 pm on 22.03.2019. The quotations will be opened on 27.03.2019 at Head Office after 2-30 p.m. The bidder agencies or their authorized representative may be present at the time of opening of quotations.

Terms and conditions:

01. All the Security Guards must be Ex-Service Men. Bank at its discretion may verify the related papers of each security guard.
02. The selected agency will issue proper identity cards to the security guards who will be on duty. Guards must be of Indian nationality having valid documents in support.
03. Dress/ uniform for guard is to be provided by the agency.
04. The security is to be provided round the clock (24x7) in three shifts at Head Office. Two (2) number of security guards are to be provided in each shift. Besides, one unarmed security is to be provided at our training centre in Murshidabad Regional Office, Berhampore for eight hours i.e. from 9am to 5pm.
05. The agency must maintain an attendance register at HO where all attending guards will sign and put their time of arrival and departure. Bank can at its discretion check the register whenever needed.
06. Monthly bill will be paid to the successful bidder on demand and after verification of monthly contribution to EPF against the security person engaged for security purpose at the Bank.
07. The agency must maintain Provident Fund Accounts of the guards to be deployed. In case contribution to their PF accounts remains unpaid during their incumbency in the Bank, Bank will have the option to realize the amount from the bills/ receivables of the agency.
08. Bank may instruct the provider to replace any security person within a short notice without showing any reason.
09. The Agency will be fully liable to compensate any loss or damage of the Bank's asset caused by the negligence of security guard.
10. The Agency shall bear the sole liability in respect of all affairs of security guards.
11. Along with the quoted rates suppliers must produce copies of valid certificates as mentioned below. Without valid certificates no rate will be accepted.
12. Offered rate will be considered on Lower Rate basis (L1).

(2)

13. After expiry of the above submission date and time schedule , no quotation will be accepted or entertained.

14. Bank reserves the rights to accept or cancel bid unilaterally, without assigning any reason thereof prior to placement of order/signing of contract thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) for the cause of banks action and no further correspondence will be entertained regarding the matter.

15. Rate will be valid for next one year from the date of approval.

16. The Bank shall have no liability for payment to the Agency other than the approved/accepted rate.

Detailed of certificates as required under Sl. no. 11 (Copies duly attested by the owner of the Firm)

1. PAN in the name of Enterprise
2. Last Income Tax payment document.
3. GST registration certificate.
4. Certificate of registration under section 69 of Finance act, 1994.
5. At least five (5) years' experience certificate on security work at Bank/PSU.
6. Employees Provident Fund Clearance Certificate.
7. Licence for carrying on business of Private Security Agency from Govt. of W.B., Home Deptt.
8. Trade tax certificate, West Bengal State Tax on professions, trades, callings and employment act -1979.
9. ESI registration of the guards.


General Manager