

**HEAD OFFICE**

NH-34, CHUANPUR,  
P.O: CHALTIA, BERHAMPUR,  
DIST: MURSHIDABAD 742101

Ref. No. BGVB/HO/P&D/1801/2023-24

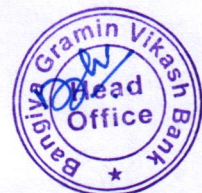
Date: 06-07-2023

**Notice inviting quotation/rate for supplying Seven Unarmed Security Guards and One Unskilled Sanitation Labourer.**

Sealed quotations are invited seeking the hiring rates of **Unarmed Security Guards & One Unskilled Sanitation Labourer** for our Head Office located at BMC House, NH-34, Chuanpur, P.O.: Chaltia, Berhampore, Murshidabad and also for the training center, Berhampore, Murshidabad from the authorized agencies on or before 26-07-2023. Only the interested registered agencies can submit their quotation either in person at Bank's Head Office (at letter receiving section) on any working day during office hours or may send by post so that the same reaches this office within the stipulated date, i.e. 26-07-2023 by 5:00 PM. The quotations will be opened on 27-07-2023 in General Manager's chamber at 11.00 AM. The bidder agencies or their authorized representative may be present at the time of opening of quotations.

**Proposed Terms & Conditions for Security Guards:**

1. The agency will provide 6 (six) number of unskilled security personnel per day at Head Office and 1(one) personnel at Training Centre for Bank's security job, cash remittance, security of Bank personnel and any other works as may be entrusted upon from time to time. Security is to be provided round the clock in three shifts at Head Office where 2(two) security personnel are to be provided per shift at H.O.
2. The minimum wages shall be paid as per Government notification issued by the office of the Chief Labour Commissioner, Ministry of Labour & Employment from time to time. Therefore the agency will quote the existing rate of minimum wages which will be revised from time to time as per Government Notification.
3. All the Security Guards must be Ex-Service Men, Bank at its discretion may verify the related papers of each security guard.
4. 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.
5. Dress / uniform for guard are to be provided by the agency.
6. 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.
7. Monthly bill will be paid to the successful bidder on demand and after verification of monthly contribution to EPF & ESI contribution against the security person engaged for security purpose at the Bank.
8. The agency must maintain Provident Fund Accounts of the guards to be deployed. In case contribution to their PF accounts remain unpaid during their incumbency in the Bank, Bank will have the option to realize the amount from the bills/ receivables of the agency.
9. Bank may instruct the provider to replace any security person within a short notice without showing any reason.
10. Supplier will be fully liable to compensate any loss or damage of the Bank's asset caused by the negligence of security guard.
11. The Agency shall bear the sole liability in respect of all affairs of security guards.





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12. Along with the quoted rates suppliers must produce copies of valid certificates as mentioned below. Without valid certificates no rate will be accepted.
13. After expiry of the above 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 supply 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 bank's action and no further correspondence will be entertained regarding the matter.
15. Rate will be valid for next two years from the date of approval with a satisfactory annual review.
16. The Bank should have no liability for payment to the Agency other than the rates approved.

**Proposed Terms & Conditions for Sanitation Worker:**

1. The agency will provide 1(One) number of unskilled labourer per day at Head Office for Sanitisation work, Garbage cleaning at Head Office and also at Chairman's Residence.
2. The selected agency will issue proper identity cards to the labourer who will be on duty. Labourer must be of Indian nationality having valid documents in support.
3. Bank may instruct the provider to replace the Labourer within a short notice without showing any reason.
4. The Agency shall bear the sole liability in respect of all affairs of Labourer.
5. After expiry of the above time schedule no quotation will be accepted or entertained.
6. Bank reserves the rights to accept or cancel bid unilaterally, without assigning any reason thereof prior to placement of supply order/signing of contract there by 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.
7. Rate will be valid for next two years from the date of approval with a satisfactory annual review.
8. The Bank shall have no liability for payment to the Agency other than the rates approved.

**Mandatory requirements for participating in tender process:**

1. Detailed of certificates as required: **(Copies duly attested by the authorized signatory of the Firm.)**
  - a. PAN in the name of Enterprise
  - b. Last Income Tax payment document.
  - c. GST Registration Certificate.
  - d. Certificate of registration under Section 69 of Finance Act, 1994.
  - e. At least five (5) years' experience certificate on security work at Bank/PSU.
  - f. Employees Provident Fund Clearance Certificate.





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- g. License for carrying on business of Private Security Agency from Govt. of WB, Home Deptt.
- h. Trade tax certificate, West Bengal State Tax on professions, trades, callings and employment act-1979.
- i. ESI Registration of the guards.

2. An **EMD of Rs. 10000/- (Rupees Ten Thousand Only)** in the form of **DD** payable at Bangiya Gramin Vikash Bank, Berhampore, Murshidabad must be submitted with the quotation. EMD of unsuccessful bidder will be refunded within 30 days after the bid opening day without any interest thereof and EMD of successful bidder will be refunded after completing the Service Level Agreement and submission of Security money of **Rs. 50000/- (Rupees Fifty Thousand Only)**.
3. Selection of vendor will be done on Lowest Quoted Rate (L1) calculated considering total rate of One Security Guard and One Unskilled Sanitation Worker.
4. After price discovery agency must complete a Service Level Agreement for a period of two years with an satisfactory annual review of the service provided.
5. The selected vendor must submit a security money of **Rs. 50000/- (Rupees Fifty Thousand Only)** in the form of Fixed Deposit created at any of the BGVB branches duly discharged by the vendor while entering into the agreement.



General Manager (P&D)  
Bangiya Gramin Vikash Bank