

**THE BRAITHWAITE BURN & JESSOP CONSTRUCTION COMPANY LIMITED**

eNIT/BBJ/DGM(P-V)/AN/SECURITY/HPY(2017-18)/50-2017

Dated: 14.07.2017

(A GOVT. OF INDIA ENTERPRISE)

Regd. Office: 27, RAJENDRA NATH MUKHERJEE ROAD

P.O.Box No. 264, Kolkata - 700 001 (WEST BENGAL)

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E-MAIL: [bbjproj@vsnl.net](mailto:bbjproj@vsnl.net) ; [info@bbjconst.com](mailto:info@bbjconst.com)**NOTICE INVITING e-TENDER****eNIT/BBJ/DGM(P-V)/AN/SECURITY/HPY(2017-18)/50-2017****Dated: 14.07.2017**

Sealed offers under "Two Bid" system are invited from resourceful/ experienced Security Agency for deployment of Security Personnel as per the requirement at our Heavy Plant Yard, P-82 Taratala Road, Garden Reach, Kolkata-700 024 as per details given hereunder :-

<b>01.</b>	<b>NAME OF THE WORK</b>	Deployment of Security Agency at BBJ – HPY, KOLKATA.	
<b>02.</b>	<b>QUANTITY/NO. OF HEADS</b>	<b>As per Scope of Work/ BOQ</b>	
<b>03.</b>	<b>COST OF TENDER DOCUMENT (NON-REFUNDABLE)</b>	Rs.1000.00 (Rupees one thousand only) in the form of Demand Draft/Pay Order in favour of "THE BRAITHWAITE BURN AND JESSOP CONSTRUCTION CO.LTD.", payable at Kolkata. Tenderer registered with SSI Units with NSIC registration are exempted from submission of Tender Cost against production of documentary evidence.	
<b>04.</b>	<b>EARNEST MONEY DEPOSIT (EMD)</b>	Rs.1,00,000.00 (Rupees one lakh only) in the form of Demand Draft/ Pay Order in favour of "THE BRAITHWAITE BURN AND JESSOP CONSTRUCTION CO. LTD. "PAYABLE AT KOLKATA. Tenderer registered with SSI Units with NSIC registration are exempted from the submission of EMD, against production of documentary evidence. For existing supplier, the same may be adjusted from their passed bill amount.	
<b>05.</b>	<b>MODE OF SUBMISSION</b>	Online through e-Procurement of CPPP, NIC	
<b>06</b>	<b>Date &amp; Time Schedule:</b>	Date of Publishing NIT & Tender Documents	<b>14.07.2017</b>
		Document Download Start Date	<b>14.07.2017 - 16:00 HRS</b>
		Start Date of Uploading of Bid Document	<b>15.07.2017 - 10:00 HRS</b>
		End Date for Uploading of Bid Document	<b>27.07.2017 - 15:00 HRS</b>
		Date of opening of Technical Bid	<b>28.07.2017 - 15:00 HRS</b>
		Date of opening of Financial Bid	<b>To be notified later</b>

(ए. नियोगी) / (A. Neogi)  
DGM (P-V)

**INSTRUCTION TO TENDERERS**

**General instruction:**

**1.0 SCOPE OF WORK:**

Sl.	Nomenclature	Requirement	Place of Work
1.	<b>Security Guard</b> (08 Hours shift per day)	09 Heads	HEAVY PLANT YARD, P-82 TARATALA ROAD, GARDEN REACH, KOLKATA - 700 024
2.	<b>Security Supervisor</b> (08 Hours shift per day)	02 Heads	
3.	<b>Security Gunman</b> (08 Hours shift per day)	03 Heads	

**2.0** The tender is comprising of two (2) parts:

- (a) Part – I : Techno Commercial Bid
- (b) Part – II : Price Bid

**3.0** Contract period : For **12 (twelve)** months.

**4.0 Registration Of Contractor:**

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://eprocure.gov.in/eprocure/app>

**5.0 DIGITAL SIGNATURE CERTIFICATE (DSC):**

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause 2 of Guideline to bidder DSC is given as a USB e-Token.

**6.0 SCOPE OF CONTRACT/ SERVICE:-**

Successful Contractor is required to carry out the jobs as per scope of work indicated in the schedule of work mentioned in the Price bid.

**7.0 PERIOD OF CONTRACT:**

Contract will be awarded **for 12 months**. We, however, reserve the right to extend the contract by another period or periods as may be required or terminate the contract at any time without assigning any reason whatsoever by giving three weeks notice in advance.

**8.0 VALIDITY OF THE OFFER:**

The offer should remain valid for minimum period of 90 days from the date of opening of tender.

**9.0 SITE VISIT**

Before quoting, bidder must visit the place and contract respective site in-charge for any query relating to jobs to be performed, payment of wages/other allowance of security personnel, duty etc. Bidder should ensure/understand the nature of jobs to be

performed by the security to be engaged by him. Accordingly, the bidder must give a declaration separately in the Techno-commercial Bid that he has understood the job(s) and the obligations to be performed under the contract, if, awarded, and rates quoted accordingly. Afterward, no claim for increase of rate shall be accepted by BBJ on any ground.

**10.0 MODE OF SUBMISSION OF BID:-**

BIDs to be submitted online through e-Procurement System of CPPP at <https://eprocure.gov.in/eprocure/app>. A Hard Copy of EMD shall have to be submitted to this office. Bids will be in two separate part. 1<sup>st</sup> Part will be treated as Techno **Commercial Bid** and 2<sup>nd</sup> Part will be treated as **Price Bid**.

The offer/bid should comprise of:

- (i) Part-I : Techno-commercial Bid & EMD
- (ii) Part-II : Price Bid

Incomplete tenders submitted with qualified conditions(s) at variance with Instruction to bidders/ General Terms & Conditions are liable to be rejected summarily.

**11.0 OPENING OF THE TENDER:**

Techno-Commercial Bids (i.e. Part-I) **shall be opened on 28/07/2017 at 03.00 P.M.** Only the techno-commercially acceptable bidders will get the intimation of opening of the price bid. Price Bid (Part-II) shall be opened at a different date for which separate intimation will be sent electronically via CPPP.

**Techno Commercial Bid (Part-I) will contain the following documents:**

- a) **Earnest Money Deposit (EMD) of Rs.1,00,000.00** (Rupees one lakh only) is required to be submitted by Demand Draft / Pay Order/Banker's Cheque drawn in favour of THE BRAITHWAITE BURN AND JESSOP CONSTRUCTION COMPANY LIMITED payable at Kolkata.  
However, tenderer registered with SSI Units registered with NSIC may be exempted from the submission of EMD, against production of documentary evidence. FOR EXISTING SUPPLIER THE SAME MAY BE ADJUSTED FROM THEIR PASSED BILL AMOUNT.  
THE EMD AMOUNT OF SUCCESSFUL BIDDER WILL BE CONVERTED INTO SECURITY DEPOSIT AND THE SAME AMOUNT WILL BE RELEASED TO SUCCESSFUL BIDDER WITHIN 30 DAYS AFTER COMPLETION OF TOTAL SUPPLY/SERVICE/WORK WITHOUT ANY INTEREST SUBJECT TO RECEIPT OF FORMAL REQUEST FROM THE AWARDED BIDDER.  
The Earnest Money lodged by the un-successful tenderer shall be refunded to the unsuccessful Bidders immediately after finalization of the Tender.
- b) As a proof of **experience**, Bidders should submit copies of contracts / orders along with the successfully execution certificate from Government Depts/ PSUs/ reputed Private Industrial Establishments/ Factories.
- c) The bidder should have average **annual turnover of Rs.15.00 lakh** during **last three years** ending on **31.03.2017** and also should have earned net profit in any of the last three years.
- d) Copy of Audited/ Chartered Accountant certified Balance Sheet for the **last three years** ending **31.03.2017**.
- e) Copy of **up to date** renewed **Trade License** from concerned authorities;

- f) Copy of **P.F and ESI Registration Certificate**;
- g) Copy of **Professional Tax clearance & Income Tax certificate** from concerned authorities;
- h) Copy of **GST Registration Certificate**;
- i) Copy of **valid license for engagement in the business of Private Security Agency issued by Govt. of West Bengal or by any other Appropriate Authority, which should cover Kolkata Region.**
- j) Copy of **PAN**;
- k) The General terms & conditions of the Tender along with Instruction to the bidders duly signed by the tenderer in each page as a token of unconditional acceptance of all notes and terms & conditions of the Tender are to be returned with the Techno-commercial bid.
- l) Rates are to be quoted as per enclosed Price Schedule Format.

**PRICE BID (PART – II)**

- 1. Price Bid should be submitted only in the excel sheet.
- 2. This part must be free from any condition.

**12.0** BBJ reserves the right to cancel or reject any and/or all Tender/s without assigning any reasons for the same.

**13.0 RESPONSIBILITY OF THE TENDERER:**

- i) The Tenderer should strictly abide by the Company's rules, regulation and instructions issued from time to time in respect of all matters.
- ii) In case of sudden illness or absence of any of your personnel, you shall have to take immediate alternative arrangement for replacement so that the related duty is performed.
- iii) The Contractor shall try to ensure that the persons deployed for the job in Company, should not be involved in any trade union activities especially those which may affect security functions.
- iv) The safety of men and material will be sole responsibility of the contractor and the company shall in no way be held liable for any damage or loss to the property or injury to the men of the contractor. Contractor shall take all the measures in respect of compliance of all statutory requirements.
- v) Successful contractor shall be responsible to deduct and deposit employee's contribution, employer's contribution of provident fund and other related charges as per act directly to P.F authorities every month as well as ESI shall have to be deposited to the respective authority and due particular will be furnished to BBJ Registered Office before releasing of next payment. The BBJ Authorities shall not entertain any disputes pertaining to deduction and deposit of P.F & ESI.

**14.0 GUARDING HOURS/ NOS. OF SHIFTS PER DAY/ LOCATION OF POSTING:**

Round the clock i.e. 24 hours per day; date of commencement will be from the date of joining at site. Regarding shifts & other working arrangements, In – Charge/ BBJ'S HPY's decision will be final and binding on you. In – Charge/BBJ'S HPY has the right to take suitable punitive action if any lapses are found at the place of posting.

**15.0 ATTENDANCE REGISTER:**

To be maintained by your company and required to be certified by BBJ's nominated person for each shift.

**16.0 IDENTITY CARDS & OTHER REQUISITE ACCESSORIES FOR SECURITY GUARDS, GUNMAN & SECURITY SUPERVISORS:**

Identity cards with recent photograph (one copy of which to be deposited in BBJ registered office), uniforms, torches, batten, umbrella, rain coat, shoes and other personal requirements of security guards, gunman & security supervisor as prescribed by BBJ will be provided by your company free of cost. No security guards/gunman/supervisor will be allowed to attend duty without identity card, uniform and other requisites as mentioned above.

**17.0 JOB DESCRIPTION:**

- a) Your company shall be solely responsible for safeguarding the safety and security of men, materials, equipment at BBJ's HPY under control of BBJ. Your company have to abide by the relevant terms & conditions while discharging the duties as per norms of BBJ, relevant Acts and rules of West Bengal State Government. Your security personnel will keep close watch and control at all points of entry and exit including the location of posting, check all incoming and outgoing personnel and vehicles. Any negligence and lapses will make the concerned guard responsible and accountable and invite punitive action as will be deemed fit by BBJ.
- b) The Security personnel should preferably be Ex-Serviceman either from Army, Navy, Air force, or from BSF, CRPF, CISF, State Police etc.
- c) Any change of security personnel should be done with the prior approval of In - Charge/BBJ HPY.
- d) The security personnel, while on duty, will come under the administrative control of In - Charge/BBJ HPY.
- e) You should keep all firearms, cartridges, Guns etc at your safe custody, and at your risk and cost.
- f) In case of any complain against any of your security guard/Security supervisor/Gunman for misconduct, inefficiency, lack of physical fitness or any other ground, In - Charge/BBJ HPY. BBJ has the right to ask for immediate replacement of such security personnel.
- g) Security personnel will maintain a register for the incoming & outgoing vehicles and also a register for the men & materials. No materials/equipment will be allowed to be taken out of the gate of the BBJ HPY unless accompanied by requisite gate pass duly signed by the authorized representative of In - Charge/BBJ HPY.
- h) In case of any theft, robbery, burglary and matter allied with the security of the BBJ HPY, the concerned guard personnel will prepare F.I.R. and submit the same to the In - Charge/BBJ'S HPY immediately after such incident, duly certified by the local Police Authority along with a Police Verification Report for the purpose of Insurance claim etc. The security guard will also maintain a register accordingly and submit the same to the In-Charge/BBJ HPY as and when required. The cost of missing materials for theft/Robbery/Burglary would be recovered from contractor's bills.
- i) Your security personnel will keep close contact with local Police Station as and when required.
- j) No residential accommodation/ boarding and food will be provided by BBJ to your security personnel.
- k) The security personnel provided by you are not to be involved in trade union activities in any manner.

**18.0 STATUTORY OBLIGATION:**

- A) YOUR COMPANY MUST OBSERVE THE **MINIMUM WAGES ACT OF CENTRAL GOVERNMENT**. YOU SHOULD PAY TO YOUR SECURITY PERSONNEL THE PREVAILING MINIMUM WAGES, PF, ESI, BONUS ETC. INCLUDING OTHER STATUTORY BENEFITS UNDER WORKMEN'S COMPENSATION ACT, CONTRACT LABOUR REGULATION & ABOLITION ACT 1970 & SUBSEQUENT AMMENDMENTS & OTHER ACTS IN FORCE. BBJ WILL HAVE NO RESPONSIBILITY IN THIS REGARD.
- B) In case of receipt of order, you have to submit within 7 days to In – Charge/BBJ HPY, BBJ, a copy each of the following documents:
  - I) Valid insurance certificate for your security personnel to be engaged at our BBJ HPY.
  - II) Valid P.F. REGISTRATION & ESI REGISTRATION certificate for your security personnel to be engaged at our BBJ Heavy Plant Yard.

**19.0 PAYMENT TERMS:**

- a) The rates to be quoted by you for your security personnel are for per 8/12 HOUR SHIFT per day per head basis. The above rates are inclusive of your contribution for P.F., ESI, Bonus, Weekly offs and National Holidays. Service Charges and GST (as applicable) will be extra. GST(as applicable) will be paid against submission of necessary documents.
- b) IN CASE OF ANY INCREASE IN MINIMUM WAGES / BENEFITS OF YOUR SECURITY PERSONNEL DUE TO REVISION IN **MINIMUM WAGES ACT (CENTRAL)** , THE SAME WILL BE RE-IMBURSED BY BBJ (DIFFERENCE IN MINIMUM WAGES, P.F., ESI, BONUS ONLY) DURING THE TENURE OF THE CONTRACT ON SUBMISSION OF DOCUMENTARY EVIDENCE.
- c) GST (as applicable) on the total bill will be reimbursed by us on only after payment of the same by you to the Statutory Authorities on production of documentary evidence.
- d) Monthly attendance Statement of your security personnel to be submitted in triplicate to the In – Charge/BBJ HPY for certification and certified copy of the attendance statement should be attached with your monthly bill for payment from BBJ Registered Office.
- e) Your monthly bill will be paid within 30(thirty) days from the date of submission duly supported by requisite documents and certified by In – Charge/BBJ HPY. The requisite documents includes proof of payment of wages, PF Contribution and ESI contribution of your Security personnel engaged at our BBJ HPY or furnish a certificate (as per format to be given by BBJ) regarding compliance of statutory obligations as per prevailing Act for the subject work.

**20.0 CONTRACTOR'S RESPONSIBILITY:**

The contractor shall comply with the provision of Laws & Rules in force from time to time which will be applicable to the contract workmen including (a) Contract Labour (Regulation & Abolition) Act 1970 Contrat Rules 1971, (b) Payment of Bonus Act 1948, (c) ESI Act 1948, (d) Workmen Compensation Act 1923, (e) Factory Act 1948, (f) Minimum Wages Act as applicable and comply with the provision of all other statutory labour Legislation now in force and also that may be introduced in future and keep the company indemnified from any client which may raise by reasons of his default either willfully or by ignorance.

**21.0 EXECUTION OF THE CONTRACT:**

**THE BRAITHWAITE BURN & JESSOP CONSTRUCTION COMPANY LIMITED**

eNIT/BBJ/DGM(P-V)/AN/SECURITY/HPY(2017-18)/47-2017

Dated: 14.07.2017

- (i) Contractor has to carry out the allotted work with the work force available with him against the contract value. No additional expenditure will be borne by BBJ for the purpose.
- (ii) In case of non-execution or unsatisfactory performance of any job, owing to the irregularity / failure on your part, a proportionate deduction will be made from the bill for the same month, against same job, against certification by the certifying authority.
- (iii) Contractor is required to maintain an attendance register of the workmen and the attendance register should be counter signed by the departmental in-charge.

(ए. नियोगी) / (A. Neogi)  
DGM(P-V)

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**22.0 MINIMUM WAGES:**

The bidder (Security Agency) shall comply the minimum wages and their statutory payments which are presently in vogue as indicated in Table below;

SL. No.	Description of Job	Heads	Rate per Day	Rs.
1	<b>SECURITY SUPERVISOR</b> per 8(eight) hour shift duty per day per English Calendar month including weekly off and holidays. No Security Supervisor should work more than 12(twelve) hours in a day.	02 (Two)	<b>Statutory Benefits:-</b> Basic Amount (Wages) Per Day Per Head as on 01.04.2017 Provident Fund amount Per Day Per Head (13.16%) ESI amount Per Day Per Head (@4.75%) <b>Other Benefits :-</b> House Rent Allowance(HRA):- 5% on Basic Wages ; Washing Allowance:- 2.5% on Basic Wages ; Bonus:- 8.33% or As per Bonus Act; Casual Leave :- 02 days per month. <b>Notes:-</b> Other benefits shall be on total minimum wages per month based on attendance.	710.00 93.44 33.72
2	<b>GUNMAN</b> per 8(eight) hour shift duty per day per English Calendar month including weekly off and holidays. No Gunman should work more than 12(twelve) hours in a day.	03 (Three)	<b>Statutory Benefits :-</b> Basic Amount (Wages) Per Day Per Head as on 01.04.2017 Provident Fund amount Per Day Per Head (13.16%) ESI amount Per Day Per Head (@4.75%) <b>Other Benefits :-</b> House Rent Allowance(HRA):- 5% on Basic Wages; Washing Allowance:- 2.5% on Basic Wages; Bonus:- 8.33% or As per Bonus Act; Casual Leave :- 02 days per month. <b>Notes:-</b> Other benefits shall be on total minimum wages per month based on attendance.	710.00 93.44 33.72
3	<b>SECURITY GUARD</b> per 8(eight) hour shift duty per day per English Calendar month including weekly off and holidays. No Security Guard should work more than 12(twelve) hours in a day.	09 (Nine)	<b>Statutory Benefits :-</b> Basic Amount (Wages) Per Day Per Head as on 01.04.2017 Provident Fund amount Per Day Per Head (13.16%) ESI amount Per Day Per Head (@4.75%) <b>Other Benefits :-</b> House Rent Allowance(HRA):- 5% on Basic Wages; Washing Allowance:- 2.5% on Basic Wages; Bonus:- 8.33% or As per Bonus Act; Casual Leave :- 02 days per month. <b>Notes:-</b> Other benefits shall be on total minimum wages per month based on attendance.	653.00 85.93 31.02

**Notes:**

- i. Service Charge will be paid by BBJ based on only Basic Wages per Day per Head.
- ii. Contributions towards ESI, EPF, Bonus and other benefits which shall be re-imbursed by BBJ.
- iii. Financial Evaluation will be carried out based on **Service Charge Percentage** on salary bill **excluding statutory and other benefits**.
- iv. The **service charge percentage** quoted in Price Schedule shall be inclusive of all taxes, levies, wages of personnel including incentives if any, cost of minor equipment such as



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- battons, torch, consumables such as uniforms of the personnel, contingent expenditure incidental to the work and contractor's profit etc. (excluding contribution towards ESI, EPF ,Bonus and other benefits).
- v. The Number(s) of manpower is/are only indicative and the actual nos. will be decided by BBJ in consultation with the security agency from time to time.
  - vi. The successful bidder shall submit his monthly bill showing details of amount arising out Table above and adding service charge together with valid documents.
  - vii. The minimum wages and statutory & other payments shall be made by the Security Agency as per revision from time to time.
  - viii. Any reimbursement and/or payment shall be subject to valid document to be produced by the Security Agency.
  - ix. Goods & Service Tax (GST)- as applicable will be extra.

**23.0 LIQUIDATED DAMAGES:**

BBJ reserves the right to deduct Liquidated damages from the contractor, due to failure on the part of the contractor to perform the work allotted by the BBJ Management.

- 24.0** If for any specific jobs, there is no requirement of contract workmen for reasons what so ever during any period, respective contractor workmen shall not be deployed upon getting instruction in writing from Head of administration and no payment will be made accordingly.

**25.0 TERMINATION OF THE CONTRACT:**

- a) In the event of your failure to execute any of the Contractual Obligations, BBJ reserves the right to terminate the contract in full or part by giving 07 (seven) days' Notice to you. No compensation will be paid on account of the termination.
- b) In case of termination of the contract, BBJ reserves the right to get the work done by deploying other Agency/Agencies. In this case Security Deposit amount shall be forfeited.

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DGM (P-V)