



# South Bengal State Transport Corporation

(A Government of West Bengal Undertaking)

Dr.B.C.Roy Avenue, Durgapur-713201, Dist.:-Burdwan



Rates are invited from Agent/ Firm/Agencies/Companies to supply manpower to SBSTC by on line e tendering system. The details are given below.

Tender No. & Date	1505/SBSTC/3 <sup>rd</sup> call/2017 dtd.29.11.2017
Name of the work	Engagement of Agent/ Firm/ Agency for supplying manpower for security services to SBSTC
Bid invited for	Engagement of Agent/ Firm/ Agency for supplying manpower for security services to SBSTC
Contract period	03(Three) Years.
Date of publishing	30.11.2017
Bid submission and documents downloading starts on	30.11.2017
Last date of submission of tender documents for Technical and Financial bids(Online)	20.12.2017 up to 3.00 P.M
Opening of Technical Bids on	22.12.2017 at 3.00 P.M
Opening of Financial Bids on	To be notified later
Address of communication and submission of Technical bids	Managing Director, South Bengal State Transport Corporation, Dr. B. C. Roy Avenue, Durgapur-713201
Contents of tender documents	Eligibility criteria for the bidders in form of:- Technical Bid Financial Bid.



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## TECHNICAL BID

### (I)ELIGIBILITY CRITERIA FOR THE BIDDER:

Scanned copies of the following documents are to be uploaded/enclosed with the online Bid.

1. NIT document duly filled and/or complied.
2. Name and style of agency/firm/company/society (Enclose copy of registration certificate, if applicable)
3. Full address of the Bidder in company letter head.
4. Copy of valid license for running Security Agency with validity period.
5. In case of partnership, state the name and address of all partners, partnership registration no. and the date of registration of the firm and Partnership deed.
6. In case of sole proprietorship, state the name with address.
7. State the year when the business or the firm has been established:
  - a) Has the BIDDER any previous experience(at least for two years) for similar service .
  - b) If so, please mention the details and enclose photocopy of the work orders.
8. Are you financially solvent and capable of making Security deposit to the extent required for the job? If so, please enclose financial solvency Certificate from bank for the year 2016-17.
9. Pan card no. , Professional tax certificate, Trade license, P.F. registration certificate, Goods & Service Tax registration certificate , E.S.I. registration certificate, Income tax Acknowledgement receipt for two consecutive years to be submitted i.e. the assessment year 2015-2016 & 2016-2017, challan of Professional tax, P.F. & E.S.I. issued within previous six months from the month of floating of tender notice has to be submitted.
10. Enclose self-attested photocopy of the last 3(three) years Audited balance sheet.
11. The annual turnover of bidders must be at least Rs. 1.00 crore in each of the three previous financial years as per the Audited Balance Sheets.
12. Enclose credential certificates.

**NOTE: Those bidders who participated in the e tender vide no. 854/SBSTC/2017 and 1002/SBSTC/2017(2<sup>nd</sup> Call) dtd.31.07.2017 and 28.08.2017 respectively they may either submit fresh Demand drafts or revalidated Demand Drafts.**



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1. Tender should in prescribed format submitted on line from the e-tender portal **www.wbtenders.gov.in.** and it should be submitted as per the instruction given.
2. The BIDDER shall furnish two Bids; viz i) Technical Bid in sealed envelope to be dropped in the drop box kept in the Administrative Section of Durgapur Head Quarter. Scanned copy of the same must be uploaded while submitting the Financial bid. & ii) Financial Bid (Online) in due time.
3. The Earnest Money Deposit(EMD) of Rs.50000.00(Rupees Fifty Thousand)only, refundable(without interest),should be necessarily accompanied with the Technical Bid of the Agency in the form of Demand Draft drawn on any Nationalized bank in favour of “ Managing Director, SBSTC” payable at Durgapur . The offer not accompanied by Earnest Money will be summarily be rejected. The Photo copy of the said Demand Draft is to be uploaded along with the Technical Bid online. **Those who have participated in the tender previously and submitted the Demand drafts, must submit either fresh or revalidated Demand drafts.**
4. The Technical Bid will be opened first. It shall be examined to ascertain the eligible BIDDERS thereafter the Financial bid for those bidders who have qualified in the Technical Bid will be opened in due time.
5. BIDDERS are requested to go through the terms and conditions thoroughly before filling in the Technical Bid and Price Bid. The language of the EOI shall be in English.
6. In the Technical Bid, the details of the Agency/Firm/Agent/company/organization should be furnished clearly. The Bidder should satisfy all the terms and conditions as contained in the clauses of the Technical bids.
7. SBSTC reserves the right to disqualify/ reject any or all Bids, and also to terminate entire bidding procedure without assigning any reason thereto.
8. At any time prior to 3 days from the deadline for submission of the bid, the Managing Director, SBSTC reserves the right to add/modify/delete any portion of the bid document by the issue of an addendum through website <https://wbtenders.gov.in> for information.
9. Managing Director, SBSTC reserves the right to extend the period of bidding/change of date & time for operating of Bid under exceptional circumstances. But the Corporation will not entertain any request from any bidder to extend the bidding period/date/time as fixed.
10. If the successful BIDDER fails to supply the required manpower within thirty days, the Corporation may initiate action to forfeit the EMD deposited by him and this will also authorize the Managing Director, SBSTC to make other or alternative arrangements for the work.
11. Each and every page of the EOI including corrections, and overwriting shall be duly signed and attested by the BIDDERS, failing which the EOI offer is liable to be rejected. Incomplete EOI offer will also be rejected. By signing the pages of the document the **Bidder shall confirm that he has duly read and understood various responsibilities and conditions attached to the job and agreed to comply with them in good faith and in its letter and spirit.**



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12. Rates quoted shall be given in figures as well as in words. In case of difference between the Bid amount written in figures and words, the higher bid amount offered shall be considered as the offer rate for evaluation. The system of quotation as required in On Line should be followed.
13. The requirement of manpower may increase or decrease during the period of contract. The tenderer would have to provide additional manpower if required on same terms and conditions.
14. The corporation shall disburse minimum wages as notified by the Govt. in specific category including PF and ESI.
15. **In the Financial Bid the bidder shall quote his offer in terms of percentage of service charge of wages (i.e excluding Pf, ESI and bonus) of hired personnel.**
16. Technical Bid must be submitted in sealed envelope (as prescribed hereunder)only, addressed to the Managing Director, SBSTC, Dr.B.C.Roy Avenue, Durgapur-1 and superscribed on the cover with the words:- **EOI FOR ENGAGEMENT OF FIRM/ AGENCY FOR SUPPLYING MANPOWER TO SBSTC: Technical Bid**
17. Sealed Bids as prescribed should be put into the specific Tender box placed at the Administrative Section SBSTC H.Q. at, Durgapur on or before 3.00 P.M. of the last date fixed and mentioned in the schedule. The Technical Bid will be opened after two days of the last date of submission/uploading of bid documents by the bidders at 3.00 PM in presence of the attending BIDDERS, at the given address.
18. Either the BIDDER or one representative of the BIDDER duly authorized in writing by the BIDDER to this effect, subject to the acceptance of the authorization letter by the EOI opening committee may attend the EOI opening.
19. Any Technical Bid not accompanied by the EMD is liable for rejection.
20. The EMD of the successful BIDDER will be refunded soon after the payment of prescribed security deposit and on execution of agreement with the SBSTC. The Corporation shall, however, have no objection in making adjustment of the EMD of the successful BIDDER with the amount of Security deposit to be made by him, if specifically requested by the successful BIDDER.
21. The EMD of the unsuccessful BIDDER will be refunded after 30 days from the date of awarding the work to the successful BIDDER without any interest against application.
22. The EMD deposited by the BIDDER is liable to be forfeited without any prior notice under one or more of the following circumstances:-
  - a. If a successful BIDDER withdraws his offer after final acceptance of the EOI
  - b. If the successful BIDDER fails to make payment of the security deposit within 30 days of awarding the contract.
  - c. If the successful BIDDER fails to execute the agreement in proper manner within seven days from the date of issue of the letter of acceptance of the EOI
  - d. If the successful BIDDER fails to comply with any clauses mentioned above.
23. The successful Bidder shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of the Corporation.



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24. The successful Bidder shall be solely responsible for the redressal of grievances/ resolution of disputes relating to person deployed. The Corporation shall, in no way be responsible for settlement of such issues what so ever.
25. The Details of manpower to be supplied to the Corporation will be as under.

SL. No	Place of deployment	Category of security personnel (in no.)		
		Security Supervisor	Security Guard	Security Gunman
1	Durgapur Central Work Shop and Head Quarter	01	34	06(Including one Pistol man)
2	Durgapur Depot	01	12	04
3	City Centre Terminus	-----	-----	01
4	Kalna Depot	01	08	---
5	Purulia Depot	01	10	03
6	Bankura Depot	01	06	02
7	Arambag Depot	01	06	01
8	Burdwan depot	01	10	02
9	Asansol(Old Depot)	01	05	02
10	Asansol (New Depot)	-----	07	-----
11	Belghoria Divisional Office	-----	07	01
12	Belghoria Depot	02	12	-----
13	Esplanade(L-20 Bus Stand)	-----	05	-----
14	Esplanade	-----	08	-----
15	Haldia Depot	01	06	-----
16	Digha Depot	01	08	-----
17	Howrah Depot	01	06	02
18	Midnapur Depot	01	06	01
19	Suri Depot	01	04	01
	<b>TOTAL</b>	<b>15</b>	<b>160</b>	<b>26</b>

Note: The total no of security personnel to be engaged may vary as per the requirement



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26. The details of the remuneration structure for different categories of security personnels are given below.

SL No.	Particulars of salary	Security Supervisor(Rs)	Security Guard(Rs)	Security Gunman(Rs)
1	Minimum Wages	8301.00	7546.00	9132.00
2	P.F @ 13.15%	1091.58	992.30	1200.85
3	<u>ESI@4.75%</u>	394.29	358.43	433.77
4	<u>Bonus @ 8.33% on Rs.3500.00</u>	291.55	291.55	291.55
5	<b>TOTAL</b>	<b>10078.42</b>	<b>9188.28</b>	<b>11058.17</b>

27. The successful tenderer will have to deposit non interest bearing Security money of 10% (ten percent) of present tender value of monthly order. The amount may be deposited through demand draft in favour of Managing Director, SBSTC. The same will be refunded after the expiry of contract period. However it can be forfeited in case of refusal or any serious lapse or default found during service.



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## TECHNICAL BID

### SCHEDULE-I

(Schedule-I & II to be submitted in a separate envelope super scribed with Technical Bid)

ENGAGEMENT OF AGENT/ FIRM/ AGENCY TO SUPPLY MANPOWER TO SBSTC

DECLARATION

(To be enclosed in the Technical Bid)

I/We

..... hereby offer to undertake to supply manpower to SBSTC in accordance with the conditions laid down in EOI document and the conditions hitherto annexed apart from the conditions as may be agreed to between the Corporation and the successful BIDDER for collection of revenue, offered by me/us as per the terms in the schedule( Financial Bid) in a separate cover.

I/We enclose the demand draft for Rs. 50000.00 ( Rupees fifty thousand) only.

DD/money receipt no. .... drawn on. .... Bank/ cash section  
Durgapur H.Q. dated:-..... being EMD.

I/We am/are fully aware of the terms and conditions specified in the EOI schedule.

I/We agree that the Corporation shall not be bound to recognize any person other than me/us as having any interest in the contract and is at liberty to terminate the contract at any time if it appears that this declaration is not in conformity with the document and information furnished.

I/We agree that acceptance of this EOI within the prescribed time schedule shall constitute as valid terms and conditions and in accordance with the specification and details referred to.

I/We further agree to comply with the terms and conditions of the contract that may be awarded to me/us on the basis of this offer and in the event of my /our failure to comply with the some during the period of contract I/We authorize the SBSTC to forfeit the EMD remitted, and take other punitive measures, if any.

Signature of the Bidder/ Contractor:

Address and office seal:

**Seal and Signature of the Bidder**

- **Date:**



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## SCHEDULE- II

(Schedule-I & II to be submitted in a separate envelope super scribed with Pre-Qualification Bid)

ENGAGEMENT OF AGENT/ FIRM/ AGENCY TO SUPPLY MANPOWER TO SBSTC

(To be enclosed in the Technical Bid)

### CHECKLIST:

SL. No.	DOCUMENT TO BE ENCLOSED WITH BID	Yes/ No
1	Whether the bidder signed all the pages of the NIT with seal of the organization and document duly filled and/or complied and submit the bid in two cover method without making any changes of any clauses in the NIT and without tampering the BOQ Template	
2	Earnest money of Rs.50000.00(Rupees Fifty thousand)only in the form of Demand Draft, favouring Managing Director, South Bengal State Transport Corporation, payable at Durgapur, submitted. and copy of the same to be uploaded.	
3	Whether the bidder submitted the details of Name and style of agency/firm/company/society and Enclosed the copy of the same.	
4	Whether the bidder stated and submitted the name and address of all partners along with the Partnership deed in case of partnership.	
5	In case of sole proprietorship, state the name with address	
6	Whether the bidder submitted Full address and communication details with details of contact person.	
7	Whether the bidder is financially solvent and capable of making Security deposit to the extent required for the job? (Attached Bank Solvency Certificate if Applicable)	
8	Whether the bidder Submitted Pan card. , Professional tax certificate, Trade license, P.F. registration certificate, Service tax, E.S.I. registration certificate, Income tax Acknowledgement receipt for two consecutive years to be submitted i.e. the assessment year 2015-2016 & 2016-2017, challan of Professional tax, P.F. & E.S.I. issued within previous six months from the month of floating of tender notice .	
9	Whether the bidder enclosed self-attested photocopy of the last 3(three) years Audited balance sheet.	
10	Whether the bidder enclosed credential certificates	

Seal and Signature of the Bidder

Date :





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## FINANCIAL BID

“Financial Bid” shall contain rate quoted as % (Percentage ) of Service charge on wages of security personnel (i.e on Sl. No 1 of para 26) in figures and words . The rate to be quoted excluding GST. The bidders are required to quote the rate online only in BOQ folder.

*Sd/-*

*Managing Director  
South Bengal State Transport Corporation*