

**REGIONAL TRAINING CENTRE
EM BLOCK,SECTOR-V,SALT LAKE
KOLKATA-700091**

Phone (033)2357-3584/3585

Fax No.(033)2357-3545/5011

NO.RTC/AN/AMC/04

Dated:-

To

Shortlisted firms

(As per the list enclosed)

Subject:- Quotation for Security Services of RTC , Kolkata.

Ref :- Your Expression of Interest (EOI) Dt.....

Sir,

With reference to above EOI you are requested to submit your quotation in a sealed cover addressed to this office and marked as "Quotation for Security Services" to Controller of Defence Accounts, Regional Training Centre, EM Block, Sector-V, Salt Lake,Kolkata-700091 along with the Refundable Earnest Money Deposit of Rs.45000/-(Rupees Forty Five Thousand Only) in the form of Bankers Cheque/Demand Draft from any Nationalized Banks drawn in favour of Principal Controller of Accounts (Fys), Kolkata-700001, on or before **14/07/16 at 3 .00 PM**. "Price Bid Tender" and "Earnest Money Deposit" should be deposited separately in two covers in one envelope.

2. Tender which is not supported by earnest money, is liable for outright rejection. Late Tenders will not be accepted.

3. Scope of service is mentioned in Annexure-'A' and its appendices. Quotation should clearly mention the rate of manpower to be deployed as per the Appendix A to Annexure A with details of wages and other elements to be paid to employees as per minimum wages Act of West Bengal , ESI,EPF, Bonus and also other allowances charges if any as applicable. No minor should be engaged by the Contractor in any item of work covered by the contract.

4. The amount should be quoted strictly as per the prescribed pro-forma including all rates and taxes. Service tax will be paid by the RTC, Kolkata, which will be deposited into the govt. account by the firm getting the contract. Hence, the registration of the firms with the service tax authorities for the above said purpose is essential, alongwith an undertaking that receipt of payments on a/c of EPF, ESI and Service Tax is enclosed with each bill preferred for payment.

5. Firms/Contractors are requested to study carefully various clauses contained in the enclosed Annexure before offering the rate. They may also visit the premises of the RTC, Kolkata before submission of the price bid for assessment of the scope of the work with necessary prior permission of the authorized officer in this regard.
6. Contractor should submit the documents necessary certificates and other details in case they are registered as company, partnership firm, SS Unit, Society etc.
7. Income Tax/surcharge at source will be deducted from the monthly rate for which TDS certificate will be issued.
8. VAT/Service Tax paid or payable by the contractor/firm should be mentioned in the rate quoted at sl no.3 above, no reimbursement of the same will be admissible from this end.
9. All other govt. rates and taxes will be deducted if it exists or imposed in future days.
10. The competent Authority reserves the right to reject any or all the quotation without assigning any reason.
11. The competent Authority reserves the right to split and award the contract separately to different parties without assigning any reason.
12. The contractor shall be required to submit a nationalised bank guarantee towards security deposit @ 10% of the quoted amount worked out for one year in favour of PC of A(Fys),Kolkata, if the contract is accepted, which will be valid for 14 months i.e. from the date of commencement of the contract to the end of next two months after expiry of the contract.
13. The price bid tender will be opened on **14/07/16 at 3:00 PM** at RTC(ER),Salt lake,Kolkata-700091.
14. The scope of services to be provided by the contractor and other terms and conditions of the contract are indicated in Annexure/Appendix.

(M.N.Azeezur Rahaman)
SR.ACCOUNTS OFFICER (RTC)

SCOPE OF WORK –SECURITY SERVICES FOR RTC KOLKATA

Regional Training Centre (ER), Kolkata hereinafter referred as RTC with Controller of Defence Accounts, an officer from IDAS cadre as its Head of office (HOO), hereinafter referred to as CDA, RTC is engaged in training the officers and staff of Defence Accounts Department (DAD) posted throughout India and to the Armed Forces Officers and other officers of Ministry of Defence. RTC complex including Admin Block(Arunoday), Hostel Building(Purvachal), and Transit Facility(Udichi) and nine Officers quarters with garages is bounded with perimeter wall with barbed wire fixed on top. There are two entry points where entry gates for vehicles alongwith picket gates have been provided alongside Sector-V, Main Road (3rd Avenue, Salt Lake). Only one entry gate is normally operated where Security Room has been provided. The Security Room is provided with toilet for the personnel and telephone line is also provided.

The work involves the providing security for the whole complex located in 3 acres of land including three storied Admin & Hostel building consisting of 26 Rooms (including 6 Suites) and triple storied DAD Transit Facility building consisting of 8 Suites including two VVIP Suites.

The security Guards will be personnel with good physique preferably ex-servicemen between the age of 18 to 45 (can be relaxed in case of ex serviceman) years and can perform security duties efficiently and effectively as per schedule of work in Appendix "B" for safeguarding all Government assets round the clock.

1. To prevent any encroachment to Government land and buildings, and any kind of nuisance on the road in front of the main gate and boundary walls.
2. To intimate any trespassing, loss, theft, fire or any abnormal and unusual incident which may affect the security of the premises to the CDA, RTC or his representative immediately over telephone and/or by personal reporting and other means without keeping the post unguarded. Also liaise with local Police in case of theft or any other untoward incident or with fire station in case of fire. Security guards will also render necessary assistance in filing FIR in the Police Station.
3. To prevent entry of animals into the complex and if there are any, they shall be intercepted and their disposal arranged through Municipality. Watch & Ward personnel should patrol the complex at frequent intervals with Lathis at night and on holidays also.
4. To ensure that all security lights and electrical fitments provided within the boundary of the RTC Complex are in working condition.
5. Security **Supervisor** must carry out regular inspection to ensure proper performance of duty.
6. All un-authorized entries must be checked.

7. To regulate and maintain record of the movement of vehicles, persons and stores with proper authority, gate pass, and documents as per instructions issued by the CDA, RTC.
8. The CDA, RTC reserves the right to carry out surprise check in the area so as to ensure that security arrangements are in order.
9. The Contractor will ensure that watch and ward personnel are selected after due verification of antecedents required from the police authorities of the concerned locality. The CDA, RTC or his representative shall reserve the right to suggest changes of security personnel as and when considered necessary. These watch and ward personnel will be treated as the Contractor's employees for all purposes and the CDA, RTC shall have no liability in any respect. Details of the security staff should be provided in the Proforma enclosed as Appendix 'B', if the contract is finalised.
10. Provision of suitable uniform/protective clothing to the Watch & Ward personnel, payment of their wages etc. including the employees' contributions towards the ESI and EPF and all other statutory dues on the basis of wages paid to them each month, as per the ESI and EPF Acts etc. shall be the responsibility of the Contractor and the CDA, RTC shall have no responsibility whatsoever on this subject. They should also wear badges inscribing their names for identification.
11. The contractor will ensure that no security guard is in intoxicated condition while on duty. They will not enter inside the Training & Hostel buildings, Transit Facility & Officer's Quarters without proper authorization except in emergencies like fire, illness of somebody etc.
12. The contractor will not allow or permit the Watch & Ward Staff/Owners employees or any other persons to participate or assist in any stage trade union activities/agitations in the premises of "RTC Complex".
13. Any damage to Government property caused due to proved negligence of the Contractor's security staff shall be made good by the Contractor to the entire satisfaction of the CDA, RTC.
14. The security personnel should be literate, well conversant with security duties and in a position to understand and carry out security duties.
15. **One supervisor should be available for every day/night for supervision and keeping a watch on the security personnel as well as to receive and pass on any special instructions for the day/night.**
16. The contractor will change security personnel at intervals mutually agreed upon. However, the CDA, RTC reserves the right to order change of the security personnel at any time without assigning any reasons.

17. The Contractor shall ensure that sufficient reserves are catered for and utilize to provide watch and ward services on seven days in a week and in addition they shall be utilized to fill in long leave and other casual unforeseen absentees.
18. The contractor shall make provisions for equipment of torch light, Lathi(baton), water bottle, whistle, umbrellas first aid box, etc for the security guards.
19. Application for identity passes should be submitted to the RTC by the Contractor or through his local Representative immediately on engagement. In case any guard is proceeding on long leave or suspended/dismissed from service or leaves the job, identity pass of such guard must be withdrawn and deposited with the RTC immediately.
20. The contractor shall comply with the provisions of the payment of Wages Act 1936, Minimum Wages Act, 1948, Employment Liability Act 1938, Workmen's Compensation Act 1923, Industrial dispute Act 1947 and the Contractor Labour Act (R&A) 1970 or the modifications thereof and other laws in relation thereto and the rules made there under from time to time.
21. The CDA, RTC shall not be responsible for any injury or loss of life of any employee of the contractor that may take place while on duty or otherwise. Any compensation or expenditure towards treatment for sickness or inquiry or loss of life shall be the sole responsibility of the contractor.
22. The contractor shall provide a Bank Guarantee, to the extent of 10% of the total value of the contract amount from a Nationalized/Scheduled Bank on behalf of PC of (Fys) Kolkata, 10-A, S K Bose Road, Kolkata-700 001, towards Security Deposit for awarding contract which has to remain valid for next 60 days after the date of expiry of contract alongwith the contract agreement.
23. If the contractor, in the opinion of the Competent Authority makes a default at any time in proceeding with the watch and ward services with diligence or fails to comply with any of the terms and condition as laid down herein or with the order properly issued there under, then without prejudice to any of the rights, the contract shall be cancelled and the security deposit will be forfeited.
24. The contractor shall submit a monthly "Running pre-receipted bill" in triplicate, to the CDA, RTC duly signed by him or his authorized representative or power of attorney holder. The monthly payments will be released only after the satisfactory watch and ward services, certificate issued by the CDA, RTC (RTC) or by his/her representatives. After that payment will be released by the Principal Controllers of Accounts (Fys) 10-A; S K Bose Road, Kolkata-700 001, to the contractor through NEFT/SBI CMP after deducting regular rates and taxes, as applicable. As such, contractor shall own responsibility for regular payment of wages or any legitimate or other dues of the said Watch & Ward Personnel.
25. If the attendance of the deployed personnel falls short than the contracted number, a proportionate amount per head per day shall be deducted from the monthly bills. Similarly, if the work is found unsatisfactory and below the expected standards in a

particular area or areas as assessed by the CDA, RTC or his Representative, proportionate charges subject to minimum of Rs.100/- or as determined by the CDA, RTC or his Representative will also be deducted from the contractor.

26. Validity of this contract for providing the services will be for 12 (twelve) months. It can, however, be terminated at anytime within this period with one month's notice by CDA, RTC. No escalation or upward revision of rate is permitted during the contract period except for increase in wages as notified by the Government through gazette notification. The period may be extended for a further period or periods, if mutually agreed upon by both the parties.
27. If any time during currency of the contract, an order or decree of competent court be made or resolution passed for winding up of the firms, the Owner/CDA, RTC shall have the right to terminate the contract by giving one month's notice in writing but without prejudice to right accrued to either party prior to such termination.
28. The Contractor shall not be entitled to any additional payment during the tenure of the contract due to increase in the rates of any equipment or any amenities provided to the security men except the payment on account of revision of statutory wages by the State Govt. through Gazettee notification.
29. The Contractor shall attend to all the complaints immediately not later than 24 hours to the entire satisfaction of the CDA, RTC or his Representative.
30. The CDA, RTC shall not provide accommodation for security personnel for residential purpose. The CDA, RTC shall also not provide any meal/tiffin etc. at the public expenses. The CDA, RTC shall also not bear traveling/transport expenses for the security personnel.
31. Any question, dispute or difference arising under the contract shall be referred to the sole arbitrator appointed by **the CGDA, New Delhi**. The award of the arbitrator shall be final and binding on both the parties. The venue of arbitration proceeding shall be Kolkata.
32. **Payment Term**
 - (a) Payment will be made to the contractor on monthly basis through NEFT/SBI CMP subject to satisfactory Job performance and a certificate to this effect will be issued by the Controller of Defence Accounts, RTC, Kolkata or by his/her representative.
 - (b) Documents in support of payment of minimum wages e.g. nominal roll, acquaintance roll receipt of PF & ESI, Service tax etc., for every month must be produced for the release of payment for the subsequent month. In case of increase in wages due to revision by State Govt., copies of Gazette Notification is to be enclosed.

Providing round the clock Security Service at the RTC(ER),EM Block, Salt Lake, Kolkata-700091 Complex, as per Appendix 'B'.		per guard per month	Watch ward & personnel(*) Per month	per year
	1.Wages (as Minimum Wages Act)				
	2. EPF				
	3. ESI				
	4. Bonus				
	5. Profit				
	6.Service tax				
	Total				

Note (*) Contractor has to quote his/her Contract rate and amount.

APPENDIX 'B' TO ANNEXURE-A

SCHEDULE OF PERSONNEL

APPENDIX 'A' TO ANNEXURE-A

SCHEDULE OF RATES

Name of the work:- Providing Security Personnel(watch & ward personnel) at RTC Complex, Salt lake, Kolkata

Description	Payment Details	Rate	Quantity	Amount	Amount
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Name of the work - Providing Security Personnel(watch & ward personnel) at RTC Complex, Salt lake, Kolkata

Providing round the clock Security Service at the RTC(ER), EM Block, Salt Lake, Kolkata-700091 Complex.	Shift – I (06.00 hrs to 14.00 hrs)---- 2(Two) Watch & Ward personnel	(a)One at Main gate (b)One patrol duty of entire complex
	Shift – II 14.00 hrs to 22.00 hrs— 2 (Two) Watch & ward personnel	(a)One at Main gate (b)One at Patrol duty at Admin block & at Transit House and Officers Quarters inside this complex
	Shift – III 22.00 hrs to 06.00 hrs— 2(Two) Watch & Ward personnel	(a)One at Main gate (b)One patrol duty of entire complex

Pl.Note: 1. Security staff will be for Supervisory duties and leave /off reserve.

APPENDIX 'C' TO ANNEXURE-A

EMPLOYEE'S PARTICULARS

Affix recent
passport size
photograph
(Attested by
Contractor)

1. Name	:
2. Father's Name	:
3. Date of Birth (Age not exceeding 45 years except ex-serviceman upto 50 years)	:
4. Sex	:
5. Marital Status	:
6. Nationality	:
7. Religion	:
8. Permanent Address	:
9. Present Address	:
10. Designation	:
11. Voter ID No/Adhar Card No.	:
12. Police verification certificate & date	:

Date.

(Signature of the Contractor)

with seal & address

(N.B. To be given on the letter head of the Contractor)

List of shortlisted firms

The following firms have been shortlisted for issue of Price Bid

Sl. No.	Name of the firm and address
1.	Prime Security and Intelligence Service 41/C, Kavi Md. Ekbal Road, (Ekbalpur Road), Kolkata – 23
2.	Commando Division

	21/4/10 A. K. Mukherjee Road Kolkata – 90
3.	PSIS Security & Management Services Pvt. Ltd. 19/6, Sahapur Colony (West) Plot No.112, New Alipore Kolkata – 53
4.	Tenacity Security P/16, Ashok Road (Ganguly Bagan) Kolkata – 700084
5.	AD Security Enterprises Bhawal Super Market (1 st Floor) Barasat Road, P.O. – Ghola Bazar Kolkata – 700111
6.	Watch & Ward Security Services 2/2G, Mahendra Banerjee Road Rabindranagar, Parnashree Kolkata – 700060
7.	Cheetah Security & Maintenance Services 620, DH Road, Behala Commercial Complex – I (1 st Floor, Room No – 1/33) Kolkata – 700034
8.	Smart Security of India Vivekananda Pally, Metho Para P.O. Hatiara, P.S.- New Town (Rajarhat) Kolkata – 700157
9.	Vaishali Security Investigation Pvt. Ltd. 16, Ganesh Chandra Avenue Gandhi House, 5 th Floor Kolkata – 700013
10	Indian Ex-Serviceman League Block 7/3, Sector – V Salt Lake City Kolkata – 700091
11	Eagles Eye Security Agency 2, St. George's Gate Road Hastings, Kolkata – 700022

Sl. No.	Name of the firm and address
12.	DP Security and Allied Services 8A, S. P. Mukherjee Road 3 rd Floor, Kolkata – 25
13.	Modern Security

	Taher Hansion, Mezanine Floor Room No.-3 8, Bentinck Street Kolkata – 700001
14.	Noble Security Services BJ-44, Salt Lake Kolkata – 700091
15.	SIS Security and Intelligence Services (India) Ltd A-28 & 29, Okla Industrial Area Phase – I, New Delhi Pin – 110020
16.	Chandrani Complements & Exports Pvt. Ltd. 1 Tarpan Ghat Road Kolkata – 700053
17.	Frontline Ex-Serviceman Bureau 194, Canal Street, Shreebhumi Kolkata – 700048
18.	Albatross Security Services 31/IT Christopher Road Near Tangra Mini Bus Stand P.O. – Tangra Kolkata – 700046
19	Amitabh Chowdhury Security Agency Block GA – 160, 513 Rajdanga Main Road Kolkata – 700107
20.	ASFS Security Service Block GA – 160, 513 Rajdanga Main Road Kolkata – 700107
21.	Panther Security Services 153/4 Jessore Road Dum Dum Kolkata – 700074