



**Government of India
Ministry of Communications & IT
Department of Telecommunications
Telecom Enforcement, Resource & Monitoring (TERM) Cell
West Bengal Circle, Kolkata**

**BID DOCUMENT
FOR PROVIDING OF SERVICES OF EX-SERVICEMEN SECURITY GUARDS (UNARMED) IN
TERM CELL WEST BENGAL**

Not transferable

Price of Bid Document: Rs. NIL

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Government of India
Ministry of Communications & IT
Department of Telecommunications
TERM Cell West Bengal
82, Ballygunge Place, Kol-19.

No.: 1-20/TERM WB/2015-16/Security Guard

Dated: 16.03.2016

NOTICE INVITING TENDER

Sealed tenders on behalf of the President of India, are invited under Two Bid System i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Companies/Firms/Agencies for providing services of "Ex-servicemen Security Guards (Unarmed)" in the O/o DDG (TERM) West Bengal, for a period of one year from the date of contract **from the following ONLY-**

- a. Having registered under section 7(5) of "Private Security Agencies (Regulation) Act 2005.
- b. **Having empaneled by DGR and also sponsored by DGR.**
- c. **From Ex-Serviceman management (ESM)/venture.**

The schedule of tender is as follows:

S/N	Activity Description	Time Schedule
1	Tender No.	1-20/TERM WB/2015-16/Security Guard dated 16.03.2016
2	Cost of Tender document	Rs. NIL/-
3	Estimated cost of tender	Rs. 2 lakhs appx. including all types of other charges and taxes as applicable.
4	Obtaining of Tender Document	From 16.03.2016 1100 hrs to 06.04.2016 1100 Hours (on all working days)
5	Last date and Time of Receipt of tender document	11.20 Hours of 06.04.2016
6	Amount of EMD to be deposited	Exempted. ESM run Security agencies sponsored by DGR are not required to pay EMD.
7	Time and Date of Opening of Tender / Bid	11:30 Hours of 06.04.2016
8	Validity of tender	90 days from the date of Opening of tender
9	Services to be hired	Ex-servicemen Security Guards (Unarmed) Services
10	Duration of contract	One year from the date of award of contract which may be further extended for a period of one year on the same terms and conditions including commercial terms

Intending eligible bidders may obtain Bid Document from the undersigned on all working days **16.03.2016** 1100 hrs to **06.04.2016** 1100 Hours from the O/o DDG TERM WB, 2nd floor, 82, Ballygunge Place, Kolkata-700019 **free of cost. Tender documents downloaded from the DoT website www.dot.gov.in are also acceptable. Earnest Money Deposit (EMD) is exempted as ESM run Security agencies sponsored by DGR are not required to pay EMD.**

The tender completed in all respect and other documents as per this tender, must be dropped by the bidder or his authorized representative **on or before 11:20 Hours of 06.04.2016** in the tender box placed in the O/o DDG (TERM), West Bengal, 2nd Floor, 82, Ballygunge Place, Kolkata-19. **The tenders received after the scheduled date and time will be out rightly rejected.** This office reserves the right to reject any or all tenders without assigning any reason.



**Government of India
Ministry of Communications & IT
Department of Telecommunications
O/o the Deputy Director General
TERM Cell, West Bengal, Kolkata**

TENDER NOTICE FORM

FOR PROVIDING SERVICES OF EX-SERVICEMEN SECURITY GUARDS

1	Tender No	1-20/TERM WB/2015-16/Security Guard dated 16.03.2016
2	Name of work	Outsourcing of services of Ex-servicemen Security Guard (Unarmed)
3	Earnest Money Deposit (EMD)	Exempted. ESM run Security agencies sponsored by DGR are not required to pay EMD
4	Last date of obtaining of Tender form	11:00 Hours of 06.04.2016
5	Last date of receipt of Tender form	11.20 Hours of 06.04.2016
6	Time & Venue for opening of Tender	11.30 Hours on 06.04.2016 O/o DDG (TERM), West Bengal
7	Validity of tender Offer	90 Days
8	Cost of Tender form	Rs. NIL/-

SECTION-I
GENERAL INSTRUCTIONS

1. - The bidder must read carefully all the terms, conditions and specifications before filling up the tender schedule and his quotation.
2. - In respect of the matters pertaining to this contract, tenderer shall not directly or indirectly bring or attempt to bring any political or outside influences or intervention through any association, union or organization. All disputes, differences, clarifications etc. arising out of this contract will be represented by tenderer himself or by his legal representative at, Kolkata only.
3. - The Tenderer shall be bound by all terms, conditions and specifications as detailed in this tender document.
4. - It may be noted that the tender notice is only for fixing a contract and shall not be construed as invitation to bid for providing the job i.e. there is no guarantee for award of work without assigning any reason whatsoever may be.
5. - Any tenderer participating in this tender should make sure that he will be able to carry out the work in the contract.
6. - It is implied that the tenderer has obtained all necessary information's directly or indirectly affecting the contract such as legal stipulation, possible delays and hindrance or interference in executing the contract and has satisfied himself / herself before making the offer. Unexpected difficulties or expenses shall NOT be considered excuses for difficulties in performing the contract. The rates quoted should take all factors into consideration.
7. - The tenderer acknowledges that he assumes all risks contingent upon the nature of the contract to be actually encountered by him in executing the contract, even though such actual conditions may result in the tenderer performing more or less work than that was originally anticipated.
8. - The tenderer who are confident of executing the contract in time by employing the required resources/men should only participate in this tender offer.
9. - The tender schedule shall be read in conjunction with Specifications, General Instructions, and Conditions of Contract and Additional Conditions. The tenderer shall be deemed to have carefully examined all these documents. It is further understood and agreed that the tenderer by careful examination has satisfied himself with the terms and conditions of the tender document.
10. The quantities indicated in tender and estimated cost may vary.

11. SUBMISSION OF BIDS

The tenders should be submitted in sealed covers subscribed "**Tender for providing services of Ex-servicemen Security Guards (Unarmed) in O/o DDG (TERM) West Bengal**". The tender should be addressed to the DDG (TERM) West Bengal and should be deposited in the tender box placed in the office.

12. METHOD OF PREPARATION OF BID

- a) - Bid for each tender should be submitted in **two sealed envelopes placed inside a main sealed envelope**. The envelopes inside the main envelope should contain the following;

Envelope	Marked on the cover	Contents of Envelope
First	Technical Bid for providing services of Ex-servicemen Security Guards (Unarmed)	Should contain duly signed tender document and documents as per clause 19 of section I
Second	Financial Bid for providing services of Ex-servicemen Security Guards (Unarmed)	Rates duly quoted by the tenderer in the prescribed format in section VIII.
Third	Tender for providing services of Ex-servicemen Security Guards (Unarmed)	Envelope 1 & 2

On all these envelopes the name of the firm and whether "**Technical**" OR "**Financial**" OR "**Tender**" bid must be clearly mentioned and **addressed to DDG (TERM) WB** and should be properly sealed. Sealed means wax sealed or sealed with PVC tape/ Adhesive tape, the document should not be sealed merely with gum or stapler pin. These envelopes are to be placed inside an outer envelope and properly sealed as mentioned above.

- b) - The tenderer will be bound by all terms, conditions & specifications as detailed in the tender documents.

- c) - Any tender with conditions other than those specified in the tender documents, is liable to be summarily rejected. No modification by the contractor in any of the conditions will be permitted after the tender is opened.
- d) - No person is permitted to bid for tender whose relative(s) is (are) working in O/o DDG (TERM), West Bengal. The tenderer should thus give a Certificate Stamp paper of value of Rs 10/- duly attested by District Notary along with tender documents that none of his/her relative/ relatives is/ are working in O/o DDG (TERM), West Bengal. Near relative for this purpose is defined in [section VI](#).

Note: - The “Financial Bid” of only qualified tenders will be opened at a later date. Date, time & venue of opening of Financial Bid will be intimated to qualified bidders accordingly.

13. -LATE BIDS:

Tenders will not be received after the specified time of closing of the tender and the same shall be **rejected and returned unopened to the bidder**. It is the sole responsibility of the tenderer that he should ensure timely submission of tender.

14. -The tenderer shall quote the rate in English or Hindi only, both in words and figures in the manner as specified for every mentioned item separately.
15. -In the case of illiterate tenderer, a witness should attest the tendered rate. The rates quoted in words will have Precedence over the rates quoted in figures.
16. -All corrections, additions and alterations in the entries and tender papers should be signed in full by the tenderer with date. No errors or overwriting shall be permissible unless signed by the tenderer with date.
17. -The tender shall contain the name, address of residence and place of business of tenderer and shall be signed by the tenderer with his usual signature. Partnership firms shall furnish full names and addresses of partners, and in case of the authorized representative, a duly certified copy of the power of attorney, signed in that behalf shall accompany the tender. In case of the partnership firm, attested true copy of the partnership deed must be submitted along with the tender. Similarly in case of company the attested copy of Memorandum of Article & Association. In case of Proprietorship firms, an affidavit to that effect in original should be submitted along with the bid.
18. -The tenderer shall certify and sign on each and every page of tender document at the bottom of the page and also will sign wherever required in the tender document as his acceptance of all terms and conditions of the contract.

19. DOCUMENTS TO BE SUBMITTED ALONG WITH TENDER:

- a) - Performa for bidder's details as per section IV.
- b) - In case of downloaded tender document, Undertaking for download of tender document from DoT website.
- c) - Tender document(s), in original duly filled in and signed by tenderer or his authorized representative along with seal on each page. All corrections and overwriting must be initialed with date by the tenderer or his authorized representative.
- d) - Original “Power of Attorney” in case person other than the tenderer has signed the tender documents.
- e) - Certificate regarding non-relative in O/o DDG (TERM) West Bengal on Rs. 10/- revenue stamp paper notarized as per section VI. **(Please ensure that “No near relative certificate “as per section VI is to be signed by all the partners of the firm/directors of the company or company secretary on behalf of all directors).**
- f) - Attested copy of service tax registration certificate issued by competent authority.
- g) - Attested copy of EPF and ESI registration with competent authority.
- h) - Attested Copy of PAN/GIR Card.
- i) - Attested Copy of experience certificate of similar work (i.e. Supply of man power) for **at least total one year during the last three financial years in Public Sector Companies / PSU Banks/Government Departments.**
- j) - Attested copy of proprietorship deed/ Memorandum of articles of Association as the case may be. In case of proprietorship firms an affidavit of that effect in original should be submitted along with the bid.

- k) **Attested copy of Empanelment Certificate issued by DGR and PAN Card of the ESM Corp/Pvt Ltd/individual company (as per the details given in the sponsorship letter).**
- l) **Attested copy of valid license from state controlling authority under the PSAR Act 2005.**

20. REJECTION OF TENDERS

The authority inviting tenders, at his sole discretion shall reserve the right to reject or cancel consideration of any or all the tenders:

- a) - If the tender document is not duly signed, or not found proper or complete to the satisfaction of DDG (TERM) West Bengal in any of the requisite matters, particular(s) or formalities or for any reason(s) which shall not be disclosed to the tenderer(s).
 - b) - If the tenderer seeks changes in terms and conditions, specifications or time limits as envisaged in the contract.
 - c) - If tender consists of unwarranted comments, conditions, deviations in specification or any other omissions or commissions compared to requirement of tender documents.
 - d) - Without assigning any reason thereof.
21. The tender submitted by tenderer will remain valid for acceptance for a **period of 90 (Ninety) days from the date of opening of the tender. Tenderer shall not be entitled during this period of Ninety days**, without the consent in writing of DDG (TERM) West Bengal to revoke or cancel his tender or to vary the tender submitted or in term thereof. The DDG (TERM) shall communicate the acceptance of tender to the successful tenderer(s). Due to administrative reasons, extension of the time period, if requested by the DDG (TERM) West Bengal in writing, the tenderer shall accede to such request for extension and communicate his acceptance to the DDG (TERM) West Bengal in writing.
22. Tender will be accepted and Contract will be finalized only with those of the tenderer(s), who in the opinion of DDG (TERM) West Bengal shall have capacity and resources to execute the contract assigned in the prescribed time as per the time schedule.
23. The DDG (TERM) West Bengal reserves the right to award the contract or part thereof to one or more tenderers whose rate may not necessarily be the lowest. The decision of DDG (TERM) West Bengal in this regard shall be final and binding.

24. SIGNING OF THE CONTRACT AGREEMENT

The successful Tenderer shall be required to execute an Agreement within 10 working days of being called upon on a non-judicial stamp paper of Rs. 100/- (Rs one hundred only) at his own cost and in the form annexed hereto to the effect that the tenderer and DoT are bound by the terms and conditions of agreement which in turn, will be the terms and conditions of tender document.

The successful bidder, who is awarded the contract, will have to establish his office within the municipal limits of Kolkata before entering into the agreement. The non-establishment of the office will be considered as non-fulfillment of the tender condition and the EMD/ PBG will be forfeited in this event. The proof of establishment of the office should be submitted along with the PBG so that it can be verified before signing of the agreement. The office should be equipped with telephone and fax facility. The telephone and fax numbers should be intimated to this office before signing of the agreement.

25. The DDG (TERM) West Bengal reserves the right to cancel the agreement executed without any compensation whatsoever to the contractor any time before the award of the work. The action of DDG (TERM) West Bengal under this clause shall not construe the breach of contract.

Miscellaneous

26. Any clarifications on details of the contract can be obtained from O/o DDG (TERM) West Bengal before the date specified for opening of the tender.
27. Any attempt to negotiate directly or indirectly by tenderer with the authority to whom the tender is submitted or with the authority who is competent to accept the tender or endeavors to secure interest for actual or prospective tender or to influence by any means will disqualify the tender and same will be summarily rejected and action to black-list the tenderer will be taken by the competent authority.
28. No Gazetted Officer employed in O/o DDG (TERM) West Bengal is allowed to work as a contractor for a period of two years of his retirement. This contract is liable to be cancelled if either the contractor or any of

his employee is found at any time to be such a person who had not obtained permission of Govt. of India as aforesaid before submission of the tender or engagement in the contractor's service as the case may be, and any security deposit, earnest money deposit and any other bills due for payment shall stand forfeited forthwith. Under the above circumstances, such contractor shall not claim any type of relief or remedy of whatever nature, from the O/o DDG (TERM) West Bengal for his illegal act.

29. DDG - (TERM) West Bengal assumes no responsibility whatever for any oral understandings or representations made by any of its officers or agents or servants prior to the execution of the contract.
30. No communication from the tenderer in the form of any clarification or information/document lost sight of in the original tender etc. will be given any consideration, unless any such clarification has been sought for.
31. DDG (TERM) West Bengal reserves the right to postpone the date of opening of tender or to cancel the tender notice without assigning any reasons thereof. Any request from tenderer to postpone or to change date of opening of the tender due to any reason, whatsoever, will not be considered.
32. DDG (TERM) West Bengal is not bound to accept the lowest tender and reserves absolute right to reject any or all tenders without assigning any reason thereof.
33. The tender form and Document shall be non-transferable.
34. These instructions to the Tenderer shall be deemed to form part of the Agreement/Contract for the work.
35. **The tender will be in force for a period one year. The DDG (TERM) West Bengal may also extend the period of contract for a period of one year from the date of its expiry on the same terms and conditions including the commercial terms and at the sole discretion of the DDG (TERM) West Bengal and shall be binding on the contractor.**
36. In case the date of opening of tender is declared a holiday, the tender will be opened on the next working day.

SECTION-II
SPECIAL TERMS AND CONDITIONS

1. The tenders should be submitted in wax sealed covers superscripted **“Tender for providing services of Ex-servicemen Security Guards (Unarmed) in O/o DDG (TERM) West Bengal”**. The tender should be addressed to the DDG (TERM) West Bengal and should be deposited in the tender box placed in his chamber. The bid shall not be accepted after the deadline under any circumstances whatsoever.
2. The tenderers are at liberty to be present or authorize not more than one representative to be present at the time of opening of tenders.
3. The outsourcing Company / Firm / Agency should be registered with the appropriate registration authority.
4. The Company / Firm / Agency should have at least minimum one year experience during the last three financial years of similar nature to Public Sector Companies / PSU Banks or Government Departments.
5. The Company / Firm / Agency should be registered with Income Tax and Service Tax departments.
6. The tenderer signing the tender should specify clearly whether he is signing as:-
 - i. Sole Proprietor
 - ii. Partner
 - iii. Under the power of attorney or
 - iv. Director /Manager/Secretary etc.

As the case may be copies of documents authorizing the signatory to sign the tender on behalf of such companies, firms and person should be attached with the tender.
7. Correction, if any should be initialed with date otherwise the tender will be rejected at the time of opening.
8. The tender will be in force for a period of one year commencing from the date of execution of agreement. The DDG (TERM) West Bengal may also extend the period of contract for a further period of one year from the date of its expiry on the same rates, terms and conditions which shall be binding on the contractor.
9. - Successful tenderer is to execute an agreement in the proper form on a stamp paper of Rs. 100/- the cost of which will be borne by the tenderer himself within the same period of time after deposit of Security money and furnishing proof of already having his office/ having established his office in Kolkata. Such agreement must conform to terms of NIT and such other condition in the tender offer as may be agreed upon by DDG (TERM) West Bengal. The submission of more than one tender under same name is prohibited.
10. If the Ex-servicemen Security Guards (unarmed) are not provided on any day/days in a month, deduction shall be made proportionately (per day basis) from the bills of the contractor and a penalty @ Rs. 250/- per working day per Security Guard will be imposed.
11. If any of the information furnished by the contractor is found to be incorrect the contract is likely to be terminated.
12. DDG (TERM) West Bengal does not bind himself to accept the lowest tender and reserves the right (i) to reject any or all tenders (ii) The right to accept any portion of the tender offered without assigning any reason and also to split the tender and award the same to different parties. He can also reduce or extend the period of contract without assigning any reason.
13. Acceptance of the tender will be communicated by an acceptance Note or Letter of Intent.
14. The DDG (TERM) West Bengal will not be liable to pay any interest on Security Deposit Money. If the successful tenderer withdraws tender before formal approval after tender or after contract fails to comply with any of the terms and conditions set out above, the DDG (TERM) West Bengal reserve the right's to forfeit Security Deposit.
15. Rate for providing of the services of Ex-servicemen Security Guards to DDG (TERM) West Bengal should be quoted clearly in the financial bid (Section VIII).
16. The contracting agency shall ensure that the Ex-servicemen Security Guards deployed in the office of Deputy Director General (TERM), West Bengal conforms to the technical specifications of age and language skills. They should be able to read and write Hindi and also be able to read addresses and names in English.
17. The successful tenderer - shall furnish the following documents in respect of the individual attendants who will be deployed by it in this office before the commencement of the work.

18. -“List of Security Guards short listed by agency for deployment in the office of DDG (TERM), West Bengal Circle Kolkata, containing full details i.e date of birth, marital status, address, photographs, identification marks etc; Bio data of the person; Certificate of verification of antecedents of persons by local police authorities must be submitted before deployment of Guards on award of contract”.
19. In case the person employed by the successful tenderer commits any act of omission/commission that amounts to misconduct/indiscipline/incompetence and security risks, the successful tenderer will be liable to take appropriate disciplinary action against such persons, including their removal from this office. The successful tenderer shall replace within 24 hrs any of its personnel who is found unacceptable in this office.
20. The tendering company shall provide trained personnel with uniforms, identity cards to the personnel deployed in the office carrying the photograph and appropriate means of personal communication of the personnel and personal information as to name, Date of Birth, age and identification mark etc.
21. The Ex-servicemen Security Guards engaged by the contractor for providing security is purely responsibility of the contractor and they will not have any claim/liability on the DDG (TERM) West Bengal .The contractor will intimate to the local police station regarding identity and permanent address of the persons employed.
22. The contractor will be required to pay at least minimum wages as prescribed under the Minimum Wages Act. The contractor will maintain proper record as required under the Law / Acts. The contract will remain valid for period specified in the letter communicating the acceptance, unless terminated earlier by the DDG (TERM) West Bengal. The bid will be rejected out rightly if the quoted rates are less than the minimum wages as applicable.
23. **Service shall be from 09:00 hrs to 18:00 hrs on Monday to Saturday.** The Ex-servicemen Security Guards may be called upon for the services on weekends or Gazette holidays also, if required, without any extra charge.
24. The contractor shall ensure that any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters are not divulged or disclosed to any person by its personnel deployed in this office and utmost secrecy and confidentiality must be maintained.
25. It -will be the responsibilities of the contractor to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (Agency). This office will have no liabilities in this regard.
26. For all intents and purposes, the contractor shall be the “Employer” within the meaning of different Labour Legislations in respect of Ex-servicemen Security Guards provided in this office. **The Ex-servicemen Security Guards (unarmed) deployed by the contractor in this office shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against O/o DDG (TERM) West Bengal.**
27. The contractor shall be solely responsible for the redressal of grievances / resolution of disputes relating to person deployed. This office shall, in no way, be responsible for settlement of such issues whatsoever. This office shall not be responsible for any damages, losses, claims, financial or other injury to any Manpower deployed by contractor in the course of their performing the functions/duties, or for payment towards any compensation.
28. The Ex-servicemen Security Guards deployed by the contractor shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad hoc, regular / confirmed employees of this office during the currency or after expiry of the contract.

Section-III

SCOPE OF WORK

The general scope of works envisaged for Ex-servicemen Security Guards (Unarmed) is stated below:

- (i) To open and close the office premises/rooms (Morning/Evening).
- (ii) To keep security of the government belongings and officers / staff of the office.
- (iii) To verify the persons/visitors coming to the office of DDG (TERM) West Bengal.
- (iv) To make entry of the name & details of the visitors in the register.

SECTION-IV

Tender No.: 1-20/TERM WB/2015-16/Security Guard

Dated: 03.02.2016

Bidder's details

For providing the services of Ex-servicemen Security Guards (Unarmed) in O/o DDG (TERM) West Bengal.

1.	Name of Tendering Company/ Firm / Agency(Attach certificate of registration)	_____
2.	Name of proprietor / Director of Company/Firm/agency	_____
3.	Full Address of Reg. Office Telephone No. FAX No. : E-Mail Address :	_____ _____ _____
4.	Full address of Operating/Branch Office Telephone No. : FAX No. : E-Mail Address :	_____ _____
5.	PAN / GIR No (Attach attested copy)	_____
6.	Service Tax Registration No. (Attach attested copy)	_____
7.	E.P.F. Registration No. (Attach attested copy)	_____
8.	E.S.I. Registration No (Attach attested copy)	_____
9.	DGR Sponsorship No (Attach attested copy)	

Give details of the major similar contracts during the last three years with Public Sector Companies / Banks and Government Departments in the following format. Attested copies of work orders may also be attached.

Sl.No	Details of client along with address, telephone and FAX numbers	Amount of Contract (Rs.lakhs)	Duration of Contract	
			From	To
1				
2				
3				

(If the space provided is insufficient, a separate sheet may be attached)

(* Additional information, if any (Attach separate sheet, if required)

Date :

Signature of authorized person

Name :-
Place :-
Seal :-

SECTION –V
CONDITIONS OF CONTRACT

1. DEFINITIONS

- 1.1. The CONTRACT means the documents forming the tender and acceptance thereof and the formal agreement executed between DDG (TERM) and the CONTRACTOR together with the documents referred to therein including TENDER NOTICE, GENERAL INSTRUCTIONS, GENERAL CONDITIONS, CONDITIONS OF CONTRACT, ADDITIONAL CONDITIONS, TENDER SCHEDULE, instructions issued from time to time by the Competent Telecom Authority and all these documents taken together shall be deemed to form one contract and shall be complimentary to one another.
- 1.2. In the CONTRACT, the following expressions shall unless where the context otherwise required, have the meaning hereby respectively assigned to them :

The expression "**WORKS**" or "**WORK**" shall unless there be something either in the subject or context repugnant to such construction, be construed and taken to mean the works by or by virtue of the contract contracted to be executed whether temporary or permanent and whether original, altered, substituted or additional. "**Change**" shall mean a substitution for or omission of any work or other requirements within the general scope of the work; the performance of or compliance with which is contemplated by the contract documents. "**Extra work**" shall mean any work or compliance with any requirements, other than a change which is not, expressly or impliedly contemplated by the contract documents, and which is necessary to be performed for the proper completion of the contracted work. For the purpose of clarifications, it is declared that, any work or operation which shall be necessarily incidental to the proper performance of any item of work or part thereof shall be deemed to have been by implication provided for in the relevant item of work or part thereof and shall not constitute extra work. The "**SITE**" shall mean the location wherein the work is to be executed under the contract. The "**DoT**" means the Department of Telecommunications, and its successors. The "**COMPETENT AUTHORITY**" means the DDG (TERM) West Bengal.

- 1.3. All references of: -

Deputy Director General (DDG)
Director (DIR)
Assistant director General (ADG)
Assistant Divisional Engineer Telecom (ADET)
Junior Telecom Officer (JTO)

In various clauses shall mean the Officers in their respective Grades/Groups employed in the DDG (TERM) West Bengal, by whatever designations are assigned to them from time to time and who may be in-charge of direction, execution, supervision, testing, acceptance, maintenance of claims, etc. from time to time and includes their successors in office. Words imparting the singular number include the plural number and vice-versa.

2. INTERPRETATION OF THE CONTRACT DOCUMENT

The Competent Authority and the Contractor shall in so far as possible by mutual consultation try and decide upon the meaning and intent of the Contract Document. In case of disagreement the dispute will be referred to the Sole Arbitrator as provided in the Contract. Any change in the Contract Document shall be set forth in writing by the representative of the parties hereto. It shall be the responsibility of both the parties to this contract to thoroughly familiarize all of their supervisory personnel with the contents of this Contract Document.

3. VALIDITY PERIOD OF RATE

The rates quoted should be firm and valid for minimum three Month from date of opening of bid up to the validity of contract agreement after finalization of tender for all work order without any change.

4. TAXES AND DUTIES

Contractor shall pay all levies, fees, royalties, taxes and duties payable or arising from out of, by virtue of or in connection with and/or incidental to the Contract or any of the obligations of the parties in terms of the

Contract Documents and/or in respect of the works or operation(s) or any part thereof to be performed by the Contractor and the Contractor shall indemnify and keep indemnified the DDG (TERM) West Bengal from and against the same or any default by the Contractor in the payment thereof.

5. PRICE ESCALATION

The DDG (TERM) West Bengal shall not be responsible for any escalation in prices of labor, what-so-ever or any increase in any duties, levies, or taxes in respect thereof whatsoever and the Contractor rates and Contractor's obligation shall remain unaffected by such escalation and/or increase. However if the minimum wages are increased beyond the approved rates then the difference between the minimum wages and approved rates will be paid to the contractor.

6. NOTIFICATION BY CONTRACTOR

The Contractor shall give in writing to the proper person or authority with a copy to the Competent Authority such notification as may be mandatory or necessary in connection with the commencement, suspension, resumption, performance and/or completion of the contracted work.

7. QUALITY OF WORK

The DDG (TERM) West Bengal shall be the final judge of the quality of the work and the satisfaction of the standards in respect thereof set forth in the contract documents. Laxity or failure to enforce compliance with the contract documents by the Competent Authority and/or its representative shall not manifest a change or intent of waiver, the intention being that, notwithstanding the same, the Contractor shall be and remain responsible for complete and proper compliance with the contract documents and the specification therein. The Competent Authority has the right to prohibit the use of men/women which are in his opinion do not produce work or performance meeting the requirement of the Contract Documents.

8. GUARANTEE

In addition to any and all other guarantee and warranty mentioned in the contract documents the Contractor guarantees that the entire work will be done in a satisfactory manner.

9. INSURANCE

Without limiting any of his other obligations or liabilities, the Contractor shall, at his own expense, take and keep comprehensive insurance including third party risk brought to the site and for all the work during the execution. The Contractor shall also take out workmen's compensation insurance as required by law and undertaken to indemnify and keep indemnified the DDG (TERM) West Bengal from and against all manner of claims and demands and losses and damages and cost (including between attorney and clients) charges and expenses that may arise in regard to the same or that the Department may suffer or incur with respect to and/or incidental to the same.

10. INDEMNITIES

The Contractor shall at all times hold the DDG (TERM) West Bengal harmless and indemnify from against all actions, suits, proceedings, works, cost, damages, charges, claims and demands of every nature and description brought or procured against the DDG (TERM) West Bengal, its officers, and officials and forthwith upon demand and without protest or demur to pay to the Department any and all losses and damages and cost (inclusive between attorney and client) and all costs incurred in endorsing this or any other indemnity or security which the DDG (TERM) West Bengal may now or at any time have relative to the work or the Contractor's obligations or in protecting or endorsing its right in any suit or other legal proceedings, charges and expenses and liabilities resulting from or incidental or in connection with injury, disease or disablement to or death of any person(s), including employees of the Contractor or damage to property resulting from or arising out of or in any way connected with or incidental to the operations caused by the contract documents. In addition the Contractor shall reimburse the DDG (TERM) West Bengal or pay to the DDG (TERM) West Bengal forthwith on demand without protest or demur all costs, charges and expenses and losses and damages otherwise incurred by it in consequence of any claims, demands and actions which may be brought against the DDG (TERM) West Bengal arising out of or incidental to or in connection with the operation covered by the contract. The Contractor shall at his own cost at the DDG's request defend any suit or other proceeding asserting a claim covered by this indemnity,

but shall not settle, compound or compromise such suit or other finding without first consulting the DDG (TERM) West Bengal.

11. Whenever any claim, against the Contractor for the payment of a sum or money arises out of or under the contract, **Competent Authority** shall be entitled to recover such sum by appropriating in part or whole, the security deposit of the Contractor. In the event of the security being insufficient the balance or the total sum recoverable as the case may be, shall be deducted from any sum then due or which at any time thereafter may become due to the Contractor under this or any other contract with DDG (TERM) West Bengal. Should this sum be not sufficient to cover the full amount recoverable, the Contractor shall pay to Competent Authority on demand the balance remaining due.

12. INSOLVENCY OR DEATH OF CONTRACTOR

In the event of the Contractor being adjudged insolvent or going voluntarily into liquidation or having received order or other order under Insolvency act made against him or, in the name of a Company or, the passing of any resolution, or making of any order for winding up whether voluntarily or otherwise, or in the event of the Contractor failing to comply with any of the conditions herein specified DDG (TERM) West Bengal shall have the power to terminate the contract without previous notice.

13. Contractor's heirs/representatives shall, without the consent in writing of the DDG (TERM) West Bengal have the right to continue to perform the duties or engagements of the Contractor or under the contract in case of his death. In the event of the Contractor, with such consent aforesaid, transferring his business, and in the event of the Contractor being a company and being wound up any time during the period of this contract for the purpose and with the object of transferring its business to any persons or a company, the Contractor shall make it one of the terms and stipulations of the contract for the transfer of his properties and business, that such other person or company, shall continue to perform the duties or engagements of the Contractor under this contract and be subject to his liabilities there under. Proof of Death and other relevant documents to this effect shall be submitted to the DDG (TERM) West Bengal in writing.
14. Without prejudice to any of the rights or remedies under this contract, if the Contractor dies, DDG (TERM) West Bengal shall have the option of terminating the contract without compensation to the Contractor, which does not amount to Breach of the contract.

15. SUB-CONTRACTS

The Contractor shall not assign, sub-contract or sublet the whole or any part of the work covered by the contract. DDG (TERM) West Bengal reserves the right to refuse or permit any person to participate in the works covered by the contract. Contractor shall be and remain primarily and principally liable to the DDG (TERM) West Bengal in terms hereof and for the due fulfillment of the contracted works.

16. Where the Contractor is a partnership firm, the previous approval in writing of the DDG (TERM) West Bengal shall be obtained before any change is made in the constitution of the firm. Where the Contractor is an individual or a Hindu undivided family business concern such approval as aforesaid shall likewise be obtained before the Contractor enters into any partnership agreement where under the partnership firm would have the right to carry out the work hereby undertaken by the Contractor. If previous approval as aforesaid is not obtained, the contract shall be deemed to have been assigned in the contravention.

17. LABOUR WELFARE MEASURES AND WORKMAN COMPENSATION

(Obtaining license before commencement of work)

The contractor shall obtain a valid labour license as per requirement under the contract labour (R & A) Act 1970 and the contract labour (Regulation and Abolition) Central Rules 1971 before commencement of the work. The contractor shall also abide by the provisions of the Child labour (prohibition and regulation) Act 1986. Any failure to fulfill this requirement shall attract the penal provisions of this contract arising out of the resultant non-execution of work.

18. CONTRACTORS LABOUR REGULATIONS:

Normally working hours of an employee should not exceed **9 hours a day from 9:00 hrs to 18:00 hrs**. The working day shall be so arranged that inclusive of interval for rest, if any, it shall not spread over more than 10 hours on any day. Each Manpower shall be given a **weekly holiday normally on Sunday**, in accordance with the provision of minimum wages (Central) rules 1960, as amended from time to time.

19. Where a contractor is permitted by the officer to allow Manpower to work on a normal week holiday, he shall grant a substituted holiday to him for the whole day, on one of the five days, immediately before or after the normal weekly holiday.

20. PAYMENT OF WAGES

- 20.1. **Wages for the employees engaged by DGR sponsored Security Agency for security work will be paid in accordance with minimum wages notified by DGR.** The Contractor shall fix wage periods in respect of which wages shall be payable not exceed one month. The wages of every person employed as contract labour, where less than one thousand, shall be paid before the expiry of seventh day. Where the employment of any Manpower is terminated by or on behalf of the contractor, the wages earned by him shall be paid before the expiry of the second working day from the date on which his employment is terminated. All payment of wages shall be made on a working day at the work premises and during the working time and on a date notified in advance and in case the work is completed before the expiry of the wages period, final payment shall be made within 48 hours of the last working day.
- 20.2. Wages due to Manpower shall be paid to him direct or the other person authorized by him on the behalf of the contractor in current coin or currency or in both. Wages shall be paid without any deductions of any kind except those specified by the central government by general or special order in this behalf or permissible under the payment of wages act 1956.
- 20.3. Each claim bill of the contractor must accompany details of laborers/employees engaged, duration of their engagement/wage register /amount of wages paid/amount of EPF/ESI contributions and declaration from the contractor regarding compliance of the condition of EPF Act 1952. The bill for payment of a particular month should be accompanied by the proof of deposition of EPF/ESI amount, service tax (if applicable) for the previous month.
- 20.4. **Monthly basic wages plus Variable Dearness Allowance (VDA) will be calculated on 26 days as per prevailing acts & rules.**
- 20.5. The contractor shall be responsible for providing all statutory benefits to the personnel employed by him including off day after 6 days & national holidays, PF, ESI etc. & the documentary proof of the same has to be attached with each month's bill.

21. LABOUR RECORDS

The contractor shall maintain a Register of Persons employed on work ,Wage Register, Register of Fines, Register of deductions for damage or loss & register of Overtime in respect of all work men employed by him on the work the CL (R & a) Rules 1971.

22. COMPLIANCE WITH LAWS AND REGULATION

During the performance of the works the contractor shall at his own cost and initiative fully comply with all applicable laws of the land and with any and all applicable by laws rules., regulations and orders and any other provisions having the force of law made or promulgated or deemed to be made or promulgated by the Government, Governmental agency or DoT, municipal boards, Government of other regulatory or authorized body or persons and shall provide all certificates of compliance therewith as may be required by such applicable law. By- laws, Rules, Regulations, orders and /or provisions the contractor shall assume full responsibility for the payment of all contributions and pay rolls taxes, as to its employees, servants or agents engaged in the performance of the work specified in the contractor documents.

23. FORCE MAJEURE: -

If any time, during the continuance of this contract, the performance in whole or in part by either party or any obligation under this contract shall be prevented or delayed by reason of any War, or Hostility, Acts of the public enemy, Civil commotion, Sabotage, Fires, Floods, Explosions, Epidemics, Quarantine Restrictions, Strikes, Lockouts or Act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the DoT as to whether the works have been so resumed or not shall be final and conclusive, provided further that if the performance, in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option, terminate the contract.

24. BREACH OF CONTRACT

The breach of contract is the failure or refusal to perform it. Any breach of contract by one party to it gives the other party an immediate cause of action and a right to damages as compensation for loss following from the breach of contract. A breach occurs where a party to the contract repudiates or fails to perform one or more of the obligations imposed upon him by the contract. The failure to perform may take place when the time for performance has arrived or even before that. Thus, the "Breach of Contract" mentioned above covers (a) the Anticipatory Breach and (b) the Present Breach.

25. DDG (TERM) West Bengal may without prejudice to his right against the Contractor in respect of any delay or inferior workmanship or otherwise or to any claims for damage in respect of any breach of the contract and without prejudice to any rights or remedies under any of the provisions of this contract or otherwise and whether the date for completion has or has not elapsed by notice in writing absolutely determine the contract in any of the following cases:

- If the Contractor having been given by the Competent Authority a notice in writing to rectify, reconstruct or replace any defective work or that the work is being performed in any inefficient or otherwise improper or unworkmanlike manner, shall omit to comply with the requirements of such notice for a period of seven days thereafter or if the contractor shall delay or suspend the execution of the work so that either in the judgment of the Competent Authority (which shall be final and binding) he will be unable to secure completion of the work by the date for completion or he has already failed to complete the work by that date.
- If the Contractor being a company shall pass a resolution or the court shall make an order that the company shall be wound up or if a receiver or a manager on behalf of a creditor shall be appointed or if circumstances shall arise which entitle the court or creditor to appoint a receiver or a manager or which entitle the court to make a winding up order.
- If the contractor commits breach of any of the terms and conditions of this contract.
- If contractor fails to carry out any act mentioned in clause- (23)
- If contractor commits any fraud with the DDG (TERM) West Bengal, or any fraudulent motive is detected in his action.
- If contractor demands undue charges not stipulated in this contract.

26. When the Contractor has made himself liable for action, the DDG (TERM) West Bengal on behalf of the DoT shall have powers:

To determine or rescind the contract as aforesaid (of which termination or rescission, notice in writing to the Contractor under the hand of the DDG (TERM) West Bengal shall be conclusive evidence) upon such determination or rescission the security deposit of the Contractor shall be liable to be forfeited and shall be absolutely at the disposal of DoT.

- To employ labour paid by the DDG (TERM) West Bengal to carry out the works or any part of the work debiting the Contractor with the cost of the labour (of the amount of which cost and price certified by the DDG (TERM) West Bengal shall be final and conclusive against the Contractor) and crediting him with the value of the work done in all respects in the same manner and the same rates as if it has been carried out by the Contractor under the terms of the Contract. The certificate of the Competent Authority as to the value of the work done shall be final and conclusive against the Contractor, provided always that action under the sub-Clause shall only be taken after giving notice in writing to the Contractor. Provided also that if the expenses incurred by the DDG (TERM) are less than the amount payable to the Contractor at his agreement rates, the difference shall not be paid to the Contractor.
- After giving notice to the Contractor to measure up the work of the Contract and to take such part thereof as shall be unexecuted out of his hands and to give it to another Contractor to complete in which case any expenses which may be incurred in excess of the sum which would have been paid to the original Contractor if the whole work has been executed by him (of the amount of which excess the certificate in writing of the Competent Authority shall be final and conclusive) shall be borne and paid by the original Contractor and may be deducted from any money due to him by DDG (TERM) West Bengal under this contract or on any other account whatsoever or from his security deposit as the case may be. The Contractor shall have no claim to compensation for any loss sustained by him by any reason or entered

into any engagements or made any advances on account or with a view to the execution of the work or the performance of contract. And in case action is taken under any of the provisions aforesaid, the Contractor shall not be entitled to recover or be paid any sum for any work thereto or actually performed under this contract unless and until the Competent Authority has certified in writing the performance of such work and the value payable in respect thereof and he shall only be entitled to be paid the value so certified.

27. In any case in which any of the powers conferred upon the DDG (TERM) West Bengal by the above clauses, shall have become exercisable and the same shall not be exercised, the non-exercise hereof shall not constitute a waiver of any of the conditions hereof and such powers shall notwithstanding be exercisable in the event of any future case of default by the Contractor and the liability of the Contractor for compensation shall remain unaffected.

28. CANCELLATION/TERMINATION OF CONTRACT OR PART THEREOF

- 28.1. The -Competent Authority may, at any time, at his option cancel and terminate this contract by written notice stating reasons for such cancellation or termination to the Contractor, in which event the Contractor shall be entitled to payment for the work done up to the time of such cancellation.
- 28.2. The Competent Authority may, at its option, cancel -or omit the execution of one or more items of work under this contract, and any part of such item(s) without any compensation whatsoever to the Contractor by giving due notice in writing stating reasons therefore.
- 28.3. If -at any time after the commencement of the work the Competent Authority shall for any reason whatsoever not require the whole work or part thereof as specified in the tender to be carried out, the Competent Authority shall give notice in writing of the fact to the Contractor who shall have no claim to any payment of compensation whatsoever on account of any profit or advantage which he might have derived from the execution of the work in full but which he did not derive in consequence of the full amount of the work not having been carried out.
29. Failure of the successful bidder to comply with the requirement shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security including the PBG/Security Deposit in which event DDG (TERM) West Bengal may make the award of work to any other bidder at the discretion of DoT or call for new bids.
30. If the contractor fails or neglects any of his obligations under the contract it shall be lawful for DDG (TERM) West Bengal to forfeit either whole or any part of performance security furnished by the bidder. The bidder will be black listed in case the bid security/ security deposit is forfeited and will be debarred from participating in the bids of DDG (TERM) for 5 years from the date of forfeiture of bid security/ security deposit or date of black listing whichever is later.

31. PAYMENTS

- The Contractor shall submit bills at office of concerned Competent Authority for the executed work complete in all respects. The bills will be submitted in DUPLICATE and in the manner and form that may be prescribed by the Competent Authority. Account payee cheque for amounts passed in the bill will be issued only after the Contractor gives a stamped receipt for the amount unless the bills are pre-receipted. The Competent Authority will have the right to recover liquidated damages for delay or slow progress of the work from the bills submitted for payment.
- Income Tax and such other Taxes applicable from time to time will be deducted from the bill. However, if any new legislation comes into effect for deduction of tax at source, the deduction will be made under that legislature. Necessary Income Tax deduction certificate will be issued by the Accounts Officer detailing the amount so deducted as tax at source at the time of payment of each bill.
- The final settlement of the bills and refund/ adjustment/ appropriation of any amount retained from the bills of the Contractor shall be made fully after the Competent Authority is satisfied that all the contractual obligations have been fully met and no amount remains due for recovery from the Contractor on any account. Unless there are specific reasons, all accounts are expected to be settled within a period of six months from the date of completion of the work in all respects.
- Contractor shall pay to third parties all expenditure incurred for restoring services which are damaged by Contractor while carrying out the work. Such expenditure shall be intimated to Contractor either by Competent Authority or concerned third parties in writing. If contractor fails to pay to the concerned

third parties such amount within fifteen days from the date of notice, the Competent Authority shall recover such amount from the contractor and will make the payment to concerned third parties at the risk and cost of the contractor.

- The contractor shall not be justified in abandoning the contract because the DDG (TERM) West Bengal has delayed making payment(s) in respect of other work being done for the DDG (TERM) West Bengal by the Contractor. The final bill shall be submitted by the Contractor within one month of the date of completion of work or of the date of the certificate of completion furnished by the Competent Authority.

32 SECURITY DEPOSIT

- **DGR sponsored ESM may be asked to deposit Contract Performance Guarantee (CPG) or Bank Guarantee upto a maximum limit not exceeding 10 % of One month's wage bill.**
- The successful tenderer will have to deposit a Performance Security Deposit for an **amount of 10% (ten percent) of the value of One month's wage bill at the time of signing of agreement within 10 working days of the issue of the letter of intent.** The performance security will be furnished in the form of the Account Payee Demand Draft or Bank Guarantee drawn in **favour of Communication Accounts Officer, O/o CCA, West Bengal, payable at Kolkata**, or Fixed Deposit Receipt (FDR) from a Commercial Bank made in the name of the Company / Firm / Agency but hypothecated to the *Communication Accounts Officer, O/o CCA, West Bengal, payable at Kolkata*. The performance security should remain valid for a period of 90 days beyond the date of completion of all the contractual obligations of the contractor.
- Security Deposit shall not bear any interest for any period whatsoever, and therefore, Interest shall not be payable by the DDG (TERM) West Bengal on the Security Deposit or on amounts payable to the Contractor under the contract. Security Deposit/PBG shall be liable for appropriation / adjustment against any liquidated damages for delayed execution at the time of final conclusion of the contract and final settlement of account. If the contractor fails or neglects to perform any of his obligation under the contract, it shall be lawful for the DDG (TERM) West Bengal to forfeit either whole or any part of the Security Deposit furnished by the contractor after issuing a "SHOW-CAUSE" Notice to the contractor .
- All the compensation or other sum of money payable by the contractor under the terms of this contract may be deducted from the Security Deposit or from any sum which may be due or may become due to the contractor by the DDG (TERM) West Bengal on any account whatsoever and in the event of his security deposit being reduced by reason of any such deductions, the contractor shall within ten days make good in cash the amount required to make good in full, the security deposit. Otherwise, the said balance in full shall be collected from the bills of the contractor.
- If the contractor duly performs and completes the contracts in all respects, the DDG (TERM) West Bengal shall refund the Security Deposit to the Contractor after deducting all costs and other expenses that the DDG (TERM) West Bengal may have incurred for making good any loss due to any action attributable to the contractor which the DDG (TERM) West Bengal is entitled to recover from the contractor.
- Security Deposit will be refundable only after full settlement of final bill for the works contracted/executed under the contract and on submission of NOC from the O/o DDG (TERM) West Bengal.
- Security Deposit that is due for refund to the Contractor and remain unclaimed for three years after its refund becomes admissible (for instance, after the contractor fulfils his contract) shall be dealt with in accordance with the provisions contained in the rules of the DoT.

33. DISPUTES AND ARBITRATION

- In the event of any question, dispute or difference arising under this agreement or in connection therewith (except as to matter the decision of which is specifically provided under this agreement) the same shall be referred to sole arbitration of the DDG (TERM) West Bengal or in case his designation is changed or its office is abolished then in such case to the sole arbitration of the officer for the time being entrusted whether in addition to the functions of the DDG (TERM) West Bengal or by whatever designation such officers may be called (thereinafter referred to as the said officer) and if the DDG (TERM) West Bengal or the said officer is unable or unwilling to act as such the sole arbitration or some other person appointed by the DDG (TERM) West Bengal or the said officer. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996. There will be no objection to any such appointment that the arbitrator is a DOT employee or that he has to deal with the matter to which the agreement relates or that in the course of his duties as DOT employee he has expressed views on all or any of the matter under dispute. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred, being transferred or vacating his office or being unable to act for any reasons whatsoever such DDG (TERM) West Bengal or the said officer shall appoint another person to act as arbitrator in accordance with terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessors. The arbitrator may from time to time with the consent of parties enlarge the time for making and publishing the award. Subject to aforesaid Arbitration and Conciliation Act, 1996 and the Rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause. The venue of the arbitration proceeding shall be the office of DDG (TERM) West Bengal or such other places as the arbitrator may decide.
- According to Article 119, Limitation Act, 1963, (as amended from time to time) the period of limitation for an application to set aside an award under the Arbitration Act, 1940 (as amended from time to time), begins to run from the 'date of service of the notice of the filing of the award'. The expression "date of notice" means not only a formal intimation but also an informal one. The notice can be given orally also. When a signed copy of the award is given to the party and his signature taken as a token of such receipt, this shall amount to a notice and the time for filing an application under Article 119 (a), Limitation Act, 1963 would run from that date.

SECTION-VI

Proforma for no near relative (s) of the contractor in O/o DDG (TERM) West Bengal

Certificate to be given by the Contractor in respect of no near Relative (s) in O/o DDG (TERM) West Bengal of - the contractor. -

I S/o Sh..... -
.....R/o..... -

Hereby certify that none of my relative (s) as defined in the tender document is/are employed in O/o DDG - (TERM) West Bengal as per detail given below. In case at any stage, it is found that the information given by - me is false/incorrect, DoT shall have the absolute right to take any action as deemed fit, without any prior - intimation to me. -

Signature of the tenderer with seal*

The near relative (s) means:

- a) Members of a Hindu Undivided family;
- b) - They are husband and wife.
- c) - The one is related to the other in manner as father, mother, son(s) & son's wife (daughter-in-law), Daughter (s) & daughter's husband (son-in-law) brother (s) and brother's wife, sister (s) sister's husband (brother-in-law)

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of Ltd. Company by all the Directors of the company or company secretary on behalf of all directors). Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and security deposit will be forfeited at any stage whenever it is so noticed. The department will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.

Signature of the tenderer with seal* -

SECTION-VII

SCHEDULE OF REQUIREMENTS

S. N.	Type	Number	Work & working Hours
1	Ex-servicemen Security Guard (Unarmed)	01	(i) To open and close the office premises/rooms (Morning/Evening). (ii) To keep security of the government belongings and officers / staff of the office. (iii) To verify the persons/visitors coming to the office of DDG (TERM) West Bengal. (iv) To make entry of the name & details of the visitors in the register. (v) (Working Hours) 09:00 hrs to 18:00 hrs from Monday to Saturday

SECTION VIII
FINANCIAL BID
(To be enclosed in a separate sealed envelope)

For providing services of Ex-servicemen Security Guards (Unarmed) to O/o DDG (TERM) West Bengal Circle

1. - Name of tendering Company / Firm / Agency: _____

2. Rates are to be quoted in accordance with minimum wages Act for Ex-servicemen security guard (Unarmed) **on per month basis** and other applicable bylaws (inclusive of all statutory liabilities, taxes, levies, cess etc.)

SI No	Component of Rate	Ex-servicemen Security Guards (Unarmed) – One (01) No.
01	Monthly Rate (As per Minimum Wages Act applicable)	
02	Employees provident fund (As per applicable Law/Act)	
03	Employees state Insurance (As per applicable Law/Act)	
04	Service tax liability	
05	Any other liability (please indicate)	
06	Contractors Administrative/service charges	
TOTAL (01 to 06)		

Note:

1. **Quoted rates are fixed rates and no variation shall be acceptable from these rates.**
2. **-No overwriting on financial bid is accepted, in case of any ambiguity, the amount given in words will be considered as final for evaluation.**
3. **In an eventuality of all the DGR Sponsored agencies quoting the same rate, DDG TERM WB will award the contract to the senior most sponsored agency.**

Date.....
Place.....

Signature -
Name -
Seal of the Bidder -

SECTION – IX

AGREEMENT

The agreement made on this..... day of (month) (year)..... between M/s herein after called "The Contractor" (which expression shall unless excluded by or repugnant to the context, include its successors, heir, executors, administrative representative and assignee) of the one part & the DDG TERM WB, 2nd floor, 82, Ballygunge Place, Kolkata-700019 herein after referred to as the DDG (TERM) West Bengal of the other part.

Whereas the contractor has offered to enter into contract with the said DDG (TERM) West Bengal for providing Ex-servicemen Security Guards in the O/o DDG (TERM) West Bengal on the terms and conditions herein contained and the rates approved by the DDG (TERM) West Bengal have been duly accepted and where as the necessary security deposits have been furnished in accordance with the provisions of the Bid document and whereas no interest will be claimed on the security deposits. Accepted rates per person per month are as follows:

SN	Component of Rates	Ex-Servicemen security guards
1	Monthly Rate (in Rs.)	

Now these presents witness, it is hereby agreed and declared by and between the parties to these presents as follows.

1. -The contractor shall, during the period of this contact that is to say from (Date) to (Date)..... or unless otherwise curtailed / terminated before the contract period owing to deficiency in service or substandard quality of service provided, safely carryout, by means of manpower employed at his own expenses, all other associated works as described in Bid documents, when the DDG (TERM) West Bengal or any other person authorized by the DDG (TERM) West Bengal in that behalf require. It is understood by the contractor that the quantity of work mentioned on the schedule is likely to change as per actual requirements as demanded by exigencies of service.
2. -The NIT (notice inviting tender), Bid documents (Qualifying and Financial), letter of intent, approved rates and such other additional particulars, instructions, drawings, work orders as may be found requisite to be given during execution of the work shall be deemed to be included in the expression "The Agreement" or "The Contract" wherever herein used.
3. -The contractor shall provide services of Ex-servicemen Security Guards in DDG (TERM) West Bengal within the time prescribed in the work orders.
4. -The contractor hereby declares that nobody connected with or in the employment of the DDG (TERM) West Bengal is not/shall not ever be admitted as partner in the contract.
5. -The contractor shall abide by the terms and conditions, rules, guidelines, construction practices, safety precautions etc, stipulated in the Bid document including any correspondence between the contractor and the DoT having bearing on execution of work and payments of work to be done under the contract.

In witness whereof the parties present have here into set their respective hands and seals the day, year in.....

Above written:

()
Signature on behalf of DoT

()
Signature on behalf of Contractor

Name:
Designation:
Seal:

Name: -
Designation: -
Seal: -

Agreement signed in the presence of

Witness 1:
Signature:
Name:

Witness 1: -
Signature: -
Name: -

Witness 2:
Signature:
Name:

Witness 2: -
Signature: -
Name: -

SECTION XPROFORMA OF PERFORMANCE SECURITY BOND

1. - In consideration of DDG (TERM) West Bengal (hereinafter called DDG) having agreed to exempt _____ (hereinafter called the said approved tenderer(s) from the demand of security deposit of Rs. _____ on production of Bank Guarantee for Rs. _____ for the due fulfillment by the said approved tenderer of the terms and conditions to be contained in an Agreement in connection with the contract for the supply of _____ we, (name of the bank) _____ (hereinafter referred to as "the bank") at the request of _____ approved tenderer's do hereby undertake to pay to *Communication Accounts Officer, O/o CCA, West Bengal* an amount of not exceeding _____, against any loss or damage caused to or suffered or would be caused to or suffered by the DDG (TERM) West Bengal by reason of any breach by the said tenderer's of any terms & conditions contained in the said agreement.
2. - We (name of the bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the DDG (TERM) West Bengal stating that the amount claimed is due by way of loss or damages caused to or would be caused to or suffered by the DDG (TERM) West Bengal, reason of breach by the said approved tenderer's of any of the terms & conditions contained in the said agreement or by reason of the approved tenderers failure to perform the said agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the DDG (TERM) West Bengal in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____.
3. - We undertake to pay to the *Communication Accounts Officer, O/o CCA, West Bengal*, any money so demanded notwithstanding any disputes raised by the approved tenderer(s)/suppliers in any suit or proceeding pending before any court or tribunal relating thereto our liability under the present being absolute and unequivocal. The Payment so made by us under this bond shall be valid discharge of our liability for payment there under and the approved tenderer(s) /supplier(s) shall have no claims against us for making such payment.
4. - We (name of the bank) _____ further agree that the guarantee therein contained shall remain in force and effect immediately for a period of 15 months from date herein. Notwithstanding the aforesaid, this bank Guarantee shall be for a sum of not exceeding Rs... and for a period of 15 months from the date of issue i.e. We are liable to pay the guaranteed amount or part thereof under this bank guarantee if we are served upon written claim or demand on or beforeand thereafter bank will not be liable for any claim or demand whatsoever.
5. - We (name of the bank) _____ further agree with the DDG (TERM) West Bengal shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms & conditions of the said agreement or to extend time of performance by the said approved tenderer(s) from time to time or to postpone for any time to time any of the powers exercisable by the DDG (TERM) West Bengal, against the said approved tenderer(s) and to forbear or enforce any of the terms & conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said approved tenderer(s) or for any forbearance, and or any omission on the part of DDG (TERM) West Bengal, or any indulgence by the DDG (TERM) West Bengal, to the said approved tenderer(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. - This guarantee will not be discharged due to the change in the constitution of the bank or the approved tenderer(s).
7. - This guarantee shall be irrevocable and the obligations of the bank herein shall not be conditional to any prior notice by the DDG (TERM) West Bengal.

Dated: _____ -

For _____ (Indicating the name of the Bank) -

N.B. This guarantee should be issued on non-judicial stamped paper, stamped in accordance with the Stamp Act

SECTION XI

Undertaking for Download of Tender Document from DoT website < www.dot.gov.in >

1. - I, _____ Son/Daughter/Wife of Shri _____
Proprietor /Director/ Authorized signatory of the firm/agency declared as below

2. - I have downloaded the tender document for tender no. **1-20/TERM WB/2015-16/Security Guard dated 16.03.2016** from website www.dot.gov.in. I declare that I have not tempered the downloaded tender document and will comply with the tender terms and conditions as available in the above said website.

(Signature of the tenderer with stamp of the firm)

Dated:

Place:

SECTION XII

Check List & Instructions for packing and sealing of bid documents

Check list of documents (All documents should be serially arranged & indexed)

Sl. No.	Particulars of document	Whether enclosed (Yes/No/Not Applicable)	Index No.
1.	Proforma for Bidder's detail as per section-IV		Section-IV
2.	Self-attested photo-copy of valid license from state controlling authority under the PSAR Act 2005		Clause 19 of Section-I
3.	Self-attested photo-copy of DGR Empanelment Certificate issued by DGR and PAN Card of the ESM Corp / Pvt Ltd / Individual Company (as per details in the Sponsorship letter)		Clause 19 of Section-I
4.	Self-attested photo copy of AoA/ MoA/Partnership Deed (if applicable)		Section-XII
5.	Self-attested photo copy of PAN/GIR		Clause 19 of Section-I
6.	Self-attested photo copy of the Service tax registration		Clause 19 of Section-I
7.	Self-attested photo copy of the EPF Certificate		Clause 19 of Section-I
8.	Self-attested photo copy of the ESI Certificate		Clause 19 of Section-I
9.	Self-attested photo copy of experience certificates, work orders etc. establishing experience of at least total one year (within the last 3 financial years) of providing Ex-Servicemen Security guards in Public Sector Companies, Banks, Government departments etc.		Clause 19 of Section-I
10.	Self-attested photo copy of latest Income Tax returns filed by the Company/Firm/Agency.		Clause 19 of Section-I
11.	Declaration regarding No near relatives as per section VI		Section-VI
12.	Self-attested documents in support of Proforma for Bidder's detail (section IV)		Section-IV
13.	Tender Document with each page duly signed (with date) and sealed on all pages by the authorized signatory of the company/firm/agency in token of their acceptance.		Section-XII
14.	Attested copy of Power of Attorney/Board Resolution, in case person other than the tenderer has signed the bid documents.		Section-XII
15.	Financial Bid Cover – Section VIII		Section-XII
16.	Undertaking for download of tender document from DoT website		Section-XI
17.	Any other documents which is not mentioned in this table but are required as per this tender		

Documents should be enclosed & sealed in separate covers as follows:-

- I. Cover-I: Technical Bid-** All documents from Sl. Nos. 1 to 14 in the above checklist should be serially indexed and enclosed in one envelope & should be sealed. The cover should be super scribed "**Technical Bid for providing services of Ex-servicemen Security Guards (Unarmed)**" and addressed to DDG (TERM), West Bengal Circle, Kolkata – 700019.
- II. Cover-II: Financial Bid-** Should be completed in all respects and enclosed in a separate envelope and sealed. The envelope should be super scribed "**Financial Bid for providing services of Ex-servicemen Security Guards (Unarmed)**" and addressed to DDG (TERM), West Bengal Circle, Kolkata – 700019.
- III. Cover –III:** Both covers I & II above should be enclosed in a third envelope and sealed. The envelope should be super scribed "**Tender for providing services of Ex-servicemen Security Guards (Unarmed)**" and addressed to DDG (TERM), West Bengal Circle, Kolkata – 700019.

All the above envelopes **should be addressed to the DDG (TERM), TERM Cell, West Bengal Circle, 2nd floor, Near Convergence Hall, 82 Ballygunge Place, Kolkata – 700019.**