



भारत सरकार, श्रम और रोजगार मंत्रालय  
GOVERNMENT OF INDIA, MINISTRY OF LABOUR & EMPLOYMENT  
कारखाना सलाह सेवा और श्रम संस्थान महानिदेशालय  
(DIRECTORATE GENERAL FACTORY ADVICE SERVICE & LABOUR INSTITUTES)  
क्षेत्रीय श्रम संस्थान, कोलकाता  
REGIONAL LABOUR INSTITUTE, KOLKATA  
व्यावसायिक सुरक्षा और स्वास्थ्य भवन, VYAVASYIK SURAKSHA AUR SWASTYA BHAVAN  
लेक टाउन, कोलकाता – 700 089, LAKE TOWN, KOLKATA – 700 089

No. RLIC/MP/HOO/2018-19

Dated: 13th February, 2018

**Notice inviting tenders for outsourcing security service**

Sealed tenders are invited from empanelled Security Agencies registered with DGR for providing Security Guards for the Institute & Hostel building, Staff quarters and the campus located in Lake Town, Kolkata as per details below:

**I. Scope of Work**

1. The persons to be deployed as Security Guards will be male Ex-Servicemen only with good character, conduct and behavior, competent and qualified to perform the work for which deployed and should not above 50 years of age. The requirement is of **3(three) Nos. Security Guards (without arms)**.
2. The Security Guards shall be required to attend duties in neat uniform displaying proper Identity badges which are to be provided by the Security Agency along with other articles like whistles, Torch, baton and stationery items like registers, scales, writing pads, pencils, staplers etc as and when required.
3. The security agency will provide security services round the clock in three shifts as per requirement of the Institute from time to time for all the days of the week including holidays. In case there is any change in deployment, such change shall be intimated to this office in writing by the Agency in advance.
4. The entry of the visitors will be regulated by the security personnel in the manner as instructed by the Institute from time to time. They should observe movement of all and should not allow visitors without proper entry in the Visitors Register.
5. They will also ensure that all the electrical equipments/instruments/light/Fans must be switched off at the time of closure of the office.
6. The deployed security personnel should not leave the point unless and until the reliever comes for shift duties. The security personnel should not give lenient or casual impressions in the duties and they should be alert and attentive. The Agency shall organize surprise visits (during day and night) to check the alertness and attentiveness of the security guards.

Contd.....2/-



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7. The security guards must be rotated from their deployment at an interval of six months. The security personnel should be properly trained and should be alert in performance of his duty. His performance, if not found satisfactory, shall be replaced by the contractor, within a period of one day. The character & antecedent of the guards to be deployed are to be verified from the local police station.

## II. Eligibility Criteria

The agency should be registered with Director General of Resettlement (Ministry of Defence, Government of India) and be able to provide the required numbers of Ex-servicemen as mentioned above and should have satisfactory experience of not less than 3 (Three) years in the field of Security services in government organizations ( proven track record in the field to be produced). The agency should also have a valid labour license, trade license, PAN Card, registration under ESI, GST, PF and Service Tax authorities.

## III. Rates & prices

Rates are to be quoted in accordance with the **DGR rate applicable for Kolkata City**. The rates quoted should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract. The offers/bids which are not in consonance with DGR Rates and any other Labour laws will be treated as invalid. In case more than one price bid quoting the same rates are received, the award of the contract will be decided on the basis of evaluation of their experiences & past performance. The decision of the Accepting authority in this regard shall be final and binding on the bidders in accordance with Local Purchase Committee of R.L.I.Kolkata (LPC) recommendations.

## IV. Statutory Obligations

1. The security agency will have to pay minimum wages payable to Ex-Servicemen as a Security Guard which has been notified by Director General of Resettlement & applicable in Kolkata. The minimum wages payable should be supported by a copy of notification issued by the DGR from time to time.
2. The minimum wages should include all the items of wages, allowances and statutory emoluments dues as notified by the DGR from time to time.

Contd.....3/-



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3. The rate requires to be quoted in the manner as prescribed by the DGR in their minimum wages notification for the current period. The service Tax will be paid by the Institute as per the statutory provisions, from time to time, to the agency on submission of evidence of payment made by them.
4. The agency shall make all rounds statutory compliances regularly in respect of the personnel deployed. Payment of the wages shall be made by the contractor through bank and the agency shall get their workers accounts opened in the banks. The agency shall submit wage bill, proof of bank remittance to worker's bank account, proof of statutory compliances such as ESI, EPF, and Service Tax payment along with the bill of subsequent month.
5. The agency will be responsible to comply with all labour legislations including social security, Service Tax wherever applicable and such other statutory orders by The Govt./ Municipality which may be in force from time to time. The Successful bidder/ tenderer should have valid license under the Contract Labour (R&A) Act, 1970 and rules framed there under and shall continue to hold it till Completion of the contract. The agency should also maintain all necessary records as required by administration. The agency should be registered with EPF, ESI, GST and Service Tax authorities and shall possess valid code numbers.
6. Under no circumstances, the workmen/staff/employees of the security agency shall be treated, regarded or considered or deemed to be the employees of the Institute and the security agency alone shall be responsible for their remuneration, wages and to their benefits and service conditions of all the workmen/staff/employees deployed by the agency and shall indemnify and keep indemnified the Institute against any claim that may have to meet towards the workmen/ staff/employees of the security agency.
7. The Bio-Data of Security personnel along with proof of "Ex-Servicemen" (copy of discharge book) to be submitted at the time of deployment.

**V. Validity of the contract**

The contract shall be valid for a period of one year and on satisfactory performance it may be extended for another one year at the same rate, terms & conditions on mutual consent.

Contd.....4/-



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#### **VI. Other Terms and conditions**

1. The rate once offered and accepted by the authority, shall not be altered during the entire period of contract unless it is revised by the DGR.
2. The Institute reserves the right to increase/decrease the number of security guards at later date during the course of contract with existing terms & conditions.
3. The successful agency shall have to enter into an agreement with the Institute and cost incurred in this connection shall be borne by the agency.
4. Any theft, loss and damages of the property of Institute on account of negligence of agency's personnel shall be borne by the agency.
5. The competent authority reserves the right to reject any or all tenders at any time without assigning any reason thereof.
6. On failure of satisfactory performance, the Authority will have the right to terminate the contract. The contract shall be liable to be terminated on giving one months notice by either side. During the period of notice both the parties shall continue to discharge their duties and obligations.
7. The Agency will be responsible for such conduct of the persons engaged by him in the Institute which will be conducive for maintaining the harmonious atmosphere in the Institute premises and will be responsible for any act of commission and omission of such persons. The Agency shall provide Security staff who should be smart, healthy and having good character and antecedents.
8. The Agency will not allow his employees to participate in any trade union activity or agitation in the premises of the Institute.
9. The Agency shall not sublet, transfer or assign the contract to any other party without the written permission from this office.

Contd.....5/-



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#### **VII. Resolution of disputes:**

Institute and the agency shall make every effort to resolve amicably, by direct informal negotiations, any disagreement or dispute arising between them under or in connection with the contract. If after thirty days from the commencement of such informal negotiations, Institute and the agency have been unable to resolve amicably a resolution by formal arbitration the Institute shall appoint a sole Arbitrator of the dispute who will not be related to the agency and whose decision shall be final and binding.

1. Institute reserves the rights of accepting in full or part/not accepting the tenders without assigning any reason.
2. Any addition/deletion/modification of this tender made before the due date of the tender will be displayed in the website only.

#### **VIII. List of Documents to be attached**

1. Tender application form (in Annexure- I)
2. Quotation of Rate (in Annexure-II)
3. ESI, EPF, Service Tax, Trade License, Registration under contract Labour (R&A) Act, GST registration, Income Tax , PAN Documents/Regn. Documents.
4. Updated Firm/Company Registration Certificate.
5. Bank Account No.
6. Experience Certificate or work order. (If any).
7. DGR Empanelment notification copy.
8. Latest Copy of DGR specified wage structure.

Contd.....6/-



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#### IX. Submission & Opening of Tender

1. The tender application form can be downloaded from the website [dgfasli.nic.in](http://dgfasli.nic.in)
2. The duly filled tender document along with and related documents, is to be submitted in a sealed cover super scribed "TENDER FOR SECURITY SERVICES" and addressed to the Dy. Director (Safety) & Head of Office, Regional Labour Institute, Lake Town, Kolkata-700089. The tender must be submitted through Speed post/Registered post/Courier service to reach this office **up to 1500 hrs on 28<sup>th</sup> February, 2018** which will be opened on the same day at 1600 hrs in presence of the tenderer or their authorized representative if any.

Director (Safety) & I/c  
Regional Labour Institute, Kolkata





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Annexure-I

## TENDER APPLICATION FORM FOR ENGAGEMENT OF SECURITY GUARDS

1. Name of the Agency:
2. Full Address of the Agency:
3. Telephone & Mobile No.:
4. E-mail/Fax :
5. Whether a registered Firm/Company incorporated, and if so, the details thereof:
6. Name of the Owner/Partners/Director/Managing Director:
7. Name of bankers with full address & bank A/c No. :
8. ESI Code :
9. EPF Code :
10. PAN no. :
11. GST Regn No.
12. Service Tax Regd. No.
13. DGR registration No.
14. Previous experience details:

### UNDERTAKING

We here by agree to the terms and conditions of the tender and will abide by the same as well as the entire statutory obligations as required by the law.

Signature of the Proprietor/Partner/Managing Director with Stamp



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Annexure-II

### RATE QUOTED FOR SECURITY GUARD

(As per DGR wage structure in force as on date of submission)

- 1 Basic wages plus VDA
- 2 ESI @ 4.75% of Basic wages plus VDA
- 3 EPF @12% of Basic wages plus VDA
- 4 Employees Deposit linked Insurance (EDLI) 0.5% of Sl. No.1
- 5 Administrative Charges 1.11% of Sl. No. 1
- 6 HRA @10% of Basic + VDA
- 7 ESI on HRA, @ 4.75% of HRA \*
- 8 Bonus @ 8.33% of Rs. 3500/-
- 9 Uniform outfit Allowance @7% of Sl. No. 1
- 10 Uniform Washing @ 3% of Sl.No.1
- 11 TOTAL
- 12 Weekly off/National Holidays/Other Holidays/@28.98% on Sl. No. 11
- 13 Total Cost per Head: - (11 + 12)
- 14 Service Charges (not less than 14% of Col. 13)
- 15 SUM TOTAL (13 + 14)
- 16 Service Tax on 12 as applicable from time to time \*\*
- 17 FINAL TOTAL (15 + 16)

\*ESI @ 4.75% will also be applicable on HRA and all such allowances deemed as wages as per ESI act revised from time to time.

\*\* Service Tax will be paid by the Institute only on production of appropriate documentary proofs.

Read, understood & undertake to comply

Signature of the Tenderer with stamp