

Tender Document for supply of Security Personnel & Operation

for

SWAYAMSIDDHA MELA 2021

Venue : Bidhnanagar Mela, Ground, Bidhananagar

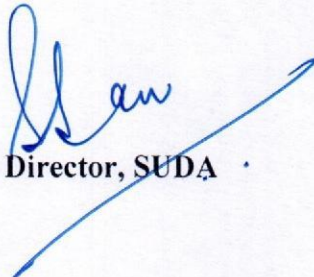
Date : 14-02-2021 to 23-02-2021

Invitation for Tender:

- 1.1 Sealed tenders are invited by the State Urban Development Agency from reputed bonafide Security Agencies in connection with providing security & operation that of at SWAYAMSIDDHA MELA 2021 on and from **14-02-2021 to 23.02.2021**.
- 1.2 Only the parties having experience in jobs of similar nature, specially graced by high level dignitaries enjoying special security cover & other dignitaries may download the Tender Documents from SUDA's official website **<https://www.sudawb.org>** and submit the same with relevant documents.
- 1.3 Tenders must furnish full data and information as required in this tender document.
- 1.4 Award of work against the tender is at the sole discretion of State Urban Development Agency.
- 1.5 Sealed Tenders shall have to be submitted to office of the State Urban Development Agency, ILGUS Bhawan, H-C Block, Sec-III, Salt Lake, Kol- 700064 by **03-02-2021 upto 05:00 pm**, to be opened on **04-02-2021 at 11:30 am** in presence of the representatives of the Tenderers who wish to be present.
- 1.6 State Urban Development Agency reserves the right to accept or reject any or all tenders without assigning any reasons thereof and is not bound to award work to the lowest Tenderer.
- 1.7 Any form of canvassing shall be deemed as reason for disqualification.
- 1.8 Any disputes will be attended to within the jurisdiction of Kolkata.

For and on behalf of State Urban Development Agency.

Place: Kolkata
Date:


Addl. Director, SUDA

2. **Instruction to Tenderer:**

2.1 **Eligibility and Qualification of the Tenderer:**

- i) Eligible Tenderers must have Registered/ Branch office within West Bengal.
- ii) Done and supervised job at least 01 in State/ Central Govt. institution in the last 3 financial years. (Submission of work orders relating to eligibility criteria is must)
- iii) Copy of Pan Card along with IT Return & Balance Sheet for the last 2 financial years.
- iv) GST Registration Certificate.
- v) P.Tax & Trade License Certificate.
- vi) License from Home (Police) Deptt., Govt. of West Bengal to carry operation of Security Guarding in the state of West Bengal.
- vii) EPF & ESI Registration Certificate.

2.2 **Rates and Quotes:**

The rates quoted shall be inclusive of all taxes and duties as applicable as per the law. The quoted rates shall be firm and shall not be subject to any change whatsoever. Agencies should quote for following security personnel: -

1. Security Guard (male) – 15 nos. per shift of eight hours.
2. Security Guard (female) – 05 nos. per shift of eight hours.
3. Security Supervisor – 02 nos. per shift of eight hours.

Total 22 nos. of Security Personnel per shift for 8 Hours. Total 3 shift per day.

Application should invariably be supported by following documents :

- Eligible Tenderers must have Registered / Branch office within West Bengal.
- Done and supervised job at least 01 in State/ Central Govt. institution in the last 3 financial years. (Submission of work orders relating to eligibility criteria is must)
- Copy of Pan Card along with IT Return & Balance Sheet for the last 2 financial years.
- GST Registration Certificate.
- P.Tax & Trade License Certificate.
- License from Home (Police) Deptt., Govt. of West Bengal to carry operation of Security Guarding in the state of West Bengal.
- EPF & ESI Registration Certificate.

- Authorization of the person signing the Tender.
- The Tender Document- The original Tender Document shall be duly signed on all pages.
- Agency details
 - Name of the person duly authorized to clarify, negotiate and finalize the tender along with telephone, e-mail and fax numbers.
 - No. of years in the field
 - Past experience of exhibition stall fabrication supported by photographs and work orders/ letters. (attached annexure must be filled for quality evaluation).

N.B. : Signing of Tender : Persons tendering shall submit their Tenders duly signed on all pages, signature will indicate acceptance of the contents of the tender papers. Corrections and alterations, if any, are to be signed.

- A. Tenderers should put all the documents in a sealed envelope addressed to the **Director, State Urban Development Agency**.
- B. Each sealed cover shall be marked as **“Strictly Confidential – Tender for supply of Security & Operation of SWAYAMSIDDHA Mela – 2021”**.

If the envelope(s) is/ are not sealed and/ or marked as instructed, application(s) shall be summarily rejected.

2.3 Time of submission:

The tender must drop in the drop box in the office of the State Urban Development Agency (SUDA) by **03-02-2021 upto 05:00 pm**, SUDA may, at its own, sole discretion, extend the deadline for submission of tenders by issuing an amendment in accordance in which case all rights and obligations of State Urban Development Agency and the Tenderers, previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

2.4 Opening of tenders:

The tender shall be opened on **04-02-2020 at 11.30 AM** in presence of such representatives of the Tenderers who wish to be present.

3. The Tenderer should report for duty at fair ground at **08:00 am on 14.02.2021 and remain present on duty upto 08:00 am on 24-02-2021**.
4. Tenderers shall have to deposit Earnest Money amounting to **Rs. 10,000/- (Rupees Ten thousand)** only through Demand Draft in favour of "State Urban Development Agency". In case of failure, tender shall be deemed in alid. The earnest money shall be automatically converted into Security Deposit for fulfillment of the Contract.

5. If the Agency is selected, the Security @10% on contract value is to be deposited adjusting the EMD through demand draft in favour of State Urban Development Agency payable at Kolkata. No work order will be issued until security Money is deposited.
6. The contractor shall comply with all the bye-laws and regulations of local and other statutory authorities having jurisdiction over the works and shall be responsible for the payment of all fees and other charges and the giving and receiving of all necessary notices, and inform the said compliance with bye-laws, payments made, notices issued and received.
7. Payment will be released only after due completion of SWAYAMSIDDHA MELA 2021 on receipt of duplicate bills & due recommendation from concerned Sub-Committee.
8. Failure to accomplish tendered work within stipulated time and to the satisfaction of competent authority shall invite penal measures, financial and / or otherwise as may be prescribed by competent authority
9. The bidder has to submit valid 15 digit GST no. under 1ST Act 2017 along with his bid.
10. The financial offer of the prospective qualified tenderer(s) will be considered only if the technical bid of the tenderer(s) is found qualified by Competent authority of State Urban Development Agency. The decision of the component authority of SUDA will be final and absolute in this respect and no challenge against such decision will be entertained.
11. Tax Invoice needs to be issued by the supplier for raising claim under the contract showing separately the Tax charge in accordance with the provision of GST act,2017 vide FD Memo No. 4374 dt. 13/7/17.
12. Mobilization advance will not be allowed.
13. The accepting authority have the right to accept the lowest or an offer and also reserve the right to reject any part or in full or all tenders received and split up the work in different group / phases without assigning any reason thereon.
14. Bid Documents are not transferable. All the tenderer must keep their offers valid for acceptance for a period of **90 days** from the date of opening of tenders.

15. Award of Contract:

The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/ Letter of Acceptance/Work Order.


Addl. Director, SUDA,

TECHNICAL DATA SHEET

Name of the Tenderer:
Address:
Head of the Organization :
Office Address :
Date of incorporation of the organization :
Nature of Organization (Proprietorship/Partnership/Pvt. Ltd/Limited) :
Pan no:

	Year ending on 31st March	Client company	Event	Venue & location	Job value (in Rs.)	Work order from client	Photo enclosed (yes/no)	Awards won Documentary evidence to be submitted
Experience of last. 3 years	2017-2018							
	2018-2019							
	2019-2020							

(Successful completion Certificate and Work order to be attached herewith)

Signature with Office Seal

COST DATA SHEET				
Name of the Tenderer:				
Address:				
Head of the Organization:				
Sl. No	Particulars	Head	Rate per head per Shift (inclusive of all taxes and duties)	Total Amount (Rs.)
1	Security Guard (Male)			
2	Security Guard (Female)			
3	Supervisor			
Total:				

Signature with Office Seal

Memo No. SUDA-14012(15)/12/2020-NULM SEC(SUDA)/7738/1(3)

Date :19.01.2021

Copy forwarded for information to

1. Director, SUDA
2. Members of Tender Sub Committee, SWAYAMSIDDHA MELA 2021
3. P.A. to Principal Secretary, UD & MA Dept.



Addl. Director
State Urban Development Agency