

Sl.No. _____/2012-13

IMPORTANT INFORMATION & DATES
IN RESPECT OF NIT No. ILGUS/2E-11/2012/315 Dated 03.12.2012

Items	Dates and Time
Name of the Work	Security Guarding, Scavenging Services, Maintenance (Civil, Electrical & Plumbing) Works, Gardening etc. for cleaning and Upkeep of all the Buildings and / Offices in the ILGUS Bhavan Campus including the Hostel, Guest House & Canteen of ILGUS at Block – HC ; Sector – III ; Bidhannagar ; Kolkata – 700 106.
Last Date of Application	26. 12. 2012 up to 3.00 p.m. (IST)
Last Date of Purchase of Tender Document	03.01.2013 up to 3.00 p.m. (IST)
Price of Tender Documents	~ 1,000/- (Rupees One Thousand) only in cash to be paid in the Office (Cash Section) of ILGUS as noted above.
Eligibility for submission of Tender	Firms & Agencies having experience and credential in similar type of work and also holding valid licenses (1) under West Bengal Private Security Rules, 2006 of the Home (Pol). Department, and (2) Contract Labour (Regulation & Obligation) Act and also holding the requisite licenses and authorisation from statutory authorities under prevailing rules & regulations of the GOI and / GoWB required to perform the abovenoted work.
Earnest Money Deposit (EMD)	~ 25,000/- (Rupees Twenty Five Thousand) only drawn in favour of “Society for Training & Research on Urban Governances” on any Nationalised Bank payable at Kolkata.
Inspection of site	On and from 03.12.2012 to 31.12.2012 between 12.00 Noon and 3.00 p.m. (IST) except Saturday, Sunday & Holidays.
Last Date of Submission of Tender Documents	04.01.2013 upto 2.00 p.m. (IST) . The Tender Documents in sealed cover shall be dropped in the Tender Box to be kept in the Office of ILGUS as noted above. The Tender shall not be accepted if the same has not been dropped in the specific box.
Opening of the Tender	On 04.01.2013 at 3.00 p.m.(IST)

Notes : The intended Tenderer or his authorised Person may remain present at the time of opening of the Tender.

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NOTICE INVITING TENDER

TENDER DOCUMENTS

The Joint Director, Institute of Local Government & Urban Studies (ILGUS) under Municipal Affairs Department, Government of West Bengal invites sealed Tenders from the bonafide agencies / company having qualification and experience (details of which are given below) for Security Guarding, Scavenging Services, Civil, Electrical and Plumbing Maintenance works, Gardening (brief description of work is enclosed with the Tender Document as Annex – 'A') for the ILGUS Bhavan Campus at Block – HC ; Sector – III ; Bidhannagar ; Kolkata – 700 106.

1. Collection of Tender Documents

- 1.1 The intending Tenderer shall have to make an application to the Joint Director, ILGUS in his respective Letter Head to get the Tender Documents from the office of the ILGUS.
- 1.2 At the time of submission of the application following documents are to be produced in original / duly attested by any Class 1 Gazetted Officer :

- A) valid current License under West Bengal Private Security Rules, 2006,
- B) Labour License as per Labour Contract Act
- C) Trade License
- D) PAN Card
- E) Income Tax Return (F.Y. 2011 – 2012)
- F) Service Tax Registration Certificate
- G) Professional Tax Certificate
- H) EPF Registration along with EPF Code
- I) ESI Registration along with ESI Code
- J) Certificate of successful completion of Job (Issued by preferably MNC / Govt. Organisation, not older than one year.)
- K) Credential for last three years experience in works of a similar nature & job.
- L) Credential of achieving at least in one financial year during the last three financial years ; minimum turnover of ` 25.00 Lakhs in similar nature of work.
- M) Evidence of adequacy of Working Capital (Credit facility / availability of other financial resources)
- N) Report of financial standing such as Profit & Loss Account and Auditor's Report for last three years.

[Application shall not be considered without abovenoted documents]

2. Terms & Conditions :

- 2.1 The tender is to be addressed to the **Joint Director, ILGUS, ILGUS Bhavan, HC Block, Sector-III, Bidhannagar, Kolkata – 700 106** and submitted in a **sealed cover in the prescribed Tender Form**. The name, telephone & mobile no. and address of the tenderer must be written in bold legible letters on the sealed envelope mentioning the NIT Reference No. & Date. **RATES ARE TO BE QUOTED IN INDIAN CURRENCY** both figures and in words in the tender form in the given format (marked as Page 'A' ; 'B' & 'C') only. In case of any discrepancy between the two, the rate quoted in words shall be accepted. Copies of valid license of Head Electrician, Assistant Electrician and Pump Operator cum Head Plumber shall be accompanied with the Tender. All corrections, interpolation, insertion etc., if any, shall be signed by the tenderer with date. Using of 'White Ink' and overwriting are strictly prohibited and it will make the tender liable for rejection. All papers including all the enclosures forming part of the tender should bear a pagination mark and should be signed along with seal of the authorised person and submitted with the covering letter by the tenderer. Non compliance of these directives may be liable for cancellation of tender. In case of any false or incorrect information being found in the tender papers, the tender issuing authority may reject the tender and forfeit the EMD. Besides this, in such case the Joint Director, ILGUS may take legal action against the bidder as deemed fit.

- 2.2 The wages of all categories of staff shall be in accordance with the 'Minimum Wages Rate' as guided by Labour Department, GoWB and the same shall be revised as per revision of Labour Department from time to time through their notification. The wages of all categories of employees shall be mentioned in enclosed format of Tender Form as per current 'Minimum Wages Rate' of Labour Department, GoWB.
- 2.3 Other charges e.g. Cleaning Materials, Gardening Materials etc., shall be mentioned separately.
- 2.4 Agency Charges (A & OE) shall be mentioned separately.
- 2.5 Withdrawal of Tender or any revision thereof (after submission of the tender) shall not be allowed. EMD of the tenderer shall be liable to forfeiture upon :
- i) Withdrawal by any tenderer at any stage subsequent to the opening of tender.
 - ii) Failure/refusal to enter into agreement for providing service at accepted rate and terms and conditions within specified time.
 - iii) Detections of any false or incorrect information in the tender papers/corrupt practice in canvassing, offering, giving, receiving or soliciting of anything to influence public, officials or working persons of the existing agency.
- 2.6 The tendering authority reserves the right to withdraw the tender at any stage. In the matter of contingency if the selection is already made in favour of the tenderer, shall be treated as cancelled as the tendering authority also reserves the right to reject any tender in whole or in part thereof at a stage without assigning any reason whatsoever without thereby incurring any liability to the affect bidder/bidders or any obligation to inform the affected bidder/bidders on the grounds of the office action.
- 2.7 Security deposit will be liable to forfeiture without prejudice to any other action in the event of failure/refusal to provide the service at the contracted rate and terms and conditions. The security deposit will be released after one month from the expiry of the contract period and on satisfactory completion of the contract.
- 2.8 Any monetary loss occurring to the office of ILGUS to provide the contracted services at the contracted rate, terms & condition (as caused due to placing or to another tenderer of higher rates of offer) shall be recovered from any pending bill(s)/EMD of contractor with this office.
- 2.9 Any notice intended to be served to the tenderer will be deemed to have been duly served if, sent by register post to the address mentioned in the tenderer form and/or displayed on the notice board of this office.

3. UNIFORM :

- 3.1 The agency shall provide uniforms to their personnel of all categories. The personnel of all categories including Site Supervisor deployed by the Agency in the ILGUS Bhavan campus shall have to be well-dressed and well - disciplined up to satisfaction of the office of ILGUS at all the times. The name of the agency should be inscribed / stitched clearly over the uniform for identification. Refusal to wear uniform by any personnel will be treated as an act of indiscipline.
- 3.2 The dress of all categories of personnel shall be distinguished in colour and type according to their nature of job.
- A. Site Supervisor**
- 3.3 The Site Supervisor shall have to be provided two sets of terry cot dress along with Cap, Shoes, belt, stockings etc. by the agency. The dress of Site Supervisor shall be distinguished and different than other personnel.
- B. Security Guards**
- 3.4 The Security Guards shall be provided two sets of terry-cotton dresses, belt, line, yards, shoes, whistles & stockings along with their shoulder and cap badges.

3.5 Besides above, the agency shall provide winter and monsoon clothes / protective gears, torch etc., to enable them to perform their duties efficiently during all the seasons.

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C. Sweepers

3.6 The male sweepers shall be provided two sets of terry-cotton dress whereas the female sweeper shall be provided two Nos. Apron.

D. Head Electrician, Assistant Electrician and Pump Operator cum Plumber

3.7 The Agency shall have to provide two sets of terry-cot dress to all the abovenoted personnel.

E. Hostel Caretaker (Residential)

3.8 The Hostel Caretaker shall be provided two sets of terry-cot dress by the agency. The authority of ILGUS shall provide a room to the Hostel Care Taker at free of cost. But no family member of the Hostel Caretaker shall be eligible to stay along with the Hostel care taker under any circumstances.

4. MANPOWER :

4.1 The agency should deploy Security Guards and all other personnel with proven good track record and have sound knowledge and experience in respect of his / her work and shall be 'Physically Fit' to perform his / her respective duty as per Terms & Conditions. The details of manpower to be provided by the agency shall be in accordance with the enclosure with the Tender Document as Annexure 'A'.

4.2 The agency should have composite infrastructure to provide service in respect of security guarding, and maintenance work which includes sweeping, sanitation & plumbing, street/compound lighting, Internal electrical installations, electrical panel, switch gears of medium and high voltage lines, pump, generator, and other electrical and civil maintenance services in the complex. Besides this, special care is to be taken for maintenance and up keep of Hostel & Guest House of ILGUS.

4.2 The duties of all categories of personnel should be rotated (day & shift wise) periodically.

5. DEPLOYMENT TERMS :

5.1 The agency shall arrange for replacement of personnel in case of absence from duty for any reason whatsoever on the same day, or positively on the next day, failing which a sum of ` 100/- (Rupees One Hundred) only for each absence will be deducted from the current monthly bill in addition to payment against daily wage for the said day/days.

5.2 The agency shall pay the wages directly to the deployed personnel engaged by them. The wages of the personnel of all categories shall be inclusive of EPF, ESI etc. and the agency shall not claim any employment benefit or any other benefits from the Government under any circumstances at any point of time.

5.3 All categories of personnel deployed by the agency shall perform duties in well-dressed uniform provided by the agency under the instruction of the authority of ILGUS. Any personnel of the agency without wearing uniform shall not be allowed to perform duty.

5.4 The deployment will be normally for a period of one year or as approved by the Finance Department, GoWB, but it can be terminated by 60 days notice from either side. If required the contract may be extended at the same terms & conditions for further period of one year or a part as per approval of the Municipal Affairs Department, GoWB.

5.5 The agency should arrange Attendance Register of all categories of deployed personnel. Besides this a 'Daily Attendance Report' (Category of Personnel & Shift wise) duly signed by the 'Site Supervisor' shall be submitted daily to the authorized person of ILGUS.

- 5.6 All categories of staff deployed by the agency in the campus of ILGUS Bhavan may be utilized or entrusted with any other work / duty, in the interest of public service on exigency and / emergent situation, any refusal shall cause permanent removal from the site. Any personnel on duty shall be withdrawn and replaced if reported for his / her misbehaved/act of indiscipline/negligence in duty.
- 5.7 Decision in respect of acceptance of the Tender shall rest with the Joint Director, ILGUS. He does not bind himself to accept the lowest Tender and reserves the right to reject any or all Tenders received without assigning any reason thereof.

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- 5.8 Manpower in any category may be reduced or increased at the same rate, terms & conditions at any time during the contract period.
- 5.9 Possession of requisite valid License for Head Plumber, Head Electrician and Assistant Electrician is mandatory.
- 5.10 No claim for revision of terms & conditions shall be allowed at any stage during the contract period or extended contract period.
- 5.11 All personnel shall have to perform shift duties as required. Interchange of duties amongst the personnel of any categories without knowledge and approval of the authorised person of ILGUS shall not be accepted. Such change of duty without knowledge of the authorised person of ILGUS shall be treated as absence. No payment against such duty shall be admissible.
- 5.12 Personnel of any category including Site Supervisor shall not be allowed to leave complex during his / her hour of duty without prior approval of the ILGUS authority / the person authorised by ILGUS.
- 5.13 It is the responsibility of the agency to inform the personnel deployed by him to render service in ILGUS Bhavan campus in respect of the Terms & Conditions accepted by the agency on the basis of which the work has been awarded. ILGUS shall not face any troubles and / difficulties due to ignorance of any Terms & Conditions by the personnel of any category deployed by the agency.

6. PROCESS OF SELECTION :

6.1 The process of selection will be made on the basis of –

- i) Verification of Tender Form including the credentials and other information and documents submitted by the agency along with the Tender Form.
- ii) The amount towards (i) Agency Service Charges (ii) Charges in respect of various materials as specified in the Tender Form (iii) Maintenance of Garden and iv) any other Incidental Charges quoted by the tenderer for the entire work/services.

7. WAGES & STATUTORY PROVISIONS :

7.1 The agency shall pay the remuneration to its personnel commensurate with minimum wages as per latest order of State Government and shall provide statutory coverage of EPF, ESI, Bonus, Leave, Professional Tax and Service Tax.

7.2 In case of revision of wages by the State Government, the agency shall apply to ILGUS along with the copies of relevant order and revision of wages shall be implemented in accordance with the guidelines of Finance Department, GoWB.

7.3 The agency shall have to submit the full details of the personnel, their wages and statutory deduction against EPF, ESI, P. Tax etc. as per enclosed proforma (Annexure B). The agency shall submit the statement of all such deduction to its employees quarterly.

7.4 As a principal employer the agency will indemnify ILGUS against any claim on account of any deployed strength.

7.5 The agency shall take license under contract labour (Regulation and Obligation) Act and also requisite licenses and authorization from statutory authorities under prevailing rules and regulations of the Central/State Government.

8. DUTIES & RESPONSIBILITIES OF PERSONNEL DEPLOYED BY THE AGENCY

A) Security Guard

- i) To protect & guard all the properties of the various offices in the campus of ILGUS Bhavan.
- ii) To keep close vigilance of entry and exit of all visitors in the campus of ILGUS Bhavan and guests / boarders of ILGUS Hostel & Guest House.
- iii) To keep close vigilance on various labour, service personnel other visitors particularly those who are carrying any materials, tools, books, forms etc at the time of exit.
- iv) Any other work as assigned by the authorised person of ILGUS in the interest of Office.

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- v) To hoist the National Flag at the roof top of ILGUS Building in the morning and brought down in the evening daily.

B) Hostel Caretaker (Residential)

- i) To attend Boarders and Guests at the time of their arrival in the ILGUS Hostel & Guest House and handing over the key of respective room.
- ii) To assist the Boarder and Guests for making entry in the respective Hostel Register.
- iii) To provide Bed Linens, Mosquito Net, Blankets etc. at the time of their entry in the room of ILGUS Hostel & Guest House.

- iv) To keep close vigilance of proper use of the furniture, fittings and other machineries installed in the room of ILGUS Hostel and Guest House.
- v) To supervise the cleaning and maintenance of entire area of ILGUS Hostel and Guest House including the rooms, toilets and balconies. The Care Taker shall report to the authorised person of ILGUS in respect of any malfunctioning of electrical equipments including AC Machine and other items installed at the room and toilet of ILGUS Hostel and Guest House.
- vi) To maintain proper stock of all types of linen, Bucket, Jug, Mug and other materials placed at the room and toilet of ILGUS Hostel and Guest House.
- vii) To make necessary arrangements of cleaning of linens, Mosquito Net and Towels etc. including handing over and receipt of the same to and from Washer man authorised by ILGUS regularly.
- viii) The Hostel Caretaker shall have to perform duty as assigned to him by the authority of ILGUS outside the hostel but within ILGUS Campus in the interest of Office.

C) Sweeper

- i) The office floors, chambers, stair cases, common areas, open spaces, campus roads, training halls, conference rooms and its balconies, canteen and its adjacent areas, of the offices of ILGUS, SUDA, CMU, and CDMC Building shall be swept daily by stick brooms, brush, jute etc. and shall be carried out daily before 9.30 a.m. or at other times as necessary.
- ii) The pump room, electrical sub-station building rooms and their roofs and the roof tops of all the buildings including Hostel and Canteen block shall be swept once in a week.
- iii) The entire Hostel Building shall be swept and cleaned daily when there is a boarder otherwise the sweeping and cleaning shall be made weekly.
- iv) The windows, glass panels of all the offices i.e., ILGUS, CMU, SUDA and CDMC Building including the lobby and common areas shall be cleaned weekly.
- v) Dusting of the furniture of all the offices i.e., ILGUS, CMU, SUDA and CDMC Buildings shall be made daily.
- vi) Periodical cleaning of the sewage lines of all the Office Buildings, Hostel, Guest House and Canteen shall be made.
- vii) The waste baskets of all the offices in all floors shall be cleaned daily. All the garbage of entire areas of ILGUS Bhavan campus shall be cleared and disposed to the particular place daily.
- viii) Sweeping/cleaning of the floors, chambers and toilets shall be swabbed with net cloth and long handle sweep sticks everyday. Stair cases will be swabbed daily. All the premises to be kept dry and clean.
- ix) The toilets of all the Office Buildings shall have to be cleaned daily before working hours. These should be disinfected and kept odour-free by using good quality disinfectants. Urinals, commodes and wash basins shall be cleaned daily with good quality disinfectants and cleaning agents. In addition, the toilets attached to chambers shall be cleaned daily before working hours. The entire cleaning shall be finished before 9.30 am or the time fixed by the authority of ILGUS.

- x) During the Training Programmes, Conferences etc. the toilets of that particular building(s) shall be cleaned at least twice or more depending on the number of participants or as per instruction of the authority of ILGUS. The garbage, food packets etc. shall be cleaned immediately after the lunch period or as per instruction of the ILGUS authority.
- xi) If requires, the sweepers shall have to stay beyond their normal duty hours for which additional overtime allowance on the basis of their daily wages (except statutory provision) shall be paid.
- xi) The toilets of the Hostel and Guest House of ILGUS shall be cleaned and disinfect daily during the stay of any boarder(s) and / guest(s) in the Hostel and / Guest House of ILGUS.
- xii) The sweepers have to assist the Head Plumber during cleaning of Underground and overhead Tanks.

D) Head Electrician

- i) The agency shall deploy experienced and licensed personnel having electrical wireman permit (440 Volts) class (i) (b), (ii), (iii), (iv), (v) and viii) (a) and possess sufficient knowledge of operation and maintenance of D.G. Sets. The said person shall look after the entire electrical maintenance works including L.T. Panel and switch gears with load balancing, time to time as required and properly guide Assistant Electrician in his job. He will also have to operate D.G. sets. He should also maintain lightning Arrestors and check the earth resistance time to time specially in dry time.
- ii) The Head Electrician shall also supervise the electrical maintenance work of all the Buildings in the complex (ILGUS, SUDA, CMU, CDMC, Hostel, Guest House & Canteen) including light and other electrical fixtures in the Conference Rooms, Training Halls in ILGUS & SUDA.
- iii) If instructed by the authority of ILGUS, the Head Electrician shall have to report before his normal duty hours and / stay beyond his normal duty hours for which additional overtime allowance on the basis of his daily wages (except the statutory provision) shall have to be paid.

E) Assistant Electrician

- i) The Assistant Electrician shall also hold the 'Wireman Permit' and Class (i), (ii) (b) license. Maintenance and repairing of electrical fittings, fans, street light, Glow Sign Lights etc. shall have to be done by him under supervision and guidance of Head Electrician.
- ii) Replacement of various lamps installed at different places in the entire campus i.e., Office, Chambers, Common Areas Lobby, Stair Cases, Conference Rooms, Training Halls, Toilets and any other places as per instruction of the authority of ILGUS shall be made by the Assistant Electrician under the supervision of Head Electrician.
- iii) Periodical Cleaning (at least once in a month) of various lights, fans etc. in the Office, Chambers, Passages, Stair Cases of all the buildings i.e., ILGUS, SUDA, CMU, CDMC, Hostel, Canteen shall be done by the Assistant Electrician under supervision of Head Electrician.
- iv) Any other job(s) as assigned by the Head Electrician and / or the authority of ILGUS from time to time in the interest of the office.

- v) If instructed by the authority of ILGUS, the Assistant Electrician shall have to report before his normal duty hours and / stay beyond his normal duty hours for which additional overtime allowance on the basis of his daily wages (except the statutory provision) shall have to be paid.

F) Pump Operator cum Head Plumber

- i) The person shall hold the requisite valid licensed to work as a 'Head Plumber' shall also be experienced in similar type of job. He shall attend the daily plumbing problem relating to leakage of pipes, taps, cisterns etc., and blockage of drains and other works related to plumbing. The person shall carry out cleaning of overhead tanks every months and underground reservoirs in every three months with the help of sweepers and ensure that clean and disinfected water supply is maintained uninterruptedly.
- ii) He should have adequate knowledge and experience to operate and maintain pump motor and ensure the supply of disinfected water supply in the campus of ILGUS Bhavan as and when necessary.

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G) Site Supervisor

- i) The agency shall deploy a person who shall have the commanding personality for handling of all categories of staff, is able to interact with the guests, trainees and other visitors.
- ii) The person shall have the knowledge of Storekeeping, House Keeping and all kind of Maintenance Jobs including Security.
- iii) The Site Supervisor shall prepare the 'Duty Roaster' of all categories of staff deployed by the agency in the campus of ILGUS Bhavan. Normally the Duty roaster for the following week shall be prepared on Thursday of the previous week.
- iv) He shall make necessary arrangements to deploy personnel in place of absent worker in consultation with the Agency and ILGUS.
- v) The Site Supervisor shall keep a close vigilance on all the staff deployed by the agency while they are on their respective duty; he will be primarily responsible for improper behaviour of any staff deployed by the Agency.
- vi) He shall supervise the attendance and services rendered by all categories of staff deployed by the Agency in the campus of ILGUS.
- vii) The personnel of all categories shall submit their report whatsoever to the Site Supervisor.
- viii) Normally the instruction(s) to any personnel from ILGUS authority shall be through Site Supervisor. If requires, the instruction can be given directly to the person concern by the authority of ILGUS.
- ix) The Site Supervisor shall act as liaison amongst the personnel, agency and ILGUS authority.
- x) The Site Supervisor shall be the overall In-charge of all categories of personnel.
- xi) Primarily the Site Supervisor shall be answerable to ILGUS authority for providing proper and adequate guarding, maintenance and up keep of ILGUS Bhavan campus and responsible for providing all kind of services as per Terms & Conditions agreed by the Agency.

9. Payment Terms :

- 9.1 Payment will be made against the gross amount of the bill for the first month. From the second month and onwards payment will be made on production of original deposit challans of EPF, ESI, Professional Tax, Service Tax etc. In case of failure of production of the said deposits challans, payment will be made against the total bill minus the above amount of statutory deduction initially and the reimbursement will be made on production of requisite challans. Monthly bill shall be verified on the basis of Attendance Register, since the Agency quotes rate on the assumption of full attendance.
- 9.2 Basic wage on which the EPF, ESI, P.T. will be calculated shall be governed by the Minimum Wages Act of the State Government.
- 9.3 At the time of raising of bill the 'Overtime Duties' (on which statutory deductions are not made) shall have to be shown separately and the wages against the 'Overtime Duty' shall be excluded of statutory payments, like ESI, PF, Bonus etc.

10. Other Terms & Conditions

- 10.1 The agency shall have to carry out petty maintenance work (Civil, Electrical, Carpentry, Plumbing etc.,) of the campus of ILGUS, the rate of which shall be in accordance with the current schedule of PWD Department, GoWB.
- 10.2 Rate should be quoted for full month. Extra payments for off-days will not be paid by the Government. Off-day should be arranged rotationally so that everyone can enjoy off-day as per rules. The agency shall have to pay wages for National Holidays in a calendar year.
- 10.3 Earnest money of ` 25,000/- (Rupees Twenty Five Thousand) only by Bank Draft/Pay Order in favour of the "Society for Training and Research on Urban Governance" is to be submitted along with the tender.

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- 10.4 A sum of ` 50,000/- (Rupees Fifty Thousand) only shall have to be deposited by the selected agency as 'Security Deposit'. The Earnest Money already submitted by the said agency shall be converted into Security Deposit and the balance amount of ` 25,000/- (Rupees Twenty Five Thousand) only shall be deducted from the very 1st bill of the agency and shall be kept with the ILGUS as Security Deposit.
- 10.5 After selection, a formal contract shall have to be executed by the selected agency with ILGUS, Government of West Bengal.

- 10.6 The contractor shall have the right to deduct salary from all categories of personnel deployed by them for their unauthorized absence.
- 10.7 The appropriate authority in the office of ILGUS reserves the right to terminate the contract prematurely in case of failure to satisfy the terms of contract.
- 10.8 All the terms and conditions laid down in tender documents shall have to accept by the tenderer and no representation in respect of modifications, alterations etc., of any Terms & Conditions, rates, benefits etc. shall be entertained by the ILGUS authority.
- 10.9 Disputes, if any arise during the period of this contract the decision of the authority of ILGUS shall be final and absolute.
- 10.10 The legal jurisdiction of this contract shall be restricted within judicial jurisdiction of the High Court, Calcutta.

Brief Description of work

A. Security Guarding

The agency has to provide adequate and proper guarding round the clock by deploying Security Guard to protect the properties owned by the various offices within the campus of ILGUS Bhavan and to vigil and check the entrance and exit of the guests, visitors, and other personnel during their visit at ILGUS, CMU, SUDA and CDMC Buildings. They also keep a close vigilance on the entry and exit of all trainees, boarders and guests in the Hostel and Guest House of ILGUS and as mentioned under Clause No. 8A of the Tender Document.

B. Maintenance & Up keep of ILGUS Bhavan Campus

i) Sweepers

Cleaning & sweeping of all the buildings in the campus, Hostel, Guest House and Canteen blocks including the internal roads, common areas, passages, roof tops, transformer room, pump room etc. and as mentioned under Clause No. 8C of the Tender Document.

ii) Electricians (Head & Assistant)

Daily and periodical maintenance of all sorts of electrical equipments installed in the various offices / buildings, Hostel, Guest House & Canteen blocks including internal roads, common areas, passages, roof tops, transformer room, pump room etc. Besides this they have to take care of the electrical fittings and fixtures in the Conference rooms of ILGUS & SUDA and Training Halls of ILGUS and as mentioned under Clause No. 8D & E of the Tender Document.

iii) Pump Operator cum Head Plumber

Daily and periodical maintenance of all sorts of plumbing lines, various taps, basins, urinals, commodes fitted in toilets of offices, hostel, guest house and canteen and other taps fitted in the entire campus. Cleaning and maintenance of water tanks (Underground & Overhead) and water lines to supply uninterrupted disinfect water for drinking and other purposes in the various offices, buildings including hostel, guest house and canteen. Daily operation and maintenance of pump for lifting and supplying of the water.

iv) Gardening

- i) The agency shall have to maintain the existing trees and lawns in the campus.
- ii) The agency shall have to make the landscape in the open spaces (except the road) in the campus. Besides this, haze (approx. 300 Feet) shall be made by the Agency.
- iii) The agency shall have to make the flower bed with the seasonal flowers covering the entire adjacent area (four sides) of inner lake. A Calendar year shall be divided in three seasons.
- iv) The agency shall have to make at least fifty Nos. earth flower pot (12") with various seasonal flowers and decorated leaves in each season. A Calendar year shall be divided in three seasons.
- v) Regular cutting of grasses to maintain the lawn, bushes, branches of various trees and shaping of trees etc. shall have to be made by the agency.
- vi) All sorts of sapling, manures', insecticide and other materials, various tools, lawn mower etc., which are required for maintaining a garden, preparing of flower beds, pots and landscape are to be supplied by the agency.
- vii) The agency shall have to maintain the entire open spaces, lawns, trees, flower beds, earth pots etc., regularly.

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viii) Manpower shall be supplied by the agency.

ix) The agency has the liberty to inspect the site before submission of the tender. The authorised person of the agency may visit this office for any further queries in this regard.

x) The rate for all kind of materials, tools and manpower etc. required for the abovenoted work shall be mentioned separately in the Tender Form.

LIST OF MANPOWER REQUIRED

Sl. No.	Name of Post	Category of Personnel	Total Personnel/ Day
1	Site Supervisor	Field Supervisor	01
2	Hostel Caretaker (Residential)	Semi skilled	01
3	Security Guard (Unarmed)	Unskilled	18
4	Head Electrician	Skilled	01
5	Assistant Electrician	Semi skilled	01
6	Pump Operator-cum- Head Plumber	Skilled	01
7	Sweeper	Unskilled	07

NB. I) In shift 'A' & 'B' the number of Security Guards shall be 07 per shift whereas in 'C' shift the number of Security Guards shall be 04 only.

II) Out of 07 sweepers 01 sweeper shall be lady.

III) In case of Security Guards a Certificate of Physical Fitness to perform duty of 'Security Guard' issued by a registered Physician is essential.

Sd/-

Joint Director

Institute of Local Government & Urban Studies
Government of West Bengal

Date : December 03, 2012

NB. The Tenderer shall have to sign every page along with his official seal.

I have read the Guidelines, Terms & Conditions as written above in page No. 1 to 10 and fully understand. I am agreed to abide by all the Guidelines, Terms & Conditions.

Date :

Signature of the Authorised Person
along with his Designation & Official Seal

Format for submission of rate towards wages of all categories of personnel and other charges
with reference to NIT No. ILGUS/2E-11/2012/309 Dated 30.11.2012

Sl. No.	Category of Personnel	Basic Wages	EPF (Employer's Share)	EDLI	ESI (Employer's Share)	Admn. Charges	Bonus	Uniform	Total Amount	Total Amount (Rounded Off)
	Percentage	As Per Minimum Wages Rate	12%	0.5%	4.75%	1.11%	8.33%			
1	Site Supervisor									
2	Security Guard (Unarmed)									
3	Sweepers									
4	Head Electrician									
5	Assistant Electrician									
6	Pump Operator cum Head Plumber									
7	Hostel Care Taker (Residential)									

Monthly Expenditure towards wages of all categories of personnel
with reference to NIT No. ILGUS/2E-11/2012/309 Dated 30.11.2012

Sl. No.	Category of Personnel	No. of Personnel	Amount Per Personnel	Monthly Expenditure
[1]	[2]	[3]	[4]	[5]
1	Site Supervisor	01		
2	Security Guard (Unarmed)	18		
3	Sweepers	07		
4	Head Electrician	01		
5	Assistant Electrician	01		
6	Pump Operator cum Head Plumber	01		
7	Hostel Care Taker (Residential)	01		

Agency Service Charges :
[Please specify in details]

Other Charges, if any
[Please specify in details]

Date :

Signatuer of authorised person
with designation and seal

Date :

Signatuer of authorised person
with designation and seal

Monthly Expenditure towards maintenance of Gardening & Landscape etc.,
with reference to NIT No. ILGUS/2E-11/2012/309 Dated 30.11.2012

Sl. No.	Category of Personnel	No. of Personnel / Other Details	Amount Per Personnel / month	Total Monthly Expenditure
[1]	[2]	[3]	[4]	[5]
1	Man Power			
2	Tools, Machinerics & Equipments etc.			
3	Shaplins etc.			
4	Fertilisers, Inceticides etc.			
5	Earth Pot, Earth etc.,			
6	Uniform etc.,			
7	Other Miscellaneous Expenditure, if any			

Date :

Signatuer of authorised person
with designation and seal