



West Bengal Electronics Industry Development Corporation Limited

**ENGAGEMENT OF SECURITY AGENCY FOR DEPLOYMENT OF SECURITY PERSONNEL AT
DIFFERENT SITES OF WBEIDC WITH IN KOLKATA, SECTOR-V & VARIOUS IT PARKS AT
DIFFERENT DISTRICTS WITHIN THE STATE OF WEST BENGAL.**

Notice Inviting Tender No. EOT/COM/20-21/00068,

Dated: 12.02.2021

WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT CORPORATION LIMITED

(A Govt. of West Bengal Undertaking)

Webel Bhavan, Block-EP & GP, Sector-V, Salt Lake, Bidhannagar, Kolkata:-700091

TENDER No. : EOT/COM/20-21/00068, Date: 12/02/2021

West Bengal Electronics Industry Development Corporation (WBEIDC) Limited, nodal agency of Department of Information Technology & Electronics (DIT&E), Government of West Bengal (GoWB), invites for providing security personnel in different it parks in different districts across West Bengal.

Brief description of work	TENDER Document Money (Rs) [Non Refundable]	Earnest Money Deposit (EMD) (Rs) [Refundable]	Last date and time of TENDER submission (OFFLINE)	Date of opening of TENDER (OFFLINE)
ENGAGEMENT OF SECURITY AGENCY FOR DEPLOYMENT OF SECURITY PERSONNEL AT DIFFERENT SITES OF WBEIDC WITH IN KOLKATA, SECTOR-V & VARIOUS IT PARKS AT DIFFERENT DISTRICTS WITHIN THE STATE OF WEST BENGAL.	Rs. 5,00.00 In the form of DD in favour of WBEIDC Limited, payable at Kolkata)	Rs. 15,000.00 In the form of DD in favour of WBEIDC Limited payable at Kolkata)	08/03/2021 16:00 Hrs.	09/03/2021 12:00 Hrs

For any queries regarding this TENDER please contact General Manager (Commercial), Phone No. 033-23392270 & mail ID pratul.show@webel-india.com on and Mr. Ambarish Saraswati, ADVISOR (SS&A), E-Mail: ambarish.saraswati@webel-india.com on or before 15.00 Hrs, 25/02/2021. No queries will be entertained after this time frame. If tender committee feels, suitable corrigendum will be hosted in our website before 26/02/2021 for the information of all prospective bidders.

CONTENTS

The TENDER document comprises the following:

- SECTION – A IMPORTANT DATES & INFORMATIONS**
- SECTION – B INSTRUCTIONS TO BIDDERS**
- SECTION – C ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE
TENDER**
- SECTION – D GENERAL TERMS & CONDITIONS**
- SECTION – E SPECIAL TERMS & CONDITIONS**
- SECTION – F PRICE BID FORMAT**
- SECTION – G BID FORM**
- SECTION – H PERFORMANCE SECURITY GURANTEE**
- SECTION – I BRIEF DESCRIPTION OF RESPONSIBILITIES OF THE
AGENCY, SCOPE OF WORK & TENTATIVE REQUIREMENTS**

SECTION-A: IMPORTANT DATES & INFORMATIONS

Activity / Event Description	Date	Time
Submission of Bid(s)	8 March 2021	16:00 PM
TECHNICAL BID Opening	9 March 2021	12:00 PM
PRICE BID Opening	To be notified later.	

SECTION-B: INSTRUCTIONS TO BIDDERS

1. Instruction to submit no. of parts in the bid:

Interested Bidders are required to submit their proposals in 1 sealed envelope(s) as per the instructions given below.

2. Preparation of Tender:

Tender shall be submitted in accordance with the following instructions:

- Tenders shall be submitted in the prescribed forms. All signatures shall be in longhand. Where there is conflict between the words and the figures, the figure shall govern.
- All notations must be in ink or type written. No erasing or overwriting will be permitted. Mistakes may be crossed out and corrections typed or written with ink adjacent thereto and must be initialed in ink by the person or persons signing the tender.
- Tenders shall not contain any recapitulation of the work to be done. Alternative proposals will not be considered unless called for. No written, oral, electronic, telegraphic or telephonic proposals for modifications will be acceptable.
- Tenders shall be delivered to the office as notified on or before the date and time set for the opening of tenders in the Notice Inviting Tender. The packet of documents including the tender shall be enclosed in sealed envelope having the title of the work and the name of the bidder.
- Tenders subject to any conditions or stipulations imposed by the bidder are liable to be rejected.
- Each and every page of the tender document must be signed with date and company seal by the bidder. This is required to show that the bidder had accepted all the terms and conditions mentioned in this tender document.

3. Instruction to mark the techno-commercial bid envelope:

The firm shall seal and mark the Techno Commercial Bid in one envelope super scribed with words:- "Techno Commercial Bid for " ENGAGEMENT OF SECURITY AGENCY FOR DEPLOYMENT OF SECURITY PERSONNEL AT DIFFERENT SITES OF WBEIDC WITH IN KOLKATA, SECTOR-V & VARIOUS IT PARKS AT DIFFERENT DISTRICTS WITHIN THE STATE OF WEST BENGAL. "Tender Ref. no. EOT/COM/20-21/00068, dated 12-02-21, & "Do Not Open Before 09.03.2021 12:00 Hrs". This envelope will also contain the EMD and Tender Document Fees (if the tender document is downloaded from the website) in a separate small envelope inside it.

4. Instruction to mark the price bid envelope:
The firm shall seal and mark the Price Bid in one envelope super-scribed with words:- "Price Bid for " ENGAGEMENT OF SECURITY AGENCY FOR DEPLOYMENT OF SECURITY PERSONNEL AT DIFFERENT SITES OF WBEIDC WITH IN KOLKATA, SECTOR-V & VARIOUS IT PARKS AT DIFFERENT DISTRICTS WITHIN THE STATE OF WEST BENGAL".
"Tender no EOT/COM/20-21/00068, dated 12-02-21.
5. Instruction to mark the both techno-commercial and price bid envelope:
All the envelopes shall be sealed in a covering envelope super scribed with words Techno Commercial Bid & Price Bid for "ENGAGEMENT OF SECURITY AGENCY FOR DEPLOYMENT OF SECURITY PERSONNEL AT DIFFERENT SITES OF WBEIDC WITH IN KOLKATA, SECTOR-V & VARIOUS IT PARKS AT DIFFERENT DISTRICTS WITHIN THE STATE OF WEST BENGAL " EOT/COM/20-21/00068, dated 12.02.2021" & "Do Not Open Before 09- 03-21 12:00 Hrs". The sealed envelope containing the sealed Techno Commercial Bid and Price Bid should be addressed to the Mr. Pratul Show, General Manager Commercial (WBEIDC LTD.) through post / speed post / Courier or dropped personally within the stipulated time in the tender box kept with him. No other mode of delivery shall be accepted. WBEIDC Ltd will not be responsible for any postal delay. Late submission of Bid will not be accepted.
6. Exemption under NSIC
The bidders (small scale units) who are registered with National Small Scale Industries Corporation, i.e, NSIC, UNDER SINGLE POINT REGISTRATION SCHEME for the TENDERED ITEMS are exempted from payment of bid security up to the amount equal to their monetary limit. A proof regarding current registration with NSIC for the TENDERED ITEMS will have to be attached along with the bid. Registration other than NSIC & under Single Point Registration Scheme) will not be entertained.

SECTION-C: ELIGIBILITY CRITERIA

1. The Bidder should have experience in providing trained security personnel & services to Govt. establishments, MNCs, Public or Private Sector Companies / Undertakings / Autonomous Bodies for at least last five consecutive years with documental evidence of providing at least 300 employee per year in last three years.
2. The bidder should have executed 3 single order of similar nature of jobs, particularly in providing security services across West Bengal minimum period of one year of Rs.100,00,000.00 each or more at any Govt. Department / Quasi Govt Dept / PSU / Board / Council/ Large corporate or similar organization in last 3 financial years. Work Order copies along with job completion certificate from the customer duly self-attested are to be submitted.
3. Completion Certificate from Client:
The Bidder shall submit at least 3 client certificate of satisfactory implementation of SECURITY SERVICES. (Clients' satisfaction certificates must be submitted)
4. Minimum Annual Turnover for the last financial year:
Turnover of the last Financial Year (2019 - 2020) should be Rs.4,00,000,00.00 or above (Copy of audited Balance Sheet & P/L A/c duly certified by CA is required as proof).
5. Aggregate Annual Turnover:
Aggregate of Turnover of last 3 Financial Years (01-04-17 - 31-03-20) should be Rs.12,00,000,00.00 or above (Copy of audited Balance Sheet & P/L A/c duly certified by CA is required as proof).
6. The Bidder Should have established office in Kolkata and have minimum infrastructure to support supply of security personnel & service in district level within the state of West Bengal.
7. Valid (any two) ISO9001:2015, ISO14001:2015, ISO45001:2018, SA8000:2014 certification mentioning clearly that the certificate issued for security service.
8. Copy of Valid registration license as per notification no.2254-P dtd. 8th May 2007 - West Bengal Private Security Agencies (Regulation) Rules, 2007 of Home (Political) Department for entire State of West Bengal.
9. Copy of the valid license under the Private Security Agencies (Regulation) Act, 2005 notified by Home Deptt. (Police Establishment) valid for current and the last two financial years with the name and address as registered under the Shops and Establishment Act/ Indian Partnership Act 1932 / Companies Act 1956.
10. The Agency should abide by all statutory obligations under Contract Labour (Regulations and Abolition) Act. The Agency should abide by all statutory obligations under EPF Act,

1952 and ESI Act, 1948.

11. Copies of valid PAN along with IT return documents, for Financial Year 2017- 2018, 2018-2019, 2019-2020 are to be enclosed with the bid. Attested valid copies of their Contract Labour (R&A) Act (Central Labour), 1970 & Central Rules, 1971 license, Shop Act/ Establishment Certificate, EPT, ESI, GST Registration Certificate, Professional Tax Enrolment Certificates, Agency & Proprietor PAN Card, three years latest IT Return/ clearance Certificate, Present Client List and Profile of the agency. The above said documents are mandatory, failing which the bid will be summarily rejected.
12. Copy of valid Provident Fund Registration Code number with the name and address of the agency as registered under the Shops and Establishment Act/ Indian Partnership Act 1932 / Companies Act 1956. Copy of valid ESI Registration Code No. with the E.S.I. No name and address of the agency as registered under the Shops and Establishment Act/ Indian Partnership Act 1932 / Companies Act 1956.
13. Copy of common Electronic Challan cum Return (ECR) for ESIC and EPF contribution for last 3 months (October to December 2020) or separate electronic challans for ESIC and EPF for above period.
14. No Consortium is allowed
The Bids shall be submitted by only the Bidder; no consortium is allowed in this Bid. Declaration in this regard needs to be submitted.
15. **NO PART BID ALLOWED**
Bidders have to quote all the items mentioned in tender document. No part bid will be accepted. Otherwise, the bid(s) will be treated as cancelled.
16. Banned by Govt. or like organizations
The bidder shall be required to give a declaration in their letter head that they have not been banned by any Government Agencies / Govt. Department / Quasi Govt. Dept / PSU / Board / Council or similar organization. If any Government Agencies / Govt. Department / Quasi Govt. Dept / PSU / Board Council or similar organization has banned the bidder and later on lifted the ban, the fact must be clearly stated.

SECTION-D: GENERAL TERMS & CONDITIONS

1. The workers shall be under the direct control and supervision of the Bidder. However, they shall comply with the oral and written instructions given to them on day-to-day basis, by the officer(s) authorized by WBEIDC from time to time. They will be bound by office timings, duty, placement, locations, etc., as decided by WBEIDC.
2. The manpower deployed in WBEIDC & various sites shall be the employees of the bidder. They will have no claim of whatsoever nature including monetary claims or any other claim or benefits from WBEIDC.
3. The bidder shall be responsible for the discipline and conduct of the outsourced security personnel deputed by them and in case the outsourced manpower lack in discipline and their quality of work deteriorates during the course of their service, the bidder shall provide replacement of security guards / supervisor as the case may be.
4. In case the employees of the bidder do not attend the work at any time for whatever reason, the bidder shall make alternate arrangements at no extra cost to WBEIDC, so that the daily work of the WBEIDC does not suffer. If no such alternate arrangements are made, proportionate deductions shall be made out of the contracted amount. The WBEIDC shall also be free to make alternate arrangements the cost of which shall be recovered from the bidder.
5. The bidder will be responsible for compliance of all the applicable laws and obligations for the satisfactory performance of the contract. Any liability arising under Municipal, State or Central Govt. laws and regulations will be the sole responsibility of the bidder and WBEIDC shall not be responsible for any such liability.
6. Any loss, theft or damage to the life and/or property of the employees of WBEIDC and/or property of WBEIDC shall be compensated by the bidder if the cause of such loss, theft or damage is on account of fault, negligence and/or lapse of the employees of the bidder. The bidder will interact with local police authority in case of loss/ theft or damage of any property of WBEIDC and will lodge the complaint as per requirement.
7. The Bidder shall be responsible for providing amenities as required to be provided under the provisions of Contract Labour (Regulation and Abolition) Act, 1970. In case of failure of the Bidder to provide such amenities, WBEIDC shall be free to provide the same and shall have right to recover all expenses incurred in providing such amenities from the Bidder by deduction from the performance Security of the Service Provider.
8. The Bidder shall comply with all acts, laws and other statutory rules, regulations, bye-laws, etc., as applicable or which might become applicable to the state of W.B with regard to performance of the work included herein or touching upon this contract including but not limited to Minimum Wages Act, Shops and Establishment Act,1954, ESI Act,1948, Provident Funds and, Workmen's Compensation Act, Payment of Bonus Act, and take such steps as may be deemed necessary in this regard from time to time.
9. The Bidder shall be responsible for payment of Provident Fund and other payments due to their employees deployed at WBEIDC. There will be no enhancement of contract value during the contract period. It will be the sole liability of the Bidder to pay the wages, provident fund, ESI, bonus etc., to its employees as applicable under the relevant rules.
10. It is implied that the tenderer has obtained all necessary information directly or indirectly affecting the contract such as legal stipulation, possible delays and hindrance or interference in executing the contract and has satisfied him/her before making the offer. Unexpected difficulties or expenses shall NOT be considered excuses for difficulties in performing the contract. The rate quoted should take all factors into consideration.
11. The tenderers who are confident of executing the contract in time by employing the required resources, manpower and materials should only participate in this tender offer.
12. The "SITE" shall mean the location wherein the work is to be executed under the contract.

13. The rates quoted should be firm and valid from the date of submission of bid up to the validity of contract agreement and during extension if any, after finalization of tender for all work order without any change.
14. During the period of contract, as and when the minimum wages for state of West Bengal are revised by the labour commissioner, then the rates payable for each category of manpower shall be revised to the new minimum wages.
15. The bidder shall provide reasonably good uniform with name badges to its personnel deployed on duty at its own cost and ensure that they are used by the personnel deployed and are maintained in good condition. The uniform, accessories such as, belt, shoes, socks, caps, torch with cell, cane stick, etc shall be borne/supplied by the Service Provider at its cost.
16. Wages
 - The bidder must ensure the payment of wages are disbursed within the 5th day of each month for every location. Failure to disburse the wages within 5th of each month will be viewed seriously & necessary liabilities will rest on the service provider.
 - The Successful Bidder will follow all the statutory laws in relation to service tax, Minimum wages, ESI, PF, GST etc.
 - The Bidder/Tenderer shall make all payments including minimum wages to the workman/manpower deputed on or before 5th of every month along with Pay Slips to Individual Workman/Manpower through E-transaction and submit copy of Pay Slips along with the monthly bills to the Company for record and claiming reimbursement of expenses. Issuance of monthly Pay Slips to each and every security guard/workman/manpower is a mandatory requirement and the Bidder/Tenderer has to issue it.
 - Bidder should fill service charge as percentage on Gross wages in figures for all categories of deputed workers - Guards (unskilled), Supervisor (semiskilled) Gunman (skilled) & for all A, B, & C category of cities, this is mandatory.
 - From time to time in addition to wages, few allowances are being paid by WBEIDC for these categories of workers.
 - The rate of service charge on Gross Wages quoted by the tendering agency should be inclusive of all statutory and taxation liabilities in force at the time of entering into the contract. Service charges quoted should be adequate to meet statutory deductions towards TDS and such other levies laid by Government from time to time. It is informed/clarified to the Bidder/Tenderer that the "Service Charges" quoted by the Bidder/Tenderer in their "Financial Bid" should include cost of all the administrative expenses involved (including cost for submission of papers/documents as proof of payment), profit margin, cost of all material, tools/aids like two pair of uniforms, Lathies, Whistle, Torches, Stationery and other items etc. and financial arrangement/cost involved to pay the total monthly minimum wages including all other charges & admissible allowances by WBEIDC from time to time to security guards/workman/manpower timely and to pay the statutory payments timely to statutory authorities by the Bidder/Tenderer in advance from their own sources and then to allowances reimbursement of such expenses from the Company on monthly basis only by submitting proof of such payments along with monthly bill.
17. Awarding of Contract:

L-1 Bidder will be decided based on the service charges payable for total number of unskilled / supervisor man power. Percentage of service charges quoted in the bid will remain applicable for complete contract period and the extension there of if any irrespective of revision of Minimum Wages by Government. As & when Minimum wages is enhanced by the Government, the enhanced revised wages is to be paid by the Contractor to the Manpower as per Minimum Wages Act of WB Labour Department.

SECTION-E: SPECIAL TERMS & CONDITIONS

1. **Job Activity**
Providing security personnel in different categories viz. Guards (unskilled), Supervisor (semiskilled) Gunman (skilled) & for all A, B, & C category of cities in different IT parks in different districts across West Bengal.
2. **Consignee Details**
Consignee Details: WBEIDC LTD., WEBEL BHAVAN, BLOCK-EP&GP, SECTOR-V, SALT LAKE, KOLKATA - 700091
3. **Contract Period**
The contract will be valid for 1 year and may be extended based on satisfactory performance report duly certified by competent authority and as per discretion of WBEIDC.
4. **Liquidated Damage**
As per the job mentioned in the tender document; In the event of failure to meet the job completion in stipulated date/time liquidated damage may be imposed on the Vendor(s) for sum equivalent to 1% of the contract value for each week or part thereof, subject to a ceiling of 5.00% of the contract value (including all taxes & duties and other charges). In the event of LD exceeds 5.00% of the order value, WBEIDC reserves the right to terminate the contract and WBEIDC will get the job completed by any other competent party. The difference of cost incurred by WBEIDC will be recovered from the earnest money deposited / PBG / Invoice submitted by the vendor (as applicable).
5. **Payment Authority**
Payment sanctioning authority: Mr. Ambarish Saraswati, ADVISOR (SS&A).
6. **Payment Terms**
Monthly payment will be made on submission of bills along with attendance sheet of duties performed by each deputed security personnel under certification of site in charge of WBEIDC. The bills to be submitted to General Manager (HR).
7. **Security Deposit**
Successful bidder will have to submit a performance bank guarantee within 14 DAYS of issuance of LOI, amounting 3% total ordered value in the format given in the tender document. The validity period of the PBG is 60 days more than the initial contract period.

SECTION – F: PRICE BID FORMAT

Sl. No.	Types of manpower	Service charge (% on Gross Amount)
1	Guards (unskilled), Supervisor (semiskilled) & Gunman (skilled)	

SECTION – G: BID FORM

(Bidders are requested to furnish the Bid Form in the Format given in this section, filling the entire Blank and to be submitted on Letter Head)

Ref No : (Mandatory)

Date : (Mandatory)

To,
The General Manager (Commercial)
WBEIDC Ltd
Webel Bhavan
Block EP & GP, Sector-V
Salt Lake Electronics Complex
Kolkata-700091

Dear Sir,

Having examined the Bid documents we, the undersigned, and offer to undertake the job of “ _____ ” as per the Tender No. ----- Dated-----

We agree to abide by this bid for the period of 6 (six) months from the date for fixed for price bid opening and it shall remain binding upon us for acceptance at any time before the expiry of the period.

This bid, together with your written acceptance thereof and your order / notification of award, shall constitute a binding contract between us.

We understand that WBEIDC reserves the right to accept in full / part or reject any or all the bids received or split order within successful bidding without any explanation to bidders and its decision on the subject will be final and binding on Bidder. We also understand that WBEIDC is not bound to accept the L-1 bid for placement of order.

Signature

.....

(In capacity of)

Duly authorized to sign bid for and on behalf of

(Name and Address of the Bidder)

(Affix Official Seal)

SECTION-H: PERFORMANCE SECURITY GUARANTEE

PERFORMANCE SECURITY GUARANTEE BOND

1. In consideration of the MD , WBEIDC (hereinafter called 'WBEIDC') having agreed to exempt _____ (hereinafter called 'the said contractor(s)') from the demand under the terms and conditions of an agreement/Advance Purchase Order No _____ dated _____ made between _____ and _____ for the supply of _____ (hereinafter called "the said agreement "), of security deposit for the due fulfillment by the said contractor (s) of the terms and conditions contained in the said Agreement, on production of the bank guarantee for _____ we, (name of the bank) _____ (hereinafter refer to as "the bank") at the request of _____ (contractor(s)) do hereby undertake to pay to the WBEIDC an amount not exceeding _____ against any loss or damage caused to or suffered or would be caused to or suffered by WBEIDC by reason of any breach by the said Contractor(s) of any of the terms or 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 demure, merely on a demand from the WBEIDC by reason of breach by the said contractor(s)' of any of the terms or conditions contained in the said Agreement or by reason of the contractors(s)' 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 WBEIDC 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 _____

3. We undertake to pay to the WBEIDC any money so demanded notwithstanding any dispute or disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this 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 contractor(s)/supplier(s) shall have no claim against us for making such payment.

4. We(name of the bank) _____ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the WBEIDC under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till _____ (office/Department) WBEIDC certifies that the terms and conditions of the said Agreement have been fully or properly carried out by the said contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the expiry of TWO/TWO AND HALF/THREE YEARS (as specified in the tender no.....) from the date hereof, we shall be discharged from all liabilities under this guarantee thereafter.

5. We (name of the bank) _____ further agree with the WBEIDC that the WBEIDC shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the WBEIDC against the said Contractor(s) and to forbear or enforce any of the terms and 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 Contractor(s) or for any forbearance, act or omission on the part of the WBEIDC or any indulgence by the WBEIDC to the said Contractor(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 Contractor(s)/supplier(s).

7. We (name of the bank) _____ lastly undertake not to revoke this guarantee during its currency except with the previous consent of the WBEIDC in writing.

Dated the _____ day of _____, 20_____

for _____
(Indicate the name of bank)

SECTION-I: BRIEF DESCRIPTION OF RESPONSIBILITIES OF THE AGENCY,
SCOPE OF WORK & TENTATIVE REQUIREMENTS

BRIEF DESCRIPTION OF RESPONSIBILITIES OF THE AGENCY

The tenderer shall provide round the clock Integrated Security solutions by providing estimated number of security personnel at the designated site/ IT Parks/ complexes of Wbeidc locations in three shifts of eight hours to man all the security points.

The security agencies primary responsibility is to enforce laws and safety regulations. They patrol their designated area to ensure that nothing is violating these rules.

Respond to Emergencies and Threats: When an incident occurs, security personnel respond quickly and calmly while ensuring that they themselves, and any other people in the building, are safe. If something arises that is dangerous or breaks security regulations, they should immediately contact local authority. In case of theft, pilferage or any loss of Wbeidc the agency would report it to local police station & if the loss is due to negligence in the part of agency they would be liable to compensate the total value of loss.

Monitor CCTV Cameras: Security personnel have access to alarms and CCTV footage, which they monitor closely to look out for anything that might pose a security threat.

Write Incident Reports: Security personnel would create reports in detail what occurred during their shift, highlighting any threats or unusual activities that were noticed so that the next colleague carrying out their shift is aware of anything that needs further attention.

In the event of any law and order problems, the security agency will be fully responsible for controlling occurrence of such incidents and if require, deployment of additional manpower during the period of such crisis will be their responsibility. It shall be ensured that all guards are paid wages not less than the minimum wages declared by State Govt. from time to time. All statutory obligations like PF, ESI, etc. must be paid in respect of the guards employed by the Agency. All these obligations shall be the liability of the Agency.

SCOPE OF WORK

The scope of work includes providing watch and ward security guard services as per requirement of WBEIDC sites. Other provisions as mentioned in the tender elsewhere are also included in the scope of work. The scope of work shall include but not limited to the following:

1. The deployed security personnel shall be very punctual while reporting to their duties.
2. They shall not allow any unauthorized person in the premises, etc. during their duty hours.
3. The security guard shall be employed for eight hours a day. The exact working hours/shift shall be intimated to the agency at the time of execution of work at respective locations.

4. The Security Guard deployed shall regulate incoming and outgoing materials so as to prevent any theft and also shall not allow any unauthorized movement of any goods from or into the premises without proper challan / gate pass.
5. They should ensure all reasonable measures to maintain the security of goods/building, including the compound & boundary wall of the premises and may also contact Wbeidc site in-charge or call police/fire brigade, if the need arises & report the same to the authorities/ management
6. Reception and management of Visitors through checks/access control system where ever installed, guide the visitor correctly to the required chambers and check the identity of employees/visitors entering the premises as per the policy of the Organization.
7. The Agency shall ensure availability of mobile phone with the Security Guards deployed on duty for communicating with the concerned authority in case of any emergency. To receive telephone calls from outside and to transfer the call/communicate the message to the concerned Officials as per the direction of the Officials.
8. The Security Guard shall continuously monitor the buildings and facilities, check the area and Will ensuring smooth operation of firefighting, safety measures and anti-sabotage measures. The personnel deployed should have thorough knowledge of firefighting and for operating various types of firefighting equipment installed in the building.
9. Streamlining of transport/ car parking and keeping the way outside and inside the premises/ building free from vehicular congestion & shall guide/ assist the occupants/visitors in parking their vehicles
10. Protection of the property, material, records, documents, equipment, etc. & to prevent misuse of water/ electricity by closing stopcock and switching of lights, fans, ACs etc. including monitoring of electric points.
11. The Security agency shall prevent any untoward incidents & report the same to the authorities/ management. The Security Guard shall assist the lift operator (whenever needed) in case of trapping of anybody due to non-functioning of lifts.
12. The Security Guard shall deposit any missing material/ article found in the premises as per the direction of the competent authority. The Security Guard shall maintain visitor and staff movement record if desired by the authorities/ management.
13. The security personnel shall always be in uniform and have proper identity card while on duty. He shall sign his attendance in register for the purpose.
14. The guard on duty shall not sleep, consume liquor or play cards while on duty or indulge in any activity not in conformity with his duties

SI No	Site / Location	Tentative Number of Security Personnel	Duration of Duty
1	Webel Bhavan & Monibhandar	24Guards (twenty-Four) +1 Supervisor	8 Hours per day
2	Howrah IT Park	4 (four)	8 hours per day
3	Haldia IT Park	4 (four)	8 Hours per day
4	Krishnanagar IT Park	7 (seven)	8 Hours per day
5	Building No BP 5 (formerly WEOL)	9 (nine)	8 Hours per day
6	Building No DN 53 (formerly WECS)	12 (twelve)	8 Hours per day
7	Building No BN 4	To be assessed	8 Hours per day
8	Building No BN 9	To be assessed	8 Hours per day
9	Two vacant plot DP 6/1 & BN 6	Temporary 2 Guards	8 Hours per day