

**OFFICE OF THE REGIONAL MANAGER  
WEST BENGAL STATE SEED CORPORATION LIMITED  
KRISHI BHAWAN(5<sup>TH</sup> FLOOR), CLUB ROAD, JALPAIGURI.**

N.I.T. 01/2020/WBSSCL/JAL/RM

Date:- 03/01/2020

**NOTICE INVITING TENDER**

Marked & Sealed Tenders are hereby invited from Registered Security Service Agency for providing one No. unskilled Security Guard and one No. Office Boy on contract basis to the office of the undersigned within 2:00 P.M. on 27/01/2020 through Registered post or dropping in Tender Box. Tender must be accompanied with requisite papers and E.M.D. of Rs. 5000/- through Bank Draft/or Bankers Cheque in favour of West Bengal State Seed Corporation Ltd., Jalpaiguri. The said Tender will be opened at 3:00 P.M. in this office on same date. Tender form will be issued to intending tenderer in exchange of Rs. 250=00 (Rupees Two Hundred Fifty) per sett on & from 14.01.2020 from this office. Estimated tender value near about Rs. 2.3 Lakhs per annum (approx).

**TERMS AND CONDITIONS**

1. Rate must be quoted separately for Security Guard and for Office Boy plus claim of GST separately on monthly basis avoiding overwriting.
2. Tender must be accompanied with self attested copy of valid Trade License, P.T.C., PAN Card, Security Service Providing Registration & GST Registration Certificate, Registration Certificate of Labour Deptt. ESI registration & P.F. Registration certificates and Credential Certificate for same type work of any Government or Semi-Government Organization within last 5 (Five) years for providing Security Guard & Office Boy and E.M.D. of Rs. 5000/- must be reached in this office within scheduled date, time and venue in prescribed tender form.
3. Said tender will be opened at 3:00 P.M. on 27/01/2020 in the office of the undersigned. Earnest Money (E.M.D.) of Rs. 5000/- must be deposited along with Tender through bank Draft or Bankers Cheque in favour of West Bengal State Seed Corporation Ltd., Jalpaiguri. E.M.D. of successful tenderer will be accepted as Security Deposit which is refundable on completion of contract period.
4. Payment will be made through A/C Payee Cheque on monthly basis against submission of bill (in duplicate) after deducting applicable Taxes.
5. Working period for Security Guard is regularly from 6:00 P.M. to 6:00 A.M. and working period for Office Boy from 10:00 A.M. to 6:00 P.M. only on working day. The Security Guard will engaged for guarding the office of the undersigned including entire Building of "krishi Bhawan" during specified period as noted above.
6. Contract period firstly for one year it may be extended for further period with the permission of the approving authority of this Corporation. With satisfactory services with same rate, Terms & Conditions of this tender.
7. Security Service Agency will sole responsible for any type of loss of office property during night and will bear the lost value as per final decision of the authority of this corporation if any incidental case happened.
8. Minimum wages rate for zone-A for providing Security Services with unskilled worker must be maintained as per circular no. 150/Stat/2/RW/76/266/2000/LCS/JLC dt. 29.05.2019 of the labour commissioner, Govt. of W.B.
9. The Service Providing Agency shall not be allowed to transfer of engaged Security Guards and Office Boy without prior written consent of the undersigned.
10. The Service Providing Agency cannot sublet his contract to other Agency in no cash during contract period.
11. The Guards engaged by the Service Providing Agency must be with well dressed in neat & cleaned uniform (including proper name of badges). An alternate arrangement must be made by the Service Providing Agency as when engaged Security Guards & Office Boy on leave with the consent of the undersigned otherwise their contract will summarily be terminated.

12. The Service Providing Agency will provide a list of personnel so deployed for duty of Security Guard and Office Boy with permanent and present address alongwith their latest colour photography with Aadhar Card & Voter ID to this office.
  13. The Service Providing Agency must provide requisite Torches & Battery, Lathi/or Ballam and stationery articles to engaged Security Guard in due course.
  14. The Service Providing Agency must be issued the identity card to engaged Security Guard & Office Boy and to maintain muster roll & duty Register etc. as per contract labour (Regulation & Abolition) Act.
  15. TDS deduction shall be done as per provisions of income Tax Act/ Rules as amended from time to time thereof.
  16. The Agency shall submit proof of his staff deployed in this office which shall be condition precedent for payment of its bills.
  17. Monthly bill cycle will be from 1<sup>st</sup> day of the month to last day of the month.
  18. An agreement on Rs. 20/- of non-judicial stamp paper must be made by the successful tenderer Quoting the tender terms & conditions within seven days of date of issue of work order.
  19. Minimum Qualification of engaged Office Boy must be class- VIII pass.
- The Corporation reserves absolute right to accept or reject any one or all the tenders without assigning any reason.

*Nemansu*  
3/01/2020  
Regional Manager

W.B. State Seed Corporation Ltd.  
Jalpaiguri Range

Date:- 03/01/2020

Memo No. 176(10) /WBSSCL/Jal/RM

Copy forwarded for favour of kind information and wide circulation to:-

1. The Managing Director, West Bengal State Seed Corporation Ltd., 6, Ganesh Chandra Avenue (5<sup>th</sup> Floor), Kolkata- 700013.
2. The District Magistrate, Jalpaiguri.
3. The Additional Director of Agriculture, North Bengal, Jalpaiguri.
4. The Deputy Director of Agriculture (Administration), Jalpaiguri.
5. The District Informatic-Officer (NIC), Jalpaiguri. -with a request to display our Tender Notice in the website of the District Magistrate, Jalpaiguri for wide circulation publicity.
6. The District Information & Cultural Officer, Jalpaiguri.
7. The Assistant Director of Agriculture Marketing (Administration), Jalpaiguri.
8. The District Manager, West Bengal State Seed Corporation Ltd., Maynaguri, Jalpaiguri
9. Notice Board of this establishment.
10. Copy for Tender File.

*Nemansu*  
3/01/2020  
Regional Manager

W.B. State Seed Corporation Ltd.  
Jalpaiguri Range