

EO 212586/2018

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GOVERNMENT OF WEST BENGAL

OFFICE OF THE EXECUTIVE ENGINEER

NEW TOWN CONSTRUCTION DIVISION - II, HOUSING DIRECTORATE

P-11, C.I.T. ROAD (3RD FLOOR), KOLKATA - 700014

E-Mail:- eentcdii@gmail.com

Dial: (o) 033 2265 1136

Memo No: NTC/DIV-II/ 163

Date : 23.05.2018

NOTICE INVITING QUOTATION**No. 04 OF 2018-2019 OF THE EXECUTIVE ENGINEER****NEW TOWN CONSTRUCTION DIVISION-II.**

Select Quotation in specified printed proforma available from this office free of cost are hereby invited from the highly reputed, resourceful & bonafide agency having experience in similar nature of works as per particulars given below & will be received by the Executive Engineer, New Town Construction Division-II in Tender box kept in his office chamber on the date and up to the time specified here under and will be opened by him or in his absence by such other officer(s) as may be empowered by him in person on the same day half an hour after the time of receipt of quotations in presence of such participating of their authorized agents as may be choose to attend.

1.	Name of the work:-	Guarding at Office of the Executive Engineer, New Town Construction Division-II at P-11, C.I.T Road (3 rd Floor), Kolkata-14 during the Year 2018-2019.
2.	Whether of Special Nature:-	Yes
3.	Name & Address of the Housing Division:-	Executive Engineer, New Town Construction Division-II, Housing Directorate
4.	Quotations eligible to Submit the Quotation:-	Reputed, resourceful & bonafide registered Private Security Agencies preferable of Ex-Servicemen having experience in rendering satisfactory security & guarding services in Government Office / Premises & or in Large Private Industrial Housing & or Large Private Undertaking.
5.	Last date of Application for obtaining Permission for issue of Quotation Paper:-	13.06.2018 up to 2.00 P.M
6.	Last date of Issue of Quotation Paper:-	15.06.2018 up to 4.00 P.M
7.	Last date & Time limit for receipt of Quotation:-	18.06.2018 up to 2.00 P.M
8.	Documents to be submitted along with application:-	Self-Attested copies of Saral for Assessment Year 2017-18, Pan Card, G.S.T Registration, Home Political License, EPF, ESI, Currency P.T Challan, Registration, Licensen, Credential & Other relevant documents etc. & Original copies are to show for Verification.

[No Quotation Paper will be issued on the last date of receiving Quotation]

for

1. The accepting authority reserves the right to reject any or all the quotations without assigning any reason here of & he does not bind himself to accept the lowest quotation.
2. The successful quotationer will have to execute a tender agreement on W.B.F. No. 2911/2911(i)/2911(ii) as applicable by purchasing requisite Tender Forms & other documents from this office as per Govt. norms within 7(Seven) days from the date of issue of Letter of Acceptance / Work Order failing which the quotation will be treated as cancelled.
3. Successful quotationer will have to deposit an Earnest Money @ 2%(Two Percent) of total amount of the work only in Bank Draft on any Nationalized Bank drawn in favour of the **Executive Engineer, New Town Construction Division-II** along with the Tender Papers.
4. Further detailed information may be had from this office between 12.00 noon To 4.00 p.m on any working days.

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 Executive Engineer
 New Town Construction Division-II
 Housing Directorate

Memo No. NTC/DTV II/163/1(15)

Dated : 23.05.2018

Copy forwarded for favour of his kind information to:

1. The Chief Engineer, Housing Directorate New sect. Building, Kolkata – 1.
2. The Joint Secretary, Housing Department for display on the Website of Housing Department.
3. The Superintending Engineer, South Circle / West Circle/ North Circle (In duplicate).
4. The Executive Engineer, Kolkata South I Division/ Kolkata South II Division/Kolkata North I Division/ Kolkata North II Division & Electrical Division No. I/II.
5. The Assistant Engineer, New Town Construction Division-II for information.
6. The Treasury Officer, Bidhan Nagar Treasury, Kolkata-91 for information & necessary action.
7. The Divisional Account Officer, Gr-I of this Division.
8. NOTICE BOARD of this Office.

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 Executive Engineer
 New Town Construction Division-II,
 Housing Directorate

TERMS & CONDITIONS
N.I.Q. No. 04 OF 2018-2019 OF THE EXECUTIVE ENGINEER
NEW TOWN CONSTRUCTION DIVISION-II.

1. The guarding arrangement is to be made as mentioned below.
 - i) Total No. of Guards:- 2 (Two) Nos.
 - ii) On Working Days :- 5.30 P.M To 9.30 A.M next day.
 - iii) On Saturdays, Sunday & Govt. Holidays :- 24 (Twenty-four) hours [Round the Clock]
2. The Quotationers must satisfy themselves by actual visit to the site, locations and the area before quoting rate in the quotations.
3. The participating quotationer is required to quote his rate both in figures and in words inclusive of all charges per month per head of guards. Subsequent claim of any kind or any other account will not be entertained.
4. Condition quotation will not be entertained.
5. The agency engaged for this work will have to maintain a regular contact with the Assistant Engineer concerned and hold discussion with him regarding performance and attendance of the guards from time to time.
6. The authority will have every right to pay surprise visit to check up the duty of security guards at any time.
7. The persons engaged for duty will have to wear same uniform for identification promptly. Uniform will have to be supplied by the successful quotationers for which no additional allowances or charges will have to be entertained.
8. The duty Roster and identity of the persons to be engaged for guarding will have to be intimated to the Authority concerned even in cases of ever change of duties.
9. In case of negligence in performance his duty for any guard, he should be removed immediately from duties be the agency.
10. No claim will be entertained for the permanent service of the guards engaged and the concerned authority shall not remain responsible in any liabilities or complication arises from the guards.
11. The concerned departmental authority shall not responsible to supply rain coat/umbrella/ great coat.
The same area to be supplied by the successful questioner and the cost there of considered in the rate quoted by the quotation.
12. The concerned departmental authority shall not be responsible to compensate or otherwise liable in any manner what so ever for any injury and/ or death of security guards while on duty.
13. Before taking over the charges of duties the guards will have to check up all the locks and keys of the office and then handing over and taking over the charges of the office will be signed by both the parties concerned.
14. The guarding arrangement will have to be made from the date mentioned in the work order.
15. Torch and Cells and Lantern with kerosene Oil if required for guarding will have to be provided by the concerned Quotation at his own cost. In case of exigencies and when the situation requires supply of additional guards will have to be made available at the rate as accepted on requisition.

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