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## ***Tender For Outsourcing of Agency for Providing Manpower Services at Silpa Himghar Project Area, Adabarighat, Coochbehar***

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Tender Ref No:: GAD/48/2023-24/34/F- Silpa Himghar

Tender Issue Date: 18.05.2023

Last Date of Submission: 26.05.2023 up to 3:00 PM

Date of Opening of Technical Bid: 26.05.2023 at 4:00 PM

**UTTAR BANGA KSHETRIYA GRAMIN BANK**

Shib Bari Road, opp. N.N.Park, Po & Dist- Cooch behar-736101

E-mail: gadho@rrbubkbg.in

[www.ubkbg.org](http://www.ubkbg.org)

Uttarbanga Kshetriya Gramin Bank, a Regional Rural Bank sponsored by Central Bank of India, was established on the 7th March 1977 under the Provision of Section 3(2) of RRB Act 1976 [ 21 of 1976] with equity participation of Government of India (50%), Central Bank of India (35%) and Government of West Bengal (15%). The Bank has been operating in five districts of West Bengal namely, Coochbehar, Jalpaiguri, Alipurduar, Darjeeling and Kalimpong with its Head Office at Coochbehar. You are requested to quote your best offer for providing 3 Nos. of security guard for Silpa Himghar Project Area, Adabarighat, Coochbehar.

(Refer Details as per Annexure – “I”)

Quotation should be sealed and superscripted with tender number and address to:

**The General Manager (GAD), Uttarbanga Kshetriya Gramin Bank, Shiv Bari Road, Oppo N N Park, Coochbehar, 736101**

The sealed quotations should reach the address, latest by **26<sup>th</sup> May, 2023 at 03:00 PM** and it will be opened on same day at 04:00 PM in the same address in the presence of the bidder(s) or their authorized representative(s), who will be present at the scheduled date and time. After the evaluation of the technical bids, the date and time for opening of financial bids will be notified only to those bidders who will qualify in the technical bid.

- **General Conditions**

The tender should be submitted in two parts i.e. Technical Bid and Financial Bid. The Technical Bid and the Financial Bid should be sealed by the bidder in two separate covers. **“Technical Bid for Providing Manpower Services for Silpa Himghar”** and **“Financial Bid for Providing Manpower Services for Silpa Himghar”**. Both sealed envelopes should be kept in a main/bigger envelope super-scribed as **“Tender for Providing Manpower Services for Silpa Himghar”**. Any bid found other than the aforementioned condition will be summarily rejected.

**Documents comprising in technical bid-**

- I. Duly filled format of technical bid as per Annexure-II, Annexure III, Annexure IV, Annexure V & Annexure VI.
- II. Registration Certificate under the relevant act or a Proprietor Firm.
- III. The bidder must be an established, reputed and reliable service provider in the field of providing manpower Services and should have at least five years of experience in this field. Relevant certificate of experience should be attached within the technical bid.
- IV. Experience of having successfully completed similar works during last 3 years ending last day of month previous to the one in which applications are invited. Should be either or the following.  
  
Three similar completed works each costing not less than the amount equal to ₹ 30,000/- (Thirty Thousand Only) per Month  
  
OR  
  
Two similar completed works each costing not less than the amount equal to ₹ 40,000/- (Forty Thousand Only) per Month  
  
OR  
  
One similar completed work costing not less than the amount equal to ₹ 50,000/- (Fifty Thousand Only) per Month
- V. The average turnover of the bidder should not be less than ₹ 10 Lakhs in the last three accounting/financial years (2019-20, 2020-21 & 2021-22). Balance sheet (Preferably Audited / CA Certified) should be attached.
- VI. ITR for the FY 2019-20, 2020-21 & 2021-22.
- VII. The Bidder having an effective quality control system/ISO Certification will be given preference. Self-attested photocopy of the Certificate should be attached with the Technical bid.
- VIII. The bidder must have valid EPF, ESI and License under Control Labour Act. Self-attested photocopy of the License should be attached with the Technical bid.

- IX. The Bidder should have GSTIN, PAN Card. Self-attested photocopy of the same should be attached with the Technical bid.
- X. The bidder must have Labour License Act 1970 issued by Labour Department. Self-attested photocopy of the same should be attached with the Technical bid.
- XI. Signed each page of tender document.
- XII. The technical bid should be accompanied with Banker's Cheque / Demand Draft of Earnest Money Deposit and tender fee.

#### **Documents comprising in Financial bid-**

- I. Financial Bid form (Annexure - VII) - Rate must be quoted as per format specified, failing which tender shall be summarily rejected.

**Earnest Money Deposit (EMD):** The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of ₹ 10,000 (**Rupees Ten Thousand Only**) by way of Banker's Cheque / demand drafts only. The demand draft shall be drawn in favour of **"Uttarbanga Kshetriya Gramin Bank, Head Office, Coochbehar"**. The demand draft for earnest money deposit must be enclosed in the envelope containing the technical bid. The EMD of the successful bidder shall be returned after the successful submission of Bank Guarantee/Security Deposit and for unsuccessful bidder(S) it would be returned after award of the contract. Bid(S) received without demand draft of EMD will be rejected. No interest will be paid by Bank on Earnest Money Deposit. The firm who are registered with National small Industries Corporation (NSIC)/OR small scale industries (SSI) are exempted to submit the EMD (Copy of registration must be provide along with technical bid).

- a. Request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the respect of any previous work will not be entertained.
- b. Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fail to observe and comply with stipulation made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited.
- c. The EMD, in case of unsuccessful bidders shall be retained by **Uttarbanga Kshetriya Gramin Bank,** till the finalization of the tender. No interest will be payable by the Bank.

**Tender Fee (Non Refundable):** Tender fee will be not refundable amount of ₹ 500 (Rupees Five Hundred only) by way of Banker's Cheque / demand drafts only. The demand draft shall be drawn in favour of **"Uttarbanga Kshetriya Gramin Bank, Head Office, Coochbehar"** Payable at Coochbehar. The tender without tender fee will be summarily rejected.

- 1. **Rates:** Rate should be quoted in Indian Rupees (INR). Where there is a difference between the rates in figures and words, rate mentioned in the words shall be taken as valid and correct rate. No other charges except the quoted amount will be payable by the bank for any reason whatsoever.
- 2. The sealed quotations/tender, super scribed with the name of the work, reference number and due date for tender opening, should be submitted in person or by post. However, the Department shall not be responsible for delay or loss of tenders in transit or any postal delay.
- 3. **Opening of Tender:** The tenderer is at liberty either himself or authorize one representative to be present at the opening of the tender. The representative attending on the opening of the tender on behalf of the tender should bring with him a letter of authority from the tenderer and proof of identification and rubber stamp. The late received tenders by Bank will be ignored. Further, Bank does not accept any liability and responsibility for the tenders in case the same are not properly sealed and marked and/or sent as above.
- 4. Uttarbanga Kshetriya Gramin Bank reserves the right to accept or reject any or all tenders without assigning any reason thereof and also do not bind himself to accept the lowest tender.
- 5. Delayed/ late/ conditional quotations/tenders shall not be accepted at all.

6. **Validity of the bids:** The quoted rates must be valid for a period of 1 Year from the date of closing of the tender. The overall offer for the assignment and bidder(S) quoted rate shall remain unchanged during the period of validity. If the bidder quoted validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.
7. In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.
8. **Authority of person signing document:** - A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warrant, that he has authority to bind such other and if, on enquiry, it appears that the person so, signing had no authority to do so, the Bank may without prejudice to other Civil and criminal remedies cancel contract and hold the signatory liable for all cost and damages.
9. **Security Deposit:** The successful tenderer will be required to furnish a Security Deposit equal to **10 %** of the contract value after receiving work order in the form of Fixed Deposit Receipt or Performance Bank Guarantee from any Nationalized bank duly pledged in the name of the "Uttarbanga Kshetriya Gramin Bank, Head Office" Which shall be kept valid for a period of 30 days beyond completion of all the contractual obligations. The said security deposit will be returned without any interest after successful completion of the project.
10. The Income Tax / Any other Taxes as applicable shall be deducted from the bill unless exempted by the Income-tax department.
11. **Award of Contract:** After the evaluation of the bid(s) Bank will award the contract to the lowest evaluated responsive tenderer. Conditional bid will be treated as unresponsive and will be rejected. Considering the service point of view bidders located within Coochbehar, Alipurduar, Jalpaiguri, Darjeeling & Kalimpong districts will be given preference.
12. **Subletting of Work:** The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of Bank which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one tenderer.
13. Bidder shall submit a copy of the tender document and addendum/ corrigendum thereof, if any, with each page of this document should signed and stamped to confirm the acceptance of the entire terms and conditions as mentioned in the tender enquiry document.
14. The tenderer must submit all the documents mentioned in the "**Documents comprising in technical bid**" to qualify in the Technical bid.
15. Conditional tenders shall not be entertained under any circumstance and same shall be summarily rejected.
16. Minimum wages will be revised as and when revised by the concerned authority.
17. **Breach of Terms and Conditions:** In case of breach of any terms and conditions as mentioned in tender, the Competent Authority, will have the right to reject the bid at any stage without assigning any reason thereof and nothing will be payable by Bank in that event the EMD shall also stand forfeited.
18. **Legal Jurisdiction:** The agreement shall be deemed to have been concluded in Coochbehar, West Bengal and all obligations hereunder shall be deemed to be located at Coochbehar and Court within Coochbehar, West Bengal will have Jurisdiction to the exclusion of other courts.
19. **Arbitration:** The Arbitration shall be held in accordance with the provision of the arbitration and conciliations Act, 1996 and the venue of arbitration shall be at Coochbehar. The decision of the Arbitrator shall be final and binding on the both parties.

20. **Applicable Law:** The contract shall be governed by laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/ processing.
21. In case the Agency fails to execute the job after signing the Agreement Deed or terminate the Contract before completion of period of Contract at their own accord, the General Manager shall have the right to forfeit the Performance Security deposited by the Agency for the execution of the Contract.
22. The clearance of the local police will be obtained by the Agency before deployment of the personnel for which necessary costs will be incurred by the Agency.
23. It shall be responsibility of the Agency to make all statutory payments in respect of the personnel so employed and also meet with all the necessary statutory requirements. The Agency shall also indemnify General Manager, UBKGB against any statutory or other obligations as per the Law/ Rules in force from time to time. The service provider shall be responsible for compliance of all statutory provisions relating to Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI Bonus, Gratuity, Leave Relieving Charges, Uniform and allowance thereof and any other charges applicable from time to time.
24. The claim in bills regarding Employee State Insurance, Provident Fund and Corporation Procurement Service Taxes etc. should be necessarily accompanied with documentary proof pertaining to the concerned month bill. A requisite portion of the bill/ whole of the bill amount shall be held till proof is furnished. The contractor should also ensure that all the staff deployed at SILPA Himghar Project area must paid their salaries as per the tender/price bid latest by the 7th of every month. The contractor also has to provide all the documentary proofs/Bank Statements and of the salaries paid to the staff employed at SILPA Himghar Project area along with the monthly bills.
25. The service provider shall maintain all statutory registers under applicable laws. The Agency shall produce the same on demand to the concerned authority of this UBKGB or any other authority under law.
26. In case, the tendering Agency fails to comply with any statutory registration/taxation liability with appropriate law and as a result thereof the UBKGB is put to any loss/obligation, monetary or otherwise, the UBKGB will be entitled to get itself reimbursed out of the outstanding bill or the Performance Security Deposit of the Agency to the extent of the loss or obligation in monetary terms.
27. The bidder shall have to bear all income tax liability both corporate and personal tax/liability of the personnel deployed by him.
28. The bidders shall acquaint themselves with the conditions of the tender document, to fully appreciate the scope of work required to be carried out (which are only illustrative and not exhaustive) The successful bidder is required to carry-out the services as per requirement of the General Manager, UBKGB.
29. The service provider shall provide two sets of pant and shirt, cap or turban, as the case may be, one woollen jersey (in winter) a pair of shoes, badge and name plate to each personnel deployed by them. It will be the responsibility of the Service Provider to provide the uniform to its persons and expenditure on this account shall be borne himself by the Service Provider. The wearing of uniforms by the persons of the Service Provider deployed on duty in UBKGB shall be compulsory. If any person, while on duty, is found without uniform, penalty shall be charged @ ₹ 50/- per person per day for each lapse and the amount of penalty will be recovered from the monthly bill of the Service Provider. The General Manager UBKGB, however, may increase the amount of penalty in case(s) of repeated defaults as deemed fit. He will also provide Identity Proof with photograph to each worker as well as in office of General Manager, UBKGB.
30. The tenderers should quote Administrative Charges/Services charges clearly in figures as well as in words.
31. The General Manager or his duly authorized Representative/ Committee shall have the right to impose such penalty as it deems fit on the Agency if the UBKGB is put to any financial loss directly or indirectly by any act of omission or commission on the part of the Agency or the worker deployed by it on the premises of the UBKGB.

32. The Service Provider shall issue appointment letters clearly stating the terms of appointment of the personnel employed by the service provider and immediately communicate the list of his employees indicating their Name, age, parentage, Aadhaar number, residential address and terms of appointment etc. in respect of each employee engaged by him on the date of deployment at SILPA Himghar Project area as well as any subsequent changes, if any, of his employees. Whenever any employee of the service provider is relieved or leaving the job or whenever new recruitments are done by service provider during the period of contract the complete details of the same will be intimated to this office.
33. The tenderer, whose tender is accepted by the UBKGB, will intimate the name, office and residence address and telephone number(s) of his/her representative who will take day-to-day instructions from the authorized Officer of the UBKGB. Such person will maintain a regular liaison with the authorized Officer of the UBKGB to ensure smooth performance of the services under the contract.
34. The bidder shall comply with all relevant/applicable Labour Laws as existing and provide insurance cover to its workers. The bidder shall indemnify the General Manager, UBKGB against all action of omissions, faults, breaches and/or any claim or damage, injury and expenses to which the General Manager, UBKGB may be party or involved as a result of the successful bidder's failure to comply with the obligations under the relevant Act / Law which the bidder is to follow.
35. The decision of UBKGB in all matters shall be final and it reserves the right to accept or reject all or any of the tenders, without assigning any reasons. The tenderer who is awarded the contract shall be bound to execute and implement it by signing an agreement on the non-judicial stamp paper of the value of 100/- at his own cost. On acceptance of the tender by the General Manager, UBKGB it will constitute a binding agreement between the General Manager, UBKGB, and the person so tendering. Failure to comply with the above conditions will lead to disqualify of the tenderer and the EMD submitted will be forfeited.
36. The Service Provider shall always inform the UBKGB in writing about any change in its address or the names and addresses of its key personnel(s). Further, the Service Provider shall not change its ownership during the period of his Service Contract with UBKGB. The bidder must have office in Coochbehar.
37. The addresses and details of the personnel employed at SILPA Himghar Project area shall be provided to UBKGB. The agency must have qualified manpower on its roll ready for deployment. The persons deployed at the said project area should have sound mind, good physical health, having good communication skills.
38. No other commercial activity will be undertaken by the agency in the Premises of UBKGB.
39. For quick communication/ redressal of complaints Mobile Phone is to be provided by the Contractor to the Supervisor during the duty hours and his phone number to be informed to office of General Manager, UBKGB.
40. The contractor will ensure all precautionary measures and safety arrangements while executing the work and will be responsible for any accident occurred during duty hours.
41. During the period of contract, the staff to be provided by the Service provider shall protect our Property/premises etc. and the service provider will make good for any loss caused to the UBKGB/UBKGB due to the negligence of its staff.
42. The staff provided by the Service provider will be the employees of the service provider only for all intents and purposes. The persons so deployed shall be under the overall control and supervision of the Service Provider. The Service Provider shall take all reasonable precautions to prevent any unlawful act or disorderly conduct of his employees.
43. The service provider shall ensure that there is no shortage of manpower at any time during the contract and also that they do not have to work extra time.
44. No shelter/accommodation will be provided by UBKGB.

45. The UBKGB shall have absolute rights and powers for forfeiture of security deposits in case of breach of any clause of this agreement and no claim whatsoever on this account shall be entertained.
46. That the service provider shall report promptly in case of any theft, burglary/ dacoity or Pilferage that takes place or any attempt made to the effect, to the office of UBKGB. The lodging of the FIR with the police will be responsibility of the UBKGB. Failing supply of such information the Agency shall be liable for all losses of Premises stocks, stock articles, property & other material, along with interest thereon on account of theft or pilferage, expenses suffered or incurred by the Dept/UBKGB due to the negligence and un-workman like performance of any of his staff under this contract or breach of any terms thereof or damages/losses occurred to the Dept/UBKGB or in particular to any property or plant etc., belonging to the UBKGB due to the negligent act of the Agency themselves or their employees/staff.
47. That the Agency will maintain two separate certified registers for inward and outward movement of the goods/vehicles giving details as per specified columns of the registers. Another register shall be maintained for entering the names of the persons, date, time and reasons for visits to the office premises. It will be the duty of the guard(s) to check/search all the vehicles entering UBKGB.
48. That the agency shall whenever required, produce or ensure to be produced for examination by the General Manager UBKGB or any other officer of the UBKGB assigned by him on his/her behalf any record, other books of Accounts, returns, vouchers, receipts, letters, memorandum or any copy of extract from any such documents as may be required. The decision of the General Manager UBKGB on the question of the relevancy of any document/ information or return shall be final and binding on the Agency and it shall produce documents, information and returns at such time and place as may be directed by the General Manager UBKGB or his nominee.
49. That the Agency shall provide only competent and trained manpower to the satisfaction of the General Manager UBKGB or an officer acting on his behalf. The Agency shall be responsible for the good conduct of their employees and shall compensate the UBKGB for losses arising from neglect, carelessness, want of skill or misconduct of themselves, their employees or agents or representatives. The General Manager UBKGB shall have the right to ask for the dismissal of any employee of the service provider who, in his/her opinion is hampering the smooth execution of the work and his decision regarding losses caused by neglect and misconduct etc., of the Agency (their servants and agents or representatives shall be final and binding to the agency).
50. The Service Provider is required to commence the Services/Activities within 7 (Seven) days from the date of issue of letter of intent for the award of contract. In the event of failure, a penalty@1% (one percent) per day of the total monthly value of contract shall be imposed from the date of issue of letter of Intent for non-commencement of the Services/Activities subject to the condition that in no case it shall exceed 10% of the total annual value of the contract. In case, the Service Provider fails to commence the Services/Activities within 30 days from the date of issue of letter of intent, it will be presumed that he is no more interested in taking over this Service Contract and the letter of Intent shall be treated as cancelled at the risk and cost of the Service Provider and his entire deposits including Earnest Money Deposit (EMD) shall stand forfeited.
51. The Service provider shall not depute any of the deployed staff at any other place/organization after his duty hours meaning thereby that any staff working simultaneously at two locations/shifts/organizations shall not be allowed under any circumstances.
52. Any failure of omission or commission to carry out the provision of this Agreement by the Service Provider shall not give rise to any claim by one party, one against the other, if such failure of omission or commission arises from an act of God which shall include all acts of natural calamities such as fire, flood, earthquake, hurricane, or any pestilence or from civil strikes, compliance with any statute and/ or regulation of the Government, lockouts and strikes, riots, curfew, embargoes or from any political or other reason beyond the parties control including war (whether declare or not) civil war or stage of insurrection, provided that notice of the occurrence of any event by either party to the other shall be given within two week from the date of occurrence of such an event and acceptance of such communication is complete against the other party.
53. The General Manager, UBKGB can amend this Service Agreement or any part thereof at any time. However, such amendment shall be effective only when it is signed by the authorized representatives of both parties hereto.

54. In the event of exigencies arising due to the Death, Infirmary, Insolvency etc. of the Service Provider or for any other reason or circumstances, liabilities of the Service Provider shall be borne by the following on such terms and conditions, as the General Manager UBKGB may think proper in public interest.
- 1) Legal heirs in case of sole proprietor,
  - 2) The next Partners, in the case of Partnership firms, Directors & other persons responsible for managing day to day affairs of company. 3) Otherwise the General Manager UBKGB shall reserve the right to settle the matter according to the circumstances of the case, as he may think proper.
55. The contractor should make immediate alternate arrangement if any worker is absent from duty. The contract may be terminated in any of the following contingencies:
- a) On the expiry of the contract period, without any notice;
  - b) By giving one months' notice in case:
    - i) The Service Provider consistently provides unsatisfactory services.
    - ii) The Service Provider assigns the Services/Activities or any part thereof to any other person for sub-letting the whole or a part of the Services/Activities.
    - iii) The service provider fails to comply with the provisions of the labour laws.
    - iv) If Service Provider commits breach of any covenant or any clause of this Agreement, UBKGB may send a written notice to Service Provider to rectify such breach within the time limit as specified in such notice. In the event Service Provider fails to rectify such breach within the stipulated time, the Agreement shall forthwith stand terminated and Service Provider shall be liable to pay the losses or damages on account of such breach to UBKGB.
56. The UBKGB shall have the right to immediately terminate this Agreement, if the Service Provider becomes insolvent, ceases its operations, dissolves, files for bankruptcy or bankruptcy protection, appoints receivers, or enters into an agreement for the benefit creditors. Provided that during the notice period for termination of contract, the Service Provider shall continue to provide the services smoothly as before till the expiry of notice period.
57. **Scope of Work:** The Contractor shall be responsible for watch and ward and proper safety and security of the property on open plinths; regulating the movements of vehicles and trespassers (at gate and within the Centre; patrolling within the Centre, reporting of theft /pilferage/ missing of property/fixture/ goods/machineries etc.; alarm/inform fire/ police/Authorities on emergencies. They shall be responsible to handover the premises in the same condition as taken over by them.
- In case of any mishap, a Committee comprising of District Manager, Manager and Authorized Representative of HO (Vigilance Branch) shall determine the responsibility.
- The Contractor should arrange daily and periodical checks on their security guards, by their security supervisors/officers to ensure prompt, efficient and disciplined performance by them under the guidance of the Branch Manager, Adabarighat or any Officer authorized in this regard can make surprise visits. The inspecting officers shall report any lapse in duty from the security personnel to Regional Manager, Coochbehar, who may escalate the same to the General Manager and upon reporting the same to the contractor, penalty of a sum of Rs.500/-(Rupees five hundred only) per shift per person may be recovered from the monthly bills of the Contractor (Security Agency) in addition to other proceedings initiated by Department for any losses or damages.
58. **Payment Terms:** Payment will be on monthly basis on submission of attendance sheet of the deployed manpower and GST Bill. The bills to be submitted every month must be supported with challan / acknowledgement of submission of EPF & ESIC is mandatory.
59. The bank will have the discretionary power to discontinue the agreement at any point of time.

[K. Soni]  
General Manager  
Uttarbanga Kshetriya Gramin Bank



#### Annexure – I

1. The successful bidder has to deploy 3 Nos. of (1 for Day & 2 for Night) security guard at Silpa Himghar Project Area, Adabarighat, Coochbehar. One guard shall be deputed in the Morning Shift and two other shall be deputed at the Night Shift.
2. Preference will be given to the security guard having 2 Years of experience.
3. Deployed guards should be physically strong, stout & well-built and should be physically fit in all aspects.
4. Age should not be above 50 years of guards at the time of first deployment.
5. The successful bidder shall deploy ex-serviceman security guards both in the day and night shifts as per requirement. In case it is found that deployments of guards is other than the above category, the payment of guards will be restricted to the un-skilled workers' wages and the contract of the bidder shall also be liable to cancellation.
6. The outsourced un-armed guards should have their own Stick (Danda).
7. The duty of security guard will to keep a watch over persons visiting the premises of Silpa Himghar Area.
8. Security Guard (Un-armed) should perform their duty for eight / twelve hours per shift per location. Weekly off will be after every six working days. The bidder has to arrange for reliever of Security guards in case of absence of guard/s. If the Agency is unable to provide the reliever, the wages will be deducted for that number of days. If this absenteeism continues for more than a week. The work will be given to other agency.
9. The security guard shall take charge of the assets and property which shall be taken possession by the Ld. Receiver on behalf of the bank (Goods to be taken charge of as per inventory list of the Ld. Receiver).
10. The guard shall petrol the property, permitting entry, prevent losses by reporting irregularities to the bank authority.
11. The property should remain guarded by the guards 24 X 7 and the successful bidder has to arrange accordingly.

**Annexure-II**

Form of Application (On Tenderer Letter Head Pad)

To,  
The General Manager,  
Uttarbanga Kshetriya Gramin Bank,  
Head Office, Shib Bari Road,  
Coochbehar - 736101

Sir/Madam,

**REG: TENDER FOR PROVIDING MANPOWER SERVICES**

1. I / we have read and understood the instructions and others terms and conditions furnished in the Website in respect of the captioned tender. I/we here by submit my application for captioned" I/We have filled the price Bid as per format provided in Tender document and have Quoted Administrative Charges above Zero percentage" of your office. I/we do hereby declare that all the information furnished in the application and supplementary sheets are correct to the best of my/our knowledge and belief.
2. I/we have no objection if enquiries are made about the work listed by me/us in the accompanying sheets.
3. I clearly understand and agree that if any of the information furnished by me/us here under is found to be wrong or untrue or false or incorrect on incomplete, my/our application is liable to be rejected. Further, if I am/we are appointed as the "Executing Agency" for the above project on the basis of the information furnished in my/our application and the information furnished therein is subsequently found to be wrong, untrue, false or incorrect, my/our contract with the MD UBKGB is liable to be terminated forthwith at the discretion for such termination.
4. I/we understand and agree that the decision of the General Manager, UBKGB in selection the Service Provider is final and binding to me/us.

Thanking You,

Yours Faithfully,

Signature of the Tenderer

Name: Place:

Annexure - III

Technical Bid

(In Separate sealed cover-I super scribed "Technical Bid")

S.No.	Details of the Tenderer/Bidder	
1	Name and Address of the Tenderer/Bidder	
2	Complete Address:	
3	State clearly whether it is sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization	
4	Details of the Earnest Money Deposit (EMD) (Yes/No) DD No: Dated: Drawn on Bank: Amount: (Rupees.....)	
5	Details of the cost of the Tender documents (Yes/No) DD No: Dated: Drawn on Bank: Amount: (Rupees.....)	
6	Whether each page of Tender and its annexure have been signed and stamped	Yes / No
7	GST Registration No (Enclose Self Attested Photocopy)	
8	Trade license No (Enclose Self Attested Photocopy)	
9	Permanent Account No. (Enclose Self Attested Photocopy)	
10	ISO Certification No. (Enclose Self Attested Photocopy)	
11	EPF License No. (Enclose Self Attested Photocopy)	
12	ESIC Registration No. (Enclose Self Attested Photocopy)	
13	Email ID	
14	Contract No.	

(Signature of the Bidder)

Along with Stamp of Firm/Company

Date:

Place:

Annexure - IV

CERTIFICATE

(To be submitted on letter head of the company/ firm)

I hereby certify that the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute on any account.

I also certify that firm will be supplied the item as per the specification given by Institution and also abide all the terms & conditions stipulated in tender.

I also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, any contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and Institute may imposed any action as per TENDER rules.

Date:	Name	:
Place:	Business Address	:
	Signature of Bidder	:
	Seal of the Bidder	:

Annexure – V

ANNUAL TURNOVER STATEMENT

(To be submitted on letter head of the company/ firm)

The Annual Turnover of \_\_\_\_\_ for the past three years are given below and certified that the statement is true and correct.

Sl.No.	Year	Turnover in Lakh (Rs.)
1.	2019-20	
2.	2020-21	
3.	2021-22	

Total Rs. (in figure) (Rupees in words)

Average Turnover Per Annum Rs. (in figures) (Rupees in words)

Date

Seal

Signature of the Tenderer Auditor

Chartered Accounts:

Name in Capital:

M.No.:

Annexure - VI

Experience and Satisfactory Certificate

(On Tenderer Letter Head)

S.No	Name of the Organization and Address	Contract Period	Annual value of the Contract	Number of manpower supplied	Satisfactory Perform from Organization (along with office number and date)
1	2	3	4	5	6

Date:	Name	:
Place:	Business Address	:
	Signature of Bidder	:
	Seal of the Bidder	:

Attested Copy of Performance Certificate/Work Order/Agreement must be attached with Annexure V

Annexure – VII

Financial Bid

Subject: -Submission of Financial Bid for Award of Contract for Providing Manpower Services at Silpa Himghar Project, Adabarighat, Coochbehar.

**Wages of 30 / 31 day per guard:**

*(Amt. In Rs.)*

Sl No	Rate for deploying guard for 8 hours		Rate for deploying guard for 12 hours	
1	Rate		Rate	
2	GST		GST	
3	EPF		EPF	
4	ESIC		ESIC	
5	Service Charge		Service Charge	
6	Other Charges		Other Charges	
	<b>Total</b>		<b>Total</b>	

**# GST Extra as per Govt. Norms**

Bank will have the right to choose L1 vendor depending on the cost analysis as per the rate quoted above.

Annexure – VIII

DRAFT AGREEMENT

This agreement is made on \_\_\_\_\_ day of \_\_\_\_\_ Two thousand Twenty Three between \_\_\_\_\_ as one part, hereinafter called ‘ \_\_\_\_\_ ’ and M/s \_\_\_\_\_, having its registered office at \_\_\_\_\_ hereinafter called the ‘Agency’ for providing Security Services on the other part.

WHEREAS Uttarbanga Kshetriya Gramin Bank is desirous to engage the Agency for providing Security Services for guarding the mortgaged property situated at Sitai Illiteracy & Poverty Alleviation Association (SILPA) Village-Garanta, PO-Brahmattarchatra, PS-Sitai, Pin-736167 on the terms and conditions stated below:

1. The agency shall deploy security guards both in the day and night shifts as per Bank’s requirement.
2. The Security Guard/Custodian shall take charge of the assets and property which shall be taken possession of by the Ld. Receiver on behalf of the bank (Goods to be taken charge of as per inventory list of the Ld. Receiver).
3. The guard shall patrol the property also monitoring surveillance equipment as well, permitting entry, prevents losses by reporting irregularities to the Bank Authority.
4. You shall be responsible for all losses/shortages to the pavilion or the materials stored and the same shall be made good by you while in charge of the property.
5. The Agency shall be solely responsible for compliance to provisions of various labour, Industrial and any other laws applicable and all statutory obligations, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI, etc relating to security personnel deployed in the Commission. The Commission shall have no liability in this regard.
6. The Agency shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed by it at Commission. The Commission shall have no liability in this regard.
7. Any violation of instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
8. The contract can be terminated by giving one month notice on either side.
9. In case of non-compliance with the contract, UBKGB reserves its right to:
  - a. Cancel/revoke the contract; and/or
  - b. Impose penalty up to 10% of the total annual value of contract which needs to be deposited within three weeks from the date of informing about the same.
10. Security deposit of 10% of the contract value (refundable without interest after two months of



termination of contract) in the form of Pay Order/Demand Draft or Bank Guarantee shall be furnished at the time of signing of the Agreement.

11. The Agency shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed in Commission.
12. The security personnel provided by the Agency will not claim to become the employees of Commission and there will be no Employee and Employer relationship between the personnel engaged by the Agency for deployment in Commission.
13. There would be no increase in rates payable to the Agency during the contract period except reimbursement of the statutory wages revised by the Govt.
14. The Agency also agrees to comply with annexed Terms and Conditions and amendments thereto from time to time.
15. Decision of Commission in regard to interpretation of the Terms and Conditions and the Agreement shall be final and binding on the Agency.
16. In case of any dispute between the Agency and Commission, Commission shall have the right to decide.
17. However, all matters of jurisdiction shall be at the local courts located at Coochbehar.

THIS AGREEMENT will take effect from    day of    Two Thousand Twenty Three and shall be valid for one year.

IN WITNESS WHEREOF both the parties have set and subscribed their respective hands with their Seal in Coochbehar in the presence of the witness:

Uttarbanga Kshetriya Gramin Bank

Witness:

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Witness: