



**WEST BENGAL FINANCIAL CORPORATION**  
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**GST No – 19AAACW2644M1ZY**

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**NOTICE INVITING E – QUOTATION**

Memo No. : MD/WBFC/SSP/02

Dated 10/09/ 2025

Notice Inviting e – Quotation No : MD/WBFC/SSP/02 of 2025-26

West Bengal Financial Corporation, invites e- Quotation for the work as stated below.

(SUBMISSION OF BID THROUGH ONLINE)

**1. INFORMATION ABOUT THE WORK:**

<b>1.</b>	<b>Name Of Work</b>	<b>Providing Security Services at the Head Office premises of West Bengal Financial Corporation (WBFC) at DD-22, Salt Lake City, Sector – I, Bidhannagar, Kolkata – 700064 and at various industrial / service sector units located all over the state of West Bengal under possession of WBFC [on enforcement of recovery provisions of SFCs’ Act, 1951 (as amended up-to-date) ]</b>
<b>2.</b>	<b>Eligibility of The Bidder</b>	Bonafide resourceful Security Agencies having experience in similar nature of work [Eligibility Criteria as given here under Clause : 2]
<b>3.</b>	<b>Earnest Money to Be Deposited:</b>	<b>Rs.36,000/- will have to be deposited online by all bidders.</b>
<b>4.</b>	<b>Initial period of engagement</b>	12 (twelve) months
<b>5</b>	<b>Subsequent period of engagement</b>	Initial engagement period may be extended further up-to 24 months [ 12 months at a stretch], after expiry of the tenure of service, on delivering satisfactory performance during every such period of engagement.

**2. Eligibility Criteria of the bidders participating in e -quotation:**

a) The bidders must possess the credential of execution of similar nature of security service providing work for a minimum period of 5 years in

Government / Government Undertaking / PSU/ Autonomous Bodies / Statutory bodies / Local Bodies / Reputed Corporate establishment.

b) The bidding entity must have engaged at least 25 security guards with the entities as mentioned as at 2 (a) above., as on the date of bid submission, the list of which along with location of deployment [backed by engagement letters of such deployment] must be submitted during bid submission, duly signed digitally.

c) The bidders must have an average yearly turnover of Rs.40.00 lakh in Government / Government Undertaking / PSU/ Autonomous Bodies / Statutory bodies / Local Bodies / Reputed Corporate for last 05 years.

### 3. **Terms & Conditions :**

- i. For e-Filing, the intending bidder may download the tender document from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate & Earnest Money may be remitted as per extant guideline of same ;
- ii. **Earnest Money:** The Bidder mandatorily has to submit the amount of Earnest Money as mentioned in this NIT/NIQ as per the guideline related to online receipt and refund of e-procurement through State Government e-Procurement Portal issued by the Finance Department (Audit Branch), Government of West Bengal vide Memo No 3975-F(Y) dated 28/7/16. If 2% of the quoted amount becomes more than the EMD amount deposited online, the balance EMD (difference of the 2% of the quoted amount and Rs.36,000/-) has to be deposited by the successful Bidder before issuance of Work Order subject to acceptance of the quoted rate by the Tender Inviting Authority;
- iii. Rates should be quoted in figures as well as in words item wise, as applicable. Quoted rate(s) should be inclusive of all taxes, duties, cess including GST, as applicable. No Tenders with price variation clause will be accepted. Acceptance of lowest or any other tender is not obligatory. The rate quoted in totality is the criteria for selection;
- iv. The documents submitted by the bidders should be properly indexed, clear, legible & digitally signed;
- v. Bids shall remain valid for a period not less than 120 days (One Hundred Twenty Days) from the last date of submission of Financial Bid / Sealed Bid. If the bidder

withdraws the bid during the period of bid validity, the earnest money, as deposited, will be forfeited forthwith without assigning any reason thereof;

- vi. The FINANCIAL OFFER of the prospective Bidder will be considered only if the Bidder qualifies in the Technical Bid. The decision of the 'Tender Evaluation Committee, WBFC' will be final and binding on all concerned and no challenge against such decision will be entertained. The name of Qualified Bidders will be displayed in the website on the scheduled date and time as specified above;
- vii. Technical Bid and Financial Bid both will be submitted concurrently duly digitally signed in the Website <https://wbtenders.gov.in> within the time as specified above;
- viii. The intending Bidders should clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the WBFC and it reserves the right to accept or reject any or all the offers without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding;
- ix. The Earnest Money of all the unsuccessful Tenderer will be refunded as per Memo No 3975-F(Y) dated 28/7/16 issued by the Finance Department (Audit Branch), Government of West Bengal;
- x. Contractor shall have to comply with the provisions of (a) the contract labour (Regulation / Abolition) Act, 1970(b), Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time;
- xi. During the scrutiny, if it comes to the notice of the 'Tender Inviting Authority' that the Credential(s) and/or any other paper(s) of any bidder found incorrect/manufactured/fabricated, that bidder will not be allowed to participate in the tender and that application will be rejected outright. WBFC reserves the right to cancel the N.I.Q. due to unavoidable circumstances and no claim in this respect will be entertained.
- xii. Before issuance of the WORK ORDER, the 'Tender Inviting Authority' may verify the credential(s) and/or other document(s) of the lowest tenderer, if found necessary. After verification, if it is found that the document(s) submitted by the lowest tenderer is /are either manufactured or false, the work order will not be issued in favour of the said Tenderer;
- xiii. Conditional / incomplete tender will not be entertained;
- xiv. **WBFC** reserves the right to reject/Cancel any or all the tenders without assigning any reason whatsoever and it will not be bound to accept either the lowest tender or any of the tenders;
- xv. **WBFC** reserves the right to issue any corrigendum to the NIQ / NIT and / or cancel the NIQ/NIT due to unavoidable circumstances and no claim in this regard will be entertained;
- xvi. The Quotations showing wages below the stipulated minimum wages shall be

summarily rejected.

- xvii. Release of performance security deposit will be as per guideline as per existing Govt. Rule;
- xviii. Tender Inviting Authority at his / her own discretion may relax minor shortfall (if any) of the qualification criteria of the participants for the interest of Government works;
- xix. WBFC reserves the right to accept/reject the whole tender/ part of the tender.

4. **Statutory Obligation:**

All bidders are requested to be present in the office of WBFC during opening of Financial Bid. No request related to any point will be entertained by WBFC who will be absent during financial bid opening time. WBFC may call Sealed Bid after opening of the said bid to obtain the suitable rate further, if it is required, as per existing rule of the Government. No informal tenderer will be entertained in Bid further.

5. **Submission of Tenders :**

General process of submission: Tenders are to be submitted through online of the website stated in Cl.2 in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

**[A]Technical proposal**

The Technical proposal should contain scanned copies of the following further two covers (folders).

**A 1 : THE STATUTORY COVER CONTAINING**

a. NIQ / NIT (download & upload the same Digitally Signed, quoting rate will only encrypted in the B.O.Q. under Financial Bid. The receipt of submission of EMD (Online) has to be uploaded in EMD folder within Technical Cover.

**A-2 : NON STATUTORY COVER CONTAINING**

- a. Current Professional Tax Clearance Certificate / Current Professional Tax (PT) deposit receipt challan, PAN Card, GST Registration Certificate, Income Tax return for the last three FY(s) ending FY 2024-25, Acknowledgement receipt for the latest assessment year.
- b. Registered / Notarized Partnership Deed of Partnership Firm / Article of Association & Memorandum in case of a Company with Incorporation Certificate;
- c. Valid Trade License;
- d. Valid Labour license;
- e. EPFO & ESI registration certificate;
- f. The credential certificate along with Work orders as stated under eligibility criteria

to participate in the Tender;

**g.** Audited financial statements for the last three FYs;

**h.** Summery details of the bidder in the given format in **Annexure - I**

NOTE: FAILURE OF SUBMISSION OF ANY OF THE ABOVE MENTIONED DOCUMENTS (AS STATED IN A1 & A2) WILL RENDER THE TENDER LIABLE TO SUMMARILY REJECTED FOR BOTH STATUTORY & NON STATUTORY COVER.

**The above stated non-statutory/technical documents should be arranged in the following manner**

Click the check boxes beside the necessary documents in the 'My Documents list' and then click the tab 'Submit Non-Statutory Documents' to send the selected documents to Non-statutory folder.

Next Click the tab 'Click to Encrypt and upload' and then click the 'Technical' Folder to upload the Technical Documents

Sl. No	Category Name	Sub Category Description	Details
A	Certificate(s)	Certificate(s)	Income tax return [ for the last 03 assessment years ], GST registration certificate, Professional Tax Clearance Certificate or Challan of requisite amount (current year), Pan Card, Tax Audit report for last three assessment years and Income Tax Acknowledgement Receipt for last assessment year;
B	Company/ Concern/ Firm Details	Company/ Concern/ Firm Details	Trade License, Prop. concern (Trade License), Partnership firm (Deed of partnership), Limited Company (Certificate of Incorporation, Articles of Association & Memorandum), Society (Current clearance of Certificate from ARCS, Society registration copy, Trade License),
C	Credential	Credential	Engagement certificate for similar nature of work with Gross value of work which is applicable for eligibility in this tender
D	Man Power	Security personnel	List of staffs with structure & Organization

**[B] Financial proposal :**

**a.** The financial bid should be made in one cover (folder) i.e. Bill of Quantities (**BOQ**). The bidder is to quote the rate online through computer in the space marked for quoting in the **BOQ**.

**b.** Only downloaded copies of the above documents are to be uploaded duly scanned & Digitally Signed by the bidder.

**6. Penalty for suppression / distortion of fact.**

Submission of false document by Tenderer is strictly prohibited & if found action may be referred to the appropriate authority for prosecution as per relevant **IT Act** with

forfeiture of earnest money forthwith.

#### 7. **Rejection of Bid**

The Employer (Tender Accepting Authority) reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or under any obligation to inform the affected Bidder or Bidders of the ground for Employer's (tender accepting authority) action.

#### 8. **Award of Contract**

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter /Letter of Acceptance. The Letter of Acceptance will constitute the formation of the Contract.

#### 9. **Tender Evaluation Committee (TEC)**

- i. Tender will be evaluated by TEC of WBFC ;.
- ii. **Opening of Technical proposal:**  
Technical proposal(s) will be opened by the authorized representative of TIA / TEC electronically from the web site as stated using their Digital Signature Certificate;
- iii. Intending tenderers may remain present if they so desire;
- iv. Cover (folder) statutory documents (vide CL No. A-1) should be open first & if found in order, Cover (folder) for non statutory documents (vide CL No. A-2) will be open. If there is any deficiency in the statutory documents the tender will summarily be rejected;
- v. Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the Tender Evaluation Committee.
- vi. Pursuant to scrutiny & decision of the evaluation committee, uploading of summary list of technically qualified tenderers in the website;
- vii. While evaluation the committee may summon of the tenders & seek clarification / information or additional documents or original hard copy of any of the document s already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

#### C. Financial Proposal

- i. The financial proposal should contain the following documents in one cover (Folder) i.e. Bill of quantities (BOQ) the contractor is to quote the rate online through computer in the space marked for quoting the rate in the BOQ.
- ii. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

#### 10. **IMPORTANT DATE AND TIME SCHEDULE :-**

SL. NO.	PARTICULARS	DATE & TIME [Tentative]
1	Date of uploading (Publishing) of N.I.Q. Documents (Online)	10.09.2025 at 10.00 Hrs.
2	Documents download start date (Online)	10.09.2025 at 10.00 Hrs.
3	Date of Pre-bid meeting	12.09.2025 at 14.00 Hrs.
4	Bid proposal submission start date (Online)	15.09.2025 at 10.00 Hrs.
5	Documents download end date (Online)	10.10.2025 at 15.00 Hrs.
6	Bid proposal Submission end date (Online)	10.10.2025 at 15.00 Hrs.
7	Bid opening date for Technical and Financial Proposal (Online)	13.10.2025 at 15.00 Hrs.

#### 11. LOCATION OF CRITICAL EVENTS:-

Pre – bid meeting and bid opening

Office of the WBFC H.O.

#### 12. **Security Deposit** : EMD of the successful bidder [L-1] will be treated as security deposit during the tenure of contract subject to the following :

In case the agency fails to execute the job after accepting the work order or leave the job before completion of the period of contract at their own accord without prior notice of 1 month, WBFC shall have the right to forfeit the security deposit given by the agency for the execution of the contract or black list the agency. In case of any loss or theft of WBFC's property/items, it shall be made good by the agency and in the event of failure on their part to do so within a period of one month, the loss shall be made good by encashment of security deposit and if the amount of loss or damage exceeds the amount of security deposit, then the remaining amount shall be recovered from the outstanding dues payable to the agency, straightway. Adjustment may also be made from the security deposit, if it is found that the labours are been made short payment against wages, bonus, allowances, EPF or ESI, than the amount reimbursed by WBFC.

The Security Deposit may be refunded to the agency after expiry of the contract period subject to satisfactory performance during the Contract tenure.

**13. Duration of Service:**

The contract will remain valid for an initial period of 12 (Twelve) months from the date of work order and Renewal of the contract for a further period up-to 2 years [ 12 month period at a stretch] may be made on same terms and conditions at the absolute discretion of WBFC . However, both the parties shall have the right to discontinue the agreement after giving two months' notice, in writing, to the other party. In case of expiry of tenure of the contract, no such notice will be required.

**14. Financial Bid composition:**

Wages and Service charges must be quoted as per the attached BOQ in excel format in absolute figure in Rupees which will include all expenditure towards regular training of personnel, managerial, supervisory, administrative services, uniform charges and other charges to get the work done through the deployed security personnel

Sl. No.	Particulars	Amount in Rs.
1	Quoted wage per Security personnel	
2	Quoted Service charge per Security personnel per month	
	Total Amount Per Security personnel [in figure] per month	
	Total Amount Per Security personnel per month in words [Rupees .....only]	

**Note :**

The wage as in Sl. No 1 shall include respective shares of EPF, ESI, Bonus and shall be equal or more than the minimum wage rate of Govt. of West Bengal. Please refer to Annexure-II for the definition of shift.

**The service charge must ensure the following services:**

- Periodical fire and safety training to the deployed guards (on holidays)
- Sets of uniform and accessories of the security guards



- f. Periodical washing charge of the uniform
- g. Periodical fitness certificate by Registered Practitioners
- h. Photo Identity cards with stamp and signature of authorised signatory of the bidding company.

**A declaration by the successful vendor may be submitted to WBFC ensuring the above services. In case the aforementioned services are not provided by the awarded bidder, his / her work order may be considered for termination or forfeiture of security deposit.**

**15. Statutory Compliances:**

- a) The bidder will submit and assure WBFC that by virtue of the clauses in Partnership Deed (in case of a Partnership firm) / Memorandum and Articles of Association (in case of Company)/ Certificate of Enlistment (in case of Proprietary concern) / Bye-laws (in case of a Society) of the Service Provider, the Service Provider is authorized to provide “services which are within the scope of this agreement.”
- b) The service Provider will further represent that it has already obtained and is in possession of the necessary statutory registration, licenses, permissions, authorizations, enrolment whatever the case may be, for providing services which covers this Agreement fully and, if required, shall be produced before the Corporation.
- c) The service provider possess all necessary certificates of employee provident funds, insurance clearance, professional tax clearance, Valid license / certificate issued by Home department, Government of West Bengal and Labour department, Government of West Bengal for running the service of security agency within West Bengal and all others statutory clearances, as may be applicable.
- d) The service provider will be solely and exclusively responsible for payment of salaries and other monetary, statutory/non statutory, non-monetary benefits related to the employment and/ other applicable laws of the land, e.g. Minimum Wages Act under the purview of West Bengal, Provident Fund regulations, ESI Act, Bonus Act etc. and the same will be the sole responsibility of the Service Provider.

**16. Others:**

The Tender Notice along with other documents like Tender document, Technical bid

documents, Financial Bid [BOQ], Corrigendum, Addendum uploaded by WBFC, work order issued by WBFC and acceptance letter received from the Agency shall be considered as a part and parcel of the agreement.

#### **17. Penalty for suppression / distortion of facts:**

Submission and suppression of false document by bidder is strictly prohibited & will render the bidder disqualified.

#### **18. Additional Terms & Conditions**

- i. The agency shall ensure that the security personnel deputed are healthy and physically fit and mentally sound through medical certificates. They must not be less than 18 years and more than 58 years and must be physically fit to perform the duties. The agency will get their antecedents, character and conduct verified and submit to the appropriate authority of WBFC. WBFC has the discretion to take interview of the security guards, before or after joining.
- ii. The Security and maintenance staff provided by the Agency must possess the following qualifications, for which documentary evidence to be provided.
- iii. They must be minimum 8<sup>th</sup> standard passed and also must be able to read and write official / local languages.
- iv. They will have at least two years' experience of rendering service of similar nature. He must be fully conversant with the duties.
- v. They will have the knowledge of fire fighting arrangement & be equipped to operate fire fighting measures.
- vi. They must have good knowledge of modern Security Systems and be able to control movement of personnel.
- vii. They will be able to gather information on security matters.
- viii. They must take rounds and be able to detect security loopholes, assess fire threats and be able to take preventive measures. All loopholes will have to be brought to the knowledge of WBFC.
- ix. WBFC shall have the right to ask for the removal of any Security staff of the agency whose services/conduct is found to be un-satisfactory.

- x. The changes in the manpower deployed will be subject to intimation and prior approval of WBFC
- xi. In case of any litigation or in the event of any default arising during the execution / contract period as mentioned in the work order, the Agency will remain fully responsible.
- xii. The name of the **Security Supervisor** on behalf of the agency must be communicated to WBFC with contact details who will check attendance of the deployed personnel on daily basis.

**19. Disclaimer:**

- a) WBFC, its officials, including its Directors, shall be in no way responsible for relying on the information / data provided by the Bidders.
- b) Also, WBFC is in no way binding itself or its officials / successors on reaching any agreement on the basis of this NOTICE.
- c) The bidders are prohibited from any form of collusion or arrangement in an attempt to influence the selection and award process of the Bid. Any such act shall render the Bidder to such liability / penalty as the competent authority in WBFC may deem fit and proper, including but not limited to rejection of the Bid of the Bidder and / the forfeiture of Earnest Money Deposit.
- d) In addition to what has been stated in qualification criteria, if the bidder does not fulfill any of the requirements, WBFC reserves the full right to terminate the said tender without any intimation and the vendor must hand over the entire Site in all respects forthwith.
- e) WBFC has the right to revise the scope of work and number of deployed personnel during the tenure and the wages and service charge may be revised appropriately.

**Managing Director  
West Bengal Financial Corporation**

## **ANNEXURE - I**

### **TECHNICAL BID (Part-I)**

*(to be submitted on letterhead)*

The following details/documents/certificates issued by the concerned Authorities in respect of the bidder are required to be submitted for qualifying in Technical Bid:-

<b>Sl No.</b>	<b>Description</b>	<b>To be filled by the bidder</b>
01	Name of the Bidder	
02	Year of incorporation	
03	Name/(s) of the Proprietor/Partner/Director / Secretary	
04	Office Address	
05	Phone No./FAX/ e-mail	
06	Name of the Contact Person (s) Phone No. / Mobile No.	
07	PAN	
08	Trade License No.	
09	GST No.	
10	License / Certificate No. issued by Home department, Government of West Bengal to provide security service	
11	License / Certificate No. issued by Labour Department, Government of West Bengal to provide security service	

(Signature of Authorised Signatory of the Bidder with seal)

Name & Designation:

Date:

## **ANNEXURE - II**

The SCOPE OF WORK is mentioned in the Annexure III of the NIT. The intending Bidder must ensure the manpower and scope of work mentioned in both Annexure-II and III and sign with his seal as a token of his acceptance of the same.

For Head Office of WBFC	For The Units under Control of WBFC all over the State of West Bengal
1. Morning Shift (7am to 3pm) - 1 guard 2. Evening Shift (3pm to 11pm) - 1 guard 3. Night Shift (11pm to 7am) - 1 guard	Round the Clock.

Manpower requirement is subject to necessary changes, if situation so warrants and wage and service charge will change appropriately.

Holidays are as per N.I. Act. The time specified here may be extended anytime, depending upon official requirement and no prior notice will be provided for the same.

A supervisor among the security guards per shift must keep close surveillance on the attendance and duties discharged by the engaged personnel.

**FORMAT FOR FINANCIAL BID (Part-II) SUBMISSION (to be filled up online)**

**Refer to BOQ in Excel attached with Tender.**

Rates in Column B to be entered by the bidder

**Note:**

1. GST shall be paid extra as applicable
2. Wages and Service charges will be paid on monthly basis.
3. Please note that the Service Charge amount shall be fixed throughout the contract period, if terms and conditions remain unaltered.
4. Quoted service charge must be realistic and as per prevailing market. If required the bidder may have to give justification of the quoted rate.
5. The wage as in Sl. No. 1 shall include respective shares of EPF, ESI, Bonus and shall be equal or more than the minimum wage rate of Govt. of West Bengal.

During evaluation, the Tender Evaluation Committee may summon of the Bidders & seek clarification/information or additional documents or original hard copy of any of the documents already submitted & if they are not produced within the stipulated time frame their bid will be liable for rejection.

**Annexure III**  
**SCOPE OF WORK**

**A. Duties and Responsibilities of the Security Guards at the Head Office of WBFC:**

1. The Personnel deployed are to be polite but firm, disciplined, physically fit, mentally sound and alert, smartly dressed in uniform.
2. They are to exchange compliments to the visitors, VIPs and officials.
3. They are to check, control and restrict entries to staff / workers / authorized personnel of organization and others by valid passes or searching if required and movement of vehicles and incoming / outgoing materials (with gate passes, challan) and time keeping. The security guard must check the bags / briefcases of the visitors, if considered necessary.
4. Maintain strict security of men, material and premises and maintain registers to note all important events/happenings information received/passed to the management. They are entirely responsible for thefts of easily movable items such as bathrooms fittings, fans, exhaust fans, telephone instruments, fire extinguishers, or fire fighting systems, office files, registers, books periodicals, office belongings and stores and stationeries etc.
5. They will assist the management and staff members, during emergencies, including Gherao, Picketing, Strike etc., if any.
6. They must not leave their place of duty under any circumstance until and unless properly relieved and advised by senior official of WBFC . To sign in the register for handing and taking over of duties etc.
7. They must perform any other works as deemed appropriate to ensure safety & security of the premises
8. Prevent the misuse of Electricity and water of the Company, i.e. WBFC.
9. In case of fire, the Security Guard will immediately alert the Staff members of the Company and assist in fire fighting operation. In case of fire accident before or after office hours the Guards shall inform the nearest fire station and /or police authority in consultation with the concerned officer of the WBFC, in addition to informing the Estate Dept of WBFC.

10. The security guards must watch that there is no unidentified/ unclaimed/ suspicious objects/ persons in the building/premises.
11. The security guards shall ensure that all the electrical equipment/instruments/ lights and fans must be switched off at the time of closure of the office. However, the lights at critical security point will not be switched off.
12. The security guards must ensure that all the officers/rooms are locked at the close of office and opened at the beginning of office hours and there is safe keeping of the keys for which they will be made fully responsible. They must make entry in the log register.
13. The security personnel must be in proper neat and tidy uniform while they are on duties. There has to be regular washing and ironing of the uniforms.
14. The names of the security guards must always be displayed by them on their uniforms for identification purpose.
15. The Agency must arrange for surprise checks (during day and night) to check the alertness and attentiveness of the security guard. The inspection report thereto must be a part of their monthly bill.
16. The security guards shall at all times comply with all directions and instructions of the competent authority of WBFC, the Person in Charge of Estate / Security in particular. Non-compliance of instructions can lead to cancellation of work order.

B. Duties and Responsibilities of the Security Guards at various Sites of Units under possession and control of WBFC:

1. Guarding the building premises and all store materials round the clock
2. Ensuring that no outsider is permitted to enter the project area without proper permission from WBFC and to see that the safety and security of the premises are not endangered.
3. Safeguarding the properties, assets (both fixed and movable) etc.



Duties and Responsibilities of the Agency (aligning with the duties and responsibilities of the security guards):

1. The agency must provide two sets of uniform and accessories to each of the security guards, prior to two days of taking responsibility of the sites for rendering security service.
2. The duties of the security guards need be rotated for their deployment at an interval of 6 months. Each guard must not render security service for two consecutive shifts.
3. If it is found that any property of the WBFC is lost/ damaged due to the negligence or connivance of the security guards the same shall be made good on the depreciated value of the property damaged/ lost from the security agencies bill. If caseswarrant, this may lead to discontinuation of the service of guard concerned.
4. The agency shall furnish the names, addresses, copy of Aadhar/ Voter Identity Card, Passport size photos, medical certificates and credentials(including verification report) etc. of the security guards posted in the premises of WBFC . and also when there is any change in security guards.
5. Identity: The Security Guards per shift who may be engaged by Security Agency from time to time must carry the photo identity card, which shall have to be issued to him for the said purpose. The identity card must be worn by each security guard/supervisor on their uniform which shall in turn give details regarding their full name, age, identity marks, signatures of the bearer and also of the issuing authority and seal.
6. The agency shall not deploy or shall discontinue deploying the person(s), if so desired by the WBFC at any time without assigning any reason whatsoever.
7. The OSD-General Manager (Administration), WBFC shall be In-charge of the security system,till otherwise decided, and shall be responsible for the efficient rendering of the service under the contract. While working at the premises of WBFC, they shall work under directives and guidance of the WBFC, and will be answerable to WBFC . This will, however, not diminish in any way, the agency's responsibility under contract to the WBFC.

8. The agency shall deploy security guards trained in all facets of security work, including fire-fighting and occasional exigent maintenance work. The Agency shall provide necessary undertaking and documentary evidence in this regard.
9. The visitors shall be regulated as per WBFC procedure and records thereof maintained as stipulated. Further, the visitors shall be attended with due courtesy.
10. The Agency shall ensure that any replacement of the personnel, as required by WBFC for any reason specified or otherwise, shall be effected promptly without any additional cost to WBFC. If the agency wishes to replace any of the personnel, the same shall be done with prior concurrence of The Concerned Officer, WBFC at Agency's own cost.
11. The Agency shall provide reasonably good uniform with name badges to its personnel deployed at WBFC at its own cost and ensure that they are used by the personnel deployed and are maintained in good condition. The incidentals, such as, belt, shoes, socks, caps, torch with cell, cane stick, etc. shall be borne/supplied by the agency at the agency's cost.
12. The agency shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of WBFC /Govt. of India/any State/or any Union Territory.
13. The day-to-day functioning of the services shall be carried out in consultation with and under direction of the Concerned Officer of WBFC. Proposals for efficient functioning of the security systems shall be discussed, considered and implemented from time to time by the agency with approval of WBFC .
14. The agency shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as, wages, allowances, compensations, Overtime, EPF, Bonus, ESI etc. relating to personnel deployed by it at WBFC or for any accident caused to them and WBFC shall not be liable to bear any expense in this regard.
15. The Security Agency shall not assign or transfer this contract or part thereof to a third party.
16. The agency shall ensure that security staff appointed by them is fully loyal-to and assist WBFC during normal periods as well as during strike and other emergencies for

the protection of personnel and property, both moveable and immoveable, to the entire satisfaction of WBFC .

17. As and when WBFC requires additional security strength on temporary or emergent basis, the agency will depute such security personnel under the same terms and conditions. Similarly, if the security personnel deployed by the agency at any point of time are found absent from duty or sleeping or found engaged in irregular activities, the WBFC shall deduct the requisite amount at the pro-rata rates from the bill of the agency along with imposition of penalty for non-observance of the terms of the accepted work order.

18. The agency shall arrange to maintain the security desk/booth, the daily shift-wise attendance record of the security personnel deployed by it, showing their arrival and departure time. The Agency shall submit to WBFC an attested photocopy of the attendance record and enclose the same with the monthly bill.

19. WBFC shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable. Bills must be raised by the Security Agency with all relevant documents, as stated above to WBFC. Security Agency through its supervisor or otherwise, will maintain a Master Roll to record the presence on duty of Security Guards for each shift of the duty.

20. There would be no increase in rates payable to the Agency during the contract period except increase in the minimum wage rate made by the Government of West Bengal.

21. The Income-Tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department.

22. The Security personnel deployed by the agency should read at least up to Class-VIII with elementary knowledge of reading and writing in the local / English and official language, so as to be able to make entries in the registers kept at the security desk/booth whenever required and also to write their names in the attendance register and mark their arrival and departure by signing in the register.

23. The agency shall be solely liable for all payment/dues of the personnel employed and deployed by it. The agency shall fully indemnify WBFC against all the payments,

claims, and liabilities whatsoever incidental or directly arising out of or for compliance with or enforcement of the provisions of any of the labour or other laws to the extent they are applicable to establishment/work in WBFC premises/facility.

24. The decision of WBFC in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.

25. In case of any dispute between the Agency and WBFC, matters of jurisdiction shall be at the local courts located in Kolkata.

26. WBFC shall be at liberty, without assigning any reason, to cancel the work order and terminate any contract, whatsoever, with one month's written notice.

27. The agencies shall submit complete Bio-data along with the recent photographs of security personnel to be deployed in WBFC. Police Verification in respect of each deployed employee should be conducted by service provider and Report of the same should be submitted to WBFC. No security personnel with doubtful attendance/integrity/lack of devotion to duty shall be deployed to work.

28. It would be the responsibility of the Security Agency to maintain and ensure full-proof security at the office by regular check of incoming/outgoing personnel. As far as visitors are concerned, the security personnel should insist that they write in the register their name, address, telephone number, the purpose of visit and the person they want to meet and thereafter issue a visitor pass. The visitors pass, should be collected back, when the visitor leaves, duly signed by the concerned official.

28. All the incoming and outgoing entities and goods should be thoroughly checked by the security guards. The security guards must ensure the property, whether equipment or materials, are not allowed to be taken out of the office premises, without proper gate-pass duly signed by the authorized officials. To keep proper records of incoming and outgoing material the proper register should be maintained.

29. WBFC officers may carry out surprise checks at any time of the day or night. During the duty hours if any security guard is found missing or sleeping or in a drunken state such person will have to be replaced immediately. In such instances WBFC reserves the right to cancel the security contract also.

30. The posts/couriers received at the main gate should be handed over to the concerned immediately on receipt. However if the same is not delivered the reason there of should be brought to the notice of the in-charge officer and no post/courier should be kept at main gate for more than 3 days.

31. The security staff will always be vigilant and any suspicious activity noticed during and after office hours and any unusual happening in the surrounding area should bring to the notice of WBFC authority immediately.

32. Any non-compliance of the terms and conditions of this contract by the Agency shall be deemed as breach of the Contract and shall lead to cancellation of work order and forfeiture of security deposit and dues.

**Managing Director  
West Bengal Financial Corporation**