

Standard Bidding Document

For

PRADHAN MANTRI GRAM SADAK YOJANA  
(PMGSY)

FOR

Security & Office Staff Services Contract- 2023

At

RURAL CONNECTIVITY TRAINING AND RESEARCH CENTRE  
(RCTRC)

Plot No. B/4, School Area (Pt.), Kalyani, Nadia

Under

WEST BENGAL STATE RURAL DEVELOPMENT AGENCY (WBSRDA)

Under

PANCHAYET & RURAL DEVELOPMENT (P&RD), GOVT OF WEST  
BENGAL

# RURAL CONNECTIVITY TRAINING AND RESEARCH CENTRE

PANCHAYATS & RURAL DEVELOPMENT DEPARTMENT

GOVT. OF WEST BENGAL

PLOT No. B/4, SCHOOL AREA (PT.), KALYANI, NADIA

e-mail – wbrctrc@gmail.com, rctrc.kalyani@gmail.com

## RURAL CONNECTIVITY TRAINING AND RESEARCH CENTRE (RCTRC).

West Bengal State Rural Development Agency (WBSRDA) has been implementing roads and Bridges under Banglar Gram Sadak Yojana Scheme (BGSY). The WBSRDA at present is managing approx 36954 Km. rural roads under BGSY. To facilitate such execution, monitoring and maintenance of roads, one Rural Connectivity Training and Research Centre (RCTRC) & Five (5) Rural Road Network Management Unit (RRNMU) established in the State.

The Rural Connectivity Investment Programme (RCIP) has proposed to construct and equip RCTRC in each RCIP States. Accordingly in the State of West Bengal, RCTRC is constructed at Kalyani, Nadia District selected and approved by NRIDA.

RCTRC Kalyani has 4 blocks within RCTRC Area

i. Academic Block	1137 sqm
ii. Hostel Block	730 sqm
iii. Guest House	187 sqm
iv. Directors House	117 sqm

### Some Salient features of RCTRC , Kalyani.

ACADEMIC BLOCK	HOSTEL BLOCK	GUEST HOUSE	Director's House
4Nos Class Rooms, with total 100 Seating Capacity	25 Nos Rooms with Residential Hostel Capacity of 27 beds	3 Double Bed Room with attached bath	Complete accommodation for Director
2Nos Faculty Rooms	Kitchen with Dinning Hall with Mess facility of 32 person capacity	Modular Kitchen	
4Nos Laboratory for testing of soil, aggregate, bitumen and cement concrete each separately.		Dinning Hall of Capacity for 8 Persons	
Conference & Meeting Hall of Capacity of 20 persons	02 Nos Recreation Hall for Male and Female separately	01 No Lounge	
1 No Director's Room			
1 No Office Support Staff Room			

RCTRC has started conducting Training and LAB works from 2019. 20 training has already been conducted to 400 trainees.

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CAMPUS --- Rural Connectivity Training and Research Centre (RCTRC)

Memo No. 1614/ RCTRC / 2023

Date: 24.03.2023

## *e-NIT No - 20/RCTRC/2022-23(1<sup>st</sup> Call)*

### Notice Inviting Tender

The Manager (Training), Rural Connectivity Training and Research Centre, Kalyani, Nadia & Executive Engineer, WBSRDA, Nadia Division on behalf of West Bengal State Rural Development Agency invites the item rate bids in electronic tendering system for Providing Security Guards & Office Staff at Rural Connectivity Training and Research Centre (RCTRC), Kalyani, Nadia beside Binoy Bhaban.

Sealed tenders are hereby invited from Bonafied Security agencies having license of private Security Agency issued by Home Deptt., Govt. of W.B. and having experience & credential in manpower deployment.

The details of works are given below:

1. **Name of the Work:** Providing Security Staff & Office Staff at Rural Connectivity Training And Research Centre (RCTRC) at Kalyani, Nadia.
2. **Location for Security work:** RCTRC Campus, Plot No. B/4, School Area (Pt), beside Binoy Bhaban, Kalyani, Nadia.
3. **Terms & Condition of the work:**
  - a) Agency shall be responsible for strict vigilance over all the government properties within this Campus for preventing:
  - b) Loss of properties due to theft, arson or vandalism.
  - c) Trespassing by unauthorized persons.
  - d) People from making nuisance.
  - e) The duty for guarding will be round the clock i.e., 24 (Twenty-Four) of each by location of three shift of 8 (Eight) hours. The assignment of post will be ordered to the lowest rate quoter by this authority.
  - f) There will be roaster (by name) of duty allocation of the security personnel prepared by the RCTRC in consultation with agency. This roaster must be adhered to.
  - g) Attendance Register will have to be maintained under the supervision of an assigned office employee for payment of remuneration.
  - h) All the Security personnel will have to be supplied with a specific dress to identify them by the agency.
4. **Condition of Rate Quotation:**

Rates are to be offered as service charge including ESI, PF, and Bonus only in rupees as consolidated amount for supplying personnel per month. The month in term means 26 days in a month. Other portion of the rate per head per month as month as security and office staff charge which include charges like minimum wages, bonus, ESI, EPF, etc. need be quoted as those are fixed as per the existing government norms. Minimum wages to be provided as per order no. 02/Stat/2RW/92022/LCS/JLC dated on 16.01.2023. The Security charge may vary time to time due to change of various rates related with the minimum wages act labour acts by government notification by the authorized dept. of Government of India and Government of West Bengal, the Service tax as per government norms will be paid by this office to the agency entrusted at the same will be deposited to the government receipt head by the agency to be entrusted. The agency will be bound to show the document of the deposit challan to this authority from time to time.

The agency will have to produce documents regarding submission of EPF, Bonus, ESI contribution and wages pay roll of the previous month along the prayer for payment.

So, the agency quoting lowest service charge only in rupees as consolidated amount for supplying a per person per month will be issued the work order.

5. Self-attested photocopies of the following documents are to be submitted along with the application quoting rate.
  - I. Latest return of Income Tax
  - II. PAN Card
  - III. P. Tax Clearance Certificate

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e-mail – wbrctrc@gmail.com, rctrc.kalyani@gmail.com

IV. Security License

V. Credential:

Credentials Certificate for last 3 years' experience of supply Security & Office staff under Government or Semi Government Institute/ Organization.

VI. GST Registration Certificate.

VII. ESI License, EPF License,

VIII. Audited Balance sheet by C.A for last three years.

IX. Valid Trade License

6. **Earnest Money: Rs. 65000.00/- (Rupees Sixty-Five Thousand only)** the amount should be deposited in favour of "Executive Engineer, WBSRDA, Nadia Division" SBI A/C No. 11256016927 IFSC No. SBIN0000122, payable at Krishnagar Branch through RTGS/NEFT/CBS System.
7. Contract period will be for 1(one) year, After satisfactory performance certified by the competent authority of RCTRC, periodical renewal may be made by approval from the competent authority.

SL. No.	Particulars	Date & Time
1.	Date and time for publish of Tender (Online)	27.03.2023 at 10:00 hours
2.	Document download start date (Online)	28.03.2023 at 10:30 hours
3.	Bid submission start date (Online)	28.03.2023 at 10:30 hours
4.	Bid submission end date (Online)	12.04.2023 at 10:30 hours
5.	Date opening for Technical Bid (Online)	17.04.2023 at 14.00 hours
6.	Date of opening for Financial Bid (Online)	To be Notified letter.
7.	Last Date of Bid Validity	120 days from the date of opening Financial Bid

All the tender process will be on line by E-tendering system [through <https://wbtenders.gov.in/>]

Authority reserved the right they accept or reject any quotation without assigning any reason thereof.

Manager (Training)  
RCTRC Kalyani, Nadia &  
Executive Engineer  
WBSRDA, Nadia Division

Memo No. 1614/(11)/RCTRC/2023

Date: 24.03.2023

Copy forwarded for kind information and necessary action to :

- 1) The Additional Secy. to the Govt. of West Bengal & ACEO, WBSRDA, Kolkata- 700106.
- 2) The Chief Engineer, P&RD Dept., WEBSRDA Kol- 700106
- 3) The Superintending Engineer & SQC, WBSRDA, Kolkata – 700106
- 4) The Director, RCTRC & Superintending Engineer, WBSRDA (HQ).
- 5) The Executive Officer, Nadia Zilla Parishad
- 6) The Additional Executive Officer, Nadia Zilla Parishad
- 7) The Financial Controller, WBSRDA, Kolkata- 700106
- 8) The Finance Officer, WBSRDA, Nadia Division
- 9) Assistant Engineer, RCTRC, Kalyani, Nadia.
- 10) District Information and Cultural Officer, Nadia District
- 11) Office Notice Board

Manager (Training)  
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## LIST OF WORKS

Quotation Accepting Authority: The Manager (Training), RCTRC, Kalyani, Nadia.

Sl. No.	Name Of the Work	To Be employed (Nos/Day)	Cost Of Quotation Documents (Rs.)	Tenure Of the Work	Source Of Fund	Earnest Money Deposit
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Guarding the RCTRC Building Campus including administrative building, Hostel block, guest House & Director's house also opening and closing of gates overall watch round the clock. I) Security Guard without arms Morning, Day & Night Sifts = (2+2+2+1) nos. = 7 nos.	7	Nil	1(One) year	PMGSY	Rs. 65000.00
2	Multitasking Worker	5				
	Caretaker cum Cook	2				
	Electrician / DG Operator	1				
	Group-D / Peon	2				
	Housekeeping / Cleaning staff	4				
	Gardener	1				
	Lab Khalashi	4				

N.B.: - Rate Quoted by the Bidder in the BOQ including ESI, PF, Bonus and Service Charges [Rate per man per day (per day means 08 hours duty)]. Other charges will be added on the accepted rate as per Govt. Rule.

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## Standard Bidding Document

1. Date of release of Invitation for Bids through e-procurement: **27.03.2023 at 10:00 hours.**
2. Cost of Bid Form: Nil
3. Cost of **Earnest Money; Rs. 65000.00/- (Rupees Sixty-Five Thousand only)** the amount should be deposited in four of “Executive Engineer, WBSRDA Nadia Division” SBI A/C No. 11256016927 IFSC No. SBIN0000122, payable at Krishnagar Branch through RTGS/NEFT/CBS System.
4. Availability of Bid Document and mode of submission: The bid document is available online and bid should be submitted online on website [www.wbtenders.gov.in](http://www.wbtenders.gov.in) The bidder would be required to register in the web-site which is free cost. For submission of bids, the bidder is required to have valid Digital Signature Certificate (DSC) from one of the authorized Certifying Authorities (CA). “Aspiring bidders who have not obtained the user ID and password for participating in e-tendering in may obtain the same from the website [www.wbtenders.gov.in](http://www.wbtenders.gov.in). The Digital Signature is mandatory to participate in the e-tendering. Bidders already possessing the valid digital signature issues from authorized CAs can use the same in this tender.
5. Last Date/Time for receipt of bids through e-tendering: **12.04.2023 10:30 hours**
6. Only online submission of bids is permitted, therefore; bids must be submitted online on website [www.wbtenders.gov.in](http://www.wbtenders.gov.in). **The technical qualification part of the bids will be opened online on 17.04.2023 at 14:00 hours** by the authorized officers. If the office happens to be closed on the date of opening of the bids as specified, the bids will be opened online on the next working day at the same time.
7. The bids for the work shall remain valid for acceptance for a period not less than one hundred twenty days after the Opening of Financial Bid.
8. Though the lowest overall quoted rate will be the criteria for selection, but the acceptance of the lowest bid is not obligatory to the undersigned. If the lowest bid in the opening of the undersigned does not appear to be satisfactory, the undersigned reserves the right of holding fresh bid and so on.
9. The agreement is valid only one (1) year from the date of award of the work. After satisfactory performance certified by the competent authority of RCTRC, periodical renewal may be made by approval from the competent authority.
10. The requirement of unskilled/semi-skilled/ skilled personnel is provisional and subject to modification in future if required so.
11. The successful bidder in no case will enjoy the right to subcontract during the period of contract for 1 year.
12. The Successful bidder will be bound to pay the monthly wages / Remunerations to the requisite personnel (worker) within 1<sup>st</sup> to 5<sup>th</sup> day of every calendar month.
13. The undersigned reserves the right to reject any or all the bids without assigning any reason what so ever.
14. Other details can be seen in the bidding documents. The Employer shall not be held liable for any delays due to system failure beyond its control. Even though the system will attempt to notify the bidders of any bid updates, the Employer shall not be liable for any information nor received by the bidder. It is the bidders’ responsibility to verify the website for the latest information related to the tender.

  
Manager (Training)  
RCTRC Kalyani, Nadia &  
Executive Engineer  
WBSRDA, Nadia Division

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## Annexure - I : Details of Personnel to be engaged for RCTRC Building.

Sl. No.	Description of the Manpower	Category	No of Personnel Required per 8hrs shift				Total Personnel
			6 A.M. -2 P.M.	2 P.M - 10 P.M.	10 P.M. – 6 A.M.	Reliever Alternative Time in a day (8 hours)	
	Security Guard at Entry & Exit Gate	Un-Skilled	2	2	2	1	7
	Office Staff	Un-Skilled	19				19
Total No. of Personnel per day							26

### Intending bidders have to submit Bank Solvency Certificate: -

Bank Solvency: - To the tune of 2 times of the monthly remuneration of labour wages including EPF, ESI etc of the unskilled, Semi-skilled & Skilled labour likely to be engaged through this Contract.

e.g. if the total cost of one month's labour payment is Its. 700000.00 (Seven Lakhs) only. the banks solvency should be Rs1400000.00(Fourteen Lakhs) only.

### SAMPLE FORMAT FOR EYTDENCE OF ACCESS TO OR AVAILABILITY OF CREDIT FACILITIES

#### BANK CERTIFICATE

This is to certify that M/s \_\_\_\_\_ is a reputed company with a good financial standing.

If the contract for the work, namely, \_\_\_\_\_, NIT No. \_\_\_\_\_, is awarded to the above firm, we shall be able to provide overdraft / credit facilities to the extent of RS: \_\_\_\_\_ to meet their working capital requirements for executing the above contract.

Signature of Senior Bank Manager \_\_\_\_\_

Name of the senior Bank Manager \_\_\_\_\_

Address of the Bank \_\_\_\_\_

Stamp of the Bank \_\_\_\_\_

**Note:** Certificate should be on the letter head of the bank & memo no.

  
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## UNDERTAKING & ACCEPTANCE LETTER BY THE AGENCY

I/We have carefully gone through the various terms and conditions listed in the Tender Form (Technical & Financial Bid) for providing security guards & office staff services at RCTRC -Centre Name. I/We agree to all these conditions and offer to provide security guards and office staff services at RCTRC. I/We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/We have inspected the institute premises (RCTRC) and have acquainted ourselves with the tasks required to be carried out, before making this offer. I/We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Place: \_\_\_\_\_

Signature of Agency

Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mob: \_\_\_\_\_

Email ID: \_\_\_\_\_