West Bengal Pharmaceutical & Phytochemical Development Corporation Limited

(A Government of West Bengal Undertaking)
Regd. Office : Ilaco House, second floor, 1,B.T.Maharaj Sarani, Kolkata-700 001
Phones : (033) -40051863
E-mail No. wbppdcl@gmail.com

E-TENDER NOTICE

No. WBPPDCL/Tender/SEC/20/25-26 **Date:16.09.2025**

NAME OF THE WORK

Providing Security Services for guarding at different places at the Head Office, Central Godown at Kolkata and Factory premises at Kalyani & Jalpaiguri of West Bengal Pharmaceutical & Phytochemical Development Corporation Limited.

West Bengal Pharmaceutical & Phytochemical Development Corporation Limited, a Government of West Bengal Undertaking, invites e- Quotation(s) from the Reputed Security Service Agency for the following work: For any enquiry contract 9883413250 / 8910816653 / 9433758671.

AUDIT FOR PREPARATION OF ANNUAL ACCOUNTS

Tender No.	Description of Work	Estimated Amount in one year.	EMD	Periods of Completion	Security Deposit
WBPPDCL/Tender /SEC/20/25-26	Providing Reputed Security Services for guarding the premises at different places of Kolkata (2 heads), Kalyani (7 heads), Jalpaigury(4 heads) etc. (only Male) as detailed below, through electronic tendering (e tender) from the resourceful, well experienced and financially sound Agencies or Companies.	1)Kolkata Rs. 306350.00 2)Kalyani Rs. 1072225.00 3)Jalpaiguri Rs. 612700.00	2% of the Quoted Tender Value as Considering for one year only	Three years 2025-2026 2026-2027 2027-2028	EMD amount consider as Security Deposit.

1) **WBPPDCL is inviting this e-tender to quote rate of the above mentioned work for 03 (three) Financial Years.**
2) **E-Tender is invited from the resourceful, well experienced and financially sound Agencies or Companies.**

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1. General Instructions:

In the event of e-filing, intending bidder may download the tender documents free of cost from the website https://wbtenders.gov.in directly with the help of Digital Signature Certificate & Earnest Money Deposit (EMD) of above-mentioned amount will be deposited in favour of "**W. B. Pharmaceutical & Phytochemical Dev.Corp. Ltd."** online through e-procurement portal https://wbtenders.gov.in by selecting desired mode of payments. The word "authority" means West Bengal Pharmaceutical & Phytochemical Development Corporation Ltd. or WBPPDCL in short.

2. Submission of bids:

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed in the website https://wbtenders.gov.in within the scheduled date/time mentioned below. All papers must be submitted in English language.

3. Date and Time Schedule:

Sl. No.	Particulars	Date & Time (IST)
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	19.09.2025 at 11.00 am.
2	Documents download/sell start (Online)	FREE download after upload.
3	Documents download/sell end date	Till online bid submission closing data & time.
4	Bid submission start Date (On line)	From Publishing Data.
5	Bid submission closing Date/Time (On line)	10.10.2025 at 5 pm.
6	Bid opening date for Technical Proposals (Online)	14.10.2025 at 2 pm.

4. Eligibility for Quoting/bidding:

3) The Bidder must be well experienced and financially sound. The registered office must be remained at Kolkata, Kalyani and Jalpaiguri.

5. Submission of Tenders:

The tender is to be submitted in a two Bid System (check list given at the bottom): [A] Technical Bid:

(a) Statutory Cover Containing the following documents:

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COVER"A":

"BID A": PART I

1) Submission of Bid Security / Earnest Money:
EMD shall be submitted through Online / RTGS / NEFT.

2) Documents submitted in Other Important Documents
Self-attested copies of the following documents:

a) Copy of Present work order of engaging **Security Agency in any Industrial establishment of repute** to be supported by satisfactory performance certificate.

b) Copy of at least 2 (two) separate contracts where **Security Agency is deployed** in any PSU / PSE/ Govt. Organization / Govt. Undertaking / Govt. Autonomous Body/Industrial Establishment / Reputed Private Organisation to be supported by the work order or agreement with 5 years experience.

c) Experience certificates having minimum last 5 (Five) years experience in deployment of Security Personnel independently.

d) Copy of PAN Card issued by Income Tax Deptt. & IT Return of last 3 (Three) financial years **(Last financial year being 2024-2025)**.

e) Copy of PF Establishment Code (PF code allotment letter by RO/SRO) and ESI Code.

f) Copies of latest PF Return-cum-Challan.

g) Copy of GSTIN Registration Certificate.

h) Sound financial condition evidenced by positive net worth during last 3 (Three) financial years. **(Last financial year being 2024-2025**).

COVER "B":

FINANCIAL BID "B":
BOQ in INR (in excel sheet)

The folder as "Financial Bid" shall contain base price in Indian Rupee including
a) Quoted the Rate only Service charge in percentage.
b) Yearly cost for providing safety protective equipments for all categories of security personnel on lump sum basis.
c) Administrative/Incidental Expenses.

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6. Evaluation of the tenders

During the tender evaluation process, the "Bid A" will be opened first. Those Tenderer who have qualified the essential & other requirements will be identified and only their "Bid B" i.e. Financial bid will be opened. The "Bid B" of those Tenderer failing to meet the technical & other requirements of participating in the tender will not be opened and be rejected. The Tenderer offering the item found suitable and as being as per the tender specifications will only be selected. The Tenderer who have been so identified to have been technically suitable in the context of above will be deemed to have passed the test of essential and other requirement of the quoted item or items. However, inspection of work may be undertaken at a later stage after opening of Financial Bid.

The "Bid B" (Financial Bids) of only these tenderers passing the essential and other requirement test will be opened then subject to verification of hard copies.

If found s u i t a b l e in the context of above prequalification etc., the Tenderer quoting the lowest rate will generally be considered as successful. Price comparison will be made on the basis of "Total value with taxes.

Authority will also reserve the right of selecting more than one Tenderer at the approved rate if so decided for ease of work.

However, the authority will reserve the right to reject any tender without assigning any reason and will also reserve the right to select any bid other that the lowest bid.

7. Earnest Money Deposit (EMD):

Each tenderer has to deposited through NEFT/ECS and net banking.
The details are given below.

In one BOQ whatever be the number of items (one or more), the total EMD value is fixed at the amount mentioned at the top.

The earnest money is to be deposited within the time schedule mentioned in this NIT. The onus of proving that a Tenderer is exempted from Earnest Money Deposit will lie on the Tenderer and it must be proved by submission of valid documents.

The earnest money of the Tenderer will be liable to be forfeited if the Tenderer withdraws from the tender process as a whole or for any particular item or items at any stage after the opening of the tender, or fails / refuses to enter into written agreement or refuses to comply tender terms for any or all of the items accepted within the time specified when requested to do so or fails to do within the stipulated time.

The Earnest Money of the unsuccessful tenderers will be refunded after finalization of the tender or within 3 (three) months from the date of opening of tender whichever is later against the specific prayer of Tenderer. For the successful tenderers, the EMD will be refunded after compliance of the work.

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Earnest Money Deposit

The details are noted below:

Name Of The Bank	Branch	A/C No.	IFSC
State Bank of India	Brabourne Road	11000009422	SBIN0030146

8. RATE:

Rate of the above mentioned work for 03 (three) Financial Years should be quoted.

The rate (including **P.F. (Employer's share & administrative charges), ESI (Employer's share)** contribution and Service tax and others to be paid by you) is to be quoted as **per head per month in Indian Rupees (INR) excluding GST**, etc. which shall be quoted separately in the template for Bill of Quantities (BOQ). , Percentage of GST to be mentioned in the appropriate Column of the template for Bill of Quantities. **Rates are to be quoted as per uploaded BOQ format only.**

9. WORK ORDER:

Work Order for the aforesaid work will be issued to the successful tenderer after the completion of tender procedure. The successful Tenderer will have to complete the work within the specified time schedule that had been assured at the time of selection as tenderer.
In case of any dispute arises between the parties, will be settled by Arbitrator, under the Arbitration and Conciliation Act, 1996 as amended in 2015.

Any litigation, if, arises will be settled under the jurisdiction of Calcutta High Court.

10. Withdrawal/Cancellation Policy of Tendering Authority:

The Tendering Authority reserves the right to withdraw any item from the tender at any stage. The selection of such audit, if already made in favour of any Tenderer, shall be treated as cancelled.

The Tendering Authority reserves the right to reject or accept any tender or part thereof at any stage or to split any tender without assigning any reason. Withdrawal of tender or any revision after submission of tender by the Tenderer will not be allowed.

The Tendering Authority reserves the right to accept or reject any tender, in part or in full, without assigning any reason.

11. Important Instruction with regard to submission of tender.

The rate should be quoted in Indian Rupees (both in figure and words) for the particular work only as mentioned in the appropriate column of the BOQ (Alternative offer will not be accepted).

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12. PAYMENT TERMS:

i) The Agency shall submit monthly bill in Triplicate on lump sum amount duly signed and certified by authorized representative along with attendance sheet of the personnel for each month by 1st working day of the following month in respect of the previous month and accordingly the authority will settle the bill by 10th of the following month provided the bill is found to be in order. Payment shall be made after submission of EPF and ESI Challan of previous month deposited with the appropriate authority.

ii) The monthly payment on the basis of daily deployment on "**No work No Pay**" towards engagement of the Security Guards as per the agreement of the Contract will be reimbursed from this Office against certified bill through Account Payee Chequeonly.

iii) Income Tax or any other statutory recoveries, as applicable will be deducted from the monthly bill of the Agency.

iv) The payment of **P.F. (Employer's share & administrative charges), ESI (Employer's share)** contribution and Service tax will be reimbursed by the PE & IR Department against submission of Bill with depository Challan in each month.

13. Scope of work

Providing Security services at WBPPDCL by deploying required number of Security Personnel.

14. Validity Period of Agreement.

Rates will remain valid up to 36 (thirty six) months from the Date of issue of **WORK ORDER.** Any litigation, if arises, will be under KOLKATA JURSDICTION.

15. Any modification/amendment/extension of date/change of schedule/other clauses/details of the tender will be published in the Government of West Bengal tender portal https://wbtender.gov.in with supporting advertisement in the website of the authority http://www.wbppdcl.com/tender.html and office notice board but *WITHOUT ANY advertisement in newspaper or other media.*

16. Penalty: Bidders may be black listed & Penal action for financial compensation may be taken by the Authority against the bidder in the following events:-

a) If bidder failed to complete the scheduled work within the stipulated time.
b) If bidder failed or disagreed to complete work as per his quoted price/rate.
c) If bidder violated terms & condition other than serial no a,b,& c as mention above.

17. INQUIRY:

For any inquiry, the interested quotationers may send e-mail to wbppdcl@gmail.com or visit our website: http://www.wbppdcl.com/tender.html or f e e l f r e e to call 033-40051863, 09830805314, 09433758671 well ahead of closing hours mentioned above.

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Terms and conditions

1. This Contract will be initially for a period of 3(three0 years commencing from the date of signing the contract which may be extended further for a maximum period of one year with same terms and conditions subject to mutual consent of both the parties and subject to satisfactory performance of contract. However, in normal circumstances the agreement is terminable by giving two months notice in writing by either party to the agreement.

2. The contracting Agency shall render the following Security services at the premises of WBPPDCL.

   a) To provide Security for employees, property like materials/equipments, installation and buildings, other structures etc.
   b) To arrange / assist the regular stuff of WBPPDCL in opening & closing of the building and rooms before & after office hours as necessitated/directed by Management on working and closing days.
   c) To ensure that doors/windows, electric lights, fans, ACs, water taps etc. are not left open after the working hours on working days as well as on off days, as the case may be also to ensure that all outdoor lights are switched on in the evening and switch off on sunrise.
   d) Arrangement regarding maintenance and record of inward and outward movement of men and materials and proper check on the same as per the instruction given by the management from time to time.
   e) Checking of all incoming/outgoing vehicles thoroughly to check and track movement of unauthorized items inside and outside WBPPDCL.
   f) Ensure the entrance of only authorized persons (WBPPDCL employees and others personnel engaged for providing services). Visitors may enter only visitor slip as per approved procedure with proper entry at the and to meet concerned officials only. It should also be ensured that thus duty is discharged sincerely with firm but decent behaviour.
   g) The security personnel deployed shall take regular rounds of the premises to maintain visit and remain alert.
   h) Keeping the Head office informed of all the matters of security and housekeeping.

3. The security guards will be allotted as under:
   There is need for the overlap of time of duties of security personnel to ensure that no post remains without any guard the period of change of shift of the security personnel.

Sl. No.	Duty point & Duty Time	Jalpaiguri Unit	Kalyani Unit	Pears Lane Godown	Head Office
1.	6.00 am to 2.30 pm	1 Guard.	2 Guards.	-	-
2.	2.00 pm to 10.30 pm	1 Guard.	2 Guards.	-	-
3.	10.00 pm to 6.30 am	2 Guards.	3 Guards.	-	-
4.	9.30 am to 6.30 pm	-	-	1 Guard.	1 Guard.

   The Guards shall leave their duty posts only after the reliever takes charge of the post where shifting duties are applicable and the Guard must be posted at Godown & Head office in general duty.

4. The security personnel deployed shall be healthy and active. Nobody shall have be healthy and active. Nobody shall have any communicable diseases.

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5. The Security personnel deployed shall be smartly dressed in Agency's proper uniform and always with identity card. The agency shall provide fully trained and disciplined personnel.

6. The security guards shall be properly trained in security related work.

7. The contractor shall bear all expenses regarding uniform, preparation of the identity cards, compensations, PF, ESI, Bonus etc. as applicable relating to the security personnel engaged by him. The Contractor shall pay the wages to the security personnel on and before 7th. Of every succeeding month, irrespective of delay in payment of bill by the Corporation for whatever reason. The payment for successive months will be released on receipt of the evidence of deposition of ESI/PF in the worker's account for previous month.

8. Security personnel shall take instruction from authorised person from time to time and for any other details of work that may be decided and indicated by the Corporation at the time of finalization of contract or later on.

9. Equipments, such as tall-tale clocks, torch lights, stationary, lamps, lighting arrangement will be provided by the CORPORATION.

10. In case of any loss that might be caused to the CORPORATION due to lapse on the part of the Security personnel discharging Security responsibilities, the such loss shall be compensated by the contracting Agency and in this connection, the Corporation shall have the right to deduct appropriate amount from the bill etc. to make good of such loss. In case of any deficiencies/lapses on the part of the security personnel deployed by the contractor the Corporation shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.

11. In case of death or mishap occurred during discharging the duty, the compensation liability will solely rest with the contractor.

12. In case of any theft or pilferage, loss or other offences, the contractor will investigate and submit a report to the Corporation.

13. In the event of security personnel being on leave/absent the contractor shall ensure suitable alternative arrangement to make up for such absence.

14. If at any point of time, security personnel are found lacking on performing duty (such as sleeping during hours, not present on duty place, non compliance the instructions Corporation verbally or in written etc.) a suitable penalty shall be imposed not exceeding 10% of monthly wages payable to such guards by the Contractor in respect to the concerned security personnel.

15. Income Tax TDS as per rules shall be deducted from the bills of the contractor/agency as per applicable law.

16. As and when the Corporation requires additional security strength on temporary or emergency basis the contractor will depute such security personnel in accordance with prorate rates. For such occasion, a notice of two days will be given by the Corporation.

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17. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.

18. These terms and conditions are part of the Contract/agreement as indicated in this Agreement between WBPPDCL and the Agency and non-compliance shall be deemed as breach of the Contract/Agreement.

19. EMD is submitted only considering for one year of the Tender value, but the period of the Tender is for three years. The EMD will be considered for Security deposit.

20. The basic wages of the Security personnel may be revised as per West Bengal Govt. notification time to time.

21. GST bill will be submitted as per GST rules.

Authorised Signatory
Animesh Dutta (Nodal Officer, e-tender)
Accounts Section
WBPPDCL

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CHECK LIST

Sl. No.	**Items**	Pl mark		Page no.
1.	Application submitted in Annexure I & Copy of NIT signed by tenderer.	Yes	No	
2.	Copy of PAN Card, GST registration, P.TAX of the Company, Registration No. Of Agency/Company.	Yes	No	
3.	EMD ONLINE PAYMENT	Yes	No	
4.	Returns of GST for the latest quarter submitted	Yes	No	

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