

# ASANSOL DURGAPUR DEVELOPMENT AUTHORITY

(A Statutory Authority of the Government of West Bengal)

**Durgapur Office :**

1st Administrative Building, City Centre  
Durgapur - 713216,  
Ph. No. (0343) 2546716, 2546815  
Fax No. : (0343) 2545793  
e-mail : adda.dgpr@gmail.com  
ceoadda.ud@gmail.com

Website : www.addaonline.in

**Asansol Office :**

Vivekananda Sarani (Senraleigh Road)  
Near Kalyanpur Housing More, Asansol - 713305  
Ph. No. (0341) 2257377  
Fax No. (0341) 2257379  
e-mail : adda.asl@gmail.com  
ceoadda.ud@gmail.com

**Ref. No. ADDA/DGP. ....**

**Date : .....**

1 Tel-433  
22.11.16

## **NOTICE INVITING TENDER** **(Two Cover Bid System)**

Scaled tender is hereby invited from bonafide experienced agency for obtaining the rate including all charges per day for gunman and lathiman separately keeping in mind the provision of the Minimum Wages Act 1948, Govt. of West Bengal for supplying of gunman & lathinman in Asansol Durgapur Development Authority. The tender should be submitted in two parts in two different sealed covers marked as "Technical Bid" and "Financial Bid".

- Technical Bid shall contain credentials & other office papers, which is mentioned under terms and condition.
- Financial Bid should contain only the price bid quoted in printed tender form supplied by ADDA along with Bank Draft Rs.5000/-.
- Technical bid will be opened first and financial bid will be opened only among technically qualified bidders.
- The Technical bid and financial bid should be sealed by the bidder in separate cover duly superscribed and both cover to be put in bigger cover which should also be sealed.

The terms & conditions of tender are as follows: -

### **TERMS AND CONDITIONS**

1. The tenderer must have documentary evidence of valid Trade License.( attested copy to be annexed)
2. The tenderer must submit attested Xerox copy of PAN Card.
3. The agency must have the valid license with the State Govt. to operate a Security Agency within the State of West Bengal as per Private Security Agency Regulation Act 2005 and West Bengal Private Security Agencies (Regulation) Rules 2009. License should have the validity to operate within the State of West Bengal.
4. Employees Provident Fund – Compliance of E.P.F Scheme for the workers to be engaged will be applicable as per rules of E.P.F. Registration number must be mentioned with it.
5. The tenderer must have Service Tax Registration with Central Excise Department for the Service Tax Payment. Registration No. to be enclosed with the quotation.
6. The tenderer must have "Professional Tax Registration" as applicable within the State of West Bengal.
7. Minimum average annual turnover of Rs.20,00,000/- during the preceding 02(two) financial year.
8. The amount of bonus @8.33% allocated against each & every Security Personnel will have to be provided to the concerned individual in total, i.e. for 12 month without interest before Durga Puja festival.
9. The tenderer must have E.S.I Registration with the Employees State Insurance Corporation/Authorities.
10. The tenderer should be in the successful business of providing Security Services at least for 03(three) years during the preceding 05(five) calendar years w.e.f. 01.01.2011.( copy to be annexed)
11. The tenderer must have the credential of providing 50(fifty) Security Personnel in single work order in any Government/Semi-Government/Undertaking during the preceding 02(Two) years. (Payment certificate to be enclosed )
12. NIT to be enclosed with the tender with appending signature thereof as a token of acceptance.
13. The Authority reserves right to reject any or all the tenders/Applications without assigning any reasons to the tenderers.

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14. An amount of Rs. 5000/- in the form of Bank Draft in favour of ADDA payable at Durgapur must be enclosed as earnest money along with the tender.
15. Interested tenderer are requested to collect the prescribed form from this office on any working day w.e.f. ~~22/11/2016~~ to ~~02/12/2016~~ on deposition of Rs.500/- in cash in the cash section of the authority for the cost of tender papers and also requested to submit tender along with requisite papers positively.
16. The gunman should have requisite license for use of gun.
17. The tender will be received by ADDA office at City Centre, Durgapur - 16 up to ~~3.00 p.m. on 12/12/2016~~ & will be opened **Technical bid at 4.00 p.m. on 12/12/2016** and **financial bid at 4.00 p.m.** on the same day in presence of the tenderer who may choose to attend.
18. The earnest money will be refunded to the unsuccessful tenderers whereas the same for the successful tenderer will be kept with the Authority as security deposit.
19. Income Tax etc will be deducted as per rules.
20. Service tax will be provided as per rules.

Chief Executive Officer,  
Asansol Durgapur Development Authority

Memo. No. ADDA/DGP/ EST/19/12-13/231(10)

Dated 22.11.16

Copy forwarded for information with request to paste a copy of the Tender Notice on the office Notice Board for wide publicity to :-

1. The S.D.M, City Centre, Durgapur - 16.
2. The Post Master, Durgapur - 01.
3. The Assistant Executive Officer (Admin), ADDA, Durgapur.
4. The Assistant Executive Officer, ADDA, Asansol.
5. The Finance Officer, ADDA.
6. The Secretary, Durgapur Municipal Corporation.
7. The Accounts Section, ADDA, Durgapur - 16.
8. The System Manager, ADDA for uploading at website of ADDA.
9. The Head Assistant, ADDA, Durgapur.
10. The Cashier, ADDA, Durgapur for necessary action.

Chief Executive Officer,  
Asansol Durgapur Development Authority