

SECTION I

File No. BOPT/EOI/290/9/2017
Board of Practical Training (Eastern Region)
Block – EA. Sector – 1,
(Opposite Labony Estate)
Salt Lake City, Kolkata- 700 064

OPEN EXPRESSION OF INTEREST (EOI)

Subject: - Expression of Interest for Outsourcing of security services of Security Supervisor and Guards in Board of Practical Training (Eastern Region), Kolkata.

Bids are hereby invited under two stage bid system i.e. Technical bid & Commercial / Financial bid from interested Security Service Providers/Security Agencies having their office in Kolkata, for Outsourcing of security services of Security Supervisor and Guards in Board of Practical Training (BOPT) Eastern Region, Kolkata for a period initially for one year, extendable for further period of two year(maximum) on mutual agreement and subject to satisfactory performance of the firm during the contract period. EOI documents can be downloaded through CPP Portal <http://eprocure.gov.in/epublish/app> or BOPT (ER) website www.bopte.gov.in.

2. The bids completed in all respect will be accepted at office of Board of Practical Training, Eastern Region, Block EA, Sector I, Salt Lake city Kolkata 700064.

3. Schedule of Invitation of EOI:

Sl. No.	Activity	Date / Remarks
1.	Duration of 2 categories of Security Services of 1 No. of Security Supervisor and 06 Nos. of Security Guards in Board of Practical Training (Eastern Region), Kolkata	Initially for one year, extendable for further period of two year(maximum) on mutual agreement and subject to satisfactory performance of the firm during the contract period.
2.	Open Expression of Interest No.	BOPT/Admin/Outsourcing/2017/02
3.	Name of Organization	Board of Practical Training, (Eastern Region), Kolkata
4.	Published Date	01/06/2017
5.	Bid Documents Downloading Start date	01/06/2017 (03:00PM)
6.	Bid submission Start Date	02/06/2017 (09:00AM)
7.	Bid Opening Date & Time	23/06/2017 (3:30PM)

8.	Amount for submission of Earnest Money Deposit (EMD) in the form of Demand Draft (DD) drawn in favour of " Board of Practical Training (Eastern Region), Kolkata "	Rs. 15,000/- (Rupees Fifty Thousand only)
9.	Address for communication	The Director, Board of Practical Training (Eastern Region), Block – EA. Sector – 1, (Opposite Labony Estate) Salt Lake City, Kolkata- 700 064

4. Technical bid and commercial bid/ financial bid shall be submitted in separate envelope duly super scribed and technical or commercial/ financial bid, as the case may be, both envelope should be submitted in one envelope duly super scribed with “**Expression of Interest (EOI) for Outsourcing of Security Services at BOPT(ER) Kolkata**” latest by 23/06/2017 (3:00 P.M.) in the tender box provided for this purpose.

5. Bid shall be submitted in separate sealed envelope to Board of Practical Training (Eastern Region), Block – EA. Sector – 1, (Opposite Labony Estate) Salt Lake City, Kolkata- 700 064

6. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Board reserves the right to accept or reject any of the tenders without assigning any reasons thereof.

(Director)
Board of Practical Training

SECTION –II

File No. BOPT/EOI/290/9/2017
Board of Practical Training (Eastern Region)
Block – EA. Sector – 1,
(Opposite Labony Estate)
Salt Lake City, Kolkata- 700 064

Dated: - 01 June 2017

Subject: - Expression of Interest for Outsourcing of security services of Security Supervisor and Guards in Board of Practical Training (Eastern Region), Kolkata.

The Board of Practical Training (Eastern Region), Kolkata invites Expression of Interest (EOI) from experienced and reputed manpower supplying Service Providers/firms/ agencies / companies for outsourcing of 07 Nos. combined (Approximate) (1 Nos. of Security Supervisors & 6 Nos. of security guards respectively) under following criteria:-

S. No.	Name of Post	Education Qualification and experience
1.	Security Supervisor(Semi-skilled Category) (1No. of persons required)	<ul style="list-style-type: none"> • At least 12th Class pass. • Work Experience of at least 3 years in related field in Govt/Autonomous organisations. • Ex-servicemen may be preferred.
2.	Security Guards(Unskilled Category) (6 Nos. of Persons required)	<ul style="list-style-type: none"> • At least 10th Class pass. • Work Experience of at least 1 year in related field.
3.	Minimum Age in all categories	Not below 18 years and maximum 60 years In all categories.
4.	Number of persons required	The number of persons required against each categories indicated above may vary as per requirement.
5.	Period	12 months.
6.	Period within which the manpower is to be supplied	Within 7 days of award of contract.

2. The initial period of contract would be for a period of one year extendable up to a further period of two year on satisfactory performance with such amendments as may be mutually agreed to and also subject to the necessary approval of the Competent Authority.

3. The rate of Service Charges / Administrative Charges / any other charges quoted by the Service Provider/firm/Agency would be fixed for the entire period of contract.

4. The Security Service/manpower will have to be supplied by the Service Provider/Firm / Security Service Agency within 7 days of award of contract.

5. The Terms and Conditions of the contract are as contained in Annexure –B. Please submit your EOI / rates only if you are in a position to furnish the requisite services in accordance with the conditions / requirements stated in the attached schedules.

6. Only such agencies which fulfill the minimum criteria laid down in (Annexure –A) and are willing to accept the terms mentioned in Annexure-B unconditionally, may submit their EOI.

7. Though rates will be sought for the two different categories of manpower viz., Security Supervisor & Security Guards separately, the work will be awarded to single contractor on the basis of average of cost of all categories i.e. only one eligible and the lowest one will be awarded contract for supply of all category of manpower. Rates should not conflict any law or rules of the GOI like Minimum Wages Act etc.

8. An Earnest Money Deposit (EMD) of Rs. 15,000/- (Rupees Fifteen Thousands only) in form of Demand Draft Drawn in favour of ‘Board of Practical Training (Eastern Region) Kolkata’ may be submitted along with the EOI, failing which the EOI shall not be considered valid.

9. The EOI should be accompanied by the following documents:-

- a) The proforma at Annexure –C (Part- I, Part –II & Part – III) duly filled in.
- b) Service provider/Firm/ Agency profile, including previous experience of manpower supply to Government Offices / Department/organisations (enclose valid documents in support).
- c) Acceptance of terms and conditions at Annexure- B (All pages duly signed and stamped).
- d) Tender Acceptance Letter at Annexure- D.
- e) Financial bid for EOI for outsourcing of manpower at Annexure – E.
- f) Demand Draft (DD) for Earnest Money Deposit (EMD).

All other documents required in support of Eligibility Conditions laid down in annexure-A.

10. The EOI documents shall be submitted in a sealed envelopes super scribed **“Expression of Interest (EOI) for Outsourcing of Security Services at BOPT(ER) Kolkata”** addressed to the Director, Board of Practical Training (Eastern Region) Block – EA. Sector – 1, (Opposite Labony Estate) Salt Lake City, Kolkata- 700 064 submitted latest by 3:00 PM 23/06/2017. No addition / deletion in EOI would be allowed by any firm. Unilateral withdrawal of EOI will result in the forfeiture of EMD. However, Board of Practical Training (Eastern Region) reserves the right to seek clarifications to all or any of the points mentioned in the EOI document. Such clarifications would need to be submitted in writing, as it shall form an integral part of the tender. No objection/ representation will be entertained against the same from other firms / agencies.

11. Financial bids will be the part of EOI and the same should be quoted separately. Financial bid will be considered for the bidder who qualifies technical bidding.

12. In case of more than one L-1 bids, Director, Board of Practical Training may set up a committee to finalize the award of tender on basis of other criterion including but not limited to, annual turnover, experience of supplying manpower to Central Government offices etc. The decision of the Director, Board of Practical Training shall be final and binding on all bidders. Acceptance of all bids will necessarily be subject to this condition.

13. Board of Practical Training reserves the right to change any bid condition even after

inviting the bids, with prior notification/ corrigendum. BOPT reserve the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior or awarding the Contracts, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for such decision.

14. Eligibility criteria along with experience of the outsourced manpower should be verified by the Service Provider and a certificate along with copies of certificates in proof of eligibility criteria should be submitted to this Board along with certificates of the vendor that he has checked and satisfied. In addition, character and antecedents needs to be submitted duly verified by the Competent Authority.

15. All correspondence should be addressed to : Director, Board of Practical Training (Eastern Region) Block – EA. Sector – 1, (Opposite Labony Estate) Salt Lake City, Kolkata-700 064

(Director)
Board of Practical Training

Eligibility Criterion

S. No.	Description
1.	The Service Provider should submit a solvency certificate from a Scheduled Bank for an amount not less than Rs. 8 lakhs.
2.	The Service Provider should have experience of having executed / completed supply of manpower for carrying Security Services in various offices during the last 3 years in Government, PSU, autonomous bodies to the satisfaction of the contracting organization anywhere in India. The bidder must submit work done certificate from the clients. The work done certificate should mentioned the details of work executed, the value of the work done, the date of commencement and date of work. Tenders not accompanied by certificate of experience issued by the client Department / Organization/ Institute will be disqualified.
4.	The Service Provider must be having a PAN . An attested copy of PAN card of the Agency shall be submitted.
5.	The Service provider shall have all the statutory compliances and valid licenses required for carrying out private business of running security agency under the Contract Labour (Regulation a Abolition) Act 1970, West Bengal Private Security Agency Act 2007 or possessing valid licence from Director General of Resettlement, Ministry of Defence, Govt of India and he should submit the proof of the same. The Service Provider should possess the certificate or Registration / license under ESIC Act and EPFO Act, etc., and comply with all relevant laws & statutory requirements.
6.	The Service Provider should submit an affidavit, in original, duly certified by a Notary to the effect that there is no police case / vigilance enquiry pending against the partners of the firm or sole Proprietor or company, as the case may be, and that none have even been punished by any Court of Law.
7.	An affidavit, in original, duly certified by a Notary to the effect that the partners of the Agency or sole Proprietor or Company, as the case may be, have never been black listed is required to be submitted.
8.	Income Tax returns of last three years duly certified by the Chartered Accountant/ Cost Accountant are required to be submitted.
9.	Balance Sheets of the firm for last three years duly certified by the Chartered Accountant/ Cost Accountant are required to be submitted.
10.	The Service provider should be registered with the service tax department and should be having a valid Service Tax Registration number.
11.	Successful bidder/Service Provider will have to enter into a detailed contract agreement with BOPT on Non-judicial stamp paper of Rs. 100/- (Rupees One Hundred only) for work.
12.	Documents in support of the entire above are required to be submitted along-with the EOI.

TERMS AND CONDITIONS

1. The Bidder shall go through all instructions, forms, terms, conditions and specifications in the bidding documents carefully. Failure to furnish any / all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid. The bids are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tenders are not fully filled in.
2. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) sole proprietor of the firm or constituted attorney of such sole proprietor or (ii) a partner of the firm in the case of partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
3. In case of partnership firms, where no authority have been given to any partner to execute the contract / agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to have the authority to do so. If it is found, on enquiry, that the person has no authority to do so, the BOPT shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tender and the schedules to the tender and annexure (s), if any, should be signed by the tenderer.
4. BOPT reserve the right to accept or reject any or all the tenders without assigning any reasons whatsoever and decision of the BOPT in this matter shall be final and binding. Disputes arising, if any, on the contract will be settled at his level by mutual consultation and in case of failure or settlement dispute shall be referred to the sole arbitrator to be appointed by the BOPT. The decision of the sole arbitrator so appointed shall be final and binding on the parties. Arbitration proceeding shall be governed by the Arbitration & Conciliations Act 1996 as amended from time to time.
5. After submission of the tender, the bidder shall not resile from his offer or modify the terms and conditions thereof. If the bidder fails to observe and comply with this stipulation, the aforesaid amount of EMD will be forfeited by the Board. The EMD of unsuccessful bidder may be returned to them within a period of 30 days on the date of award of the contract.
6. The conditional bids shall not be accepted in any case.
7. No subletting of contract will be permitted. The contract is liable to be cancelled forthwith if subletting is noticed.
8. The Tender shall be kept open for acceptance by Board upto 90 days.
9. The bidder is at liberty to be present or to authorize a representative to be present at the time of opening of the bids. The name and address of the representative who would be attending the opening of the bids on his behalf should be indicated in the tender. Name and address of permanent representative of the bidder, if any, may also be indicated.
10. The contract shall normally be awarded for a period of one year from the date of award and extendable for two more year on mutual understanding and subject to satisfactory performance by the contractor. The BOPT in its capacity as Principal Employer, reserve the right to modify any of the terms and conditions, at its discretion, in the interest of the job / work. The

agreement is terminable with one calendar month's notice by BOPT and three calendar month's notice by the contractor. Part of the month will be ignored for the purpose of notice.

11. The rates quoted shall be in percentage and to be written both in figure and word for one calendar month and there shall be no correction or overtyping etc. The offers with any correction / deviation in prices either in words / figures shall be summarily ignored.
12. **THE SERVICE PROVIDER IS ENTITLED TO KEEP WITH IT ONLY THE CONTRACTOR'S ADMINISTRATIVE / SERVICES CHARGES. THE CONTRACTOR SHALL NOT CHARGE THE PERSONS DEPLOYED OR PROPOSED TO BE DEPLOYED WITH THIS BOARD ANY MONEY IN ANY NAME IN ANY FORM. ANY COMPLAINT AGAINST THE CONTRACTOR IN THIS REGARD BEFORE (I.E. AFTER SELECTION OF L-1) OR AFTER AWARDING THE CONTRACT WILL BE VIEWED VERY SERIOUSLY AND THE CONTRACT WOULD BE CANCELLED WITH FORFEITURE OF THE SECURITY AND BLACKLISTING OF THE CONTRACTOR.**
13. The Board will pay Monthly minimum rates of Wages to semi-skilled workers and unskilled workers promulgated by Office of the Labour Commissioner, Govt. of West Bengal, 6, Church Lane, 4th Floor, Kolkata 700001 vide latest circular No. 1423/Stat/2RW/76/266/2000/LCS/JLC dated 29.12.2016 as follows :
 - (a) Semi Skilled categories : @ Rs. 8301.00
 - (b) Unskilled categories : @ Rs. 7546.00

Further, the Board will pay the [P.F.@13.36%](#), ESI@ 4.75% and Payment of [Bonus@8.33%](#) on basic wages to all the contract workers. The above rates are subject to revision as and when required.
14. The work will be awarded on the basis of rate of Service/Agency Charges quoted in percentage on total value of contract except Service Tax/GST etc.
15. In accordance with O.M. No. 29(1)/2014-PPD dated 28.01.2014 of Department of Expenditure, Ministry of Finance, Govt of India, bids quoting 'Nil' charges / consideration or quoting an amount which in the opinion of the competent authority in BOPT is so low with respect to the work / expenditure involved that the bidders cannot be trusted to provide the services at such costs for the full period of contract, shall be treated as unresponsive and will not be considered.
16. The contract shall normally be awarded to the lowest evaluated bidder meeting all the terms and conditions of the tender essentially the contract relating to availability of requisite infrastructure / facilities. BOPT however does not bind itself to accept / award tender to the lowest evaluated bidder. The final decision lies with BOPT and no reason shall be furnished for the above decision.
17. If a Service Provider/bidder does not accept the offer, after issue of the letter of award by BOPT within 07 (Seven) days, the offer made shall be deemed to be withdrawn without any notice and the earnest money will be forfeited.
18. The successful Service provider/bidder will have to deposit an amount of Rs. 40,000/- (Rupees Twenty Forty Thousand only) towards Performance Guarantee (Security Deposit) within 5 days from the date of receipt of communications regarding acceptance of Tender. The EMD of Rs. 15,000/- already deposited along-with Technical bid will form part of the security deposit. No interest /charges on deposit of performance security shall be paid by the BOPT to the Service Provider.

19. The wages shall be disbursed to the worker through RTGS/ NEFT and proof of payment should be enclosed with the claim bill.
20. The Service Provider shall ensure payment of salary before 7th of the succeeding month without uninitiated or unknown deductions.
21. The Service Provider shall submit its invoice in duplicate after making payment to the employees supported by the following documents irrespective of release of payment to the agency:
 - (a) Details of disbursement including the amount to be received from the BOPT in respect of each work, amount deducted towards employee's contributions and the net amount paid to the workers along with payment details.
 - (b) Documentary proof of payment EPF and ESI subscriptions recovered from the workers together with the details of amounts paid in respect of workers.
 - (c) Documentary proof of payments towards service tax etc.
22. The Service Provider shall ensure that all statutory dues such as EPF/ ESI etc. as applicable under any law, rule or notification of Government of India / State Govt. are paid well in time.
23. It shall be sole responsibility of the Service Provider to abide by the provisions of the following Acts for engaging the workers.
 - a) Employment of Children Act;
 - b) Workmen Compensation Act;
 - c) Employment of labour/ Contract Labour(Regulation and Abolition) Act 1970
 - d) Industrial Employment act;
 - e) Minimum Wages Act;
 - f) Employee Provident Fund Act;
 - g) Employees State Insurance Act;
 - h) West Bengal Security Agency Act, 2007
 - i) Any other Act or legislation as may be in force from time to time.

Non adherence of any of the Statutory Acts will result in disqualification at the cost of the bidder.

24. The contractor shall be liable for depositing all taxes, levies, cess etc., on account of service rendered by it to the BOPT to the concerned tax collection authorities from, time to time as per extant rules and regulations on the matters.
25. Payment in settlement of the bills will be subject to the deductions of income tax at applicable rates under Tax Deducted at Source (TDS).
26. BOPT shall have no liability, financial or otherwise, for any harm / damage. Injury caused to the worker / machinery deployed by the firm and in the course of performing work of the Directorate for compensation or financial assistance on this account. If any dispute arises between the firm and its manpower in the matter of wages or any service conditions the same will be settled by the agency and the workers engaged by it themselves. BOPT in no case shall be a party to such a dispute.
27. The personnel deployed shall not claim any Master and Servant or employer- employee relationship with this office. In other words, it should be made clear to the manpower so

deployed by the successful bidder as per the tender that no employer/worker/employee/relationship is established between the Board and workers by virtue of such deployment and no claims for temporary or permanent employment in Govt. service shall be entertained from any or group of such workers.

28. In case of termination of the contract on its expiry or otherwise, the personnel deployed by the service provider shall not be entitled to or have a claim for absorption in regular / any other capacity in BOPT.
29. The Service Provider will ensure that employees are medically fit and free any communicable diseases.
30. The Service Provider shall be solely responsible for the redressal of grievances / resolution of disputes related to personnel deployed by it and the BOPT shall in no way be responsible for settlement of such issues whatsoever.
31. The Service Provider will furnish to BOPT the full particulars of the personnel sponsored, telephone number etc. and will also ensure the verification of Antecedents of such personnel from their ex-employer and ensure that they possess the requisite academic qualifications and experience for rendering the requisite service to the BOPT. The contractor shall verify and submit copies of certificates in support of age and qualification to the BOPT.
32. The Service Provider or the work shall not misuse the premise allotted them for any purpose other than for which the contract is awarded.
33. The Service Provider shall ensure that the workers are punctual and alert and vigilant in performance of their duties. The contractor shall engage physically fit persons.
34. The Security Personnel provided shall be under the direct control and supervision on day to day basis, by the officer(s) authorized by BOPT for time to time. They will be bound by the office timings, duty, placement, locations etc. as decided by BOPT.
35. The security personnel will not make any financial transaction with the employees of BOPT(ER) either directly or indirectly. The service provider should not be related to any employees of BOPT(ER) either any family relation or any other business relations.
36. The guards and security supervisor is to be deployed by service provider must have a good moral character and should not indulge in any activity which may damage as well as weaken working atmosphere of the secretariat of this Board. They must be prepared themselves to work in the office during the shifts of 08 hours to be arranged by the service provider. The security personnel must be physically fit and having full uniform during duty hours.
37. The service provider shall submit list of names of the security personnel to be deployed with complete address, photographs, etc. and indemnity bonds for each shift during the month. In case of change of personnel prior approval of the authority must be obtained.
38. The BOPT(ER) shall not be responsible to make any payment for any loss of lives or injury sustained by the guards or security supervisor during the course of their duties in BOPT(ER) premises. The security guards and supervisor shall draw remuneration from the service provider only and will not claim any employment benefit from BOPT(ER) at any time. All security personnel deployed in BOPT(ER) shall have to sign a Indemnity Bond before deploying for duties.
39. The Service Provider will be entrusted with the responsibility of round the clock security of Office Building and its premises. Additionally, they shall be entrusted with Operational Main Gate and Internal entrance gates including closing and opening of internal doors before/after duty hours of office. The Agency shall ensure security of all office equipments, Water Pump house, Staff Car

Garage, computers and peripherals, office automation equipment, electrical installations. Telephones & EPABX equipment, Officer Furniture and fittings and related documents. The security agency will also agree to provide external security of the building as well as campus on round the clock basis.

40. The Security service provider shall provide one security supervisor and five security guards everyday as per following timings.

0930 Hrs-	1800 Hrs	-	1 Security Supervisor
0600 Hrs-	1400 Hrs	-	2 Security Guard
1400 Hrs-	2200 Hrs	-	2 Security Guards
2200 Hrs-	0600 Hrs	-	2 Security Guards

41. The security supervisor shall maintain attendance register to be signed by the security guards attending duties and same shall have to be produced before AAO/OS of BOPT(ER) at the end of each day for verification. Routine checks/surprise checks shall be carried out by AAO/OS or Security Supervisor in their and necessary record check books shall be maintained by guards duly signed by Security Supervisor.
42. The security service provider shall switch on & switch off external security lights, glow signboard and garden lights at 1800 Hrs evening & 0600 Hrs morning respectively of each day .
43. For any unusual incidence noticed by the Security staff on duty during Weekends/Holidays are to be immediately reported upon by telephone to the AAO/OS followed by Occurrence report duly signed in occurrence Register in the next day of working hours.
44. The security Supervisor shall maintain visitors register for different category of visitors and issue visitors slip accordingly.
45. The security personnel will perform their duties with full uniform which will be supplied by Service provider.
46. The security personnel are to handle all types of fire fighting equipment in case of emergency in order to save Office property.
47. The following registers to be maintained on daily basis by the Security Supervisor :
- (a) Students Visitors Register
 - (b) Visitors Register – Others
 - (c) Record of Key Issue Register
 - (d) Attendance Register- Security guards.
 - (e) Duty Register – Shiftwise – Security guards
 - (f) Occurrence register.
 - (g) Record of Issue Visitors Slip & Gate Passes.
 - (h) Any other registers as and when required by authority.
 - (j) Record check Books for Guards.
48. The Service Provider should be able to operate Electrical Switch Room of Office Building and other electrical switches, Water Pump and telephone on routine basis.
49. All items and facilities necessary for security duties except arms, ammunition, metal detector, Uniforms shall be provided by BOPT(ER). The following items shall generally issued to the security agencies :
1. Guards Rest Room for Change of Uniform etc.
 2. One Torch for Night Duty and One Umbrella for Rainy season duty.
 3. Stationary items such as pen, pencil registers etc.

50. The persons deployed shall be available in the premises throughout the working time on all work days.
51. The Service Provider shall take all precautions to prevent any unlawful acts or disorderly conduct of his manpower deployed in the office of BOPT for the preservation of peace and protection of persons and property.
52. The damage caused, if any, to BOPT's property through the acts of the Service Provider or its employees shall be made good by the Agency and the decision of BOPT in this regard shall be final and binding.
53. In case of any loss, theft / sabotage caused by / attributable to the personnel deployed by the Contractor, BOPT reserve the right to claim / recover damage from the Contractor
54. Whenever and wherever it's found that the work is not up to the mark and any section, it will be brought to the notice of the Service Provider by BOPT and if no action is taken within one working day, an amount of Rs. 1500/- will be levied as liquidated damages per day.
55. In case of breach of any terms and conditions attached to this contract, the security deposit of the Service Provider will be liable to be forfeited by BOPT besides annulment of agreement.
56. In case of default / inordinate delay in payment to the outsourced workers by the Service Provider, BOPT reserves the right to make alternative arrangement through available sources and shall recover the entire cost and penalty charges after adding 10% administrative cost from the Service Provider and its shall be unconditionally binding on him. The amount can be recovered from any amount due to the contractor whether against this order or from any other order or from security deposit.
57. If any provision / terms of this document is held invalid or otherwise unenforceable, the enforceability of the remaining provisions / terms of the documents will not be impaired thereby.
58. If any term of this document is over riding by other terms then whichever is beneficial to BOPT shall prevail and it shall be acceptable unconditionally to the service provider.
59. The terms and conditions as stipulated herein shall be part of the agreement.

(Director)
Board of Practical Training

Schedule

Annexure-C**Part-I**

Name of the Firm / Agency

1. Full address with e-mail and Telephone No.

2. Constitution of firm / Agency (Attached copy of certificate)

- (i) Indian Company Act, 1956
- (ii) Indian Partnership Act, 1932 (Please give name of partners)
- (iii) Any other Act.
- (iv) Sole Proprietorship

3. i) For partnership firms whether registered under the Indian partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the tender.

ii) If the answer to the above is in negative. Whether there is any general power of attorney executed by the partners of the firm authorizing the partner who has signed the tenders to refer dispute condemning business of the partnership to arbitration.

iii) If the answer to point (i) and (ii) above is affirmative, please furnish a copy of either the partnership agreement or the general power of attorney as the case may be.

iv) Name, address, Telephone No., email of the proprietor / partner of the Agency / firm or if it is a copy, the same details of the Director(s) of the company.

4. Name and full address of the your banker:

5. Your Permanent Account No. (PAN)/ TAN and Service Tax Regn. No.(Service Tax registration certificate etc.)

6. Date of establishment of the Agency / Firm/ Company

7. Whether registered with all concerned Govt. Authorized Agencies (EPF /ESI etc.) and having license by State Govt. under West Bengal Private Security Agency Act 2007 or Licence issued by Director General of Resettlement, Ministry of Defence, Govt. of India(Copies of all certificates of registration to be enclosed.)

8. Any other relevant information:

Part –II

9. Earnest Money Deposited : Yes / No (Write draft No. date / Issuing bank details)

Part III

10. Name and address of the firm's representative and whether the firm would be representing at the opening of the tenders.

11. Name of the permanent representative to be visiting BOPT Kolkata regarding the contract.

Date:- _____

Place: _____

Authorized Signatory

Please add supplementary pages to be numbered wherever needed by the Tenderer.

Annexure-D

Tender Acceptance Letter
(To be given on Company Letter Head)

Date:-

To,
The Director
Board of Practical Training (Eastern Region)
Block – EA, Sector – I,
(Opposite Labony Estate)
Salt Lake City
Kolkata – 700 064

Sub: Acceptance of Terms & Conditions of Tender

Tender Reference No: -BOPT/EOI/290/9/2017 dated 01 Jun 2017

Name of Tender / Work:- Expression of Interest for Outsourcing of Security services of
Dear Sir, Security supervisor & Guards in Board of Practical Training
(Eastern Region), Kolkata.

1. I/We have downloaded / obtained the tender document(s) for above mentioned 'Tender/Work' for the web site(s) namely: " Outsourcing of services of Security Supervisor & Security Guards in Board of Practical Training (Eastern Region), Kolkata." as per your advertisement, given in the above mentioned website(s).
2. I/we hereby certify that I / We have read the entire terms and conditions of the tender documents from page No. to (including all documents like annexure(s), schedule(s), etc.,) which form part of the contract agreement and I/We shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your Board / organization too have all been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in it's totally / entirely.
5. In case any provisions of the tender are found violated, then your Board/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender / bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Name & Office Seal)

Annexure-E

Open Expression of Interest No. BOPT/Admin/Outsourcing/2017/02
 Financial bid
 (To be enclosed in a separate sealed envelope)

Expression of Interest for Outsourcing of Security Services in Board of Practical Training (Eastern Region), Kolkata

1. Name of tendering Security Service Provider/ Company/ Firm / Agency: _____

2. Rates / remuneration for Outsourcing of services of 1 No. Security Supervisor & 6 Nos. of Security Guards.

Elements of Bid	In percentage(%)on total value of Services (i.e. Minimum wages + ESI+PF+Bonus)
Service/Administrative/Agency charges etc. for providing 1 No. Semi-Skilled and 6 Nos. unskilled security personnel.	

Note: There should be no correction or overtyping in price / financial bid rate.

Signature of Service Provider

* *Mandatory must fill in the columns.*

Office seal