

# West Bengal Tourism Development Corporation Limited

CIN-U63040WB1974SGC029393

(A Government of West Bengal Undertaking)

Udayachal Tourist Lodge, DG Block, Sector-II, Kolkata-700091

Phone: 033 2358 5189 Fax: 033 2359 8292

Website: [www.wbtdcl.com](http://www.wbtdcl.com)

No: - 3689/WBTDC/V-38

Dated: - 23.11.2017

## NOTICE INVITING E-TENDER

### **Notice Inviting e-Tender No. 19/WBTDC OF 2017-2018(Operations)**

TENDER NOTIFICATION FOR DEPLOYMENT OF SECURITY, CONSERVANCY PERSONNEL AND LODGE/OFFICE ATTENDANTS FOR THE HEAD OFFICE, TOURIST LODGES AND OTHER OFFICES OF THE WEST BENGAL TOURISM DEVELOPMENT CORPORATION LIMITED (WBTDC)

Sealed tenders are invited from Experienced, Reputed, Financially Sound and Licensed Private Manpower Agencies (including security agencies) for deployment of security, conservancy personnel and lodge/office attendants for the head office, tourist lodges and other offices of the West Bengal Tourism Development Corporation Limited (WBTDC) for a period of three years from 1<sup>st</sup> January 2018.

Interested parties may submit their tender on the prescribed tender form available at Website at [www.wbtdcl.com](http://www.wbtdcl.com) & [www.wbtenders.gov.in](http://www.wbtenders.gov.in)

#### 1) Date and Time Schedule:

Sl. No.	Particulars	Date & Time
1.	Date of uploading of N.I.T. Documents (online) (Publishing Date)	24.11.2017-11.00 Hrs,
2.	Documents download/sell start date (Online)	24.11.2017-14.00 Hrs,
3.	Documents download/sell end date (Online)	15.12.2017-17.00 Hrs,
4.	Bid submission start date (On line)	24.11.2017-14.30 Hrs,
5.	Bid Submission closing (On line)	15.12.2017-17.30 Hrs,
6.	Bid opening date for Technical Proposals (Online)	18.12.2017-11.00 Hrs,

## LETTER BY THE TENDERER

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(ON THE LETTER HEAD OF THE TENDERER)

Sub: TENDER FOR SECURITY, CONSERVANCY PERSONNEL AND LODGE/OFFICE ATTENDANTS FOR THE HEAD OFFICE, TOURIST LODGES AND OTHER OFFICES OF THE WEST BENGAL TOURISM DEVELOPMENT CORPORATION LIMITED (WBTDCL) FOR A PERIOD OF 3 YEARS FROM 1<sup>ST</sup> January 2018

Last Date for Submission :

Time :

To

The Managing Director,

West Bengal Tourism Development Corporation Ltd.

Udayachal Tourist Lodge,

DG Block, Sector-II, Salt Lake City,

Kolkata-700091

Sir,

1. I / we, the undersigned having gone through the Tender Documents, understood the requirements and having read all the terms and conditions therein, submit the following tender documents: -

(a) Particulars of the Tenderer/ TECHNICAL BID (Annexure-I)

(b) The information and instructions duly signed by me / us as token of having read and understood the terms and conditions. (enclosed as Annexure- II)

(c) Financial Bid (Annexure – III) should be sealed in a separate envelope.

(d) Observation report as per enclosed form (Annexure – IV).

2. My / our tender is valid for a period of 3 (three) years from 1<sup>st</sup> August 2017 after opening of the Financial Bid. I/we are fully aware that no change in the rates or terms and

conditions of the tender is permitted due to any reason. In case, I/ we withdraw this tender before this period within the stipulated period, the Earnest Money Deposit and bills for already completed job shall stand forfeited.

3. I/We undertake that to understand the duty of the security personnel and conservancy staff, their job responsibility and the work place I/We should visit WBTDCL's premises and after duly understanding the above, submit the observation report as per enclosed form vide Annexure – IV, duly signed by me/us and the authorized persons of WBTDCL along with the technical bid of the tender. Otherwise the tender will be treated as cancelled.

I/we agree to engage duly trained staff fully conversant with the job and shall bear their salaries, wages and perks. I/we will also adhere to Labour Laws, Social Legislation or any law as required under the Laws of the Land.

4. I/We agree to pay, EPF etc the security personnel /Conservancy staff / Attendant within 5<sup>th</sup> of the month.

5. I/we agree to abide by all the terms and conditions as contained in the Tender Documents as well as the Agreement. I/we have understood that the conditional tender will be liable for rejection. Further, I/we have understood that the decision of the Management of WBTDCL is final and Management is not bound to accept the lowest or any other tender it may receive. Expenses incurred by the Tenderer in presenting or submitting this Tender or preparation etc will not be reimbursed / refunded in the event of rejection.

6. I/we agree that WBTDCL reserves the right to reject any or all tenders without assigning any reason thereof.

Signature of Authorized Signatory

Address :

Seal :

Tele no(s) :

Dated: \_\_\_\_\_

**WEST BENGAL TOURISM DEVELOPMENT CORPORATION LIMITED**  
CIN-U63040WB1974SGC029393  
(A Government of West Bengal Undertaking)  
UDAYACHAL TOURIST LODGE, DG BLOCK, SECTOR-II, KOLKATA-700091

TENDER NOTIFICATION FOR DEPLOYMENT OF SECURITY, CONSERVANCY  
PERSONNEL AND LODGE/OFFICE ATTENDANTS

**TECHNICAL BID**

(Please strike off whichever is not applicable)

1. Name of the Tenderer

Son/Wife/Daughter of Shri

Age /D.O.B

2. Name of the Firm/HUF/Company/LLP

Permanent Address

Registered Office (if any)

Telephone No. (Office)

(Residence)

(Mobile)

3. Address of City/Local Office, if any.
4. Yearly turnover of business

(Should not be less than Rs.10 lakh in the last concluded financial year)

5. Status of Tenderer (Whether Sole

Proprietor/HUF/ Partnership/

LLP/Limited Company

6. Status of the Signatory of this

Tender in respect to the nature of business

*(Should be the Karta in case of HUF)*

7. Names and Address of the Banker(s)

8. Details of licenses: Tender should be submitted along with photocopies of the following documents:

- a. Valid Trade licence.
- b. Valid license from Police as Pvt. Security Agency.
- c. Valid Professional Tax Registration certificate with No.
- d. Valid Provident Fund Registration certificate with No.
- e. Valid E.S.I. Registration with No.
- f. Valid GST Registration No.
- g. Valid Labour License Registration No.
- h. An earnest money deposit of Rs.20,000/= ( refundable) by In the event of e-filling, intending bidder may download the tender documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary Earnest Money has to be deposited by the bidder through the following payment mode as per Memorandum of Finance Department vide No. 3975- F (Y) dated 28<sup>th</sup> July, 2016.

- i. Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway.
- ii. RTGS/ NEFT in case of offline payment through bank account in any bank.

9. Credentials for past experience in the Trade

(Certificates/supporting documents to be enclosed)

10. Particulars of Income Tax (photocopy of last

Assessment Order/Return to be enclosed) :

11. Audited Profit & Loss account and Balance

Sheet for the last three years :

12. Particulars of Earnest Money Deposit :

(with Demand Draft No. & Date)

14. Form of the site observation report duly signed :

Jointly by the tenderer and Institute Authority

SIGNATURE OF THE TENDERER

SEAL

NOTE:

- a) In case of sole proprietary concern, the name of the proprietor, father's/husband's name, age, residential address and office & residence phone numbers are to be indicated.
- b) In case of Partnership/LLP Concern, the Attested Photostat copy of the Registered Partnership Deed is to be enclosed. The Partnership Deed should state specifically that a particular partner or partners are authorized to deal with any matter of Firm/Company. Certified Photocopy of the Income Tax assessment of the Partnership Firm as well as Individual Partners (for last 3 years) [in case of HUF that of the Karta as well as the business] are to be enclosed.
- c) In the case of HUF Business, an Income Tax Registration Certificate is to be enclosed in addition to the above as per (b).
- d) In all cases, last filed Income Tax Return along with copy of latest Advance Income Tax Receipt of the applicant / tenderer (valid as on date of submission of tender) should be enclosed.

## ANNEXURE II

WEST BENGAL TOURISM DEVELOPMENT CORPORATION LIMITED  
CIN-U63040WB1974SGC029393  
(A Government of West Bengal Undertaking)  
UDAYACHAL TOURIST LODGE, DG BLOCK, SECTOR-II, KOLKATA-700091

### **GENERAL TERMS AND CONDITIONS**

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WBTDCL desires to employ a Agency for providing Security and Conservancy Services in the Premises of the Head Office, Tourist Lodges and Other Offices of the West Bengal Tourism Development Corporation Limited for a period of three years from 1<sup>st</sup> August 2017 on the following General Terms and Conditions:

1. The Contractor will pay at least minimum wages to the security personnel / Conservancy staff/ Attendant and we provide necessary declaration / documents for payments of minimum wages and EPF etc. to the Corporation.
2. The corporation will pay to the contractor minimum wages, 13.16% for employers' contribution to EPF, EDLI, Administrative Charges etc. on minimum wages and his service charge as agreed upon at a fixed percentage of cost of manpower.
3. The above rate is excluding GST.
4. The applicable tax will be deducted at source as per rule.
5. The following areas/security points to be covered with security guards and conservancy workers at each point under the terms of the Job Contract: –
  - a. Office/Lodge (by whatever name called such as Centre, Motel, Paryatak Abas, Complex, etc.) main & annex building – all public areas, Administrative building including rooms, kitchens, restaurant, laundry, computer rooms, stores & receiving area, cottages, the front and the back tarmacs including gardens and installations, the main gate and the adjoining areas, locker rooms and toilets and all such similar areas within the premises of the main & annex buildings of the Head Office, Tourism Centres and lodges.
  - b. Security will include 24 hours patrolling of entire premises of the office/lodge to be guarded.
  - c. Conservancy work will include keeping clean on daily basis all public areas, Administrative building including rooms, kitchens, restaurant, laundry, computer rooms, stores & receiving area, cottages, the front and the back tarmacs including gardens and installations, the main gate and the adjoining areas, locker rooms and toilets and all such similar areas within the premises

of the main & annex buildings of the Head Office, Tourism Centres and lodges.

- d. During any function in WBTDCL, extra requirement of Security Guard/conservancy workers may be deployed by the Agency as per requisition/requirement of WBTDCL authority with additional charges to be paid as mutually agreed by WBTDCL and the Agency.

3. The lodge/office attendants will be required to perform unskilled work according to the requirement of office/lodge as may be ordered by the competent authority from time to time

4. Following timings should be strictly adhered to:

- 24 hrs X 365 days supervision of the security and conservancy work is compulsory.
- Weekly off, holiday, casual absence etc. are to be covered by the staff of agency only. Such provision will be considered as part of the total annual job contract and hence, no additional charges will be paid by WBTDCL.

5. Total responsibility for the entire security and conservancy arrangements of WBTDCL's property is to be taken by the Agency. The Agency shall deploy 144 (one hundred forty four) number of security Guards, 61 (sixty one) number of Conservancy Staff and 18 (eighteen) number of Office/Lodge Attendants who will be required to be posted at such stations as may be necessary for the purpose of WBTDCL. The number of Guards, Conservancy Staff and Office/Lodge Attendants deployed by the Agency must be informed to the WBTDCL's authorities with their area wise duty hours. In case of any lapse noticed in this regard the contract will be terminated without assigning any further reason or notice. Proportionate amount will be deducted against non-maintaining any area as per the rate to be fixed with the Agency as per work order.

#### **6. Special Clause:-**

**Contractor /Agency offering minimum Percentage (%) of Service Charge on Manpower Cost i.e. (Minimum wages plus 13.16% of E.P.F on minimum wages) will be selected.**

7. The details of the properties of WBTDCL which will be required to be covered by the Agency are:

- i. Head Office at Kolkata
- ii. Tourism Centre, Kolkata
- iii. Tourism Centre, Siliguri
- iv. Baharampur Tourist Lodge
- v. Bakkhali Tourist Lodge
- vi. Barrackpore Tourist Lodge
- vii. Bishnupur Tourist Lodge
- viii. Bolpur Tourist Lodge



- ix. Rangabitan Tourist Lodge, Bolpur
- x. Darjeeling Tourist Lodge
- xi. Jhargram Tourist Lodge
- xii. Kalighat Pilgrimage Facilitation Centre.
- xiii. Kalimpong Tourist Lodge
- xiv. Kurseong Tourist Lodge
- xv. Maithon Tourist Lodge
- xvi. Malbazaar Tourist Lodge
- xvii. Sajnekhali Tourist Lodge Sunderban
- xviii. Diamond Harbour Tourist Lodge
- xix. Digha Tourist Lodge
- xx. Pathik Motel, Durgapur
- xxi. Gadiara Tourist Lodge
- xxii. Jaldapara Tourist Lodge
- xxiii. Teesta Paryatk Abas, Jalpaiguri
- xxiv. Maldah Tourist Lodge
- xxv. Rani Shiromani Paryatak Abas, Midnapore(West)
- xxvi. Murti Tourist Lodge
- xxvii. Raigunj Tourist Lodge
- xxviii. Udayachal Tourist Lodge, Salt Lake, Kolkata
- xxix. Mainak Tourist Lodge, Siliguri
- xxx. Tarakeswar Tourist Lodge
- xxxi. Tilabari Tourist Complex, Jalpaiguri
- xxxii. Batabari Tourist Complex, Jalpaiguri
- xxxiii. Booking Office at Esplanade, Kolkata
- xxxiv. Booking Office at Tenzing Norgay Bus Terminus, Siliguri
- xxxv. Udayachal T.L Transport Area, Salt lake,Kolkata

7. To understand the duty of the security and conservancy personnel and attendants' job responsibility and the work place all the tenderers should visit WBTDCL's premises and after duly understanding the above, submit the observation report as per enclosed form vide Annexure – IV, duly signed by the tenderer along with the technical bid of the tender. Otherwise the tender will be treated as cancelled.

8. All the persons engaged by the Agencies as Security Guard, Conservancy Staff and Office/Lodge Attendants shall be on Agency's payroll and be paid by him only; WBTDCL will have no liability whatsoever, in this regard. Nothing under the contract shall confer any right or lien on the personnel of the Agency to claim any direct employment under WBTDCL or to be treated at any time as an employee of WBTDCL. All administrative and financial responsibilities/ liabilities including those arising out of the acts/rules framed / to be framed by the Central/ State Government or any other administrative notification of competent authority shall be borne by the Agency.

9. In case of theft/pilferage/damage, or any kind of loss due to the lapse of the Agency the mode of indemnity to WBTDCL is to be stated clearly. The proportionate value of the loss of WBTDCL will be either paid by the Agency or be deducted from monthly bill for the above reasons.

10. The Agency shall not be provided with any residential accommodation at the work place(s), transportation to work place and WBTDCL shall have no other liability whatsoever, except expressly provided under the contract.

11. The Agency shall be liable for non-compliance of the provisions of any acts, laws, rules & regulations any tax or any other existing act or status not here-in-specifically mentioned but having direct or indirect application for persons engaged under this contract.

12. It should be understood and agreed that there is no employer-employee, master-servant or principal-agent relationship between WBTDCL and the Agency and /or the Agency's employees in any manner whatsoever and the Agency has to render services to WBTDCL as an independent Agency.

13. The Security Office/Lodge Attendant should possess good health & physique and a minimum qualification given as under:-

Age	:	As per the Private Security Agency Act
Qualification	:	As per the Private Security Agency Act

Note:- A medically fit certificate for engaged persons should be to the concerned lodge Managers.

14. Total responsibility for the security arrangements and cleanliness of WBTDCL's properties are to be taken by the Agency.

15. The Guards and Office/Lodge Attendant on duty are required to wear identifiable uniform to be provided by the Agency and the cost of the uniform is to be borne by the Agency.

16. Weekly/fortnightly duty chart of the security contingent has to be made by the Unit Office/Lodge Attendant and informed to the M/F cum C/T or authorized person of WBTDCL before commencing of the next week.

17. The Agency must fulfill all the statutory obligations in respect of said Job Contract. The Agency must comply with all the provision of labour laws and rules and all statutory obligations as required in the law of land. Institute will not take any Liability in this matter and in case of any breach in any/whole of the same; the sole responsibility will lie on Agency only. The Agency shall be responsible for settlement of any claim/dues in case of any of them Agency's employee sustaining injury or damages to any of the persons employed by the Agency or his property within the premises of WBTDCL.

18. The Agency will abide by the Minimum Wages Act, 1948 and follow the notifications issued in accordance with the said Act by the Labour Commissioner, West Bengal from time to time. He shall also abide by the West Bengal Contract Labour (Regulation & Abolition) Act, 1970 and the West Bengal Contract Labour (Regulation & Abolition) Act, 1972 as amended from time to time.

19. The Agency should supply/provide all necessary tools and equipments for satisfactory performance of the Job (e.g. lathis, whistles, torch with dry cells, umbrella/raincoats and any other tools required for proper security arrangements) and the cost to be borne by the Agency. The Agency shall maintain First Aid facility for his employees.

20. The tenderer should quote the monthly rate on the basis of prevailing minimum wages (to be revised from time to time on the basis of notifications issued by the Labour Commissioner, West Bengal) including all applicable taxes and charges plus the Service Charge of the Tenderer as per format provided as Annexure-III.

21. The duty register and identity cards of the persons deployed by the Agency will have to be intimated to the authority of WBTDCL in case of every change in duty allotment.

22. The Agency must ensure the personnel engaged by him bear good moral character and high degree of integrity. In case of any breach in discipline and decorum detrimental to the business of WBTDCL the entire responsibility will be of the Agency and any expenditure out of such indiscipline behavior by his employee is to be borne by the Agency.

23. In the event of failure on the part of the 'Agency' to complete the Job in accordance with the conditions entered herein, WBTDCL shall have the right to make alternative arrangement at the cost and risk of the Agency. The Agency shall reimburse the extra cost to WBTDCL and in case of his failure to do so WBTDCL shall have the right to recover the amount from the security deposit of the Agency any dues owed to WBTDCL by the Agency. It should be clearly understood that WBTDCL's right and the Agency's obligation for compensation is not limited to the extent of security deposit and/or the dues owed and WBTDCL shall have the right to proceed against the Agency for the recovery of its claim in excess of the security deposit and/or the dues available with WBTDCL. WBTDCL has a right to withhold the Security Deposit and appropriate the same if need be until the dues of the Agency are fully settled.

24. In case of breach of any of the conditions stipulated herein WBTDCL shall be at liberty to terminate the contract without prejudice to the right of WBTDCL to claim damages on account of breaches thereof in the same manner as provided in the previous clause. WBTDCL in its sole judgment may terminate the contract by giving one month notice without assigning any reason thereof and the Agency and his security personnel shall vacate the area of operation for this purpose on the expiry of such period, in the event of such termination of the contract, the refund of earnest deposit would be subject to deduction of any dues, penalties, other recoveries etc.

25. The Agency shall not be directly concerned or in any way to deal with the officers or other persons employed by or under the authority of WBTDCL in making the Contract hereby/contracted for, nor shall be the Agency either directly or indirectly, give or promise to pay or give, or permitted to be given to any person or persons or in any department under WBTDCL, money or gratuity, fee or reward for any matter or thing or any way relating to the performance of the contract.

26. The Agency shall not assign the present contract or in any manner allow any other person or persons to interfere in the Management or performance thereof, without the written permission of WBTDCL.

27. Payment will be made on monthly basis after submission of the bill within 30 (thirty) days of such submission with the following supporting documents:

- i. A certificate of satisfactory work and daily attendance duly authenticated by authorized person of WBTDCL on the body of the bill.
- ii. The Agency must furnish a the copy of disbursement of minimum wages to the personnel(s) employed by the Agency for satisfactorily completion of said Job and maintenance of all statutory requirements along with the certified copies of challan/receipt e.g., ESI, Provident Fund, and other relevant documents thereof.
- iii. Any over-payment of the Agency's bills for the job under these terms and conditions shall be recovered from the Agency's bills subsequently submitted for payment and if such over payments or any portion thereof or thereafter remitted by the Agency the amount so recovered will be refunded to the Agency. WBTDCL shall have the right to recover the overcharges, from the security deposit as well.

28. Copy of the latest Income Tax assessment order (if available)/submitted return/ submitted Advance Tax challan will accompany each tender. In case the income of the tenderer is not taxable, an affidavit to this effect should be attached by the tenderer.

29. Tenders from Agencies with sound financial standing and capacity will only be considered. No interest will be payable on Earnest Money/Security Deposit. Tenderer withdrawing before the announcement of successful tenderer shall be liable to have his earnest money forfeited.

30. Maximum period for each tender that will hold well must be mentioned. The tender must hold good for at least three years from 1<sup>st</sup> January 2018. After opening of the financial bid. In the event of the agreement being extended, the Management reserves the right to call upon the Agency to continue the Contract for a further period of one year in excess of the contracted period at the rates of the immediately preceding month, provided such an extension is made before the next year's/period's tenders are accepted by WBTDCL and

communicated to the concerned Agency. Similarly, the Management reserves the right to defer the commencement of the contract for a period of three months.

31. Every tenderer should give month wise rate for the said Job Contract inclusive of all charges taxes and incidental charges but exclusive of service tax as per rules which shall be paid by WBTDCL in addition to the gross value of the bill in every month.

32. WBTDCL reserves the right to accept or reject whole or part of the tender.

33. WBTDCL reserves the right to negotiate reduction in the rates or to reject any or all tenders without assigning any reasons.

34. TDS (Income Tax)/any other tax that may subsequently come into force will be applicable and deducted from the gross value of the bills as per rules.

35. In the event of a dispute arising between the supplier and WBTDCL during the currency of the contract or after the conclusion thereof, the same shall be referred to the Sole Arbitration of the Chairman, Board of Directors of WBTDCL or the Officer appointed by him and his award shall be final and legally binding on both the parties and there will be not objection to this effect that the officer who has been appointed by the Chairman is an employee of WBTDCL or that in course of his dealing with official matter he has expressed any opinion on this subject.

36. Subject to clause 35 above Courts in Kolkata alone will have jurisdiction over any dispute.

37. Tenders received after stipulated time and period for any reason will not be entertained in any circumstance.

38. The Annexure I, II and III along with the earnest money, cost of Tender document, if downloaded from website, photocopies of all licenses, taxes and all experience certificates, should be sealed in separate envelop to form Technical Bid. The Annexure III, which is financial bid, should be sealed in separate envelope to form Financial Bid and to be opened after Technical Bid.

The Financial bid of only those tenderers will be opened who qualify in Technical Bid.

39. No claim will be entertained for the permanent service of security and conservancy personnel engaged by the Agency and WBTDCL will not be responsible for any liability or complication arising out of such engagement by the Agency.

40. The following terms used in the foregoing paragraphs shall have the meaning given against each: -

- a) WBTDCL means 'West Bengal Tourism Development Corporation Limited', a Government Company within the meaning of Section 2(45) of the Companies Act, 2013.
- b) Office/Lodge will mean and include all offices including the head office, tourism centres, booking counters and all lodges by whatever name called – such as Hotel, Motel, Centre, Paryatak Abas, Complex, etc.).
- c) 'Agency' means the successful tenderer to whom the contract is awarded.
- d) 'Officer' means the officer named by the Managing Director of WBTDCL to receive and inspect the supplies.
- e) 'Managing Director' shall mean the Managing Director of West Bengal Tourism Development Corporation Limited, Udayachal Tourist Lodge, DG Block, Sector-II, Kolkata-700091.
- f) 'Chairman' means the Chairman of Board of Directors of WBTDCL.
- g) The terms 'Contract' shall mean and include the terms & conditions, its annexure, appendixes, schedules & such general and special conditions as may be added to it.
- h) Execution of Agreement :- On the acceptance of Tender, the successful agency will have to execute an agreement with WBTDCL covering all aspects of the contract before commencement of work (form-1)

Signature of Agency

Seal of the Agency

ANEXURE III

FINANCIAL BID

(To be sealed in a separate envelope)

NAME OF THE AGENCY:

ADDRESS IN FULL:

CONTACT NO(S):

(The tenderer should fill only the column of service charges considering the percentage of Basic pay only for price bid, the others column will be considered by WBTDCL as per existing rules.)

Total No of Guard required - 144 (inclusive of reliever)

Total number of Conservancy Staff required – 61 (inclusive of reliever)

Total Office/Lodge Attendant required – 18 (inclusive of reliever)

**TOTAL COST PER PERSON**

Service charge of the Agency as a % of man power cost	% to be quoted by the Agency

Service Charges inclusive of all supporting materials viz. Torch, Battery, Umbrellas, Baton (Lathi), Whistle, Rain Coat, Boot, etc.

Signature of Agency

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With proper Seal

ANEXURE –IV

Observation Report

Certified that I/We Sh. .... on behalf of M/s. ....visited West Bengal Tourism Development Corporation Ltd. at Udayachal Tourist lodge, DG Block, Sector-II, Salt Lake City, Kolkata-700091 and .....

on .....to understand the duty of the security and conservancy personnel, job responsibility and the work place.

I/We fully understand the entire responsibility regarding the security arrangement and conservancy needs of WBTDCL and also do not have any doubt.

Signature of the Agency with seal



**FORM- I**  
**TENDER/CONDITIONS ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

To,  
The Managing Director,  
West Bengal Tourism development Corporation,  
DG Block, Sector-II, Salt Lake,  
Kolkata-700091

Date:-----

**Subject:** Acceptance of Terms & Conditions of Tender

**Tender Reference No:**

**Job:** Deployment of Security, conservancy personnel and Lodge/Office Attendant

Dear Sir,

1. I / We have downloaded the tender document(s) for the above-mentioned 'Tender/Work' from the website- [www.wbtenders.gov.in](http://www.wbtenders.gov.in) & [www.wbtdcl.com](http://www.wbtdcl.com) as per your advertisement, given in the above mentioned website.
2. I / We hereby certify that I / we have read 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 the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your organization too has also 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 its totality / entirely.
5. In case any provisions of this tender are found violated, your organization shall be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim/right against organization in satisfaction of this Condition.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

To,  
M/s  
Address:

**Sub:** "Publication of new fresh tender for deployment of security, conservancy personnel and Lodge/office attendants for head office, Tourist Lodges/Centers and other offices of WBTDC Ltd"

Sir/Madam,

This is to inform you that as per decision taken by the Board of Directors, the management of WBTDC Ltd has decided to issue fresh tender for deployment of Security, Conservancy personnel and Lodge/Office.

Estimate for requirement of fund per month for engagement of 223 Security personnel/ Conservancy Personnel/ Gr. 'D' in different lodges & Head Office of WBTDCLtd. on contractual basis from Manpower supply agency chosen through e-tender [other than commission to be paid to Manpower agency]

For Lodges in Zone B	Total Requirement of Manpower	Rate for Zone B	Fund for Salary	Fund required for EPF	Total fund required for Zone - B excluding commission of Manpower agency
Bakkhali	3	6,774/-	3,45,474/-	813/- X 51 = 41,463/-	3,86,937/-
Jayanti	5				
Maithon	3				
Murti	20				
Rupnarayan	6				
Sajnekhali	3				
Tilabari	5				
Batabari	6				
Total	51				

For Lodges in Zone A	Total Requirement of Manpower	Rate for Zone A	Fund for Salary	Fund required for EPF	Total fund required for Zone - B excluding commission of Manpower agency
Berhampur	8	7,489/-	12,88,108/-	899/- X 172 = 1,54,628/-	14,42,736/-
Bishnupur	8				
Darjeeling	3				
Diamond Harbour	9				
Digha	19				
Hilltop	3				
Jaldapara	3				
Jhargram	14				
Kalighat	5				
Kalimpong	6				
Kurseong	3				
Mainak	5				
Malancha	6				
Malbazar	5				
Malda	5				
Pathik Motel	14				
Raigunj	2				
Rani Shiromani	3				
Rangabitan	8				
Santiniketan	11				
Tarakeswar	3				
Teesta Paryatak	6				
Tourism Centre Kolkata	6				
Udayachal	6				
Transport Maintainance H.O.	4				
Head Office	7				
Total	172				

Sd/-  
Managing Director  
West Bengal Tourism Development Corporation Limited