



Government of West Bengal

Kolkata Pay & Accounts Office - III

Finance (Audit) Department

SUBHANNA, Sector – I, Bidhannagar, Kolkata – 700064

Tender Reference No :Kol. PAO-III/Admn/Security Service (2026)/.....119
Dated.....15 JUN 2026

NOTICE INVITING QUOTATIONS

3rd Call

Tender is hereby invited by the **Pay & Accounts Officer of Kolkata Pay & Accounts Office – III** under the Finance Deptt., Govt. of West Bengal, from reputed, reliable and resourceful Firms/Agencies/Organisations having capability and experience of work, as done successfully and satisfactorily for last 5 (five) years from the date of publication of this NIT in any Government/Semi Government/ Undertakings/ Autonomous Bodies, etc. In respect of the following work :

Sl. No (1)	Description of Work (2)	Persons to be deployed for security purpose (3)	Security Charges (To be quoted in Indian Rupees) (4)	Service Charge (5)
1	<p>A. Nature of work :</p> <p>Round the clock security services (24 X 7) for 36 (thirty six) months w.e.f. the date of assuming the charge of the work in terms of this office work order – to be issued subsequent to finalization of the financial bid.</p> <p>B. Place of work :</p> <p>Kolkata Pay & Accounts Office – III (5th floor and part of 6th floor) situated at SUBHANNA, Block : DF – 9, Sector – I, Bidhannagar, Kolkata – 700064.</p>	Deployment of 5 (five) Private Security Personnel per day for round the clock security services (24X7) in the premises of Kolkata Pay & Accounts Office – III.	<p>Minimum rates of wages, (as per existing orders as on 01.01.2026 of the office of the Labour Commissioner, Govt. of W.B.),</p> <p>Add : EPF, ESI, Bonus etc. as per prevailing orders</p> <p>Add : Service Charge (in Indian Rupees)</p> <p>Add : GST as applicable</p> <p>Total Bill Value Per head per month</p>	<p>To be quoted specifically in Indian Rupee/s</p> <p>[Percentage (%) will not be allowed]</p>

Note : The Rate to be quoted observing all the existing and latest Govt. orders, norms, rules and Acts, as applicable from time to time, including the Service Charges for the tenure of the contract period. Consideration of Service Charges should be of positive value. No additional charge per head per month in r/o the deployed staff other than the admissible components of rates as per existing govt. rules and orders, shall be entertained.

1. General guidance for e-Tendering :

Interested bidders are requested to log on to the website <https://wbtenders.gov.in> to participate in the bid.

Ummi

Contd...p/2

2. Registration of Bidders

Bidders willing to take part in the process of e-Tendering are required to obtain Digital Signature Certificate (DSC) from any authorised Certifying Authority (CA) under CCA , Govt. of India or as mentioned in e-Tendering portal of Govt. of W.B. <https://wbtenders.gov.in> DSC is given as a USB e-Token. After obtaining the Class2/3 DSC from the approved CA they are requested to register the Digital Signature Certificates through the registration system available in the website.

3. Collection of Tender Documents

Tenders are to be submitted online and interested bidders will have to download the tender documents from the website <https://wbtenders.gov.in> directly with the help of e-Token provided. This is the only mode of collection of tender documents. Details of submission procedure are given below.

4. Submission of Tenders

Tenders are to be submitted online through the website <https://wbtenders.gov.in>. Bidders are required to upload all the tender documents along with the other documents, as asked in the Tender, through the above website within the stipulated date and time as given in the Tender.

5. Earnest Money Deposit :

Earnest Money Rs. 30000/- (Rupees Thirty thousand) only is to be deposited online by the tenderer in favour of " KOLKATA PAY & ACCOUNTS OFFICE- III" as per e-Tender norms. In case of failure to supply manpower/service, the EMD of the successful Bidder will be forfeited. The earnest money shall be forfeited in the event of withdrawal of the tender within the original validity period, once submitted or the successful bidder fails to execute necessary agreement within the period specified or for submitting false, incorrect, misleading information in the bid, mistakes, miscalculations. Exemption from depositing Earnest Money in terms of existing Govt. order may be considered if requested in writing supported with necessary documents in original.

The EMD of unsuccessful bidders will be returned as per e-Tender norms. However, the EMD of the successful bidder, it will be converted towards part deposit the Security Deposit. No interest on EMD is admissible.

6. Exemption : Agencies registered under MSME of the state are exempted from paying EMD.

(relevant documents in regard to registration under MSME must have to be produced)

7. Bidders must submit Tenders in two covers i.e. " Technical & Finance ".

Finance Cover :

Bidders must have to quote the rates in the BOQ (Bill of Quantities) under the Finance cover.

Technical Cover :

Statutory Documents are to be uploaded in the Technical cover.

All the documents to be scanned and to be uploaded in Portable Document Format (PDF)

8. Eligibility Criteria for the Bidders :

- (a) The Bidders should have credentials of similar nature of work i.e. having experience of deployment of Security Personnel/Guards in a sufficient numbers at a single contract during the last 5 (five) years in any Government/Semi Government/Undertakings/Autonomous Bodies, etc. from the date of publication of this NIQ.
- (b) The Bidders will have no Litigations/Trials pending in any Court of Law pertaining to dealing with their business i.e. deployment of Security Personnel/Guards in any offices/institutions under the Govt. of West Bengal.

Umy

- (c) The Security Personnel/Guards as to be deployed from the end of the Agency of the Bidders will be in proper uniform and shoes with Identity Cards (No extra charges/payment will be made in this account)
- (d) The Security Personnel shall have to submit a copy of any Govt. Identity Card e.g. copy of Voter Card or Aadhar Card, etc. They shall have to be abided by the rules, regulations, discipline and duty schedule of the office of Kolkata Pay & Accounts Office-III.
- (e) The age of the Security Personnel/Guards should not be more than 60 (sixty) years as on the date of closing of contract i.e. **as on 30.06.2029.**

(f) Documents (photocopies) to be submitted along with Tenders:

- (1) Statutory document includes Notice Inviting Tender**

Non-Statutory documents includes the following :

- (a) Copy of valid up to date Professional Tax enrolment certificate or copy of P .Tax challan for the period of F.Y. 2024-2025
- (b) Pan Card
- (c) E.P.F. and ESI credential certificate with latest monthly contribution receipt
- (d) Valid 15 digit GSTIN under GST Act, 2017
- (e) Trade License for the specific trade and valid for the contract period.
- (f) Labour License Certificate,
- (g) Valid Private Security agency license.
- (h) Credential Certificate : Credential in the form of 'credential certificate' or 'work order & payment certificate' - for an amount exceeding or equal to Rs. 275000/- for rendering similar nature of work / services in the Govt. or semi Govt. organisations during last three F.Ys i.e. 2023-24, 2024-25, 2025-26**

and

Declaration through an affidavit on Notary on the following points that :

- 2. (a) all the documents as are submitted are true & correct in nature.**
- (b) The agency did not face any penal provisions during last 5 (five) years of his business in course of deployment of Security Personnel in any Govt. Institutions/offices
- (c) the service charge quoted by the Bidder is not negative or zero.**
- (d) The agency will pay due Wages as well as Bonus to the deployed staff as per existing act, rules and norms of the Govt. of West Bengal for their 8(eight) hours shift
- (e) The Bidder is not the defaulter of EPF and ESI for the last 3 (three) consecutive years,

(9) Conditional and incomplete Tenders are liable to be rejected

(10) Opening of Technical Proposal

- (i) Technical cover (Statutory documents) will be opened first by the Tender Committee of Kol. PAO-III and if found in order, Cover for Technical Bid will be opened. If there any discrepancy is found in respect of any bidder in the Technical Bid, the Tender of the said bidder will be rejected at once.
- (ii) Financial Proposal of the Bidders declared technically eligible by the Tender Evaluation authority will be opened electronically from the web portal on the prescribed date, normally after 48 hours after the date of publication of final summary list of eligible bidders.
- (iii) Interested Bidders may be present at the time of opening the Financial Proposal.

VVVVVV

(11) Others conditions :

- (1) The tender Accepting Authority may ask any of the Bidders to submit the analysis to justify the rate as is quoted by them.
- (2) Bidder must quote item wise rate for all items as mentioned in BOQ sheet. Bids with lowest rate should be accepted. However, the tender accepting authority does not bind itself to do so and reserves the right to reject any or all the tenders, for valid reason and also reserves the right to split the order, alter the quantity of any or all Bidders without assigning any reason whatsoever, with the due concurrence of competent authority.
- (3) It is the Bidder's own responsibility to obtain any further information, if/as required to him, from the place of publication of NIT
- (4) A complete Bid, together with all the requisite documents, will be accepted/ considered at the time of opening the Tenders
- (5) The lowest Bid following the existing govt. rates will be accepted
- (6) Any attempt from any Bidder to the tune of undue influence, which is not permissible under the Law, will be liable to rejection of its quotation
- (7) Language of Tender shall be in English.

(12) Fraud & Corruption :

The Bidders and their Sub-contractors and Consultants in the contracts require to observe the highest standard of ethics during the procurement and execution of this contract by not being engaged in corrupt, fraudulent, collusive, coercive or obstructive practice as generally defined Non-Compliance of the above will lead to rejection of proposal for award/declaring a firm or individual ineligible etc. even for future bidding.

(13) Special provisions :

- (1) All price quoted must be the minimum rates of wages in the employment of Security Services in the State of West Bengal as per latest notification.
- (2) **All Bidders are requested to quote the agency service charge in absolute terms (in Rs.) .**
- (3) Existing Minimum Wages as per the Govt. Order from that month will be applicable after the signing of the agreement on the award of the contract. Thus, the claim of the vendor will rise subject to paymnt of the increased wages to the Security Personnel.
- (4) Tender Accepting Authority reserves the the right to reject any tender without assigning any specific reasons.

(14) Preferences :

Preference will be given to parties who agree to (a) **RETAIN THE EXISTING SECURITY PERSONNEL SERVICING IN KOL. PAO-III** or (b) may provide their men with all the required tools and experience for performing their duties.

(15) In case of Tie Bid :

In case of tie bid, the matter will be disposed of with the provisions as laid down in the F.D. (Audit Branch, Group – T) memo No. 2320-F(Y) dated 07.06.2023.

(16) Other terms & Conditions :

- (a) Deployed Security personnel will guard the office premises for round the clock security purposes. They must have to work as per the direction of the officials of this office in the interest of this office.

Wwy

Contd...p/5

- (b) This office holds no liability for any injury or accidental death etc. of the deployed security personnel – if arises any during their course of work pertaining to the enforcement of proposed security measures. The question of compensation arising out of any cases will have be settled by the agency itself at its own cost and responsibility.
- (c) Payment shall be made on presentation of monthly bills from the agency and satisfactory completion of jobs of deployed security personnel. Utmost attention to be paid for prompt disposal of the monthly claim of the agency but, this office shall neither be responsible for any unwanted delay in payment of the monthly claims arising out of the situation beyond the control of this office. Original deposit challans of EPF, ESI. P.Tax, Service Tax and Monthly Acquaintance Roll for payment of total monthly wages etc. will have to be attached with the bill for processing the claim. In addition, all the aforesaid documents will be shown to the competent authority during the contract period on demand.
- (d) If the authority of this office may consider that the performance of the deployed security personnel is entirely unsatisfactory on account of misconduct, dereliction of duties, disobedience, any kind of in-disciplinary act, or the deployed staff are not doing their duties as per the terms & conditions, etc., the entire contract with the bidder will be terminated forthwith.
- (e) The agency will supply all the required materials to the deployed security personnel such as, proper uniform, shoes, belts, identity cards (with full particulars of persona and agency) for discharging their duties.

Interested Bidders may contact the Pay & Accounts Officer of this office for any further queries, if required before submission of their Tender.

Last date for submission of Tender : 30.06.2026 (UPTO 4 P.M.)

The Technical Bids will be opened at 4 PM on 02.07.2026 online

Reservation : The Tender Inviting Authority reserves the right to accept or reject any or all the Tenders without assigning any reason to anyone what so ever.

Vijay
15/08/2026
Pay & Accounts Officer
Kolkata Pay & Accounts Office - III

CP-10

SCHEDULE OF e-TENDERING

Sl. No	Description	Date
1.	Publishing Date https://wbtenders.gov.in	17.06.2026
2.	Document Download start date	4 p.m. on 17.06.2026
3.	E.M.D. submission	Online as per wbtenders.gov/NIC norms
4	Bid submission start date	5 p.m. on 17.06.2026
5.	Bid submission end date	4 p.m. on 30.06.2026
6.	Technical Bid opening date	4 p.m. on 02.07.2026
7.	Uploading of Technical Bid Evaluation Sheet	To be notified in due course
8	Financial Bid opening date	To be notified in due course
9.	Uploading of Financial Bid Evaluation sheet (Comparative Sheet)	To be notified in due course

Umm
15/06/2026

Pay & Accounts Officer
Kolkata Pay & Accounts Office – III

ANNEXURE

Notary - Affidavit to be produced on the following points

- (a) **All the documents - as submitted, are true & correct in nature.**
- (b) The agency did not face any penal provisions during last 5 (five) years of its business in course of deployment of Security Personnel in any Govt. Institutions/offices
- (c) **The service Charge, as quoted by the Bidder, is not negative or zero.**
- (d) The agency will pay due wages as well as Bonus to the deployed staff as per existing act, rules and norms of the Govt. of West Bengal for their 8(eight) hours shift
- (e) The Bidder is not the defaulter of EPF and ESI for the last 3 (three) consecutive years.


15/06/2026
Pay & Accounts Officer
Kolkata Pay & Accounts Office - III