

**West Bengal State Warehousing Corporation**  
(A Government Undertaking)  
KHADYA BHAWAN, B-BLOCK (4<sup>th</sup> Floor)  
11A, MIRZA GHALIB STREET, KOLKATA-700087  
**Email : [swc@wb.gov.in](mailto:swc@wb.gov.in)**

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**Notice Inviting e-Tender**

For and on behalf of West Bengal State Warehousing Corporation, the Secretary, WBSWC invites **Online** tenders in **TWO BID SYSTEM** from reliable, resourceful, bonafide and experienced firms/ companies/ individual having valid license of Home & Hill Affairs Department, Govt. of West Bengal under the Private Security (Regulation Act, 2005), requisite financial capability and sufficient credential on execution of the work of providing Security Service by deploying adequate security guards/Helpers including monitoring and surveillance at all warehouses/godowns including Head Office of WBSWC under 2 different zones per **Annexure-A & B** on as and when required basis.

**Date and Time Schedule of e-Tendering**

<b>Sl. No.</b>	<b>PARTICULARS</b>	<b>DATE</b>	<b>TIME</b>	<b>VENUE/PORTAL</b>
1.	<i>Date of uploading (Publishing) of NIET and other Documents (Online)</i>	18.02.2026	10.55 Hrs	<a href="http://www.wbtenders.gov.in">www.wbtenders.gov.in</a>
2.	<i>Documents download start date (Online)</i>	18.02.2026	10.55 Hrs	<a href="http://www.wbtenders.gov.in">www.wbtenders.gov.in</a>
3.	<i>Pre-Bid meeting</i>	20.02.2026	12:30 Hrs	Conference Hall of WBSWC Block-B (4 <sup>th</sup> Floor), 11/A Mirza Ghalib Street, Kolkata- 700087
4.	<i>Bid proposal submission start date (Online)</i>	18.02.2026	12:30 Hrs	<a href="http://www.wbtenders.gov.in">www.wbtenders.gov.in</a>
5.	<i>Bid proposal Submission end date (Online)</i>	12.03.2026	12:00 Hrs	<a href="http://www.wbtenders.gov.in">www.wbtenders.gov.in</a>
6.	<i>Date &amp; Time of opening of Technical bids (Online)</i>	14.03.2026	12:00 Hrs	<a href="http://www.wbtenders.gov.in">www.wbtenders.gov.in</a>
7.	<i>Date &amp; Time of opening of Financial bids</i>	Will be intimated later on.		

<b>Period of contract</b>	Initially for 01 (One) year. However subject to satisfactory performance during the 1st year the contract may be extended further two times by one year each.
<b>Bid validity period</b>	120 days w.e.f. the date of opening of Financial Bid.

1. **Name of Scheme:** Providing Security Service by deploying adequate security guards/Helpers including monitoring and surveillance at all warehouses/ godowns including Head Office of WBSWC on as and when required basis.
2. **Scope of work:** Providing Security Service by deploying adequate security guards/Helpers(**here Helper means Peon/Group-D staff only and as such the term Helper shall not include any other staff e.g. Sweeper, Cleaning Staff, House Keeping staff etc.**)including monitoring and surveillance at all warehouses / godowns including Head Office of WBSWC as and when required basis under 2 different zones (as per annexure A & B) and in addition to that security guards may also be provided at different private hired godowns at different locations across the State on as and when required basis.
3. **Location of Work:** All warehouses/Godowns/Bungalow including Head Office of WBSWC under 2 different zones as per **Annexure A & B** on as and where required basis.
4. **Duties & responsibilities :** To provide adequate security personnel for round the clock security services 24 x 7 basis to safeguard all the assets of WBSWC and its properties from pilferages/theft/burglary and maintain the standard security norms to protect it from other insecurities and also to ensure proper locking of premises, common area etc. in case of any theft, breakage/burglary, pilferage of machineries, equipment, instruments any fixture and/or fittings, furniture etc., the responsibility lies with the security personnel and the security personnel shall report the same to the concerned office of WBSWC immediately after occurrence of incidence. The deployed Security personnel/Helpers may also have to comply other incidental works as instructed by the Authority or designated officers of WBSWC.
5. **Estimated cost of work:** Rs.11 Crores (Eleven Crores) (approx.)
6. **Duration of the work contract:** Initially for 01 (One) year. However subject to satisfactory performance during the 1<sup>st</sup> year, the contract may be extended for further two times by one year each.
7. **Security Deposit:** 10% of the contract amount i.e. Rs. 1.10Crore (approx.).
8. **Tender inviting Authority:** The Secretary, WBSWC.
9. **Average Annual turnover:**From exclusively Security Service Contracting business for the past 3 (Three) Financial Years i.e. 2022-23, 2023-24 & 2024-25 should not

be less than ₹**2.00 Crores** from the deployment of Security Guards (authenticated by a Chartered Accountant Firm along with UDIN). Completion Certificate or Payment Certificates of the Work Order Issuing Authority/Tender Accepting Authority in support of the credential including Audited Balance Sheet (authenticated by a Chartered Accountant Firm) for the last three financial years i.e. 2022-23, 2023-24&2024-25 shall have to be produced. Credential of sub-contract work will not be acceptable.

**10. Mandatory Documents to be uploaded:**

- a. Valid license (PSARA) issued by the Home Political Department of State Govt. under the Private Security (Regulation) Act, 2007.
- b. Valid License pertaining to deployment of labour issued by the Competent Authority under Act.
- c. Certified copy of Partnership Deed in case of Partnership firm/Article of Association/Memorandum of Association and certificate of incorporation under Companies Act in case of Companies/Bye-laws etc., if applicable.
- d. Certificate of Registration, in case of partnership firm.
- e. Pan Card.
- f. Valid Trade license.
- g. GST Registration certificate.
- h. Copy of E.S.I. & E.P.F. Registration certificate.
- i. Audited Profit & Loss Account and Balance Sheet of last 3 (three) Financial years i.e. 2022-23, 2023-24&2024-25.
- j. Income Tax return of last 3 (three) Assessment Years 2023-24, 2024-25 & 2025-26.
- k. Latest Professional Tax Return.
- l. Bank Statement of last 6 (six) months.
- m. In case of Partnership firm & Company, Power of Attorney should be submitted for authorized signatory.
- n. Letter for submission of tender (Annexure-I)
- o. Self Declaration stating all information are true and correct (Annexure-II)
- p. Check List (Annexure-III)
- q. Credential. (Annexure-IV).
- r. Declaration on Non-Conviction or Debarring (Annexure-V).
- s. Self-Declaration regarding true information (Annexure-VI).
- t. Non-subletting the contract (Annexure-VII).
- u. Financial Solvency (Annexure-VIII).
- v. Turn Over Certificate (authenticated by CA with UDIN) (Annexure-IX).
- w. Agency Details (X).

11. The **selected** bidder must have its offices in West Bengal having registration No. of WBGST. **Agencies operating from outside the State without office(s) in West Bengal will not be considered.** Selected bidder must give the proper address of office in West Bengal and its registered office along with address proof.

12. **EMD:** Earnest Money of **Rs. 22,00,000/- (Rupees twenty twolakh )** only by way of Net Banking or RTGS/NEFT through Pooling Account of ICICI Bank vide Finance Deptt. Govt. of West Bengal G.O. No. 3975-F(Y), dt.28.07.2016.
13. **Bid documents:** Bid Document is available in the NIC's official website, **www.wbtenders.gov.in** Bidders who have registered with **National Informatics Centre (NIC)** can participate in the tender. Interested bidders shall register with NIC in advance. Necessary assistance can also be obtained from the Office of the M.D., WBSWC.

**Secretary  
WBSWC**

**GENERAL INSTRUCTIONS**

**1. Registration of Bidder:**

Any bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System/Portal [www.wbtenders.gov.in](http://www.wbtenders.gov.in)

**2. Digital Signature Certificate (DSC):**

Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC).

**3. Collection of Tender Documents:**

The intending Bidders can search & download N.I.T. and Tender Document(s) electronically from the **Government e-Procurement System/ Portal. This is the only mode of collection of Tender Documents.** There is no Tender Document Fee with respect to this tender.

**4. Submission of Tenders:**

Tenders are to be submitted online in the website [www.wbtenders.gov.in](http://www.wbtenders.gov.in) in two folders at a time, one in Technical Proposal & the other in Financial Proposal before the prescribed date and time using the Digital Signature Certificate (DSC). The documents are to be uploaded in the form of scanned copy duly signed (and stamped) on all pages. The documents will get encrypted (transformed into non readable formats).

**5. Login by Bidder:** A Bidder desirous of taking part in the tender invited by the Corporation shall login to the e-procurement portal at <http://www.wbtenders.gov.in> using his login ID and password.

He/she will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for that tender by selecting from either of the following payment modes:

- 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.

**6. Payment by Net Banking (any listed Bank) through ICICI Bank Payment Gateway**

- i. On selection of net banking as the payment mode, the Bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
- ii. Bidder will make the payment after entering his Unique ID and password of the Bank to process the transaction.
- iii. Bidder will receive a confirmation message regarding success/failure of the transaction.
- iv. If the transaction is successful, the amount paid by the Bidder will get credited to the concerned pooling account maintained with the Focal Point Branch of ICICI for collection of EMD/Tender Fees.
- v. If the transaction is failure, the Bidder will again try for payment by going back to the first step.

**7. Payment through RTGS/ NEFT**

- i. On selection of RTGS/ NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/ NEFT transaction.
- ii. The Bidder will print the challan and use the pre-filled information to make RTGS/ NEFT payment using his bank account.
- iii. Once payment is made, the Bidder will come back to the e-procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
- iv. If verification is successful, the fund will get credited to the concerned Pooling account maintained with the Focal Point Branch of ICICI Bank for collection of EMD/Tender Fees.
- v. Hereafter, the Bidder will go to e-procurement portal for submission of his bid.
- vi. But, if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

**8. Refund of Earnest Money Deposit:**

The Earnest Money of the Bidders who do not qualify technically shall be refunded automatically by the portal. Further, Earnest Money of technically qualified bidders except L<sup>1</sup> shall be refunded after finalization of the tender process by the portal. Earnest Money of L<sup>1</sup> Bidder shall be treated as per Govt. orders. Please see OM 3975-F(Y) dated 28<sup>th</sup> July 2016 for more details.

**9. Forfeiture of Earnest Money Deposit of a Bidder will be mandated under the following circumstances:**

WBSWC reserves the right to forfeit the Earnest Money Deposit of any Bidder in the following circumstances:

- i. Withdrawal of bid, while bids are under consideration during the tendering period.
- ii. Any unilateral revision made by the Bidder during the valid period of offer.
- iii. Failure to accept the “Work order” or execute the Agreement or submit Security Deposit in prescribed time as required.
- iv. Failure to execute the work or part thereof.

**10. Disqualification Conditions**

**Following are grounds for disqualification: -**

- i. Bidders who have been blacklisted or otherwise debarred by SWC/CWC/FCI or any Department of Central or State Government or any other Public Sector Undertaking will be ineligible during the period of such blacklisting or a period of 5 years from the date of blacklisting/debarment, whichever is earlier.
- j. Anybidder whose contract with the SWC/CWC/FCI or any Department of Central or State Government or any other Public Sector Undertaking has been terminated before the expiry of contract period at any point of time during last 5 years will be ineligible.
  - iii. Bidder(s) whose EMD and/or SD has been forfeited by SWC/CWC/FCI or any Department of Central or State Government or any other Public Sector Undertaking, on serious/ grave ground i.e. submission of false/forged/ tampered/fabricated / manipulated documents/ information at any occasion during last 5 years will be ineligible.
  - iv. If the proprietor/any of the partners of a partnership firm/any of the Director of a company have been, at any time, convicted by a

court of an offence and sentenced to imprisonment for a period of three years or more, such bidder will be ineligible. However, on acquittal by the appellate court the bidder will be eligible.

- v. While considering ineligibility arising out of any of the above clauses, incurring of any such disqualification in any capacity whatsoever (even as a proprietor, partner in another firm, or as Director of a Company etc.) will render the bidder disqualified.
- vi. At any stage during the bidding process, or even after the issuance of the work order, if it is found that the bidder has willfully made any misleading or false representations in the forms, statements and attachments submitted as the proof of the qualification requirements and/or has suppressed material information (which may render the bidder ineligible to participate) WBSWC reserves the right to cancel the work order, forfeit Earnest Money Deposit, Security Deposit and terminate any agreement with such bidder, without prejudice to its rights and contentions reserved under the Applicable Laws.
- vii. The bidder who submitted any forged/fabricated document to WBSWC in connection with any earlier tender and the same has been proved by documentary evidence shall not be able to participate in the instant tender. Such bid will be summarily rejected at the evaluation stage itself.

## **11. Amendment of Bidding Document**

- i. At any time, prior to the deadline for submission of bids, WBSWC may, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Tender Document by way of corrigendum(s) and/or amendments. Any such amendment shall form an integral part of this Tender Document.
- ii. WBSWC reserves the right to extend the deadline for submission of bids in case any material amendment has been made to the Tender Document. Such amendments, modifications, clarifications etc. issued by WBSWC shall be binding on the bidders, and will be given due consideration by the bidders while they submit their bids and invariably enclose such documents as a part of the bid. Bidders should take into account any corrigendum/addendum published with respect to this Tender from time to time and such modifications and/ or amendments and/or clarifications will be binding on the Bidder notwithstanding whether the Bidder has uploaded the bid documents or not.

- iii. Prospective bidders are requested to visit the mentioned website on a regular basis to remain informed and updated of any and all developments with respect to the Tender. WBSWC will bear no responsibility or liability for bidders failing to do so.
- iv. The Bidder agrees and acknowledges that in matters of determining the rights and obligations of the Selected/Successful Bidder, this Notice inviting Tender, clarifications, amendments, modifications, notices, etc. issued by the WBSWC till the date of issue of the results in this Tender, the documents submitted by the Selected Bidder during the Tender Process, Bills of Quantity, the Work Order, the Agreement and any and all other document whether mentioned hereinabove or not, but issued or exchanged as part of the Tender Process and appointment of the Selected Bidder shall constitute the Tender Documents.

**12. Bidding Instructions:**

**i. Quoting the rates in Bill of Quantities (BOQ)**

The Bidder shall enter his bid in the “*Bill of Quantities*” given on the Portal, and nowhere else. Any rate if quoted by the bidder in any other place except the stipulated place given on the portal shall not be accepted and bid shall be summarily rejected in that case.

**ii. The intending bidders are required to quote the rates on-line. No off-line Tender will be entertained.**

iii. All bid prices quoted in the BOQ shall be inclusive of all kind of applicable Taxes, Cess, charges and costs but excluding GST/IGST. **The price should be firm, final and irrevocable and not subject to any change whatsoever, even due to increase in cost of any component thereto, and any changes or imposition of statutory levies.**

**iv. Signing of tender:** Person or persons signing the tender shall state in what capacity he/she is or they are signing the tender, e.g. as sole proprietor of a firm or as a Secretary/ Manager/ Director etc. of a Limited company or as a partner of a partnership firm or a Co-operative Society. In the case of partnership firms, the names of all the partners should be disclosed and the tender shall be signed by all the partners or their duly constituted attorney, having authority to bind all the partners in all matters pertaining to the contract. The original or an attested copy of the partnership deed should be furnished along with the tender. In case of a limited company, the names of the Directors shall be mentioned and it shall be certified that the person signing the tender is empowered to do so on behalf of the limited company. A copy of the Memorandum and Articles of Association of the Company shall be attached to the tender. In case of Hindu undivided family, the

names of the family members should be disclosed and the Karta, who can bind the firm, should sign the form and indicate his status below his signature.

- v. The persons signing the tender form or any document forming part of the tender on behalf of another or on behalf of a firm or Co-Operative Society shall be responsible to produce certified copy of Board Resolution/ or a proper Power of Attorney on stamp paper duly signed and notarized by a certified Notary Advocate in his favour stating that he has authority to bind such other person or the firm as the case may be, in all matters pertaining to the contract. If the person so signing the tender, fails to produce the said power of attorney his tender shall be liable to summarily rejection, without prejudice to any other rights of the Corporation under the Law.
- vi. The power of attorney should be signed by all the partners, in the case of partnership concern; by the proprietor, in case of the proprietary concern and by the person who by his/her signature can bind the company in the cases of a limited company. In the case of Hindu Undivided Family, the power of attorney should be signed by the Karta who by his signature can bind the firm. Scanned copy of the power of attorney should be attached.

**13. Corrupt Practices:** Any bribe, commission or advantage offered or promised by or on behalf of the bidder to any officer or servant of the Corporation shall (in addition to any criminal liability which the bidder may incur) debar his tender from being considered. Canvassing on the part or on behalf of the bidder shall also make his tender liable to rejection.

**14. Note and Other Details:**

- i. Bidder must upload scanned copies of above referred documents in support of their eligibility of bid. In the event of any document found fabricated/forged/tampered /altered/ manipulated during verification, then the EMD of the bidder shall be forfeited and he/she/they himself/herself/themselves would disqualify for future participation in the tenders of West Bengal State Warehousing Corporation works for the next 05 (Five) years.
- ii. Bidders who wish to participate in the e-tendering will have to procure valid digital certificate as per Information Technology Act, 2000. Bidders can procure this certificate from any of the Government approved certifying agency i.e., Consultancy Services. The interested bidders are requested to apply for the same well in advance. In case the validity of the digital signature certificate has expired, the bidders are advised to get it renewed immediately.

- iii. The tender document for this work is available only in electronic format which bidder can download free of cost from the website [www.wbtenders.gov.in](http://www.wbtenders.gov.in) .
- iv. Bidder shall submit their offer in electronic format on the above mentioned website on or before the scheduled date and time as mentioned above. No offer in physical form will be accepted and any such offer, if received by West Bengal State Warehousing Corporation will be outrightly rejected. Bidder will have to submit EMD as indicated at Clause-11 of the Notice Inviting E-tender following the procedures as stipulated in Clauses-6, 7 & 8 under the heading General Instructions.
- v. Bidders who wish to participate in e-tender need to fill data in pre-defined forms of Technical Bid, Price Bid and Excel format only.
- vi. After filling data in pre-defined forms, bidder's needs to click on final submission link to submit their encrypted bid.
  - viii. The tenders are to be submitted in two parts, Part-I containing Technical Specifications and Part-II containing Financial Offer i.e. Technical Bid and Price Bid through e-tender process only.
  - ix. Intending bidders are advised to visit the place of operations for acquainting themselves with the nature of work, infrastructure facilities and functioning of all operations at the site in their own interest before submitting the tender.
- x. No definite volume of work to be performed during the period of contract can be guaranteed by West Bengal State Warehousing Corporation.
- xi. Registered Co-Operative Societies should furnish the proof of Registration with Registrar of Co-Operative Societies or Taluk Co-Operative Officer along with a resolution passed by the Society to participate in the tender enquiry. "The persons signing the tender form or any document of the tender on behalf of another or on behalf of a firm of Co-Operative Society shall be responsible to produce certified copy of Board Resolution/or a proper Power of Attorney on stamp paper duly signed and notarized by a certified Notary Advocate in his favour stating that he has authority to bind such other persons or the firm as the case may be, in all matters pertaining to the Agency. If the person so signing the tender fails to produce the said Power of Attorney his tender shall be liable to summarily rejection, without prejudice to any other rights of the Corporation, under the Law."

- xii. The West Bengal State Warehousing Corporation reserves the right to accept/ reject the tenders without assigning any reason at any point of time. The decision of the Corporation shall be final and binding on bidder in this regard.
- xiii. Any clarification regarding online participation, they can contact the General Manager (Storage), WBSWC at 11/A Mirza Ghalib Street, B-Block (4<sup>th</sup> Floor) Kolkata-700087 on any working day between 11 AM to 5 PM before the preceding day of the closing date.

### **Qualification conditions for Tender**

#### **I. Credential :**

- i. The Tenderer/Agency should have exclusive experience of supply of Security Guards/Helpers in the immediate preceding three Financial Years i.e. 2022-23, 2023-24 & 2024-25 having average quantum of Tender value of Rs.1.0 Crore in single work order or Rs.1.5 crore and above in multiple contract in any Govt./Semi Govt./Undertakings/Autonomous/ Statutory bodies/Local bodies/Reputed Bank/PSU. Completion Certificate or Payment Certificate duly obtained from the Tender Accepting authority/Work Order issuing authority only shall have to be produced in support of the credential. Credential of sub-contract work will not be acceptable.
- ii. Average Annual turnover from Security Contracting business for the past preceding 3 (three) Financial Years i.e. 2022-23, 2023-24 & 2024-25 should not be less than Rs.2 crore from the deployment of Security Guards. Completion Certificate or Payment Certificates of the Tender Accepting Authority/Work Order Issuing authority in support of the credential including Audited Balance Sheet (authenticated by a Chartered Accountant Firm) for the last three financial year i.e. 2022-23, 2023-24 & 2024-25 shall have to be produced. Credential of sub-contract work will not be acceptable.

**II. EMD :** EMD has been fixed of **Rs. 22,00,000/- (Rupees twenty two lakh )**only.

**III. Security Deposit :** The successful tenderer shall furnish a sum equivalent to 10% of the Contract value in the form of Bank Guarantee in favour of West Bengal State Warehousing Corporation within 15 (fifteen) days from the date of acceptance/receipt of the Offer letter.

**However, if the said Bank guarantee is found false/forged/tampered/ fabricated and manipulated, WBSWC reserves the right to cancel the Offer letter and forfeit the Earnest Money.**

**IV.** The Tenderer/Agency shall have to provide an undertaking declaring the financial stability in order to make payment of wages to the Security Guards/Helpers engaged by them at the WBSWC managed godowns for a period of at least 2 months.

**V. Acceptance of Tender :**

a. The rate of L<sup>1</sup> bidder shall be accepted.

**b. In case of a bidder bids at an abnormally low rate, TIA may in such case seek written clarifications from the bidder, for submission of PF and ESI payment, statement / return corresponding to the period for which the bidder has submitted experience certificate in order to evaluate the cost analysis of the bid submitted and if, the bidder fails to provide the relevant documents or after evaluating the price analysis, TIA determines that the bidder has substantially fail to demonstrate its capability to execute the contract at the offered price, the TIA may reject the bid/proposal. Penal action may be initiated against such bidder. The decision of TIA is final in this matter.**

c. If it is found that all/some of the bidders (qualified in Technical Evaluation) have quoted rate equal to the maximum permissible lowest limit and found to be L<sup>1</sup>, the Tender Inviting Authority (The Secretary, WBSWC) shall have the right, discretion and privilege to bifurcate/split the work equally (as per G.O. of Finance Deptt., Govt. of WB's vide No. 2320-F(Y) dt. 07.06.2022) with a view to assigning the said work to all such eligible L<sup>1</sup>bidders. Any objection to that effect from any corner whatsoever will not be entertainable.

**VI. The bidder should quote the rate of Service Charge per head/per month. However, the rate to be quoted by the bidder should not be more than 5% of the average of existing Minimum Wages of Zone-A (Municipal area) as well as Zone-B (Panchayat area) i.e. Rs.701/- per head per month. The rate quoted in the BOQ will remain unchanged and continued throughout the contract period.**

**VII.** The bidder who submitted any forged/fabricated document to WBSWC in connection with any earlier tender and the same has been proved by documentary evidence shall not be able to participate in the instant tender. Such bid will be summarily rejected at the evaluation stage itself.

**VIII. Penalty for suppression / distortion of facts:**

If any bidder fails to produce the original hard copies of the documents (especially Completion Certificates, audited balance sheets or any document which is vital for his eligibility), or any other documents within the specified time frame stated above or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression of fact during any time of the tendering process or even after the issuance of work order, the bidder will be suspended from participating in the tenders on WBSWC's e-Tender platform for a 2 (two) years including cancellation of the existing bid.

**15. FINANCIAL BID:**

- A. The Financial Bid Form shall be submitted in the prescribed Financial Bid Format as per Annexure – II (BOQ) through online only.
- B. The bidder will be bound to make the following payments which will be re-imbursed by the Corporation against the bill along with all supporting and duly certified by godown/ office in-charge. :
- i. Minimum wages per head per month – as per Minimum Wages Act i.e. the rate of unskilled worker as per Labour Department (Govt. of West Bengal) notification which may be changed from time to time as per Govt. notification.
  - ii. EPF & ESI contribution – As per EPF & ESI Act per month.
  - iii. Bonus (Proportionate monthly amount) as per order of Finance Deptt., Govt. of West Bengal per head per month.
  - iv. Payment of 4(four) National Holidays (proportionate amount per month per head).
  - v. Weekly off for relieving duty per head per month (**where applicable**).
  - vi. Service Charge - The bidder should quote the rate of Service Charge per head/per month. However, the rate to be quoted by the bidder should not be more than 5% of the average of existing Minimum Wages of Zone-A (Municipal area) as well as Zone-B (Panchayat area) i.e. Rs.701/- per head per month. The rate quoted in the BOQ will remain unchanged and continued throughout the contract period. The rate quoted shall be applicable for both the Zone 'A' & 'B'. No extra cost will be given except enhancement of minimum wages by Labour

Department notification issued from time to time. Service Charge should not be quoted in percentage which will be unchanged throughout the period of contract even in case of increasing minimum wages.

- C. The rate i.e. Service Charge is to be quoted in figures clearly in the specified space of the Tender form/ Financial bid Form only.
  - D. The bidder should quote the rate which will include all rates, taxes and charges, if any, e.g. toll, ferry charges, local charges, royalties, turn over tax and all other charges. **GST, if any, shall not be included in the quoted rate as it would be re-imbursed by the authority separately if applicable on submission of satisfactory documentary evidence.**
  - E. All other charges like insurance charges (except ESI), freight etc. as would be required for completion of the work shall also be included in the rate quoted i.e. Service Charge. No claim whatsoever in this account shall be entertained.
  - F. **Annexure A& B is purely indicative, actual deployment may vary as per requirement of the Corporation.**
- 16. Taxes & duties to be borne by the Contractor:**  
It may again be reiterated that Income Tax, Royalty, Workers' Welfare Cess (if any) and similar other statutory levy/cess etc. will have to be borne by the contractor while executing the work.
- 17. Site inspection before submission of tender:**  
Before submitting any tender, the intending bidder should make themselves acquainted thoroughly with the local conditions prevailing at site by actual inspection and taking into consideration all factors and difficulties likely to be involved in the execution of work in all respect and no claim whatsoever will be entertained on these accounts afterwards.
- 18. Conditional and incomplete Tender:**  
Conditional and incomplete tenders shall be summarily rejected.
- 19. Payment**  
The payment of bill preferred by the Agency/Bidder will be made according to the availability of fund and no financial claim in case of any delay in payment will be entertained. Payment of monthly bill will be made to the agency after getting satisfied with the performance of the security

personnel/ Helper and verification of the wages made to the security personnel/ Helper deployed for providing security services and the works allotted to the Helpers. **Payment of Salary of the Security Guards / Helper should be made by 7<sup>th</sup> of the following month positively.**

**20. Execution of Agreement**

The successful bidder shall have to execute an agreement with the Corporation as per prescribed format of the Corporation prior to issuance of Work Order.

**21. Withdrawal of tender:**

A tender once submitted shall not be withdrawn within a period of 120 days from the last day of the opening of the financial bid of the tender. If a bidder withdraws his tender within this period without any valid reason, EMD of the bidder will be forfeited.

**22. Statutory Obligations**

- i. The service provider/agency must comply with all statutory obligations and provisions as per law of the land and as contained in relevant Acts like, Workmen's Compensation Act 1923, the Contract Labor (Regulation & Abolition) Act 1970, Employees Provident Fund & Miscellaneous Provisions Act 1952 , Employees' State Insurance Act 1948 , Payment of Wages Act 1936 , Minimum Wages Act 1948, Private Security Agencies ( Regulations) Act 2005 and any other applicable Acts / Guidelines / directives etc. and rules made there under.
- ii. The financial obligation(s) arising out of statutory obligations would be entirely on agency's account and WBSWC will not be responsible on this score for any reason whatsoever. The register maintained by the successful bidder in this regard, shall be subject to scrutiny of WBSWC, if WBSWC desires so.
- iii. The service provider has to pay minimum wage in compliance with notification of Labour Department, Govt. of West Bengal, as modified from time to time. In no case, the said wage can be divided into other component(s). PF, ESI and Bonus should be over and above the minimum wage as above **or as notified by the Labour Department, Govt. of West Bengal.**
- iv. All deployed personnel would be eligible for payment of:-
  - 1) Minimum Wages per head per month as per existing W.B. Govt. Rules;
  - 2) ESI & PF as per existing rules;

- 3) Proportionate Bonus per month as per existing rules;
- 4) Weekly off for reliving duty per head per month.(Wherever applicable)
- 5) Proportionate amount of wages of 4(four) National Holidays per month.

**23. ESI/ Mediclaim Policy:**

- i. Since service provider(s)/agencies have to deploy existing manpower, immediate process for change of employer (if any new service provider got LOA) has to be taken with respective ESI authority within one month after receipt of the LOA with intimation to the concerned controlling officer. Similarly, Mediclaim policy from an Insurance Company approved by Insurance Regulatory and Development Authority (IRDA) should be purchased forthwith in non-ESI areas only.
- ii. The successful bidders have to submit a list of deployed manpower of the respective sub-station / Office indicating Name, Father's / Husband's Name, Date of Birth, Communication & Permanent Address, Qualification(s), Wage particulars including statutory documents such as E.S.I. Card / Mediclaim Policy No., EPF Account No. to the Secretary, WBSWC within one month from the date of receipt of LOA / date of actual engagement.

The Vendor while submitting the bill must enclose Electronic Challan cum Return as per Employees' Provident Fund Scheme, 1952 along with Bank Challan of Remittance acknowledgement by EPFO positively in token of proof towards payment of Provident Fund Contribution to the Provident Fund Authority in Provident Fund Code Number, as to be mentioned if the LOA along with they should also submit a soft copy (Excel format) of EPF Payment Compliance Report in prescribed format which will be provided by WBSWC to the successful bidder as well as Professional Tax Deduction Certificate should be submitted at every month.

- iii. The Agency must ensure that employees as engaged are registered as per E.S.I. Act. The vendor is liable to enclose necessary Challan towards payment of E.S.I. Contribution to the respective E.S.I. Authority where ESI Scheme is applicable otherwise the vendors have to procure MEDICLAIM Insurance Policy from an Insurance Company approved by Insurance Regulatory and Development Authority (IRDA) in respect of each of the employees where ESI Schemes are not applicable.
- iv. Payment of wage should be made along with duly authenticated Wage

Slip indicating Minimum Wage. PF deductions, ESI (both employer & employees contribution), Bonus Component.

- v. Issuance of Appointment order to each employee is mandatory. A copy of each such Appointment Letter may be sent to the Zonal Officer / Superintendent of the Concerned Office / Warehouse under WBSWC.

#### **24. Terms & Conditions**

- i. **The Number of Security Guards and Helper (as per Annexure A & B) to be deployed in the warehouses may vary from time to time as per decision of the authority of the Corporation. Decision of the authority in this regard shall be binding on the bidders.**
- ii. The tender accepting authority may ask any bidder to submit analysis to justify the rate quoted by the bidder.
- iii. The Security Agency shall have to ensure the presence of requisite number of security personnel round the clock on all the days of the contractual period. Duty Roster of the security guards should be placed to the authority at the beginning of every week and changes to be made therein, if any, should also be intimated to the authority quite well ahead of date of change. The security guards will have to give their full signature in lieu of short signature in the duty register / Attendance Register. The register shall remain available round the clock for inspection by the authorized representatives of the M.D., WBSWC.
- iv. Adequate supervision will be provided to ensure correct & effective performance of the security services in accordance with the prevailing assignment instructions by the Authority. The security personnel shall ensure that there is no unidentified/unclaimed/suspicious objects/person in the premises of the listed Warehouses and offices as mentioned in **Annexure A & B.**
- v. The bidder shall ensure that a person deployed for security duty is a matriculate (Class X pass) or has higher education.
- vi. The Bidder should ensure about the integrity of the personnel to be deployed by them for security. Misconduct on the part of any security guard damaging and polluting the atmosphere and creating a sense of insecurity renders him/her disqualified for the job. Such persons engaged for security purpose and those found involved in any sort of criminal activity or implicated by in any Court of law should be removed from the job and replaced immediately.

- vii. The personnel engaged should be of robust physique and project an image of utmost discipline. They have to be extremely courteous with pleasant mannerism in dealing with the public. The Authority shall have right to have any person removed in case the security personnel is not performing the job satisfactorily. The security agency should also ensure that the security guards as deployed are physically fit and mentally alert in all respect. In other words, any infirm person or anybody found crippled with serious ailment is not fit for security service. The Security Agency shall have to arrange the suitable replacement in all such cases.
- viii. The personnel engaged by the contractor shall be smartly dressed in neat and clean uniform provided by contractor and are required to display photo identity cards, failing which it will invite a penalty of Rs.100/- on each occasion. The penalty on this account shall be deducted from the Contractor's bills.
- ix. Corporation reserves the right to recommend the removal of any person on security duty on account of indiscipline, unpunctuality or any other reason thereof, and it shall be the duty of the vendor to provide a replacement of such a person within 07 working days.
- x. If any accident happens to security personnel/helper during duty hours, the Security Agency shall be solely responsible for providing necessary treatment and compensation to the affected security personnel/helper or his / her affected dependent family members.
- xi. The Security Agency and its staff shall take proper and reasonable precautions to prevent loss, destruction, waste or misuse the areas of the different estates/premises. That in the event of any loss occasioned to the Authority, as a result of any lapse on the part of the agency as may be established after an enquiry conducted by the Authority, such loss will be made good from the amount payable to the Security Agency. The decision of the M.D., WBSWC in this regard will be final and binding on the agency.
- xii. Violation of any condition as contained in the contract will render the contract liable to be terminated at any point of time with forfeiture of EMD / SD and any punitive measure as the authority deems fit.
- xiii. The Authority shall have the right, within reason, to have any person removed that is considered to be undesirable or otherwise and similarly Contractor reserves the right to change the staff with prior permission from the General Manager (Storage), WBSWC.

- xiv. The Authority shall not be responsible for providing residential accommodation to any of the employee of the Security Agency.

**25. Additional Instructions**

- i. The Authority shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The Authority does not recognize any employee employer relationship with any of the workers of the contractor.
- ii. All staff during work will have to carry Photo Identity Card in a manner that is visible at the front of the Personnel.
- iii. The bidder will have to enclose the proof / copies of the challans showing payment of statutory dues for the previous month along with monthly bills
- iv. Questionnaire for the pre-bid meeting if any shall be forwarded to this office on or before pre-bid meeting to be held at 12.30 P.Mon 20.02.2026. At any time, prior to the deadline of submission of Bid, WBSWC may, for any reason, modify the Bidding Documents by issuing Corrigendum/Addendum/ Amendments and the same will be available in the Tender website ([www.wbtenders.gov.in](http://www.wbtenders.gov.in)) only in due time. WBSWC shall not have any obligation to inform the Selected Bidder through any other mode of communication.
- v. The rates quoted in the tender shall remain valid for 120 days from the date of opening the Financial Bid.
- vi. Sub-letting of the job is not permissible and the Bidder must submit one undertaking that he will not sub-let the job under any circumstances. If the authority comes to know and found on enquiry that the agency has sub-let the work, the contract will be terminated and the SD money will be forfeited.

- 26. Penalty:** Penalty to the extent of forfeiture of entire Security Deposit may be imposed on the Agency/Bidder for poor service and loss of any asset of WBSWC. With a view to continuing the job, the concerned bidder should deposit similar amount of Security Deposit afresh within 24 hours from the issuance of Order of WBSWC. In case of failure, the contract will be liable to be terminated to which the said Agency/Bidder should have no objection.

The **Contractor** whose Tender is accepted shall make formal agreement with W.B. State Warehousing Corporation within 7(seven) days from the date of

issue of an intimation to that effect by this office. If the Contractor fails to perform the formalities within the specified period, Tender will liable to be cancelled and the earnest Money will be forfeited.

The **Agencies**/contractor shall abide by all the labour welfare laws and their modifications from time to time, if any, within the contract period. Minimum labour wages, labour facilities, E.S.I, P.F, Bonus facilities etc. should be provided as per latest Govt. order/Circulars. In no case, WBSWC shall be held responsible for any eventualities in this regard including payment of wages to personnel deployed by the contractor.

Bidder can **approach** the General Manager (Storage), WBSWC for any clarification with respect to this tender.

The **acceptance** of the Tender will rest with the accepting authority who does not bind himself to accept the lowest or any tender and reserves the right to reject in part or in full of all tenders received without assigning any reason thereof. The decision of authority with respect to this tender is final and binding.

The Bidder should sign all corrections in the tender with date. The Bidder must sign each of the Tender **documents**.

Bidders who will sign on Tender on behalf of a company or Firm must produce the “Registered **documents**” in respect of their competency to do so, failing which their tender will not be considered.

No advance will be paid to the Agency/Bidder.

Payment may be withheld/not made on average or poor quality of service.

The guardian schedule may be modified by the authority at any time without prior intimation and for that no extra payment will be made. Any escalation of cost is not permissible at any time after the issuance of work order during the period of contract or any extended period if approved by the authority. Agency shall be barred from approaching the authority to claim escalation cost for any reason whatsoever.

The work may be terminated at any time with clear 15 days notice to the contractors served by the Authority.

Original copy of all certificates shall be produced for checking and verification of all supporting documents on request of WBSWC.

Credibility of the agency engaged in WBSWC will be evaluated by the tender committee and whether to allow the agency to participate in further tenders of the authority will be decided by the committee. Decision of the authority is final and binding on the concerned agency.

**27. Termination of Contract/ Work Order:**

The authority may terminate the contract/work order due to the following reasons at any point of the time during the contract period.

- i. If it is found that the Agency has submitted / uploaded wrong, unacceptable, forged, fabricated document and made such averments and declaration during the tender period as well as contract period.
- ii. If the Agency is found incapable to act in terms of the contract.
- iii. Delay of any kind in releasing the monthly salary of Security Personnel/Helper.
- iv. Poor performance of the agency.
- v. If Govt. Order for minimum wages is not followed for payment to the security personnel/helper.
- vi. Violation/Non-compliance of any clause of tender document and agreement and instructions of the authority.
- vii. Misbehavior with any official of WBSWC.

For termination of the contract/work, the authority will issue a 7 days' notice to the agency/contract to make up the discrepancy/shortfall of the work as instructed by the authority, failing which the contract/work order will be terminated with forfeiture of E.M.D., S.D. etc.

The agency should possess the requisite and relevant equipment / training for the work.

**28. Discretion of the authority inviting tender:**

The tender inviting authority reserves the right to accept or to reject any or all applications/tenders without assigning any reason whatsoever. The details of work indicated above is provisional and should not be taken as firm. The extent to which the work would be actually executed will depend on the final decision of the Managing Director, WBSWC. He however reserves the right to reduce the quantity even substantially without assigning any reason thereof and take up the same otherwise for which no compensation is payable under any circumstances.

The points mentioned above may not be exhaustive, irrespective of what has been mentioned in the terms & conditions, all the works as necessary are to be done for providing security service and surveillance at the different warehouses, offices & premises of WBSWC as detailed given in

**Annexure A& B.**

The service of the security guards will stop automatically, if the operation of

any godown is stopped.

**29. ARBITRATION:**

The successful bidder and the West Bengal State Warehousing Corporation (WBSWC) shall make every effort to resolve amicably by direct informal negotiation any disagreement or disputes arising between them under or in connection with agreement.

If, after expiry of thirty days from the commencement of such informal negotiations, the successful bidder and the WBSWC have unable to resolve amicably a contract dispute under this agreement or as to any claim of one party against the other or as to interpretation of terms and conditions then either party may require that the dispute be referred to the Managing Director, WBSWC ( or its successor) as the sole arbitrator under the Arbitration and Conciliation Act, 1996 for settlement of issue. The decision of the sole Arbitrator shall be final and binding upon both the parties herein.

**30. Applicability of Law & Exclusive Jurisdiction of Court:**

In case of any dispute between the parties claiming under the e-Tender document or any subsequent agreement, the laws of India will be the governing laws of dispute and Courts at Kolkata will have exclusive territorial jurisdiction to decide any contentious issues around the clauses under this document subject to the preceding clause of Arbitration.

**Secretary  
WBSWC**

**FINANCIAL BID FORM**

(For information and Guidance only, Service Charge to be quoted online only)

<b>Item Description</b>	<b>Service charge per Unarmed Guard/Helper per head per month</b>
Providing Security/Helper Services to the Warehouses and offices under <b>Zone -A and Zone B</b> as per annexure A& B.	

1. The bidder should quote the rate not be more than 5% of the average existing Minimum Wages of Zone-A (Municipal area) as well as Zone-B (Panchayat area) i.e. Rs.701/- per head per month, which will be remain unchanged and continued throughout the contract period.
2. The bidder will be bound to make the following payments which will be reimbursed by the Corporation against the bill along with all supporting and duly certified by godown/ office in-charge. :
  - i. Minimum wages per head per month – as per Minimum Wages Act i.e. the rate of unskilled worker as per Labour Department notification which may be changed time to time as per Govt. notification.
  - ii. EPF & ESI contribution – As per EPF & ESI Act per month.
  - iii. Bonus (Proportionate monthly amount) as per order of Finance Deptt., Govt. of West Bengal per head per month.
  - iv. Payment of 4(four) National Holidays (proportionate amount per month per head).
  - v. Weekly off for relieving duty per head per month (**where applicable**).
3. The rate i.e Service Charge is to be quoted in figures clearly in the specified space of the Tender form/ Financial bid Form only.
4. The bidder shall include all taxes (except GST), if any, toll, ferry charges, local charges, and royalties, turn over tax and all other charges as applicable while quoting the rate. **GST if any shall not be included as it would be reimbursed by the authority separately if applicable on**

**submission of satisfactory documentary evidence.**

5. All other charges like insurance charges (except ESI), freight etc as would be required for completion of the work shall also be included in the rate quoted i.e. Service Charge. No claim what so ever in this account shall be entertained.
6. Annexure A & B is purely indicative, actual deployment may vary as per requirement of the Corporation.

Annexure-I

**Letter for submission of tender**

From

-----

To  
The Secretary,  
West Bengal State Warehousing Corporation,  
Khadya Bhavan, Block-B (4<sup>th</sup> Floor),  
11/A, Mirza Ghalib Street, Kolkata-700087.

Sub: E-tender for appointment of an agency for providing Security Guards/Helpers at WBSWC managed godowns.

Ref: Tender Notice No.:

Sir,

In response to your Tender Notice no. .... dated ..... for engagement of an agency for providing Security Guards/Helpers at WBSWC managed godowns, I/we ..... a Proprietor/Partner/Director of a Company/An Association/Karta of HUF, Cooperative (in the case of a firm, an association or a syndicate, please set out here full names of all the Directors, partners or members) carrying out business hereby submit our offer as per the tender.

**I/we agree that this offer shall be valid for a period of One Hundred and Twenty (120) days from the date opening of the financial bid of the tender.**

I/we hereby declare that we have read and understood and agree to abide by and fulfill the Terms and Conditions including General conditions of Contract, which shall be deemed to form an integral part of this offer.

I/we undertake that no changes/amendments/alterations have been made in the tender form downloaded and submitted online.

I/we hereby further agree to notify you at any time whether before or after acceptance of my/our tender of any change in the constitution of my/our firm, association/syndicate, either by death, exclusion or retirement of any partner or

**NIET NO. : 2225/C(IV)-20/Part/SWC/2023**

**Date :17.02.2026**

member or by the admission of a new partner or member (this clause shall apply where the bidder is a firm/association).

I/we have also enclosed proof of payments towards EMD alongwith the tender documents and its relevant enclosures.

I/we hereby declare that this tender on acceptance communicated to you shall constitute a valid and binding contract between us.

.....  
Stamp and signature of the bidder

Place:  
Date:

.....  
Name of the bidder

Enclo:

**ANNEXURE-II**

(Non-judicial Stamp should be purchased in the name of the bidder and backside of the same should be uploaded)

**SAMPLE FORMAT FOR AFFIDAVIT**

I, Sri.....,S/o Sri....., aged..... Years, Residing at....., Proprietor/Partner/Director of ..... , do hereby solemnly affirm and declare in connection with “**providing security service by deploying adequate security guards including monitoring and surveillance for ..... ) as follows:**

1. That I, the undersigned, do certify that all the information furnished & statements made in the bid documents are true and correct to the best of my knowledge and belief.
2. Any departure whatsoever in any form will be considered as breach of contract. In such situation the Department at his liberty may withhold our payment till we rectify the defects or fulfill our contractual obligation. In this connection, authority’s decision will be final and binding.
3. The undersigned also certifies that neither we have abandoned any work awarded to us, nor any penal action was taken against us by any department. The undersigned also declares that we do not have any running litigation with any department.

**Signature of the Contractor**

**Name:**

**Place:**

**Date:**

## Annexure -III

## CHECKLIST TO BE UPLOADED BY THE TENDERER

Sl. No.	Clause	Yes/No
1.	Proof of the Constitution of the business entity whether it is an individual or sole proprietary concern, or a partnership firm or a company registered under the Companies Act or a society registered under the Cooperative Societies Act.	
2.	Valid license (PSARA) issued by the Home Political Department of State under the Private Security (Regulation) Act, 2007 and Valid License pertaining to deployment of labour issued by the Competent Authority under Act	
3.	Copy of PAN Card.	
4.	Valid Trade License	
5.	GST Registration Certificate	
6.	Copy of ESI & EPF registration certificate	
7.	Duly audited Balance sheet of preceding three financial years i.e. i.e. 2022-23, 2023-24 & 2024-25	
8.	Certified copies of the Income Tax Returns for last three assessment years i.e. 2023-24 , 2024-25 & 2025-26.	
9.	Latest Professional Tax Return	
10.	Bank Statement of last six months.	
11.	Letter for submission of tender (Annexure-I)	
12.	Self Declaration (Annexure-II)	
13.	Check List (Annexure-III)	
14.	Credential certificate for last three financial years i.e. 2022-23, 2023-24 & 2024-25 (Annexure-IV)	
15.	Declaration On Non-Conviction Or Debarring (Annexure-V )	
16.	Self Declaration ( Annexure-VI)	
17.	Declaration for non subletting the contract (annexure-VII)	
18.	Affidavit of Financial Solvency (Annexure-VIII)	
19.	Annual Turn Over (Annexure-IX)	
20.	Agency Details (Annexure-X)	
21.	In case of Partnership firm & Company, Power of Attorney should be submitted for authorized signatory.	

**##Note: The Scanned copy of above documents are to be uploaded at the time of submission of e-tender.**

I/We agree to the terms & conditions specified in the Notice Inviting Tender. It is also certified that the price quoted is reasonable and is not higher than the prevailing market rate.

**Annexure -IV**

**FORMAT OF WORK EXPERIENCE CERTIFICATE / CREDENTIALS**

(The experience certificate should be on the letter head of the issuing organization.)

This is to certify that M/s. .... have worked as our authorized Agency for providing Security Personnel / Helper and their performance were found satisfactory. The details of work done relating to all works as have been mentioned above by them during the previous 3 (Three) years (i.e. 2022-23, 2023-24 & 2024-25) have been as under:

Sl. No.	Name of the Client/ Customer served	Nature of the work/ contract executed	Contract period	Total value of work/ contract executed	Remarks

Signature

\_\_\_\_\_  
Name & Designation of signing authority  
Official Seal

**ANNEXURE-V**

**DECLARATION ON NON-CONVICTION OR DEBARRING**

(To be executed on non-judicial stamp paper of the appropriate value in accordance with relevant Stamp Act. Non-judicial Stamp should be purchased in the name of the bidder who is issuing the Declaration and backside of the same should be uploaded)

To  
The Secretary  
West Bengal State Warehousing Corporation  
Khadya Bhavan, B-Block, 4" Floor  
11A, Mirza Ghalib Street, Kolkata- 700 087.

I/We on behalf of our Company / Agency hereby declare that any of our proprietor / partner / Director (as applicable) has not been convicted by any judicial court for an offence sentenced to three years rigorous imprisonment or more and has not been acquitted

I also certify that above information is true and correct in every respect and in any case, at a later date, if it is found that any fact stated above is incorrect, any contract given to the Agency be summarily terminated.

Place:

[Signature and Seal of the Bidder]

(Non-judicial Stamp should be purchased in the name of the bidder and backside of the same should be uploaded)

**FORMAT FOR AFFIDAVIT**

I, Sri .....,S/o Sri , aged .....Years. Residing at ..... Proprietor/Partner/Director of .....hereby solemnly affirm and declare in connection with supply of Security Personnel/Helpers at WBSWC managed godowns follows:

1. That I, the undersigned, do certify that all the information furnished & statements made in the bid documents are true and correct to the best of my knowledge and belief.
2. Any departure whatsoever in any form will be considered as breach of contract in such situation the Department at his liberty may withhold our payment till we rectify the defects or fulfil our contractual obligation. In this connection, authority's decision will be final and binding.
3. The undersigned also certifies that neither we have abandoned any work awarded to us, nor any penal action was taken against us by any Department. The undersigned also declares that we do not have any running litigation with any Department.

Signature of the Bidder

Place :

Date :

To be submitted on A Letter Head with Signature & Seal

To  
The Secretary,  
West Bengal State Warehousing Corporation,  
Khadya Bhavan, B-Block, 4<sup>th</sup> floor,  
11A Mirza Ghalib Street,  
Kolkata- 700 087.

**DECLARATION FOR NON-SUBLETTING THE CONTRACT**

I/We do hereby undertake and declare that during the tenure and/or till completion of the Contractual period our Agency will follow all the rules & regulations as stipulated in the tender documents and will not sub-let the contract to any person/agency to carry on the work on behalf of our Agency. In any case, at a later date, if it is found that our Agency has sub-let the assigned work to any person or Agency, our Agency will liable to be summarily terminated from the contract agreement.

Place :

Date :

[ Signature & Seal of the bidder]

**FORMAT OF SELF DECLARATION FOR FINANCIAL SOLVENCY**

(Affidavit to be executed before Notary/Executive Magistrate on non-judicial stamp paper of the appropriate value in accordance with relevant stamp act. The stamp paper is to be in the name of the bidder)

**AFFIDAVIT**

I,.....son of.....residing at  
..... do hereby solemnly declared that I  
have sufficient Financial Solvency to supply Security Guards/ Helpers as and  
when required by WBSWC, if selected.

I also declare that I have sufficient Financial Stability to make payment of  
wages to the Security Guards/Helpers engaged by me at the WBSWC managed  
godowns for a period of at least for 2 months in spite of non-receiving of  
payments from WBSWC.

I also declare that I shall be liable and responsible for any dispute arises due to  
non-supply of required manpower.

Place :

Date :

[ Signature & Seal of the bidder]

**ANNEXURE-IX**

(To be submitted on Bidder Letter Head authenticated by the Auditor with UDIN)

**INCOME TAX RETURN, ANNUAL TURNOVER AND GST PAID BY THE INSURANCE COMPANY IN LAST 3 FINANCIAL YEARS (2022-23,2023-24 & 2024-25):**

<b>Financial Year</b>	<b>Income Tax Return (Rs)</b>	<b>Annual Turn Over (Rs)</b>	<b>GST Paid (Rs)</b>
<b>2022-23</b>			
<b>2023-24</b>			
<b>2024-25</b>			

Note\* Information furnished here should be matched with documents submitted.

Place:

Date:

( Signature& Seal of the Bidder)

**ANNEXURE-X**

[ To be submitted on Agency Letter Head with Signature and Seal )

To  
The Secretary  
West Bengal State Warehousing Corporation  
Khadya Bhavan, B-Block, 4<sup>th</sup> floor  
11A, Mirza Ghalib Street, Kolkata-700 087.

I/We am/are furnishing following information required for Notice Inviting Tender for supply of Security Guards/ Helpers. The information furnished below are true, complete and correct to the best of my/our knowledge and belief. I / We understand that in the event of my information being found false or incorrect at any stage, my bid shall be liable to cancel/terminate without notice or any compensation in lieu thereof.

1. Name of the Firm/Agency/Company/ Organization :
2. Agency Headquarter address :
3. Agency Kolkata Region Communication address :
4. Agency Office Contact No :
5. Agency E-mail Id :
6. PAN No. (Document is mandatory) :
7. GST No. (Document is mandatory) :
8. Trade License No. :
9. Bank Details of the Bidder :
  - (a) Bank A/c No. :
  - (b) Nature of Account (SB/CB) :
  - (c) Name of Bank &Branch :
  - (d) IFSC :

Place :

Date :

[ Signature & seal of the bidder ]

<b>ZONE 'A' ( MUNICIPAL AREA)</b>					
<b>SL No.</b>	<b>Name of Warehouse / Center</b>	<b>District</b>	<b>WBSWC / RIDF</b>	<b>Helper</b>	<b>No. of Unarmed Guards</b>
1	Alipurduar Warehouse	Alipurduar	WBSWC	Nil	4
2	Bankura Warehouse	Bankura	WBSWC	1	4
3	Bankura Sadar	Bankura	RIDF	1	4
4	Bolpur	Birbhum	RIDF	1	4
5	Dubrajpur	Birbhum	RIDF	1	4
6	Suri	Birbhum	RIDF	1	4
7	Rampurhat	Birbhum	RIDF	1	4
8	Memari-I Warehouse	Burdwan	WBSWC	Nil	4
9	Memari-II Warehouse	Burdwan	WBSWC	Nil	4
10	Guskara	Burdwan	RIDF	1	4
11	Katwa-I	Burdwan	RIDF	1	4
12	Kalna-I	Burdwan	RIDF	1	4
13	Dinhata Warehouse	Coochbehar	WBSWC	Nil	4
14	Siliguri Warehouse	Darjeeling	WBSWC	Nil	4
15	Bagrakot	Darjeeling	GFD	1	4
16	Tarakeswar Warehouse	Hooghly	WBSWC	Nil	4
17	Uluberia	Howrah	RIDF	1	4
18	Shalimar	Howrah	GFD	1	7
19	Jalpaiguri Warehouse	Jalpaiguri	WBSWC	Nil	4
20	Dabgram	Jalpaiguri	GFD	Nil	4
21	<b>Head Office</b>	Kolkata	WBSWC	17	Nil
22	Beliaghata Warehouse	Kolkata	WBSWC	Nil	5
23	Sealdah Warehouse	Kolkata	WBSWC	Nil	5
24	Paharpur Warehouse	Kolkata	WBSWC	Nil	8
25	Hide Road Warehouse	Kolkata	WBSWC	Nil	6
26	Tollygunj Warehouse	Kolkata	WBSWC	Nil	6
27	Jessore Road - I Warehouse	Kolkata	WBSWC	Nil	3
28	Cossipore	Kolkata	GFD	1	16
29	Malda Warehouse	Malda	WBSWC	Nil	4
30	Cossimbazar Warehouse	Murshidabad	WBSWC	1	4
31	Kandi	Murshidabad	RIDF	1	4
32	Krishnanagar Warehouse	Nadia	WBSWC	1	4
33	Ranaghat Warehouse	Nadia	WBSWC	1	4
34	Jessore Road - II Warehouse	North 24 Parganas	WBSWC	Nil	4
35	Bangaon	North 24 Parganas	RIDF	1	4

36	Haldia	PurbaMedinipur	WBSWC	Nil	4
37	Egra-I	PurbaMedinipur	RIDF	1	4
38	Panskura-I	PurbaMedinipur	RIDF	1	4
39	Taratala - I Warehouse	South 24 Parganas	WBSWC	Nil	5
40	Kaliaganj Warehouse	Uttar Dinajpur	WBSWC	Nil	4
41	Raiganj Warehouse	Uttar Dinajpur	WBSWC	Nil	4
42	Islampur	Uttar Dinajpur	RIDF	1	4
			<b>Total :</b>	<b>38</b>	<b>185</b>

## Annexure-B

ZONE 'B' ( PANCHAYET AREA)					
SL No.	Name of Warehouse / Center	District	WBSWC / RIDF	Helper	No. of Unarmed Gurads
1	Falakata (SC)	Alipurduar	RIDF	1	4
2	Sarenga	Bankura	RIDF	Nil	4
3	Ranibandh	Bankura	RIDF	Nil	4
4	Kotolpur	Bankura	RIDF	Nil	4
5	Patrasayer	Bankura	RIDF	Nil	4
6	Saithia	Birbhum	RIDF	1	4
7	Nanoor	Birbhum	RIDF	1	4
8	Nanoor (Muiteen)	Birbhum	RIDF	Nil	4
9	MD Bazar	Birbhum	RIDF	Nil	4
10	Mathabhanga (SC)	Coochbehar	RIDF	1	4
11	Sitalkhuchi (SC)	Coochbehar	RIDF	1	4
12	Balurghat Warehouse	Dakshin Dinajpur	WBSWC	Nil	4
13	Kumarganj(SC)	Dakshin Dinajpur	RIDF	1	4
14	Tapan (SC)	Dakshin Dinajpur	RIDF	1	4
15	Balurghat (Mainagar)	Dakshin Dinajpur	RIDF	1	4
16	Dhaniakhali	Hooghly	RIDF	1	4
17	Balagarh	Hooghly	RIDF	1	4
18	Singur	Hooghly	RIDF	1	4
19	Jangipara	Hooghly	RIDF	1	4
20	New Jalpaiguri Warehouse	Jalpaiguri	WBSWC	Nil	4
21	Rajganj	Jalpaiguri	RIDF	1	7
22	Jhargram	Jhargram	RIDF	1	6
23	Old Malda	Malda	RIDF	1	4
24	Gazole	Malda	RIDF	1	4
25	Chanchal-I	Malda	RIDF	1	4
26	Khargram	Murshidabad	RIDF	1	4
27	Bharatpur-I	Murshidabad	RIDF	1	4
28	Hariharpara	Murshidabad	RIDF	1	4
29	Raghunathgunj-I	Murshidabad	SWC	Nil	6
30	Lalgola	Murshidabad	RIDF	Nil	6
31	Nabagram	Murshidabad	RIDF	Nil	3
32	Krishnanagar (Jahangirpur)	Nadia	RIDF	1	4
33	Tehatta	Nadia	RIDF	1	4

34	Hanskhali	Nadia	RIDF	Nil	4
35	Habra	North 24 Parganas	RIDF	1	4
36	Deganga	North 24 Parganas	RIDF	1	4
37	Basirhat - I & II	North 24 Parganas	RIDF	2	6
38	Gaighata	North 24 Parganas	RIDF	1	4
39	Bagdah	North 24 Parganas	RIDF	1	4
40	Garbeta Warehouse	Paschim Medinipur	WBSWC	Nil	4
41	Junglekhash	Paschim Medinipur	RKVY	Nil	6
42	Salboni	Paschim Medinipur	RIDF	Nil	8
43	Contai-I	PurbaMedinipur	RIDF	1	4
44	Saktia	PurbaMedinipur	RIDF	1	4
45	Haripur	PurbaMedinipur	RIDF	1	4
46	Purbasthali-I	PurbaBardhaman	RIDF	1	4
47	Monteswar	PurbaBardhaman	RIDF	1	4
48	Memari-I	PurbaBardhaman	RIDF	1	4
49	Bhatar	PurbaBardhaman	RIDF	1	6
50	Galsi-I to V	PurbaBardhaman	RIDF	5	15
51	Mongalkot	PurbaBardhaman	RIDF	1	4
52	Ketugram-II	PurbaBardhaman	RIDF	1	4
53	Nari	PurbaBardhaman	RIDF	1	4
54	Bhatar (Nasighram)	PurbaBardhaman	RIDF	Nil	4
55	Mongolkot	PurbaBardhaman	RIDF	1	4
56	Manbazar	Purulia	RIDF	Nil	4
57	Joypur	Purulia	RIDF	1	4
58	Mathurapur-I	South 24 Parganas	RIDF	1	4
59	Bishnupur-II	South 24 Parganas	RIDF	1	4
60	Diamond Harbour	South 24 Parganas	RIDF	1	4
61	Itahar	Uttar Dinajpur	RIDF	1	4
62	Digha Inspection Bungalow	PurbaMedinipur	Bungalow	Nil	3
63	Keshpur	Paschim Medinipur	RIDF	Nil	4
64	Narayangarh	Paschim Medinipur	RIDF	Nil	4
65	Aushgram-II	PurbaBardhaman	RIDF	Nil	4
			<b>Total :</b>	<b>49</b>	<b>288</b>