

West Bengal Cooperative Milk Producers' Federation Ltd.  
LB-2, Sector-III, Salt Lake City, Kolkata – 700 106  
Ph: 2335-2860/2896, E-mail: [mail@benmilk.com](mailto:mail@benmilk.com)

**NIQ NO : BTC/10/07/89**

**Dated : 12.8.2018**

**NOTICE INVITING QUOTATION (NIQ)**

**EXPRESSION OF INTEREST**

West Bengal Cooperative Milk Producers' Federation Ltd. (Federation) is a State Level Apex Body working for socio-economic development of the milk producers' farmers through village level cooperative societies in the State of West Bengal and procurement of milk from those societies and supply the same to the organized Dairies in the State under control of the Animal Resources Development Department, Govt. of West Bengal. Sealed Rate quotations are invited from Establishment/Organization of repute having similar such experience in carrying out the job in one or more organization for **providing security services at the Office as given below of West Bengal Cooperative Milk Producers Federation Ltd.**

**General Terms and conditions for providing Security services are stated as follows:**

**Security Guarding for the Premises**

**BENMILK TRAINING CENTRE**  
Cattle Feed Plant Campus  
Opposite: MIT, P.O.: Cossimbazar Raj  
Dist : Murshidabad.  
Pin: 742102

1. The contract for providing Security services initially for **1(ONE) YEAR** and renewable subject to satisfactory performance.
2. Federation will provide service charge on total monthly wage bills, for which **rates are to be quoted by the Agency as individual Guard and Gunman rate per day basis.**
3. The contract may be by way of retaining the existing manpower.
4. The Agency will provide round the clock security service on all 7 days of the week by engaging;-  
**01(one) Armed Guard** = in Night Shift (10.00 PM to 6.00 AM)  
**03 (three) Plain Security Guard** = Spread over 24 hours in the day

5. The personnel shall be on Agency's pay roll. It will be the sole responsibility of the Agency to maintain them at its cost, including cost of dress materials, Torch Light, Protection Stick gun etc and shall be liable for any sorts of obligations which might arise in course of carrying out duties whatsoever.
6. The engagement would automatically terminate at the end of the Contract period as per the Work Order to successful Agency. Thereafter the Agency shall withdraw all manpower from the establishment with immediate effect. It is to be noted that **no claim of employment of any sort at the Units or at Federation Office will be entertained for any or all of the personnel under the payroll of the Agency or on duty at the Unit during any time of the engagement or thereafter.**
7. On receipt of confirmed Work Order the successful Agency shall provide the following documents for each of the individual personnel for the Unit :
  - a) Deployment / Engagement Letter for each individual separately.
  - b) Copy of Voter Identity Card and Aadhaar Card of each guard.
  - c) Copy of the renewed and valid **Gun License** for the deployed Gunman.
  - d) Any personnel having ongoing/pending criminal case, and having attachment to local antisocial elements, political or union activities will not be engaged in any of the above two Units.
8. The Agency shall maintain Attendance Register to record their signature daily along of each guard with time of arrival and departure and provide the statement regularly on monthly basis along with the bill for that month.
9. The Agency will in general be responsible for all the Fixed Assets within the premises of the units viz **Benmilk Training Centre**, and if any theft/pilferage occurs at the premise the Agency shall through his representative, inform about the same in writing to the Officer-in-Charge of the Unit for subsequent action. As the security personnel shall be on round the clock duty, and therefore any such pilferage/theft may have to be compensated by the Agency. West Bengal Cooperative Milk Producers Federation Ltd will have the right to withhold the approximate value of such loss from the monthly charges payable to the Agency. In this aspect the decision of West Bengal Cooperative Milk Producers Federation Ltd will be final and binding in all respect.
10. If one or more security guard/gunman is/are found unsuitable by the Unit the Agency shall be liable to change the same within a maximum period of 01(one) week of such intimation by the Unit.

11. On account of breach of contract or any such other reason West Bengal Cooperative Milk Producers Federation Ltd may terminate the Contract without assigning any reason thereof.
12. **Sealed quotation** including documents relating to Registration No., Security Agency License No., GST No., PAN No., copy of Trade License, Company Incorporation certificate/Partnership Deed, etc. should be submitted to the Managing Director, **West Bengal Cooperative Milk Producers' Federation Ltd., LB-2, Sector-III, Salt lake City, Kolkata – 700 106 within 10 (ten) days from the date of publication.**
13. **DATE OF PUBLICATION OF THE ENQUIRY : 12.8.2018**
14. QUOTATION THROUGH E-MAIL WILL NOT BE ENTERTAINED.
15. The Agency may allow weekly off and off on National Holidays within the purview of existing norms at his own will and in lieu of such absence, shall immediately provide alternate manpower on that post of duty concerned. It is also mentioned in this regard that in general no overtime duty would be allowed to any personnel posted at the Unit. Such overtime may be allowed on exceedingly emergency case having sufficient reasons and **ONLY** after written appeal to Unit In-charge and his subsequent consent.
16. For ease of operation and convenience in day to day communication if any the Agency should have an Office close to the unit (within 35 km) and should have an authorized representative to communicate with the Unit and taken necessary action as and when required.
17. Bills should be raised in duplicate at the end of calendar month clearly depicting rate per personnel, no of days on duty as per attendance record, total amount, and GST and other statutory fees (if any).
18. Payment would be made after due checking / certification / correction if any, by Cheque/RTGS/NEFT mode usually within 10 days. If any delays in payment due to unforeseen causes occur, the Agency shall bear with it and no additional payment for such delay would be entertained.

Managing Director  
West Bengal Cooperative Milk  
Producers Federation Limited.