



WESTINGHOUSE SAXBY FARMER LIMITED

A Govt. Company under Public Works Dept., Govt. of West Bengal

CIN: U35201WB1923SGC004699

TENDER FOR SECURITY SERVICE

of Westinghouse Saxby Farmer Ltd
Joy Dutta
Executive Engineer

Tender No.PERS:PO:F-143:44:2024

Date: 25.06.2024

Sealed Quotations/Offers in double bid system (TECHNICAL BID AND FINANCIAL BID) are invited on behalf of Westinghouse Saxby Farmer Limited (herein referred to as WSFL) from reputed and experienced firms/agencies in the prescribed format "Security Service Provider" for providing Security services at the factory campus of Westinghouse Saxby Farmer Limited (WSFL) at Titagarh and Tangra and also at registered office of WSFL at Baguiati, who may submit their hard copy of their offers along with all Credentials and Testimonials as asked for this tender technical and financial bid separately.

The bids in **Sealed Cover – I** containing "**Technical Bid**" and another **Sealed cover – II** containing "**Financial Bid**" will further be placed in a main sealed cover super scribed "**Tender for Security Services**" and should reach during the Hours (12:00 A.M – 4:00 P.M) within 14 (Fourteen) working days i.e. up to the last day, 12.07.2024 (within 01:00 P.M) from the date of publication of the Advertisement in the Newspapers.

The tender document containing eligibility criteria, scope of work, terms & conditions can be down loaded from WSFL'S website: www.wsf-ltd.co.in at free of cost. The bidders/agencies shall drop their bid document in the Tender Box marked as "**Tender for Security Services**" kept at the Personal Department (Labour Office), Titagarh Works.

Date of opening of Tender – The Technical Bids shall be opened on 12.07.2024 at 2:30 P.M at the 1st Floor Auditorium Hall namely "Gurukul" of WSFL's Administrative Building, Titagarh Works. After evaluation of Technical Bids, the Financial Bids shall be opened on 15.07.2024 at about 2:30 P.M for only those bidders who will qualify in Technical Bid's evaluation. The intimation of opening of Financial Bids shall be communicated over Phone to technically qualified bidders. They are advised to write their current phone number in the Main Cover namely "**Tender for Security Services**" and also on the attendance sheet at the time of opening of Technical Bids.

TECHNICAL BID

(In separate sealed Cover-I super scribed as "Technical Bid")

1. Name and address of the bidder/agency with clear phone number, email address and phone number of contact person.
2. Experience in the work of providing Security Services (attached Credential Certificates, testimonials etc.). This shall cover the detail of work of similar nature of work of value of work and duration carried out or in hand for last three years along with certificates from the agency where the job was carried out.
3. Set up of your organization clearly indicating details of managerial, supervisory and other staffs.
 - a) Is the establishment registered with the Government: give detail documents.
 - b) Labour License: Provide the details and attach a copy. License to keep armed guards and License for gun/shots will be enclosed.
 - c) Undertaking by the bidder/agency confirming the adequate manpower of requisite qualification and sufficient experience.



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4. Are you covered by the statutory components such as ESI, PF and Gratuity etc. (If no then you will be disqualified).
5. EPF Registration Number, ESI Code is mandatory.
6. Income Tax Return of last three years.
7. PAN No. – attach a photocopy.
8. GST Registration No. – attach a photocopy.
9. Trade License No.
10. Balance sheet of the firm duly certified by the Chartered Accountant for last three financial years.
11. Acceptance of terms and conditions attached. (Yes/No)
Sign each page of terms & conditions as token of acceptance and submit as part of tender document.
12. Power of attorney for signing the bid documents.
13. Only Police enlisted Service Provider or Security Agency shall be considered.
14. An undertaking that no case is pending with the police against the firm/partner or the agency/company.

DECLARATION BY THE BIDDER

This is to certify that I/We before signing this tender have read thoroughly and fully understood all the terms and conditions contained herein and given my undertaking to strictly follow or abide by them.

Enclo: 1. Terms and Conditions (Each page must be signed and sealed)

2. Financial Bid

(Signature of Bidder with Seal)

Name:

Address:

Seal:

Phone No. (Office):

Mobile No. of Contact Person:



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FINANCIAL BID

(In separate sealed Cover-II super scribed as "Financial bid")

Tender for providing "Security Services"

Quotations shall be submitted on lump sum basis for entire job of security inclusive of all Taxes. The rate shall be quoted on letterhead of the firm/agency as per following Table duly signed and sealed by Bidder.

Name of Job	Unit	Quantity	Rate (in Rupees) per Month	Total Amount (in Rupees) per Month
Providing Security Service within i) The factory campus of WSFL at 1, Ali Hyder Road, Titagarh , Kolkata-700119, District-North24Parganas, west Bengal ii) Registered Office of WSFL at 4 th Floor, New Complex of PWD, Baguiati More, Baguiati, V.I.P Road, Kolkata - 700059 iii) Westinghouse Saxby Farmer Limited, 24, Canal South Road, Tangra Unit , Kolkata-700015.	Job/Month	1 (One)		

Note: Total Amount (in Rupees) for providing security services per month including all liabilities in Rs..... (In words.....)

The offered/quoted total amount shall be inclusive of all cost of tools and equipments including consumables for patrolling the spots. All other statutory obligations will be borne by the bidder/agency. No extra payment shall be towards these.

- 1) The final contract will be awarded on basis of **lowest total amount (L1)** quoted by the bidder per month.
- 2) Optimum nos. of heads assessed through which effective service can be achieved including Supervisor is 28 Nos. / Day. Break up requirement of security per shift per day is mentioned in the "Terms and Conditions" of this tender.



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- 3) The total amount should be highlighted both in words and numerical figures. In case of any discrepancy in between the numerical figures (numbers) and words: the amount given in the words will be taken as authentic and no further excuse will be sought from the bidder.

DECLARATION BY THE BIDDER

This is to certify that I/We before signing this tender have read thoroughly and fully understood all the terms and conditions contained herein and given my undertaking to strictly follow or abide by them.

Noted: 1. No other charges would be payable by WSFL.

2. The rate will not be changed or increased during the tenure of contract period.

(Signature of Bidder with Seal)

Name:

Address:

Seal:

Phone No. (Office):

Mobile No. of Contact Person:



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ELIGIBILITY CRITERIA

1. The Bidder/Agency/Tenderer may be Proprietor firm, Partnership Firm, Limited Company, Corporate Body legally constituted who possesses the required license, regulations such as Private Security Agencies (Regulation) Act 2005 etc. as per law valid at least for 12 months from date of opening of tender.
2. The bidder shall have at least 3 years experience of providing Security Services in factories, hospitals or like.
3. There should be no case pending with the police against prospected bidder.
4. The bidder should have an office in close proximity of Kolkata.
5. The bidder shall have the following registration and details of the same must be provided in the Technical Bid.
 - a. PF registration
 - b. ESI registration
 - c. GST registration
 - d. Valid License issued by the Regional Labour Commissioner.
 - e. License under the Private Security Agencies (Regulation) Act, 2005, and the rules framed there under the respective state govt. If not applicable, reasons thereof may be submitted along with documentary evidence.

TERMS & CONDITIONS IN RELATING TO SUBMISSION OF BID

Terms and Conditions to be fulfilled for participating in the above tender:-

1. Name and Address of working sites/campus areas to be protected round the clock :

- i) Titagarh Works of Westinghouse Saxby Farmer Limited (A Govt. Company under the administrative control of PWD), 1, Ali Hyder Road, P.O & P.S – Titagarh, Kolkata-700119 covering the entire area including certain numbers of security check posts.
- ii) Westinghouse Saxby Farmer Limited, 24, Canal South Road, Tangra Unit, Kolkata-700015.
- iii) Registered Office of Westinghouse Saxby Farmer Limited, 4th Floor, New Complex of PWD, Baguiati More, Baguiati, V.I.P Road, Kolkata – 700059

Head Office/Registered Office: 4th Floor, New Building Complex, Baguiati, Kolkata – 700059. [Phone No: (033) 2576-3939]

Civil Engineering Project Division: 4th Floor, New Building Complex, Baguiati, Kolkata – 700059. Email: wslfcivil@yahoo.com

Tangra Unit: 24, Canal South Road, Tangra Unit, Kolkata-700015

Works Office: 1, Ali Hyder Road, Titagarh, Kolkata – 700119 (North 24 Parganas).



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2. Total Security Personnel required in 3 (Three) shifts :

28 nos. Security Personnel (2 nos Security Guards. for Tangra Unit, 1 no. Security Guard for Baguiati Registered Office and 25 nos. at Titagarh Works which includes 4 nos. Security Supervisors ,3 nos. Gun Men and 1 no. Office Assistant.

3. Earnest Money :

The Bidder will have to deposit an earnest money deposit along with their offer/quotation of amounting **Rs.5,000.00 (Rupees Five Thousand)** in the form of **Demand Draft** drawn in favour of "WESTINGHOUSE SAXBY FARMER LIMITED" drawn on nationalized bank/scheduled bank payable at Kolkata. Any Bid without Earnest Money deposit will be treated as cancelled. The draft of E.M.D will be refunded to the unsuccessful bidders within 1 (One) month from the date of publishing the tender.

4. Commercial Bid / Offer :

The Commercial Bid/Offer of Agency/Bidder should be such that the monthly payment to the Security Personnel as per statutory norms.

5. Each quotation/offer must be supported with :

Self attested Photo Copies of –

- Valid Trade License.
- Up to date License duly obtained from the concerned authority under PSA (Regulation) Act, 2005.
- Up to date Challan of Professional Tax.
- PAN CARD No. of the Firm, PAN Number, Epic No., Aadhar Card of the Authorized Signatory/Proprietor of the Firm.
- Valid ESI/PF duly allotted to the concerned Agency by the concerned authorities.
- G.S.T Registration Number.

6. Successful agency/bidder will be responsible to provide suitable uniform to the Security Guards to perform their duties along with all other safety items such as Torch, Batteries, Umbrella, Batons, Gumboots, Hand Gloves and Fire Arms etc. and neither any extra payment for the same will be admissible nor additional payment for deployment of Security Guards on weekly off days of the Company and paid holidays of the Company will be admissible.

7. The Security Guards should preferably be within the age group of 22 years to 50 years and posses a good character and better health,

8. Theft/Pilferage or Damage of any properties belonged to the Company at its site campuses as mentioned in clause 1 of Terms & Conditions, if occurred the value of the said theft/pilferage or damages of the materials in question done by other than WSFL's employees as

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ascertained by the Higher management will be deducted from monthly Security Bill of the selected Agency.

9. **Successful agency will be solely responsible for updating and production of all statutory registers and documents as and when required by the concerned authority.** It is informed that for availing of Security Bill in time, copy of the paid challans / clearance Certificates with regards to deduction of PF and ESI contributions Security Personnel's (both employers and employees) in respect of previous month should be submitted along with current due bill.
10. **Successful agency will be solely responsible to make payment towards salary of the security personnel of the agency positively within 7th day of the following month without fail.** In case of receipt of any complaint regarding non-payment of salary in time, the Company will take necessary action against the agency as may deemed fit by the authority of the company.
11. **The Contract in between the Security Agency and the Company may be terminated at any time** if the service rendered by the Agency is found unsatisfactory and found prejudicial in the interest of the Company.
12. **All Statutory Deductions including TDS will be done from the bills of the agency as applicable as per statutory norms.**
13. **Competent authority of WSFL reserves full right to reject or accept any other terms of this tender** without showing any reason whatsoever, if not contained herein as mentioned above in due course or at any moment.

14. Submission of Bid/Offer :

Interested and capable agency must submit their offer in their Company's Letter Head along with the photocopies of all certificates and testimonials as mentioned in clause 5 of the Terms & Conditions of the tender and a Demand Draft of Earnest Money Deposit in separate envelopes and all in a main cover or envelop super scribing "TENDER FOR SECURITY SERVICE".

15. **Interested bidder may inspect the working site campuses as mentioned in clause 1 of Terms & Conditions of the tender** in any working days except holidays on or before 11.07.2024 from 2:00 P.M to 4:00 P.M.

16. The last date and time for submission of the Tender :

The last date and time for submission of the tender is 12.07.2024 (within 01:00 P.M) to the Drop Box kept in Personal Department (Labour Office) of the Company at its Titagarh Plant, Titagarh.

No bids/offers will be entertained through postal service or registered postal address of our company and the bids/offers sent through postal service will be treated as cancelled without showing any reason in this regard.

17. Opening of the Tender :



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The Tender Box will be opened on the same day i.e. 12.07.2024 at about 02:30 P.M at the 1st Floor Auditorium Hall namely "Gurukul" of WSFL's Administrative Building in presence of the bidders. If the Date of Closing or Opening of the Tender is further changed then it will be informed later as Corrigendum Notice which will be published in the website of our Company. The presences of the Bidders or their authorized representatives during opening of the tender are compulsory/mandatory.

GENERAL CONDITIONS OF CONTRACT

1. The initial period of contract shall be of 12 (twelve) months may be extended for the period of maximum one year at a time depending at discretion of WSFL.
2. The tender document containing eligibility criteria, scope of work, terms & conditions can be down loaded from WSFL'S website: www.wsf-ltd.co.in at free of cost.
3. The interested agencies are required to submit the technical and financial bid separately in the format enclosed. The bid in sealed Cover-I containing "Technical Bid" and sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover (main cover) super scribed "Tender for Security Services" should reach WSFL on or before 12.07.2024 within 1:00 pm. The technical bid will be opened on the same day in presence of the bidders or their authorized representatives.
4. All the pages of the tender should be signed by the owner of the firm or his authorized signatory. In case the tender is signed by the authorized signatory, a copy of the power of attorney/authorization may be enclosed along with the tender which will be part of agreement.
5. As a guarantee towards due performance and compliance of the contract work, the successful bidder (agency) will deposit an amount equal to 10% of Annual Contract value towards Security Deposit by the way of demand draft in favour of "Westinghouse Saxby Farmer Limited" drawn on any nationalized bank/scheduled bank and payable at Kolkata.



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6. A copy of the terms and conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms and conditions which will be part of contract.
7. The bid shall be valid and open for acceptance of the competent authority of WSFL for a period of 90 days from the date of opening of the tender and no request for any variation or quoted rates and withdrawal of tender or any ground by successful bidder shall be entertained.
8. To assist in the analysis, evaluation and computation of the bids, the authority may ask bidders individually for clarification for their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered should be permitted.
9. After evaluation, the work shall be awarded normally to the agency offered their rate as lowest bidder. In case of two or more agencies are found to have quoted the same rates, the competent officer authorized by WSFL shall decide about the agency to which the offer shall be granted based on the past performance of the firm, and length of experience etc. Alternatively, further bid may be conducted. The decision of the competent authority shall be final and no representation shall be entertained.
10. The rate offered as per statutory obligations to be borne by the bidder/agency and no extra payment shall be paid for those by WSFL. The offered rate will be inclusive of all costs of tools and equipments including consumables for patrolling.
11. The security services and provisions for the required manpower for Titagarh Plant of WSFL shall be as under:-

Shifts	Time	Security Guard	Supervisor	Gunman
First	6 am to 2 pm	8 (Including Gate Operations)	1	-
Second	2 pm to 10 pm	8 (Including Gate Operations)	1	1

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Third 10 pm to 6 am (next 9 1 2
day)

However, the above number and arrangement of deployment of the security personnel is with prejudice to the right of WSFL to deploy the security personnel in any other number or manner considered to be more suitable by WSFL in the interest of the authority. Gunman shall perform within restrictions of Law of land.

There is need for the overlap of time of duties of security personnel to ensure that no post is without any guard during the period of change of shift of the security personnel. The guard shall leave their duty posts only after the reliever takes charge of the post.

12. The agency shall ensure that the security personnel deputed are preferably ex- serviceman (Military/Army), healthy and not more than 50 years of age. The agency will get their valid Voter Card, Aadhar Card, antecedents, good character and conduct verified.
13. The full particular of the personnel to be deployed by the agency including their names and addresses shall be furnished to WSFL along with testimonials before they are actually deployed for the job.
14. The agency shall not deploy or shall discontinue deploying the person(s), if so desired by the WSFL at any time without assigning any reason whatsoever.
15. A local representative of agency shall be in-charge of the security system and shall be responsible for the efficient rendering of the service under the contract. While working at the premises of WSFL, they shall work under directives and guidance of Administrative officer/Security-in-Charge of WSFL and will be answerable to him. This will, however, not diminish in any way, the agency's responsibility under contract to the WSFL.
16. The agency should deploy security guards trained in all facets of security work, including fire fighting. The agency shall provide necessary undertaking and evidence in this regard.
17. The visitors shall be regulated as per WSFL procedure and records thereof as stipulated. Further, the visitors shall be attended with due courtesy.

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18. A senior level representative of the agency shall visit premises to be guarded and protected at least once-a-week and review the service performance of its personnel. During the weekly visit, agency's representative will also meet officer of WSFL dealing with service under the contract for mutual feedback regarding the work performed by his personnel and removal of deficiencies, if any, observed in their working.
19. The agency shall ensure that any replacement of the personnel, as required by WSFL for any reason specified or otherwise, shall be effected promptly without any additional cost to the WSFL. If the agency wishes to replace any of the personnel, the same shall be done with prior approval from Administrative Officer/Security-in-Charge of WSFL at agency's own cost.
20. The agency shall provide reasonably good uniform with some badges to its personnel deployed at WSFL, Titagarh Works, at its own cost and ensure that they are used by the personnel deployed and are maintained in good condition. The incidentals, such as, belt, shoes, socks, caps, torch with cell, cane stick, gun, bullets, etc. shall be borne / supplied by the agency at its own cost. No extra cost shall be paid by WSFL towards those as stated above.
21. The agency shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of WSFL/Govt. of India/any State/or Union Territory.
22. The security personnel deployed by the agency at WSFL shall not consume intoxicated drinks and/or smoking on duty hours or come drunk and report for duty.
23. The day-to-day functioning of the services shall be carried out in consultation with and under directions of the In-Charge of Security and the Administrative Officer of WSFL. Proposals for efficient functioning of the security systems shall be discussed, considered and implemented from time to time by the agency with approval of WSFL.
24. The agency shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as wages, allowances, compensations, EPF, Bonus, Gratuity, ESI, etc. relating to personnel deployed by it at WSFL, Titagarh, or for any accident caused to them and the WSFL shall not be liable to bear any expense in this regard. The agency shall make payment of wages to workers engaged by it on seventh day of each month irrespective of any delay in settlement of its bill by the WSFL for whatever reason. The agency shall also be responsible for

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the insurance of the personnel. The security agency shall specifically ensure compliance of various laws/Acts. Including but not limited to with the following and their re-enactments/amendments/modifications.

- i. The Employees Provident Fund Act, 1952
 - ii. The Factory Act, 1948
 - iii. The Contract Labour Regulation Act, 1970
 - iv. Payment of Bonus Act, 1965
 - v. The Payment of Gratuity Act, 1972
 - vi. The Employees State Insurance Act, 1948
 - vii. The Employment of Children Act, 1938
 - viii. The Motor Vehicle Act, 1988
25. In case of any theft or Pilferage, loss or other expenses, the agency will investigate and submit a report to WSFL and maintain a liaison with the police. FIR will be lodged by the Police Station and it will be arranged by WSFL wherever necessary. If needed, a joint enquiry comprising of both the parties shall be conducted and responsibility fixed.
26. The agency shall ensure security staff appointed by them is fully loyal to and assist the WSFL during normal periods as well as during strike, bandh and other emergencies for the protection of personnel and property both moveable and immovable to the entire satisfaction of the WSFL.
27. In case of any loss, theft & pilferage, damages that might be caused to the WSFL due to lapses on the part of the security personnel discharging security responsibilities will be borne by the agency. The authority may also issue Show Cause notice as it may deem fit. WSFL shall have the right to deduct appropriate/equivalent amount from the bill of contracting agency to recover such loss of WSFL besides imposition of penalty. In case of frequent lapses on the part of the security personnel deployed by the agency, WSFL shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
28. In the event of any security personnel being on leave / absent, the agency shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities the agency shall make provision for leave reserve.
29. As and when WSFL requires additional security strength on temporary or emergent basis, the agency will depute such security personnel under the same terms and conditions. Similarly, if the security personnel deployed by the agency any time are found absent from duty or sleeping or found engaged in irregular activities, the WSFL shall deduct the requisite amount at the pro-rata rates from the bill of the agency besides imposition of penalty for non-observance of the terms of contract.



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30. The agency shall arrange to maintain at the security desk/booth the daily shift wise attendance record of the security personnel deployed by it showing their arrival and departure time. The agency shall submit to WSFL an attested photocopy of the attendance record, copy of wages sheet, and enclose the same with the monthly bill.
31. WSFL shall pay the agreed amount to the agency on production of monthly bill. No other charges of any kind shall be payable. Payment shall be made monthly on submission of bill by the agency after statutory deduction. Bill to be certified initially by authorized officer of P & A Division at factory campus. The payment shall be made based of the said optimum nos. of securities (28 nos./day) including supervisors, break-up of shift wise requirement is mentioned above/ below which monthly payment shall be deducted on pro-rata basis for which no extra payment shall be made to the agency. The optimum number shall be calculated by the mechanism to be settled by P & A, WSFL.
32. There would be no increase in rates payable to the agency during the contract period.
33. The income tax as applicable shall be deducted from the bill unless exempted by the income tax deducted.
34. The security personnel deployed by the agency shall have at least the minimum elementary knowledge of reading and writing so as to be able to make entries in the registers kept at the security desk / booth whenever required and also to write their names in the attendance register and mark their arrival and departure by signing in their register.
35. In case of non compliance/non-performance of the services according to the terms of the contract, the WSFL shall be at liberty to make suitable deductions from the bill without prejudice to its right under the provisions of the contract.
36. The agency shall be solely liable for all payment/dues of the workers employed and deployed by it.
37. The decision of WSFL in regard to interpretation of the terms and conditions and the agreement shall be final and binding on the agency.
38. In case of any dispute or differences between the agency and WSFL, WSFL shall have the right to decide.
39. In case of any dispute or differences arising under the terms of this arrangement the same shall be settled by the Administrative Officer, WSFL. The decision given by MD (WSFL) shall be final and bounded up on it.
40. WSFL reserves the right to terminate the contract without assigning any reason whatsoever by giving to the agency one calendar month notice of its intention to do so and on the expiry of the above said period of notice, the contract agreement shall come to an end without prejudice to any right to remedy that may be accrued to the agency.

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41. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.
42. WSFL also reserves the right to accept or reject any or all bids without assigning any reasons.
43. WSFL also reserves the right to reject any bid (including lowest one) which in its opinion is not responsive or violating any of the conditions/specifications or which is found to be adopting unethical business practices; without bearing any liability or any loss whatsoever it may cause to the bidder in the process.
44. An agreement shall be signed with the successful bidder.

Note: These general conditions of contract are the part of the contract/agreement between WSFL and the agency and any non compliance shall be deemed as breach of contract/agreement.

While all efforts have been made to avoid errors in the drafting of tender documents, the bidder/agency is advised to check the same carefully. No claim about any error detected in the tender document shall be entertained.

Westinghouse Saxby Farmer Ltd

Joy Datta
25/05/2024
Executive Engineer

Executive Engineer/CEP &
In-Charge of Security,
Westinghouse Saxby Farmer Limited,
New Complex of PWD,
Baguiati, Kolkata – 700059

Shandita Basu
25.06.2024
Administrative Officer &
Chairman of the Committee,
Westinghouse Saxby Farmer Limited,
Titagrh Works, Titagrh