

REQUEST FOR TENDER

**FOR HIRING PRIVATE SECURITY & HOUSEKEEPING SERVICES FOR
STATE MEDICAL FACULTY OF WEST BENGAL (SMFWB)**

ISSUED BY

**Office of the
State Medical Faculty of West Bengal
14C, Beliaghata Main Road,
Kolkata - 700085.**

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State Medical Faculty of West Bengal

14/C, Beliaghata Main Road, Kolkata- 700 085

Ph : 6292322480, Website: www.smfwb.in

E-mail: accounts@smfwb.in

No SMF126-27171473 - F / 47 - 2026

04th August '2026

REQUEST FOR TENDER (RFT)

For hiring Private Security & Housekeeping Services

For State Medical Faculty of West Bengal (SMFWB)

State Medical Faculty of West Bengal (SMFWB) invites sealed tenders from reputed & licensed Private Security Agency for providing 8 (eight) unarmed Security Guard & 2 (Two) Housekeeping staff for the State Medical Faculty of West Bengal, situated at 14C Beliaghata Main Road, Kolkata - 700085 & 14B, Dr. S C Banerjee Road, Kolkata - 700010 for a period of 3 (Three) years, performance will be renewed at end of each completed year. Further details may be seen in the RFT available at the URL - <http://www.smfwb.in>. Interested registered Indian Companies/Firms/Organizations may submit their tenders in **English language** to the following address on or before 20th August, 2026 **by 14.30 hours**. Information may also be obtained from the address as mentioned below from 11.00 am to 04.00 pm (IST) on all working days.

State Medical Faculty of West Bengal 14C, Beliaghata Main Road, Kolkata - 700085.

Ph : 6292322480, website: www.smfwb.in Email: faculty@smfwb.in & accounts@smfwb.in

(Signature)
3/8/2026
Secretary-In-Charge
SMFWB



State Medical Faculty of West Bengal

14/C, Beliaghata Main Road, Kolkata- 700 085

Ph : 6292322480, Website: www.smfwb.in,

E-mail: accounts@smfwb.in

No. SMF/26-27/5/1474 - F/47 - 2026

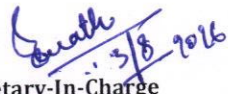
04th August '2026

Date and Time Schedule of Tender

S. No	Particulars	Date [MM-DD-YYYY]	Time
1	Date of publishing Tender Notice	04-08-2026	14.30
2	Pre – bid query (optional) on or before	17-08-2026	16.00
3	Bid submission Closing Date	20-08-2026	14.30
4	Bid opening Technical Part	24-08-2026	14.30
5	Bid opening Financial Part	24-08-2026	14.30
6	Award Issue	27-08-2026	16.00

State Medical Faculty of West Bengal 14C, Beliaghata Main Road, Kolkata – 700085.

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Secretary-In-Charge
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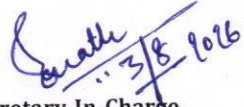
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04th August '2026

REQUEST FOR TENDER (RFT)

Detailed Procurement Notice

1. The State Medical Faculty of West Bengal (SMFWB) invites sealed Tenders from reputed and licensed Indian Private Security agency for providing 8 (eight) number of Security Guard (Unarmed) Cum Office Helper & 2 (two) Toilet Cum Office Cleaner for SMFWB office situated at 14C, Beliaghata Main Road, Kolkata - 700085 & 14B, Dr. S.C. Banerjee Road, Kolkata - 700010 for period of 3 (three) years, performance will be renewed at the end of each completed year. The 3 (three) year contract period shall commence from the date of notification of award of contract to the selected bidder in this Tender, The order and the Contract/Agreement shall be issued for one year which may be extended yearly basis for three years or till further order from the end of SMFWB, on satisfactory performance of the Contractor / Agency. The combined Tender Value for Security Guard and Housekeeping Staff shall not exceed Rs. 15,00,000 (Rupees Fifteen Lakh) only including GST.
2. The RFT Document is attached to this Procurement notice and it includes documents to facilitate preparation and submission of tenders, criteria for qualification, evaluation procedure, award of contract and relevant forms to be filled by bidders. The Procurement notice along with the RFT may be seen at the url - <http://www.smfwb.in>.
3. The Tender comprising the Technical Part and the Financial Part, shall be sealed separately and submitted together in a sealed envelope addressed to "State Medical Faculty of West Bengal (SMFWB), 14C Beliaghata Main Road, Kolkata - 700085" on or before **14.30 hours on 20th August, 2026**.
4. The Tenders will be opened on **24th August, 2026 at 14:40** hours, in the presence of the bidders or their authorized representatives who choose to attend, at the office of the undersigned. The sealed envelope shall not be opened before **24th August, 2026 at 14:40** hours. In the event that the office is closed on the scheduled date of opening, the Tenders will be opened on the next working day at the same time.
5. The **State Medical Faculty of West Bengal (SMFWB)** shall not be liable for any delay in the receipt of Tenders. Any Bidder seeking clarification regarding the RFT document may visit the office for the same. No hard copy of the RFT will be provided by the office to the Bidders.
6. The Tender shall be evaluated under the two-bid system, i.e. Technical Bids shall be opened and evaluated with reference to parameters prescribed in the Tender document, after that, the price bids of only the technically qualified bidders shall be opened for further evaluation.


Secretary-In-Charge
SMFWB

SECTION - II
BID FORM

Dated this.....day of.....2026.

To
The Secretary-In-Charge
State Medical Faculty of West
Bengal 14C, Beliaghata Main Road,
Kolkata - 700085

Sir,

1. Having read and understood the conditions of contract and the services to be provided, the receipt of which is hereby duly acknowledged, we, the undersigned, hereby offer to provide security / housekeeping services in conformity with the conditions of contract and the specifications, for the sum shown in the Schedule of Prices attached herewith and forming an integral part of this Bid.
2. We undertake to enter into an agreement within one week of being called upon to do so and to bear all expenses, including charges for stamps and related costs. The agreement shall be binding upon us.
3. We agree to abide by this Bid for a period of 120 (one hundred and twenty) days from the date fixed for Bid opening, during which it shall remain binding upon us and may be accepted at any time before the expiry of that period.
4. Until an agreement is signed and executed, this Bid together with your written acceptance thereof, in your notification of award shall constitute a binding contract between us.
5. Bid submitted by us are properly sealed and prepared so as to prevent any subsequent replacement.
6. We understand that you are not bound to accept the lowest or any bid, you may receive.

Place:

Date:

Signature of the Bidder / Authorized Signatory

Name of the Bidder.....

Seal of the Bidder

SECTION - III
BIDDER'S PROFILE

General:

1. Name of the Bidder:
2. Address of the Bidder:
3. Telephone numbers with STD code(0), Mobile number and mail ID:
4. Detail of License for Private Security/ Housekeeping agency (registered under applicable laws of India):
5. Detail of License for operating security / Housekeeping service in Kolkata:
6. Name of Proprietor/Partners/Directors:
7. Bidder's bank, its address and the current account number:

I/We hereby declare that the information furnished above is true and correct. I/We also enclose copies of the license/authorization documents as claimed hereunder.

Place:

Date:

Signature of the Bidder / Authorized Signatory

Name of the Bidder.....

Seal of the Bidder

SECTION-IV
INSTRUCTIONS TO BIDDERS

The Secretary-In-Charge, **State Medical Faculty of West Bengal (SMFWB) Kolkata** would be referred in the document as the Employer and the individual/bidder participating in the bid would be referred as bidder.

A. SERVICES TO BE PROVIDED

1. Security:

The Bidder shall deploy four (4) unarmed security guards on a daily basis, i.e., two (2) unarmed security guards at each office premises of the State Medical Faculty of West Bengal (SMFWB), Kolkata. The guards shall be available round the clock (24 × 365 days).

Minimum age of the security Guard should be 20 years and maximum age should be not more than 55 years (as on 1st January of the respective year of enrolment).

The Security Guard provided shall be physically and mentally fit to perform the duties of a Security Guard and should have passed Class X, must be able to read and write in Bengali and English.

The bidder and its security Guard shall take necessary action as may be directed by the Employer to prevent theft, pilferage, burglary, loss or damage to any of the employer's property inside or outside the building or connected with or meant for the office given to them specifically for guarding.

Opening of office doors/locks during morning hours for cleaning and closing the windows/window panes/ doors and putting the locks after office hours shall be the responsibility of the security personnel on duty. The security guard shall ensure that all the lights/fans and other electric equipment are switched off after the staff has left.

A log sheet, specifying daily reporting and relieving time of security guard shall be maintained for the guard. The bidder should submit the duly filled in log sheet, signed by the controlling officer, along with the bill, on monthly basis.

The Guard should wear the uniform, while on duty, prescribed by the bidder with approval of the Employer.

The Agency shall issue ID Cards to the Security Guards who will be deployed with the SMFWB.

The Guard should have undergone proper training on all security related issues, should be decent and well behaved.

The Guard should be trained to undertake preventive firefighting operations in the event of commencement of fire with the available firefighting equipment installed in the office premise to the extent possible with the said appliances.

Replacement of the security guard should be provided in the event of sickness or in any other circumstances, when the guard is absent, with approval of the employer.

The security guard shall be able to perform additional duties like photocopy, sorting, stapling /filing of documents, records keeping, retrieving of files, deliver items to other campus departments and other miscellaneous job-related duties as and when required.

2. Housekeeping:

The staff deputed should be provided with appropriate safety gear like gloves, aprons, shoes, masks, etc., besides the required tools & tackles, materials, etc., to enable them to do their assigned tasks, safely & efficiently.

The housekeeping staff would be of minimum 20 years and maximum age should be not more than 55 years (as on 1st January of the respective year of enrolment).

Cleaning, dusting, Sweeping, Mopping and disinfecting of floors, wooden work and wooden floor, walls and ceilings, removal of waste and any other garbage from the entire area covered under the contract (such as halls, conference rooms, office rooms, cabins, workstations, staircases, reception etc.)

Cleaning of dustbins, wastepaper baskets, cob-webs, etc., and disposing-off of all the collected refuse at designated site on a daily basis at the required frequency.

Dusting of computer systems and their peripherals, all doors and windows, furniture, fixtures, equipment, accessories etc., and cleaning of all window panes, blinds, screens and grills, etc.

Spraying room fresheners in all rooms, on a daily basis at regular intervals.

Scrubbing/cleaning of toilets, wash basins, sanitary fittings, glasses, toilets, floors, etc.,

Cleaning and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet seats, containers etc. Brushing thoroughly to include below water level and under rims including areas at hinges and cistern handles. Restocking toiletries which include liquid hand soap, toilet rolls, hand towel, air fresheners, sanitary cubes, naphthalene balls etc.

Placing garbage bags in all garbage bins to avoid stains and stinks and clear them on daily basis.

Check and remove dust or any such object from any where in area covered under the contract.

The frequency of cleaning & checking the cleanliness should be done based on the actual requirement of various areas covered to ensure absolute cleanliness, covering 10 (Ten) hours of the day from 7:30 AM to 5:30 PM on all the working days.

The Staff should wear the uniform, while on duty, prescribed by the bidder with approval of the Employer.

The Agency shall issue ID Cards to the staff that will be deployed with the employer.

For better management and smooth services, Toilets Checklists are to be attached on the back of the toilet door. It is to be filled up by the contractor's personnel on a daily basis.

The bidder shall be responsible for providing all cleaning materials, machines, and equipment required for the cleaning work. These items must be supplied by the bidder, and their quality shall be subject to prior approval by the employer.

3. **Site Supervisor:** A site supervisor has to be deputed who will act as single focal point for Security and Housekeeping persons for any update and/or issue. A single on-call number with Whatsapp and Video Calling facility has to be provided dedicatedly for contacting with SMFWB.
4. **Period of contract:** Under normal circumstances the contract shall be valid for period of 3 (three) years, performance will be renewed at the end of each completed year. The 3 (three) year contract period shall commence from the date of notification of award of contract to the selected bidder in this Tender, The order and the Contract/Agreement shall be issued for one year which may be extended yearly basis for three years or till further order from the end of SMFWB, on satisfactory performance of the Contractor / Agency.
5. **Reporting Place:** The **State Medical Faculty of West Bengal (SMFWB)**. 14C, Beliaghata Main Road, Kolkata - 700085. Intending bidders may visit the place of work for assuring the nature and volume of work before quoting the rates realistically.

6. Penalties:

Penalties include **double wages** for absentee personnel and misconduct incidents. Penalties for misconduct or misconduct-related complaints are imposed per incident.

B. Eligibility Conditions:

This invitation to submit Tenders in response to the Request for Tenders (RFT) is open to all Bidders who meet the eligibility criteria specified below. The documents required to establish eligibility are also listed herein.

Sl. No.	Eligibility Conditions	Documentary proof to be submitted
1	Date of establishment of the Agency	Proof of incorporation/inception of the Agency
2	Labour License	Copy of the Labour License to be enclosed
3	GST Registration	Copy of GST Registration Certificate to be enclosed
4	Pan Card	Self-attested copy of the Pan Card to be enclosed.
5	The agency should be a registered Security / Housekeeping agency under the applicable laws of India.	License issued under the Act.
6	The Agency must have a valid license for operating a Private Security / Housekeeping Agency at Kolkata	Valid License
7	Average annual turnover for the last three financial years should be Not less than Rs. 15.00 Lakh per year.	Audited Balance Sheet, Profit & Loss Statements, and a formal certificate issued by a registered Chartered Accountant.
8	The Agency should have at least 3 years of experience in providing manpower to Government Departments/PSUs/Reputed Private Organization, etc. proof of which should be enclosed with the Technical Bid.(As format given in Appendix-1)	Work Order issued by Govt. Department/PSU/Reputed Private Organization.
9	The bidder should not have ever been blacklisted by any State/Central Government Department/PSU/Agency in the past for breach of general or specific conditions of contract, fraudulent, unethical or corrupt Business practices.	Declaration of same on the Letter Head of Firm.
10	The Agency must quote the salary proposed to be paid to the staff as per minimum wages notified by the State Government.	Affidavit declaring that the salaries paid to the staff shall not be less than stipulated under Minimum Wages Act and he/she shall comply with all statutory requirements Connected thereto.
11	Bidder's bank, its address and Current account number:	Photo copy of the bank details.

C. Cost of Bidding:

The bidder shall bear all costs associated with the preparation and submission of the bid. The **State Medical Faculty of West Bengal (SMFWB) Kolkata** shall in no case be responsible for these costs regardless for the conduct or outcome of the bidding process.

D. Bid Document:

Bid document is in two parts (a) Technical bid and (b) Financial Bid. The submission of Bids by interested Bidders in response to the RFT should be submitted in a common sealed cover with the Technical and Financial Bid enclosed therein in two separate envelopes.

The **Technical bid** shall consist of:

- a. Request for Tenders (RFT).
- b. Instructions to bidders.
- c. General condition (Commercial) of the contract.
- d. Special conditions of contract.
- e. Bid Form given at Section II.
- f. Eligibility documents cited at Section

The **Financial bid** consists of:

- a. Rate Schedule

The bidder is requested to examine all instructions, forms, terms and specification in the Bid documents. Failure to furnish all the information required as per Bid documents or submission of the bids not substantially responsive to the Bid documents in every respect will be at the bidder's risk and may result in rejection of the Bid. Late /delayed tenders due to any reason, whatsoever will not be accepted or considered at all under any circumstances.

A prospective bidder requiring any clarification on the Bid document shall notify the authority in writing. The SMFWB shall respond in writing to any request for the clarification of bid document which it receives not later than 3 days prior to the date of opening of Tender.

E. Modification of Contract:

If necessary, the SMFWB may, with due approval of the competent authority, issue a written order to the Contractor / Agency at any time during the currency of the contract, to amend the contract by making alterations and modifications within the general scope of contract in any one of more of the following

- a) Requirements and Specifications of the services.
- b) Any other area(s) of the contract, as felt necessary by the purchaser depending on the merits of the case.
- c) Any subsequent order by any statutory authority / Government to ensure quality service will become part of the Agreement of the service.

F. Bid Form:

The bidder shall complete the Bid Form and the appropriate price schedule furnished in the bid document covering the services to be rendered. The quality and price schedule as per Financial bid.

G. Bid Price:

- i. The bidder shall quote as per price schedule given in financial bid for eight (08) Security guard (Unarmed) Cum Office helper & for 2 (two) toilet cum office cleaners with cleaning materials, machines, and equipment required for the cleaning work.
- ii. The price quoted by the bidder shall remain fixed during entire period of contract & shall not be subject to variation on any account. A Bid submitted with an adjustable price tender will be treated as non-responsive and rejected.

- iii. "Discount" or extra charges if any mentioned by the bidders shall not be considered unless these are specifically indicated in the price schedule.
- iv. The expenses on uniforms, other accessories, rainy-wear etc. shall be borne by the bidder alone.
- v. The liability on account of P.F., gratuity, insurance, medical and other dues of the security guard / housekeeping staffs would, solely and wholly, be the responsibility of the contractor and the SMFWB will not bear any liability apart from the hiring charges.
- vi. The Agency shall quote the salary proposed to be paid to the guard/cleaner as per minimum wages notified by the State Government.
- vii. The Financial Bid shall be exclusive of GST. The applicable percentage and amount of GST must be indicated separately. The Employer shall deduct Income Tax and any other statutory taxes, as applicable, at source at the time of payment release.

H. Submission of bids:

- i. The bid documents shall be signed by the bidder in all the pages with official seal.
- ii. The bids should be addressed to the SMFWB and submitted in receiving counter/tender box or sent by courier/speed /regd. Post on or before 14:30 hrs of due date.
- iii. Any bid received after the dead line for submission of bids shall be rejected.
- iv. Method of preparation of bid.
 - a. Bid for each tender should be submitted in envelopes placed inside a main cover. These envelopes should contain the following:

Envelope	Marked on the envelope	Contents of the Envelope
First	Technical Bid	Containing documents establishing eligibility of the Bidder to participate in the tender.
Second	Financial Bid	Rates duly quoted by the Bidder in the prescribed format.

On all these envelopes the name of the firm and whether "Technical bid" OR "Financial bid" must be clearly mentioned and should be properly sealed (with sealing wax/packing PVC tape). These envelopes are to be placed inside an outer envelope and properly sealed (with sealing wax/Packing PVC tape). The Bids that are not submitted in above mentioned manner should be summarily rejected.

All envelopes (two inner & one outer) must bear the following on the left hand top corner side:-

TENDER FOR SECURITY GUARD/ HOUSEKEEPING SERVICES FOR SMFWB

"NOT TO OPEN BEFORE (DUE DATE OF TENDER)"

(Tender no.....)

- i. All envelopes (two inner & one outer) must bear the full address of the tendering authority at the center of envelope.
- ii. All envelopes (two inner & one outer) must bear the full name and full address of the Bidder at the bottom right hand side corner of the envelope.
- b. The Bid with conditions other than those specified in the Bid document is liable to be summarily rejected. No modification by the bidder in any of the conditions will be permitted after the Bid is opened.

I. Bid opening:

The bids (both Technical & Financial bid) shall be opened in the presence of bidders or their authorized representative who wish to be present at the time of opening of bids on due date. Authorization letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening.

J. Bid Evaluation:

- i. The Employer will evaluate and compare only the Bids determined to be substantially responsive in accordance with Clause B (Eligibility Conditions).
- ii. The SMFWB shall evaluate the bids to determine whether they are complete, whether any computational errors have been made whether documents have been properly signed and whether bids are generally in order.
- iii. If there is discrepancy between words and figures the amount in words shall prevail prior to detailed evaluation, the SMFWB will determine the substantial responsiveness of each bid to the bid document. A substantially responsive bid is one, which confirms to all the terms and conditions of bid documents without material deviation. A bid will be rejected if it is determined as substantially non-responsive.
- iv. The Employer does not bind itself to accept the lowest bidder and reserves the right to reject any or all the Tenders without assigning any reason.

K. Award of Contract:

The Employer shall award the contract to the bidder whose tender has been determined to be substantially responsive and who has offered the lowest evaluated tender price. The bidder shall within 7 days of issue of letter of intention, give his acceptance in given format at Appendix 2.

L. Right to vary quantities:

The Employer reserves the right at the time of award of contract to increase or decrease the required quantity of services specified in the schedule of requirements without any change in hiring charges of the offered quantity of other terms and conditions.

M. Signing of Contract:

Signing of Agreement shall constitute the award of hiring contract on the bidder.

N. Period of validity of bids:

The bid shall remain valid for 120 days (one hundred and twenty) after the date of opening of bids. A bid valid for a shorter period shall be rejected by the employer as non-responsive. A bidder accepting the request of the employer for an extension to the period of bid validity, in exceptional circumstances, will not be permitted to modify his bid.

SECTION- V
GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT

1. Application:

Submission of bid against this offer shall bind the bidder for the acceptance of all the conditions specified herein unless otherwise agreed by the employer.

2. Bid Value:

The combined Tender Value for Security Guard and Housekeeping Staff shall not exceed Rs. 15,00,000/- (Rupees Fifteen Lakh) only including GST.

3. Earnest Money Deposit (EMD):

The amount of Earnest Money Deposit (EMD) to be submitted shall be 2% on estimated bid value (Rs. 15,00,000/-) i.e Rs 30,000/- (Thirty Thousand) only. EMD must be submitted through Bank Draft in favour of "State Medical Faculty of West Bengal", payable at Kolkata

The bidder must submit the Bank Draft of EMD (Earnest Money Deposit) along with the bid documents.

After the opening of bids, the EMD of unsuccessful bidders shall be refunded, within 15 days of bid opening.

The EMD of the successful (L1) bidder shall be converted in to Security Deposit (SD), and further deductions from running account bills shall be made so that the total Security Deposit equal to 10% of the value of work executed.

The security Deposit will be refunded, without any interest, within three month after completion the contract period or upon termination of the contract.

4. Forfeiture of EMD:

The authority shall be entitled to forfeit the EMD in any of the events specified below:

- a. A bidder submits a no-responsive bid
- b. A bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice.
- c. A bidder withdraws its bid during the period of the bid validity as specified in this document.
- d. The selected bidder fails within the specified time limit to sign the agreement.

5. Execution Time Limit:

The time period as stipulated in the contract or letter of intention shall be deemed to be essence of the contract.

6. Payment Terms:

Monthly bills shall be submitted in duplicate to the authority specified in contract along with duty slips duly signed by the user.

No advance shall be made to the Agency on any account.

7. Termination of Contract:

The SMFWB without prejudice to any other remedy for breach of contract may terminate the contract in whole or in parts.

- If the bidder fails to provide required services within the period(s) specified in the contract or any extension thereof granted by the Employer.
- If the service of the staffs engaged by the Agency is not up to the mark or to the satisfaction of the SMFWB, the contract will be liable to be terminated on issuance of one month's notice by the SMFWB.
- If the bidder fails to perform any other obligation (s) under the contract.

SMFWB may without prejudice, to other rights under law or the contract provided get the hiring of private security services done at the risk and cost of the bidder, in above circumstances.

8. Termination for insolvency:

The Employer may also by giving written notice and without compensation to the bidder terminate the contract if the bidder becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.

9. Force Majeure:

If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of the employer as to whether the supplies have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 30 days either party may, at his option terminate the contract.

10. Dispute Settlement:

In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to matter the decision to which is specifically provided under this agreement) between the two parties, the parties shall first attempt to settle the dispute through mutual and amicable consultation.

In the event of agreement not being reached, the matter will be referred for arbitration by a Sole to be appointed by the first party. The Arbitration will be conducted in accordance with the Arbitration and Conciliation Act, 1996. The decision of the Arbitrator shall be final and binding on both the parties. The Arbitrator shall give his award/decision within 60 days of start of proceedings.

The venue of arbitration shall be Kolkata, West Bengal.

SECTION-VI

SPECIAL CONDITIONS OF CONTRACT

1. In case the date fixed for opening of bids is subsequently declared as holiday by the Government, the revised schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.
2. SMFWB reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contract entered into with State Medical Faculty of West Bengal.
3. SMFWB reserves the right to blacklist a bidder for a suitable period in case he fails to honor his bid without sufficient ground.
4. The engagement and employment of security guard / housekeeping staffs and payment of wages to them as per existing provisions of various labour laws and regulations is the sole responsibility of the bidder and any breach of such laws or regulations shall be deemed to be breach of this contract.
5. Attendance report (time of arrival/departure) of the staff deployed by the Agency shall be maintained by the authorized person of the office every day. It is also binding for the security guard / housekeeping staff to put regular attendance at the time of entry and exit from office.
6. The name and complete addresses of the staff provided by the Agency to the SMFWB shall be furnished by the Agency.
7. The Agency shall not be permitted to transfer/assign its rights and obligations under the Contract to any other agency/organization/contractor.
8. The Agency shall be responsible for all losses/damages to the Employer's property put under their charge or to the property specifically entrusted by the employer, due to the negligence, carelessness or dereliction of duty directly or indirectly on the part of the security / housekeeping personnel which will be made good by the Agency as specified by the employer. The decision of the Employer in this regard shall be final and binding on the Agency provided that the employer shall afford to the Agency an opportunity of being heard to represent its case before such final decision is taken.
9. In case of failure of the Agency to commence work or in the event of breach of any of the terms of the Contract, the SMFWB, after cancellation of the Contract, gets the work done through any other Agency for the remaining term of the Contract at the risk and costs of the Agency.
10. All liabilities arising out of accident or death while on duty shall be borne by the Contractor / Agency and neither the State Medical Faculty of West Bengal nor any department will have any liabilities in this regard.

SECTION VII

AGREEMENT FOR PRIVATE SECURITY SERVICES

This agreement is made on this _____ day of 2026 between M/s _____ (hereinafter called the Security Agency or Agency whose term includes its successors and assignees) whose registered office is at _____ and is registered under _____ and acting through its authorized official Shri _____ and between Shri _____, **State Medical Faculty of West Bengal (SMFWB), Kolkata**. The validity of this contract agreement will be for a period of one year fromday of.....Month of year today of.... Month of year This agreement can be terminated at any time on giving a written notice of one month from either side, provided the employer shall have the option to renew this agreement on mutually agreed terms and conditions for a further period from the date of expiry thereof. Now, these present witnesses and it is hereby agreed and declared by and between the parties to these present as followings.

1. The Agency shall comply with all the terms and conditions of the tender document which are integral parts of this agreement and also the following.
2. Minimum age of the security Guard should be 20 years and maximum age should be not more than 55 years (as on 1st January of the respective year of enrolment).
3. The Staff should wear the uniform, while on duty, prescribed by the bidder with approval of the Employer.
4. The Agency shall issue ID Cards to the staff that will be deployed with the employer.
5. The bidder would deploy un-armed security guard in the office premises of the State Medical Faculty of West Bengal (SMFWB).
6. Security Guard provided should be physically & mentally fit to perform the duties of Security Guard and should be able to read and write Bengali and English.
7. The bidder and its security Guard shall take necessary action as may be directed by the Employer to prevent theft, pilferage, burglary, loss or damage to any of the employer's property inside or outside the building or connected with or meant for the office given to them specifically for guarding.
8. Opening of office doors/locks during morning hours for cleaning and closing the windows/window panes/ doors and putting the locks after office hours shall be the responsibility of the security personnel on duty. The security guard shall ensure that all the lights/fans and other electric equipment are switched off after the staff has left.
9. A log sheet, specifying daily reporting and relieving time of security guard shall be maintained for the guard. The bidder should submit the duly filled in log sheet, signed by the controlling officer, along with the bill, on monthly basis.
10. The Guard should wear the uniform, while on duty, prescribed by the bidder with approval of the Employer.
11. The Agency shall issue ID Cards to the Security Guards who will be deployed with the SMFWB.
12. The Guard should have undergone proper training on all security related issues, should be decent and well behaved.
13. The Guard should be trained to undertake preventive firefighting operations in the event of commencement of fire with the available firefighting equipment installed in the office premise.
14. Replacement of the security guard should be provided in the event of sickness or in any other circumstances, when the guard is absent, with approval of the employer.
15. The security guard shall be able to perform additional duties like photocopy, sorting, stapling /filing of documents, records keeping, retrieving of files, deliver items to other campus departments and other miscellaneous job-related duties when required.
16. The Agency shall provide the number of Security personnel as desired and required by the employer from time to time on hire basis. However, the security personnel deployed shall be in the service of the Agency and shall not be deemed to be employee of the SMFWB in any manner.

17. The SMFWB shall be free to ask the Agency to withdraw any particular Staff/Guard without disclosing any reason for the same. The Agency has agreed to change any of its Staff/guard as and when demanded by the SMFWB.
18. The Agency shall be responsible for all losses/damages to the employer's property put under their charge or to the property specifically entrusted by the employer, due to the negligence, carelessness or dereliction of duty directly or indirectly on the part of the security personnel which will be made good by the Agency as specified by the Employer. The decision of the employer in this regard shall be final and binding on the Agency provided that the employer shall afford to the Agency an opportunity of being heard to represent its case before such final decision is taken.
19. Accommodation shall not be provided to the staff/ security guard by the employer. The Agency shall have to arrange for the personnel, if required.
20. Penalties include double wages for absentee personnel and misconduct incidents. Penalties for misconduct or misconduct-related complaints are imposed per incident.
21. The security personnel shall not indulge in any criminal activities/mal practices, alcohol or substance abuse or undesirable acts. In such cases they will be dealt with under the provision of law and the Agency shall be fully responsible for it.
22. The Agency shall continue to be responsible for the security personnel in respect of the terms and conditions of their services, insurance, payments, P.F., gratuity, attendance, medical care, disciplinary matters etc of such personnel and other such persons who shall remain fully under the administrative control, financial control and supervision of the agency. **State Medical Faculty of West Bengal (SMFWB) Kolkata** shall be the sole authority in respect of nature of the duties to be entrusted to and the manner of performance of their duties exclusively for the purposes of this agreement. The security personnel shall at no time be treated as employees of the SMFWB..
23. The bills of the services rendered shall be accepted in the first week of the following month and the payment will be made to the Agency within ten days of submission of the bill at the Department on fulfilling all terms and conditions on this agreement. SMFWB would deduct GST, Income Tax and any other Government Tax (as applicable) at source at the time of release of payment.
24. In consideration of the obligations undertaken by the Agency under this agreement, the SMFWB shall pay to the Agency charges on the basis of number of duties and category of such security personnel actually engaged by the Agency for the effective operation of this agreement based on the tenders/terms. The charges to be paid forhours of duty per day per security guard for one month shall be Rs.....as per tender. This amount is inclusive of Service Tax, Income Tax and any other Government Tax.

Signed _____

For and on behalf of

State Medical Faculty of West Bengal (SMFWB) Kolkata

Name(caps)_____

Position_____

Date_____

In the presence of Witnesses

- 1.
- 2.

Signed _____

For and on behalf of the Agency

Name(caps)_____

Position_____

Date_____

In the presence of Witnesses

- 1.
- 2.

AGREEMENT FOR HOUSEKEEPING

This agreement is made on this _____ day of 2026 between M/s _____ (hereinafter called the Housekeeping Agency whose term includes its successors and assignees) whose registered office is at _____ and is registered under _____ and acting through its authorized official Shri. _____ and between Shri. _____, **State Medical Faculty of West Bengal (SMFWB) Kolkata**. The validity of this contract agreement will be for a period of one year from day of Month of year to day of Month of year This agreement can be terminated at any time on giving a written notice of one month from either side, provided the employer shall have the option to renew this agreement on mutually agreed terms and conditions for a further period from the date of expiry thereof. Now, these present witnesses and it is hereby agreed and declared by and between the parties to these present as followings.

The Agency shall comply with all the terms and conditions of the tender document which are integral parts of this agreement and also the following:-

1. The staff deputed for housekeeping should be provided with appropriate safety gear like gloves, aprons, shoes, masks, etc., besides the required tools & tackles, materials, etc., to enable them to do their assigned tasks, safely & efficiently.
2. The housekeeping staff deployed would be of minimum 20 years and maximum of 55 years of age.
3. The scope of work shall include but not limited to
Cleaning, dusting, Sweeping, Mopping and disinfecting of floors, wooden work and wooden floor, walls and ceilings, removal of waste and any other garbage from the entire area covered under the contract (such as halls, conference rooms, office rooms, cabins, workstations, staircases, reception etc.)
Cleaning of dustbins, wastepaper baskets, cob-webs, etc., and disposing-off of all the collected refuse at designated site on a daily basis at the required frequency.
Dusting of computer systems and their peripherals, all doors and windows, furniture, fixtures, equipments, accessories etc., and cleaning of all window panes, blinds, screens and grills, etc.
Spraying room fresheners in all rooms, on a daily basis at regular intervals.
Scrubbing/cleaning of toilets, wash basins, sanitary fittings, glasses, toilets, floors, etc.,
Cleaning and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet seats, containers etc. Brushing thoroughly to include below water level and under rims including areas at hinges and cistern handles. Restocking toiletries which include liquid hand soap, toilet rolls, air fresheners, sanitary cubes, naphthalene balls etc.
Cleaning and dusting of nameplates, pots, potted plants, doormats etc.,
Placing garbage bags in all garbage bins to avoid stains and stinks and clear them on daily basis.
Check and remove dust or any such object from any where in area covered under the contract.
4. The frequency of cleaning & checking the cleanliness should be done based on the actual requirement of various areas covered to ensure absolute cleanliness, covering 10 (Ten) hours of the day from 7:30 AM to 5:30 PM on all the working days.
5. The Staff should wear the uniform, while on duty, prescribed by the bidder with approval of the Employer.
6. The Agency shall issue ID Cards to the staff that will be deployed with the employer.
7. For better management and smooth services, Toilets Checklists are to be attached on the back of the toilet door. It is to be filled up by the contractor's personnel on a daily basis.
8. The bidder and the house keeping staffs shall take necessary action as may be directed by the Employer to prevent theft, pilferage, burglary, loss or damage to any of the employer's property inside or outside the building.
9. A log sheet, specifying daily reporting and relieving time of house keeping staffs shall be maintained. The bidder should submit the duly filled in log sheet, signed by the controlling officer, along with the bill, on monthly basis.
10. The House Keeping Staff should be decent and well behaved.

11. Replacement of the staffs should be provided in the event of sickness or in any other circumstances, when the staff is absent, with approval of the employer.
12. The Agency shall provide the number of housekeeping staff as desired and required by the employer from time to time on hire basis.
13. The Authority of State Medical Faculty of West Bengal shall be free to ask the Agency to withdraw any particular Staff without disclosing any reason for the same. The Agency has agreed to change any of its Staff as and when demanded by the State Medical Faculty of West Bengal.
14. The Agency shall be responsible for all losses/damages to the employer's property put under their charge or to the property specifically entrusted by the employer, due to the negligence, carelessness or dereliction of duty directly or indirectly on the part of the house keeping personnel which will be made good by the Agency as specified by the Employer. The decision of the employer in this regard shall be final and binding on the Agency provided that the employer shall afford to the Agency an opportunity of being heard to represent its case before such final decision is taken.
15. Penalties include double wages for absentee personnel and misconduct incidents. Penalties for misconduct or misconduct-related complaints are imposed per incident.
16. The Housekeeping shall not indulge in any criminal activities/malpractices, alcohol or substance abuse or undesirable acts. In such cases they will be dealt with under the provision of law and the Agency shall be fully responsible for it.
17. The Agency shall continue to be responsible for the housekeeping in respect of the terms and conditions of their services, insurance, payments, P.F., gratuity, attendance, medical care, disciplinary matters etc of such personnel and other such persons who shall remain fully under the administrative control, financial control and supervision of the agency. **State Medical Faculty of West Bengal (SMFWB) Kolkata** shall be the sole authority in respect of nature of the duties to be entrusted to and the manner of performance of their duties exclusively for the purposes of this agreement. The housekeeping staff shall at no time be treated as employees of the Department.
18. The bills of the services rendered shall be accepted in the first week of the following month and the payment will be made to the Agency within ten days of submission of the bill at the Department on fulfilling all terms and conditions on this agreement. Department would deduct GST, Income Tax and any other Government Tax (as applicable) at source at the time of release of payment.
19. In consideration of the obligations undertaken by the Agency under this agreement, the Department shall pay to the Agency charges on the basis of number of duties actually engaged by the Agency for the effective operation of this agreement based on the quotations/terms. The charges to be paid forhours of duty per day per housekeeping staff for one month shall be Rs.....as per quotation. This amount is inclusive of Service Tax, Income Tax and any other Government Tax.

Signed _____

For and on behalf of

State Medical Faculty of West Bengal (SMFWB) Kolkata

Name(caps)_____

Position_____

Date_____

In the presence of Witnesses

1.

2.

Signed _____

For and on behalf of the Agency

Name(caps)_____

Position_____

Date_____

In the presence of Witnesses

1.

2.

SECTION VIII

HIRE ORDER

This document is subject to the terms of the Agreement for hiring Private Security/ Housekeeping Services for SMFWB.

Agreement dated _____ between _____ (the hired Agency) and _____, the Authority (State Medical Faculty of West Bengal)

Order details

Office of State Medical Faculty of West Bengal (SMFWB) Kolkata _____

Agency's reference _____

Name of hiring office _____

Designation of authority hiring _____

Delivery address _____

Detail of the Security Guards / Housekeeping staff Deployed :

1. Name:
2. Full Address:
3. Copy of identity card: (a)Voter Card/Pan Card/Ration Card/Passport
(b)Identity card issued by the Agency

Signed

Name(caps).....

Position: State Medical Faculty of West Bengal (SMFWB) Kolkata

Date:.....

SECTION - IX

FINANCIAL BID

Sl. No.	Type of Services	Unit	Quantity	Rate of Security Guard/ Housekeeping Staff with Cleaning Materials	Amount (In Rs.)	GST		Total Amount (In Rs.) (All inclusive)
						(In%)	(In Rs.)	
1	Security guard (Unarmed)Cum Office helper	Nos.	8					
2	Toilet Cum office Cleaner with cleaning materials	Nos.	2					
Total Amount (in Rs.)								
(Amount in Words)								

(Note: Lowest bidder shall be decided on the amount quoted exclusive of GST and other taxes as applicable)

Dated ____/____/____

Signature of the Bidder-----

Name of the Bidder-----

APPENDIX -I

EXPERIENCE CERTIFICATION

Last 3(three) years of experience in providing security services / Housekeeping Service to any Government or reputed Private Organizations in Kolkata

Detail of experience in similar type of contract						
Sl. No.	Year of work	Description of work undertaken	Name & Address of the Agency that awarded The work	Value of the Work (in Rs.)	Date of work order	Date of Completion of Work
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	2022-23					
2	2023-24					
3	2024 -25					

This is to certify that the information's contained in the table above are true and correct. Allotment order/copy of agreement is enclosed.

Name of the Applicant:

Signature of Applicant:

Date:

Seal of Applicant: