



OFFICE OF THE CHIEF EXECUTIVE OFFICER

Haldia Development Authority (ISO 9001:2015 Certified)
(A Statutory Authority under Government of West Bengal)

City Centre, P.O. Debhog, Haldia-721657, Dist: Purba Medinipur
Ph.: (03224) 255926, Fax-255927, e-mail : ceo.hda@gmail.com Web.: www.hda.gov.in , Toll Free No. 1800-345-3224

NOTICE INVITING OFF-LINE TENDER NO. : 12 /HDA/Es of 2020-21

SCHEDULE OF IMPORTANT DATES OF BIDS

Name of Work: Security Surveillance Service in Industrial Zone of Haldia Development Authority.

PARTICULAR		DATE & TIME
Date of Issue of NIT	:	24.09.2020
Date of Pre-bid Meeting		<u>25.09.2020 at 2.00 p.m.</u>
Last date for submission of Tender	:	30.09.2020 up to 12.00 noon.
Date & Time of opening of Technical Bid	:	30.09.2020 at 2.00 p.m.
Date of opening of Financial Bid	:	To be intimated through the official website of HDA.
Validity of bid	:	<u>120 days</u> w.e.f the date of publishing this NIT
Period of Work	:	<u>03 (three) Months.</u>

Notice Inviting Off-line Tender No. : 12/HDA/ Es of 2020-21

Name of Work: Security Surveillance Service in Industrial Zone of Haldia Development Authority.

For and on behalf of Haldia Development Authority, the Chief Executive Officer invites tender from reliable, resourceful, bonafide and experienced firms / companies / individual agencies having requisite financial capability and sufficient technical credential on execution of similar nature of work. The details are given below:

1.	Name of Work	:	Security Surveillance Service in Industrial Zone of Haldia Development Authority
2.	Bid Inviting Authority	:	Chief Executive Officer Haldia Development Authority Satish Samanta Bhawan City Centre, P.O.- Debhog, Haldia, 721657 Phone No. 03224-255926 Email ID: ceo.hda@gmail.com
3.	Location of Work	:	Haldia, Dist. Purba Medinipur.
4.	Last date for submission of Tender	:	Up to 12.00 noon on at the Tender Box kept in the 1 st floor of Satish Samanta Bhawan , Haldia Development Authority, City Centre, PO.-Debhog, Haldia , West Bengal-721657
5.	Date & Time of opening of Technical Bid	:	30.09.2020 at 2.00 p.m.
6.	Date & Time of Pre-bid Meeting	:	25.09.2020 at 2.00 p.m.
7.	Date of opening of Financial Bid	:	To be intimated through the official website of HDA.
8.	Validity of Bid	:	120 days w.e.f. publicity of the NIT
9.	Period of the Work	:	03 (three) months after issuance of Work Order
10.	Scope of work	:	a. To provide 03 (three) nos. security guard round the clock to safeguard and surveillance the assets in Haldia Industrial Zone. Any changing of duty hours in any location will be informed time to time. b. To ensure proper locking of premises, common area etc. In case of any theft, breakage, pilferage of machineries, equipments, instruments, any fixture and/or fittings, furniture etc., the responsibility shall be of the security personnel and the security

			<p>personnel shall report the same to the office immediately. Delay in reporting beyond 24 hours of the incident will be treated as negligence on the part of the Security Personnel.</p> <p>c. Security Services, surveillance, Gate manning, night guarding and patrolling within the premises, proper record keeping at entry and exit points.</p>
11.	Financial Bid	:	Lump Sum Amount per Month to be quoted in the prescribed format of Financial Bid given with this NIT. The Rate should be quoted by the agency inclusive of all Taxes including GST.
12.	Security Deposit	:	@ 10% of Contract Amount
13.	Eligibility Criteria for Qualification	:	<p>a) All Agencies registered under Indian Registration Act 1908 / Indian Partnership Act 1932 / Companies Act 1956, providing similar kind of services within the last 5 (five) financial years and having single work order value of not less than Rs. 2.0 lakh.</p> <p>b) The average annual turnover of the Firm/Company should be not less than 8.0 Lakh during the last 3 (three) financial years in the books of account. The claim of the company/firm should be corroborated with the Audited Balance Sheet.</p> <p>c) The bidder should have experience of executing similar works in Central Government / State Government Departments / Public Companies / Undertakings / Autonomous Bodies / Local bodies within the last 5 (five) financial years. Experience of providing services of Ex-Servicemen shall be preferred.</p> <p>Certificate: The agency shall have to submit with the tender</p> <ol style="list-style-type: none"> Relevant document in support of agency's experience for similar nature of work. Valid Trade License Latest I.T. return Audited Balance Sheet of last 03 (three) Financial Year PF & ESI Registration Certificate Latest P.Tax Return PAN card (Xerox copy) G.S.T. Registration Certificate Credential Certificate for providing security guard under any Government / Semi Government /

			<p>Undertakings / Autonomous / Statutory bodies / Local bodies.</p> <p>NOTE: Similar nature of work: Security Services by deploying security guard to any Government / Semi Government / Undertakings / Autonomous / Statutory bodies / Local bodies within the last 5 (five) financial years</p>
14.	Earnest Money Deposit	:	<p>Rs. 10,000/- (Rupees Ten Thousand) only in the form of DD/Bank Draft of any Nationalized / Scheduled Bank in favour of Chief Executive Officer, Haldia Development Authority, Haldia payable at Haldia.</p> <p>E.M.D. of the successful bidder will be transferred as security deposit.</p> <p>The earnest money of unsuccessful Bidder shall be returned back not later than 30 days from the bid validity period without interest.</p>
15.	Important Instruction	:	<ul style="list-style-type: none"> • Names of the technically qualified bidders as per the bid criteria after verification with original & evaluation will be displayed in the e-portal, this office notice board and official website. • The financial bid documents of the technically qualified bidders will only be opened. • List of Financial comparison chart of bidders will be published on the next day after opening. CEO HDA reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reasons whatsoever. • All duties, taxes, royalties, cess, including 1% Cess under W.B. Building and other Construction Workers (Regulation of Employments & Condition of Service) Act, 1996], toll, taxes and other levies payable by the Agency under the Contract to the State / Central Government for any other cause, shall be included in the rates, prices and total Bid price submitted by the bidder. 1% Cess under W.B. Building and other Construction Workers (Regulation of Employments & Condition of Service) Welfare Cess Act, 1996 will

		<p>be deducted from the running bills.</p> <ul style="list-style-type: none"> • To keep the machineries, equipments, instruments, any fixture and/or fittings, furniture etc. in good condition during the contract period if any additional / excess work is required over the stipulated scope of work, the Agency has to do the maintenance work at his own cost. • The successful Tenderer shall have to start the work at site within 7 days after receipt of the work order failing which work order shall be cancelled with forfeiture of earnest money deposited with HDA without assigning any reason. • Sub-letting of the job is not permissible and the Tenderer must submit one undertaking that he will not sub-let the job under any circumstances. If the authority comes to know that the agency has sub-let the work then action shall be taken to terminate the contract and the SD money will be forfeited. • No advance will be paid to the agency. The agency will pay minimum wages to his workmen in the presence of HDA officials and only after certification by HDA officials that the minimum wages have been paid the bill will be processed. • Progressive payment will be paid in running account bill subject to good performance. Payment may be withheld / not made on average or poor quality of job. If the agency gets average or poor grading of work quality, he may be debarred for one year from the tender of HDA. • No escalation of cost is permissible at any time after the issuance of work order. Agency shall be barred from approaching the authority to claim escalation cost for reasons whatsoever. • Original copy of all certificates shall be produced for checking and verification of all supporting documents on request of HDA. • Penalty up to 10% may be imposed if the performance is not satisfactory. • The agency should possess the requisite and relevant equipments and machineries for the work. • HDA reserves the right not to allow the agency to
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participate in future tenders under the following circumstances.

A. Negligence and poor functioning of guarding work.

- The Contract will be for a period of **03 (three) months**. The same may be extended subject to the performance of the agency at the discretion of the Authority.
- Agency will deploy and pay the personnel engaged by him. Minimum wages and all other necessary and statutory aspects of existing labour Rules, Workman Compensation and insurance cover of workmen and other statutory fringe benefits payable to the gunman as per relevant Acts shall be adhere to at least . If minimum wages are revised time to time, the additional burden if any shall be borne by the agency.
- The monthly rate of Security dogs with handlers will be Lump-sum.
- Any damage/loss/theft of the Authority's property, due to negligence of the Agency, will be made good and all accidents of theft/damage/loss are to be reported to the CEO, HDA promptly.
- The Agency will obtain labour license as required under the Contract Labour (Regulation and Abolition) Act and rules framed therein.
- The CEO/HDA and other authorized Government Officials will reserve the right to investigate any labour dispute that may arise between agency and his staff employed in the Administrative Office building.
- The CEO/HDA or his authorized representative will have the right to inspect records regarding workers employed by the Agency and payment of wages made to them. He shall have access to all records and registers at any point of time without prior intimation.
- Any illegal activity reported that vitiates the social environment and public tranquility will be dealt with severely and may result in termination of contract.

		<ul style="list-style-type: none">• HDA will have every right to cancel the contract if any of the terms and conditions, as laid down, is violated without any further reference to the Agency.• Proper guarding & surveillance of the Industrial Zone. <p>The intending bidders are requested to inspect the work site before quoting their rates.</p>
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SD/-
Chief Executive Officer
Haldia Development Authority

No. 1060(9)/HDA/XV-B-29/B

Date. 24.09.2020

Copy forwarded for information to:

1. The Chairman, Haldia Development Authority,
2. The Chairman, Haldia Municipality
3. The District Magistrate, Purba Medinipur.
4. The Sub-Divisional Officer, Haldia.
5. The District Information & Cultural Officer, Purba Medinipur
6. The District Informatics Officer, NIC, Purba Medinipur, Tamruk with a request to publish it in the official website of Purba Medinipur District.
7. The System Analyst, H.D.A. with a request to arrange to publish it in the website of HDA and make arrangement to send the same to DIO, NIC by e-mail.
8. CA to the CEO, HDA
9. Reception / Notice Board.

SD/-
Chief Executive Officer
Haldia Development Authority

INFORMATION TO THE BIDDERS (ITB)

1. Request for Tender

Tender Document may be obtained from this office's Website www.hda.gov.in or from the office of the CEO, HDA Debhog, City Center, Haldia.

2. Submission of Tender

The tender will be submitted in two bid system i.e. Technical bid & Financial bid.

Technical Bid: The bid documents shall be submitted in a sealed **Cover A** properly marked as TECHNICAL BID along with NIT No., Name of the work and address of the bidder.

Financial Bid: The bid documents shall be submitted in the letter head of the agency as per the proforma given in Financial Bid Form as annexure-I in to a sealed **Cover B** properly marked as FINANCIAL BID along with NIT No., Name of the work and address of the bidder.

Both the Cover A and Cover B shall be placed within a larger cover and will be marked with NIT No., Name of the Work and address of the bidder.

2.1.1 TECHNICAL BID

2.1.2 Receiving of documents

- a) Relevant document in support of agency's experience for similar nature of work.
- b) Valid Trade License
- c) Latest I.T. return
- d) Audited Balance Sheet of last 03 (three) Financial Year
- e) PF & ESI Registration Certificate
- f) Latest P. Tax Return
- g) PAN card (Xerox copy)
- h) G.S.T. Registration Certificate
- i) j) Credential Certificate for providing security guard under any Government / Semi Government / Undertakings / Autonomous / Statutory bodies / Local bodies.

Note: The tender will be summarily rejected if any of these documents are missing in the envelope.

2.1.3 Submission of Hard Copies of the Tender Documents

The copies of document of the Demand Draft/Bank Draft towards the Earnest Money and the hard copies of the Mandatory documents in a sealed **cover A** properly marked as Technical Bid, NIT No. and the Name of work along with Name and Address of the Bidder and Financial Bid complete in all respect in a sealed **Cover B** properly marked as Financial Bid, NIT No. and Name of the work along with name and address of the bidder and both kept in a larger cover proper marked as NIT No., Name of the work along with Name and address of the bidder shall be received by this office within stipulated date and time.

2.1.4 Receiving of Earnest Money Deposit (EMD)

EMD in the form of separate DD/Bank Draft of any Nationalized / Scheduled Bank in favour of Chief Executive Officer, Haldia Development Authority, Haldia payable at

Haldia has to be deposited together with the hard copy (**Part – I**) along with a forwarding letter to the tender inviting authority on a Company Letter head.

2.1.5 If the applicant is an authorized signatory he should submit document of authorization (Power of Attorney) in his favour along with the application. In case of Partnership firm, copies of the partnership deed are to be submitted along with the tender document.

2.1.5 CREDENTIAL

Technical :

The Agency should have successfully executed similar nature of work having single tender value of at least i.e. **₹ 2.0 Lakh** in the last Five Financial years from the date of NIT in any Government/Semi Government /Undertakings/ Autonomous/ Statutory bodies/ Local Bodies. Completion Certificate or Payment Certificates shall have to be produced in support of the claim.

NOTE: Similar nature of work:

Security Services by deploying security guard to any Government / Semi Government / Undertakings / Autonomous / Statutory bodies / Local bodies.

The agencies who have completion certificate against any of the above-mentioned works shall be eligible for this tender.

The Completion Certificate should be pertaining to the work specified in the NIT. The completion certificate should not be misleading the authority. If the completion certificate has mention on multiple nature of works executed by the agency in a single tender including the work specified in this NIT, then the value of the work as specified in this NIT will only be taken into account for evaluating the eligibility of the bidder. The decision of the authority in this respect is final and binding.

Financial :

The average Annual Turn Over from contracting business for the past three financial years of the firm should be more than **₹ 8.0 Lakh** of the aggregate cost of works in which the contractor intends to participate. Annual Turnover statement shall be submitted in the Form-II in addition to the Audited Balance Sheet of the last three financial years authenticated by Chartered Accountant.

2.1.6 FINANCIAL BID:

1. The rate is to be quoted both in words and figures clearly in the specified space of the Financial bid Form.
2. The rate is to be quoted by the bidder inclusive of all elements of taxes and duties, like income tax, cess, G.S.T. (as applicable) etc.

- **Conditional and incomplete tender:**

Conditional and incomplete tenders shall be summarily rejected.

3. Acceptance of Tender :

Lowest total (gross) amount of the Financial Bid may be accepted, however, the undersigned does not bind himself to do so and reserves the right to reject any or all the tenders, without assigning any reason and also reserves the right to split the work amongst more than one Tenderer.

4. Payment

Payment will be done against the Monthly bill to be submitted by the agency after verification of the performance and quality of maintenance work. Payment of RA as well as final bill for any work will be made according to the availability of fund and no financial claim in case of any delay in payment will be entertained.

5. Security Deposit

E.M.D. plus @ 10% of the every R/A bill. An application along with a prescribed format of this office to be submitted for release of S.D. for which the agency should apply to the authority after completion of the contract period with an undertaking that the work is maintained properly as per the terms of contract.

6. Other Terms & Conditions:

- 6.1 Tenderers requested to be present in person during the opening of technical and financial bids.
- 6.2 The tender accepting authority may ask any tenderer to submit analysis to justify the rate quoted by the tenderer.
- 6.3 The agency shall abide by and comply with all the relevant laws and statutory requirements covered under various laws such as minimum Wages Act, Contract Labour (Regulation and Abolition) Act 1970, EPF Act, ESI Act and various other Acts as applicable from time to time with regard to the personnel engaged by the agency for the Authority.
- 6.4 The security personnel provided shall be the employees of the Agency and all statutory liabilities should be provided by the agency such as Minimum labour wages act, labour facilities, E.S.I, P.F, Bonus facilities, Workmen's Compensation Act, etc. as per latest Govt. order / Circulars. The list of staff going to be deployed shall be made available to the Authority and if any change is required on part of the Authority fresh list of staff shall be made available by the agency after each and every change. The Agencies/agency shall abide by all the labour welfare laws and their modifications from time to time, if any, within the contract period. etc. **In no case, HDA shall be held responsible for any**

eventualities in this regard including payment of wages to personnel deployed by the agency.

- 6.5 The antecedents of security staff deployed should have been verified by the tenderer from local police authorities and an undertaking in this regard to be submitted to the Authority. The tenderer shall submit copies of the Gun License to the Authority, before their deployment, if required.
- 6.6 The Agency will maintain an attendance register in which day to day deployment of personnel will be entered. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown. The register shall remain available round the clock for inspection by the authorized representatives of the CEO, HDA.
- 6.7 All liabilities arising out of accident or death while on duty shall be borne by the agency.
- 6.8 Adequate supervision will be provided to ensure correct & effective performance of the security services in accordance with the prevailing assignment instructions agreed upon between the two parties. The security personnel shall ensure that there is no unidentified/unclaimed/suspicious objects/person in the buildings/premises.
- 6.9 The successful Tenderer is to obtain license from the Registering Officer and Assistant Labour Commissioner, Haldia, Purba Medinipur under the Contract Labour (Regulation & Abolition), 1970 and to submit the same to the office on receipt of the work order. He is also required to fulfill all the terms and conditions as embodied in the above Act, as well as any other laws and statutes as applicable.
- 6.10 Initial Employment is to be made from the Local Employment Exchange as will be available in forms of Para – 6(b) of 1700/EMP dated 03.08.1989.
- 6.11 Tenderer can approach only the **Assistant Planner, HDA** for any clarification with respect to this tender.
- 6.12 The decision of authority with respect to this tender is final and binding.
- 6.13 All corrections in the tender should be signed with date by the Tenderer. Each of the Tender document and drawings must be signed by the Tenderer.
- 6.14 Tenderers 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.
- 6.15 The successful Tenderer shall have to start the work at site as directed in the work order failing which work order shall be cancelled with forfeiture of earnest money deposited with HDA without assigning any reason.
- 6.16 The agency shall not engage any such sub agency or transfer the contract to any other person in any manner. If the authority comes to know that the agency has sub-let the work then action shall be taken to terminate the contract and the SD money will be forfeited.
- 6.17 An amount equal to 1% of the contract amount will be deducted from the RA bill / final bill on account of “the building and other construction work (regulation of employment and condition of service) Act, 1996” and “The building and other construction work welfare

cess Act, 1996” apart from other statutory deductions from bills/ payment due as applicable.

- 6.18 No materials and labour charges would be borne by this authority. Workmen are to be engaged as per standard norms of the Labour Contract Act.
- 6.19 Progressive payment will be paid in running account bill subject to good performance. Payment may be withheld / not made on average or poor quality of job. If the agency gets average or poor grading of work quality, he may be debarred for one year from the tender of HDA.
- 6.20 No escalation of cost is permissible at any time after the issuance of work order. Agency shall be barred from approaching the authority to claim escalation cost for reasons whatsoever.
- 6.21 The Authority shall have the right, without reason, to have any person removed that is considered to be undesirable or otherwise and similarly Agency reserves the right to change the staff with prior intimation to the CEO, HDA.
- 6.22 The personnel engaged by the agency should be present and done assigned job in his / her duty hours in the assigned place. If the personnel is not found in the assigned places in the assigned hours or the personnel is found in unassigned places in his / her duty hours which it will invite a penalty of amount equal to present minimum wages / 26 in each occasion. The penalty on this account shall be deducted from the Agency's bills. Further course of action may be taken by the authority, in this regard.
- 6.23 The personnel engaged by the agency shall be smartly dressed in neat and clean uniform and are required to display photo identity cards, failing which it will invite a penalty of Rs.100/- each occasion. The penalty on this account shall be deducted from the Agency's bills.
- 6.24 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 agency shall have to arrange the suitable replacement in all such cases.
- 6.25 Prolonged duty hours (more than 8 hrs. at a stretch) of the personnel engaged for the Industrial Zone shall not be allowed. No payment shall be made by the Authority for extra duty, if any.
- 6.26 The security personnel deployed by the Agency shall work under overall supervision & direction of the Authority.
- 6.27 The payment would be made on monthly basis for actual personnel supplied by the agency and based on the attendance sheets duly verified by the authority and other supporting

documents. No other claim on whatever account shall be entertained by the Authority. The Agency will ensure that workers engaged by him must receive their entitled wages on time. In view of this, the following procedure will be adopted.

Agency shall pay their entitled wages within 10th day of the month. It shall not be linked to the payment of the bill.

Payment to such workers must be made by the service providers through cheque/bank transfer. Under no circumstances payments will be made in cash. To ensure this, service providers will get a bank account opened for every engaged worker.

While submitting the bill for the next month, the services provider must file a certificate certifying the following

- i) Wages of workers were credited to their bank accounts on (date).
- ii) ESI Contribution relating to workers amounting to Rs._____ was deposited on (date) (copy of the challan enclosed)
- iii) PF contribution relating to workers amounting to Rs._____ was deposited on (date) (copy of the challan enclosed)
- iv) He is complying with all statutory Labour Laws including Minimum Wage Act.

The agency shall compulsorily issue the salary slip to every security guards & gunman.

6.28 The agency shall ensure that its personnel do not at any time, without the consent of the Authority in writing, divulge or make known any trust, accounts matter or transaction undertaken or handled by the Authority and shall not disclose to any information about the affairs of Authority. This clause does not apply to the information, which becomes public knowledge.

6.29 In the event of any breach/violation or contravention of any terms and conditions contained herein by the Agency, the Security Deposit of the Agency shall stand forfeited.

6.30 Any liability arising out of any litigation (including those in consumer courts) due to any act of agency's personnel shall be directly borne by the agency including all expenses/fines. The concerned agency's personnel shall attend the court as and when required.

6.31 The bidder should submit attested copy of registration under the Contract Labour (R&A) Act 1970 of the any employer for whom the Security Agency is currently undertaking the work through contract labour.

6.32 The Authority shall not be responsible for providing residential accommodation to any of the employee of the agency.

6.33 The Authority shall not be under any obligation for providing employment to any of the worker of the agency after the expiry of the contract. The Authority does not recognize any employee employer relationship with any of the workers of the agency.

6.34 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.

- 6.35 Questionnaire for the pre-bid meeting if any shall be forwarded to this office on or before **25.09.2020 at 2.00 p.m.**
- 6.36 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 tenderer. The decision of the CEO, HDA in this regard will be final and binding on the agency.
- 6.37 Any damage or loss caused by agency's persons to the Authority in whatever form would be recovered from the agency.
- 6.38 Agency and its staff shall take proper and reasonable precautions to prevent loss, destruction, waste or misuse the areas of the different estates / premises. Security Money will be released after verification of all the assets in the estates within 6 months after completion of the maintenance period.
- 6.39 Original copy of all certificates shall be produced for checking and verification of all supporting documents on request of HDA.
- 6.40 **Penalty:** For poor management and loss of any asset in the estates penalty as decided by the authority will be imposed upon the agency.
- 6.41 Registration of all workers engaged in building and other construction workers to be done under the Building and other Construction Workers' (RE & CS) Act, 1996 and the State Rules, 2004 framed there under to provide for their safety, health and welfare measures.
- 6.42 Credibility of the agency engaged for more than two works in HDA 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.
- 6.43 HDA reserves the right not to allow the agency to participate in future tenders under the following circumstances.
- Performance in terms of quality of workmanship.
- 6.44 **Termination of Contract/ Work Order:** The authority may terminate the contract/work order due to the following reason.
- **Negligence and poor functioning of guarding work.**

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.,

- 6.45** 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. On matters of dispute authority decision shall be final and binding. The quantity 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 Chief Executive Officer, HDA. 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.

SD/-
Chief Executive Officer
Haldia Development Authority

No. 1060(9)/HDA/XV-B-29/B

Date. 24.09.2020

Copy forwarded for information to:

1. The Chairman, Haldia Development Authority,
2. The Chairman, Haldia Municipality
3. The District Magistrate, Purba Medinipur.
4. The Sub-Divisional Officer, Haldia.
5. The District Information & Cultural Officer, Purba Medinipur
6. The District Informatics Officer, NIC, Purba Medinipur, Tamluk with a request to publish it in the official website of Purba Medinipur District.
7. The System Analyst, H.D.A. with a request to arrange to publish it in the website of HDA and make arrangement to send the same to DIO, NIC by e-mail.
8. CA to the CEO, HDA
9. Reception / Notice Board.

SD/-
Chief Executive Officer
Haldia Development Authority

Annexure-I

FINANCIAL BID FORM

SI No	Name of Work	Amount (In Rupees per month)
1.	Security Surveillance Service in Industrial Zone of Haldia Development Authority	
	(The rate is hereby quoted inclusive of all Taxes including GST, as applicable)	

(In words
Rupees.....).

** Further, the rate quoted by the agency shall be inclusive all taxes, duties, demands, etc.
Including GST.

**Signature of the bidder with Designation and company
seal**

Note: Evaluation of the Financial bid shall be done as per the rate quoted against SI. No. 1 i.e. rate. The rate in words shall the rate against SI. No. 1 of the Financial Bid.