

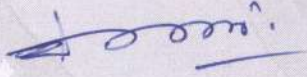
**THE NAVADARSHA CO-OPERATIVE
HOUSING SOCIETY LIMITED**

**TENDER DOCUMENT FOR SECURITY SERVICE CONTRACT
TENDER NO: TNCHSL/2026-27/ADM/001**

Cost of the Tender Rs. 500/-

Date of Tender Issue : 26/05/2026 at 12:00 hrs
Last date of Tender Submission : 13/06/2026 at 12:00 hrs
Opening of Technical Bids : 14/06/2026 at 13:00 hrs

Issued by :



Secretary
The Navadarsha Co-Operative
Housing Society Ltd.
Srimantapur, Biratl

Date : 26/05/2026



ESTD. - 1964

TABLE OF CONTENTS

SR. NO.	PARTICULARS	PAGE NO.
IMPORTANT DATES AND INFORMATION		
1	NOTICE INVITING TENDERS	1
2	GENERAL INSTRUCTIONS & CONDITIONS FOR SUBMISSION OF TENDER (A) Instructions (B) Mode of Submission of Bid (C) Method of Tendering Signature (D) Modifications & Withdrawal of Bid (E) Effect & Validity of Bid (F) Opening of Bid (G) Evaluation & Comparison of Bid (H) Right of Rejection of Tender	2 to 5
3	MINIMUM ELIGIBILITY CRITERIA	6
4	SPECIAL CONDITIONS OF CONTRACT (A) Contract Period (B) Contract Performance Guarantee (C) Conditions of Engagement of Security Personnel (D) Financial Terms	7 to 10
5	GENERAL CONDITIONS OF CONTRACT (A) Compliance of all statutory obligations (B) Work Certification (C) Force Majeure (D) Interpretation (E) Assignment and Sub-Letting Prohibited (F) Termination (G) Indemnity (H) Amendment (I) Settlement of Disputes (J) Governing Law & Jurisdiction	11 to 13
6	SCOPE OF SECURITY SERVICES	13 to 15
7	ANNEXURES : ANNEXURE I: Tender form for providing security services ANNEXURE II: Undertaking ANNEXURE III: Checklist of documents to be submitted with the tender ANNEXURE IV: Rate Bid	16 to 19

1. NOTICE INVITING TENDER FOR SECURITY SERVICES CONTRACT

The Navadarsha Co-operative Housing Society Limited invites sealed tenders for Security Services Contract. Interested parties may collect the tender document from the Society Office or may download from our website <https://navadarsha.in> The complete tender should reach The Navadarsha Co-operative Housing Society Limited office latest by 1200 hrs by 13/06/2026.

TENDER NO: TNCHSL/2026-27/ADM/001

IMPORTANT DATES AND INFORMATION

2.1	Name of work:	Providing Security Services at "The Navadarsha Co-operative Housing Society Limited" for 1 year
2.2	Implementing Owner:	The Navadarsha Co-operative Housing Society Limited
2.3	Area covered under the Bid:	The Navadarsha Co-operative Housing Society Limited (Srimantapur, Birati, Nilachal, Kolkata-700134)
2.4	Type of work:	Security Services (Estimated 14 persons)
2.5	Implementation Period:	Within 30 days of completion of Tender Process
2.6	Communication for Information, Tender issue, Tender submission, and Tender opening place:	The Secretary The Navadarsha Co-operative Housing Society Limited (Srimantapur, Birati, Nilachal, Kolkata-700134)
2.7	Application Fee:	Rs.500
2.8	Bid validity:	90 days from due date for submission of bid.
2.9	Last date of Submission:	13/06/2026 till 1200 hrs
2.10	Technical bid opening:	14/06/2026 at 1300 hrs
2.11	Performance Security Guarantee:	5% of total annual cost of works as per price bid (applicable for successful bidder)

Note:

*For any queries related to tender please email on office@navadarsha.in

2. GENERAL INSTRUCTIONS AND CONDITIONS FOR SUBMISSION OF TENDER

For the purposes of this Tender Document, The Navadarsha Co-operative Housing Society Limited (Srimantapur, Birati, Nilachal, Kolkata-700134 shall be referred to as 'TNCHSL' and the intending, participating and successful bidders to this Tender Document shall be referred to as 'BIDDER'

The tender document may also be downloaded from our web site <https://navadarsha.in> The Bidder who had downloaded the tender document should submit separate DD for the application fee of Rs.500/- along with the tender document; else tender document for the bid will not be accepted.

(A) INSTRUCTIONS

1. The Bidders who are interested in participating in the tender must read and comply with the instructions and the terms and conditions contained in the tender document.
2. The bids shall be filled in by the Bidder clearly, neatly and accurately. Any alteration, erasures or over-writing would be liable to make the tender invalid unless the same is neatly carried out and attested over the full signature of Bidder. The decision of TNCHSL to interpret the information and rates filled in by the Bidder shall be final and binding on the Bidder.
3. The Bidders are requested to make themselves fully conversant with the General Conditions of Contract, Site conditions, Safety and Health aspects and norms to be observed, etc. at the time of submitting their bids. The Bidder is deemed to have examined and understood the tender document, obtained his own information in all matters whatsoever that might affect carrying out the works specifically mentioned or works which may have to be carried out to fulfill his contractual obligation within the scheduled rates and to have satisfied himself to the sufficiency for his offer.
4. The Bidders are required to fill in complete and accurate details as required under the tender documents. Failure to furnish all the information as required under the bid documents or submission of a bid containing deviations from the contractual terms and conditions, specifications or requirements shall be treated and rejected as being non – responsive.
5. The Bidders are expected to carefully examine all instructions, forms, terms and specifications in the bid documents and to fully inform themselves as to all the conditions and matters which may affect the subject matter of the work/tender or the cost thereof. If any errors, discrepancies or omissions are found in the documents or any Bidder is in doubt as to the true meaning or interpretation of any part, he shall seek necessary clarifications. However, no claim of any nature on account of any errors found in the tender documents shall be entertained.
6. The bids shall be required to be submitted within the time frames set out in the Notice Inviting Tender ('NIT') and bids submitted thereafter shall not be accepted and considered.
7. The tender documents shall not be transferable.
8. Conditional offers shall be rejected at the outset.
9. A particular Bidder shall be allowed to make and submit only one bid document. A Bidder shall not submit more than one bid, either in the same name or entity or through any partnership.

10. TNCHSL reserves the right to amend and modify the bidding documents at any time prior to the deadline for submission of bids, either at its own discretion or in response to a clarification requested by a prospective Bidder. In such cases, The Navadarsha Co-operative Housing Society Limited may in its discretion extend the deadline for submission of bids in order to facilitate the prospective Bidders for incorporating the effect of the amendment in their bids.
11. The Bidders shall bear all costs and expenses associated with and incidental to the preparation and submission of their respective bids, to attend meetings, if any, including any pre-award discussion with the successful Bidder, technical and other presentations, etc. and The Navadarsha Co-operative Housing Society Limited shall not be liable in any manner for the same.
12. The Bidder shall be disqualified if any untrue statement or misrepresentation is made in the bid forms, attachments and other supporting documents submitted by the Bidder.
13. The Navadarsha Co-operative Housing Society Limited reserves the right to qualify/disqualify any applicant without assigning any reason.

(B) MODE OF SUBMISSION OF BID

1. The sealed bidding documents should be delivered in the Administration Section of The Navadarsha Co-operative Housing Society Limited office on or before the stipulated date and time. The technical bid and the financial bid must be sealed in envelopes super-scribing "Tender for Security Services Contract". This envelope should be Sealed (glued along with tape). Stapled or open tender will not be accepted. It should be delivered to: "The Secretary, The Navadarsha Co-operative Housing Society Limited, (Srimantapur, Birati, Nilachal, Kolkata-700134)"
2. No bid shall be accepted unless it is properly sealed and marked as instructed above. Bidders shall not be allowed to fill in or seal their Bids at The Navadarsha Co-operative Housing Society Limited office.
3. If the packet and the envelope are not sealed and marked as instructed above, The Navadarsha Co-operative Housing Society Limited shall assume no responsibility for the misplacement or premature opening of the bid submitted. A Bid opened prematurely due to this cause shall be rejected by The Navadarsha Co-operative Housing Society Limited and returned to the Bidder.
4. Telegraphic bids or bids through fax or email shall be treated defective, invalid and rejected. Only detailed complete bids in the form indicated as above received prior to the closing time and date of the bids shall be taken as valid.
5. The rates and amounts offered by the Bidder shall be quoted clearly written in figures and in words with separate mention of service charges and taxes applicable. The words shall be written clearly in English and shall be free from any aberrations, deletions, correction and overwriting. In case of any illegibility of the offer submitted by Bidder the interpretation by The Navadarsha Co-operative Housing Society Limited shall be final and binding on the Bidder. If any ambiguities are observed in the rates and amount given in words and figures then the rate quoted in words shall be taken as correct. If taxes or other charges are not mentioned separately, price will be considered as all-inclusive of taxes and charges. Bidders sending their bids through courier/ by Speed post/by Person should also ensure that their bids are received on the said address by the stipulated date and time. No time extension for courier/Speed Post/by Person shall be granted.

(C) METHOD OF TENDERING SIGNATURE

1. The Bidder shall ensure that the bid document submitted by it shall contain the name, residence and place of business of the person or persons making the Bid and must be signed and sealed by the Bidder with his usual signature and seal.
2. Each page of the Tender documents must be stamped and signed by the person or authorised persons of the Bidder entity who are submitting the Tender in token of his/their having acquainted himself/themselves and accepted the entire tender documents including various conditions of contract. Any Bid with any of the documents not so signed is liable to be rejected at the discretion of The Navadarsha Co-operative Housing Society Limited.

NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS BIDDING DOCUMENT.

3. The Bidder's name stated on the proposal shall be the exact legal name of the firm.
4. Erasures or other changes in the Bid Documents shall be initialized by the person signing the Bid.
5. Bids not conforming to the above requirements of signing may be disqualified.

(D) MODIFICATIONS & WITHDRAWAL OF BID

1. The Bidder shall not be entitled to withdraw or modify the offer and rates quoted by him once the same have been duly submitted.
2. The above shall however not affect any modifications or withdrawals made by the Bidder in pursuance of any clarification issued by The Navadarsha Co-operative Housing Society Limited or any modification or amendment made by The Navadarsha Co-operative Housing Society Limited in respect of the tender documents and the contract terms and obligations to be performed. In such event, the Bidder shall ensure that the revised bid be submitted within the prescribed deadlines or any permitted extensions thereof. Any bid not submitted within such time frames shall be rejected.

(E) EFFECT & VALIDITY OF BID

1. The Bid offer shall be kept valid and shall have the validity period of ninety days from the due date for submission of bid.
2. In case any bidder quotes a lower validity period than that called for above, his offer shall be rejected.
3. The submission of any Bid connected with these documents and specifications shall constitute an agreement that the Bidder shall have no cause of action or claim, against the Company for rejection of his Bid. TNCHSL shall always be at liberty to reject or accept any Bid or Bids at his sole discretion and any action will not be called into question and the Bidder shall have no claim in that regard against the Owner.

(F) OPENING OF BID

1. The Navadarsha Co-operative Housing Society Limited shall open the bid on the scheduled dates of which the Bidder shall take note and the Bidder, either himself or through an authorized representative shall remain present at such opening. In the event any authorised representative of a Bidder is sent to such opening then such person shall be required to carry an authorization letter for the same.
2. It is hereby clarified that the absence of any Bidder or his authorized representative at such opening shall not affect the legality of such opening and The Navadarsha Co-operative Housing Society Limited shall be entitled to continue with such opening of bids even in the absence of the Bidders or any of them, and no claim or objection on this ground shall be entertained.
3. The Bidders and their authorized representatives participating in the opening shall be required to sign the attendance sheet.

(G) EVALUATION & COMPARISON OF BID

1. Upon opening the Bids, The Navadarsha Co-operative Housing Society Limited will examine the Bids to determine whether they are complete, whether any computational errors or any alterations have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the Bids are generally in order.
2. Upon evaluation of the propriety of the bid documents as submitted, the bids shall be evaluated to ascertain whether it meets the eligibility criteria as specified in the tender document.
3. The bids shall be evaluated based on the available documents submitted by the Bidder. In the course of its evaluation, The Navadarsha Co-operative Housing Society Limited shall be entitled to ask for clarifications from the Bidders in respect of the bids submitted by them. Any clarification submitted by a bidder that is not in response to a request by The Navadarsha Co-operative Housing Society Limited shall not be considered. The request for clarification and the response shall be in writing.
4. If a bidder does not provide clarifications of its bid by the date and time set by The Navadarsha Co-operative Housing Society Limited, their bid may be rejected.

(H) RIGHT OF REJECTION OF TENDER

1. The Navadarsha Co-operative Housing Society Limited reserves the right to accept or reject any bid or to cancel the Bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform or afford reasons to the affected bidder or bidders regarding the same.
2. **Any Tender without Tender fee will be treated as non-responsive and shall be rejected at the outset itself.**
3. The Navadarsha Co-operative Housing Society Limited reserves the right to split the scope & quantity to more than one agency amongst the Bidders.
4. The Navadarsha Co-operative Housing Society Limited reserves the right to disqualify any bidder if such bidder quotes any abnormally high or low rates in the bid document/price bid and prohibit such Bidder from future participation in any bid with The Navadarsha Co-operative Housing Society Limited.

3. a) MINIMUM ELIGIBILITY CRITERIA

Secretary – The Navadarsha Co-operative Housing Society Limited India reserves the right to modify or relax the eligibility criteria in case none of the Bidder is able to fulfill the required criteria.

No relaxations will be given as far as statutory requirements are concerned.

The Navadarsha Co-operative Housing Society Limited shall, upon evaluation of the bids submitted, award the contract to the bidder who is found and evaluated to be qualified to perform the contract satisfactorily as per below mentioned criteria:

- (i) Prior experience in executing similar projects
- (ii) Feedback/ Testimonials & Recognition
- (iii) Trade Licence
- (iv) PAN No.
- (v) The Bidder should have the Registered / Branch Office in Kolkata.
- (vi) The Bidder should have sufficient employees on its rolls specifically trained for security services.
- (vii) The security service persons deployed should be physically fit and without any deformity/ disabilities.
- (viii) The security service persons deputed should be well conversant with Android Phone for handling Visitor Management Services.
- (ix) The contractor shall not employ any person of age below 21 years or above 45 years.
- (x) The firm quoting the L1 rate will be selected for providing the tender services.
- (xi) In the event of a tie on Rate, the Bidder with more experience criteria in the similar projects will be selected for providing the tender services.

b) Agreement

1. The successful Bidder shall be intimated of his selection through the Letter of Intent or Letter of Award/ Work Order which shall be sent to him through e-mail, courier, fax or registered mail. Such successful Bidder shall be required to send the acceptance within ten days from the date of receipt of such Letter of Intent or Letter of Award/Work Order as the case may be, failing which the same shall stand cancelled and the next lowest bidder shall be considered.
2. Further, the successful bidder shall pay an amount of 5% of the yearly Contract value towards Performance Security Guarantee.

4. SPECIAL CONDITIONS OF CONTRACT

(A) CONTRACT PERIOD

1. The contract shall be for a period of 1 (one) year from the date of award of the contract ('Contract Period').
2. The Contract Duration can be extended for 1 (one) year depending upon the performance of the agency at same price, terms & conditions.
3. The Navadarsha Co-operative Housing Society Limited may, in its discretion, renew the contract for a further term of one year upon the same rates and the same terms and conditions as applicable to the present contract. Such renewal shall be subject to and based on the evaluation of the performance of the Bidder/Contractor during the Contract Period. However, it is hereby clarified that even if the performance of the works of the Contractor during the contract period are satisfactory, a renewal of the contract shall be made only if The Navadarsha Co-operative Housing Society Limited, in its discretion, deems it fit and agrees to renew the same and The Navadarsha Co-operative Housing Society Limited shall not be under any obligation to state the reasons for its refusal to renew the contract.
4. Without prejudice to the above after expiry of the Contract Period, The Navadarsha Co-operative Housing Society Limited reserves the right to extend the contract from time to time on same terms and conditions without renewing the contract.

(B) CONTRACT PERFORMANCE GUARANTEE

1. The successful Bidder, to whom the work is awarded, shall be required to furnish a Contract Performance Guarantee (CPG) as security for the due performance of the Contractor's obligations and the same shall be 5% of the Annual Contract Value of the work which shall be deposited by way of Demand Draft drawn in the name of 'The Navadarsha Co-operative Housing Society Limited' payable at Kolkata from any nationalized/scheduled bank and the same shall be kept valid for a period of 15 months.
2. The Contract Performance Guarantee without any interest shall be returned to the Contractor after settlement of all dues after completion of contract.
3. In the event the contract is terminated by The Navadarsha Co-operative Housing Society Limited on account of the fault of the Contractor before the completion of the Contract Period, or the Contractor abandons the work and its obligations under the contract during the Contract Period, then the CPG amount shall be forfeited by The Navadarsha Co-operative Housing Society Limited.
4. Any delay in submission of Contract Performance Guarantee will entitle The Navadarsha Co-operative Housing Society Limited to cancel the contract.

(C) CONDITIONS OF ENGAGEMENT OF SECURITY PERSONNEL

1. The Contractor shall deploy such security personnel and manpower as shall be necessary and requisite for performing the obligations of the Contractor under the contract. The Contractor shall deploy manpower suitably qualified and sufficiently numbered for the due and timely execution of the works under the contract. The number of the guards may be decreased or increased as per requirement of The Navadarsha Co-operative Housing Society Limited and instruction from The Navadarsha Co-operative Housing Society Limited.

2. At the time of deploying manpower, the Contractor shall strictly comply all the mentioned conditions as per tender documents with restriction on the age of the workers and shall also ensure that a police verification and security check for all the security personnel engaged at The Navadarsha Co-operative Housing Society Limited is done and their antecedents are verified and necessary documents regarding the same shall be submitted to The Navadarsha Co-operative Housing Society Limited authorized representative/officer-in-charge. Any default in complying with the same or any misrepresentation regarding compliance of the same shall entitle The Navadarsha Co-operative Housing Society Limited to initiate appropriate civil or criminal proceedings regarding the same.
3. **The Contractor shall not employ any person of age below 21 years or above the age of 45 years.** The persons so engaged shall be sound in health capable of performing their work as per instructions and should not be suffering from any physical deformity, illness, infection and disease. The manpower so engaged must be trained for providing security services.
4. The security service persons deputed will be well conversant with Android Phone for handling Visitor Management Services in future.
5. The Contractor shall issue necessary identity cards to its security personnel and shall keep and maintain a complete record of all the personnel who are or who shall be assigned any work at The Navadarsha Co-operative Housing Society Limited in pursuance of this contract. Such record or list of staff or security personnel deployed at The Navadarsha Co-operative Housing Society Limited shall be submitted to The Navadarsha Co-operative Housing Society Limited regularly and any change in the same shall also be immediately updated and intimated to The Navadarsha Co-operative Housing Society Limited.
6. The Contractor shall appoint a supervisor who shall co-ordinate with The Navadarsha Co-operative Housing Society Limited authorized representative for the daily security personnel arrangement. They shall maintain a daily personnel deployment register in which day to day deployment of personnel will be entered. The Contractor in co-ordination with the authorized representative shall ensure the availability of adequate manpower on a daily basis. As per the instruction of authorized representative they have to allot the places/days and execute the same in specified time. At the time of raising the bill, the deployment particulars of the security personnel engaged during each day, shift wise shall be submitted.
7. During performance of the services, one or more personnel may be required to remain present simultaneously at different locations of The Navadarsha Co-operative Housing Society Limited and the Contractor shall mobilise additional resources accordingly.
8. The security personnel provided shall always be the employees of the Contractor.
9. Contractor shall indemnify The Navadarsha Co-operative Housing Society Limited from any liabilities arising out of the employment of the manpower.
10. The Navadarsha Co-operative Housing Society Limited shall have the rights to remove any deployed security personnel from the duty whose conduct is found to be improper and whose presence and participation in the rendering of security services under the contract is considered to be undesirable.
11. All liabilities arising out of accident or death of any security personnel while on duty shall be borne by the Contractor.

12. The Contractor and its staff shall take proper and reasonable precautions to prevent loss, destruction, damage to infrastructure or misuse of the areas of The Navadarsha Co-operative Housing Society Limited.
13. In the event of any loss caused to The Navadarsha Co-operative Housing Society Limited, as a result of any lapse on the part of the Contractor as may be established after an enquiry conducted by The Navadarsha Co-operative Housing Society Limited, such loss will be made good from the amount payable to the Contractor. The decision of Secretary, The Navadarsha Co-operative Housing Society Limited in this regard will be final and binding on the Contractor.
14. The Contractor shall do and perform all such Security services, acts, matters and things connected with the administration and conduct of the arrangements as per the directions enumerated herein and in accordance with such directions, which The Navadarsha Co-operative Housing Society Limited may issue from time to time and which have been mutually agreed upon between the two parties.
15. The security personnel deployed shall at all times compulsorily be dressed in proper uniform procured and provided by the Contractor at its own cost.
16. The personnel deployed by the Contractor shall be smartly dressed in neat and clean uniform having Identity Card containing Photo, Name & Address, Date of Birth, Blood Group failing which it will invite a penalty of Rs.500/- each occasion. The penalty on this account shall be deducted from the Contractor's bills and repeated defaults may lead to cancellation of contract.
17. 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 Navadarsha Co-operative Housing Society Limited shall have the right to remove any person in case the security personnel **not performing the job satisfactorily**. The Contractor shall have to arrange the suitable replacement in all such cases.
18. Any liability arising out of any litigation (including those in consumer courts) due to any act of Contractor's personnel shall be directly borne by the Contractor including lawyer's fees, all expenses/fines. The concerned security agency personnel shall attend the court as and when required.
19. The Contractor shall get guards and supervisors screened for visual, hearing, gross physical defects and contagious diseases and will provide a certificate or a declaration to this effect for each personnel deployed. The Navadarsha Co-operative Housing Society Limited will be at liberty to get anybody re-examined in case of any suspicion. Only physically fit personnel shall be deployed for duty.
20. Security staff engaged by the Contractor shall not take part in any union/ club/ association activities.
21. The Contractor shall bear all the expenses incurred on the following items i.e. provide clean Uniforms, Identity Cards, Lathis / Ballams, Bicycles, Whistles & Torch any other equipment as required to discharge their duty properly to guards posted during night duty and other implements to security staff, stationary **for writing duty charts** and registers at security check points and record keeping as per requirements.
22. The Navadarsha Co-operative Housing Society Limited shall not provide residential accommodation to any of the security personnel/ employee of the Contractor.
23. The Navadarsha Co-operative Housing Society Limited shall not be under any obligation for providing employment to any of the worker of the Contractor after the expiry of the contract. The Navadarsha Co-operative Housing Society Limited does not recognize any employee employer relationship with any of the workers of the Contractor.

(D) FINANCIAL TERMS

1) Payment Terms

- a) The Contractor shall raise the monthly invoice in duplicate after completion of every month within the 3rd day of the next month along with supporting documents as under:
 - i. Proof of payment of statutory dues of previous month.
 - ii. Proof of payment of minimum wages.
- b) Any invoice submitted without the above documents shall be deemed to be incomplete and The Navadarsha Co-operative Housing Society Limited shall not be liable to process and pay the amounts on the invoices so raised.
- c) Upon receipt of the invoice completed as above, The Navadarsha Co-operative Housing Society Limited shall disburse the payment to the Contractor within a period of 15 days from the receipt of such complete invoice.
- d) The Contractor shall pay the monthly wages to the security personnel employed by him and proof of such payment shall be furnished along with the invoice raised.
- e) All the payments to be made to the Contractor by The Navadarsha Co-operative Housing Society Limited shall be made through NEFT/RTGS/DD/Cheque only with applicable TDS in accordance with the Govt. of India/RBI guidelines from time to time.
- f) Administrative Service charge (Application Fee) paid for providing the documents of security contract shall not be raised at any cost during the contract period for any reason, force majeure etc.
- g) Permissible Deductions : All costs, charges, expenses, wages, statutory dues payable by the Contractor under the terms of the contract or as per the applicable laws, in respect of which he makes default payment, shall be the liability of the Contractor.
- h) Other Financial Terms
 - i. The rates shall be final and firm for the entire Contract Period including extension, if any, and shall not be subjected to any escalation whatsoever for the contract period.
 - ii. The Contractor will be required to comply with the labour laws as shall be applicable from time to time with regard to payment of statutory dues and wages
 - iii. The Contractor shall not be entitled to claim any amounts towards escalation cost, idle manpower.
 - iv. The Contractor shall be liable to bear and pay for any expenses or cost that may be required to be incurred on account of any accident caused to any of its security personnel working during the Contract Period.
 - v. The Contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same.
 - vi. The Contractor will be under an obligation to submit a certificate or submit a declaration that he has cleared all the dues of its / his employees.
 - vii. The Contractor shall ensure all payments to its employees.

5. GENERAL CONDITIONS OF CONTRACT

(A) COMPLIANCE OF ALL STATUTORY OBLIGATIONS

- i. All the security personnel employed by the Contractor at The Navadarsha Co-operative Housing Society Limited for executing the contract for security work shall be the employees of the Contractor only. The Contractor alone shall be responsible at his own cost and risk for the due compliance of all the applicable labour laws and other statutory obligations with regard to this contract.
- ii. The Contractor shall duly maintain all records/registers required to be maintained by him under various labour laws mentioned above and shall produce the same before the concerned Statutory Authorities whenever required and called upon to do so.

(B) WORK CERTIFICATION

- i. The work done and executed by the Contractor shall be approved and certified by the authorized personnel of The Navadarsha Co-operative Housing Society Limited in accordance with the terms and conditions of this contract and the rules and norms of The Navadarsha Co-operative Housing Society Limited. The Contractor shall be required to furnish satisfactory personnel deployment report to The Navadarsha Co-operative Housing Society Limited. The submission of report should be on daily basis, the monthly bill payment shall be released based on the certified reports of the works.
- ii. If upon inspection, The Navadarsha Co-operative Housing Society Limited finds that the security personnel were absent on any day and accordingly the services have not been rendered or performed as per the terms and conditions hereof and is not as per expected levels of performance, then The Navadarsha Co-operative Housing Society Limited shall issue a warning to the Contractor providing a defined time limit to rectify any non-performance or inadequate performance, failing which The Navadarsha Co-operative Housing Society Limited shall be entitled to levy penalty as hereinafter provided.
- iii. In case any of Contractor's personnel(s) deployed under the contract is (are) absent without replacement, a penalty equal to Rs.500/- per absent guard on that particular day shall be levied by The Navadarsha Co-operative Housing Society Limited and the same shall be deducted from the Contractor's bills. Repetition of such lapse will make the contract liable to be rejected.
- iv. In case any of Contractor's personnel deployed under the contract fails to report in time and the Contractor is unable to provide suitable substitute in time for the same it will be treated as absence and penalty as mentioned above shall be levied.
- v. In case any complaint is received with regard to the misconduct/ misbehavior of Contractor's personnel, a penalty of Rs.1000/-for each such incident shall be levied and the same shall be deducted from the Contractor's bill. The Security Guard found involved in such incident shall be removed from the duty immediately.

(C) FORCE MAJEURE

The Parties hereto shall be relieved from the performance of the obligations as herein contemplated or from any penal consequences on account of non- performance which is attributable directly to force majeure conditions, which conditions are not in the power, domain or control of the Party affected. The Party seeking protection of such force majeure condition shall be required to send a notice of the existence and continuation of such conditions to the other Party and only thereupon the suspension of obligations shall follow. For this purpose hereof, force majeure conditions shall mean an event beyond the control of the Party and not foreseeable by the Party and shall include events of floods, explosions, riots, wars, hurricane, epidemics, any other Act of God, quarantine restrictions, terrorism, government actions and provided always that such acts result in the impossibility of the further performance of the contract.

(D) INTERPRETATION

In case of any dispute with regard to the interpretation of any of the provisions of this document or to the due performance in accordance with the contract terms, the decision of Secretary, The Navadarsha Co-operative Housing Society Limited will be final and binding.

(E) ASSIGNMENT AND SUB-LETTING/ SUB-CONTRACTING PROHIBITED

The Contractor shall not directly or indirectly assign or sub-let any part of the contract to any other party or agency.

(F) TERMINATION

- (1) The Navadarsha Co-operative Housing Society Limited may terminate the contract if any of the following events occur :-
 - i. Contractor is adjudged as insolvent.
 - ii. Contractor has abandoned the contract i.e. the Contractor fails to perform the obligations under the contract for a period of One month.
 - iii. Any of the licenses, permissions or registrations of the Contractor as required under the applicable laws are discontinued/ cancelled or not renewed in time.
 - iv. Contractor has neglected or failed persistently to observe or perform his obligations under the contract or performs unsatisfactorily.
 - v. The Contractor is found to have acted in breach or violation of any of the safety norms persistently, applicable labour and other laws in relation to the contract and his obligations therein.
 - vi. The Contractor commits a breach of the contractual terms and conditions.
 - vii. In the opinion of The Navadarsha Co-operative Housing Society Limited, it is desirable to discontinue with the performance of the contract with the Contractor.
- (2) The Navadarsha Co-operative Housing Society Limited shall give the Contractor a Seven days' notice period to rectify the breach, failing which the contract shall stand terminated on the last date of the notice period without requiring any further notice from The Navadarsha Co-operative Housing Society Limited in that behalf.

- (3) Upon such termination, the outstanding dues of the Contractor shall be settled subject to the amounts recoverable by The Navadarsha Co-operative Housing Society Limited under the contract from the Contractor.
- (4) The Security Deposit amount shall be forfeited if the contract is terminated by The Navadarsha Co-operative Housing Society Limited on account of the above.

(G) INDEMNITY

The Contractor shall indemnify and keep harmless The Navadarsha Co-operative Housing Society Limited from and against all actions, proceedings, claims, demands, losses, costs, damages and expenses whatsoever which may be brought against or suffered by The Navadarsha Co-operative Housing Society Limited which it may sustain, pay or incur as a result of or in connection with the performance/ purported performance/ non-performance of the contract by the Contractor, including but not limited to, any liability or action occurring on account of any litigation, court or government orders.

(H) AMENDMENT

No amendment or modification or waiver of any provision of these presents, nor consent to any departure from the performance of any obligations contained herein, by any of the Parties hereto, shall in any event be valid and effective unless the same is in writing and signed by the Parties or their duly authorized representative especially empowered in this behalf and the same shall be effective only in respect of the specific instance and for the specific purpose for which it is given.

(I) SETTLEMENT OF DISPUTES

- i. Any disputes or difference between parties arising out of the contract to the extent possible shall be settled amicably between the parties.
- ii. If amicable settlement cannot be reached all the disputed issues shall be resolved by Secretary, The Navadarsha Co-operative Housing Society Limited and his decision shall be final.

(J) GOVERNING LAW & JURISDICTION

This contract shall be governed by the Laws of India and the Courts at Kolkata shall have exclusive jurisdiction to try and settle disputes arising hereunder.

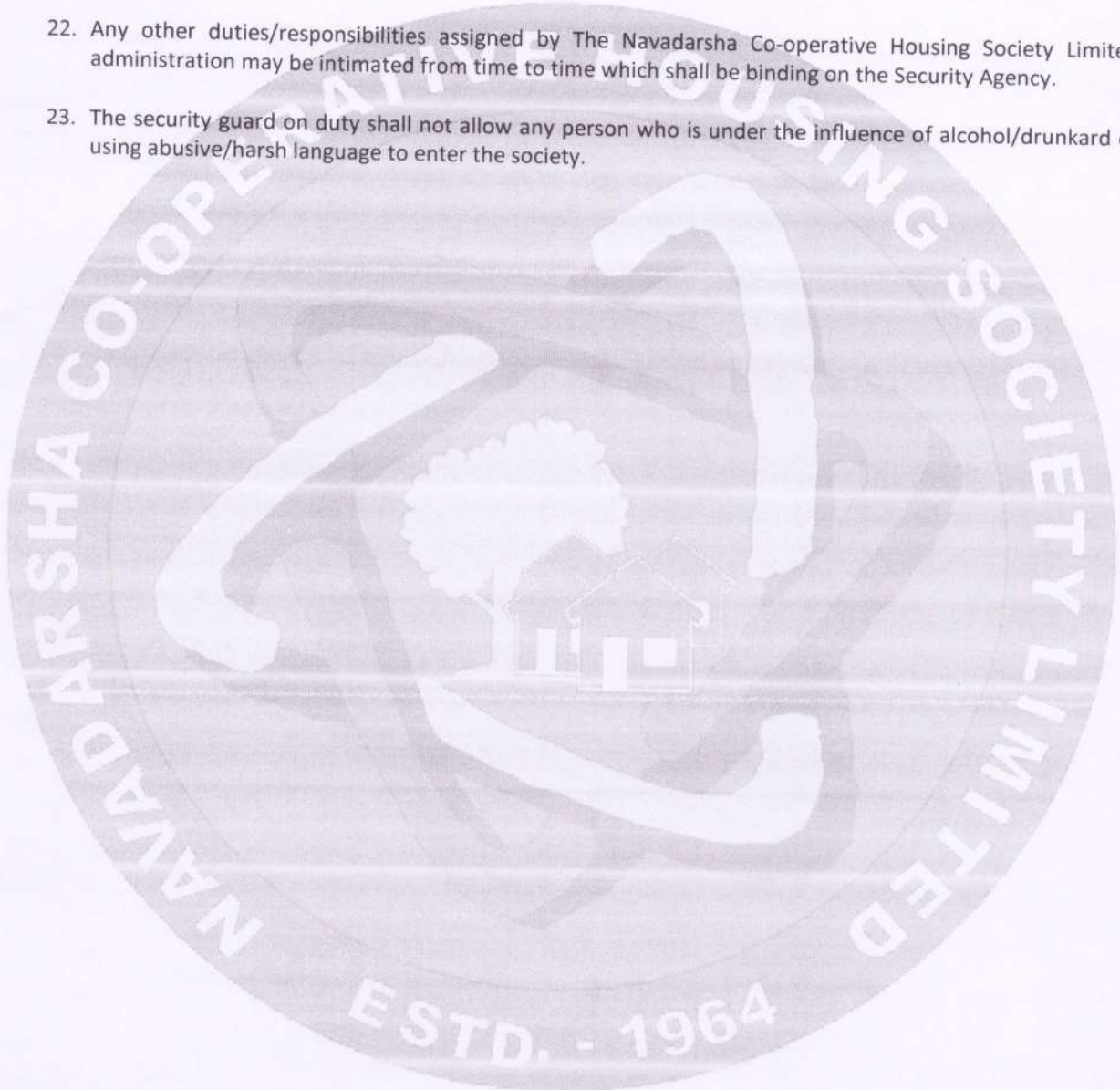
5. SCOPE OF SECURITY SERVICES

The Contractor will have to provide the following security services in the property area during the Contract Period.

1. The Contractor shall ensure protection of the personnel & property of the The Navadarsha Co-operative Housing Society Limited, prevent trespass with/ without arms, perform watch including night patrol on the various points and prevent the entry of stray dogs and cattle and antisocial elements, unauthorized persons and vehicle into the property area.
2. The Contractor shall maintain a separate register for regular security person and Supervisors.

3. During the Contract Period, the Security Personnel engaged by the Contractor shall observe the following rules and regulations and the Contractor shall be responsible to oversee the same:
4. The Contractor will ensure that all the instructions of the administration (The Navadarsha Co-operative Housing Society Limited) issued from time to time are strictly followed and there is no lapse of any kind.
5. No item is allowed to be taken out without proper **Gate Pass** issued by the competent officers authorized by The Navadarsha Co-operative Housing Society Limited/ by the concerned member for taking out of any items from the society. The specimen signatures and telephone numbers of the above stated officers will be obtained by the Security Personnel for their awareness and verification of the Gate Pass.
6. No construction item is allowed to be taken in without proper **Gate Pass** issued by the competent officers authorized by The Navadarsha Co-operative Housing Society Limited for taking in of any items inside the society. The specimen signatures and telephone numbers of the above stated officers will be obtained by the Security Personnel for their awareness and verification of the Gate Pass.
7. Household items will be allowed to be taken in but concerned member to issue (on plain paper) **Item Received Pass** to the delivery person for submission of the same at the Gate post-delivery. E-commerce & food vehicles are exempted from submission of such **Item Received Pass**.
8. Deployment of security persons/ Supervisors will be as per the instructions of the authorities of The Navadarsha Co-operative Housing Society Limited from time to time and the security agency will be responsible for their optimum utilization.
9. The Security Supervisor will also take round of all the important and sensitive points of the society as specified by The Navadarsha Co-operative Housing Society Limited and to check / block the access to the society of loitering / unlawful persons and vagabonds.
10. Security personnel shall also ensure gate keeping duties.
11. The security persons on duty will also take care that no vehicles, scooters / motor cycles / bicycles are parked in front of the society gates to ensure free access of movement for the members of the society.
12. Entry of the stray dogs and stray cattle into the society is to be prevented.
13. The security persons on patrol duty should take care of all the public water taps, installed all over the society. They will switch off all the electric points in the area when not in active use.
14. The security persons shall switch off the electric lights at 5am/ 6am every day and switch on the lights at 5pm/ 6pm. The time will depend considering the season.
15. It should be ensured that flower plants, trees and grassy lawns are not damaged either by the staff or by the outsiders or by stray cattle.
16. The Security persons / Supervisors should be trained to extinguish fire with the help of fire extinguishing cylinders and other fire-fighting material.
17. In emergent situations, security staff / supervisor deployed shall also participate as per their role defined in the disaster plan, if any, of the Security personnel should be sensitized for their role in such situations.
18. The Security Supervisor / security persons are required to display mature behavior, especially towards female visitors, children and elderly.

19. The Security person on duty shall not leave the gate until reliever reports for duty.
20. To keep a strict vigil on suspicious looking persons/ objects and take immediate action as deemed suitable.
21. They are also required to conduct search of vehicles and even body search as per exigency and requirement of The Navadarsha Co-operative Housing Society Limited.
22. Any other duties/responsibilities assigned by The Navadarsha Co-operative Housing Society Limited administration may be intimated from time to time which shall be binding on the Security Agency.
23. The security guard on duty shall not allow any person who is under the influence of alcohol/drun kard or using abusive/harsh language to enter the society.



:: ANNEXURE I ::

TENDER FORM FOR PROVIDING SECURITY SERVICES

- 1) Names, address of firm/Agency/
Company and Telephone No: _____
- 2) Registration No.: _____
- 3) Name, Designation, Address and
Telephone No. of authorized person : _____
- 4) Please specify as to whether Tenderer is
sole proprietor/Partnership firm : _____
- 5) Name, Address and Telephone No.
of Proprietor / Partners / Directors : _____
- 6) Number of PAN Card : _____
- 7) Details of Tender Fee :
 - a) Amount : _____
 - b) Demand Draft / Pay Order No : _____
 - c) Date of issue : _____
 - d) Name of issuing Bank : _____

Date :

(Signature of the bidder)
Authorized Signatory :

Name and Address of the Bidder :

Company Seal :

:: ANNEXURE II ::

(TO BE TYPED ON A LETTER HEAD OF THE SECURITY AGENCY)

UNDERTAKING

**To
Secretary
The Navadarsha Co-operative Housing Society Limited**

Subject: Tender for providing security services

Sir,

- 1) I / We hereby agree to abide by all terms and conditions laid down in tender document.
- 2) This is to certify that I / We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself /ourselves to abide by the said terms and conditions.
- 3) I / We abide by the provisions of Minimum Wages Act and other statutory provisions as applicable from time to time. I / We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.
- 4) As far as possible I / We shall provide security services through Ex-Servicemen Security Guards (if any), Security supervisors etc as per the terms and conditions of the Tender.
- 5) I / We do hereby undertake complete security of the locations assigned by The Navadarsha Co-operative Housing Society Limited including the offices, project sites, event ground(s)/area(s) shall be ensured by our Security Agency, as well as any other assignment considered by The Navadarsha Co-operative Housing Society Limited.

Date :

**(Signature of the bidder)
Authorized Signatory :**

Name and Address of the Bidder :

Company Seal :

:: ANNEXURE III ::

CHECK LIST OF THE DOCUMENTS TO BE SUBMITTED WITH THE TENDER

Sr. No.	Items	Confirm (Y/N)	Page No (if applicable)
1.	Tender Fee		
2.	Tender form with complete technical bid with all pages serially numbered, signed and stamped on each page.		
3.	Declaration by the bidder that he /she has not been blacklisted by any customer.		
4.	Undertaking by the bidder on agencies letter head as described in (Annexure – II)		
5.	Self attested Photo copy of PAN Card.		
6.	Documents in support of contracts fulfilled in last 3 years along with their values in support of the experience and financial credibility. (2023-24, 2024-25 and 2025-26) [Work Orders of similar work to be attached]		

Date :

Place :

Signature of Authorized Person :

Full Name :

Company's Seal :

:: ANNEXURE IV ::

(TO BE TYPED ON A LETTER HEAD OF THE SECURITY AGENCY)

RATE BID

The agency willing to provide security services shall undertake the works quantified in tender.

Sl. No.	Particulars	To be filled and not to be left blank
1	<p>Bid value should be quoted for per person duty per month as specified in the bid.</p> <p>14 persons are to be deployed on job at The Navadarsha Co-operative Housing Society Limited.</p> <p>Note:</p> <p>1. Only one bid value shall be quoted and it shall not be bifurcated in any manner.</p>	<p>per person Expenditure/Month</p> <p>Rupees in Words :</p>

Date :

Place :

(Name and Signature of Tenderer with stamp of the firm):