

To,
M/s. _____

NIT No: SCHSL/Security/SS/2026/60

Dated:26.03.2026

Sub: Notice Inviting Tender (NIT) for providing Round-the-Clock Security Services in the premises of Shelter Co-operative Housing Society Ltd., VIP Road, Kolkata-700052.

Sir/Madam,

Shelter Co-operative Housing Society Ltd. (to be referred as SCHSL), a gated registered housing complex (Certificate of Registration No. 15/CMAH of 2001 dated 23.05.2001) on VIP Road having 19 (G+4) building blocks (consisting of **296 flats**) with two entrance/exit gates & brightly illuminated common areas under surveillance of 52 CCTV cameras, located at 1.5 KM from Netaji Subhas Chandra Bose International Airport, Kolkata, invites sealed Tenders under two bid system i.e **Technical Bid – Part A and Financial Bid- Part B** for the subject job. Interested parties fulfilling eligibility criteria may apply on prescribed Tender Documents Form.

In respect of any Technical clarifications, Shri M N Pal, Convener, Security Committee, (Mob. 9830665941) **OR** Mr. M.Biswas, Director, SCHSL (Mob: 90079 28697) may be contacted with prior appointment.

1. **Annexure I-General Terms & Conditions governing Notice Inviting Tender (Page-3-5);**
2. **Annexure II-Scope of Work (Page-6-10);**
3. **Annexure III- Specific Terms & Conditions of the contract.(Page- 11-14);**
4. **Annexure IV- Proforma for Technical bid along with check list –Part-A (Three Pages) which deals with Technical Bid.The entire Annexure IV to be filled up & submitted in the envelope marked as Part-A (Page 15-17)**
5. **Annexure V- Proforma for Financial Bid-Part-B which deals with Price Bid, to be filled up & submitted in the envelope marked as Part-B.(Page- 18).**

Guidelines for submission of Tender:

Envelope-(I)-Technical Bid (Part-A) be submitted in a separate sealed envelope superscribing "**Technical Bid -Part A**; NIT No. SCHSL/Security/SS/2026/---- dated: 26.03.2026" along with the Earnest Money by way of Demand Draft for an amount of Rs.10,000/- (Rupees Ten Thousand Only) favouring '**Shelter Cooperative Housing Society Ltd.**', payable at Kolkata along with other documents as per Technical Bid.

Envelope-(II)-Financial Bid be submitted in another separate envelope superscribing-"Financial Bid-Part B; NIT No.:SCHSL/Security/SS/2026/---- dated:26.03.2026.



Envelope - (III) Both the above two envelopes further be sealed in Third Master envelope super scribing "Quotations against NIT No. SCHSL/Security/SS/2026/----- dated:26.03.2026:" Due on:16.04.2026.by 14:30 hrs. and be submitted in the Tender box kept with the Shelter Co-operative Housing Society Ltd.'s office at the following address :-

**SHELTER CO-OPERATIVE HOUSING SOCIETY LTD.,
FLAT NO :77CC/02, ANUPAMA HOUSING COMPLEX,
PHASE-II, VIP ROAD, KOLKATA- 700052.**

Last date/time for submission of Tender(s): 14:30 hrs on date-16.04.2026.

Date and Time of Opening of Technical Bid-PartA:15:00 hrs.on date 16.04.2026.

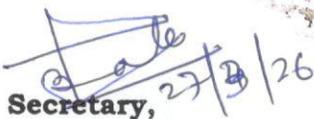
Financial Bids for those of the Tenderers who qualify in the Technical Bid would be opened at the society's office at above address at 17:15 hrs. on 30.04.2026.

Tenderers who wish to be present at the time of opening of Technical Bid may do so.

Tenderers who will download NIT documents from our website www.shelteranupama.org shall deposit Rs.500/-only at society's office at the time of their site visit but prior to submission of their tender due at 14.30 hours on 16.04.2026.

Tenderers who choose to collect NIT documents from the Society's office at above address, may do so by paying Rs. 500/-only in cash between 10.30 AM & 5.00 PM on any working day (including Saturday & Sunday but barring Thursday) from 26.03.2026 to 15.04.2026.

SCHSL reserves the right to reject any tender in part or full or annul the tender processing without assigning any reason thereof.


Secretary,

Shelter Co-operative Housing Society Ltd.

Encl.: Annexures-I, II, III, IV & V

Secretary
Shelter Co-Operative Housing Society Ltd.
Anupama Housing Complex, Phase-II
VIP Road, Kolkata-700 052



Annexure-I

NIT No.: SCHSL/Security/SS/2026/

Dated:26.03.2026

GENERAL TERMS & CONDITIONS

1. 'SCHSL' as used in the Notice Inviting Tender (NIT) document means Shelter Co-operative Housing Society Ltd. located at SHELTER COOPERATIVE HOUSING SOCIETY LTD., 77CC/02, ANUPAMA HOUSING COMPLEX, PHASE-II, VIP ROAD, KOLKATA - 700 052.
2. The "Tenderer" / "Contractor" and/or "Party", as used in the Tender document, shall mean the one who has signed the tender form and submitted the quotation in response to our Notice Inviting Tender.
3. **Title of the job:** Annual contract for providing Round-the-Clock Security Services in the premises of Shelter Co-operative Housing Society Ltd., located at ANUPAMA HOUSING COMPLEX, PHASE-II, VIP ROAD, KOLKATA 700052.
4. **Contract period:** The Contract will be valid for a period of 01 year (One) commencing within 07 days (seven) days from the date of award of the work. The contract may be extended for a further period of 01 year (one) on the same terms & conditions and price as mutually agreed upon.
5. The technical bids will be opened first. In selecting technically suitable parties, the decision of SCHSL will be final and binding. Financial bids of only those tenderers who qualify in the technical bid will be opened.
6. Tenders received after due date and time will not be entertained/considered.
7. Tenders should be filled only in prescribed forms duly signed and stamped and prices be clearly written/ typed both in words and figures without any overwriting. No corrections and/or overwriting in any part of the Tender documents is permissible and the same, if found, shall render the bid liable to be rejected. Incomplete Tender is liable to be rejected.
8. Submission of tender shall be deemed to have been done after careful study and examination of the tender documents with full understanding of its implications.
9. Conditional bids will not be accepted and are liable to be rejected without assigning any reason.
10. It will be imperative for each Tenderer to fully acquaint himself with the local conditions and factors, which may have an effect on the performance of the Contract and/or on the cost.
11. Bids prepared by the tenderer shall contain all requisite information along with self attested supporting documents as per details in Technical Bid-Part A.
12. Tenderers are required to submit price bid that will remain valid for the period of 90 days from the date of opening of Financial Bids i.e. 90 days from 30.04.2026.



13. **Earnest Money Deposit** –Tenderers have to deposit Earnest Money (EMD) of Rs.10,000/- along with their Technical bid. It may be paid either through Bank Draft drawn in favour of ‘Shelter Cooperative Housing Society Ltd.’, payable at Kolkata. No other mode of payment is acceptable.

- a. Earnest Money deposit will not carry any interest.
- b. Earnest Money deposit amount in respect of successful tenderer can be adjusted against Security Deposit.
- c. EMD of the unsuccessful tenderers will be refunded within one month from the date of finalization of the contract.
- d. In case the successful tenderer fails or refuses to accept the contract in full, the Earnest Money deposited by the party will be forfeited.
- e. Tenders received without EMD shall be rejected outright.

14. **Security Deposit:**

- a. The successful Tenderer(s) will be required to deposit Rs. 40,000/ (Forty thousand) towards security deposit. EMD of successful tenderer amounting to Rs. 10000/- will be converted into Security Deposit. The balance amount of security deposit of Rs. 30000/- (Twenty thousand) to be deposited within two weeks from date of the Work Order, by Demand Draft/Banker’s Chèque in favour of ‘Shelter Co-operative Housing Society Ltd.’, payable at Kolkata. Security Deposit will not carry interest.
- b. Security Deposit will be refunded only after successful discharge of all the contractual obligations. Penal amount (if any) towards damage of society’s property shall be recovered from the security deposit amount.
- c. Security Deposit will be forfeited in the event of the contract offered is not being fulfilled by the Contractor.

15. **Tender Eligibility Criteria & Submission Requirements:**

The eligibility criteria are as follows:-

I. Eligibility Requirements:

The Tenderer must possess & submit the following at the time of bidding:-

- a. A valid license under **Private Security Agencies (Regulation) Act, 2005 & West Bengal Private Security Agencies (Regulation) Rules, 2007;**
- b. A Registration under the **Contract Labour (Regulation & Abolition) Act, 1970;**
- c. Registration under the **Employees’ Provident Fund Organisation (EPFO) and Employees’ State Insurance Act, 1948;**
- d. **PAN Card;**
- e. A valid **GST Registration Certificate** (wherever applicable as per rules. If not, justification along with documentary evidence must be submitted);
- f. **Trade Licence**, if applicable.

II. Experience Requirement:

The Tenderer must be a firm, company, or proprietor with at least **three (3) years of experience** in providing security services to **Government organizations/Corporate entities/Private Companies or Housing Societies having minimum 200 flats**. Relevant proof of experience must be submitted as per format of Annexure IV on Page17 of 18 .



Tender should furnish a copy of work order/contract towards execution of similar contract of minimum value of Rs. 6 Lakhs against a single contract/work order failing which tender may be liable for rejection

III. Financial Criteria:

The Tenderer must have a **minimum annual turnover of Rs. 10 lakh** in each of the last three financial years. Supporting documents, such as **balance sheet, profit & loss account duly certified by a Chartered Accountant**, must be provided.

Important Notes:

1. Manpower requirement:

- The tenderer must deploy **3** security guards per shift (of **either 8 hours or of 12 hours**) for providing security services at the premises of SCHSL on round the clock basis (at least two shifts in a day shall be maintained).

2. Document Submission:

- All required documents must be **self-attested** and submitted along with **Technical Bid – Part A**.
- Failure to provide the necessary information and documents will result in the **rejection of the tender**.

3. Verification & Contract Award:

- The award of work is subject to compliance with the eligibility criteria;
- If, at any stage during the tender process or even after the award of the contract, it is found that the Tenderer **did not meet the prescribed eligibility criteria**, the tender will be **rejected** or, if already awarded, the contract will be **terminated**.

4. Communication Details:

- The Tenderer must provide an **official mailing address, telephone number, and fax number** for correspondence with SCHSL;
- Any change in address must be **immediately communicated** to SCHSL.

5. Right to Accept/Reject Bids:

- SCHSL reserves right to seek clarification from any tenderer whenever necessary;
- SCHSL retains the absolute **right to accept or reject any bid, annul the tender process, or reject all bids at any stage**, without incurring any liability or obligation to inform the Tenderers of the reasons for such actions.

- 6.** SCHSL reserves the right to write to the Security Service Providers located in and around Shelter Co-operative Housing Society Ltd, (if deemed necessary), for participation (in case interested) to submit sealed tender against this NIT in our endeavour to get more number of competitive bids.


Secretary,

Shelter Co-operative Housing Society Ltd.

Secretary

Shelter Co-Operative Housing Society Ltd.
Anurama Housing Complex, Phase-II
VTP Road, Kolkata-700 052



Annexure-II

NIT No.: SCHSL/Security/SS/2026/

Dated:26.03.2026

“SCOPE OF WORK”

STANDARD OPERATING PROCEDURE (SOP) & KEY RESPONSIBILITY AREAS (KRAs) FOR SECURITY PERSONNE ARE AS STATED BELOW:-

Instructions:

All security personnel must strictly adhere to instructions issued by their superior officers or by the Director/Office-bearers of Shelter Co-operative Housing Society Ltd. (SCHSL), whether communicated in writing or verbally.

Each shift shall be manned by three (3) security guards. One of three security guards shall act as a Shift-In-Charge. There is no provision of Security Supervisor in this contract. However, Service Provider may deploy Site-In-Charge who shall be on their (i.e. Service Provider's) payroll. Service Provider shall furnish name(s) of the Shift-In-Charge to SCHSL.

1.0 Discipline & Conduct:

Security personnel must maintain discipline and display courteous behavior towards:

- a. Residents/occupants;
- b. Visitors and guests;
- c. General public;
- d. Personnel of other service providers;
- e. Fellow security guards and colleagues.

1.1 Uniform & Grooming:

- a. Security Guard must wear a complete uniform including headgear, while on duty.
- b. Hair should be kept **short, neat and tidy** at all times.

1.2 Work Procedures:

1.2.1 Alertness & Conduct:

- a. Security personnel must remain alert at all times during duty.
- b. Chit-chatting in shops nearby or within the complex premises is strictly prohibited.
- c. Leaning against walls or appearing sleepy while on duty is not allowed.

1.2.2 Duty Responsibilities:

- a. Guards must not leave their posts unless relieved by a replacement.
- b. Sleeping, neglecting duties or failing to report incidents is prohibited.
- c. Any untoward incidents must be reported immediately to Mr.Sunil Ghosh, Office Manager, SCHSL.

1.2.3 Prohibited Activities:

- a. Consumption or influence of alcohol/drugs while on duty is strictly forbidden;
- b. Security guards must not take possession of any unattended items or valuables without authorization;
- c. Carrying video instruments or cameras without prior approval is not allowed.



1.2.4 Behaviour & Discipline:

- a. Security guards must not quarrel, use abusive language or behave inappropriately with residents, visitors or colleagues, except in self-defense;
- b. Cooking food within the security/complex area is not permitted;
- c. Security guards must not linger around their post while off-duty or on leave or after shifts.

1.2.5 Vehicle & Premises Vigilance:

- a. Security personnel must keep a close watch over cars and other vehicles in the parking areas across all building blocks.

1.2.6 Background Check:

- a. All security personnel deployed at Anupama Housing Complex, Phase-II (SCHSL) must have a clean/no criminal record;
- b. Individuals with any criminal background must not be assigned under any circumstances.

1.2.7 Health & Age Requirements:

- a. Security personnel must be physically & mentally fit and shall **not be under 18 years old and shall preferably not above 55 years old** to perform their duties effectively.

1.2.8 Equipments:

- a. Security personnel must be equipped with essential items including a notebook, pen, whistle, baton, ID tag, torch, raincoat and umbrella etc. Torch battery & mosquito repellent shall be on service provider's A/C.

2.0 Log Books:

- a. All security personnel must maintain diaries and record books in good order;
- b. These records must be presented for verification by superiors or by SCHSL's Office-bearers as when required.

2.1 Record-Keeping & Incident Reporting:

2.1.1 Incident Report Book:

- a. Security personnel must document all untoward incidents occurring within the society premises including details of occurrences, actions taken, and follow-up measures thereof;
- b. Records should be maintained systematically by the security personnel and the records are to be treated as private and confidential.



2.1.2 Required Information in Reports:

- a. **Reporter's Details:** Full name, designation and ID number of the reporting individual;
- b. **Incident Details:** Date, time and location of the incident;
- c. **Persons Involved:** Names, identification details, nature of damages, type of incident and any other relevant information.

2.1.3 Visitors' Log Book:

- a. Visitors entering between **9AM and 6PM** must register at **Security Gate No.1** providing their name, designation, mobile number and organization.
- b. **Guests of residents are exempted** from registration.

2.1.4 Contractors' Log Book:

- a. Contractors performing renovation, repairs or maintenance must register and to obtain a **Contractor's pass** from Security Gate No.1;
- b. In respect of all contractors, entry and exit of materials with gate pass issued by the competent authority must be checked and must be recorded in a register;
- c. Contractor's personnel as well as vendors (newspaper, milk, groceries etc.), cooks and maid- servants, **must not enter via Security Gate No. 2;**
- d. Security personnel at Security Gate No. 1 shall ensure that contractor's personnel **must leave the complex premises by 6 PM;**
- e. Vendors, cooks and maid-servants must obtain a **gate pass** by submitting a **passport-size photo, PAN, and Aadhaar card** at the Society's office.

2.2 Shelter's Security Gate No.2

- a. Only **residents (and their vehicles) of Anupama Phase-II & Phase-III and their guests** may use Security Gate No. 2;
- b. **Security Gate No.2 will remain closed from 11:00 PM to 6:00 AM** for security reasons;
- c. Residents of Anupama Phase-III may use Gate No.1 between 11:00PM and 6:00 AM.

3.0 General Emergency Procedures:

(i) Electrical Breakdown/Power Failure

- a. Security personnel at Security Gate No. 1 must immediately contact the electrical maintenance staff & also inform electrical maintenance convener and record **date, time, actions taken, and expected restoration time;**
- b. If caused by switch board malfunctioning, maintenance personnel must be informed urgently;
- c. **After operational hours**, security personnel at Security Gate No. 1 must contact the electrical maintenance convener or designated office-bearers;
- d. **Generator Set at Gate No.2 must be activated** in case of a power outage;
- e. Minor electrical complaints lodged by the residents at Security Gate No. 1 must be referred urgently to electrical maintenance convener.



(ii) Fire Alarm Activation:

- a. Security personnel at Security Gate No.1 must check the fire alarm panel(if installed), **mute the buzzer**, and isolate the affected zone;
- b. Security Guard at Security Gate No. 1 must **inspect the area** to determine if the alarm was falsely triggered;
- c. If a **small fire** is detected, it must be extinguished using **fire extinguishers**;
- d. If the fire **spreads**, security personnel at Security Gate No. 1 must:
 - i) **Contact the Fire Brigade immediately**;
 - ii) **Use the nearest fire hose (if available)** until help arrives;
 - iii) **Simultaneously Inform the Security Convener and the Secretary of the, Society for advice.**

(iii) Lift Breakdown:

- a. Security personnel at Security Gate No. 1 must immediately **assist to rescue trapped individual(s)** and contact the lift maintenance staff;
- b. If the breakdown occurs **after operational hours**, the lift maintenance convener must be informed;
- c. **Lift complaints** logged at Security Gate No.1 must be addressed promptly.

(iv) Flooding:

- a. Security personnel must **report pipe bursts (if any)** to the maintenance staff & Society Office-bearers;
- b. Immediately **shut-off of the nearest supply valve** must be coordinated.

(v) Accidents/Injuries:

- a. Security personnel must provide **first aid** for minor injuries;
- b. In severe cases, the **SCHSL's Secretary must be informed for his advice in respect of medical assistance.**

(vi) Suspicious Persons:

- a. Security personnel must attempt to **disperse unruly individuals**;
- b. If necessary, the **Society's Secretary should be contacted for his advice for police intervention.**

(vii) CCTV Surveillance:

- a. Security personnel must **systematically monitor CCTV cameras** at all entry points and installed in the common areas;
- b. Any breakage/damage occurred to the CCTV Camera(s) must be reported to the **Security Convener** for immediate action.

(viii) Lighting System:

- a. Security personnel must report any short fall in illumination in the common areas;
- b. Any lighting malfunctioning be reported to Security Convener for prompt action.

(ix) Visitor Management System:

- a. Security personnel at Security Gate No.1 shall operate the **visitor management system** on its implementation.



(x) **Security Personnel Deployment & Patrolling Schedule:**

Security personnel shall be stationed at the security posts as mentioned herein below

(Number of Security guard to be deployed per shift **either** of 12 hours **or** of 8 hours: **Three**):-

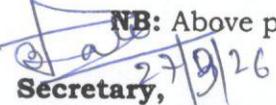
(x.1) **During day time (8 AM to 8 PM):**

- **At Security Gate No. 1** - Security guard of this post besides his duties as stated at Item No.2.1.3, 2.1.4 & 3.0 shall also **a)** patrol internal roads adjacent to AA building blocks including its back side common area and back & front side roads of 73CC & 72CC buildings **b)** keep a close watch over cars & other vehicles in parking areas of 1AA, 2AA, 72CC & 73CC buildings **c)** shall systematically monitor nearby CCTV cameras & lights installed in common areas and report in case of any malfunctioning;
- **At Security Gate No. 2** - Security guard of this post shall also patrol **a)** internal road adjacent to 80CC & 81CC building blocks including its backside common area **b)** internal road leading to the Mandir & **c)** internal roads adjacent to 62CC to 64CC building blocks **d)** transformer room/area close to 62CC, 81CC building blocks & transformer room/area at intersection of Anupama Phase-II & Anupama Phase-III **e)** keep a close watch over cars and other vehicles in the parking areas of 80CC, 81CC, 62CC to 64CC & 78CC to 79CC building blocks **f)** shall systematically monitor nearby CCTV cameras & lights installed in common areas and report in case of any malfunctioning;
- **At Near Building Block No. 77CC** - Security guard of this post shall also patrol all internal roads adjacent to **a)** 65CC to 67CC building blocks, **b)** internal roads adjacent 70CC, play ground & 71CC building blocks & **c)** internal roads adjacent 74CC & 75CC building blocks including its front garden area & nearby transformer room/area **d)** keep a close watch over cars and other vehicles in the parking areas of 65CC to 67CC, 70 & 77CC & 74CC to 75CC building blocks **e)** shall monitor nearby CCTV cameras & lights installed in common areas and report in case of any malfunctioning.

(x.2) **During night time (8 PM to 8 AM of succeeding day):**

- **At Security Gate No. 1** - Security guard of this post besides his duties as stated at Item No.2.1.3, 2.1.4 & 3.0 shall also **a)** patrol internal roads adjacent to AA building blocks including its back side common area and back & front side roads of 73CC & 72CC buildings **b)** keep a close watch over cars & other vehicles in parking areas of 1AA, 2AA, 72CC & 73CC buildings **c)** shall systematically monitor nearby CCTV cameras & lights installed in common areas and report in case of any malfunctioning;
- **At Security Gate No. 2** - Security guard of this post shall also patrol **a)** internal road adjacent to 80CC & 81CC building blocks including its backside common area **b)** internal road leading to the Mandir & **c)** internal roads adjacent to 62CC to 64CC building blocks **d)** transformer room/area close to 62CC, 81CC building blocks & transformer room/area at intersection of Anupama Phase-II & Anupama Phase-III **e)** keep a close watch over cars and other vehicles in the parking areas of 80CC, 81CC, 62CC to 64CC & 78CC to 79CC building blocks **f)** shall systematically monitor nearby CCTV cameras & lights installed in common areas and report in case of any malfunctioning;
- **At Near Building Block No. 77CC** - Security guard of this post shall also patrol all internal roads adjacent to **a)** 65CC to 67CC building blocks, **b)** internal roads adjacent 70CC, play ground & 71CC building blocks & **c)** internal roads adjacent 74CC & 75CC building blocks including its front garden area & nearby transformer room/area **d)** keep a close watch over cars and other vehicles in the parking areas of 65CC to 67CC, 70 & 77CC & 74CC to 75CC building blocks **e)** shall monitor nearby CCTV cameras & lights installed in common areas and report in case of any malfunctioning.

NB: Above patrolling schedule shall remain unaltered for 8 hours shift duty (in a day).


Secretary,
Shelter Co-operative Housing Society Ltd.

Secretary
Shelter Co-Operative Housing Society Ltd.
Anupama Housing Complex, Phase-II
VTP Road, Kolkata-700 052



Annexure-III

NIT No.:SCHSL/Security/SS/2026/

Dated:16.03.2026

SPECIFIC TERMS AND CONDITIONS

- 1. Terms of Performance:**
 - I. Service Standards:** The service must be reasonably **prompt, punctual, efficient, safe, courteous and of high quality.**
 - II. Work Quality & Timeliness:** All tasks must be completed within the stipulated time frame, ensuring quality.
 - III. Manpower Deployment:** The successful Tenderer must deploy sufficient number of trained personnel. Their Supervisor/Site In-Charge must report to SCHSL's appointed authority in respect of security services;
 - IV. Scope of Work:** The Tenderer must ensure that all tasks outlined in the Scope of Work are duly complied with **to SCHSL's satisfaction** within the given time frame;
 - V. Supervision & Performance:** The Tenderer is responsible for supervising its personnel and ensuring quality work. In case of complaints, SCHSL may request for **replacement of personnel** or deny their entry;
 - VI. Monitoring & Supervision:** The Tenderer must assign competent **Supervisor/Site In-charge** to oversee daily work;
 - VII. Work place Exit Procedure:** Before leaving premises, the Site In-charge must **notify the designated SCHSL official** and obtain permission;
 - VIII. Age Restrictions:** No personnel under the age of **18 years and or preferably above 55 years shall be deployed.**
 - IX. Personnel Welfare:**The Tenderer is solely responsible for **conveyance, and other amenities** for its personnel, with no financial obligation on SCHSL;
 - X. Liability for Personnel Actions:** The Tenderer is fully accountable for its personnel's actions, including any legal violations, damages, or losses incurred to SCHSL or third parties. Any such damages must be **compensated by the Tenderer.**
 - XI. Insurance Coverage:** The Tenderer must cover **risks associated with the Personnel's actions** through appropriate insurance policies;
 - XII. Alternative Arrangements:** If any assigned personnel fail to report for duty, the Tenderer must arrange for **immediate replacements** without delay;
 - XIII. Sub-contracting Prohibition:** The Tenderer **cannot subcontract** any part of the contract without prior approval from SCHSL. Unauthorized subcontracting may lead to **immediate contract termination**;
 - XIV. Handling of Found Items:** Any items found on the premises that belong to SCHSL or its employees, or its residents, must be **immediately returned** to the concerned employee/resident with proper acknowledgment;
 - XV. Additional Security Measures:** SCHSL reserves the right to introduce **additional security measures** during the contracted period;
 - XVI. Procurement of Materials:** The Tenderer is responsible for obtaining **all necessary materials** for executing security duties, at no additional cost to SCHSL.
 - XVII. Health Requirements:** Personnel engaged must not have any **contagious or long-term diseases** such as Tuberculosis, Leprosy, or HIV.



2. Compliance:

The Tenderer shall indemnify SCHSL against any legal consequence arising from non-compliance with the laws of the land. We, being the principal employer, shall not be responsible for non-compliance of any law by the service provider.

2.1 Timely Wage Disbursement:

Wages for the previous month must be disbursed by the **7th of the following month**. Wages must be in compliance with minimum wage applicable to the category of personnel. Proof of wages, ESI & PF deductions must be maintained for SCHSL's verification.

2.2 Employment Status:

- The personnel deployed under this contract shall **not be considered as SCHSL employees** under any circumstances;
- The Tenderer is fully responsible for the **behavior, discipline and actions** of its personnel, including any incidents of **theft, dishonesty, or misconduct**.

3. Safety and Security:

I. Compliance with Safety Regulations:

- The Tenderer must ensure **strict adherence** to all safety and security regulations of SCHSL and other regulatory bodies;

II. Liability Disclaimer:

- SCHSL will **not be held liable** for any incidents, accidents or violations of government rules and regulations by the Tenderer or by its personnel.

III. Personnel Documentation:

- The Tenderer must provide SCHSL with the **name, staff number, designation, contact details and two passport-sized photographs** of each deployed security personnel;
- Any personnel changes must be communicated in **writing within a week** to the designated SCHSL official.

4. Other Terms & Conditions:

I. Quotation Submission:

- Rates must be submitted **as per Annexure-V** of this NIT document, with a lump sum quote for monthly security services.

II. Scope of Work:

- The quoted rates must cover the **entire security service package** as per Annexure-II, without adjustments for any additional activities.

III. Fixed Rate for Contract Duration:

- The agreed rate(s) shall remain firm throughout the entire contract period.

IV. Rate Inclusions:

- The quoted rates must cover:
 - **Labour charges,**
 - **Material costs,**
 - **All applicable statutory taxes,**
 - **Transportation and incidental charges,**
 - **Uniforms, meals and conveyance expenses,**
 - **Medical expenses.**



V. Rate Validity & Adjustments:

- The rates shall remain **firm** for the entire contract period including extensions, if any;
- No rate enhancement will be entertained under any circumstances;
- Any revision in GST rate imposed during the contract period will be borne by SCHSL, subject to submission of proof by the Tenderer.

5. Billing & Payment Terms:

- **Work Documentation:**
 - The Tenderer must maintain a **Log Book**, recording daily activities at each SCHSL location for SCHSL's verification;
 - The Log Book must be **signed and stamped** by the authorized SCHSL official for verification.
- **Billing & Payment Process:**
 - SCHSL will process **undisputed bills** within **10 days** of submission via account payee cheque.
 - No **advance payments** shall be made under any circumstances.
- **Tax Deductions:**
 - **Income Tax** deductions at source will be made as per prevailing government regulations.
- **Conditional Payment:**
 - Payments shall be made for **actual services rendered**, subject to applicable deductions and penalties (if any);
 - Payment to the contractor would be made based on **actual** deployment of security guards at SCHSL.

5.1 Penalty for shortfall in Service: In case of shortfall in deployment of security guard in any shift(s), then penalty shall be imposed @5% of daily wage of security guard(s). This penalty shall be besides the conditional payment as mentioned at Item No. 5 as above.

6. Remedial Action & Cost Recovery:

- If the Tenderer **fails to rectify** the identified issues within a reasonable time, as instructed by SCHSL's authorized representative, SCHSL reserves the right to:
 - **Undertake the corrective work itself** or assign it to another agency;
 - **Recover the costs** incurred from the pending or future payments of the Tenderer or Forfeit the Security Deposit if no outstanding payment is available for adjustment.

7. Indemnification Clause:

A. Liability for Injuries & Disputes:

- SCHSL shall **not be liable** for any injuries sustained by the Tenderer's personnel while performing their duties;
- Any dispute or compensation claims arising between the Tenderer and its personnel shall be **sole responsibility** of the Tenderer;
- Any expenses incurred by SCHSL due to issues arising from the conduct of the Tenderer's personnel shall be **recovered from the Security Deposit or from pending bills** of the Tenderer.

8. Award of Contract, Acceptance, Commencement & Validity:

a) Commencement of Services:

The successful tenderer must initiate services within seven (07) days from the date of contract acceptance after completing all formalities.



b) Contract Duration & Extension:

- o The contract shall be **valid for one (1) year** from the commencement date;
- o SCHSL reserves the right to **extend the contract for an additional one (1) year** under the same terms, conditions, and rates, based on the **satisfactory performance** of the tenderer.

9. Extension and Termination of Agreement:

a) Non-Compliance & Termination by SCHSL:

- o If the successful tenderer **fails to adhere to any contractual terms**, they will be required to provide an explanation and rectify deficiencies within a **reasonable period** as advised by SCHSL;
- o If SCHSL finds the response unsatisfactory or the remedial action inadequate, **SCHSL may terminate the contract with 30 days' notice** and **forfeit the security deposit**.

b) Termination by the Tenderer :

- o The successful tenderer **may terminate the contract** under **unavoidable circumstances** by providing **90-days written notice** with justifiable reasons;
- o **Incorrectly quoted rates or financial losses** will **not** be accepted as valid reasons for contract termination;
- o A tenderer terminating the contract on these grounds will be barred from participating in next SCHSL tender for a similar job.

c) Termination by SCHSL for Operational Reasons:

SCHSL reserves the right to **terminate the contract with 90 days' notice** if deemed necessary for operational reasons.

d) Handover Upon Termination:

- o On contract termination, the tenderer must **return all relevant documents**, equipment, furniture, fixtures and any other items issued by SCHSL;
- o The tenderer must **settle all outstanding financial obligations** with complete accounting records.

e) Additional Conditions:

SCHSL reserves the right to **introduce additional conditions** during the contract period to maintain the **safety and security** of its premises.

10. Interpretation :

In case of any dispute regarding the interpretation of contract terms or NIT documents, the **clarification provided by SCHSL shall be final and binding**.

11. Arbitration Clause:

Any disputes or differences arising out of the contract shall be **settled through arbitration** in accordance with the **rules of arbitration**; Arbitrator shall be nominated by SCHSL. The **decision of the arbitrator** shall be **final and binding** on both the parties.

12. Jurisdiction:

Any legal disputes or claims related to this contract shall fall under the **territorial jurisdiction of the courts in Kolkata**.


Secretary,
Shelter Co-operative Housing Society Ltd.

Secretary
Shelter Co-Operative Housing Society Ltd,
Anupama Housing Complex, Phase-II
VTP Road, Kolkata-700 052



Annexure-IV

NIT No.: SCHSL/Security/SS/2026/

Dated: 26.03.2026

Tenderers are to submit this form duly completed & signed in a sealed envelope superscribing "Technical Bid-Part A":

Technical Bid Form-Part A

1	Name of Contract	Annual Contract for providing round the clock security services in the premises of SCHSL
2	Name of the Company/Establishment/Tenderer	
3.	Nature of company (whether Proprietorship Firm/Partnership Firm/Limited Company/Any Other (Specify)(Encl. Proof)	
3a.	In case of Partnership/Company Please provide the names of the Partners/ Directors with full Address/Telephone Nos.	
4.	Full Address of Registered Office	
4a.	Telephone No./ Mobile No./Fax No.	
4b.	Email Address	
4c.	Name of the Contact Person	
5	List of Bidder's Office all over the Country (if any)	
5a.	Full Address of other Bidder's Office	
5b.	Telephone No./Mobile No./Fax No.	
5c.	Email Address	
5d.	Name of the Contact Person	

6	Particulars of Registration-Issued in the name of the tenderer	Yes/No	If Yes, give following details:		
			Number	Date of issue	Valid up to
6a	ESI Registration (if applicable) with No.& details				
6b	PAN No. with details				
6c	GST Registration No. with details				
6d	Current Trade License Registration issued from Corporation/ Municipality with details				
6e	Registration with Labour Commissioner (if any)				
6f	Registration with other Agencies (if any)				

7	Nature and Scope of Business	
8	List of clients presently served	
9	Tenderer should visit site of SCHSL which is a gated complex on VIP service road having 19 (G+4) building blocks with brightly illuminated common areas & under surveillance of 52 Nos.CCTV cameras located at strategic points.	Yes/No If Yes, gives details of visit
9A	Tenderer should confirm No. of Security Guards to be deployed	



Sl No	Particulars	Yes/No	If yes, give details	
			Issue date	Valid up to
10	Experience in similar type of contract in last three years			
10 a	Provide proof of handling similar contract in last 3 years along with Technical Bid Part A			
10 b	Total number of personnel deployed during the last 3 years with relevant documentary evidence		1 st Year: _____, 2 nd Year: _____, 3 rd Year: _____	
11	Annual Turnover for the last two Financial Years (In Rs. Lakhs)		In FY: 2023-2024 In FY: 2024-2025	
12	Enclose Self attested copy(s) of IT return for the Financial Year 2022-23 & for FY 2023-24		2023-24: YES/NO 2024-25: YES/NO	
13	Ernest Money Deposit Details:		Demand Draft/ Banker's Cheque No.: & Date Indicate the Amount in Rs./-& Name of Bank and Branch	
14	Has any Director/ Partner/ Proprietor been convicted any time by court of Law?	YES/NO	if Yes, give details to SCHSL	
15	Whether any director/employee on your payroll belongs to SCHSL ? (if yes, give details)	YES/NO	if yes, give details to SCHSL	
16	Whether Tenderer will shift security guard(s) deployed at SCHSL within 6 to 8 months since no security will be allowed to be deployed at SCHSL for more than 8 months at a stretch.	Yes/No	if yes, give details to SCHSL	
17	Whether security guards deployed at SCHSL need to be rotated amongst the posts as mentioned at Item No. 3(x) of Annexure II of this NIT documents - Tenderer is to confirm.	Yes/No	if yes, give details to SCHSL	
18	Whether Tenderer shall deploy alternative security guard at SCHSL when any guard proceeds on leave	Yes/No	if yes, confirm as to how soon alternative deployment be made	
19	Security guard(s) will not be permitted to remain on duty at SCHSL beyond 12 hours at a stretch .	Yes/No	If yes, confirm your plan of action	
20	Tenderer is to confirm time frame to deploy alternative security guard in case any security guard is benched.	Yes/No	Tenderer is to give details	
21	Tenderer is to confirm their MSME registration details (if any).	Yes/No	If yes, confirm details	
22	Tenderers to confirm duty hours of security guard per shift in a day			



Details of relevant supporting document(s)/contract(s) etc shall be furnished as per table below to justify experience in handling / holding similar contract in Government/Corporate organizations /other reputed housing society during the last 3 (three) years (A separate sheet may be enclosed for these details together with a copy of relevant supporting document(s)/contract(s) duly self attested).

Sl No	Name/Type of relevant supporting document(s)/ Contract(s) etc.	Name & Address of the issuing Agency/ Government Department/ Organisation/Housing Society	Validity of the relevant supporting document(s)/ Contract(s) (From.....to.....)	Annual value of the Contract (In Rs Lakhs)
I				
II				
III				

Any other information which Tenderer may like to furnish (separate sheet may be enclosed if required.)

NB: Tenderer should read meticulously Clause No. 15 of Annexure I appearing on pages 4 & 5 of this NIT while filling up the Annexure IV as above.

Date: _____

Signature: _____

Place: _____

Name & Designation: _____

Company Name of the Tenderer with Seal: _____



Annexure-V

NIT No.:SCHSL/Security/SS/2026/

Dated: 26.03.2026

Tenderers are to submit this form duly completed & signed in a sealed envelope superscribing "Financial Bid-Part B":

Financial Bid Form-Part B:

Sl. No	Name of the Contract	Annual Contract for providing round the clock security services in the premises of Shelter Cooperative Housing Society Ltd (SCHSL).	
1	Name of the Company/ Tenderer		
2	Address		
3	Telephone No./Mobile No./ E-Mail No		
4	Name of the Contact Person		
5	Financial Bid to be submitted by the Tenderers	Tenders to read carefully Clause 15 (1) of Annexure I AND Annexure II of the NIT.	
6	Tenderer (before quoting) should visit site of SCHSL which is a gated housing complex on VIP service road having 19 (G+4) building blocks with brightly illuminated common areas & under surveillance of 52 Nos. CCTV Cameras located at strategic points.	Yes/No	If yes, give details of your visit

IA. Financial offer for providing Security Services in the premises of SCHSL (On 12 Hours Shift basis in a day):-

Sl No	Particulars	In No/ %	Rate in Figure (in Rs)	Rate in Words (in Rs.)
I.	Wages (including all allowances) per Security Guard per Month (A)		(In Rs-Fig.)	(In Rs-words)
II	Number of Security Guards to be deployed per month (B=(3*2*30))	3 per Shift		
III	Total Monthly Wages for the No. of Guards to be deployed A*B=C		(In Rs-Fig.)	(In Rs-words)
IV	Monthly Administrative Charge including profit margin=D	(In %)	(In Rs-Fig.)	(In Rs-words)
V	Monthly Sub-total including Administrative Charge=E=C+D		(In Rs.-Fig)	(In Rs-words)
VI	GST (as applicable In % and In Rs.) =F	(In %)	(In Rs.-Fig)	(In Rs-words)
VII	Monthly Total Cost for Security Services=E+F=G		(In Rs-Fig.)	(In Rs-words)
VIII	Total Yearly Cost for Security Services=G*12=H		(In Rs-Fig.)	(In Rs-words)

NB: Minimum wages per Security Guard per month may be considered as Rs.11,250/- only

OR

IB. Financial offer for providing Security Services in the premises of SCHSL (On 8 Hours Shift basis in a day):-

Sl No	Particulars	In No/ %	Rate in Figure (in Rs)	Rate in Words (in Rs.)
a	Basic wage per Security Guard per Month (A)		(In Rs-Fig.)	(In Rs-words)
c	Number of Security Guards to be deployed per month (B=(3*3*30))	3 per Shift		
d	Total Monthly Wages for the No. of Guards to be deployed A*B=C		(In Rs-Fig.)	(In Rs-words)
e	Monthly Administrative Charge including profit margin=D	(In %)	(In Rs-Fig.)	(In Rs-words)
f	Monthly Sub-total including Administrative Charge=E=C+D		(In Rs.-Fig)	(In Rs-words)
g	GST (as applicable In % and In Rs.) =F	(In %)	(In Rs.-Fig)	(In Rs-words)
h	Monthly Total Cost for Security Services=E+F=G		(In Rs-Fig.)	(In Rs-words)
i	Total Yearly Cost for Security Services=G*12=H		(In Rs-Fig.)	(In Rs-words)

NB: Minimum Basic Wage per Security Guard per month may be considered as Rs.7,500/- only

Tenders should Quote Either for IA Or for IB as above.

NB: LI (lowest quote) will be decided on the basis of Total Yearly Cost quoted by the Tenderers for IA Orfor IB as above.

Date: _____ ; Place: _____
 Signature: _____
 Name: _____
 Designation: _____
 Company Name of the Tenderer with Seal: _____

