



THE WEST BENGAL STATE HANDLOOM WEAVERS' CO-OPERATIVE SOCIETY LIMITED (TANTUJA)

REQUEST FOR QUOTATION (RFQ)

FOR

SELECTION OF HR AGENCY FOR SUPPLY AND DEPLOYMENT OF SECURITY PERSONNEL/GUARDS INCLUDING SUPERVISORS AT THE OFFICES/GODOWNS/SHOWROOM OF TANTUJA AND ITS VERTICAL.

Address for communication

Managing Director, Tantuja
Office of The West Bengal State Handloom Weavers' Co-Operative Society Ltd.
Tantuja Bhavan, No. 18/4, Block - DD, Sector - 1, Salt Lake City Kolkata – 700064
E-Mail: Tantujaarees@gmail.com

E-Mail: tantujasarees@gmail.com

NOTICE INVITING e-TENDER

e-NIT No: WBTANTUJA/BNA/MD/07(e)/2026-27

The Managing Director, The West Bengal State Handloom Weavers' Co-operative Society Ltd. (Tantuja) invites online bids in two-cover system, namely **Technical Bid** and **Financial Bid**, from eligible Agency for **supply and deployment of Security Personnel /Guards including Supervisors** at the Offices/Godowns/showroom of Tantuja and Its Vertical.

The RFQ shall be published in the e-procurement portal of Govt. of West Bengal (<https://wbtenders.gov.in/nicgep/app>) and can be downloaded from the above portal from **12/08/2026 11 am onwards**.

Terms and conditions, timelines etc. for participating in the e-tender have been provided in the RFQ document.

Last date for submission of the online bid is **03/09/2026 upto 3 pm**. Any further communications, amendments etc. regarding the RFQ shall be available in the above e-procurement portal.

Tantuja reserves the right to (i) reject any or all bids without assigning any reasons whatsoever, (ii) reschedule/postpone the bid date(s) due to any unforeseen circumstances at any stage of the bid process, and/or (iii) cancel or annul the entire Tender process without assigning any reasons whatsoever.

Any queries or requests for additional information concerning the RFQ may be discussed during the pre-bid meeting.


Managing Director, Tantuja

1. IMPORTANT DATES AND SCHEDULE:

Sl. No.	Particulars	Date & Time
1	Date of uploading (Publishing) of N.I.T. Documents (Online)	12.08.2026 at 11am
2	Documents download start date (Online)	12.08.2026 at 11am
3	Bid proposal submission start date (Online)	12.08.2026 at 11am
4	Pre-bid Meeting (Zoom Meet)	Date: 21.08.2026 at 3pm Meeting ID: 847 3935 8114 Passcode: 098201
5	Bid proposal Submission end date (Online)	03.09.2026 at 3pm
6	Bid opening date for Technical Bid (Online)	03.09.2026 at 4pm
7	Bid opening date for Financial Bid (Online)	To be notified once technical evaluation is completed.
8	Place for opening of Financial Bid (Online)	Office of the Managing Director, Tantuja, Tantuja Bhavan, Sector - I, Salt Lake City, Kolkata – 700 064.

2. The bidder will have to pay **Rs. 1,00,000/- (One lakh)** only as EMD. The Bidders have to select particular tender and arrange payment of the required **EMD** for each as per MemoNo.3975-F(Y) dated: 28.07.2016 by selecting from either of the following payment modes:

2.1. Net banking (any of the banks listed in the ICICI Bank Payment Gateway) in case of payment through ICICI Bank Payment Gate way. On selection of net banking as the payment mode, the bidder will be redirected to the webpage of ICICI Bank Payment Gateway (along with a string containing Unique ID) from which the Bank through which the transaction is intended will have to be selected. The bidder will then receive a confirmation message confirming success of the transaction. If the transaction is successful, the amount paid by the bidder will get credited in the respective pooling account of the State Government maintained at the R N Mukherjee Road Branch of ICICI Bank at Kolkata towards collection of EMD. If the transaction fails, the bidder will have to try for payment again by going back to the first step.

2.2. RTGS/NEFT- In case of offline payment through bank account in any bank: On selection of RTGS/NEFT as the payment mode, the procurement portal will show a pre-filled Challan and the details required to process RTGS/NEFT transaction. The bidder will have to print the Challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account. Once payment is made, the bidder will have to come back to the e-procurement portal after expiry of a reasonable time(T+2days) to enable the NEFT/RTGS process to complete, in order to confirm the payment and continue the bidding process. If the transaction is successful, the amount paid by the bidder will get credited in the R N Mukherjee Road Branch of ICICI Bank at Kolkata towards collection of EMD. If the payment verifications unsuccessful, the amount will be returned to the bidder's account. The bidder will have to try again for payment by going back to the first step.

2.3. For RTGS/NEFT, the bidders are requested to process the uploading of the bid document well in advance, and sufficiently prior to closing of the bid of the particular group to avoid the risk of transaction failure.

2.4. Refund of EMD: After declaration of Award of Contract (AOC) through the e-procurement portal, the EMD will be automatically refunded to the unsuccessful bidder(s) in the same route to the account from where the transaction was processed within a reasonable time.

2.5. Forfeiture of EMD: If any bidder fails to perform the work at quoted/accepted rate at quantity claimed/accepted or violates any other condition of the contract, their EMD may be forfeited.

1. Pre-Bid Meeting & Clarifications:

- (a) Online Pre-Bid meeting will be held as per schedule mentioned in the above table for clarification of queries

raised by the Bidders and responses to Pre-Bid Queries and Issue of Corrigendum. **Attend Pre-Bid Meeting is mandatory for all participating bidders. If any bidder fails to participate in the Pre-Bid Meeting, then the bid of the said participant shall be rejected.**

- (b) The Authority will endeavor to provide timely response to all queries. However, the Authority reserves the right not to respond to any query or provide any clarification, in its sole discretion, and nothing in this sub-clause shall be taken or read as compelling or requiring the Authority to respond to any query or to provide any clarification.

3. ELIGIBILITY CRITERIA:

- (a) The bidder should have experience in supplying and deploying Security Personnel/Guards in adequate numbers under a single contract of a similar nature during the last **five (5) years** from the date of publication of this RFQ. Such experience must be with any Government Department/Semi-Government Organization/Public Sector Undertaking (PSU)/Autonomous Body, or any other similar institution.
- (b) The bidder must not have any litigation, criminal proceedings, or court cases pending against them in relation to their business of providing Security Personnel/Guards to any office or institution under the Government of West Bengal and in this respect an Affidavit in **NJ Stamp paper (Rs. 10/-)** shall be submitted by the bidders.
- (c) Agency would have to be either registered as a Company or as a Partnership Firm (including Limited Liability Partnership) under the Companies Act as amended from time to time, or the Partnership Act as the case may be. (Consortium of Companies Not Permitted). **The MOA/Partnership Deed must be submitted.**
- (d) The Bidder should have minimum average annual turnover of **Rs. 3 Cr (Rs. Three crore)** in last three financial year ending with 31st March, 2025 (**CA Certified**).
- (e) Agency would have to be registered with Service tax authorities, Employees Provident Fund, Employees State Insurance Corporation as per Labour Acts.
- (f) Agency should have been operating profitably at **least three years** during the last five (5) financial years (2020-21 to 2025-26). (Profitability of any parent, subsidiary associated or other related entity will not be considered.)
- (g) Bidder must have its core team of resource managers.
- (h) **Bidder must have Valid License for operating a Private Security Agency, issued by the competent authority under PSAR Act, 2005.**
- (i) **The Bidder must have ISO 9001:2015 certification.**
- (j) The Agency must have its official set up/presence in Kolkata.
- (k) A valid and current Solvency Certificate issued by a scheduled commercial bank in the name of the company shall be submitted.

Documents (Self-attested Photocopies) to be Submitted Along with the Tender.

Statutory Documents

The statutory document shall comprise the **Notice Inviting Tender (NIT)**.

Non-Statutory Documents

The bidder shall submit **self-attested** photocopies of the following documents:

- a) Copy of Certificate of incorporation.
- b) Valid Professional Tax Enrolment Certificate or Professional Tax Payment Challan for the Financial Year 2025–2026.
- c) Permanent Account Number (PAN) Card.
- d) EPF and ESI Registration Certificates along with the latest monthly contribution/payment receipts.
- e) Valid GST Registration Certificate (GSTIN) under the Goods and Services Tax Act, 2017.
- f) Valid Trade License for carrying out the relevant business activity, which shall remain valid throughout the contract period.
- g) Valid Labour License.
- h) Valid License for operating a Private Security Agency, issued by the competent authority under **PSAR Act, 2005.**
- i) Copy of the Audited Balance Sheets, Annual Turnover certificates for the last **3 Financial Years** (FY -22-23 to 24-25)

raised by the Bidders and responses to Pre-Bid Queries and Issue of Corrigendum. **Attend Pre-Bid Meeting is mandatory for all participating bidders. If any bidder fails to participate in the Pre-Bid Meeting, then the bid of the said participant shall be rejected.**

- (b) The Authority will endeavor to provide timely response to all queries. However, the Authority reserves the right not to respond to any query or provide any clarification, in its sole discretion, and nothing in this sub-clause shall be taken or read as compelling or requiring the Authority to respond to any query or to provide any clarification.

3. ELIGIBILITY CRITERIA:

- (a) The bidder should have experience in supplying and deploying Security Personnel/Guards in adequate numbers under a single contract of a similar nature during the last **five (5) years** from the date of publication of this RFQ. Such experience must be with any Government Department/Semi-Government Organization/Public Sector Undertaking (PSU)/Autonomous Body, or any other similar institution.
- (b) The bidder must not have any litigation, criminal proceedings, or court cases pending against them in relation to their business of providing Security Personnel/Guards to any office or institution under the Government of West Bengal and in this respect an Affidavit in **NJ Stamp paper (Rs. 10/-)** shall be submitted by the bidders.
- (c) Agency would have to be either registered as a Company or as a Partnership Firm (including Limited Liability Partnership) under the Companies Act as amended from time to time, or the Partnership Act as the case may be. (Consortium of Companies Not Permitted). **The MOA/Partnership Deed must be submitted.**
- (d) The Bidder should have minimum average annual turnover of **Rs. 3 Cr (Rs. Three crore)** in last three financial year ending with 31st March, 2025 (**CA Certified**).
- (e) Agency would have to be registered with Service tax authorities, Employees Provident Fund, Employees State Insurance Corporation as per Labour Acts.
- (f) Agency should have been operating profitably at **least three years** during the last five (5) financial years (2020-21 to 2025-26). (Profitability of any parent, subsidiary associated or other related entity will not be considered.)
- (g) Bidder must have its core team of resource managers.
- (h) **Bidder must have Valid License for operating a Private Security Agency, issued by the competent authority under PSAR Act, 2005.**
- (i) **The Bidder must have ISO 9001:2015 certification.**
- (j) The Agency must have its official set up/presence in Kolkata.
- (k) A valid and current Solvency Certificate issued by a scheduled commercial bank in the name of the company shall be submitted.

Documents (Self-attested Photocopies) to be Submitted Along with the Tender.

Statutory Documents

The statutory document shall comprise the **Notice Inviting Tender (NIT)**.

Non-Statutory Documents

The bidder shall submit **self-attested** photocopies of the following documents:

- a) Copy of Certificate of incorporation.
- b) Valid Professional Tax Enrolment Certificate or Professional Tax Payment Challan for the Financial Year 2025–2026.
- c) Permanent Account Number (PAN) Card.
- d) EPF and ESI Registration Certificates along with the latest monthly contribution/payment receipts.
- e) Valid GST Registration Certificate (GSTIN) under the Goods and Services Tax Act, 2017.
- f) Valid Trade License for carrying out the relevant business activity, which shall remain valid throughout the contract period.
- g) Valid Labour License.
- h) Valid License for operating a Private Security Agency, issued by the competent authority under **PSAR Act, 2005**.
- i) Copy of the Audited Balance Sheets, Annual Turnover certificates for the last **3 Financial Years** (FY -22-23 to 24-25)

along with IT Acknowledgement Copy.

- (l) Work completion certificate as per the issued work order i.e the completion of deployment with satisfaction to the Work Order issuing Authority.
- (m) Proof of existence and presence at the specified location, region, Contact Person & contact details. Documentary proof like ownership/rent agreement etc. regarding existence of office. The Head Office or Regional Office must be in Kolkata.
- (n) **Credential Certificate:** Documentary proof in the form of a **Credential Certificate, Work Order, and Payment Certificate** evidencing successful and satisfactory execution of similar work/services in a single contract value of **not less than ₹30,00,000/- (Rupees Thirty Lakh only) in average** in any Government Department, Semi-Government Organization, Public Sector Undertaking (PSU), Autonomous Body, or any other Government institution during the last **three financial years, i.e., 2023-24, 2024-25, and 2025-26.**
- (o) **ISO 9001:2015 certificate.**
- (p) The bidder shall submit an **Affidavit duly sworn before a Notary Public** declaring the following:
 - i. All documents submitted with the tender are genuine, true, and correct in all respects.
 - ii. The agency has not been subjected to any penalty, blacklisting, or punitive action by any Government Department, Semi-Government Organization, Public Sector Undertaking, or Autonomous Body during the last **five (5) years** in connection with the deployment of Security Personnel/Guards.
 - iii. The agency shall pay wages, bonus, and all other statutory benefits to the deployed Security Personnel strictly in accordance with the applicable Acts, Rules, Government Orders, and notifications issued by the Government of West Bengal time to time.
 - iv. The bidder has **not defaulted in depositing EPF and ESI contributions** during the last **three (3) consecutive years.**

4. INSTRUCTIONS ON THE BID PROCESS:

Instructions to Bidders

- 4.1 The Authority is inviting online quotations for **supply and deployment of Security Personnel /Guards including Supervisors** at the Offices/Godowns/showroom of Tantuja and Its Vertical.
- 4.2 The Bids are being invited online in two (2) bid system i.e., Technical Bid and Financial Bid for the **Scope of Work as stipulated in "Annex- A" of this RFQ.**
- 4.3 Bidders are responsible to download the RFQ, addendums/amendments/corrigendum/ replies to the queries etc., if any, issued by the Authority, from the e-procurement portal (<https://wbenders.gov.in/nicgep/app>) before submission of the Bid. The Authority shall not be responsible for non-receipt / non-delivery of the bid documents due to any reason whatsoever.
- 4.4 Bidding Process will be over after the Agreement is signed with the Selected Bidder.
- 4.5 Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFQ document carefully. Submission of the Bid shall be deemed to have been done after careful study and examination of the RFQ document with full understanding of its implications.
- 4.6 Failure to comply with the requirements of this paragraph may render the Bid non-compliant and the Bid may be rejected. Bidders must:
 - (a) include all documentation specified in this RFQ;
 - (b) follow the format of this RFP and respond to each element in the order as set out in this RFQ; and
 - (c) comply with all requirements as set out within this RFQ.
- 4.7 The Authority shall at its sole discretion be entitled to determine the adequacy/ sufficiency of the information provided by the Bidder.
- 4.8 The Tender Accepting Authority may require any bidder to submit a detailed rate analysis or other supporting documents to justify the quoted rates.

- 4.9 The bidder must quote item-wise rates for all items specified in the BOQ (Bill of Quantities). Ordinarily, the bid with the lowest valid rate will be considered for acceptance. However, the Tender Accepting Authority shall not be bound to accept the lowest bid and reserves the right to reject any or all tenders without assigning any reason. The authority also reserves the right to split the order, alter the quantity of any item, or distribute the work among one or more bidders with the approval of the competent authority.
- 4.10 It shall be the sole responsibility of the bidder to obtain any additional information or clarification, if required, from the office issuing the Notice Inviting Tender (NIT) before submission of the bid.
- 4.11 Only complete bids submitted with all requisite documents within the stipulated time shall be considered for evaluation.
- 4.12 The lowest valid bid conforming to the prevailing Government norms and statutory provisions will be considered for acceptance.
- 4.13 Any attempt by a bidder to influence the tender process, directly or indirectly, through undue pressure, inducement, or any unlawful means shall render the bid liable to rejection.
- 4.14 All documents, correspondence, and proceedings relating to the tender shall be in English.

5. Performance Security:

The Selected Bidder shall, for due performance of its obligations and other terms and conditions contained in the Agreement, provide to the Authority, **before issuing of L.O.A.**, an unconditional, irrevocable and non-transferable **Bank Guarantee/DD/NEFT/RTGS**, as instructed by the Tender Inviting Authority, in favour of the Authority, cashable and enforceable at Kolkata substantially in the format provided by or acceptable to the Authority (the "**Performance Guarantee**"). The Performance Guarantee (Security Deposit) shall be for a sum of INR [●] (Rupees [●] only) or [10] % (Ten] percent) of the total contract price after adjusting **the EMD amount against the Security Deposit**.

The Performance Guarantee shall be effective for the entire Term of the Agreement along with a claim period of 3 (three) months thereafter from the date of termination of Agreement.

6. Amendment:

- (a) At any time prior to the Bid Due Date, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the RFQ by issuance of an addendum or a corrigendum.
- (b) The Bidders shall keep themselves updated of any such addenda or corrigenda by continuously visiting the e-procurement portal or website of the Authority.
- (c) Any addenda or corrigenda issued to the RFQ will be in writing and shall be accessible to all Bidders and shall be deemed to be part of the RFQ.
- (d) In order to afford the Bidders a reasonable time for taking an addendum or a corrigendum into account, or for any other reason, the Authority may, in its sole discretion, extend the Bid Due Date.

7. TENDER OPENING AND EVALUATION OF TENDERS:

I. Opening of Tenders by the Tender Inviting Authority: The Committee of Tender Inviting Authority will open all technical bid submitted through e-procurement portal on the date and time specified in the Date Sheet at the Office of The Managing Director, The West Bengal State Handloom Weavers' Co-Operative Society Ltd. Tantuja Bhavan, No. 18/4, Block-DD, Sector -1, Salt Lake City Kolkata – 700 064.

In the event of the specified date of Tender opening being declared a holiday for the Tender Inviting Authority, the tenders shall be opened at the appointed time and location on the next working day.

II. Evaluation and Comparison of Tenders

A Tender Committee, constituted by the Tender Inviting Authority will evaluate the technical bids submitted by bidders. The decision of the said Committee will be final and binding. Incomplete tender shall not be entertained.

III. Bid validity period:

The Bids shall be valid for a period of **180 days** from the Bid Due Date. The Bid Validity Period may be extended by the Authority at any time in its sole discretion. The Authority reserves the right to reject any Bid, which does not meet this requirement.

PART-I

General Conditions of Contract (GCC)

1. Application:

These General Conditions shall apply to the extent that they are not superseded by provisions in other parts of the Contract.

2. Term of Agreement:

The agreement shall be valid for a period of three (3) years and may be renewed further by the Management on satisfactory performance of the selected Service Provider and it is the sole discretion of the Management of Tantuja.

3. Trade Mark/s and Artwork/s

"Trade Mark/s" and Artwork/s shall mean all or any of the Trade Marks and Artworks which are owned by the Authority.

4. Payment Terms:

Payment shall be released after submission of Tax Invoice in accordance with the quoted rate after execution of agreement. Tax Invoice will be raised on monthly basis.

5. Duty Hours:

Duty hour of Tantuja shall be strictly followed by the deployed staffs and if any staff deployed by the Service Provider neglects or disobey the instruction/order from the Administration of Tantuja then it shall be communicated to the Service Provider either through mail or letter and on receipt of the communication, immediate action shall be taken by the Service Provider to replace that particular staff.

6. Indemnity

That the Service Provider shall be responsible for any kind of losses either financial or shortage of goods suffered by the Authority due to the negligence of the personnel deployed by the Service Provider, and/or due to the fraudulent activities done by the personnel deployed by the Service Provider and in all these cases the Tender Inviting Authority shall be indemnified by the Service Provider upto the extent of losses suffered by the Authority.

7. Misuse of Trademark and Artwork:

The Selected Service provider shall not use the Trade Marks and artworks in any manner whatsoever which shall or may jeopardize the significance, distinctiveness or validity of the Trade Marks and artworks and shall apply and use the Trade Marks and artworks only upon, or in relation to or in connection with, the Products and only in such form and manner which the Authority may from time to time direct.

8. General Obligations:

- a) All copyrights in the Technical Information/manuals/designs and other intellectual property and Know How (including documents containing the same) shall continue to vest in the Authority.
- b) The Selected Service Provider shall not be entitled to make any copies of the documents/manuals containing the Technical Information and Know How or part with any information verbal or written without the prior written consent of the Authority.

9. Forfeiture of Security Deposit:

The Bid Security shall be forfeited by the Authority as liquidated damages, without prejudice to any other right or remedy that may be available to the Authority under the RFQ or under law or otherwise, inter alia, under the following conditions:

- (a) If the staffs deployed by the selected Service Provider engages in a Corrupt Practice, Fraudulent Practice, Coercive Practice and/or Restrictive Practice; and/or
- (b) If a Bidder withdraws or modifies its Bid during the Bid Validity Period as specified in the RFQ; and/or
- (c) In the case of Selected Bidder, if it fails to acknowledge and return the duplicate signed copy of the letter of award, sign the Agreement.
- (d) In the case of Selected Bidder, if it fails to commence the Work within **7(Seven) days of execution of the Agreement.**
- (e) If the selected Bidder fails to comply with any terms of the Tender Document.

10. Letter of Award:

The Authority shall, after determination of the Selected Bidder, issue the letter of award ("LOA"). Before issue of the LOA or at any stage thereafter, the Authority reserves its right to conduct a due diligence on the Bidder at its own costs including right to visit the previous projects executed by the Bidder and whose experience it had claimed for meeting the qualifying requirements. The Authority may also involve its consultants and advisors in conducting the due diligence and the Bidder shall cooperate with the Authority in the above exercise. The LOA may not be issued to the Selected Bidder or it may be withdrawn (if already issued) if any information or claim made in the Bid is found to be misleading or untrue in any respect.

11. Signing of Contract:

Contract shall be signed by the **L1 Bidder after issuance of LOA** in the format as provided by the Authority. It is clarified that the said format may be varied by the Authority, in accordance with its operational requirements and policies, and also to comply with any Applicable Laws. It is further clarified that if the Selected Bidder fails to sign the Agreement within 7(seven) days from the date of issue of Work Order, then the Authority shall be entitled to forfeit the Bid Security paid by the Selected Bidder and may, in its sole discretion, invite the **second** lowest successful bidder to match the offer made by the Selected Bidder.

12. SCOPE OF WORK:

The Scope of Work mentioned in the **Annexure-A** of this tender document which should be followed by the selected Bidder.

13. Notices:

Any notice, request or other communication required to be given under this Contract shall be served either through official letter or official mail to the other party by registered post, addressed to the parties at their respective addresses set out at the beginning, or at any other address that each party shall provide to the other in writing.

PART-II SPECIAL CONDITION OF CONTRACT

1. Termination

The Agreement shall be terminated:

- a) In the event of a breach or default by the selected Service Provider of any provisions of and/or terms, and/or conditions, and/or obligation of the Agreement and subsequent failure to indemnify the Authority within 30 (thirty) days of having been notified by the Authority;
- b) Any infringement, passing off by the selected Service Provider to the validity of any part of the Intellectual Property Rights.
- c) If the selected Service Provider goes into either compulsory or voluntary liquidation except for the purpose of reconstruction or amalgamation) or if a receiver is appointed in respect of the whole or any part of its assets or if the Firm makes assignment for the benefit of or composition with its creditors generally or threatens to do any of these things or any judgment is made against the Firm or any similar occurrence in any jurisdiction affects the Firm.

- d) If the Firm engages in any conduct prejudicial to the Authority in the production, marketing of the Products OR services generally.
- e) Cross the limit of protected Territory.

2. Consequences of Termination:

The selected Service Provider agrees, undertakes, promise and covenants unto the Authority that in the event of termination of Contract/Agreement for whatsoever reason or expires by efflux of time, the Service Provider shall immediately cease to continue the Audit Work.

3. Limitation of Liability:

In no event and under no circumstances, the Authority shall be made liable by the selected Service Provider for any direct, indirect, consequential or special damages or for any loss of business or profits, loss of revenue, loss of opportunity or loss of goodwill etc. to its company.

- 4. Relationship between Parties:** The parties shall never be construed to establish an employee-employer relationship between the Authority and the Service Provider, nor shall it be construed to constitute an affiliation, partnership or joint venture. The Service Provider shall be considered a contractor of the Authority.

5. Intellectual Property Rights:

Intellectual property right of the Tender Inviting Authority shall not be infringed in any manner during the term of agreement.

6. Confidentiality:

The Service Provider covenants and undertakes unto the Authority to maintain the confidentiality of the Authority's Confidential Information at all times and to keep all Confidential Information belonging to the Authority fully secured and protected against theft, damage, loss or unauthorized access, and not at any time, whether during the terms of the executed Agreement or at any time thereafter, without the prior written consent of the other party / Confirming Party, directly or indirectly to use or authorize or permit the use of any of the sole purpose of the performance of its rights and obligations hereunder, or to disclose, exploit, copy or modify any of the Authority's Confidential Information, or authorize or permit any third party to do the same.

The Service Provider shall indemnify to Authority from and against any and all loss or damage incurred by the other / Confirming Party as a result of any breach by the indemnifying party or its employees, officers, agents or contractors, of any of its or their obligations under this Clause.

7. Compliance with Laws:

The Service Provider shall comply with all the local laws that it is governed by. The Service Provider shall hold the Authority harmless from any act of omission and shall be solely responsible for all taxes, penalties, employee liabilities, etc. during or after the subsistence of execution of agreement.

8. Force Majeure

Neither party shall be liable to the other for delays in performance or failure to perform its obligations under execution of Agreement, other than obligations to pay money, occasioned in whole or in part by force majeure, acts of God, fire, governmental act, epidemic or government lockdown or regulation war, civil commotion, destruction of plant, delay of carrier any government act, law or regulation compliance with any governmental request or any other cause beyond its control human being.

9. Waiver of Immunity:

The Bidder unconditionally and irrevocably agrees that, should any proceedings be brought against it or its assets, property or revenues in any jurisdiction in relation to this RFQ or any transaction contemplated by this RFQ or pursuant thereto, no immunity (whether by reason of sovereignty or otherwise) from such proceedings shall be claimed by or on behalf of such Bidder with respect to its assets.

10. Governing Law and Jurisdiction:

This RFQ shall be governed by and construed in accordance with the laws of India. All matters arising out of or in connection with this RFQ shall be subject to the exclusive jurisdiction of the courts in Kolkata.

11. Jurisdiction and Arbitration

This Tender and subsequently executed Agreement between the parties shall be governed by applicable Indian laws in force and shall be subject to the exclusively jurisdiction of courts in Kolkata.

Any dispute or difference arising between the Parties out of the Agreement relating to any matter in connection with or arising out of the Agreement including but not limited to any terms hereof and/or construction or effect of any of the clauses hereto between the parties hereto shall first be endeavored for amicable settlement through table talks.

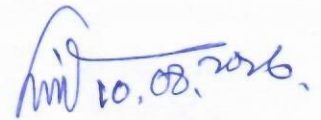
If foregoing endeavor fails for a period of 30 days, then the dispute shall be referred for adjudication and disposal by a Sole Arbitrator (to be appointed mutually by both the Parties). The Arbitration shall be invoked by aggrieved party in writing.

The Arbitration shall be conducted in accordance with the provision of the Arbitration and Conciliation Act, 1996 and amendments up to date therein.

The arbitration award passed by the presiding arbitrator shall be the final and binding on the parties and their respective successors in law.

The venue of Arbitration shall be Kolkata.

The language shall be English.

A handwritten signature in blue ink, followed by the date "10.08.2016." written in the same ink.

Managing Director, Tantuja

Annexure-A

SCOPE OF WORK

1. The Security Personnel deployed by the successful bidder shall provide **round-the-clock** security for the office premises. They shall perform their duties strictly in accordance with the instructions and directions issued by the authorized officers of Tantuja and shall act at all times in the best interest of the office.
2. Tantuja shall not be held responsible or liable for any injury, disability, accidental death, or any other untoward incident involving the deployed Security Personnel during the course of their employment or while performing security duties under the contract. Any claim for compensation, damages, or other benefits arising out of such incidents shall be the sole responsibility of the agency, which shall settle the same at its own cost and responsibility.
3. Payment shall be released on a monthly basis upon submission of the agency's bill, subject to satisfactory performance and certification of the services rendered by the deployed Security Personnel. While every effort will be made to process and release payments promptly, Tantuja shall not be responsible for any delay in payment arising due to circumstances beyond its control (Force Majeure).
4. The agency shall also produce the following original records before the Competent Authority of Tantuja for verification whenever required during the term of the contract and all statutory updated payment receipts to be submitted along with monthly invoices.
 - Original challans/proof of deposit for **EPF, ESI, Professional Tax, GST**, and any other applicable statutory dues;
 - Monthly Wage Register/Acquittance Roll duly signed by the deployed personnel;
 - The agency shall submit Workmen's Compensation Insurance policy, along with all other applicable statutory documents, to the Society within fifteen (15) days from the date of issuance of the Work Order and
 - Any other statutory records as may be required under the applicable laws.
5. The agency shall, at its own cost, provide all necessary articles and equipment required for the discharge of duties by the deployed Security Personnel, including but not limited to:
 - Proper uniform;
 - Shoes;
 - Belt;
 - Identity Card bearing the photograph and complete particulars of the security personnel and the agency;
 - Any other equipment or accessories required for effective performance of security duties.No additional payment shall be made by this office towards the supply of such items.
6. Every Security Personnel/Guard deployed under the contract shall submit a **self-attested copy** of a valid Government-issued Identity Card, such as an Aadhaar Card, Voter Identity Card, or any other acceptable Government identity document. They shall strictly comply with the rules, regulations, discipline, and duty schedule prescribed by the Authority of Tantuja.
7. The age of the Security Personnel/Guards to be deployed shall **not exceed 60 (sixty) years** during the term of agreement. If any deployed Security Personnel or Supervisor attains the age of 60 years during the term of the contract, such personnel shall be replaced immediately by the Agency with a suitable substitute. In case of Ex-Serviceman, the maximum age limit shall be 65 years.
8. **PREFERENCE:**
Preference will be given to bidders who agree to **RETAIN THE EXISTING SECURITY PERSONNEL PRESENTLY DEPLOYED AT OFFICES/ GODOWNS/ SHOWROOMS OF TANTUJA INCLUDING ITS VERTICAL** and in this regard an undertaking in their letterhead will be submitted at the time of submission of Bid.
If the L1 Bidder fails to submit the undertaking in this regard, the L2 Bidder shall be requested to match the rate quoted by the L1 Bidder, provided that the L2 Bidder or any other eligible Bidder has submitted the required undertaking.

TENTATIVE LIST OF SECURITY PERSONNEL / SUPERVISORS AT TANUJA AND ITS VERTICAL

Sl.No.	Place of posting	No. of staff required	Minimum Educational Qualification	Experience Details
1	TANTUJA BHAWAN 18/4, BLOCK DD, SECTOR-I, BIDHAN NAGAR (SALT LAKE), KOLKATA - 700064	Security Supervisor (2 Nos) (Semi-skilled & unarmed)	- Passed 12th-grade (Higher Secondary) from the West Bengal Board of Higher Secondary Education or its equivalent Age Limit: Not less than 25 years and not more than 40 years on the first day of January, 2026.	Work Experience: Minimum 10 years of prior work experience as a security guard or in a junior security position.
2	TANTUJA BHAWAN 18/4, BLOCK DD, SECTOR-I, BIDHAN NAGAR (SALT LAKE), KOLKATA - 700064	Security Guard (8 Nos) (Un-skilled & unarmed)	- Passed Madhyamik Examination from the West Bengal Board of Secondary Education or its equivalent Age Limit: Not less than 18 years and not more than 40 years on the first day of January, 2026.	Work Experience: Minimum 5 years of prior work experience as a security guard.
3	PURBASTHALI REGIONAL GODOWN SREERAMPUR, POST – PURBASTHALI, DIST – BURDWAN, PIN – 741316	Security Guard (5 Nos) (Un-skilled & unarmed)		
4	GANGARAMPUR PROCUREMENT CENTER (HASTA TANT PRAKALPA) VILL – THANGAPARA, POST – GANGARAMPUR, DIST – DAKSHIN DINAJPUR, PIN – 733124	Security Guard (4 Nos) (Un-skilled & unarmed)		
5	SANTIPUR PROCUREMENT CENTER 8, BHAGABATI DAS ROAD, HANDLOOM DEVELOPMENT OFFICE POST – SANTIPUR, DIST – NADIA - PIN- 741404	Security Guard (4 Nos) (Un-skilled & unarmed)		
6	TANTUJA PROCUREMENT & PRODUCTION CENTRE (SUKHCHAR T.C.P.C) 268, DR. GOPAL CHATTERJEE ROAD, SUKCHAR, SODEPUR, DIST. 24 PGS (NORTH)	Security Guard (6 Nos) (Un-skilled & unarmed)		
7	RAIGUNJ PRODUCTION CUM PROCUREMENT CENTRE RAIGUNJ INDUSTRIAL PARK, RAIGUNJ , VILL- BOGRAM, P.O: KARNAJORA, DIST: UTTAR DINAJPUR, PIN – 733130,	Security Guard (1 Nos) (Un-skilled & unarmed)		
8	TANTUJA SALES EMPORIUM, SODEPUR BRANCH LOK SANSKRITI BHAVAN, PANIHATI MUNICIPALITY SODEPUR STATION ROAD, KOLKATA – 700114	Security Guard (4 Nos) (Un-skilled & unarmed)		

9	TANTUJA SALES EMPORIUM, PARK STREET BRANCH 24 NO PARK STREET , SHOP NO – 29 & 30 PARK STREET,(OPPOSITE PARK PLAZA), KOLKATA – 700016	Security Guard (1 Nos) (Un-skilled & unarmed)		
10	TANTUJA TANTER HAAT BORO SWARAJPUR (BELKULI), P.O – DHATRIGRAM, DIST- PURBA BARDHAMAN – 713405	Security Guard (6 Nos) (Un-skilled & unarmed)		
11	TANTUJA SHOWROOM CUM GUEST HOUSE, NEW DIGHA, PURBA MEDINIPUR, WEST BENGAL	Security Guard(3 Nos) (Un-skilled & unarmed)		
12	BANGLAR SAREE (Vertical of Tantuja) – DAKSHINAPAN BRANCH G2&3 DAKSHINAPAN MARKET, DHAKURIA, KOLKATA – 68	Security Guard (1 Nos) (Un-skilled & unarmed)		
13	BANGLAR SAREE (Vertical of Tantuja) – GODOWN TANTUJA BHAWAN (8th Floor) - 18/4, BLOCK DD, SECTOR-I, BIDHAN NAGAR (SALT LAKE), KOLKATA - 700064	Security Guard (1 Nos) (Un-skilled & unarmed)		

Note:

- The above requirement may increase or decrease. The decision of the Management of Tantuja in this regard shall be final and binding on the contractor.
- The security personnel to be deployed shall preferably be male.

Annexure-B

Experience Profile

(The document must be submitted on the Company's official letterhead, bearing the full postal address, contact number, telephone number, email ID, website, and other relevant contact details.)

Sl.No.	Name of the Organization	Name, Location and nature of work	Contract price (INR)	Work Order no. & Date	Validity period	Total no. of Security personnel supplied	Whether successfully executed or not	Reason for unsuccessful execution, if so

Note:

- Attach extra sheets if required.
- Certificate from the organization to be attached
- Non-disclosure of any information in the Schedule will result in disqualification of the firm

Signature of the Bidder with seal