



**WEST BENGAL JOINT ENTRANCE EXAMINATIONS BOARD**  
**"RUPANNA"**

DB-118, Sector-1, Salt Lake City, Kolkata – 700 064  
Phone No. : (033) 7156 4345, Website : [www.wbjeeb.in](http://www.wbjeeb.in) / [wbjeeb.nic.in](http://wbjeeb.nic.in)

**TENDER INVITING NOTICE NO.: WBJEE/Admin/NIT/02/2025-2026 Dated : 10.03.2026**

**PROVISION FOR SECURITY GUARDS AND HOUSEKEEPING SERVICES**

The West Bengal Joint Entrance Examinations Board invites e-tender from bonafied, resourceful, reputed, established firms/companies engaged in the business of providing security and housekeeping services having registered office in West Bengal for (A.) Engagement of private Security agency. (B.) Engagement of personnel along with accessories for housekeeping services including plumbing and Electrical services. Accordingly quotations are invited in respect of rate per head per day for Supervisor, Security guard and Housekeeping personel in compliance with West Bengal minimum wages Act. The Security and housekeeping personnel will be engaged in the office of West Bengal Joint Entrance Examinations Board, at "Rupanna", DB – 118, Sector – 1, Salt Lake City, Kolkata – 700 064 initially for a period of one year. The tenure of services may be extended for next 2(two) years subject to rendering of satisfactory services and agreed with the existing accepted terms and conditions including accepted financial bid.

**Eligibility of Bidders**

The intending bidders/agencies should have the following qualifications:

- i) Registration under the Private Security Agencies (Regulations) Act, 2005.
- ii) Valid Licenses under the above-mentioned Act read with the prescribed Rules.
- iii) Credentials to prove their satisfactory past services in Govt. Offices, PSUs & Other reputed enterprises.
- iv) Valid GST Registration, Pan Card, Income Tax return of the bidder for last three Assessment Year that is 2024-25, 2023-24 & 2022-23, PF/ESI Registration Certificate, Professional Tax Registration Certificate, Labour License etc.
- v) Code number under the Employee's Provident Fund Act and ESI Act.
- vi) Proper Bank Solvency Certificate from any Scheduled Bank under Reserve Bank of India in respect of the Concerned bidder is to be submitted.
- vii) Proof of Minimum 200(Two hundred) numbers of Security Guards employed in different organizations in last Financial year 2024-25 is to be submitted.

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- viii) Amount of Average Annual turnover should not be less than Rs. 1,00,00,000/- (Rupees One Crores) during the last three consecutive Financial year 2024-25, 2023-24 & 2022-23. For Proof of turn over Annual Accounts certified by a Chartered Accountant (CA) for the bidder firms/Companies is to be submitted.
- ix) Any firms/Companies who has been blacklisted by the State Govt. /PSU and convicted by a Court of law will not be eligible to submit. An Undertaking in this respected is to be submitted by the bidder on Non-Judicial Stamp Paper.
- x) Any Bid Document shall not be issued in physical format by this office or by-post /courier etc.

**GENERAL TERMS AND CONDITIONS :**

- 1) **General Instructions:**  
In the event of e-tendering, intending bidder may download the tender documents from the website : <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate (DSC).
- 2) The Bids are to be submitted concurrently duly digitally signed by the Firm/ Company personnel who is in the pay roll of the firm Company (having Authorization from the firm/Company management) in the website <https://wbtenders.gov.in>. All documents must be submitted in English language.
- 3) The e-tenderers are to deposit an Earnest Money (EMD) amounting to INR 1,00,000/- (Rupees one lac) only in online mode.
- 4) **The Rate (following the Pt. No.) to be quoted on the basis of Service Charge in INR only.**
- 5) **The Rate will be valid up for the entire contract period (including extended period, if does arise)**
- 6) Guards are to be provided for day and night vigilance of the periphery of office premises and the assets of WBJEEB for its safeguarding.

House Keeping Services are to be provided during office Hours from 8 a.m. to 4 p.m. under normal circumstance. But in emergency situation the hours of services may be suitably arranged.

- 7.1) Security guards who are literate and having experience in office security services for at least 5 (five) years; are to be posted in our office premises. They shall perform their duties diligently and provide protection to the movable and immovable properties including checking of two-wheelers, cars, maintenance of entry registers and such other duties that may be assigned by the officers of WBJEEB concerned from time to time.

House Keeping personnel shall be literate and experienced in House Keeping Services (Cleaning office Floor, Toilet, Wash room, flower/plant basket, dusting and cleaning of office furniture, staircase, roof, walls, Showcases etc.)

- 7.2) **Minimum and maximum age limit:** 25 year to 55 year.
- 7.3) **Minimum Educational qualification:** Class - VIII
- 7.4) **Minimum height:** 5'6"
- 7.5) Guards/Housekeeping personnel are to be deputed having no criminal record. (Police report from their respective police station is to be submitted, if needed)
- 8) The Security guards should be skilled in traffic management, firefighting and first aid. Experience certificate must be produced at the time of actual deployment.
- 9) All personnel will work on 8 hours shift basis and if any one becomes absent alternate arrangement should have to be made immediately. Otherwise minimum an amount of Rs. 500/- (Rupees five hundred) only or daily rate as per accepted rate whichever is higher per person per day for absence of the personnel will be levied / deducted from the monthly payment of service charges made to the agency.  
Daily Attendance register has to be maintained by the agencies Supervisor as per standard format which is to be submitted daily before the Section Officer/H.A. (Admin) of the office of WBJEEB for authentication.
- 10) All personnel should be in standard uniforms (2 sets), leather shoes (2 pairs) and socks (2 pairs), identity badges, torches, (baton as applicable) and other necessary accessories which are to be provided by the bidder.
- 11) Close liaison should be maintained with the Officers-in-Charge/Section Officer of WBJEEB concerned for smooth and efficient performance of duties of the security guards and Housekeeping Personnel.

- 12) Statutory Tax will be deducted at source as per the extant Income Tax Rules/GST Rules from the monthly bills.
- 13) All Personnel should be covered under Provident Fund (PF) & ESI scheme and initially the liability in this respect will be borne by the agency. No liability whatsoever in this respect will be levied upon the West Bengal Joint Entrance Examinations Board except those accepted by the WBJEEB as per tender rate. The wages paid to them should strictly comply with the W.B. Minimum Wage Act, 1948 and W.B. minimum wages Rules 1951 and Contract Labour (R&A) Act, 1970. The WBJEEB will accept the rate of minimum wages declared by the Labour Dept. Govt. of W.B. time to time along with statutory payment Employer (EPF, ESI and Bonus) for the security guard/Housekeeping personnel during contract period and payment will be released accordingly.
- 14) The agency is responsible for payment of monthly salary including bonus, gratuity, etc. to the security personnel as applicable to them by law and deposition of PF and ESI with the respective Statutory Authority.
- 15) In the event of any damages or losses caused by way of theft or pilferage of office properties, the Officer-in-Charge/Supervisor of security and Housekeeping personnel shall hold a preliminary enquiry and send a report to WBJEEB. If it is felt necessary to report the case to the police, a complaint will be lodged accordingly and assistance will be rendered to police in order to trace the accused and recover the property and process the case in the Court of Law.
- 16) License from Labour Department as per section 12 of Contract Labour (R & A) Act, 1970 should be obtained for the contract work within 7 days of award of contract.
- 17) All Personnel should be given one day off weekly as per the Contract Labour (R & A) Act, 1970.
- 18) Proof of deposit of PF / ESI contributions against each person so engaged effected by way of challans should be produced along with every month bill for payment on award of contract, otherwise payment will not be released except First month.
- 19) No negotiation will be undertaken with any tenderer.
- 20) Besides the above, an undertaking in the following format should also be furnished.

**“The contractor hereby agrees to undertake that he shall abide and conform to the various provisions in so far as they relate to him/her as specified in Contract Labour (R & A) Act, 1970.”**

- 21) WBJEED must have the power to ask for replacement of Security Guard/House Keeping personnel and Security Supervisor if needed.  
No. of Security personnel to be provided - 14 (approx.) [at least one lady personnel] including reliever .  
No. of House Keeping personnel to be provided -10 (approx.) {One plumber } [at least one lady personnel] including reliever.

22) **General procedure of submission:**

Tenders are to be submitted online. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Bidders are required to upload all the tender documents along with the other documents, as asked for in the tender, within the stipulated date and time as given in the Tender. The Bidders shall carefully go through the documents and prepare the required documents and upload the scanned documents of originals in Portable Document Format (PDF) to the portal in the designated locations / folders of Technical Bid.

It is needed to fill up the BOQ in the designated cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Bidders should specially take note of all the addendum/corrigendum, if any, related to the tender till the time of bid submission ends. Bidders should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (bidders) have taken note of such latest documents including addendum/ corrigendum, if published till the bid submission ends.

*Agencies employing Ex-Defense personnel would be given preference.*

23) **Earnest Money Deposit (EMD)/Security Money Deposit**

The bidders are to deposit EMD (Refundable) amounting to INR Rs. 1,00,000/- (Rupees One lac) online only as per WB e-Tender norms.

A copy of such remittance must be uploaded in the e-tender portal.

To complete the tender process, it is describable that the tender should be submitted well in advance prior to Bid submission closing date to avoid any last moment complication.

The successful bidder of the contract has to submit a **Security Money Deposit / Performance Guarantee either by way of Fixed Deposit or Bank Guarantee Receipt of INR 150,000/-** (Rupees One lac fifty Thousand) only or 3% on the total contract value for one year as per offered rate whichever is higher duly discharged in favour of "**West Bengal Joint Entrance Examinations Board**" within three days from the date of intimation for deposit of Performance Guarantee. On submission of Performance.

Guarantee an agreement is to be made between the successful bidder and the West Bengal Joint Examinations Board on Non-Judicial Stamp Paper within next seven days.

On completion of agreement the final contract will be awarded.

Both EMD & SD (PG) will be returned to the successful bidder at the end of agreement period subject to compliance of tender obligations.

MSME and SSI need not required to deposit above mentioned EMD/SD. In such case valid Certification must be uploaded failing which the bid will be summerly be rejected.

The tenderer would fill up the information in the Annexure - I & II enclosed at the end of this document in clear and legible terms. Wherever, the prices are to be quoted should be put up in figures and words as well (if figures and words disagree, words will prevail) Annexure will also have to be signed and stamped by the firm through its authorized signatory.

24) i) **Bid Information**

(a) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price but should be indicated separately in the price bid.

(b) The rate quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account except statutory declarations.

(c) The minimum wages and other contribution (EPF, ESI and Bonus) should not be violated during submission of quotation as per Govt. order. No extra charge will be borne by the Board.

**The rate for Service Charge as quoted by the bidder shall be fixed for the duration of the contract period and Lowest Bid (L1) would be determined by the rate quoted for the Service Charge.**

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ii) **Validity of offer**

A bidder should spell out in the tender that it shall remain valid for a minimum period of twelve months from the date of opening of the tender and during this period, the bidder shall not be entitled to revoke or cancel its offer.

For revocation or cancellation from the end of the bidder both EMD and SD will be forfeited.

iii) **Requisite Documents to be uploaded**

Bidder must have to upload the copies of documents mentioned under Eligibility criteria.

iv) **Disposal of Disputes**

In case of any dispute, the WBJEEB's decision will be treated as the final and conclusive. All legal actions are subject to Kolkata jurisdiction only.

v) **Settlement of Tie Bid**

If there is tie-in-offered financial rate, then the provision of G.O. No. 2320-F(Y) Dated 07-06-2022 issued by the Finance Deptt. Govt. of West Bengal will apply.

25. Beyond the accepted rate, no other charges will be borne by the Board in this regard.

Consolidated monthly charges to be paid would be consisted of:

- i) Service Charge
- ii) Security Guard Charge, House Keeping personnel charge (unskilled) and Security Supervisor-cum-Technical Support Charge (semi-skilled)
- iii) Cost of consumable for House Keeping Services (Re-imbursable)
- iv) Cost of hiring of House Keeping Machine.
- v) Cost of Statutory obligation (Employer's Contribution of EPF, ESI, Bonus).

**Security Charge/ Housekeeping personnel charges are as per the minimum wage Act along with entitlements to EPF, ESI and Bonus as applicable and is variable according to the revision of minimum wages by the Govt. of W.B. time to time.**

**Lowest Bid will be determined based on Service Charges only.**

26. **Penal Measure**

The Earnest Money and the Security Deposit may be forfeited at the discretion of the Board in case of (a) non-compliance of the order as per the specifications/tender obligations (b) for incurring any type of loss to the Board and or (c) unsatisfactory service rendered by the party.

In case the contractor withdraws the bid or the department terminates the contract for violation of terms and conditions and / or deficiency in services during the period of contract, the additional expenses in hiring a new contractor on temporary arrangement till the time of appointing a regular contractor through a similar tender process, will be adjusted against the outstanding demand of the agency who have failed to abide by the contract.

Failure by the contractor to comply with any statutory requirements and / or the terms of the agreement during the period of contract shall result in termination of the contract and subsequent disqualification from participation in any future tender of the department.

EMD will be forfeited if the Lowest bidder does not response as per the terms and conditions of tender.

If the Lowest bidder does not response, the next lowest bidder may be offered at the rate of L1 bidder to enter into contract as per given terms and conditions and so on.

27. The Authority reserves the right to reject any or all tender application(s) without assigning any reasons whatsoever.

  
(Dr. Dibyendu Kar)  
Registrar

**West Bengal Joint Entrance Examinations Board**

**N.B. : For any further query, please contact SECTION OFFICER/ H.A. ADMIN of the Office building "RUPANNA", 2<sup>nd</sup> Floor, at Salt Lake, Kolkata - 700064**

28. Schedule for e-Tendering

Sl. No.	Milestone	Date
1	Publishing Date	12-03-2026
2	Document Download start date and time	12-03-2026, 11:00 am
3	EMD submission	14-03-2026 to 27-03-2026
4	Bid submission start date and time	14-03-2026 11:00 am
5	Bid submission end date	27-03-2026 14:00 pm
6	Technical Bid opening date	30-03-2026 14:30 pm
7	Uploading of Technical Bid Evaluation sheet	Inform later
8	Financial Bid opening date	Inform later
9	Uploading of Financial Bid evaluation sheet	Inform later

**Note:**

SL No	Category Name	Sub Category Description	Details
1	CERTIFICATES	CERTIFICATES	1. GST REGISTRATION CERTIFICATE, ACNOWLEDGEMENT & UP-TO-DATE GST RETURN. 2. PAN 3. P TAX REGISTRATION 4. P TAX (CHALLN) (2024-25) 5. LATEST IT RECEIPT 6. IT-Saral for Assessment Year 2025-26
2	Entity Details	Organization	1. PROPRIETORSHIP FIRM (TRDE LICENCE - 2024-25) 2. PARTNERSHIP FIRM (PARTNERSHIP DEED, TRADE LICENCE-2024-25) 3. LTD. COMPANY (INCORPORATION CERTIFICATE/MOA, TRADE LICENCE-2021-22) 4. SOCIETY (SOCIETY REGISTRATION COPY, TRADE LICENCE-2024-25) 5. POWER OF ATTORNEY 6. VALID SSC PERMIT & WORKMAN PERMIT 7. ELECTRICAL CONTRACTOR LICENSES. 8. AGREEMENT WITH SUPERVISOR
3	CREDENTIAL	CREDENTIAL1 CREDENTIAL2	1. SIMILAR NATURE OF WORK DONE & COMPLETION CERTIFICATE WHICH IS APPLICABLE FOR ELIGIBILITY IN THIS TENDER 2. ENLISTMENT COPY ISSUE BY DEPARTMENT
4	FINANCIAL (INFO)	WORK IN HAND	AUTHENTICATED
5	LAST THREE A.Y. (2023-24, 2024-25, 2025-26.)	P/L AND BALANCE SHEET	PROFIT & LOSS AND BALANCE SHEET AND IT RETURN A.Y. 2023-24, 2024-25, 2025-26.
6	MAN POWER	TECHNICAL PERSONNEL	LIST OF TECHNICAL STAFFS ALOGNWITH STRUCTURES & ORGANZATION (ASPER NIT)

Service (Security and House Keeping etc.) requirement initially for a period of one year which may be extended for a further period upto two years, subject to satisfactory performance.

Department : WBJEEB OFFICE

Sl. No	Name of Item / work	Nature of work	Man Power reqd. (Nos)	Remarks
1	Supervisor (Skilled)	Supervise the work of remaining personnel of the agency.	1	
2	Security Guard (Unskilled) Male - 12 Female -2	Ensure security of the entire office with all its men and material content round the clock (i.e. 24 hours) and other places as may be specified within the office.	14	
3	House Keeping (Unskilled) Male - 8 Female -2	Sweeping and cleaning of the office building (inside and outside) including sewerage system.	10	
4	Plumber (Semi Skilled)	Maintain plumbing system in the office of the WBJEEB.	1	