

West Bengal
Industrial Infrastructure Development Corporation
 DJ-10, Sector II, Saltlake City, Kolkata 700 091



No. Infra/Eng/1E-1/19/2019-2020

Date: 26.09.2019

Notice Inviting TenderNo: IIDC /KCD/ 12C/2019-20
of Executive Engineer(Civil), Kolkata Construction Division, WBIIDC

CCTV based surveillance system has been installed within the premises of WBIIDC Office Complex at DJ-10, Sector II, Saltlake City, Kolkata 700 091 to monitor, control, preserving records and analyzing situation/incidences and decision making on Security as well as business related issues and maintaining visitors' database through electronic process of capturing, recording and incorporating visitors' data in Web based Visitors' Management System Application as part of the HRMS [Human Resource Management System] application of ERP system for WBIIDC.

For the purpose of carrying out the activities as mentioned, the job of "Securing Expert Security Service of 1(one) Security-In-Charge on monthly hiring basis for managing Security Service of WBIIDC Office Building Complex and to monitor, control, preservation of records and analyzing situation/incidences on Security as well as business related issues, maintaining visitors' database through electronic process of capturing, recording and incorporating visitors' data in Web based Visitors' Management System" has been planned to be taken up.

Sealed tenders are invited by the Executive Engineer (Civil), Kolkata Construction Division, WBIIDC as per following schedule from bonafide, reputed, reliable experienced, resourceful and Skilled Security Service providing Agencies, capable of extending Security Service of a Security -in-Charge possessing proven professional expertise in their credit for at least 3 years in monitoring IP based video surveillance System(CCTV), preserving digital records and analyzing situation/incidences, maintaining visitors' database through electronic process of capturing, recording and incorporating visitors' data in Web based Visitors' Management System Application.

Sl. No	Description of Works	Estimated Amount putto Tender.	Earnest Money	Last date of a) Application b) Date of issue of tender form.	a) Time of completion. b) Date of receipt of tender
1.	Securing Expert Security Service of 1(one)Security-In-Charge on monthly hiring basis for supervising, managing and controlling Security system of WBIIDC Office Building Complex and to monitor, control, preservation of records and analyzing situations/incidences on Security as well as business related issues, recording & maintaining visitors' database through incorporation andelectronic process of capturing, recording and incorporating visitors' data in Web based Visitors' Management System. The rates are inclusive of GST, other taxes and all incidental charges and expenses.	₹29,500.00	₹10,000.00	a) 01.10.2019 b)15.10.2019	A) One year. B)17.10.2019

Responsibilities of Security in Charge:

- To monitor everyday Security Service activities all around the premises towards protection of lives and assets in the premises by guiding and directing the team of Security Guards as operational head of Security Service s for the premises of WBIIDC Office Complex.
- To analyze all Security related incidents and suspicious activities, plan and develop suitable Security System management schedules in consultation with the WBIIDC towards furtherance of the Security Service.

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- To analyze and generate report on digital database of visitors, vehicles and the like based on everyday registration logs recorded at the Security kiosks as well as obtained otherwise.
- To obtain and maintain the entry & exit details obtained digitally from NPR cameras and to preserve the digital logs for inspection of equipment and critical assets (utilities, HVAC/air intakes and control rooms, electrical substation and communication equipment) in the yard and on rooftops etc.
- To preserve significant video clips for reference.
- To Capture, record and incorporate visitors' data in Web based Visitors' Management System

Candidate's Qualification Requirements

The data recording manpower resources should possess following credentials:

- Graduation Degree from a recognized University with a fair command in Bengali, Hindi & English Language.
- Should have satisfactory knowledge and experience of computer operations like MS Office (MS Word, MS excel), internet use, scanning, data capturing & storage, archiving and in web applications operations.
- Adequately trained in managing various aspects of security system including preserving & maintaining data security.

Eligibility Requirements

- a) The tenderers should have the experience of providing similar works during last Five years in any of the Central/State Departments/PSU/ Educational Institutions/ Local Bodies etc. proof of this affect to be attached for at least 03 organizations.
- b) The agency should submit a declaration for not being blacklisted by any Government or other organizations.
- c) The agency should have valid Security license issued by home department as per provisions of the Private Security Agencies (Regulation) Act, 2005.
- d) The Company/Firm should have EPF, ESI, EWF and GST registration.
- e) The Company/Firm should have Trade License for undertaking the job.
- f) The Company/Firm should comply with the provisions as provided under Labour Laws.
- g) The Company/Firm should have its registered/ well established office(s) at Kolkata.
- h) The Company/Firm should have rendered satisfactory Security Service in this field to reputed organizations for at least five years.

The Security Service Providing Agency shall ensure that the manpower deployed in WBIIDC conforms to the requirements of skills etc. prescribed in the Tender Document.

Application Procedure

Intending tenderers shall have to apply for above work in writing to the Executive Engineer (Civil), Kolkata Construction Division, WBIIDC at above address for obtaining permission for issuance of tender papers latest by 01/10/2019 up to 14.00 hrs.(I.S.T.) for tenders with photo copies (self-attested with company stamp & date) of credentials regarding satisfactory completion of similar nature of work as mentioned above, Professional Tax Deposit Challan, PAN Card, Latest I.T. Return Details, GST Registration Certificate, Trade License, Certificate of Coverage of the Firm under P.F. Act and E.S.I., Completion Certificate etc.

All the photocopies will be verified from originals by the person receiving application at the time of receiving the application before last date of submission of application. Application submitted without verification from original will be treated as cancelled and the applicant will not be entertained for the participation in the tender.

Tender Submission & Opening

The detailed tender documents may be obtained on the specified dates up to 14.00 hrs., on payment of Rs.75.00 (non-refundable) plus GST @ 18% (Total ₹ 89.00) in cash per form from the office of the Executive Engineer(Civil), Kolkata Construction Division, WBIIDC at the above address. The completed tender papers will be received at above address up to 15.00 hrs. (I.S.T.) on 17/10/2019 and will be opened at 15.30hrs. (I.S.T.) on the same day in presence of the intending tenderers or their authorized representative

Validity of Offer

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Bids shall remain valid for a period not less than 120 (One hundred twenty) days after the date of opening of the tender. Bid valid for a shorter period shall be rejected as non-responsive. If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

Bidding Requirements

- If any bidder does not quote any rate against any particular item, it will be considered that the bidder is bound to execute the work up to stipulated quantity free of cost i.e. no amount will be claimed against that item for execution up to stipulated quantity mention in the BOQ.
- A bidder is not permitted to participate, if he has been debarred or penalized for any reasons out of work, by any Government department. During the bidding process if it is found that the firm has been debarred or penalized by any Govt. Department, the bid will be rejected outright. An affidavit in the prescribed format (mentioned in annexure) is to be produced in this respect.
- Joint venture establishments will not be allowed to participate in the above NIT. A prospective bidder shall be allowed to participate in a single job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job, all his applications will be rejected for that job.
- The rates mentioned in the priced Schedule of Work is inclusive of GST @ 18%, all other Taxes and charges relevant to the work. Bidders should take note of the matter during quoting the rates.

Compliance of Statutory Obligations

- the Security Service Providing Agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund, ESI Act, etc. and WBIIDC shall not incur any liability for any expenditure whatsoever on the persons employed by the Agency on account of any obligation. The agency will be required to provide particulars of PF, Group Insurance of its employees engaged in WBIIDC. The monthly wages of the Security Service providing personnel should be paid regularly.
- The Security Service Providing Agency shall observe all the provisions of Contract Labour (Regulations and Abolition) Act 1970. All the statutory obligations such as maintenance of registers, submission of returns to licensing officers etc. should be strictly observed. Any deficiency in observing the statutory provisions under the act shall be sole responsibility of the Security Service Providing Agency.

Deployment Requirement

- The Security Service Providing Agency shall provide uniformed and trained personnel and use its best endeavor to provide Security services to WBIIDC for providing safety, monitoring and surveillance. Rates quoted will include all statutory obligations of the agency under Minimum Wages Act, Contract Labour (R&A) Act, weekly-off replacement charges, cost of uniform of personnel deployed by the Agency, all kinds of taxes, service charges, etc. of the agency. The rate quoted will be for per shift of eight hours per person per day. If the minimum wages is revised by the Government, the incremental wages, if applicable, will be provided.
- Under the terms of their employment agreement with the Agency the Security staff shall not do any professional or other work for reward or otherwise either directly or indirectly, except for and on behalf of the Agency.
- If the agency fails to deploy manpower against the initial requirement within 15 days from date of placing the order, the earnest money which will converted to Security Deposit shall stand forfeited without giving any further notice.
- In case, the person deployed by the successful Security Service Providing Agency commits any act of omission / commission that amounts to misconduct /Indiscipline/ incompetence and Security risks, the Security Service Providing Agency will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by this office within 2days of being brought to their notice.
- The Security Service Providing Agency shall provide identity cards to the personnel deployed in this office carrying the photograph of the personnel and personal information as to name, DOB, age and Identification mark etc. All the manpower employed should wear neat and clean dress and should maintain personal hygiene practices.

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- The Security Service provider shall ensure that any details of office, operational process, technical knowhow, Security arrangements, and administrative/organizational matters are not divulged or disclosed to any person by its personnel deployed in this office.
- The Security Service provider shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, pan, smoking, loitering without work etc.
- In case, person deployed is absent on a particular day or comes late / leaves early on three occasions, one day wage shall be deducted. In case of repetition of such instances, the 2nd clause under deployment requirements will be applicable.
- The Security Service providing agency shall depute a **coordinator**, who would be responsible for immediate interaction with this office, so that optimal Security Services of the persons deployed by the agency could be availed without any disruption.
- It will be the responsibility of the Security Service providing agency to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (Agency) in this office and this office will have no liabilities in this regard.
- For all intents and purposes, the Security Service Providing agency shall be the “Employer” within the meaning of different Labour Legislations in respect of Attendants so employed and deployed in this office. The persons deployed by the agency in this office shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against WBIIDC.
- The Security Service providing agency shall be solely responsible for the redressal of grievances / resolution of disputes relating to person deployed. This office shall, in no way, be responsible for settlement of such issues whatsoever.
- WBIIDC shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by Security Service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
- The persons deployed by the Security Service providing agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad hoc, regular / confirmed employees of this Corporation during the currency or after expiry of the contract.
- The Security Service Providing Agency shall have his own establishment/setup/mechanism/Training institute to provide training aids or should have tied up with a training institute with 2-3 Ex-servicemen/ para military forces/Ex-police for training of deployed personnel at his own cost to ensure correct and satisfactory performance of the deployment at WBIIDC and fulfillment of responsibilities under the contract.
- The staff shall displayed not accept any gratitude or reward in any shape.
- In case of termination of this contract on its expiry or otherwise, the persons deployed by the Security Service providing agency shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular / otherwise capacity in this Corporation.
- The Security Service providing agency shall furnish detailed curriculum vitae along with recent passport size photograph pasted on it in respect of the individual persons deployed by it in WBIIDC before the commencement of work.

Contract Period

The contract shall be for one year, unless otherwise specified. However the Corporation reserves the right to extend the contract period by 1 year beyond the period, on the same rates and terms & conditions subjected to satisfactory performance.

Billing Process

The Security Service Providing Agency shall raise the monthly bill, in triplicate, along with attendance sheet, duly certified by the attended office authority, in respect of the persons deployed and submit the same to the Executive Engineer (Civil), Kolkata Construction Division, WBIIDC, monthly hiring charges bills in triplicate on completion of Security Service on the 1st week of the succeeding month for effecting payment. Tax Invoices(s) needs to be issued by the Security Service Providing Agency for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017.

Subcontracting Right not allowed

The Security Service Providing Agency shall not be allowed to transfer, assign, pledge or sub contract its rights and liabilities under this contract to any other agency.

Penalty Clause:

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- i. If the Security Service Providing Agency fails to deliver any or all the Services covered under the scope of work by the contract, the Corporation reserve the right in addition to the legal remedies to cancel the contract as a whole or any portion thereof and hold the Security Service Providing Agency liable for all the damages, sustained by virtue of said cancellation and failing to perform the contract.
- ii. In the event of Corporation exercising its right to cancel the contract or any portion thereof as stated in the preceding clause, the Corporation shall be entitled to obtain the remaining Services as offered by the Security Service Providing Agency, from alternatively engaged Service Providing Agency. In such an event, the Corporation shall be entitled to recover from the Security Service Providing Agency the amount which the Corporation may have to incur over the above price which was payable to the Security Service Providing Agency.

Earnest Money Deposit (EMD)

Security Service Providing Agency shall deposit EMD as mentioned in the notice in the form of Demand Draft drawn on any Nationalized Bank in favour of "WEST BENGAL INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION" payable at KOLKATA. No interest shall be paid on any account against EMD. EMD of all unsuccessful Tenderers shall be returned after award of work to the successful bidder on request by the Tenderers.

Security Deposit

The EMD of the successful tenderer will be retained with WBIIDC as Security Deposit.

Refund of Security Deposit

Security Deposit amount will be refunded on successful completion of work and termination of the contract.

Force majeure:-

- I. Notwithstanding the provisions of Penalty Clauses i & ii, the Security Service Providing Agency shall not be liable for forfeiture of amount towards liquidated damages/penalty or termination for default, it and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force majeure.
- II. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Security Service Providing Agency and not involving the Security Service Providing Agency's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Corporation either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes
- III. If a Force Majeure situation arises, the Security Service Providing Agency shall promptly notify the Corporation in writing of such conditions and the cause thereof within 48 (Forty Eight) hours. Unless otherwise directed by the Purchases in writing, the Security Service Providing Agency shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

Recovery of Income Tax and other Taxes:

Income tax & other taxes as admissible will be deducted from each bill as per Government Rules.

Rejection & Acceptance of Tender

The Executive Engineer (Civil), Kolkata Construction Division, WBIIDC reserves the right to reject / accept the tender in whole or part thereof without assigning any reason whatsoever. If any date mentioned above happens to be holiday, the next working day will be considered as the stipulated date. In no circumstances, the quoted rates will be altered after acceptance of the tender.

Effect of any breach of conditions of contract

In such event, Security deposit of the Security Service Providing Agency will be forfeited.

Agreement for the Work

The successful Security Service Providing Agency will have to execute an agreement with WBIIDC on Rs.100/- stamp paper (non-judicial). Format of agreement is placed at Annexure- III. The conditions of the agreement

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shall be binding on the Security Service Providing Agency. All communications and documents relating the tender will become part of agreement.

Debarment of Security Service Providing Agency participating for works under WBIIDC

Penal measures of suspension and debarment will be imposed upon the Security Service Providing agencies who are participating in the tender process as well as selected for execution of Corporation's work for their false declaration of forgery or falsification of records submitted or failure to execute committed contract or for their failure to perform contractual obligations and thereby resulting delay in execution of the public works or execution of faulty works. Action will be taken as per Memorandum No.547-W(C)/IM-387/15 dt.16.11.2015 of the Joint Secretary to the Govt. of west Bengal, Public Works Department.

Dispute Settlement

In the event of any dispute or differences arising under the terms of this agreement, the same shall be settled by mutual discussion and negotiation. Only when such procedure fails, such matter shall be settled through a reference to arbitration by a sole arbitrator to be appointed under the provisions of Arbitration and Conciliation Act, 1996.

In case of any dispute between the agency and Corporation (WBIIDC), the Corporation shall have the right to decide. However all matters of jurisdiction shall be at the local court located at West Bengal only.

Obligation to the Security Service Providing Agency

- a. The Security Service Providing Agency shall ensure full compliance with Tax Laws of India with regard to this contract and shall be solely responsible for the same.
- b. The Security Service Providing Agency shall submit copies of acknowledgement substantiating ceiling of return every year and shall keep the Tender Inviting Authority fully indemnified against liability of Tax, Interest, Penalty etc., of the Security Service Providing Agency in respect thereof, which may arise.
- c. The Security Service Providing Agency shall also comply with all applicable statutory liability.

Executive Engineer (Civil)
Kolkata Construction Division

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ANNEXURE - 1

Covering Letter Submitting Tender over Printed Letter Head
(To be kept within main envelope along with Tender Document)

To
The Executive Engineer (Civil),
Kolkata Construction Division
WBIDC, DJ-10, Sector II,
Saltlake City, Kolkata 700 091

Subject: Submission of Tender for “Securing Expert Security Service of 1(one) Security-In-Charge on monthly hiring basis for managing Security Service of WBIDC Office Building Complex and to monitor, control, preservation of records and analyzing situation/incidences on Security as well as business related issues, maintaining visitors’ database through electronic process of capturing, recording and incorporating visitors’ data in Web based Visitors’ Management System”

Reference: N.I.T. No. IIDC /KCD/ 12C/2019-20

Sir,

I/We am/are submitting our tender in sealed envelopes for the above work. All the statements made in this Tender are true and I/we accept that any misinterpretation contained in it may lead to our disqualification.

I/We also understand that you are not bound to accept any tender you have received.

We remain,

Yours Sincerely

Signature of Authorized Signatory

ANNEXURE II
Tender for Securing Expert Security Service of 1 (one)
Security-In-Charge on monthly hiring basis

Priced Schedule for the Work of “Securing Expert Security Service of 1(one) Security-In-Charge on monthly hiring basis for managing Security Service of WBIIDC Office Building Complex and to monitor, control, preservation of records and analyzing situation/incidences on Security as well as business related issues, maintaining visitors’ database through electronic process of capturing, recording and incorporating visitors’ data in Web based Visitors’ Management System”.

Sl. No	Items of Work	Qty.	Unit	Rate (₹)	Amount(₹)
1.	Securing Expert Security Service of 1(one) Security-In-Charge on monthly hiring basis for supervising, managing and controlling Security system of WBIIDC Office Building Complex and to monitor, control, preservation of records and analyzing situations /incidences on Security as well as business related issues, recording & maintaining visitors’ database through incorporation and electronic process of capturing, recording and incorporating visitors’ data in Web based Visitors’ Management System. The rates are inclusive of GST, other taxes and all incidental charges and expenses.				
	For WBIIDC Head Office (Monthly Payment)	1(one)	Head	29,500.00	29,500.00

(Rupees Twenty nine thousand five hundred) only per month

Responsibilities of Security in Charge:

- To monitor everyday Security Service activities all around the premises towards protection of lives and assets in the premises by guiding and directing the team of Security Guards as operational head of Security Service s for the premises of WBIIDC Office Complex.
- To analyze all Security related incidents and suspicious activities, plan and develop suitable Security System management schedules in consultation with the WBIIDC towards furtherance of the Security Service.
- To analyze and generate report on digital database of visitors, vehicles and the like based on everyday registration logs recorded at the Security kiosks as well as obtained otherwise.
- To obtain and maintain the entry & exit details obtained digitally from NPR cameras and to preserve the digital logs for inspection of equipment and critical assets (utilities, HVAC/air intakes and control rooms, electrical substation and communication equipment) in the yard and on rooftops etc.
- To preserve significant video clips for reference.
- To Capture, record and incorporate visitors’ data in Web based Visitors’ Management System

Candidate’s Qualification Requirements

The data recording manpower resources should possess following credentials:

- Graduation Degree from a recognized University with a fair command in Bengali, Hindi & English Language.
- Should have satisfactory knowledge and experience of computer operations like MS Office (MS Word, MS excel), internet use, scanning, data capturing & storage, archiving and in web applications operations.
- Adequately trained in managing various aspects of security system including preserving & maintaining data security.

Compliance of Statutory Obligations

the Security Service Providing Agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund, ESI Act, etc. and WBIDC shall not incur any liability for any expenditure whatsoever on the persons employed by the Agency on account of any obligation. The agency will be required to provide particulars of PF, Group Insurance of its employees engaged in WBIDC.

Declaration by the Tenderer and Quotation of Rate

I have fully understood the requirements for the “Securing Expert Security Service of 1(one) Security-In-Charge on monthly hiring basis” work as specified in the priced schedule & scope work mentioned above as well those have been detailed in the tender document.

Considering every aspects of the assignment, I/We submit our rate as ___% (in word _____ percent) above / at par / below the rate mentioned in priced schedule of work.

Date:
Place:

Signature of Authorized Signatory
Name and Designation of the Signatory
Name of the Firm
Address
Ph. & , Fax No
E Mail ID



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Annexure - III

AGREEMENT BETWEEN WEST BENGAL INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION
AND (NAME OF SUCCESSFUL TENDERER)

This agreement made on this _____ day of _____ Two Thousand Nineteen between the West Bengal Industrial Infrastructure Development corporation, DJ-10, Sector II, Saltlake City, Kolkata 700 091. West Bengal (hereinafter called the "WBIIDC" which expression shall unless excluded by or repugnant to the context, be deemed to include their successors in office) on the one part and----- (hereinafter called the "Security Service Providing Agency" which expression shall unless excluded by or repugnant to the context be deemed to include their heirs, executors, administrators, representatives and assigns or successors in Office) on the other part.

WHEREAS WBIIDC is desirous of commissioning the Security Service s of a Security Service Providing Agency to assume total responsibility with regard to "*Securing Expert Security Service of 1 (one) Security-In-Charge on monthly hiring basis for managing Security Service of WBIIDC Office Building Complex and to monitor, control, preservation of records and analyzing situation/incidences on Security as well as business related issues, maintaining visitors' database through electronic process of capturing, recording and incorporating visitors' data in Web based Visitors' Management System*". The work shall be completed in all respect within period as mentioned in respective section of tender document.

WHEREAS the Security Service Providing Agency has offered to execute and complete each study at rate ___% (in word _____ percent) above / at par / below the rate mentioned in priced schedule of work fees and whereas WBIIDC has accepted the offer of the Security Service Providing Agency and whereas the Security Service Providing Agency has furnished Earnest Money Deposit of Rs. 10,000/- (minimum preset non-interest bearing amount) in the form of Demand Draft in favour of "WBIIDC" for the due fulfillment of all the conditions of this contract.

NOW IN THIS AGREEMENT WITNESSTH AS FOLLOWS. In this agreement words and expression shall have the same meaning as are respectively assigned to them in the conditions of contract hereinafter referred to. The following documents in this regard shall form an integral part of this agreement and be read construed as part of this agreement viz.

1. Security Service Providing Agency's submissions in response to N.I.T. No. IIDC /KCD/ 12C/2019-20.
2. Work Order no. ----- dated -----

The contract agreement has been compiled by the WBIIDC primarily from the original tender documents and all the correspondence from the tendering stage till acceptance. In the event of any difference arising from the completion of the contract, the original tender document, Security Service Providing Agency's offer and work order issued by WBIIDC may be referred to by either party. The terms of this Agreement and Bid document are subject to change as occasion would arise and as may be decided by the Chief Executive Officer, WBIIDC.

These documents shall take precedence over the compiled documents. The Security Service Providing Agency hereby covenants with the WBIIDC to complete the "work" in all respect as per the provisions of the agreement.

The WBIIDC hereby covenants to pay the Security Service Providing Agency in consideration of such completion of work, the contract price at the time and in the manner as mentioned in the tender document.

In WITNESS WHERE OF the parties hereto have caused this contract to be executed in accordance with their respective laws the day and year first above written.

Signed sealed and delivered by the Executive Engineer (Civil), Kolkata Construction Division, WBIIDC (for the Authority) in the presence of.....

.....

Seal of the Authority Signed.

Signature of Witness

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Sealed and delivered by the said..... (For the Security Service Providing Agency)
in the presence of

.....

Signature of Witness

Seal of the Security Service Providing Agency