NOTICE INVITING e-TENDER

NIT No.: WBSU/24PNR/ETEN/ Security Service/2017-18/06       Dated: 29/03/2018

The REGISTRAR (Officiating), West Bengal State University, Berunanpukuria, Malikapur, Barasat, 24 Parganas (N), invites E-tender for “Deployment of Security Personnel to West Bengal State University, University Campus, Barasat”, from resourceful, reputed, eligible and competent Private Security agencies having registered offices in West Bengal only with annual turnover of Rs. 25 (Twenty Five) lakhs and above in last financial year with requisite experience and credentials for deployment of 47(Forty Seven) General Duty security guards + 3(Three) Supervisors for security duties in the University Campus, Berunanpukuria, Malikapur, 24-Pgs.(N), Kol-700126 (relaxable in exceptional cases at the discretion of Competent Authority).

Interested bidders may obtain bidding documents by registering themselves to the e-tendering portal [https://wbtenders.gov.in].

Private Security agencies may upload their bids in prescribed format with all relevant documents in the website [http://www.wbtenders.gov.in]

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description of Work</th>
<th>Earnest Money</th>
<th>Period of Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Deployment of Security Personnel to West Bengal State University</td>
<td>Rs. 30,000/-</td>
<td>365 Days or 1 Calendar Year</td>
</tr>
</tbody>
</table>

Note:-

1) Detailed information may also be had from the Office of the Registrar, WEST BENGAL STATE UNIVERSITY, Berunanpukuria, Malikapur, 24-Pgs.(N), Kolkata – 700126, and the website [http://www.wbsubregistration.org].

2) Rate shall be quoted on per person per shift of eight(08) hours basis in BOQ for each category of manpower separately and all inclusive of E.S.I., E.P.F. etc. as applicable as per West Bengal Government Rules.

3) 47(Forty Seven) General Duty Security Guards would be engaged each day, suitably distributed among shifts. Also 03(Three) Security Supervisors would be engaged each day distributed among shifts. However actual number of Security Guards & Supervisors may vary during actual deployment and as decided by the University.

4) Detailed Break-Up for Cost quoted against Column No. 5 in BOQ shall be furnished separately, duly sealed & signed alongwith Hardcopy submission of Tender.
1) **General Terms and Condition:**

A. In the event of e-filling, intending bidder may download the tender documents from the website [http://wbtenders.gov.in](http://wbtenders.gov.in) directly with the help of Digital Signature Certificate.

B. A bidder desirous of taking part in the tender shall login to the e-Procurement portal of the Government of West Bengal [https://wbtenders.gov.in](https://wbtenders.gov.in) using his login ID and password and thereafter may download the tender document from the website directly with the help of Digital Signature Certificate.

C. **Login by bidder:**

   a) A bidder desirous of taking part in a tender invited by a State Government Office/PSU/Autonomous Body/Local Body/ PRIs, etc. shall login to the e-Procurement portal of the Government of West Bengal [https://wbtenders.gov.in](https://wbtenders.gov.in) using his login ID and password.

   b) The bidder will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for that tender by selecting from either of the following payments modes:

      i. Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway.

      ii. RTGS/NEFT in case of offline payment through bank account in any Bank.

D. Necessary Earnest Money deposit may be remitted through Online in favor of the **“West Bengal State University” payable at ‘Barasat’**. The Copy of Earnest Money Deposit (EMD) against the tender should be submitted to the Office of the West Bengal State University, Berunanpukuria, Malikapur, Barasat, North 24 Parganas, Kolkata-700126. The original part of online submission of EMD Payment challan copy(Hard Copy), other submitted documents through online(Hard Copy) and other documents as per NIT should be submitted, at least before the date of opening of the bid, failing which, the submission will treated as cancelled.

E. Both Technical bid and Financial bid are to be submitted duly digitally signed in the website [http://wbtenders.gov.in](http://wbtenders.gov.in). Tender documents may be downloaded from the website and submission of Technical Bid and Financial Bid will be done as per Date & Time Schedule stated. The Financial Offer of the prospective tenderer will be considered only for those tenderer who have successfully qualified technically i.e., Technical Bid is found suitable in all respect. The decision of the ‘University’ will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website [http://wbtenders.gov.in](http://wbtenders.gov.in).

F. There will be no Provision of Arbitration in this contract.

G. The Bidder, at the Bidder’s own responsibility and risk is encouraged to visit and examine the site of works and its surroundings on any working day and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender. The cost of visiting the site shall be at the Bidder’s own expense.

H. If the bidder is found to have applied severally in a single job, all of his/ their bids will be considered as nonresponsive for that job, without assigning any reason thereof.

I. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the University.
J. No CONDITIONAL/ INCOMPLETE TENDER will be accepted under any circumstances.

K. In the event of multiple lowest rate submitted by the bidders, University’s discretion will prevail.

L. The University reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

M. During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that tenderer will not be allowed to participate in the tender and the application will be outrightly rejected without any prejudice and forfeiture of earnest money.

N. List of “Technically Qualified Bidders” will be published in the web portal only.

O. Before issuance of the work order, the tender inviting authority will verify the credential & other documents of the lowest tenderer if found necessary.

P. Rate shall be quoted on per person per shift of eight(08) hours basis in BOQ for each category of manpower separately and all inclusive of E.S.I., E.P.F. etc. as applicable as per West Bengal Government Rules.

2) Eligibility criteria for participation in the tender.

i) Copies of orders of engagement of the agency concerned by the Govt. Department/s, Public, Statutory Body/s etc. during last 3 (three) years and performance certificate/s from such organization/s are to be submitted in support of credential/s with the applications.

ii) Registration under the Private Security Agencies (Regulation) Act, 2005.

iii) Valid Licenses under the above mentioned Act read with the prescribed Rules.

iv) Credential to proof their satisfactory past services in reputed organization.

v) Contractors/ Agencies having Professional Tax clearance certificates, Provident Fund Registration/Code no and certificate, GST Registration Certificate, ESI Registration certificate, EPF Registration Certificate and up-to-date challan should be furnished/along with the Technical Bid Documents.

vi) Income Tax Acknowledgement Receipt for the last three(03) Assessment Years, P.T. Deposit Challan for the last three(03) Years, i.e., 2014-2015/2015-2016/2016-2017, PAN Card should be furnished/along with the Technical Bid Documents.

vii) Code nos. under the Employees Provident fund Act and ESI Act.

viii) Registration and Code nos. EPF Act, ESI Act, Professional Tax etc.

ix) Amount of annual turnover which should be not less than Rs. 25,00,000.00 (Twenty Five Lakhs) in last financial year.

x) Annual report and Balance Sheet for the last five years.

xi) Credentials for deployment of fifty (50) Security personnel in a day.

xii) Registered Partnership Deed for Partnership Firm only along with Power of Attorney is to be submitted. The company shall furnish the Article of Association and Memorandum.

xiii) Registered Labour Co-operative Societies are required to furnish valid Bye Law, Current Audit Report, Minutes of last A.G.M., valid certificate from A.R.C.S. along with other relevant supporting papers.
3) **BID DOCUMENTS:**

West Bengal State University invites tender from resourceful, reputed, eligible, competent and enlisted established Security Agencies (Private or ex-Central Para military forces/army personnel agencies) having registered offices in West Bengal. The Security Guards and Supervisor would be deployed in the University Campus of West Bengal State University at Barasat, Kolkata – 700126.

4) **SCOPE OF WORK:**

Engagement of Security personnel/ Supervisor for guarding the entire West Bengal State University Campus at Berunanpukuria, Malikapur, 24-Parganas(N), Kolkata-700126. The agency will have to place their personnel for duty within 24 hrs of receipt of order placed. The concerned agencies should have management capacity to run such security work in important organizations. The engagement may be round the clock or in shifts depending upon importance of the installations as per actual requirement of the University.

5) **REGULATORY MECHANISM:**

Supply/ deployment/ engagement of Security personnel / security Supervisor shall be regulated in terms of Private Security Agencies (Regulations) Act. 2005 read with the West Bengal Rules issued under the Private Security Agencies (Regulations) Act 2005, vide Government Notification No 2254, dated 8/5/2007 and duty amended if any or any other rules framed by the appropriate/ Controlling Governing Authority under the Act. Relevant jobs are to be done by the respective Agencies within the legal parameter with accountability to regulatory mechanism as provided in the said Act and Rules framed there under as per constitutional objective and in the order.(The same may, however, be done for one year only).

6) **PERIOD OF CONTRACT:** (Maximum 02 Years in 1 + 1 system)

The contract period will be initially for one year from the date of issue of the Work Order. However the contract may be extended for a period of further one year depending on satisfactory performance of the agency as certified by the University and on similar Terms, Conditions & Rates.

7) **EARNEST MONEY:**

Rs. 30,000.00(Rupees Thirty Thousand) only should be deposited as Earnest Money against this Tender. The amount is to be paid through Net Banking or RTGS/NEFT in favor of the “West Bengal State University” payable at ‘Barasat’. In case of unsuccessful tender(s), the earnest money will be refunded without any interest and in case of successful tender/s, the earnest money shall be automatically converted into Security Deposit for fulfillment of the Contract.

8) **SECURITY DEPOSIT:**

If the Agency is selected and order placed, a sum of Rs. 30,000.00(Rupees Thirty Thousand) is to be maintained as Security Deposit for the entire Contract Period.

9) **DAILY RATE OF SECURITY PERSONNEL:**

The Agreement is to be executed with the West Bengal State University, Berunanpukuria, Malikapur, Barasat, 24-Parganas(N), Kolkata- 700126, West Bengal. The rates should be offered per person per shift basis. The rates shall be paid as per actual deployment for a shift of 8(eight)
West Bengal State University

hours daily. The rate analysis shall include daily wages for eight hours, Statutory payments as applicable and any other cost that might be incurred for providing the intended Services.

10) **PROVIDENT FUND:**

The relevant provisions of the Employee Provident Fund & Misc. Provident Fund Act, 1952 Act should strictly be complied with by the Agencies and the provident Fund elements are to be regularly deposited with the P.F. Commissioner’s office as per provisions of the Act. The Directorate of Correctional Services, West Bengal would take no responsibility whatsoever in this regard. Provident fund Registration Number and Code No. (Attested copies) should be furnished with tender bid. The quoted rate should also include this item. P.F element would be released after document of deposition is produced.

11) **INSURANCE & MINIMUM WAGES:**

Provisions of the E.S.I. Act, 1948 where applicable shall have to be complied with ESI contribution is to be regularly deposited with the Regional Director, E.S.I.C. Attested copies of documents of Registration under said Act and Employer’s Code no. is to be submitted along with all tender bids. E.S.I. element would be released after document of deposition is produced. In case of non-ESI area, adequate insurance coverage of equivalent amount of premium for extending benefits, in case of ailments requiring prolong treatment, employment injury including death of the Security personnel deployed for duty should be available and amount so paid as premium will be reimbursed against production of documents in due course. West Bengal State University will not take any responsibility for additional payment and relevant provisions of Minimum Wages Act. 1948 shall be strictly adhered to read with the Payment of Wages Act 1936.

12) **CONDUCT AND DISCIPLINE:**

Every deployed Security personnel shall behave well with the members of the public, teachers, officers, students and staff of the University as also his colleagues and subordinates. He will ensure that he complies with such lawful directions as issued by his superior as well as the Controlling Authority. All Employees shall be at work punctually at the fixed time notified from time to time, with information to them. Late attendance and irregular attendance including early departure constitute a breach of discipline and punishable as acts of indiscipline. The Security personnel so deployed should be disciplined and for any breach thereof, the Agency has to replace the concerned person within twenty four hours of written notification by the Controlling Officer. The Agency should make good to any loss of property incurred to the organization by such acts of misconduct as per Prevailing orders. In the event of theft, loss or damage to any property under the charge of the Security personnel the cost will have to be borne by the Agency concerned. Attendance Register & Allocation Register must be maintained and signed by the Controlling Officers on daily basis.

13) **COMPLIANCE OF THE CONTRACT LABOUR (R & A) ACT, 1970 & PRIVATE SECURITY AGENCIES (REGULATION) ACT, 2005:**

Compliance of relevant provisions of professions Tax Income Tax etc is essential as and where applicable to the extent. GST may be levied on the entire amount like minimum wages, PF, ESI and Special Allowance (wherever applicable). The said Tax is to be borne initially by the service provider and the same will be reimbursed by West Bengal State University on production of authenticated documents towards it’s deposit with appropriate authority.
14) **CONTROLLING OFFICER OF WORK:**

The Controlling Officer of the work would be the Registrar (Officiating), West Bengal State University or the Officer authorized by the Hon’ble Vice Chancellor, West Bengal State University for this purpose. The Security personnel / Supervisor will have to report to the Controlling Officer at the commencement of the shift as fixed by West Bengal State University, Berunnpukuria, Malikapur, Barasat, 24-Parganas(N), Kolkata- 700126.

15) **PAYING AUTHORITY:**

Paying Authority against this contract would be The Finance Officer of the University. The Controlling Officer would release payment as per actual deployment and certification of satisfactory performance of the Security personnel deployed.

16) **RELEASE OF PAYMENT:**

Payment would be released on monthly basis against bill in triplicate to be submitted by the Security Agency to the Controlling Officer. The Controlling Officer after due certification towards satisfactory performance will forward the same to the paying authority for release of payment in due course. No advance payment would be made. Release of payment for second month onwards is subject to verification of full payment made to provident fund & ESI authorities where applicable in respect of persons engaged for the previous month. The Agency will also submit a declaration that wages, as mentioned in the Agreement has actually been disbursed to the Security personnel.

17) **OVER TIME ALLOWANCE:**

No overtime allowance & double shift duties would be allowed.

18) **RESPONSIBILITY FOR THEFT/ LOSS OF UNIVERSITY PROPERTIES:**

In case of any theft/ loss of any University property where security agencies has engaged for guarding purpose, a Departmental enquiry will be held. If negligence on the part of security personnel in found, the agency shall have to accept the liability and make good the loss assessed by the University. The manner of payment for the loss will be intimated by the controlling authority.

19) **ACCOMODATION FOR SECURITY PERSONNEL:**

The security personnel deployed will not be provided with accommodation facilities inside the University Campus.

20) Bid Documents are not transferable. All the tenderers must keep their offers valid for acceptance for a period of Ninety days from the date of opening of tenders.

21) Submission of tender submitted by Telex/Fax/Telegraph is not acceptable. Incomplete tenders, i.e. illegible and /or submitted with qualifications or with condition at variance with the terms and conditions of the tender. i.e. combined offer/conditional offer/ counter offer are liable to be rejected.

22) **The competent authority of the West Bengal State University reserves the right to accept the full or part of tender or reject any/ or all tenders and / or negotiate by way of revised and /or improved offer from all the tenderers for the concerned job. The West Bengal**
State University reserves the right to withdraw full or part of the tender without assigning any reason whatsoever.

23) All kinds of legal proceedings in any matter arising out of this contract shall be settled by the appropriate court under the jurisdiction of High Court of Calcutta.

24) **ELIGIBILITY TO BE ENGAGED AS SECURITY PERSONNEL**
   a) All the security personnel likely to be engaged by the concerned agency must possess prescribed standard of physical fitness as laid out in Sec 10 (TEN) of private security agency (Regulation) Act, 2005 and adequate training as prescribed Rule 5 of rule 6 of the West Bengal Rules issued under private security agencies (Regulation) Act, 2005.
   b) It must also be certified that police verification of the antecedents of the Security Personnel has been carried out as laid in Rule 4 of West Bengal Rules issued under Private Security Agencies. (Regulation) Act, 2005.

25) The tender must be accompanied with the following documents:
   a) Attested photocopy of the IT and P.T. clearance certificate.
   c) Copies of orders of reputed private companies where the Agency has provided Security during last three years and performance certificate from such organization in support of credentials.
   d) Annual report and Balance Sheet of the agency.

26) **Submission of Bids:**
   Technical Bid & Financial Bids are to be submitted duly digitally signed in the website [https://wbtenders.gov.in](https://wbtenders.gov.in).

27) **Bid Validity**
   Bids shall remain valid for a period not less than 90 days (Ninety) from the last date of submission of Financial Bid / Sealed Bid.

28) **Qualification Criteria:**
   The Tender Inviting & Accepting Authority through a ‘Purchase & Tender Committee’ will determine the eligibility of each bidder. The bidders shall have to meet all the minimum Criteria regarding:-
   
   a) Financial Capacity
   b) Technical Capability comprising of personnel & equipment capability
   c) Experience/ Credentials.

   The eligibility of a bidder will be ascertained on the basis of the attested documents in support of the minimum criteria as mentioned in a), b) and c) as above and the declaration executed through prescribed affidavit in non-judicial stamp paper of Rs.100.00 duly notarized. If any document submitted by a bidder is either concocted or false, in such cases the eligibility of the bidder/tenderer will be outrightly rejected at any stage without any prejudice and forfeiture of earnest money forthwith or will be debarred from participation in any tender within the jurisdiction of the University.
The Purchase and Tender Committee, WEST BENGAL STATE UNIVERSITY, Berunanpukuria, Malikapur, 24-Pgs.(N), Kolkata – 700126 reserves the right to accept or reject the tender and/or negotiate by way of revised and/or improved offer from all the tenderers for the concerned job. The Hon’ble Vice Chancellor, WEST BENGAL STATE UNIVERSITY, Berunanpukuria, Malikapur, 24-Pgs.(N), Kolkata – 700126 also reserves the right to withdraw the tender without assigning any reason whatsoever.

29) Date & Time schedule:

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Date of uploading of N.I.T. &amp; other Documents (Online) (Publishing Date)</td>
<td>29.03.2018</td>
<td>03:00 P.M.</td>
</tr>
<tr>
<td>2. Documents download/sale start date (Online)</td>
<td>29.03.2018</td>
<td>04:00 P.M.</td>
</tr>
<tr>
<td>3. Documents download/sale end date (Online)</td>
<td>20.04.2018</td>
<td>06:00 P.M.</td>
</tr>
<tr>
<td>4. Bid submission start date (Online)</td>
<td>29.03.2018</td>
<td>05:00 P.M.</td>
</tr>
<tr>
<td>5. Last Date of submission of original copies for the Earnest money deposit Payment challan copy (Hardcopy) &amp; Necessary sufficient documents as per Online Submission (Hardcopy) &amp; Others documents as per NIT</td>
<td>23.04.2018</td>
<td>Upto 03:00 P.M.</td>
</tr>
<tr>
<td>6. Bid Submission closing (Online)</td>
<td>20.04.2018</td>
<td>06:00 P.M.</td>
</tr>
<tr>
<td>7. Bid opening date for Technical Proposals (Online)</td>
<td>24.04.2018</td>
<td>02:00 P.M.</td>
</tr>
<tr>
<td>8. Date of uploading list for Technically Qualified Bidder(online)</td>
<td>To be Notified after evaluation of Technical Proposal</td>
<td></td>
</tr>
<tr>
<td>9. Date for opening of Financial Proposal (Online)</td>
<td>To be Notified after evaluation of Technical Proposal</td>
<td></td>
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</tbody>
</table>

I. WEST BENGAL STATE UNIVERSITY, Berunanpukuria, Malikapur, 24-Pgs.(N), Kolkata – 700126 RESERVES THE RIGHT TO CHANGE THE ABOVE SCHEDULE IN CASE OF ANY EXIGENCIES AFTER PUTTING UP A NOTICE.

II. Opening of the financial bid as per schedule may be subject to change due to administrative exigencies. No objections in this respect will be entertained by any bidder who will be present during opening of bid or from any bidder who will be absent at the time of opening of the Financial bid. No informal tenderer will be entertained in the bid further.

III. During the scrutiny, if it comes to the notice to the Tender Inviting Authority that the credentials or any other paper is incorrect/manufactured/fabricated, that bidder would not be allowed to participate in the Tender and that application will be outrightly rejected without any prejudice. The onus of the legibility of the documents will solely rest on the bidder.
Instruction to Bidder:

A. General guidance for e-Tendering
Instructions/ Guidelines for tenders for electronic submission of the tenders have been annexed for assisting the bidders to participate in E-Tendering.

B. Registration of Vendor
Any Vendor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to https://wbtenders.gov.in. The vendor is to click on the link for E-Tendering site as given on the web portal.

C. Digital Signature certificate (DSC)
Each vendor is required to obtain a relevant Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause 2 of Guideline to Tenderer DSC is given as a USB e-Token. Bid may be treated as non-responsive if name of the company/ firm differs from DSC to any of the submitted documents.

D. Submission of Tenders
General process of submission, Tenders are to be submitted through online to the website in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC) the documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats). Documents only in pdf format are to be submitted. Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading any tender for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour.

E. Tenders Documents Details:
Others important Documents or My Document

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Category Name</th>
<th>Detail(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Certificate(s)</td>
<td>GST Registration Certificate &amp; Acknowledgement. PAN, P Tax (Challan) (Last 03 Financial Years). IT Receipt for last 03 Financial Years.</td>
</tr>
<tr>
<td>2.</td>
<td>Company Detail</td>
<td>Proprietorship Firm ( Valid Trade License) Partnership Firm (Partnership Deed, Trade License) Ltd. Company(Incorporation Certificate, Trade License) Valid Trade License</td>
</tr>
<tr>
<td>3.</td>
<td>Credential</td>
<td>Similar nature of work completion certificate.</td>
</tr>
<tr>
<td>4.</td>
<td>Financial Info</td>
<td>Tax Audited Report last 3 (Three) years (year just preceding the current Financial Year</td>
</tr>
</tbody>
</table>

Statutory Cover containing the following documents

E.1 Technical proposal
The Technical proposal should contain scanned copies of the following further two covers (folders).

i. Scan copy of AFFIDAVIT

ii. TENDER FORM

iii. FORM I & II
E.2 Financial proposal

The financial proposal should contain the following documents in one cover(folder) i.e. Bill of quantities (BOQ), the vendor is to quote the rate online through computer in the space marked for quoting rate in the BOQ.

Note- The original part of online submission of EMD Payment challan copy(Hard Copy), other submitted documents through online(Hard Copy) and other documents as per NIT(Hard Copy) should be submitted, at least one day before the date of opening of the technical bid, failing which, the submission will be treated as cancelled.

F. Non-statutory Cover containing the following documents:
   A) GST Registration Certificate & Acknowledgement. PAN. P Tax (Challan) (Last 03 Financial Years). Latest IT Receipt for Last 03(three) Financial Years.
   B) Job Credential.
   C) Company Details.
   D) Payment Certificate.
   E) Power of Attorney (For Partnership Firm / Private Limited Company, if any)

N.B.: Failure of submission of any of the above mentioned documents as stated above will render the tenderer liable to be rejected for both statutory & non statutory cover.

G. Rejection of Bid:

The Tender Committee reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders on the ground for Purchase and Tender Committee's action.

H. Award of Contract

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through an Acceptance e-mail / Letter of Acceptance.

The notification of award will constitute the formation of the Contract.

The Agreement as per enclosed format in G.C.C. will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents stated in N.I.T. of the concerned work within time limit to be set in the letter of acceptance.

I. There shall be no provision of Arbitration.

J. Conditional / Incomplete tender submissions will be treated as non responsive.

K. In case of quoting rates, no multiple lowest rate will be entertained. Rates to be quoted both in number & words. No adjustment in price or price as collation of any kind will be allowed for the works included in this NIT.
TENDER FORM
APPLICATION FORMAT

To
The Registrar(Officiating),
West Bengal State University,
Berunapukuria, Malikapur,
Barasat, 24-Parganas(N),
Kolkata-700126.

Sub: Tender Form for Deployment of Security Personnel to West Bengal State University, University Campus, Barasat as per Advertisement ________________________________ dated _______________ in ________________________

Ref: Tender Notice No. _______________________________________________________________

Sir,

With reference to your advertisement in the ______________________________ dated ___________ for enlistment as Private Security Agencies and arriving at a rate Contract for deployment of security guard, Security Supervisor, I hereby submit the Particulars with supporting documents :-

1. Name of the Organization

2. Address with phone no (Deed/Agreement as tenant with the landlord of the House for at least three years i.e. upto July’ 2018 shall be submitted in case of hired accommodation).

3. Performance certificate for last five years


5. Copies of License issued by the Controlling Authority[As per the Private Security Agencies (Regulation) Act. 2005 and Rules framed thereunder].

6. ESI Registration and Code No. (where applicable).


8. GST Registration No. & Certificate.

9. Firm /Society /Organization Registration No. under West Bengal Govt.


13. Number of Employees in the Organization.
14. Name of persons in management along with Contact Nos.

15. How long the organization is functioning in West Bengal.


Signature of the tenderer with title
NAME OF THE WORK: DEPLOYMENT OF SECURITY PERSONNEL TO WEST BENGAL STATE UNIVERSITY, UNIVERSITY CAMPUS, BARASAT

1 In terms of Tender Notice No. _________________________________ I do hereby furnish the relevant particulars below:

2. Certified that:

a) I / We have read the tender documents contents.
b) I / We will abide by all the terms and conditions as laid down in the Tender Bid Documents and order will be issued by the West Bengal State University, Berunanpukuria, Malikapur, 24-Parganas(N), Kolkata – 700 126
c) I / we undertake that no conditional / combined offer / s have been submitted by me / us in the offer of the tender and in case of any such condition / s are found this may be ignored.
d) I / We have fully understood the above terms and conditions of the tender which is returned herewith duly signed by me / us in token of having accepted the same in Toto and I / we have made my / our offer keeping in view of those terms and conditions.
e) Our organization may be enlisted and rates quoted may be considered to arrive at this contract.

Yours faithfully,

____________________________
Signature of the Tenderer with seal

Dated ____________

Seal impression / rubber
Stamp of the Tenderer
# FORM – II

## STRUCTURE AND ORGANISATION

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1</td>
<td>Name of the Applicant</td>
</tr>
<tr>
<td>2</td>
<td>Office Address</td>
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<td></td>
<td>Telephone No.</td>
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<td>Fax No</td>
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<tr>
<td>3</td>
<td>Name and Address of Bankers</td>
</tr>
<tr>
<td>4</td>
<td>Attach an organization chart showing the structure of the company with names of Key personnel and technical staff with Bio-data.</td>
</tr>
</tbody>
</table>

**Note:** Application covers Proprietary Firm, Partnership, Limited Company or Corporation

.................................................................

Signature and seal of applicant including title and capacity in which application is made
AFFIDAVIT – “Y”

(To be furnished in Non – Judicial Stamp paper of Rs.100.00 (One Hundred only) duly notarized)

1. I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under-signed.

2. The under-signed also hereby certifies that neither our firm M/S……………………………………………………………………………………………………………… nor any of constituent partner had been debarred to participate in any tender by any Govt. Organization / Undertaking during the last 5 (five) years prior to the date of this N.I.e.T.

3. The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the University to verify this statement.

4. The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the University.

5. Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.

………………………………………………………….
Signed and sealed by an authorized officer of the firm.

…………………………..
Title of the officer

……………………………………
Name of the Firm with Seal

Date: ……………………

West Bengal State University
PERFORMA FOR AGREEMENT

THIS AGREEMENT is made this _________ day of __________ 2018 (Twenty thousand and Eighteen) between the West Bengal State University, Berunanpukuria, Malikapur, 24-Parganas(N), Kolkata-700126 of the first part and Messrs.

____________________________________________________________________________________
____________________________________________________________________________________

(herein after called the Agency”) of the other part.

Whereas West Bengal State University, Berunanpukuria, Malikapur, 24-Parganas(N), Barasat, Kolkata-700126 is desirous of entrusting Security responsibility and safe guarding the entire University premises at Berunanpukuria, Malikapur, 24-Parganas(N), Barasat, Kolkata-700126 and payment will be made at the rates shown as below:

2. The agreement is for one year from the date of issue of the order.

3. The contract may be terminated by either party on service of one month’s prior Notice. The security deposit shall be released, if so needed only when Agency shall vacate the place including its personnel and other materials, if any, from the date of termination.

4. Supply/deployment/engagement of security personnel shall be regulated in terms of Private Security Agencies (Regulation) Act, 2005 and any other rules framed by the appropriate/controlling Governing Authority under the Act. Relevant jobs are to be done by the respective agencies within the legal parameter with accountability to regulatory mechanism as provided in the said Act and rules framed there under as per constitutional objective and in national security and interest.

5. Monthly payment of bills shall be strictly on the basis of actual deployment of the Security personnel. Weekly off day shall be allowed to the individuals and substitutes will be provided to maintain duty roster properly.

6. To implement this, the agency/firm shall have to submit the bill incorporating the daily rates and attendance of the Security personnel duly certified by the Controlling Officer or his authorized representative.

7. The attendance register should be maintained at one suitable location which should be signed by Security personnel including Supervisor on duty. The Register is to be checked daily by the supervisor under authentication. The Controlling Officer or his representative shall have the right to check the attendance at any point of time. No double duty in consecutive shift by any guard will be allowed/ permitted. Adult security personnel with prescribed standard physical fitness and requisite training will be deployed as Security Guards.

8. PF, ESI elements are in accordance with prescribed rate on minimum wages. Payment of the elements like PF contribution, ESI contribution(Whenever applicable) would be on reimbursement basis on production of authenticated document regarding deposition of statutory elements to appropriate authority.

9. The security personnel must be well dressed with complete uniform [except the uniform prohibited under the private security agencies (Regulation) Act 2005 and rules framed thereunder]. Shoe, rain coat, umbrella (as and when required), torch with cells, whistles and lathi etc. to be provided by the agencies.
West Bengal State University

to the concerned security personnel. In case of non-availability of such protective and safety equipments, the guards will not be allowed to be deployed.

10. The requirement of manpower as established is tentative and it may vary from time to time as per requirement for which the agency shall supply and deploy accordingly. The agency shall be responsible for fulfilling the required manpower strength and to maintain the same at all the points of time failing which penalty at prorata basis against corresponding absenting hours shall be deducted from the bill.

11. The security supervisor, wherever required and deployed, will supervise the performance of on-Duty security guard, entire security network as would be assigned by the competent authority or authorized Controlling Officer from time to time. The security supervisor in addition to his assigned Administrative/ Supervising job will perform sincerely the liaison activities between agency and authority, on daily basis as and when required with adequate care. The security supervisor shall have full command over the entire contingent with the respect of discipline and turn out. He will exercise administrative control over the entire team of the Security Guards posted at the West Bengal State University, Berunanpukuria, Malikapur, Barasat, 24-Parganas(N), Kolkata- 700126 under direction of the Controlling Officer or his authorized representative.

12. The West Bengal State University shall not accept any liability in respect of employment, payment of other benefit to any of the Security personnel on individual basis to be engaged by the Agency for duty.

13. a) Security personnel to be engaged by the Agency should be able-bodied with active habits and full alertness and experience. In case of security personnel, they should have the eligibility criterion as laid out in section 10 of the Private Security Agencies (Regulation) Act, 2005 read with the West Bengal Rules issued under Private Security Agencies (Regulation) Act, 2005.

b) A list of such Security Personnel authorized by the Agency is to be submitted to the site-incharge. In case of any replacement of any Security Personnel, the same should be brought to the notice of the site-in-charge in writing notifying the names of changed and new personnel. The security personnel on duty should be changed at every three months interval without hampering guarding process and should be provided with employment – cum- identity card with photograph duly attested by the Agency.

c) Agency will deploy persons after verification of their character and antecedent from proper authorities. In case of the security Personnel, the verifications of the antecedent of the personnel should be as laid out in Rule 4 of the West Bengal Rules issued under Private Security Agencies (Regulations) Act, 2005. List of personnel with photograph and address is to be submitted to the site-in-Charge before deployment.

14. In case of loss of materials from the custody of the security agency, an enquiry will be held by the Controlling Officer and if any negligence on the part of any engaged personnel provided by the agency is proved, the concerned agency shall have to accept the full liability and make good of the loss estimated by the Enquiring Authority.

15. CONDUCT & DISCIPLINE:

Every Security personnel shall behave well with the members of the public and also his superior, colleagues and subordinates. Such staff shall observe rules or procedures in all matters and also abide by the rules, regulations, orders and circulars issued from time to time by the West Bengal State University or such other appropriate authority. All employees shall be at work punctually at the time fixed and
notified to them. Late attendance and irregular attendance including early departure constitute a breach of discipline, punishable being act of misconduct. All other acts which are commonly and generally known or understood to be against the cannon of the good behavior and discipline are also treated as misconduct, punishable under the Rules.

16. ELIGIBILITY CRITERION FOR EMPLOYMENT AS SECURITY PERSONNEL:

All the security personnel likely to be engaged by the concerned agency must possess prescribed standard of physical fitness along with the adequate training as prescribed under Private Security Agencies (Regulation) Act 2005 read with the West Bengal Rules issued under Private Security Agencies (Regulation) Act, 2005 framed there under with other requisites. Age limit, in case of security personnel is 50(fifty) years and in case of Ex-Para Military Force/ Armed personnel in 55 (fifty five) years.

17. The order shall remain valid initially for a period of One year from the date of issue of the Work Order.

18. The security supervisor of the private security agency, if deployed, shall report to the Controlling Officer or his authorized representative daily and brief him about the entire guarding arrangement.

19. Rs 30,000(Rupees Twenty Thousand) only should be deposited as Earnest Money against this tender. The amount is to be paid through Net Banking or RTGS/NEFT at Barasat in favor of the “West Bengal State University” payable at ‘Barasat’. In case of successful tender the earnest money automatically converted into security deposit for fulfillment of the contract (Rs. 30,000.00 to be deposited on the demand but prior to placement of order). In case of unsuccessful tender/(s), the earnest money will be refunded without any interest.

20. RELEASE OF PAYMENT:

Payment would be released on monthly basis against bill in triplicate to be submitted by the Security personnel Agency to the Controlling Officer. The Controlling Officer after due certification towards satisfactory performance will forward the same to the Pay Authority for release of payment in due course. No advance payment would be made. Release of payment for second month onward is subject to verification of full payment made to P.F. & E.S.I and tax where applicable in respect of persons engaged for the previous month. The agency will also give a declaration that the wages to the Security personnel has been paid as per the agreement. If the bill is complete and in order in all respect payment would be released within fifteen days from the date of submission.

21. Disbursement of monthly wages/salary to the Security personnel is to be made by the agency at the site of deployment during normal working hours within 7th day of the wage/salary period in presence of the authorized Official of the West Bengal State University who would duly witness by countersigning on the acquaintance roll of wages/salary. Copy of the payment sheet is to be submitted along with subsequent monthly bill.

22. In case of non-payment of wages to the security personnel by the Agency within 7th Day of wage/salary period, the University will take action in accordance with the relevant provision of prevailing law and the West Bengal State University may disburse the amount subject to recovery from bills and / or security deposit of the Agency together with a penalty of 5% on the disbursed amount. In case such a situation arises for more than two months during the contract period, the University shall take suitable administrative actions which may extend up to termination of the contract or black listing of enlistment.
23. All kinds of legal proceedings in any matter arising out of this contract shall be settled by the appropriate court under the jurisdiction of High Court at Kolkata. IN WITNESS of the above the parties have set their signature to the agreement on this_______ day of ________\ 2018 in presence of witness.

Authorized Representative of The Agency

Signature of the Authorized official by West Bengal State University

Signature of the Proprietor

Signature of Witness on behalf of The Proprietor

Signature of Witness on behalf of the West Bengal State University
Copy forwarded to the: -

i) The Sabhadhipati 24 North Parganas Zilla Parishad.
ii) D.M 24 North Parganas.
iii) District Information officer 24 North Parganas.
iv) Divisional Account Officer 24 North Parganas.

Sd/
REGISTRAR (Officiating)
West Bengal State University
Berunapukuria, Malikapur Barasat
24 North Parganas, Kolkata-700126