

# TENDER FORM FOR SECURITY SERVICE

(Advertisement No: VB/WW/212/15-16, Dated 07/ 12/2015)



VISVA-BHARATI  
SANTINIKETAN

# TENDER NOTICE

## VISVA-BHARATI



### SANTINIKETAN

Advertisement No: VB/WW/212/15-16

Dated: 07/12/2015

1. Sealed tenders are invited from reputed Security Agencies with sufficient experience, financial capability and having proper and requisite resources for execution of the work noted below:

- a) Name of the Work : Providing Security Services to Visva-Bharati, a Central University, as per the detailed scope of work
- b) Period of Service : **Initially for a period of One year**, renewable at the discretion of the University for a further period of two years subject to satisfactory performance
- c) Earnest Money : Rs. 5,00,000/- (Rupees Five Lakh only)
- d) Tenders to be submitted at : Watch and Ward Office, Visva-Bharati, Santiniketan
- e) **Pre-bid meeting** : **14.12.2015 at 11.30 A.M in the Conference Room of Central Office, V.B., Santiniketan**
- f) **Last date of purchase** : **26.12.2015 up to 17.00 P.M**
- g) **Last date and time of submission of tender** : **28.12.2015 up to 11.00 A.M**
- h) **Date, time and place of opening of technical bid of tender** : **28.12.2015 at 12:00 PM in the Conference Room of Central Office, V.B., Santiniketan**
- i) Collection of tender documents : Tender documents can be obtained from the office of the Chief Security Officer, (Watch and Ward) Visva-Bharati, Santiniketan -731235, West Bengal on all working days on payment of Tender cost for **Rs. 5000/-** in the form of Demand Draft drawn in favour of the **Accounts Officer, Visva-Bharati**, payable at **State Bank of India, Santiniketan Branch (Code-2121)**. Forms can be downloaded from University Web Site [www.visva-bharati.ac.in](http://www.visva-bharati.ac.in) and the DD of Rs 5000/- to be submitted alongwith the Tender Documents. The University shall not be responsible for any error that may occur due to internet problem etc.
- j) Detailed scope of work : Available with the tender documents.
- k) Date & contract comes into effect : **Within 10 days from the issue of Work Order or date fixed by the University.**

Bidders should go through the eligibility criteria before purchasing tender documents and submit documentary evidence in support of financial soundness / ability to execute the work. If required the process of 'Tender Opening / Selection of Bidder' may be continued in the following working days. Date of opening of Financial Bid will be intimated at later stage.

## 2. Eligibility Criteria:

1. The Agency must be registered with Central / State Govt. under Private Security Agencies (Regulation) Act, 2005 and all other relevant Acts for operating in the area of Visva-Bharati. (National / West Bengal State / Birbhum district permit)
2. Average gross turnover of Rs. 10 Crore (Rupees Ten Crore only) per year, with at least 2 contracts of not less than Rs. 30 lakh value each per year for providing security service in last three years (Copy of the order and completion certificate must be attached).
3. The Agency shall have experience of having served at least one Government / Semi-Government / PSU/ Autonomous Organization with Government funding within last three years. **Desirable:**-Experience of having served at least one Academic Institution of value not less than Rs.30 lakh per year
4. Agency shall be in the business of providing security services for at least three years..
5. The Agency shall have a Training Centre with proper infrastructure as per relevant security Act and Regulations and should have sufficient staffs for 'Onsite Training' at the University.
6. Bank Solvency Certificate for Rs. 1(one) Crore from a scheduled commercial bank to be submitted.
7. The Agency should be registered with appropriate authorities under EPF and ESI Acts. The Agency should also be registered with the Income tax, Service tax, and have a PAN on the name of the Agency.

## 3. Mode of submission of Tender

The tenders shall be submitted in original in two sealed envelopes as described below:

### A) Technical Part: (Envelope-I):

1. Earnest money in Demand Draft in favour of the Accounts Officer, Visva-Bharati payable at State Bank of India, Santiniketan Branch (2121) (cases of approved exemption may be indicated).
2. Self-attested documents for the following:
  - a) Company profile (including memorandum of association).
  - b) Tender form for technical part (Form-T) duly signed in every page and filled in as applicable.
  - c) Financial capability – Balance sheets of last three years alongwith profit & loss account duly audited by authorized Audit Firm.
  - d) Copies of the latest return submitted towards Income Tax, Service Tax, and Professional Tax and other necessary Registration & Clearance Certificates as per GOI norms.
  - e) Photocopy of Permanent Account Number on the name of the Agency.
  - f) Experience showing the similar service rendered in last three years specifying the names of the clients, periods of service rendered, number of personnel employed with categorization, number of Ex-Servicemen employed, amount involved etc alongwith a certificate from the authority including the certificate of performance where services were rendered or similar service being rendered at present.
  - g) Number of permanent employees and contractual / temporary security staff site-wise, (as far as possible).
  - h) Background of the Proprietors/Partners/Management.
  - i) The details of Training Centre with pictorial evidence (which may be inspected by University representatives to evaluate the Agency).
  - j) Certified copies of registration, with EPF, ESI, ESIC etc.
  - k) Any other documents supporting the information relevant in this respect.

**B) Financial Part:** (Envelope-II) should contain the financial bid in the form duly filled in and signed by authorized signatory.

NOTE: - Both of the envelopes shall be duly sealed and superscribed with the “name of the work, Envelope-I and Envelope –II” respectively and bear the name of the bidder on the bottom left corner of the envelope. The two envelopes should then be put in a larger envelope which should be properly sealed and on which the name of the work and name of the bidders should be superscribed. The technical part will be opened on the date of opening of the tenders for subsequent evaluation. Envelopes containing the financial part will not be opened for the bidders disqualified technically. Technical bids which do not contain the specified documents may be rejected and will be considered as disqualified technically. Decision of the University in this respect will be treated as final.

## **A. SCOPE OF WORK**

### **Terms and Conditions of Contract**

Visva-Bharati has two sprawling campuses at Santiniketan and Sriniketan in the district of Birbhum, located at a distance of about 2 km. from each other. Though almost all academic, administrative and other buildings of the University have iron-net or chain link fencing with gates, the total University areas are not enclosed by walls / fencing. While the academic and administrative buildings have valuable stores, furniture, chemicals, equipments, computers, gadgets, books etc. there are also some buildings with heritage status which house valuable artifacts, famous paintings and antiquities.

#### **1. Services to be rendered**

- a) To ensure surveillance and guarding of the assigned premises / locations the campus of the University round-the clock in three shifts.
  - b) To carry out patrolling duties throughout the campus as per requirement.
  - c) To control the Hawkers, Vendors and Vehicles within campus area.
  - d) Monitoring and reporting of breach / breakage in fencing, encroachment, trespassing, incidence of crime, defacement of wall, putting up of banners / posters, cable lines etc.
  - e) To control speed of vehicles in roads running through the University particularly during school hours.
  - f) Ensure orderly marshalling & parking of both the University and 'Visitors' vehicles in and around the premises.
  - g) To check security passes (for transfer of goods / materials) of the vehicles carrying construction and other materials within the University Campus.
  - h) To ensure safety of life and property in the campus, the Security Personnel should have working knowledge of modern day electronic devices like CCTV, Burglar Alarm System, Fire / Smoke Detectors system etc.
  - i) To take a pro-active role to guide and control tourists within Visva-Bharati Campus to maintain the dignity of the University.
  - j) To control smoking, consumption of alcohol and drugs or any unlawful / indecent activities inside the campus.
  - k) To keep a vigil so that tourists do not litter the campus with garbage and non biodegradable articles.
  - l) To control the drop gates at different locations.
  - m) To immediately report to the nearest Fire & Emergency Services Station in case of any emergency posing threat to the lives and / or properties within the campuses of Visva-Bharati.
  - n) Any other relevant work that may be assigned to them by the University Authority from time to time.
  - o) To prevent ragging in any form as per the guidelines of GOI and instructions from Proctor's Office, Visva-Bharati.
2. The number of Security Personnel (all inclusive) to be initially deployed by the Agency is likely to be **265**. The number indicated above is provisional and may increase or decrease depending upon the actual needs of the University. The job value may vary accordingly. Deployment of Ex-Servicemen / Ex-Central Police Force in the category of Security Supervisors, Security Inspectors and Unit Commander is mandatory and 30% in the case of Security Guards / Armed Guards.

## **B. Other Terms and Conditions**

1. The Security Agency must adhere to the Private Security Agencies (Regulation) Act 2005 and the W.B. Private Security Agencies (Regulation) Rules 2007.
2. Security Personnel shall be deployed as per requirement of the University from time to time. The security surveillance and duties are to be performed 'round the clock' basis. However the strength in different shifts (Morning, Day, Night or General) will vary according to the need of this University.
3. All personnel to be deployed should be physically and mentally fit. The personnel must not have major physical defects like knocked-knee, flat-foot, defects in vision and hearing, obesity, underweight etc. which are likely to interfere with the efficient discharge of their duties. They should also possess good physique & should not be suffering from any contagious / major diseases. The decision of the Chief Medical Officer, Visva-Bharati or any other medical professional designated by the University shall be regarded as final for this purpose.
4. Deployed Security Personnel must fulfill the following criteria:-
  - a) Education: Minimum Class VIII passed from Govt. recognized School for all categories.
  - b) Age (as on 01.01.2016): Unit Commander: 50-65yrs.  
Security Inspector / Supervisor: 30-60 yrs  
Security Guard / Armed Guard: 20-50 yrs  
Lady Security Supervisor: 24-40 yrs  
Lady Security Guard: 20-50 yrs
  - c) Physical Standards: As per W.B. Private Security Agencies (Regulation) Rules 2007 for the Civil Guards and medical category 'A' for Ex-Servicemen.
  - d) Additional Educational and Other Requirement:  
Unit Commander: Graduate & Hony Capt or equivalent  
Security Inspector: H.S. & Junior Commission Officer  
Security Supervisor: M.P. & Havildar / Head Constable or equivalent  
Lady Security Supervisor: Graduate and Distinguished Sportsperson  
Lady Security Guard: VIII passed & Experienced and Physically Fit.
5. Bio-data with passport size photograph in respect of all Personnel including Leave Reserve Pool will be forwarded to the office of Chief Security Officer on a Agency prescribed format and countersigned by Site In-charge / Authorized Signatory Authority before taking over the charge.
6. The Agency should submit the list of 'Weekly Off Days' against every Personnel within one month of taking over the charge and while making the advance 'Duty Roster' the same 'Off Days' are to be followed and no leave / absence of any Personnel can be allowed to be adjusted with the 'Weekly Off'.
7. The Unit Commander should abide by all instructions passed by Chief Security Officer / Security Officer and report back to them on all operational matters pertaining to the Security Service at the University on day to day basis and also to keep a constant liaison between Visva-Bharati authority and the Agency. He will control the Inspectors, Supervisors and other Ranks, prepare the Duty Rosters, ensure discipline, punctuality and proper turn-out for the Security Personnel.
8. All the Security Inspectors / Supervisors performing the duty should abide by the rank placed above him / her and supervise the Guards / Armed Guards on duty, ensure the discipline, punctuality and also to look after the Personnel in case of ill-health or other problems while on duty. He / She shall be responsible for the security, safety and sanctity of the area dedicated to him / her.

9. The Agency shall engage at its own cost one Site Manager competent to liaise with Visva-Bharati authority on all administrative and financial matters. He will manage equipments (Uniforms, Lathi, Torch, Umbrella, Shoes etc), co-ordinate with local Police Stations / other local Govt. Bodies and also to run one or more Barracks for non- local Security Staff of the Agency. He will ensure the initial / periodical Police Verification for engaged Personnel and timely renewal of Arms license and servicing of Arms. He will organize periodical on-site training at the cost of the Agency.
10. The security Agency shall replace any individual, if so advised and deemed necessary by the University. The Agency should also ensure that no over-aged, physically unfit Security Personnel or with criminal record, with severe adverse report from Police / DIB remain in the roll of engaged Security Personnel of the Agency.
11. Torch, Umbrella etc.: Agency should supply Torch, Umbrella, Gum-boot (if required) and Lathi to every static and patrol post. At least five (05) search lights are to be provided by the Agency, two of which may be mounted over vehicle, if required.
12. Uniform: At least two (02) pairs of Summer Uniforms, one sweater (Jersey pool-over), one cap and one pair of shoes are to be provided to the Security Personnel by the Agency every year. Raincoat, Belt, Lanyard, Name Plate etc. are to be issued by the Agency, as per requirement.
13. Arms and Ammunitions: Double / single barrel Guns / pump action Guns used by the Armed Guards posted at the premises and locations of the University must be in fully working condition. The Armed Guards shall be instructed by the Security Agency regarding proper handling of Guns to avoid any accidental firing. The Security agency shall ensure that the Armed Guards should always be in possession of valid Arms Licenses in their personal names which should be renewed on / before the respective dates of expiry. The Agency / Concerned Armed Guard will be responsible for the safety and security of respective Arms and Ammunitions. Opening fire in any post should be the last option left with the Armed Guard after shouting precautionary words and firing should start with blank cartridge only. Live cartridge should be fired initially aiming towards the sky, followed by firing below the knee. Before opening fire the Armed Guards should try his label best to take the clearance from competent rank without compromising the security threat to be Person and Property. In case of unavoidable case of firing, the cost of ammunition may be reimbursed with authenticated certificates from Site Manager and Chief Security Officer.
14. The security personnel of the Security Agency who are to be deployed at the University Campuses shall not be treated as employees of the University and as such their services conditions, pay and allowances, other benefits etc. will have to be determined and borne by the Security Agency subject to fulfillment the requirement of the minimum wages as determined by the Govt. of India. The said Security Personnel shall, however, take instructions and be under the operational control of the Chief Security Officer, Visva-Bharati. The Security Agency will ensure that the Security Services provided by the Security Agency shall be to the entire satisfaction of the University.
15. University shall not be liable for wages, salary compensation and any statutory benefits due to the said Security Personnel under the Labour Law and other legislations e.g. Provident Fund, Insurance (if any), Working Hours, Overtime etc. and the Security Agency shall be responsible for providing such amenities including Minimum Wages to its employees as admissible under the relevant laws / rules / services conditions.
16. Security Personnel once deputed will not be shifted to another site without the prior intimation to the Chief Security Officer and similarly no new Personnel can be deputed or brought into the leave reserve roll without the proper permission and interview conducted by Chief Security Officer or his representative.

17. In the event of any misdemeanor like sleeping during duty, the defaulter(s) being under the influence of liquor / drugs, indecent behavior towards any lady or utmost undisciplined act by any Security Personnel shall be removed by the Agency at the earliest.
18. The Agency shall immediately report in writing, of the occurrence of any event which may result in or which may give reason to believe that there may be labour dispute, strike of its own staff impediment or disruption in the due performance of the obligations of the Company under the agreement.
19. In case of any loss / damage caused, not due to natural calamities, or an act of God, to the property of the Institute where the laxity of the Security Personnel of the Agency is suspected, an enquiry by Visva-Bharati authority will be held to apportion responsibility and determine the quantum of compensation to be paid by the Agency.
20. The University shall not enter into any financial transaction with the personnel deployed by the Security Agency. No facility whatsoever that may be available to the employees of Visva-Bharati shall be extended to the Personnel of the Security Agency by the University.
21. The agency should make all the payments of their deputed Security Personnel only through bank account and details of such transaction be intimated to Visva-Bharati. The employees should get their monthly payment from the Agency in time without any connection to out-standing payment to the Agency by this University.
22. The Agency should pay the **Yearly Bonus** to the individuals according to the GOI regulation and relevant notification in the current financial year. The payment of bonus will be **re-imbursed** from the University on submission of Bank transaction documents in this regard.
23. The Off days are to be taken care of by putting Security Personnel from reserve pool. The nominal roll of the reserve Personnel are also to be forwarded to the University. The minimum wages and other statutory obligations are to be followed for the reserve category Personnel as per the existing rules and regulations. The University shall pay only '**no work no pay basis**' and for **the total man-days that have actually been performed**. Hence the **payments of reserved Security Personnel and their leave / off day salary, if required, are to be made out of the service charge of the Agency**.
24. In case of **Compensation for National Holidays**, the Agency may pay the Personnel as per the GOI rule and claim to the University for **re-imburement** on actual payment.
25. The Agency should submit the nominal roll of the deployed Security Personnel along with their Bank Account Numbers and EPF Account Numbers to the University at the commencement of their contract of service. The proof of submission of various statutory contributions like EPF etc for the engaged Security Personnel to respective offices be forwarded to University at the earliest.
26. The registration of ESI, opening of account for each individual and submission of other charges will be the responsibility of the Agency; however, the University can pay the regular ESI contribution as per the existing rules and regulation.
27. All equipment and consumables viz. Lathis, Torch Lights, Battery Cells, Umbrellas, Uniforms, Rain Coats, Shoes, Warm Garments etc, as required for the Security Personnel of the Security Agency deployed at the premises of the University, will be supplied by the Agency and no separate charges / fees for the above item will be paid by the University. Uniform and insignia supplied by the agency should not resemble the uniform of Army / Navy / Air Force / Para Military Force / Central or State Police Force or camouflage uniform.

28. Twenty three **(23) numbers of Mobile phones** are to be provided by the Security Agency with connection from a Service Provider having best network service in the area. All the mobile phones should be in a CUG (common users group) which can be used as internal telephone, however at least four (04) mobile telephones should have the provision of making calls out-side the group. In case of any damage / loss of any mobile phone has to be replaced by the Agency free of cost. The cost of mobile phone sets are to be borne by the Agency.
29. Four **(04) bi-cycles** are to be provided by the Security Agency for the purpose of smooth supervision and liaison for which no additional payment will be made by the University.
30. **Two (02) Vehicles** (Jeeps like Bolero, Tata Sumo or Scorpio etc. with commercial license) for patrolling the university campus will be provided by the Agency. Each vehicle will have to cover **140 km (average) per day**. The duty Inspector / Authorized Personnel will ensure responsibility of safe, economical and efficient vehicular surveillance and follow the orders of Chief Security Officer in this regard. Unit Commander / Site Manager will ensure that each vehicle should have sufficient fuel to run 100 km in reserve. In case of requirement, the vehicle may go to Kolkata and other Districts.
31. The rate quoted for vehicles will be all inclusive of Drivers' wages, Fuel, Lubricant, Maintenance and repair cost for both the vehicles pre-calculated monthly basis.
32. The vehicles preferably may be supplied by the Agency itself. If hired from other Agency / Person then the legal contract papers should be submitted to the office of Chief Security Officer. In case of any accident / brake down of vehicle, the entire responsibility of payment to the Third Party / Driver / Staff and Repair Cost will be borne by the Agency and no claim in this regard will be entertained by the University.
33. The drivers engaged in the vehicles should have valid commercial Driving Licenses and without any adverse Police record, free from any addiction to Drugs / Liquor, free from any contagious disease. Normally they should be allowed for eight (8) hours duty at a stretch. The drivers should remain clean in appearance and behave gently. They are to be covered by all Govt. rules and norms as applicable.
34. The University may provide a room for running the Control Office of the Security Agency at free of cost and **Barrack Accommodation** for limited non local Security Personnel on realization of normal charges from the Agency as fixed by the Estate Office besides electricity / water charges which are to be paid by the Agency regularly. One Administrative Office must be set up out side the University Campus but within the proximity. The Agency may provide assistance for running mess of the Personnel staying at Barracks.
35. The arrangement for deploying Security Personnel through the selected Security Agency will continue for a period of **One year** from the date of award subject to continuous satisfactory performance. In case of breach of contract or in the event of not fulfilling the minimum requirements or statutory requirements, Visva-Bharati shall have the right to terminate the contract forthwith in addition to forfeiting the Security Deposit and initiating administrative action for blacklisting solely at the discretion of the competent authority of Visva-Bharati. The initial period of One year **can be further extended**, subject to satisfactory service, at the sole discretion of Visva-Bharati for a maximum period of **another Two years**.
36. The Official Signatory of the Agency should be present at this University in short notice, if called by the Authority.
37. The University reserves the right to terminate the services of the Security Agency by giving 30 days notice in advance in writing.



38. After issuance the work order the Security Agency should deposit **Rs. 20 (Twenty) Lakh** to the University as **Security Deposit (in a form of Bank Guarantee)** before taking over the charge. In case of any theft/damage of University property, if the Competent Authority finds Security Personnel of the Agency responsible necessary amount as found reasonable, may be deducted from the Security Deposit.
39. In case of the Security Agency's Personnel deployed in the University is/are absent, found sleeping or with improper uniform, a penalty equal to the wages (composite rate given by the University to the Agency) and in case of Guards committing noticeable indiscipline act, a penalty equal to double of the wages (of respective rank) of the Personnel will be deducted from the submitted monthly bill of the Agency. In addition, attendance of that defaulter will be struck off from the respective duty sheet and no payment will be admissible from the University end. Agency should issue a written memo for each individual in case of such adverse report. However the authority reserves the right of pardoning any individual at any point of time.
40. In case the Security Agency deployed for providing Security Services, within the period for which they have been given contract, withdraws / suspends their services without proper clearance from the University authority, a **penalty of Rs. 20 lakhs** may be imposed besides the forfeiture the Security Deposit.
41. The Agency shall raise invoice per month and submit the same to Visva-Bharati by seventh (07) of every following month. Visva-Bharati shall make all endeavours to make payment within fifteen to twenty (15-20) days from the date of receipt of the invoice. However, the payment may be delayed in unavoidable circumstance.  
Each Monthly Bill must consist of:-
- List of employees with their date of engagement and attendance in the respective month.
  - The amount of wages for each individual disbursed in the previous month through Bank transaction.
  - Copies of authenticated documents of payments of such contribution to EPFO, ESIC etc
  - Declaration of the agency regarding compliance of Minimum Wages, ESI, EPF and other statutory duties / liabilities as applicable.
42. The Agency shall be responsible for compliance of all the laws/Rules/Regulations/Govt. Instructions those are / will be applicable to and aimed to protect the interest of the Employees engaged by the Agency and shall ensure payment of all the statutory duties / liabilities as may have arisen during the past or may arise during the course of performance of the contract.
43. Resolution of dispute: All disputes relating to the Security Services to be provided or to the contract therefor, whether arising during the period of the contract, or after the completion thereof, shall be referred to a three member Arbitration Committee comprising representative of Visva-Bharati, representative of the Agency and a senior Lawyer. Notwithstanding anything herein before, the Indian Arbitration and Conciliation Act, 1996 shall be final conclusive and binding on all parties to this contract.

**REGISTRAR  
VISVA-BHARATI**

## **TENDER RULES AND GUIDELINES**

1. The intending bidders are requested to inspect the site of work and make necessary investigations to collect the required information before submission of tender.
2. The intending bidders may attend the **Pre-bid Meeting** to be held on **14.12.2015 at 11:30 hrs** in the Conference Room at the Central Office, Visva-Bharati to clarify any doubt so to avoid faulty tendering and future complication as a result thereof.
3. Intending bidders shall have to deposit earnest money as stated above. Earnest money of the successful bidder will be returned after submission of security deposit. Earnest money for unsuccessful bidder will be returned after finalization of the tender procedure. No interest will be payable on the earnest money, either to the successful or unsuccessful bidders.
4. Bidder whose tender is accepted, shall within seven days from the date of receipt of the information to the effect, shall execute a formal contract. Requisite stamp paper for execution of the contract shall have to be purchased by him at his own cost. In the event of his failure to execute the contract within the specified time, earnest money deposited by him shall be forfeited.
5. All pages of the tender documents shall be initiated at the lower right hand corner in the tender papers by the bidder or by a person holding power of attorney authorizing him to sign on behalf of the bidder before submission of tender.
6. Documents sent by **FAX/E-MAIL** will not be accepted.
7. The bidders should quote in English both in figures as well as in words the rates and amounts tendered by him wherever applicable.
8. All corrections and alterations in the tender paper should be signed in full by bidders. Correction in white fluid and overwriting are not permitted.
9. The tenders submitted by the bidders shall remain **valid** for acceptance for a period up to the end of **three months** from the date of opening of the Financial Bid.
10. The acceptance of a tender will rest with the University (i.e. Visva-Bharati) who does not bind itself to accept the lowest tender and reserve to itself the authority to reject any or all the tenders received without assigning any reason. All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect or there is any correction not duly dated and initialed by the bidders are liable to be rejected.
11. Visva-Bharati may enquire from Govt. Offices, Clients, Police Authority etc to authenticate the fact and figures of the submitted documents. The Members may visit the Head Office / Zonal/ Branch Offices / Training Centre to evaluate the infrastructure of the Agency. The Sites / Offices where the Security Personnel of the respective Agency are deployed may also be visited to ascertain the reputation, performance and compliance with the legal / statutory bindings by the Agency. The selection of the Agency in Technical Bid will depend upon the evaluation report from the Committee Members.
12. Only those bidders who are declared qualified in terms of the technical bid will be short-listed/qualified for the financial bid. The list of selected Agencies, time and venue for opening of Financial Bid will be published through University Website / Notice Board.

13. While quoting, the expenditure in connection with Uniform, Security Equipment, Vehicle, Mobile Phones, Off day compensations (if any) etc all to be considered keeping the future market rates enhancement in mind and no further request for enhancement of rate will be entertained by the University.
14. **Acceptance of quotation will be based on the composite rate (for manpower, Vehicles, Mobile Phones etc) quoted by the bidders. However, in case of any alteration of manpower/service actually deployed in a month, the payment for the month will be altered on the basis of quoted unit rate.**
15. Canvassing in connection with the tender is strictly prohibited and tender submitted by the agencies who resort to canvassing will be liable to rejection.
16. Selection of service provider shall be based on an objective evaluation of past performance, financial capabilities, resourcefulness of the agency apart from the price bid tendered by the agency. Visva-Bharati shall have the right to constitute Evaluation Committee to verify the information/documents submitted by the bidder. Visva-Bharati reserves the right to reject or accept any tender. Visva-Bharati is under no obligation to inform the bidders of the reason of the selection or rejection. Only the selected bidder will be informed by the University.
17. If the Tender opening day is a holiday, the bid will be opened on the next working day at the same time and place.
18. The selected Agency shall be required to provide service within ten days of issuance of work order by the University.

**REGISTRAR  
VISVA-BHARATI**



**Form for submitting Tender for providing Security Services at Visva-Bharati.**

**Vide Advt. No. VB/WW/212/15-16, Dt. 07.12.2015**

( This Performa is only indicative and Coloums are to be filled with details, attach self-attested copies or with 'Yes/ No/ Not applicable' statement as required)

- 1) Name and Address of the Agency :
- 2) Contact Phone/Fax Number :
- 3) Permanent Account Number (Xerox copy of PAN card is to be enclosed) :
- 4) Clearance Certificate of IT, PT, Service Tax (Copies of latest return ( i.e. 2012-13,13-14 & 14-15)submitted are to be enclosed) :
- 5) Average turnover for the last three years(Copies of Trading, P & L and Balance Sheet are to be submitted) :
- 6) List of permanent employees in the Organization category wise :
- 7) Particular of License /Authorization for rendering Security Services(Copy of the certificate is to be enclosed) :
- 8) Details of Security Services rendered in the last three years :
  - a) Name of the Customers (indicating categories like Govt., Semi-Govt., Academic Institution) :
  - b) Period of Service rendered :
  - c) Number of personnel deployed in each category :
  - d) Number of Ex-service personnel deployed :
  - e) Amount involved (Documentary evidence for column (a) to (d) is to be enclosed) :
- 9) Professional Background of the Proprietor/Partners /Directors of the organization :
- 10) EPF, ESI Registration No. and any other documents supporting information relevant in this respect (ref Eligibility Criteria) :
- 11) Information in respect of names of work involving litigation, expulsion and debarring by any organization. Any organization against whom any investigation, vigilance enquiry have been instituted or there are criminal proceedings in any court of law shall not be considered for qualification. (Concealment of any information could debar the organization from qualification).

**12) Bank solvency for Rs. 1(one) Crore**

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I/We have gone through the notice inviting tender along with the tentative scope of work, tender rules, guidelines and other terms and conditions **vide Advt. No. VB/WW/212/15-16, Dt. 07.12.2015** and submit the above application in consonance with the same.

Dt.....

*Signature of the Proprietor/Authorized persons of the Agency*

**Financial Bid****Form - F**

A. Name of the Bidder for security services at Visva-Bharati

B. Particulars of Earnest Money Deposit: Amount Rs \_\_\_\_\_ Demand Draft No. \_\_\_\_\_

Date \_\_\_\_\_ Drawn on \_\_\_\_\_

Details of Daily wages to be paid under the contract shall be in accordance with the relevant Minimum Wages Act. Rates are to be quoted considering a composite amount after calculating every element. (As per GOI notification dated 30/9/15)

Sl. No.	Details of payments admissible	Security Guards Male+Lady	Ex-Servicemen /Ex-Central Policemen	Security Supervisors Male+Lady	Security Inspector	Unit Commander	Armed guard
<b>A.</b>	<b>Wages and Other elements:</b>						
i)	Approximate strength/ Day	145+09	65	20+1	4	1	20
ii)	Minimum Wages/Day/Head	Rs 140	Rs 140	Rs 140	Rs 140	Rs 140	Rs 170
iii)	VDA	Rs 136	Rs 136	Rs 136	Rs 136	Rs 136	Rs 163
iv)	EPF @ 13.36%	Rs 36.87	Rs 36.87	Rs 36.87	Rs 36.87	Rs 36.87	Rs 44.49
v)	ESI@ 4.75%	Rs 13.11	Rs 13.11	Rs 13.11	Rs 13.11	Rs 13.11	Rs 15.82
vi)	Special Allowance	-	20	30	40	50	-
vii)	Total Amt/Unit/Day	Rs 325.98	Rs 345.98	Rs 355.98	Rs.365.98	Rs 375.98	Rs393.31
vii)	<b>Service Charge ( in Percentage)</b>	%					
<b>B.</b>	<b>Supporting Service:</b>						
i)	Transport Charge per Month (2 Jeeps for 24 hours & average 140 km/day for each vehicle. Cost of fuel, lubricant, maintenance and of driver wages etc all inclusive )						
ii)	Mobile Tele-phone charges per Month (Total 23 Mobile phones) (CUG)						

Note: 1) The strength given is indicative only, and may vary as per the needs of University. Increase in strength / deployment will be intimated well in advance. 2) Work order will be issued to the lowest evaluated Bidder on composite cost basis considering serial number A (vii), B (i) and B (ii) above.

*Signature of the Bidder*