

VISVA-BHARATI SANTINIKETAN



TENDER FORM FOR OUTSOURCED SECURITY SERVICE

(Advertisement No: VB/WW/85/18-19, dt. 05/06/2018)

TENDER NOTICE

VISVA-BHARATI



SANTINIKETAN

Advertisement No: VB/WW/85/18-19

Dated: 05/06/2018

1. Sealed tenders are invited from reputed Security Agencies with sufficient experience, financial capability, 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 (year to year basis) subject to satisfactory performance.
- c) Collection of tender documents : Tender Forms can be downloaded from University Web Site www.visva-bharati.ac.in and **Rs. 10,000/-** 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)** to be submitted alongwith the Tender Documents as the cost of the Tender Form. In case of problem in website, 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 production of a copy of aforesaid Bank Draft.
- d) Earnest Money : **Rs. 5,00,000 (Five Lakh)** as Bank D/D on abovesaid Account to be submitted alongwith Tender Documents.
- e) Tenders to be submitted at : **Watch and Ward Office, Visva-Bharati, Santiniketan, Birbhum, West Bengal, 731 235**
- f) Pre-bid meeting : **22/06/2018 at 11.30 A.M in the Conference Room of Central Office, V.B., Santiniketan**
- g) Last date and time of submission of tender : **26/06/2018 up to 11.00 A.M**
- h) Date, time and place of opening of technical bid of tender : **26/06/2018 at 12:00 PM in the Conference Room of Central Office, V.B., Santiniketan**
- i) Date, Time and Place of opening of Financial Bid & Finalization of Bidder : **02/07/2018 at 11:00 A.M in the Conference Room of Central Office, V.B., Santiniketan. (after verification / evaluation of Tender Documents and infrastructure of the Technically Qualified Agencies.)**
- j) 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 submitting tender documents and advised to acquire knowledge of the campus of Visva-Bharati, Santiniketan, Birbhum as far as possible. If required the process of 'Tender Opening / Selection of Bidder' may be continued in the following working days.

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 Campus at Santiniketan, Birbhum. (Should have National / West Bengal State permit). Agency should have at least an office in West Bengal with proper infrastructure.
2. Average gross turnover of Rs. 15 Crore (Rupees Fifteen Crore only) per year, with at least 2 contracts of not less than Rs. 1 Crore (One Crore) 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 should have experience of providing Security Service in 03 (Three) or more Government / Semi-Government / PSU/ Autonomous Organization with Government funding since last three years. **Desirable:-**Experience of having served at least one Academic Institution of value not less than Rs.50 lakh per year.
4. Agency should be in the business of providing security services for at least five years.
5. The Agency should have a Training Centre with proper infrastructure as per relevant security Act and Regulations and should have sufficient staffs for 'Onsite Training' at this 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, ESI Acts and should have accounts on the name of the Agency for Income Tax, Service Tax (for previous year records), GST and PAN.

3. **Mode of submission of Tender**

The Tender Documents should be submitted in person by an authorized Representative of the Agency. Following documents should be submitted in respective envelopes and each page of the documents should be signed by an Authorized Signatory.

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

1. Earnest money and Tender Form cost in the form of 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 alongwith documentary proof / Govt. order).
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 an authorized Audit Firm.
 - d) Copies of the latest return submitted towards Income Tax, Service Tax, GST and Professional Tax and other necessary Registration & Clearance Certificates as per GOI norms.
 - e) Photocopies of PAN and GST 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, Regional / Main Office with pictorial evidence (which may be inspected by University Representatives to evaluate the Agency).
 - j) Certified copies of registration, with EPF, ESI etc.
 - k) Any other documents supporting the information relevant in this respect.

- B) **Financial Part:** (Envelope-II) should contain the **Financial Bid (Form-F)** of this document duly filled in and signed by authorized signatory. Documents with detail explanation on his quoted figures may be attached.

NOTE: - Both of those envelopes should 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. Those two envelopes should then be put in a larger envelope which should be properly sealed and names written as above. The technical part will be opened on the date mentioned 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, a Central University by the act of Parliament of India and considered as an Institute of National importance, 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. There are also some buildings with heritage status as well as Museums having invaluable artifacts, famous paintings etc. considered as National Treasures.

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.
- p) To implement GOI / Govt. of West Bengal orders as applicable.

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 depend upon the actual needs of the University. The job value may vary accordingly. Engagement of Ex-Servicemen / Ex-Central Police Force in the category of Security Supervisors, Security Inspectors and for Ex-servicemen Guards category will be mandatory.

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 and the corresponding amendments thereof.
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 to serve as Security Personnel. The personnel must not have major physical defects like knocked-knee, flat-foot, defects in vision and hearing, obesity, underweight etc. They 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) Age (as on 01.07.2018): Security Inspector / Supervisor: 30-60 yrs
Security Guard / Armed Guard: 20-60 yrs
Lady Security Supervisor: 24-60 yrs
Lady Security Guard: 20-60 yrs
 - b) Physical Standards: As per W.B. Private Security Agencies (Regulation) Rules 2007 for the Civil Guards and medical category 'A' for Ex-Servicemen / Ex-Central Police Personnel.
 - c) Educational Qualification and Other Requirement:
Security Inspector: H.S. & Junior Commission Officer
Security Supervisor: M.P. & Havildar / Head Constable or equivalent
Lady Security Supervisor: Graduate and Distinguished Sportsperson / NCC Cadet
Male / Lady Security Guard: VIII passed, experienced and physically fit.

Note: - All certificates should be from Govt. recognized Institution only.

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 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.
8. The Site Manager 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.
9. 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.
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 re-chargeable Torch to each and every Personnel who perform night duties and those will be considered company property. Umbrella, Gum-boot (if required) and **Lathi** etc. to be supplied by the Agency as per requirement for 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), two caps 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. After accepting the Work Order, the selected Agency should report to authority for selection of uniform with all the samples, insignia of the Agency, Security Gadgets and equipments likely to be supplied for the service at Visva-Bharati. The Agency should follow the guidance / proposals of the concerned authority for implementation.
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 and the license should be on the name of the respective Armed Guard which should be renewed properly. 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 bill 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 for their performed duties and claim to the University for **re-imbursement** 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 or continuing 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, out of their Service Charge.
29. One (01) Motorcycle should be supplied by the Agency which is expected to run an average of 50km per day in and around University campus. The cost of the Motorcycle, fuel and lubricant as well as periodic maintenance will be borne by the Agency out of their quoted Service Charge. The Motorcycle should be driven by deputed Security Inspector / Supervisor / Guard on the instruction of Chief Security Officer / Security Officer. Site Manager should ensure that all the requisite paper for the motorcycle as well as Driving Licenses for the Riders or the Pillions are in order. Six **(06) 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. 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.
31. 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**.
32. The Official Signatory of the Agency should be present at this University in short notice, if called by the Authority.

33. The University reserves the right to terminate the services of the Security Agency by giving 30 days notice in advance in writing.
34. After issuance the work order the Security Agency should deposit **Rs. 25 (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.
35. 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.
36. 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.
37. The Agency shall raise invoice per month and submit the same to Visva-Bharati by Tenth (10) of every following month. Such Monthly Bill must consist of:-
- (a) List of employees with their date of engagement and attendance in the respective month.
 - b) The amount of wages for each individual disbursed in the previous month through Bank transaction.
 - c) Copies of authenticated documents of payments of such contribution to EPFO, ESIC etc
 - d) Declaration of the agency regarding compliance of Minimum Wages, ESI, EPF and other statutory duties / liabilities as applicable.
38. Visva-Bharati shall make all endeavors to make payment within a month from the date of receipt of the invoice. However, the payment may be delayed in unavoidable circumstance. However the Agency should be ready to bear the amount of total wages for their deputed Security Personnel for at least three (03) months.
39. The Agency shall be responsible for compliance of all the laws/Rules/Regulations/ Govt. Instruction 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.
40. Resolution of dispute: All disputes relating to the Security Services to be provided or to the contracts therein, whether arising during the period of the contracts, or after the completion thereof, shall be referred to a 'Three Members Arbitration Committee' organized by Visva-Bharati comprising representative of Visva-Bharati, representative of the Agency and a Senior Lawyer arranged by Visva-Bharati. Notwithstanding anything herein before the Indian Arbitration and Conciliation Act, 1996 shall be final conclusive and binding on all parties to this contract and the Arbitration proceedings shall be commenced within the Jurisdiction of Bolpur (Santiniketan), Birbhum, West Bengal.

**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 **26/06/2018 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. Tendering committee may enquire 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 qualify 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, 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 Service Charge 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 and 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 10 (Ten) days of issuance of work order by the University.

**REGISTRAR
VISVA-BHARATI**

VISVA-BHARATI

Santiniketan



Form - T

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

Vide Advt. No. VB/WW/85/18-19, Dt. 05/06/2018

(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. 2015-16,16-17 & 17-18) submitted are to be enclosed) and latest GST return. :
- 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

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/85/18-19, Dt. 05/06/2018 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, Ministry of Labor and Employment, notification dated 03/04/2018)

Sl. No.	Details of payments admissible	Security Guards Male+Lady	Ex-Servicemen /Ex-Central Policemen	Security Supervisors Male+Lady	Security Inspector	Armed Guard
i)	Approximate strength/ Day	160+09	50	20+1	5	20
ii)	Minimum Wages/Day/Head	Rs. 494.00	Rs. 494.00	Rs. 494.00	Rs. 494.00	Rs. 579.00
iii)	VDA	Rs. 28.00	Rs. 28.00	Rs. 28.00	Rs. 28.00	Rs. 33.00
iv)	EPF @ 13.16%	Rs. 68.70	Rs. 68.70	Rs. 68.70	Rs. 68.70	Rs. 80.54
v)	ESI@ 4.75%	Rs. 24.80	Rs. 24.80	Rs. 24.80	Rs. 24.80	Rs. 29.07
vi)	Special Allowance	-	Rs. 25/-	Rs. 35/-	Rs. 45/-	-
vii)	Total Amt/Unit/Day	Rs. 615.50	Rs. 640.50	Rs. 650.50	Rs. 660.50	Rs. 721.61
viii)	Amount full strength / Day	Rs. 104019.50	Rs.32025.00	Rs.13660.50	Rs.3302.50	Rs.14432.20
ix)	Composite Amount with given strength of all category / Day	Rs. 1,67,439.70				
x)	Service Charge (in Percentage)	%				

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.

Signature of the Bidder