

Notice Inviting e-Tender (NIT)



Visva-Bharati Watch and Ward Santiniketan – 731 235

No. – VB/WW/169/19-20

Date – 06/12/2019

Visva-Bharati University inviting e-Tender in 2 (two) Bids System (Technical & Financial) for Out-sourced Security Service as per details given hereafter.

The offers in the prescribed format shall be **submitted online at <https://mhrd.euniwizarde.com>** as per the instruction given in Tender Document. No Tender will be accepted in Hard Copy, Fax, e-mail or any other such means. The intending Bidders must be registered with public procurement <https://mhrd.euniwizarde.com>. The Tender Document is **also available www.visva-bharati.ac.in**.

a.	Availability of tender document on website: https://mhrd.euniwizarde.com	06.12.2019
b.	Submission of Tender Document from date & time:	06.12.2019 at 1600 hrs.
c.	Pre-Bid meeting:	10.12.2019 at 1130 hrs.
d.	Technical & Financial Bid online submission end date:	26.12.2019 at 1800 hrs.
e.	Technical Bid open:	28.12.2019 at 1100 hrs.
f.	Technical Bid evaluation:	29.12.2019 at 1130 hrs.
g.	Financial Bid online open date & time:	30.12.2019 at 1600 hrs.
e.	Selection of L-1 Bidder:	30.12.2019 at 1200 hrs.
f.	Estimated Value of Contract:	Rs. 7 Cr. (Approx)
g.	E.M.D	Rs. 14,00,000/-
h.	Tender Processing Charge:	Rs. 5,000/-

CONTENTS OF TENDER DOCUMENTS

Section No.	Description of Contents	Page No.
I	Invitation for the Bids	3
II	Important information Related to Tender	4
III	Instruction to the Bidders	5-11
IV	Scope of Work of the Security Agency	11-12
V	Terms and Conditions	13-23
VI	Tender Rules and Guidelines	24-25
VII	Bidder Details Form	26-28
VIII	Financial Bid Format	29-32
IX	Self Declaration – No Black Listing	33
X	Eligibility Evaluation	34-35

SECTION - I

INVITATION FOR THE BIDS

Sub: - Notice Inviting Tenders for engagement of Security Agency for providing security service at Visva-Bharati, Santiniketan, Birbhum, PIN - 731235, West Bengal, India.

Visva-Bharati, a Central University and an Institute of National Importance established by an Act of Parliament, Government of India, 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.

Tenders should be accompanied by E.M.D. for an amount of Rs. 14,00,000/- (Fourteen Lakh only) and non-refundable Tender Processing Charges of Rs. 5,000/- (Five Thousand only) to be submitted 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)**.

Financial Bid will be opened only for Technically Qualified Bidders.

**Registrar
Visva-Bharati
Santiniketan**

SECTION – II

IMPORTANT INFORMATION RELATED TO TENDER

1	Purpose of Tender	Providing Security Services to Visva-Bharati (a central University), as per the detailed scope of work.
2	Earnest Money Deposit & Tender Processing Fees	Rs. 14,00,000 (Fourteen Lakh) and <u>non-refundable Tender Processing Charges</u> of Rs. 5,000/- (Five Thousand only) as Bank Demand Draft on abovesaid account.
3	Tender uploading date & time	06/12/2019 at 1600 hrs.
4	Pre-Bid Meeting	10/12/2019 at 1130 hrs at Central Conference Room
5	Last date and time for uploading	26/12/2019 up to 1800 hrs.
6	Bid validity	120 days from the last date of Bid submission
7	Submission through	https://mhrd.euniwizarde.com
8	Date & time of opening of Technical Bid	28/12/2019 at 1100 hrs.
9	Date & time of opening of Financial Bid	30.12.2019 at 1600 hrs. Shortlisted Service Providers may be notified on the University Website.
10	Tenure of Contract	Initially for one year. Extendable maximum upto another two years subject to satisfactory service.
11	Contact for any queries	ashokgoon@yahoo.co.in and so@visva-bharati.ac.in

SECTION – III

INSTRUCTION TO THE BIDDERS

- 1. Scope of Services:** Please refer **Section IV** for details.
- 2. Site Visit:** the bidders are advised to visit the campus to get the onsite assessment of the work on the last working day before pre-bid meeting between 1100 hrs to 1600 hrs with due permission and acquaint themselves with the area of operation and operating system prior to the submission of the tender documents. The cost of visit shall be borne by the Bidder, but Visva-Bharati Security Department may assist the Authorized Representative. No Bidder is permitted to visit any Guard Post or contact any Security Personnel on duty without clearance from Security Department.
- 3. Clarifications:** Prospective Bidders may submit their queries, if any, latest in the pre-bid meeting planned to be held **on 10.12.2019 at 1130 hrs at Central Conference Room, Visva-Bharati**. Visva-Bharati shall issue necessary clarifications and amendment, if any, on the website <https://mhrd.euniwizarde.com> and www.visva-bharati.ac.in. If the Pre-Bid meeting is cancelled on given date due to unavoidable reason, the Bidders may contact the Watch and Ward office, Visva-Bharati, Santiniketan for next date or follow the Visva-Bharati website.
- 4. Eligibility Criteria:**
 - a) The Agency must be registered with Central / State Govt. under Private Security Agencies (Regulation) Act. 2005 (**PSARA**) and all other relevant Acts for operating in the area of Visva-Bharati Campus at Santiniketan, Birbhum. Validity of Registration with PSARA with renewal time to time should be for minimum 5 (Five) years. Agency should have at least an office in West Bengal with proper infrastructure and should have National / West Bengal State permit.

- b) The Bidder should be either registered as a Company under Companies Act 1956 / 2013 or as a Sole Proprietorship or as a Partnership (including Limited Liability Partnership) under Partnership Act, 1932 as the case may be and should be in existence as such entity for **not less than three years before 31/03/2019.**
- c) Average gross turnover of **Rs. 20 Crore (Rupees Twenty Crore only) per year**, with at least 3 contracts of not less than **Rs. 1 Crore (One Crore)** value each per year for providing security service in **last Five years (Copy of the order and completion certificate must be attached)**. The Agency should have **Bank Solvency for Rs. 1 Crore** and the Solvency Certificate should be submitted / uploaded alongwith the Bid, which should not be more than 1 (one) month old.
- d) The Agency should have experience of providing Security Service in 05 (Five) years or more Government / Semi-Government / PSU / Autonomous Organization with Government funding.
- e) The Agency should have at least one Training Centre with proper infrastructure as per relevant Security Act and Regulations and should have sufficient staffs for 'Onsite Training' at this University.
- f) The Agency should be registered with appropriate authorities under EPF, ESI, Service Tax, GST, PAN, IT etc.
- g) The agency or any of its partners /directors etc should not have been black listed / debarred by any of the government agencies or department or should not have been found guilty of commission of acts of moral turpitude or convicted for any economic offence or for violation of any labour laws etc by any court or any authority appointed to enforce any labour laws or regulations including by PF/ESI authorities or in violation of the Private Security Agencies (Regulation) Act, 2005. **An undertaking to this effect shall be submitted by the Bidder.**

- h) No past contract of such agency should have been terminated in the past 3 years on account of violation of laws or deficiency of services or breach of contract. An undertaking to this effect shall be submitted by the bidder.

5. Scanned Copies of Documents to be uploaded:

The Bidder should upload the following documents along with the Technical Bid:

- a. Self-Attested copy of Telephone bill/Electricity Bill/Registered Lease Deed indicating the address at West Bengal, India evidencing its location in West Bengal in the last three years.
- b. Self-attested copy of Certificate of Incorporation in respect of the applicant organization issued by Registrar of Companies or a partnership deed duly registered under the Partnership Act as applicable.
- c. Self-attested copy of valid license for security services under the Private Security Agencies (Regulation) Act, 2005 / West Bengal Pvt. Security Agencies (Regulation) Act, 2001.
- d. Self-attested copy of valid registration certificate under Contract Labour (Regulation and Abolition) Act, 1970, as applicable.
- e. Statement of average annual turnover of last three years, in support of eligibility criteria mentioned above, from a registered practicing Chartered Accountant.
- f. Audited Balance Sheet along with Profit & Loss Statement of last 03 (three) financial years.
- g. Following documents are to be submitted / uploaded alongwith the Tender Documents:-
 - 1) EMD of required amount as specified in this tender document.
 - 2) Bank Solvency Certificate for Rs. 1(one) Cr. from a Scheduled Commercial Bank.
 - 3) Self attested copies of GST, Income Tax, Service Tax, PAN, TIN, EPF, and ESIC Registration Certificate for the Security Agency, as applicable.
 - 4) GST, Service Tax and Income Tax returns of last three financial years.
 - 5) Self-attested copies of work Orders and Client's Satisfactory Performance Certificates.
 - 6) Declaration for not having been blacklisted by any State Government or by the Government of India or any other Agency as per the format in **Section - IX** of this Tender Document.
 - 7) Background of the Proprietors / Partners / Management and Company Profile, as applicable.

- 8) Tender form for technical part **Section - VI** duly signed in every page, filled in as applicable and uploaded as per instruction.
- 9) Experience showing the similar service rendered in last 03 (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 along with a certificate from the authority including the certificate of performance where services were rendered or similar service being rendered at present.
- 10) Number of permanent employees and contractual / temporary security staff site-wise, (Annexure -).
- 11) The details of Training Centre, Regional / Main Office with pictorial evidence (which may be inspected by University Representatives to evaluate the Agency).
- 12) Any other documents supporting the information relevant in this respect.

6. Earnest Money Deposit (EMD):

- a) Earnest Money of **Rs. 14,00,000/-** (Fourteen Lakh only) and **non-refundable Tender Processing Charges of Rs. 5,000/-** (Five Thousand only) in the form of Demand Draft in favour of the Accounts Officer, Visva-Bharati payable at State Bank of India, Santiniketan Branch (SBIN0002121) **to be submitted to the Professor-in-charge, (Security), Visva-Bharati at the Watch and Ward office, Santiniketan, Birbhum, West Bengal, PIN - 731235, before submitting the Bid. The scanned copy of Demand Draft has to be uploaded along with other documents.** Cases of approved exemption for Earnest Money may be indicated alongwith documentary proof / Govt. order.
- b) Any Bid not accompanied by EMD or proper / valid exemption certificate issued by GOI shall be summarily rejected and will not be considered at all.
- c) EMD of the unsuccessful bidders will be returned to them without interest.
- d) EMD of the successful bidder shall be adjusted with Security Deposit of the contract and would be governed by provision of relevant clause of Security Deposit.
- e) EMD shall be forfeited if the bidder withdraws his bid during the validity period of Tender.
- f) EMD of the successful bidder shall be forfeited if the successful bidder refuses to execute the Contract within 25 days of issue of "Work Order".
- g) Tender processing fee is mandatory for all Bidders.

7. Preparation and Online Submission of Bids:

- a. Tenders are to be submitted online as per two bid system i.e. - Technical Bid and Financial Bid.
- b. All entries in the tender form should be legible and filled clearly.
- c. The Tender Document should not be handwritten and every correction and interlineations in the bid should be attested with full signature by the Bidders, failing which the bid will be treated as ineligible. Corrections done with correction fluid should also be duly attested.
- d. All documents / papers should be legible, numbered, signed and stamped by the Bidders on each page to be uploaded.
- e. Technical Bid should contain all the documents required, with EMD and Tender Processing Fee as specified in relevant paras in this document. Technical Bid should also contain Tender Forms, Declaration Form, Performance Statement, and Details of Staff available with the Agency. For evaluation of Technical Bid specified format given in **Section - VI** to be submitted.
- f. Financial Bid should only contain the Price Schedule duly filled as per format given in **Section VII**. No overwriting, corrections, interlineations etc. are permitted in the Financial Bid. Please note that rates written in words will be considered in case of any ambiguities with figures.
- g. The rates should be quoted for the services to be provided as per instructions given in the tender document and should not be less than minimum wages applicable in which case the bid shall be rejected.

8. Opening of Tenders:

As per details given in <https://mhrd.euniwizarde.com> and in the previous points in this Tender.

9. Evaluation of Tenders

- a. The committee constituted by the authority, shall evaluate the Technical Bids with reference to technical requirements and various other commercial criteria given in the Tender Document and conditions mentioned in Notice Inviting Tender (NIT). All eligibility conditions are to be satisfied as on the date of submission of bid and not later. Deputed officials may visit the offices, Training Centre and the sites of deployment of the Agency for ascertaining the fact.

- b. The bid of the bidders who submit their bid in the proper format and with the required EMD will only be evaluated. The bids of the non-conforming bidders shall be rejected without further evaluation.
- c. Any conditional bids received will not be considered for evaluation.
- d. Visva-Bharati authority may seek such clarification / information / document as may be required for it to satisfy the eligibility of the bidders. Failure on the part of the bidder to submit such information within the stipulated time may entail rejection of the bid of such bidder.
- e. The Technically qualified bids shall only be considered for opening and evaluation of Financial Bids. Technical Bids will be evaluated in terms of filled in **Section - X** in order to qualify for Financial Bid. Service Provider should obtain **minimum of 50 marks out of total 100 to qualify technically.**
- f. The technically qualified Bidders quoting the **lowest composite bid amount for the services defined in the Scope of Work shall be considered for award of contract.**
- g. In case more than one price bid quoting the same rates are received, the winning bidder will be selected considering having higher marks obtained in Technical Evaluation as per **Section - X.**

10. Award of Contract:-

- a. Visva-Bharati authority may award the contract to the successful evaluated bidder who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.
- b. Visva-Bharati authority will communicate to the successful bidder only. Visva-Bharati will issue Work Order to the successful Bidder and that shall be accepted through a formal letter within 7 days from the date of issuing Work Order.
- c. Failure of the successful bidder to comply with the requirements of the above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of EMD.

11. Performance Security Deposit and Award of Contract:

The successful bidder who is awarded the contract shall be required to deposit a **Performance Security Deposit of Rs. 1 Cr.** in the form of irrevocable Performance Bank Guarantee from any Scheduled Commercial Bank drawn in favour of **“Accounts Officer, Visva-Bharati”, payable at Santiniketan** initially for a period of Fourteen months. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly extended / renewed by the successful Security service provider. All incidental charges whatsoever such as premium, commission etc. with respect to the Bank Guarantee shall be borne by the successful bidder. Non deposit of Bank Guarantee within the stipulated time shall render the contract invalid at the discretion of Visva-Bharati.

SECTION – IV

12. SCOPE OF WORK:-

- 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 in the campus.
- e) To control speed of vehicles in roads running through the University particularly during school hours.
- f) Ensure the safety and dignity of Girls students, Lady Staffs / Tourist from the eve-teasers and miscreants.
- g) Ensure orderly marshalling & parking of both the University and 'Visitors' vehicles in and around the premises.
- h) To check Security / Gate passes (for transfer of goods / materials) of the vehicles carrying construction and other materials within the University Campus.
- i) 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.
- j) To take a pro-active role to guide and control tourists within Visva-Bharati Campus to maintain the dignity of the University.
- k) To control smoking, consumption of alcohol and drugs or any unlawful / indecent activities inside the campus.
- l) To keep a vigil so that tourists do not litter the campus with garbage and non-biodegradable articles.

- m) To control the drop gates at different locations.
- n) 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.
- o) Any other relevant work that may be assigned to them by the University Authority from time to time.
- p) To prevent ragging in any form as per the guidelines of GOI and instructions from Proctor's Office, Visva-Bharati.
- q) To implement GOI / Govt. of West Bengal orders as applicable.
- r) In case of requirement for deployment of security personnel at Kolkata office, Granthana Vibhaga, rates for A1 city will be applicable as per minimum wage rules and notification of GOI as amended time to time. Terms and other conditions will be unaltered.

13. Strength (Indicative) and criteria of Security Personnel: -

- a) Security Inspector – 5, Security Supervisor – 20, Lady Supervisor – 1, Armed Guard – 20, Ex-Serviceman Guard – 50, Civil Guard – 160, Lady Security Guard – 9
- b) **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 requirement 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.
- c) Deployed Security Personnel must fulfill the following:-

Age (as on 01.01.2020):

Security Inspector / Supervisor: 24-60 yrs

Lady Security Supervisor: 24-60 yrs

Security Guard / Armed Guard: 20-60 yrs

Lady Security Guard: 20-60 yrs

- d) **Physical Standards:** As per W.B. Private Security Agencies (Regulation) Rules 2007 for the Civil Guards and medical category 'AYE' for Ex-Servicemen / Ex-Central Police Personnel and physically fit.

- e) **Educational Qualification and Other Requirement:**

Security Inspector: Graduate & Junior Commissioned Officer

Security Supervisor: Graduate & 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 qualifications & certificates should be from Govt. recognized Institutions only.

Section V

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 requirement 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. They may have to appear in physical fitness test and medical checkup as and when asked by University Authority.
- 4) 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 on year to year basis**.
- 5) Bio-data with passport size photograph in respect of all Personnel including Leave Reserve Pool will be forwarded to the office of Professor-in-charge (Security), Visva-Bharati 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 before taking over the charge. 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 Professor-in-charge (Security) / 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 personnel so deployed shall have to report for duty at the place indicated by Watch and Ward, Visva-Bharati. No extra liability on this account will be borne by Visva-Bharati.

11) The eight hours shift generally will be from 0600 hrs to 1400 hrs, 1400 hrs to 2200 hrs and 2200 hrs to 0600 hrs. But the timings of the shift are changeable and shall be fixed by Visva-Bharati from time to time depending upon the requirements.

12) The personnel will have to report to the office at least 15 minutes in advance of the commencement of the shift for collecting necessary documents/instructions, and to complete all other required formalities as approved by Visva-Bharati.

13) Adequate supervision will be provided to ensure correct performance of the said security services in accordance with the prevailing assignment instructions agreed upon between the two parties. In order to exercise effective control & supervision over the staff of the agency deployed, the supervisory staff will patrol/inspect in their areas of responsibility.

14) The personnel engaged have to be extremely courteous with very pleasant mannerism in dealing with the Staff/Students/ Visitors/ Attendants and should project an image of utmost discipline. The agency shall have to remove any person in case of staff complaints or as decided by representative of the Visva-Bharati, if the person is not performing the job satisfactorily or otherwise. The contractor shall have to arrange the suitable replacement in all such cases.

15) The Security Agency shall replace / Strike off any individual from the roll of engaged Security Personnel, if so advised and deemed necessary by the University. The Agency should also ensure that no Security Personnel who is over-aged, physically unfit, with criminal record or with severe adverse report from Police / DIB remains in the roll of engaged Security Personnel at this University.

16) Security Gadgets etc.: Security Agency should provide 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.

17) 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 Personnel deployed at Visva-Bharati. The Agency should follow the guidance / proposals of the concerned authority for implementation.

18) 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.

19) 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 outside the University Campus but within the proximity. The Agency may provide assistance for running mess of the Personnel staying at Barracks.

20) 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 their level best to take the clearance from competent Person without compromising the security threat to the 'Person' and 'Property'. In case of unavoidable case of firing, the cost of ammunition may be reimbursed with authenticated certificates from Site Manager and Professor-in-charge (Security) / Chief Security Officer.

21) **Mobile Phone:** - Twenty Five (25) 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.

22) **Walky Talkie:** - Twelve (12) numbers of Walkie Talkies (upto 2km range) are to be provided by the Security Agency with best network service in the area. In case of any damage / loss of any Walkie Talkies has to be replaced by the Agency free of cost. The cost of Walkie Talkies sets are to be borne by the Agency, out of their Service Charge.

23) **Motorcycle:** - One (01) Motorcycle should be provided by the Agency which is expected to run an average of 50 km 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 are in order.

24) **By-Cycle:** - 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.

25) **Patrolling Vehicle:** - Two (02) 9 seated Vehicles (Bolero or Scorpio with in-built or fitted GPS system & having commercial registration) for patrolling the university campus will be provided by the Agency. Each vehicle will **have to cover 120 km (average) per day**, calculated in monthly basis. The duty Inspector / Authorized Personnel will ensure responsibility of safe, economical and efficient vehicular surveillance and follow the orders of Professor-in-charge (Security), Chief Security Officer in this regard. 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. In case of breakdown, the Agency should make alternate arrangement at the earliest.

26) The rate quoted for vehicles will be all inclusive of Drivers' wages, Fuel, Lubricant, Maintenance and repair cost for both the vehicles pre-calculated daily basis and the Composite Rate for both the Vehicles should be given in appropriate column of Financial Bid.

27) 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 / break 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.

28) 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. The Drivers should always wear uniform which should be provided by the Agency and that should be different from the Security Personnel.

29) The Drivers should be paid relevant wages in accordance with minimum wages Act and notification of GOI and should pay EPF and ESI subscription as per the rules. The payment to the Drivers has to be made through individual Bank Account only. Proof of such bank transaction and EPF and ESI submission should be submitted along with the monthly bill for reimbursement from the University.

30) The Security Personnel of the Security Agency who will be deployed at the University Campus shall not be treated as employees of the University and as such their service conditions, pay and allowances, other benefits etc. will be determined and borne by the Security Agency subject to fulfillment the requirement of the minimum wages, EPF, ESI, Bonus etc as determined by the Govt. of India. The said Security Personnel shall, however, take instructions and be under the operational control of the Professor-in-charge (Security) / 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.

31) Agency will be liable for wages, salary compensation and any statutory benefits due to the said Security Personnel under the Labor Law and other legislations e.g. Provident Fund, Insurance (if any), Working Hours, Overtime etc.

32) Security Personnel once deputed will not be shifted to another site without the prior intimation to the Professor-in-charge (Security) / 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 Professor-in-charge (Security) / Chief Security Officer or his representative.

33) **Payments Terms:** - The agency will ensure that workers engaged by him must receive their entitled wages on time. In view of this, the following procedure will be adopted:

34) 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.**

35) The Agency shall raise invoice per month and submit the same to Visva-Bharati by Tenth (10th) 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.

(e) Proof of Levy and Collection on profession under West Bengal State Tax on profession, trades, callings and employments Act, 1979.

36) 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 cost of total wages for their deputed Security Personnel for at least three (03) months.

37) 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. No claim for advance with respect to payment of Bonus would be entertained.

38) 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-imburement** on actual payment.

39) In order to ensure that such workers get their entitled wages by 7th of the following month, the following schedule will be adhered to:

- a) Monthly bill cycle will be from 1st day of the previous month to last day of the month.
- b) Monthly bill as per above cycle, will be submitted by the agency on 10th of following month.
- c) The agency must ensure that entitled wages of the workers are credited to their bank account by the 5th of the following month; agency will not be given any relaxation in this matter.

40) While submitting the bill for the next month, the services provider must file a certificate certifying the following:

- a) Wages of workers were credited to their bank accounts on _____ (date) (Copy of bank statement enclosed in respect of personal deployed at Visva-Bharati).
- b) ESI Contribution relating to _____ no of workers amounting to Rs. _____ was deposited on _____ (date) (Copy of the challan enclosed in respect of personal deployed at VISVA-BHARATI).

- c) EPF contribution relating to **no.** of workers amounting to Rs. _____ was deposited on _____ (date) (Copy of the challan enclosed in respect of personal deployed at VISVA-BHARATI).
- d) The agency is complying with all statutory labour Laws including Minimum Wages Act.
- e) The agency should submit the bill in accordance with the above time schedule.
- f) Copy of statement (presently Form D) as required under West Bengal Labour Welfare Fund Rules, 1976 and evidence of proof of payment to Welfare Commissioner.
- 41) 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.
- 42) The University will 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.
- 43) After issuance the work order the Security Agency should deposit **Rs. 1 (one) Crore** 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.
- 44) The University reserves the right to terminate the services of the Security Agency by giving 30 days notice in advance in writing.
- 45) The agency will provide to the Authority a list of all personnel so deployed with permanent and present address along with their latest photographs.
- 46) The agency shall replace within twenty four hours any of its personnel, if they are unacceptable to the Authority because of security risk, incompetence, conflict of interest and breach of confidentiality or frequent absence from duty/misconduct on the part of the Security supplied by the agency, upon receiving written notice from the Authority. Notwithstanding the above, the University shall have the right to ask to change /replace the personnel at any point of time without assigning any reason.
- 47) Visva-Bharati shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the guards of the agency.
- 48) The agency shall be responsible for any damages done to the property of the University by the personnel so deployed. Visva-Bharati will be free to recover it from the security deposit given by the agency or from any other dues or recover as per law.

- 49) The agency's personnel working in the University should be polite, cordial, positive and efficient while handling the assigned work and their actions should promote good will and enhance the image of the University. The agency shall be responsible for any act of indiscipline on the part of persons deployed by him.
- 50) The Security staff deployed by agency in the Visva-Bharati shall not claim any benefit, compensation, absorption or regularization of their services in the Visva-Bharati either under the provision of Industrial Disputes Act., 1947 or Contract Labour (Regulation & Abolition) Act, 1970 or any other law/Act. The agency shall have to obtain an undertaking from the deployed persons to the effect that the deployed person is the employee of the agency and shall submit the said undertaking to Visva-Bharati.
- 51) The agency shall ensure that the person deployed are disciplined and shall enforce in prohibition of consumption of alcoholic drinks, paan, gutkha, smoking, loitering and shall not engage in gambling, satta or any immoral act.
- 52) The security personnel deployed by the agency shall work under overall supervision & direction of the agency and shall be guided by the Professor-in-charge (Security) / Chief Security Officer / Security Officer or any other officer designated by the Visva-Bharati to the extent required.
- 53) The agency will properly maintain master roll of the person employed/engaged in connection with the work at the premises of the Visva-Bharati.
- 54) For all intents and purposes, the agency shall be the "Employer" within the meaning of different labour Legislations in respect of security personnel deployed by it. There shall be no claim by such deployed persons of any employment in Visva-Bharati. The persons deployed by the agency in the Visva-Bharati shall be the employees of agency at all times and not have any stake or claims like employer and employee relationship against Visva-Bharati.
- 55) The agency shall be solely responsible for the redressed of grievances if any of its staff deployed at Visva-Bharati. The Visva-Bharati shall, in no way, be responsible for settlement of such issues whatsoever.
- 56) The Visva-Bharati shall not be responsible for any financial loss or any liabilities arising out of accident or death to any of the security staff deployed by agency in the course of their performing the functions/duties or for payment towards any compensation.
- 57) Adequate supervision will be provided to ensure correct & effective performance of the security services in accordance with the prevailing assignment and instructions agreed upon between the two parties. The security personnel shall ensure that there is no unidentified / unclaimed/suspicious objects/persons in the buildings/premises. The vehicles that enter into the premises must be identified, noted in the register and parked at designated places.
- 58) The agency shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to VISVA-BHARATI to the concerned tax collection authorities from time to time as per extant rules and regulations in the matter.

- 59) The agency's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/organizational matters. The agency will be responsible for compliance of all statutory provisions including Minimum Wages, Provident Fund, and Employees State Insurance, contract labour and any other applicable law in respect of the persons deployed by them in VISVA-BHARATI. The VISVA-BHARATI shall have no liability in this regard. Payment of the bill will be made only after successful submission of statutory payment receipts.
- 60) The agency shall maintain all statutory registers under the Law and submit periodical returns and statements. The Service Provider shall produce the same, on demand, to the concerned authorities and to VISVA-BHARATI or any other authority under Law.
- 61) The Tax Deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act/ Rules, as amended from time to time and a certificate to this effect shall be provided to the agency by VISVA-BHARATI.
- 62) In case, the service provider fails to comply with any statutory /taxation liability under appropriate law, and as a result thereof the VISVA-BHARATI is put to any loss / obligation, monetary or otherwise, the VISVA-BHARATI will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms or shall be entitled to recover the same by legal recourse.

14. Compensation:-

- i. In case any of agency's deployed staff under the contract is (are) absent, compensation equal to double the wages of number of guards / supervisors absent on that particular day shall be payable to Visva-Bharati and the same shall be deducted from the agency's bills.
- ii. In case any of agency's guards deployed under the contract fails to report in time and agency is unable to provide suitable substitute in time for the same it will be treated as absence and compensation of double the wages shall be payable to Visva-Bharati.
- iii. In case any public complaint is received attributable to misconduct/misbehavior of agency's guards, improper uniform, a penalty or Rs.500/- for each such incident shall be levied and the same shall be deducted from the agency's bill.

- iv. 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, the concern Security Personnel shall be removed by the Agency at the earliest.
- v. If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by Visva-Bharati from the agency.
- vi. 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 for that rank 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.
- vii. In case of breach of any terms and conditions as specified in the contract and signed between the parties, the Performance Security Deposit of the Security Service Providers will be liable to be forfeited by the VISVA-BHARATI besides, annulment of the contract and other legal recourse.
- viii. The successful bidder who is awarded the contract by VISVA-BHARATI will retain all the documentary proof / papers deposited with the respective statutory bodies / Government departments, i.e., Employees State Insurance, Provident Fund and GST. All such documents/papers will be necessarily submitted within seven days by the Security Service Provider as and when they are requisitioned by VISVA-BHARATI, failing which a penalty of Rs.100/- per day shall be deducted from the monthly bill of the agency.
- ix. The authority reserves the right of pardoning any individual at any point of time. 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. 50 lakhs** may be imposed besides the forfeiture / encashment of the Security Deposit.

- x. 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.
- xi. In case of any loss / damage caused, not due to natural calamities, 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.
- xii. The VISVA-BHARATI reserves the right to withdraw / relax any of the terms and condition mentioned above so as to overcome any problem encountered at a later stage for the smooth and timely provision of services.
- xiii. Any delay or forbearance on the part of VISVA-BHARATI or any waiver of its rights or condensation of any acts, on the part of VISVA-BHARATI shall not be construed as a waiver of the obligations of the agency and it shall continue to be liable for all such acts or defaults.
- xiv. The Official Signatory of the Agency should be present at this University in short notice, if called by the Authority.
- xv. 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.
- xvi. **Resolution of dispute: All disputes relating to the Security Services to be provided or to the contract therefore, 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 engaged 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.**

**REGISTRAR
VISVA-BHARATI**

SECTION – VI

TENDER RULES AND GUIDELINES

1. The intending bidders are requested to **inspect the site of work on 09/12/2019** and make necessary investigations to collect the required information and have an idea of the Campus before submission of tender.
2. The intending bidders may attend the **Pre-bid Meeting to be held on 10/12/2019 at 1130 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. 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.
4. The bidders should quote in English both in figures as well as in words the rates and amounts tendered by him wherever applicable.
5. 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.
6. 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.
7. Only those bidders who qualify in terms of the technical bid will be short-listed / qualified for the financial bid.
8. While quoting, the expenditure in connection with Uniform, Security Equipment, Mobile Phones, Walkie Talkie, 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.
9. **Acceptance of quotation will be based on the Composite 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.**

10. 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.
11. 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.
12. If the Tender opening day is a holiday, the bid will be opened on the next working day at the same time and place.
13. **The selected Agency shall be required to provide service within 10 (Ten) days of issuance of work order by the University.**

**REGISTRAR
VISVA-BHARATI**

SECTION - VII

BIDDER DETAILS FORM

VISVA-BHARATI

Santiniketan



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

Vide Advt. No. VB/WW/169/19-20, Dt. 06/12/2019

(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 (Scanned copy of PAN card is to be submitted online) :
- 4) Clearance Certificate of IT, PT, Service Tax :
(Copies of latest return (i.e. **2016-17, 17-18 & 18-19** is to be **submitted online**) 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

13) Exclusive Income from Security Services of the tendering **Security Service Provider** for the three financial years mentioned below duly certified by a Chartered Accountant (Attach separate sheet if space provided is insufficient)

Financial Year	Amount (Rs. Lakh)	Remarks, if any
2016-17		
2017-18		
2018-19		

14. Give details of the major similar contracts handled by the tendering Security Service Provider during the last three years (i.e. 2016-17, 2017-18 and 2018-19) in the following format (if the space provided is insufficient, a separate sheet may be attached):

Sl.No.	Name of the Client, Address, telephone No.	Security services provided (Type of Security provided)	Amount of Contract (Rs. Lakh)	Duration of Contract	
				From	To

15. Submit Experience Certificate from at least three clients, to whom services have been provided by tendering security service provider in the past. The certificate should preferably be from Govt. / PSU clients or reputed companies and the same should be submitted in original or the copy of it, should be self-attested.

16. Additional information, if any. (Attach separate sheet, if required)

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/169/19-20, Dt. 06/12/2019** and submit the above application in consonance with the same.

Dt.....

Signature of the Proprietor/ Authorized persons of the Agency

Section VIII

FINANCIAL BID

(Date)

The Registrar
Visva-Bharati
Santiniketan

Dear Sir/Madam,

**Ref: Tender for Selection of Security Services Provider for
Visva-Bharati University**

Having examined the Tender documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the services as required and outlined in the Tender for Selection of Security Services Provider.

To meet such requirements and to provide services as set out in the tender document, we attach hereto our response as required by the tender document, which constitutes our proposal.

We undertake, if our proposal is accepted, to adhere to the terms and conditions put forward in the tender and the agreement to be entered with VISVA-BHARATI.

If our proposal is accepted, we will submit a Performance Bank Guarantee issued by a scheduled commercial bank in India as acceptable to VISVA-BHARATI.

We agree for unconditional acceptance of all the terms and conditions set out in the tender document as also in the contract to be signed with VISVA-BHARATI for provision of Security services.

Financial Bid

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

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 1/36(6)/2019-LS-II, dated 23/09/2019)

Wages and Other elements for Financial Calculation:						
Sl. No.	Details of payments admissible	Security Guards Male + Lady	Ex-Servicemen /Ex-Central Policemen	Security Supervisor 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. 75.00	Rs. 75.00	Rs. 75.00	Rs. 75.00	Rs. 87.00
iv)	EPF @ 13%	Rs. 73.97	Rs. 73.97	Rs. 73.97	Rs. 73.97	Rs. 86.58
v)	ESI @ 3.25%	Rs. 18.49	Rs. 18.49	Rs. 18.49	Rs. 18.49	Rs. 21.64
vi)	Special Allowance	-	Rs. 25/-	Rs. 35/-	Rs. 45/-	-
vii)	Total Amt/Unit/Day	Rs. 661.46	Rs. 686.46	Rs. 696.46	Rs. 706.46	Rs. 774.22
viii)	Amount full strength / Day	Rs. 111786.74	Rs.34323.00	Rs.14625.66	Rs.3532.30	Rs.15484.40
ix)	Composite Amount with given strength of all category / Day	Rs. 1,79,752.10				
(31)						

Price Bid	
A	Fixed Monthly Service charge all inclusive (in amount) Rs. In Wards:-
B	Supporting Service: Transport Charge per Month (2 Jeeps with in-build GPS system for 24 hours & average 120 km/day for each vehicle. Cost of fuel, lubricant, maintenance and of driver wages etc all inclusive) Rs. In Wards:-
C	Composite Cost (A+B) Rs. In Wards:-

Notes:

- 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 (C) basis considering serial number A (x) and B.**
- 3) The Tax / Cess Charges etc will be as per latest GOI Order.
- 4) The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which services has been performed by each deployed Security staff, on the basis of Attendance duly verified by the VISVA-BHARATI.

Signature of the Bidder

Section - IX
SELF-DECLARATION ON LETTER HEAD
NO BLACKLISTING

Date:

The Registrar
Visva-Bharati

Sir/Madam,

Ref: Tender for Selection of Security Services Provider for Central
University of Visva-Bharati

In response to the Tender Document for Selection of Security Services Provider for VISVA-BHARATI, I/ We hereby declare that presently our Company/ firm _____ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body. We further declare that presently our Company/ firm _____ is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission including violation of relevant labour laws or should not have been found guilty of commission of acts of moral turpitude or convicted for any economic offence or for violation of any labour laws etc by any court or any authority appointed to enforce any labour laws or regulations including by PF/ESI authorities or in violation of the Private Security Agencies (Regulation) Act, 2005.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be barred from bidding in future against any other tender.

Thanking you,

Yours faithfully,

Place:

Signatures _____

Date:

Name _____

Seal of the Organization _____

SECTION - X
Eligibility Evaluation Sheet for Technical Bid
(Total Marks - 100, Qualifying Marks - 50)

Name of the Company / Agency: _____

Sl.		Evaluation Criteria	Scoring Criteria	Supporting Documents to be submitted by the Bidder	Marks claimed by Company Agency	Marks awarded by Committee after scrutiny of documents
<i>Questionnaire to be filled by the Company/Agency applying for tender for Security Services.</i>			EMD & Tender Processing Fees Details D.D. No.: _____ Date: _____ Bank Name: _____			
1.	Bidders Average Turnover in the Last 3 Financial Years (2016-17, 2017-18 & 2018-19):		Maximum 10 Marks	Balance Sheet and Profit & Loss of the last three financial years duly certified by the statutory auditor of the bidder		
	(i)	Bidder Turnover is 100 crores and above	10 Marks			
	(ii)	Bidders Turnover is 50 crores and below 100 crores	8 Marks			
	(iii)	Bidders Turnover is 30 crores and below 50 crores	6 Marks			
	(iv)	Bidders Turnover is 20 crores and below 30 crores	4 Marks			
2.	PSARA Registered Training Facility:		Maximum 15 Marks	Adress and Pictorial Evidence		
	(i)	Bidder having experience of running 5 or more training centres	15 Marks			
	(ii)	Bidder having experience of running 3 to 4 training centres	10 Marks			
	(iii)	Bidder having experience of running 1 to 2 training centres	5 Marks			
3.	PSARA License:		Maximum 20 Marks	PSARA Registration copy with latest renewal		
	(i)	More than 11 years	20 Marks			
	(ii)	10-11 years	16 Marks			
	(iii)	8-9 years	12 Marks			
	(ii)	10-11 years	10 Marks			
	(iii)	8-9 years	8 Marks			



Sl.	Evaluation Criteria	Scoring Criteria	Supporting Documents to be submitted by the Bidder	Marks claimed by Company Agency	Marks awarded by Committee after scrutiny of documents
3.	Experience in Security Service contracts with 75 trained personnel deployed under one single contract with Govt. / PSU / Autonomous Bodies / Institutions for a minimum duration of 2 years in the last 5 years:	Maximum 25 Marks	Agreement / Work Order for provision of security and a satisfactory performance letter from each client. .		
	(i) More than or equal to 10 services contracts	25 Marks			
	(ii) 7 to 9 services contracts	20 Marks			
	(iii) 4 to 6 services contracts	17 Marks			
	(iv) 3 services contracts	12 Marks			
4.	Available Office in India:	Maximum 10 Marks	Address and Pictorial Evidence		
	(i) 5 or more Operational Offices in the name of Bidder:	10 Marks			
	(ii) 3 - 4 Operational Offices in the name of Bidder:	8 Marks			
	(iii) 2 Operational Offices in the name of Bidder:	6 Marks			
	(iv) 1 Operational Office in the name of Bidder:	4 Marks			
5.	Employee Strength:	Maximum 20 Marks	Latest EPF Challan		
	(i) 2000 or more Employee	20 Marks			
	(ii) 1500 to 1999 Employee	16 Marks			
	(iii) 1000 to 1499 Employees	12 Marks			
	(iv) 500 to 999 Employees	8 Marks			
TOTAL		Maximum 100 Marks			

Declarations:

(a) I/We have read the instructions and I/We understand that if any false information, furnished in Technical Bid and Agency Profile, is detected at a later date, any contract made between ourselves and decision Visva-Bharati, Santiniketan, on the basis of the information given by me/us can be treated as invalid by the decision Visva-Bharati, Santiniketan and I/We will be solely responsible for the consequences. The declaration shall be signed by an authorized representative of the bidder with seal.

(b) I/We agree that the decision Visva-Bharati, Santiniketan in selection of PSAs will be final and binding to me/us.

(c) I/We agree that I/We have no objection if enquiries are made about the work listed by me/us here in above and/or in the accompanying sheets.

(35)

Signature of the Bidder with seal
of the Agency/Company