

**Diamond Harbour Women's University**  
**Sarisha, Diamond Harbour Road, South 24 Parganas, 743368**  
**Phone: 03174-245801, e-mail: office.dhwu@gmail.com**

**Notice Inviting Tender for engagement of Security Guards**

**Tender No. NIT/SG/13/DHWU**

**Dt. 23rd March 2017**

1. Sealed tenders are invited from reputed and bona fide agencies for providing 11 (Eleven) Security Guards for watch and ward duty in the Diamond Harbour Women's University. The agency should have a certificate/license from competent authority for providing guards. The monthly salary of the guards and other statutory expenses related thereto shall be borne by the agency. At present the requirement of security guards is 11 but it may be increased or decreased depending on the future requirement.
2. Terms and conditions of the tender can be downloaded from the University website. Eligible agencies may apply in the prescribed format as per terms and conditions specified therein.
3. The last date of submission of tender is **6<sup>th</sup> April 2017 before 12.00 noon.**
4. The quotations will be opened on **6<sup>th</sup> April 2017 on 12.30 p.m.** in presence of participants willing to be present.
5. The undersigned reserves the right to reject any quotation at any stage at sole discretion and without assigning any cause.
6. Tender documents can be downloaded at free of cost. Each page of the tender document must be signed by the authorized signatory before submission.
7. For further enquiry contact (03174) 245801.

Registrar

## Tender Document

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## **General Terms and Conditions**

### **(Including Prequalification Criteria and Criteria for Technical Evaluation)**

1. The Security Guards will have to perform their duty in Two Shifts/ Three Shifts subject to the decision of the authority of the University.
2. The agency will provide a Verification Certificate from the police authority
3. The agency will submit the Character Certificate and Antecedents of their employees on deployment along with three passport size photographs not more than six months old.
4. The agency should be able to provide additional strength of security personnel at short notice and should keep a leave substitute ready.
5. The validity of the contract will be for a period of one year w.e.f. date of engagement. The contract may be extended by the University depending on the performance.
6. The contract may be terminated by either party by giving one month's notice.
7. The agency should be a licensee as a security agency with the Labour Commissioner in West Bengal/ any neighboring state.
8. The agency should observe and conform to all rules, regulations and bye-laws of the local authority concerned and comply with all statutory regulations specially relating to Employees Provident Fund/ESIC and other laws in any way relating to a Security Agency.
9. The agency should pay all local and other taxes, rates and other levies in respect of Security Agency to the Govt. or any local authority.
10. The agency should indemnify and keep indemnified the University against any loss, damages, fines, premium, levies, costs, charges and expenses that the University may suffer or incur on account of breach of any law, rules and regulations of the Government or any local authority or breach of any term or covenant of the contract or of these present.
11. The agency should have office/establishment in West Bengal preferably in 24 Parganas (South).
12. The agency should have service tax registration with appropriate authority.
13. The agency should have minimum annual turnover of 20.00 lakh in the last three consecutive financial years.

14. The Security Agency shall have to enclose EMD of Rs, 3,000=00(Rs. three thousand) in form of Demand Draft of a Nationalized Bank, payable to the Diamond Harbour Women's University. The tender without EMD shall be summarily rejected.
15. The successful bidder/Security Agency shall have to submit security deposit of Rs. 50,000=00 (Rs. fifty thousand) in form of FDR of Nationalized Bank payable to the Diamond Harbour Women's University immediately after award of the contract.
16. The Security Agency to whom contract is awarded, shall be responsible for theft, damage etc. to the property of the University, if such theft / damage is found to have taken place due to negligence of Security Guard on duty, and in such case the amount of damage / theft shall be recovered from the security deposit of the Security Agency.
17. It will be ensured by the Security Agency that full and timely payments are made by the Agency to the Security Guards deployed in the Diamond Harbour Women's University as per the provision of the Contract Labour (Regulation & Abolition) Act, 1970 and rules made there under.
18. The monthly salary of the guards and other statutory expenses related thereto shall be borne by the agency.
19. The payment will be made to the agency on monthly basis after the work for the month has been completed. For release of payment, pre-receipted bills in triplicate will require to be submitted by the Agency in the name of Vice Chancellor, Diamond Harbour University at the end of every month.
20. In the event of any dispute regarding the contract, the decision of the Vice Chancellor, Diamond Harbour Women's University will be final and binding on both parties to the contract.
21. The Security Guards of the agency should wear the Uniform supplied by the agency.
22. The agency will not engage any sub-contractor or transfer the contract to any other person.
23. Copy of Police verification of the persons to be deployed by the agency should be submitted before accepting the contract agreement.
24. The location of duty will be the new campus of Diamond Harbour Women's University, Sarisha, South 24 Parganas – 743368. If required they may be posted in the guest houses of the University or another sites of the university.
25. University requires one third of the number of security guards to be replaced with new man power in every six month.

26. As this is a Women's University extreme care will be taken to deal with the students.
27. Selected bidder should maintain an attendance register duly certified by the Concerned Officers.  
Agency must have capability to provide batons, high beam torches, gum boots and whistles
28. The Agency shall conduct periodic drills and surprise inspection; especially night inspection shall be done at least thrice in a week, and report may be submitted to the in-charge of security/Security Officer/Registrar.
29. The Agency has to engage the relievers for weekly off's, absentees, festivals and holidays and national holidays etc., with in the accepted rates, during the period of contract and no over time is permitted.
30. The institute authority will conduct a medical test and a test for physical fitness of all the security personnel if necessary.
31. In the event of any misdemeanor, like sleeping on duty, being under the influence of liquor/ drugs or indecent/insolent behavior of duty place ethics by any Security Guard, such personnel will be removed from duty immediately and shall not be detained at the Institute and considering the gravity of the offence suitable percentage of remuneration should be deducted from the offender(s). This condition will apply also to those personnel found abetting with another person in any sorts of misdeeds.
32. The Agency must have more than 100 men and women on roll having proper training from recognized Training centre.
33. The agency should have at least 3 years of experience in providing security guard services in any govt. organization/ College/University.

## **SPECIAL TERMS & CONDITIONS**

1. The job of security guard is general caretaking and protection of buildings of entire housing estate with infrastructures i.e. structure, door and window frames and shutters including all fixtures complete and roof top tanks, all external pipe line, all electrical equipment with complete wiring and its fittings; also main switches installation below stair case; sanitary and plumbing lines with valves, valve chamber, pathways, lamps, septic tanks, inspection pit, gabions etc. and all properties within the University Campus including Furniture, laboratory equipment's, computers etc. and all parts of boundary wall and the security guard against any loss and pilferage from the Housing Estate.
2. The security guards should wear proper uniform and should be equipped with security equipments provided by the contractor.
3. DUTY HOURS: The duty hours of security guards would be 24x7 in three shifts per day.
4. Minimum qualification of a Security Guard should be Madhyamik Pass.
5. Age of a Security guard is not more than 45 years and not less than 21 years of age and 5 years relax able for Ex-Serviceman.
6. Duty hours of the security guards should be 24x7 in three shift or 8 hours/day but extra duty will be counted subject to approval of competent authority.
7. There should be no case pending with the police against the Proprietor/Firm/Partner or the Company (Agency) and the firm should not be blacklisted. An undertaking to this effect on firm letterhead should be attached.
8. Security Services will include security of the assets of Diamond Harbour Women's University against theft, pilferage and miss appropriation. Prevent entry of unauthorized persons including hawkers, vendors etc. Maintain records of visitors as directed by the University. Regulate incoming and outgoing movement of material and vehicular traffic. Assist the University in handling emergencies like fire, flood, earthquake etc.
9. The Security Agency shall provide security arrangement for guarding of the University campus within the confined premises as required by the University. Moreover, the Security Agency shall also protect the University Campus from anti-social element.
10. The agency shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the University / Govt. of India / any State or any Union Territory.

11. University will not provide any residential space for accommodation to Security Agency. The security agency has to make its own arrangement for the residential accommodation to the deployed staff. However a changing/duty room shall be provided by the University.
12. All the assets and articles provided by the University shall be the property of the University and the Security Agency shall be merely the custodian of such assets and articles. On termination of security contract either by efflux of time or any time earlier than the stipulated period as the University may decide at its sole discretion, such property shall be handed over to the University forthwith.
13. The Security staff employed by the Security Agency will not join any union of the University nor shall they make any claim on service or other matter. They shall also not form any union associated with the Institute and shall have absolutely no claim to subscribe or for election in any of the unions of the University.
14. All matters and disputes arising out of this agreement will be subject to the jurisdiction of the courts located at Diamond Harbour/Kolkata.
15. The Security Agency shall maintain proper liaison and contact with the local police / civil administration etc. for smooth and peaceful day-to-day working of the University. The security agency shall be fully responsible for taking follow up action and for pursuing the First Information Reports (FIRs) lodged by the students/staff of the university with the police department.
16. The Security Agency shall be responsible for the good conduct and behavior of its employees. If any employee of the Security Agency is found misbehaving with the University Security Staff, Employees, Faculty or Students of the University, the Security Agency shall terminate the service of such employee at their own risk and responsibility. The Security Agency shall issue necessary instruction to its employees.
17. None of the employees of the Security Agency shall enter into any kind of private work within the campus of the University. Non-compliance with this provision will be deemed to be violate of the contract inviting penal action.
18. Security Agency shall ensure protection of all properties and personnel of the University, whether on its campus or in transit, against trespass and willful harm, by deploying fail-safe preventive measures, providing early warnings and mobilizing trouble-shooting efforts.

19. In case of any dereliction of duty, gross neglect, an unintended or intended damage caused by the Security Agency or its staff or otherwise, any harm done to the University, its properties, its designated officials or other employees, the Security Agency shall be liable to make good the loss or pay compensation, refund expenditure on legal/judicial proceedings as well as pay penalty, which the University may deem fit.
20. Security Agency shall apply to the Labor Commissioner for obtaining a labor license within a reasonable time and will submit a copy of the license to the security officer of the University.



**ANNEXURE-I**

**TENDER FORM FOR PROVIDING SECURITY SERVICES IN DIAMOND HARBOUR  
WOMEN'S UNIVERSITY**

1. Names, address of firm/Agency/ \_\_\_\_\_  
Company and Telephone No. \_\_\_\_\_

2. Registration No. \_\_\_\_\_

3. Name, Designation, Address \_\_\_\_\_  
and Telephone No. of \_\_\_\_\_  
authorized person. \_\_\_\_\_

4. Please specify as to whether \_\_\_\_\_  
Tenderer is sole proprietor/ \_\_\_\_\_  
Partnership firm/Private or Limited \_\_\_\_\_  
Company.

5. Name, Address and \_\_\_\_\_  
Telephone No. of Directors/partners \_\_\_\_\_

6. Copy of PAN card issued by \_\_\_\_\_  
Income Tax Department and \_\_\_\_\_  
Copy of previous last three \_\_\_\_\_  
Financial Year's Income \_\_\_\_\_  
Tax Return.

7. Provident Fund Account No. \_\_\_\_\_

8. ESI Code Number \_\_\_\_\_

Affix duly Attested P.P. Size recent photograph of the prospective bidder.
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9. License number under \_\_\_\_\_  
Contract Labour (R&A)  
Act1970, of the employer for  
whom the Security Agency is  
Currently undertaking the work.

10. Details of Bid Security/Earnest  
Money deposit: \_\_\_\_\_

(a) Amount: \_\_\_\_\_

(b) Demand Draft/ Pay Order /  
Banker Cheque No. \_\_\_\_\_

(c) Date of issue: \_\_\_\_\_

(d) Name of issuing Bank: \_\_\_\_\_

11. Any other information: \_\_\_\_\_

12. Declaration by the bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

**(Signature of the bidder)**  
**Name and Address**  
**(With seal)**

**ANNEXURE-II**

**CHECK-LIST FOR PRE-QUALIFICATION BID FOR SECURITY SERVICES**

<b>Sl. No.</b>	<b>Documents asked for</b>	<b>Page number at which document is placed</b>
1.	Earnest money	
2.	One self-attested recent passport size photograph of the Authorized person of the firm/agency, with name, designation, address and office telephone numbers. If the bidder is a partnership firm/private or limited company, name designation, address and office telephone numbers of partners/ Directors also.	
3.	Undertaking on a letter head (as per format prescribed in Annexure-V).	
4.	Self-attested copy of the PAN card issued by the Income Tax Department with copy of Income-Tax Return of the last three financial years.	
5.	Self attested copy of Service Tax Registration No.	
6.	Self attested copy of valid Registration number of the firm/agency.	
7.	Self attested copy of the License number under Contract Labour (R&A) Act 1970, of the employer for whom the Security Agency is currently undertaking the work.	
8.	Self attested copy of valid Provident Fund Registration number.	
9.	Self attested copy of valid ESI Registration No.	
10.	Proof of experiences of last three financial years along with satisfactory performance certificates from the concerned employers.	
11.	Annual turnover of last three financial year duly certified by the Statutory Auditors.	
12.	Any other documents, if required.	

**Signature of the Bidder**  
**(Name and Address of the Bidder)**  
**Telephone No.**

**ANNEXURE-III**

**Checklist for Technical Evaluation**

<b>Sl. No.</b>	<b>Information to be provided</b>	<b>To be filled by the Bidder</b>	<b>For office use</b>
1.	Annual Turnover (in Lakhs) for the last three financial year duly certified by the Statutory Auditors.		
2.	Manpower on roll		
3.	Experience of running Security services (in years) experience in the W.B. Govt./ Central Govt./Colleges/ Universities.		

**Note:** Photocopies of all necessary documents duly self attested must be attached for verification of the information provided.

**Signature of the Bidder**  
**(Name and Address of the Bidder)**  
**Telephone No.**

**ANNEXURE-IV**

**(TO BE TYPED ON A LETTER HEAD OF THE SECURITY AGENCY)**

**UNDERTAKING**

To

The Registrar,  
Diamond Harbour Women's University,  
Sarisha, Diamond Harbour Road, South 24 Parganas,  
Pin-743368.

Subject: **Tender for providing security services**

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We abide by the provisions of W.B. Govt. rates/ Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI Act, Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per W.B. Govt. rates/ Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.
4. I/We do hereby undertake that complete security of the University shall be ensured by our Security Agency, as well as any other assignment considered by the University.

**(Signature of the Bidder)**  
**Name and Address of the Bidder.**  
**Telephone No.**

**ANNEXURE - V**

**PRICE BID**

**TENDER FOR SECURITY SERVICES**

**TO BE PUT IN A SEPARATE SEALED ENVELOPE**

**PRICE BID FOR PROVIDING SECURITY SERVICES (for one person)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Security Guards (Lady &amp; Gentleman) Amt(Rs.)</b>
1.	<b>Monthly Wages (Basic Wages + VDA)x 26days</b> (Should not be less than that notified by W.B. Govt.)	
2.	Employer Contribution of ESI (4.75%)	
3.	EPF(EPF12%+AdminCharges0.86%+other%= ( %)	
4.	Bonus(8.33 %) or minimum as per Act whichever is lower.	
4.	Relieving charges (in %)	
5.	Any other charges if any (in %)	
6.	Subtotal	
7.	<b>Service Charge on sub-total (including Uniform and other maintenance charges) in % to be mentioned by the Agency( )%</b>	
8.	Total -	
9.	Any other Taxes	
10.	Grand Total	

**Dated:-  
(Signature of the Bidder)**

**Name and Address of the Bidder**

