

Diamond Harbour Women's University
Camp Office: Fakir Chand College, Diamond Harbour,
District-24-Parganas (South), PIN 743331, West Bengal
Phone: 03174-258801, e-mail: rg.dhwu@gmail.com

Notice Inviting Tender for engagement of Security Guards (Retender)

No. DHWU/NIT/SG-RT/02/2015

Dt. 30th October 2015

1. Sealed tenders are invited from reputed and bona fide agencies for providing 3 (three) Security Guards for watch and ward duty in the Diamond harbor 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.
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 **18th November 2015 before 12.00 noon.**
4. The quotations will be opened on **18th November 2015 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.

Registrar

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Tender Paper

No. DHWU/NIT/SG-RT/02/2015

Dt. 30th October 2015

Notice inviting Tender for engagement of Security Guards (Retender)

1. Sealed tenders in envelopes superscribed with “ **Tender for Security Guard**” are invited from bona fide agencies for providing 3 (three) Security Guards for watch and ward duty in the Diamond harbor 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.
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 **18th November 2015 before 12.00 noon.**
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5. The undersigned reserves the right to reject any quotation at any stage at his sole discretion without assigning any cause.

Terms and Conditions

Brief description of duties and other terms of service for which Security Guards are being engaged are as under:

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.
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 neighbouring 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 **turnover of 2.00 lakh** in the last three years
14. The Security Agency shall have to enclose **EMD of Rs, 1,000=00(Rs. one 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 tenderer/Security Agency shall have to submit **security deposit of Rs. 10,000=00 (Rs. ten thousand)** in form of FDR of Nationalized Bank payable to the Diamond Harbour Women's University within one month of award of 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 thereunder.
18. The monthly salary of the guards and other statutory expenses related thereto shall be borne by the agency and the Diamond Harbour Women's **University shall have no liability in respect of expenses of the Agency save payment of the monthly contracted amount.**
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 signing the contract agreement.
24. The location of the work is at present in the Academic and/or Administrative Building of Diamond Harbour Women's University in the Fakir Chand College campus, Diamond Harbour. The location of duty will be shifted to the new campus of Diamond Harbour Women's University, Sarisha, South 24 Parganas – 743368, shortly.

ANNEXURE-ITENDER FORM FOR PROVIDING SECURITY SERVICES IN DIAMOND HARBOUR WOMEN'S UNIVERSITY

1. Names, address of firm/Agency/ _____
 Company and Telephone _____
 Numbers. _____

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 Financial
 Year's Income Tax Return.

7. Provident Fund Account No. _____

8. ESI Code Number _____

9. Licence number under _____
 Contract Labour (R&A)
 Act1970, of the employer for
 whom the Security Agency is
 currently undertaking the work.

<p>Affix duly Attested P.P. Size recent photograph of the prospective bidder.</p>
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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**

Sl. No.	Documents asked for	Page number at which document is placed
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 financial year.	
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 Licence 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 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**

Sl. No.	Information to be provided	To be filled by the Bidder	For office use
1.	Annual Turnover (in Lakhs) for the last financial year duly certified by the Statutory Auditors.		
2.	Manpower on roll		
3.	Experience of running Security services (in years)		
4.	No. of Supervisory staff and trained Civilian/Ex- Servicemen on roll.	Ex-Servicemen Guards = Civilian Guards = Supervisory Staff =	
5.	Details regarding experience in the Colleges or 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,
Diamond Harbour, South 24 Parganas,
Pin-743331.

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 2015****TO BE PUT IN A SEPARATE SEALED ENVELOPE****PRICE BID FOR PROVIDING SECURITY SERVICES**

Sl. No.	Particulars	Security Guards
1.	Wages (Should not be less than that notified by W.B. Govt.)	
2.	Employer Contribution of ESI	
3.	Employer Contribution of EPF	
4.	Any other charges	
5.	Agency Charges	
6.	Total -	
7.	Service Tax	
8.	Grand Total	

(Signature of the Bidder)
Name and Address of the Bidder.

Dated:-