

DIAMOND HARBOUR WOMEN'S UNIVERSITY

NOTICE INVITING e-TENDER

Online Tenders are invited for providing Security Guards and Sweepers of Diamond Harbour Women's University. The work is providing Security Guards for watch and ward duty and Sweepers for cleaning the campus in the Diamond Harbour Women's University.

Reputed vendors / bidders having sufficient experience and credentials for successful completion of "Similar Nature" of work in a Government Department/PSU/Autonomous Body/ University or any reputed organization. Bidder must have adequate Service Personnel for providing on-site warranty service within the stipulated time.

1	Tender No. & Date	E-NIT/SG/25/DHWU/2019 dated 22.08.2019
2	Brief description of Job	Providing Security Guards and Sweepers of Diamond Harbour Women's University
3	Tender Fee	NIL
4	Earnest Money Deposit	Rs.2,000.00 (Rupees Two Thousand only) in the form of Demand Draft from any Scheduled bank in favour of Diamond Harbour Women's University at Sarisha
5	Date of commencement of Tender 22.08.2019 document	22.08.2019 from 5.00 pm
6	Bid Submission Start date & time	22.08.2019 from 5.00 pm
7	Last date & time of EMD & Tender Fee submission (offline)	04.09.2019 at 12.30 pm
8	Last date & time of Bid Submission	04.09.2019 at 12.30 pm
9	Date & time of Technical Bid Opening	06.09.2019 at 12.30 am
10	Date & time of Financial Bid Opening	09.09.2019 at 12.30 p.m.
11	Uploading of comparative statement in the website of the University	11.09.2019 at 4.30 p.m.
10	Submission of EMD	DIAMOND HARBOUR WOMEN'S UNIVERSITY, Sarisha, Diamond Harbour Road, 24 Pgs (S), 743368
11	Contact	(03174) 245801 / 802
12	Very important	Please note that Notice inviting Tender for engagement of Security Guards and Sweepers was advertised in the newspaper as well as in our website vide Tender No. NIT/SG/36/DHWU dated 05-08-2019. The Companies/Firms/Agencies who have already submitted papers in respect of Tender dated 05-08-2019 need not submit papers again. However, if they want to update their data they can do it through E-tender. Comparative Statement will be prepared taking into account the applications received vide Tender dated 05-08-2019 and applications received vide this Tender both. The lowest bidder (L1) will be given chance to provide the service. The decision of the Hon'ble Vice Chancellor is final and binding.

1. Sealed tenders are invited from reputed and bona fide agencies for providing approximately 22 (Twenty Two) Security Guards (Male: 15, Female: 07) for watch and ward duty and 08 (Eight) Sweeper (All Female) for cleaning the campus 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 22 and sweeper is 08 but it may be increased or decreased depending on the future requirement
2. Intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary tender fee may be remitted through Demand Draft issued from any Scheduled Bank in favour of "DIAMOND HARBOUR WOMEN'S UNIVERSITY", payable at Sarisha and also to be documented through e-filing. Cost of Earnest Money Deposit (EMD) may be remitted through Demand Draft issued from any Scheduled Bank in favour of "DIAMOND HARBOUR WOMEN'S UNIVERSITY", payable at Sarisha and also to be documented through e-filing. The original Demand Draft against Tender Fees & Earnest Money Deposit (EMD) should be submitted physically to the office of DIAMOND HARBOUR WOMEN'S UNIVERSITY, Sarisha, Diamond Harbour Road, 24 Pgs (S), 743368 under sealed cover on or before 11:00 Hrs of 04.09.2019. In this E-NIT tender fee is not required but EMD is required.

3. Both Techno Commercial Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>
4. Tender documents may be downloaded from website and submission of Techno Commercial Bid and Financial Bid will be done as per Time Schedule stated of this Tender Document.
5. The Financial Bid of the prospective Bidder will be considered only if the Techno Commercial Bid of the bidder is found qualified by the Tender Committee. The decision of the 'Tender Committee' will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.

ELIGIBILITY CRITERIA

1. The bidder must be a company registered under Companies Act, 1956/2013 or Partnership or LLP or OPC or Proprietary Firm. Documentary (Certificate of incorporation/Relevant document) evidence to be submitted.
2. The bidder should have their presence in Kolkata with own office. Valid proof should be submitted along with the bid.
3. The bidder should have valid GST Registration Certificate, PAN & Trade License. Bidder shall have to submit photocopy of the documents.
4. The bidder shall have executed "Similar Nature" of Three orders.
5. Bidder should submit Earnest Money Deposit (EMD) of Rs. **2,000.00** (Rupees Two Thousand Only) in the form of Demand Draft from any Scheduled Bank in favour of DIAMOND HARBOUR WOMEN'S UNIVERSITY payable at Sarisha.
6. The bidder shall submit Bid Form duly signed by the authorized signatory of the company as per the format enclosed. Deviation in format may not be accepted.
7. The bidder shall not have been blacklisted by any University/State/Central Government or PSU Organization or bilateral/multilateral funding agencies for breach of ethical conduct or fraudulent practices as on date of submission of the proposal. Declaration on bidder's letter head to be submitted.

INSTRUCTION TO BIDDER

DEFINITIONS

In this document, the following terms shall have following respective meanings:

“Bidder” means any firm offering the solution(s), service(s) and /or materials required in the tender. The word Bidder when used in the pre award period shall be synonymous with Bidder, and when used after award of the Contract shall mean the successful Bidder.

“Contract” is used synonymously with Agreement.

“Contract Price” means the price to be paid to the Contractor for providing the Solution, in accordance with the payment terms.

“Contractor” means the Bidder whose bid to perform the Contract has been accepted by Tender Committee and is named as such in the Letter of Award.

“Default Notice” means the written notice of Default of the Agreement issued by one Party to the other.

“Fraudulent Practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish Bid prices at artificial noncompetitive levels.

“Good Industry Practice” shall mean the exercise of that degree of skill, diligence and prudence which would reasonably and ordinarily be expected from a reasonably skilled and experienced Operator engaged in the same type of undertaking under the same or similar circumstances.

“GoI” shall stand for the Government of India.

“GoWB” means Government of West Bengal

“Personnel” means persons hired by the Bidder as employees and assigned to the performance of the Infrastructure Solution or any part thereof.

“Similar Nature of Work” means Providing Security Guards and Sweepers of Diamond Harbour Women’s University.

“Project” Providing Security Guards and Sweepers of Diamond Harbour Women’s University.

“Services” means the work to be performed by the Bidder pursuant to this Contract, as described in the detailed Scope of Work.

“Interest rate” means “364 days Government of India (GoI) Treasury Bills” rate.

“Law” shall mean any Act, notification, bye law, rules and regulations, directive, ordinance, order or instruction having the force of law enacted or issued by the Central Government and/or the Government of West Bengal or any other Government or regulatory authority or political subdivision of government agency.

“LOI” means issuing of Letter of Intent shall constitute the intention of the DHWU to place the Purchase Order with the successful bidder.

“Operator” means the company providing the services under Agreement

“Requirements” shall mean and include schedules, details, description, statement of technical data, performance characteristics, standards (Indian as well as International) as applicable and specified in the Contract.

“Service” means provision of Contracted service viz., operation, maintenance and associated services for DEPLOYED SYSTEMS as per Section titled “Scope of Work”

“Termination Notice” means the written notice of termination of the Agreement issued by DHWU.

“DHWU” means DIAMOND HARBOUR WOMEN’S UNIVERSITY.

General Terms and Conditions

(Including Prequalification Criteria and Criteria for Technical Evaluation)

1. The Security Guards and Sweepers will have to perform their duty in Two Shifts/ Three Shifts subject to the decision of the authority of the University including night duty.
2. The Security Guards and Sweeper shall have to work 24 x 7 hours through out the year including Sundays, and Holidays.
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.
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 10.00 lakh in the last three consecutive financial years.
14. The Security Agency shall have to enclose EMD of Rs, **2,000.00** (Rs. Two 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. **25,000.00** (Rs. Twenty five 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 and sweeper 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. 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 at Diamond Harbour or in Kolkata or any other sites of the university.
24. University may direct the Agency to replace or change any security guard or sweeper at any time.
25. As this is a Women's University extreme care will be taken to deal with the students.
26. 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
27. 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 Registrar.
28. 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.
29. The institute authority will conduct a medical test and a test for physical fitness of all the security personnel if necessary.
30. 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.

31. The Agency must have more than 100 men and women on roll having proper training from recognized Training centre.
32. 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/Sweeper is general caretaking and protection of buildings and cleaning 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/sweepers should wear proper uniform and should be equipped with security equipments provided by the contractor.
3. DUTY HOURS: The duty hours of security guards/sweepers would be 24x7 in three shifts per day.
4. Minimum qualification of a Security Guard/sweepers should be Eight Pass.
5. Age of a Security guard/sweepers is not more than 45 years and not less than 21 years of age and 5 years relax able for Ex-Serviceman/SC/ST/OBC.
6. Duty hours of the security guards/sweepers should be 24x7 in three shift or 8 hours/day.
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.
21. The Agency / Company who will give the minimum rate with all charges for providing security personnel and sweepers will be given the contract for supplying security personnel and sweepers if all other papers are ok.

BID FORM

(Bidders are requested to furnish the Bid Form in the Format given in this section, filling the entire Blank and to be submitted on Letter Head in original)

To
DIAMOND HARBOUR WOMEN'S UNIVERSITY
Sarisha, Diamond Harbour Road,
South 24 Parganas, 743368

Sub: Providing Security Guards and Sweepers of Diamond Harbour Women's University.

Dear Sir,

1. We the undersigned bidder/(s), having read and examined in details the specifications and other documents of the subject tender no. E-NIT/SG/25/DHWU/2019 dated 22.08.2019, do hereby propose to execute the job as per specification as set forth in your Bid documents.
2. Earnest Money Deposit: We have enclosed EMD in the form of Demand draft for a sum of Rs. 2,000/- (DD no. _____ dated _____ drawn on _____).
3. If this proposal is accepted by you, we agree to provide services and complete the entire work, in accordance with schedule indicated in the proposal. We fully understand that the work completion schedule stipulated in the proposal is the essence of the job, if awarded.
4. We agree that DHWU reserves the right to accept in full/part or reject any or all the bids received without any explanation to bidders and his decision on the subject will be final and binding on Bidder.

Dated, thisday of2019

Thanking you, we remain,

Yours faithfully

.....
Signature

.....
Name in full

.....
Designation

Signature & Authorized Verified by

.....
Signature
.....
Name in full
.....
Designation
.....
Company Stamp

TECHNO COMMERCIAL EVALUATION & AWARDING OF CONTRACT

1. EVALUATION PROCEDURE

- The Eligibility Criteria will be evaluated by Tender Committee and those qualify will be considered for further evaluation.
- The Tender Committee shall verify the Technical Specification (Technical Specification with Compliance Statement, Deviation in specification shall not be allowed. Bidder qualified in Technical Specification shall be considered for further evaluation.
- After qualifying in Technical Specification, qualified bidders will only be considered for Financial Bid evaluation.

2. FINAL EVALUATION

Financial Proposal of the bidders qualifying in the evaluation of Technical specification will be evaluated. The bidder who has qualified in the Technical Specification evaluation and returns with lowest quote (L1) in financial bid would normally be awarded the contract subject to Post Qualification.

Please note that Notice inviting Tender for engagement of Security Guards and Sweepers was advertised in the newspaper as well as in our website vide Tender No. NIT/SG/36/DHWU dated 05-08-2019. The Companies/Firms/Agencies who have already submitted papers in respect of Tender dated 05-08-2019 need not submit papers again. However, if they want to update their data they can do it through E-tender.

Comparative Statement will be prepared taking into account the applications received vide Tender dated 05-08-2019 and applications received vide this Tender both. The lowest bidder (L1) will be given chance to provide the service.

The decision of the Hon'ble Vice Chancellor is final and binding.

3. AWARDING OF CONTRACT

An affirmative Post Qualification determination will be prerequisite for award of the contract to the lowest quoted bidder. A negative determination will result in rejection of bidder's bid, in which event the DHWU will proceed to the next lowest evaluated bidder to make a similar determination of that bidder's capability to perform satisfactorily. The successful bidder (s) will have to give security deposit in the form of Performance Bank Guarantee.

4. POST QUALIFICATION

The determination will evaluate the Bidder's financial, technical, design, integration, customization, production, management and support capabilities and will be based on an examination of the documentary evidence of the Bidder's qualification, as well as other information DHWU deems necessary and appropriate. This determination may include visits or interviews with the Bidder's client's reference in its bid, site inspection, and any other measures.

GUIDANCE FOR E-TENDERING

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the Bidders to participate in e-Tendering.

· Registration of Bidder:

Any Bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System through logging on to <https://wbtenders.gov.in>. The Bidder is to click on the link for e-Tendering site as given on the web portal.

· Digital Signature Certificate (DSC):

Each Bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated above. DSC is given as a USB e-Token.

- The Bidder can search & download N.I.T. & BOQ electronically from computer once he logs on to the website mentioned above using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
-

· **Participation in more than one work:**

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If, found to be applied severally in a single job all the applications will be rejected.

· **Submission of Tenders:**

Tenders are to be submitted through online to the website stated above in two folders at a time, one in Techno Commercial Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats)

The proposal should contain scanned copies of the following in two covers (folders).

Techno Commercial Cover:

Technical Document1 (scanned & join in pdf format then upload)

1. Copy of Demand Draft of Earnest Money Deposit (EMD)

Technical Document2 (scanned & join in pdf format then upload)

1. N I T Declaration duly stamped & signed in letter head, Section - Q
2. Bid Form as per format (Section – E)

Technical Compliance (scanned & joins in pdf format then upload)

1. Technical Specification With Compliance Statement (Section – I)
2. Manufacturer Authorisation Form (Section – M)

Financial Cover:

BOQ will be downloaded and same will be uploaded with quoted rates. While uploading BOQ file name shall remain unchanged. Absence of this document shall lead to summary rejection of the bid.

NON-STATUTORY COVER (MY SPACE) CONTAIN FOLLOWING DOCUMENT:

(In each folder, scanned coy will be uploaded with single file having multiple pages)

Sl. No.	Category Name	Sub Category Name	Sub Category Description
A	CERTIFICATES	A1. CERTIFICATES	<ul style="list-style-type: none"> · GST Registration Certificate · PAN · Trade License · Document as per Clause no. 2 of Section – B
B	COMPANY DETAILS	B1. COMPANY DETAILS 1	<ul style="list-style-type: none"> · Document as per Clause – 1 of Section – B
		B2. COMPANY DETAILS 2	<ul style="list-style-type: none"> · Company Profile (Not more than 3 pages)
C	CREDENTIAL	CREDENTIAL 1	Order copies as per Clause no. 4 of Section – B
		CREDENTIAL 2	<ul style="list-style-type: none"> · Product brochure · Other documents, if any
D	DECLARATION	DECLARATION 1	List of Clients as per format (Section – O)
		DECLARATION 2	Financial Capability of Bidder as per format (Section – K)
		DECLARATION 3	Bidder's Details as per format (Section – L)
		DECLARATION 4	Details of Order Executed as per format (Section – J)
F	FINANCIAL INFO	P/L & BALANCE SHEET 2015-2016	P/L & BALANCE SHEET 2015-2016
		P/L & BALANCE SHEET 2016-2017	P/L & BALANCE SHEET 2016-2017
		P/L & BALANCE SHEET	P/L & BALANCE SHEET 2017-2018

BILL OF SERVICE

Sl. No.	Item Description	Qty	Unit
1.1	Security Personnel	22	Nos.
1.2	Sweeper	08	Nos.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Note:

- A. Type of Project shall indicate the implementation of services.
- B. Scope of work shall indicate whether it is implementation, Operation or maintenance.
- C. Submit Customer Order Copy details of the order indicating the project value, customer contact details.

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.

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

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 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

Sl. No.	Information to be provided	To be filled by the Bidder	For office use
10.	Annual Turnover (in Lakhs) for the last three financial year duly certified by the Statutory Auditors.		
11.	Manpower on roll		
12.	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 and rules and regulations of the University.
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.

FORMAT FOR PRE-BID MEETING QUERY

(Tender No. E-NIT/SG/25/DHWU/2019)

This is deleted from the tender document and is not required to submit.

LIST OF CLIENTS OF SIMILAR ORDERS

(Tender No. E-NIT/SG/25/DHWU/2019)

Sl. No.	Name of the Client	Address	Contact Person	Designation	Contact Numbers

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Company Rubber Stamp: _____