NOTICE INVITING TENDER

Sub: Tender for Providing Security Services at the Hostel Campus of NIPER Kolkata at 428, Prince Anwar Shah Road, Kolkata 700 045.

Last date for submission Date...25/5/2016.........Hours 3.00...PM......................:

Date of Opening Date...25/5/2016...... Hours 4.00 PM..........................:

Sealed tenders are invited for providing security services from the registered contractors holding valid license under the Contract Labour (Regulation & Abolition) Act, 1970

Agencies having a minimum of three years of experience of providing at least 10 (Ten) security Guards to Govt. / Semi Govt. / PSU / Central Autonomous Bodies may submit the bids.

If at any point of time it is found that the contractor has furnished false information, the Contract/Tender will liable to be cancelled.

The tender documents may be downloaded from website www.niperkolakata.edu.in and may be submitted after duly filling in and with copies of all documents required.

EMD in shape of Demand draft for ₹40,000/- (Rupees Forty Thousand only) drawn in favour of NIPER Kolkata is required to be submitted along with the Tender Document failing which the Bid will not be considered for selection.

DOCUMENTS REQUIRED TO BE SUBMITTED ALONG WITH THE TENDER

01-Copy of Company Memorandum/Article of Association /Trade License.
02-Copy of valid Labour license under Contract Labour (Registration & Abolition) Act, 1970.
03-Copy of Registration Certificate for Service Tax.
04-Copies of the work experience awarded to the agency by organizations in last three years.
05-Copy of ESI Registration Certificate
06-Copy of EPF Registration Certificate
07-Copy of PAN card
The Bids will not be considered if all of the above documents are not submitted along with the Tender.
Following documents to be submitted along with the monthly bill

1. Monthly service tax Challan showing amount related to NIPER Kolkata
2. Copy of half-yearly return of service tax.
3. Monthly copy of PF and ESI Challan showing the employees and employers contribution specifying the name NIPER Kolkata

Validity of Tender

Tender and rates quoted shall remain valid for a period of 90 days from the last date of submission of tender. The contract shall remain valid for a period of one year. However, the same may be extended with the same terms and conditions completely by discretions of the Director, NIPER, Kolkata.

If the services of the contractor are found to be unsatisfactory during his term of agreement, the contract may be terminated by the Competent Authority by giving one month notice.

The successful bidder has to submit a Bank Guarantee of Rs.1.00 lac (Rupees One Lac only) as Security performance deposit which shall be retained by “NIPER Kolkata” during the entire period of contract. The Bank Guarantee should be submitted before execution of the Agreement.

The successful bidder has to execute an agreement with NIPER Kolkata within 10 days from the date of intimation about the acceptance of the offer of contract.

The Director NIPER, Kolkata, reserves the right to reject the lowest or any or all tenders without assigning any reason whatsoever.

1. **Name of the services**: Providing security services at, Hostel premises of NIPER Kolkata at 428, Prince Anwar Shah Road, Kolkata 700 045.
2. **Number of Security Guards to be Deployed**: 06

**Scope of work**: The contractor shall provide total safety, security in the aforesaid premises by deploying physically & mentally fit Personnel. The security Personnel so deployed will be responsible for physical safety of the Students and material security including protection of vital installation, prevention of theft, prevention of unauthorized movement and any other security related work. They will also look towards Fire Safety if such situation arises.

**Security Points**: The total numbers of six security guards are required to be deployed in Three Shifts of Two each on Eight Hourly basis so that the 24hrs security is taken care of by the Agency.
The personnel so deployed should be paid minimum wages (MW) as notified by the Central Government from time to time for employment of watch and ward.

**General Terms and Conditions:**

1. The contractor is required to provide total security round the clock and vigilance to the entire campus.
2. The personnel deployed should produce necessary document through the Contractor in support of their being below the age of 50 years and that they are physically fit.
3. The entire Administration and establishment, Management in respect of the security personnel deployed for the captioned work shall be the responsibility of the contractor.
4. The contractor will be responsible for their leave, replacement and other welfare measures and keep NIPER Kolkata indemnified against any claim made by the persons deployed.
5. The contractor will ensure wearing of proper uniform, name tabs and necessary accessories to be worn with the uniform by all the guards at the time of performing their duty.
6. The contractor will be held responsible and will make good of all replacements/shortcomings/absentee at the soonest possible time failing which penalty will be imposed as per decision of the NIPER Kolkata.
7. The uniforms to be supplied by the contractor at his own cost to the persons deployed for this work shall include bush shirt/full sleeves, ankle boots, web belt (with button strap), cap, baton, whistle, loaded torches etc. Seasonal equipments such as jerseys, grey coats, umbrella and raincoats etc. shall also be provided by the contractor at his own cost. Any deviation in this regard will be construed as violation of terms and conditions of the contract.
8. The contractor should provide connectivity facility to their deployed men between to establish contact amongst themselves and NIPER Kolkata for security purposes.
9. The designated authorized official of NIPER Kolkata shall be at liberty to carry out surprise checks regarding the security arrangements.
10. In the event of band or natural calamity contractor will ensure the availability/relieve of guards.
11. Guards should not be deployed on double duty consecutively except under emergent situation. However, such deployment should not be a regular practice of the contractor.
12. The contractor shall ensure rotation of guards periodically.
13. Any compensation for this engagement on account of death, disability of any security guard provided for deployment at NIPER Kolkata campus will be the responsibility of the contractor.
14. Manpower provided are to be covered under proper insurance of industrial accident.
15. Bills shall be raised by the Security Agency on monthly basis. Payment will be made within thirty working days subject to the receipts of correct bills with relevant documents complete in all respect. The contractor should intimate the Bank Account Number and IFS code of the Bank where the payment will be remitted.
16. The agency will provide the ESI number along with ID/Smart cards, and deduction slip every month showing the Account No. of PF.
**Tender rejection**

- Tender that is received after the scheduled time and date of submission shall not be opened.
- Tender that is received without prescribed earnest money shall not be considered.
- Tender submitted without fulfilling the specified eligibility/qualifying criteria shall not be considered.
- NIPER Kolkata reserves the right to reject a tender if it is submitted deviating from the conditions mentioned in the tender documents and if the tender is submitted conditionally.

**Basis of Selection**

The lowest quotation which is technically eligible and fulfills all the terms and conditions laid down in the Tender Document will be selected.

The EMD of the unsuccessful Bidders will be returned immediately after the selection is over.

**The bids shall be signed by a person duly authorized on behalf of the bidding firm and shall be dropped in the Tender Box**

At the office of NIPER kolkata
**IICB CAMPUS**
4, Raja S C Mullick Road, Kolkata 700 32

Any clarification on the documents may be obtained from:-

**ASSISTANT REGISTRAR(General)**
NIPER KOLKATA
IICB Campus
4. Raja S C Mullick Road
Kolkata 700 032
# Tender Application Form

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1</td>
<td>Name of the firm</td>
</tr>
<tr>
<td>a</td>
<td>Full Postal address:-</td>
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<tr>
<td>2</td>
<td></td>
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<tr>
<td>b</td>
<td>Cell Phone No.</td>
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<tr>
<td>c</td>
<td>Telephone No.</td>
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<td>d</td>
<td>Fax No.</td>
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<tr>
<td>e</td>
<td>Email Id</td>
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<tr>
<td>3</td>
<td>Date of Establishment of Firm:</td>
</tr>
<tr>
<td>4</td>
<td>Name of the proprietor/partners/Director etc.</td>
</tr>
<tr>
<td>5</td>
<td>Name and Address of your Bankers stating the name in which the Account stands:</td>
</tr>
<tr>
<td>6</td>
<td>Are you in the list of approved contractors of any other organizations/institutions, if any given details:-</td>
</tr>
<tr>
<td>7</td>
<td>Any other information which you consider necessary to furnish:-</td>
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</tbody>
</table>

**Undertaking**

a) I, the undersigned certify that I have gone through the terms and condition mentioned in the tender document and undertake to comply with them.

b) The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted and the lowest quoted for any other institution in India.

c) The Earnest Money of Rs. ............. To be deposited by me has been enclosed herewith vide Demand Draft No. ................................ dated ................. drawn on bank ........................................ Branch ........................................

d) I/We give the rights to Director, NIPER-Kolkata to forfeit the Earnest Money/Security money deposit by me/us if any default occur on my/agent's part or on delivery of the corresponding service.

e) There is no vigilance/CBI case or court case pending against the firm.

f) I hereby undertake to provide services as per directions given in the tender document/work order within stipulated period.

Date:-

Signature of the tenderer:-

Full Name:-

Designation:-

(Office seal of the Tenderer)
## PRICE OFFER

<table>
<thead>
<tr>
<th>SL No.</th>
<th>Manpower</th>
<th>Category Watch &amp; Ward Without Arms</th>
<th>Total For 06 Nos</th>
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<tbody>
<tr>
<td>1</td>
<td>Basic minimum wage per head for 26 days in a month &amp; 8 hrs duty as per Rules</td>
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<tr>
<td>2</td>
<td>VDA per head for 26 days as notified by Govt of India as of 1st April, 2016</td>
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<tr>
<td>3</td>
<td>Total Minimum Wages as on date (1+2)</td>
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<tr>
<td>4</td>
<td>Leave relief @ 8.9% on sl.3</td>
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<td>5</td>
<td>Total 3+4 =</td>
<td></td>
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<tr>
<td>6</td>
<td>EPF @ 13.36% on total minimum wages on Sl no. 3</td>
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<td>7</td>
<td>ESI @ 4.75% on Sl No. 5</td>
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<td>8</td>
<td>Bonus @ 8.33% on Max Ceiling of Rs. 3500/-</td>
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<td>9</td>
<td>Uniform Allowance @ ₹150</td>
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<td>10</td>
<td>Total (5+6+7+8+9)</td>
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<td>11</td>
<td>Rounded Off to Rs.</td>
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<tr>
<td>12</td>
<td>Total amount before Service Charges for 26 days in a month</td>
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<tr>
<td>13</td>
<td>Service charge @......% on Sl no. 3</td>
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<tr>
<td>14</td>
<td>Gross billing excluding Service Tax(12+13)</td>
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<td>15</td>
<td>Service Tax @ ......%</td>
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<tr>
<td>16</td>
<td>Total (14+15)Rounded off</td>
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</tbody>
</table>

(Rupees ..........................................................)

Signature

Name,

Designation

Seal

*(Any revision in statutory payment, charges and taxes will be reimbursed by NIPER-Kolkata.)*