

**THE SANSKRIT COLLEGE AND UNIVERSITY
(SCU)**

**1, BANKIM CHATTERJEE STREET, COLLEGE SQUARE,
KOLKATA – 700 073.
TEL: 033 2241 1906
Website: www.sanskritcollegeanduniversity.org.in**

**TENDER NOTICE NO. 03/2018
FOR
SECURITY SERVICE**

The Sanskrit College and University (SCU) invites sealed tenders under **two-bids** system from reputed and experienced agencies for providing Security Services at the above address. The contract will be initially for a period of One (1) year and Agreement will be signed by both the parties within 15 days from the date of issue of Work Order for which Agency will be submit Non-judicial Stamp paper for Rs. 100/-. The interested agencies are required to submit the technical and financial bid separately. The bids in Sealed Cover-I containing “Technical Bid” and Sealed Cover-II containing “Financial Bid” should be placed in a third sealed cover superscribed “Tender for Security Services” and should reach the SCU before 1500 hrs. on or before **3rd May, 2018**.

Terms and Conditions:

1. The security services and provision for the required manpower shall be as under:

Shift	Time (hrs.)	Security Guard(s)
First	0700 - 1400	5
Second	1400 – 2200	5
Third	2200 – 0700	3
General	1000 – 1800	1 (Lady)

However, the above number and arrangement of deployment of the security personnel is without prejudice to the right of SCU to deploy the security personnel in any other number or manner considered to be more suitable by SCU.

2. The agency shall ensure that the security personnel deputed are Ex-Servicemen, healthy and not more than 45 years of age. The agency will get their antecedents, character and conduct verified.
3. The full particulars of the personnel to be deployed by the agency including their names and addresses shall be furnished to SCU along with testimonials before they are actually deployed for the job.
4. The agency shall not deploy or shall discontinue deploying the person(s), if so desired by the SCU at any time without assigning any reason whatsoever.
5. A local representative of Agency shall be In-charge of the security system and shall be responsible for the efficient rendering of the service under the contract.
6. The agency shall deploy security guards trained in all facets of security work, including Fire Fighting.
7. The agency shall provide reasonably good uniform with name badges to its personnel deployed at SCU at its own cost and ensure that they are used by the personnel deployed and are maintained in good condition. The incidentals, such as belt, shoes, socks, caps, torch with cell, cane stick etc. shall be borne/supplied by the agency at its cost.
8. The agency shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. relating to personnel deployed by it at SCU for any accident causes to them and the SCU

shall not be liable to bear any expenses in this regard. The agency shall make payment of wages to workers engaged by the stipulated date irrespective of any delay in settlement of its bill by the SCU for whatever reason.

9. In case of any theft or pilferages, loss or other offences, the agency will investigate and submit a report to SCU and maintain liaison with the Police, FIR will be lodged by SCU wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility fixed.
10. The agency shall ensure that security staff appointed by them is fully loyal-to and assist the SCU during normal periods as well as during strike and other emergencies for the protection of personnel and property both moveable and immoveable to the entire satisfaction of SCU.
11. In case of any loss that might be caused to the SCU due to lapse on the part of the security personnel discharging security responsibilities will be borne by the agency and in this connection, SCU shall have the right to deduct appropriate amount from bill of contracting agency to make good such loss to SCU besides imposition of penalty. In case of frequent lapses on the part of the security personnel deployed by the contractor, SCU shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
12. The agency shall arrange to maintain at the security desk / booth, a daily shift-wise attendance record of the security personnel deployed by it showing their arrival and departure time. The agency shall submit to SCU an attested photocopy of the attendance record and enclose the same with the monthly bill.
13. The SCU shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable.
14. There would be no increase in rates payable to the Agency during the Contract period.
15. The Income Tax as applicable shall be deducted from the bill unless exempted by the Income Tax Department.
16. The security personnel deployed by the agency shall have at least the minimum elementary knowledge of reading and writing so as to be able to make entries in the registers kept at the security desk / booth whenever required and also to write names in the attendance register and mark their arrival and departure by signing the register.
17. In case of non-compliance / non-performance of the service according the terms of the contract, the SCU shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the contract.
18. The decision of SCU in regard to interpretation of the Terms and Conditions and the Agreement shall be final and binding on the agency.
19. In case of any dispute between the agency and SCU, SCU shall have the right to decide.
20. In case of any dispute or differences arising under the terms of this Agreement the same shall be settled by the reference to arbitration by a sole Arbitrator to be appointed by Head, SCU. The provisions of Arbitration and Conciliation Act, 1996 shall be applicable.
21. Any violation of instructions / agreement or suppression of facts will attract cancellation of agreement without any reference.

QUOTATION FOR PROVIDING SECURITY SERVICES TO THE SANSKRIT COLLEGE AND UNIVERSITY, KOLKATA

TECHNICAL BID

(In separate sealed Cover-Isuperscribed as Technical Bid)

1. Name and Address of the Tenderer Organization/Agency with Phone number, e-mail and Name and Telephone Number of the contact person	
2. Experience in the work of providing Security Services. Particulars of experience (Attach certificates, testimonials). This shall cover the details of works of similar nature, approximate magnitude and duration carried out and/or on hand for last 3 years along with a certificate from the agency where the job was carried out	
3. Is the establishment registered with the Government; please give details with document/evidence	
4. Do you have labour licence. Please provide details and attach a copy	
5. Undertaking of the Agency confirming the availability of the adequate manpower of requisite qualification and experience for deployment in SCU	
6. Are you covered by the labour Legislations, such as ESI, EPF, Gratuity Act etc.	
7. Are you governed by minimum wages rules of the Govt. of West Bengal	
8. Please attach copy of last return of Income Tax	
9. PAN Number (please attach copy)	
10. GST No. (please attach copy)	
11. Trade Licence No.	
12. GST Registration Number	

Declaration by the Tenderer:

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.

Date:

(Signature of the Tenderer with seal)

Name:

Seal:

Address:

Phone No. (0):

QUOTATION FOR PROVIDING SECURITY SERVICES TO THE SANSKRIT COLLEGE AND UNIVERSITY, KOLKATA

FINANCIAL BID

(In separate sealed Cover-II superscribed as Financial Bid)

Sl. No	Particulars	Unit	Rate per person / Per month (inRs.)	Amount (inRs.)
1.	Security Guards	13		
2.	Lady Guards (General Duty)	1		
3.	Service Charges			
4.	Taxes			
Total Amount Rs.				

Declaration by the Tenderer:

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.

Note: i) No other charges would be payable by SCU.

ii) There would be no increase in rates during the contract period except provision under the terms and conditions.

Date:

(Signature of the Tenderer with seal)

Name:

Seal:

Address:

Phone No. (0):