

# TENDER NOTICE VISVA-BHARATI



## SANTINIKETAN

Advertisement No: G/W.6A/ 891

Dated: 12/02/2011

1. Sealed tenders are invited from reputed Security Agencies with sufficient experience, financial capability and having proper and requisite resources for execution of the work noted below:

- a) Name of the Work : Providing Security Services to Visva-Bharati, a Central University, as per the detailed scope of work
- b) Period of Service : Two years, renewable at the discretion of the University
- c) Earnest Money : Rs. 3,00,000/- (Rupees Three lakhs only)
- d) Tenders to be submitted to : Registrar, Central Office, Visva-Bharati, Santiniketan
- e) **Pre-bid meeting** : **27.02.2011 at 11.30 A.M in the Conference Room of Central Office, V.B., Santiniketan**
- f) **Last date of purchase** : **05.03.2011 up to 11.00 A.M**
- g) **Last date and time of submission of tender** : **06.03.2011 up to 11.00 A.M**
- h) **Date, time and place of opening of technical bid of tender** : **06.03.2011 at 11.30 A.M in the Conference Room of Central Office, V.B., Santiniketan**
- i) Collection of tender documents : The application and other details can be obtained from the office of the Registrar, Visva-Bharati, Santiniketan -731235, West Bengal on all working days on payment of **Rs. 1000/-** in the form of Demand Draft drawn in favour of the **Accounts Officer, Visva-Bharati**, payable at **State Bank of India, Santiniketan Branch (Code-2121)**. Forms can be downloaded from University Web Site [www.visva-bharati.ac.in](http://www.visva-bharati.ac.in) and an additional draft of Rs 1000/- should be submitted at the time of submission of tender. The University shall not be responsible for any error that may occur due to internet problem etc.
- j) Detailed scope of work : Available with the tender documents
- k) Date & contract comes into effect : **Within 07days from the issue of Work Order**

Bidders should go through the eligibility criteria before purchasing the tender documents and submit the documentary evidence in support of financial soundness/ability to execute the work.

## 2. **Eligibility Criteria:**

1. Minimum average gross turnover of Rs. 1 Crore (Rupees One Crore) only per year with at least 2 contracts of value not less than Rs. 25 lakh each per year towards the purpose of extending security service in last three years (Copy of the order and completion certificate must be attached).
2. Experience of having served at least one work of Government / Semi-Government / PSU/ Autonomous Organization with Government fund within 3 years.
3. Should be in the business of providing security services for at least three years.
4. The agency must have a valid licence for operating his business in the area of Visva-Bharati i.e. in the form of Birbhum district / West Bengal State / National permit.  
**Desirable:-** Experience of having served at least one Academic Institution of value not less than Rs.10 lakh per year.

## 3. **Mode of submission of Tender**

The tenders shall be submitted in original in two sealed envelopes as described below:

### A) **Technical Part:** The first envelope (Envelope-I) should contain the following:

1. Tender Notice, Tender Rules and Guidelines (Annexure-I).
2. Earnest money in demand draft in favour of the Accounts Officer, Visva-Bharati payable at State Bank of India, Santiniketan Branch (2121) (cases of approved exemption may be indicated).
3. Bidders must submit the following information with documentary evidences duly self attested.
  - a) Company profile (including memorandum of association).
  - b) Financial capability – Balance sheet of last three years alongwith profit & loss account duly audited.
  - c) Copy of the latest return submitted towards VAT/Income Tax, Sales Tax, Service Tax, Professional Tax Registration & Clearance Certificates.
  - d) Permanent Account Number.
  - e) Experience showing the similar services rendered in the three years specifying the names of the customers, periods of services rendered number of personnel employed with categorization, number of ex-service personnel employed, amount involved etc alongwith a certificate from the authority including the certificate of performance where services were rendered or similar services being rendered at present and his performance for the period services so rendered.
  - f) Number of permanent employees.
  - g) Background of the Proprietors/Partners/Management
  - h) Any other documents supporting the information relevant in this respect.

### B) **Financial Part:** The second envelop (Envelope-II) should contain the tender documents consisting of the following:-

1. Tender Schedule- given the particulars of category of personnel, numbers of personnel duly filled in with tendered rates and amounts.

Both of the envelopes shall be duly sealed and superscribed with the “name of the work, Envelope-I and Envelope –II” respectively and bear the name of the bidder on the bottom left corner of the envelope. The two envelopes should then be put in a larger envelope which should be properly sealed and on which the name of the work and name of the bidders should be superscribed.

The technical part will be opened on the date of opening of the tenders for subsequent evaluation. Envelopes containing the financial part will not be opened for the bidders disqualified technically. Technical bids which do not contain the specified documents may be rejected and will be considered as disqualified technically. Decision of the University in this respect will be treated as final.

# SCOPE OF WORK

## General Direction and Conditions of Contract

Visva-Bharati has two sprawling campuses at Santiniketan and Sriniketan in the district of Birbhum, located at a distance of about 2 km. from each other. Though almost all academic, administrative and other buildings of the University have iron-net or chain link fencing with gates, the total University areas are not enclosed by walls/fencing. While the academic and administrative buildings have valuable stores, furniture, chemicals, equipments, computers, gadgets, books etc. there are also some buildings with heritage status which house valuable artifacts, famous paintings and antiquities.

### 1. Services to be rendered

- a) To ensure surveillance and guarding of the assigned premises/locations the campus of the University round-the clock in three shifts.
- b) To carry out patrolling duties through out the campus at least thrice in each shift of 8 (eight) hours
- c) To control the hawkers and outside vehicles within campus area
- d) Monitoring and reporting of breach/breakage in fencing, encroachment, trespassing, incidence of crime, defacement of wall, putting up of banners/posters, Cable lines etc.
- e) To control speed of vehicles in P.W.D. roads and other roads running through the University particularly during school hours.
- f) Ensure orderly marshalling & parking of both the University and visitors' vehicles in and around the premises.
- g) To check security passes (for transfer of goods/ materials) of the vehicles carrying construction and other materials within the University Campus.
- h) To ensure safety of life and property in the campus, the Security Personnel should have working knowledge of modern day electronic devices like CCTV Burglar Alarm System, fire/smoke detectors system etc.
- i) To take a pro-active role to properly guide and control tourists within Visva-Bharati Campuses to maintain the dignity of the University.
- j) To control smoking, consumption of alcohol and drugs or any unlawful/indecent activities inside the campus.
- k) To keep a vigil so that the tourists do not litter the campuses with garbage and non biodegradable articles.
- l) To man the drop gates at different locations.
- m) To immediately report to the nearest Fire & Emergency Services Station in case of any emergency posing threat to the lives and /or properties within the campuses of Visva-Bharati
- n) Any other relevant work that may be assigned to them by the University from time to time.

2. The approximate number of security personnel (all inclusive) to be deployed by the agency will be **180 to 225**. The number indicated above is provisional and may increase or decrease depend upon the actual needs of the administration. The job value may vary accordingly. Deployment of ex-servicemen / ex-central police force in the category of Security Supervisors and Security Inspectors is mandatory and **40%** in the case of Security Guards /Armed Guards.

## Terms and Conditions

1. Security personnel shall have to be deployed as per requirement of the University from time to time. The security surveillance and duties are to be performed in 'round the clock' basis however the strength in different shifts (Morning, Day or Night) shall vary according to the need of this University.
2. All personnel to be deployed should be physically and mentally fit. The persons must not have major physical defects like locked knee, flat foot, defects in vision and hearing, obesity, underweight etc. which are likely to interfere with the efficient discharge of their duties. They should also possess good physique & should not be suffering from any contagious/major diseases. The decision of the Chief Medical Officer, Visva-Bharati or any other medical professional designated by the University shall be regarded as final for this purpose.
3. Deployed Security personnel must fulfill the following criteria:-
  - a) Education: Certificate endorsing schooling upto Class VIII (completed).
  - b) Age (as on 01.04.2011): Security Inspector/Supervisor : 30-60 yrs  
Security Guard/ Armed Guard : 20-50 yrs
  - c) Physical Standards: As per W.B. Private Security Agencies (Regulation) Rules 2007.
4. Double/ single barrel guns/pump action guns used by the armed guards posted at the premises and locations of the University must be in fully working conditions. The armed guards shall be instructed by the Security Agency regarding proper handling of guns to avoid any accidental firing. The Security agency shall ensure that the armed guards should always be in possession of valid arms licenses in their personal names which should be renewed on before the respective dates of expiry. The Agency/Concerned Armed Guard will be responsible for the safety and security of respective Arms and Ammunitions.
5. Responsibility for the safety and security of lives of the employees and students of the University, the visitors thereto and the properties and premises of the University shall vest on the Security Agency in respect of the locations and / or premises where the personnel of the Security Agency are deployed. However, their functioning shall be monitored by the Chief Security Officer, Visva-Bharati.
6. The security personnel of the Security agency who are to be deployed at the University Campuses shall not be treated as employees of the University and as such their services conditions, pay and allowances, other benefits etc. will have to be determined and borne by the security agency subject to fulfillment the requirement of the minimum wages as determined by the Govt. of India. The said security personnel shall, however, take instructions and be under the operative control of the Chief Security Officer, Visva-Bharati, who shall instruct them as and when required.
7. The University shall not enter into any financial transaction with the personnel deployed by the Security Agency. No facility whatsoever that may be available to the employees of Visva-Bharati shall be extended to the personnel of the security Agency by the University.
8. The agency should make all the payments of their deputed security personnel through bank account and details of such transaction be intimated to Visva-Bharati.
9. The Agency should submit the nominal roll of the deployed Security personnel along with their Bank Account Numbers and EPF Account Numbers to the University at the commencement of their contract of service. The proof of submission of various statutory contributions like EPF etc for the engaged security personnel to respective offices be forwarded to University at the earliest.

10. The Security Agency must adhere to the Private Security Agencies (Regulation) Act 2005 and the W.B. Private Security Agencies (Regulation) Rules 2007.
11. The Security Agency shall replace the personnel periodically. The security Agency shall also replace any individual person, if so advised and deemed necessary by the University.
12. The agency should submit the list of 'Weekly Off Days' against every personnel and while making the advance duty roster the same 'off days' are to be followed and no leave / absence of any personnel can be allowed to be adjusted with the 'weekly off'.
13. The Off days and the National Holidays are to be taken care of by putting security personnel from reserve pool. The nominal roll of the reserve personnel are also to be forwarded to the University. The minimum wages and other statutory obligations are to be followed for the reserve category personnel as per the existing rules and regulations. The University shall pay only in '*no work no pay basis*' and for the man-days that has actually been performed. Hence the payments of reserved security personnel are to be made out of the service charge of the agency.
14. All equipment and consumables viz. lathis, torch lights, battery cells, umbrellas, uniforms, rain coats, shoes, warm garments etc., as required for the security personnel of the Security agency deployed at the premises of the University, shall have to be supplied by the security agency and no separate charges/fees for the above items shall be paid by the University. Uniform and insignia supplied by the agency should not resemble the uniform of Army / Navy / Air Force / Para Military Force / central or state police force or camouflage uniform.
15. Ten numbers of Radio Transmission sets (Walky Talkies / Mobile phones) are to be provided by the Security Agency for which no additional payment will be made by the University.
16. Two vehicles (Jeeps like Bolero, Tata Sumo or Scorpio etc) for patrolling the university campus are to be provided by the security agency for which no additional payment will be made by the University. Vehicles should have all necessary papers, clearance from the appropriate authority for running in Birbhum district and in compliance with EURO II (Bharat stage II) norms or higher and of good condition. One vehicle will be required to ply for round the clock (approximate 140 kms per day) and another for patrolling at night for 12 hrs (approximate 40 kms per day).
17. The University may provide a room for running the Control Office of the Security Agency at free of cost and barrack accommodation for limited non local Security Personnel on realization of normal charges from the Security agency as fixed by the Estate Office besides electricity / water charges which are to be paid by the Security Agency regularly. One Administrative Office must be set up outside the University Campus but within the proximity.
18. The arrangement for deploying Security Personnel through the Security Agency will continue for a period of two years with effect from the date of commencement of providing security service and the period may be extended further at the discretion of the University. The authority shall reserve the right of issuing work order for one year initially which will be extended with the satisfactory performance of the security agency.
19. The Official Signatory of the Agency should be present in short notice, if called by the authority.

20. The University reserves the right to terminate the services of the Security agency by giving 30 days notice in advance in writing.
21. In case of the Security Agency's personnel deployed in the University is/are absent, a penalty equal to double the wages (composite rate given by the University to the agency) of number of personnel absent on the particular day shall be deducted from the monthly bill of the Agency.
22. In case the Security Agency deployed for providing Security Services, within the period for which they have been given contract, withdraws/suspends their services as per terms and conditions of agreement, a penalty of Rs. 20 lakhs may be imposed.
23. Resolution of dispute: All disputes relating to the Security Services to be provided or to the contract therefore, whether arising during the period of the contract, or after the completion thereof, shall be referred to the sole arbitration of the *Upacharya* (Vice-chancellor) of Visva-Bharati and if the *Upacharya* is unable or unwilling to act as the sole arbitrator, some other persons as may be appointed by the *Upacharya* shall act as the sole arbitrator. Such an arbitrator (other than the *Upacharya*, Visva-Bharati) may or may not be an employee of University. Notwithstanding anything herein before, the Indian Arbitration and Conciliation Act, 1996 shall be final conclusive and binding on all parties to this contract.

NOTE: The intending bidders may attend the pre-bid meeting to be held on 27.02.2011 at 1100 hrs in the conference Room at the Central Office, Visva-Bharati to clarify any doubt so avoid wrong tendering and future complication as a result thereof. Only those bidders who qualify in terms of the technical bid will be short-listed/qualified for the financial bid.

**REGISTRAR  
VISVA-BHARATI**



**Proforma for Tender for providing Security Services at Visva-Bharati.**  
**Vide Advt. No. G/W.6A/891 Dt. 12.02.2011**

- 1) Name and Address of the Agency :
- 2) Contact Phone/Fax Number :
- 3) Permanent Account Number (Xerox copy of PAN card is to be enclosed) :
- 4) Clearance Certificate of IT,VAT, ST, PT, Service Tax (Copies of latest return submitted are to be enclosed) :
- 5) Average turn over for the last three years(Copies of Trading, P & L and Balance Sheet are to be submitted) :
- 6) List of permanent employees in the Organization category wise :
- 7) Particular of License /Authorization for rendering Security Services(Copy of the certificate is to be enclosed) :
- 8) Details of Security Services rendered in the last three years :
  - a) Name of the Customers (indicating categories like Govt., Semi-Govt., Academic Institution) :
  - b) Period of Service rendered :
  - c) Number of personnel deployed in each category :
  - d) Number of Ex-service personnel deployed :
  - e) Amount involved (Documentary evidence for column (a) to (d) is to be enclosed) :
- 9) Professional Background of the Proprietor/Partners /Directors of the organization :
- 10) Any other documents supporting information relevant in this respect :
- 11) Information in respect of names of work involving litigation, expulsion and debaring by any organization. Any organization against whom any investigation, vigilance enquiry have been instituted or there are criminal proceedings in any court of law shall not be considered for qualification. (Concealment of any information could debar the organization from qualification).

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I/We have gone through the notice inviting tender along with the tentative scope of work, tender rules, guidelines and other terms and conditions vide Advt.No.G/W.6A./891 Dt. 12.02.2011 and submit the above application in consonance with the same.

Dt.....

*Signature of the Proprietor/Authorized persons of the Agency*

**Annexure-I**

**TENDER RULES AND GUIDELINES**

1. The intending bidders are requested to inspect the site of work and make necessary investigations to collect the required information before submission of tender.
2. Intending bidders shall have to deposit earnest money as stated above. Earnest money of the successful bidder will be returned after expiry of the contract period. Earnest money for unsuccessful bidder will be returned after finalization of the tender procedure. No interest will be payable on the earnest money, either to the successful or unsuccessful tender.
3. Bidder whose tender is accepted, shall within seven days from the date of receipt of the information to the effect, shall execute a formal contract. Requisite stamp paper for execution of the contract shall have to be purchased by him at his own cost. In the event of his failure to execute the contract within the specified time, earnest money deposited by him shall be forfeited.
4. All pages of the tender documents shall be initiated at the lower right hand corner in the tender papers by the bidder or by a person holding power of attorney authorizing him to sign on behalf of the bidder before submission of tender.
5. The bidders should quote in English both in figures as well as in words the rates and amounts tendered by him in the schedule of rates for each category.
6. All corrections and alterations in the tender paper should be signed in full by bidders. Correction in white fluid and overwriting are not permitted.
7. The tenders submitted by the bidders shall remain valid for acceptance for a period up to the end of three months from the date of opening of the price part of the tender.
8. The acceptance of a tender will rest with the University (i.e. Visva-Bharati) who does not bind itself to accept the lowest tender and reserve to itself the authority to reject any or all the tenders received without assigning any reason. Visva-Bharati also reserves the right of accepting the whole or any part of the tender and bidders shall be bound to perform the same at the rates quoted. All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect or there is any correction not duly dated and initialed by the bidders are liable to be rejected.
9. The Security Agency will ensure that the security services provided by the Security Agency shall be to the entire satisfaction of the University. The personnel engaged by the Security Agency shall have no claim against the University for employment in the University services. University shall not be liable for wages, salary compensation and any statutory benefits due to the said security personnel under the Labour Law and other legislations e.g. provident fund, insurance, working hours, overtime etc. and the Security Agency shall be responsible for providing such amenities including Minimum Wages to its employees admissible under the relevant laws/rules/services conditions. Bidders will have to ensure payment of minimum wages (Govt of India) to the security personnel deployed in accordance with the category they belong to.

10. While quoting the service charge, the expenditure in connection with uniform, equipments, RT sets, patrolling vehicles, Off day / National Holiday compensations etc all to be considered and no further request for enhancement of rate will be entertained by the University.
11. Acceptance of quotation will be based on the composite rate quoted by the bidders. However, incase of any alteration of manpower/service actually deployed in a month, the payment for the month will be altered on the basis of quoted unit rate.
12. Canvassing in connection with the tender is strictly prohibited and tender submitted by the agencies who resort to canvassing will be liable to rejection.
13. Selection of service provider shall be based on an objective evaluation details regarding past performance, financial capabilities resourcefulness of the agency apart from the price bid tendered by the agency.

The administration shall have the right to constitute Evaluation Committee to check the information/documents as submitted by the bidder for their verification and to assure itself regarding previous performance and capability.

The administration reserves the rights to modify any of the conditions while evaluating the tenders. It further reserves the right to reject or accept any of the tendering process and reject the tenders. The administration is under no obligation to inform the bidders of the reason of the selection or rejection. However, the appropriate authorities of Visva-Bharati shall satisfy themselves such reasons. Only the selected bidder will be informed by the University.

14. If it happens to be holiday on the said date, the bid will be opened on the next working day at the same time and place.
15. The Security agency that may be selected shall be required to provide within seven days from issuance of work order by the University.
16. Documents sent by **FAX/E-MAIL** will not be accepted.

**REGISTRAR  
VISVA-BHARATI**

**ANNEXURE-II****Financial Part**

A. Name of the Bidder for security services at Visva-Bharati

B. Particulars of Earnest Money Deposit: Amount Rs \_\_\_\_\_ Demand Draft No. \_\_\_\_\_  
date \_\_\_\_\_ Drawn on \_\_\_\_\_

Details of Daily wages to be paid under the contract shall be in accordance with the relevant Minimum Wages Act. Rates to be quoted considering one unit each and giving a composite amount after calculating every element.

Sl No	Details of payments admissible	Security Guards	Ex-Servicemen /Ex-Central Policemen	Armed Guards	Security Supervisors	Security Inspector
(A)	Minimum Wages including VDA					
(B)	EPF @ 13.61%					
(C)	Bonus 8.33%					
(D)	Special Allowance	Nil	Rs 10 /- per man day	Rs 10 /- per man day	Rs 15 /- per man day	Rs 20 /- per man day
(E)	Service Charges (in %)	inclusive of all column (A + B + C + D) both in terms of percentage and actual amount				
(F)	Service Tax as per rule	Both in terms of percentage and actual amount				
(G)	<b>Net Rate</b> per man-day including all categories considering one unit each (Amount both in figure and words in Rupees)					

Note: Actual number of units of each category of security service as indicated above will be specified at the time of issuing work order, however that may vary at later stage with the needs of University which will be intimated well in advance.

*Signature of the Bidder*

**VISVA-BHARATI**  
**Santiniketan**

**Financial Part**



**Declaration of the Bidders**

I/We do hereby tender for the services specified in the memorandum given below within the time specified therein, at rates offered by me, in the enclosed Tender Schedule in accordance with the Tender Terms & Conditions annexed hereto.

**MEMORANDUM**

- a) General Description of work :
- b) Earnest Money to be deposited with the Tender (DD to be enclosed with the tender) :
- c) Period of services :

Should this tender be accepted, I / We hereby agree to abide by and fulfill all the Terms and conditions of the Contract and Tentative scope of work, Tender rules and guidelines annexed hereto, or in the default thereof to forfeit and pay to the University or to his duly authorized representative such sums of money as said in Contract.

The Terms & Conditions of the contract have been clearly understood by me/us before submission of this tender

The above tender amounting to \_\_\_\_\_ Rupees \_\_\_\_\_  
\_\_\_\_\_ only) is hereby offered by me.

Dated the day of.....

Address:

Signature of the Witness

Signature of the Bidder