



# THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES

DD – 36, Sector – 1, Salt Lake, Kolkata 700 064 ☎ : 2321-3461 / 2334-6602

Official Website: -<http://www.wbuhs.ac.in>; ☎ + Fax: 2358- 0100

Tender Reference No.: OG/WBUHS/2019-20/2082

Date: 09/01/2020

## TENDER FOR PROVIDING SECURITY PERSONNEL IN The West Bengal University of Health Sciences, DD- 36, Sector-I, Salt Lake City. Kolkata – 64.

The Registrar, The West Bengal University Of Health Sciences, Salt Lake City, Kolkata-64, invites online bids through the West Bengal Government System (<https://wbtenders/gov.in>) from the reputed, bonafide and resourceful agencies for **“Providing Security Personnel in The West Bengal University of Health Sciences, DD-36, Sector-I, Salt Lake City, Kolkata – 64”**. Interested agencies / firms are requested to provide their bids as per the Terms and Conditions (Annexure II), Signed Tender Documents, Application and Declaration under the Two – Bid System.

- i. Annexure I : Instructions to Bidder
- ii. Annexure II : Scope of Work, Terms & Conditions
- iii. Annexure III : Bidder's Eligibility Criteria
- iv. Annexure IV : Application Format
- v. Annexure V : Declaration
- vi. Annexure VI : Check List for the Bidder

The folder of Technical Bid should contain Annexure I to Annexure VI dully filled up and digitally signed and the folder of Financial Bid should contain Price Bid only.

Financial Bid will be opened only if Technical Bid is found in order after Technical Evaluation.

The University authority retains the right to cancel any of the items at a later date after the contract is awarded. The University Authority as its own discretion may cancel any or all the bids without assigning any reason. The Authority may not confine itself to issue work order in favour of lowest bidder.

*Registrar*  
**The West Bengal University of  
Health Sciences,**

## TENDERING PROCESS FLOW

Sl. No.	Description	Date (s)
01	Date of uploading of N.I.T. Documents (Online) from this end.	11.01.2020 at 9 am
02	Documents download / sell start date (Online)	11.01.2020 at 10 am
03	Date of Pre Bid Meeting at The West Bengal University of Health Sciences, DD-36, Sector I, Salt Lake, Kolkata - 700 064.	14.01.2020 at 03 pm
	Pre Bid Meeting Place: Auditorium of The West Bengal University of Health Sciences, DD - 36, Sector I, Salt Lake, Kolkata - 64.	
04	Bid submission starting (Online)	16.01.2020 at 9 am
05	Bid submission closing (Online)	10.02.2020 at 6 pm
06	Bid Opening (Bid A - Technical Bid)	13.02.2020 at 1:30 pm
07	Date of uploading list for Technically qualified bidder in Bid A (Online)	To be notified
08	Date & Place for opening of Financial Bid (Bid B) (Online)	To be notified
09	Date of uploading of list of bidders along with the approved rate	To be notified

## INSTRUCTIONS TO BIDDERS

1. Online Tenders through the West Bengal Government e - procurement system (<https://wbtenders.gov.in>) are hereby invited by the Registrar, The West Bengal University Of Health Sciences, DD.36, Salt Lake City, Kolkata-64, Nadia for **Providing Security Personnel in The West Bengal University of Health Sciences, DD-36. Salt Lake City, Kolkata - 64.**
2. Tender to be submitted as per the tender documents to be downloaded from the West Bengal Government e - procurement web portal (<https://wbtender.gov.in>).
3. The tender shall be in two parts viz.
  - i) Technical Bid
  - ii) Financial Bid

**Technical Bid** - The intending bidders must read the terms and conditions carefully and should upload and submit the technical bid online at <https://wbtenders.gov.in>. The Folder of Technical bid should contain scanned copies of the documents duly attested by the bidder, as specified in the Check List (Annexure - VI).

**Financial Bid** - The bidders are required to fill the Financial Bid online at <https://wbtenders.gov.in> as per prescribed format (BOQ). Any bidder failing to do so will automatically be disqualified and the tender of that bidder will be rejected outright.
4. **e - submission of Bids:**
  - a) Bidder should log into the site well in advance for Bid Submission so that he / she upload the Bid in time i.e. on or before the closing bid submission date & time. Bidders will be responsible for any delay.
  - b) Each agency is required to obtain a Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. The contractor can search & download the N.I.T. and Tender Document (s) electronically from computer once he logs on to the website. This is the only mode of collection of Tender Documents.
  - c) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. The price bid has been given as a standard format (BOQ) with the tender document; the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the file, open it and complete the Rates (unprotected) Cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the Bidder should save it and submit it online, without changing the file name. If the file is found to be modified by the bidder, the bid will be rejected.
  - d) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
  - e) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
  - f) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
  - g) Any queries relating to the process of online bid submission, bidders may please email at [asst.fo@wbuhs.ac.in](mailto:asst.fo@wbuhs.ac.in)
5. **Price**
  - **The Participating Bidder is required to quote its Service Charge for Deployment of such Security Personnel on Per Person Per Month basis in INR (Indian Rupees) in figure and words as Item rate in BOQ (Price Bid).**
  - The University Authority will pay for the wages of the Security Personnel at the rates of Minimum Wages notified by the Office of the Labour Commissioner, Government of West Bengal from time to time and reimburse for employer's contribution of EPF, ESIC & Bonus at the applicable rates as per the prevailing Rules. No extra charges will be allowed by the University for any materials to be used by the agency for the security job, uniform of the workers and other direct / indirect expenses.
  - Prices quoted in the bid must be firm and final and shall not be subject to any upward modification, on any account whatsoever.
  - The University Authority reserves the right to negotiate better rates from the final agency.

- Prices in any form or by any reason before opening the Commercial Bid should not be revealed, failing which the offer shall be liable to be rejected.

**6. Fraud and Corruption:**

- The University Authority requires that bidders to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, following the defined:
- “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, or anything of value to influence the action of a public official in the procurement process or in contract execution.
- “Fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract.
- “Collusive practice” means a scheme or arrangement between two or more bidders, with or without the knowledge of the University authority, designed to establish bid prices at artificial, noncompetitive levels; and
- “Coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

**7. Bidder Qualification**

- The “Bidder” as used in the tender documents shall mean the one who has signed the “Tender Form” digitally. Where an individual person hold a digital certificate in his / her own name duly issued to him / her against the company or the firm of which he / she happens to be a director or partner, such individual person shall, while uploading any tender for an on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his / her favour, by the rest of the directors of such company or the partner of such firm, to upload such tender. The power of attorney shall have to be registered in accordance with the provision of the Registration Act 1908.

**8. Sub - Contract**

Sub - Contract is not allowed.

**9. Contacting the University Authority**

No bidder shall contact the University Authority on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. Any effort by a Bidder to influence the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bidder’s bid.

**10. Opening of Technical Bids by the University**

- The University will open the Technical Bid, in the presence of the representatives of the bidders who may choose to attend, at the time, date and place, as mentioned in the Tendering Process Flow.
- An evaluation committee will be formed for evaluation of the bids. Decision of the committee would be final binding upon all the bidders.
- The bidder’s names, the presence or absence of the requisite EMD and such other details as considered appropriate will be announced at the bid opening.
- Conditional tenders shall not be accepted.

**11. Evaluation of Bids**

- The selected bidders must possess the requisite experience, strength and capabilities in providing the services necessary to meet the University requirements, as described in the Tender Documents.

**12. Preliminary Examination**

- The University will examine the bids to determine whether they are complete, whether the bid format conforms to the Tender requirements, whether any computational errors have been made, whether required EMD & Tender Fee have been paid, whether the documents have been properly signed.
- A bid determined as not substantially responsive and not fulfilling the requirement of the University authority as specified in this tender document will be rejected by the University.

13. Selected agency will be issued work order by the University Authority and the terms and conditions specified in the Work Order will have to be accepted by the selected agency before commencement of the work. An agreement is to be executed within 7 (seven) working days after issue of the work order.

14. **Tender Fees: NIL**
15. **Earnest Money Deposit (EMD):** The amount of EMD shall be **Rs. 25,000.00 (Rupees Twenty five thousand only)**. The EMD shall be refundable online in the case of the unsuccessful bidders. However, the EMD shall be released to the successful bidder after fulfillment of the terms and conditions of the Work Order. No interest is payable on such refund of the EMD. EMD shall be forfeited if the selected vendor accepts the order but is unable to execute the same.
16. **Payment Procedure of EMD:** EMD should be paid online either through Net Banking or RTGS/NEFT following the procedures stated in Para 2(a) and (b) of Memorandum No. 3975-F(Y) dt. 28.07.2018 of the Finance Department, Audit Branch, Govt. of West Bengal.  
Necessary Earnest Money will be deposited by the bidder electronically: online – through his net banking enabled bank account, maintained at any bank or: offline – through any bank by generating NEFT / RTGS challan from the e – tendering portal. Intending bidder will get the Beneficiary details from e – tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank Name & IFSC Code and e – Proc Ref. No.  
Intending bidder who wants to transfer EMD through NEFT / RTGS must read the instruction of the challan generated from e – procurement site.  
Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of payment of EMD.
17. **Tender without EMD in proper will be rejected.**
- Earnest Money will be forfeited if the work order is not executed after acceptance.
  - If the bidder backs out after the University has accepted his / her tender, it will be considered as default and the EMD will be forfeited by the University by informing the agency as having done so.
  - EMD deposit will not bear any interest.
18. The acceptance of a tender will rest with the **The West Bengal University of Health Sciences, DD-36, Salt Lake City, Kolkata – 64** who does not bid themselves to accept the lowest tender and the University reserves the authority to reject any or all of the tenders received without assigning any reason. All tenders not fulfilling any of the prescribed conditions or remaining incomplete in any respect are liable to be rejected. The tenderer shall have no claim for revision of rates or other conditions if his tender is accepted in parts.
19. Canvassing in connection with tenders is strictly prohibited and the tender submitted by the tenderer who resort to canvassing will be liable to rejection.
20. On acceptance of the tender, the name of the accredited representative(s) of the agency who would be responsible for taking instructions from the University shall be communicated to the University Authority.
21. **Tenders shall remain open for acceptance for 90 days from the date of opening of the financial bid.** If any tenderer withdraws his tender before the said period, then the University shall be at liberty to forfeit Earnest Money paid along with the tender.
22. The tenderers shall bear all costs associated with the preparation and submission of their bids.
23. The Technical and Financial Proposals to be submitted by the agency should be firm.
24. The tenderers shall acknowledge the tender conditions and all subsequent amendments and submit along with their bid duly signed. Therefore, the tender document signed by the authorized signatory should be the part of the technical proposal.
25. The notification of award of contract will be made in writing to the successful tenderer by the University end.

+ Registrar  
The West Bengal University of Health Sciences.

## SCOPE OF WORK, TERMS &amp; CONDITIONS

1. **Scope of Works:**

- a. The successful bidder / service provider shall be responsible for providing Security Personnel.
- b. Required number of Security personnel shall be as follows:

Name of the Establishment	Total Unarmed Security Personnel (Unskilled)	Security Supervisor (Semi Skilled)
The West Bengal University of Health Sciences	14	01
<b>Total</b>	<b>21 (Twenty One)</b>	

- c. Duty hours of Security Personnel will be in Three – 8 – Hour shifts starting from 6 A.M. in the morning.
- d. The service provider may be required by the University authority to deploy more or less manpower as and when necessary.

2. **General Terms and Conditions:**

- I. The service will be provided by the agency purely on contractual basis for a period of one year which may be extended for a further period of one year subject to their satisfactory performance during the contract period.
- II. The bidder will engage its work force at its own responsibility / liability in all respect. The West Bengal University of Health Sciences shall have no responsibility or liability. However the AGENCY shall furnish the complete detail of the manpower to be deployed in the University campus for rendering security service. The The West Bengal University of Health Sciences shall not bear any direct responsibility for payment for the wages, post – retirement benefits and other direct and indirect costs relating to such workers deployed by the agency.
- III. All personnel must be in the direct pay roll of the agency. Outsource through sub – contract is not acceptable.
- IV. The The West Bengal University of Health Sciences will not bear the cost of any loss / damage arising out of the negligence of duty of the security personnel and the same to be compensated by the company.
  - I. The security personnel shall ensure that all the electrical equipment / instruments / lights and fans are switched off at the time of closure of the office or part of the office. They will also ensure that the chambers of all the officers and their offices, Meeting Room, Seminar Room, Auditorium, classrooms etc. are locked at the close of the office and opened at the beginning of office hours and there is safe keeping of the keys.
  - II. The bidder shall be responsible for the payment of wages to the Security Personnel according to the rate of Minimum Wage as notified by the Office of the Labour Commissioner, Government of West Bengal from time to time.
  - III. The University will pay to the Service Provider on the basis of monthly bill to be raised by them. The bill shall include wages for the deployed workers at the minimum wage rates as notified by the Office of the Labour Commissioner, Government of West Bengal from time to time, employer's contributions to EPF and ESIC, and Bonus at the applicable rates as per the prevailing Rules and Service Charge. No extra charges will be allowed by the University for any material to be used by the agency for the security job, uniform of the workers and other direct / indirect expenses.
  - IV. GST at applicable rate shall be payable extra subject to production of GST registration certificate, if applicable.
  - V. The Service Provider shall prepare their monthly bill during the first week of every following month and submit the same to the office along with the documents, viz. (i) previous month's wages payment certificate mentioning "it is certified that wages to the personnel deployed by the service provider at The West Bengal University of Health Sciences DD-36 Salt Lake City , Kolkata -64. have been disbursed in time and after complying and fulfilling the entire statutory obligation", (ii) The challan / payment receipt complying the statutory obligations like EPF, ESI, etc. and all necessary statements thereof, and (iii) deployed person' attendance sheet for the month of the bill.

- VI.** The payment will be made to the service provider on satisfactory certification by the reporting officer of The West Bengal University of Health Sciences .
- VII.** Income Tax, GST and other taxes at the rates applicable form time to time shall be deducted from the bills of the Contractor at the source.
- VIII.** The Service Provider shall comply with the requirements of all the existing Labour Legislation and Acts such as Contract Labour (Regulation and Abolition Act), 1970 Workman's Compensation Act, Minimum Wages Act, Payment of Wages Act of Central Government, Provident Fund Act, ESI Act and all other relevant Acts and Rules relating to the Work Order awarded to the Service Provider at their own responsibility and cost.
- IX.** The Agency may provide the Security Personnel 14 Days Leave in a Calendar Year subject to the fact that the service in the said section / office / department of the University does not get hampered during leave of the sectional / departmental security personal(s). No extra payment on account of leave will be paid by the University.
- X.** The Service Provider shall secure and possess all necessary legal and statutory licenses and registration certificates before undertaking this work of the University and ensure the validity of those licenses and certificates during the contract period.
- XI.** The agency is to take care of the University and its all campuses including its offices, all assets insides and outside of all buildings and will be responsible for the total security of them.
- XII.** The Security Personnel shall also be responsible to handle crowds / mobs / students, as and when the position is, by maintaining the peace in the campus, keeping a constant vigil round the clock throughtout the campus of the University ensuring peaceful and conducive environment.
- XIII.** In the case of any loss of the University assets by way of theft, burglary, etc., for which the agency will be responsible, compensation, is to be made by the agency for such loss to the University at a value to be ascertained by the University Authority.
- XIV.** Violation of any terms and conditions contained in the Agreement would entail cancellation of the Agreement and proceeding for eviction and damages.
- XV.** The Security Personnel will have to report for duty to the authorized representative of the University .
- XVI.** All personnel deployed by the agency must put on neat and clean uniform suitable for the security along with black shoes, have short hair and trimmed nails. The security personnel shall always display their name badge and I - Card on their uniform so that they can be easily identified. The uniform and identity card / badge should be supplied by the agency.
- XVII.** The agency shall provide for all necessary materials, i.e. Sticks, Torch, Umbrellas etc. needed for execution of the work. No extra charges shall be paid for the same.
- XVIII.** Walkie - Talkie ( if necessary ) shall be provided by the Agency and will be responsible for its maintenance form time to time. No extra charges shall be paid for the same.
- XIX.** The Security Personnel engaged for duty must be conversant in handling standard firefighting equipment.
- XX.** It will be the sole responsibility of the agency that the security personnel engaged are trained and University will not be liable for any mishap, directly or indirectly.
- XXI.** Only physically and mentally fit personnel / EX- Army Personal shall be deployed for duty by the Agency.
- XXII.** The Agency shall maintain strict discipline among the workforce and shall review the performance of the workforce on regular basis. Personnel employed by the agency who are found to be indiscipline or whose performance is not satisfactory, as noticed or as reported by the University Authority or any other authorized person of the University shall be replaced by the agency without causing any disruption in the assigned work at the University campus.
- XXIII.** The Service Provider shall be solely and fully responsible and liable for the act, conduct and behavior of their personnel. In case of any misconduct and criminal activities committed by any of their personnel, the mater will be brought to the notice of Service Provider by the University for taking necessary action. The Service Provider shall remain liable for any loss or damage caused to property or person of the University by any worker engaged by them. In addition, the University reserves the right to initiate legal proceedings against such the service provider for the recovery of loss or damages so caused.
- XXIV.** The personnel deployed by the service provider shall act in such a manner that their behavior and services shall in no way be detrimental or likely to be detrimental to the interest and reputation of the University.
- XXV.** The service provider shall submit a daily statement indicating details of deployment of persons and work to the University Administration.
- XXVI.** The West Bengal University of Health Sciences shall reserve the right to discontinue the services of the service provider without any notice in case the performance is found to be unsatisfactory or due to any change of the policy or decision of the University on this particular matter at any point of time.

- XXVII.** The agency will have to return all the assets given for use, in case they have to leave the University.
- XXVIII.** The agency will see that the security personnel of a place do not leave the place of duty under any circumstances until and unless he is properly relieved.
- XXIX.** The security personnel must watch that there are no unidentified / unclaimed / suspicious objects / persons in the campuses / buildings.
- XXX.** The agency / the personnel deployed by the agency will not indulge in or commit any act violating of law or public policy and not to undertake any activity prejudicial to the interest of the University. They will not involve in offences punishable under IPC or other law of the country.
- XXXI.** The Agency will comply all the provisions of extant Acts, laws, statutory enactments, rules and regulations laid down by the Government as applicable and The West Bengal University of Health Sciences nowhere shall have any liability on account of non – compliance or violation thereof and the agency shall indemnify in case The West Bengal University of Health Sciences is saddled with any liability.
- XXXII.** The agency shall follow the guidelines and suggestions of the authority of University .
- XXXIII.** The age of the security personnel should be below 60 Years. Above 60 years of security personnel will not be accepted by the University Authority. The agency has to provide the age proof of all the security personnel to the University Authority after issuing of work order.
- XXXIV.** The agency shall not be having any civil suit/criminal case pending against its proprietor or any of its Directors (in case of a company) or having been earlier convicted on grounds of moral turpitude or for violation of laws in force. The agency is not blacklisted in any Government Department / Public Sector Undertaking Govt./Govt. Aided University or Educational Institute / any National Organization. An affidavit to this effect in Rs. 100/- Non – Judicial Stamp Paper duly attested by the first class Magistrate must be submitted along with Tender Documents (Technical Bid).
- XXXV.** The Agency, after getting the Work Order, shall make an interest – free Security Deposit of Rs. 50,000.00 (Rupees Fifty Thousand Only) with The West Bengal University of Health Sciences; which will be refundable at the time of expiry of the Contract against application. The application in this regard should be addressed to The Registrar, The West Bengal University of Health Sciences, DD.36 ,Salt Lake City, Kolkata – 700064, West Bengal.
- XXXVI.** Any disputes or difference whatsoever arising between the agency and any representative of the University shall be settled through meeting between the authorized officers of The West Bengal University of Health Sciences and the Agency. In the event of non – settlement of the dispute / differences, the matter shall be referred to the Vice Chancellor, The West Bengal University of Health Sciences, DD – 36, Sector I, Salt Lake, Kolkata. The Arbitration shall be as per the Arbitration and Conciliation Act 1996.
- XXXVII.** In case the Agency or The West Bengal University of Health Sciences desired to discontinue the service, a 45 (forty five) days notice from the either side to be communicated vice versa.



**BIDDER'S ELIGIBILITY CRITERIA**

1. The Bidder shall be a Registered Company, Firm or any Agency having at least Five (5) years of experience in security service works preferably in Government Departments / Public Undertakings / Educational Institutions (Govt. / Govt. aided). Appropriate proof (scanned copy) in this respect is to be submitted in the Technical Bid.
2. At least 03 (three) nos. of Work Orders with completion certificate for same type of work preferably from Government Departments / Public Undertakings / Educational Institutions (Govt. / Govt. - Aided) each of minimum value of Rs. 1 Crore during last 05 (five) years.
3. The agency should have at least one single running contract for similar type of work preferably from Government Departments / Public Undertakings / Educational Institutions (Govt. / Govt. - Aided) where deployment is more than 80 personnel.
4. Minimum average annual turnover for last three years (F.Y.: 2018 - 19, 2017 - 18, 2016 - 17) should be not less than Rs. 1 Crore.
5. The bidders should have valid certificate for ISO 9001:2015, OHSAS - 18001:2007, SA-8000-2015 (scanned copies of the certificates is to be provided in the Technical Bid).
6. The bidder should have financial solvency. Solvency Certificate not more than 3 months old and not below Rs. 50 Lakhs from any scheduled bank is to be provided along with Technical Bid.
7. The bidder should have been registered by the Competent Authority of the Government and should have Income Tax, PAN, GST Registration Certificate, Valid Trade Licence for Security Service business, PF Registration with the Regional PF Commissioner, EST Registration, Profession Tax Registration, Licence under Private Agencies (Regulations) Act (PSARA) 2005 / West Bengal Private Security Agencies (Regulations) Rules 2007 for providing Security Services in West Bengal, Shop and Establishment License, Registration Certificate under Contract Labour (Regulation and Abolition Act), 1970, and satisfy all the other statutory requirements as applicable. All supporting documents are to be provided in Technical Bid.

The vendor must fulfill the above eligibility criteria / pre - qualification conditions. Technical bid of vendors fulfilling the pre - qualification conditions will only be evaluated by the duly constituted evaluation committee. Bid of vendors not fulfilling the pre - qualification conditions given above will be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances. The University authority reserves the right to verify / confirm all original documentary evidence submitted by vendors in support of above mentioned clauses of eligibility criteria.

**Tender for Providing Security Personnel in The West Bengal University of Health Sciences, DD- 36, Sector-I,  
Salt Lake City. Kolkata - 64**

**APPLICATOIN FORMAT**

1. Name of the Company / Firm / Business Organization:
2. Address:
3. Status of the Bidder: (Attach relevant documents, e.g. Certificate of Incorporation issued by the Registrar of Companies, Certified Copy of the Partnership Deed in case of Partnership Fir,, Trade Licence in case of sole proprietary concern)
4. Name of the Managing Director / Managing Partner / Proprietor:
5. Name & Designation of the Authorized Person other than Sl. No. 3, if any:
6. Contact Number: Landline: \_\_\_\_\_ Mobile No.: \_\_\_\_\_
7. Fax:
8. Email ID:
9. Details of expertise in the area of providing service of Security Personnel (credentials / copy of work orders):  
(use separate sheet, if required / submit supporting documents)
10. PAN of the Company / Firm / Sole - Proprietor:
11. GST Registration Certificate (Attach scanned copy):
12. Income Tax Returns of the Assessment Years 2019-20, 2018-19 and 2017-18 (attach scanned copies)
13. EPF Registration Number (Certified scanned copy to be enclosed):
14. ESIC Registration Number (Certified scanned copy to be enclosed):
15. Profession Tax Registration No. (Certified scanned copy to be enclosed):
16. Profession Tax Registration No. (Certified scanned copy to be enclosed):
17. Valid Trade Licence No. (Certified scanned copy to be enclosed):
18. Valid Licence under Private Security Agencies (Regulations) Act (PSARA) 2005 / West Bengal Private Security Agencies (Regulations) Rules 2007 for providing Security Services in West Bengal (Certified scanned copy to be enclosed):
19. Valid Shop & Establishment Licence (Certified scanned copy to be enclosed):
20. Valid Registration Certificate under Contract Labour (Regulation & Abolition Act), 1970:
21. Proper Proof of EMD Payment:

I / we do hereby confirm that the Rules and Regulations already framed and to be framed for the purpose of the Service of Security Personnel as determined by the University Authority will be abided by me / us scrupulously.

I / we also certify that the information furnished above is true and correct.

**Date:**

**Full signature of the Applicant**

**Place:**

**Designation and Rubber Stamp**

**DECLARATION**

1. I \_\_\_\_\_, Son / Daughter of Sri \_\_\_\_\_, Proprietor / Partner / CEO / MD / Director / Authorized Signatory of M/S. \_\_\_\_\_ am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
4. I / we / am are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. Each page of the tender document and papers submitted by my company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.
6. I / our firm / company am / is not currently debarred or blacklisted in any Offices (Govt. or Govt. Aided) / National Organization or Educational Institutes / Universities for any supplies, products or services.

---

**Signature of the Authorized Person**

**Date:**

**Full Name:**

**Place:**

**Company Seal:**

**Check List for the Tender**

**(These are the mandatory documents scanned copies of which need to be uploaded with Technical Bid)**

1. Proof of EMD Payment.
2. Bidder's Audited Statement of Accounts for F.Y. : 2018 – 19, 2017 – 18, 2016 – 17. In case of Proprietorship and Partnership Firms and Company the Tax Audited Report in 3CD Form to be furnished along with Balance Sheet and Profit and Loss Account and all schedules forming the part of Balance Sheet and Profit and Loss Account. Tax Audited Report, Balance Sheet and Profit and Loss Account including all schedules forming the part of Balance Sheet and Profit and Loss Account should be in favour of applicant.
3. Copy of Registered Power of Attorney (as per clause No. 07 of the instruction of Bidders).
4. Certificate of Registration in case of company / partnership deed in case of partnership firm.
5. Attested copy of Valid Trade Licence for Security Service business.
6. Attested copy of Valid Licence under Shop and Establishment Act.
7. Attested copy of Valid Licence under Private Security Agencies (Regulations) Act (PSARA) 2005 / West Bengal Private Security Agencies (Regulations) Rules 2007 for providing Security Services in West Bengal.
8. Attested copy of Valid Registration Certificate under Contract Labour (Regulation and Abolition Act), 1970 for minimum of 100 Security Personnel.
9. Attested copies of PAN Card.
10. Attested copies of Professional Tax Registration Certificate.
11. Attested copies of PF Registration Certificate.
12. Attested copies of ESI Registration Certificate.
13. Income Tax Returns for the Assessment Years 2019 – 20, 2018 – 19, 2017- 18.
14. Tender Documents duly signed under Rubber Stamp.
15. Duly filled up and signed Application and Declarations (Annexure IV and V)
16. At least 03 (three) nos. of Work Orders with completion certificate for similar type of work preferably from Government Departments / Public Undertakings / Educational Institutions (Govt. / Govt. – Aided) each of minimum value of Rs. 01 Crore during last 05 (five) years.
17. Work Order of at least one single running contract for similar type of work preferably from Government departments / public undertakings / educations institutions (Govt. / Govt. – Aided) where deployment is more than 100 personnel. Tenderers have to submit the certificate of satisfactory running work from the competent authority of the department / establishment. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executing agency.
18. An affidavit in Rs. 100/- Non – Judicial Stamp Paper duly attested by the 1<sup>st</sup> Class Magistrate in respect of the matters mentioned in clause no. 38 of Scope of work, Terms and Condition (Annexure – II).
19. Valid Certificate for ISO 9001:2015, OHSAS – 18001:2007, SA – 8000 – 2015.
20. Solvency Certificate of not more than 3 months old and not below Rs. 4 Crore from any scheduled bank.
21. Recent Satisfactory Performance Certifications form the clients (at least three) are to be provided.
22. Proof in respect of at least 05 (five) years of experience of similar works.
23. List of present clients.

**All bidders are requested to follow the above Check List.**