WEST BENGAL UNIVERSITY OF
ANIMAL AND FISHERY SCIENCES

68, KSHUDIRAM BOSE SARANI, BELGACHIA, KOLKATA - 700 037, PHONE : 2556-3123, FAX : 91-033-25571986
Gram : vetuniv ✦ E-mail : wbuafs1995@gmail.com

Prof. S. S. Dana.
Registrar [acting]

E-Tender Helpdesk: (033) 2546-9768
Tele-fax: (033) 2556-3123 **E-MAIL: drsouravchandra1@gmail.com**
Log-on for submission: http://www.wbtenders.gov.in
University Website: http://www.wbuafscl.ac.in

SET OF TENDER PAPERS

Each set contains:-

(1) Application Form.

(2) Detailed Tender Notification Along With Site Details.

(3) Terms & Conditions for Submission of Tender.

(4) Check List.

- **LAST DATE FOR ONLINE SUBMISSION OF BID: 5th Dec, 2017 UP TO 5 PM**

16.11.2017

(Prof. S. S. Dana)
Registrar (Actg.)

15/11/17

WEST BENGAL UNIVERSITY OF
ANIMAL AND FISHERY SCIENCES

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No. WBUAFS/Admn/ET(17-18)/ 2495

Date. 15.11.2017
16

E-TENDER NOTIFICATION

e NIT NO : WBUAFS/ADMN/ET-005(Re-tender of ET-002)/2017-18.

Registrar, West Bengal University of Animal & Fishery Sciences invites open e-tender from ***only the bonafide Indian DGR approved security agencies having experience of minimum 5 years*** in managing security and intelligence service with a minimum turnover of Rs. 300.00 lakhs per annum for selection of security agencies for the Belgachia , Mohanpur and Chakgaria, Campuses of West Bengal University of Animal and Fishery Sciences (WBUAFS) Kol- 37. **The last date for submission of online e-tender is 5th Dec, 2017 upto 5.00 p.m.**

1. Name & Address of the site: West Bengal University of Animal & Fishery Sciences.
   a) Belgachia Campus : 37 & 68 K. B. Sarani, Kolkata – 37.
   b) Mohanpur Campus : Nadia (Near BCKV)
   c) Chakgaria Campus : Panchaysayer, Buderhat, Kol - 94
2. Area to protect round the clock: Entire Building of University & its adjoining buildings, Laboratory , Class Rooms, Library, Hostels and different Gate etc.
3. Security Personnel required round the clock in three shifts:
4. Controlling Officer: Registrar, West Bengal University of Animal & Fishery Sciences.
5. Contact Number : 033 2556 – 3123.

Detailed particulars may be obtained from the website http://www.wbtenders.gov.in from 20th **November,2017** also be viewed from the Website http://wbuafscl.ac.in.

Each tender must be supported by:-

a) Each Tender, unless the Bidder is exempted under the existing orders of the Govt. of West Bengal or Govt. of India, will have to be deposit **Earnest Money (Refundable as per rules) amounting to Rs.50,000/- *(Rupees fifty thousand) only* in form of Demand Draft drawn in favour of "West Bengal University of Animal & Fishery Sciences" payable at Kolkata.**

b) Each Bidder will have to be deposit Cost of Tender value **(Non- Refundable) amounting to Rs.5,000/- *(Rupees five thousand) only* in form of Demand Draft drawn in favour of "West Bengal University of Animal & Fishery Sciences" payable at Kolkata.**

c) In case exemption for submission of EMD is claimed, relevant document in this respect valid up to 31.03.2018 shall be uploaded.

d) Scanned Original PAN Card

e) Scanned Original License for carrying business in Private Security Agency (valid up to 31.3.2018).

f) Scanned Original GSTIN Registration Certificate issued by appropriate authority.

g) Scanned Original EPF & ESI Registration Certificate issued by appropriate authority.

h) Security agency must be solvent enough to pay the security guards at least for two consecutive months from the starting month on receipt of work order. **Security deposit should be Rs. 20 lakhs in the form of Bank Guarantee.**

Continued on Page-2

i) Application Form in Annexure-I [Service Charge in BOQ should not be indicated in the Application, Disclosure of Service Charge anywhere other than BOQ will be a disqualification & such tender will be rejected]

j) Intending bidders should have proven track record & experience of employing Security Personnel of minimum 150 (One Hundred fifty) heads in a single contract during last 3 (three) years. Documentary evidence in support of performing same type of job in State/Central Govt. /Semi Govt. /Govt. Undertaking/Autonomous body along with list of Clients & payment certificate should be scanned and uploaded.

k) Up-to-date Balance Sheet, Receipt Payment Statement & Income-Expenditure Statement of the bidder duly authenticated by any Registered Chartered Firm should be scanned & uploaded in the prescribed e-tender portal.

l) Terms & conditions for submission of tender to be duly signed & stamped and have to be scanned & uploaded as a token of acceptance in the prescribed e-tender portal.

m) All the submitted documents should bear Page number & must be indicated in the CHECK LIST.

N.B.: AGENCIES HAVING EXPERIENCE NIL WILL NOT BE CONSIDERED.

No Tender will be accepted, if the same is not supported with all the above documents. The OFFERED RATE SHOULD BE VALID for **Thirty Six Months** but the period may be extended or curtailed at the discretion of the undersigned/Tender Committee & requirement. The revision of minimum wages, ESI, PF, GSTIN as would be revised by the Govt. from time to time will be paid on submission of Tax Invoice supported by relevant Govt. Order. But percentage of Service Charge of the successful bidder cannot be changed in any case.

On-line submission of tender will start from 2 pm on 20th Nov, 2017. The last date of submission of tender is 5th Dec,2017 up to 5.00 p.m. The technical bid will be opened on 07th Dec, 2017 at 11.30 am. The date of opening of financial bid will be notified later on.

For any clarification the bidder may contact e-tender helpdesk (033) 2556-3123.

The bidder must abide by the enclosed terms & conditions as laid down by this University.

IMPORTANT: BEFORE QUOTING RATE INTERESTED PARTIES WILL HAVE TO CONTACT THE REGISTRAR, WBUAFS FOR INSPECTION TO THE SITE TO BE PROTECTED TO GET A CLEAR IDEA ABOUT THE JOB TO BE UNDERTAKEN. THE BIDDERS MUST ABIDE BY THE ENCLOSED TERMS OF CONTRACT AND NO DEVIATION WILL BE ALLOWED IN ANY SITUATION.

(Prof. S. S. Dana)
Registrar (Actg.)

Memo No. WBUAFS/Admn/ET(17-18)/2495/1(13) **Date. 15.11.2017**

Copy forwarded for information and wide circulation to:

1) The Hon'ble Vice-Chancellor, WBUAFS, Kolkata -37, 2) The Finance Officer, WBUAFS, Kolkata – 37, 3) The Dean, Faculty of _____, WBAUFS, Kolkata-37, 4) The DSW, WBUAFS, Kolkata-37, 5) The DREF, WBUAFS, Kolkata-37 6) The Controller of Examination, WBUAFS, Kolkata-37, 7) The Finance Officer, WBUAFS, Kolkata-37 , 8) The Campus In-Charge, Mohanpur, WBUAFS, 9) The In-Charge, University Website., 10) The Dy. Registrar, WBUAFS., 11) Office Copy.

(Prof. S. S. Dana)
Registrar (Actg.)

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Terms & Conditions

For submission of BID against N.I.T. No. WBUAFS/ADMN/ET- 005(Re-tender of ET-002)/ 2017-18

1. MINIMUM ELIGIBILITY CRITERIA

a. Average Annual Turnover of the bidder should not be less than Rupees Three Crore.
b. Performing same type of job of employing Security Personnel of minimum 100 (One Hundred) heads in a single contract during last 3(three) years in State/Central Govt./Semi Govt./Govt. Undertaking/ Autonomous body along with list of clients & Payment Certificate are required to be furnished. Agencies having nil experience will not be considered for offering work order.
c. Security Personnel having sound physique & possessing good moral character must be provided.
d. The successful agency shall be responsible for updating and production of all statutory registers (including Daily Attendance, Provident Fund, ESI etc.) as & when required by the authority.
e. The successful agency shall be solely responsible for timely payment (e.g. within 10th day of preceding month) of monthly wages as per minimum wage rules framed by the Labour Dept., Govt. of West Bengal & pre-designed Dress-code is to be strictly followed.
f. Armed guards to be provided should have proper gun license from competent authority.

2. EARNEST MONEY DEPOSIT & OTHER FEES

i. Each Tender, unless the Bidder is exempted under the existing orders of the Govt. of West Bengal or Govt. of India, will have to be deposit Earnest Money amounting to Rs.50,000/- (Rupees fifty thousand) only in form of Demand Draft drawn in favour of "Finance Officer, WBUAFS" payable Kolkata.

ii. The Earnest Money Deposit shall not carry interest. This university is not liable for deposition of excess of Earnest Money.

iii. Earnest Money deposited before the date of issue of this N.I.T. will not be accepted. Earnest Money Deposit of previous tender will not be adjusted/ considered for this tender.

iv. The onus of proving that a Bidder is exempted from depositing Earnest Money will be on the Bidder & must be proved by submission of valid documents to that effect e.g., Co-operative Societies of this State should furnish Registration Certificate from the State Register of Co-Operative Societies.

v. Earnest Money will be released after finalization of tender and in the following cases:-

a) Tender documents which are not valid.
b) After deposition of prescribed Security Money.
c) Since a panel of 2 Lowest Rate(s) is/are to be maintained the Earnest Money Deposit(s) of such firm(s) will be retained up to 6 (Six) months from the date of approval of Lowest Rate due to obvious reason. For such retention no interest will be payable.
d) In other cases, it will be released in due course.

3. TENDER PRE-REQUISITES

(i) Scanned ORIGINAL PAN, License for carrying business in Private Security Agency, GSTIN Registration Certificate (all valid up to 31.3.2018) is to be furnished along with tender.

(ii) Bidders, if they do not furnish GSTIN Registration Certificate along with offer, must have to furnish the same at the time of receiving payment against bill otherwise payment will not be made.

(iii) Duly certified copy of English version of pre-requisites as in (i) are to be furnished.

(iv) In no case, Affidavit of License for carrying business in Private Security Agency, GSTIN Registration Certificate will be accepted.

(v) Original Trade License/GSTIN Registration Certificate, Exemption Certificate or any other document are required to be furnished for examination when called for.

(vi) Documents in support of performing same type of job employing of minimum 100 (One Hundred) heads in single contract in the last 3 (three) years in State/Central Govt./ Undertaking/Autonomous body along with name of the clients. Agencies having nil experience will not be considered.

(vii) Attested copy of up-to-date Balance Sheet, Receipt Payment Statement & Income-Expenditure Statement of the bidder duly authenticated by any Audit Firm showing annual turnover not less than Three Crore.

(viii) This tender schedule is to be uploaded duly signed in all pages with tender as a token of acceptance.

(ix) All the submitted documents should bear Page number & must be indicated in the CHECK LIST.

4. **SERVICE CHARGE**

(i) Percentage of Service Charge should be quoted only in the BOQ. Before quoting service charge intending bidders should visit the site (s) to be protected.

(ii) The revision of minimum wages, ESI, PF, GSTIN etc as would be revised by the Govt. from time to time will be paid on submission of Tax Invoice which should be supported by relevant Govt. order. However the percentage of Service charge of the successful bidder cannot be changed in any case during the tenure of service.

(iii) The Quoted Service Charge should be **inclusive of all charges** viz. profit, cost of Uniform, Torch, Batteries, Raincoat, Gumboot, Lathi , Washing charges & other accessories. GSTIN should be quoted separately in whole figure in respective column of BOQ.

(iv) Abnormally low service charge quoted by a bidder with some malafide intention will not be accepted, if detected.

5. **VALIDITY**

I. The period of contract will be for three years Order will be placed initially for 01 (one) year subject to extension in two phases for another 24 (twenty four) months depending upon satisfactory performance & requirement. The period of contract may further be extended at the discretion of the undersigned after expiry of contract. In case of poor performance the undersigned shall be at liberty to terminate/ curtail the contract at any point of time without any prejudice.

II. Rate quoted shall hold well for thirty six months from the date of approval of rate by the Tendering Authority and/or any extended period, if situation arises & any refusal will be dealt with as per Tender Rule.

III. The Validity period of rate may further be extended/ curtailed at the discretion of the undersigned/ Tender Committee at the time of finalization of tender or after expiry of the period of validity.

6. **AGREEMENT**

The Successful Bidder will have to enter into a contractual agreement with the Govt. in the standard format embodying the tender terms & conditions in Non-Judicial Stamp Paper worth Rs.50/- (Rupees Fifty) only.

7. **SECURITY MONEY DEPOSIT**

(i) The Successful Bidder will have to deposit **Security money of Rs. 20 lakhs in the form of Bank Guarantee from** the date of issue of order failing which the order will be cancelled along with forfeiture of Earnest Money Deposit and no further correspondence will be entertained.

(ii) The Security Money may not carry interest. This university is not liable for deposition of excess Security Money. Partial Deposit/ adjustment with previous deposit (s) will not be accepted.

(iii) Security Money will be refunded after satisfactory completion of work. No proportionate refund of Security Money will be allowed.

8. **PENAL MEASURE**

(i) The Earnest money Deposit furnished by a firm will be liable to be forfeited in full (including excess amount of earnest money, if deposited), if the firm withdraws tender at any stage during the tenure of tender or fails/refuses to enter into written agreement once the rate for the is accepted within the time specified when requested to do so by this Office and/or refuses to deposit security money. Such firms offer will not be taken into consideration in future & shall liable to be black listed for 3 (three) years.

(ii) The Security Money Deposit furnished by a Bidder is liable for forfeiture in full (including excess amount of Security Money, if deposited) along with cancellation of order without prejudice in the event of failure/refusal to maintain the contract &/or non-observance of terms & conditions of tender & the authority will be at liberty to terminate the contract as a whole or part. Any delay in disbursing wages to the engaged security personnel will lead to termination of contract along with forfeiture of security money deposit in full.

(iii) Notice seeking explanation (Show cause) will be served in the event of any loss or damage to the Govt Property due to theft or by the security personnel provided by the successful party for watch & ward duty or by any person full cost due to loss/damage will be recovered from monthly bills or Security money deposit of the successful party or in any manner as will be decided by the authority after detailed enquiry/investigation to be done by the competent authority which will be binding on the successful party The deduction for absence of security personnel will be made on pro-rata basis from the monthly bill. But in case of absence of Armed Guard, the deduction will be made doubled.

(iv) In case of poor performance the undersigned shall be at liberty to terminate/curtail the contract at any point of time without any prejudice.

9. **SUBMISSION OF TENDER**

The tender is to be submitted in two bid system, one Technical Bid & other Financial Bid. The documents will get encrypted (transformed into non-readable formats).

A.TECHNICAL PROPOSAL: "BID–A": The Technical proposal should contain scanned copies of the following documents in two covers.

(1) STATUTORY COVER containing the following documents:-

1	Scanned Original Demand Draft of Earnest money deposit
2	Check List in the prescribed format.
3	Application in the prescribed format given in Annexure I.
4	Copy of NIT & terms &conditions duly digitally signed

(II) **NON-STATUTORY COVER/ MY SPACE** containing the following documents:

Sl.	Category	Sub Category Description
1	CERTIFICATES- ✓ All certificates are to be furnished in English Vernacular ✓ Affidavits are not valid. ✓ Scanned original copy.	i) PAN Card of the authorized signatory. ii) GSTIN Registration certificate. iii) Credential showing employing of minimum 100 (One Hundred) security personnel in a single contract. iv) Credential showing Turnover of One Crore issued by competent authority as described in the N.I.T.
2	COMPANY DETAILS Scanned original copy	i) License for carrying business in Private Security Agency issued by competent authority valid up to 31.3.2018.

N.B.: ALL STATUTORY & NON-STATUTORY DOCUMENTS ARE REQUIRED TO BE FURNISHED IN ORIGINAL AS & WHEN ASKED FOR.

B.FINANCIAL COVER: "BID- B":

- BOQ:

a. Percentage of Service Charge as mentioned in the N.I.T. including incl. of all incidental charges & exclusive of GSTIN, to be quoted in the bill of quantities (BOQ) separately.
b. Rates of GSTIN in terms of amount (if leviable extra) to be quoted in separate column of Bill of Quantities. (BOQ).

10. DATES & INFORMATION

Sl.	Activity	Date, Time & Venue
1.	Date of Publishing of N.I.T. & other Documents (On-line)	20.11.17 at 2 pm
2.	Starting Date of Downloading Documents (On-line)	20.11.17 at 2 pm
3.	Bid submission date (On-line)	20.11.17 at 2 pm onwards.
4.	Date of hosting of documents at departmental Website	20.11.17 at 2 pm
5.	Date of Pre-bid Meeting at the office of the Undersigned	27.11.2017 at 12.30 p.m.
6.	Closing date of downloading documents & on-line bid submission	05.12.17 up to 5 pm
7.	Bid opening date for Technical bid (On-line)	07.12.2017 at 11.30 am onwards
8.	Date of uploading list for Technically Qualified Bidder(On-line)	To be notified later on
9.	Date for opening of Financial bid (On-line)	To be notified later on
10.	Date of uploading of list of Bidders along with the approved rate	To be notified later on.

THE UNDERSIGNED RESERVES THE RIGHT TO CHANGE THE ABOVE SCHEDULE IN CASE OF ANY EXIGENCIES AFTER PUTTING UP A NOTICE IN THE DEPARTMENTAL WEBSITE & NOTICE BOARD.

11. GENERAL

(i) The name, complete profile of Security Personnel along with recent color photograph and full address of the personnel to be put on duty in each shift shall have to be communicated to the head of establishment of this University.

(ii) The successful agency shall be responsible for production & updating of all statutory registers (including daily attendance, Provident Fund, ESI etc) as & when required by the competent authority.

(iii) There will be no employer-employee relationship between the authority and the personnel to be provided by the successful bidder.

(iv) (vii) It will be responsibility of the Security Personnel provided by the successful party to prevent the trespassing by the unauthorized person(s) apart from the main function of providing adequate security to the govt. property including valuable trees. People making nuisance, if found within the area in question, should be driven out with follow up action by the security guards of the Private Agency. Further, they will prevent any illegal activity, if any, by the trespasser and report the same to the head of the establishment or his authorized representative.

(v) (viii) It shall be a responsibility of the successful party to provide two sets of suitable uniform (Summer, Rainy & Winter seasons) to the Security Guards employed to perform their duties along with all other items like torch, batteries, batons, gumboot, umbrella, firearms , washing charges etc and neither extra payment for the same will be admissible nor additional payment for deployment of guards on weekly off-days and 03 National Holidays will be admissible.

(vi) The dress code for male security personnel would preferably be Black Trouser, Light Blue Shirt, Cap & Black Shoes. Female security personnel, if provided, may wear white blouse, deep blue sari & grey canvas shoes (Two sets each). Dress code may be changed, if desired by the bidder.

(vii) The successful party shall be solely responsible for paying the monthly wages as per minimum wage rules, ESI, PF or any other liabilities framed by the Govt. time to time to the personnel engaged by them and this Directorate shall in no way shall be responsible for meeting any demand on salary or any other account to those personnel engaged by them.

(viii) The authority will not be have any liability whether Civil or Criminal offence/ activity, if performed, by the engaged security personnel.

(ix) The University will not be held responsible for any mishap of whatever nature it may be viz. death by snake biting, drowning, lightning etc. to the employed staff of the successful party while in duty.

(x) Gunman to be provided should have proper gun license from competent authority a photocopy of gun license duly attested by Group-A officer is required to be produced at the time of joining duty.

11. PAYMENT

(i) The payment of consolidated monthly charges to the security personnel deployed by the successful private security agency would be guided by latest notification issued by the Office of the Labour Commissioner, 6, Church Lane, 4th floor, Kolkata – 700 001, Government of West Bengal.

(ii) No advance payment (Part or full) will be entertained in any case.

(iii) Tax Invoice is to be sent in TRIPLICATE along with relevant order, if any, after completion of every month addressed to the Registrar, WBUAFS for making payment.

(iv) Periodical inspection/ surprise visits will be carried out by the Officers authorized for checking performance of the agency during the tenure. The payment will be released after inspection of the area proposed for protection.

(v) Payment shall be made after executing the order satisfactorily in all respect. However, no interest shall be paid to the firm, if the payment is delayed due to whatsoever reasons. In no circumstances, duties should be affected and or linked with the payment of outstanding bills. The payment of bills shall be withheld, in case of violation of any tender terms & conditions.

(Prof. S.S.Dana)
Registrar (Actg.)

CHECK – LIST

Information about Bidders
(To be furnished On-line with the Technical bid)

Sl No.	Description	Particulars	Page Number
1.	Name of the Firm		
1. (a)	Registered Address with PIN, Phone No., E-mail, FAX etc.		
(b)	Sole Owner or Partnership Firm.		
3.	Name of the Person authorized to enter into & execute Contract Agreement		
4.	Earnest Money, whether submitted, if not attested copy of Exemption Certificate attached.		
5.	Scanned Original PAN Card whether uploaded.		
6.	Scanned Original GSTIN Registration Certificate whether uploaded.		
7.	Scanned Original Trade License whether uploaded.		
8.	Copy of Terms & Conditions of the Tender duly signed in each page whether enclosed.		
9.	Scanned Original Documentary Evidence in support of employing 100 heads in a single contract in a Govt./Undertaking/Autonomous body whether uploaded.		
10.	List of Clients whether uploaded.		
11.	Scanned Original Documentary Evidence in support of prescribed Annual Turnover issued by competent authority whether uploaded.		

Application Format

(To be furnished in the Company's Official Letter Head Pad with full Address with contact no. Telephone no. FAX No., e-mail Address, Website etc.)

Ref. No. ---------- Dated.....

To
The Registrar,
West Bengal University of Animal & Fishery Sciences
68, K.B. Sarani
Kolkata-700037

Sub:

Sir,
With reference to your online WBUAFS/ADMN/ET-005(Re-tender of ET-002) /2017-18 dated September, 2017,I/We.....the Proprietor/Authorised Nominee/s (of the Firm .....) are hereby furnishing my/our rates for the item tendered for, as per your specification, terms & conditions to the West Bengal University of Animal & Fishery Sciences for the year 2017-18.

Should this tender be accepted, I/We hereby agree to abide by & fulfil all the terms & conditions laid down in the online N.I.T. and the particulars available in the Tender Notice & the details given in the specification/ Description or in default thereof to forfeit & pay the Governor of the state of West Bengal, or his successor in office the penalties/sums/or of money that may be imposed by the West Bengal University of Animal & Fishery Sciences, the earnest money deposited herewith or from other money deposited by me/us or from the bills that will be payable to me/us for the supplies to be made.

I/We also agree that the decision of the Registrar,West Bengal University of Animal & Fishery Sciences in all matters in respect of this online tender will be final & binding on me.

I/We also agree to execute on being called upon to enter into a formal agreement embodying the terms & conditions contained herein &/or on usual terms & conditions & on default on my/our doing so, the Earnest Money deposited by me/us will liable to be forfeited.

I am/We are well acquainted with the facts about the firm and the information provided in the tender is true & correct.

Yours faithfully,

Date: Signature & office seal:

Name of the Firm:

Address with PIN: