



WEST BENGAL UNIVERSITY OF ANIMAL AND FISHERY SCIENCES

68, Kshudiram Bose Sarani, Belgachia, Kolkata-700 037
email: wbuafs1995@gmail.com, registrar.wbuafs@gmail.com

Prof. Partha Das, Ph.D.
Registrar (Actg.)

Memo No. WBUAFS/Admn/ET(25-26)/1308

Date: 26.05.2025

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.wbuafscs.ac.in>

NOTICE INVITING e-TENDER WBUAFS/ADMN/ET-001/2025-2026

The Registrar, West Bengal University of Animal & Fishery Sciences invites open e-tender for 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 & Fishery Sciences Kolkata- 700 037 in different district i.e. Nadia & Kolkata of West Bengal holding valid License under the provision of Contract Labour (Regulation & Abolition) Act, 1970 .

The contractors shall make payment to workers, deployed by him as per Minimum Wages as notified by Office of the Labour Commissioner, Govt. of West Bengal from time to time. In addition to the wages, the contractor shall be liable to make payments of all the statutory benefits (viz. ESI, EPF, etc.) admissible to his workers as per the laws applicable.

Detailed particulars may be obtained from the website <http://www.wbtenders.gov.in> and also be viewed from the University Website <http://wbuafscs.ac.in>.

Last date & time of submission of bid electronically is on 18.06.2025 at 09.00 Hrs IST.

1. Activities of the e tender:

Sl. No	Activities	Date & Time
1.	e-tender Publishing Date	27.05.2025 at 17.00 Hrs
2.	Document Download start date	28.05.2025 at 15.00 Hrs
3.	Bid submission start date	28.05.2025 at 17.00 Hrs
4.	Bid submission end date	18.06.2025 at 09.00 Hrs
5.	Technical Bid opening date	20.06.2025 at 09.00 Hrs and onwards
6.	Technical Bid opening Summery sheet (TBO) containing Preliminary Technical Bid Evaluation Summary uploading date	To be notify later
7.	Uploading Technical Bid Evaluation Sheet (TBE)	-do-
8.	Financial Bid opening date	-do-
9.	Uploading of Financial Bid evaluation sheet	-do-
10.	Uploading of the Letter of Invitation / Acceptance LOI/LAO	-do-
11.	Uploading of Award of Contract (AOC) (Supply order/ Work Order)	-do-

1.2 The above schedule is fixed; however, the undersigned reserves the right to change the date of activities in case of any exigencies through a notice in the departmental website & Notice Board at above addressed office.

2. Name & Address of the site: West Bengal University of Animal & Fishery Sciences.
- Belgachia Campus, 37 & 68 K. B. Sarani, Belgachia
 - Chakgaria Campus, Faculty of Fishery Sciences, Chakgaria, Kolkata- 94
 - Mohanpur Campus, Faculty of Vety. & Animal Sciences & Faculty of Dairy Technology Mohanpur, Nadia.

WBUAFS/ADMN/ET-001/2025-2026

3. Controlling Officer: Registrar, West Bengal University of Animal & Fishery Sciences.
4. Contact Number: 033 2556 – 3123.
5. Strength of Manpower

S.N.	Description of Manpower	Belgachia Campus	Mohanpur Campus	Chakgaria Campus	Total strength
1	Security Guard	45	53	12	110
2	Security Supervisor	4	4	4	12
Total		49	57	16	122

- 5.2 **Estimated Manpower requirement issue subject to changes, if necessary, at the discretion of the Registrar, West Bengal University of Animal & Fishery Sciences, Kolkata and distribution of work force is also change as required, at the discretion of the concerned officer of the University. For new deployment Ex- Service man (Defence) should be preferred for security guards or supervisors.**

5.3 SHIFT DUTY HOURS

Shift 1 (A) = 06:00 hrs. to 14:00 hrs.
Shift 2 (B) = 14:00 hrs. to 22:00 hrs.
Shift 3 (C) = 22:00 hrs. to 06:00 hrs.
General Duty = 10:00 hrs. to 18:00 hrs.

6. Instruction to the bidders:

- 6.1 Intending bidders may download & upload the tender documents free of cost from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate.
- 6.2 Intending bidder may obtain Digital Signature Certificate from the approved service provider of Govt. of India.
- 6.3 Tenders have to be submitted ON-LINE in two parts i.e. Technical Bid (Part-I) & Financial Bid (Part-II) in e-tender portal <http://wbtenders.gov.in> by using DSC.
- 6.4 All the desired documents have to be uploaded in Technical Bid (Part-I).
- 6.5 Eligibility of opening the Financial Bid (Part-II) for finalization of firms & rates will depend on the outcome of the documents uploaded in the Technical Bid (Part-I).
- 6.6 The Financial Bid shall consist of only the details of rates offered.
- 6.7 The intending bidders may please note that all the columns in the Technical Bid as well as Financial Bid are to be filled meticulously with precision along with documentary evidence wherever necessary.
- 6.8 The offered rates for various items should be quoted in BOQ (Bill of Quantities) i.e. Financial Bid (Part-II) in the dedicated column & to be uploaded separately.

7. Earnest Money (EMD):-

- 7.1 In the event of e-filling, intending bidders may download the tender documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Completed bids, digitally signed, have to be uploaded in the same website. Payment for earnest money of Rs. 50,000.00 (Rupees fifty thousand) only to be made either by Net Banking through ICICI Bank Payment Gateway or through RTGS/NEFT as detailed below:

a) Payment by NET Banking (any listed bank) through ICICI Bank Payment Gateway:

- i) On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
- ii) Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- iii) Bidder will receive a confirmation message regarding success/failure of the transaction.
- iv) If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government/PSU/Autonomous Body/Local Body/PRI, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v) If the transaction is failure, the bidder will again try for payment by going back to the first step.

b) Payment through RTGS/NEFT:

- i) On selection of RTGS/ NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- ii) The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank Account.

7.2 Online Receipt and Refund of Earnest Money through State Govt. E-bid Portal: Please follow G.O. No. 3975-F(Y) dated 28.07.2016 available in www.wbfin.nic.in.

8. For availing exemption of EMD: -

Bidders are requested to upload the NSIC / MSME Registered Certificate for getting exemption of EMD. For that they need to select the EMD page as Yes and provide the exemption type as fixed and put the actual EMD amount in Rupees and upload the exemption document.

9. Tenders should be submitted in two bid systems. First bid shall be known as “Technical Bid” in which below stated documents must be kept. In case of lack of any document (Technical Bids), the tender shall be liable to be rejected and Financial Bids not to be considered. Second bid shall be known as “Financial Bid” in which only rates of items should be kept in prescribed BOQ only.

Bid 1: Technical bid:

Sl. No.	Particulars	To be uploaded to the site of http://www.wbtenders.gov.in
1.	EMD	Documentary evidence for Payment of earnest money of Rs. 50,000/- (Rupees fifty thousand) only made either by Net Banking through ICICI Bank Payment Gateway OR NIFT / RTGS. If any agency/ Organisation is exempted from payment of EMD, copy of relevant Government Order (only *Registered Labour Co-operative Societies will be exempted from paying the Earnest Money Deposit) is to be furnished i.e Uploaded without fail.
2.	PAN	ORIGINAL PAN card in the name of bidder/organization issued by competent authority is to be uploaded
3.	Valid Trade License	Each bidder should upload Trade License of their firm in current financial year. Incorporation certificate issued by the Competent Authority will be accepted if bidder fails to upload Trade License.
4.	Labour License :	Valid labour license in a single contract, of a minimum 100 manpower
5.	Valid GST Registration Certificate	Each bidder should upload Valid 15 Digit Goods & Services Taxpayers Identification Number (GSTIN) under GST Act, 2017 obtained from competent authority. If the bidder is exempted from Tax they should upload exemption Certificate obtained from competent authority under GST Acts & Rules.
6.	Security Services License copy (Issued by Competent Authority)	Each bidder should upload valid Security Services License in the name of bidder/organization
7.	EPF & ESIC	Certificate and return of EPF, Certificate and return of ESIC
8.	Details of Company Profiles.	For Proprietorship Firms, Partnership Firms, Registered Company, Registered Co-operative Society, valid Joint Venture or Consortiums (Valid Trade License/ acknowledgement/ Receipt of application for Trade License/ Revalidation applicable under the Rules) OTHER
9.	Solvency Certificate	Issued by the Bank in current year. (Annexure-III)
10.	Credential of work/ Experience Certificate	BOQ and Work Order/ Award of Contract duly authenticated by issuing authority. 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 and Payment certificate.
11.	Income Tax Return copy	Income Tax Return copy for 3 years (latest)
12.	Professional Tax	Latest Professional Tax Payment Certificate (PTPC) or, PT payment challan for current financial year or Government Order for exemption

		in other States, where applicable.
13.	Financial Credential of bidder (Annexure-I)	Average Annual Turn Over above Rs 300 lakhs, else only Audited Profit & Loss Accounts for last three years within the zone of preceding five financial years from date of publication of e-NIT is required should be attested by the CA Firm.
14.	Supply of Manpower in a single contract during last 3 years	Work Order/ Award of Contract duly authenticated by issuing authority. Performing same type of job of employing Security Personnel with completion/ Payment Certificate issued by competent Authority.

N.B.: during evaluation, the bidders may be invited and clarification/ information or additional documents or original hard copy of any of the documents already submitted may be sought from them & if these are not produced within the stipulated time frame, their bid will be liable to rejection.

Bid 2: Financial bid:

Financial bid will be opened only when technical bid is found to be qualified.

- In the BOQ of this bid only rates of items (prescribed format) will be entered/upload
- Price can be quoted only in percentage.
- Validity of tender: Quoted rate shall remain valid for a period of at least 365days from the last date of submission of tender.
- All duties, taxes and other levies payable by the supplier/manufacturer under the contract shall be included in the total price.
- No conditional financial bid shall be entertained / accepted.
- Conditional quotation will not be accepted.

10. Minimum Eligibility Criteria

1. Average Annual Turnover of the bidder should not be less than Rupees three crore.
2. 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 and Payment certificate are required to be furnished Agencies having nit experience will not be considered for offering work order.
3. Security personnel having sound physique & Possessing good moral character must be provided.
4. 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.
5. The successful agency shall be solely responsible for timing payment (e.g. within 10 days of preceding month) of preceding month) 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.

11. Penal Measure:

- 11.1 The EMD furnished by a firm will be liable to be forfeited in full (including excess amount of earnest money, if deposited), in 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 three years.
- 11.2 The EMD furnished by a Bidder is liable for forfeiture in full (including excess amount of security Money) along with cancellation of order without prejudice in the event of failure/ refusal to main 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.

12. **Agreement**

- 12.1 The Successful Bidder will have to enter in to contractual agreement with the Govt. in the standard format embodying the tender terms & conditions in Non-Judicial Stamp Paper worth Rs. 100/ (One hundred) only.

13. **Security Money Deposit**

- 13.1 The successful Bidder will have to deposit Security money of Rs. 20 lakh in the form of Bank Guarantee from the date of issue of order with one year extra validity failing which the order will be cancelled along with forfeiture of Earnest Money Deposit and no further correspondence will be entertained.
- 13.2 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.
- 13.3 Security Money will be refunded after satisfactory completion of work. No Proportionate refund of security Money will be allowed.
14. 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 competent authority which will be binding on the successful party. The deduction for absence of security personnel will be made on pro rate basis from the monthly bill. But in case of absence of Armed Guard, the deduction will be made doubled.

15. **List of items which should to be provided to the security personnel**

S.N.	Items	Belgachia	Mohanpur	Chakgaria	
1	Two set of suitable uniform of shirt and trousers for Male and for Female suitable uniform should be provided, Separate Uniform of security Supervisor should be provided.				
2	Two pair of shoes (boot ankle with rubber sole) and two pair of socks				
3	One jersey pull overs/ jacket in winter session for each security personnel				
4	One Cap and one belt for each security personnel				
5	One Rain Coat of each security personnel				
7	Scarf, torch, batteries, Lathi/ Ballam, Whistle and stationery items, etc should be provided as required.				
8	Rechargeable torches	6	10	4	
9	Hand held metal detector	4	4	2	
10	Car Image viewer	2	2	1	
11	Big Umbrella	8	10	6	
12	Other items as and when required related to security purpose.				
13	Washing charges as per Rules for each security personnel				

The above materials should be provided to security personnel within two month after getting AOC, otherwise non supply of above items shall attract penalty up to 5% on billing amount without any queries.

16. The company / Agency shall deploy on **“Site In-Charge”** at his **own cost**. Site – in Charge should have experience in the field of security services and will responsible for entire campuses and taking care of all queries/ matters related to General Discipline, incidents, accidents, ESIC, EPF, Payment and other matter as deemed fit of their employees and also for immediate interaction with the University authorities. The Site in Charge should visit the site minimum two or three times (day/night) in a week and report to the authority and also visit the site in case of emergency as and when required.
17. Duration: The contract period will initially be for a period of one year extendable on satisfactory performance and mutual consent on same terms and conditions on yearly basis by another one years.
18. 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.

19. **Security agency must be solvent enough to pay the security guards at least for four consecutive months from the starting month on receipt of work order. Security deposit should be Rs. 20 lakhs in the form of Bank Guarantee.**
20. Intending bidders should have proven track record & experience of employing security personnel of minimum 100 (One hundred) 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.
21. 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.
22. Term & 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.
23. All the submitted documents should bear Page number & must be indicated in the CHECK LIST.
24. Percentage of Service Charge of the successful bidder cannot be changes in any case.

List of Works

To be produce in BOQ:

Sl. No	Description	Unit	Contract value (Approximate) Per month	Service Charges to be entered by the Bidders in Percentage.
1.	Service Charges per month: [Quoted your only service charges in between 2% to 10% of estimated amount. If the agency quotes below 2% or more than 10% of estimated cost, the bid will be rejected.]	122 numbers of manpower	18 lakh	%

NB: Service charge should be inclusive of all charges viz. profit, & other accessories as mentioned below.

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

Penalty & Recovery

- a) The methods of evaluating penalty amount are given below:
Penalty for non-performance of the contracted security duty by any of the deployed Security Personnel (SP) would be evaluated based on the Minimum Wage - ("A") of the concerned SP per day = A say, in Rupees). The details are as follows:

Sl. No.	Reasons for imposing penalty	Recovery amount in Rs
1	For not-attending to duty without prior intimation. Penalty per Occasion per SP - X_1 .	$X_1 = 0.5XA$
2	Remaining inactive in discharging duties while attending the duties, and/or, remaining un-attentive towards the assigned Responsibility. Penalty per occasion per SP is - X_2 .	$X_2 = 2.0XA$
3	Late attendance to, and/or, early leaving from any of the places of duties. Penalty per occasion per SP - X_3 .	$X_3 = 0.75XA$
4	Sleeping while attending the duties. Penalty per occasion per SP - X_4 .	$X_4 = 1.0XA$
5	Attending to duties without wearing specified dress, and / or, without carrying all specified articles as per terms and Conditions/instructions. Penalty per occasion per SP - X_5 .	$X_5 = 1.0XA$
Total penalty to be recovered from contractor for non-performance of security duty in Rupees $X = n_1 \times X_1 + n_2 \times X_2 + n_3 \times X_3 + n_4 \times X_4 + n_5 \times X_5$ where n_1, n_2, n_3, n_4, n_5 are the total number of occasions occurred per month.		

Others terms & Condition

26. 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 communicate to the head of establishment of this university.

27. 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.
28. There will be no employer-employee relationship between the authority and the personnel to be provided by the successful bidder.
29. It will be responsibility of the security personnel provided by the successful party to prevent the trespassing by the unauthorized persons 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.
30. **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 set each). Dress code may be changed, if desired by the bidder.**
31. 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 responsible for meeting any demand on salary or any other account to those personnel engaged by them.
32. The authority will not be have any liability whether Civil or Criminal offence/ activity, if performed, by the engaged security personnel.
33. 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.
34. 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.
35. The bidder must employ adult and suitable labour only. Only women staff will be employed to work in areas of hostel where girl students stay. Employment of child labour will lead to the termination of the contract.
36. **The authority reserve the right to reject any worker who they are not satisfied with, without assigning any reason.**
37. **In case of tie bid, tender should be accepted through G.O No. 2320-F(Y) dated 07.06.2022 issued by Finance Department Government of West Bengal.**
38. **In case the L1 bid rate zero or negative, the bid can be accepted provided the concerned bidder submit a Bank Draft drawn in favour of "West Bengal University of Animal & Fishery Sciences" payable at Kolkata of 10% of the value of the contract as Additional performance security. However, the selected agency will have to pay remuneration of the security personnel as was specified the Finance Department Memo No 3687-F(y) dated 02.05.2012, 3790-F(y) dated 21 July'2024 and subsequently will be follow the order no 4599-PWD-12039/2/2020-DIR-(PWD) dated 29.10.2021 issued by Joint Secretary, Public works Department, Govt. Of West Bengal.**
39. The successful agency shall be responsible for produce of all statutory registers (Including Daily Attendance) with updated data as & when required by the authority.
40. **No Agency Charge / Commission shall be entertained**
41. **University Authority reserves the right to accept or reject any tender under unavoidable circumstances.**
42. The offered rate should be valid for 365 days but the period may be extended or curtailed at the discretion of the undersigned/ Appropriate Committee/ Tendering Authority and as and when requirement.
43. The bidder must abide by the terms and conditions as laid down by this University.
44. Any further clarification on the specifications / schedule of the work prior to the submission of tender, the firms may contact the undersigned.
45. Rate should be mentioned as per specific format of BOQ
46. All applicants are requested follow the instructions given above. Application which does not fulfill the above mentioned points may be liable for rejection. Any sort of canvassing will also make the applicant liable for rejection
47. **All legal matters will be settled within the legal jurisdiction of Kolkata only.**
48. The areas to be covered under this assignment as given in the enclosures are only illustrative but not exhaustive

49. **PAYMENT**

- (i) No advance payment (Part or full) will be will be given by the WBUAFS.
- (ii) The payment of consolidated monthly charges to the security personnel deployed by the successful privet security agency would be guided by latest notification issued by the office of the Labour Commissioner, Govt. of West Bengal.
- (iii) Tax Invoice is to be sent in TRIPLICATE along with relevant Order, bearing satisfactory completion certificate from competent authority of WBUAFS.
- (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 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.

For Example

[MANPOWER CHARGE (fixed Basic Price) as per latest Notification for Zone wise monthly Minimum Rates of Wages, E.S.I. Contribution, E.P.F Contribution, EDIL Contribution & Administrative Charge under EPF]

Sl. No	Description	Revised rate of Security Guard form 01.01.2025 to 31.07.2025	Revised rate of Security Supervisors form 01.01.2025 to 31.07.2025
1	Minimum Wages including VDA (as per Govt. Notificaiton for minimum wages under contraact labour Act.1972.(R & A)	₹ 10,212.00	₹ 11,232.00
2	Add : ESI @ 3.25% employees Contribution	₹ 331.89	₹ 365.04
3	Add: Employees provident fund (13.00%) [PF=12 +DLI=0.5 +Admn charges =0.5%]	₹ 1,327.56	₹ 1,460.16
4	Add: National Holiday (3 Days per year)	₹ 98.25	₹ 108.00
5	Add: Bonus 8.33% on minimum wages	₹ 850.66	₹ 935.63
6	Total	₹ 12,820.36	₹ 14,100.83

The participating bidder is required to quote its Service Charges only, i.e. service charge for deployment of such persons on per person per month basis (as per W.B. govt. labour departments rules),

1. **Manpower charge at Minimum wages, employee's contribution to PF & ESI at the extant admissible rate, holiday compensation and wages for working beyond normal duty hours, taxes if any, etc will be reimbursed extra from the department and should not to quote as a part of the service charge.**

Sd/-

Registrar (Actg.)

Date:26.05.2025

Memo No. WBUAFS/Admn/ET(25-26)/1308

Copy forwarded for information and wide circulation to:

- 1) Vice-Chancellor Secretariat's, WBUAFS.
- 2) The Finance Officer, WBUAFS.
- 3) The Dean, Faculty of _____, WBAUFS.
- 4) The DSW, WBUAFS. 5) The DREF, WBUAFS.
- 6) The Controller of Examination, WBUAFS.
- 7) The Campus In-Charge, Mohanpur, WBUAFS,
- 8) The In-Charge, University Website.
- 9) Office Copy.



Registrar (Actg.)

ANNEXURE-I

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: NIT for for the year 2025-2026.

Sir,

With reference to your online , dated /2023,I /

We.....the Proprietor/Authorized 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 2023-2024.

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:

Annexure: II

STRUCTURE AND ORGANISATION

A. 1 Name of Applicant :

A. 2 Office Address :

Telephone No. :

Fax No. :

A. 3 Name and Address of Bankers :

A. 4 Attach an organization chart showing the structure of the company with names of Key personnel and technical staff with Bio-data.

Note: Application covers Proprietary Firm, Partnership, Limited Company or Corporation.

Signature of applicant including title
and capacity in which application is made.

ANNEXURE-III

ANNUAL TURNOVER CERTIFICATE (BIDDER)
(Certificate from Chartered Accountant Firm in the official pad)

This is to certify that having been examined the audited Balance Sheet & P/L accounts and other records of M/s. _____

Having its office _____ for the past three years are given below and certified that the statement is correct as per the records

Sl. No.	Year(FY)	Turnover (Rs. in lakhs)	Rupees in words
1.			
2.			
3.			

Date:

Signature of the Chartered Firm with Registration No

Seal:

Signature of the authorised signatory (bidder)

Seal:

Annexure – IV

DETAILS OF EPF/ESI/P.Tax/Service Tax/Private Security Registration Certificate

	Name of the Agency	Registration No.	Valid For		Name & Address of the issuing authority
			From	To	
a) EPF					
b) ESI					
c) P. Tax					
d) Service tax					
e) Private Security Service Registration Certificate					

Self-attested copy of above mentioned particulars to be uploaded to e tender portal for this year .

Seal of the agency

Signature of the Bidder / Tenderer

Date:

Annexure-V

Form of solvency Certificate from a Scheduled Bank

This is to certify that to the best of our knowledge and information M/s / Sri

_____ having
marginally noted address, a customer of our Bank are / is respectable and can be treated as good for
any engagement up to a limit of Rs. _____
(Rupees

_____).

This certificate is issued without any guarantee or responsibility on the Bank or any of the officers.

(Signature)

For the Bank

Note: In case of partnership firm, certificate to include names of all partners as recorded with the Bank.

ANNEXURE-VI

Credential of work/ Experience Certificate

Sl. No.	Name of the Offices with Work Order No.	Financial year	Number of Manpower engaged	Tender Value	Whether the work completed or running (Completion or supporting certificate No with date)

Date:

Signature of the authorized signatory (bidder)

Seal:

ANNEXURE-VII

CHECK – LIST

**Information about Bidders
(To be furnished online with the Technical bid)**

Sl. No.	Particulars	Particulars	Page Number
1.	Application form (Annexure: I)		
2.	Details of Company Profiles. (Annexure: II)		
3.	Earnest Money Deposit Receipt		
4.	MSME Certificate if available		
5.	PAN		
6.	Valid Trade License		
7.	Labour License :		
8.	Valid GST Registration Certificate		
9.	Security Services License copy (Issued by Competent Authority)		
10.	EPF & ESIC Certificate with (details in annexure IV)		
11.	Solvency Certificate (Annexure V)		
12.	Credential of work/ Experience Certificate (Annexure VI)		
13.	Income Tax Return copy		
14.	Professional Tax (details in annexure III)		
15.	Supply of Manpower in a single contract during last 3 years		
16.	Affidavit for non-blacklisted (Annexure VIII)		
17.	Annual Turnover (Annexure III)		
18.	Check List (Annexure VII)		

ANNEXURE-VIII
SECTION – B

AFFIDAVIT – “Y”

(To be furnished in Non – Judicial Stamp paper @ Rs.
20/-

duly notarized)

1. I, the undersigned do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the undersigned.
2. The under-signed also hereby certifies that our firm M/S
.....had neither blacklisted or debarred by any Government /Authority in last 5 (five) years from the date of issue of N.I.T.
3. The undersigned would authorize and request any Bank, Person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by The Registrar, West Bengal University of Animal & Fishery Science to verify this statement.
4. The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of The Registrar, West Bengal University of Animal & Fishery Science
5. Certify that I have applied in the tender in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.
6. Certify that the rates have been offered for carrying out and completing the work to the satisfaction of the The Registrar, West Bengal University of Animal & Fishery Science by taking due consideration of all factors after inspection of the work site and going through the detailed Notice Inviting e-Tender and schedule of probable items of work with approximate quantities and other documents.
7. I do hereby certify that, I never ignored the offer letter as a L1 (Lowest one) bidder received from any institution, Govt./ Govt. undertakings/ Educational institution etc. and I do also declare that in the future if in this selection process after selection as L1 if my ignore offer letter / failed to submit acceptance letter within the specified time of WBUAFS, then University may take all legal action including blacklisting of organisation from all future bidding process.

.....
Signed by an authorized officer of the firm.

.....
Title of the officer

.....
Name of the Firm with Seal

Date: