

**PRESIDENCY UNIVERSITY**  
**86/1, COLLEGE STREET**  
**KOLKATA-700 073**

**NOTICE INVITING TENDER FOR THE SERVICE OF SECURITY PERSONNEL IN THE  
MAIN CAMPUS AND GIRLS' HOSTEL OF PRESIDENCY UNIVERSITY**

**Tender Notice No. PU/2015-16/ SECURITY SERVICE/1 Dated: 18-12-2015**

**Last Date of Submission of Tender: 04-01-2016 upto 3.00 P.M.**

**Date of Opening of Tender: 04-01-2016 at 3.30 P.M.**

Tenders are invited from the bonafide, reputed and experienced Service Providers for providing the service of Security Personnel (preference will be given to ex-service men) in the main campus of Presidency University at 86/1, College Street, Kolkata – 700 073 and in the Girls' Hostel of Presidency University at BF-141, Sector – I, Saltlake, Kolkata – 700 064.

Sealed Cover addressed to **the Finance Officer, Presidency University, 86/1, College Street, Kolkata – 700 073 containing the prescribed format (Annexure – I & II) properly filled up and signed with rubber stamp along with the Annexure – III (duly signed on each page thereof with rubber stamp), Annexure – IV (Price Bid in the letter head of the bidder duly signed and stamped) and other required documents** must be dropped in the Tender Box kept in the Purchase Cell at Ground Floor of the Main Building of Presidency University or may be sent by post / courier within the date and time mentioned above.

**The Sealed Cover should also contain two Demand Drafts both in favour of “Presidency University” payable at Kolkata: (i) of Rs. 1,000/- (Rupees One Thousand) only as non-refundable Application Fee and (ii) of Rs.30,000/- (Rupees Thirty thousand) only as Earnest Money Deposit.**

The Forms / Annexures can be downloaded from the University Website ([www.presiuniv.ac.in](http://www.presiuniv.ac.in)). The successful Bidder shall have to enter into an Agreement containing all Terms and Conditions of the service with the University Authority.

The University reserves the right to accept or reject any or all applications without assigning any reason thereto.

Sd/-

Registrar, Presidency University

**ANNEXURE - I**

**PRESIDENCY UNIVERSITY  
86/1, COLLEGE STREET  
KOLKATA-700 073**

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**Tender Notice No.PU/15-16/ SECURITY SERVICE /1**

**Dated:18-12-2015**

**APPLICATION FORM FOR PROVIDING THE SERVICE OF SECURITY PERSONNEL IN  
THE MAIN CAMPUS OF PRESIDENCY UNIVERSITY**

1A. Name of the Company/Firm/Business Organization:

1B. Address:

2A. 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 firm, trade licence in case of sole proprietary concern)

2B. Name of the Managing Director/Managing Partner/Proprietor:

2C. Name & Designation of the Authorized person other than 2A, if any:

3. Contract Number: Landline No./Mobile No.-

Fax No. –

E-mail id-

4. 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)

5. PAN of the Company/ Firm / Sole-Proprietor:

6. Income Tax Returns of the assessment years 2015-16, 2014-15 and 2013-14 (attach scanned copies).

(Certified true copy to be enclosed)

7. EPF Number (Certified true copy to be enclosed):

8. ESIC Number (Certified true copy to be enclosed):

9. Profession tax Registration No. (Certified true copy to be enclosed):

10. Valid Trade License No. (Certified true copy to be enclosed):

11. EMD Details : Demand Draft No. \_\_\_\_\_ Date \_\_\_\_\_ of Rs.30,000/- drawn on \_\_\_\_\_ Bank \_\_\_\_\_ Branch

12. Application Fees Details: : Demand Draft No. \_\_\_\_\_ Date \_\_\_\_\_ of Rs.1,000/- drawn on \_\_\_\_\_ Bank \_\_\_\_\_ Branch

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 including that of making “Security Deposit” 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 & Rubber Stamp

**Annexure - II  
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 PRESIDENCY UNIVERSITY, Kolkata or in any national organization or educational institute/university for any supplies, products or services.

\_\_\_\_\_  
Signature of the Authorized Person

Date: \_\_\_\_\_ Full Name: \_\_\_\_\_

Place: \_\_\_\_\_ Company Seal: \_\_\_\_\_

## ANNEXURE - III

### TERMS & CONDITIONS FOR PROVIDING THE SERVICE OF SECURITY PERSONNEL IN THE MAIN CAMPUS OF PRESIDENCY UNIVERSITY

#### A. General Terms and Conditions

1. The service will be provided by the agency purely on contractual basis for a period of one year which may be extendable for a further period of one year subject to their satisfactory performance during the contract period.
2. The agency will engage its work force at its own responsibility / liability in all respect. Presidency University shall have no responsibility or liability. However the AGENCY shall furnish the complete details of the manpower to be deployed in the University Campus for rendering security service. Presidency University shall not bear any direct responsibility for payment of the wages, post-retirement benefits and other direct and indirect costs relating to such workers deployed by the agency.
3. The agency shall be responsible for the payment of wages to the Security Personnel according to the rate of Minimum Wage as per the Minimum Wages Act of the Government of West Bengal. **So, the Agency will quote the rate of Service Charges only in terms of the percentage of the total monthly wages in their price bid.** The University Authority will pay the wages of the security personnel at the rate of Minimum Wage fixed or to be fixed by the Government of West Bengal.
4. The agency is to take care of the Campus, Buildings including its Offices, all assets inside and outside of all Buildings and will be responsible for the total security of them.
5. In the case of any loss of the University's 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.
6. Violation of any terms and conditions contained in the Agreement would entail cancellation of the Agreement and proceeding for eviction and damages.
7. The Security Personnel will have to report for duty to the authorized representative of the University.
8. All personnel deployed by the agency must put on neat and clean uniform suitable for the security along with black shoes; have short hair & trimmed nails. The security personnel shall always display their name badge and I-Card on their uniform so that they can be easily identified.
9. 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 indisciplined 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.
10. The Agency will have to return all the assets given for use, in case they have to leave the University.

11. The Agency will see that the security personnel of a place does not leave the place of duty under any circumstances until and unless he is properly relieved.
12. The security personnel must watch that there are no unidentified / unclaimed / suspicious objects / persons in the campuses /buildings.
13. 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.
14. The Agency will comply all the provisions of extant laws, statutory enactments, rules and regulations laid down by the Government as applicable and Presidency University nowhere shall have any liability on account of non-compliance or violation thereof and the agency shall indemnify in case Presidency University is saddled with any liability.
15. The Agency shall follow the guidelines and suggestions of the authority of Presidency University.
16. The Agency, after getting the Work Order,shall make an interest-free security deposit of Rs.50,000/- (Rupees Thirty thousand) only with the University which will be refundable at the time of expiry of the Contract.
17. 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 Presidency University and the Agency. In the event of non-settlement of the dispute / difference, the matter shall be referred to the Vice Chancellor, Presidency University for appointment of sole Arbitrator for decision. The venue of Arbitration shall be at Presidency University, Kolkata. The Arbitration shall be as per the Arbitration and Conciliation Act 1996.
18. In case the Agency or Presidency University desires to discontinue the service, a 45 (forty five) days notice from the either side to be communicated vice versa.

## **B. Special Terms and Conditions**

1. Required number of security personnel in each shift shall be 12 (twelve, including one Supervisor) for Presidency University Campus and 2 (two) for Girls' Hostel.
2. Duty Hours of Security Personnel will be in 8-hour shifts starting from 6 A.M., 2 P.M. and 10 P.M.
3. Man Power rate should be at par with the extant rate declared under the Minimum Wages Act of Government of West Bengal in respect Security personnel.
4. Service Charges should be shown separately in the Monthly Wage Bill of the service provider.
5. No service tax is chargeable in the Monthly Wage Bill as the security services provided to an educational institution is exempt from service tax (vide Circular No. 172/7/2013-ST dated 19-09-2013 issued by the Department of Revenue, Ministry of Finance, Government of India.
6. Minimum 5(five) years experience in providing security service is required.
7. Ex-service men will be given preference.
8. Registered Office of the Company must be in Kolkata.
9. Certification of ISO:9001:2008 is desirable.
10. All personnel must be in the direct pay roll of the Agency.
11. Outsource through sub-contract is not acceptable.
12. The University 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.

13. The Agency will provide to the authorized representative of the University, all the relevant details along with the recent photograph of the security personnel to be deployed in the University campus
14. The security personnel shall ensure that all the electrical equipments/ 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 are locked at the close of the office and opened at the beginning of office hours and there is safe keeping of the keys.
15. The Agency shall submit their monthly bill during the first week of every following month and submit the same to the office of the Finance Officer along with the documents , viz. (i) previous month's wages payment certificate, (ii) daily attendance statement / sheets duly certified by the authority of the buildings / offices to be informed by the University authority in due course, (iii) documentary proof of regular deposit of ESI, EPF and other statutory deduction from the salary of the deployed personnel etc.

**ANNEXURE - IV**

**PRICE BID**

**(to be provided in the letter head of the Bidder)**

**Tender Notice No.PU/15-16/ SECURITY SERVICE /1**

**Dated:18-12-2015**

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2. Duty Hours of Security Personnel will be in 8-hour shifts starting from 6 A.M., 2 P.M. and 10 P.M.

Service Charge : \_\_\_\_\_Per Cent (in words \_\_\_\_\_ Per Cent )**of the total monthly wages.**

**The above Service Charge is inclusive of all charges and taxes. No extra charge will be claimed.**

\_\_\_\_\_  
Signature of the Authorized Person

Date: \_\_\_\_\_ Full Name: \_\_\_\_\_

Place: \_\_\_\_\_ Company Seal: \_\_\_\_\_