



THE ASIATIC SOCIETY

Founded in 1784

(An Institution of National Importance declared by an Act of Parliament)

and

(An Autonomous Organization under Ministry of Culture, Government of India)

1, Park Street, Kolkata- 700016

Phone : 2229-0779, 2249-7250, 2229-7251, Fax: 033-2252-0600

Website: www.asiaticsocietycal.com



Ref No: TASK/2018-19/NIT/02

Dated: 11.05.2018

TENDER NOTICE

Sub: Tender for engagement of Agency for providing Security Services at different campus of the Asiatic Society, Kolkata

The Asiatic Society, Kolkata, a 234 years old centre for Asian studies, is an Institution of National Importance declared by an Act of Parliament and an Autonomous organization under Ministry of Culture, Government of India. The Asiatic Society, Kolkata invites sealed tenders under Two Bid System from reputed, resourceful and financially sound agencies capable of providing **Security Services** at different campus of the Society for a period of one year from the date of contract.

2. Details of the service required and other terms and conditions relating to the award of contract are given in Annexure 1.

➤ Web advertisement for Tender	:	11.05.2018
➤ Date of pre-bid meeting	:	17.05.2018 at 15:00 hrs
➤ Last date of submission of Tender	:	<u>04.06.2018 up to 13:00 hrs</u>
➤ Opening of Technical Bid for evaluation	:	04.06.2018 at 14:00 hrs
➤ Opening of Price Bid	:	11.06.2018 at 15:00 hrs [Tentatively]
➤ Tender Document Fee	:	₹ 1,000/- per set
➤ Earnest Money Deposit	:	₹ 60,000/-
➤ Security Deposit [Interest free]	:	₹ 1,50,000/-

3. Interested Service Providers can download the complete tender document with scope of work and terms & conditions from the website of The Asiatic Society, Kolkata i.e. www.asiaticsocietykolkata.org.

4. The interested and eligible Service Providers may submit Techno-Commercial Bid in sealed cover, complete in all respects along with all necessary documents duly numbered to the Office of the General Secretary, The Asiatic Society, 1 Park Street, Kolkata-700016.

5. Tenderers can submit the tenders by utilizing the downloaded documents along with non refundable tender fee of ₹ 1,000/- [Rupees one thousand only] in the form of Demand Draft in favour of The Asiatic Society, payable at Kolkata. No tender will be entertained without the requisite tender fee under any circumstances whatsoever.
6. The Asiatic Society, Kolkata reserves the right to amend/cancel any of the terms and conditions in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason.
7. The Asiatic Society, Kolkata may disqualify the tenderers at any stage for any of the following reasons :
 - i. Non-fulfilment of essential qualification conditions
 - ii. Incomplete/part information/misinformation [without supporting proof]
 - iii. Exerting external influences

Sd/-
General Secretary
The Asiatic Society, Kolkata

Scope of Work & General Instruction for Tenderers

1. The Service Provider shall provide Round the Clock Security Service i.e. 24 hours day for 365 days a year. The security services and provision for the required manpower is as under :

Name of the Premises	Shift	Number of Security Guard [Without Arm] required in three shift
Different campus of The Asiatic Society, Kolkata	Three shift of eight hours Round the clock	10(Ten)

2. Scope of the Work :

- i. Screening and recording details of every visitor in a register viz. Name, Address, Mobile No Time of Visit, Purpose of Visit etc.
 - ii. Checking / inspection and recording of all incoming and outgoing material & transaction through gate passes / challans / bills etc.
 - iii. To safeguard the devices and assets of the Society. The agency shall ensure full security to the premises.
 - iv. Should watch out for any unidentified/unclaimed/suspicious objects/persons in the office premises
 - v. Switch off lights inside the cabins & corridors in office premises if any, after office hours and on holidays. The security guards should ensure proper locking of the premises/common area etc.
 - vi. Supervise and look after the sanitation, hygiene and pesticide operation etc.
3. The Security personnel should at least be matriculates and properly trained. They should be well built, physically fit and ever ready for standing duty. The security personnel should be between age group of 20 years to 45 years. The security personnel should be present in smart discipline and follow all the rules and regulations of the Society. They should be available on duty as per duty schedule strictly and extend courtesy to all officers in the office.
4. The contract is likely to commence from 01.07.2018 and would continue for a period of one year. The period of the contract may be further extended for one more year subject to satisfactory performance by the selected agency and if mutually agreed by both the parties. The Asiatic Society, Kolkata, however, reserves the right to terminate this initial contract at any time after giving one week's notice to the selected Service Provider.

5. The Service Provider should have experience of providing such services to the Departments of the Government of India/Statutory Bodies/Central Autonomous Bodies/PSUs/ Reputed Private Sectors during last **Five** years.
6. The Service Provider should have a valid license from the competent licensing authority under the provisions of Contract Labour (Regulation and Abolition) Act, 1970 and Contract Labour (Regulation and Abolition) Central Rules, 1971 and Private Security Agencies (Regulation) Act, 2005.
7. The service provider should be registered with Income Tax and Goods and Service Tax authorities.
8. The turnover of the Service Provider during the last 3 financial years should not be less than Rupees Fifty Lakh per annum from similar services. The Service Provider should have earned profit during the last three years.
9. The Service Provider should have an office in Kolkata / Kolkata UA.
10. The Service Provider shall submit an affidavit stating that the Service Provider is not / has not been black listed by Central/State Government/ any PSUs/Private Sector at any point of time.
- 11.If the Service Provider quotes NIL charges/ consideration, the Bid shall be treated as unresponsive and will not be considered.

Non-compliance with any of the conditions mentioned in 5 to 11 above by the Service Provider will amount to non-eligibility for the service for which tender has been floated and its tender will be summarily rejected.

General Terms and Conditions

1. **Payment Terms:** The standard terms of payment are within 15 days from the date of submission of bills in triplicate along with work completion certificate certified by the competent authority in The Asiatic Society. The payment shall be made on conclusion of the calendar month only on the basis of duties performed by each person during the month. The payment shall be made through RTGS/NEFT. The Income Tax and other statutory deductions, as applicable will be deducted from the payment.
2. **Payment of salary by Service Provider:** The Service Provider shall ensure that the salary to the persons so employed is made by 7th day of the succeeding month. The payments shall be made only by way of bank transfer. The Service Provider should be paying Minimum Wages to the persons so employed at the rate prescribed by the Govt of India from time to time and after making all statutory deductions.
3. **Security Considerations:** The persons deployed by the Agency should not have any Police record/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending.
4. The Service Provider will provide to the Society a list of all personnel so deployed with permanent and present address along with their latest photographs.
5. The persons so deployed should be dressed in neat & clean uniform and should always carry a Photo Identification Card issued by the Service Provider.
6. The Service Provider shall be responsible for all acts of commission and omission on the part of the manpower engaged for the purpose. The Society shall not be responsible in any manner, whatsoever, in matters of injury/death/health etc. of the Service Provider's employees performing duties under the contract.
7. The Service Provider shall replace within twenty four hours any of its personnel, if they are unacceptable to the Society because of security risk, incompetence, conflict of interest and breach of confidentiality or frequent absence from duty/misconduct on the part of the manpower supplied by the agency, upon receiving written notice from the Society. Notwithstanding above, the Society has the right to ask to change/replace the personnel at any point of time without assigning any reason.
8. The Service Provider shall be responsible for any damages done to the property of the Society by the personnel so employed. The Society will be free to recover it from the security deposit given by the Service Provider or from any other dues.
9. The Service Provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/organizational matters as all are of confidential/secret nature.
10. The Service Provider's personnel shall not have any right to claim any benefit/compensation/absorption/regularization of services with the Society under the provision of

Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the Service Provider to this office.

11. The Service Provider shall not assign, transfer, pledge or sub-contract the performance or service without the prior written consent of The Asiatic Society.
12. The Service Provider shall be responsible for compliance of all statutory provisions relating to Minimum wages, Provident Fund, Workmen's Compensation, and Employees State Insurance etc. if applicable in respect of the persons deployed by it in the Asiatic Society, Kolkata. The Asiatic Society, Kolkata shall have no liability in this regard. The Service Provider shall furnish a certificate in each month that all statutory requirements have been fulfilled along with the bills for payment.
13. The bid shall consist of two parts- Technical Bid and Price Bid. Both the bids are to be placed in two separate sealed envelopes (clearly superscribing 'Technical Bid' and 'Price Bid') which in turn are to be placed in a sealed cover. The bids of all the tenderers whose Price Bid is not in a separate sealed envelope shall be rejected forthwith. The Price bids of only those tenderers shall be opened whose Technical bids are found to be eligible while the disqualified bidders' Price Bid shall be returned unopened.
14. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD) of ₹ 60,000/- (Rupees sixty thousand only) in the form of Demand Draft drawn in favour of The Asiatic Society, payable at Kolkata failing which the tender shall be rejected out rightly. EMD exemption of any category will not be accepted.
15. The EMD in respect of the Service Provider which does not qualify the Technical Bid/ Financial Bid shall be returned to it without any interest after awarding the work to the successful bidder and entering into contract.
16. The successful bidder [Service Provider] shall have to furnish be Security Deposit (interest free) of ₹ 1,50,000/- (Rupees one lakh fifty thousand only) in the form of Demand Draft drawn in favour of The Asiatic Society, payable at Kolkata which will be retained by the Society for a period of 45 days beyond the date of completion of the Agreement entered into with the Service Provider. The Earnest Money of the successful bidder may be refunded or adjusted against the Security Deposit.
17. Failure by the firm to comply with any statutory requirements and/or terms of agreement during the period of contract shall result in termination of contract and subsequent disqualification for participation in any future tender in the Society. The security deposit will also be forfeited.
18. Penalty Clause: The service provider shall send the requisite number of persons within stipulated time after requisition from the Society. In emergent cases, such as the person deployed falls sick or is not able to attend the office for the reason beyond his control continuously for more than 3 days, the

Service Provider shall deploy a suitable substitute. If the service provider fails to deploy requisite number of persons due to default on his part or fails to send the substitute, without prejudice to any other right or remedy available under the law to the Society on account of such breach, pro-rata recovery along with penalty @ 1% of the total wage bill (excluding taxes) of that month will be imposed. The quantum of recovery will be decided by Competent Authority in the Society, which will be final and binding on the Service Provider.

19. Any dispute/difference arising out of or relating to this agreement including interpretation of its terms will be resolved through joint discussions of the concerned parties. However, if disputes are not resolved by joint discussions, then the matter will be referred to arbitration as per the provisions of Arbitration Act, 1940, where the General Secretary, The Asiatic Society, Kolkata or his nominee will be the Sole Arbitrator.
20. The Asiatic Society, Kolkata reserves the right to terminate the contract at any point of time after giving a week's notice to the contracting Service Provider.

THE ASIATIC SOCIETY

1, Park Street, Kolkata- 700016

Phone: 2229-0779, 2249-7250, 2229-7251, Fax: 033-2217-2355

Ref No: TASK/2018-19/NIT/002

Dated: 11.05.2018

Part I: TECHNICAL BID

(to be submitted in a separate sealed envelope)

Application for providing Security Services at The Asiatic Society, Kolkata

1. Name of the Service Provider :
2. Constitution of the Service Provider :
3. Registration No [If any] :
4. Name of the Proprietor / Director/Partner :
5. Complete office address :
6. Telephone Number :
7. E-mail address :
8. Permanent Account Number [PAN] :
9. GSTN :
10. Details of ESIC & EPF Registration :
11. Profession Tax Registration No :
12. Details of Current Trade License :
13. Contract Labour Act License No & Validity :
14. Details of valid License issued from the
respective State Controlling Authority :
15. Details of Registration under the Shops
& Establishment Act :
16. Details of Registration under PSAR
Act, 2005 :

17. Affidavit stating that the Service Provider is / has not been black listed by Central Government Departments/State Government/Statutory bodies/ Autonomous bodies/PSUs / Private Sector at any point of time. :

18. Financial Turnover & profit of the Service Provider during last 3 Financial Years

Financial Year	Turnover [₹ in lakhs]	Profit [₹ in Lakhs]
2014-15		
2015-16		
2016-17		

19. Details of experience in last Five years in providing Security Services to the Departments of the Government of India/Statutory Bodies/Central Autonomous Bodies/PSUs/Reputed Private Sectors :

Sl. No Name & Address of the Organization Period of operation Remarks

20. Details of Earnest money :

DD No	Date	Name of Bank & branch	Amount
			₹ 60,000/-

21. Declaration :

I,Son / Daughter / Wife of Shri
..... Proprietor/Director, authorized
signatory of the Service Provider, mentioned above, is competent to sign this declaration and
execute this tender document;

I have carefully read and understood all the terms and conditions of the tender and undertake to
abide by them;

The information / documents furnished along with the above application are true and authentic
to the best of my knowledge and belief. 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.

Date :

Signature of the authorized person with seal

Place :

The tendering Service Provider is required to enclose photocopies of the following documents along with the
Technical Bid, failing which their bids shall be summarily / out rightly rejected and will not be considered any
further:

- a. Registration Number & Certificate of Incorporation (if applicable)
- b. Trade License
- c. PAN
- d. GSTN
- e. EPF/ PF Account Number
- f. ESI Registration Number
- g. P- Tax registration Number
- h. Contract Labour License
- i. Registration under the Shops & Establishment Act
- j. Registration under Private Security Agencies (Regulation) Act, 2005
- k. List of similar assignments provided to the Departments of the Government of India /Statutory
Bodies/Central Autonomous Bodies/PSUs/Reputed Private Sectors during the last Five years by the
Service Provider in last Five years with documentary evidence like Work Order, Work Competition
Certificate
- l. Audited accounts for 2014-15, 2015-16 & 2016-17
- m. Affidavit stating that the Service Provider is / has not been black listed by Central Government
Departments/State Government/Statutory bodies/ Autonomous bodies/PSUs /Private Sector at any
point of time.

The tendering Service Provider is required to put his/her signature on each page of the Technical Bid.

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Part II (Financial Bid)

(to be submitted in a separate sealed envelope)

The General Secretary

The Asiatic Society

1 Park Street, Kolkata-700016

Dear Sir

Sub: Tender for Selection of Security Services Provider for The Asiatic Society, Kolkata

Ref : Tender Notice No TASK/2018-19/NIT/002 dated 11.05.2018

Having examined the Tender documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the services as required and outlined in the Tender for Selection of Security Services Provider.

2. To meet such requirements and to provide services as set out in the tender document, we attach hereto our response as required by the tender document, which constitutes our proposal.

3. We undertake, if our proposal is accepted, to adhere to the terms and conditions put forward in the tender and the agreement to be entered with The Asiatic Society, Kolkata.

4. If our proposal is accepted, we will submit a Security Deposit (interest free) of ₹ 1,50,000/- (Rupees one lakh fifty thousand only) in the form of Demand Draft drawn in favour of The Asiatic Society, payable at Kolkata.

5. We agree for unconditional acceptance of all the terms & conditions set out in the tender document as also in the contract to be signed with The Asiatic Society, Kolkata for provision of Security services.

6. We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules and other documents and instruments delivered or to be delivered to The Asiatic Society, Kolkata are true, accurate and complete.

Price Bid:

<i>Rate per Person per Shift</i>	<i>PF</i>	<i>ESI</i>	<i>Total</i>	<i>Service Charges in %</i>	<i>Service Charges in amount</i>	<i>Grand Total</i>
A	B	C	D=A+B+C	E	F=DxE	G=D+F
₹ 673/-	₹ 88/-	₹ 32/-	₹ 793/-			

Date:

Signature of the authorized person with seal

Place: