



উত্তরবঙ্গ কৃষি বিশ্ববিদ্যালয়  
পুণ্ডিবাড়ী, কোচবিহার, পশ্চিমবঙ্গ-৭৩৬১৬৫

UTTAR BANGA KRISHI VISWAVIDYALAYA

P.O. PUNDIBARI, DIST. COOCH BEHAR, WEST BENGAL- 736165

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Dr. Prodyut Kumar Paul  
Registrar (Acting)

Tender Ref. No. UBKV/Est. (T&P-02)/ 05/2021-22

Date: 13/08/2021

**NOTICE INVITING TENDER (NIT)**

Sealed tenders are being invited under two bid system viz, part-I Technical Bid and Part-II Financial Bid from the bonafied, experienced and resourceful agencies for providing **Security Guard with Gun, preferably Ex-Military/Para-Military** at different establishment of Uttar Banga Krishi Viswavidyalaya under certain terms and conditions.

Sl. No.	Type of Requirement	Tenure of Shift	Tenure of Shift	Number required
01	Security Guard with Gun	08 Hours	12 Hours	12

- **Last date of submission of quotations: 27/08/2021**
- **Opening date of Technical bids: 01/09/2021**

**Procedure of submission of Tender and terms & conditions:**

1. Tender is to be submitted under two bid system viz, part-I Technical Bid and Part-II Financial Bid.
2. Technical Bid shall comprise photocopies of following documents:
  - i) Valid license issued by the Home Department of State under the Private Security (Regulation) Act. 2007.
  - ii) GST Registration certificate with a copy of last return.
  - iii) Valid updated Trade license
  - iv) Latest P-Tax clearance certificate
  - v) PAN Card
  - vi) Employer's Code No. as issued by the ESIC
  - vii) EPF Code No. of the Employer as allotted by the Regional provident Fund commissioner.
  - viii) Credentiaity if any.
3. **The selected agency will have to ensure that deployed guard will carry-out patrolling in the entire campus area during night and holiday.**
4. A Demand Draft drawn from any Nationalized Bank in favor of Uttar Banga Krishi Viswavidyalaya for **Rs. 10,000.00(Rupees Ten thousand) only as token Earnest Money deposit (EMD)**, is to be submitted along with the Technical Bid of tender.
5. Financial bid shall comprise of monthly/daily "minimum rate of wages" as per the notification issued by the West Bengal Labour Commissioner. As minimum rate of wages may be variable as per order of the State Government issued from time to time so the Bidders shall have to submit the monthly consolidated service charges and other applicable taxes along with the Financial Bid.
6. The Technical bid and financial bid should be submitted in two separate sealed envelopes with broad heading mentioning the tender number and subject on the top of the envelopes. The sealed envelopes of Technical bid and financial bid shall be submitted in a large sealed cover and further mentioning the tender number and subject on the top of the envelopes and to be addressed to the Registrar, Pundibari, Cooch Behar-736165.
7. The University reserve the right to accept or reject any or all tenders without giving any reason whatsoever.
8. If any dispute arises the decision of the University shall be the final and binding on the part of the security Agency.
9. The number of security guard may vary depending upon the need of the University.

- 10. The earnest Money of Rs. 10,000.00 (Rupees Ten thousand) only may be refunded to the unsuccessful Bidders after the evaluation of Tender.**
- 11. The earnest Money will be forfeited if the Bidder withdraws at any stage after opening the tender and refuses to enter into the contract. On completion of selection agency, the successful Bidder/agency will be required to enter into the contract with the competent authority within 07 days from the date of communication of selection.**
12. The successful Bidder will have to furnish security Deposit @ 5% of the estimated annual value of transaction in the form of demand draft drawn in favor of "Uttar Banga Krishi Viswavidyalaya".
13. The selected agency will have to furnish a list of employees mentioning their name and address, to be deployed as security Guard to the University authority at the very beginning and changes to be made therein, if any, should be intimated forthwith, to the University authority.
14. The duty roster of the security Guards to be prepared in time and Guards shall have to perform duty as per the direction of the University competent authority.
15. The security Agency should ensure that the Security Guards as deployed are physically fit and mentally alert in all respect.
16. Each security guard should be issued with individual Photo Identity card by the Security Agency. A photocopy of the same will have to be submitted to the concern University authority.
17. The selected agency will have to supply 'Uniform' (Including pair of leather Shoes with socks, black leather belt, cap) in two sets (with warm cloth for winter) to the security guards deployed, for every year of contractual service, embossing therein name of the Security agency. Guards attending duty without uniform, will be considered absent and claim of the security agency for such days and for such security guards attending duty without uniform, will be deducted from its claim on pro-rata basis.
18. The University will not pay any conveyance charges to the Security Guard for attending duty.
19. The Security Agency shall make proper arrangement and bear all responsibility for giving effective protection of the office/premises/ University properties etc.
20. The security agency shall have to compensate any loss caused to the office/premises/ University properties due to laxity on the part of the duty of the security personnel.
21. The security agency as employer of the security guards should make their monthly payment of wages within seven (07) days in every month.
22. The agency shall be liable for:
- a. Payment of minimum wages as sanctioned by the Government of West Bengal to the Security Guards.
  - b. Timely deposit of Employer's and employee's contribution to ESI Fund A/C and EPF A/C to the concern Department.
23. The University authority shall realize Income Tax, as applicable under the I.T. Act. 1961.
24. Violation of any condition as couched in the contract will render the contract liable to be terminated at any point of time forfeiture of EMD/SD and any punitive measure as the authority deems fit.
25. If any accident happens to the security personnel during duty hours, the security agency shall be solely responsible for providing necessary treatment and compensation to the affected security personnel or his affected dependent family members. The University authority shall not be liable to pay for compensation for such injury or loss.

Sd/-  
Registrar (Actg.)