

MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES
(An Autonomous Body under Ministry of Culture, Govt. Of India)
IB Block, Plot No.166, Sector-III,
Salt Lake, Kolkata-70001 6

Notice No. **TENDER/MAKAIAS/SECURITY SERVICE /2/2019-20**

Date: 11.03.2020

NOTICE INVITING TENDER

Sealed Tenders are invited from reputed agencies/establishments for contact for deployment of round-the-clock Security Personnel in the following categories in both the premises of MAKAIAS at Azad Bhavan, Salt Lake & Maulana Azad Museum, Ballygunge.

1. Security Supervisor
2. Security Guard

In the above two categories manpower requirement will be as per the existing arrangements. The actual number of personnel may vary as per requirement of the Institute.

1. The agencies should submit their rates of lump sum including service charge only as the remuneration are to be paid at the minimum rate fixed by the Govt. of India for all categories.
2. The wages to the employees shall be paid as per the minimum wages as fixed by the Govt. of India and shall be revised as and when the same are revised by the Govt. of India.
3. The agencies may also submit details of the statutory contributions payable by the employer like PPF, ESL bonus, service tax etc. in their offer.
4. **Offers are to be submitted in sealed cover super scribed as "Tender Notice No. TENDER/MAKAIAS /SECURITY SERVICE/2/2019-20" and will be received up to 01.00 p.m. on 27.03.2020 along with earnest money of Rs. 25000.00 (Rupees twenty five thousand) only in the form of demand draft drawn in favour of "Maulana Abul Kalam Azad Institute of Asian Studies" payable at Kolkata. The tenders will be opened on 27.03.2020 at 2.30 P.M at MAKAIAS, IB-166, Sector- III, Salt Lake, Kolkata- 700 106.**

5. The term "MAKAIAS" wherever mentioned in this tender shall mean the authorities of Maulana Abul Kalam Azad Institute of Asian Studies. The term "Agency" wherever mentioned in this tender shall mean the Agency selected for award of the contract.
6. MAKAIAS does not bind itself to accept the lowest tender and reserves the right to reject or partially accept any or all of the quotations received, without assigning any reason.
7. Offers, which do not fulfil all or any of these conditions or are incomplete in any respect, are liable to summarily rejection without assigning any reason.
8. Offers incorporating additional conditions are liable to be rejected.
9. Canvassing in any form in connection with tenders is strictly prohibited and the tenders submitted by the Agency who resort to such canvassing will be liable to rejection on this ground alone.
10. **Service charges in percentage should be quoted** for the contract on monthly basis, and as a token of acceptance of all terms and conditions mentioned in this tender the Agency shall submit this offer after signing all the pages and quoting the rates.
11. While submitting the offer the Agency must note that there will be no revision in the Agency charges comprising their own administrative expenses and profit on any ground whatsoever during the entire tenure of the contract as mentioned in clause 22 here in below. However, in case of revision of minimum wages or introduction of any other statutory charges by the Government of India, the same shall be reimbursed to the extent of the liabilities arising on that account only.

RESPONSIBILITIES OF THE AGENCY

12. The Agency shall ensure that all the wages and allied benefits like E.P.F. ESIC, as prescribed by the Government, from time to time, to be paid to their staff deployed for the purpose of this contract. The Agency shall remain liable to the authorities concerned for compliance of respective existing rules and regulations of the Government of India for this purpose and shall also remain liable for any contravention thereof. The Agency shall have to abide by the minimum wages legislations and must pay minimum wages as per law to their staff deployed at any time by them in the campus of MA KAIAS for the purpose of this contract.

