

MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES
(An Autonomous Body under the Ministry of Culture, Govt. of India)
AZAD BHAVAN IB 166 SALT LAKE, KOLKATA 700 106
5, ASHRAF MISTRI LANE, (LOVELOCK STREET – OPP. BALLYGUNGE MILITARY CAMP)
KOLKATA - 700 019
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MAKAIAS/Security Tender/1/2015-16

16.03.15

Amendment of schedule for opening of the
Tender for Deployment of Security Guards.

It is being informed that due to unavoidable administrative reason and visit of the Honorable Pakistan High Commissioner on 18th March, 2015 the Institute amends the schedule of opening of Tender No. MAKAIAS/Security Tender/1/2015-16 as under.

- 1 Last date of receipt of tender will remain same i.e 18.03.15 (within 12.30 pm)
- 2 Tender will be opened on 19.03.15 at 12.30 pm instead of opening on 18.03.15 at 3.30 pm.

Inconvenience felt is regretted,


DIRECTOR
MAKAIAS
डा० श्रीराधा दत्ता
Dr. Sreeradha Dutta
निदेशक / Director
मौलाना अबुल कलाम आजाद
एशियाई अध्ययन संस्थान
Maulana Abul Kalam Azad
Institute of Asian Studies
स.ज्.लेक सिटी, कोलकाता - ७०० १०६
Salt Lake City, Kolkata - 700 106

No. MAKAIAS/Security Tender/1/2015-16

Date : 17.02.15

**NOTICE INVITING TENDER
FOR DEPLOYMENT OF SECURITY GUARDS**

1. Sealed Open Tenders are invited from the experienced, bonafide resourceful & reputed Security Agencies having due credentials in connection with providing security services on contract basis for providing Security Guards at Maulana Abul Kalam Azad Institute of Asian Studies, Salt Lake, Kolkata – 106 and Azad Museum Building, Ballygunge, Kolkata- 19 for one year period w.e.f 01.04.2015 or from the date of signing of Agreement.

2. Requirement of Security Guards:

(A) For Azad Museum Building, Ballygunge, Kolkata - 19.

1. Three nos. Security Supervisors (One in each shift) (1x8 hrs)x 3 shifts
2. Six nos. Security Guards (Two in each shift) (2x 8 hrs)x 3 shifts

(B) For Maulana Abul Kalam Azad Institute of Asian Studies, Salt Lake, Kolkata- 106

1. Three nos. Security Supervisors (One in each shift) (1x8 hrs)x 3 shifts
2. Nine nos. Security Guards (Three in each shift) (3x 8 hrs)x 3 shifts

3. The Supervisors/Guards should be paid wages as per the minimum wage act approved by Central Government from time to time.

4. Approximate value of the tender: Rs.22,00,000.00 (Rupees Twenty two lakhs only)

5. Earnest Money: Rs.44, 000.00 (Rupees forty four thousand only)

6. Cost of the Tender Form: Rs.200.00 (Rs. Two hundred only) (Non- refundable)

7. Tender paper/ Form along with terms & conditions of tender can be obtained from the office of the Director, Maulana Abul Kalam Azad Institute of Asian Studies, IB-166, Sector-III, Salt Lake, Kolkata-700106 against a request letter in the letterhead of the Agency/Firm concerned along with payment of Rs.200.00 (Rupees two hundred only) only in cash from 02.03.15 to 11.03.15 (From 11 AM to 5 PM) in working days of the Institute (Mon- Fri). Tender Form may also be downloaded from MAKAIAS website www.makaias.gov.in. Bank draft for Rs.200.00(Rs. Two hundred only) from any nationalized/scheduled Bank drawn in favour of "Maulana Abul Kalam Azad Institute of Asian Studies" payable at Kolkata should be enclosed along with the downloaded tender form. Downloaded tender form without requisite bank draft will be rejected. Tenders to be submitted in the Tender Box kept at the Reception Counter of Maulana Abul Kalam Azad Institute of Asian Studies, Salt Lake, Kolkata – 106.

8. Tender Form will be available from: 02.03.15 to 11.03.15 (From 11 AM to 5 PM).

9. Last date of submission of Tender: 18.03.15 (within 12.30 PM). Tenders received after due date and time will be considered as Late Tender and summarily rejected.

10. Date of Opening of Tender: 18.03.15 at 3.00 PM.


DIRECTOR
MAULANA ABUL KALAM AZAD
INSTITUTE OF ASIAN STUDIES

Tender Form cum Financial Bid

Tender no: MAKAIAS/ Security Tender /1/2015 - 16

Due to be opened on: 18.03.15

TENDER FORM FOR DEPLOYMENT OF SECURITY GUARDS AT THE MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES, SALT LAKE, KOLKATA AND MUSEUM BUILDING, BALLYGUNGE, KOLKATA.

1. Name & Address of the Agency:
2. Name of the Proprietor & Contact Telephone No.:
3. ESI Code No. :
4. EPFO Code No. :
5. PAN Number:
6. Registration Number under the Shops & Estt. Act:
7. License No under the West Bengal Private Security Security (Agencies) Rules, 2007 :
8. Number of Security Supervisors and Security Guards and on Roll :
9. **Details of EMD:** (Bank & Branch, Demand Draft No., Date & Amount):

10. Rate: Rate quoted per Security personnel (Detailed break up of rate quoted showing wages and other statutory regulations like ESI, EPF, Bonus etc. & percentage of Service Charge quoted may be furnished in a separate sheet).

Rate once quoted should be fixed during the period of contract.

The rates of each component should be supported with copies of the relevant Acts, Rules or Orders issued by the Government.

a): Security Supervisor per month:

b): Security Guard per month:

11. Total cost the offer (In words and figure):

12. Validity of the offer: Offer should be valid for 90 (ninety) days from the date of opening of tender.

Signature of the Authorised Signatory
Name of the Agency with Seal

Date :



Eligibility Criteria for Tenderers:

1. Security Agencies having not less than 200 security guards on their rolls only are eligible to apply.
2. The Agency should be registered with EPFO & ESIC.
3. Preference will be given to Agencies approved/ recognized by Directorate of Resettlement, Govt, of India, Ministry of Defence.
4. **Credentials:** The Agency having previous experience (not less than three years from the date of notification)/or currently engaged with such deployment of security guards in Govt. Offices either State or Central or Govt. UT will be given preference. The Agency should submit necessary certificate from the Authority concerned regarding deployment of Security Guards and successful execution of the contract.
5. **Financial Capability:** The Agency must be financially capable to undertake the job. The Agency who has executed contracts at least for Rs.15,00,000.00(Fifteen Lakhs only) per annum during last three years will be considered. Audited Accounts duly certified by the Auditor for last three years should be submitted with the offer. A certificate from the Banker of the agency should be submitted stating that the agency has sufficient balance in bank account for execution the job with the related tender.
6. **Declaration:** The Agency should submit a declaration that none of the family member or relative of the owner/proprietor and/or authorised signatory is employed or attached in any manner with Maulana Abul Kalam Azad Institute of Asian Studies, Kolkata-700106 on the date of submission of tender. If this statement found false the tender is liable to be cancelled without assigning any reason.

EMD/ Security Deposit:

Tenderers should furnish EMD of **Rs. 44,000.00(Forty four thousand)** by demand draft in favour of Maulana Abul Kalam Azad Institute of Asian Studies, Kolkata, drawn on any nationalized/ scheduled bank which will be refunded to the unsuccessful tenderers.

Tender submitted without EMD will be summarily rejected.

The EMD will be retained as Security Deposit against the successful Tenderer on whom contract is to be awarded.

In addition to above the successful tenderer has to deposit **Performance Security @ 5% of the total cost of the accepted offer** within 15 days to the Institute by demand draft from the date of issue of letter of acceptance (LOA).

Wages payable to the Security Guards:

The security guards provided by the Agency should be paid wages by the Agency at the minimum wage act approved rate of the Govt, of India time to time. The agency should provide the services of security guards round the clock including holidays.


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Payment Terms: The agency should make arrangements to disburse wages to the security guards through bank account in the name of the security guards and evidence of such disbursement of wages for a month should be submitted to the Institute for payment along with the bill in the following month to which it relate. Photocopies of payment towards ESI & EPFO during a month should also be submitted along with the bill in the following month. The agency should also submit copies of returns submitted to the ESIC/ EPFO for the relevant contribution periods duly identifying the names of the security guards provided to MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES.

Qualification of Guards & Supervisors:

The guards and supervisors provided should be with good moral character, conduct & behaviour, competent & capable to perform security duties for which they are employed. They shall be not beyond the age of 55 years. This office shall have the right to ask the security agency to remove any person considered incompetent or found unsuitable or for any other reason. Persons removed on account of the above reasons shall not be deputed again to the Institute premises without the consent of Director, MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES.

Duties of the Security Guards:

1. The Personnel supplied ought to be polite but Firm, Disciplined, Physically Fit and Alert, smartly dressed in uniform.
 2. To attend with compliments to distinguished visitors, VIP's and Officers.
 3. Check, Control and Restrict entries to Staff/Workers/ Authorized Personnel of Organization/Firm and others by valid passes or searching if required and movement of vehicles and incoming/outgoing Materials (with gate passes, challan) and time keeping.
 4. Maintain strict security of Men, Material and Premises and maintain Diary to note all important events/happenings information received/passed to the management. Entirely responsible for thefts of easily movable items such bathrooms fittings, fans, Exhaust Fans, Telephone Instruments, Fire Extinguishers, or Fire Fighting Systems etc.
 5. Will stand by management during emergency like Gherao, Picketing, Strike etc. and Security of MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES Staff from any assaults whatsoever.
 6. Not to leave the place of duty under any circumstance until and unless properly relieved. Sign accordingly in handing taking over Register etc.
 7. Prevent of misuse of Electricity and water.
 8. In case of fire, the Security Guard will immediately alert the Staff on duty and assist in Fire Fighting Operation and also inform the Director/Administrative-cum-Finance Officer. In case of Fire Accident before or after Office Hours the Guards shall inform the nearest Fire Station and MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES Director/Administrative-cum-Finance Officer(AFO).
 9. The security guard must watch that there are no unidentified/ unclaimed/ suspicious objects/ persons in the building/premises. The security guard should ensure that all the electrical equipments/instruments/lights and fans are switched off at the time of closure of the office who are part of the office.
 10. The security guard should ensure that all the officers/rooms are locked at the close of office and opened at the beginning of office hours and there is safe keeping of the keys.
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11. The names of the security guards should always be displayed by them on their uniforms for identification purpose.
12. The Agency should arrange for surprise checks (during day and night) to check the alertness and attentiveness of the security guard.
13. The security guard should check the bags/ briefcases of the visitors if considered necessary.
14. The security guards shall at all times comply with all directions and instructions of the Director, MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES. Non-compliance of instructions can lead to termination of agreement.

Duties and Responsibilities of the Agency:

1. The agency should provide a whistle, torch and lathi to the security guard on duty.
2. The security guards must be rotated from their deployment at an interval of 6 months.
3. If it is found that any property of the MAKAIAS is lost/ damages due to the negligence or connivance of the security guards the same shall be made good on the depreciated value of the property damaged/ lost from the security agencies bill.
4. The agency shall furnish the names and addresses of the security guards posted in the premises of MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES and also when there is any change in security guards.
5. The Agency shall submit a monthly report of compliance and happenings in the premises both at Salt Lake and Ballygange to the Director, MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES, Kolkata.
6. The security guards deployed will be deemed for all purposes and the agencies shall be fully responsible for payment of wages and other dues, and compliance of all labour laws applicable to them.
7. The Agency, on award of the contract should execute an Agreement in One Hundred Rupees(Rs.100.00) non-judicial stamp paper with MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES the above terms and conditions for two site separately. "
8. "No security personnel should be deputed to work/will be allowed to work for more than one shift on any day/continuously two shifts."
9. The security personnel deployed to work should have the training to handle fire fighting equipments and necessary certificate to that effect should be produced to the Institute. They should also be able to handle the fire alarm system.



Tender opening:

Tenders will be opened on 18.03.15 at 3.00 P.M at the office of the Director, MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES, Kolkata- 106(IB Block, Plot No. – 166, Sector - III) in the presence of the tenderers who may like to be present and witness the tender opening. Tender received after due date and time will be considered LATE TENDER and rejected.

Other Conditions:

1) The contract which is initially for a period of 1 year from 01/04/15 to 31/03/16 and may be extended further if the Agency agrees to provide the services on the same terms & conditions provided the services provided by them are satisfactory.

2) MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES reserves the right to pre-maturely terminate the agreement without assigning any reason by giving one month notice before the expiry of the contract period.

3) The Agency should be willing to provide additional security guards to the Maulana Abul Kalam Azad Institute of Asian Studies on certain contingencies on payment of proportionate wages. MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES may also increase the number of security guards required depending upon future requirement.

4) That any dispute will be settled mutually, if not the matter may be referred to an Arbitrator appointed by the Institute with the consent of Security Agency at Kolkata whose decision will be binding on the parties.

5) The Jurisdiction is the Hon`ble Courts in Kolkata.



Dr. Sreeradha Dutta

Director

MAULANA ABUL KALAM AZAD
INSTITUTE OF ASIAN STUDIES