

V.M No. 253 /IXB-47/14

11 February 2020

### **NOTICE INVITING TENDER**

Victoria Memorial Hall invites sealed tenders for providing of Security & Surveillance Service from resourceful, reputed and bonafied agencies having at least 7 years experience as per the following terms and conditions:

#### **General terms and conditions:**

- 1 The tender should be submitted in sealed envelope addressed to the "Administrative Officer, Victoria Memorial Hall". The envelope should be super scribed with the words "**Tender for Security & Surveillance Service**". Tenders not properly super scribed will not be accepted. The tender should be dropped in the tender box provided for the purpose in the chamber of the Administrative Officer, Victoria Memorial Hall with all documents properly indexed and numbered serially as mentioned in Annexure – I. The index should be in the format given as Annexure – II. The Tenders not in proper format shall be liable to be rejected.
- 2 The rate quoted is to be per head per day and must be inclusive of all taxes and charges and shall be **valid for two years** from the date of agreement unless the Govt. revises its own rates from time to time. **The agency shall quote the rate as per Central Govt. minimum wages.**
- 3 The personnel for the services mentioned should be ready for deployment in VMH within seven days from the date of placing the order.
- 4 An amount of Rs. 5,000/- (Rupees five thousand only) as earnest money should be deposited in the form of Demand Daft drawn on any nationalized bank in favour of "**Victoria Memorial Hall**" payable at Kolkata along with the tender. Tender without earnest money deposit will be summarily rejected. The earnest money deposit will be refunded to unsuccessful tenderers immediately after the award of supply order to the successful tenderer but not before thirty days from the date of opening of tender.
- 5 The last date of submission of tender is 26.02.2020 up to 1.00 p.m. The tender will be opened on the same date at 2.00 p.m. Willing tenderers may remain present at the time of opening.
- 6 Quotations received late shall not be entertained. Incomplete quotations will be rejected outright. VMH reserves the right to reject all or any quotation / tender without assigning any reason thereof.

#### **Other terms and conditions**

- 1 The Security & Surveillance Service are required round the clock and on all days of the week (24 X7). The services will include guarding the gates, watch and ward duties in the galleries, building and garden, scanning baggages, use of CCTV, metal detectors & fire safety measures, patrolling within VMH's campus and other services as entrusted by the Security Officer of VMH.

1. The person(s) to be engaged must be physically strong and from the category of Ex-service men i.e. Persons retired from Defense Service meaning Indian Army, Indian Navy and Indian Air Force. Bio-data duly signed by the candidates along with 2 passport size photographs, photocopy of pension Book are required to be furnished at the time of entering into the agreement.
2. It is estimated that around 19 (nineteen) security personnel (fifteen men and four women) per day will be required for providing these services. Actual deployment of personnel may be varied on a particular day and pro-rata payment or deduction will be made accordingly.
3. The Contractor / Agency will be required to provide all the basic facilities to their Guards / Security Personnel such as uniforms, whistle, torch with cells, sticks etc. The cost of washing charges of the uniforms are required to be provided by the Contractors / Agency. The specification of uniforms supported by a full length photograph must be provided with the tender documents.
4. The contractor / Agency should have prior experience of providing security at museums, banks, consulates, Govt. offices / Public Sector undertakings etc. The contractor(s) / Agency(s) is / are required to furnish their experience certificates / credentials in this field. They are also required to furnish the credentials as well as name of contact persons, address & telephone nos. of the Govt. Departments / Public Sector Undertakings / Autonomous Bodies / Banks etc. to whom they have been providing the same services.
5. The Contractor shall ensure that all person(s) employed by them for the services shall be honest, skilled, efficient and conversant with the nature of work. They should observe office discipline and maintain decorum in dealing with VMH officials, guards and visitors.
6. a) The minimum wages paid to the service provider will be amounts notified under Minimum Wages Act by the Ministry of Labour (Government. of India). Whenever the wages/statutory payments are enhanced or reduced by notification the service provider shall bring the same to the notice of the VMH, Kolkata authority. If it is found that the service provider has paid wages to any worker lower than the minimum wages notified by the competent Authority then the contract is liable to be terminated.  
b) The contractor shall be responsible for fulfilling of all his obligations towards the persons deployed under the Minimum Wages Act, EPF Act, ESI Act and for the deposit of employee's and principal employer's share of statutory contribution of EPF/ESI authorities at his own level and maintenance of record as per rules. He will furnish proof of deposit of such contribution along with the wage bill for the next month. In case of failure on the part of contractor to deposit EPF/ESI etc with the concerned authorities within the stipulated period, the contractor shall be liable to pay penalty as imposed by the VMH, Kolkata authority.  
c) The rate quoted by the contractor shall include provisions of payment of gratuity, service charges, GST, OTA, Bonus, CI/EL, if payable under the provisions of law in force.

7. Any liability regarding payment to workers or arising due to non-compliance with any of the labour laws or due to any human loss / injury during duty hours, will be the sole or personal liability /responsibility of the Contractor.
8. Any loss sustained by VMH by way of theft, pilferage / damage to the properties, viz., artifacts, equipment's, fittings, fixtures, furniture's instruments etc. due to negligence, carelessness, lack of devotion to duty or non-deployment / absence of manpower in the scheduled duty hours by the Contractor / Agency shall be debited to the account of the said Contractor / Agency. The assessed value of the loss / damage made therein will be recovered from the Contractor / Agency. The decision of the Competent Authority of VMH in this regard shall be final and binding on the Contractor / Agency. The selected agency will have to submit an undertaking in this respect before signing of agreement.
9. The Agreement for providing Security / Surveillance Services will be initially for a period of one year and payment for the agreement would be made pro-rata on month to month basis in arrears subject to providing satisfactory services. However, VMH Authority may terminate this Agreement any time immediately if the Contractor become incapable of carrying out the work under this agreement, or make any alteration in the terms and conditions without VMH's agreement to them or the services rendered by them are unsatisfactory or if the Contractor commits any act of fraud.
10. The successful tenderer will have to submit Performance Security equal to a minimum 10% of the 6 months cost of providing the Security & Surveillance Services in the form of Account Payee Demand Draft in favour of "Victoria Memorial Hall" from any Nationalized Bank. The Demand Draft shall be valid for a period of Sixty days beyond the date of completion of all contractual obligations. The Earnest Money Deposit is refundable after receipt / acceptance of Performance security.
11. It may please be ensured : that the person(s) to be engaged has no adverse report in the records of Police Authorities and have no doubtful integrity.
12. "The firm/agency should have a valid Government licence under the provisions of the Private Security Agencies (Regulation) Act, 2005, GST registration, EPF/ESI registration, and further, the agency/ firm shall remain liable to comply with all formalities required to be complied with under any central/ state/ local laws and orders relating to the work, if any, and shall take all necessary steps for obtaining registration and licenses, including renewal thereof in due and timely manner as required under rules and orders.
13. VMH, Kolkata shall have no relationship whatsoever in respect of service liabilities with the employees of the Contractor / Agency and it shall be the Contractor's sole responsibility and discretion to supervise its employees or terminate their services on such terms and conditions as it may deem fit.
  - a) The appointed firm/ agency shall not assign, sub-contract or sublet the work or any part of the work covered by the contract.
  - b) The claims in bills regarding Employees State Insurance, Provident Fund and GST etc should necessarily be accompanied with documentary proof pertaining to the previous months' bill. A requisite portion of the bill /whole of the bill amount shall be held up till the proof is furnished.

The copies of tax receipts/tokens deposited in respective authorities should be submitted to the VMH, Kolkata authority on a monthly basis.

- c) The engagement of security personnel for security & surveillance services purposes does not confer any right for continuation or extension of the contract on any account. This will be purely short term temporary arrangement on contractual basis.
- d) If any dispute of any kind whatsoever shall arise in connection with arising out of this contract, the same shall be settled within the jurisdiction of the Courts in Kolkata.
- e) For lady security guard, minimum 03(three) years experience in the same job at any Govt./Private Organization is required.
- f) Medical: Medical fitness "SHAPE 1"
- g) Character: "EXEMPLARY" from the previous organization.
- h) Age limit: Within 55 years preferable.

Administrative Officer

## Annexure – I

Enclosure to V.M. No. **253 /IXB-47/14 dated 11.02.2020**

### LIST OF DOCUMENTS TO BE ENCLOSED WITH TENDER

1. Profile of the firm (\*Maximum two pages) with ownership / partnership status, name, address, phone no. E-mail ID, experience of the top executive etc.
2. Trade License.
3. Copy of Income Tax PAN Card.
4. Income Tax return for last three years.
5. Professional Tax Registration Certificate.
6. GST Registration Certificate
7. ESI Registration Certificate.
8. EPF Registration Certificate/
9. Labour License.
10. License to engage in the business of Private Security Agency as laid down in West Bengal Private Security Agencies (Regulation) Rules, 2007.
11. List of organizations / institutions to whom security and surveillance service is being / was provided by the agency during last 5 years along with documents in support.

**Annexure – II**  
**Enclosure to V.M. No. 253 /IXB-47/14 dated 11.02.2020**

**FORMAT OF INDEX**

Sl. No	Documents	Details	Pages No.
1	Quotation on the letter head of the agency		
2	EMD	i) No. and date ii) Amount iii) Drawn on	
3	Profile of the agency	Maximum two pages	
4	Trade License	i) No. and date ii) Valid upto iii) Issuing authority	
5	PAN Card	No.	
6	Income Tax Return	i) AY 2017-2018 ii) AY 2018-2019 iii) AY 2019-2020	
7	Professional Tax Return Certificate	i) No. and date ii) Valid upto iii) Issuing authority	
8	GST	i) No. and date ii) Valid upto iii) Issuing authority	
9	ESI	i) No. and date ii) Valid upto iii) Issuing authority	
10	EPF	i) No. and date ii) Valid upto iii) Issuing authority	
11	Labour License	i) No. and date ii) Valid upto iii) Issuing authority	
12	License to engage in the business of Private Security/ Agency	i) No. and date ii) Valid upto iii) Issuing authority	
13	List of organizations/ institutions is to whom security and surveillance certificate is being provided by the agency during last five year		
14	Documents in support of Sl. No. 13	i) Certificate from ..... a) b) ii) Work order of ..... a) b)	