



1, क्वीन्स वे, कोलकाता - 700 071
1, Queen's Way, Kolkata - 700 071

विक्टोरिया मेमोरियल हाल VICTORIA MEMORIAL HALL

(भारत सरकार के संस्कृति मन्त्रालय के प्रशासनिक नियन्त्रण
के तहत एक स्वायत्त संगठन)
(An autonomous organisation under the administrative
control of the Ministry of Culture, Govt. of India)

V M No. 166/IXB-47/14 (Part IV)

19 January 2017

NOTICE INVITING TENDER

Victoria Memorial Hall invites sealed tenders for providing of Security & Surveillance Service from resourceful, reputed and bonafide agencies having at least 5 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 superscribed with the words "Tender for Security & Surveillance Service". Tenders not properly superscribed 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 liable to be rejected.
2. The rate quoted must be inclusive of all taxes and charges and shall be valid for two years from the date of agreement. **The agency shall quote the rate taking into account all factors including increase in minimum wages etc. No claim for increase in rate will be entertained on whatsoever ground during the period of agreement.**
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. 20,000/- (Twenty thousand only) as earnest money should be deposited in the form of Demand Daft drawn on any nationalized bank in favour of "Trustees of Victoria Memorial" 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 and latest on or before the 30th day after the award of the contract.
5. The last date of submission of tender is 08.02.2017 upto 3 p.m. The tender will be opened on the same date at 3.30p.m. Willing tenderers or their authorized representative 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. 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.
2. The person(s) to be engaged must be of physically strong built and from the category of Ex-service men i.e Persons retired from Defence Service meaning Indian Army, Indian Navy and Indian Air Force. They must be below the age 65 years and at least middle level pass (Eight Standard Passed). 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.

☎ : 2223-1890/1891/0953/5142 • फैक्स / Fax: +91-33-2223-5142

ई-मेल / E-mail: victomem@gmail.com

• वेबसाइट / Website: www.victoriameorial-cal.org



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3. It is estimated that at least 19 (nineteen) security personnel per day will be required for providing these services. The rate quoted by the agency should be based on this number. If, however, more or less nos. of personnel are required on a particular day, pro-rata payment or deduction will be made.
4. 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.
5. 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.
6. 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.
7. The Contractor shall also comply with all labour laws in relation to its persons to be engaged for security & surveillance purposes including payment of minimum wages laid down by or under any law. The rate quoted by them shall include provisions of EPF, ESI, CL/EL payment Gratuity Charges, Service Tax, OTA, Bonus etc. if payable under existing law.
8. 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 responsibility of the Contractor.
9. Any loss sustained by VMH by way of theft, pilferage / damage to the properties, viz., artifacts, equipments, fittings, fixtures, furniture's instruments etc. due to negligency, carelessness, lack of devotion to duty or non-deployment / absence of manpower in the schedule duty hours to the Contractor / Agency shall be debitable 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.
10. 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 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's commits any act of fraud. The agreement may also to terminated by Victoria Memorial Hall authority at one month notice due to unavoidable circumstances.
11. The successful tenderer will have to submit Performance Security equal to minimum 10% of the 6 months cost of providing the Security & Surveillance Services in the form of Account Payee Demand Draft in favour of "The Trustees of the Victoria Memorial Hall" from a

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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.

12. 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.
13. The Contractor shall remain liable to comply with all formalities required to be complied with under any State or local laws and orders relating to the work and shall take all necessary steps for obtaining Registration and Licenses, including renewal thereof.
14. 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 decide remuneration and supervise its employees or terminate their services on such terms and conditions as it may deem fit.
15. 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.
16. 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.

Administrative Officer

Annexure – I

Enclosure to V.M.No. 166/IXB-47/14 (Part IV) dated 19 January 2017

LIST OF DOCUMENTS TO BE ENCLOSED WITH TENDER

1. Profile of the firm (Maximum two pages) with ownership / partnership status, name, address, phone no., email 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. Service Tax Registration Certificate
7. ESI Registration Certificate
8. EPF Registration Certificate
9. Labour Licence
10. Licence 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. 166/IXB-47/14 (Part IV) dated 19 January 2017
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. & date (ii) Valid upto (iii) Issuing authority	
5.	PAN Card	No	
6.	Income Tax return	(i) AY 2013-14 (ii) AY 2014-15 (iii) AY 2015-16	
7.	Professional Tax Return Certificate	(i) No. & date (ii) Valid upto (iii) Issuing Authority	
8.	Service Tax	(i) No. & date (ii) Valid upto (iii) Issuing Authority	
9.	ESI	(i) No. & date (ii) Valid upto (iii) Issuing Authority	
10.	EPF	(i) No. & date (ii) Valid upto (iii) Issuing Authority	
11.	Labour Licence	(i) No. & date (ii) Valid upto (iii) Issuing Authority	
12.	Licence to engage in the business of Private Security / Agency	(i) No. & date (ii) Valid upto (iii) Issuing Authority	
13.	List of organizations / institutions is to whom security and surveillance certificate is being / was 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)	