

**NOTICE INVITING E-TENDER**

**NIT ID showing at <http://wbtenders.gov.in>: 2025 UOK 866284 1**

**Tender Ref. No: NIET/KU/SA/2025-26/01**

**Dated: June 18, 2025**

Online E-Tender is invited by the University of Kalyani for **Selection of Security Service Agency for University Campus** having experience of working in Institute of Higher Learning / Government office/premises and/or in Large Public place, for providing security services at Kalyani university campus through engagement of security staff of which majority staff having defence background (Ex-servicemen). Interested bidders may follow the instructions as given below for submission of their tenders under online mode:

**A. JOB SPECIFICATION: -**

Sl No.	Cadre Types	Required No. of Cadres per day (Approx)	EMD Amount (Rs) & Convenience Fee (Rs)
1	Security Guard	167(157 Ex-servicemen, 10 civilian male Security Guard)	5 (Five) Lakh (EMD, Refundable-Condition Apply)  <b>Mandatory Submission</b> <b>4,995/-</b> (Convenience Fee, Non-Refundable)
2	Security Guard Cum Caretaker:	06 (All Ex-servicemen)	
3	Gunman:	09 (All Ex- Servicemen)	
4	Supervisor:	14 (All Ex- Servicemen)	
5	Lady Security Guard	18 (Civilian)	

**B. ON LINE PAYMENT FOR CONVENIENCE FEE through BANK OF INDIA:**

Bidder must deposit CONVENIENCE FEE through RTGS/NEFT as per the following details:

Name of the Beneficiary	UNIVERSITY OF KALYANI
Account Name	UNIVERSITY OF KALYANI GEN FUND-II
Bank Account Number	412110210000001
Name of the Bank	BANK OF INDIA
Name of Bank Branch	KALYANI UNIVERSITY BRANCH, KALYANI UNIVERSITY, KALYANI, NADIA PIN-741235, WEST BENGAL Phone : 033-2582 9480
EMAIL	kalyaniuniversity.Bardhaman@bankofindia.co.in
IFSC Code	BKID0004121
Mode of Electronic transfer available in the Bank	RTGS/NEFT

Bidders having Bank Accounts at the above branch, may transfer the CONVENIENCE FEE amount from their respective bank accounts to the aforesaid bank account of the University. Bidders must upload the scanned copy of the Payment Acknowledgement Receipt from the concerned bank for deposit of CONVENIENCE FEE while submitting tender on-line. Payment of Convenience Fee is mandatory to avoid cancellation of tender.

**C. ON-LINE PAYMENT FOR EMD through ICICI BANK:**

**(a) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway: -**

- i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where bidder will select the Bank through which bidder wants to do the transaction.
- ii. Bidder will make the payment after entering his Unique ID and password of the Bank to process the transaction.
- iii. Bidder will receive a confirmation message regarding success/failure of the transaction.
- iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective pooling account of the State Government /PSU/Autonomous Body/Local Body/PRIs, etc. maintained with the Focal Point Branch of ICICI at R N Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. If the transaction is failure, the bidder will again try for payment by going back to the first step.

**(b) Payment through RTGS/NEFT: -**

- i. On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his bank account.
- iii. Once payment is made, the bidder will come back to the e-procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
- iv. If verification is successful, the fund will get credited to the respective Pooling account of the State Government /PSU/ Autonomous Body/Local Body/PRIs, etc. maintained with the Focal Point Branch of ICICI Bank at R N Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. Hereafter, the bidder will go to e-procurement portal for submission of his bid.
- vi. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

**Bidder having SSI/NSIC/MSME certification is exempted from depositing EMD. In that case, bidder must upload updated certification issued by SSI/NSIC/MSME. Otherwise, bidder must upload the scanned copy of the Payment Acknowledgement Receipt from the concerned bank for deposit of EMD to avoid cancellation of tender.**

**1. Dates & Information:**

Sl. No.	Activities	Date & Time
1	Date of uploading of N.I.T. Documents in the e-tender portal of NIC : <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a>	June 18, 2025
2	Documents download (online)	June 18, 2025 (From 5 p.m. onwards)

3	Bid Submission Start Date(on line)	June 18, 2025 (From 5 p.m. onwards)
4	Bid Submission Closing Date (Online)	July 5, 2025 (up to 5 p.m.)
5	Bid Opening Date (Online) – Technical Bid	July 7, 2025 (From 5 p.m. onwards)
6	Date of uploading list for technically qualified bidder (online)	To be notified
7	Date of opening of Financial Bid	To be notified
8	Date of uploading of list of bidders along with the approvedRate	To be notified

## 2. General Instructions:

In the event of e-tendering, intending bidder may download the tender documents from the website : <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate(DSC) or from the University of Kalyani's website [www.klyuniv.ac.in](http://www.klyuniv.ac.in).

## 3. Submission of bids:

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the Company personnel who is in the pay roll of the Company (having Authorization from the Company management) in the website [http:// wbtenders.gov.in](http://wbtenders.gov.in). All papers must be submitted in English language.

## 4. Time Schedules for the e-tender:

The Time Schedule for obtaining the Bid Documents, its online submission and opening of bids will be as per the list provided in Clause No. 1 given above.

## 5. Eligibility for Quoting:

a) Reputed, resourceful and bonafied registered private security agencies having experience in rendering satisfactory security and guarding services in Educational Institutions / Government office/premises and/or in Large Public place undertaking as per terms & conditions of the NIT and having the security staff from defence background(Ex-Servicemen) barring exception as per Clause are only eligible for quoting. This exception will supersede all terms and conditions as mentioned in NIT so far as the nature of cadre for deployment at Security service as Security Guard is concerned.

b) Agencies not having the capability to provide security services up to the mark solely need not apply. Failure of submission of declaration of full support will lead to cancellation of tender.

c) Further, vendors who were declared black listed and/or insolvent by any Govt. Concern/any Institutions in the Country for particular service are not eligible to participate in the current tender for the service.

d) Moreover, vendors whose previous service at the University of Kalyani is unsatisfactory/disputable or who have been terminated before expiry of the initial contract period from their commencement of service in the University of Kalyani will not be considered as technically qualified in spite of having suitable credentials also.

e) Security agencies that have not the credentials to cater security service in a single Institute of Higher Learning / Government office/premises and/or in Large Public place to the tune of **Rs 30 Lakh or more** on an average in last five financial years (2019-20,2020-21,2021-22,2022-23 & 2023-24) will not be eligible for submission of tender.

## 6. Annual Turnover Requirements:

Vender having average annual income for last five financial years (2019-20,2020-21,2021-22,2022-23 & 2023-24) should be not less than **Rs.1 crore** in India from the security service is eligible to participate in the Tender.

## 7. Submission of Tenders

### 7.1 General process of submission

Tenders are to be submitted online through the website stated in Clause 2. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time, one is Technical Bid and the other is Financial Bid. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents of originals in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. Bidder needs to fill up the BOQ in the designated cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender till the bid submission ends. Tenderers should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends.

## 7.2 Technical Bid

The Technical Bid should contain scanned copies and/or declarations in the following standardized formats in two covers (folders):

### I. Technical File (Statutory Cover) containing:

#### 1. **Annexure –**

- a) Basic Information (Vide Annexure I) *(to be submitted in “Annexure” folder)*
- b) Application for Tender - (Vide Annexure II) *(to be submitted in “Annexure” folder)*
- c) Affidavit Proforma - (Vide Annexure IV) *(to be submitted in “Annexure” folder)*
- d) DECLARATION ON NIET - (Vide Annexure V) *(to be submitted in “Annexure” folder)*
- e) Details about Credentials - (Vide Annexure VI) *(to be submitted in “Annexure” folder)*
- f) Information on Personnel (Vide Annexure VII) *(to be submitted in “Annexure” folder)*

2. Earnest Money Deposit (EMD): - On line submission of EMD is mandatory. It is the precondition through which bidder can take part in e-procurement procedure. Details guidelines of the same have been obtained from Finance Department G.O. No. 3975-F(Y) Dated 28th July, 2016.

3. Technical details of the Items Quoted (Bidders must submit Technical specification along with Catalogue of the item quoted in “**Technical Details**” Folders.

4. Audited Annual Accounts for last five financial years (2019-20, 2020-21, 2021-22, 2022-23 & 2023-24) or during the period since formation of the Firm, if it was set up in less than such 3-year period (to be submitted in “**Accounts**” folder).

5. Similar nature of work credential issued in favor of the agency along with Completion Certificate (to be submitted in “**Credential**” folder).

**Note: Tenders will be summarily rejected if any item in the statutory cover is missing.**

#### II. My Document (Non-Statutory Cover) containing as follows:

Sl. No.	Category	Sub-Category	Sub-Category Description
1	Certificates	Certificates	PAN Card of the Bidder
			GST Registration Certificate
			P.Tax Enrolment Certificate
			Trade License/Enlistment Certificate issued by

2	Company Details	Company Details 1	the Local Authority
			Business Licence Certificate issued by the Government of West Bengal
			Registration with Registrar of Companies
			Memorandum of Articles for Limited Companies.
			E.P.F. Registration Certificate
			E.S.I Registration Certificate
3	Credential	Credential 1	Solvency Certificate issued by any Bank of Indian Origin to the tune of Rs.30 lakh or more
			Copy of the work order with performance certificate from an Institute of Higher Learning in support working at a single Institute of Higher Learning / Government office/premises and/or in Large Public place to the tune of <b>Rs 30 Lakh or more</b> on an average in last five financial years (2019-20,2020-21,2021-22,2022-23 & 2023-24)
			Income Tax Returns submitted for the Assessment year 2022-23
			Income Tax Returns submitted for the Assessment year 2023-24
			Income Tax Returns submitted for the Assessment year 2024-25
4	Financial Information	Payment Certificate1	
5	Equipment (Arms & ammunitions)	Machineries 1	Authenticated copy of Invoice Challan and Licence issued by the appropriate authority on such items.
6	Man Power	Technical Personnel	List of Technical Staffs along with designation and I-Card No. of the Defence Background(Ex-Serviceman)

**NOTE:**

- i) If the company was set up less than three years ago, audited balance sheet for the no. of years since inception may be submitted)
- ii) Addenda/Corrigenda: if published, Contractors are to keep track of all the Addendum/Corrigendum issued with a particular NIT till the bid submission ends and in general upload the downloaded copies of the above documents and merge the Addenda/Corrigenda with respective NIT in the NIT folder. , however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends, overriding any other terms/conditions if mentioned anywhere else in the concerned NIT.
- iii) Bidder must submit their documents through the appropriate folders as stated above. Submission of document not through proper folder(s) may be considered as non-submission. If University fails to identify the document because of such wrong submission or due to submission of documents not readable visibly or for any technical issue like not opening the files etc., it would be deemed that the bidder did not submit that particular document(s).
- iv) Others: Any other documents found necessary

### 7.3 Financial Bid

The Financial Bid should contain the following document in one cover (folder):

**Bill of Quantities (BOQ):** The tenderer should fill-up the designated cell as marked by the University in the BOQ sheet. The number of security staff as mentioned in the BOQ may vary on day to day basis depending upon the actual requirement of staff on a particular day. Bidder must see clause 9.17 and following points before submission of BOQ.

1. Bidder need not consider for any Basic Rate to be paid to the security personnel because University will pay to the security personnel observing **Minimum Wage Rate** as to be applicable from time to time as per the notification issued by the Labour Commissioner, Government of West Bengal under Zone- A.

2. Bidder must quote for Service Charges on adhoc basis per cadre and such rate will be unaltered during the tenure of the contract. Bidder must not quote the rate below the rate as follows as Service Charge to avoid the rejection of bids:

Type of Cadre	Minimum Service Charge per cadre per month on 26 days x 8 hours basis (Rs.)
Security Guard	228
Security Guard cum Caretaker	228
Gunman	250
Supervisor	250

3. Employer's Share towards Payment of EPF and ESI will be disbursed by the University as per Govt. rule. Therefore, bidders need not mention any amount in the BOQ.

8. The tenderers are not required to submit hard copies of Technical File (Statutory) or My documents (Non-Statutory). Submission of hard copy of Financial Bid is totally prohibited and only be submitted through on line through NIC portal.

#### 9. TERMS & CONDITIONS:

**9.1** This Security Contract may be executed initially for one year and renewable for a further period of one year up to at least three years from the date of execution of the contract subject to the satisfactory performance of the Security Service Provider.

**9.2** The Contract of service can be terminated by issuing one month's notice in writing by either side in normal case.

**9.3** The University, however, reserves the right to terminate the said contract at any time on the ground of ineffective or inefficient or faulty services rendered by the Agency. The University will be the sole judge to determine the facts.

**9.4** The University reserves the right to initiate any enquiry into the functioning of the Security Agency and the personnel deployed by them, organizational and financial or otherwise and any decision of the Vice Chancellor and the Executive Council in the matter shall be final.

**9.5** The Agency should obtain the requisite registration/ License, for running the establishment from the appropriate authorities such as municipalities, local authorities, State/ Central Govt. Departments, labor Law departments etc. at its own cost, the agency will have to maintain proper registers/ records/ roster as required under the provisions of various acts. The University shall not be responsible in any manner for any breach of these rules and regulations by the Agency.

**9.6** On termination of contract the Agency shall discontinue the entry of any of their personnel into the University lands and premises, the use of any part thereof and hand over the University land and premises under their security arrangements together with fixtures and articles therein in good condition.

The Agency, after selection and commencing the work at University premises, shall not transfer or assign to or share benefit of this agreement with anyone else without the consent in writing of the

University.

**9.7** The Agency shall at all-time keep the University effectually indemnified against all actions, suits, proceedings, losses, costs, damages, charges claim and demands in any way arising out of or by reason of anything done or omitted to be done by the Agency.

**9.8** The agency shall be responsible for effective deployment of security personnel in each and every administrative, academic and other buildings, halls and hostels and other installations, in all main gates of the University and take charge of entire security system of the University and its boundary walls and ensure total security coverage during 5.30p.m. to 5.30 p.m. (next day) (in three shifts) or as mutually decided hereafter including Saturdays, Sundays and holidays.

**9.9** The payment of wages and other benefits including EPF, ESI etc., to the employees of the Agency within the first five days of every month shall be the EXCLUSIVE RESPONSIBILITY OF THE AGENCY and persons so employed by the Agency shall have NO CLAIM whatsoever on the University.

**9.10** The agency shall be fully responsible for service and making payment to all the security personnel to be deployed by them. The Supervisors/ Gunmen/Security Guards who may be deployed from time to time shall in no case be deemed to be staff of the University for any purpose whatsoever. The security personnel engaged by the agency will have nothing to do with the University except looking after its security and shall have no presumptive right of absorption in the services of the University and in order to give effect to this, the Agency shall incorporate suitable clause in the appointment orders to be issued to its security personnel.

**9.11** The agency shall draw the due amount from the University in due time after disbursement of monthly remuneration to all security staff under its control so that security personnel deployed by the agency do not remain unpaid of their legitimate remuneration nor the agency shall indulge in anything which may affect or jeopardize the security or normal functioning of the University.

**9.12** The disbursement of the rate of payment, as determined and authenticated by the University every month, shall be made by the agency to each individual who would be put into service by them in terms of this agreement. It is further provided that the agency shall submit each month to the University photocopy of duly receipted payment sheet/ voucher with due endorsement and at the time of submission of the same shall produce the original receipted sheet/ voucher for verification of the University authority.

**9.13 Refund of EMD of all unsuccessful bidder(s): -**

Details guidelines of the same have been obtained from **Finance Department G.O. No.3975-F(Y) Dated 28th July, 2016.**

**Refund / Settlement Process: -**

- i) After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the procurement portal through web services.
- ii) On receipt of the information from the e-procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidder's bank account from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-procurement portal by the tender inviting authority.
- iii) Once the financial bid evaluation is electronically processed in the e-procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded,

through an automated process, to the respective bidders' bank account from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.

- iv) If the bidder accepts the LOI and the same is processed electronically in the e-procurement portal EMD of the L2 bidder will be refunded through an automated process, to his bank account from which bidder made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L1 bidder is uploaded to the e-procurement portal by the tender inviting authority.
- v) As soon as the L1 bidder is awarded the contract (AOC) and the same is processed electronically in the e-procurement portal EMD of the L1 bidder for tenders of the State PSUs/ Autonomous Bodies/Local Bodies/ PRIs etc. will automatically get transferred from the polling account to their respective linked bank account along with the bank particulars of the L1 bidders.
- vi) Once the EMD of the L1 bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the polling account to the respective linked bank accounts for State PSU/Autonomous Body/ Local Body/ PRIs, etc. tenders.
- vii) All refunds will be made mandatorily to the Bank A/c from which the payment of EMD & Tender Fees (if any) were initiated.
- viii) Under no circumstances, University of Kalyani is accountable for refund of EMD of the unsuccessful bidders (both technically and commercially) because their EMD are not credited to the University Account. For any sorts of query, such unsuccessful bidders may contact ICICI Bank Help Line Number:033-4026-7512/7513.
- ix) University may forfeit the above sum in the event of the following circumstances:
  - 1. Agency withdraws the bid before expiry of its validity.
  - 2. Successful bidder fails to provide security services within the scheduled time as specified in the Order.
  - 3. In case of any false submission / statement by the bidder. In case of any refusal to abide by terms and conditions or refusal to enter into a written agreement as per prefixed terms and conditions.
  - 4. In case of any complaint regarding disbursement of payment to the security staff by the agency.
  - 5. In case of any loss/damage of university property that was not been traced out/repaid/replaced by the agency, neither compensated for the same.
  - 6. For other reasons that may be decided by the University from time to time specially where monetary and reputational loss of the University is involved due to the reason for which the security agency is accountable.

**9.14** The age of the security personnel to be engaged by the agency in the University campus shall not be exceeding 52 years at entry level.

**9.15** All the security personnel should be well behaved, properly uniformed and must not be in intoxicated condition, otherwise, University may take stern decision on the agency.

#### **9.16**

**Bidder must follow the instruction for filling up the BOQ rates for service charges as per Clause 7.3.2 of the tender. Any quote below the said rate may be liable for cancellation of tender.**



**9.17** The engagement of the number of Security Personnel in different categories may vary depending upon the present situation. In general, such engagement will vary from Working Day to Non-working day.

**9.18** Certificates pertaining to satisfactory performance from the previous and present employers need to be submitted as Credentials by the Security Agencies/Parties.

**9.19** Statutory deduction for GST and other Government taxes from the bill value of the service provider will be made as per the law in force.

**9.20 Liveries:** The Selected Agency for Security Service shall not be allowed to change the existing Liveries of security staff as maintained presently in the campuses of the Kalyani University during the tenure of the contract. The agency will instruct to its security staff to use Logo/ batch on the uniform of its staff and also shall impose restriction to keep the Identity Card hanging on the neck of the staff during the time of service.

**9.21 Tie Bid:** In case of Tie Bid arising after opening of price bid, University will follow the guideline as mentioned in the G.O. No. 2320-F(Y) dated 7/6/2022 issued by the Finance Department, Government of West Bengal.

**9.22 Forfeiture of EMD:** If the bidder is registered with MSME, it does not need to pay EMD for participation of tender. But if any MSME Registered bidder, who has not paid EMD at the time of tender submission, is selected for Security Service, such agency will have to pay EMD to the tune of Rs.5 lakh by DD/NEFT only as to be decided by the university before issuing LOI within 3 days from date of issuance of a Letter from the Kalyani University for submission of EMD. University may forfeit the above sum in the event of the following circumstances:

- a. Agency after submission of EMD withdraws the bid before expiry of its validity.
- b. Agency after submission of EMD and issuance of LOI, does not deposit the Performance Security within the stipulated time
- c. In case of any false submission / statement or suppression of material facts/figures or any sorts of malpractice by the bidder came to the notice of the university after considering the agency as technically qualified for which the agreement is made with the agency after selection of service is liable for cancellation.
- d. In case of any refusal to abide by terms and conditions or refusal to enter into the agreement as per university terms and conditions.
- e. In case of any complaint regarding disbursement of payment to the security staff by the agency.
- f. In case of any loss/damage of university property that was not been traced out/repaid/replaced by the agency, neither compensated for the same.
- g. For other reasons that may be decided by the University from time to time specially where monetary and reputational loss of the University is involved due to the reason for which the security agency is accountable.

**9.23 Continuation of Security Tender:** If the existing Security Agreement(MOA) is cancelled with the existing agency within twelve months from the date of commencement of the MOA due to the false submission/statement or suppression of material facts/figures/malfunctioning by the existing agency after commencement of service or for other reasons for which the said agency is solely responsible, University can continue the existing tender with S2 bidder with the same terms and conditions as applicable for S1 bidder. This process can go on up to S3 bidder if the University desires to continue the panel of S1, S2 and S3 bidders up to one year from the date of execution of Security Service by the S1 Bidder. Execution of MOA will be made with S2/S3, as the case may be, accordingly even though AOC has been uploaded in favour of S1 bidder earlier and EMD for S2 and S3 bidder has been refunded for such uploading of AOC.

9.24 University, if deems fit, may include further clauses at the time of making agreement with the selected agency. However, Kalyani University reserves the right to interpret any clause as stated hereinabove if not clarified in the tender as and when considered necessary. In case of any dispute in any tender clause where adequate clarification has not made or silent, Kalyani University reserves the right to make clarification depending upon the situation and also to take decision in relation thereto.

9.25 The Selected Security Agency shall have the EXCLUSIVE/SOLE RESPONSIBILITY for payment of wages and other benefits including EPF, ESI etc. and persons so employed by the Agency shall have NO CLAIM whatsoever on the University. When the agency will submit the monthly bill, agency must submit the following along with the monthly bill:

- a. a copy of the payment of wages through bank
- b. copies of the EPF and ESI Challan for the last month paid to the employees engaged at the security service of the University of Kalyani
- c. Copy of the ECR

9.26 The Security Agency, after selection for work, must depute a supervisor for supervision of the entire work rendered at the university campus without any financial involvement from the University.

9.27 In case of theft due to the negligence of the duty on the part of the security agency, University may deduct the equivalent market value of the stolen item from the bill amount of the agency.

9.28 Performance Security: Successful bidder should deposit Performance Security money to the tune of Rs. 30 Lakh (Rupees Thirty lakh only) in the form of DD/NEFT only as to be decided by the University. Such deposit is to be made within seven (7) days from the date of issuance of the Letter of Intent (LOI). Such security will be refunded after completion of the Contract period in normal case without any accrued interest. University may forfeit the Security Money in the event of the following circumstances:

- i) Selected vendor, after receipt of Letter of Engagement (LOE) and deposition of Security Money, expresses reluctance for commencing the work within the stipulated time.
- ii) Selected vendor fails to enter into the contract (MOA) within the period as stipulated by the University.
- iii) Selected vendor fails to perform duties and responsibilities in the manner as to be specified in the MOA duly supported with stamped agreement.
- iv) If before expiry of the contract period, the selected Agency discontinues service without any reason to be considered satisfactory by the University Authority.
- v) If the Agency creates any problem for which University service affects in a tangible and/or intangible manner.
- vi) In case of any false submission /statement or suppression of any relevant facts and figures or any sorts of malpractice during the period of agreement by the selected agency brought to the notice of the University Authority after issuance of LOE/MOA
- vii) In case of any breach of MOA with the University
- viii) Other reasons for which the selected Agency may be considered as responsible for any loss of property/Service and/or loss of reputation of the University.

9.29 University may take decision about non-deployment of the security service even after selection of vendor due to its fund constraints or for other valid reasons.

9.30 University may seek documents from the bidder in addition to the scanned documents sent by them at the time of uploading technical bid for verification and evaluation of tender.

**9.31 Conflict of Interest:** Not more than one tender shall be submitted by one tenderer or tenderers having relationship. Under no circumstances tenderers having mutual relationship (personal or official) if exhibited from their official or other documents or having business relationship with one another (i.e. when one or more partner(s)/director(s) are common) will not be allowed to participate to the tender.

**9.32** University of Kalyani reserves the right to relax any clause as stated hereinabove for selection of suitable vendor

#### **10. Evaluation of the tenders**

During the tender evaluation process, the “Technical Bid” will be opened first. Those Bidders who have qualified in respect of the essential & other requirements in “Technical Bid” will be identified and their financial bid will be opened. The financial bid of those tenderer failing to meet the technical & other requirements laid down in the tender will not be opened and be rejected. The Tenderer offering the item found suitable and as per the tender specifications will only be selected. Final selection of the lowest bidder in respect of Financial Bid is subject to further verification. The Financial Bids of only these tenderers passing the essential and other requirement test will be opened. If found suitable in the context of above pre-qualification etc, the Tenderer quoting the lowest rate will be considered as successful.

**11.** Opening the financial bid as per schedule will BE NOTIFIED LATER ON.

Financial bid can be seen & accessed by the bidder through the NIC Portal on line after opening of financial bid on line. No objections raised by any Bidder in this respect will be entertained by the University. No informal tender will be entertained in the Bid further.

**12.** During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the tender and that application will be rejected outright without any prejudice.

**13.** The Tender Selection Committee reserves to right to cancel the N.I.T. due to unavoidable Circumstances and no claim in this respect will be entertained.

**14.** Abbreviations used in this tender:

<b>Sl. No.</b>	<b>Abbreviated Word</b>	<b>Full Word</b>
1	EMD	Earnest Money Deposit
2	MSME	Ministry of Micro, Small and Medium Enterprises
3	P.Tax	Profession Tax
4	E.P.F	Employees Provident Fund
5	E.S.I.	Employees State Insurance
6	LOI	Letter of Intent
7	ECR	Electronic Challan cum Return
8	LOE	Letter of Engagement
9	MOA	Memorandum of Agreement
10	L1	Lowest Bidder
11	L2	Second Lowest Bidder
12	L3	Third Lowest Bidder
13	S1	1 <sup>st</sup> Selected bidder after evaluation of Technical and Financial
14	S2	2 <sup>nd</sup> Selected bidder after evaluation of Technical and Financial
15	S3	3 <sup>rd</sup> Selected bidder after evaluation of Technical and Financial
16	AOC	Award of Contract

**ANNEXURE-I**  
**BASIC INFORMATION**

1.	Name of the Security Agency	
2.	Address of the Security Agency with telephone/ Mobile No.	
3.	Type of the Organisation (whether sole Proprietorship/ Partnership/ Private Limited for Cooperative body/ Welfare Trust etc.) (attach proof)	
4.	Name, Address , Phone Number and E-mail id of the Proprietor/ Partners/ Directors of the Agency with whom communication (if required) shall be made	
5.	PAN (a copy of PAN Card must be enclosed)	
6.	P.Tax Enrolment Number (a copy of Enrolment certificate must be enclosed)	
7.	GST Registration Number (a copy of supportive: document must be enclosed)	
8.	E S I Registration Number (a copy of supportive document must be enclosed)	
9.	E P F Registration Number (a copy of supportive document must be enclosed)	
10.	Trade License number (a copy of supportive document must be enclosed)	
11.	Licence No issued by Labour	

	department, Government of West Bengal	
12.	Experience a.Total number of years b.List of references wherever worked/working with supportive document (separate sheet may be attached herewith) c.Number of employees (ex-servicemen) working at present under the control of the Agency	
13.	Have you deposited EMD?	Yes/No
14	Have you deposited Mandatory Convenience Fee?	Yes/No
15	If you have Not deposited EMD ,have you uploaded the scanned copy of updated SSI/NSIC/MSME Certification?	Yes/No
16	Particulars of Convenience Fee (Acknowledgement details): (a) UTR/Bank Advice Number:  (b) date of credit:  (c) Bank & Branch name:-	a)  b)  c)

#### Declaration

I solemnly declare that the information furnished above by me are true in the best of my knowledge and if subsequently it is found wrong the University will have every right to reject my tender/ terminate the contract.

Authorised Signature with seal

**Annexure-II**

**APPLICATION FOR TENDER**

(To be furnished in the Company's official letter pad with full address and contact no, E mail address etc)

To  
The  
Registrar  
University of Kalyani  
Kalyani-741235 Nadia,  
West Bengal

Sub: NIT for **Security Service for University Campus**

**Tender Ref. No: NIET/KU/SA/2025-26/01**

**Dated: June 18, 2025**

Sir,

Having examined the pre-qualification & other documents published in the N.I.T, I /we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me / us on behalf of .....  
.....in the capacity ..... duly authorized to  
submit  
the offer. The authorization letter from the Company is attached in Annexure II.
2. We accept the terms and conditions as laid down in the tender document and declare that we shall abide by it throughout the tender period including its extensions, if any.
3. In the event of being selected, I will resume my duty as per the stipulated period of the work order issued to me.

Date: -

Signature of applicant including title and capacity  
Contact no:  
E mail address:Postal Address:

**Annexure III**

(Authorization letter in favour of the applicant (other than Managing Director/ Proprietor/Partner) from the competent authority.)

**FORMAT**

(To be furnished in the Company's official letter pad with full address and contact no, E mailaddress etc)

(TO WHOM IT MAY CONCERN)

This is to certify that Mr (Name), .....employee of this Organisation as ..... (Official Designation) is hereby authorised to submit tender online , Vide NIT No ..... , Dated .....on behalf of the Organisation.

Signature of the competent authority with Seal

.....

(Signature of the Authorised Person)

Signature of Mr.....

.....is hereby attested.

Signature of the competent authority with Seal

**ANNEXURE IV**

(Affidavit Proforma)

(To be furnished in Non – Judicial Stamp paper of appropriate value duly notarized)

I, Sri/Smt. ....

The Managing Director/Proprietor (etc.) of the Firm.,  
.....(Name of the firm)

At (address).....

do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to provide security services through engagement of security staff to any Educational Institutions/Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law to provide security services to the Educational Institutions / Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States ( If any case is pending, state the details ).
3. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
4. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

Deponent(s).



## **ANNEXURE V**

(Affidavit Proforma)

(To be furnished in Non – Judicial Stamp paper of appropriate value duly notarized)

### **DECLARATION ON NIET**

***(To be typed in company letter pad, scanned and uploaded)***

I, the undersigned, do hereby declare that in respect of

**Tender Ref. No: NIET/KU/SA/2025-26/01**

**Dated: June 18, 2025**

- On behalf of my organization, I will comply all the formalities that are required to be complied as per NIT and I will observe all clauses of the NIT (including Terms & conditions).
- In case of any non-observance of any clause(s) of NIT, my organization will be bound to follow the decisions taken by the University of Kalyani for taking decision related with the tender for which the said NIT was uploaded.
- In case of unsuccessful bidding, I shall have no claim with the University of Kalyani for refund of EMD since the entire EMD submission mode is on-line and University of Kalyani does not have any role to play for the said issue.

Date:

Place:

Full signature of the Person  
(Designation with Seal)

**ANNEXURE VI****DETAILS ABOUT CREDENTIALS***(To be typed in company letter pad, scanned and uploaded)*

Sl. No.	Financial Year	Name of the Organisation for which Security Service was made	Amount of Work in the financial year(Rs.)	Type of Documents attached herewith (Print Order/Bill/Challan etc.)

Note : Bidder must provide photocopy of the documents in support of Print Work done in favour of any organization as per tender.

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Full signature of the Person  
(Designation with Seal)

**ANNEXURE VII****INFORMATION ABOUT PERSONNEL*****(To be typed in company letter pad, scanned and uploaded)***

Sl. No.	Financial Year	Name of the Organisation where maximum employees were engaged in a financial year under a single contract for security service <b>(Please See Note)</b>	Maximum Number of personnel engaged in a financial year under a single contract for security service <b>(Please See Note)</b>	Amount paid by the organization for personnel engaged in a financial year under a single contract for security service <b>(Please See Note)</b>
1	2021-22			
2	2022-23			
3	2023-24			
<b>Total</b>				

Note:

1. Bidder must provide relevant documents in support of the figures stated hereinabove.
2. The name of the organization may vary from year to year.

**Full signature of the Person with seal**

Validate

Print

Help

**Item Rate BoQ**

Tender Inviting Authority: Registrar, University of Kalyani

Name of Work: Selection of Security Service Agency for University Campus.

Contract No: NIET/KU/SA/2025-26/01

Name of  
the  
Bidder/  
Bidding**PRICE SCHEDULE**

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Rate of monthly service charge per Security staff (in Rs.) (to be unaltered during the tenure of service and will not be considered as a percentage of basic rate) (Please see the Instruction as per Clause No. 7.3.2 before putting the Rates)	TOTAL AMOUNT in Rs	TOTAL AMOUNT In Words
1	2	4	5	13	53	55
1	Monthly rate of wages of the security staff inclusive all					

1.01	Security Guard	167.00	Each per month		0.00	INR Zero Only
1.02	Security Guard Cum Caretaker	6.00	Each per month		0.00	INR Zero Only
1.03	Gunman	9.00	Each per month		0.00	INR Zero Only
1.04	Supervisor	14.00	Each per month		0.00	INR Zero Only
1.05	Lady Security Guard	18.00	Each per month		0.00	INR Zero Only
Total in Figures					0.00	Zero Only
ed Rate in Words		INR Zero Only				