



The West Bengal University of Teachers' Training, Education
Planning and Administration

25/2 & 25/3, Ballygunge Circular Road, Kolkata – 700019

Contact No. 03340883402/03346001038

Website: www.wbuttepa.ac.in

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No: - WBUTTEPA/TN/03/2021

Date: - 27.07.2021

NOTICE INVITING E-TENDER

Notice Inviting e-Tender No. 03/WBUTTEPA OF 2021

TENDER NOTIFICATION FOR SELECTION OF SECURITY GUARD, PEON, CONSERVANCY PERSONNEL & HOUSEKEEPING PERSONNEL FROM SECURITY AGENCY, FOR THE WEST BENGAL UNIVERSITY OF TEACHERS' TRAINING, EDUCATION PLANNING AND ADMINISTRATION (WBUTTEPA), KOLKATA-700019,
(Through Pre-qualification)
(Submission of Bid through NIC e-tender portal)

NIT No - 03/WBUTTEPA OF 2021

Dated, Kolkata 27.07.2021

The WBUTTEPA invites e-tender from Experienced, Reputed, Financially Sound and Licensed Private security agencies who has credentials for such services reputed class One academic institutions / University for deployment of security guard, peon, conservancy & housekeeping personnel for the University Campus & Offices of The West Bengal University of Teachers' Training, Education Planning and Administration (WBUTTEPA) for a period of Two years from the date of issuing award of contract (AOC) and The University reserves the right to call upon the agency to extend the contract for a period of 1 year in excess of the contracted period under communication to the concerned agency.

The Management reserves the right to defer the commencement of the contract for a period of 3 months.

Terms & Condition:

1. Necessary earnest money to be submitted on-line for participation is Rs. 60,000/- (Rupees Sixty thousand only) per tender on-line as clearly described in Clause 4.
2. **General Instructions:**

In the event of e-filing, intending bidder company may download the tender documents free of cost from the website: <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. The tender documents may also be downloaded from the University's (WBUTTEPA) website www.wbuttepa.ac.in : Tender URL for perusal free of cost.
3. **Submission of bids:**

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the Company personnel (whose name is appearing in the pay roll of the company) having authorization from the company management to the website <https://wbtenders.gov.in>. All papers must be submitted in English language with Page Marking. In case of proprietary firm where the owner itself is the bidder, no authorization IN THE FORMAT of Annexure-II is required.
4. **On-line payment procedure as per G.O. No. 3975-F(Y), Dated 28.07.2016 : Login by the Bidder:**
 - I. A bidder desires of taking part in the tender shall login to the e procurement portal of the Govt. of West Bengal <https://wbtenders.gov.in>
 - II. Using his login ID and Password.
 - III. He will select the particular tender to bid and payment of pre-defined EMD amounting to Rs. 60,000 (Rs. Sixty thousand only) by selecting the following payment mode :
 - i. Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway. 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 he will select the Bank through which he wants to do the transaction. The bidder will receive a confirmation message regarding success of the transaction. If the transaction is successful, the amount paid by the bidder will get credited in the respective pooling account of the State Government maintained with the Focal Point of branch of ICICI at R N Mukherjee Road, Kolkata for collection of EMD. If the transaction fails, the bidder will again try for payment by going back to the first step. or
5. **Refund of EMD :** After declaration of Award of Contract (AOC) through the e-procurement portal, the EMD will be refunded to the unsuccessful bidder in the same route to the account from where the transaction was processed within reasonable time.

6. Time Schedules for the e-tender:

THE TIME SCHEDULE FOR OBTAINING THE BID DOCUMENTS, SUBMISSION OF BIDS AND OTHER DOCUMENTS ETC. WILL BE AS PER THE LIST PROVIDED IN CLAUSE NO- 24 GIVEN BELOW.

7. Eligibility for Quoting:

- I. The bidder must have Trade License to deal the business from local self-Government.
- II. The bidder must have EPF & ESIC Registration certificate.
- III. The bidder must have GST Registration certificate.
- IV. The agency should have served in last 3(three) years from the date of opening of tender at least 75% of the quoted quantity as per Table 1 of the similar nature of services of each category satisfactorily in the Reputed Academic Institution / University in West Bengal.
- V. The bidder must submit the bank solvency certificate within one month from the date of issuance of Award of Contract. The bank solvency must be for an amount equal to triple of total monthly remuneration as per rate quoted in BOQ, payable to the total number of
- VI. Workers to be deployed as per Table I.
- VII. The Bidder who is blacklisted by any Govt. /Semi Govt. / Reputed Academic Institutions/University and Corporate Sector is not eligible for submitting Bid. This clause will be applied on the basis of the declaration by the bidder itself in the Affidavit submitted in Annexure IV.
- VIII. The agency shall take license under Contract Labour (Regulation and Obligation) Act and also requisite licenses and authorization from statutory authorities under prevailing rules and regulations of the Central/State Govt.

8. ANNUAL TURNOVER REQUIREMENTS:

The intending bidder should have average minimum turnover of Rs. 3crores (Rupees Three Crores) in preceding 3 years ending 2020-21 total Rs.9crores (Rupees Nine Crores).

9. **Uniform:** The selected agency will provide required uniform, all necessary equipment's for satisfactory performance of the job (e.g. lathis, whistles, torch with dry cells, umbrella/raincoats and any other tools required for proper security arrangements) and the cost to be borne by the Agency. The Agency shall maintain First Aid facility for his employees.

10. The selected Security agency should deploy trained(Male/Female) security guard, Peon, Conservancy & Housekeeping personnel having proven track record in reputed academic institution / University.

11. **Deployment terms:**

- i. All categories of personnel should perform their duties with dressed uniform as per working hours prescribed by the University authority.
- ii. The personnel on duty will have to be withdrawn and replaced by the agency if reported misbehaviour, non-disciplined, negligent on duty.
- iii. Manpower may be reduced or enhanced by the University authority at the same rate and same terms and conditions at any time during the pendency of the tender period.
- iv. No claim for revision of contracted rate and change of terms and conditions shall be allowed at any stage during the contract period or extended contract period, if any.
- v. All personnel shall have to perform shift duties as required.

12. **Wages, Statutory and Non-Statutory Provisions:**

- i. The agency shall pay its personnel monthly remuneration commensurate with minimum wages as per latest order of the State Govt. and shall provide statutory coverage of EPF, ESIC, Bonus, professional tax (if applicable) and GST as applicable, as well as Non-Statutory coverages like Holiday (as applicable), uniform etc. to be shown under the administrative/ service charges as per Annexure-VI.
- ii. The agency shall have to submit the full details of the personnel, their wages and statutory deduction against EPF, ESIC, P. Tax (if applicable) etc. as per enclosed proforma (annexure VI).
- iii. The agency shall submit copies of monthly Challans / returns of EPF, ESIC, P. Tax (if applicable) and GST to the University authority while claiming as per attendance sheet.
- iv. As a principal employer, the agency will indemnify the University authority against any claim on account of any deployed strength.

13. **Tasks for the agency:**

A. For Security Services & Peon.

- i. All categories of personnel should perform their duties with dressed uniform as per working hours prescribed by the University authority as per Table 2 of the working hours of Security guard, Peon.
- ii. Security Personnel (Guard) will include 24 hours patrolling of entire premises of the University Office/Campus premises to be guarded.
- iii. Total responsibility for the entire security and arrangements of WBUTTEPA property is to be taken by the Agency. The Agency shall deploy 38(Thirty eight) Security Personnel(i.e security guard, peon, conservancy & housekeeping personnel), as per Table 1, who will be required to be posted at such location as may be necessary for the purpose of WBUTTEPA (as per Table 2 as mentioned). The number of Guards, Peon deployed by the Agency must be informed to the WBUTTEPA authorities with their area wise duty hours. In case of any lapse noticed in this regard the contract will be terminated without assigning any

further reason or notice. Proportionate amount will be deducted against non-maintaining any area as per the rate to be fixed with the Agency as per work order.

- iv. Experienced and licensed fire fighting personnel shall be deployed to maintain fire fighting equipment, hydrants including periodical testing and the person so deployed has to combat in emergency situation and coordinate with the Fire dept., Govt. WB

B. For Conservancy Staff & Housekeeping personnel:

- i. Total responsibility for the entire Conservancy & Housekeeping work and arrangements of WBUTTEPA property is to be taken by the Agency. The Agency shall deploy 5(Five) Conservancy Personnel and 2 (Two) Housekeeping personnel (as per Table 1), who will be required to be posted at such location as may be necessary for the purpose of WBUTTEPA (as per Table 3 as mentioned). The number of Conservancy Personnel deployed by the Agency must be informed to the WBUTTEPA authorities with their area wise duty hours. In case of any lapse noticed in this regard the contract will be terminated without assigning any further reason or notice. Proportionate amount will be deducted against non-maintaining any area as per the rate to be fixed with the Agency as per work order.
- ii. Both premises of the University (i.e. office floors, chambers, common areas, stair cases, rooftops, pump room, generator room, boys Hostel, Girls Hostel, laboratories, class room, Electrical rooms, open spaces, campus roads, gardens, New Administrative Building and IASE Building other areas within the University campus) to be swept daily.
- iii. All toilets/bathroom/washrooms/wash basin / laboratory desks/floor-areas, Canteen & cooking areas etc shall be cleaned daily with good quality disinfect and cleaning agents.
- iv. Sufficient numbers of covered waste bins/Covered Baskets are to be placed in the open space, chambers, class room, laboratories and other cleaning areas.
- v. The closed waste bins/closed baskets should be cleared after regular intervals.
- vi. Utmost hygienic condition should be maintained in the class rooms, chambers, open space, toilet blocks and laboratories & Canteen.
- vii. Cleaning of doors, window, air conditioned, ceiling fans, tables, racks, shelves, Almirah and equipment/machineries/appliances/computers and others not specified here but seems necessary to be done in regularly.
- viii. Cleaning of curtains to be done in every three months.
- ix. The agency shall supply all consumables for Disinfect agents, materials for cleaning, brushing, electrical fitting/fixing etc.

14. Submission of the tenders :

The tender is to be submitted in a two Bid System.

Bid A : Technical documents. The technical documents include bidder's

Specific pre-qualification documents and other technical documents as mentioned in table below. Should be in Multiple pages single PDF File)

The scanned document with page No. uploaded should be legible and readable and should not be repetitive. Uploading of illegible scanned document will not be accepted and will stand for rejection of bid.

The STATUTORY COVER for Bid A will contain the following documents:

1.	Duly filled CHECK LIST in the prescribed format
2.	Application in the prescribed format given in Annexure I
3.	Bidder's information sheet in Annexure 1(a)
4.	Authorization letter of authorized signatory from the Company in Annexure II as per Proforma.
5.	Certificate from a Chartered Accountants Firm in Annexure III as per Proforma on Annual turn over
6.	Affidavit regarding No Conviction & Non Blacklisting from Notary Public / Judicial Magistrate / Executive Magistrate as Proforma of Annexure IV

NON STATUTORY /MY DOCUMENT CONTAINING THE FOLLOWING DOCUMENTS:

Category	Sub category	Sn	Sub category description
Certificates	A1. certificates	1.	PAN Card of the Bidder's Company/Authorized Signatory (who will upload the BID).
		2.	EPF Registration certificate
		3.	ESI registration certificate
		4.	GST Registration certificate.
Company Details	B1. Company Details	1.	Valid Trade Licence/Enlistment from Local self Govt
Credential	C1. Credential	1	List of available equipment's and tools
		2.	Credential certificate of achieving similar nature of service (in reputed academic institution/ University) at least in three financial years during the last three financial years by deploying minimum 75% of the quoted number of manpower.
		3.	Details of client (past and present)
Credential	C2. Credential	1.	Income Tax Returns submitted for the Assessment year
			2019-20
		2.	P/L & Balance sheet for the year 2019-20

15. BID B : FINANCIAL COVER BOQ :

Bid B : Financial Bid in the form of BOQ along with Annexure VI (for details break up) to be uploaded. The scanned document with page No. uploaded should be legible and readable and should not be repetitive. Uploading of illegible scanned document will not be accepted and will stand for rejection of bid.

The folder as “Financial Bid” is to contain:

BASIC RATE (Facility Management Charges) - should contain Minimum Monthly Wages rate as per order issued by Labour Department, Govt. of West Bengal per Manpower (As per current notification) including Service/Administrative Charges and Statutory Government obligation including applicable taxes of West Bengal & India.

Please see Annexure VI for more details.

16. Submission of hard copy of Technical and Financial Bid is totally prohibited and the financial bid should only be submitted through on line in the NIC portal.

17. Evaluation of the tenders:

During the tender evaluation process, the “Bid A” will be opened first.

The bidder’s related document and the credential related document will be verified and evaluated.

The Bid B (Financial Bids) of only these Tenderers passing the essential qualification related to company specific document and credential related document will be opened. The Tenderers quoting the lowest rate will be considered as successful considering the order of Finance Department vide G.O. No. 5400-F(Y) dated 25.06.2012.

THE DECISION OF THE TENDER SELECTION COMMITTEE/UNIVERSITY AUTHORITY WILL BE FINAL AND BINDING TO THE BIDDERS / TENDERERS IN THIS MATTER.

18. **No Conviction:** An Affidavit form is to be submitted in the prescribed Pro-forma as Annexure IV attached herewith from Notary Public/ Judicial Magistrate/Executive Magistrate/Metropolitan Magistrate on the Non conviction and non-blacklisting of the consulting firm.

19. PENALTY FOR FORMATION OF CARTEL OR FURNISHING OF FRAUDULENT/ MISLEADING DOCUMENTS:

if during the tender process or at any state during the validity of the tender period, it is found that a Tenderer(s) has formed a cartel in what so ever form or name to fix up the rates to the detriment of the fairness of the tender process, penal measures shall be initiated. Similar penal measures shall also be initiated against those tenderers who have submitted false/ misleading/ fraudulent documents or made incorrect declarations. The penal measure will be Forfeiture of Earnest Money/ forfeiture of Performance Bank

Guarantee and blacklisting for three years from the works under the University (WBUTTEPA).

20. **AGREEMENT:** On a tender being accepted, intimation of acceptance / Work Order will be issued and published in NIC E-Tender Portal and University website. After communication of the same, the Tenderer will have to execute agreement in the prescribed form along with submission of requisite amount of performance Bank Guarantee with the Registrar (WBUTTEPA) within 15 days from the date of issue of invitation. Such agreement will be binding upon the Tenderer.

21. **VALIDITY PERIOD OF AGREEMENT:** The contract period will be valid for a period of two years from the date of declaration of Award of Contract(AOC).

22. Payment terms :

- i. The attendance of the personnel will be governed by the University authority.
- ii. The agency should submit monthly bills with challans of EPF/ESIC/P. Tax (if applicable) paid and GST paid challan and raised GST Invoice to make payment.
- iii. The payment will be made through RTGS/NEFT directly to the bank account of the agency.

23. PERFORMANCE BANK GUARANTEE :

- i. On being selected, the successful tenderer shall be required to furnish the “Performance Bank Guarantee” @ 2% of the rate quoted by the tenderer .
- ii. The Performance Bank Guarantee to be drawn by L1 bidder, as under:
 - a. The Performance Bank Guarantee from any nationalized/ scheduled bank in India to the Registrar, The West Bengal University of Teachers’ Training Education Planning and Administration, Kolkata-700019 within 15 (fifteen) days from the date of acceptance of tender.
 - b. If Agreement has not been executed along with submission of performance bank Guarantee within 15 days from the date of acceptance of tender, the candidature may be cancelled and the next Bidder may be accepted.

24. TIME SCHEDULE:

1.	Date of uploading of NIT (on line) in the e tender portal : https://wbtenders.gov.in	27.07.2021(after 6.00 PM)
2.	Date of publishing the document in the departmental website: www.wbuttepa.ac.in in the Tender URL.	27.07.2021 (after 6.00 PM)
3.	Documents download (online)	27.07.2021 (after 6.00 PM)
4	Bid submission start date (online)	27.07.2021 (after 6.00 PM)
5.	Bid submission closing date	20.08.2021 (up to 4 PM)

6.	Date of opening of Technical bid.	23.08.2021 (after 5 PM)
7.	Date of uploading list for technical qualified bidders.	To be notified later
8.	Date for opening of financial bid (on line)	To be notified later
9.	Date of uploading name for L ₁ bidder	To be notified later

25. THE University Authority RESERVES THE RIGHT TO CHANGE THE ABOVE SCHEDULE IN CASE OF ANY EXIGENCIES AFTER PUTTING UP A NOTICE IN THE DEPARTMENTAL WEBSITE.

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

27. During the pendency of the contract period, if it comes to the notice of the tender inviting authority that the selected agency has/had submitted incorrect/false/fabricated document, the candidature of the agency will be cancelled straightaway.

28. Legal jurisdiction: The legal jurisdiction of this contract shall be restricted within judicial jurisdiction of High Court, Calcutta.

29. In case of dispute/difference arising out between the agency and the University (WBUTTEPA) authority relating to any matter, such dispute or differences shall be settled in accordance with the Arbitration and Conciliation Act, 1966. The Arbitral Tribunal shall consist of three Arbitrators, one each to be appointed by the University (WBUTTEPA) authority and the Agency. The third Arbitrator shall be chosen by the University Authority with consultation of the concerned Party and shall act as Presiding Arbitrator. The decision of the Board of Arbitration thus formed shall be binding upon the Parties.

30. Prospective bidders may mail their queries (if any) in the following e mail addresses :
wbuttepafo@gmail.com

31. Any further corrigendum and addendum if required, will be published in
<https://wbenders.gov.in> and www.wbuttepa.ac.in

32. In case of tie-up with regard to quoted rate then bidder having higher credentials with higher annual turnover would be considered.
33. The Tender Selection Committee reserves the right to cancel the N.I.T. due to unavoidable circumstances or to withdraw / include any item or items and no claim in this respect will be entertained.

Registrar
WBUTTEPA

TABLE I

REQUIREMENT OF MAN POWER

Sl.NO	Category of Personnel	Post	Number of Personnel
1.	Unskilled	Security Guard (Male)	24
2.	Unskilled	Security Guard (Female)	6
3.	Unskilled	Peon(Female)	1
4.	Unskilled	Housekeeping (Male)	2
5.	Unskilled	Conservancy Staff(Male)	3
6.	Unskilled	Conservancy Staff(Female)	2
			38

TABLE 2

The working hours of Security guard will stand as follows:

Sl No	Category of personnel	Shift	Duration	Place of posting	No of personnel deployed	Remark
1	Security guard (Male)	Morning shift	From 6.00 AM to 2.00 PM	Admin Block 2,old campus of V.C's Block 1, EDHTC gate no One-1, gate no Two-1, New Administrative Building 3,	7	

2	Security guard (Female)	Morning shift	From 6.00 AM to 2.00 PM	Girl's Hostel -1 New Administrative Building 1,	2	
3	Security Guard (Male)	General Shift	From 10.00 AM to 6.00 PM	Old campus of V.C's Block 1, Girl's Hostel Gate -1,	2	
4	Security Guard (Female)	General Shift	From 10.00 AM to 6.00 PM	IASE Building 1, New Administrative Building 1	2	
5	Peon (Female)	General Shift	From 10.00 AM to 6.00 PM	Office Peon (Finance Department) 1	1	
6	Security guard (Male)	Evening Shift	From 2.00 PM to 10.00 PM	(Old campus) Admin Block 1, Girls hostel gate-1, V.C's Block 1, EDHTC gate no -1, gate no Two-1, New Administrative building Building 2,	7	
7	Security Guard (Female)	Evening Shift	From 2.00 PM to 10.00 PM	Girl's Hostel -1	1	
8	Security Guard (Female)	Night Shift	From 10.00 PM to 6.00 AM	Girl's Hostel -1	1	
9	Security guard (Male)	Night shift	From 10.00 PM to 6.00 AM	Admin Block 2 and old campus, V.C's block, EDHTC gate no -1, gate no Two-1, New Administrative Building 2, IASE Building-2	8	
Total					31	

Table 3

The working hours of Conservancy Staff will stand as follows:

Sl No	Category of personnel	Shift	Duration	Place of posting	No of personnel deployed	Remark
1	Conservancy Staff (Male)	Morning shift	From 6.00 AM to 2.00 PM	New Administrative Building 1	1	
2	Conservancy Staff (Male)	General Shift	From 10.00 AM to 6.00 PM	New Administrative Building 1	1	
3	Conservancy Staff (Female)	Late Morning shift	From 8.00 AM to 4.00 PM	New Administrative Building 1	1	
4	Conservancy Staff (Female)	Morning shift	From 6 AM to 2 PM	Girls Hostel	1	

5	Conservancy Staff (Male)	Morning shift	From 6AM to 2 PM	Boys Hostel / Old campus	1	
6	Housekeeping (Male)	Late Morning shift	From 7.00AM to 3.00 PM	Old campus , V.C's block ,Admin Block and Guest House-1 New Administrative Building/IASE Building	1	
Total					7	

FORMAT FOR CHECK LIST

NIT No - 03/WBUTTEPA OF 2021

Dated, Kolkata

Name of the bidder :

Full address of the Bidder :

E mail _.....

Contact person to Bidder & Mob. No. :-

Sn	Items	Pl mark <input type="checkbox"/>		Folder name & Page no
		Yes	No	
1.	Application submitted in Annexure I	Yes	No	
2.	Bidder's Information Sheet in Annexure I(a)	Yes	No	
3	Authorization letter of signatory from the Company for DSC in Annexure II	Yes	No	
4.	Annexure III (Certification from Chartered Firm Annual Turnover of the bidder)	Yes	No	
5.	Affidavit for No Conviction & non blacklisting from Notary Public/Judicial Magistrate/Executive Magistrate, as per Annexure IV	Yes	No	
6.	Copy of PAN Card of the Bidder	Yes	No	
7.	Valid 15 digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017	Yes	No	
8.	GST return for the last quarters			
9.	Trade Licence/ Enlistment Certificate	Yes	No	
10.	EPF registration certificate	Yes	No	
11.	EPF monthly return for last four months			
12.	ESIC registration certificate	Yes	No	
13.	Income Tax Return for the Assessment Year 2019-20	Yes	No	
14.	P/L Accounts & Balance sheet for the year 2019-20	Yes	No	

15.	Certification of remittance of Performance Bank Guarantee Annexure V	Yes	No	
16.	Details of credential	Yes	No	
17.	Details of Client past and present	Yes	No	

ANNEXURE 1(a)

PARTICULARS OF BIDDER :

1	Name of the Bidder	:	
2	Name of the authorized person to submit the Bid (Who holds DSC)	:	
3	Telephone No of authorized person	:	
4	Mobile no of the authorized person	:	
5	E mail ID of Bidder	:	
6	Type of Legal Entity	:	
7	Year of Incorporation/registration	:	
8	Registered Address	:	
9	Correspondence Address of Head Office	:	
10	Telephone No of Head office	:	
11	E mail ID of Head office	:	
12	Correspondence Address of local office, if any :	:	

APPLICATION FORMAT

(To be furnished in the Company's official letter pad with full address and contact no, E mail address etc.) (To be submitted on the Letter head of the consultant)

To
The Registrar,
WBUTTEPA
25/2 & 25/3 Ballygunge Circular
Road Kolkata- 700019

Subject: Submission of bid in response NIT no: 03/WBUTTEPA OF 2021 dated 27.07.2021

Dear Sir,

1. Having examined the NIT document, we, the undersigned, herewith submit our bidding response to your NIT No. 03/WBUTTEPA OF 2021 dated 26.07.2021 in full conformity with the said Tender document.
2. We have read and understood the provisions of the Tender document and confirm that these are acceptable to us.
3. We agree to abide by this bid, consisting of this letter, the detailed response to the NIT and all attachments & the validity of the contract is for 2 (two years) from the date of declaration of Award of Contract (AOC)
4. We hereby declare that we are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
5. We certify that we have not been blacklisted by statutory body/organization of central/ state government / Institution/ University.
6. We hereby declare that all the information and statements made in this bid are true and we accept that any misrepresentation/ wrong information contained in it or suppression of material or relevant facts/ figures may lead to our disqualification.

Yours Sincerely,

For [Name]

ANNEXURE II

Authorization letter in favour of the applicant from the competent authority - (if the applicant is not the

Sole Proprietor / Authority)

FORMAT

(To be furnished in the Company's official letter pad with full address and contact no, E mail address 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. Sri holds the DSC from NIC to submit the bid on-line

Signature of the competent authority

Name in Block Letters.....

Designation.....

Seal

.....

(Signature of the Authorised Person)

Signature of Mr.....

.....(Designation), is hereby attested.

Signature of the

competent authority

Name in Block Letters.....

Designation.....

Seal

ANNEXURE III

(Certificate from Chartered Accountants Firm in the official pad)

This is to certify that having been examined the audited Balance Sheet & P/L accounts and other records of M/S having its official address at

It is also certified that Annual Turnover of the firm for the Financial years 2017-18, 2018-19 & 2019-20 are Rs.....lakh., Rs.....lakh. & Rs.....lakh. Respectively (as per P/L accounts & Balance Sheet of the firm submitted)

Signature of the Chartered Firm with Registration No

Countersigned

Signature of the authorised signatory (bidder)

ANNEXURE IV

Affidavit Proforma

(On Non Judicial Paper worth Rs 50.00)

(Sworn before the Notary Public / Judicial Magistrate/Executive Magistrate on or after the date of publication of the Tender Notice)

I, Sri/Smt.

the Managing Director /Proprietor (etc.) of the Firm.

,..... (Name of the firm)

At (address).....

P.O... ..

P.S.....Dist.....

do hereby solemnly affirm and declare as follows:

1. That I/ we have not ever been convicted of any offence making myself/ourselves liable to be disqualified for any work of Govt. or Govt. undertaking Organization/Institution/University in the State of West Bengal or other State or States.
2. That no case is pending against me or against my/our firm in any criminal court of law in the State of West Bengal or other State or States.
3. That my/our firm is not debarred/blacklisted as a whole or part thereof at present by any Govt. or Govt. undertaking Organization / Institution/ University in the State of West Bengal or other State or States of India.
4. That, I/we also declare that if any information subsequently found incorrect or false it will automatically render the tender submitted be cancelled and make me/us liable for penal/legal action as per law of the country.
5. That I/we do further affirm that the statements made by me/us in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

Signature of the Deponent(s).

Name in Block letters:

Designation:

ANNEXURE IX

(On Non Judicial Paper worth Rs 100.00)

Prescribed format for Agreement

AGREEMENT FORM

ARTICLES of Agreement made on this ___ day of(Month), 2021 between the Registrar, WBUTTEPA of the (hereinafter referred to as the 'Registrar' which expression shall unless excluded by or repugnant to context be deemed to include the successor in office and assigns) represented by the University(WBUTTEPA), Kolkata-700019, hereinafter called the Registrar having its office(s) at WBUTTEPA, 25/2 & 25/3, Ballygunge Circular Road ON ONE PART,

AND

M/S ,
having its office at
....., Carrying on business at.....
....., as Agency
(Hereinafter referred to as the 'Agency' which terms shall unless excluded or repugnant to the context be deemed to include the Partners and Principals of the said firm and their respective heirs, executors, administrators representative and assigns/ and assigns) on the OTHER PART.

1. WHEREAS, the University(WBUTTEPA) having expressed intention of selecting Security agency for engaging outsourced personnel for conservancy (cleaning), Housekeeping personnel, security guards & Peon etc. at The West Bengal University of Teachers' Training Education Planning and Administration for two years from the date of declaration of Award of Contract (AOC) in respect of e tender vide NIT No. 03/WBUTTEPA OF 2021 dated 26.07.2021 on specified terms and conditions and the consulting firm has been selected as approved vendor and agreed to undertake the job on specified terms and conditions, the present agreement is drawn up and executed, incorporating inter-alia the said terms and conditions in the Schedule to the Agreement.
2. In this Agreement whenever rights, privileges, discretions and powers have been said to be exercisable by the University Authority, such rights, privileges, discretions and powers will be actually exercisable by The Registrar, The West Bengal University of Teachers' Training Education Planning and Administration, Kolkat-700019.
3. The Security agency agrees to, according to and in compliance with the orders as may be placed by the WBUTTEPA authority to undertake desired services on Conservancy (cleaning), Housekeeping, security guard, Peon etc. on the Terms of Reference prepared by the WBUTTEPA authority within the time limit fixed prescribed and they shall not be entitled to charge any additional cost for the such work.

4. The Security agency agrees not to assign, transfer or sublet the rights and benefits under this contract either in part or in whole to any other party.
5. The Security agency agrees not to make any representation for deviation from their quoted rates and /or terms and conditions which may cause any delay in the professional services for conservancy (cleaning),Housekeeping ,security services, Peon etc. at the WBUTTEPA, KOLKATA-700019 and will invoke the Penal provisions of this agreement liable to cancellation of contract forthwith.
6. The vendor hereby declares that no case is pending against him and against the company. The vendor also agrees to inform the University (WBUTTEPA) authority about the change in scenario relating to no conviction and non debarment or non blacklisting during the tender period.
7. The vendor agrees that all legal jurisdiction of any unsettled dispute will be subject to the High Court of Calcutta jurisdiction.
8. This contract is valid for two year from the date of declaration of Award (AOC).
9. The vendor agrees to comply with other terms and conditions laid down in the NIT document during the tender period and is aware of the provision of deliverables in the time bound manner as per following schedule :

IN WITNESS WHEREOF the parties to these presents have hereunto set and subscribed their respective hands and seals the _____day/month and year first above written.

SIGNED AND DELIVERED BY THE:

Signed for and on behalf of the Vendor
by presence of.

1.

2.

Signed for and on behalf of
the Registrar, WBUTTEPA
by presence of.

ANNEXURE V

(On Non Judicial Paper worth Rs 100.00)

Certification of remittance of Performance Bank
Guarantee by the Bank in the official Pad

To

The Registrar

THE WEST BENGAL UNIVERSITY OF TEACHERS' TRAINING, EDUCATION PLANNING AND
ADMINISTRATION, KOLKATA-700019

This is to confirm that the performance Bank Guarantee relating to M/S
..... amounts to Rs (Rs) only has
been credited to the following accounts of THE WEST BENGAL UNIVERSITY OF
TEACHERS' TRAINING, EDUCATION PLANNING AND ADMINISTRATION, KOLKATA-
700019.

i. The said guarantee is valid up to 2 years. ii. It is condition of our liability for payment of the
guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid
written claim or demand for payment under this bank guarantee on or before <Insert Expiry
Date> failing which our liability under the guarantee will automatically cease.

Signature of the Branch Manager with Bank's seal

ANNEXURE VI

Sl. No.	Item Description	Quantity	Units	Monthly Wages Estimated Rate per person.	Professional Tax (if applicable)	Monthly Service/ Administrative Charges Per Person			Monthly Total Statutory Obligation per person				Monthly Total Cost Per Person to University Per Category
						Service/ Administrative Charges	Holiday Charges	Uniform Charges	EPF	ESIC	Bonus	GST	
				Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
A	B	C	D	E	F	G	H	I	J	K	L	M	N
1.01	Security guard (Unskilled) Male - 24 Female - 6	30	Persons										
1.02	Peon (Unskilled) Female - 1	1	Persons										
1.03	Housekeeping (Unskilled) Male - 2	2	Person										
1.04	Conservancy (Unskilled) Male - 3 Female - 2	5	Persons										
	Total	38											

Note: total rate in each category under column N will be placed in BOQ only.