



Sports Authority of India

Netaji Subhas Eastern Centre
Salt Lake City, Sector – III
Kolkata – 700 098

Cost of Tender Form Rs.1,000/-(One Thousand only)

TENDER DOCUMENT FOR SECURITY SERVICE AT SPORTS AUTHORITY OF INDIA, NETAJI SUBHAS EASTERN CENTRE, SALT LAKE CITY, KOLKATA - 700098

Tender No. _____

Last date & time of sale of Tenders: **15.09.2015 at 1300 hrs.**

Last date of receipt of Tenders: **16.09.2015 at 1500 hrs.**

Date & Time for Opening Tenders: **16.09.2015 at 1530 hrs.**

1. Invitation of Bids.

- 1.1. Sports Authority of India, Netaji Subhas, Eastern Centre, Salt Lake City, Kolkata – 700098 invites sealed Tenders from reputed and registered agencies/firms having valid licence for providing security services with minimum three years experiences in the field preferably in Government Organization/PSUs/Large Industries/Corporate Houses for providing comprehensive security for cover 13 (thirteen) identified sensitive points **as per Appendix-I** including monitoring of incoming and outgoing movement of staff, sports trainees, outsiders and suppliers of goods/equipment, Vehicles and safety of Land & Building including furniture fixture & equipment, valuable assets and other materials etc. for a period of **01 (One) year commencing from 01.09.2015.**
- 1.2. The bidders are required to accept all terms & conditions mentioned in the Tender Document. **SAI reserves the right to reject any or all offers without assigning any reason.**
- 1.3. It is the responsibility of the bidders to read all terms & conditions of the Tender Document before filling the tender. **Incomplete Tender Documents or bids are liable to be rejected.**

- 1.4. The **Security Agency should have necessary certificate from Private Security Regulatory Authority under the Home Department of respective State Govt.**
- 1.5. Tenders received after the due date and time will not be entertained.
- 1.6. SAI also reserves the right not to accept the lowest tender for its own interest and smooth functioning.
- 1.7. Bid once made cannot be withdrawn/alterd. SAI also reserves its right to modify/amend/add the contract and issue notifications from time to time, which shall be binding.

2. EARNEST MONEY DEPOSIT (EMD).

Offer for Security contract must be accompanied by a **Bank draft of the Nationalized Bank for Rs.1,00,000/- (Rupees One lakh only) drawn in favour of the SAI NSEC Kolkata**, payable at Kolkata as Earnest Money, which will be refundable in due course after completion of tender process to the unsuccessful bidder, however, the same will not carry any interest.

OFFERS NOT ACCOMPANIED BY THE REQUIRED EMD WILL BE REJECTED. Offer submitted with in-complete information will not be considered under any circumstances.

The earnest money of the successful bidder is liable to be forfeited if the bidder does not fulfill the following terms and conditions: -

- i) The successful bidder shall takeover the security arrangements with effect from **the midnight of 30th October, 2015** positively. Letter conveying the acceptance of offer will be issued before
- ii) An agreement will be executed within fifteen days from the receipt of draft contract and acceptance of offer.
- iii) **Deposit interest free security money within stipulated timeframe**, which will be refunded after expiry of contract, subject to any necessary and valid deductions as per tender documents.

If the tenderer commits any breach of terms & conditions as laid down in tender documents the EMD/ Security Deposit shall be forfeited without prejudice to other rights and legal remedies as available under law.

If the allotment is found to be obtained by any misrepresentation, obtained by any misrepresentation, concealment, suppression of any material facts by the tenderer, the allotment shall be cancelled. In addition the entire money deposited by the tenderer shall be forfeited and legal action for such misrepresentation, concealment and suppression of materials facts shall be taken.

The earnest money of the successful tenders will be refundable after completion of the above mentioned formalities / tender process.

The EMD/Security would be forfeited in case the information furnished is found to be incorrect/misleading with regard to any fact.

3. Schedules of Tender

3.1. The Tender Document will be available for sale on & from **26.08.2015** to **15.09.2015** between **11.00 hrs to 1300 hrs** on all working days from **Cash Section** of Sports Authority of India, NSEC, Kolkata. The intended bidders may purchase the same from Cashier of Sports Authority of India, NSEC, Kolkata by making payment of **Rs.1,000/- (Rupees one thousand only)** by cash or through A/C Payee Dement Draft/ Pay Order drawn in favour of SAI NSEC Kolkata.

Bidders who downloads the tender documents from our website are also required to pay Rs.1,000/- (Rupees One Thousand only) in the form of separate Demand Draft/Pay Order in favour of SAI NSEC Kolkata as cost of tender documents. In case the bid is received without the cost of tender documents, the same would not be considered.

3.2. Technical & Financial bids shall be received up to **16.09.2015 by 1500 hrs.** The technical bids will be opened on **16.09.2015 at 1530 hrs.**

3.3. The Financial Bid of only those bidders will be opened whose Technical bid are accepted by the Competent Authority. The date time and venue for opening of Financial Bids shall be communicated to the qualified bidders at a later date.

However, SAI reserves the right for not inviting the unqualified bidders while opening the financial bids.

3.4. Any tender received after the date and time given above will not be entertained under any circumstances.

3.5. The competent authority reserves the right to reject any or all tender without assigning any reason and shall not bind it-self to accept any tender and reserve the right to call for fresh tender.

4. PROCEDURE FOR SUBMISSION OF BIDS.

4.1. The Bids shall be submitted in four separate sealed envelopes as under:-

- a) Envelop A – should contain the Bank Drafts (s) for the EMD along with details in (Annexure-I).
- b) Envelope B- should contain the Technical Bid Document, (Annexure-II). Tender Document duly signed by the bidder on each page and all necessary documents to be submitted along with the Technical Bid.
- c) Envelope C- should contain the Financial Bid Documents (Annexure-III).
- d) Envelope D – Certified true copies of following documents to be annexed alongwith submission of bid documents:-
 - Valid subsisting license.
 - Registration certificate of Proprietorship concern/ incorporation certificates of Partnership concern/company, duly registered copy of Partnership Deed/ MOA of Company.
 - Authorization letter / Board Resolution authorizing the person to make the application.
 - General Information of the Tenderer.
 - Details of work experience including security services certificate highlighting the necessary experience from the respective clients for the last 3 years.

Successful bidder should also submit all the above documents in original without fail within seven days of dispatch of notification otherwise SAI may cancel the bid and the bid security would stand forfeited.

4.2. All the four envelopes(i.e., envelopes A, B, C & D) should be submitted in one single envelope duly sealed, addressed to Regional Director, Sports Authority of India, Netaji Subhas Eastern Centre, Salt Lake City, Kolkata – 700098 and super scribed “**Tender for Security Services at SAI NSEC Salt Lake City Kolkata – 700098**”. The cover should also bear the name and address of the bidder including telephone number.

4.3. The bidder must put his seal and signatures on each page of the bid and also attest all cuttings or corrections etc., if any under his seal and signatures.

4.4. The bid duly completed in all respects should be inserted in a sealed box placed in the Conference Room of **SAI NSEC Salt Lake City Kolkata - 700098**”.

4.5. The bidder who wish to submit bid duly completed in all respects by post will ensure that the same reaches to this office on or before due date and time given for submission of same. Bid received after due date and time, as result of postal delay will not be considered under any circumstances.

5. BIDDER QUALIFICATION.

The bidder should have **minimum three years experience of providing comprehensive security cover in Govt. Organisations/PSUs/Large Industries/Corporate Houses and valid licence for providing private security guards.** This experience includes Monitoring of incoming and outgoing of staff, outsider, suppliers, vehicles, safety of grounds, building, furniture, & fixtures and equipment etc. **The bidder should enclose satisfactory Security services certificate from the clients to whom security services have been provided during the last 3 years in support the experience.**

The minimum **annual turn-over** of the agency should be **Rs.50 lakhs** per annum during the last three preceding years.

The Bidder should be competent to contract.

6. SCOPE OF WORKS

To provide comprehensive security cover to entire SAI, NSEC Complex including SAI Training Centre, L.A. Block, Salt Lake City, Kolkata having 13 (thirteen) identified sensitive points and monitoring of incoming and outgoing movement of staff, outsiders and suppliers of goods, equipment, Vehicles and safety of Land, Building including furniture, fixture, equipment, valuable assets and others materials etc. at Sports Authority of India, Netaji Subhas Eastern Centre, Salt Lake City, Kolkata - 700098. Also to provide Security Personnel in ceremonial dress during VIP visit and during any special event as may be required by the Regional Director, NSEC or his representative from within the deployed security personnel.

7. Terms & Conditions of Contract

7.1. The Security Agency should have qualified and experienced Security Guard, having experience in security & fire fighting and fire prevention as per Central Fire Service Rules, preferably from Ex-serviceman category, specifying the number of security personnel on their rolls.

7.2. The agency **has to deploy at least 25% ex-servicemen as security personnel and the personnel so deployed both ex-servicemen and civilians should be below 50 years of age and medically fit.**

7.3. After award of Security Contract, the Security agency shall provide a list of staff alongwith police verification deputed by the agency at Sports Authority of India, Netaji Subhas Eastern Centre, Salt Lake City, Kolkata – 700098 to the Regional Director in the following format for records. The security agency will issue its own photo identity cards to its employees deployed in SAI offices for security purposes.

i) Expanded Names

ii) Father's Name(Expanded)

iii) Educational Qualification

iv) Ex-servicemen/civilian

v) Age with date of birth (enclose proof)

vi) Permanent Address (with authenticated proof)

vii) Local Address (with authenticated proof).

7.4. The security agency will provide comprehensive security cover in the Complex round the clock. If required the security agency should be able to provide

security personnel as per minimum wages act (within the said State) basis for SAI Centre located at various state under Eastern Region.

7.5. The security staff shall check the Identity Cards of various officials, sports persons issued by the Competent Authorities, and will not allow any unauthorized person to enter the premises covered under contact or any restricted areas. A visitor's register will be maintained near the Reception/Main Gates for this purpose.

7.6. The security agency has to provide specially trained staff in uniform preferably ex-servicemen for protecting the senior executives/functionaries of the SAI from any unauthorized/objectionable activity or any untoward incident either from any SAI employees or outsider.

7.7. The Security agency will cooperate with the watchman/chowkidars on the regular rolls of SAI for ensuring the complete safety of the SAI property equipment and belongings (including the property, equipment and belongings brought inside the Stadium premises by any outsider or sport person).

7.8. The Security agency will check and verify any isolated or any accompanied bag or package or article lying at any place in or immediately near/around the stadium premises, for ensuring that there is no damage or loss to person or property by any terrorist or disruptive activity.

7.9. For the purposes of clause No.7.7 & 7.8 above, the security agency will ensure that all gates and all doors and windows are properly closed after office hours and on all holidays so that no untoward activity can be carried out by anyone resulting in any loss to property or persons by any lapse and security.

7.10. In case of incoming outgoing stores at the Gate, the same will be checked for quantity or corroborated with challan/valid gate pass issued by the Competent Officer. A store register both incoming/outgoing will be maintained at the gate and submitted to the Regional Director at such intervals as may be directed.

7.11. To bring to the notice of Regional Director / Director /Deputy Director/Assistant Director or any other authorized person suspicious activity of any person noted during or after office hours on working and non-working day(s).

7.12. To report unusual happening, if any to the Regional Director/ Director /Deputy Director/Assistant Director or any other authorized person.

7.13. Beside Security duties, the agency has to deploy Security personnel in all the shifts who should have basic knowledge of Fire prevention and handling Fire Fighting Appliances as per requirement of Kolkata (West Bengal) Fire Services.

7.14. Security personnel deployed at the Swimming Pool must know swimming.

7.15. The Competent Authority reserves the right to direct Security Agency to remove any security staff for unsatisfactory performance and to provide substitute.

7.16. In case of theft, pilferage and otherwise loss or damage to stores and property in the premises covered under contract, the security agency will be fully responsible and shall make the losses/damages good in financial terms as may be decided by the Regional Director, Sports Authority of India, Netaji Subhas Eastern Centre, Salt Lake City, Kolkata – 700098. The decision of Regional Director in this regard shall be final.

7.17. The Security staff deployed by the Security agency shall ensure that the vehicles of the employees of SAI and visitors/players etc. enter the SAI Complex only after getting token and are parked in the area marked for parking and ensure their safety and there should be no blockage. For this purpose reserved parking area for vehicles of SAI employees shall be marked and stickers will be issued for such vehicles by SAI NSEC Kolkata.

7.18. The security agency will familiarize itself with all the rules and regulations regarding the permission for use of sports facilities and sports grounds at different times of the day, and eligibility of sports persons/outsideers to use the same, and will ensure the same are carried out in an orderly manner.

7.19. The security agency will be responsible for preserving good order, discipline and decorum in and around the SAI Complex, on day to day basis, and also at the time of any special functions/events.

7.20. 25% Security Guards including Supervisory Staff are to be rotated after three month to avoid claim of permanency.

7.21. The successful bidder should submit all documents in original without fail within a week of dispatch of notification, otherwise SAI may cancel the Bid and Bid Security shall stand forfeited. The successful bidder shall furnish **Security Deposit equivalent to 10% total value of the contract** within a week from the date of receipt of the letter awarding the contract. The security deposited shall not carry any interest. Failure to deposit on time, the allotment will be cancelled and EMD would be forfeited.

7.22. The security deposit can be forfeited by the Sports Authority of India in whole or in part if the services rendered are not upto the required standard as specified by the competent authority in case of breach of any terms and conditions of the bidding document, without prejudice to other rights and remedies of SAI.

TERMS AND CONDITIONS PERTAINING TO SECURITY PERSONNEL

7.23. The Security personnel should be properly turned out during duty hours. The security staff deployed by the agency shall be provided proper uniform and kit by the security agency with Identity Card. The agency shall be responsible for providing cap, belt, shoes, security stick/lathi, raincoat, gumboots, over-coats, torch, whistle, beam light and other appliances required for manning the security of the Campus.

7.24. The security agency shall be solely responsible for observing and complying with all employment regulations, labour laws as applicable from time to time and laid down in this behalf in respect of all its employees (Ex- serviceman and civil Man) during the period of Security Contract including any additional obligations that may arise on account of the contract being performed at SAI premises.

7.25. The agency shall maintain all the details such as attendance register with timings, duty rosters, work sheets, consumable materials supplied and issued etc. and will submit to the Director, SAI, NSEC, Kolkata or his designated officers as and when demanded.

7.26. The agency shall remain the only and principal employer of all the staff recruited and appointed by it. The SAI shall not be responsible for loss of job to any employees of the agency in case of expiry/termination of the contract and employee/staff/representative shall be the sole responsibility and borne by the contractor including any unforeseen accident/incident/death etc.

7.27. Personnel deployed for security service will no point of time discuss, convey their grievances or agitate in any manner with SAI Authority in or at the gates of the premises of Sports Authority of India, Netaji Subhas Eastern Centre, Salt Lake City, Kolkata – 98 and its Training Centre at LA Block, Salt Lake City, Sector – III, Kolkata – 98. In case of non-compliance an amount equivalent to their wages shall be deducted from the bill.

7.28. The agency will submit the bill for Security services to the SAI NS EC Kolkata by the 5th of every month for the preceding month. The SAI will make the payment of the bill within 10 days from the date of receipt of the bill through a crossed cheque in favour of the agency after deducting TDS or any other applicable levies / duties etc. as per rules.

7.29. Further if any time of checking, any security staff is not found alert and attentive and/or missing then by way of penalty, the payment in respect of such number of persons for the day (calculated on the basis of Minimum Wages Act.) shall not be paid to the agency.

7.30. The contract shall **initially for a period of one year** from the date of its commencement. The contract may at the sole discretion of SAI Authority be further extended for another one year on the basis of satisfactory performance of the agency on the same terms and conditions or by way of fresh Agreement as specified by SAI. **The contract shall be terminated by either side on one month's notice or payment in lieu thereof without assigning any reasons.**

7.31. The validity of the rate quoted by the Security agency would be for the entire period of the contract. The agency shall not be entitled to claim additional amount for whatsoever reasons during the currency of the contract.

7.32. As and when there is a change of security personnel deployed in SAI, it should be informed by the Agency to the Regional Director at least one day in advance along with the reasons thereof and the substitute should be duly verified by the police for his character antecedents etc.

7.33. In case any security point is found to be not properly covered or any staff or personnel of security agency is found to be negligent towards his duty or showing improper behaviour or found indulging in misbehaviour or unruly conduct or is found

to be dressed in uniform of poor quality, or shabby performance of duty, then for each such incident, there will be a deduction of 5% on the first occasion, 10% on the second occasion and 15% on the third occasion from the bill of respective month, which will be without prejudice to the right of the SAI. SAI reserves the right to terminate the contract or imposition of penalty as deemed fit for unsatisfactory services.

7.34. The successful bidder shall enter into a contract with the Sports Authority of India. The above terms and conditions are illustrative in nature and not exhaustive. In other words, SAI reserves the right to issue Notifications from time to time and make further additional, alterations or modifications in the above terms & conditions.

7.35. The contractor/successful tenderer will submit proof in support of monthly payment / payment of ESI, PF and other statutory requirements of the staff deployed for this purpose every month with the bill to the Regional Director.

7.36. On special functions the agency will provide additional security services as per the requirement of Regional Director at a short notice and ensure that the additional manpower thus deployed is properly briefed and turned out as required by SAI. The payment of the additional deployment will be paid on pro-rata basis. For special functions security personal will turnout in ceremonial uniform at no additional cost to SAI.

7.37. Any disputes between the parties whether relating to or arising out of this contract deed or connected therewith shall be adjudicated by the arbitrator to be appointed/nominated by Regional Director, SAI NSEC and the decision of the said sole arbitrator shall be final and binding on both the parties.

7.38. These are not exhaustive terms and conditions and can be modified /changed or added to at the time of finally concluding and signing the agreements. These terms shall be followed by a detailed agreement and SAI reserves its right to add and amend any of its clauses and / or conditions.

7.39. Services for a period of 01 year extendable to one year on satisfactory performance on terms and conditions as may be specified at the sole discretion of SAI.

7.40. SAI also reserves its right to modify/amend /add the contract and issue notifications from time to time, which shall be binding.

7.41. TDS shall be deducted at source as applicable. Any additional levies, charges, duties as applicable shall be payable by the contractor.

7.42. The contractor warrants that it shall undertake and provide the services with reasonable care and skill, and in accordance with Good Industry Practice, the provisions of Applicable Laws and the provisions of the Bidding Documents.

7.43. The Bidder/Contractor shall at all times ensure that the contract is undertaken and the services are provided, at all times, as specified by SAI and other performance parameters, standards, service levels and requirements prescribed or may be prescribed by SAI from time to time.

7.44. Bidder/Contractor shall execute necessary instruments and documents required by SAI in relation to the Bidding Documents and shall adhere to all notifications / amendments as may be issued by SAI from time to time. All costs (including taxes, stamp duties and registration charges, if any) shall be born by the Contractor / Bidder.

7.45. Contractor to provide desired comprehensive security services (day and night) through specific Security Personnel (specify number of personnels – Males / Females) with their due bonafides, integrity, good character, politeness and sound health (free from any contagious and chronic diseases etc.).

7.46. Contractor has obtained / procured / complied with all applicable permissions, insurance of the Security Personnel, licenses, clearances and / or no objections etc., if any, as required for providing desired Security Services.

7.47. Contractor will comply with and fully observe all applicable rules, regulations, norms as well as directions issued by SAI from time to time for its due performance and obligations.

7.48. Contractor will ensure that its Security Personnel duly and spiritedly adhere to the due discipline and dress codes, timings and directions etc. as prescribed by SAI, from time to time.

7.49. It will ensure all and timely compliance of payments, facilitations and benefits etc. to its Security Personnel and Statutory Authorities etc., as applicable, such as salary, wages, perks, allowances, E.S.I., P.F., insurance premium etc. This agreement shall in no manner create/confer any employer-employee relationship between SAI and the Security Personnel provided by the Contractor.

7.50. The Contractor also agrees to provide any additional Security Personnel (at the same prevailing rates) or reduce the existing strength of Security Personnel as and when SAI desires the Contractor to do so. SAI will decide the strength and duties of Security Personnel according to its needs from time to time in its sole discretion.

7.51. The contractor shall undertake to ensure that all its Security Personnel placed in the SAI premises must perform their duties dedicatedly, diligently and efficiently in order to ensure proper safety and security of the staff, guests, premises, materials, assets etc. and that the Contractor shall keep SAI indemnified including without limitation from any omission and / or commission on its part or on part of its Security Personnel causing / threatening to cause any loss, damage, annoyance, inconvenience etc., including any cost of defence etc.

7.52. The relationship between SAI and the Contractor shall be of Principal to Principal only and nothing contained herein would be construed to mean any employee-employer or partnership or joint venture or agency relationship between them or their representatives.

7.53. The Security Personnels shall at all times shall be deemed to be the employees of Contractors, and in no circumstances whatsoever shall the relationship of master and servant shall be deemed to arise between the SAI and staff and the personnel appointed, or engaged by the Contractor. In case of death, or bodily injury to any such staff, or personnel appointed/engaged by the contractor in the course of carrying out the services, SAI shall not be liable, or bound to pay any monetary compensation, or otherwise be responsible in any way whatsoever.

8. INSTRUCTIONS FOR BIDDER

8.1. The intended bidders should visit the complex before bidding to inspect the sensitive points located in the premises to be given security coverage (refer Appendix-I) so as to submit the deployment chart of personnel with full justifications along with the TECHNICAL BID and also familiarized itself with “Incoming and Outgoing movements of Staff, Outsiders and Supplies of goods, parking of vehicles, safety of SAI equipment & belongings and monitoring of play grounds, sports facilities and Fire fighting system etc.” **Offer without deployment chart will not be considered.**

8.2. The intended bidder is required to submit an undertaking that “**Staff deployed at the Centre in terms of this contract at all time will remain the employees of the agency exclusively and they shall not be entitled to claim employment or permanency of job in the Sports Authority of India or any other direct or indirect claim on SAI on the non-judicial paper duly attested by the concerned authority along with TECHNICAL BID**”. Offer without the said undertaking will not be considered.

8.3. The intended bidder is also required to **submit Solvency certificate of minimum of Rs.50 lakh** issued by the Nationalized Bank or Collector along with TECHNICAL BID. **Offer without the said certificate will not be considered.**

Certified that I/We have gone through the contents of the Tender form point wise and thereby convey our acceptance to abide by all the terms and conditions mentioned in the tender documents.

Signature_____

Name (In block letters)_____

Designation_____

Name of the firm_____

Address_____

Tele No._____

Date:-

ANNEXURE-I

Envelop 'A'

DETAILS OF EMD/COST OF TENDER DOCUMENT DOWNLOADED FROM WEBSITE

1. Name of Agency/Tenderer
2. Last date and time of receipt of Tenders
3. Time and date of opening of tenders
4. Place of opening of bids

Sr.No. Name of Centre Amount Pay/Draft No.& Date Name of Bank

Signature_____

Name:(In block letter)_____

Name of the Firm_____

ENVELOPE 'B'

TECHINICAL BID/DETAILS

1. Name of the Firm
2. Full Postal Address with Telephone Number
3. Name, address and telephone number of the Directors / Proprietors and Chief Executive of the Firm.
4. Valid certificate from Private Security Regulatory Authority under the Home Department of respective State Govt.
5. Registration No. of firm as Security Agency with photocopy of the same.
6. Licence No. and date to engage in the business of Private Security Agency with photocopy of the same.
7. Valid Contract Labour Licence of the Firm obtained from the Competent licensing authority for executing any work through contract Labour in an Establishment (enclose photocopy)
8. Total turn-over of Rs.1.50 crore during the last three proceeding financial year duly certified by CA and Annual turn over of Rs.50.00 lacs each for last three year from Security work. (enclose photocopy of balance sheet for the last three financial year i.e. year ending **31.03.2013 to 31.03.2015**).
9. Latest Solvency certificate of minimum Rs.50 lakh (Fifty Lakh only) issued by the Nationalized Bank or Collector.
10. PAN No and I.T. Assessment order/Income Tax Return for last 3 years (enclose photocopies)
11. Registration No. with Employees State Insurance authorities and return for the period ending **July, 2015** for at least 100 persons (enclose photocopies)
12. Registration No. with Provident Fund authorities and PF return for the period ending **July, 2015** for at least 100 persons (enclose photocopies)
13. Certificate of Registration of Service Tax.(enclose copy)

14. Undertaking that the staff deployed for this purpose at SAI Netaji Subhas Eastern Centre, Kolkata in terms of this contract at all time will exclusively remain the employees of the agency for all purposes.
15. Deployment Chart of the personnel with justification
16. Total number of Security personnel on must roll of the firm in the following categories:
 - a) Ex-Serviceman (Army/Navy/Air Force) JCO's/NCO's
 - b) Civilian
 - c) Ex-Para-Military Organisation.
17. Additional Number of Security persons which the firm is capable of providing at one time immediately in case of special occasions if the contract accepted.
18. Details indicating Name of the clients, period of contract and no. of persons deployed with each client during the last 3 years. (*A certificate of satisfactory performance from each client may be enclosed for reference.*)

Signature_____

Name:(In block letter)_____

Name of the Firm_____

Date:

ANNEXURE-III

Envelop 'C'

FINANCIAL BID DOCUMENTS FOR SECURITY SERVICES

- 1. Name of bidder _____
 - 2. Address of bidder _____
 - 3. Telephone number of Bidder _____
 - 4. Name of representative of the firm/Company _____
 - 5. Price quoted per annum in lump-sum _____
 - 6. An additional amount if any, to be claimed/ added other than the amount quoted in column no. 5. above.
 - 7. Total Amount quoted (including column no.5 & 6)
- Indian currency _____

Justification for quoted price: -

SI No	DESCRIPTION	Security Guard	Security Supervisor
1	Minimum Wage		
2	ESI 4.75% Subject to submission of proof of deposit.		
3	PF 13.61% Subject to submission of proof of deposit.		
4	Bonus 8.33%		
5	National Holidays		
6	Total		
7	Service Charge		
8	Total 6 & 7		
7	Service Tax		

I have gone through the terms & conditions of the contract and offer my rate as above for providing Comprehensive Security at SAI NSEC KOLKATA.

Signature _____

Name:(In block letter) _____

Name of the Firm _____

Date:

APPENDIX-I

SI No	SENSITIVE POINTS	Proposed Manpower for round the clock security
1.	Main Gate including Electric Sub Station, DG Set Room and Astroturf Area	
2.	Gate No – 2 / Swimming Pool	
3.	STC, L.A. Block, Salt Lake City, Kolkata	
4.	Academic Building	
5.	Administrative Building	
6.	Regional Girls Hostel	
7.	Swimming Pool area	
8.	Regional Boys Hostel	
9.	Millennium Hostel	
10.	Guest House / R. D. Bungalow	
11.	Over Head Water Tank and behind staff quarter	
12.	Medical Centre	
13.	ITC / Judo / Billiards	