

**INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE,
JADAVPUR, KOLKATA-32**

TENDER NOTICE NO: ADM/Security/12/A-07, dated 29.11.2012

Indian Association for the Cultivation of Science (IACS) invites sealed tenders from professional Agencies for deployment of **Ex-Army Personnel** for providing round-the-clock high level security service at its 9 acres campus at the above address, housing a number of laboratories, residential quarters, students Hostels, offices, stores, canteen and other units including nitrogen plant, workshop, generator room, substation, computer centre, library, Centenary Building etc.

Complete tender documents should reach the office of the Senior Security Officer-II, IACS, 2A & B, Raja S.C.Mallick Road, Jadavpur, Kolkata-700032 on or before the scheduled date & time specified below:

Tender Reference	ADM/Security/12/A-07
Last date and time of submitting tender	December 31, 2012 at 2.00 P.M.
Pre-bid meeting	December 17, 2012 at 3.30 P.M. in Sadhan Bose Hall, Centenary Building
Date and time of opening tender	December 31, 2012 at 3.00 P.M.
Place of opening tender	CV Raman Hall, Main Building
Contact	Sr. S.O-II, 2473-4971/Extn: 1150 Mobile No: 9831183308 .

If holiday is declared on the scheduled date of submission/opening of the tenders, the tenders will be submitted/opened on the next working day at the appointed time.

Authorized representatives of the tenderers may contact for inspection of the Campus from 14.12.2012 between 13.00 and 16.00 hrs and may be present at the time of opening of tenders.

The assignment will be purely on contract basis initially for one year, extendable thereafter on satisfactory performance of the duties, at the discretion of IACS.

The Agency will be accountable in respect of the service and compliance to all statutory requirements, such as minimum wage norms, gratuity, provident fund, ESI etc. as per Govt. of India Contract Labour Act. The Association will not have any direct or indirect liability whatsoever in respect of the Agency personnel. A comprehensive proposal, conforming this, giving details about the agency and its personnel, copies of credentials in respect of similar work, details of the local arrangement being proposed and clearly stating whether any specific administrative arrangements, by the IACS are required for facilitating the service, is to be submitted along with the tender, with break up of rates quoted.

GENERAL INSTURCTIONS:

1. Incomplete & conditional tenders and tenders received after the due date will be summarily rejected without assigning any reasons thereof.
2. At any time prior to the due date, IACS may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder modify the bidding documents. The

amendment(s) will be notified on the Institute's website. Prospective bidders are advised to make occasional visit to the IACS website (www.iacs.res.in/tender) for any amendment.

3. **Validity of Tender:** Tender submitted shall remain valid at least for three months from the date of opening the tender. Validity beyond three months from the date of opening of the tender shall be by mutual consent.
4. In case of any dispute, the decision of the Institute authority shall be final and binding on the bidders.
5. For any clarification regarding Tender, please send your queries to Mr. P.P.Chakraborty, Sr.Security Officer-II, Administration, Phone No.033-2473-4971, Extn:1150/M-9831183308.
6. The Association reserves the right not to accept the lowest tender or reject/cancel any or all tenders without assigning any reason thereof.
7. Tender will be accepted only in our specified format given below:
8. Bidders must submit an EMD of Rs.10,000/- (Rupees thousand only) in the form of Demand Draft /Pay Order/Banker's Cheque drawn in favour of Indian Association for the Cultivation of Science, payable at Kolkata with the tender.
9. Tender should accompany clients list with period of service rendered.
10. Along with the Tender, the Agency must submit a detailed "Work plan" showing the number of persons to be deployed and how they propose to render services under this contract. The work plan indicating the services to be rendered under this contract has to be appended as annexure to the Tender. It is to be noted that feasibility /acceptability of the rates quoted by the Agencies shall be assessed on the basis of their respective work plan. In absence of this, tender is liable to be rejected.
11. The Agency shall ensure/impart training to their employees deployed in connection with this contract, on Hand Metal Detector operation, frisking, vehicle check, fire fighting and such other safety and security measures as are essentially required in this Association.
12. The Agency shall provide all necessary superintendents during the execution of the work for proper fulfilling of their obligations under the contract.
13. The Agency shall maintain all relevant Registers in the premises in this Association which may have to be presented for inspection by the labour authorities. The Agency shall also put up a notice board displaying the minimum wages prescribed by the Govt. from time to time.
14. The Association shall not own any responsibility for providing living accommodation to the personnel deployed by the Agency.
15. The Agency on completion of the specified term of contract or on termination of the contract shall peacefully vacate the premises of IACS along with their all personnel and materials.
16. In the event of any deficiency in the service rendered by the Agency, any time during the currency of the contract, the Association shall have right to impose a suitable penalty which would be recovered from the monthly bill(s) of the Agency. The decision of the IACS authority in all respects shall be binding on the Agency.

Registrar

INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE
2A & B, Raja S.C.Mullick Road
Jadavpur, Kolkata-700032

TENDER FORM (ENGAGEMENT OF PROFESSIONAL SECURITY AGENCY)

1. Tender Notice No : ADM/Security/12/A-07 dated 29.11.2012
2. Last date & time of submission of tenders : 31/12/2012 at 2.00 P.M.
3. Date & time of opening of tenders : 31/12/2012 at 3.00 P.M.
4. Name of the Bidder/Firm :
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5. Full address of the bidder/Firm :
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6. Contact details of the bidder/Firm
Telephone/Mobile No.:
FAX No.
Email ID, if any
7. Name of the contact person with :
(a) Mobile No. :
(b) E-mail ID :
8. The overall total monthly rate quoted :Rs
(In figures & words both) with :Rupees
detailed Break-up.
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9. Statutory requirements

- (i) Trade Licence No. with validity :
- (ii) ESI Registration No. :
- (iii) EPF Registration No. :
- (iv) Central Labour Licence No. :
- (v) Licence from Ministry of Home :
- (vi) EMD details. : Name of Bank:.....
Branch Name:.....
DD No.Dated.....
Amount Rs.

[Please enclose relevant documents]

10. Clients List : Please attach in a separate sheet.

Date: (Signature of the Bidder with name and office seal)