

**INSTITUTE OF HOTEL MANAGEMENT  
CATERING TECHNOLOGY & APPLIED NUTRITION  
P-16, TARATALA ROAD, KOLKATA – 700 088**

**TENDER NOTIFICATION FOR DEPLOYMENT OF SECURITY SERVICES  
INCLUDING SECURITY ARRANGEMENT AT THE ENTIRE INSTITUTE  
PREMISES**

Sealed tenders are invited from experienced, reputed, financially sound and licensed private Security Agencies under the Kolkata Police for the above services in our Institute for the Session 2019-2020.

All related documents of the tender are available at Institute's website [www.ihmkolkata.org](http://www.ihmkolkata.org) which may be downloaded for submission, as per instructions given.

The schedule of the Tender is furnished hereunder:

Start of downloading of tender document	6 <sup>th</sup> May, 2019 from 9.00 AM
Closure of downloading of tender document	3 <sup>rd</sup> June, 2019 at 5.30 PM
Last date of submission of Bids in the Institute [Technical and Financial in two separate sealed envelopes along with DD for tender cost, EMD and other related Documents as prescribed]	5 <sup>th</sup> June, 2019 by 5.00 PM
Tender Opening Technical	6 <sup>th</sup> June, 2019 at 11.00 AM
Tender Opening Financial	12 <sup>th</sup> June, 2019 at 11.00 AM

The Management reserves the right to reject any or all applications without assigning any reasons thereof.

**Principal/Secretary**

**TENDER FOR SECURITY SERVICES**  
**TECHNICAL BID**

**ANNEXURE I**

**(PLEASE STRIKE OFF WHICHEVER IS NOT APPLICABLE)**

1. Name of the Tenderer  
Son/Wife/Daughter of Shri  
Age /D.O.B
2. Name of the Firm/ Company  
Permanent Address  
Registered Office (if any)  
Telephone No. (Office)  
(Residence)  
(Mobile)
3. Address of Co/Establishment/Unit
4. Yearly turn over of Business  
(Should not be less than 75 lakhs)
5. Status of Tenderer (Whether Sole Proprietor/HUF Business/ Partnership/Limited Company)
6. Status of the Signatory of this Tender in case of HUF Business/ Partnership/Limited Company
7. Names and Address of the Bankers with Account No.
8. **Details of licenses: Tender should be submitted along with photocopies of the following documents:**
  - a. Valid Trade license.
  - b. Valid license from Kolkata Police as Pvt. Security Agency.
  - c. Valid Professional Tax Registration certificate with No.
  - d. Valid Provident Fund Registration certificate with No.
  - e. Valid E.S.I. Registration with No.
  - f. Valid GST Registration No.
  - g. Valid Labour License Registration with No.
  - h. Valid Security License Registration with No.

**An earnest deposit Rs. 3,00,000/= ( Rupees Three Lakhs) by D.D. only in favour of “INSTITUTE OF HOTEL MANAGEMENT,KOLKATA”, payable at Kolkata..**

9. **Past Experience in the Trade**  
(A brief and certified copy of the credentials is to be enclosed)
10. **Particulars of Income Tax, last Assessment with Permanent Account Number (photocopy of IT Return to be enclosed)** :
11. **Balance Sheet of 2017-18 & 2018-19** :  
The Company/firm is required to be annex the financial turn over not less than Rs.75.00 lakhs).
12. **Particulars of Earnest Money Deposit (DD No: & Date)** :
13. **Particulars of cost of tender documents, if downloaded from website (DD No: & Date)** :
14. **Form of the site observation report duly signed jointly by the tenderer and Institute Authority** :

**SIGNATURE OF THE TENDERER  
SEAL**

**NOTE:**

- a) In case of sole proprietary concern, the name of the proprietor, father's/husband's name, age, residential address and office & residence phone numbers are to be indicated.
- b) In case of Partnership Concern, the Attested Photostat copy of the Registered Partnership Deed is to be enclosed. The Partnership Deed should state specifically that a particular partner or partners are authorized to deal with any matter of Firm/Company. Certified Photocopy of the Income Tax assessment of the Partnership Firm as well as Individual Partners (for last 3 years) is to be enclosed.
- c) In the case of HUF Business, an Income Tax Registration Certificate is to be enclosed in addition to the above as per (b).
- d) In all cases, Income Tax Clearance Certificate of the applicant / tenderer (valid as on date of submission of tender) should be enclosed.

Annexure II

**GENERAL TERMS AND CONDITIONS**

The Institute desires to deploy a contractor for SECURITY SERVICES IN THE INSTITUTE PREMISES, INCLUDING HOSTELS AND STAFF QUARTERS AND OTHER AREAS, BUILDINGS AND INSTALLATIONS WITHIN THE PREMISES ON ANNUAL BASIS FOR 2019-2020 with following General Terms and Conditions:

1. The cost of the tender documents is Rs. 1000/= only. The tenderer who has downloaded the tender documents from website should deposit the amount by DD along with Technical Bid. For e-tender the amount of Tender Cost to be deposited through online. This amount is not refundable.
2. Each tender shall be accompanied by a bank draft covering the amount of Earnest Money of Rs.3,00,000/- (Rupees Three Lakhs Only) only, in favour of INSTITUTE OF HOTEL MANAGEMENT, KOLKATA payable at Kolkata. Cheques will not be accepted in any circumstance. The earnest money of unsuccessful tenderers shall be refunded within 30 days from the date of opening of the financial bid. In case of successful tenderer the same will be retained by the Institute for the entire contract period as Security Deposit. In case the tenderer refuses to accept the award or refuses to comply with any of the terms and conditions for the award of contract, the EMD shall be forfeited. Exemption of Earnest Money will not be considered under any circumstance including for SSI/NSI/NGOs. However, the earnest money would be refunded in due course.
3. The Earnest money of the successful tenderer will be retained by the Institute as Security Deposit for the entire contract period. The same will be refunded after successful completion of the contract without any interest.
4. The following areas/security points to be covered with security guards at each points under the terms of the Job Contract: –
  - i. The Institute main & annex building – all public areas, Administrative block with all the offices, all laboratories and practical classrooms (viz. kitchens, restaurant, laundry, computer room etc.). All lecture halls, stores & receiving area, the cafeteria, the front and the back tarmacs, the main gate and the adjoining areas, locker rooms, all toilets and such areas within the premises including the main & annex building.
  - ii. Gentleman's Hostel – Backyard, and the front courtyard, Back of the hostels and annex building, front and back of the principal quarters and staff quarters.
  - iii. Ladies' Hostel – Backyard, and the front courtyard, Back of the main building and annex building, front and back of the principal quarters and staff quarters, gas bank and deep tube well etc.

- iv. **Staff Quarters** - Backyard, and the front courtyard of the Staff Quarters Type – I, Type –II, Type – III & Principal Quarter.
- v. **Institute's main gate** - To take all necessary steps to control the entire security set up in the entire premises of the Institute including controlling of In and Out of Guest, Suppliers, Govt. officials, contractors and their workmen, parents and guardian of the students, visitors to institute, staff quarters and hostels and movement of students during Institute hours and after Institute hours for students from Institute hostels and to follow any instruction passed by Institute authority from time to time including maintenance of all records/ log books etc. as per the laid down norms of the Institute. Detailed information in this matter would be briefed to the Contractor after the award of the Contract.
- vi. 24 hours patrolling of entire Institute Premises.
- vii. During any function in the Institute, extra requirement of Security Guard/Supervisor may be deployed by the Contractor as per requisition/requirement of the Institute authority with additional charges to be paid as mutually agreed by the Institute and the Contractors.
5. Following timings should be strictly adhered to:
- **Institute Main building** – On all working days from 7.30 hrs. to 19.30 hrs.
  - **Institute annex building** - On all working days from 8.30 hrs. to 17.30 hrs
  - **Boys' Hostel, Girls' Hostel and Patrolling:** - 24 HRS X 365 Days.
  - **Institute main gate:** - 24 hrs X 365 days.
  - 24 hrs X 365 days supervision of the security is compulsory.
  - Weekly off, holiday, casual absence etc. are to be covered by the staff of contractors only. Overtime, as per Rules, will be applicable for working on National Holidays.
6. Total responsibility for the entire security arrangements of the Institute's property is to be taken by the Contractor. The Contractor shall deploy 14 (fourteen) numbers of security Guards and 3 (three) numbers of Supervisors for satisfactory performance of the job to maintain all the security points as mentioned above. Number of Guard and supervisor so derived by the Contractor as directed by the Institute Authority must be informed to the Institute 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 point as per the rate to be fixed with the contractor as per work order.

7. To understand the duty of the security personnel, job responsibility and the work place all the tenderer should visit the Institute premises and after duly understanding the above, submit the observation report as per enclosed form vide **Annexure – IV**, duly signed by the tenderer and the Institute Authority along with the technical bid of the tender. Otherwise the tender will be treated as cancelled.
8. All the persons engaged by the Contractor as Security Guard and Supervisor shall be on Contractor's payroll and be paid by him only, the Institute shall have no liability whatsoever, in this regard. Nothing under the contract shall confer any right or lien on the personnel of the contractor to claim any direct employment under the Institute or to be treated at any time as an employee of the Institute. All administrative and financial responsibilities/ liabilities including those arising out of the acts/rules framed / to be framed by the Central/ State Government or any other administrative notification of competent authority shall be borne by the Contractor.
9. It will be mandatory for the Contractor to rotate and change its manpower in every three months or as directed by the Institute authority to have a better output and co-ordination.
10. In case of theft/pilferage/damage, or any kind of loss due to the lapse of the security personnel deployed in the Institute, the mode of indemnity to the Institute is to be stated clearly. The value of the loss of the Institute will be either paid by the Contractor or be deducted from monthly bill for the above reasons.
11. The Contractor shall not be provided with any residential accommodation at the work place(s), transportation to work place, the Institute shall have no other liability whatsoever, except expressly provided under the contract.
12. The Contractor shall be liable for non-compliance of the provisions of any acts, laws, rules & regulations any tax or any other existing act or status not here-in-specifically mentioned but having direct or indirect application for persons engaged under this contract.
13. It should be understood and agreed that there is no employer employee, master-servant or principal-agent relationship between the Institute and the Contractor and /or the Contractor's employees in any manner whatsoever and the Contractor has to render services to the Institute as an independent Contractor.
14. a. The Security Supervisor should possess good health & physique and a minimum qualification given as under and Bio-data along with

all authenticate supporting documents of the individual security personnel has to be submitted by the Security Agency mentioning every details viz.

- i. Name :
- ii. Date of Birth :
- iii. Present Address :
- iv. Permanent Address :
- v. Marital Status :
- vi. Height and Weight : 5'-6" & above.
- vii. Age : Minimum 30 to Maximum 50 Years
- viii. Qualification : As per the Private Security Agency Act
- ix. Number of years working : mentioning the Security Agency Place of Posting and – Duration.

b. The Security Guard should possess good health & physique given as under and Bio-data along with all authenticate supporting documents of the individual Security personnel has to be submitted by the Security Agency mentioning every details viz.

- i. Name :
- ii. Date of Birth :
- iii. Present Address :
- iv. Permanent Address :
- v. Marital Status :
- vi. Height and Weight : 5'-6" & above.
- vii. Age : Minimum 30 to Maximum 50 Years
- viii. Qualification : As per the Private Security Agency Act
- ix. Number of years working : Mention the Security Agency with Place of Posting and Duration.

Out of the total Security Personnel deployed by the Contractor, 20% should preferably be taken from Ex-Servicemen for maintaining better discipline in the campus.

- 15. Total responsibility for the security arrangements of the Institute's properties, assets and documents are to be taken by the Contractor and his personnel on duty. Any of the Security Personnel found sleeping or not alert on duty or not at his duty place as directed by the Institute Authority, Institute may on his own discretion deduct the wages from the bill of the contractor and also may ask the agency to remove him from the duty of the Institute which will be binding on the Contractor.
- 16. The Guards and Supervisor on duty are required to wear uniform to be provided by the contractor [two summer sets and one winter set] including shoes and the cost of the uniform to be borne by the Contractor.

17. **Weekly / fortnightly duty roster will be prepared by the Institute authority only and not by the Security personnel, but if the Security Agency wishes to participate, they can for fulfilment of duty hours, rest between two duties etc. as per West Bengal Labour Act. The roster would be binding on Security Personnel of the Agency and no change of duty will be allowed without the consent of the Institute Authority.**
18. **The Contractor must fulfil all the statutory obligations in respect of said Job Contract. The Contractor must comply with all the provision of labour laws, rules and all statutory obligations as required by the law of land. Institute will not take any Liability in this matter and in case of any breach in any/whole of the same; the sole responsibility will be on Contractor only. The Contractor shall be responsible for settlement of any/all claims/dues in case of any of his employee sustaining injury or damages within the premises of the Institute.**
19. **The Contractor should supply/provide all necessary tools and gear 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 Contractor. The Contractor shall maintain First Aid facility for his employees.**
20. **The tenderer may only quote the Establishment/Administrative charges per month including all applicable taxes and charges as per enclosed format Vide Annexure –V .**
21. **The Contractor must ensure the personnel engaged by him bears a good moral character and high degree of integrity, in case of any breach in the discipline and decorum of the Institute by any security staff, the entire responsibility would be of Contractor and any expenditure out of such indiscipline behaviour by his employee is to be borne by the Contractor.**
22. **In the event of failure on the part of the ‘Contractor’ to complete the Job in accordance with the conditions entered herein, the Institute shall have the right to make alternative arrangement at the cost and risk of the Contractor. The Contractor shall reimburse the extra cost to the institute and in case of his failure to do so the institute shall have the right to recover the amount from the security deposit of the Contractor or any other dues owed to the institute by the Contractor. It should be clearly understood that the institute’s right and the Contractor’s obligation for compensation is not limited to the extent of security deposit and/or the dues owed. The Institute shall have the right to proceed against the Contractor for the recovery of its claim in excess of the security deposit and/or the dues available with the institute. The Institute has a right to withhold**

**the Security Deposit and appropriate the same if need be until the dues of the Contractor are fully settled.**

- 23. In case of breach of any of the conditions stipulated herein the institute shall be at liberty to terminate the contract without prejudice to the right of the institute to claim damages on account of breaches thereof in the same manner as at (23) above. The Institute in its sole judgment may terminate the contract by giving one month notice without assigning any reason thereof and the contractor and his security personnel shall vacate the area of operation for this purpose on the expiry of such period, in the event of such termination of the contract, the refund of earnest deposit would be subject to deduction of any dues, penalties, other recoveries etc.**
- 24. The Contractor shall not be directly concerned or in any way deal with the officers or other persons employed by or under the authority of the Institute in making the Contract hereby/contracted for, nor shall be the Contractor either directly or indirectly, give or promise to pay or give, or permitted to be given to any person or persons or in any department under the institute, money or gratuity, fee or reward for any matter or thing or any way relating to the performance of the contract.**
- 25. The Contractor shall not assign the present contract or in any manner allow any other person or persons to interfere in the Management or performance thereof, without the written permission of the Institute.**
- 26. Payment will be made on monthly basis after submission of the bill within 30 (thirty) days supported by:**
  - i) a. A copy of the attendance sheet / Shift Report date wise duly authenticated by the Institute's authority.**
  - i) b. The Contractor must furnish a copy of disbursement of minimum wages to the personnel(s) employed by the Contractor after satisfactorily completion of said Job and maintenance of all statutory requirements along with the certified copies of challan e.g. ESI, Provident Fund, and other relevant documents thereof.**
  - ii) Any over payment of the Contractor's bills for the job under these terms and conditions shall be recovered from the Contractor's bills subsequently submitted for payment and if such over payments or any portion thereof or thereafter remitted by the Contractor, the amount so recovered will be refunded to the Contractor. The Institute shall have the right to recover the overcharges, from the security deposit as well.**
  - iii) A statement showing details of amount deposited for individual employee under the Contractor should be submitted every month/quarterly along with the bill in respect of ESI, PF and other statutory payments.**

27. **The latest income tax assessment order and the income tax clearance certificate should accompany with each tender. In case the income of the Contractor is not taxable, affidavits to this affect may attached by the tenderer.**
28. **Tenders from Contractors with sound financial standing and capacity will only be considered. No interest will be payable on Earnest Money/Security Deposit. Tenderer withdrawing before the announcement of successful tenderer shall be liable to have his earnest money forfeited.**
29. **An agreement is to be signed with the Institute embodying all terms and conditions of the tender before the order are placed by the institute, after the receipt of acceptance letter from the institute. The cost of the stamp papers of appropriate value shall be borne by the Contractor.**
30. **Maximum period for each tender that will hold well must be mentioned. The tender must hold good for at least one year after opening of the financial bid. In the event of the agreement being extended, the Management reserves the right to call upon the Contractor to continue the Contract for a further period of one year in excess of the contracted period at the rates of the immediately preceding month, provided such an extension is made before next year's tenders are accepted by the Institute and communicated to the concerned Contractor. Similarly, the Management reserves the right to defer the commencement of the contract for a period of three months.**
31. **The Institute reserves the right to accept or reject whole or part of the tender.**
32. **The Institute reserves the right to negotiate reduction in the rates or to reject any or all tenders without assigning any reasons.**
33. **TDS (Income Tax) would be applicable from the gross value of the bills as per Act.**
34. **In the event of a dispute arising between the contractor and the Institute during the currency of the contract or after the conclusion thereof, the same shall be referred to the Sole Arbitration of the Chairman, Board of Governors or the Officer appointed by him and his award shall be final and legally binding on both the parties and there will be no objection to this effect that the officer who has been appointed by the Chairman is an employee of the Institute or that in course of his dealing with official matter he has expressed any opinion on this subject.**
  - a) **Subject to clause 35 above COURTS at Kolkata alone will have the jurisdiction.**

35. Tenders received after stipulated time and period for any reason will not be entertained under any circumstance.
36. The tender documents, duly signed and stamped on each pages, shall be submitted.
37. The annexure I, II, III, IV, V and VI along with the earnest money, cost of Tender document, if downloaded from website, photocopies of all licenses, taxes and all experience certificates, should be sealed in separate envelop to form Technical Bid. The annexure V, which is financial bid, should be sealed in separate envelope to form Financial Bid and to be opened after Technical Bid. For E-Tender financial bid will be submitted through online. The tender is liable to be rejected without any of the above mentioned documents in the Technical Bid.

The Financial bid of only those tenderers would be opened who qualify in Technical Bid and after inspection of the office/premises and related other unit(s) by the Institute authority in a later date, if required.

Signature of Contractor  
Seal of the contractor

**ANEXURE III**  
**FINANCIAL BID**  
**FOR DEPLOYMENT OF SECURITY PERSONNEL INCLUDING SECURITY**  
**ARRANGEMENT AT THE INSTITUTE PREMISES**  
(To be sealed in a separate envelope)

**NAME OF THE CONTRACTOR:**

**ADDRESS IN FULL:**

**CONTACT NO(S):**

(The tenderer should fill only the column of service charges considering the percentage of Total cost per person for Financial Bid, the other columns are fixed by the Institute Authority as per existing rules of the Govt. of the West Bengal.)

**Total No of Guard required -17 Nos. (inclusive of reliever)**

**Total Supervisor required – 03 Nos.**

20% of total deployment should be preferably from Ex-Servicemen

SL	Description of the rates in details	Security Guard	Security Supervisor.
1	Minimum wages as per Govt. of West Bengal Labour Department Notification		
2	Employees' Provident Fund as per Rules		
3	ESI as per Rules		
4	Bonus as per Rules		
5	Establishment/Administrative Charges inclusive of all Statutory Taxes		
Gross TOTAL cost per person			

The above charges inclusive of all supporting materials viz. Uniform [two sets of summer uniform and one set of winter uniform, shoes], Torch, Battery, Umbrellas, Lathi, Whistle, Rain Coat etc. and any other charges.

Signature of Contractor  
With proper Seal

On the letter head of the tenderer

#### ANEXURE IV

Certified that I/We Sh. .... on behalf of M/s. ....has visited the Institute of Hotel Management, at P-16, Taratala Road, Kolkata – 700088, on dated .....to understand the duty of the security personnel, job responsibility and the work place.

I/We fully understand the entire responsibility regarding the security arrangement of the Institute and also do not have any doubt.

Signature of the Contractor with seal

Signature of the Institute's authority with seal.

**Annexure V**

**DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER**

**(To be executed & attested by Public Notary / Executive Magistrate on Rs10/- non judicial Stamp paper by the Tenderer)**

1. I/ We \_\_\_\_\_ (Tenderer) hereby declare that the Tenderer namely

M/s \_\_\_\_\_ has not been blacklisted or debarred in the past by Union / State Government or any Organization from taking part in Government tenders in India and has no litigation in any of the Labour Court(s).

(Or)

I / We \_\_\_\_\_ (Tenderer) hereby declare that the Tenderer namely

M/s. \_\_\_\_\_

\_\_\_\_\_ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of \_\_\_\_\_ years w.e.f. \_\_\_\_\_ to \_\_\_\_\_. The period is over on \_\_\_\_\_ and now the firm / company is entitled to take part in Government tenders.

In case the above information found false, I / we are fully aware that the tender / contract will be rejected/cancelled by Principal, IHM, Kolkata and EMD / Performance Security shall be forfeited.

In addition to the above, Principal, IHM, Kolkata will not be responsible to pay the bills for any completed / partially completed work.

DEPONENT

Attested:

(Public Notary / Executive Magistrate)

Name \_\_\_\_\_

Address \_\_\_\_\_

Annexure VI

**List of Major Clients, including Govt. Organizations / Academic Institutions.**

Sl	Name of Client with contact details	Category / Nature of Manpower supplied	Duration for which Manpower Supplied [Year]	Number of Manpower supplied
1.				
2.				
3.				
4.				
5.				

**Note:- Please furnish at least two references of senior executives as under:-**

<b>S I</b>	<b>Name &amp; Designation</b>	<b>Name of Company/ Firm</b>	<b>Address</b>	<b>Landlin e No.</b>	<b>Mobile No.</b>	<b>E-mail ID</b>

Copies of relevant documents are to be enclosed in support of above information.

Also provide list of ongoing projects along with copies of work orders /completion certificates.

**Turnover during the last three years**

<b>Sl</b>	<b>Years</b>	<b>Turnover in Rupees (in figure and words)</b>	<b>Copy Enclosed/Not Enclosed</b>
<b>1</b>	<b>2018-2019</b>		
<b>2</b>	<b>2017-2018</b>		
<b>3</b>	<b>2016-2017</b>		

Please enclose documentary evidence for above facts, dully verified by the Chartered Accountant (CA).

Copies of relevant documents are to be enclosed in support of above information.

### **Undertaking**

(a) I hereby certify that all the information furnished above are true to the best of my knowledge. I have no objection to Institute verifying any or all the information furnished in this document with the concerned authorities, if necessary.

**(b) I also certify that, I have understood the complete scope of work; all terms and conditions indicated in the tender document and completely accept all of them.**

**(c) I also certify that, all employees enrolled are police verified.**

**Seal & Signature of the authorized  
signatory of the agency**