



# **NATIONAL INSTITUTE OF BIOMEDICAL GENOMICS**

(An autonomous Institute of Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India)

## **INVITATION FOR BIDS FOR ENGAGEMENT OF SECURITY SERVICES AT NIBMG, KALYANI (West Bengal).**

**February, 2021**

**(Tender No. : NIBMG/Security Services/2020-21/013,      Date. 15.02.2021)**



# **NATIONAL INSTITUTE OF BIOMEDICAL GENOMICS**

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## **CRITICAL DATE SHEET**

<b>Published Date</b>	<b>15.02.2021 (06.00 PM)</b>
<b>Bid Document Download / Sale Start Date</b>	<b>16.02.2021 (10:00 AM)</b>
<b>Clarification Start Date</b>	<b>16.02.2021 (10.00 AM)</b>
<b>Clarification End Date</b>	<b>28.02.2021 (02.00 PM)</b>
<b>Bid Submission Start Date</b>	<b>16.02.2021 (10.00 AM)</b>
<b>Bid Submission End Date</b>	<b>08.03.2021 (02.00 PM)</b>
<b>Bid Opening Date</b>	<b>09.03.2021 (02.30 PM)</b>



**NATIONAL INSTITUTE OF BIOMEDICAL GENOMICS**

***P.O.- N.S.S., Kalyani -741251 ,Nadia***

**NOTICE INVITING TENDER**

**NIT No- NIBMG/Services/ Security Services/2020-21/013**

**Dated 15.02.2021**

Sealed Tenders are invited under Two Bid System ( as enclosed Part-I: Technical Bid and Part-II: Financial Bid), from an experienced Integrated Facility Management Company having experience in providing Security services, Janitorial Staff, Project linked various Technical & Non-Technical Manpower etc for providing services at NIBMG, Kalyani initially for 01(one) year which may be extended for 02(two) more years on mutual contract. The Agencies bidding for this tender should hold a valid license under Security Service License under West Bengal Private Security Agencies (Regulation) Rules, 2007 (as per notification no-2254-P dated 08/05/2007 issued by Home (Political Department for the entire state of West Bengal), registered with EPFO, ESIC, Income Tax, PAN, Service Tax registration, Trade License and must have successfully carried security contracts, provided Janitorial services and supplied technical and non-technical manpower in 10 or more Govt./ Semi Govt./ Central Autonomous Bodies and/or Institutes, reputed organizations preferably in the areas in and around Kalyani.

At present there is requirement for

- (i) Security Guards,
- (ii) Gun Man
- (iii) Janitorial Staff
- (iv) Multitask Manpower
- (v) Technical & Non-Technical Manpower

The numbers and variety of manpower may increase or decrease according to the requirement.

Sd/-  
Manager (Administration)  
for Director, NIBMG

**NOTICE INVITING ONLINE TENDER for Engagement of Security Services AT**  
**NIBMG, Kalyani (West Bengal).**

1. Name & address of the proprietor : \_\_\_\_\_
2. Name & address of firm/address of firm : \_\_\_\_\_
3. Telephone No : Office\_\_\_\_\_Residence\_\_\_\_\_
- Mobile No:\_\_\_-----
4. Particulars of firm/agency/company  
(Partnership Deed/Constitution in case  
of Society): \_\_\_\_\_
5. P.A.N: \_\_\_\_\_
6. GST Registration No. : \_\_\_\_\_
7. Name of Banker with full postal address : \_\_\_\_\_
8. Account No : \_\_\_\_\_
9. IFSC No : \_\_\_\_\_

Sd/-  
Manager (Administration)  
for Director, NIBMG

**NOTICE INVITING ONLINE TENDER for Engagement of Security Services AT**  
**NIBMG, Kalyani (West Bengal).**

1. The Director, NIBMG, Kalyani invites Online bids from the reputed Companies/firms:
2. Tender for above can be downloaded free of cost from [www.eprocure.gov.in](http://www.eprocure.gov.in). The tender schedule is as under:

**Tender ID : NIBMG/Services/ Security Services/2020-21/013**

**Tender Reference No. :**

**Date of release of tender through e- procurement : 15.02.2021**

**Last date & time for submission of Online bid: 08.03.2021**

**Date & time for opening of online: 09.03.2021, 02:30 PM**  
**Technical Bid**

**Address for communication**  
**Genomics,**

**The Director,  
National Institute of Biomedical  
PO: NSS,  
Kalyani-741251.  
West Bengal, India**

**Email id for communication nm2@nibmg.ac.in**

2. The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents as mentioned in the online bid document along with duly signed Tender and scanned copies of DD/eTransfer of EMD must be uploaded On-line immediately. The Bids sent through FAX, E-mail, by hand and/or by post shall not be considered and will be summarily rejected.
3. The bidders may submit duly filled in and completed documents ONLINE as per instructions contained in the bidding documents. Incomplete online bid shall be rejected.
4. In case, holiday is declared by the Government on the day of opening the online bids, the online bids will be opened on the next working day at the same time. The Director, NIBMG, Kalyani, reserves the right to accept or reject any or all the tenders without assigning any reason(s) whatsoever.
5. The detailed instruction(s) for online submission(s) of online bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link:- <https://eprocure.gov.in/eprocure/app>

Sd/-  
Manager (Administration)  
for Director, NIBMG

### **INSTRUCTION TO THE TENDERERS**

The Tender shall be submitted in accordance with these instructions and any tender not confirming the instructions as under is liable to be rejected. These instructions shall form the part of the tender and contract.

1. For Online Bid Submission, as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal using valid Digital Signature Certificates. More information useful for submitting online bids on the CPP Portal may be obtained at [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app).
2. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
3. The service provider shall upload a self-declaration on their letterhead as PDF file in Cover-I of e-tender, along with the tender documents, confirming that they are regular in providing security and manpower services in various Industries/Organizations/Institutes.
4. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF formats. Bid documents may be scanned with 100 dpi with black and white option.
5. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any Tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.
6. The Director, NIBMG, Kalyani, reserves the right to reject any tender/bid wholly or partly without assigning any reason.
9. All the tender documents & Price Bid to be uploaded as per this tender are to be digitally signed by the bidder.
10. **Earnest Money Deposit (EMD):** An amount of Rs.7,20,000/-(Rupees seven lakh twenty thousand only) in the form of **Demand Draft drawn in favour of** Director, The National Institute of Biomedical Genomics (NIBMG), payable at Kalyani/ Kolakta. This EMD should be submitted / deposited by **e- transfer directly to the institute Account No- 0579050053288, AC/ Name: NATIONAL INSTITUTE OF BIOMEDICAL GENOMICS, Bank: Punjab National Bank, Branch: Kalyani, IFSCCode: PUNB0057920**. Failure to deposit Earnest Money will lead to rejection of tender. In the event of the awardee bidder backing out, EMD of that bidder will be forfeited. The EMD of the accepted Tender will be refunded only after submission of performance bank guarantee/within sixty days after completion of warranty period. Valid EMD Exemption Certificate is Applicable (if claiming).
11. The Tender Documents are not TRANSFERABLE under any circumstances.
12. The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to Kolkata jurisdiction.
13. The Tenderer(s) shall furnish the complete **BANK DETAILS** for arranging payment through RTGS as per the details below:

The following documents/certificates should also be furnished online:-

- a) Certificate of registration of Firm and GST Certificate.
- b) A Certificate that the firm is not blacklisted or debarred from dealing by any Government Organization/Institute/Department during last 3 years. (Annexure-V)
- c) All documents/certificates etc. uploaded in the tender must be signed with seal by the firm.
- d) Bank details for e-payment should be furnished as below:-

Account Name	
Bank & Branch	
Bank Address	
Bank Swift Code	
Bank Code No.	
Bank Account No.	
9 Digit (MICR) Code No.	
PAN Account No.(Mandatory for Principal & Authorised dealer)	

14. The payment shall be arranged by this Institute within reasonable period of time on production of proper Printed Invoice/Bills 2 SETS (ORIGINAL AND DUPLICATE) with full details with advance stamped receipt along with copy of ESI and PF Deposit Slip of the previous month and Employee contribution history and copy of proof of salary disbursement to bank account of contractual staff.
15. Estimated monthly volume of the Business is Rs. 30 lakh [approximately]
15. In case, holiday is declared by the Government on the day of opening of online bids the received proposal will be open on the next working day at the same time.

Sd/-  
Manager (Administration)  
for Director, NIBMG

**Eligibility Criteria (Special Conditions of Contract):**

1. The service provider shall have at least 15 years experience in providing security services and currently have its Office located in Kolkata/Nadia. The service provider should clearly mention name, address contact no & email of their office/offices.
2. The service provider should currently be providing services in at least three government organizations including Research Institutions/Autonomous bodies under Govt of India.
3. The service provider should have deployed at least 35 security personnel (both civilian and ex-servicemen) and 10 technical and non-technical manpower in the form of project linked support staff, janitorial staff, electrician, liftman, in at least 01 Govt Government Organization currently.
4. Annual turnover should not be less than Rs. 18 crores each year during the last three years.
5. The service provider should have valid Trade Licensee Certificate for business in West Bengal, have its own training academy in Kolkata and have its office/branch within 10 km radius of NIBMG Campus located in Kalyani, Nadia.
6. List of organizations served by the agency in the last five years should be provided with full address and contact details along with letter(s) of recommendation from the organizations issued by competent authority as an attachment to the tender submission.(Annx-IV)
7. Alterations, unless legibly attested by the tenderer, shall be disqualified and rejected. Tender document, must be duly signed by the tenderer himself, or his authorized signatory. The forwarding letter and attested copies of the following documents are required to be submitted separately as Technical Bid (Part-I):
  - a) Security Service License under West Bengal Private Security Agencies (Regulation) Rules, 2007
  - b) Goods and Service Tax No. with copy of Registration.
  - c) EPF Number with copy of EPF Registration.
  - d) ESIC Registration No. with copy of ESIC Registration
  - e) PAN allotted by the Income Tax Department with copy of the latest Income Tax return indicating turnover of the company for previous three financial years.
  - f) List of clients with Satisfactory Performance Certificate issued by various organizations where such type of work/jobs are being executed presently or have been

performed by the contractor earlier must be enclosed in support of credibility of the company.

g) Bankers' solvency Certificate issued for at least 01 crore

h) Valid Trade License certificate.

8. The Price Bid to be submitted separately as per Financial Bid format (Part-II):

a) The rate quoted should be inclusive of/and in accordance with the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESIC, Bonus, Leave, Allowance etc.

b) The tender should quote the rates and amount tendered by him/them in the figures and as well as in words. In case, there is a difference of amount in words and in figures, amount mentioned in words shall be treated correct and final.

c) Quoting lesser rate and violation of Minimum Wages Act (Central), Contract Labour Act, Govt. of India, Ministry of Labour and Employment Order and other statutory provisions as applicable shall be liable for disqualification and such tenders shall not be considered and rejected summarily without assigning any reasons. No communication will be entertained in this regard. NIBMG falls under **Zone "A"** as per central govt. order hence while quoting rates same must be taken into consideration.

d) Mere quoting of lowest rate by the company may not be entitled to get the contract. The consideration of other factors including previous good track record is a must and the final allotment of work will be made upon recommendation of the constituted committee of NIBMG.

9. Every paper of the tender should be signed by the Tenderer with seal of Agency/Firm. No blanks should be left which would otherwise make the tender liable for rejection.

10. The successful tender shall have to deposit 10% of contract amount as Security Deposit for the contract period [Initially for 14 months] in the form of Bank Guarantee from a Scheduled Bank in favour of NIBMG within 15 days after the offer letter is received by the successful bidder/Agency, otherwise the award letter will be liable to be treated as cancelled. The amount of security deposit will not bear any interest whatsoever.

11. Any loss/damage to NIBMG property resulting from negligence of the staff deployed by the Agency will be recovered from the bills of the Agency and/or appropriate legal action will be taken against the Agency.

12. It shall be the responsibility of the Agency to protect any person deployed by them against accident on work under the provisions of Workmen's Compensation Act or any other Act or Rules as and when enforced from time to time. No compensation for accident or any other matter can be claimed from NIBMG.

13. The NIBMG reserves the right to have a panel made out of the tenders submitted and in case the agency selected fails to do the job successfully or leaves the job in middle of the contract period, or decline to accept the award due to some reason, the next agency will be offered the job. However the validity of the panel will be for the period of the award of

contract to the first panellist and in case the second in the panel is offered the job, the time-span for this will be the remaining period of the first awardee of the contract. In case the successful bidder decline to accept the award or do not provide the required services, the EMD deposited by the Agency shall be forfeited and may also be black listed.

14. The Agency will maintain an attendance sheet for their staff deployed at NIBMG in duplicate. One copy of these records should be furnished to NIBMG on a monthly basis and subject to verification by competent authority of NIBMG at any point of time.

15. Payment of salary and arrears etc. to the staff hired by the agency to perform the duties at NIBMG shall be done by the agency through Account Payee Cheque/Core Banking only giving details of contribution/deduction regarding ESI, EPF, etc.

16. The agency shall pay to its all staff the monthly wages and allowances by 5<sup>th</sup> of every following month without fail. The bonus shall be paid before commencement of Dussehra Festival every year or as per mutually agreed terms.

17. The agency will submit the monthly wages bill by 6<sup>th</sup> day of each month to NIBMG, along with the following documents, in order to receive the monthly service charge from NIBMG, the selected party (Security Services agency) shall have to provide the proof of deposit of ESIC, EPF to the individual account of the staff deployed each month and also to submit copy of annual return giving complete list with all the details of individual EPF contribution with their EPF number.

18. The NIBMG shall deduct Income Tax, GST TDS if any, at source under section 194-C of the Income Tax Act 1961 from the contractor at the prevalent rates.

19. The Goods and Service Tax as imposed by the Govt. as levied from time to time will be reimbursed to the Security Agency in the subsequent month on submission of the receipt/challan in support of the deposit of the same to the concerned department. The Agency will have to produce Tax Return to the NIBMG on its occurrence periodically.

20. Performance Evaluation: -

- a) The quality of the Services provided by the Agency would be ensured regularly (Daily, Weekly, Fortnightly or monthly depending upon the discretion of the NIBMG) on the basis of the periodical reports furnished by the officials assigned for this task by the NIBMG.
- b) The Contractor and all his staff deployed for providing services at NIBMG will work under the supervision of the officials assigned for this task by NIBMG.

21. Salary slip has to be provided by the service provider to each employee within 05 days of disbursement of salary.

22. Representative of the service provider have to visit NIBMG/site at least once in a week to sort out issues, if any.

**General Conditions of Contract:**

**1. The bidder is also required to abide by the following conditions and furnish the details as indicated in subsequent paragraphs.**

- a) At the time of awarding the order, the purchaser reserves the right to increase or decrease the quantity of manpower, without any change in the unit price or other terms & conditions.
  - b) Please indicate if the bidder is currently registered with any Govt. organization and if registered, furnish all relevant details.
  - c) Please state whether business dealings with the bidders presently stand banned by any Government organization and if so, furnish relevant details.
  - d) The service provider shall not submit more than one quotation for the same tender.
  - e) The contract shall be governed by the laws of India and interpreted in accordance with such laws.
  - f) The Director, NIBMG, Kalyani reserves the right to reject any tender in part or full without assigning any reason thereof.
2. At any time prior to the due date for submission of bids, NIBMG may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.
3. All prospective bidders who have downloaded the Tender Document should surf our website / CPP portal from time to time to know about the changes / modifications in the Tender Document. The changes / modifications would also be hosted on the website of NIBMG and all prospective bidders are expected to surf the website before formulating and submitting their bids to take cognizance of the amendments.
4. In order to allow prospective bidders reasonable time to take the amendment into account while formulating their bids, NIBMG, at its discretion, may extend the due date for the submission of bids and host the changes on the website of the NIBMG
5. The successful Bidder's bid security/EMD will be discharged upon the Bidder furnishing the Performance Security, without any interest.
6. The bid security may be forfeited:
- a) If Bidder withdraws or amends or modifies or impairs or derogates its bid during the period of bid validity specified by the Bidder on the Bid Form;
  - OR
  - b) In the case of successful Bidder, if the Bidder fails to furnish order acceptance

within 07 working days of the order or fails to sign the contract and / or fails to furnish Performance Security within 15 days from the date of contract / order.

7. Bids shall remain valid for minimum of 180 days after the date of bid opening prescribed by the NIBMG. A bid valid for a shorter period shall be rejected by NIBMG as non-responsive.
8. Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the bid.
9. **Contract:** The technically qualified vendor who is awarded the order will have to submit acceptance letter within 15 days of issue of order and will supply material within the stipulated time given in purchase order as per the quoted specifications..

10. **Confidentiality:**

- a) Information relating to the examination, evaluation, comparison, and post qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until Award of the Contract.
- b) Any effort by a Bidder to influence NIBMG in the examination, evaluation, comparison, and post qualification of the bids or contract award decisions may result in the rejection of its Bid.

11. **Termination:**

The Service Provider may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Vendor, terminate the Contract in whole or part:

- (a) If the Service Provider fails to deliver the services within the period specified in the contract;
- (b) If the Service Provider fails to perform any other obligation(s) under the Contract ;
- (c) If the Service Provider, in the judgment of the Tenderer has engaged in corrupt or fraudulent or collusive or coercive practices on Fraud or Corruption in competing for or in executing the Contract.

12. **Force Majeure:**

The vendor shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that it's delay in performance or other failure to perform its obligations under the contract is the result of an event of force Majeure. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Vendor and not involving the vendor's fault or negligence and not foreseeable. Such events may include, but are not limited to, Acts of God or of public enemy, Acts of Government of India in their sovereign capacity, acts of war, acts of NIBMG in fires, floods and freight embargoes. If a Force Majeure situation arises, the Vendor shall promptly notify NIBMG in writing of such conditions and the cause thereof within twenty calendar days unless otherwise directed by NIBMG in writing, the Vendor shall continue to perform its obligations under the Contract as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented

by the Force Majeure event. In such a case, the time for performance shall be extended by a period(s) not less than the duration of such delay. If the duration of delay continues beyond a period of three months, NIBMG and the vendor shall hold consultations with each other in an endeavor to find a solution to the problem. Notwithstanding above, the decision of The Director, National Institute of Biomedical Genomics shall be final and binding on the vendor.

13. Governing Language: The Contract shall be written in English language which shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the English language only.

Sd/-  
Manager (Administration)  
for Director, NIBMG

## Technical Details

### Scope of Services

1. **SCOPE FOR SECURITY SERVICES :** The Agency will be fully responsible for providing round-the-clock security service to personnel and property on the premises of National Institute of Biomedical Genomics, P.O : N.S.S.,Kalyani-741251, West Bengal, India including Main Gate and entry/exit control. control. The service will include :
  - (a) To prevent unauthorized entry of persons in the premises of NIBMG.
  - (b) To prevent any theft or pilferage of the property of NIBMG.
  - (c) To maintain entry and exit records of persons entering the floor of NIBMG.
  - (d) To prevent vulgarities.
  - (e) To control lighting.
  - (f) To provide firefighting services at NIBMG premises in case of exigencies.
  - (g) To receive and record incoming and outgoing of materials and mail on and from NIBMG.
2. Personnel with sound health and high physical fitness should be deputed.
3. The security guards should wear uniforms, caps, belts, whistle cords, shoes, raincoat, winter jacket and title shoulders etc and when required while on duty. These items of dressing and two sets of uniform should be provided in every year by the Agency. One High Power Torch (Dragon Light Type) must be provided by the agency to the Security Personnel deployed for Night Shift Duty.
4. The number of security guards may be decreased/ increased with one month's notice even before the expiry of the agreement period.
5. Temporary requirement of additional manpower on NIBMG premises shall be provided by the Agency upon three days' advance notice, for which payment will be made by NIBMG on a pro rata basis.
6. No accommodation facility will be provided to security personnel by NIBMG.

### **SCOPE FOR OTHER SERVICES INCLUDING JANITORIAL AND HOUSEKEEPING SERVICES, MULTITASK, TECHNICAL AND NON TECHNICAL MANPOWER ETC.**

7. The agency will be responsible to provide the staff required by NIBMG for Janitorial & other services, Project-linked support staff, Electrician, Liftman etc from the effective date of agreement with NIBMG or as and when required by NIBMG.
8. The Agency shall ensure that good quality proper dress as applicable with name tag is provided to the personnel deputed in NIBMG.

9. Duty of the other services will be specified in the respective of work orders.
10. Agencies that cannot provide services in all categories – including security, janitorial, technical and non-technical manpower and other services of similar nature-shall not be considered.
11. Security, janitorial, housekeeping and other services of similar nature shall be provided by each person on 6 working days in a week & 8 hours per day. If in case a person provided by the Agency goes on leave the Agency shall be bound to provide the replacement staff.

**ONLINE BID SUBMISSION DETAILS**

Cover-I : Cover-I -Technical Bid-shall contain documents in support of fulfillment of eligibility criteria (Part-1):

- a. Statutory details (scan copy of PAN, GST, Trade License EMD/EMD Exemption Certificate) : File Type - .pdf
- b. The Company profile as *per Annexure III*: File Type - .pdf
- c. Performance Statement Form as *per Annexure-IV*: File Type - .pdf
- d. Non Black List Certificate as *per Annexure-V*: File Type - .pdf
- e. Performance Bank Guarantee format *Annexure-VI*: File Type - .pdf
- f. Technical Documentation as *per ANNEXURE I* : File Type - .pdf

Cover-II: Cover-II shall contain Price bid (Part-2) as *per Annexure-VII* duly filled, in duplicate. No condition stipulated in Cover-II other than general rebates shall be accepted.

Tender document must be duly signed by the tenderer itself or its authorized signatory

Cover-I should contain:

- (i) Security service license under West Bengal Private Security (Regulation) Act. 2007,
- (ii) Goods & Service Tax No with copy of registration
- (iii) EPF No with copy of EPF Registration
- (iv) ESIC Registration Number with copy of ESIC Registration
- (v) PAN allocated by Income Tax Department with copy of the latest Income Tax Return indicating turnover of the Company for previous three financial years
- (vi) List of Clients with satisfactory Performance Certificate issued by various organizations where such type of work/ jobs are being executed presently or have been performed by the contractor earlier must be enclosed in support of credibility of the company
- (vii) The amount of EMD should not bear any interest whatsoever, which will be refunded, (Original Draft ) to the unsuccessful tenderers after award of the work.

The tender will not be entertained in the absence of any of these documents.

### Company Profile

1. A statement on the Company letterhead duly stamped and signed by authorized signatories.
2. Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

S. No.	Item	Details
1.	Name of Company/Firm/Business house	
2.	Mailing Address	
3	Name of Proprietor/Owner/Partner to deal with	
4	Contact details of the person authorized to make commitments to the Institute	
5	Name of the authorized person other than mentioned at Point 3	
6	Telephone , Fax numbers, Mobile nos	
4.	Date of registration of the Company	
5.	Year of commencement of Business	
6.	EMD Details: Amount No. of Bank Draft Date of Issue Bank and Branch Name	
7.	Valid Trade Licence (Enclose Certified Photocopies)	
8.	Security Service Licence under WB Private Security (Regulation) Act 2007	

9.	Annual Turnover of the company (not of group)-Rupees in lakhs 2017-2018 2018-2019 2019-2020	
10.	Enclose audited annual account for the following years: 2017-2018 2018-2019 2019-2020	
10.	GST Number(Enclose Certified Photocopies)	
11.	PAN Number (Enclose Certified Photocopies)	
12	ESI Registration Certificate (Enclose Certified Photocopies)	
13	Provident Fund Registration Certificate (Enclose Certified Photocopies)	
14	Professional Tax Registration No. (Enclose Certified Photocopies)	

Names of the other organizations where your agency currently provides service and have provided service in the past 05 (Five) years ( Proof of Service provided should be enclosed).  
Letter of recommendation from the organization to be enclosed.

Note: Please provide supporting documents for all credentials

(Signature)

(Name & Designation)

Date:

Place:

**PERFORMANCE STATEMENT FORM****(a) Currently providing services to:**

Sl. No.	Name of Organization to which Service is/was Provided	Nature of Organization (Govt./Institution/ Autonomous Body)	Address, Telephone and Fax numbers of Organization	Period of Service	No. of persons deployed

**(b) Services provided in the past five years excluding (a) above:**

Sl. No.	Name of Organization to which Service is/was Provided	Nature of Organization (Govt./Institutions/ Autonomous Bodies /Private)	Address, Telephone and Fax numbers of Organization	Period of Service	No. of persons deployed

**Non-Black listing Self Certificate**

This is to certify that M/s. \_\_\_\_\_ has not been blacklisted by any Central / State Government Department / organization in last 3 years.

Authorised Signatory:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**Format of Performance Bank Guarantee**  
**For Engagement of Security Service**

**WHEREAS**

The National Institute of Biomedical Genomics located at Kalyani, West Bengal (hereinafter called the Institute) has invited tenders for **Engagement of Security Services** at National Institute of Biomedical Genomics, Biomedical Genomics Center, Kolkata, West Bengal on the terms and conditions mentioned in the tender document.

1. It is one of the terms of invitation of tenders that the tenderer shall furnish a Performance Bank Guarantee for a sum of Rs. \_\_\_\_\_/ (Rupees \_\_\_\_\_ only).
2. M/s \_\_\_\_\_, (hereinafter called as Tenderer), who are our constituents intend to submit their tender for the said work and have requested us to furnish performance bank guarantee to the Institute in respect of the said sum of Rs. \_\_\_\_\_/ (Rupees \_\_\_\_\_ only).

**NOW THIS GUARANTEE WITNESSETH**

1. We \_\_\_\_\_ (NAME OF THE BANK) do hereby agree with and undertake to the National Institute of Biomedical Genomics, their Successors, Assigns that in the event of the National Institute of Biomedical Genomics coming to the conclusion that the Tenderer have not performed their obligations under the said conditions of the tender or have committed a breach thereof, which conclusion shall be binding on us as well as the said Tenderer, we shall on demand by the National Institute of Biomedical Genomics, pay without demur to the National Institute of Biomedical Genomics, a sum of Rs. \_\_\_\_\_/(Rupees \_\_\_\_\_ only) or any lower amount that may be demanded by the National Institute of Biomedical Genomics. Our guarantee shall be for the due performance of the obligations of the Tenderer under the said Conditions, provided, however, that our liability against such sum shall not exceed the sum of Rs. \_\_\_\_\_/(Rupees \_\_\_\_\_ only).

2. We also agree to undertake to and confirm that the sum not exceeding Rs. \_\_\_\_\_/(Rupees \_\_\_\_\_ only) as aforesaid shall be paid by us without any demur or protest, merely on demand from the National Institute of Biomedical Genomics on receipt of a notice in writing stating the amount is due to them and we shall not ask for any further proof or evidence and the notice from the National Institute of Biomedical Genomics shall be conclusive and binding on us and shall not be questioned by us in any respect or manner whatsoever.

We undertake to pay the amount claimed by the National Institute of Biomedical Genomics within a period of one week from the date of receipt of the notice as aforesaid.

3. We confirm that our obligation to the National Institute of Biomedical Genomics under this guarantee shall be independent of the agreement or agreements or other understandings between the National Institute of Biomedical Genomics and the Tenderer. This guarantee shall not be revoked by us without prior consent in writing of the National Institute of

Biomedical Genomics.

We hereby further agree that

a) Any forbearance or commission on the part of the National Institute of Biomedical Genomics in enforcing the conditions of the said agreement or in compliance with any of the terms and conditions stipulated in the said tender and/or hereunder or granting of any time or showing of any indulgence by the National Institute of Biomedical Genomics to the Tenderer or any other matters in connection therewith shall not discharge us in any way our obligation under this guarantee. This guarantee shall be discharged only by the performance by the Tenderers of their obligations and in the event of their failure to do so, by payment by us of the sum not exceeding Rs. \_\_\_\_\_/(Rupees \_\_\_\_\_ only).

b) Our liability under these presents shall not exceed the sum of Rs. \_\_\_\_\_/(Rupees Only)

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c) Our liability under this agreement shall not be affected by any infirmity or irregularity on the part of our said constituents in tendering for the said work or their obligations thereunder or by dissolution or change in the constitution of our said constituents.

d) This guarantee shall remain in force up to \_\_\_\_\_provided that if so desired by the National Institute of Biomedical Genomics, this guarantee shall be renewed for a further period as may be indicated by them on the same terms and conditions as contained herein.

e) Our liability under this presents will terminate unless these presents are renewed as provided hereinabove on the \_\_\_\_\_or on the day when our said constituents comply with their obligations, as to which a certificate in writing by the National Institute of Biomedical Genomics alone is the conclusive proof whichever date is later. Unless a claim or suit or action is filed against us within six months from that date or any extended period, all the rights of the National Institute of Biomedical Genomics against us under this guarantee shall be forfeited and we shall be released and discharged from all our obligations and liabilities hereunder.

Yours faithfully,

For and on behalf of  
Bank.

Authorised official.

Date:

Place:

(NB: This guarantee will require stamp duty as applicable and shall be signed by the official whose signature and authority shall be verified).

I/We hereby undertake to abide by all the rules and regulations formulated by NIBMG as mentioned in the terms and conditions in the tender documents of the Notice No .....Dated ..... of The National Institute of Biomedical Genomics , Kalyani, West Bengal.

I/We undertake to accept the decision taken by the Director, NIBMG Kalyani on the appointment of the agency as final and binding. I /we also certify teht the information furnished above is true and correct.

Date

Place

Full Signature of the Applicant with Seal

**Annexure VII****PRICE BID FOR SUPPLY AND INSTALLATION OF**

Please submit as per BOQ in the CPP Portal

**Schedule of Charges**

Sl No	Particulars	Rate Per Head per 26 days a month and 08 hours duty a day (Amount in Rupees)				
		Gun Man	Security Guard	Staff For other services like Janitorial/Electrician/ Plumber/ Liftman/Multitask/ Office Boy etc		
1	Basic					
2	Variable DA (at Present)					
3	Minimum Wages per head per 26 days a month and 08 hours duty a day(3=1+2)					
4	EPF (Employer's Share) @13%					
5	ESI (Employer's Share) @1.5%					
6	Leave Salary 04 days per month on and above per day basis					
7	Bonus as per Bonus Act/Govt of India Rules					
8	Uniform allowance for two sets per year along with accessories					
9	Amount payable by NIBMG (9=1+2+3+4+5+6+7+8)					
10	<b>Service Charge (in %)</b>					
11	Net Amount Payable (11= (9+10))					
12	Service Tax/GST (as applicable)					
13	Total Amount Payable (13=(11+12))					

This is to certify that I/We before filing and signing of this price bid in **PART-II** Tender Document have read and fully understood in the **PART-I** (General Guidelines) of this tender and undertake myself/ourselves to abide by them.

Date:

Place:

Full Signature of the Applicant with Seal: