

# UNIVERSITY OF NORTH BENGAL

Office of the Registrar



ENLIGHTENMENT TO PERFECTION

## Notice inviting Sealed Tender

Sealed Quotation is invited from reputed Agencies for Providing Security Guards for round the clock guarding at Kolkata Office, DD-27/C, Sector-I, Saltlake, Kolkata- 700064. For details please visit [www.nbu.ac.in](http://www.nbu.ac.in)

Advt. No. 114/R-16 Dated: 24.11.2016

**Registrar (officiating)**

# University of North Bengal



P.O. Raja Rammohunpur  
Dist Darjeeling  
Pin 734013

Enlightenment to Perfection

## Tender Paper for Providing Security Guards for round the clock guarding at Kolkata Office, DD-27/C, Sector - I, Saltlake, Kolkata - 700064

Name of the Work	Rate per Month per Personnel (in Rs.)	Rate per personnel per holiday duty (in Rs.)
Providing Security Guards for round the clock guarding at Kolkata Office, DD-27/C, Sector - I, Saltlake, Kolkata - 700064		

It is certified that on behalf of the organization we are quoting the above prices as per terms & conditions laid by the University of North Bengal in (Annexure – I).

**NAME OF THE COMPANY/FIRM:**

**SIGNATURE WITH SEAL:**

**ADDRESS:**

## Annexure -I

### TERMS AND CONDITIONS :

- (1) Rates should be quoted in Indian Rupees (INR) inclusive of all taxes.
  
- (2) EARNEST MONEY of Rs. 10,000/- (Rupees ten thousand) only in the form of A/c payee BANK DRAFT in favour of UNIVERSITY OF NORTH BENGAL, payable at Siliguri is to be enclosed along with the quotation, failing which the quotation will be treated as cancelled.
  
- (3) The Tender Form shall be downloaded from NBU portal([www.nbu.ac.in](http://www.nbu.ac.in)), a demand draft of Rs.1,000/-(Rupees One thousand only) in favour of UNIVERSITY OF NORTH BENGAL, payable at Siliguri towards the cost of tender paper shall be enclosed along with the quotation, failing which tender paper will be treated as cancelled.
  
- (4) Taxes will be deducted at source as per prevailing rules of Central and State Government.
  
- (5) Copy of current year PT challan, Trade License, PAN card, Service tax registration certificate duly signed & stamped shall be accompanied with the technical bid documents. [NonStatutory Documents]
  
- (6) The agency should have the license to engage in the business of Private Security Service in West Bengal issued by competent authority[NonStatutory documents].
  
- (7) The Resourceful Bonafide agency having experience to execute of similar nature of work within 5 years in Government / Semi Government organization with satisfactory performance Certificate of Competent Authority are eligible to participate. Copy of credential certificate shall be submitted along with technical bid (Non Statutory documents).
  
- (8) The University reserves the right to accept in part or in full or reject any or more quotation(s) without assigning any reason or cancel the tendering process and reject all quotations at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s).

- (9) The quoted rates must be valid for one year from the date of agreement. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quotes the validity shorter than the required period, it may be rejected.
- (10) Selection of the agency will be made on the basis of both technical and financial bids. The technical bid and the financial bid should be sealed by the bidder in separate cover duly superscribed and both the sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed. The technical bids will be opened by the office at the first instance and evaluated. At the second stage, financial bids of only the technically acceptable offers will be opened for furnishing value and raking before finalization and awarding of the contract. After evaluation the lowest rate(L1) financial bid from among the technically qualified bidders will be accepted.
- (11) The last date for submission of the tender form is upto 12:30 p.m. of 06/12/2016 and to be opened on 06/12/2016 at 3.00 p.m at the office of the undersigned.
- (12) The tenderers may remain present at the opening of tender.
- (13) For any clarification regarding tender please contact with the undersigned ( Tel. no : 0353 2776331).
- (14) The duly filled in Tender paper is to be sent to the under noted address:

To  
The Registrar(Officiating)  
Office of the Registrar,  
University of North Bengal,  
Raja Rammohunpur,  
P.O. NBU, Dist: Darjeeling,  
Pin- 734013

Registrar (officiating)