भारतीय गैर न्यायिक

एक सौ रुपये Rs. 100

रु. 100 ONE HUNDRED RUPEES

सत्यमेव जयते

भारत INDIA

INDIA NON JUDICIAL

पश्चिमबङ्গ पश्चिम बंगाल WEST BENGAL AE 380734

CONTRACT

(For Providing Security and 0ther services at various places of Zoological Survey of India, Kolkata)

THIS CONTRACT is made on 1st July, 2021 between the President of India represented by the Director, Zoological Survey of India (an organization of Ministry of Environment, Forest & Climate Change, Government of India, New Alipore, Kolkata – 700 053 (hereinafter called "ZSI") of the one part of Premier Vigilance & Security Pvt. Ltd., Kolkata (hereinafter called the Empanelled Agency") of the other part :

WHEREAS

(a) The ZSI is desirous to have empanelled agency providing security and other services at Zoological Survey of India, New Alipore,, Kolkata – 700 053 and its offices at Fire Proof Spirit Building. 27 J.L.Nehru Road, Kokata. The ZSI's actual requirement will be reviewed from time to time as per the Department requirement enunciated in the Work Order.

The Empanelled Agency having represented through bid (NIT No. ZSI/NIT/06/2021) to the ZSI that he has the required capability and resources has agreed to provide the services on the terms and conditions set forth in this Contract.

Head of Office
ZSI, Kolkata-53

For Premier Vigilance & Security Pvt. Ltd.

Director

NOW THIS AGREEMENT WITNESS AS FOLLOWS :

The following documents shall be deemed to form and be read and construed as part of this Agreement viz. Tender Documents issued in reference to NIT No. ZSI/NIT/06/2021 (as Annexure-I with this Agreement)

(a) ZSI Work Order No. F No. 4-11/2021-Gen/8931 dtd 1st July, 2021 (as Annexed with this Agreement)

(b) The Empanelled Agency would provide the services with effect from 1.7.2021 and upto 30.6.2022 which may be extended on mutual consent for such specific periods on the same terms & conditions and given in the Work Order No. F No. 4-11/2021-Gen/8931 dtd 1st July, 2021

© ZSI requires that the Empanelled Agency must provide professional services and at all times hold the ZSI's interests paramount

(d) The mutual rights and obligations of the ZSI and the Empanelled Agency shall be as set forth in the contract, in particular that the Service Provider shall carry out the Services in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of Zoological Survey of India

Head of Office
ZSI, Kolkata-53

For and on behalf of the Empanelled Agency

For Premier Vigilance & Security Pvt. Ltd.

Premier Vigilance & Security Pvt. Ltd.
Director

WITNESS :

(Dr. Bhattacharjee)
DR. CHITRA, J. M.Sc., Ph.D.
SCIENTIST-C
ZOOLOGICAL SURVEY OF INDIA
KOLKATA-700 053

WITNESS :

Jr. Admn. Officer
Zoological Survey of India
Kolkata-53

Web downloaded Tender

सत्यमेव जयते

GOVERNMENT OF INDIA

Zoological Survey of India

Kolkata-700053

REQUEST FOR PROPOSAL(RFP)/ EXPRESSION OF INTEREST(EOI)

for the

SELECTION

of

Security Service Contractors/Agencies holding valid license in the area of security and other contract services at various places of ZOOLOGICAL SURVEY OF INDIA (ZSI), KOLKATA

Bid Reference No: ZSI/NIT/06/2021

Total Pages in this Bid Document – 43

IMPORTANT

1. Bidder should check carefully that all the **43 pages** should be there in this bid document (Check it also before leaving the counter of ZSI after procuring this document

Head of Office

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सत्यमेव जयते	**GOVERNMENT OF INDIA** **ZOOLOGICAL SURVEY OF INDIA** **Notice Inviting Tender (NIT) for Providing Security and other Services at various Places of ZSI, Kolkata-700053** Tender Enquiry No: **ZSI/NIT/06/2021**	

On behalf of the President of India, Director ZSI, Kolkata invites sealed tenders / bids from reputed and experienced OEM / Service Provider /Contractor / Firm from reputed Indian Firms/Consortium which should be either registered under Private Securities Agency (Regulation) Act (PSAR) in West Bengal or should be empanelled with Director General Resettlement (DGR) having requisite license and experience in the areas of security and other contract services, for providing services at ZSI, Kolkata and its branch office. Prospective bidders may download the tender document from websites http://zsi.gov.in and submit their offers to The Director, Zoological Survey of India, New Alipore, Kolkata-700053 along with EMD of Rs 3,00,000/- favouring '**PAO, BSI/ZSI, Kolkata**'. The last date of submission of bid is 23 March 2021 at 1200 hrs. It will be the responsibility of the bidders to check website http://www.zsi.gov.in for any amendment through corrigendum in the tender document.

Head of Office, ZSI, Kolkata

सत्यमेव जयते

GOVERNMENT OF INDIA

Zoological Survey of India

Kolkata-700053

NOTICE INVITITING TENDER (Detailed)

Bid Reference No: ZSI/NIT/06/2021

(For Providing Security and Other Services at Various Places of ZSI, Kolkata)

On behalf of the President of India, Director, Zoological Survey of India (ZSI), New Alipore, Kolkata-700053 invites sealed tenders (RFP/EOI) from reputed Indian Firms/Consortium as per the following and having requisite license and experience in the areas of security and other contract services for providing security and other services on monthly/casual contract basis at our HQ New Alipore / Spirit Building premises as well as other location(s) related to the Department in the city of Kolkata. ZSI is a Government of India organization under the Ministry of Environment, Forest & Climate Change, Govt. of India. The validity of the contract will be likely for one year and may be extended further for a period up to three years (on year to year basis) (total three years) subject to satisfactory performance and compliance of all statutory/obligations/requirements and also of the terms and conditions laid by the Department. However, the initial contract may be for lesser period, say for three-to-six months to adjudge the performance of the contractor for further extension as per the above. The total requirement of man power/security guards/other services etc. is likely to be around 40 to 50 persons on an average per day.

Who Can Bid?

1. The bidder should have license/registered in accordance with Private Securities Agency (Regulation) Act (PSAR) in states i.e. West Bengal where the Act has been implemented.

or

2. Empanelled with Director General Resettlement (DGR) which should be valid at least till Dec 31st 2021.

or

3. The Bidder may be a consortium having maximum two firms forming consortium. In this case, the Prime Bidder of the consortium should either be registered with W.B. Govt. under Private Securities Agency (Regulation) Act (PSAR) as per (1) above or Empanelled with Director General Resettlement (DGR) which should be valid at least till Dec 31st 2021 as per (2) above subject to the following conditions;-

   (a) In case of consortium, the consortium agreement will have to be submitted along with the technical bid.

   (b) Documents of all the consortium partners required in this bid will have to be submitted.

   (c) For turnover condition **(Rs 10 crores average for last three years** as detailed later in this document), total figure of the consortium partner shall be considered but minimum 50% component of the prime bidder is necessary.

(d) In case, the consortium agreement between the consortiums partners fail in future, the ZSI will be free to continue the work with any of the consortium partner or may go for any other option to carry on the work to avoid any vacuum which may be at the cost of the bidder.

REMARKS:-

The bidder company (in case of consortium, one of the consortium partner) should have minimum 5 years of experience of security services & other services and must have a live registration (regarding incorporation of the company) continuously for last five years. This is applicable for all the above three categories.

The tender document consists of Two Parts: –

Part-I: Technical Bid (Scope of works including Terms & Conditions, appointment and termination clause etc.)

Part-II: Financial Bid (To be submitted in separate envelope. Only as per the format given in the Tender)

Tender Document can be dow.

The tender document can also be downloaded from the web http://www.zsi.gov.in (Click **'Tender'** button on Home Page) with the bid documents while submitting their tender on the dates mentioned below.

The complete tender document should be submitted to the Director, ZSI along with annexure as specified therein.

The tender document duly filled in must be deposited in person or vide post/courier at the below mentioned office only so as to reach on or before **12.00 a.m. on 23 March 2021** at the address mentioned below.

Director,
Zoological Survey of India,
M-Block, New Alipore,
Kolkata-700053

The dates for submission and opening of the tender mentioned above are final. In case some other dates for these are mentioned elsewhere in the tender document, it shall prevail over them.

The Competent Authority reserves the right to cancel or alter the tender without assigning any reason.

It will be the responsibility of the bidders to check website http://www.zsi.gov.in for any amendment through corrigendum in the tender document. In case of any amendment, bidders will have to incorporate the amendments in their bid accordingly.

Important dates:-

Issue of Tender document begins	From the date of Publication
Last date of issue of Tender document	
Last date & time of submission of complete tender document	23-03-2021 by 12.00 Noon
Date of opening of Technical Bid in the presence of parties present	23-03-2021 by 15.00 Hrs.

Note:- The date of Financial Bid of will be informed to the bidder who are qualified in Technical Bid by phone/email.

Note: (1) In future, any amendment or other information related with this Bid (RFP/EoI) shall only be published on our aforesaid web site.

.(2) The bid should be submitted in the form of hard copy on this specific bid document and all pages of the bid document should be properly signed and stamped by the bidder. All the pages to be numbered with Sl No. Bid submitted through any other mode such as eMail, FAX etc shall not be considered.

Head of Office, ZSI

PART – I

TECHNICAL BID

SECTION – I

INSTRUCTIONS TO THE BIDDER (ITB)

Zoological Survey of India(herein after referred as ZSI) invites RFP/EOI from eligible and interested security Agencies/security service contractors /Agencies holding license in the area of security contract services for providing security services /other services for a period 1 year upto 31 Mar 2022 may be further extendable upto 03 years on the basis of satisfactory performance. However, the initial contract may be for lesser period, say for three-to-six months to adjudge the performance of the contractor for further extension as per the above. The total requirement of man power/security guards/other services etc. is likely to be around 40 to 50 persons on an average per day.

Zoological Survey of India (ZSI) is Government of India Organization under Ministry of Environment, Forests & Climate Change. It is situated at New Alipore, and Spirit Building (near to The Indian Museum), Kolkata-700053.

The selected /empanelled security Agencies / security service contractors /Agencies holding license in the area of security contract services for providing security services /other services would have to enter into an agreement with ZSI. **The agency selected through this bidding process will hereinafter refer to as "Empanelled Agency".**

1. **Who can participate in this bidding process:-**

(a) The bidder should have license/registered in accordance with Private Securities Agency (Regulation) Act (PSAR) in states i.e. West Bengal where the Act has been implemented. Credential will only be verified from web site of West Bengal Government.

or

(b) Empanelled with Director General Resettlement (DGR) which should be valid at least till Dec 31st 2021.

Or

(c) The Bidder may be a consortium having maximum two firms forming consortium. In this case, the Prime Bidder of the consortium should either be registered with W.B.. Govt. under Private Securities Agency (Regulation) Act (PSAR) as per (1) above or Empanelled with Director General Resettlement (DGR) which should be valid at least till Dec 31st 2021 as per (b) above subject to the following conditions;-

(i) In case of consortium, the consortium agreement will have to be submitted along with the technical bid.

(ii) Documents of all the consortium partners required in this bid will have to be submitted.

(iii) For turnover condition (Rs 10 Crores average for last three years as detailed later in this document), total figure of the consortium partner shall be considered but minimum 50% component of the prime bidder is necessary.

(iv) In case, the consortium agreement between the consortiums partners fail in future, the ZSI will be free to continue the work with any of the consortium partner or may go for any other option to carry on the work to avoid any vacuum which may be at the cost of the bidder.

NOTE (1) : The bidder company (in case of consortium, one of the consortium partner) should have minimum 5 years of experience of security services and must have a live registration (incorporation of the company) continuously for last five years. This is applicable for all above three categories.

NOTE (2) :- If DGR empanelled firm is selected as Service Provider Agency, they will have to register their firm under Private Securities Agency (Regulation) Act (PSAR) in West Bengal also.

2. This RFP/EOI form consists of two parts:-

Part I: Instructions to Applicants, Scope of Service of Security Agencies/Security Service Contractors/Agencies holding license in the area of security contract services for providing security services/security guard and Appointment/termination clauses, etc and

Part II: Format for submitting Financial Bid for RFP/EOI.

Financial bid is to be submitted in separate envelope marked as financial bid. Only the Technical Bid would be opened on the time and date mentioned above. Date of opening of the Commercial Bid will be intimated after acceptance of the Technical Bids. Commercial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation is done by the ZSI.

3. Enclosures/Documents require to accompany the RFP/EOI Form Part-I:-

1. The bidder is required to submit a Demand Draft in favour of PAO (BSI/ZSI), Kolkata, or Bank Guarantee (BG) as per Annexure-4 for a period of 180 days from the date of opening of tenders for Rs. 3,00,000/-only as EMD along with Part-I (Technical Bid) of this Form. Any discrepancy in EMD form may lead to rejection of the bid.
2. Copy of the Annual Turnover related document certified by CA/Self Certified averaging Rs 10 Crores per annum in the last three FYRs i.e.2017-18, 2018-19 & 2019-20
3. Permanent Account Number of Company/Firm(Photocopy of PAN to be attached).
4. Solvency certificate of Rs 15,00,000/- (Rupees Fifteen Lacs only)
5. Registration with W.B. Govt. under Private Securities Agency (Regulation) Act (PSAR) or Empanelled with Director General Resettlement (DGR) which should be valid at least till Dec 31st 2021

6. Self-attested copies of the valid license under Regulation and Abolition of Contract Labour Act, 1970/Registration under Shop and Commercial Act.
7. Self-attested copy of the certificate for EPF.
8. Self-attested copy of the certificate for ESI /Medical Insurance Scheme.
9. Self-attested copy of the certificate for GST Registration.
10. Self-attested copy of the latest (last three years) contract Agreement(s) entered into with other establishments/institutions (preferably Govt. institutions).

Note: (1) Compliance of above mentioned conditions are compulsory in order to qualify technically otherwise the bid of the bidder will be rejected out rightly.

(2) Interpretation on any point of this bid document of the ZSI i.e. ZSI shall be final and will be binding on the bidders.

(3) The bid should be submitted in the form of hard copy on this specific bid document and all paged of the bid document should be properly signed and stamped by the bidder. Bid submitted through other mode such as eMail, FAX etc shall not be considered

Head of Office
Zoological Survey of India
New Alipore, Kolkata

SECTION – II

INSTRUCTIONS FOR FILLING THE TENDER DOCUMENT

1. If space for information is found insufficient a separate sheet may be attached (neatly typed and filled up).
2. Tendering Agencies are required to attach certified/ attested copies (Self attested) of the following certificates/documents along with the tender document (in original). In case of any doubt arising original copy may be asked for clarification of doubt
   a. Company /Firm's Registration Certificate.
   b. Company/Firm's EPF, ESI and GST Registration Certificate.
   c. Company/Firm's Balance Sheet of last three years i.e.2017-18, 2018-19 & 2019-20
   d. Company/Firm's EPF, ESI and GST Challan Certificates.
   e. Undertaking of Annual Financial Turnover provided in the tender document supported by documentary proof (Average Turnover should be Rs. 10 Crores or above).
   f. Copy of individual salary slips/details issued to security personnel, showing skill of each individual category (One copy of each category which is latest).
   g. Copy of the ESI Registration/Challan/cards issued to the individual security personnel, skilled, unskilled and others (one copy each of each category which is latest).
   h. Copy of the latest telephone bill/rent agreement showing address of the Head Office/ Branch Office at Kolkata.
   i. Firms Registration under the Private Security Agency Act., W.B. or DGR empanelment certificate.

REMARK :- While submitting the bid, the bill ensure that in addition to the above, other documents mentioned in Point – 03 "Enclosures/Documents require to accompany the RFP/EOI Form Part-I" of Section – I (ITB) are also enclosed with the Part- I (Technical Bid).

3. All the attached documents submitted with the tender document should be duly self-attested/certified.
4. **All the pages and appendices attached should be numbered and signed by the Bidder.**
5. All entries in this form should be clearly filled. No overwriting is permitted. Overwriting/correction must be self-attested by the Bidder.
6. The Technical Bid (Part – I) is required to be submitted in original in a sealed envelopes superscripting ***"Technical Bid (Part – I) - Tender for Security and Other Services at ZSI, Kolkata"***
7. Financial bid is to be submitted in separate envelope marked as financial bid. Only the Technical Bid would be opened on the time and date mentioned above. Date of opening of the Commercial Bid will be intimated after acceptance of the Technical Bids. Commercial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation is done by the ZSI.

SECTION - III

SCOPE OF WORK

(TERMS & CONDITIONS OF APPOINTMENT AND TERMINATION CLAUSE)

Role of Security Service Contractors /Agencies holding license in the area of security and other contract services

The bidder selected to provide services in this bidding process for providing required services will also be referred as 'Empanelled Agency'.

1. The Empanelled Agency shall provide security and other services for Zoological Survey of India on premises as per terms and conditions, hereinafter specified. The other services will include Cook, Clerical Staff in Administration, Technical persons (to assist Scientist) & Orderly. **The Initial Contract is up to 31 Mar 2022 which may be further extendable up to 01 year on the basis based on satisfactory performance.** However, the initial contract may be for lesser period, say for three-to-six months to adjudge the performance of the contractor for further extension as per the above.

2. The Empanelled Agency shall ensure that the persons are punctual and remain alert and vigilant in performance of their duties. The Empanelled Agency shall engage physically fit persons and are not below the age of 18 years and not above the age of 50 years for security duties. For other services, the upper age limit will be 58 years. *The Security Guards and others shall be mentally and physically sound.*

3. The Empanelled Agency shall have a strength of 5 times the required strength (of security guards) so as to ensure continuous supply of requisite number of guards in case of absenteeism, leave etc.

4. Each security personnel deployed by the Empanelled Agency shall possess valid Police Verification Certificate (PVC) issued by the concerned State Police Authorities.

5. The security and other personnel shall be adequately briefed / trained about duties prior to engagement.

6. The performance of the Empanelled Agency personnel shall be closely supervised by the Empanelled Agency as well as officials of the ZSI. The overall control and supervision of the Empanelled Agency personnel shall be of the authorities of the ZSI but their administration including terms and condition of their appointment shall be with the Empanelled Agency only.

7. The Empanelled Agency shall communicate the name, parentage, code no., residential address and age etc. of the persons deployed at each duty points. The Empanelled Agency shall supply photographs of all such persons to the ZSI and Identity Card of such person's along with photographs should be displayed all times on the chest or at some appropriate place.

8. The Empanelled Agency shall ensure the security guards so deployed do not allow any property of Zoological Survey of India to be taken out of the premises without a Gate

Pass signed by the designated official. The Empanelled Agency will (w.e.f. the date of commencement of the contract period) be responsible to protect all immovable and movable property of Zoological Survey of India, entrusted to them, including unauthorized movement in and around the premises.

9. On taking over the responsibility of providing security arrangement, the Empanelled Agency shall formulate the mechanism and duty Assignment of Security and other Personnel, in consultation with the Zoological Survey of India. The Empanelled Agency shall further be bound by and carry out the direction/instructions given to them by the Director, Zoological Survey of India or the officers designated by him/her in this respect, from time to time.

10. The guards and other personnel deployed by the Empanelled Agency for the work as per para 3 above, shall be the employees of the Empanelled Agency for all purposes, and in no case shall a relationship of employer/employee between the said personnel and Zoological Survey of India shall accrue implicitly or explicitly.

11. The personnel so deployed shall be liable for payment of their wages etc. and all other dues, which the Empanelled Agency are liable to pay under various Labour Regulations and other statutory obligations. *It will be preferred to have a mechanism by the Empanelled Agency where the salary of the personnel deployed in ZSI by them is transferred to their bank account every month.*

12. The Empanelled Agency shall ensure that all the employees so deployed by it get minimum wages and all other benefits as are admissible under various Labour Laws/Act. The Empanelled Agency shall provide full information in respect of the wages etc. and paid to its employees so deployed in conformity with the provisions of Contract Labour (Regulation and Abolition) Act, 1970.

13. The Empanelled Agency shall be responsible for fulfilling all obligations towards such personnel deployed under law in force.

14. The Empanelled Agency shall on demand furnish copies of wages register/muster roll etc. to Zoological Survey of India for having paid all the dues to the guards and other personals deployed by the agency. This obligation is imposed on the Empanelled Agency to ensure that the Agencies are fulfilling their commitments, towards their employees so deployed under various labour laws for duties in Zoological Survey of India. The Empanelled Agency shall comply with or cause to be complied with various laws, Regulations including Minimum Wages Acts with regards to payment of wages, wages period, deductions from wages, recovery of wages not paid, and deduction unauthorized made, maintenance of wages-book, wages slip, publications of scale of wages, EPF details, ESI Pass-book and terms of employment etc.

15. The Empanelled Agency shall be registered under the contract Labour (Regulation and Abolition) Act, 1970 as amended. (The Agency shall at their cost if required take necessary insurance cover in respect of staff and other persons to be employed or engaged by the Agency in connection with rendering of the aforesaid services to Zoological Survey of India and shall comply with the provision of W.B. Shop and Commercial Establishment Act, contract Labour (Regulation and Abolition) Act, 1970, Employees State Insurance Act, Workman Compensation Act, 1923, Payment of Wages Act, 1936, The Employees Provident Fund (and Miscellaneous Provisions) Act 1952, The

Payment of Bonus Act 1965, The Minimum Wages Act 1948, Employers Liability Act 1938, Employment of Children Act 1938, and/or any other rules/regulation and/other statues that may be applicable to them, and shall keep the Zoological Survey of India indemnified from all acts of omission, fault, breaches and/or any claim, demand, loss, injury and expenses. Agency's failure to fulfill any of the obligations hereunder and/or under the said Acts, elements, rules/regulations and/or any by-law or rules framed under or any of these, the Zoological Survey of India, shall be entitled to recover any of the such losses, or expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from the Agency monthly payments. Any obligation and/or formalities which are required to be fulfilled under the said Acts or any other Act for the purpose of entering into and/or execution of this work shall be carried out by the agency at their own expenses etc. and the agency shall report the compliance thereof to the Zoological Survey of India. The Empanelled Agency shall be solely liable for any violation or provisions of the said Act or any other Act.

16. Uniforms shall be supplied by the Empanelled Agency at its own cost, to the security guards, security personnel and other personnel deployed for this work. The seasonal equipment's such as Jerseys, over coat, winter and rain coats in monsoon, gum boots, if needed, torches, etc. shall also be provided by the Agency at their own cost and Zoological Survey of India shall have no liability whatsoever on this account.

17. The Empanelled Agency shall take all reasonable precautions to prevent any unlawful or riotous or disorderly conduct of acts of his employees so deployed and for the preservation of peace and protection of employees and property of Zoological Survey of India. In case any of the persons so deployed by the Agency does not come up to the mark or does not perform his duties properly or indulges in any unlawful, riotous or disorderly conduct, the Empanelled Agency shall take suitable action against such persons on the report of the Director, Zoological Survey of India or his/her authorized officers in this respect.

18. The Empanelled Agency shall immediately replace the particular person so deployed on the demand of the Director, Zoological Survey of India or his/her authorized officer(s) in case any of the aforesaid act on the part of the person so deployed or otherwise. The Empanelled Agency shall be responsible for good conduct and behavior of its employees.

19. The empanel agencies shall not indulge in arbitrary and adhoc transfer or shifting of any of its employees from his/her designated duties in the ZSI to other posts/positions without good reason and without consultation with the section heads of the concerned departments.

20. The Empanelled Agency shall deploy its employees in such a way that they get weekly rest, the working hours/leave for which the work is taken from them under relevant provisions of Shops and Establishment Act. The Empanelled Agency shall in all dealings' with the persons in his employment have due regard to all recognized festivals days of rest and religion or other customs. In the event of Empanelled Agency committing a default or breach of any of the provision of labour (Regulations and Abolition) Act, 1970, as amended from time to time or furnishing any information or submitting or filing any statement under the provisions of the said regulations and rules which materially incorrect, then the Agency shall, without prejudice to any other liability, indemnify the department for any loss, fine, law suit etc.

21. The Empanelled Agency shall keep Zoological Survey of India indemnified against all claims whatsoever in respect of the persons deployed by the agency at various points. In case any person of the Empanelled Agency deployed enters in dispute of any nature whatsoever with the ZSI, it will be the prior and sole responsibility of the Agency to contest the same. In case ZSI is made a party and is supposed to contest the case, the cost thereof will be reimbursed by the Agency for actual expenses incurred towards counsel fee and other expenses, which shall be paid in advance by the Agency to Zoological Survey of India on demand. Further, the Empanelled Agency shall ensure that no financial or any other liability comes on ZSI in respect of any nature whatsoever and shall keep Zoological Survey of India indemnified in this respect.

22. The Empanelled Agency shall further keep the ZSI indemnified against any loss to Zoological Survey of India property and assets including personal assets of the residents within the ZSI premises. The Empanelled Agency shall be responsible for theft/missing of any fitting/fixture or any other removable object from the building/premises. In case of any loss or theft it shall be made good by the Agency and in the event of failure on their part to do so within a period of one month, the loss shall be made good by encashment of security deposit and if the amount of loss or damage exceeds the amount of the security deposit, then the remaining amount will be recovered from the agency. In addition to the above, liquidated damages at the rate of 5% of the value of the actual loss/damage/injuries sustained will be levied and recovered from the agency. The Empanelled Agency will ensure proper control over the movement of the visitors, material, articles and vehicles etc. ZSI shall not be responsible for any other payment like any compensation to the personnel of Empanelled Agency except agreed in the contract and financial bid as reimbursement of the monthly remuneration.

23. The Empanelled Agency shall submit monthly bill for the services rendered during the preceding month on the first week of the following month duly verified and signed by officers designated by the Director, Zoological Survey of India, Kolkata, in this regard. Challans in respect of ESI, EPF, GST along with salary sheets should be submitted along with the bills for its people deployed at ZSI **The Empanelled Agency is required to produce a separate challan (every month) for EPF, ESI and GST deposition etc in respect of its staff deployed at ZSI separately for our convenience.** The Zoological Survey of India will make the payment on the basis of bill raised by the Agency by means of crossed Cheque drawn in favour of the Agency. Income tax and GST will be deducted from their bill at such rates may be prescribed by the Govt. from time to time as per Income Tax Act, 1961.

24. The Empanelled Agency shall not be entitled to any increase in rates on any ground whatsoever during the period of this contract, other than increase in Minimum Wages Act, (Central). If the ZSI at any stage decides to increase wages for any specific category over and above the minimum wages, it shall be the binding on the empanaled agency. The agency will be paid centage / commission on this enhanced amount also.

25. The Zoological Survey of India can rescind/terminate the contract by giving one-month notice without assigning any reason thereof. During the notice period for termination of the contract, the Empanelled Agency shall keep on discharging their duties and till the expiry of notice period. It shall be the duty of the Empanelled Agency to remove all the persons deployed by him on termination of the contract on any ground whatsoever and ensure that no one creates any disruption/ hindrance/ problem of any nature to Zoological Survey of India Administration.

26. The security and other personnel, posted in the premises shall have elementary knowledge of fire-fighting, first-aid and rescue techniques. The personnel will be required to take adequate measure preventing the loss to the Zoological Survey of India of its property including all its employees and visitors on premises and human lives including their own and immediately get in touch with the concerned enforcement/police/fire fighting authorities of the district and to act and co-ordinate effectively in the operation and will be required to make a written report to the Director, Zoological Survey of India on the day of occurrence of such accident/incident. In case of fire, the Empanelled Agency will be under strict contractual obligation will inform the maintenance staff positioned in the Zoological Survey of India to initiate fire-fighting equipment operations and to immediately inform the Kolkata Fire Services for assistance.

27. The Empanelled Agency shall be responsible for all injuries and accident to persons employed by him and/or damage to fitting/fixtures and equipment's arising due to negligence on the part of the Agency.

28. The Empanelled Agency will be required to maintain permanent attendance/roll/register within the building premises, which will be opened for inspection and checking by the authorized officer of Zoological Survey of India. The attendance register will be kept with the authorized official of the Zoological Survey of India. All the guards and other personnel discharging their duties should enter time of entry and exit in the register. Any change in the guards/supervisors deployed by the firm shall be communicated to the ZSI in writing well in advance. Such changes shall have the prior permission of the Director, ZSI.

29. In the event of any breach, violation or contravention of any terms and condition herein contained by the Empanelled Agency, the services of the Empanelled Agency so engaged will be terminated forthwith and the security/performance security deposited will be forfeited by the Zoological Survey of India.

30. The Empanelled Agency shall be under strict contractual obligation to ensure only authorized vehicles are allowed to be parked and that too at the allocated space only. All other vehicles, accessing the Zoological Survey of India Buildings will be allowed to come up to entrance Gate to pick up and drop visitors. However these vehicles will be made to leave the premises soon thereafter.

31. The terms and conditions for providing Security and other services, RFP/EOI Form Part-I, additional terms and conditions, specifications, if any, forming the RFP/EOI Forms, financial Proposal and acceptance, thereof, together with any correspondence leading there to for fulfillment of the terms and condition prescribed in the foregoing paragraph shall also become the part of the agreement.

32. The Empanelled Agency shall not engage any Sub-contractor or transfer the contract to any other person in any manner.

33. The Empanelled Agency shall carry all other such duties in the event of fire or natural calamities as is required.

34. The RFP/EOI duly signed by contractor should be accompanied with all relevant details including the latest existing contract agreement and last three years' experience certificate.

35. The Average Annual Turnover of the RFP/EOI contractor should not be less than Rs 10 Crores per annum (as mentioned in this document for last three years i.e. 2017-18, 2018-19 & 2019-20 with a copy of latest Annual Statement of Accounts for the mentioned years.

36. The bidder is required to submit Demand Draft in favour of PAO (BSI/ZSI), Kolkata for a period of 90 days from the date of opening of tenders for Rs. 3,00,000/-only as EMD along with Part-I (Technical Bid) of this Form. If the bidder is failed to qualify the technical part of the bid, his EMD will be returned within 30 days of finalization of the Technical Evaluation. The EMD of that bidder, who will be selected as Service Provider, will be returned after the submission of PBG/Demand Draft by him as mentioned in the next point or may be adjusted against Security Bid/Performance Bank Guarantee Any discrepancy in EMD form may lead to rejection of the bid. No exemption in earnest money shall be given. All tenders submitted without requisite amount of earnest money shall be rejected and their financial bids shall not be opened.

37. The contractor finally selected will be asked to submit a Demand draft/Performance Bank Guarantee (PBG) amounting Rs.10,00,000/-(Rupees Ten Lacs only) issued in favour of PAO, BSI/ZSI payable at Kolkata within 30 days of receipt of the confirmed order. Performance Bank Guarantee should be valid up to 60 days beyond the date of expiry of contract.

38. The credentials of the short listed/selected Security Agency will be subject to verification by Govt. of India agencies if needed and their approval shall be binding on both the parties. Prior to engaging the Security Agency, their particulars shall be sent to Administrative Ministry if needed for carrying out security vetting and only such agency shall be allowed to undertake the work on receipt of clearance.

SECTION - IV

Additional Terms and Conditions for providing Security and other Services at Zoological Survey of India, Kolkata

1. The Empanelled Agency shall seek instructions from Director, Zoological Survey of India, Kolkata herein after called 'ZSI' or any other Officer of the ZSI authorized by him for the purpose. The Empanelled Agency will be required to sign in on a written Agreement before the initiation of the contract.

2. The Empanelled Agency shall be fully responsible for the security of entire premises of Zoological Survey of India including all structures, installations, fittings, equipment, vehicles, office and household appliances and materials, buildings materials and any other property owned by the ZSI or working in or visiting the Zoological Survey of India, Kolkata.

3. Besides the normal security services, as and when assigned, the other functions required to be performed for the safety of ZSI premises include the following:

   (i) To man all the security check posts located at the main gate of the premises and at any other points specified by the ZSI's authority.

   (ii) Security personnel deployed by the Empanelled Agency shall check the material/property (Government and Non-Government), going out of the Building/Premises through the procedure of Gate Pass as laid down by ZSI's authority.

   (iii) To perform watch and ward functions including night patrol of ZSI premises.

   (iv) To provide services on regular basis. It will be ensured by the Empanelled Agency that the premises, buildings, etc. are kept clean and up-to-date.

   (v) To record receipt of each and every material that will be purchased for the ZSI.

4. The Empanelled Agency shall compensate in full the loss sustained by ZSI or its premises inmates on account of any theft, burglary and any other kind of intrusion in the premises entrusted to him for security. The amount of loss to be compensated by the Empanelled Agency shall be determined by the Director, ZSI arrived at on the basis of or otherwise, on findings of a Joint Enquiry Committee comprising of Representatives of both the ZSI and the Empanelled Agency , and the same shall be binding on the Empanelled Agency . In case of any theft or burglary it will be the duty of the Security agency/ Empanelled Agency or its representative to lodge an FIR at the concerned Police Station under due intimation to the ZSI. The matter may be referred to the Law Enforcement Authority if it doesn't get settled for recoveries. If the ZSI does not have enough dues on the Company/Agency with it to recover such amount, legal remedies will be resorted to as per the prevailing Law of the Land.

5. The Empanelled Agency shall also be fully responsible for any loss, of material and property of ZSI attributable to the negligence or failure of the Security personnel in complying with the prescribed procedure. All losses suffered by ZSI on this account shall be compensated in full by the Empanelled Agency. The decision of Director ZSI in this regard shall be final and binding on the Empanelled Agency.

6. The Empanelled Agency shall deploy, security personnel with normal health (preferably who are Ex-servicemen or have performed security duty elsewhere) and age below 45 years only for the purpose of this contract. The Security Supervisors shall be below the age of 50 years. No one will be deployed by the contractor whose is age is below 18 years. All the persons likely to be deployed by the Empanelled Agency should have police verification report and all such documents should be produced to office before deploying such persons.

In addition to this, if any of the personnel deployed is found to be unsuitable for any reason, he shall have to be withdrawn by the Empanelled Agency within 24 hours from the premises. No wages shall be payable in respect of such staff in whose case documentary evidence in support of police verification of their character/antecedent is not rendered in time by the Empanelled Agency. A complete list of the security personnel & staff for indoor/outdoor housekeeping & up keeping activities engaged by the Empanelled Agency for deployment in ZSI shall be furnished by the Empanelled Agency along with complete addresses and other antecedents. Further, for safety and security reasons the Empanelled Agency should ensure deployment of such personnel only who are not residing in the proximity/close vicinity of the ZSI.

7. The rates payable to the Empanelled Agency which will be agreed for security personnel to be deployed within the meaning of Minimum Wages Act (Central Govt.) and will be based on the current rates laid down by the Central Govt. from time to time. EPF & ESI will be paid and deposited by Empanelled Agency. It shall be the responsibility of the Empanelled Agency, who will have to ensure that the Security Personnel or the staff for outdoor housekeeping & up keeping services as the case may be deployed by him, at no point of time, will be paid less than the minimum rates of wages as prescribed and revised from time to time for the respective categories. In case of revision/increase of rate of Minimum wages by the Government only the consequential excess amount pertaining to Minimum wages, EPF & ESI will be paid by the ZSI. The Empanelled Agency is required to quote GST (Government Levy) separately at the rates applicable in the Central govt. The financial offer **(Part-B)** should be submitted in a separate sealed cover super-scribing "Financial Offer for Providing Security and Other Services at ZSI, Kolkata". The financial offer of only those agencies shall be accepted and opened who's Technical Bids are found to be acceptable and have been short listed by the ZSI.

ZSI may check and ensure that the personnel engaged by the Empanelled Agency at no point of time, will be paid less than the minimum rates of wages as prescribed and revised from time to time by Central Govt., for the respective categories. No other charges will be paid in addition to the above. The Empanelled Agency will follow the entire statutory requirement as per labour laws prevailing during the contract period and will be wholly responsible for breaking any such law.

The Empanelled Agency will be paid on monthly basis. Bill shall be raised by the Empanelled Agency in accordance with these rates in the first week of the every succeeding month and will be submitted for payment along with the EPF and ESI deposition challan and details of GST paid. The number of security personnel required may vary subject to the requirements. However, rotation of the personnel so deployed/deputed by the Empanelled Agency, will be at his discretion only. The contractor shall be responsible for the release of wages to his staff during the 1st week day of the month.

8. The Empanelled Agency will only fix timings of the various duty shifts. However, the same may, in exceptional circumstances be subjected to change at the discretion of the ZSI. A single duty shift will have a normal duration of 8 (eight) hours excluding rest intervals so that no individual security person will be allowed to work more than 30/31 days of duties in a month.

The deployment of security personnel shall be as per details given in the tender document hereto and will be done by the Empanelled Agency , and can be subjected to change at the discretion of the ZSI.

9. The Empanelled Agency will have to submit weekly duty chart of the security personnel to ZSI's authority prior to commencement of the week. Empanelled Agency will also submit the list of personnel deployed by him.

10. ZSI will not be responsible for extending any transport facility to the security personnel deployed by the contractor on ZSI duty.

11. Personnel deployed by the contractor shall not claim any employer-employee relationship with the ZSI and under no circumstances shall claim any regular employment in the ZSI.

12. The Empanelled Agency may have to replace/transfer the security and other personnel at random. This shall be done with the prior knowledge/permission of the Director and full particulars of the security and other personnel so replaced shall be given to the Director. In case any of the security and other staff is found to be posted without the prior permission of the Director, ZSI shall not be liable to pay for such security and other personnel. The Empanelled Agency will be at liberty and discretion to rotate the deployment of staff/personnel so deputed among its various and different clients for ensuring better security prospects and for better utilization of energies of its personnel with prior permission of Director's Authority. The periodic rotation of the staff/personnel by the concerned Security agency shall be a routine requirement of the Director. The condition of police verification report shall remain applicable in case of any new entry due to rotation or otherwise.

13. No leave of any kind to the security and other personnel shall be sanctioned by ZSI's authority. The Empanelled Agency shall be liable to make substitute arrangements in case of the absence of the security personnel or staff for other services. The Empanelled Agency shall man all the security check posts and other locations as specified by ZSI's authority on all the week days. No short leave shall be permitted to the security and other personnel unless the Empanelled Agency provides suitable substitute without any extra payment. The Empanelled Agency will have to provide sufficient number of leave reserves.

14. The Empanelled Agency shall ensure that at no time any security point is unmanned. A register shall be maintained at the main gate where record will be maintain for round the clock duties performed, for the purpose of taking/handing over of the duty by the security personnel and staff for other services A register will be maintained by the Empanelled Agency at the Main gate to enter incoming and outgoing vehicles. Apart from this the Empanelled Agency may have to maintain any such register as required from time to time. The Empanelled Agency will have to abide to, with any other regulatory system as will be found necessary by the ZSI. Performance of duty in two shifts by the same guard on a day shall not be permitted. However, in an emergent case exception can be made with the prior approval of the ZSI's Authority.

15. The Empanelled Agency will have to arrange to dress all the security personnel and staff for other services on duty smartly and neatly on the pattern of Uniformed Services and ensure their good and polite behavior with the ZSI establishment and visitors. They shall abstain from taking part in any staff union and association activities. The Empanelled Agency will have to provide as a part of dress, appropriate woolen to the security personnel as well as to the staff for outdoor other services & up keeping services in winter season and raincoats/umbrella for the

rainy season. The security personnel and staff for outdoor other services, services shall not be permitted to wear any odd wrappers. The dress shall be of uniform colour and design.

16. ZSI will not be liable to provide any residential accommodation to the personnel deployed by the contractor. No cooking or lodging shall be allowed to the Empanelled Agency's personnel at any place inside the premises.

17. It is desirable that the contractor should maintain a sub office at a nearby place of the ZSI.

18. The Empanelled Agency shall ensure that the gunmen deployed by them hold valid license for the use of fire arms. The legal implications and obligations for carrying these arms and those arising from their use whether for ZSI's security or otherwise, will entirely be the sole responsibility of the Empanelled Agency. The requirement of the gunmen would be intimated as and when required.

19. The Empanelled Agency as envisaged in the tender document hereto will have to bear expenses incurred on the followings:

    i) Providing torches and cells to the security guards/gunmen on night patrol.

    ii) Providing Lathi and other implements to the Security personnel.

    iii) All stationery/ toiletries required for writing duty charts/daily attendant sheets (roaster wise) and register in order to maintain the details at the security check points etc. But the records required by the ZSI shall be provided as and when required. However ZSI will provide the necessary registers and pens for writing and maintaining the records viz. vehicles in/out, material in/out, visitors in/out, labourers in/out etc. The used registers must be deposited to the person Authorised by ZSI.

    iv) Provision of arms and ammunition to the Gunmen.

    v) Provision of appropriate uniform with shoes.

20. ZSI's authority reserves the right to change the deployment of security personnel. ZSI also reserves the right to ask for replacement of a particular security person or staff for outdoor other services and up keeping services employed by the Empanelled Agency if the services of the individuals are found unsatisfactory. But in case such a request for replacement is made, the Empanelled Agency will ensure the compliance of all the required legal formalities.

21. The security personnel and staff for other services deployed by the Empanelled Agency will be bound to observe all instructions issued by ZSI's authority concerning general discipline and behaviour.

22. ZSI's Authority shall have the right to check the various implements/torches etc. The Empanelled Agency will have to maintain these items to the satisfaction of the ZSI's authority.

23. That for all intents and purposes the Empanelled Agency will be the "Employer" within the meaning of different Labour legislations in respect of all personnel so employed and deployed by the contractor.

24. The Empanelled Agency shall be responsible for recruitment and deployment of security personnel and staff for other services and the security personnel and the staffs for other services so recruited and deployed by him shall be under his direct control/supervision. The Empanelled Agency shall exercise his total superintendence, control and supervision over the security personnel and staff for other services so deployed including over their working.

25. In case the security personnel and staff for other services deployed by the Empanelled Agency commit any act of omission or commission constituting miss-conduct or indiscipline, the Empanelled Agency will be liable and responsible to take disciplinary action against the personnel/staff, including suspension, dismissal from service etc. or removal from ZSI's premises.

26. The Empanelled Agency will be responsible and liable for the implementation of all the statutory provisions as regards security and other personnel to be deployed by him in respect of Minimum Wages, EPF and ESI etc. as and when they become applicable under the Labour Laws. The Empanelled Agency shall maintain all the statutory requirements under the law. The Empanelled Agency shall produce the same on demand to ZSI's authority or any other authority under law. As and when applicable the Empanelled Agency will obtain a license under the Contract Labour (R&A) Act. 1970. In case, the previous month's challan pertaining to ESI and PF having been deposited do not accompany the bill as a documentary proof, a requisite portion/ or whole of bill amount shall be held up till such proof is produced and furnished, at the discretion of the ZSI. **The Empanelled Agency is required to produce a separate challan (every month) for EPF, ESI and GST deposition etc in respect of its staff deployed at ZSI separately for our convenience.** The Empanelled Agency will ensure payment of wages to his personnel within the period prescribed under Labour Laws for the purpose. The Empanelled Agency is also required to have a registration under the Company's Act/Indian Partnership Act and should have a 'Memorandum and Article of Association' of the company/Partnership Deed, a certified copy of which will be submitted along with the tender. In case the Empanelled Agency fails to comply with any statutory obligation under any Labour Laws, and as a result thereof the ZSI is put to any loss or obligation, monetary or otherwise, the ZSI will be entitled to get itself reimbursed out of the bills or the security deposit of the Empanelled Agency, to the extent of the loss or obligation in monetary terms.

27. ZSI shall not be responsible financially or otherwise for any injury to the security personnel or staff for other services caused in the course of their performing their duties or for payment of any compensation.

28. The Empanelled Agency shall not be permitted to transfer or assign his rights and obligations under the contract to any other organisation or otherwise.

29. Time shall be the essence of the contract and the duration of this contract shall be for a period upto 31 Mar 2022 which may be extended for a further period up to three years (year-to-year basis) at the discretion of the ZSI, except in the event of earlier termination under the terms and conditions. The contract shall automatically expire after 31 Mar 2022, unless extended further by mutual consent of the parties in writing.

30. Director, ZSI has the absolute right to terminate the contract at any time before the due date of expiry without assigning any reason by giving one month's notice in advance to the Empanelled Agency in writing. Director, ZSI shall also have the right to extend the contract in writing on the same terms and conditions or with some addition/deletion/modification for a further period of two

years or for a shorter period until such time as a new security agency takes over in the event of ZSI resorting to the process of appointing a fresh contractor/Agency.

31. The Empanelled Agency will have to make arrangements for providing security guards and staff for other services.

32. The Bidder would be required to submit the following particulars along with Technical Bid in self-attested certificates of :-

i. Company/Firm Registration
ii. Company/Firm EPF, ESI and GST Registration
iii. Company/Firm latest Balance Sheet for the last three years.
iv. Company/Firm EPF, ESI and GST Challan for the last two years.
v. Company/Firm brochure showing the profile.
vi. Registration under the Company/Firm's Act.
vii. Company's/Firm's PAN/TAN No.
viii. Company's/Firm's Labour License for supply of manpower.
ix. Company/Firm's Registration under the Private Security Agency Act., W.B. or DGR empanelment certificate
x. Company should have at least one client of Central Government/State Government/ Autonomous Body/Public Sector Undertaking as on date with sufficient strength of Security Guards (Ex-Servicemen). Please attach a list of clients as on date and proof thereof.
xi. The annual turnover should be average Rs 10 Crores per annum in the last three FYRs i.e. 2017-18, 2018-19 & 2019-20.
xii. Previous credentials to the effect that agreed rate of wages has been paid by the agency to their employees from Labour Enforcement Office.
xiii. The bidder is required to submit a Demand Draft in favour of PAO (BSI/ZSI), Kolkata for a period of 90 days from the date of opening of tenders for Rs. 3,00,000/-only as EMD along with Part-I (Technical Bid) of this Form. Any discrepancy in EMD form or non-submission of the EMD may lead to rejection of the bid.
xiv. A copy of the proof of salary paid to individual security personnel, showing skill/unskilled etc. (one copy of each category which is latest) should be attached with technical bid.

33. In the event of the Empanelled Agency desiring an earlier termination of the contract, he shall have to give three months advance notice to the ZSI.

34. The Empanelled Agency will be bound by the details and documents as furnished by him to the ZSI while submitting the tender or at any other time. In case any of the details of such documents furnished by him, are found to be false at any stage, this would be deemed to be a breach of the terms of Contract making him liable for action for termination of contract.

35. In case of breach of any of the terms of Agreement, the security deposit of the Empanelled Agency will be liable to be forfeited by the ZSI and in addition, the Contract/ Agreement will also be liable to be terminated. Any sum of money due or payable to the ZSI including the security deposit refundable to him under the contract can be appropriated by the ZSI against any amount which the Empanelled Agency may owe to the ZSI.

36. The Empanelled Agency shall be liable to be fined to the extent of Rs 1,000/- in each case for any theft in the premises of Building which are not covered in clauses of the contract agreement.

37. The Empanelled Agency will ensure that no unauthorized entry is permitted and the guards at the entry points are able to categorize the legitimate persons / staff and visitors without causing any embarrassment or discourtesy.

38. Entry of any untamed animals (like jackals), stray dogs and cattle into the premises is to be prevented by the contractor.

39. It should be ensured that trees, flowers, plants, and grassy lawns are not damaged either by the premises inmates or by outsiders.

40. All personnel employed by the Empanelled Agency shall be bound to provide full help in extinguishing any fire, that breaks out anywhere in the premises and nevertheless they should be properly trained for this purpose. In the event of any mal practice on the part of the Empanelled Agency or his employees vis-a-vis any staff of the ZSI or otherwise, the right to terminate the Contract will vest with the ZSI.

41. The performance of the security function under the contract will be reviewed by the Director, ZSI or his nominee of the ZSI at 3.00 p.m. on the second day of every month and the Empanelled Agency will remain present personally or through an authorized representative. In the event of the second day of the month being a holiday, the meeting shall take place on the next working day.

42. TDS will be deducted as per prevailing Income Tax Laws and certificate to this effect shall be provided to the Empanelled Agency by ZSI. The responsibility of paying the GST as per prevailing rates and as claimed in the bill amount, will be of the Empanelled Agency . The Empanelled Agency will be required to furnish proof of such deposit to the ZSI every month.

43. Copy of the annual statement of EPF from EPF office must be provided to each individuals after closing of the financial year within a time frame with a copy to the ZSI for their record.

44. In case of the termination of this contract/agreement on its expiry or otherwise, the staff, or personnel engaged and deployed/deputed by the Empanelled Agency , will not be entitled to and will not claim any absorption in the Regular or otherwise services of the ZSI. The personnel of the Empanelled Agency will not claim and will not be entitled to any monetary benefits etc. as admissible to the regular/ confirmed employees of the ZSI during the subsistence of the contract/agreement and even after the expiry of the Contract/Agreement.

45. In case of any difference of opinion or dispute arising between the Parties, regarding interpretation or implementation of any of the terms and conditions of the Contract

/Agreement then the same shall be referred to the sole arbitration of the Director, ZSI whose decision shall be final and binding upon both the parties.

46. The telephone system at the main gate shall be operated by the Empanelled Agency having intimate knowledge of handling telephone operations or by the Security round the clock.

47. Uniform: The Empanelled Agency will shoulder full responsibility of providing a smart uniform to the security personnel and the staff for other services. There will not be any burden to the ZSI on this account on part of security personnel and other staff to be employed by the Empanelled Agency .

The details of uniform to be provided per annum per security personnel and staff are as follows:-

[a] Two shirts and two trousers

[b] One pair of shoes and socks

[c] One jersey pullover

[d] One jacket

[e] Cap and Belt

[f] Scarf, torch, cell, lathi, whistle and stationery etc.

[g] Ceremonial uniform for special occasions as and when required a permanently for the security guards at the gate and the office complex in working hours of the ZSI.

[h] Any extra warm clothing required in case of extreme cold will be of uniform pattern

[i] One Rain coat

[j] One pair of Gum boot

[k] One umbrella

48. Total monthly deployments:

TENTATIVE TOTAL DEPLOYMENT PER DAY OF SECURITY PERSONNEL AND OTHER SERVICES:

Watch & Ward without Arms (Security)	Security	11
Cook	Unskilled	03
Secretariat Staff for Administration	Skilled	13(approx)
Secretariat Staff Technical Staff (To assist Scientist)	Skilled	14(approx)
Motor Driver	Skilled	04
		Total = 45 (approx)

The above figures are tentative but may increase or decrease from time-to-time as per the requirement at that particular time.

Qualification:-

Cook:- Should have experience in cooking and can handle departmental canteen.
Secretariat Staff for Administration:- Graduate with knowledge of Computer application. Can handle MS Office & Tally efficiency.
Secretariat Staff for Library:- Graduate with knowledge of Computer application and experience in handling Library.
Technical Staff (To assist Scientist):- BSC / MSC in Zoology
Motor Driver :- Should have a valid license and having experience of 05 yrs with knowledge of GPS operation.

NOTE:

1. Estimated Manpower Requirement is subject to reasonable change, if needed at the discretion of Director, Zoological Survey of India, Kolkata. In future if required ZSI may take services of Watch & Ward with Arms duties as per GoI rates.
2. The Credential of the shortlisted/selected Security Agency may be verified by Govt. of India Agencies and their decision shall be final and binding on both the parties.

49. The Department may upgrade the position from unskilled level to semi-skilled level and so on even during this contract period.

50. The Empanelled Agency shall not be entitled to any increase in rates on any ground whatsoever during the period of this contract except the provisions/procedures defined in this bid document i.e other than increase in Minimum Wages Act, (Central) etc. If the ZSI at any stage decides to increase wages for any specific category over and above the minimum wages, it shall be the binding on the empaneled agency. The agency will be paid centage/commission on this enhanced amount also.

51. Such bids which clear the 'test of responsiveness' as per the provisions given in various above para(s) and in this document, will be called "responsive bids" and only "responsive bids" shall be considered for evaluation. Evaluation of Bids shall be done by ZSI through a committee comprising of members as per the delegation of powers decided by ZSI. No bidder shall have the right to challenge the decision of the Committee. A Responsive bid is one that conforms to all the terms & conditions, and requirements of the Tender Documents without any deviations, exceptions, objections, conditionality or reservation. If a bid is not substantially responsive, it will be rejected by ZSI and may not subsequently be made responsive by the bidder by correction of the nonconformity.

52. ZSI's determination of bid responsiveness will be based on the contents of bid itself and any written clarifications sought by ZSI in writing, the response to which shall also be in writing and no change in rates shall be sought, offered or permitted.

53. Contacts during Bid Evaluation Bids shall be deemed to be under consideration immediately after they are opened and until such time ZSI makes official intimation of award/ rejection to the Empanelled Agency While the Bids are under consideration, Prospective Bidder(s) and/ or their representatives or other interested parties are advised to refrain from contacting by any means, ZSI and/ or their employees/ representatives on matters related to the Bids under consideration. However, when ZSI calls for any information / clarification, it should be supplied by the Empanelled Agency within the time stipulated. If Empanelled Agency does not respond to any call of ZSI, their bid may be declared as Non-responsive bid.

Till the last date of the submission of the bid, for any clarification, the prospective bidder(s) may seek clarification during working days/office hours (9:00 AM to 5:30 PM, Monday to Friday) from Head of Office (Phone :- 033-24008595 email: zsikolkata@gmail.com). After submission date is over, no communication shall be done by the prospective bidder(s) as per point 54 above.

SECTION – V

Evaluation Criterion of the Technical Bid

(A) The Following documents/information shall be provided by the bidder for the Technical Evaluation purpose:-

1. The bidder is required to submit a Demand Draft in PAO (BSI/ZSI), Kolkata, for a period of 90 days from the date of opening of tenders for Rs. 3,00,000/-only as EMD along with Part-I (Technical Bid) of this Form. Any discrepancy in EMD form or non-submission of EMD may lead to rejection of the bid.
2. Self-attested copy of the Annual Turnover averaging Rs 10 Crores per annum in the last three FYRs i.e.2017-18, 2018-19 & 2019-20.
3. Permanent Account Number.
4. Registration with W.B. Govt. under PSAR (Private Securities Agency (Regulation) Act or Empanelled with Director General Resettlement (DGR) which should be valid at least till Dec 31st 2021. The bidder company (in case of consortium, one of the consortium partner) should have minimum 5 years of experience of security services and must have a live registration (regarding incorporation of the company) continuously for last five years.
5. Solvency certificate of Rs 15,00,000/- (Rupees Fifteen Lacs only)
6. Company's/Firm's Registration Certificate.
7. Self-Attested Copies of Valid License under the Contract Labour (Regulation and Abolition) Act, 1970.
8. Registration under the Employee Provident Fund.
9. Registration under ESI/Medical Insurance Scheme.
10. Certificate for GST Registration.
11. Company's/Firm's brochure showing profile.
12. Company's/Firm's PAN/TAN No.
13. Experience in Central Govt./State Govt./PSU/Autonomous Body with copies of work order (No. of employees should be more than 20 at any time).
14. Satisfactory work report from Current Employer (Preferably Govt.).

Note: (I) Compliance of point no. **1 to 10** is compulsory and firm's not having these essential conditions will not be considered for technically qualifying i.e. their bid will be out rightly rejected). The other documents from sl. no. 11 to 14 will have to be submitted along with the bid.

(II) all the above documents should be numbered and flaged properly, failing which the Technical Bid will not be accepted.

(B) Technical Score for Qualifying for the Opening of the Financial Bid

In order to qualify for financial opening, the marks (Technical Score) will be provided as under:-

Sl No	Parameter	Max Marks	Evaluation Marks	Remarks
1	Average Annual Turnover (in crores) during last three financial years	03	upto 10 Crores - 2 point In case of above 50 Crores extra 1 mark	
2.	Services presently being provided in Number of Government Organizations and Number of Ex-service men guards per bank.	05	Per organization 1 Points (Minimum 25 guards in in one organization or 10 guards + 25 other services manpower) In case minimum condition of no of guards/other personnel is not met, ½ Marks per organization will be given.	Maximum 5 such organizations will be considered (Copy of deployment order, location & address to be furnished)
3	Own infrastructure for training their guards	02	In case, facility is available with minimum two trainers, 01 marks will be given 01 additional marks will be given if trainers is min of JCO (Retd Ex Service Man)	Proof with details is to be attached.
4	Have an registered office in West Bengal and/or Kolkata as per RFP, with telephone & fax and manned during the office hours	02	01 Marks if Head Office is in West Bengal and one extra mark if branch office is in Kolkata. In case head office is in Kolkata, full 02 marks will be given.	Attach full details
5	The bidder firm (in case of consortium, only for Prime bidder) should be a five year old firm.	02	½ extra marks for each additional year of incorporation beyond five years subject to maximum of 2 marks	
6	ISO Certification of the firm(Yes/No)	02	Reply Yes/No. In case of Yes, 02 marks will be given	Attach Certificate
7.	DGR empanelment	02	In case of valid DGR empanelment, 02 marks will be given	
8	PSAR agency (set up by Ex-Service Man and comprising of Ex-Service Man (Yes/No)	02	In case of PSAR agency set up by and comprising of Ex-Service Man, 02 marks will be given	Attach details with proof
9	Quality of Administration of the bidder firm – Broad parameters- (Document Management, Manpower Management, Standards followed, Supervisory Team (Ex-Servicemen/ Police Officers)	04	Very Good - 4 points Good – 3 Points Average – 2 Point Just Satisfactory – 1 points	This will be decided by evaluation the supportive documents attached with the Technical Part of the bid and on the basis of presentation given by the bidder in from the Committee at ZSI
10	Satisfactory work report from Current Government	03	½ Marks per satisfactory Certificate but maximum 3 marks will be	The bidder has to attach such certificates

	Organization where such type of services are being provided by the bidder		allotted.	along with the Technical Part of the bid which should have been issued after the release of this tender (RFP/EoI).
11	Presentation Marks	08	Presentation to be made before the committee which should be based on the following;- 1. Understanding of the job 2. About salient security measures bidder will incorporate and suggest improvements/additions to our existing security arrangement Plans for bringing out further improvements in the services 3. Any other innovative plan for security and other services 4. Statue of various points asked in this bid – should be in a gist form and in one or two slide only. 5. About your present services being provided in other Govt Organization 6. If bidder gives a presentation, min 3 marks will be given if documents are submitted properly. The remaining 5 marks will depend upon the presentation based on above. 7. If bidder does not turn up for presentation on the specified date, it shall be treated as non-responsiveness and 0 (zero) marks will be allotted.	The length of your presentation should be 20 minutes and 10 minutes will be given for discussion The bidder has to provide the hard copy of the presentation (during the presentation slot which will be communicated to bidder by ZSI) duly signed and stamped (each Page). This will be treated as part of the bid.
	TOTAL MARKS :- 35			

Conversion of Marks into Percentile (Technical Score of the Bidder)

The marks secured by the bidder as per the above will be converted into percentile as per the following;-

1. The marks secured by the bidder will be multiplied with a conversion factor 'X' which will be calculated as below;-

   X = Total Marks (i.e. 35) / Maximum of the Marks secured by the bidders

   e.g. suppose the maximum marks secured any bidder is 26 marks (out of 35), the value of 'Conversion Factor – X' will be;-

   X = 35 / 26 = 1.35 (Rounded to 2 digit after decimal)

2. The conversion value of Marks Secured by various bidders will be obtained by multiplying the Marks Secured by the Conversion Factor (i.e. 1.35)

   e.g. if any bidder secured 18 marks out of 35, his marks will be converted by multiplying factor 1.35 i.e. 18 x 1.35 = 24.30 (Rounded to 2 digit after decimal)

3. The numbers converted as per the above will be converted into %age (out of 35 Marks) which will be percentile marks

   e.g. Converted Marks 24.30 as per above sl. No. 02 will be converted into Percentile as per following;-

   Percentile = (24.30 / 35) x 100 = 69.43% (Rounded to 2 digit after decimal)

The above Percentile scored by the bidders will be referred as 'Technical Score' of the Bidder

Note:-

1. **In order to be short listed a Company/Firm has to secure a minimum 75% Technical Score.**

2. Further, in case the 'Technical Score' of short listed parties less than five then the Director, ZSI may lower the minimum qualifying marks (Technical Score) of 75% in order to get at least five companies/firms to qualify for financial opening subject to fulfillment of criteria from S.No. 1 to 6 Point (B) of this Section.

Annexure-1

Profile and details of Tendering Agency/Firm/Company

The Security Companies are required to furnish the following information along with the tender.

1. Name of the Tendering Agency:

2.
   a. Postal Address:

   b. Name of the Contact Person(s) with address and Telephone Nos.:

   c. Name, Designation and address of the person(s) authorised to sign on behalf of and responsible to the bidding Tendering Agency(herein after referred as bidder)

3. Other information:

   a. Telephone no. registered in the name of the Tendering Agency (Kindly enclose copy of the latest paid bill)

   b. Fax No. of the Tendering Agency:

   c. Email Address of the Tendering Agency:

   d. Website address, if any:

4. Specimen Signatures of the Bidder

_____ _____ _____

Signature

5. a. Place of Headquarter of the Tendering Agency:

   b. Local Kolkata Branch/Liaison Office Address if any:

   c. Date of Establishment:

6. No. and Date of the registration of the Tendering Agency with Government :

7. Profile and detailed Set-up of the Tendering Agency: Attach also the brochure, booklet etc. of the Company, if available)

8. List of equipment available with the Tendering Agency to undertake the security job:

9. Total No. of regular staff employed by the Tendering Agency:

Regular Employees	No. of Officers including Ex- Servicemen & Exp. Civilians	Non Officers including Ex-Servicemen & Exp. Civilians
Tendering Agency Office		
Field Staff		

10. Total No. of regular staff employed by the Tendering Agency at the Kolkata branch office if any:

Regular Employees	No. of Officers Ex -Servicemen & Civilians	Non Officers Ex-Servicemen & Civilians
Tendering Agency Office		
Field Staff		

11. Names and qualifications (including professional qualifications) and experience of Senior Executives, Advisers and Consultants of the Tendering Agency.

12. Financial Turnover of the Tendering Agency for the Last Three Years:

Year	Amount (in Rupees)
2017-18	
2018-19	
2019-20	

(Please attach the self-attested copies of proof of Financial Turn Over for above)

13. Addresses with Telephone Numbers of the Regional Offices (if any) of the Tendering Agency.

14. Give the details of major Contracts handled by the Tendering Agency in the past five years in the following format:

Sr. No.	Customer details with address, telephone no. fax, Email etc.	Amount of Contract	Duration of Contract

15. Exhaustive List of Present and Past Clients:
(May attach a separate list if space is insufficient)

i. Present clients :

ii. Past clients :

16. Registration under the Private Security Agency Act, W.B.

17. Any other information of the present or past in support of your professional capability supported with documentary evidence

SIGNATURE OF THE BIDDER _____

NAME OF BIDDER _____

DESIGNATION OF BIDDER _____

ADDRESS _____

_____

SEAL

Remark: May add separate sheet to provide other information if any.

Annexure-2

A Covering Letter Comprising the Bid

To

Director,
Zoological Survey of India,
New Alipore,
Kolkata - 700053.

Dear Sir,

1. With reference to your Request for Qualifications(RFP)/Expression of Interest(EOI) for the Selection of Security Service Contractors/Agencies holding valid license in the area of security and other contract services at various places of ZSI, KOLKATA. I/we, having examined the Bid Documents and understood its contents, hereby submit my/our Bid. The Letter and the Bid is unconditional and unqualified.

2. I/ We acknowledge that ZSI will be relying on the information provided in the Bid and the documents accompanying this Bid for qualification of the Bidder(s) for the award of License, and I/we certify that all information provided in the Bid and its Annexures is true and correct.

3. I/We understand that the submission of Bid/offer does not guarantee the award of the contract.

4. I/ We shall make available to ZSI any additional information it may find necessary or require to supplement or authenticate the Bid.

5. I/ We recognize that ZSI has the right to accept/reject our bid without assigning any reason.

6. I/ We declare that:
   a. I/We have examined and have no reservations to the Bidding Documents, including any Addendum issued by ZSI;
   b. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as defined in the Bid Document, in respect of any bid or request for proposal issued by or any agreement entered into with ZSI;
   c. I/We hereby certify that we have taken steps to ensure that in conformity with the Bid Document, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

7. I/ We understand that ZSI may cancel the Bidding Process at any time and that ZSI is neither bound to accept any Bid that ZSI may receive nor to invite the Bidders to Bid for the award of the contract, without incurring any liability to the Bidders, in accordance with the Bid Document.

8. I/ We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the provisions of the Bid Document; we shall intimate ZSI of the same immediately.

9. I/We understand that on account of non-acceptance of LOA or on account of not fulfilling the conditions of the Bid Document, I/We shall be debarred by ZSI for further participation in the similar future contracts of ZSI for a period of five (5) years.

10. The power of attorney for signing of Bid or the details who shall be signing the bid on our behalf is enclosed.

11. In the event of my/our being declared as the Selected Bidder, I/We agree to enter into a Agreement with ZSI which shall be based on the terms and conditions given in this bid documents and other relevant facts. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.

12. I/We have studied all the Bidding Documents carefully and we understand that except to the extent as expressly set-forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by ZSI or in respect of any matter arising out of or concerning or relating to the Bidding Process including the award of contract.

13. The Price Bid which shall be submitted by us in case we are technically qualified will be after taking into consideration all the terms and conditions stated in the Bid Document, my/our estimates of costs and all the conditions that may affect the Bid.

14. The Earnest Money in the form of a Demand Draft / Banker's Guarantee of a Scheduled Bank approved by Reserve Bank of India is attached.

15. I/We agree and understand that the Bid is subject to the provision of the Bidding Documents. In no case, I/We have any claim or right of whatsoever nature if the contract is not awarded to me/us or my/our Bid is not opened.

16. I/We agree to keep my/our Bid valid for 180 days from the Bid Due Date specified in the Bid Document.

17. I/ We agree and undertake to abide by all the terms and conditions of the Bid Document.

18. We agree and undertake to be jointly and severally liable for all the obligations of the Contractor under the Agreement till the expiry/termination of the Agreement.

In witness thereof, I/ we submit this Bid along with our Bid under and in accordance with the terms of the Bid Document.

Yours faithfully,

(Signature)

Name and designation of the Authorized Signatory Name
and seal of the Bidder.

Date:

Place:

Annexure – 3

POWER OF ATTORNEY FOR SIGNING THE BID

Know all men by these presents, I/we _____ (name of the firm and address of the Registered Office) do hereby irrevocably constitute, nominate, appoint and authorize Mr. / Ms. (name), _____ son / daughter / wife of _____ and presently residing at _____, who is presently employed with us and holding the position of _____, as our true and lawful Attorney (hereinafter referred to as the "**Attorney**") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our bid for the award of the contract for "Security and other contract services at various places of ZSI, KOLKATA " for which proposals are invited by ZSI Kolkata including but not limited to signing and submission of all Bids and other documents and writings, participate in bidders and other conferences and providing information /responses to ZSI, representing us in all matters before ZSI signing and execution of all contracts including the Contract Agreement and undertakings consequent to acceptance of our Bid (Bid **Reference No: ZSI/NIT/06/2021**) and generally dealing with ZSI in all matters in connection with or relating to or arising out of our Bid for the award of contract to us and / or till the entering into of the Agreement with ZSI.

AND

we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the Powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, _____ THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS _____ DAY OF _____ 20____ For _____

For

(Signature, name, designation and address)

Witnesses :

1.....

2..... (Notarized)

Accepted

_____

(Signature) (Name, Title and Address of the Attorney)

Notes: The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure. The Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders" resolution / power of attorney in favour of the person executing this Power of attorney for the delegation of power hereunder on behalf of the Bidder along with bid document at the time of executing the agreement

(If the owner of the bidder firm will be signing the bid, this power of attorney will not be required but a detail in this regard is to be mentioned).

ANNEXURE: 5

TECHNO-COMMERCIAL EXPERIENCE OF THE BIDDER

Sl No	Techno-Commercial Criteria	Details (to be filled by the bidder)	Page No/ Annex No
1.	Name of the Bidder		
2.	Full address of the Bidder with Telephone No. and Fax No and email ID		
3.	Contact person of the Bidder designated for the bid along with Telephone, Fax No. and email ID.		
4.	Details of Earnest Money for Amount Rs. 3.00 Lacs (Rupees Three Lacs only) in the form of Bank Draft in favour of PAO (BSI/ZSI), payable at Kolkata.		
5.	Specify the Legal Status of Bidder : Company / Partnership Firm / Individual etc		
6.	In case of Company, please enclose Memorandum and Articles of Association along with Certificates of Incorporation		
7.	In case of Firm, registered under the Partnership Act 1932, please enclose details of Partners along with Certificate of Registration, details of their business and partnership deed, etc. duly attested by Notary		
8.	In case of Consortium, please enclose details of Partners along with Certificate of Registration, details of their business and consortium agreement etc. duly attested by Notary		
9.	PAN of the Bidder **(Please enclose the attested photocopy of PAN card issued by Income Tax Department)** (In case of Consortium, details of both is required)		

10.	GST / VAT Number of the Bidder **(Please enclose the attested photocopy of GST / VAT Registration Certificate issued by relevant authorities)** (In case of Consortium, details of prime bidder is to be submitted)		
11.	PF Registration of the Bidder **(Please enclose attested photocopy of Provident Fund Commissioner)** (In case of Consortium, details of prime bidder is to be submitted)		
12.	Bidder License under the PSAR Act 2005 or Empanelled of DGR. Give details along with date of registration and validity period etc.		
REMARKS *: The bidder should ensure all and correct eateries in slno 2 and 3 above with care. During the bid evaluation process, ZSI may seek any clarification or some information through email and/or phone etc also by contacting the concerned person of the bidder detailed in these points. Any ignorance or non-compliance by the bidder on this may lead to a situation where the bidder may be declared as non-responsive bidder by ZSI and sole responsibility for this shall be of the bidder.*			

I/We _____ do hereby declare that the entries made are true to the best of my/our knowledge and also that we shall be bound by the acts of my/our duly constituted Attorney.

I/We further understand that in case of any information submitted by me / us being found to be incorrect either before or even after the award of license, ZSI will have the right to summarily reject the bid, cancel the License or revoke the same at any time without assigning any reason whatsoever.

Signature of the bidder

Name of the Bidder

Date

Seal

ANNEXURE: 6

TO WHOMSOEVER IT MAY CONERN

Bid Reference No: ZSI/NIT/06/2021

This is to confirm and certify that I / We, ... in the process of bidding this tender, have not engaged any middleman or agency to advance our tender.

Signature of the bidder

Name of the Bidder

Date

Seal

ANNEXURE: 7

INDEMNITY BOND

(To be executed if selected to provide Security & other Services)

This Indemnity is made and executed at _____ on this _____ day of _____ 20___ by M/s. _____ represented by its Director, ZSI ---------- _____, son/daughter of _____ having administrative Office at _____ hereinafter called INDEMNIFIER – CONTRACTOR AND IN FAVOUR OF Zoological Survey of India, Kolkata hereinafter called INDEMNIFIED – ZSI, The terms 'INDEMNIFIER-CONTRACTOR' and the 'INDEMNIFIED – ZSI' unless repugnant to the context shall mean and include legal representatives, successors, executors and administrators. I hereby irrevocably agree **to indemnify and say harmless** the ZSI from and against all claims and proceedings, actions, sits, claims, damages, losses, expenses and demands of every nature and description, by reasons of any act or omission by myself or by my representative or by my employees in the execution of the works. This indemnification obligation include but not to be limited to claims, damages, losses, damage-proceedings, charges and expenses which are attributable to:-

a. Sickness or disease or death or injury to any person, and
b. Loss of, or damage to, or destruction of any property including consequential loss or use, and
c. Loss or damage or costs arising from the carriage of materials, or any subcontractor or any tier.

All sums payable by way of compensation under these conditions shall be considered reasonable compensation payable to ZSI without reference to actual loss or damage sustained and whether or not any damage shall have been sustained. The decision of ZSI as to compensation claimed shall be final and binding.

IN WITNESS whereof, the Contractor(s) have put their signature(s) in the presence of the witnesses.

(Name, signature of Managing Director/Managing Partner, date& address of Contractor)

1. WITNESS : NAME & ADDRESS
2. WITNESS : NAME & ADDRESS

PART – II

FINANCIAL BID

SECTION – VI

FINANCIAL BID (Should be given in a separate sealed envelope)

Should be submitted in separate envelope

Name of the Bidder :- _____

Sl.	Particulars of Manpower	Revised Wage Rate per person per day (w.e.f. 01 Oct 2020) for following categories (these rates are as per the present prevailing rate which will be changed as per the notification of the Government of India and will be paid to selected agency)
	Unskilled	
(a)	wage (in Rupees)/day	As per extent Govt. Orders
(b)	EPF	-Do-
(c)	ESI	-Do-
(d)	Total (a+b+c)	-Do-
(e)	**Contractor's Charges (centage on above point no (a)**	@ _____ % on (a)
***REMARKS* : Kindly note that this centage is the basis for Lowest Evaluation of the tender. So the centage quoted by the bidder should be on (a) i.e. Total of Wages (for centage, EPF, ESI etc will not be added/considered). If selected, the ZSI will pay the centage accordingly i.e. only on Total of Wages.**		
(f)	Sub – Total (d + e+f) (in Rupees) :	NA
(g)	GST (Govt. Levy as applicable according to Govt. Rules) @ 18% (SGST + CGST):	As per extent Govt. Orders
(h)	Gross Total (g + h) (in Rupees) :	NA

Note. (i) ***Only Sl. (e) will be considered for financial evaluation.***

(ii) ***Important instructions: If %age centage and other amount are quoted in wrong way/format by the bidder, ZSI will correct it in the spirit of the financial bid. If that is not acceptable to bidder, his bid shall be rejected.***

HOO
ZSI

Note (Selection Criteria on the Basis of Financial Bid) :-

1. The Service Provider agency among the bidders will be selected on the basis of lowest quoted centage as 'L1' and job/contract will be awarded to them.
2. Rate per person per month (Rates are to be quoted in accordance with the Minimum Wages Act as applicable in Central Govt./Central Labour Office) the existing minimum wages rates have been shown here which are revised by Govt. in April and October every year.
3. The wages rate may change in future as per Government Order since Minimum wages are subject to Govt. Orders.
4. If any bidder quotes the fixed amount of centage instead of percentage, for the purpose of evaluation, his amount will be converted to percentage based on the above rates for indicative manpower inclusive of EPF and ESI etc. In case after conversion on the basis of this, the bidder becomes L1 and selected as service provider, centage for the monthly payment against the bill shall be calculated on the basis of this percentage with a maximum cap on the amount given in the bid as centage amount. So bidder should be very careful in quoting the centage.
5. In case of a tie on the basis of financial bid/quoted centage, which is the basis of 'L1' i.e. selection of the Service Provider /Empanelled Agency, the selection of the agency will be done as per the following sequence/procedure (i.e. elimination will be as per the following till the situation of the selection of a single service agency is arrived) ;-
   (a) the bidder securing highest marks as per evaluation criteria (Technical Score refer Section – V) will become L1 bidder and contract shall be awarded to him.
   (b) If not resolved through (a) above i.e more than one bidder secures same Technical Score, than among the bidders remained after (a) above again in a tie position, preference will be given to DGR empaneled firm sponsored by DGR for ZSI or PSAR registered firm set up by and comprising of Ex-Serviceman.
   (c) In case not resolved through (a) and (b) above, then oldest bidder firm (empanelled with DGR or registered in PSAR Act (in West Bengal) will be selected.
   (d) If not resolved after elimination from (a) to (c), the lottery among the last-remaining bidder's after elimination as per above (a), (b) and (c) will be withdrawn and Service Provider agency will be selected accordingly

(Signature of the Bidder/Representative of the Bidder with Date & Seal)

Name of the Bidder:- _____

जहाँ है हरियाली।
वहाँ है खुशहाली।।

सत्यमेव जयते
भारत सरकार
GOVERNMENT OF INDIA
पर्यावरण एवं वन मंत्रालय
MINISTRY OF ENVIRONMENT & FORESTS

दूरभाष: निदेशक :033-2400-6893
Phone Director :033-2400-6893
टेलिफैक्स प्रशासनिक अधिकारी :033-2400-8595
Tele-Fax Admin. Office :033-2400-8595
Website: http/www.zsi.gov.in

भारतीय प्राणि सर्वेक्षण
Zoological Survey of India
प्रा णि विज्ञान भवन
Prani VigyanBhawan
एम ब्लॉक, न्यू अलीपुर,
'M' Block, New Alipore,
कोलकाता/Kolkata-700053.

F. No 4-11/2021-Genl/ 8931

Dated 01 July 2021

To,

M/s Premier Vigilance & Security Pvt. Ltd,
4B, Orient Row,
Kolkata – 700 017

Sub: Work Order for Security & other services at ZSI, HQ & F.P.S. Building, Kolkata.

Sir,

Kindly refer your Tender document against our NIT No. ZSI/NIT/06/2021. On behalf of the President of India, I am directed to place the work order for providing services of Security and other services at ZSI, HQ, New Alipore, Kolkata and F.P.S. Building, 27, J L Nehru Road, Kolkata w.e.f. 01 July 2021.

The details of persons to be engaged (category wise) are appended below:-

Sl No.	Category	No. of persons	Remarks
1.	Security Guards	11	
2.	Motor Drivers	04	
3.	Skilled labours/persons	21	As required by the office
4.	Unskilled Labours/persons	07	As required by the office

Our NIT No. ZSI/NIT/06/2019 and this work order shall be sole repository of this transaction. You are requested to forward the agreement and performance security/guarantee within the stipulated time as mentioned in the terms and conditions of the aforesaid NIT.

Please acknowledge the receipt of the same.

Yours faithfully,

C. Vn

(Dr. C. Venkatraman)
Sci-E & Head of Office