



INSTITUTE OF DEVELOPMENT STUDIES KOLKATA

(A Centre of Excellence in Social Sciences funded by the Government of West Bengal)

SALT LAKE CAMPUS • DD 27/D, SECTOR 1, SALT LAKE, KOLKATA 700 064

Institute of Development Studies Kolkata
DD-27/D Sector 1, Salt Lake, Kolkata-700064.

NOTICE INVITING TENDERS

T. No. IDSK/NIT/Security/23/02

Date 3rd March 2023

Sealed bids are invited under two bid systems, viz. Part I. Technical Bid and Part II Financial Bid from reputed *Security agencies* at Institute of Development Studies Kolkata. Details of specifications are given below.

Tender Details:-

1.	Date of Publication	3 rd March 2023
2.	Availability of Tender Document	Annexure A, B may be downloaded from the IDSK website- www.idsk.edu.in
3.	Tender Fees	Nil
4.	Last date and time of Submission of Technical Bid	13 th March 2023 till 5:00 PM
5.	Date and time of Opening of Technical Bid	14 th March 2023 at 1:00 PM
6.	Date and time of Opening of Financial Bid	14 th March 2023 at 3:30 PM

Terms and conditions:

1. Bids are to be submitted with a forwarding letter as in **Annexure A**
2. Only hard copies of Bids are to be submitted to the office of the IDSK between 12 noon to 4 PM on working days (Monday to Friday).
3. The Technical Bid shall comprise of self-attested photocopies of the following documents :-
 - a) Valid copy of Trade License (2022-23),
 - b) PAN Card,
 - c) Registration Certificate of GST,
 - d) Income Tax Return for last 2 years,
 - e) Year wise gross turn over for last 2 years,
 - f) Credential Certificate,
4. The financial Bid shall comprise of price including GST, total price, extent of discount, if any and to be submitted in **Annexure B (Separate Envelope)**
5. The technical Bid and the financial bid shall be submitted in two separate sealed envelopes with board heading mentioning the name of the item (Technical Bid or Financial Bid) and Tender No. on the envelope containing documents. The sealed envelopes of Technical Bid and Financial Bid should be submitted in a large sealed cover mentioning the Tender No. and be addressed to the **Director, Institute of Development Studies Kolkata, DD -27/D, Sector 1 Salt Lake C, Kolkata – 700 064.**
6. The Financial Bids of only those who have been found to be technically qualified will be opened.
7. The IDSK reserves the right to accept or reject any or all tenders without giving any reason whatsoever.


Director

Institute of Development Studies Kolkata
DD-27/D, Sector-1, Salt Lake, Kol-700 064

ANNEXURE - A

To
The Director,
Institute of Development Studies Kolkata,
Salt Lake Campus, Kolkata –700064.

T. No. IDSK/NIT/Security/23/02

Date: 3rd March 2023

I/We have read various conditions to tender and hereby agree to the said conditions. I/We also agree to keep this tender open for acceptance for a period of 15 days from the date fixed for opening the same.

Sl. No.	Description of work
1	Service of 04 Security Guards at Institute of Development Studies Kolkata

1. I/We hereby bind myself/ourselves to provide service as specified in the conditions of agreement. I/We also hereby agree to abide by the General conditions of agreement and to carry out the work according to the standard practice.
2. In case there is difference between figures and word in the quoted cost, the cost indicated in word will be taken as correct for consideration.

ANNEXURE - B

To
The Director,
Institute of Development Studies Kolkata,
Salt Lake Campus, Kolkata –700064.

Ref: T. No. IDSK/NIT/Security/23/02

Date: 3rd March 2023

FINANCIAL BID:-

1. Rate Each Personnel (Monthly) :
2. G.S.T :

3. Total (1+2) :