

Tender Notice No. IIITDMJ/Tender/2015-16/08/39 dt 28 Aug 2015

TENDER DOCUMENT FOR

Security Guards



PDPM
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN & MANUFACTURING JABALPUR
Dumna Airport Road, P.O. Khamaria, Jabalpur - 482005

Tender document

sold to: M/s. _____

Date of Issue of Tender Documents from 28/08/15 to 24/09/15 during working hours (on working days)

Date of Pre-bid conference: 16:00 hrs on 11/09/15

Last date for submission of tender : 24/09/15 at 15:00 hrs

Date and Time of opening of Technical Bids: 24/09/15 at 16:00 hrs

Contains total 09 pages. This tender document is not transferable

*- To be paid in the form of Demand Draft drawn in favour of PDPM- IIITDM Jabalpur

[Handwritten signatures and initials]

PDPM IITDM JABALPUR
Dumna Airport Road, P.O. Khamaria
Jabalpur-482005

TERMS AND CONDITIONS OF THE TENDER

(To be signed by the proprietor or authorized person on behalf of the proprietor as token of acceptance of the terms and conditions and submitted along with the tender form.)

1. TENDER IS REQUIRED TO BE SUBMITTED IN TWO PARTS IN TWO SEPARATE SEALED COVERS 'A' & 'B'.

(A) 1st COVER (ENVELOPE "A") SHOULD CONTAIN TECHNICAL DETAILS:-

(Envelope "A") should contain the following documents:

- i. Registration certificate of the company.
- ii. Labour license of at least 80 employees.
- iii. Registration with commissioner EPFO (Copy of certificate to be attached).
- iv. Service Tax Registration number (Copy of certificate to be attached).
- v. Experience Certificate(s) of deploying at least 80 employees for last three financial years.
- vi. Audited statement of turnover of Rs.2.0 Crore (Rupees Two Crore only) per annum for last three years on average basis.
- vii. Copy of PAN card and copies of IT Returns for the last three financial years.
- viii. Copy of the valid licence under Private Security Agencies Act 2005
- ix. Terms and Conditions of the tender duly signed and stamped on all the pages.
- x. The EMD of Rs.80,000/- (Rupees eighty thousand only) in the form of DD in favour of PDPM IITDM payable at Jabalpur should be enclosed in the Technical bid cover only. Technical bid received without EMD will summarily be rejected.
- xi. Tender fee of Rs.500/- (Rupees five hundred only) in the form of DD in favour of PDPM IITDM payable at Jabalpur should be enclosed in the Technical bid cover only. Technical bid received without Tender fee will summarily be rejected.









(B) 2nd COVER (ENVELOPE 'B') SHOULD CONTAIN PRICE BID DETAIL:-

- i. Second cover (ENVELOPE 'B') should contain price bid only. Price bids of only technically shortlisted firms shall be opened on pre-notified date, time & venue of the Institute for which, Institute shall send necessary information by post/email/fax etc.
 - ii. Services charges of the Agency must be quoted clearly in specified column for this purpose in percentage of total value of wages to be paid for employees deployed (on monthly basis).
 - iii. Services tax as applicable on the bill amount will be paid separately at the rate in force and need not be mentioned in the price bid. The agency will be required to submit to the Institute the details of payment of service tax to the appropriate body.
2. **REQUIREMENT:** The number (approximate) of Security personnel presently needed by the Institute:

(A)	Security Supervisors (Skilled)	03 Man days (man days/day)
(B)	Security Guards (Unarmed)	68 Man days (man days/day)
(C)	Security Guards (Ladies)	03 Man days (man days/day)
(D)	Armed Guards	05 Man days (man days/day)
(E)	Walkie-Talkie/Transmission sets	10 Nos (with 24 hrs. functioning)
(F)	SUV in good condition with driver	01 Nos (Duty vehicle to be used on need basis but the vehicle shall be made available at the Institute for 24 hrs.)

- Note: 1. One man day represents one person for one shift of 8 hours.
2. Requirement shown above is tentative and it may be increased or decreased as per need of the Institute.
3. The payment for above personal shall be made as per the minimum wages prescribed by the Govt. of India during the period under consideration.
3. The contractor shall deploy adequate number of personnel so as to cater the need of PDPM IIITDM, Jabalpur for round the clock service with provisions for reliever and adequate monitoring and supervision, alongwith with modern gadget, such as walkie-talkies/Mobile Phones.
4. If any personal is deployed by the agency beyond normal duty hrs. it will be liability of the contractor to make at its own, the payment of extra wages (as per rule) against overtime.



5. If there will be any need for regular extra Manday, the agency shall be informed for the same before 3 days and shall be required to provide the additional personal for which the required payment shall be done by the Institute.
6. No handicapped, medically or mentally unsound or minor (in terms of age) security guards shall be engaged by the contractor.
7. The contractor shall be responsible to ensure the following provisions against the security guards engaged by it:
 - i. Insurance benefits as per the labour laws governed by Appropriate Government and enforced from time to time.
 - ii. Bonus – As per the laws governed by Central Government against such type of labourers. [No extra payment shall be made against this liability of the contractor]
 - iii. The contractor shall abide with all labour laws enforced by the Central/ State Government from time to time in respect of medical expenses and amenities, accidental benefits, workman compensation, minimum wages, labour cess and other welfare measures and other statutory requirement as applicable.
8. The security agency (The Contractor) shall be liable to pay any penalty at its own for noncompliance of labour laws.
9. The contractor at its own cost will have to provide, all the guards and supervisors, 2 sets of uniforms of appropriate color as decided by the Institute (the colour shall be other than the Army Colour and style), with leather belt, caps, line yard, whistle, boot, torch, lathi, bhalla, register, Gun (for gunman) etc. as required by the security personnel, in consultation with the Institute authorities.
10. Proper log book for vehicle running shall be maintain and the same shall be required to be available at every time.
11. The contractor shall provide substitute guards/supervisors at the time of applicable leaves for the regular guards/supervisor.
12. Out of the prescribed running period of 1000 km. per month a running of 500 km. per month shall be utilize by the security supervisor of the contractor. Balance running of 500 km. per month shall be available to the Institute officials for making patrolling as and when demanded.
13. The vehicle shall be made available inside the Campus for 24 hrs. It shall be allowed to move out of the campus only with prior permission of Competent authority.
14. For Patrolling duty: - The agency would provide a vehicle (SUV)/ Scorpio/ Bolaro etc. for the purpose of night patrolling duty, guard checking regularly or any other emergency duty if needed. The Vehicle should be in good conditions with valid Registration, road tax paid and up to date insurance. The vehicle shall required to be available round the clock within the premises with a driver.





15. The driver deployed for this purpose would have valid driving license for LMV and have experience of minimum 05 Years in LMV (four wheelers). The payments for driver shall be ensured by the contractor by its own.
16. The maintenance charges of the vehicle and cost of the diesel/ petrol, lubricating & other oils including routine maintenance etc shall be borne by the agency.
17. The rate quoted for vehicle should be inclusive of the wages of drivers pro-rata basis for which a proper log book duly signed by the Security Officer will be maintained.
18. Performance of firm/contractor shall be continuously inspected and watched by PDPM- IIITDM officials deputed for the purpose. If at any time the performance of the firm/agency is not found satisfactory, the PDPM-IIITDM reserves the right to terminate the contract during its validity period without assigning any reason.
19. Successful contractor will have to sign an agreement with the Institute for such work with in stipulated period, failing which earnest money will be forfeited. All the tender documents shall be part of the agreement.
20. Documentary evidence from EPF/ESI/Service Tax Authorities will have to be submitted by contractor within 60 days of the commencement of the contract regarding enrolment and payment of relevant contribution against the personnel deployed by him, failing which shall automatically be terminated. All personnel will have valid ESI Card in their possession, which will also be required, provided by the contractor to all the personnel within 60 days of commencement of the contract.
21. The contractor shall be required to furnish every month to the Institute the details of EPF contributions against each employee deposited by it to the EPF department, failing which appropriate action as deemed fit shall be initiated against the agency.
22. The character and antecedent of each and every security personnel deployed in PDPM-IIITDM should undergo police verification. The agency will have to provide such police verification report in respect of each security personnel deployed on individual basis to PDPM-IIITDM. The list of all the security personnel alongwith their signature and recent photographs, present and permanent address must be submitted to the Institute before commencement of the contract. If a new personnel is engaged the same details will required to be provided to the Institute.
23. The security personnel deployed should be professionally trained, educated and sound in health, having good physique and preferably below 45 years of age. The ladies guards must be below 40 years age. They should be trained to handle and make best use of various types of firefighting and safety equipment's. They should also be able to perform personal bodyguard duties, VIP duties, Bank duties etc. The Security Supervisors would be required to perform patrolling duty every day in and around the campus of the Institute and the other places where the security guards are deployed and make observations on any breakage of boundary wall, unauthorized access of hawkers/ encroachment or any other undesired persons/animals entering into the campus. All these activities shall immediately be brought in to the notice of the Security Officer/ Security In charge.



24. The presently proposed duty points for security guards has been shown in the campus layout plan attached as Annexure-I. The duty points may be changed as per future requirements of the Institute.
25. A minimum of 25% of the guards/supervisors engaged by the agency has to be ex-servicemen and they would be required to hold the key duty points as decided by the Institute.
26. The contractor shall arrange ceremonial parades on 26th January and 15th August in the Institute premises (including Halls of Residence) through the Security personnel deployed at PDPM-IIITDM, Jabalpur at no additional cost. The contractor should also ensure patrolling duty in the academic/ hostel /residential areas as and when required at no extra cost.
27. PDPM-IIITDM Jabalpur will provide barrack type accommodation to the security personnel subjected to payment of Rs 3000/- (Rupees three thousand only) per month as license fees and Rs 300/- (Rupees three hundred only) per month as water charge and Electricity charges, for whole barrack. The barrack can be given as per availability.
28. A formal agreement with the security agency shall be made and the same will be valid for a period of one year. On completion of the contract period of one year the period of contract shall be increased for another one year on the basis of a report from a committee constituted for assigning the performance of the agency a supplementary agreement shall be made for this purpose. However the extension for contract period shall be given for a, maximum period of 5 years.
29. The contract agency will have to submit Bank guarantee/ FDR of Rs. 2, 00,000/- (Rupees Two Lakhs Only) as performance guarantee before commencement of the contract and having validity for the entire period of contract. The same shall be return to the agency at the end of contract period. Any dues against the contractor shall be adjusted against the bank guarantee.
30. The contract agency will raise bill every month the bill on due date for payment of wages to the security personnel engaged during the preceding month and in accordance with the prescribed minimum wages as per Govt. of Madhya Pradesh/ Central Government as applicable during the period under consideration including all other dues under various labour regulations and other statutory provisions.
31. For attendance biometric hardware and software will be provided by the Institute and printout of the same should be submitted with monthly bill.
32. Overtime will be paid only for those employees whose work is verified by concern offices for whom order has been given by the Institute.
33. In case of any theft or loss of property of the PDPM-IIITM Jabalpur for the areas covered under Security contract, the responsibility will be fixed on the contractor and 75% of the cost as liquidated damages will be recovered from the contractor.



34. The contractor shall be abide other terms and conditions, besides as given above as per the orders of the competent authority.
35. The successful tenderer will submit within a month valid licenses regarding engagement of security personnel for watch & ward of the Institute properties from the Regional Labour Commissioner, Ministry of Labour, Govt. of India, Jabalpur.
36. The tenderer shall ensure by producing valid document that they are registered under the contract labour (Regulation & Abolition) Act 1970 and as amended thereafter.
37. Statutory deductions will be made at source from all monthly bills as per the prevailing rules.
38. The contractor would comply with all statutory requirements such as labour license, Insurance, Income tax deductions etc.
39. The Institute reserves the right to accept or reject any or all tenders without assigning any reason.
40. On the written notice of the agency to the Institute alongwith necessary documentary support, the rates for a man-day shall be revised in accordance with the changes/modification declared by the competent authorities in respect of minimum wages applicable in the vicinity.
41. Rates quoted by the agencies must be inclusive of all taxes excluding service tax as needed to fulfill all the above requirements. No extra payment shall be applicable.
42. The agency should have a valid license under Private Security Agencies Act 2005/DGR.
43. Quarterly review of the work will be done by a review committee.
44. The entries in price bid should be made only at the specified place. The entries made elsewhere shall not be entertained and the bid shall be liable to be rejected.
45. No bidder shall give service charge as zero percent (0%) in Price bid. Noncompliance of the same will to rejection of the tender document by the authorities of Institute.
46. All supporting documents must be submitted along with technical bids & copies should be legible otherwise tender will be summarily rejected.
47. The bid should be submitted in sealed covers and super scribed:-

“Tender Notice No _____ dated _____”
and should be Sent to the Registrar PDPM IIITDMJ, Dumana Airport Road, Post-Khamaria, Distt – Jabalpur (MP)-482005.

The block contains several handwritten signatures in blue ink. On the left, there is a signature that appears to be 'S. K. Singh'. In the center, there is a signature that looks like 'Y. S. K.'. On the right, there are two more signatures, one that looks like 'A. K. Singh' and another that looks like 'A. K. Singh'.

TENDER FOR SECURITY SERVICES

TECHNICAL BID

Sub: Tender for "SECURITY GUARDS"

1. Name of the Tenderer/ Firm: _____
2. Registered Address (with Tel & Mob No.): _____

3. Nature of the Firm: _____
Sole proprietor or Partnership firm or a Company or a Government.
Department or a Public Sector Organization (Attach proof).
4. Registration Number of the Firm: _____
(Attested photocopy of registration should be attached)
5. PAN Number of the Firm: _____
(Attested copy should be attached)
6. Service Tax Registration No. _____
(Audited copy to be attached)
7. Earnest money / demand draft No _____ dated _____ from
Bank Name _____ Amounting to Rs _____ as earnest money
deposit.
8. Annual turnover of firm _____ (attach proof).
(It should be 2 crores on average basis for last 3 financial years & copies to be attached
duly signed by Chartered Accountant)
F.Y 2013-14 -----
F.Y 2012-13 -----
F.Y 2011-12 -----
9. Income Tax Returns filed for last three financial years. (Attach self-attested copies)
10. Labour Licence, EPF/ESIC (Attach self-attested copies).
11. Copy of the valid licence under Private Security Agencies Act 2005.
12. Whether each page of Tender documents have been signed and stamped. Yes/ No.
13. Experience (certificates to be attached for last three FY).
14. Any other information important in the opinion of the tenderer.

Dated: -----

(Seal & Signature of tenderer)



TENDER FOR SECURITY SERVICES

PRICE BID

Note:

1. Wages per day will be paid as per the minimum Wages Act of Central Government India.
2. Financial bid will be finalised on the basis of 1. Service charge quoted in percentage (%). + 2 (i) Rate of vehicle for one month (run up to 1000 km) + 3 Monthly charges of Walkie-Talkie.
3. Service charge quoted in percentage will be converted to Indian Rupees by taking into account requirement shown in para 2. REQUIREMENT of the tender document at rates of minimum wages in force as on last date of submission of tender document.
4. Rates for vehicle 2 (ii) Extra charges per km beyond 1000kms) will not be taken on account while finalising price bid.
5. Services tax as applicable on the bill amount will be paid at the rate in force and need not be mentioned in the price bid.
6. Rates are to be quoted in table given below:

S.N.	Particulars	Rate
1	Service Charge of the agency as % of total of wages per month.	
2	Rate of vehicle:- (i) Rate of Vehicle including drivers available round the clock for one Month (including diesel/ petrol and Maintenance) for monthly run upto 1000 Kms. (ii) Extra Charge per km beyond 1000 Kms	
3	Monthly Charges for Walkie Talkie/Transmission Sets (total 10 Sets)	

Seal & Signature of proprietor/Authorized person

Name:

Designation:

