

G B PANT SOCIAL SCIENCE INSTITUTE

(A Constituent Institute of the Central University of Allahabad)

THE DETAILED NOTICE INVITING TENDER FOR PROVIDING TRAINED SECURITY GUARDS/PERSONNELS ROUND THE CLOCK TO G.B. PANT SOCIAL SCIENCE INSTITUTE, ALLAHABAD THROUGH SERVICE PROVIDER BY OUTSOURCING.

NOTICE INVITING TENDER

NIT No.	: 1/2011
Name of the work	: Supply of Trained Security Guards And other Workers
Earnest Money Deposit	: Rs. 1.00 Lacs (in Indian Rupees)
Contract Period (Expected)	: Two years from the date of engagement
Last date & time of submission of tender documents	: 19-09-2011, 5:00 PM
Date and Time for opening of Technical and Financial Bid	: 20-09-2011, 11:00 AM onwards
Address for submission of Tender	: Administrative Officer G.B. Pant Social Science Institute Jhusi Allahabad - 211019
Place of opening of the Tender	: Committee Room G.B. Pant Social Science Institute Jhusi Allahabad - 211019

Cost of Tender Document: The Bid documents including "**Technical Bid**", "**Price Bid**" and "**General Conditions**" of contract can be obtained from the G.B. Pant Social Science Institute, Jhusi, Allahabad, from 26-08-2011 to 19-09-2011, on all working days from 10:00 AM to 3:00 PM, on submission of written application by depositing a demand draft for Rs. 1000/- (Rupees One Thousand only) in favour of Administrative Officer, G.B. Pant Social Science Institute, payable at Allahabad, Uttar Pradesh. If tender form is required by post, the demand draft should be for Rs. 1100/- (Rupees one thousand one hundred only). Those bidders who download the tender form from the website should enclose a demand draft of Rs. 1000/- (Rupees One Thousand only) alongwith Technical Bid.

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Submission of Tender (Part – A)

1. **Submission of Tender:** Tenders should be submitted in sealed envelopes in two parts separately i.e. "Technical bid" (Part-A) and "Price bid" (Part-B). Both the parts should be further sealed in an envelope superscribing NIT No. & Name of the work, due date for opening, bidders name and address. The tender duly filled in may be sent to the above mentioned address either by post or hand delivered. No tender shall be accepted later than the specified time schedule.
2. **Validity of Tender:** Tender shall be valid for our acceptance without any change in rates for 90 days.
3. **Technical Bid (Part-A):** In this bid, the bidder should submit his company profile, organization set up credentials, copies of work orders successfully executed during the last three years, copy of audited annual account of last three years, copy of income-tax clearance certificate and Earnest Money Draft. No deviations in respect of NIT conditions are acceptable. The bidders are required to attach entire NIT (except for the price bid part) duly signed & stamped as token of the acceptance to the NIT conditions with this bid. The following specific conditions are essential for prequalification:-
 - (i) Earnest Money Deposit
 - (ii) A copy of one single work order having value of Rs. 25.00 lakh per year along with other orders executed during the last three years. (Exclusively in the domain of security services)
 - (iii) Copy of audited annual account of years 2009-10, 2008-09 and 2007-08.
 - (iv) Copy of Income-Tax filing certificates for the assessment years 2010-11, 2009-10 and 2008-09.
 - (v) Service –Tax clearance certificates (Latest Receipt Must be enclosed)
 - (vi) Registration of firm with Uttar Pradesh State Administration under the shops & Establishment Act.
 - (vii) Labour license for engaging manpower (From Labour Commissioner)
 - (viii) Registration with ESI

- (ix) Certificate for satisfactory completion of previous work (Mandatory)
 - (x) Proof of Training for Security Personnel (Certificate must be enclosed)

 - (ix) Registration with EPFO
 - (x) Entire NIT (except price bid) duly signed & stamped by the bidder
 - (xi) The preference may be given to the Agency which is willing to provide the services of Ex – Servicemen (Military & Para Military)

 - (xii) Any technical deviations/suggestion should be attached
4. **Earnest Money Deposit (EMD):** An EMD of Rs. 1.00 Lacs (Rupees One lakh) has to be enclosed alongwith the technical bid (Part-A). The EMD shall be only in the form of Bank Draft payable to the "Administrative Officer, G.B. Pant Social Science Institute", payable at Allahabad. No Cheques/Cash shall be accepted as EMD. EMD of technically disqualified bidders will be returned within one month from the date of evaluation of the technical bids. The refund of EMD to the lowest 4th bidders onwards shall be made within 15 days from the date of opening for price bid. The refund of EMD of the first three lowest bidders shall be made after award of the work and site mobilization by the successful bidder. For successful bidder this amount will be adjusted in security deposit.
5. **Price Bid (Part-B) :** In this bid, the bidder is required to quote his rates/prices for the works mentioned in the scope of work & technical specifications. The rates/price should be inclusive of all wages, service charges, Government duties, service taxes etc. upto G.B. Pant Social Science, Allahabad site basis. It is mandatory on bidder to quote all rate as asked for failure to adhere to this condition will lead to rejection of tender. The bidders & stamped on unconditional rates, neatly written without any over writing and duly signed & stamped on all pages.
6. **Escalation:** No escalation shall be paid to the contractor on his over head and other charges except for revision of Minimum Wages. For minimum wages/statutory payments as notified by the appropriate government authorities, the same shall be paid/charged appropriately. The agency will submit the break up of rates in the price bid so that any increased in minimum wages can accordingly be approved, except service and other charges.
7. **Scope of work:** Detailed scope of works, terms and conditions, specifications etc., are enclosed with this NIT as per Annexure - I.
8. **Deviation:** No deviation from the stipulated Terms and Condition will be allowed tender will be unconditional.

9. **Site Condition:** Firm/Agency/Contractor shall acquaint itself/himself/herself fully with the site conditions and working environment of G.B. Pant Social Science Institute, Allahabad before quoting his rates. No request for compensation on account of any site difficulties shall be entertained.
10. **Correspondence:** All the correspondence in respect of tender shall be made in sealed envelope (with NIT no.) to The Administrative Officer, G.B. Pant Social Science Institute, Jhusi, Allahabad, 211019, Uttar Pradesh.
11. **Tender Document:** The tender document shall clearly be filled/written with the same pen and ink. Erasing and over writing is not allowed. Unavoidable correction, if any should be initialed by the bidder, no fluid/whitener should be used. In the event of a tender being submitted by the Agency/Company, it must be signed by an authorized signatory.
12. **Payment Terms:** The G.B. Pant Social Science Institute, Allahabad will make payment on the basis of successful bidder's quoted/negotiated rates, i.e. wages of **Security Guards and other Workers** inclusive of service charge and tax etc. on successful completion of each completed month, subject to verification of invoice by Director, G.B. Pant Social Science Institute or any authorized officer/staff who may at their discretion effect deduction for non-performance of delayed/improper and absent from work. The payments will always be made by Account Payee cheque after deduction of taxes and other dues as applicable.
13. **Performance Security:** On the award of work, the Firm/Agency/contractor will be required to furnish a Bank Guarantee/F.D. of Rs. 2.00 Lakh (Rupees Two lakh) for his performance security valid for ninety days beyond the entire contract period.
14. **Labour Laws:** The Firm/Agency/Contractor will abide by all the rules and regulations related to labour laws, accident, workmen compensation act, workmen insurance, ESIPF and other orders/rules etc., issued by Government of India from time to time; this will be the sole responsibility of the Firm/Agency/contractor. The G.B. Pant Social Science Institute, Allahabad will not be a party at any stage in any of the disputes relating to the above. In case any liability arises due to non-conformance by the contractor, under no circumstances G.B. Pant Social Science Institute, Allahabad will be liable for the same. The provisions contained in the Minimum Wages Act and other legislation relating to the nature of work should be extended to the workers deployed by the Contractor. **The Contractor shall not pay less than the minimum wages prescribed by the Central Government from time to time.**
15. Rules governing the Firm/Agency/Contractor employees working in G.B. Pant Social Science Institute, Allahabad premises: The Firm/Agency/contractor's employees working inside the campus will abide by the condition which is furnished in the Annexure. Any damage to the G.B. Pant Social Science Institute, Allahabad property due to mishandling, carelessness on the

- Firm/Agency/Contractor of his workmen's part will be recoverable from the Firm/Agency/Contractor's bill.
16. Firm/Agency/Contractor should depute qualified supervisors dedicated for this site, who will co-ordinate work execution activities and interact with the representative/officials/officers of G.B. Pant Social Science Institute, Allahabad responsible for supervision of work.
 17. All the persons deployed at G.B. Pant Social Science Institute, Allahabad site will have to carry valid gate-passes, which will be only issued by the contractor. Any negligence on their part will attract immediate removal from site.
 18. The Firm/Agency/contractor will provide for all necessary materials i.e. Guns & Sticks etc., needed for execution of the work. No extra charges will be paid for the same.
 19. All the employees of the contractor will have to be covered under ESI against any personal accident and G.B. Pant Social Science Institute, Allahabad will not be liable for payment of any compensation on that account.
 20. During execution of work, the contractor should follow all standard norms of safety measures/precautions to avoid accidents/damages to man, machines and building. Any non-adherence of the clause, suitable fines, as decided by the Competent Authority of the G.B. Pant Social Science Institute, Allahabad shall be imposed.
 21. The successful bidder will be expected to mobilize the manpower for deployment at the work place with in a month after receiving the work – order. Manpower deployed by the contractor at G.B. Pant Social Science Institute, Allahabad site for carrying out contracted works is strictly prohibited being associated with any other works in the campus.
 22. No material belonging to the contractor whether consumable or non-consumable should be brought inside the campus without proper entry at the main gate nor any material should be taken out without proper gate pass issued by the Competent Authority of G.B. Pant Social Science Institute, Allahabad.
 23. Tender once submitted will remain with the G.B. Pant Social Science Institute, Allahabad and will not be returned to the bidders.
 24. G.B. Pant Social Science Institute, Allahabad reserves the right to reject any or all the tenders in full or in part without assigning any reasons what-so-ever, and the decision of the Competent Authority of G.B. Pant Social Science Institute, Allahabad in this regard will be binding all the bidders. Tenders not complying with any of the provisions stated in this tender document are liable to be rejected.

25. **Important:** Bidders must sign with their Company/Agency's seal on each page of the tender in token of acceptance of all the terms and conditions mentioned therein.
26. **Termination of contract:** Competent Authority reserves the right to terminate the contract and impose penalty as deemed fit by the Competent Authority, on account of non-satisfactory services, failure to mobilize site within 10 days, non-compliance of set norms/orders, violation of any contract provisions by the Firm/Agency/Contractor. The decision of the Competent Authority shall be final and binding on the Firm/Agency/Contractor.

The contract can also be terminated at the request of the Firm/Agency/Contractor in such case the contractor is liable to pay the Liquidated damages @ 5% of tendered value besides performance security deposit.

27. **Arbitration:** Any dispute arising between the Institute and the Contractor/ Agency shall be resolved by an Arbitrator appointed by the Director of the G.B. Pant Social Science Institute, Allahabad.
28. The Firm/Agency/Contractor must agree to indemnify, keep indemnified, defend and hold harmless the G.B. Pant Social Science Institute, Allahabad and their representative(s), assign, and agents from and against all costs, expenses, liabilities, losses, damages, claims, demands, proceedings or legal costs which the G.B. Pant Social Science Institute, Allahabad suffers as result of a breach by the Firm/Agency/Contractor, its representatives, assigns or agents of any of the enforceable terms of this tender.
29. The contractor has to get signed the agreement (Annexure – 2) with the Authority of G.B. Pant Social Science Institute, Allahabad before taking up the work in the Institute.

Any dispute arising out of this contract will be subjected to jurisdiction of District of Allahabad.

(ACCEPTED)

Signature of Bidder

Note: - Entire NIT (except price bid) is to be attached with "Technical bid (part-A)" duly signed & stamped by the bidder

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SCOPES/CONDITIONS OF THE CONTRACT

- (1) Safeguarding & Protecting moveable & immovable properties of G.B. Pant Social Science Institute, Allahabad (hereafter, called 'Institute'), from damage, destruction, theft and fire.
- (2) Frisking, checking of visitors/students at entry and exit points/gates of the Institute.
- (3) Handling the crowds of the students etc.
- (4) Maintaining and ensuring peace in the campuses of the Institute.
- (5) Providing Security cover to the authorities/officers of the G.B. Pant Social Science Institute, Allahabad.
- (6) Keeping a constant vigil round the clock through out the campuses of G.B. Pant Social Science Institute, Allahabad through mobile squads equipped with latest technology & gadgets and arms etc.
- (7) Helping faculties of G.B. Pant Social Science Institute, Allahabad for conducting classes & examination while ensuring peaceful & conducive environment.
- (8) The contract shall be valid for a period of not more than three years (36 months) from the date of engagement of Security Guards and other Workers as per the Work Order. The Firm/Agency/Contractor should supply required security guards (Male only). Rate should be quoted for Security Guards and other Workers separately.
- (9) Payment to the Firm/Agency/Contractor will be made every month after successful completion of the work, as certified by the Security officer or any other authorised officer/official of the G.B. Pant Social Science Institute, Allahabad.
- (10) The Security Guards and other Workers should wear uniform along with identity card/badge, while on duty and the uniform and identity card/badge should be supplied by the Contractor/Agency.
- (11) The contract security guards should attend their duties daily and their duty timings will be as per the duty roster.

- (12) The Contractor should provide Guns, Sticks and other equipments etc. required for security guards for carrying out their duties.
- (13) Full payment will be made only based on the proper attendance for work. The Institute has the right to make any deduction in payment and to stop the full payment for the improper attendance for work.
- (14) The Firm/Agency/Contractor is responsible for any damage or theft caused by the contract Security Guards and other Workers engaged by him and the cost of the same will be deducted from the bills of the Firm/Agency/Contractor.
- (15) Tax: All statutory taxes should be borne by the Firm/Agency/contractor only.
- (16) Service Tax, EPF, ESIC will be paid only on production of documentary proof of payment to the required agencies in the previous month.

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PRICE SCHEDULE (PART – B)

Sl. No.	Description of job/ service contract	Man power to be deployed	Wage Rate*	Service charges
1	Security Supervisor	1		
2	Security Gun Man	4		
3	Security Guards without Gun	10		
4	Driver	2		
5	Office Helper	4		
8	Gardener	5		

* **The Contractor shall not pay less than the minimum wages prescribed by the Central Government from time to time.**

Signature:
Name & Address of
The firm/Security Agency

Telephone:

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THIS AGREEMENT made thisday of.....(two thousand.....) Between the Director, G.B. Pant Social Science Institute, Allahabad (herein after called the 'Institute' which expression shall unless excluded by or repugnant to the context be deemed to include the successors in office) on the one Part and

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.....(hereinafter called the 'CONTRACTOR' which expression shall unless excluded by or repugnant to the context be deemed to include his hires executors administrators representatives and assigns or successors in office) on the other part. WHEREAS the Director, G.B. Pant Social Science Institute, Allahabad is desirous of executing the work comprising.

.....
.....

..... WHEREAS the contractor has offered to execute, complete and maintain such works and whereas the Institute has accepted the tender of the contractor and WHEREAS the contractor has furnished a sum of Rs.....(Rupees.....only) as Performance Security as per para 13 of the memorandum (Work Order) and the Earnest Money Deposit (EMD) as per para 4 of the General conditions of the contract will be collected by deductions from the running bill at the rates mentioned therein for due fulfilment of all the conditions of this contract.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the conditions of contract herein referred to.
2. The following documents shall be deemed to form and be read and construed as part of this agreement viz. a) Memorandum (work order) b) General conditions of contract c) Scopes & conditions of contract d) Price Schedule. e) Notice Inviting Tender.
3. The contractor hereby covenants with the G.B. Pant Social Science Institute, Allahabad to commence complete and maintain the 'works' in conformity in all respects with the provision of the agreement.

4. The Director, G.B. Pant Social Science Institute, Allahabad hereby covenants to pay the contractor in consideration of such commencement, completion and maintenance of the works the "contract price" at the time and in the manner prescribed by the contract. IN WITNESS WHEREOF the parties here into have set their hands and seals the day and year first written. The Common Seal of the G.B. Pant Social Science Institute, Allahabad was hereinto affixed and the Director, G.B. Pant Social Science Institute, Allahabad thereof has set his hand in the presence of signed and sealed by the contractor in the presence of (Witness with address).

(Authorised Signatory)
With seal

(Director)

(1) Name of Witness
Address –

(1) Name of Witness
Address –

(2) Name of Witness
Address -

(2) Name of Witness
Address -