

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.





