

GOVT.COLLEGE OF ENGINEERING,AURANGABAD
STATION ROAD,OSMANPURA ,AURANGABAD-431005



TENDER APPLICATION
CONTRACT FOR SECURITY SERVICES

Venue : Hostel Office 'A'

Last date :15/10/2016 upto 5.00pm

Tender Application Fee : Rs.5000/-

Earnest Money Deposit (EMD) : Rs.25000/-



Government College of Engineering
Station Road, Osmanpura, Aurangabad – 431 005
[An Autonomous Institute of Government of Maharashtra]
Phone : (0240) 2366101 Fax : (0240) 2332835 Web – <http://www.geca.ac.in>

TENDER DOCUMENT FOR CONTRACT FOR SECURITY SERVICES AT GOVT. COLLEGE OF ENGINEERING AURANGABAD

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|--------------------------------------|---|
| DURATION OF SALE OF TENDER DOCUMENT | : 30/09/2016 to 15/10/2016 |
| PRE- BID MEETING | : On Dt.05/10/2016 ,Time : 4.00pm Seminar Hall Dept. Electrical Engineering |
| BID SUBMSSION(last Date) | : Dt.15/10/2016 upto 5.00 pm |
| BID OPENING | : Dt.18/10/2016,Time : 4.00 pm . Seminar Hall Dept. Electrical Engineering |
| TENDER DOCUMENT FEE (Non-refundable) | : Rs.5000/- |
| Earnest Money Deposit (EMD) | : Rs.25000/- |

General Instructions to Tenderers

1. Pre-bid Meeting and Clarifications:

A pre-bid meeting shall be held in the office of the Tender Inviting Authority, to clarify any query of Tenderers regarding terms and conditions and scope of work. Attending pre-bid meeting is not mandatory.

2. Eligibility Criteria

- (a) Tenderers should be registered agencies registered under Indian Registration Act 1908 / Indian Partnership Act 1932/ Companies Act 1956, providing similar kind of services for three years during the latest last five financial years (i.e. providing security services through Ex-servicemen/ Civil Guards) in Large Educational/ Research Institutions, Universities run by Central Government/ State Government Departments, Public or Private Sector Companies/ Undertakings, Autonomous Bodies.
- (b) The bidder must have a valid (as on bid submission date) license for security services of the private security agencies (Regulation) Act, 2005 and as amended/revised by State Government Security Agency Regulation.
- (c) The Tenderer must have achieved minimum average annual turnover of **Rs. 75 lakh** during latest three completed financial years and should be profit making.
- (d) The Tenderer should be registered for Income tax, Service tax and EPF
- (e) The Tenderer should be registered under Contract Labour (Regulation and Abolition) Act, 1970 and should be valid at the time of bid submission date.
- (f) The Tenderer should not be debarred either by the Tender Inviting Authority or by any State Government or by Government of India.

3. Qualification Criteria

- (a) The Tenderer should have minimum three years' experience in doing similar nature of work and have successfully completed the same. In support of this, tenderer should submit the copy of such work orders along with satisfactory completion certificates issued from at least three clients.
- (b) The Tenderer should have successfully completed at least one similar work of deploying 25 security personnel or more at a single location from any reputed large Hospital/Educational/ Research Institutions, Universities/hospitals run by Central Government/ State Government Departments, Public or Private Sector Companies/ Undertakings, Autonomous Bodies in last three years.
- (c) The Tenderer should have sufficient employees on its rolls specifically trained for Security work. Full list of the employees, viz., name, age, employee code, designation, experience in the field of Security, PF, ESI deduction and details etc. should be attached with the Technical Bid. Tenderer should also submit details of the health and safety measures which the tenderer has taken for his workers. The Tenderer should submit proof of ESI and EPF deduction & deposit to relevant authorities during last three financial years.

4. Documents required in support of eligibility and Qualification:

The Tenderer should submit the following documents along with Technical Bid:

- (a) The copy of Firm's Registration / Incorporation Certificate with relevant authority in India.
- (b) Self-attested copy of valid license for security services of the private security agencies (Regulation) Act, 2005.
- (c) Self-attested copy of valid registration certificate under Contract Labour (Regulation and Abolition) Act, 1970.

- (d) Statement of average annual turnover of latest last three years, in support of eligibility criteria mentioned above, from a registered practicing Chartered Accountant.
- (e) Audited Balance Sheet along with Profit & Loss Statement of latest three financial years.
- (f) EMD of required amount in terms of Demand Draft
- (g) Sales Tax/service tax and Income Tax clearance certificate of last financial year.
- (h) Self-attested copy of Service tax registration certificate, Employee Provident Fund (EPF) and PAN card.
- (i) Self-attested copies of work Orders and Client's Satisfactory Certificates in support of qualification criteria given in Para 3 above.
- (j) Declaration for not having been blacklisted by any Tender Inviting Authority or by any State Government or by Government of India.
- (k) Information about court cases pending
- (l) Information about number of court cases disposed and furnished there of if any
- (m) Number of court cases related to labour court

5. Sale of Tender Document:

- (a) The complete set of tender documents may be purchased within the prescribed time by interested Tenderers on the submission of a written application to the Principal, Govt. College of Engineering, Aurangabad and upon payment of a nonrefundable fee of Rs.5000 (Rupees Five Thousand only) in the form of Demand Draft drawn in favor of Principal, Govt. College of Engineering, Aurangabad payable at Aurangabad
- (b) The Tender document can also be downloaded from the website <http://www.geca.ac.in> In such case, the Tenderers must enclose cost of bid document mentioned above in form of Demand draft along with its Technical Bid. Tenders found without tender fee shall be rejected

6. Bid Security / Earnest Money Deposit (EMD):

- (a) The Tenderer is required to submit Earnest Money Deposit (EMD) of Rs.25000/-. The EMD should be in the form of Demand Draft issued from any Nationalized Bank / Scheduled Bank drawn in favour of Principal ,Govt. College of Engineering, Aurangabad payable at Aurangabad
- (b) The Tenders found without EMD as above, shall be summarily rejected.
- (c) The earnest money shall be refunded to the unsuccessful tenderer after finalization of the contract. It shall be refunded to the successful tenderer on receipt of the performance security deposit.
- (d) No interest shall be paid on the EMD.

7. Bid Price:

- (a) The tender prices should be in Indian Rupee.
- (b) The tenderer shall quote for all work i.e. mentioned in Scope of Work, failing which the bid shall be considered non responsive.
- (c) Tenderers should submit all the details of bid prices as per format given in **Annexure-E**.
- (d) The remuneration for Security staff should not be less than prevailing labour rates as notified by Govt. of Maharashtra at the time of bid submission. The bids found quoting less than the said rates shall be rejected summarily.
- (e) At any point of time, during contract period, the remuneration paid to the Security staff shall not be less than the statutory notified labour rates. If it becomes so due to revision in rates as notified

by the Govt. of Maharashtra, the contract amount shall be revised to the extent of increase in labour rates by the Contracting Authority.

8. Preparation and Submission of Tender:

- (a) Tenders are to be submitted as per two bid system i.e.- Technical Bid and Financial Bid.
- (b) The Tender should be typewritten and every correction and interlineations in the bid should be attested with full signature by the tenderer, failing which the bid will be treated as ineligible. Corrections done with correction fluid should also be duly attested.
- (c) All documents/papers should be numbered, signed and sealed by the Tenderer on each page.
- (d) Technical Bid should also contain Tender Form as per **Annexure-C**, Declaration Form (**Annexure- D**), Manpower Details, Performance Statement, Details of Staff available with the Agency.
- (e) Financial Bid should only contain the Price Schedule duly filled as per format given in **Annexure-E** No overwriting, corrections, interlineations etc. are permitted in the Financial Bid. If found, bid shall liable to be rejected.
- (f) The rates should be quoted for the services to be provided as per instructions given in the tender document.
- (g) Both the bids (Technical and Financial) separately sealed in envelopes super-scribing as **Technical Bid and Financial Bid**, respectively. Both the sealed envelopes should be put in a third sealed envelope and should be super scribed as “**Tender for Security Services at Government College of Engineering, Aurangabad**”
- (h) Sealed Tenders should be addressed and submitted to **Principal, Government College of Engineering, Aurangabad. Station Road, Aurangabad- 431005**
- (i) Tender submitted or received after the closing date and time will not be considered and shall be returned to the Tenderer unopened.

9. Opening of Tenders:

- a) The Tenders shall be opened at the scheduled date, time and venue by the committee constituted by the Principal, Government College of Engineering, Aurangabad. The Tenderer or Tenderers' representative may attend the Tender opening
- b) During the tender opening as above, the envelopes containing Technical Bid shall be opened. The envelopes containing Financial Bid shall be signed by all committee members and kept unopened for opening at later date.
- c) The date and time of opening of Financial Bid shall be informed to all such Tenderers who qualify in technical evaluation. The tenderer's representative may choose to attend the opening of Financial Bid.

10. Evaluation of Tenders:

- (a) The committee constituted by Principal, Government College of Engineering, Aurangabad shall evaluate the Technical Bids with reference to technical requirements and various other commercial criteria given in the Tender Document.
- (b) The Tenderer whose Technical bids are qualified shall be further considered for opening and evaluation of financial bids.
- (c) The award of tender shall be based on the service charges evaluated and decided by a committee formed by the Institution.
- (d) The tenderer whose quoted service charge are nearest to the evaluated service charge will be awarded the Tender (Part B of **Annexure E**)

11. Performance Security Deposit and Award of Contract:

- (a) On being informed about the acceptance of the Tender and before signing the agreement, the successful Tenderer shall deposit, within 15 days from the date of acceptance of tender, performance security amount, **Rs.5 lakh**, in the form of unconditional irrevocable Bank Guarantee (as per format given in **Annexure-F**) pledged to Principal, Government College of Engineering, Aurangabad valid for 24 months from the date of signing of the agreement.
- (b) The successful Tenderer shall execute an agreement on a non- judicial stamp paper of value of Rs.100/- (stamp duty to be paid by the tenderer) within 15 days from the date of the intimation from Institution informing that his tender has been accepted.
- (c) If the successful Tenderer fails to execute the agreement and / or to deposit the required security deposit within the specified time or withdraw his tender, after the intimation of acceptance of his tender has been sent to him or owing to any other reasons, he is unable to undertake the contract, his contract will be cancelled and the EMD deposited by him along with the tender shall stand forfeited by the Institute.

12. Effectiveness and Duration of Contract

The contract shall come into effect on the date of signing by both the parties. The contract shall be valid for a period of 24 (twenty four) months from the date of commencement of services. The contract can be extended for a maximum duration of 12 months on the same terms and conditions.

13. Commencement of Services

The Service Provider should commence the security services within 30 days of signing of contract or any other date mutually agreed by both the parties, however the same can be further extended with the mutual consent of both the parties.

Section-II

General Conditions of Contract

- 1) Contractor shall give preference in selection of security staff who are already working in the educational institute (which are entrusted to the contractor) on contract, in case such staff agree to work on the terms & conditions laid down by the Contractor.
- 2) The security personnel provided shall be the employees of the Contractor and all statutory liabilities will be paid by the contractor such as ESI, PF, Workmen's Compensation Act, etc. The security persons deployed by the contractor should be properly trained, have requisite experience and having the skills for carrying out a wide variety of Security and firefighting services using appropriate materials and tools/equipment.
- 3) The contractor should ensure the Health and Safety measures of the employees, deputed for the works at his end. The contracting authority may also conduct health checkup of the staff deployed at regular intervals at the contractor cost if required.
- 4) The security agency shall employ minimum 10 % manpower from the category of Ex-Servicemen. The contractor shall provide satisfactory proof of Ex-Servicemen status of the Security Guards before their deployment in the institute. The security agency shall not employ any person below the age of 18 yrs. and above the age of 50 years. Employment of child labour will lead to the termination of the contract.
- 5) The Contractor shall ensure to provide civilian female security guards if required.
- 6) If the Contractor is a Registered Company / partnership of two or more persons, all such persons shall be jointly and severally liable to the institute for the fulfillment of the terms of the contract. Such persons shall designate one of them to act as authorized signatory with authority to sign. The Company / partnership shall not be altered without the approval of the institute.
- 7) The contractor shall engage only such workers, whose antecedents and health have been thoroughly verified, including character and police verification and other formalities. The contractor shall be fully responsible for the conduct of his staff.
- 8) The contractor at all times should indemnify contracting Authority against all claims, damages or compensation under the provisions of payment of wages Act, 1936; Minimum Wages Act, 1948; Employer's Liability Act 1938 the Workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961 or any modification thereof or any other law relating thereof and rules made hereunder from time to time. The institute will not own any responsibility in this regard. Payment of minimum wages, notified by the government, shall be ensured all the time.
- 9) The Security staff deployed through contractor in the institute shall not claim any benefit, compensation, absorption or regularization of their services in the govt. establishment either under the provision of Industrial Disputes Act., 1947 or Contract Labour (Regulation & Abolition) Act, 1970. The contractor should have to obtain an undertaking from the deployed persons to the effect that the deployed person is the employee of the contractor (agency) and shall submits the said undertaking to the Contracting Authority. In the event of any litigation on the status of the deployed persons, the head of institute shall not be a necessary parties, however, in any event, either the deployed persons or to the order of the Court, The Institute is made necessary parties in dispute to adjudicate the matter, the contractor has to reimburse the expenditure that would have been borne by the institute.
- 10) The Security staff deployed by the contractor shall not divulge or disclose any details of office, operational process, technical know-how, security arrangement, administrative/ organizational matters to any third person, as all of that are confidential and secret in nature. In the event of being found that the official secrecy has been disclosed and for the purpose of security arrangement and or for other purpose, it is desirable to remove the said person on recommendation of institute authority, the contractor shall bound to remove the said person immediately.

- 11) The contractor shall ensure that the person deployed are disciplined and shall enforce in prohibition of consumption of alcoholic drinks, paan, gutkha, smoking, loitering and shall not engage in gambling, satta or any immoral act.
- 12) All liabilities arising out of accident or death while on duty shall be borne by the contractor.
- 13) Adequate supervision will be provided to ensure correct & effective performance of the security services in accordance with the prevailing assignment and instructions agreed upon between the two parties. The security personnel shall ensure that there is no unidentified/ unclaimed/suspicious objects/person in the buildings/premises. The vehicles that enter into the premises must be identified, noted in the register and parked at designated places.
- 14) Contractor and its staff shall take proper and reasonable precautions to prevent loss, destruction, waste or misuse of the areas of the premises.
- 15) The contractor shall have his own Establishment/Set up/Mechanism to provide training of guards to ensure correct and satisfactory performance of his duties and responsibilities under the contract.
- 16) That in the event of any loss occasioned to the institute, as a result of any lapse on the part of the contractor as may be established after an enquiry conducted by the institute , such loss will be made good from the amount payable to the contractor. The decision of the institute in this regard will be final and binding on the agency.
- 17) The Contractor shall do and perform all such security services, acts, matters and things connected with the administration, security and conduct of security personnel as per the directions enumerated herein and in accordance with such directions, which institute may issue from time to time and which have been mutually agreed upon between the two parties.
- 18) The contractor shall be responsible to protect all properties and equipment of the institute entrusted to it.
- 19) The personnel engaged by the contractor shall be smartly dressed in neat and clean uniform and are required to display photo identity cards.
- 20) The personnel engaged should be of robust physique and project an image of utmost discipline. They have to be extremely courteous with pleasant mannerism in dealing with the faculty/officer/staff /students. The institute shall have right to have any person removed in case the security personnel is not performing the job satisfactorily. The contractor shall have to arrange the suitable replacement in all such cases.
- 21) The eight hours shift will normally commence from 7:00AM to 3:00 PM, 3:00 PM to 11:00 PM, 11:00PM to 7:00AM. But the timings of the shift are changeable and can be fixed by the institute from time to time depending upon the requirements.
- 22) The security personnel deployed by the Contractor shall work under overall supervision & direction of the hostel authority entrusted to it or under the Institute as the case may be. Head of the Department /Rector/Warden's shall specify the services of guards to be obtained in each shift.
- 23) Payment will be made within a period of 10 days after submission of the bill and all necessary documents in triplicate. Payment of the bill will be based on computerized printouts in standardized Performa approved by the head of institute.
- 24) No other claim on whatever account shall be entertained by the institute. The Contractor will ensure that workers engaged by him must receive their entitled wages on time. In view of this, the following procedure will be adopted:

- a. Contractor shall pay their entitled wages by 10th of the following month. It shall not be linked to the payment of the bill from the head of institute or need for the checking & verification, at their end.
- b. Payment to such workers must be made by the service providers through e-transfer only. To ensure this, service providers will get a bank account opened for every engaged worker.
- c. In order to ensure that such workers get their entitled wages by 10th of the following month, the following schedule will be adhered to:
 - i. Monthly bill cycle will be from 1st day of the previous month to last day of the month.
 - ii. Monthly bill as per above cycle, will be submitted by the service providers in first week of following month.
- d. The service provider must ensure that entitled wages of the workers are credited to their bank account on the 10th of the following month, Service provider will not be given any relaxation in this matter.
- e. While submitting the bill for the next month, the services provider must file a certificate certifying the following:
 - i) Wages of workers were credited to their bank accounts on (date).
 - ii) ESI Contribution relating to workers amounting to Rs. _____ was deposited on ____ (date) (Copy of the challan enclosed).
 - iii) EPF contribution relating to workers amounting to Rs. _____ was deposited on _____ (date) (Copy of the challan enclosed).
 - iv) He is complying with all statutory Labour Laws including Minimum Wage Act.
- f. The service provider should submit the bill in accordance with the above time schedule.

25) Any damage or loss caused by contractor's persons to the institute in whatever form would be recovered from the contractor.

26) The head of institute or its representative or the designated supervisor will brief the contractor about the security perception and its sensitivity to the personnel to be deployed by the contractor under the contract 2 to 3 days prior to the commencement of the Contract and this period will not be counted as shift manned by contractor's personnel for the purpose of payment under the contract.

27)

- a. In case any of contractor's personnel(s) deployed under the contract is (are) absent, a penalty equal to double the wages of number of guards/supervisors absent on that particular day shall be levied by the authority and the same shall be deducted from the contractor's bills.
- b. In case any complaint is received attributable to misconduct/misbehavior of contractor's personnel & is assessed as true by administration, a penalty of Rs.500/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Besides the Security Guard found involved in the incident shall be removed immediately by the contractor.
- c. In case the contractor fails to commence/execute the work as stipulated in the agreement or gives unsatisfactory performance or does not meet the statutory requirements of the contract, . Head of the Department /Rector /warden's reserves the right to impose the penalty
- d. In the event of any breach/violation or contravention of any terms and conditions contained herein by the Contractor, the Security Deposit of the Contractor shall stand forfeited.

- 28) Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines. The concerned contractor's personnel shall attend the court as and when required.
- 29) During the course of contract, if any contractor's personnel are found to be indulging in any corrupt practices or causing any loss of property in the institute, the Head of the Institute shall be entitled to terminate the contract forthwith duly forfeiting the Contractor's Performance Guarantee (Security Deposit).
- 30) The Contractor shall not engage any such sub-contractor or transfer the contract to any other person in any manner.
- 31) The contractor shall indemnify and hold the Head of Institute harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the contractor.
- 32) The bidder shall get guards and supervisors screened for visual, hearing, gross physical defects and contagious diseases and will provide a certificate to this effect for each personnel deployed. The head of institute will be at liberty to get anybody re-examine in case of any doubt. Only physically fit personnel shall be deployed for duty.
- 33) Security staff engaged by the contractor shall not take part in any staff union and association activities.
- 34) The contractor shall bear all the expenses incurred on the following items i.e. Provision of torches and cells and other implements to security staff, stationary for writing duty charts and registers at security check points and records keeping as per requirements
- 35) Agency will provide mobile phone or other communications to each supervisor on duty and security guards to ensure effective timely communication between them.
- 36) The institute shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract.
- 37) If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have been done by the agency under the tender, it shall be recovered by the Institute from the contractor.
- 38) If any underpayment is discovered, the amount shall be duly paid to the agency by the head of institute
- 39) The Contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the head of institute.
- 40) The Contractor will have to enclose the proof / copies of the challans showing payment of statutory dues for the previous month along with monthly bills.
- 41) The Contractor should have their own supervisory and quick response team to deal with any emergency situations.
- 42) The Contract shall initially be valid for a period of 24 month and can be extended further for another 12 months maximum on the same terms and conditions of the contract and at the same rates. The rates quoted by the bidder shall remain unchanged during the period of contract. Beyond this period, no extension shall be granted.
- 43) The head of Institute however, reserves the right to terminate the contract by serving three months' notice, in writing if the administration is not satisfied about the services of the contractor. The contractor may also ask for the same by giving three months' notice to the Institute giving reasons thereof.
- 44) In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the contractor will be liable to be forfeited by Institute besides annulment of the contract.
- 45) **Scope of work and services:**
 - 1) Details of the scope of work are enclosed at **Annexure –A**
 - 2) Details of Equipment to be used, Number of Manpower and liveries to be used at Security job are given at **Annexure -B**.
 - 3) The numbers given in **Annexure -B** are the Minimum. The contractor shall provide resources, to meet the contractual obligations. All the resources mentioned at **Annexure-B** and other items required as & when, shall be provided by the contractor within the cost of his/her

management fee. No extra payment shall be made for providing resources to health facilities entrusted to the contractor.

46) Variations

The institute administration may order variations in the scope or quantum of work through a written variation order. The payment for the variation shall be worked out on the basis of quoted rates for manpower.

47) Risk Clause:

- a. The contractor shall at all times have standby arrangements for carrying out the work under the contract in case of any failure of the existing arrangement. The institute reserves the right for termination of the contract at any time by giving three month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other selected tenderer at the risk & cost and responsibilities of existing contractor and excess expenditure incurred on account of this will be recovered from the contractors Security Deposit or pending bill or by raising a separate claim.
- b. All necessary reports and other information will be supplied on a mutually agreed basis and regular meetings will be held with the hostel authority/ Head of institute .Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the institute,
- c. In the event of loss/damage of equipment etc. at the premises of institute due to negligence/carelessness of contractor staff, if established after a joint enquiry, then the contractor shall compensate the loss to institute The contractor or its representative/s shall meet the designated respective the head of institute or his/her representative(s) regularly to take feedback regarding the Security Services.
- d. The contractor will also maintain a complaint/suggestion book, at every department where his/her staff is deployed, for comments on the Security services.
- e. The contractor shall, in performing its part of this Agreement, ensure the safety of the building and the persons working in or visiting the institute premises and shall indemnify by any act of the contractor or its employees or staff etc.
- f. The contractor shall not assign or sublet this Agreement or any part thereof to any third party.

48) FORCE MAJEURE

If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge its obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. The performance of any obligation under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to (if any) or thirty days, whichever is more, either party may at its option terminate the contract.

49) OBLIGATION OF THE CONTRACTOR :

The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgments evidencing filing of returns every year and shall keep the head of institute fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise. The contractor shall also comply with all applicable statutory liabilities such as labour laws etc.

Annexure-A

SCOPE OF WORK OF THE SECURITY AGENCY

The contractor shall have to provide round-the-clock security services as mentioned in this tender document.

The agency shall ensure protection of the students, perform watch and ward functions including night patrol on the various points and to prevent the entry of stray dogs and cattle and anti-social elements, unauthorized persons and vehicle inside the campuses. In case of any incident such as theft, robbery, fight, accident inside Campus, it is the responsibility of Security agency to coordinate with hostel authority in lodging of FIR, legal proceeding etc.

DUTIES AND RESPONSIBILITIES OF SECURITY STAFF

1. The Security Agency will be responsible for overall security arrangements of the premises entrusted/ covered in the contract.
2. Security Agency will ensure that all instructions of the administration are strictly followed and there is no lapse of any kind.
3. No items are allowed to be taken out without proper Gate Passes issued by the Principal/Head of Department as laid down in the contract or authorized by the authority for in-out movement of stores. The specimen signatures and telephone numbers of the above stated officers will be available with the Security personnel.
4. Deployment of Guards/Security Supervisors will be as per the instructions of the authorities of the institute from time to time and the security agency will be responsible for their optimum utilization.
5. Entry of the street - dogs and stray cattle into the premises is to be prevented. They should be at once driven out.
6. The Guards on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed in the open all over the premises.
7. It should be ensured that flower plants, trees and grassy lawns are not damaged either by the staff/students or by the outsiders or by stray cattle.
8. The Security Guards/Supervisors should be trained to extinguish fire with the help of fire extinguishing cylinders and other fire- fighting material available on the spot. They will also help the fire-fighting staff in extinguishing the fire or in any other natural calamities.
9. The Security Guard on duty shall not leave the premises until his reliever reports for duty.
10. Any other duties/responsibilities assigned by the Administration may be incorporated in the agreement. The same shall also be binding on the contractor.
11. The parade ceremony shall be performed on the occasions of National Festivals (26th January , 15th August, 1st may and 17th sep.) by the Security agency through the Security staff, and salute ceremony (Guard of Honor) shall be organized on behalf of Security agency .

Annexure-B

Resource Requirement

5. **THE CONTRACTOR HAS TO PROVIDE THE FOLLOWINGS TO THE SECURITY PERSONNELS**

1. Search lights (with the range of 100 mts for night surveillance)
2. Rain coats, Umbrellas
3. Hand held torches, Battens or Rules, Whistles
4. Mobile phones
5. Woolen jacket s(for winter season)
6. Uniforms/ Liveries

Any shortage in the above if observed at site the necessary penalties will be imposed.

Note: No extra payment shall be paid to the contractor towards providing above. He/she has to manage above items within the quoted Management Fee/Service Charges.

MAN POWER REQUIREMENT: Minimum requirement Twenty five

It is the responsibility of contractor to provide minimum no. of manpower as per the schedule. The contractor should verify the police records and other information of all the Security staff prior to posting them at the Institute

Annexure-C

TECHINAL TENDER FORM

Date _____

Ref. Your Tender Document No. _____ dated _____

To,

1. We, the undersigned have examined the above mentioned Tender document. We now offer to deploy Security staff and supervisors to perform duties as mentioned in Scope of Work at Annexure-A and at the rates as mentioned in our financial bid.
2. If our tender is accepted, we undertake to perform the services in accordance with the terms and conditions in the Tender document.
3. We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of the Tender Document for due performance of the contract.
4. We agree to keep our tender valid for acceptance as required in the Tender Document, or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.
5. We further understand that you are not bound to accept the lowest or any tender you may receive against your above referred tender enquiry.
6. We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities.
7. We confirm that we fully agree to the terms and conditions specified in above mentioned Tender Document, including amendment/ corrigendum if any.

(Signature with date)

(Name and designation) Duly authorised to sign tender for and on behalf of

(Name of Tenderer)

N.B : The above tender form, duly signed and sealed by the authorised signatory of the company, should be enclosed with Technical Tender.

Annexure-D

Part-(i)

Declaration

1. I, son/daughter of Shri....., proprietor/partner/director/authorized signatory of M/s, am competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

3. The information / documents furnished along with the above applicable are true and authentic to the best of my knowledge and belief. I/we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage liabilities towards prosecution under appropriate law.

Signature of Authorized Person

(Name, designation and seal)

Date :

Place :

N.B : The above declaration, duly signed and sealed by the authorised signatory of the company, should be enclosed with Technical Tender.

Annexure-D Part-(ii)

Details of staff available with the Agency

| Sr. No. | Name | Employee Code | Qualification | ESI No. | PF No. | Experience in providing Security (Years) |
|---------|------|---------------|---------------|---------|--------|--|
| | | | | | | |
| | | | | | | |

The above format may be used to provide employee details. Use extra sheet, if required. Please enlist min. 30 personnel detail.

Signature of Tenderer

Name and designation of signatory with seal

Date:

Place:

N.B : The above details, duly signed and sealed by the authorised signatory of the company, should be enclosed with Technical Tender.

Annexure-D, Part-(iii)

B. PROFORMA FOR THE PERFORMANCE STATEMENT OF TENDERER (of latest last three years):

| Sr. No. | Name and address of client; Name, designation and contact no./e-mail id. of the officer concerned | Contract details including total manpower deployed | Value of Contract (Rs.) | Duration of the contract (From to To) | Client satisfactory certificate enclosed (Yes/No) |
|---------|---|--|-------------------------|---------------------------------------|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | Additional information, if any | | | | |

Signature of tenderer

Name and designation of signatory with seal

Date:

Place:

N.B: The above details, duly signed and sealed by the authorised signatory of the company, should be enclosed with Technical Tender.

Annexure – E

FINANCIAL BID FOR SECURITY SERVICES

(to be printed on letterhead of Tenderer)

FINANCIAL BID FOR SECURITY SERVICES

| | |
|--|--|
| A. Manpower Charges: | |
| Description of manpower and accessories required for Security Services: Trained Security Staff in Uniform with I-Cards, Shoes, Belts, Cap and name plates etc. for providing round the clock Security Services at institute | Present wages as per Govt. norms including DA, EPF, BONUS, ESI and any other applicable per security person per month Rs. _____ (To be revised time to time as declared by the Govt. of Maharashtra) |
| Note: Manpower charges claimed as wages by the contractor shall be reimbursed on the basis of payment made by contractors to their workers deployed at institute. | |
| B. Management Fee/Service Charges : | |
| Service charge/ management fee should include all expenditure on providing resources/ managerial / supervisory (with round the clock on the campus) / administrative services by all means to get the work done through the deployed Security Staff. | Total amount per month per security guard Rs. _____ (Non-realistic/vague quotation of this may amount to disqualification) |

No overwriting, corrections, interlineations etc. are permitted in the Financial Bid. If found, bid shall liable to be rejected.

Note : (A) The minimum wage rates of manpower is as per applicable government Rules and shall vary according to the amendments/increments enforceable by Government from time to time, however the offered rate/amount of items no. B shall remain constant and will not exceed in any case during the contract period. **If the bidder quotes wages (of the required manpower) less than the prevailing**

Labour Rates(as per Govt. rule), his/her bid shall be rejected summarily.

(B) If VAT is applicable & charged in the invoice and TDS (Tax Deducted at Source) is applicable, the same shall be deducted as per governing rules of the state government.

The contractor has to ensure payment to its staff not less than current minimum wages rates (bidder may quote higher rates) applicable as per the Government rules to the workers deployed at Institution. The contractor will have to make payment through e-transfer after opening of individual bank account for the workers deployed and also forward the copy of the monthly bank statements of the concerned workers to the head of institute. Further, the copy of ESI cards, EPF No. issued to the workers should also be submitted to the head of institute.

Note: Quoted amount shall be inclusive of all taxes excluding Service Tax. Service Tax shall be paid if applicable.

I/we also declare that, I/we will abide by all the rules and regulation of the tender document and applicable government rules, if awarded the Tender. I/we are also aware that the Principal, Govt. College of Engineering Aurangabad, reserves his right to cancel our Tender in part or full without assigning any reason, what so ever, and for the same, I/we will have no right to challenge the same in any court of law.

Signature of Authorized Person

Date :

Full Name:

Place :

Company's Seal:

Annexure-F

Performa of Performance Bank Guarantee

In consideration of the Principal, Government College of Engineering, Aurangabad, _____ (hereinafter called the "Client") having offered to accept the terms and conditions of the proposed agreement (hereinafter called the "said Agreement") between The Principal, Government College of Engineering, Aurangabad and M/s..... (hereinafter called the "said Contractor") for the work of Security Services having agreed to production of an irrevocable bank guarantee for Rs.5 lakh (Rupees Five Lakh only) as a security / guarantee from the contractor for compliance of its obligations in accordance with the terms and conditions in the said agreement.

We _____ (hereafter referred to as the "Bank") hereby undertake following:

1. We undertake to pay to the Client any money so demanded not withstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under bond shall be a valid discharge of our liability for payment thereunder, and the contractor(s) shall have no claim against us for making such payment.
2. We further agree that the Guarantee herein contained shall (indicate the name of the Bank) remain in full force and effect during the period that would be taken for the performance of the said agreement, and it shall continue to be enforceable till all the dues of the Client under or by virtue of the said agreement have been fully paid, and its claims satisfied or discharged, or till the Client certifies that the terms & conditions of the said agreement have been fully and properly carried out by the said contractor(s), and accordingly discharges this guarantee
3. We further agree with the Client that the Client shall have the fullest liberty without our consent , and without effecting in any manner our obligations hereunder, to vary any of the terms & conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Client against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement, and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said contractor(s) or for any forbearance, act of omission on the part of the Client or any indulgence by the Client to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
4. This Guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).
5. We lastly undertake not to revoke this Guarantee except with the prior consent of the Client in writing.
6. This guarantee shall be valid up to unless extended on demand by the Client Notwithstanding anything mentioned above, our liability against this Guarantee is restricted to Rs._____ (Rupees _____ only) and unless a claim in writing is lodged with us under this Guarantee shall stand discharged.

Dated the ____ day of ____ for _____