



**PSS CENTRAL INSTITUTE OF VOCATIONAL EDUCATION  
SHYAMLA HILLS, BHOPAL-462013  
(MADHYA PRADESH)**

**NOTICE INVITING TENDER**

Tender Notice No. 2/2017-PSSCIVE

1. Sealed Tenders are invited from the Registered Agencies for engagement of Security persons for the purpose of Security Services at PSS Central Institute of Vocational Education, Shyamla Hills Bhopal-462013 (Madhya Pradesh) for a period of one year on annual contract basis {extendable further on the basis of performance of the firm (maximum three years).}

Description	Bid Security	Tender Form Cost (Not refundable)	Last date of submission of Bid
Security Guards (12) and Security Supervisor (01) for PSSCIVE, Shyamla Hills, Bhopal	Rs.100000/-	Rs.1000/-	04.10.2017 upto 17:00 hrs

2. The Bids are to be submitted in Two Bid Pattern i.e. Technical Bid and Financial Bid in two separate sealed covers distinctly marked accordingly and sealed inside a single envelope, which should be duly super-scribed with tender notice reference No., due date and due time. Two bids i.e. Technical Bid and Financial Bid should be identical in all respects except that the Technical Bid should have blank space at the place where prices have been stated in the Price Bid. Bids not received accordingly will not be accepted.
3. **Purchase of Tender:**
- (a) The tender document containing detailed specifications with the terms and conditions can be obtained from Under Secretary, PSSCIVE, Bhopal by post on payment of Rs.1000/- in the form of Demand Draft drawn in favor of “**Joint Director, PSSCIVE, Bhopal**” and payable at Bhopal.
- (b) Tender document are not transferable and cost of tender document is not refundable.
- (c) Tender documents may also be down loaded from Institute’s website [www.riebhopal.nic.in](http://www.riebhopal.nic.in) and [www.tenders.gov.in](http://www.tenders.gov.in). The cost of tender Rs.1000/- in the form of demand draft drawn in favour of Joint Director, PSSCIVE, payable at Bhopal, should be enclosed with technical bid.
4. Pre Bid Conference : On 18.09.2017 (at 15:00 hrs)  
Last date for submission of Tender : On 04.10.2017 (upto 17:00 hrs)  
Opening of Tender (Technical Bid) : On 05.10.2017 (at 15:00 hrs.)  
Opening of Financial Bid : It will be intimated separately.  
Validity of bids : 45 days from the date of opening
5. Bid Security in the form of Bank Draft/Pay Order in favour of Joint Director, PSSCIVE at Bhopal is required to be submitted by the bidders along with Technical Bid. If a bidder withdraws or derogates from the tender, in any respect, within the period of validity of his tender, then Bid Security will be forfeited.
6. The rates quoted for Personnel (as on the date of opening of the tender) should not be less than the rates fixed by the Labour Commissioner, Government of India and Directorate General of Resettlement (DGR) the minimum Wages Act. A copy of the authority in this regard should be enclosed with the financial bid for justification otherwise it may be treated as cancelled. The break-up of EPF, ESI and contractor’s benefits etc. should be clearly mentioned in the financial bid.
7. The sealed tenders should be submitted on or before the due date and time. The Joint Director, PSSCIVE shall have no responsibility for delay or non-receipt of tender documents sent by post. Offer received late, conditional offer and incomplete offers will be summarily rejected.

Signature of the bidder alongwith seal

8. The Joint Director, PSSCIVE does not bind himself to accept the lowest or any tender, and reserves the right to waive off any formalities thereof or reject any or all the tenders received without assigning any reasons thereof.

Name of the work	Cost of tender form (Non refundable )	Approx. No of Security Guards required#	Bid Security
Security services in Administrative & Academic Buildings, Hostel, Guest House, Auditorium and Campus. Security Guards 1. Unarmed Security Guards (09) (Civilian) 2. Unarmed Security Guards (03) Ex Serviceman 3. Security Supervisor (Ex-Serviceman (01) Watch and ward Incharge	Rs.1000/- (Rs. One thousand only)	12 (Twelve) and  01 Security Supervisor	Rs.1,00,000/- (Rupees One Lakh only)

# No. of Security Guard may vary at the discretion of the Joint Director.

Sealed tenders are invited under Two-Bid system from reputed agencies, having capacity to provide the required number of manpower for the Security services of PSSCIVE, Bhopal for a period of initially one year extendable further on contract basis. Last date for submission/receipt of tender(s) is 04.10.2017 at 17:00 hrs and will be opened by the Tender Committee in the presence of tenderers (if any) or their authorized representatives who wish to be present on 05.10.2017 at 15:00 hrs in the Office of PSSCIVE, Bhopal. The tenders received after the above said scheduled date and time will not be considered. No tender by FAX/email will be entertained. For further details please visit website [www.riehopal.nic.in](http://www.riehopal.nic.in) and [www.tenders.gov.in](http://www.tenders.gov.in).

**Last date of submission of tender is 04.10.2017 upto 17:00 hrs.**

**Under Secretary**



**PSS CENTRAL INSTITUTE OF VOCATIONAL EDUCATION**  
(A Constituent unit of NCERT, under Ministry of Human Resource Development )  
SHYAMLAL HILLS, BHOPAL 462013

**FORM No.- 1**

**TECHNICAL BID TENDER FORM FOR PROVIDING SECURITY SERVICES**

Affix attested  
passport size  
recent  
photograph of  
the prospective  
bidder

1. Name, address of firm/Agency and Telephone numbers. \_\_\_\_\_
2. Registration No. of the Firm/ Agency. \_\_\_\_\_
3. Name, Designation, Address and Telephone No. of Authorized person of Firm/ Agency to deal with. \_\_\_\_\_
4. Whether having ISO Certificate: Yes / No
5. Copy of PAN card issued by Income Tax authorities and Copy of previous three Financial Year's Income Tax Return. \_\_\_\_\_ (Attach copy)
6. Provident Fund Account No. \_\_\_\_\_ (Attach copy)
7. ESI Number \_\_\_\_\_ (Attach copy)
- 8a GST Number \_\_\_\_\_ (Attach copy)
8. Labour License number issued by Government of India \_\_\_\_\_ (Attach copy)
9. Details of Bid Security deposited:
  - (a) Amount \_\_\_\_\_
  - (b) DD No. \_\_\_\_\_
  - (c) Date of issue \_\_\_\_\_
  - (d) Name of issuing authority: \_\_\_\_\_
10. Security License issued by **IG of Police** \_\_\_\_\_ (Attach copy)  
**Law/Order and Security and Controlling Authority, M.P. Bhopal** \_\_\_\_\_

Signature of the bidder alongwith seal

	To be filled by the Bidder	For office use
Annual Turnover (in Lakhs) for any last three financial years duly certified by the Chartered Accountant <u>and supported by the copy of the final accounts</u>  <u>(Any three of them)</u>	Rs. F.Y 2013-14	
	Rs. F.Y 2014-15	
	Rs. F.Y2015-16	
	Rs. F.Y. 2016-17	
Experience of running Security services (in years)		
Volume of work done during last three financial years as specified in clause 2 of the Tender.		
Single works during last Three years.		
Total Manpower on roll		
No. of Ex serviceman Security personnel available in the firm		
Out of total man power available how Many are already engaged.		
ISO Certification of the firm	(Yes/No)	
<b>NOTE : ENCLOSE THE PROOF FOR ABOVE CITED DECLARATIONS</b>		
This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.		
<b>(Signature of the bidder) Name and Address (with seal)</b>		

Signature of the bidder alongwith seal



**PSS CENTRAL INSTITUTE OF VOCATIONAL EDUCATION**  
(A Constituent unit of NCERT, under Ministry of Human Resource Development )  
SHYAML A HILLS, BHOPAL 462013

**FORM No. - 2**

**PRICE BID (Financial Bid) FOR SECURITY SERVICES**

Name of the Agency : \_\_\_\_\_

Sl. No.	Designation	Approximate Number of manpower required per day (Eight hour duty of each)	(The rates quoted for Personnel should not be less than the rates fixed by the Labour Commissioner, Government of India for Bhopal District and Directorate General of Resettlement (DGR) under the minimum Wages Act.)  Please quote the rate/s of per person per shift inclusive of Pay+VDA+EPF+ESI+ Service Charge + GST etc.
1.	Security Guard (Civilian)  (Skilled Category)	<b>09</b> (Nine)	Rs. _____/-  (Rs. _____) (Please provide the break up compulsorily alongwith financial bid)
2.	Security Guard (Ex Serviceman) <b>Pay as regulated by the DGR</b>	<b>03</b> (Three)	Rs. _____/-  (Rs. _____) (Please provide the break up compulsorily alongwith financial bid)
2.	Security Supervisor  (Ex-Serviceman) <b>Pay as regulated by the DGR</b>	<b>01</b> (One)	Rs. _____/-  (Rs. _____) (Please provide the break up compulsorily alongwith financial bid)

**Note: The firms who have not enclosed the breakup of rates quoted above alongwith financial bid is liable to be rejected.**

टिप्पणी: कृपया उपरोक्त उल्लेखित दरों का विस्तृत विवरण वित्तीय बिड के साथ अनिवार्य रूप से संलग्न करें अन्यथा उनके द्वारा प्रस्तुत निविदा निरस्त करने योग्य मानी जावेगी।

(Signature of the bidder)  
Name and Address (with seal)

Signature of the bidder alongwith seal

**Instruction for Financial bid:-**

1. Contractor shall provide uniformed and trained personnel and use its best endeavors to provide Security services to the PSSCIVE, Bhopal for providing security, safety, monitoring and surveillance. Rates quoted will include all statutory obligations of the contractor under Minimum Wages Act prescribed by the Government of India and DGR, weekly-off replacement charges of personnel deployed by the contractor, all kinds of taxes, service charges, etc. of the agency. The rate quoted will be for per shift of eight hours per person per day. If the minimum wages is revised by the Labour Commissioner, Government of India and Director General of Resettlement (time to time) will be provided.
2. The rates quoted by the firm for per person are for full month (26 days). The firm will provide weakly off to the Security Guards and substitute arrangement will be made by the firm. The firm will not be eligible for EPF, ESI contribution against the weekly off replacement charges.
3. The offers/bids which are not in compliance of Minimum Wages Act and any other Labour laws will be treated as invalid.
4. The contract is initially for one year, extendable further (Maximum three years) depends upon the requirement of the Institute and the performance of the firm.
5. The number of manpower required shown above is indicative and the actual quantity may vary in future.
6. The bidders may quote the rates in Indian Rupees only.
7. All the columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection.
8. In case, the Institute possessed additional buildings, the additional manpower and cost of material will be taken from empanelled firm on approved rates on prorated basis.
9. The rate quoted will be for per shift of **eight hours** per person per day. If the minimum wages is revised by the Labour Commissioner, Government of India and DRG (as the case may be) the incremental wages, if applicable, will be provided. The offers/bids which are not in compliance of Minimum Wages Act and any other Labour laws will be treated as invalid.
10. The firm will provide the two set of uniform (each year) to the Security Guard provided by them. The Uniform consists: Two Trousers, two shirts for man, One set of shoes, one Cap and Belt. One Torch.
11. **The service charges quoted 'NIL' or unreasonably low rates will be summarily rejected.**

## **INSTRUCTIONS TO BIDDERS**

### **1. GENERAL:-**

- The present tender is being invited for Security Services under which the contractor shall provide uniformed and trained personnel and will use its best endeavors to provide security of building, equipments, materials and staff working in PSSCIVE, Bhopal, monitoring and surveillance of the premises.
- The duration of this Contract shall be initially for a period of one year, extendable further upto three years. The commencement of the contract and extension thereof linked on the basis of performance of the firm.

### **2. ELIGIBLE BIDDERS:-**

- All security agencies who are having annual average turnover of Rs.10000000/- (Rs. One Crore only) during the last three financial years in the books of accounts duly certified **by the Chartered Accountant and supported by the copy of the final accounts.**
- The bidder should have the experience of completion of similar works, in any of the Institute's/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or autonomous bodies of Government of India or Public Sector Banks or Local Bodies/Municipalities or in any reputed private bank during last five years as follows:-
  - Three similar completed works costing not less than Rs.10.00 lakh in total OR
  - Two similar completed works costing not less than the amount in total equal Rs.15.00 lakh ; OR
  - One similar completed work costing not less than Rs.30.00 lakh.

### **3. QUALIFICATION OF THE BIDDERS:-**

- Bidder shall submit a copy of PAN card.
- Bidder must submit copies of all documents required, duly self-attested, along with technical bid of the tender.
- Bidder shall also submit valid registration certificate issued from Labour Commissioner,
- **Bidder shall also submit valid License issued from IG of Police, Law/Order and Security and Controlling authority, M.P. Bhopal**
- Each Bidder is required to confirm and declare with his bid that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission has been or will be paid and that the tender price will not include any such amount. If the PSSCIVE subsequently finds to the contrary, the Institute reserves the right to declare the Bidder as non-compliant and declare any contract if already awarded to the Bidder to be null and void.

- Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.

#### **4. COST OF BID:-**

- The bidder shall bear all costs associated with the preparation and submission of his bid and the Institute will in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

- 5 VISIT TO INSTITUTE/ Pre Bid Meeting** The bidder is required to provide securities services to this Institute and is advised to visit and acquaint himself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the Institute and is aware of the operational conditions prior to the submission of the tender documents. For any queries related to bid, they may contact for pre bid meeting on 18.09.2017 (at 15:00) at PSSCIVE, Bhopal

#### **6. TENDER DOCUMENTS:-**

Contents of Tender Documents: - The Tender Invitation Document has been prepared for the purpose of inviting tenders for providing Security Services. The Tender document comprises of:-

- (a) Notice of Invitation of Tender.
- (b) Tender form No. 1 (Technical bid) for providing security services
- (c) Price Bid form No. 2 (Financial bid) for Security Services
- (d) Terms and Conditions
- (e) Scope of Work (Annexure-I)
- (f) Details of Manpower required (Annexure-II)
- (g) Evolution criteria for technical and financial points (Annexure III)
- (h) Check list for pre qualification bid for Security Serviced (Annexure IV)

- The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of his bid.
- The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender document.

#### **7. CLARIFICATION OF TENDER DOCUMENT**

- The bidder shall check the pages of all documents and, in the event of discovery of any discrepancy or missing pages the bidder shall inform the Office of PSSCIVE
- In case the bidder has any doubt about the meaning of anything contained in the Tender document, he shall seek clarification from the PSSCIVE (Campus development and welfare Section) before submitting the bid. Any such clarification, together with all details on which clarification had been sought,

Signature of the bidder alongwith seal



will also forwarded to all bidders without disclosing the identity of the bidder seeking clarification. All communications between the bidder and the Institute shall be carried out in writing.

- Except for any such written clarification by the Institute, which is expressly stated to be an addendum to the tender document issued by the PSSCIVE, no written or oral communication, presentation or explanation by any other employee of the Institute shall be taken to bind or fetter the Institute under the contract.

## **8. PREPARATION OF BIDS**

- The bidder shall, on or before the date given in the Notice Invitation to Tender for Security Services, submit his bid in sealed envelopes clearly marked with the name of the Tender.
- If form is downloaded, a demand draft of Rs.1000/- (towards cost of the form) should be submitted along with Bid form and kept with Form No. 1 (Technical Bid). If form is obtained from the office then enclose a copy of Money Receipt obtained from the office.
- The contractor shall enclose Bid Security for an amount of **Rs.100000/-** in the form of Demand Draft from a commercial bank in favour of **Joint Director, PSSCIVE, Bhopal** along with the Tender document. The Bid Security will remain valid for a period of forty-five days beyond the final bid validity period. Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.
- The tender document shall be addressed to the **Under Secretary, PSSCIVE, Shyamla Hills, Bhopal- 462013** and submit in the Office of PSSCIVE, Bhopal at the address given in the Tender document.
- The Bidder shall furnish the details regarding total number of works completed in preceding three years, which were similar in nature and complexity as in the present contract requiring supply of trained man power to provide Security Services.
- The service charge contract should ordinarily be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions “ **Nil charges shall be treated as unresponsive and will not be considered. As per Government of India ministry of finance Letter No. 29(1)2014-PPD, North Block, New Delhi, dated 28.01.2014**”

## **9. BID PRICES:-**

- Bidder shall quote the rates in Indian Rupees for the entire contract on a ‘single responsibility’ basis such that the Tender price covers contractor’s all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the Security Services at PSSCIVE, Bhopal. This includes all the liabilities of the contractor such as identity cards of personnel deployed by the contractor and all other statutory liabilities like Minimum Wages as prescribed by the Government of India, ESI, PF contributions, service charges, all kinds of taxes etc. which should be clearly stated by the contractor.

Signature of the bidder alongwith seal

- The rate quoted shall be responsive and the same should be inclusive of all Statutory obligations such as Minimum Wages, ESI, PF contributions, wages for leave reserve, service charges, all kinds of taxes etc. The offers of those prospective bidders which do not meet the statutory requirements are liable to be rejected.
- Conditional bids/offers will be summarily rejected.
- The PSSCIVE is not bound to accept the lowest or any bid and may at any time by notice in writing to the bidders terminate the tendering process.

#### **10. Submission of Bids:-**

- The bidder shall submit the Technical Bid in a separate sealed cover and the Financial Bid in another sealed cover duly superscribed and all these two sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed '**Tender for Security Services**'.
- The sealed cover of Technical Bid should consist of the following documents:-
  - (a) Bid Security for an amount of Rs.1,00,000/- in the form of an Account Payee DD from a commercial bank in favour of Joint Director, PSSCIVE, Bhopal;
  - (b) Self attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address and office Telephone numbers, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names addresses and telephone numbers of Directors/Partners also;
  - (c) Self attested copy of PAN No. card under Income Tax Act;
  - (d) Self attested copy of Goods and Service Tax (GST);
  - (e) Self attested copy of Valid Registration No. of the Agency/Firm;
  - (f) Self attested copy of valid Provident Fund Registration Number;
  - (g) Self attested copy of valid ESI Registration Number;
  - (h) Self attested copy of valid License and Number under Contract Labour Act and under any other Acts/Rules;
  - (i) Proof of Average Annual turnover as stated in supported by audited Balance Sheet;
  - (j) Proof of experience supported by documents from the concerned organizations.

#### **11. Other Important Conditions**

- The Bidder shall submit his price bid/offer in Indian Rupees and payment under this contract will be made in Indian Rupees.
- The contract may be valid initially for one year and the Institute reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions for such period as may be agreed to.
- The contractor shall deposit Bid Security for an amount of Rs.100000/- (Rs. One Lakh only) in the form of an Account Payee DD from a commercial bank in favour of Joint Director, PSSCIVE, Bhopal along with the Tender document.
- Any Tender not accompanied by Bid Security and cost of form shall be summarily rejected.

Signature of the bidder alongwith seal

- Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.
- Bid security of the successful bidder shall be returned on receipt of Performance Security in the Institute and after signing the contract agreement.
- Bid Security shall be forfeited if the bidder withdraws his bid during the period of Tender validity.
- Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the Institute.
- The bid shall contain no alterations, omissions or additions except those to comply with instruction issued by the Institute , or are necessary to correct errors made by the bidder, in which case such corrections shall be initialed/signed and dated by the person or persons signing the bid.
- The tender shall remain valid and open for acceptance for a period of 45 days from the last date of submission of tender.
- Bids must be received in the Institute at the address specified above not later than the date. The Institute may, at its discretion, extend the deadline for submission of bids in which case all rights and obligations of the Institute and the Bidder will be the same. Any bid received by the Institute after the deadline for submission of bids, as stipulated above, shall not be considered and will be returned unopened to the bidder.
- The antecedents of staff deployed shall be got verified by the contractor from local police authority and an undertaking in this regard to be submitted to the Institute and Institute shall ensure that the contractor complies with the provisions
- The Agency shall be entirely responsible and ensure that only persons authorized by the Institute are allowed to operate/repair/maintain the equipments at the Premises and that no such equipment, machinery or any part thereof any property is removed out of the Premises except with the written Permission of the Competent Authority/Owner.
- The Agency shall be entirely responsible to search persons/vehicles entering and leaving Institute for any material on the body or in possession.
- The Agency shall be entirely responsible to furnish proactively and periodically security and intelligence information relevant for the security in and around the Premises.
- The Contractor/Agency shall submit monthly duty chart of Security Guards and Supervisors in advance, duly verified by the Security Incharge/officer in charge to the employer, regularly.
- The Agency shall execute the service and discharge their obligations to the entire satisfaction of the employer and in accordance with the directions and specific instructions as may be issued from time to time by the employer or its officer in charge .

Signature of the bidder alongwith seal

- The Agency shall act diligently and take appropriate action, in case of fire or any other calamity, theft, etc. and to prevent it and further to reduce the damage and keep informed the appropriate authorities.
- The Agency Person should have the knowledge of operation and up keeping of Bio Matric Attendance, CCTV Camera, firefighting system, snake catching and other equipment of the institute.
- The Bidder must be registered under EPF and ESIC regulation and should possess EPF numbers allotted by EPF Commissioner, Government of India.
- The Bidder must possess a valid Labour License from the Chief Labour Commissioner for specific number required for the contract Labour under Contract Labour (Regulation & Abolition) Act, 1970.
- Any dispute is subject to the Jurisdiction of Bhopal Court only.
- The bidder is required to formulate his offer taking into account all statutory Regulations in force regarding wages, other statutory payment and taxes to be paid by him during the whole contract period to the security personnel as well as other Government agencies.
- Any Financial offer in respect of payment of wages to the security personnel, if found violating the provisions of the Contract Labour (Regulation & Abolition) Act, 1970 or Private Security Agencies (Regulation) Act, 2005 and/or any other statutory requirement mentioned in Bid document shall be liable to be rejected.
- The bidder shall fill in rates and prices for all items of the Services described in the Bill of Quantities (Financial Bid- Form No.2). Items for which no rate or price is entered by the bidder will not be paid for by the Employer when executed and shall be deemed covered by the other rates and prices in the Bill of Quantities. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- All duties, taxes, and other levies payable by the contractor under the contract, or for any other cause shall be included in the rates, prices and total Bid Price submitted by the Bidder.
- The Bid Security may be forfeited, if
  - a. The Bidder withdraws the Bid after Bid opening during the period of Bid Validity;
  - b. The Bidder does not accept the correction of the Bid Price, pursuant to the relevant clause in this tender document.
  - c. The successful Bidder fails within the specified time limit to
    - i. sign the Agreement or
    - ii furnish the required Performance Security.
- Examining and merit listing the Financial Part only those Bids which qualify for the Technical Part will be considered for examination in the Financial Part.
- The Bidder whose Bid has been accepted will be notified of the award by the Employer prior to expiration of the Bid validity period by post. This letter (hereinafter and in the Conditions of Contract called the letter of Acceptance) will state the sum that the Employer will pay the Contractor in consideration of the execution, completion and maintenance of the Services by the

Signature of the bidder alongwith seal

Contractor as prescribed in the Contract (hereinafter and in the Contract called the contract Price subject to TDS).

- The notification of award will constitute the formation of the Contract subject only to the furnishing of a performance security 10% of contract price in accordance with the provisions of GFR.
- The Agreement will incorporate all correspondence between the Employer and the successful Bidder. It will be signed by the Employer and send to the successful Bidder within 21 days following the notification of award along with the Letter of Acceptance. Within 21 days of receipt, the successful Bidder will furnish the performance security and sign the Agreement with the Employer.
- Bid security will be released to the unsuccessful bidders in due course.
- Within 21 days of receipt of the Letter of Acceptance, the successful Bidder shall deposit a Performance Security equivalent to 10% of the Contract price in the Account Section of the Institute in Cash/DD/Cheque.
- The Joint Director reserves the right to terminate the process of bid.

## **12. Other conditions for Contract.**

1. The Contractor/Agency is a person or corporate body whose Bid to carry out the services has been accepted by the Employer.
2. The consumable material like Torch, Ballam (lathi) Umbrella etc. required by the security guard will be supplied by the contractor himself.
3. The Contractor shall employ the security personnel named in the Schedule of security Personnel as referred to in the Contract Document to carry out the functions stated in the Schedule or other personnel approved by the Employer or his nominee. The Employer or his nominee will approve any proposed replacement of security personnel only if their qualifications, abilities, and relevant experience are substantially equal to or better than those of the personnel listed earlier.
5. If the Employer or his nominee asks the Contractor to remove a person who is a member of the Contractor's staff of his work force stating the reasons, the Contractor shall ensure that the person leaves the site within two days and has no further connections with the work in the contract.
6. All risks of loss of or damage to physical property and of personal injury and death which arise during and in consequence of the performance of the Contract are the responsibility of the Contractor.
7. Safety -The Contractor shall be responsible for the safety of all activities on the site.
8. (i) The agency shall be directly responsible for the minimum wages, provident fund, or any other benefits as may be available to its employees under relevant acts and regulations applicable in the M.P. State. The Institute shall not entertain any such claim of the person employed by the Tenderer.  
(ii) The Tenderer shall satisfy the Institute with documentary proof/evidence about the payment made to the Security Guards employed by him in the Institute premises for which reimbursement claims are preferred

9. The Contractor shall submit to the Employer or his nominee monthly Bill of the services.
10. The Employer or his nominee shall check the Contractor's monthly Bill within 7 days and certify the amount to be paid to the Contractor after taking into account any credit or debit for the month in question.
11. The rates quoted by the Contractor shall be deemed to be inclusive of the GST/other taxes that the Contractor will have to pay for the performance of this Contract. The Employer will perform such duties in regard to the deduction of such taxes at source as per applicable law. Any new Taxes, levies, duties imposed after signing the Contract shall be reimbursed by the employer on production of documentary evidence.
12. If the contractor fails to provide services of security personnel as per the requirement of the employer, the employer shall be at liberty to engage the same from suitable agency/organization and the excess cost incurred on engagement of such deficit security personnel shall be recoverable from the contractor.
13. The services are subject to supervision of the authorized representative of Employer. If any irregularity is observed it will entail penalty as defined at penalty clauses as under:
14. If there is any breach of this condition, the employer shall, without prejudice to its other remedies under the contract, impose/deduct penalty as decided by the competent authority from its monthly bill.
15. If the Agency fails to deploy less than 90% of minimum number of security personnel to be deployed in a month, as specified in Schedule of Requirement, the employer shall, without prejudice to its other remedies under the contract, deduct from the monthly bill, as liquidated damages/penalty, or as decided by the competent authority.
16. The Employer shall have authority to disallow and deduct the salary of three days, as penalty /punishment, of any security personnel on duty or otherwise, found under the influence of any drug or intoxicants or found guilty of conduct unbecoming of a security personnel or found attempt to claim false attendance or found sleeping, absenting from his duties and shall take such other action as may be required under the circumstances.
17. If the agency fails to provide efficient and reliable security service either due to deployment of inadequate number of security personnel or lax and unsatisfactory services and fails to improve even when so asked, the employer may consider termination of the contract.
18. The Employer, if not satisfied with the progress and quality of the services rendered by the contractor under the contract and in the event of failure of the contractor to recoup the quality in the mutually agreed time frame, shall be entitled to terminate the contract and forfeiture of performance security.
19. In the event of any theft of the material from the premises of the Institute, the cost of the material to be replaced, and a penalty of 25% of the cost of material replaced will be imposed and this amount will be deducted from the payment of next monthly bill.

20. The Employer shall not make any advance payment on any account to the contractor in any circumstances under this contract.
21. **Cost of Repairs**

Loss or damage to the property of the Institute due to any theft or negligence of the security agency (contractor) during the currency of the contract shall be remedied by the Contractor at the Contractor's cost if the loss or damage arises from the Contractor's acts or omissions.
22. In case, it is found that the Security Guard on duty is sleeping/in alcoholic/drunken condition or absent from duty on surprise check by the officers of the Institute, the contract, may be terminated with immediate effect or penalty will be imposed as decided by the Employer.
23. The contract may be terminated by giving one month notice by the contractor on payment in lieu thereof. However in case of exigency arising on account of the not providing services on satisfactory manner, the employer can terminate the contract with immediate effect.
24. If the Contract is terminated the Contractor shall stop service immediately, make the site safe and secure and leave the site as soon as reasonably possible.
25. In the event of termination by the employer, the security Deposit of the contractor shall be forfeited and balance period of security services contract shall be undertaken at the risk and cost of the agency, till the new contract will be executed.
26. The Contractor/agency shall provide and ensure that the security personnel employed by them always wear proper uniform as prescribed by the Contractor and shall ensure that the guards are smartly turned out at all times.
27. The Contractor shall provide and ensure all such amenities/implements/kit to the security personnel as are required for a smooth and efficient execution of the duties.
28. The Security Personnel deployed by the agency will be provided with materials like uniforms, lathis, whistles, torches etc. to carry out the security related work by the Security Agency.
29. The Security Agency must provide to the personnel deployed in the institute necessary mobile communication system at all duty points/beats at the contractor's cost.
30. Bill should be prepared and submitted by the agency in two copies along with the attendance sheet duly verified by officer in charge on day to day basis.
31. The Agency shall maintain proper account of payments including statutory benefit being given to the security personal engaged in the Institute. Agency should also submit the proof of payments and statutory benefits being given to the security personnel of previous month along with running monthly bill.
32. That the Contractor shall deposit GST and EPF/ESI contribution and submit the photocopies of the challan/ returns of previous month along with running monthly bill.

33. The Contractor will make the payment of wages to the security personnel adhering to all statutory requirements such as Minimum Wages, provisions for Provident Fund, ESIC or any other obligations.
34. The Contractor will make the payment of wages to the Security Personnel by transfer of funds from the account of the Contractor to the Account of the security personnel. **No cash transaction will be made.**
35. The Contractor will furnish a self certified lists of such transfer of funds to the accounts of the security personnel along with the self endorsed copies of payments made towards their EPF contributions, ESIC contributions, Payment of Bonus paid or any other statutory obligations to the employer.
36. The Employer reserves the right to terminate or cancel the contract any time without assigning any reason. However, if contractor would like to quit and terminates the contract he/she has to give one month's notice in advance.
37. The Security Guards have to perform the duties of opening and closing of the Office Rooms/Class-Rooms etc. in due time or as directed by the Competent Authority.
38. Any other related duties as assigned by the competent authority.
39. In case of any dispute, the decision of Joint Director, PSSCIVE, Bhopal shall be final and bound to all.
40. Welfare and safety of the staff provided by the firm will be sole responsibility of the Contractor itself.
41. All legal cases subject to Bhopal Court Jurisdiction.

Signature of the bidder  
alongwith seal



## ANNEXURE-I

### PSS CENTRAL INSTITUTE OF VOCATIONAL EDUCATION, BHOPAL (MP) 462013

#### **SCOPE OF WORK OF THE CONTRACTOR**

The contractor shall have to provide the security services in the Institute. The contractor shall ensure protection of the personnel & property of the Institute, prevent trespass in the assigned area with/without arms, 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 into the Institute building.

#### **DUTIES AND RESPONSIBILITY OF SECURITY STAFF:**

1. The Security Guards will be responsible for overall security arrangement of the concerned Institute covered in the contract.
2. **The Security Guards employed by the contractor for the performance of security duties shall be physically fit able bodied with good eye sight and hearing power. They should be fully trained, skilled and with specialized experience in their relevant field.**
3. Security Guards will ensure that all the instructions of the administration are strictly followed and there is no lapse of any kind.
4. No outsiders are allowed to enter in the building without proper Gate Pass issued by the Authorized Officer of the concerned Institute. A register will be maintained by the Security Guard.
5. No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract or authorized by the employer for in-out movement of stores. The specimen signatures and telephone numbers of the above stated officers will be available with the Security personnel.
6. The officers and staff of the Institute will keep the Identity cards with them got checking and allowing entry by the security personnel.
7. Deployment of Guards will be as per the instructions of the authorities of the Institute and the same will be monitored personally by the concerned authorities from time to time and will be responsible for its optimum utilization.
8. The Security Guard will also take round of all the important and sensitive points of the premises as specified by the Institute.
9. Security personnel shall also ensure door keeping duties and keep the duties of opening of lights etc.
10. The Guards on duty will also take care of vehicles, scooters/motor cycles/bicycles parked in the parking sites located within the premises of the Institute.
11. Entry of the street-dogs and stray cattle's into the premises is to be prevented.
12. 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.
13. It should be ensured that flower plants, trees and grassy lawns are not damaged either by the staff or by the outsiders or by stray cattle's.
14. 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.
15. In emergent situations, security staff deployed shall also participate as per their role defined in the disaster plan, if any, of the Institute. Guards/Supervisors should be sensitized for their role in such situations. They should also know the use of first aid etc.
16. The Security Guards are required to display mature behavior, especially towards female staff and female visitors.
17. The Security Guard on duty shall not leave the premises until his reliever reports for duty.
18. The Security Guard should know the operation of Generator, CCTV and other electric equipment etc.
19. Any other provisions as advised by the Institute may be incorporated in the agreement. The same shall also be binding on the contractor.

Signature of the bidder alongwith seal

**ANNEXURE-II**

**PSS CENTRAL INSTITUTE OF VOCATIONAL EDUCATION,  
SHYAMLA HILLS, BHOPAL (MP) 462013**

**Details of Manpower Required**

<b>Sl. No.</b>	<b>Details of Floors</b>	<b>Number of Security Guards required (Each guard of eight hours duty)</b>	<b>Number of Security Supervisor required (Ex-Serviceman)</b>
<b>01</b>	<b>Administrative &amp; Academic Building 1&amp;2</b>	<b>03</b>	<b>01</b>
<b>02</b>	<b>Main Gate of Institute</b>	<b>03</b>	
<b>03</b>	<b>Hostel Building</b>	<b>03</b>	
<b>04</b>	<b>Guest House Building</b>	<b>03</b>	

**Note: The number of Security Guards may vary in future.**

Signature of the bidder alongwith seal

**ANNEXURE-III**

**EVALUATION CRITERIA FOR TECHNICAL AND FINANCIAL POINTS**

Scoring of ten marks will be based on Annual Turnover, Manpower on roll, experience of running similar services, volume of work performed in preceding years, trained Supervisory Staff on roll, ISO certification and other pre-qualification criterion prescribed in the Terms and Conditions of the contract.

The firm/agency which has secured five out of ten marks will be considered as technically qualified. The financial bids of all the technically qualified firms/agencies/bidders will be opened for financial evaluation.

The work will be awarded to the L-1 agency (Comparative chart will be prepared on the basis of monthly rates) . In case the financial bid of more than one agency is same as L-1, then the work will be awarded to the agency which gets the maximum marks in Technical evaluation.

**ANNEXURE-IV****PSS CENTRAL INSTITUTE OF VOCATIONAL EDUCATION,  
SHYAMLA HILLS, BHOPAL (MP) 462013****CHECK-LIST FOR PRE-QUALIFICATION BID FOR SECURITY SERVICES**

<b>Sl. No.</b>	<b>Documents asked for</b>	<b>Page number at which document is placed</b>
1.	Bid Security of Rs.100000/- (Rupees One Lakh only) in the form of DD in favour of <b>Joint Director, PSSCIVE, Bhopal</b> and a draft of Rs.1000/- if form is downloaded from website.	
2.	One self-attested recent passport size photograph of the Authorized person of the firm/agency, with name, designation, address and office telephone numbers. If the bidder is a partnership firm, name designation, address and office telephone numbers of Directors/Partners also.	
3.	Self-attested copy of the PAN card issued by the Income Tax authorities with copy of Income-Tax Return of the last three financial year.	
4.	Self attested copy of GST Registration No.	
5.	Self attested copy of valid Registration number of the firm/agency.	
6.	Self attested copy of valid Employees Provident Fund Registration number.	
7.	Self attested copy of valid ESI Registration No.	
8.	Self attested copy of valid License No. issued by Labour Commissioner, Government of India	
9.	Self-attested copy of valid license No. issued by DIG Police, Industries and Security (Madhya Pradesh).	
10.	Proof of experiences of last three financial years as specified in clause 2 of the tender along with satisfactory performance certificates from the concerned employers.	
11.	Any other documents, if required.	

Signature of the Bidder  
(Name and Address of the Bidder)

Signature of the bidder alongwith seal