



GOVT. GIRLS POLYTECHNIC BILASPUR C.G.

Main Road Koni, Bilaspur, Chhattisgarh, Pincode 495009

Phone/Fax: 07752-260258, 260366

Website: www.ggpbilaspur.ac.in

Email: principal.ggpb71@gmail.com

TENDER NO. : GGPB/HOSTEL/2020/...398. Date 17/08/2020

Tender Bid- Document

For

**“Providing Round The Clock Contractual
Security Services”**

At

Girls Hostel Campus

Govt. Girls Polytechnic, Bilaspur



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Notice Inviting Tender
for
Providing
“Round The Clock Contractual Security Services”
for
The Girls Hostel Campus
at

Govt. Girls Polytechnic, Main Road Koni, Bilaspur

Sealed tenders are invited in two covers (Technical bid & Financial bid) from reputed firms for Security services. The terms & conditions are available on the website: www.ggpbilaspur.ac.in. Interested parties may download the Tender form (along with terms & conditions) from the website Or obtain the same from Store Section of Government Girls Polytechnic Koni Bilaspur by paying Rs/-1000 either in cash or by Demand Draft in favor of “Principal Government Girls Polytechnic Bilaspur”. The demand Draft shall be prepared from a nationalized bank and shall be payable at Bilaspur.

IMPORTANT DATES

| | |
|---|------------------------------------|
| Starting Date for sale of Tender Document | : 21.08.2020 (From Store Section) |
| Last Date for sale of Tender Document | : 09.09.2020/ 05:00PM |
| Last date for submission of Sealed Tender | : 10.09.2020/ 03:00PM |
| Date of opening received Tender | : 10.09.2020/ 04:00PM |


Principal
Government Girls Polytechnic
Bilaspur (C.G.)

GENERAL GUIDELINES FOR THE BIDDERS

1) Tender should be submitted in two parts, **Part -1 (Technical Bid) & Part -2 (Financial Bid)**. The envelope of Part-1 should be super scribed as "Tender for Security Service, Part-1 (Technical Bid)" and the envelope of Part-2 should be super scribed as "Tender for Security Service, Part-2 (Financial Bid)". Part-1(Technical Bid) will be as per the format attached as **Annexure A**. Part-2(Financial Bid) will be as per the format attached as **Annexure C**.

2) Eligibility Criteria: Annexure B

The following shall be the minimum eligibility criteria for fulfilling the Technical evaluation. The Financial evaluation shall be carried out only in respect of those bidders whose bid meets the Technical criterion. (A Proof in support of the following criterion by the Bidder shall be submitted).

2.1) EMD of Rs/- 25000 is to be submitted along with the tender document only in the form of Demand Draft drawn in favor of "Principal Government Girls Polytechnic Bilaspur" Payable at Bilaspur.

2.2) The agency should be a Limited Company or a Private Limited Company registered under the companies Act/Shops & Establishment Act 1958 issued by Chhattisgarh state Govt. For proof, self attested/attested copy of Certificates of Incorporation / partnership deeds or any other valid document issued by the respective registrar of firms / companies may be submitted. In case of Proprietor ship firm, Self-declaration or self-certificate supported by PAN in the proprietor name would suffice. The Bidder should have availed PAN issued by the Income Tax department. Bidder shall have valid Goods & Services Tax(GST) Registration No. and valid Labor License registration No.

2.3) The agency should be registered with Employees Provident Fund Organization(EPFO) and Employees State Insurance Corporation(ESIC). Attested copies of relevant document in this regard should be attached in the tender document.

2.4) The Agency should have minimum three years experience in the last 05 years in the Government departments/Public sectors (Central or State) / Private limited company / Pvt. Institutions at the time of submitting the tender. Attested copy of relevant document in this regard should also be attached in the tender document.

2.5) Annual turnover of the bidder for each of the last three financial years (FY 2017-18, FY 2018-19, FY 2019-20) should not be less than **Rs25.00 lacs**(Rupees Twenty five lacs only). Financial Statements with net profit only duly audited / certified by Chartered Accountant (CA) of last three years along with the copies of Income Tax returns, must be enclosed with the technical bid.

2.6) Income Tax Return of the company/firm/proprietor for the past three years should be enclosed.

2.7) Service Tax Return of the Company/firm for the past three years should be enclosed.

2.8) EPF (monthly return) for the last three months may be attached.

3) Rejection

3.1) The bid of any bidder who has not complied with one or more of the conditions of eligibility criteria and / or fails to submit the required documents as required /or mentioned in tender document are liable to be summarily rejected.

3.2) The Government Girls Polytechnic Bilaspur reserves the right to reject any or all tenders, wholly or partly or close the tender at any stage prior to the award of the contract without assigning any reason whatsoever.

4) Earnest Money Deposit (EMD) :

4.1) The bidder shall be required to deposit the earnest money for an amount of Rs/- 25000 (Rupees Twenty Five Thousand Only) refundable and a non- refundable Tender Document fee for an amount of Rs/- 1000 (Rupees One Thousand Only) .The demand draft for EMD shall be drawn in favor of "Principal Government Girls Polytechnic Bilaspur" payable at Bilaspur.

4.2) The demand drafts for earnest money deposit & tender fee must be enclosed in the envelope containing the technical bid. Any technical bid, without the demand drafts of Earnest money deposit and tender fee is liable to be rejected. Earnest money deposit shall be forfeited, if the bidder withdraws its bid during the period of tender validity.

4.3) The earnest money deposit of the bidder, whose tender has been accepted, will be returned on the submission of performance security. Earnest money deposit of the successful bidder shall be forfeited, if it refuses or neglects to execute the contract.

4.4) **Refund of EMD:** After the award of the contract to the successful bidder, the earnest money deposit of all the other bidders will be refunded.

5) **Validity:** Quoted rates must be valid for a period of 90 days from the stipulated last date of submission of tender. **The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity.** In case the bidder(s) Withdraws his offer during the validity period, the earnest money deposited by him shall be forfeited without assigning any reason thereof. The bidder(s) should be ready to extend the validity, if required.

6) Part-2 (Financial Bid):

6.1) The financial bid should be in the format enclosed with tender as **Annexure C** and kept in separate sealed cover. Failure to provide financial bid in a separate sealed cover will result in invalidation of the offer.

6.2) The financial bid should be clearly filled or typed and signed in ink legibly giving full address of the bidder. The bidder should quote the price in figures as well as in words the amount tendered by him. Alteration if any, unless legibly attested by the bidder with his full signature, shall invalidate the tender. The tender should be duly signed by the authorized person(s). In case there is any difference in the amount between figures and words, the amount indicated in the words will be treated as the valid offer. **Rate should be quoted inclusive of all taxes including GST.** Govt. duties livable if any is to be paid by the contractor/ bidder and the Polytechnic shall have no liability to pay these charges.

7)Tender Evaluation: The Polytechnic will evaluate all the bids to determine whether these are complete in all respects as specified in the tender document. Evaluation of the bids shall be done in two stages as:

7.1) Stage – I (Technical Evaluation):

(a) The Polytechnic shall evaluate the technical bid(s) to determine, whether they qualify the essential eligibility criteria, whether the bidder has submitted the EMD & Tender fee, whether all the documents have been properly signed & stamped, whether all the documents as mentioned / or required to be submitted with technical bid are submitted and whether bid are completed and generally in order. During this process, the Polytechnic may get opinion from the organizations, if considered necessary, where services are being provided by the contractor / vendors. The decision of the Polytechnic arrived at as above shall be final.

(b) After evaluation of technical bid(s), a list of the qualifying bidder(s) shall be made. Short-listed bidder(s) shall be informed for the date, time and place of opening of financial bid(s) and they may depute their representative/s to attend the opening of financial bid(s) on the scheduled date & time.

7.2) Stage – II (Financial Evaluation): Among eligible bidder, the evaluation committee shall select the bidders who are charging reasonable rates.

8) Performance Security:

8.1) The contractor shall be required to furnish a Performance Security on or before the date of Commencement of the contract for an amount equal to 10 % of the contract value for one year in the form of **fixed deposit receipt (FDR)** / or irrevocable bank guarantee issued by any nationalized bank in prescribed format.

8.2) The performance security, as furnished by the bidder, shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the contractor under the agreement to be executed by and between the Polytechnic and the Contractor.

8.3) In case the period of contract is extended further by the Polytechnic in consultation with the contractor, the validity of performance security shall also be extended by the contractor accordingly, so that such performance security shall remain valid for a period of sixty days after the expiry of the obligations of the contractor for the extended period.

8.4) Failure of the successful bidder to comply with the requirements of any of the above clauses shall constitute sufficient grounds for the annulment of the award of contract and forfeiture of earnest money / performance security.

9) Scope Of Work:

The contractor shall have to provide the security services in the Polytechnic Campus. The contractor shall ensure protection of the personnel & property of the Polytechnic, prevent trespass in the assigned area with/without arms, perform watch and ward functions including patrol of the campus points and to prevent the entry of stray dogs and cattle and antisocial elements, unauthorized persons and vehicle into the campus of the Institute building.

Duties and responsibility of security staff:

9.1) As part of the duty, it will be incumbent upon the Security Supervisor/Guard to take round of all the important and sensitive points of the premises as also advised by the Institute.

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9.2) Security personnel shall also ensure door keeping duties.

9.3) Entry of the street-dogs, stray cattle's and any other animal into the premises is to be prevented. It should be at once driven out.

9.4) It should be ensured that flower plants, trees and grassy lawns are not damaged.

9.5) The Security Guard on duty shall not leave the premises until his reliever reports for duty.

9.6) The Security Guards are required to display mature behavior, especially towards female staff and female visitors. They must be courteous and polite at all the times.

9.7) In emergent situations, security staff deployed shall also participate as per their role defined in the disaster plan, if any, of the Polytechnic. Guards should be sensitized for their role in such situations.

9.8) Security personnel deployed in the premises on holidays and Sundays will be assessed as per actual requirement and the number of personnel will be suitably decided and informed to the Contractor.

9.9) The security guard should report any unusual incidents or hazardous conditions.

9.10) The contractor should assist fire department, medical services, and police agencies, as necessary.

9.11) Any other provisions as advised by the Polytechnic may be incorporated in the agreement. The same shall also be binding on the contractor.

10) Terms & Conditions:

10.1) All the Security personnel provided for the Security services shall be governed Ordinance Minimum Wages Act Govt. of Chhattisgarh, EPF and ESI and all statutory recovery & remittance shall be taken care by the Contractor.

10.2) Payment of wages.

a) The contractor shall be liable to pay the monthly wages on or before 07th of succeeding month to his deployed security personnel in accordance to applicable minimum wages Act.

b) Wages due to every worker shall be paid by Cheque /NEFT/ RTGS and quarterly bank statement shall be furnished by the firm.

c) Wages shall be paid without any deductions of any kind except those specified by Central Govt. by general or special order in this behalf or permissible under the Payment of Wages Act 1956.

10.3) Penalties:

a) In case any complaint is received pertaining to misconduct / misbehavior of agency's personnel a penalty of Rs. 500/- each such incidents shall be levied and the same shall be deducted from the agencies bill. Further the concerned agency personnel shall be removed from the systems immediately. In case the agency fails to commence/execute the work stipulated in the agreement or un-satisfactory performance or does not meet the statutory requirements of the contract, the Government Girls Polytechnic Bilaspur reserves the right to impose the penalty as 2% of cost of order/agreement per week.

b) For not reporting to the duty by the Security Personnel in time a minimum penalty of Rs. 500/- will be imposed per default and maximum penalty as decided by the Competent Authority.

c) For causing damage to the Polytechnic property: Two times the market value of the damaged property or Rs. 1000/- whichever is higher per default.

d) If Security work is not observed up to the satisfaction of the Government Girls Polytechnic Bilaspur a penalty of minor fine of Rs. 1000/- per incident or a major fine of Rs. 5000/- per incident will be imposed on the agency.

e) The Security Personnel engaged by the agency shall be dressed in neat and clean uniform (including proper name badges), failing which it shall invite a penalty for Rs. 200/- on each occasion and habitual offender in this regards shall be removed from the Government Girls Polytechnic Bilaspur. The penalty to this account shall be deducted from the agency's bill.

vi) For persistent breach or unsatisfactory services: termination of contract along with forfeiture of performance security ad blacklisting.

10.4) The contractor shall strictly observe and adhere the following from their deployed Security personnel:

a) Are always in agency dress code with smartly turned out and vigilant.

b) Are punctual and arrive at least 10 minutes before start of their duty time.

c) Perform their duties with honesty and sincerity.

d) Read and understand their post and site instructions and follow the same.

e) Extend respect to all Officers and Staff of the office of the Polytechnic.

f) Shall not consume intoxicated drinks on duty hours, or come drunk and report for duty.

g) Will not gossip or chit chat while on duty.

h) Will never sleep while on duty post.

i) Will not read newspaper or magazine while on duty.

j) Will immediately report to the Authorised Officer or any other concerned officer/staff for any unexpected incident/ misconduct or misbehavior.

k) Do not entertain visitors.

l) Shall not smoke in the office premises.

10.5) It is the sole responsibility of the deployed security personnel to execute the assigned work perfectly and neatly. If any damages are caused to the Polytechnic's assets while discharging the duty, suitable amount will be deducted from the contractor's monthly payment.

10.6) The contractor shall follow the instruction of the Polytechnic from time to time in discharging the duty every day.

10.7) The Polytechnic shall have the rights to remove any deployed security personnel from the duty who is considered to be undesirable.

10.8) The contractor shall exercise adequate supervision to reasonably ensure proper performance of security work in accordance to the schedule of work.

10.9) The contractor shall issue photo-identity cards to personnels deployed in the building for performing duty, which will be signed by and displayed by them on their person while they are in the premises of the polytechnic.

10.10) All necessary reports and other information shall be supplied immediately by the contractor as and when required by the Polytechnic and at regular meeting will be held with the Polytechnic.

10.11) The contractor shall not employ any person of age below 18 years and above the age of 55 years and they should be of sound health while carrying out the duty and should not have infected diseases.

10.12) The contractor shall not subcontract the assigned work to any other agencies.

10.13) The Contractor shall comply with and fulfill the recommendations (if any), if deemed necessary by the Polytechnic, made in writing by the Contractor in connection with the performance of the services. The Polytechnic shall notify the contractor of any dishonest, wrongful or negligent acts or omissions of the contractor's employees or agents in connection with the assigned services as soon as possible after the Polytechnic becomes aware of them.

10.14) If required amendment to the contract shall be effected from time to time in accordance to Government notifications or otherwise.

10.15) The contractor shall raise the invoice /Bill before 07th of the succeeding month for the payment.

10.16) All the payments to the contractor by the polytechnic shall be made through NEFT /RTGS / Cheque only with applicable TDS in accordance with the Govt. of India guidelines from time to time.

10.17) Administrative Service charge (Bid Value) claimed for providing security contract shall not be raised at any cost during the contract period for any reason, force majeure etc.

10.18) On expiry of the contract, such portion of the said Performance Security Deposit may be considered by the polytechnic sufficient to recover any incorrect or excess payments made on the bills to the firm, shall be retained until the final bill is settled.

10.19) In case of any accident caused to the security personnel during the work period, it is the sole responsibility of the agency to meet any expenditure in this regard.

10.20) The contract shall be for a period of one year from the date of awarding of contract service and the same shall be extended for further period of one year with same rates and Terms & Conditions subject to mutual consent between the polytechnic and Contractor and Satisfactory performance by the contractor.

10.21) The contract may be terminated by either party by giving two month notice in writing.

10.22) The contract may be terminated by the polytechnic by giving notice in writing to the Contractor, in case of serious negligence or serious breach of any of the terms and conditions of the contract by the contractor, and the Polytechnic is of the opinion that any further continuance of the contract is not in the interest of the polytechnic, then the polytechnic shall have the right to

terminate the contract without assigning any reason thereof, or without giving any notice, and any amount payable by the polytechnic as well as the performance security is liable to be forfeited.

10.23) Jurisdiction of Court: This contract is governed by the laws of Republic of India and shall be subject to the exclusive jurisdiction of the courts in Bilaspur.

10.24) Indemnification: That the contractor shall keep the polytechnic indemnified against all claims whatsoever in respect of the manpower deployed by the contractor. In case any employee of the contractor so deployed enters in dispute of any nature whatsoever it will be the primary responsibility of the contractor will be to contest the same. In case the polytechnic is made party and supposed to contest the case the polytechnic will be reimbursed for the actual expenses incurred towards Counsel fee and other expenses which shall be paid in advance by the contractor to the polytechnic on demand. Further, the contractor shall ensure that no financial or any other liability comes on the polytechnic in this respect of any nature whatsoever and shall keep the polytechnic indemnified in this respect. The contractor shall further keep the polytechnic indemnified against any loss to the polytechnic property and assets. The polytechnic shall have further right to adjust and/or deduct any of the amounts, as aforesaid from the payments due to the contractor under this contract .

10.25) Insurance: Without limiting any of his other obligating or liabilities, the contractor shall, at his own expense, take and keep comprehensive insurance including third party risk for the plant, machinery, men, materials etc. brought to the site and for all the work during the execution. The contractor shall also take out workmen's compensations insurance as required by law and under take to indemnify and keep indemnified the polytechnic from and against all manner of claims and demands and losses and damages and cost (including between attorney and client) charges and expenses that may arise in regard the same or that the polytechnic may suffer or incur with respect to end / or incidental to the same. The contractor shall have to furnish originals and/ or attested copies as required by the Registrar of the policies of insurance taken within 15 (fifteen) days of being called upon to do so together with all premium receipts and other papers related there to which the polytechnic may require.

10.26) The Govt. Girls Polytechnic Bilaspur shall have no responsibility towards employee of the contractor regarding payment of wages, injury, accidents etc.



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Annexure-A

General Details of Bidder

1. Name of the Company

.....

2. Name and Designation of
Authorized Signatory

.....

3. Communication Address

.....

.....

4. Phone No. / Mobile No.

.....

5. Fax No.

.....

6. E-Mail ID.

.....

7. G.S.T. Regn. No.

.....

8. PAN No.

.....

9. Labour Licence Regn. No.

.....

10. EPF registration no.

.....

11. ESI registration no.

.....

Particular Details of the Bidders Representative

1. Name of the Contact Person

.....

2. Designation

.....

3. Phone No.

.....

4. Mobile No.

.....

5. E-Mail ID.

.....



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UNDERTAKING

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract and period of extension, if any and it is certified that the rates quoted are the lowest rates as quoted in any other institution of India.
3. I/We give the rights to the "Principal, Government Girls Polytechnic Bilaspur" to forfeit the Earnest Money/Performance Security Deposit by me/us in case of breach of conditions of Contract.
4. I hereby undertake to provide the Security services as per the provisions in the tender document/
contract agreement

Date:

Place:

Designation:

(Office seal of the Bidder)



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Annexure-B

| S.NO | PARTICULARS | REMARK |
|------|--|--------------------------|
| 1. | Name of the Bidder /Firm, Office Address, Telephone No., Fax No., Mobile No., E-mail (Please attach registration certificate of Firm) | Copies shall be enclosed |
| 2. | EPF Registration No. Document of Monthly Return submitted for the last two months | Copies shall be enclosed |
| 3. | ESI Registration No., Labour License if applicable | Copies shall be enclosed |
| 4. | Present Employers certificate | Copies shall be enclosed |
| 5. | Experience certificate from existing employer / past employer Experience certificate should be enclosed for Three years. | Copies shall be enclosed |
| 6. | Income Tax Return for the Past three years (2017-18, 2018-19 & 2019-20) | Copies shall be enclosed |
| 7. | Service Tax Return for the past three years (2017-18, 2018-19 & 2019-20) | Copies shall be enclosed |
| 8. | DD towards EMD in favor of "Principal, Government Girls Polytechnic Bilaspur" payable at Bilaspur | No.....dt..... |
| 9. | All the bid documents to be duly signed with seal.. | |

Note: Mandatory details to be provided with seal & signature else tender will be rejected Summarily.

Date:
Place:

(Name and Signature of Bidder with stamp of the firm)



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Annexure-C

FINANCIAL BID DOCUMENT FOR SECURITY SERVICES

(To be submitted separately in sealed envelope)

| S.N | Designation | Number of Manpower required per day | Category of Worker | *Rate Quoted per person |
|-----|--|-------------------------------------|--------------------|-------------------------|
| 1 | Security Guard(Female) for Girls Hostel | 03 | | |
| 2 | Security Guard(Male) for Institute Building | 01 | | |

Note:- Shift Timing: 6:00AM - 02:00PM , 02:00PM – 10:00PM , 10:00PM – 06:00AM

Date:

Place:

(Name and Signature of Bidder with stamp of the firm)



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Annexure – D

Declaration Regarding Blacklisting / Debarring For Taking Part in Tender

(To be executed & attested by Public Notary / Executive Magistrate on Rs.10/- non judicial Stamp paper by the Bidder.

I / We _____ (Bidder) hereby declare that the firm / agency namely M/s.-----
_____has not been blacklisted or debarred in the past by Union / State
Government or any organization from taking part in Govt .tenders.

(Or)

I / We _____ (Bidder) hereby declare that the firm / agency namely
M/s._____ was blacklisted or debarred by Union
/ State Government or any Organization from taking part in Government tenders for a period of -----
-----years wef _____to _____
The period is over on _____and now the firm/company is entitled to take part in
Government tenders.

In case the above information found false I/We are fully aware that the tender / contract will be
rejected / cancelled by Principal Govt.Girls Polytechnic Bilaspur and EMD / performance security shall
be forfeited.

In addition to the above, Principal Government Girls Polytechnic Bilaspur, will not be responsible to
pay the bills for any completed / partially completed work.

DEPONENT

Name:

Address:

Attested:

(Public Notary / Executive Magistrate)