GOVERNMENT OF PUDUCHERRY
DIRECTORATE FOR THE
WELFARE OF BACKWARD CLASSES & MINORITIES

NOTICE INVITING TENDER
(Through e-Tender mode)

<table>
<thead>
<tr>
<th></th>
<th>Tender for the Service of</th>
<th>Outsourcing of 5 posts of Security personnel.</th>
</tr>
</thead>
</table>
| 2 | Number of Posts to be engaged through outsourcing | Security - 5 (3 Male, 2 Female)  
(No. of post may be increased/decreased based on requirement) |
| 3 | Tender Fee | Rs. 590/- (Rs. 500/- + GST Rs.90/-) |
| 4 | Earnest Money Deposit | Rs. 10,600/- |
| 5 | This Tender notice contains | 7 Pages |
| 6 | Period of Service | Twenty Four Months from the date of work order issued. |
| 7 | Inviting Officer | The Director,  
Directorate for the Welfare of Backward Classes & Minorities,  
(Govt. Automobile Workshop premises)  
Kamaraj Salai, Saram,  
Puducherry – 605013. |
GOVERNMENT OF PUDUCHERRY
DIRECTORATE FOR THE WELFARE OF BACKWARD CLASSES & MINORITIES

No.5555 /DWBCM/ E-tender/2019-20

Puducherry, dt. 15/07/2019.

e-Tender Notice

Notice Inviting Tender for engagement of Security personnel through outsourcing

e-Tenders are invited from the agencies/firms for rendering Security to work under the Directorate for the Welfare of Backward Classes and Minorities Puducherry and its branches for a period of twenty four months from the date of commencement of work order as per details mentioned in BoQ.

I. Tender containing following specifications shall be submitted through online:

1: Separate Technical specifications for security service (without quoting price) and all other certificates / documents superscribing.

"e-TENDER FOR SECURITY (TECHNICAL SPECIFICATIONS)"

THE TENDERER SHOULD UPLOAD THE FOLLOWING CERTIFICATES / DOCUMENTS ALONG WITH THEIR TECHNICAL BID and submit originals at the time of e-bid opening.

a. Registration Certificate of the Firm (Labour Department).
b. Valid Licence issued by Home Department.
c. Financial soundness in the trade including income tax returns by latest.
d. Copies of certificate, if any, on their past satisfactory experience with respect to service of any office complex/ factory.
e. Copies of certificated giving proof of availability of work force on their pay roll.
f. EPF/ESI registration certificates.
g. Proof for regular filing of GST.
h. Any other documents available that will confirm the reliability of the firms.

Note: Failure to produce even any one of the above documents would entail rejection of their quotation.
2: Separate Commercial specifications for security service superscribing "e-TENDER FOR SECURITY (COMMERCIAL SPECIFICATIONS— [Quoting Price])"

II. The tenderer will be able to download the Press notice, upload the bid document online by verifying the tender assigned work from https://pudutenders.gov.in.

The firm/contractors who had downloaded the Tender Schedule from the website shall submit the Tender Schedule online before the scheduled time of submission. No Tender Schedule should be sealed and brought to the Director, Directorate for the Welfare of Backward Classes and Minorities, (Govt. Automobile Workshop premises), Kamaraj Salai, Saram, Puducherry-13.

Separate Demand Drafts in respect of Tender Fee and Earnest Money Deposit should be produced on or before 05-08-2019, 5.00 PM to this Directorate directly / courier by the bidder. And both the Demand Drafts of Earnest Money Deposit and Tender fee document are to be scanned and uploaded in the e-Tender and the separate Demand Drafts of Nationalized Bank towards Tender fee and EMD drawn for each item separately in favour of Drawing and Disbursing Officer, Directorate for Welfare of Backward Classes and Minorities, Puducherry between 16.07.2019 and 05.08.2019 in physical form is to be submitted to

The Director,
Directorate for Welfare of Backward Classes and Minorities,
(Govt. Automobile Workshop premises),

on or before 05-08-2019 upto 05.00 PM

without fail in a separate sealed envelope for each item superscribed with words “Tender Fee and EMD for “Security” on or before 05-08-2019 upto 05.00 PM. Failure to produce original supporting documents at the time of bid opening for verification shall be considered as disqualification.

The following is the time table for uploading/opening of tender in the website https://pudutenders.gov.in where in the conditions stipulated would be made available.

i. Uploading of e-tender: 16.07.2019 at 10.00 A.M (TUESDAY)

ii. Bid closing date : 05.08.2019 at 05.00 P.M (MONDAY)

iii. Opening of e-tender:

a) Security:

06.08.2019 at 11.00 A.M. (TUESDAY)

at the Directorate of Social Welfare, Puducherry.

The Director, Directorate for the Welfare of Backward Classes and Minorities, Puducherry reserves the right to change the opening time and date of the e-Tender for administrative reason by notifying the same in the website. If the bid opening day happens to be a Holiday, the next working day will be considered.
III. **Scope of service:**

1) The online bidder shall digitally sign on all documents uploaded by him and bidder shall be responsible for their correctness and authenticity as per I.T. Act.

2) Before quoting the rate, the intending tenderers shall visit the premises to take stock of the scope of work to be carried out in Puducherry and Karaikal.

3) Canvassing whether directly or indirectly in connection with tenders is strictly prohibited and the tenders submitted by the agencies / firms who resort to canvassing shall be rejected.

4) The tender for rendering of service in the schedule is in accordance with all aspects of e-Procurement policy of the Government and terms and conditions and instructions of the e-tender notice.

5) The Govt. BC Hostels shall be guarded on all days including Saturday, Sunday and public holidays on daily basis 24 X 7 hours round the clock.

6) Staff engaged through outsourcing is contract basis only. Under no circumstances cannot claim post/ work for regularisation in Government.

7) EPF and ESI to be recovered from the staff engaged through outsourcing and the copy of challan to be submitted before the concerned Heads of the Office/ Sub-Office every month.

8) EMD of Rs. 10,600/- by way of Demand Draft drawn in favour of The Drawing and Disbursing Officer, Directorate for the Welfare of Backward Classes and Minorities, Puducherry from any one of the Nationalised Bank.

9) Cost of **Tender fee of Rs.500/- + GST** applicable shall be submitted by separate DD in favour of The Drawing and Disbursing Officer, Directorate for the Welfare of Backward Classes and Minorities, Puducherry as per the provisions contained in the website for e-Tenders for each service separately.

10) **Payment for the service rendered through outsourcing will be made every month after deduction of taxes applicable under Govt. (IT, Service Tax, GST, TDS etc.)**

11) The successful bidder is bound to the conditions of rules/ Taxes of Government in force from time to time.

12) 24/7 Helpdesk details available in pudutenders.gov.in for any clarification contact e-Procurement cell, 3rd Floor, Chief Secretariat, Puducherry Ph.No.0413-2220225.

IV. The NIT shall form part of contract/agreement documents. **The Department will not be responsible for any failure, malfunction or breakdown of electronic system used during the e-Procurement process.**
V. **GENERAL CONDITIONS:**

1. All tenders must be expressed both in words and figures and where there is a difference between the two, the rates expressed in words or the sum expressed in words will be taken as correct.

2. The Director, Directorate for the Welfare of Backward Classes and Minorities, Puducherry reserves the right to reject any or all tenders without assigning any reasons therefor.

3. The Director, Directorate for the Welfare of Backward Classes and Minorities, Puducherry reserves the right to increase or decrease, the number of staff to be engaged through outsourcing as originally mentioned in the specification at the time of issue of NIT/work order for executing, without any change or other terms and conditions.

4. No revision of terms or increase in rates will be allowed during the consideration of this tender and after entry of service contract which is valid for 24 months.

5. The Director, Directorate for the Welfare of Backward Classes and Minorities, Puducherry is not bound to accept the lowest quotation and if the tenderers has quoted the same lowest rates, the decision of the tender committee will be final.

6. **The rate should be quoted in the format given in BOQ (e-tender) to each service separately inclusive of all taxes.**

7. The bidders should have the capacity to depute and replacement of eligible staff to each service. The deputed staff should not be above 55 years.

8. The particulars of the tenderer’s organizations should be provided in e-Tender.

9. For finalizing the e-tender to each service, if same rate is quoted by different concerns, weightage will be given to the experience of the concern and good reputation.

10. Conditional Offers will be rejected.

9. **VALIDITY OF THE OFFER:**

   The rates quoted will have to be valid for two years and no additional costs for any reason or at any cost shall be charged.

10. **PENALTY FOR NON-PERFORMANCE:**

   In the event of non-performance or defective performance of the service as per specified standards, a recovery will be made proportionate to the extent of short-fall.

11. **CANCELLATION OF CONTRACT:**

   The Director, Directorate for the Welfare of Backward Classes and Minorities, Puducherry reserves the right to cancel the work order placed on the successful tenderer if the tenderer commits a breach of any of the terms and conditions of the tender/work order.
12. **PAYMENT TERMS:**

Payment will be made on or after the tenth of every succeeding month for the period of contract after effecting deduction against taxes applicable, on certification furnished by the Head of Officers concerned that the assigned supplier have been executed in accordance with the work order.

13. **TENDER FEE/ EARNEST MONEY:**

i. A sum of Rs. 500/- + GST @ 18% Rs. 90/- = Rs. 590/- (Rupees Five Hundred and Ninety Only) towards tender fee and a deposit of Rs. 10,600/- (Rupees Ten thousand and six hundred only) towards Earnest Money Deposit shall be paid in the form of Demand Draft drawn in favour of "The Drawing and Disbursing Officer, Directorate for the Welfare of Backward Classes and Minorities, Puducherry" from any Nationalised bank payable at Puducherry.

ii. The Earnest Money Deposit is non-interest bearing. It is refundable to the unsuccessful tenderers.

iii. Besides the above, the tenderer should furnish a certificate as worded below in token acceptance of all the terms and conditions of the tender. Otherwise the tender will not be considered under any circumstances.
DECLARATION

(After selection and acceptance of tender)

"I / We _______________ the undersigned certify that the terms and conditions of agreement are accepted and that in the event of selection of my/our rates, the contract in the prescribed form will be entered into".

Seal and Signature of the tenderer

14. TENDER OPENING:

(i) On the scheduled time and the date of opening, The Director, Directorate for the Welfare of Backward Classes and Minorities, Puducherry authorizes the opening of tender on the notified time. Tenderer can access the particulars, after opening of tender in the website.

(ii) If the opening day of tender happens to be a Public Holiday, the same will be opened next working day.

(iii) Agreement shall be drawn between the successful tenderer and the Directorate for the Welfare of Backward Classes and Minorities, Puducherry on acceptance and finalization. Tenderer will quote their rate and adhere to the terms and conditions of this tender.

(iv) The successful tenderer on acceptance of his tender by the committee members after getting concurrence with the Finance Department, Puducherry, the sanction/work order will be issued.

(K. SARANGAPANI)
DIRECTOR