TENDER NOTICE – PROVISION OF SECURITY

Sealed tenders are invited from the reputed firms/agencies for executing on contract for provision of Security Services in the Motilal Nehru Government Polytechnic College, Lawspet, Puducherry.

2. This Institution consists of the following buildings as detailed below:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Block</th>
<th>No. of Floors</th>
<th>Buildings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Main Building</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Silver Jubilee Block</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Chemical Dept. &amp; IT Dept.</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Electronics Dept.</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>Commerce Block</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>AVC (Audio Visual Centre)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td>NCC</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>8</td>
<td>Computer Centre</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>9</td>
<td>R&amp;AC Lab. (Mechanical Dept.)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>10</td>
<td>Civil Lab.</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>11</td>
<td>Library</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>12</td>
<td>Community Polytechnic</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>13</td>
<td>EEE Lab.</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>14</td>
<td>Mechanical Workshop</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>15</td>
<td>Toilet Block (near bus shed)</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>16</td>
<td>Automobile Lab. (Mech.)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>17</td>
<td>Workshop (1st year)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>18</td>
<td>Toilet (near civil lab.)</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>19</td>
<td>Boiler Lab.</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>20</td>
<td>Mech. Lab.</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>21</td>
<td>Store Room (near library)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>25</td>
<td>24</td>
</tr>
</tbody>
</table>

3. The Security services shall be extended to the entire premises of MNGPC including the buildings.
4. The Tender schedule along with enclosure on terms and conditions can also be downloaded from the official website.

   [http://www.pon.nic.in](http://www.pon.nic.in)

5. The sealed tenders should be addressed to the Principal, Motilal Nehru Government Polytechnic College, Puducherry, duly subscribing on the envelope “Tender for provision of Security Services in the Motilal Nehru Government Polytechnic College, Puducherry” and to reach to the undersigned on or before **11.00 of 12-02-2015**. The Tender will be opened at 4.00 P.M. on the same day in the presence of the tenderers present, in the office of the undersigned, MNGPC, Puducherry.

6. Tenders received late, incomplete tenders and those not in conformity with the prescribed specifications terms and conditions will not be entertained. The Government will not be responsible for postal delay, non-receipt/non-delivery of tender documents in transit etc.

7. There will be pre-bid conference with the prospective tenderers on **09-02-2015 at 11.00 A.M. in the chamber of Principal, Motilal Nehru Government Polytechnic College, Puducherry**. The Tenderers/Bidders are requested to attend pre-bid conference without fail. The clarifications, if any, shall be had from the office of the undersigned during the office hours in person or through phone number 0413-2253338.

8. Filled in tender forms shall be submitted with requisite enclosures to the office of the undersigned as per schedule. Incomplete tender forms and unsigned undertaking in regard to terms and conditions will be summarily rejected.

9. The undersigned reserves the right to accept or reject any tender without assigning any reason thereof.

10. In case, if any dispute, the decision of the undersigned will be final.

   
   (Dr. S. UDAYAKUMAR)

   PRINCIPAL.
TERMS AND CONDITIONS FOR SECURITY SERVICES OF MOTILAL NEHRU GOVERNMENT POLYTECHNIC COLLEGE, LAWSPET, PUDUCHERRY.

Sealed tenders are invited to provide security services to MNGPC, Puducherry.

1. GENERAL CONDITIONS:
   - The terms and conditions (i.e. all the pages of tender documents) in original must be signed with date and seal affixed on each page in the space provided at the bottom.
   - There should be no overwriting in the tenderer's offer, if required, the corrections can be made by scoring out the entries and writing a fresh one. The initials of the tenderer’s authorized person and the seal of the tenderer’s security agency must verify each correction. 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.
   - The undersigned reserves the right to reject any or all tenders without assigning any reason. Any other officer as may be authorized by him also reserves the right to accept or reject any tender in whole or in part.
   - No revision of terms or increase in rates will be allowed during the consideration of this tender for a period of three years.
   - The undersigned is not bound to accept the lower quotation.
   - The particulars of the tenderer’s organizations should be provided in the bid document as per Annexure-1.
   - Conditional offers not conforming to the terms and conditions and the ones not submitted in the prescribed format(s) will be rejected.
   - The tenderer shall sign all the documents to be submitted invariably.

2. SPECIFIC CONDITIONS:
   - The security services have to be carried out according to details of work in the tender notice.
- The Security personnel should work in shifts for 8 hrs. on all days of the week including holidays and public holidays. They should be relieved by relievers in their weekly off and no extra claim will be permissible for the weekly off. When security personnel are absent from duty due to leave, weekly off etc., a substitute should be posted by the contractor without any gap.
- There shall be a minimum of 9 workers engaged per day i.e. 3 workers for each shift.
- The agency shall comply with provisions of minimum wages Act, rules and notifications issued from time to time.
- The Security Services Agency, shall be provided with a Log Book to obtain signature from the incharge every day.
- The engagement of Security Services Agency is liable for cancellation, if there is any adverse remarks noticed regarding which and ward works.
- The engagement of security services in the Motilal Nehru Govt. Polytechnic College, Puducherry, shall be for a period of three years from the date of commencement of contract.
- All the staff engaged in security must be compulsorily in uniform and wear I.D. Card supplied by the Agency.
- The character and antecedent of the workers and supervisors will be got verified by the Public authorities before they are engaged by the agency.

3. VALIDITY OF THE OFFER:
- The rates quoted will have to be valid for the contract period and so additional costs for whatsoever reason shall be charged. The rates shall be inclusive of Service tax.

4. NON-PERFORMANCE PENALTY:
- In the event that the work awarded is not executed to the specified standards, the undersigned or his authorized representative reports that the performance is below the specified criteria, a recovery will be made proportionate to the extent of shortfall.

5. CANCELLATION OF CONTRACT:
- The undersigned reserves the rights to cancel the work order placed on the successful tenderer, if:
  a) The tenderer commits a breach of any of the terms and conditions of the tender/work order.

...3/-
b) The tenderer goes into liquidation voluntarily or otherwise.
c) An attachment is levied or continues to be levied for a period of 7 days upon the effects of the tender/work order.

6. **PAYMENT TERMS:**
- Payments shall be made to the agency in the first week of succeeding month on certificates that the assigned works have been executed in accordance with the work order.

7. **THE TENDERER SHOULD FURNISH THE FOLLOWING CERTIFICATES/DOCUMENTS ALONG WITH THEIR BID.**
- a) Period of standing in trade.
- b) Financial soundness in the trade.
- c) Copies of Certificates, if any, on their past satisfactory work done with respect to maintenance of any office complex/factory.
- d) Copies of the certificates giving proof of availability of work force on their pay roll.
- e) Copies of PF/ESIC Registration Certificate.
- f) Any other documents available that will confirm the reliability of the firms.
- g) License issued by the Competent authority under Contract Labourers Act.
- h) License issued by the Home Department, Puducherry, under Private Security Agencies (Regulation)Act, 2005 and the rules framed there under.

*Note: Failure to produce any of the documents would entail rejection of their quotation.*

8. **NATURE OF DUTIES:**
  i) Screening of visitors
  ii) Maintenance of Security Register
  iii) Checking of vehicles
  iv) Visitors Register
  v) Regulating Parking
  vi) Periodical security rounds throughout the complex.
  vii) Capacity of handling fire-fighting equipments
  viii) Locking of the premises and monitoring the interiors from security angle.
Besides the above, the tenderer should furnish a certificate as worded below in token of acceptance of all the terms and conditions of the tender. Otherwise the tender will not be considered under any circumstances.

“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”.

9. DECLARATION:

The tenderer should also enclose a declaration in the following form:

“I/We ________________________________________ do hereby declare that the workers engaged by my agency/firm shall be paid the statutory minimum wages and they will be covered under the statutory provisions of E.P.F., E.S.I., etc. and they will comply with all the Labour Laws in force”.

SIGNATURE OF THE TENDERER WITH SEAL.

(Dr. S. UDAYAKUMAR)
PRINCIPAL
ANNEXURE-I

1. Name of the Tenderer/Security Agency : 


3. Address of the registered office along with Phone No./Fax No. : 

4. Address of the Contract office for this tender along with phone Nos. and Fax No. : 

5. Year of commencement of business in this field : 

6. Annual Turnover in the last 3 years (Attach copies of balance sheet as proof) : 

7. Profile of the company with details of the technical team and the details of work force showing the qualification & experience of the team in this field : 

8. Name of the Bankers : 

9. Bid amount for a month (Rupees in words) : 

10. Number of persons to be engaged (including Supervisory staff) : 

11. Whether signed undertaking is enclosed accepting the terms and conditions for Security Services Agency? : 

12. Name & seal of the Agency : 

13. Registration No. : 

Period of standing in trade

Financial soundness in the trade

...2/-
14. Whether the following certificates/Documents are enclosed?

- Copies of certificates if any, on their past satisfactory work done with respect to maintenance of any office complex/factory:

- Copies of certificates giving proof of availability of work force on their pay roll:

- Copies of PF/ESIC Registration Certificate:

- Any other documents available that will confirm the reliability of the firms:

- License issued by the competent authority Under Contract Labourers Act:

- License issued by the Home Department, Puducherry, under Private Security Agencies (Regulation) Act, 2005 and the rules framed there under:

SIGNATURE OF TENDERER.