

TENDER NOTICE

SURVEY OF INDIA

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Office of the Director
Maharashtra & Goa GDC
Phule Nagar, Alandi Road
Pune -411 006

No. S- 1006 / 5-N-Out Sourcing

Dated: 6th June , 2014.

To

M/S

List attached

SUB: QUOTATION FOR DEPLOYMENT OF SECURITY GUARD ON CONTRACT BASIS FOR 2014-2015- FLOATING OF TENDER NOTICE THERE OF.

Dear Sirs,

We are interested to deploy security guards, on contract basis as per our requirement (list enclosed). You are, therefore, requested to quote your lowest rates :-

- 1.1 Quotation should be submitted under sealed cover only mentioning the quotation letter No., Date and the item quoted for.
- 1.2 All quotations should be addressed to the **Director M&G GDC** and **NOT BY NAME AND NOT TO ANY OTHER ADDRESS.**
- 1.3 Quotation should reach within the specified time and date to the addressee by **16 hrs.**, on **25-06-2014**. The quotations will be opened on **26-06-2014** at **11- 30 hrs.** The envelopes containing quotation must be inscribed with **"Quotation for Security Guards due on 25-06-2014"**.
- 1.4 work Order will be placed to the approved firms only when all the terms and conditions have been fulfilled by the tenderer. Income & Sales Tax clearance Certificates will have to be shown before the Work Order is executed / complied with.
- 1.5 Earnest money @ 2.5 % of the tender value in the shape of Demand Draft / Call Receipt of any Nationalized Bank in favour of **E & AO, M & G GDC, Survey of India, Pune**, should be furnished along with the tender.
- 1.6 Security deposit @ 10% of the tender value in the shape of Demand Draft /Call Receipt of any Nationalized Bank in favour of **E & AO, M & G GDC, Survey of India, Pune**, is to be submitted by the successful tenderer.
- 1.7 Payments will normally be made within 15 days on the basis of employment after every month in the presence of our representative . For broken period of employment , the payment will be made on pro-rate basis.

1.8 No corrections or over writings in the quotation will be accepted.

2 Contractors if so desire may be present on the date and time of opening quotations. They may enquire on phone (020-26611105) before they come.

3. The tender acceptance form must be signed, dated and returned to this Office in token and acceptance of the above tender with photocopies of following documents:-

- a) Registration Certificate obtained from the Joint Commissioner of Police, Pune City, Pune ,according to Private Security Agency (Regulator) Act 2005 as laid down under the Maharashtra Private Security Agency (Regulator) Rules 2007.
- b) E.P.F. A/C No.
- C) E.S.I. No.
- d) PAN.
- e) Service Tax No. (15 digits Service Tax No. to be obtained from Central Excise Department)

4. The security guards should be provided at the Map sales office for 16 hours in two shifts of 8 hours each and Survey of India estate for 24 hours in three shifts of 8 hours duty each. They should prevent unauthorized entry of person and encroachment by patrolling of surrounding areas of Survey of India Estate.

- a) The security guards should wear proper uniforms with logo of the security agency.
- b) Survey of India will not provide any uniforms / medical / insurance facility etc.

5. A copy of acquaintance showing the payment to each security guard should be furnished to us.

6. The certificate of Registration shall be to the extent of number of security Guards supplied, as per provisions of the act.

7. The quotation must be very specific and shall not contain any evasive terms contrary to our terms and conditions.

8. The tender will be kept open till the end of current financial year from the date of contract and may be extended if so required. No rate of payment variation will be accepted during the contractual period.

9. Replacement to be provided within 24 hrs. from time of intimation as and when required during illness / absent of security guard.

10. An agreement is to be executed by the successful tenderer at his cost.

11. The agreement will be valid till the end of current financial year from the date of commencement. However, in the event of service rendered being found unsatisfactory or due to any other unpalatable reasons, the contract can be short closed on serving a two months notice from the either side. The contract period can also be extended for another year with the mutual consent of both the parties on the same terms and conditions.

12. Approved firm of Director General of Resettlement (DGR) will be preferred.

13. The Director, M&G GDC, Survey of India, Pune, reserves the right to reject or accept any quotations without assigning any reasons thereof.

REQUIREMENTS

| Sl. No. | Description of Category | Criteria | Approx. Required No. | Remarks |
|----------------|--------------------------------|---|-----------------------------|----------------|
| 1. | Security guard | They will work a period of 8 hours shift duty, should be strong & stout, not having any ill habits nor any disease. | 9 (Nine) | |

N.B:-

1. The quotation to be submitted now will have to be kept valid till end of current financial year from date of commencement.
2. No. of requirement mentioned above are only on approximate basis. It may be reduced or increased subject to prevailing conditions at the time of placing Job Orders.
3. The enclosed form must be filled in and submitted along with the quotation.
4. Quoted rate should be furnished on Minimum Wages Act of state/ Central Govt. and guide lines issued by the DGR Ministry of Defense, New Delhi. Structures of wages to be furnished in details (Basic, DA, EPF, ESI etc.) with total amount per month in respect of each security guard.

(U. N. GURJAR)

Director
Maharashtra & Goa GDC
SURVEY OF INDIA

(TO BE FILLED IN BY THE TENDERER ONLY)

Acceptance of the terms and conditions of tender submitted by

M/s _____

1. Name of the contractor:-
2. Address:-
3. i) Whether agree with the terms & conditions of the tender No. _____
Date _____ Yes/No.
ii) If 'NO' give specific reasons.
4. Whether agreeable to submit EPF /ESI /Income Tax documents as and when called for _____ Yes/No.
5. Please mention the concerned cell of Income Tax Office, dealing with your case.
6. Have you got your Income Tax Assessment verified and certified for the year 2013-2014?
7. Please mention the name telephone number of your authorized representative who will contact us for providing the security guards and other correspondence if any.

Tenderer Seal along with
The Signature of the
Authorized representative
of the tenderer.

AGREEMENT

This agreement is made on this -----day of -----Two Thousand fourteen between the **Director , Maharashtra & Goa GDC, Survey of India, Pune**, hereinafter called as PRINCIPAL EMPLOYER, and the Manager, M/S _____ (hereinafter called as _____)

Whereas _____ have agreed to provide **Security Guards** to the Principle Employer who have agreed for utilizing the Security Services of _____ on contract under the terms and conditions in succeeding paras.

1. The security personnel will be provided by _____ at following monthly rates:-
(a) Security Guard: 9 (Nine) Nos. @ Rs. _____ (**Excluding 12.36% Service tax**) per month per guard.
2. The period of entrustment /contract of above Personnel to the Principal Employer shall be for a period of 9 (Nine) months from _____ to _____. However, in the event of service rendered being found unsatisfactory or due to any other unpalatable reasons, the contract can be short closed on serving a Two months notice from the either side. The contract period can also be extended for a year with the mutual consent of both the parties on the same terms and conditions.
3. That the Agency shall be responsible for all security measures and arrangement to safeguard the movable and immovable property of Survey of India and also for providing the services as per details indicated below.
4. The security guards should be provided at the Map sales office in 16 hours in two shifts of 8 hours and Survey of India estate for 24 hours in three shifts of 8 hours duty each. They should prevent unauthorized entry of person and encroachment by patrolling of surrounding area of Survey of India Estate. The security guards should wear proper uniforms with logo of the security Agency. The whistle, lathis, torchlight and other required accessories to the security guard are the responsibility of Agency.
5. That the Agency will indemnify the property under security cover for preventing theft, loss, pilferage, riots, arson, fire from the areas entrusted to its control and shall be responsible for all such lapses.
6. That the Agency shall provide the services of trained Security Guards. That the Agency will furnish a certificate stating that the security guards are trained and none of the security guards was discharged from any service on the ground of criminal charges, theft & unreliability.
7. That the Agency staff shall be available all time at the place of their duties as per duty roster and they shall not leave their place of duty without prior permission of the authorized Officer.
8. That the Agency shall deploy the full complement of the personnel all the time and shall maintain a list of the reserves to provide the replacement and supplement the strength. No compensation for leave reserve will be provided.
9. That the Agency staff shall check the movement of materials and to maintain systematic and up to date records and keep proper log book/control of movement of personnel entering or leaving the premises.
10. That the Agency staff shall be responsible to provide immediate replacement to take place of any Security Guards who is not available on duty at the place of posting and such other additional staff as may be required for additional areas for which prior information will be given.
11. That the Agency staff shall work in proper uniform under the overall supervision and direction of the Director or any other officer authorized by him.

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12. That the Security Guards whose services are provided by the Agency shall at all times and for all purposes be regarded as employees of the contracting Agency which shall also be responsible for necessary service benefits due to the Security guards as per rules/Laws applicable in such cases.
13. That Survey of India Authorities shall have the right to ask for the removal of any person of the Agency who is not considered to be orderly in discharge of his duties.
14. That the Agency staff shall carry out such other legitimate duties as are entrusted to them from time to time.
15. That the Agency shall not engage any sub-contractor or transfer the contract to any other person.
16. That the contractor will deposit a sum of Rs. Only, 10% of Tender value, as security for compliance with the terms and conditions of this contract.
17. The names of the workers appointed / employed by the security agency shall be made known to the Director, M&GGDC before commencing deployment. Frequent changes in the manpower deployed will not be allowed, the changes will be allowed only with the specific approval of the Director, M&G GDC, Pune, or any officer authorized by him.
18. The Agency shall make the payment to their Guards as per Minimum Wages Act in the premises of Survey of India , and in the presence of authorized representatives of The Director , and the necessary certificates in this regard will be submitted by the Agency every month.
19. The Agency shall submit the proof of deposit of EPF, ESI and service tax to the Director. every month along with the bill.
20. The staff appointed by the Agency for this purpose shall conduct as per orders of the officer authorized by the Director. In case of any sort of lapse, misbehavior and misconduct of any person so appointed, the responsibility shall be upon the Agency.
21. In case of any loss/theft of Survey of India property, the Director or any other officer authorized by him will consider the circumstances leading to the loss/theft and if the responsibility is fixed upon the agency by the above mentioned officer, the agency will make good the loss within a specified period or else deduction of the cost will be made from the following month's bill.
22. Parking of commercial vehicles in Survey of India Estate should not be allowed.
23. The security guard employed should not be near relatives of Survey of India's employees and they should not do social mixing with employees and with the family members of residential quarter.
24. The vehicle shall be permitted inside only on confirmation from respective official, store, addressee, Once the vehicle being allowed inside the estate on confirmation, the guard on duty shall make relevant entries in the material incoming register and endorse at the back of the supporting document with the particulars of the entry number, date, time and official seal.
25. All register and records must be sent to Security In charge of office for endorsement every day.
26. Main gate lights shall be switched on at dusk and switched off at dawn & as per instruction of security In charge.

27. At no point of time the security personnel shall leave the gate unmanned.
28. The duty personnel shall note down any message that needs to be passed on to any official, duly in the message register and action taken shall be passed on to the next shift guard at the time of shift change over. Guards should be known the important telephone nos. of official and police, fire brigade etc.
29. No drunken employee shall be allowed inside the office building.
30. The outgoing material shall be thoroughly checked for supportive document, and the authorized signature shall be verified at the gate. The guard shall make relevant entries in the material outgoing register and endorse the supporting document with particulars of date, time, vehicle number with office seal etc. He shall retain the quadruplicate copy at the security office.
31. Service Tax liability as per Govt. of India notification shall be the responsibility of the Principal Employer. Present Service Tax is 12.36 % on the total billing,
32. This agreement shall be terminated by either party by giving one month advance notice in writing.
33. In case of any dispute shall be jurisdiction of Pune Court.

Signed by the said contactor _____

In the presence of :-

1st Witness : _____
Address : _____

2nd Witness: _____
Address: _____

Signed by the said for and on behalf of the
President of India _____

In presence of : -

1st Witness : _____
Address : _____

2nd Witness: _____
Address: _____