

भारतीय सर्वेक्षण विभाग  
SURVEY OF INDIA

निदेशक का कार्यालय,  
म०प्र०भू-स्था०ऑकडा केन्द्र  
सर्वे कालोनी, विजय नगर,  
जबलपुर (म०प्र०)-482002



Office of the Director  
M.P. Geo Spatial Data Centre  
Survey Colony, Vijay Nagar,  
Jabalpur(M.P.)-482002

No.E- 729 /13-A-1(Budget)

Dated the: - 29 - 04 -2015.

**TENDER NOTICE**

**SUB: - QUOTATION FOR DEPLOYMENT OF SECURITY GUARD ON CONTRACT BASIS FOR THE PERIOD FROM JUNE'2015 TO MARCH'2016.**

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 number and date and the item quoted for.
- 1.2 All quotations should be addressed to the Director, MPGDC, Jabalpur 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 17.30 hrs. on 18-05-15 The quotation will be opened on 19-05-15 at 11.00 hrs. The envelope containing quotations must be inscribed with "**QUOTATION FOR SECURITY GUARDS DUE ON 18-05-15**".
- 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 and sales tax clearance certificate will have to be shown before the work order is executed/compiled with.
- 1.5 Earnest money @2.5% of the tender value in the shape of demand draft/call receipts of any nationalized bank in favour of E&AO, MPGDC, Survey of India, Jabalpur 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, MPGDC, Survey of India, Jabalpur is to be submitted by the successful tenderer.

Contd....2

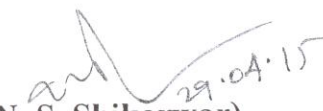
- 1.7 No corrections or overwriting in the quotation will be accepted.
- 2 **Contractors if so desire may be** present on the date and time of opening quotation. They may enquire on phone 0761-2647366 before they come.
- 3 The tender acceptance form must be signed, dated and returned to this office in token and acceptance of the above tender with photo copies of following documents.
  - (a) Registration Certificate.
  - (b) P.F. A/C No.
  - (c) E.S.I. No.
  - (d) PAN
  - (e) Service Tax No. (15 digists service tax No. to be obtained from Central Excise department)
4. The security guards will work at our office entrance for 24 hours in 3 shifts of 8 hours duty each. They should prevent entry of unauthorized persons.
  - (a) The security guards should wear proper uniform with logo of the security agency.
  - (b) Survey of India will not provide any uniform / medical / insurance facility etc.
5. A copy of ~~sa~~quittance showing the payment to each security guards 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. No rate of payment variation will be accepted during the contractual period.
9. Replacement to be provided within 24 hours from time of intimation as and when required during illness/absence of security guards.
10. An agreement is to be executed by the successful tenderer at his cost.

11. The agreement will be valid for a period of upto 31-03-2016 or till further order from the date of commencement. However in the event of service rendered being unsatisfactory or due to any other unpleasable reasons, the contract can be cut 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, MPGDC, Survey of India, Jabalpur reserves the right to reject or accept any quotation without assigning any reasons thereof.

*List of* **REQUIREMENTS**

| Sl. No. | Description of category | Criteria   | Approximate Required No. | Remarks |
|---------|-------------------------|--|--------------------------|---------|
| 01.     | 02.                     | 03.  | 04.                      | 05.     |
| 1       | Security Guards         | They will work for a period of 8 hours shift duty, should be strong and stout not having any ill habits nor any disease. They have to be in proper kit and proper uniform while on duty they have to maintain proper decorum | 6                        |         |

Quotation rate should be furnished on minimum wages Act of state/central govt. and guildelines issued by the DGR Ministry of Defense, New Delhi. Structures of wages to be furnished in details with total amount per month in respect of each security guard.

  
(N. S. Shikarwar)  
Superintending Surveyor  
for Director

**TO BE FILLED IN BY THE TENDERER ONLY**

Acceptance of the terms and conditions of tender submitted by.

M/s .....  
.....  
.....

01. Name of Contractor :

02. Address :

03. (i) Whether agree with the term and conditions of the tender No.....  
Dated..... : **Yes/No**

(i) If no give specific reason :

04. Whether agreeable to submit sales tax/income tax clearance documents as and  
when call for : **Yes/No**

05. Please mention the concerned cell of income tax office dealing with your case. :

06. Have you got your income tax assessment verified and certified for  
year 2015-2016. :

07. Please mention the name and telephone number of your authorized representative  
who will contact us for providing the security guards and other correspondence in  
any. :

**Tenderer Seal along  
with the signature  
of the authorized  
representative of  
the tenderer.**