



**MEGHALAYA & ARUNACHAL PRADESH
GEO-SPATIAL DATA CENTRE
SURVEY OF INDIA
SHILLONG**

**Tender Document
For
Hiring the Services of Security Personnel
For Security Duties in the Premises of Survey of India, Shillong**

TENDER NO. : S-121 /13-A-Security dated 14-01-2016

TO BE SUBMITTED BY : 10-2-2016 (13:00 hrs.)

TOTAL PAGES : 8

Cost of Tender Document Rs. 200/- (Rupees Two Hundred only) (Non-Refundable)

Tender Document can also be downloaded from Survey of India website: www.surveyofindia.gov.in

**SURVEY OF INDIA
MEGHALAYA & ARUNACHAL PRADESH GDC
SHILLONG**

TENDER DOCUMENT FOR INVITING TENDERS FOR HIRING THE SERVICES OF SECURITY PERSONNEL FOR SECURITY DUTIES IN THE PREMISES OF SURVEY OF INDIA, SHILLONG

On behalf of President of India, the Director, Meghalaya & Arunachal Pradesh GDC, Survey of India, Malki, Shillong invites sealed tender for hiring the services of security personnel for security duties in the premises of Survey of India, Shillong as per following terms and conditions:-

1. PARTICULARS OF THE TENDER

| | | |
|-----|--|---|
| (a) | Designation and Address of the authority inviting tender | Director, Meghalaya & Arunachal Pradesh GDC, Survey of India, Malki, Shillong- 793001 (Meghalaya) Phone: 0364-2223320 Fax: 0364-2224937 Email: megh.gdc soi@gov.in |
| (b) | Tender No. | S- 121 /13-A-Security dated 14-01-2016 |
| (c) | Scope of work | Round the clock security services with requisite numbers of security personnel in the Survey of India Estate, on all days of weeks including Saturday, Sunday and National Holidays |
| (d) | Number of Guards required | 21 (7 Guards in each of the 3 shifts of the day) |
| (e) | Earnest Money Deposit (EMD) | Rs. 10,000/- |
| (f) | Place of opening of Tenders | Office of the Director, Meghalaya & Arunachal Pradesh GDC, Survey of India, Malki, Shillong |
| (g) | Tender Document can be downloaded from | Survey of India website www.surveyofindia.gov.in |
| (h) | Tender can be submitted at | Tender box kept outside Stores Section of Survey of India, Malki, Shillong |
| (i) | Tenders to be Addressed to | The Director, M&ArP GDC, Survey of India, Malki, Shillong |
| (j) | Last date and time of sale of tender document | 09 th February 2016 by 13 : 00 hrs |
| (k) | Last date and time of receiving bids | 10 th February 2016 by 13 : 00 hrs |
| (l) | Date and time of opening bids | 10 th February 2016 at 15 : 00 hrs |
| (m) | Total Number of pages in the tender document | 8 |

2. ELIGIBILITY CRITERIA

- (i) The bidding firm should be registered with the appropriate government authorities as per 'The Private Security Agencies (Regulation) Act, 2005 and should have valid labour license under this Act. The copy of registration certificate and Labour License must be enclosed with the tender.
- (ii) The bidding firm must enclose registration certificates of VAT / Tax from the appropriate authorities as prevalent in the State of Meghalaya.
- (iii) Copy of Service Tax registration certificate must be attached with the bid.
- (iv) The tenderer must provide the PAN/TAN number of the firm. Copies of Income Tax returns filed by the firm for last 2 years should be enclosed with the tender.
- (v) The bidding firm should have at least two years experience of executing the similar work in Govt./PSU or any other academic institution. Supportive documents i.e. 'Satisfactory Performance Certificate' from the office where such service was provided, must be attached with the bid.
- (vi) **The bids received without the above mentioned certificates/documents will be rejected.**

3. TERMS AND CONDITIONS

- (i) The tender document can either be purchased from E&AO, Meghalaya & Arunachal Pradesh GDC, Survey of India, Malki, Shillong on payment of Rs. 200/- by cash/in form of D.D. in favour of E&AO, M&Ar P GDC, Survey of India, Shillong, or, can be downloaded from Survey of India website www.surveyofindia.gov.in and in such case the tenderer has to pay the tender document cost in form of D.D. for Rs. 200/- drawn in favour of the **Establishment & Accounts Officer, M&Ar. P GDC, Survey of India, Shillong**. In any case the Cash Receipt/DD should be enclosed with the tender, failing which the tender will not be accepted.
- (ii) The tender can be dropped in the tender box kept outside the Stores section of Survey of India, Malki, Shillong, before 10-02-2016, 13:00 hrs.
- (iii) The tender in sealed envelope can also be sent by post to the Director, Meghalaya & Arunachal Pradesh GDC, Survey of India, Malki, Shillong - 793 001 (Meghalaya). However, The Director, Meghalaya & Arunachal Pradesh GDC, Survey of India shall not be responsible for any postal delay for non-receipt of tender by due date and time for whatsoever reason.
- (iv) Bids received after stipulated date and time due to any reason whatsoever including postal delay shall not be considered.
- (v) Rates quoted shall be mentioned by the agency both in figures and words. There should not be any erasing or overwriting whatsoever to avoid rejection of bid. The rates quoted shall remain valid for a period of 60 days after the date of opening of the bids.

- (vi) An Earnest money deposit (EMD) of Rs. 10,000/- (Rupees Two Thousand only) in shape of Demand Draft drawn on any nationalized bank in favour of Establishment & Accounts Officer, M&Ar. P GDC, Survey of India, Shillong payable at Shillong should be furnished along with tender. Tender received without EMD will be summarily rejected. The EMD of un-successful tenderers will be returned within 30 days of the award of job order.
- (vii) The Director reserves the right to accept or reject any/ all bids without assigning any reason whatsoever.
- (viii) The tender response should be signed by the tenderer in all pages. Incomplete and unsigned quotations are liable to be rejected.
- (ix) Bids with overriding conditions will be summarily rejected.
- (x) If there is no mention of taxes etc. in the bid, the bid will be considered to be inclusive of all taxes and no extra tax will be paid in any case.
- (xi) Quoted Rates shall ensure compliance of under noted statutory obligations:
 - a. Minimum Wages Act, 1948 & Payment of Bonus Act 1965 there under. The rates should be applicable for Shillong for Central Govt. departments.
 - b. Contract labour (Regulation and Abolition) Act, 1970.
 - c. Employee State Insurance Act and rules made there under.
 - d. EPF (Misc Provision) Act 1952 and rules made there under.
 - e. Any other labour legislate/rule applicable in the state of Meghalaya.
- (xii) The tenderer should furnish the details in the proforma enclosed as Annexure-A.
- (xiii) The tenderer should quote the rates as per proforma in Annexure-B. If needed, extra rows/columns can be added to the table by the tenderer. The tenderer should furnish a certificate as given in Annexure-B that all the terms and conditions of the tender document are understood by the tenderer and ready to abide by the same without any variation.
- (xiv) Tenderers are advised to check the enclosures as per enclosed Check List in Annexure-C, before submitting the bid.
- (xv) The tender should be submitted in sealed envelope duly marked as **"TENDER FOR HIRING SECURITY GUARDS"**.
- (xvi) Any of the tenderers, who may so desire, may be present at the time of opening of the bids.
- (xvii) The successful tenderer will have to deposit Performance Security equal to 5% of the total bid value in the shape of FDR/Bank Guarantee from any nationalized bank drawn in favour of **Establishment & Accounts Officer, M&Ar. P GDC, Survey of India, Shillong** at the time of awarding the contract. Performance Security deposit should remain valid for the entire period of contract plus for a further period of 30 days after the completion of contract.

- (xviii) The successful tenderer will have to furnish an agreement on Rs. 10/- Non Judicial Stamp Paper at their own expense.
- (xix) Any variation or additional taxes /duties and not statutory levies, if any imposed by the regulatory bodies during the currency of this contract/service will be payable by the security agency over & above the quoted rates.
- (xx) The successful tenderer will have to particularly abide by the provisions of Minimum Wages Act, 1948.
- (xxi) The successful tenderer will be entirely responsible for the execution of the job in accordance with the terms and conditions of this document and the job shall not be assigned or subletted to any other firm/agency.
- (xxii) The security personnel offered by the successful tenderer should be physically fit for security duty as per normal standards. Previous experience of such security duties is preferable.
- (xxiii) The security personnel offered by the successful tenderer should have good moral character. The agency providing the security personnel is responsible for their conduct.
- (xxiv) The successful tenderer/security agency shall provide round the clock security arrangements for guarding the office premises and adjacent residential premises of Survey of India, Shillong.
- (xxv) The security agency will have to provide the replacement for the weekly off/holidays/during the absence of any guard.
- (xxvi) The stationery items and security accessories like lathis, torch lights, gum boots, rain coats etc. and Uniforms should be provided by the Security Agency.
- (xxvii) In case of payment of charges to be made for a period of less than a month, payment will be made on pro-rata basis.
- (xxviii) The persons deployed by security agency will have no claim for Govt. job.
- (xxix) If the performance of the Security Services by the agency is not found Satisfactory, the Competent Authority of SOI shall have power to terminate the contract with one month's notice. Upon such termination security deposit of the agency shall be liable to be forfeited and shall be absolutely at the disposal of SOI.
- (xxx) In case of any dispute relating to the execution of the job between the office and the security agency, the matter will be referred to the Surveyor General of India and his decision shall be final and binding on both the parties.

**SURVEY OF INDIA
Meghalaya & Arunachal Pradesh GDC
Shillong**

CONTRACT FOR PROVIDING SECURITY SERVICES

DETAILS OF SECURITY AGENCY

| | | | |
|----|---|---|--|
| 1. | Name of the Firm | : | |
| 2. | Address of the Firm | : | |
| 3. | Licence No. issued by the office of the Labour commissioner | : | |
| 4. | EPF Account No. | : | |
| 5. | ESI Registration No. | : | |
| 6. | Annual Turnover | : | |
| 8. | Experience in Years | : | |

**(Signature/ Signatures of authorized
Representative(s) of the firm with Seal)**

Rates for Providing the Services of Security Guards

Name of Agency:

| Sl. No. | Particulars | Rates per Month per Guard |
|----------------|---------------------------------|----------------------------------|
| (i) | Minimum Wages | |
| (ii) | Employees State Insurance (ESI) | |
| (iii) | Employees Provident Fund (EPF) | |
| (iv) | Agency services charges | |
| | Total (i+ii+iii+iv) | |
| (v) | Service Tax | |
| (vi) | Gross Total | |

It is certified that all the terms and conditions of the tender document No. S-121 /13-A-Security dated 14-01-2016 have been understood by me/us and I/we are ready to abide by them without any variation in the event of selection of our firm for awarding the job.

(Signature/ Signatures of authorized Representative(s) of the firm with Seal)

Place:

Name(s):

Date :

Address :

CHECK LIST

| Sl. No. | List of Items | Submitted (Put Tick Mark) | Not submitted (Put Tick Mark) |
|----------------|---|--------------------------------------|--|
| 1. | Attested registration certificate of Security Agency issued by the appropriate authority. | | |
| 2. | Attested copy of valid labour license from the Regional Labour Commissioner. | | |
| 3. | Attested copy of valid Service Tax registration certificate. | | |
| 4. | Satisfactory performance certificate from Govt./Semi-Govt./Central Autonomous Bodies where the agency has successfully carried out security contracts or properly trained security guards/supervisors during the last 2 years in. | | |
| 5. | Attested copy of PAN and Income Tax Return of the last two years. | | |
| 6. | Earnest Money Deposit (10,000/-) | | |
| 7. | Detailed information as per Annexure - A | | |
| 8. | Quotation of rates as per Annexure- B | | |