Tender Document

Service Contract for Providing Security Guards

At

Aligarh Muslim University Murshidabad Centre
NOTICE INVITING TENDER

The Aligarh Muslim University Murshidabad Centre invites sealed tenders in two bid system from reputed and experienced firms for “Providing security guards in Aligarh Muslim University, Murshidabad Centre, Jangipur Barrage (Ahiran), Suti, Murshidabad, West Bengal-742223.

The tender documents will be available for sale from 10.00 a.m. to 5.00 p.m from 16.03.2016 to 05.04.2016 in the office of the Director on payment of Rs. 500/- as application fee. The tender document can also be downloaded from Centre’s website www.amu.ac.in/murshidabad/. In case the tender document is downloaded from the website the bidder shall have to submit the document fee of Rs.500/- as D.D. in favour of Director, AMU Murshidabad Centre payable at Omarpur Branch (Branch Code:12355) at the time of submitting of the tender, failing which the tender will not be accepted.

1. The tender shall be submitted in two separate sealed covers, duly completed in all respects viz. one for "technical bid" and the other for "price bid". The name of the work and the words "technical bid only" and "price bid only", as the case may be shall be clearly written on the top of the respective sealed covers. All documents i.e. the two bids, along with the letter for submitting tender shall be put in a sealed cover and the name of the work ‘ “Providing security guards in AMU Murshidabad Centre” shall be clearly written on top of the sealed cover.

2. The tenders, which should always be placed in sealed cover with “Providing security guards in AMU Murshidabad Centre, Jangipur Barrage (Ahiran), Suti, Murshidabad, West Bengal-742223” written on the envelopes, will be submitted upto 3.00 p.m. on 06.04.2016 in the tender box lying at Administrative Building, AMU Murshidabad Centre and the technical bid will be opened on the same day at 3.30 p.m. at the same building.

3. The AMU Murshidabad Centre reserves the right to cancel the tender at any stage of tendering process.

4. Earnest money, amounting to Rs. 25,000/- (Rupees Twenty Five Thousand only) is required to be submitted through Demand Draft in favour of the “Director, AMU Murshidabad Centre” alongwith each tender application.

5. The contractor, whose tender is accepted will be required to furnish a security deposit of Rs.25, 000/- (Rupees twenty five thousand only) for the fulfillment of his/her contract.

6. The acceptance of a tender rests with the Centre, which does not bind itself to accept the lowest tender and reserves itself the authority to reject any or all of the tenders received without assigning any reason. All tenders in whom any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.

7. Canvassing in any form in connection with tender is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
8. All rates should be quoted on the proper form in the tender.

9. On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Centre shall be communicated to the Centre.

10. It will be obligatory on the part of the bidder to sign the tender documents on each page. Unsigned tenders shall be summarily rejected.

11. The tenders should acquaint themselves with the work and working conditions of the site and locality and no claim will be entertained on this issue.

12. Deployment of security guards will be made with effect from 01/05/2016.

13. The University reserves the right to increase/decrease the no. of security guards at a later date during the course of contract with existing terms and conditions.

14. Any theft, loss and damages of the property of University on account of negligence of Contractors personnel shall be borne by the contractor.

15. The contractor will not allow his employees to participate in any trade union actively or agitation in the University campus premises.

16. If any guard will be found careless and not doing his job properly or indulge in unwanted activities, Rs. 500/- per case will be charged as fine to the contractor.

17. Payment will be made to the contractor by the Aligarh Muslim University by 10th of every succeeding month.

18. Security Guards will wear proper uniforms with identity cards to be provided by the contractor.

19. In case of any dispute, the Court of Jangipur at District Murshidabad shall have jurisdiction to hear such cases.
TECHNICAL BID

Director, AMU Murshidabad Centre invites tenders from registered and authorized contractors/agencies having experience and expertise in providing security services to Central Govt., State Govt., PSU and large Pvt. Companies for providing Security Guards for a period of 10 months and on satisfactory performance it may be extended for another period of 10 months at the same rate, or on mutual consent on same terms & conditions.

Place of providing security guards: Campus of the AMU Murshidabad Centre.

Brief description of works: The contractor shall provide Security services by providing Security Guards at different places in the offices according to the requirement to be intimated to the contractor in writing or otherwise by various authorized officer(s) of the Centre from time to time. The contractor shall ensure safety of properties, personnel and vehicles of the Centre by deploying Security guards round the clock in three shifts of eight hours. The bidders must get themselves fully acquainted with the location of office before submission of tender.

EARNEST MONEY: Each tender must be accompanied by an earnest money of Rs 25,000/- (Rs. Twenty Five Thousand only) in the form of Demand draft of State Bank of India drawn in favour of Director, AMU Murshidabad Centre payable at Omarpur Branch. Bid not accompanied by earnest money shall be summarily rejected. The earnest money is also liable to be forfeited if the successful bidder fails to furnish the requisite security deposit or start the work by the due date without prejudice to any other rights and remedies of the Centre under contract and law. The earnest money will be returned to all unsuccessful bidders without interest as soon as practicable, after decision on tenders and the unsuccessful bidders will furnish a security deposit of Rs. 25,000/- only. No interest shall be payable on the amount of earnest money or security deposit, in any case.

SECURITY DEPOSIT:

a) The successful tenderer shall furnish within a week of the acceptance of his tender a security deposit of Rs. 25,000/- (Rupees Twenty Five Thousand only).

b) The security deposit shall be made through a demand draft drawn in favour of “Director, AMU Murshidabad Centre” payable at Omarpur Branch of State Bank of India.
DOCUMENTS REQUIRED TO BE ATTACHED WITH THE TECHNICAL BID:

A) Self attested copies of the following documents are to be annexed:-

**Document–I:** Valid license for running of Security service agency and requisite registration certificate under various statutory provisions of labour R&A Act. Employees Provident Fund and Miscellaneous Provision Act, ESIC etc.

**Document–II:** The Bidder should have successfully executed 02 similar type of contracts i.e. supplied atleast 10 security personal of a minimum 2 (Two) years duration with any Government departments/undertakings/private sector.

**Document–III:** Latest police verification certificate in respect of security personnel of the contractor.

**Document –IV:** Income Tax Pan No. of Firm.

**Document –V:** Attested copies of partnership deed/copy of Memorandum and Article of Association, as the case may be.

**Document –VI:** Property details of the partners/firms/establishments.

**Document–VII:** Name and address of all the partners/Directors/proprietors as the case may be.

**Document- VIII:** ESIC/EPF registration nos.

**Document -IX:** Name of Bankers, Copies of the IT Returns for the last three years.

**Document –X:** Earnest money deposit.

**Document-XI:** Service tax registration no.

**Document –XII:** The firm should not have been black listed from any Govt. department. An undertaking in this regard is to be enclosed.

B) The bidders should signed and stamped on each page of tender document for acceptance of all terms and conditions and the same should be enclosed in the technical bid.

Sd/-

**Director**

AMU Murshidabad Centre
To
The Director
AMU Murshidabad Centre

Dear Sir,

1. I/We submit the sealed PRICE BID for security guards at AMU Murshidabad Centre.
2. I/We have thoroughly examined and understood instruction to tenders, terms and conditions of contract given in the invitation to the tender and those contained in the general conditions of contract and agree to abide by them.
3. I/We offer to provide security at the following percentage of service change on the basic minimum wage notified by the Govt. as the case may be, applicable at the time of award of the contract for the contract for the entire tenure of the contract.
4. I/We undertake that I/We are not entitled to claim any enhancement of rates on any account during tenure of the contract except provisions of minimum wages.

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<tr>
<th></th>
<th>Security Guards (Skilled Ex-Serviceman) Charges per month in Rs.</th>
<th>Security Guards (Unskilled non Ex-Service man) Charges per month in Rs.</th>
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<td>Per Person</td>
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<td>Minimum Wages</td>
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<td>Any other charges if any</td>
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<td>Service tax</td>
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Yours faithfully,

Signature of the bidder with stamp
TENDER APPLICATION FORM FOR ENGAGEMENT OF SECURITY GUARDS

1. Name of the Agency:

2. Full Address:

3. Telephone No.

4. Email/Fax:

5. Whether a registered firm/Company incorporated and if so, the details thereof:

6. Name of the owner/partners/directors:

7. Name of the Bank with full address and bank account no.:

8. ESI Code:

9. EPF Code:


11. Service tax registration no.:

12. Previous experience details with documentary proof: (Attach separate sheet if required)

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<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Client</th>
<th>Period of Contract</th>
<th>Value of the Contract</th>
<th>No. of Guards employed</th>
<th>Remarks</th>
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13. Annual turnover of last three years: (Attached certificate issued by CA)

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<th>Financial Years</th>
<th>Annual Turnover</th>
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14. Earnest money details:

15. Tender Fee details:

**Undertaking:**

I/We, hereby agree to the terms and conditions of the tender and will abide by the same as well as all the statutory obligations as required by the law.

Signature of the Proprietor/Partners/Directors with stamps