

TENDER NOTICE

NIT No. TRTC/Ghy/Enquiry/2014-15/55

Dated: 09/03/2015

Sealed tenders are invited on behalf of "Tool Room & Training Centre, Guwahati" from the reputed service provider to provide the security service.

Sl no	Description of Service	Last date of sale of tender forms	Last date & time of submission of bids	Date of opening of general bids	Date of opening of commercial bids
1	Security Service Round the Clock	03/04/2015 15:00 hrs	04/04/2015 10:00 hrs	04/04/2015 11:00 hrs	04/04/2015 15.00 hrs.

Non-transferable tender documents containing general requirement and other terms and conditions can be had from the Centre between 10:00 hours to 15:00 hours on payment of Rs. 500/- as tender fees by demand draft drawn in favour of "Tool Room & Training Centre, Guwahati" on all working days. Tender form can also be downloaded from our website: www.trtcguwahati.org and can be submitted by paying the required tender fees. Tender fees is non refundable even on cancellation of the tender process for any reason.

In case, the date of opening of the tender happens to be an unscheduled holiday then the tenders will be opened on the next day/suitable day at the same time and venue.

Project Manager
Tool Room & Training Centre
(Govt. of India Society)
Amingaon Industrial Area
Amingaon, Guwahati – 781 031
Ph No: 0361 – 2680907, Fax: 0361 – 2381030
Email: trtcghy@hotmail.com
Website: www.trtcguwahati.org

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IMPORTANT: TENDERERS SHOULD READ THE TENDER PAPERS CAREFULLY:
SUBMISSION OF TENDER IMPLIES THAT HE/THEY HAS READ AND UNDERSTOOD ALL THE TERMS AND CONDITIONS OF THE TENDER AND AGREES TO BIND HIMSELF/THEMSELVES TO THE SAME. ALL PAGES OF THE TENDER DOCUMENTS SHOULD BE SIGNED BY THE TENDERER(S) AND RETURNED WITH PART 'A' OF THE TENDER .

TENDER NO. TRTC/Ghy/Enquiry/2014-15/55

Dated: 09-03-2015

Due Date: 04-04-2015

Time: 10:00 hrs

PART - I

From: The Project Manager
Tool Room & Training Centre
Amingaon Industrial Area
Amingaon, Guwahati - 781031

To: _____

1.0 Sealed tenders for 'Security Service' as per requirement given in the attached scheduled (Part-III) are invited by the Project Manager, Tool Room & Training Centre, Guwahati, India (hereinafter called the 'the Centre and/or the Purchaser'). The tender shall be received upto 10:00 hrs on 04-04-2015 and shall be opened at 11:00 hrs on 04-04-2015 in the presence of the intending tenderers as per schedule and procedure described in the tender documents. Tenders received late will not be accepted. Tenders should be accompanied by interest free Earnest Money for each tender in the form of Demand Draft drawn in favour of "**Tool Room & Training Centre, Guwahati**" as per following.

Sl no	Name of Service	Tender No	Earnest Money
1	Security Service Round the Clock	TRTC/Ghy/Enquiry/2014-15/55 dated 09-03-2015	Rs. 25,000/-

Tender without Earnest Money will not be accepted. Earnest Money will be returned to unsuccessful bidders on finalization of tender process. Earnest Money must be submitted with general requirement i.e., Part "A". Bank Guarantee in lieu of Demand Draft can be submitted on Non Judicial Stamp Paper from any National/reputed Bank.

- 2.0 Tenders must be submitted in two parts as per Para 3 below and sent by registered post or deposited in the Tender Box kept at Tool Room & Training Centre, Guwahati in a strong sealed cover addressed to the Project Manager, Tool Room & Training Centre, Guwahati, Amingaon Industrial Area, Amingaon, Guwahati – 781031, India and distinctly marked as described in para 3 below.
- 3.0 a) The tenders should be submitted in two parts. Part “A” should contain the general requirement of security service which should be described in sufficient details and earnest money. It should also be accompanied by a list of organisations where similar service provided by the tenderer in India in the last three years. No price should be indicated either for the general requirement. All pages of these tender documents are to be signed and returned with this part “A”. It should be placed on an envelope which should be prominently marked as below:

PART “A” **Tender for Security Service Round the Clock**
Tender No. TRTC/Ghy/Enquiry/2014-15/55 dated 09-03-2015
Due date: 04-04-2015 at 10:00 hrs.
Opening date: 04-04-2015 at 11:00 hrs.

In case, the date of opening of the tender happens to be an unscheduled holiday then the tender will be opened on the next day/suitable day at the same time and venue.

This envelope should be securely fastened and sealed and addressed as described in para 2.0 above.

b) Para “B” of the tender should contain the prices quoted by the tenderer for the security service described in Part “A” of the tender. It is very important that the prices are quoted with reference to the description of the security service offered in Part “A” of the tender. Part “B” of the tender should be put in another envelope which should be prominently marked as below:

PART “B” **Tender for Security Service Round the Clock**
Tender No. TRTC/Ghy/Enquiry/2014-15/55 dated 09-03-2015

This envelope should be securely fastened and addressed as described in para 2.0 above.

c) Both the envelopes marked Part "A" and Part "B" as mentioned in (a) and (b) above should be put in another strong cover (envelope) which should be securely fastened, sealed and should be prominently marked as below:

Tender for Security Service Round the Clock

Tender No. TRTC/Ghy/Enquiry/2014-15/55 dated 09-03-2015

Due date: 04-04-2015 at 10:00 hrs.

Opening date: 04-04-2015 at 11:00 hrs.

This envelope should be addressed as described in para 2.0 above and submitted as mentioned in para 1.0 & 2.0 above.

- 4.0 The strong cover mentioned in paras 2 & 3 above shall be opened at 11:00 hours on 04-04-2015 in the presence of the intending tenderers/their representatives. Part "A" of the tenderers as mentioned in para 3 (a) above shall also be opened in the presence of the intending tenderers/their representatives.
- 5.0 The tenders should be valid for acceptance for a period of 120 days from the date of tender opening of bids.
- 6.0 THE REQUISITE CERTIFICATE IN THE PROCEDURE MENTIONED AT 3(a), (b) CERTIFICATE OF REGISTRATION WITH APPROPRIATE GOVERNMENT AUTHORITIES, REQUISITE LICENSES, REGISTRATION PERMIT, APPROVAL UNDER APPLICABLE LAWS AND LEGISLATION, EPF, ESIC AND COMPETENT TO SUPPLY ROUND THE CLOCK SERVICES. DETAILS OF INDUSTRIAL ORGANISATIONS WHERE SUCH SERVICE HAVE BEEN PROVIDED BY THE TENDERER AND EARNEST MONEY ARE TO BE ENCLOSED WITH PART "A" OF THE TENDER. **THIS CENTRE WILL VERIFY THE PERFORMANCE OF THE SECURITY SERVICE OF TENDERER & IF ANY ADVERSE COMMENT IS RECEIVED FROM THEM, THE TENDER OF THE QUOTED SECURITY SERVICE WILL BE REJECTED AT ANY STAGE OF THE TENDER PROCESS.**
- 7.0 The Centre reserves the right to reject any or all offers without assigning any reason whatsoever. The Centre also deserves the right to accept any tender in whole or part without assigning any reason whatsoever. Opening of Part "B" of tender is no commitment whatsoever and does not prejudice the aforesaid right of the Centre to reject any or all offers without assigning any reason whatsoever. The successful tenderer shall be notified of the acceptance of the tender and till such intimation is received tenderer(s) should not make any arrangement or incur any expenditure in anticipation of the receipt of notice of acceptance; he/they will have no claim for compensation of any sort. On issue of notice of acceptance of the tender, the tenderer will furnish an agreement of security service provide and Rs. 1.00 lac to be deposited as a Performance Guarantee of the security service before starting the service provide.

8.0 Other conditions of the Tender are:

i) The price quoted in Part “B” of the tender shall be wages of security persons, house rent, dress allowance, night shift allowance, ESIC, PF, Service Tax and Service Charge of the Tenderer etc.

ii) The service will be required at Tool Room & Training Centre, Amingaon, Guwahati – 31 and other places as demand basis. **Tenderer will be responsible for all his legal obligations in respect of the security personnel to be employed /deployed by him for providing security services pursuant to Agreement. The service provider shall be liable to comply with all the rules and regulations framed by the appropriate government, authorities, judicial or quasi judicial bodies from time to time for the protection of safety & health of security personnel supplied by him pursuant to this agreement.**

iii) The payment terms shall be as below and it will not be negotiated.

The SERVICE PROVIDER shall maintain attendance register for all security personnel engaged at respective sites as directed by TRTC and based on their attendance prepare the bill for wages and shall indicate statutory liabilities e.g. ESI, EPF contributions, house rent, dress allowance, service charge etc. and submit the same to TRTC on or before 3rd day of every month. The bill should indicated the name of the person who are getting the wages and their amount.

iv) Institute agrees to pay actual cost of service if they perform the duty satisfactorily. Any violation of duty, no payment will be made. If number of security person engaged is less than required number in any day, the service charge of respective day of SERVICE PROVIDER will not be paid.

v) The SERVICE PROVIDER unconditionally agrees and assures that if he fails to deposit ‘Employees Provident Fund’ and ‘ESI’ contributions or any other applicable statutory dues on the due date or within such period as extended by the statutory authorities , then without prejudice to INSTITUTE’s right to terminate this agreement and to recover the damages under contract, the recovery of due contribution as well as penalty as applicable will be deducted from his bills by the INSTITUTE and the SERVICE PROVIDER hereby agrees not to raise any objections to the aforesaid action of the INSTITUTE. The SERVICE PROVIDER also provide the bank account of his security personnel.

vi) Service Provider should ensure that the wages of the security to be deposited in respective security’s bank account and that same statement to be provided to this Institute within seven days, otherwise security service will be terminated without refund of security deposit.

vii) Any dispute or difference arising in interpretation or applications of provision of the Contract shall be referred to the sole arbitration of Development Commissioner (MSME), Ministry of MSME, Govt. of India or any person appointed by him. The award of arbitrator shall be final binding on both the parties. Arbitration shall be final governed by Indian Arbitration Act.

viii) In case of any change on the Constitution of firm tenderer/contractor shall notify the same to the Centre provided that such change shall not relieve any former member/partner of the form from any liability under the contract and provided that no new member/partner shall be accepted by the firm unless he agrees to abide by all the terms and conditions of this contract.

ix) The service provider should certify that they should maintain all Govt. rules & regulations.

9.0 Tenderer participating in the tender of the security service are bound by the terms and conditions of TRTC, Guwahati as mentioned in the tender documents and no other condition is acceptable.

Dated: Guwahati, the 9th March, 2015

PROJECT MANAGER
Tool Room & Training Centre, Guwahati

PART - II

TENDER

To
The Project Manager
Tool Room & Training Centre
Amingaon Industrial Area
Amingaon, Guwahati - 781031

Dear Sir,

I/We agree, on acceptance of the tender in whole or in part, to provide security service to Tool Room & Training Centre, Guwahati, India. Detailed in Part 'A' of the Tender enclosed herewith at process quoted by me/us in Part 'B' of the Tender which is also enclosed herewith in a sealed cover marked 'B'. I/We agree to hold the offer open for 120 days from the due date of opening of bids. I/We have read and understood the terms and conditions of the Tender documents which become Contract on acceptance of Tender, and agree to be governed by the same. I/We specifically undertake that I/We will not resile from me/our offer or modify the terms and conditions thereof.

Signature of the Tenderer

Name : _____

Designation : _____

Name
& Address of
the firm : _____

Witness
Signature : _____

Name : _____

Designation : _____

Address of the
Firm : _____

TOOL ROOM & TRAINING CENTRE, GUWAHATI

NIT No. TRTC/Ghy/Enquiry/2014-15/55 Dated: 09/03/2015

GENERAL REQUIREMENTS

Sl. No.	Requirements
01	This Agreement shall be in force for ONE YEAR with effect from (Date of Service Providing) . Further it may be renewed on yearly performance and mutual consent of the parties hereto.
02	The SERVICE PROVIDER hereby declares and affirms that it has obtained the requisite licenses, registrations permits and approvals under applicable laws and legislations and such as is legally entitled and competent to supply round the clock services under this agreement.
03	The SERVICE PROVIDER shall observe and discharge all his legal obligations in respect of the security personnel to be employed /deployed by him for providing security services pursuant to this Agreement. The service provider shall be liable to comply with all the rules and regulations framed by the appropriate government, authorities, judicial or quasi judicial bodies from time to time for the protection of safety & health of security personnel supplied by him pursuant to this agreement.
04	The SERVICE PROVIDER shall maintain attendance register for all security personnel engaged at respective sites as directed by TRTC and based on their attendance prepare the bill for wages and shall indicate statutory liabilities e.g. ESI, EPF contributions, house rent, dress allowance, service charge etc. and submit the same to TRTC on or before 3 rd day of every month. The bill should be indicated the name of the person who are getting the wages and their amount.
05	Institute agrees to pay actual cost of service if they perform the duty satisfactorily. Any violation of duty, no payment will be made. If number of security person engaged is less than required number, the service charge of respective days of SERVICE PROVIDER will not be paid.
06	The Security personnel will be selected, appointed and posted by the SERVICE PROVIDER at the INSTITUTE'S PREMISES to provide security duty for safe custody of all the INSTITUTE'S properties movable and immovable as may be situated there and regulate the entry of unauthorized persons inside the premises. The security personnel shall maintain all documents, registers and records required for security services and directed by TRTC authorities from time to time.
07	SERVICE PROVIDER will also ensure that complete personal records including photographs, police verification and unique identification marks, bank account number are maintained for all security personnel deployed at the premises of the INSTITUTE and the details are to be provided to INSTITUTE before deploying the guard at INSTITUTE premises.

08	The security personnel appointed by the SERVICE PROVIDER to render security services must be smart, efficient, experienced, physically and mentally fit and diligent. Frequent changes of security guard shall be avoided by the SERVICE PROVIDER and whenever if at all need arises the SERVICE PROVIDER shall take prior approval from the INSTITUTE authority and ensure genuinity of identity, character and other credentials of the incumbent.
09	All the Security Guards/ Security supervisor deployed by SERVICE PROVIDER should be properly dressed, adequately trained, honest, and sincere and should have basic communication skill for attending phone calls, visitors etc.
10	Security Guards on duty shall remain on full alert all the time. Napping/sleeping during duty hours by them shall be seriously dealt. If anybody found negligent in their duty, SERVICE PROVIDER will take immediate action to the satisfaction of the Institute.
11	The SERVICE PROVIDER shall be solely liable and responsible for compliance of all his obligations under various Labour and other applicable laws and enactments including contract Labour (Regular and Abolition) Act, 1970. Minimum wages Act. 1948. The payment of wages Act, 1936, Workmen's Compensation Act 1923, Payment of Bonus Act, 1965, Payment of Gratuity Act. 1972, EPF & MP Act, 1952, Employees State Insurance Act. 1948, Private Security Agencies (Regulations) Act, 2005 (as and when notified) etc. and shall also be responsible for filling all requisite forms, returns etc. in that behalf with the auditors concerned.
12	The SERVICE PROVIDER unconditionally and irrevocable agrees to produce the payment register, EPF challans and ESI challans as well as yearly, half yearly returns relating to PF, ESI and applicable laws for inspection by INSTITUTE for verification of the payments made to the security personnel as per provisions of various labour enactments and to satisfy the INSTITUTE with respect to the compliance of all other applicable laws and rules and regulations.
13	The SERVICE PROVIDER unconditionally agrees and assures that if he fails to deposit 'Employees Provident Fund' and 'ESI' contributions or any other applicable statutory dues on the due date or within such period as extended by the statutory authorities , then without prejudice to INSTITUTE's right to terminate this agreement and to recover the damages under contract and law, the recovery of due contribution as well as penalty as applicable will be deducted from his bills by the INSTITUTE and the SERVICE PROVIDER hereby agrees not to raise any objections to the aforesaid action of the INSTITUTE. The SERVICE PROVIDER also provide the bank account of his security personnel.
14	In case of accident or any other mishappening in the INSTITUTE premises or assets lying thereon, the service provider shall be under an obligation to immediately inform the INSTITUTE of such mishappening and shall promptly lodge FIR with the local police. The service provider shall also provide a copy of the FIR to the INSTITUTE at its Office.
15	The service provider shall not assign any burden or benefit of this agreement to any other agent or agency without the prior written consent of the Institute.

16	Institute reserves the right to terminate the services of security services provided by SERVICE PROVIDER at any time without assigning any reason thereof. However SERVICE PROVIDER can withdraw his services by giving three (03) months notice.
17	It is agreed that on termination of this Agreement the service provider shall immediately cause to remove the security personnel deployed at the Institute under the Agreement.
18	Any notice, correspondence or request required hereunder from one party to the other shall be made by letter, telex or facsimile in English. All such notices or requests shall be delivered or addressed to the party to receive the same at the address indicated below or to such other party shall have communicated to the other party.
19	If SERVICE PROVIDER does not pay the wages to security personnel before or on seventh of the month, service charge of the SERVICE PROVIDER will be deducted and agreement may be terminated without refund the security deposit.
20	Number of security will be decided on mutual basis.
21	Service charge will not be given if there are any loopholes in administration of service provider.
22	During service period, security personnel are not allowed to use Pan, Pan Masala, Gutkha, Cigarette, Biri, Wine or any other types of unhygienic additions etc. If they do, service may be terminated without refund the security deposit.
23	The age group of security must be within 24 yrs. To 45 yrs.
24	Service Provider should provide the list of minimum ten industrial organization where his security persons were working and details of hundred security personnel with all statutory requirements.
25	Any dispute or difference arising in interpretation or applications of provision of the Contract shall be referred to the sole arbitration of Development Commissioner (MSME), Ministry of MSME, Govt. of India or any person appointed by him. The award of arbitrator shall be final binding on both the parties. Arbitration shall be final governed by Indian Arbitration Act.

TOOL ROOM & TRAINING CENTRE, GUWAHATI

Check list for tender document of “Security Service Round the Clock”
Please mention the document enclosed along with the offer as per the checklist

SL NO	PARTICULARS	YES	NO
1	Earnest Money		
2	General Requirement		
3	Commercial Bid		
4	Details of PF & ESIC Number		
5	Latest Income Tax clearance certificate to be enclosed		
6	Latest ServiceTax clearance certificate to be enclosed		
7	List of customers with address and contact nos to whom the service was provided.		
8	Performance certificate of the customer (If any)		
9	Authorized letter for participation in tender opening		
10	Quality certificate should be enclosed (If any)		
11	ISO quality certificate (If any)		

Earnest Money Amount: _____

Demand Draft No: _____

Issue Date: _____

Name of Bank: _____

Authorized signatory
With seal