

**Tender**

**For**

**Providing round the clock contractual  
Security Services for the Campus**

**Tender No. : UPUGPD/STORE/2019/  
Last Date of Sale : 26-06-2019 (2:00 PM)**

**OFFICE OF THE PRINCIPAL. U.P.U. GOVERNMENT  
POLYTECHNIC, DURG (C.G.) 491001**

G.E. Road, Durg Chhattisgarh  
Tel.: 0788-2323548, Fax: 0788-2323548 Website: [www.polydurg.ac.in](http://www.polydurg.ac.in)  
Email: [polydurg@rediffmail.com](mailto:polydurg@rediffmail.com)

Rs. 1000/-

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## IMPORTANT EVENTS & DEADLINE

- i. Issue of Tender documents : 3-06-2019
- ii. Last date of Sale of Tender documents : 26-06-2019 (2:00 PM)
- iii. Dead line for submission of Tender bids at the Polytechnic, Durg : 26-06-2019 (3:00 PM)
- iv. Time for opening of bids received by the Polytechnic, Durg : 26-06-2019 (4:00 PM)
- v. Venue : UPU Govt.Poly.Durg

**OFFICE OF THE PRINCIPAL, U.P.U. GOVERNMENT POLYTECHNIC, DURG  
(C.G.) 491001**

**Notice Inviting Tender (NIT) for Providing round the clock contractual  
Security Services for the Campus**

Tender No.: UPUGPD/STORE/2019/

,Durg, Date 30-05-2019

Sealed Tenders in prescribed format are invited from registered firms for "Providing round the clock contractual security services for the U.P.U. Government Polytechnic, Durg (CG) 491001.

Tender document can be obtained from the office by payment of Rs. 1000/- either in cash or by DD favoring Principal, U.P.U. Government Polytechnic, Durg (CG) 491001. Tender documents can also be downloaded from the institute website [www.polydurg.ac.in](http://www.polydurg.ac.in). In such cases the bidder must enclose Demand Draft for Rs 1000/- in favor of Principal, U.P.U. Government Polytechnic, Durg, payable at Durg as cost of tender document.

The bidder should submit Technical Bid and Price Bid in separate sealed covers.

(i) Technical Bid containing information regarding business turnover, experience and other details of the firm to judge the suitability of the service provider.

(ii) Price bid containing price of Security Guard /Gun Man & Supervisor.

The Technical bid will be opened on 26-06-2019 in the UPU Govt. Polytechnic, Durg in the presence of the bidders who are present at the time. Price bids of only those bidders will be opened whose technical bids are found suitable by the Committee appointed for the purpose.

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v.	Venue	:	UPU Govt. Poly. Durg

Contract will be awarded initially for a period of one year to the successful bidder (extendable to another year). This period may be extended on satisfactory performance. The successful bidder shall be bound to execute an agreement on non-judicial stamp paper of Rs.100/-. In the event of bidder backing out before actual award or execution of agreement, Principal, U.P.U. Government Polytechnic, Durg (CG) 491001. will have right to forfeit the earnest money in full.

Principal, U.P.U. Government Polytechnic, Durg (CG) reserves the right to reject all the applications without assigning any reasons whatever.

**Principal  
UPU Government Polytechnic-  
Durg (C.G.)**

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Principal  
UPU Government Polytechnic-  
Durg (C.G.)

## GENERAL INSTRUCTIONS TO TENDERERS

### 1. Eligibility Criteria:

The Agencies that fulfill the following requirements shall be eligible to apply.

1. Registered under Company Act,/Shops & Establishment Act 1958 issued by Chhattisgarh State Govt.
2. Registration under Labour Laws, EPF, ESI & Service Tax.
3. Have valid license issued by competent state Govt. authority under the Private Security Agencies (regulation) act. 2005
4. Minimum Three Years Experience in contractual security business, showing deployment of 20 or more persons in Educational Institutions/ Government/ Semi Government organizations.
5. Income Tax, Registered PAN and GST number.
6. At least three year experience in the field of Security Services of value with contract value not less than Rs. 25 Lakhs for each year.
7. The security guards trained under Chhattisgarh Mukhya Mantri Kaushal Vikas Yojana will be preferred.

### 2. Earnest Money Deposit:

The Tenderer shall deposit Earnest Money of Rs. 50,000 /- (Rupees Fifty Thousand only) by way of demand draft drawn in favour of "Principal, UPU Government Polytechnic, Durg". The earnest money deposit will be refunded to the tenderers whose offers have not been accepted within 30 days of opening of tenders. Earnest Money Deposit of the tenderer whose offer is accepted will be kept as interest free security deposit till successful completion of the contract.

### 3. Tender Procedure:

(i) Tenders must be submitted in a cover superscribed as "Tender for Security Services in UPU Government Polytechnic, Durg (CG)" The outer cover should contain two inner covers containing technical bid and price bid in the prescribed forms superscribed as "Tender for Security Services in UPU Government Polytechnic, Durg (CG) Technical Bid" and "Tender for Security Services in UPU Government Polytechnic, Durg (CG) – Price Bid" respectively.

#### (ii) Technical Bid:

However, tenderers must produce the originals of the copies of the documents submitted for verification when required. The technical bids, which are not accompanied

with documents prescribed above and EMD are liable for rejection forthwith. The technical bid consisting of the following documents shall be submitted by the tenderer:

(a) Technical Bid Form

- (i) Details of experience, copies of experience certificates i.e. only completion certificates of the experience issued by the Employer as specified in the eligibility criteria supporting their claim of experience.
- (ii) Signed Tender Document.
- (iii) EMD as specified
- (iv) Balance sheet photocopy for the last three (03) financial years duly certified by CA showing annual turnover not less than Rs 25 lakh.
- (v) Copy of single work order showing deployment of 20 persons in Educational Institutions/ Government/ Semi Government organizations.

Tender document can be downloaded from the website [www.polydurg.com](http://www.polydurg.com) In such cases agency will deposit Rs 1000/- in the form of D.D. as document cost along with EMD in favor of "Principal UPU Government Polytechnic, Durg (C.G.)".

**(iii) Price Bid:**

The price bid enclosed to the tender shows charges payable month for each Security Guard/Gunman per 8 hours shift. The tenderers shall quote their rates in the relevant column. The tenderers will be responsible for all other obligations like PF, ESI, Gratuity, Training & Supervision, Bonus, Uniform, Leaves, Reliever Cost, Any Special Allowances, Any other Statutory obligations, Administrative Charges if any, Overheads & Profits.

Principal, UPU Government Polytechnic, Durg (CG) will deduct TDS at the prescribed rate from the payment.

The Price bids shall be valid up to 6 months from the date of opening of tenders.

The tender documents should be signed on every page by the tenderer and enclosed with technical bid as an unconditional acceptance of the terms and conditions mentioned therein.

**4. Scope of work:**

**1. Security Services are required at the UPU Government Polytechnic, Durg (CG) premises and at other places as and when specified by the Principal, UPU Government Polytechnic, Durg (CG) . The security services of Government Polytechnic, Berla may also considered against this tender.**

**2. Security Services will include-**

- II. Security guards will also take frequent rounds in the campus for maintaining security of men and material.
- III. Supervisor will take care that no security guard will remain absent from duties and will check that guards are performing duties strictly as per the instructions and terms and conditions of the contract. Supervisor will also ensure that no guard will perform continuous duty for more than two (02) successive shifts.
- IV. Prevent entry of unauthorized persons including hawkers, vendors and any other anti social elements etc.
- V. Maintain records of visitors as directed by Principal, UPU Government Polytechnic, Durg (CG.).
- VI. Regulate incoming and outgoing movement of material and vehicular traffic.
- VII. Assist UPU Government Polytechnic, Durg (CG) in handling emergencies like fire, flood, earthquake etc.
- VIII. Maintain discipline in the campus.
- IX. Restrict entry of stray animals in the campus.
- X. The scope of work may change during the period of the contract by mutual consent.

XI ~~Order will be placed Subject-~~

**5. Terms and conditions:**

1. The Security Agency shall provide security arrangement for guarding the UPU Government Polytechnic, Durg (CG) campus within the confined premises as required by the Principal, UPU Government Polytechnic, Durg (CG). Moreover, the Security Agency shall also protect the Campus from anti-social elements.
2. The Security Agency shall not employ any personnel who belong to the area within a radius of 100 kms from the Institute. Violation of this condition shall be treated as breach of important contractual condition and shall attract penalty points.
3. Every personnel deputed by the Security Agency shall be literate and those other than supervisory staff, personnel above the age of 40 years shall not be deployed. Violation of this condition shall be treated as breach of important contractual condition and shall attract penalty points.
4. The Security Agency personnel should be smart and properly turned out with boots/shoes, belt, caps, badge, whistle etc., and carry an identity card duly attested by the Executive of Security Agency. A photocopy of these cards along with computer data shall be given to the Principal, UPU Government Polytechnic, Durg (CG) for record, verification etc.
5. The Security Agency shall provide proper uniform (shoes, caps, canes / stick, torch etc.) to every personnel deployed by the agency in the UPU Government Polytechnic, Durg (CG) Campus at their own costs and expenses.
6. The Security Agency shall ensure that before deputing the security staff, they will verify the antecedents of all their staff and provide to the Institute a complete dozier of particulars of each security personnel proposed to be deployed. Noncompliance with this provision will be deemed to be violation of the contract, inviting penal action.
7. The Institute shall have the right to check up, from time to time, the uniforms worn by the security personnel as well as their fitness to perform guard duty up to the satisfaction of the Institute. The Principal, UPU Government Polytechnic, Durg shall also have the right to check and supervise the Security personnel on duty.
8. Security Agency shall comply with all statutory requirements existing as well as those promulgate from time to time viz. the Payment of Wages Act, Provident Fund Act, Employee State Insurance Scheme, Family Pension Fund Act, Bonus, Gratuity Act, Shop & Establishment Act, Contract Act. Etc. whichever is/are applicable to the organization of Security Agency and shall be held responsible, accountable, answerable, explainable, as the case may be, for the lapses committed by them in this regard. Further, Security Agency shall not involve the

Principal, UPU Government Polytechnic, Durg in any way whatsoever in any dispute with regard to compliance of statutory provisions and in case of any violation of any law; the Security Agency shall be solely responsible. In case due to violation of any law, including labor laws etc., any liability is put upon the Institute, the Security Agency hereby indemnifies the Principal, UPU Government Polytechnic, Durg completely.

9. The Security Agency shall supply a certified copy of their registration under the Chhattisgarh Shop & establishment Act, the Provident Fund Act, ESI, Labor Rules and Income Tax etc.
10. Personnel deployed by the Security Agency in the UPU Government Polytechnic, Durg shall be removed immediately if the Principal, UPU Government Polytechnic, Durg considers such removal necessary on administrative grounds. The Security Agency shall also immediately remove any personnel who is found not to be discharging his duties correctly or is of doubtful character and shall replace him with substitute personnel either on its own or on the demand of the Institute and only after due approval of the Security Officer. In case of removal of such personnel, no claim shall be maintainable against the UPU Government Polytechnic, Durg.
11. If the Principal, UPU Government Polytechnic, Durg incurs any expenses or any liability is put on them in connection with the deployment of the employee of Security Agency, the same shall be adjusted from the bill of Security Agency.
12. The Security Agency shall make serious efforts to control and eliminate the cattle menance, which include not only cows and buffaloes but also other animals like pigs, monkeys, dogs etc., from the campus premises.
13. The responsibility for taking appropriate security measures shall be entirely that of the Security Agency. The Principal, UPU Government Polytechnic, Durg will be entitled for compensation against the Security Agency, in case a proper joint inquiry establishes that the theft or loss or damage has been caused due to negligence of the Security Agency or any of its employees. The said compensation shall be in addition to the findings and recommendations that the joint enquiry may propose. The maximum amount of compensation payable by Security Agency will be limited to inspection and supervision charges payable to Security Agency for the month on which the loss or damage occurs. However, after enquiry, if it is found that such theft or loss or damage has been caused by acts of commission and omission of the personnel of the Security Agency or if the personnel of the Security Agency has either taken active part in such acts or has aided and abetted in the acts of such commission and omission the Principal, UPU Government Polytechnic, Durg or its employees to whom loss is caused, shall be indemnified/compensated by the Security Agency on actual basis.



14. Principal, UPU Government Polytechnic, Durg will not provide any residential space for accommodation to Security Agency.
15. The Principal, UPU Government Polytechnic, Durg shall identify the requirement of personnel and equipment, to be deployed for the security of the campus, in consultation with the Security Agency.
16. Personnel deployed by security agency should not consume tobacco, tobacco products, gutka, bidi, cigarette, alcohol or any other narcotic drugs.
17. The Security Agency shall submit a certificate along with the monthly bills certifying that the personnel employed by them in the campus of the Principal, UPU Government Polytechnic, Durg have been paid at least minimum wages, as in force from time to time, in accordance with the provisions of the Minimum Wages Act and that all other statutory requirements in this regard have been complied with.
18. Any violation of the provision of Minimum Wages Act shall render the contract liable for termination. The Principal, UPU Government Polytechnic, Durg shall also proceed against the defaulting agency as per the provisions of the relevant laws.
19. The contract price shall be all inclusive and nothing extra shall be payable over & above the accepted contract price in respect of the Scope of Work defined in the Price Schedule.
20. The Security Agency shall take into consideration all levies and statutory taxes while quoting the tender. However, if any fresh taxes, charges etc. are levied by the Local / State / Central govt., subsequent to the date of opening of tender the same shall be reimbursed by the Principal, UPU Government Polytechnic, Durg. against proof of production of payment.
21. The security personnel shall remain on duty for 8 (eight) working hours. The personnel shall not leave his place of duty/duty point until his reliever reports for duty. Deserting the place of duty/duty point by the security personnel without having been properly relieved will attract penalty points.
16. At no time shall there be more than 10% of the contracted manpower on leave or absent from the UPU Government Polytechnic, Durg duty. In case of long-term absence due to sickness, leave etc. Security Agency shall ensure replacement and manning of all security posts by overtime without any additional liabilities to the Institute.
17. In addition to the number of personnel listed in the Price Schedule, the Security Agency shall undertake to engage / employ and provide additional number of well trained guards as and when required by the UPU Government Polytechnic, Durg, on reasonable notice, as per the accepted rate given in the Price Schedule.
18. The payment for services under this agreement shall be made on monthly basis, through crossed-cheque, drawn in favour of the Security Agency payable at Durg. The cheque shall be paid within 7 working days of receipt of the bill for each calendar month, duly supported with the requisite details of the daily attendance

and other records, which shall be open for inspection by the Principal, UPU Government Polytechnic, Durg.

19. The persons employed by the Agency for the security of the Principal, UPU Government Polytechnic, Durg will be the employees of the Security Agency and the Principal, UPU Government Polytechnic, Durg shall have nothing to do with their employment or non-employment. Under no circumstances any liability in respect of matters connected with their employment shall be held against the Principal, UPU Government Polytechnic, Durg and the Security personnel employed by the Security Agency shall have no right whatsoever to claim employment from the Principal, UPU Government Polytechnic, Durg.
20. The Security staff employed by the Security Agency will not join any union nor shall they make any claim on service or other matter. They shall also not form any union.
21. Any payment, required to be made by the Security Agency to its personnel, in compliance with any of the laws of the land, shall be the sole responsibility of Security Agency. This would include specific responsibility with regard to the provision of the minimum wages act and / or any other law, which may be applicable in the instant case. The Principal, UPU Government Polytechnic, Durg will in no case be responsible for default, if any, in this regard. Even if, as per provision of any relevant enacting the liability becomes that of the Principal, UPU Government Polytechnic, Durg it is clearly agreed that the same shall be deemed to be that of Security Agency and shall be discharged by them. The Principal, UPU Government Polytechnic, Durg liability towards personnel will be limited to the extent of the contract price accepted.
22. All matters and disputes arising out of this agreement will be subject to the Jurisdiction of the courts located at Durg (C.G.).
23. The Security Agency shall maintain proper liaison and contact with the local police / civil administration etc. for smooth and peaceful day-to-day working of the Institute.
24. The contractor shall submit the following documents along with the tender:
  - i. Up-to-date Income tax Clearance Certificate duly attested by a gazetted officer.
  - ii. Earnest Money Deposit of Rs. 50,000/- (Rupees fifty thousand only) shall be accepted in the form of Demand Draft of any scheduled bank, drawn in favour of Principal, UPU Government Polytechnic, Durg.
  - iii. The earnest Money of the unsuccessful bidders shall be refunded without any interest within a month after the written acceptance of tender to the successful bidder. However, the EMD of the successful bidder shall be converted into security deposit and held by the Institute as performance guarantee for the entire period of contract.