

## **General Instructions to Tenderers**

### **1. Eligibility Criteria**

- (a) Tenderers should be registered agencies registered under Government of Assam, providing similar kind of services for three years during the latest last five financial years (i.e. providing security services through Ex-servicemen/ Civil Guards) in Large Educational/ Research Institutions, Universities run by Central Government/ State Government Departments, Public or Private Sector Companies/ Undertakings, Autonomous Bodies.
- (b) The bidder must have a valid (as on bid submission date) license for security services of the private security agencies and as amended/revised by Assam State Government Security Agency Regulation.
- (c) The Tenderer must have achieved minimum average annual turnover of Rs. 30 lakh during latest three completed financial years and should be profit making.
- (d) The Tenderer should be registered for Income tax, Service tax and EPF
- (e) The Tenderer should be registered under Contract Labour (Regulation and Abolition) Act, 1970 and should be valid at the time of bid submission date.
- (f) The Tenderer should not be debarred either by the Tender Inviting Authority or by any State Government or by Government of India.

### **2. Qualification Criteria**

- (a) The Tenderer should have minimum three years' experience in doing similar nature of work and have successfully completed the same. In support of this, tenderer should submit the copy of such work orders along with satisfactory completion certificates issued from at least one client.
- (b) The Tenderer should have sufficient employees on its rolls specifically trained for Security work. The Tenderer should submit proof of ESI and EPF deduction & deposit to relevant authorities during last three financial years.

### **3. Documents required in support of eligibility and Qualification:**

The Tenderer should submit the following documents along with Technical Bid:

- (a) The copy of Firm's Registration / Incorporation Certificate with relevant authority in India.
- (b) Self-attested copy of valid license for security services of the private security agencies.
- (c) Self-attested copy of valid registration certificate under Contract Labour (Regulation and Abolition) Act, 1970.
- (d) Statement of average annual turnover of latest last three years, in support of eligibility criteria mentioned above, from a registered practicing Chartered Accountant.
- (e) Audited Balance Sheet along with Profit & Loss Statement of latest three financial years.

- (f) Sales Tax and Income Tax clearance certificate of last financial year.
- (g) Self-attested copy of Service tax registration certificate, Employee Provident Fund (EPF) and PAN card.
- (h) Self-attested copies of work Orders and Client's Satisfactory Certificates in support of qualification criteria.

#### **4. Sale of Tender Document:**

- (a) The complete set of tender documents may be purchased within the prescribed time by interested Tenderers on the submission of a written application to the Tender Inviting Authority and upon payment of a nonrefundable fee of Rs.500 (Rupees Five hundred only) in the form of Cash/Demand Draft drawn in favor of The Director, IJIRA payable at Kolkata.

#### **5. Preparation and Submission of Tender:**

- (a) Tenders are to be submitted as per two bid system i.e.- Technical Bid and Financial Bid.
- (b) The Tender should be typewritten and every correction and interlineations in the bid should be attested with full signature by the tenderer, failing which the bid will be treated as ineligible. Corrections done with correction fluid should also be duly attested.
- (c) All documents/papers should be numbered, signed and sealed by the Tenderer on each page.
- (d) Financial Bid should only contain the Price Schedule duly filled as per format given in **Annexure-B** . No overwriting, corrections, interlineations etc. are permitted in the Financial Bid. If found, bid shall liable to be rejected.
- (e) Both the bids (Technical and Financial) separately sealed in envelopes super-scribing as Technical Bid and Financial Bid, respectively. Both the sealed envelopes should be put in a third sealed envelope and should be super scribed as " **Tender for Security Services at IJIRA-NERC, GUWAHATI.**"
- (f) Tender submitted or received after the closing date and time will not be considered and shall be returned to the Tenderer unopened.

#### **6. Opening of Tenders:**

- a) The Tenders shall be opened at the scheduled date, time and venue by the committee constituted by the Tender Inviting Authority. The Tenderers' representative may attend the Tender opening.
- b) During the tender opening as above, the envelopes containing Technical Tender shall be opened. Only the Financial bid tender who qualify in Technical bid would be open on the same day.

- c) In the event, the date of opening as above is declared Holiday, the tenders shall be opened at the same time on the next working day.

## **7. Evaluation of Tenders:**

- (a) The committee constituted by the Tender Inviting Authority shall evaluate the Technical Bids with reference to technical requirements and various other commercial criteria given in the Tender Document.
- (b) The Technically qualified bids shall be further considered for opening and evaluation of financial bids.
- (c) The Tenderer quoting the lowest bid amount for the services defined in the Scope of Work shall be considered for award of contract.
- (d) In case more than one price bid quoting the same rates are received, the **winning bidder shall be selected through lottery.**

## **8. Award of Contract:**

- (a) The successful Tenderer shall execute an agreement on a non- judicial stamp paper of value of Rs.20/- (stamp duty to be paid by the tenderer) on 01<sup>st</sup> August 2017. The contract will start from 01<sup>st</sup> August 2017.

## **9. Effectiveness and Duration of Contract**

The contract shall come into effect on the date of signing by both the parties. The contract shall be valid for a period of 12 (twelve) months from the date of commencement of services.

## **10. Commencement of Services**

The Service Provider should commence the security services from 01<sup>st</sup> August 2017.

**TECHNICAL TENDER FORM**

Date\_\_\_\_\_

Ref. Your Tender Document No. \_\_\_\_\_dated \_\_\_\_\_

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. We, the undersigned have examined the above mentioned Tender document. We now offer to deploy Security staff to perform duties at the rates as mentioned in our financial bid.
2. If our tender is accepted, we undertake to perform the services in accordance with the terms and conditions in the Tender document.
3. We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of the Tender Document for due performance of the contract.
4. We agree to keep our tender valid for acceptance as required in the Tender Document, or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.
5. We further understand that you are not bound to accept the lowest or any tender you may receive against your above referred tender enquiry.
6. We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities.
7. We confirm that we fully agree to the terms and conditions specified in above mentioned Tender Document, including amendment/ corrigendum if any.

**(Signature with date)**

**(Name and designation) Duly authorised to sign tender for and on behalf of**  
\_\_\_\_\_  
**(Name of Tenderer)**

N.B : The above tender form, duly signed and sealed by the authorised signatory of the company, should be enclosed with Technical Tender.

**FINANCIAL BID FOR SECURITY SERVICES**

Annexure – B

1. Financial bid should include Manpower charges for Security Staff in Uniform with I-Cards, Shoes, Belts, Cap and name plates etc. describing the rate per month including EPF, Bonus, ESI and other as per the Government rules
2. Management Fees/ Service Charges etc
3. Any other

**No overwriting, corrections, interlineations etc. are permitted in the Financial Bid. If found, bid shall liable to be rejected.**

Note : The minimum wage rates of manpower is as per applicable government Rules and shall vary according to the amendments/increments enforceable by Government from time to time, however the offered rate/amount of items no. 2 and 3 shall remain constant and will not exceed in any case during the currency of the contract.

Note: Quoted amount shall be inclusive of all taxes.

I/we also declare that, I/we will abide by all the rules and regulation of the tender document and applicable government rules, if awarded the Tender. I/we are also aware that the Tender Inviting Authority reserves his right to cancel our Tender in part or full without assigning any reason, what so ever, and for the same, I/we will have no right to challenge the same in any court of law.

**Signature of Authorised Person**

**Date :**  
**Place :**

**Full Name:**  
**Company's Seal**

## **Format of Contract Agreement**

### **AGREEMENT**

This memorandum of agreement made this ..... between the proprietor of M/s....., an organization registered under Govt. Of Assam (Regd. No.....) Licence number ....., controlling authority , Assam private security agency with its head office ..... called the first party and Indian Jute Industries' Research Association , NERC&PSC, Guwahati hereinafter called the second party.

Whereas the above name parties desire to enter in to an agreement to engage security personnel ,s for security duty in an around the area of Indian Jute Industries' Research Association Complex at Amingaon, EPIP, Guwahati – 31.

#### **NOW THEREFORE THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. The contract shall be for a period of 01 (one) year wef.1<sup>st</sup> August 2017 to 31<sup>st</sup> July 2018 and may be renewed every year as per the discretion of Director, IJIRA after the expiry of the first instance with an increase with the mutual understanding between the Security agency and the IJIRA Management.
2. IJIRA-Management agrees to pay on monthly amount including of taxes.
3. The Security Agency have to provide 03 (three) nos trained security guards at the complex mentioned above for eight hours duty each in morning, evening and night shift i.e. shall have to provide round-the-clock security services.
4. The Security Agency will be responsible for overall security arrangements of the premises entrusted/ covered in the contract.
5. Security Agency will ensure that all instructions of the administration are strictly followed and there is no lapse of any kind.
6. All the Security staff posted by the contractor shall be verified of their police records and other information prior to posting at the Centre.
7. Usual free accommodation , water, toilet, kitchen, light, fan etc and maintenance thereto on regular basis to be provided by the IJIRA-Management for security personnel's at near the duty place.
8. Payment would be made by the IJIRA-Management within the first week of submission of the bill of the Security Agency.
9. During the contract period, if any theft or missing occurs in the premises of the IJIRA-NERC, local police station will be reported by both the parties for enquiry. The Security Agency shall be liable to pay compensation in case of theft is due to neglect on the part of the security guard.
10. No payment will be made direct to the security personnel's on any occasion by the IJIRA-Management.
11. The Security Agency needs to strictly enforce the rules discipline as directed by the IJIRA-Management. The security personnel's shall be under direct control and supervision of the Security Agency. However standing order of the IJIRA-Management will be invariably adhered to.
12. The security staff of the Agency shall not join labour union or resort to strike/demonstration or any other against of this type.
13. All the security staff deployed by the Agency should be properly dressed , adequate trained, honest and sincere and should have basic communication skill for attending phone calls, visitors etc.
14. The security guards on duty shall remain on full alert all the time. It will be the duty of security agency to ensure that there is no lapse in safeguarding the assets of IJIRA-NERC&PSC premises at Amingaon, Guwahati.
15. The security agency directly responsible for payments of wages , which should not be less than the minimum wages prescribed by the state Govt. and will include ESI, PF as may be available to its employees under the relevant Acts. and Regulations applicable in the state.

16. Insurance and accident risks of the workers will be the responsible of the security agency.
17. Security personnel's deployed in IJIRA-NERC&PSC Complex at Amingaon, Guwahati shall not use any part of the premises for illegal/immoral use.
18. The Security Agency must renew their registration of certificate as Security Agency as and when it is due for renewal. The Agency will keep the IJIRA-Management informed well in advance about renewal of their certificate. The operation of the agreement would cease, if the agency fails to renew the registration in time.
19. Arbitration , in case of the dispute or difference relating to the interpretation and application of the provision agreement , such dispute of different shall be referred by either party to an arbitration mutually agreed upon.

SIGNED AND SEALED DELEVERED for on  
Behalf of M/s.....

SIGNED AND SEALED DELEVERED for on  
Behalf of Indian Jute Industries' Research  
Association, Guwahati, EPIP, Amingaon.

WITENESS

- 1.
- 2.

WITENESS

- 1.
- 2.

### Declaration

1. I, ..... son/daughter of Shri....., proprietor/partner/director/authorized signatory of M/s ....., am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information / documents furnished along with the above applicable are true and authentic to the best of my knowledge and belief. I/we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage liabilities towards prosecution under appropriate law.

Signature of Authorized Person

(Name, designation and seal)

Date :

Place :

N.B : The above declaration, duly signed and sealed by the authorised signatory of the company, should be enclosed with Technical Tender.