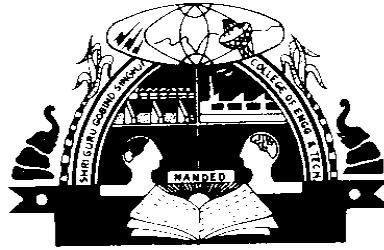


FOR AUTHORIZED USE ONLY

**SHRI GURU GOBIND SINGHJI INSTITUTE OF ENGINEERING & TECHNOLOGY,
VISHNUPURI, NANDED – 431 606**



TENDER DOCUMENTS

For

**PROVIDING SECURITY SERVICES TO
THE INSTITUTE CAMPUS**

SHRI GURU GOBIND SINGHJI INSTITUTE OF ENGINEERING & TECHNOLOGY, VISHNUPURI, NANDED -431 606 (M.S.)

Online **tenders** are invited by the Director, Shri Guru Gobind Singhji Institute of Engineering & Technology, Vishnupuri, Nanded for **Providing security services to the institute campus.**

1.0 FACT SHEET:

| | | |
|----|--------------------------|--|
| 1 | Name of Work | Providing security services to the institute campus |
| 2 | Tender ID | SGGS/SITE/Security/2024-25/5 |
| 3 | Objective | To find a registered and reputed service provider for Security Services at the premises of Shri Guru Gobind Singhji Institute of Engineering & Technology, Vishnupuri, Nanded |
| 4 | Tender cost | Non refundable price of Rs. 5000/- to be paid online |
| 5 | Earnest Money Deposit | Rs. 1,50,000/- (Rs. One lakhs fifty thousand only) to be paid online (for details see D) clause 2) |
| 6 | Security Deposit | 5.0 % of annual awarded contract value |
| 7 | Initial Security Deposit | 2% of the annual contract value (inclusive of Earnest Money Deposit) to be deposited in the form of bank guarantee / fixed deposit within SEVEN DAYS of award of contract |
| 8 | Balance Security Deposit | 3% of the Contract value to be deducted from each Running Account Bill in the course of the work or contractor may deposit total 5% of SD in the form of Bank Guarantee |
| | | Tender Fee and EMD to be paid via online mode only. Any type of exemption for Tender fee or E.M.D. will not be given or considered. The tenders not accompanied by an earnest money deposit shall be treated as “non-responsive” and may be rejected. The E.M.D. will be returned promptly to the unsuccessful tenders. |
| 9 | Validity of tenders | The tender shall be valid for a period of 120 days after the date of opening of tender. |
| 10 | Period of contract | One year, may be extended based on performance |
| 11 | Whom to contact | Site Engineer, SGGSIE&T, Vishnupuri, Nanded, may be contacted during working hours. Office Ph. No. 02462-269171, 02462-269172. Email- site@sggs.ac.in |

2.0 IMPORTANT DATES

2.1 Tender Schedule (Key Dates):

The Contractors are strictly advised to follow the Dates and Times allocated to each stage as mentioned online tender. All the online activities are tracked, and the electronic Tendering System enforces time locks that ensure that no activity or transaction can take place outside the Start and End Dates and time of the stage as defined in the online Tender Schedule. At the sole discretion of the tender authority, the time schedule of the tender stages may be extended.

Shri Guru Gobind Singhji Institute of Engineering & Technology, Vishnupuri, Nanded

3.0 NOTICE INVITING E-TENDER

SGGS/SITE/Security/2024-25/5

1. e-tenders under Two Bid System (Technical Bid and Price Bid) are invited from registered and reputed Security agencies for carrying out the job of security services of the premises of Shri Guru Gobind Singhji Institute of Engineering & Technology, Vishnupuri Nanded -431606, initially for the period of one year on the terms and conditions set out herein below. The contract may be extended further depending on the need of the Institute and performance of the Agency.
2. The tender document consisting of Notice Inviting e-tender, General Scope of work, conditions of the contract etc. to be complied with and other documents can be downloaded from the website www.sggs.ac.in free of cost.
3. The tender is to be submitted online under two-bid system, i.e., Technical Bid and Price Bid respectively. Non-compliance with aforementioned condition will lead to rejection of the tender. The Technical Bid should be accompanied by requisite documents in support of Eligibility criteria in respective pockets. **Price Bid is available in BOQ format (c) under Cover 2.**
4. The EMD (if any) is liable to be forfeited, if the tenderer withdraws from the offer after submission of tender or after the acceptance of the offer and fails to remit the Performance Security Deposit.
5. The Technical Bid will be opened online as per tender schedule (key dates). A list of successful bidders who have technically qualified and also of those who have failed to qualify would be uploaded in the Institute's website (www.sggs.ac.in). In view of this, the bidders are advised to visit the Institute's website regularly.
6. Any query should be sent in writing by e-mail to site@sggs.ac.in clearly mentioning e-mail and contact
7. The Bidders should fill all the blank columns in the BOQ (Annexure 'B' i.e. Price Bid) in Cover 2. No column in the price bid should be left blank. NIL or Negative quote will be treated as Non-Responsive **Rates should not be quoted anywhere else except the Price Bid.**
8. The lowest price bid always supersedes the higher price bids. Between bids of same price, the bid which has placed highest average annual turnover in three years mentioned in prequalifying criteria shall supersede.
9. Subsequent change, if any, to the tender would be notified in the Institute's website only.
10. The Institute reserves the right to reject any or all the bids without assigning any reason and the decision of the Institute shall be final and binding.
11. If by any chance the dates on which the bids to be opened happens to be a holiday, it will be opened on the next working day at the same time.

DIRECTOR
Shri Guru Gobind Singhji
Institute of Engineering & Technology,
Vishnupuri, Nanded.

4.0 PRE-QUALIFICATION CRITERIA (PQC)

Following are the requirements for pre-qualification of the security services tender.

| | |
|----|---|
| 1 | Bidder should have a valid certificate of Registration under the Shop and Commercial Establishment Act 1948 duly renewed. Or The bidder should be a company registered under the Indian Companies Act, 1956 |
| 2 | Bidder should have a valid registration certificate under Employees Provident Fund Misc. Provisions Act 1952 |
| 3 | Bidder should have a valid Registration certificate under Employees State Insurance Act. |
| 4 | Bidder should have GSTIN Registration Certificate. |
| 5 | Bidder should have a Professional Tax Registration Certificate. |
| 6 | Bidder should have license from police department for running private security in form No.6 |
| 7 | Income Tax Returns for any three financial years from 2020-21 to 2023-24 |
| 8 | The certificate issued by the Chartered Accountant of annual turnover should be 100 lakhs and above for each of three financial years (i.e. 2021-22, 2022-23 and 2023-24) . |
| 9 | Current Bank solvency certificate not less than 100 lakhs. |
| 10 | Bidder should have satisfactorily Completion Certificate for a single security work for a period of one-year costing not less than Rs.8.0 Lakhs per month in last five financial years (i.e. 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24) and up to the date of publishing the tender from Central Government/ state Government/ semi Government/ PSUs/ Pvt. Sector / IT Sector shall be eligible and only such offers shall be opened. Work Completion Certificates, which do not show clearly the amount of work done will not be accepted. Work order will not be considered as an experience certificate. |

N.B.: If there is any deficiency in the Statutory or Non-Statutory documents, the tender will be summarily rejected. During evaluation, the committee may summon bidders and seek clarification/ information or additional documents or original hard copy of any of the documents already submitted. If these are not produced within the stipulated time frame, the bid may be liable to rejection.

5.0 ONLINE BID SUBMISSION PROCEDURE

5.1 Cover 1: TECHNICAL BID

The file should be saved in a PDF version and should comprise of the following items:

| | |
|------------|--|
| Packet-1 | Forwarding letter which consist of Index Table with list of documents attached with page no. |
| Packet-2 | Duly completed scanned PDF of Registration Certificate Details |
| Packet-3 | Duly completed scanned PDF of EPF Registration |
| Packet-4: | Duly completed scanned PDF of ESI Registration |
| Packet-5: | Duly completed scanned PDF of GSTIN |
| Packer-6: | Duly completed scanned PDF of PT Registration |
| Packet-7: | Duly completed scanned PDF of license from police department for running private security in form No.6 |
| Packet-8: | Duly completed scanned copies of Income Tax Returns for any three financial years as mentioned above. |
| Packet-9: | Duly completed scanned copy of documents of the Annual Turnover during each of three financial years as mentioned above should be 100 lakhs and above. |
| Packet-10: | Documents in support of fresh Solvency Certificate from scheduled or nationalized bank not less than 100 lakhs. |
| Packet-11: | Duly signed scanned copies of work completion certificate documents in support of above-mentioned experience. |
| Packet-12: | Duly completed scanned PDF copy of Annexure- A (AFFIDAVIT) |
| Packet-13: | Any other additional information. |

5.2 Cover 2:(FINANCIAL BID- TENDER)

Cover No.2. Must contain the following documents.

The second cover “COVER No. 2” shall contain price bid in prescribed format available with the tender document as Annexure ‘B’. This is to be uploaded online in PDF format. The Tenderer should quote his offer at the appropriate place of B.O.Q. (Annexure ‘B’). He should not quote his offer anywhere directly or indirectly in “COVER No.1”. His tender shall be unconditional.

6.0 ELIGIBILITY CRITERIA AND REQUIREMENTS:

1. **It is compulsory to provide all the documents as mentioned in pre-qualification criteria in cover no. 1 correctly and completely, otherwise his cover no.2 will not be opened. Even though the Bidders meet the above qualifying criteria, they are subject to be disqualified if they have made misleading or false representations in the Statements, attachments submitted in proof of the qualification requirements.**
2. a. The applicant must upload relevant documentary evidence along with the tender application form.
b. Non-disclosure of relevant information or furnishing of incorrect information/ documents will suffer disqualification of the application.
3. The applicant must not have been at any time declared as insolvent or convicted for any offence by any Authority.
4. The applicant shall comply with all the requirements of labor laws; obtain all licenses / approvals/ permissions to carry on the business of providing security services.
5. The applicant must not have been prosecuted or suffered any penalty for violation of any labour laws by any Authority.
6. The applicant should not have rescinded/abandoned any **providing security services or any other services awarded** by this **Institute** or any of his clients before the expiry of prescribed period of contract.
7. The applicant should neither be a sub-contractor to any other entity/ person nor has at any time sub-let contract awarded to the applicant to any other person.
8. The applicant does not suffer/ has not suffered any disqualification to render the security services at any time in respect of matters not enumerated herein.
9. The Contractors, who have already rendered such services at Institute, should not have any complaints against him from the Institute authority or the workers employed by him.
10. The Contractors, will not be allowed to participate if their work records are impeccable and have complaints against him from the Institute authority or the workers employed by him.
11. The applicant should not be a party to any cartel at any time for processing any contract including the present Tender.
12. Any tender not complying with requirements/ conditions either wholly or partially shall be liable for rejection.

7.0 OPENING OF TENDERS

Following procedure will be adopted for opening of the Tender.

A. COVER NO. 1: (TECHNICAL BID-DOCUMENTS)

Cover No. 1 of the tender will be opened online to verify its contents as per requirements. If the scanned copies of various documents contained in this cover do not meet the requirements of the Department, a note will be recorded accordingly by the tender opening authority and the said tenderer’s Cover No. 2 will not be considered for further action and the same will be recorded.

The decision of the tender opening authority in this regard will be final and binding on the contractors.

B. COVER NO. 2: (FINANCIAL BID-TENDER)

This Cover No. 2 shall be opened online after opening of Cover No. 1, only if contents of Cover No.1 are found to be acceptable to the Department. The quoted tender rates of the items in Schedule ‘B’ of B.O.Q. shall then be read out from the template in the presence of bidders who remain present at the time of opening of Cover No. 2.

8.0 AWARD OF CONTRACT (TENDER ACCEPTANCE):

Acceptance of tender will rest with the **Shri Guru Gobind Singhji Institute of Engg. & Tech., Vishnupuri, Nanded** who reserves the right to reject any or all tenders without assigning any reason therefore. The tenderer whose tender is accepted will have to sign the agreement within 10 days of being notified to do so. In case of failure on the part of Tenderer to sign the agreement within the stipulated time, the earnest money paid by him shall stand forfeited to the Institute and the offer of the tenderer shall be considered as withdrawn by him.

9.0 GENERAL INFORMATION:

- 1) The terms and conditions which will govern the contract made on behalf of the Institute are also enclosed.
- 2) The tenderers are instructed to read the enclosed Instructions. Terms & Conditions carefully before quoting the rates in the tender and comply with the same.
- 3) The tenderer should satisfy all the conditions and instructions, which are mentioned in the tender notice and in the pages of tender.
- 4) All the tenders are cautioned that the tender containing any deviation from the contractual terms and conditions, specifications or other requirements will be treated as “non-responsive” and rejected.
- 5) Alternative tenders are not acceptable.
- 6) Award is to be made to those tenders whose responsive tender is determined to be the lowest evaluated tender and who meets the appropriate standards of capacity and as per the existing Laws which are applicable and also fulfills the tender conditions.
- 7) The Director reserves the right with himself to delete any item or items or to increase or decrease of any item or items from the tender.
- 8) Immediately upon receipt of the tender documents, all tenderers are urged to submit a written request on matters where clarifications or additional information is desired with site engineer.
- 9) Corrections, if any, in the quotation should be duly authenticated with full signature. In case of any difference between the figures and the wordings, the wordings will be taken as the correct one.
- 10) The tenderers are advised to inspect the premises etc. where the services are required to be offered and assess for requirements themselves before submission of the tender.
- 11) **The Director reserves the right to change the relevant dates; to accept or reject all or any of the applications; to accept any higher bid; or cancel all tenders without assigning any reasons whatsoever.**
- 12) The applicant must furnish an appropriate declaration in respect of the terms and conditions mentioned herein along with the application form.
- 13) **The right to accept any tender or reject the lowest or any or all the tender/s from any or all the agencies without assigning any reason is reserved, with the Director.**

10.0 INSTRUCTIONS FOR TENDERERS:

1. For filling the tender
 - 1.1 The tenderer should upload scanned copy of forwarding letter which consist of Index Table with list of documents attached.
 - 1.2 The tenderer should put his signature at the bottom of each page of document to be uploaded before scanning. If the tender is made by an individual it shall be signed with his full name. If the tender is made by a proprietary firm it shall be signed by proprietor above his name of his firm. If tender is made by a firm in partnership it shall be signed by all the partners of the firm above holding the power of attorney for the firm for signing the contract in which case a certified copy of the partnership deed, current address of the firm and the current address or all the partners of the firm shall also accompany the tender.
 - 1.3 All witness and sureties shall be persons of status and probity, and their full name, occupations and address shall be started below their signature.
 - 1.4 No receipt for any payment alleged to have been made by a Contractor in regard to any matter relating to this tender or the contract shall be valid and binding on the Institute unless it is signed by the Director & Secretary of the Institute.

11.0 TERMS AND CONDITIONS OF CONTRACT:

CLAUSE 01.

Tendered rates shall include all the taxes, levies, any other taxes, which are applicable as per the rules of Government of India and Govt. of Maharashtra, excluding Goods and Service Tax.

CLAUSE 02 Earnest Money Deposit (E.M.D.)

- 2.1 Ernest money as stipulated in the tender shall accompany the tender. The EMD shall remain deposited with the Institute for a period of at least 180 days from the date of opening of the tender.
- 2.2 The EMD shall be refunded to the unsuccessful tenderer only after finalization of the contract. No interest shall be payable by the Institute on EMD.
- 2.3 The EMD is liable to be forfeited if the tender withdraws or amends or derogates from the tenderer, any condition in any respect within the period of validity of his offer.
- 2.4 The EMD of the successful tenderer will be adjusted towards the security deposit.
- 2.5 If, after submitting the tender, the contractor withdraws his offer or modifies the same, or if after the acceptance of his tender the contractor fails or neglects to furnish the balance amount of security deposit the Institute shall be entitled to forfeit the full amount of earnest money deposited by him.

CLAUSE 03. Security Deposit:

- 3.1 Amount of **Security Deposit is 5% of annual tender cost**. The successful tenderer will be required to deposit 2 % of SD at the time of agreement in the form of Bank guarantee/ fixed deposit and remaining 3 % is deducted from every running bill or contractor may deposit total 5% of SD in the form of Bank Guarantee.
- 3.2 The Bank guarantee/ fixed deposit less any amounts due under the clause No. (04) "Recoveries" shall be returned to the agency after end of the contract without interest on amount and subject to officer in-charge certifying that no liability attaches to the Contractor/agency.
- 3.3 The Bank guarantee or part of Bank guarantee/ fixed deposit as decided by Director will liable to forfeit in the event of non-fulfillment of terms and conditions by the tenderer or contract is terminated due to bad workman ship or non-fulfillment of items in Schedule "B". Any loss from the bad services of the Contractor as determined by the authority is recoverable for security deposit.
- 3.4 If the successful tenderer fails, in course of the agreement period, to comply with the terms and conditions of the Agreement, the Bank guarantee may be forfeited in full or in part as decided by the Competent Authority.
- 3.5 The Bank guarantee/ fixed deposit will be released after one month only on successful completion of the agreement period.
- 3.6 After completion of contractual period if contract extended further, the agency has to deposit additional Bank guarantee/ fixed deposit for this extended period. Total deposit will be refunded

- after one month only on successful completion of the agreement period. No interest will be payable on this security deposit. The EMD of the successful tenderer will be refunded after depositing full Security Deposit in the form of Bank guarantee/fixed deposit.
- 3.7 The Security deposit less any amounts due under the clause no. (04) "Recoveries" shall be returned to the agency after end of the contract without interest on amount and subject to officer in-charge certifying that no liability attaches to the Contractor/agency.
- 3.8 The security deposit or part of security deposit as decided by Director will liable to forfeit in the event of non-fulfillment of terms and conditions by the tenderer or contract is terminated due to bad workman ship or non-fulfillment of items in Schedule "B". Any loss from the bad services of the Contractor as determined by the authority is recoverable for security deposit.
- 3.9 If the successful tenderer fails, in course of the agreement period, to comply with the terms and conditions of the Agreement, the security deposit may be forfeited in full or in part as decided by the Competent Authority.

CLAUSE 04. Recoveries:

Any recovery advised by the Institute shall be recovered from any bill or money retained in the form of security deposit.

CLAUSE 05. Submission of Bills & Payments:

- 5.1 The bills of the Contractor will be paid monthly after the successful completion of one month of the work, subjected to submission of the bill supported with the satisfactory work report from the Department concerned.
- 5.2 The payment will be made within 3 weeks from the date of submission of the bill along with supporting documents subjected to clarification of satisfactory work done by the Department Concerned.
- 5.3 **The contractor shall submit its monthly bill on or before 5th day of succeeding month along with Statutory Compliance Report and necessary supporting documents.**
- 5.4 SGGGS Institute shall have a right to withhold the payment of monthly bill in case the Contractor fails to produce a proof of the payments made by them to the employees deployed by them and statutory compliance. **The contractor shall in no case, withhold the payments due to their employees for any reasons, whatsoever, including that on account of non-clearance of its bills by the Institute.**
- 5.5 All payments to the agency shall be made through crossed Account Payee cheques / NEFT /RTGS.
- 5.6 The tenderer should have to provide additional security guards as and when required for any cultural function. The duty hours of these guards may be less than eight hours, in such situations payment of guard's is done by Pro rata.

CLAUSE 06. Deductions:

Payment, as in clause 05 above, shall be subjected to deductions of any amount for which the contractor is liable under the contract against this tender or the Income tax and or any other taxes as per rules of Government wherever applicable.

CLAUSE 07. Acceptance of tender:

The right to accept any tender or reject the lowest or any or all the tender/s from any or all the agencies without assigning any reason is reserved, with the Director. Acceptance of tender will be communicated by a formal acceptance letter. No intimation will be given to the unsuccessful tenderers.

CLAUSE 08. Contractor Period and Extension:

Ordinarily the contract is for one year. In this year, if work is found satisfactory, after further review and evaluation, can be renewed further for one more year each time, subject to maximum of two such extensions on the same terms and conditions subject one-month advance consent by both the parties prior to the termination of the Contract. However, in case of bad or non-performance, The Director, S.G.G.S. Institute of Engineering & Technology, Vishnupuri, Nanded may put an end to the agreement at any time during the course of the contractual period by giving fifteen days' notice to the contractor. Also, the contractor can request for termination of contract with a note of 30 days.

CLAUSE 09: Safety Provisions and Accidents:

- 9.1 The contractor shall take all the necessary precautions while working and safeguard the institutes property, Institutes employees and adjacent property.
- 9.2 **Contractor should give a demonstration of fire extinguisher once in six months on his own cost.**
- 9.3 The contractor shall carry out at his own expense the arrangement of entire work having full regard for the safety of the workers working at site. All safe practice shall be strictly adhered to by the contractor like providing gloves when handling sharp objects, electric gadgets etc. and gum boots while working in a grass. The contractor shall educate all his workmen regarding following safe working practices. He shall provide first aid boxes at site in spite of observing safe methods.
- 9.4 If any worker is injured or rendered partially / permanently disabled/ indisposed due to any reason such as accidents, fire, ill health etc. during the period of their service, it would be the sole responsibility of the contractor to take care of them and to pay necessary compensation in respect of such persons as per the relevant labour laws including all medical expenses, legal expenses etc. Institute does not hold any responsibility in this regard whatsoever.

CLAUSE 10. Default by Contractor:

If the Contractor / agency shall neglect or fail to proceed with the works with due diligence or violate any of the provisions, terms and conditions of the contract, the Director or Officer-in-charge may give the contractor/agency a notice identifying deficiencies in performance and demanding corrective action.

If the Contractor fails to take satisfactory corrective action within fifteen days after the receipt of the notice, the Director will terminate the contract in whole or in part. In case the entire contract is terminated, the amount of security deposit together with the value of work done but not paid shall stand forfeited to the Institute.

CLAUSE 11. Workmen Employed by Contractor:

- 11.1 Appointment of minors is strictly prohibited. Therefore, the age proofs of all workers along with their photos, Biodata and credentials will have to be submitted upfront by the contractor to the Site Engineer. If any worker is found unsuitable by Site Engineer, the contractor shall replace that person forthwith, with a suitable substitute.
- 11.2 The above contract is placed temporarily, and no liability lies with the Institute for regulation of workers/ Supervisor/person provided by Contractor.
- 11.3 Any worker suffering from any ailment should be quarantined or replaced.
- 11.4 Consumption of alcohol, misbehavior and obnoxious by the workers are strictly prohibited and liable for exemplary penalty and/or expulsion. The onus of its strict implementation lies on the contractor.
- 11.5 An attendance sheet as prescribed by the Site Engineer will be submitted to institute administration daily, by the contractor, duly signed by all the security persons with their entry and exit time.
- 11.6 The workers, supervisors or other persons deployed by the agency shall have to carry with them an Identity card duly issued by the agency for our checking and satisfactions.
- 11.7 The contractor/Agency shall furnish to the Institute information on workers/Supervisors employed by him immediately after accepting the work order and subsequent in the interval of two months.
- 11.8 The Institute will not provide any housing facility for any worker or any other person. The Contractor / agency must make their own arrangements. The institute will help in setting up the site office.
- 11.9 The Contractor should have to make the insurance of all the workers working in the Institute under this contract under ESIC.
- 11.10 The Contractor / agency will have to maintain muster roll and submit it as and when asked by the competent authority of the Institute.
- 11.11 Contractors should keep records regarding the monthly payments, PF account and other statutory payments as per labour laws.
- 11.12 This contract is placed temporary, and no liability lies with the Institute for regulation of worker's/ supervisors / security persons provided by you.
- 11.13 The engagements of the security guards are purely on temporary basis. The duty hours will be limited to 8 (eight) hours for each security person.

11.14 Minimum qualification of Security offer and security supervisor should not be below 12th pass and security guards 10th pass.

11.15 The security guards should be well mannered, disciplined, alert and medically fit. They should be able to read and write Marathi, Hindi and read names and addresses in English.

CLAUSE 12. Sub-letting:

The Contractor / agency shall not sub-let any portion of the contract without the written permission of the Director.

CLAUSE 13. Notice and Instructions:

13.1 Any communication regarding the opening, extension and cancellation of tender or any correspondence with regards the tender will be done only through E mail addresses and or on telephone no. / Mobile no. as provided by the bidders during tender, hence it is advised to check the respective E mail account regularly till the completion of this process.

13.2 The Contractor shall furnish the correct postal address of his head office. Any notice or instruction to be given to the Contractor shall be deemed to have been served if it has been delivered to his authorized person / security officer or representative at site of work or sent by registered letter to the office or to the address of the firm last provided by the contractor / agency.

CLAUSE 14. Compensation:

Compensation for all damages done intentionally or unintentionally by Contractors workers or any other person whether in or beyond the limits of Institute property including any damage caused by the spreading of fire or any other damage shall be estimated by Site Engineer or such other officer as he may appoints and the estimates subject to the decision of Director on appeal shall be final and the contractor shall be bound to pay the amount of the assessed compensation on demand, failing which, the same will be recovered from the security deposit or reduced from any sums that may be due or become due from Institute to Contractor / agency under this contract or otherwise.

The Contractor shall bear the expenses of defending any action or other legal proceedings that may be brought by any persons for injury sustained by him owing to neglect of precautions of safety provisions and he shall pay any damages and cost that may be awarded by the court in consequence.

CLAUSE 15. Compliance with local laws:

The contractor shall follow all rules/ regulations in force, and it will be the sole responsibility of contractor to abide by the provisions of following Acts as to the workers engaged by him for performance of the service.

A] Child Labour Abolition and Rehabilitation Act, 2006

B] Labour and employment Act 1972.

C] Workmen Compensation Act 1923.

D] Contract Labour (Regulation & Abolition) Act 1970.

E] The Minimum Wages Act 1948.

F] Employees' Provident Fund Act 1952.

G] Employees' State Insurance Act 1948.

H] Payment of wages act 1935.

I] Payment of Bonus act 1965.

J] Weekly Holiday act 1942.

K] Minimum wages rule 1963.

M] Any other Act or Legislation which may govern the nature of contract / may be introduce later.

N] Maharashtra Labour welfare fund ACT. (Bombay act No. XL of 1953)

The contractor/Agency will be responsible for all legal provisions under various applicable Acts. The rate quoted by the contractor should fulfill all financial liabilities paid to workers by the contractors such as (Insurance, P.F.). The Institution will not be responsible for any complaints raised during the contract.

The rates agreed for the wages of laborers and accepted herein shall not be less than Minimum Wages prescribed by State Government of Maharashtra notified minimum from time to time, as

applicable during the contract period. The **change which might occur on account of change in Basic and Dearness Allowance (DA) declared by the Government of Maharashtra, from time to time during the operative period of this Contract will be applicable considering parameters such as EPF, ESI, HRA and Bonus.** The contractor shall not be entitled to raise any demand imposing additional financial burden on the Institute on any account, excluding rise / decline in Basic and Dearness Allowances, EPF, ESI, HRA, **Labour welfare fund** and Bonus as mentioned above.

CLAUSE 16. Agreement

The successful bidder will have to make an agreement in a prescribed format, on stamp paper of Rs. 500/- (purchased by him at his own cost), immediately after receipt of the Work Order and payment of initial security deposit.

The following documents shall form the parts of this Agreement, and parties hereto shall abide the same:

- A. Tender document: All additional terms and conditions mentioned in the Tender Document are sold as blank Tender Form and subsequently submitted by the contractor while submitting his offer.
- B. Bill of Quantities (Schedule –B).
- C. Minutes of Pre-bid meeting if any and common set of conditions and deviations issued with reference to Pre-bid Meeting.
- D. Letter of Negotiations.
- E. Work Order.

CLAUSE 17. Risk and cost

In case of failure of the agency to provide satisfactory service, the institute reserves the right to get the Security Services work done from any other agency at 1.2 times the normal monthly rate quoted in the tender and at the risk and cost of the terminated agency. The additional expenditure made by the Institute will be recovered from the dues to the contractor.

CLAUSE 18. Special Conditions of Contract:

- 18.1 The selected Contractor / agency should maintain records of machinery, material **movement, Gate pass system of Records. Thus, all records in original should** be deposited to the Institute as and when required.
- 18.2 The Director, S.G.G.S. Institute of Engineering & Technology, Vishnupuri, Nanded is the arbitrating authority, any matters of dispute/differences out of this contract, his decision in the matter shall be final and binding on the contractor. However, if not satisfied by the decision, then the procedure will be as per India Arbitration Act.
- 18.3 The Contractor shall comply with all rules, regulations, bye-laws and directions given from time to time by any local or public authority in connection with this work and shall pay fees or charges which are liable on him without any extra cost to the Institution.
- 18.4 The contractor must attend the meeting with competent authority as and when required. He should attend at least one meeting every month.
- 18.5 In the event of a tender by partners, any change in the constitution of a firm shall be forthwith notified by the contractor/agency to the Director for his information within 20 days.
- 18.6 The contractor shall provide security services in three shifts round the clock. The contractor shall give one day paid weekly off to the Security Guards, Security Supervisors and Security Officer and shall provide relievers in their place on weekly offs. The contractor shall take note of the same while filling out the tender and quoting his rates.**
- 18.7 The Institute reserves the right to change the number of duty posts, and it is obligatory upon the Contractor to reduce or increase the number of Security Guards / Supervisors immediately. Such a change will be informed to the Institute in writing.
- 18.8 Any disputes or differences, Questions whatsoever arises from this Tender or Contract will subject to **NANDED JURISDICTION ONLY.**

CLAUSE 19.: Penalty:

The selected contractor/agency should be fully responsible for total security of the campus. Regarding standards of security and imposing penalties due to non-execution of work wholly or in part Director or Site Engineers decision would be final and binding on the contractor. The same should be deducted from the monthly bill.

Recovery of penalties from the proceed of the contractor:

| Sr. No. | Nature of lapse | Penalty |
|---------|--|--|
| 1 | Any theft of trees, equipment, articles, tools or gadgets | Equal to the cost of the equipment or as decided by Institute. |
| 2 | During the time of change of duty, leaving the point without reporting of following person. | Rs.200/- per person per act |
| 3 | Delayed reporting off security point | Rs.200/- per person per day |
| 4 | Not wearing full Uniform (including shoe, stick and cap) | Rs.200/- per person per day |
| 5 | Non-availability of torch at night | Rs.200/- per person per day |
| 6 | Not wearing of rain coats in rainy seasons | Rs.200/- per person per day |
| 8 | On entering of animals in the campus. | Rs.100/- per animal per day |
| 9 | Found asleep | Rs.1000/- per person |
| 10 | Found seated at one place | Rs.200/- per person |
| 11 | Plucking of flowers and not reported to the authority | Rs.100/- per flower |
| 12 | Non-disfiguring writing, non-removal of pasted posters, notices etc. on outside walls of the buildings and compound walls. | Rs.200/- per item |

CLAUSE 20. SCOPE OF THE WORK:

The selected contractor/agency should be fully responsible for total security of the campus. The security services include the following works.

1. Workers Duties & Uniform:

- 1.1 Safeguarding institute property against theft and misuse.
- 1.2 Preventing unauthorized people, vehicles etc. or animals from entering the premises.
- 1.3 Taking charge of the personal's property found in the Institute premises and handing over the same to the authorized / designated officials.
- 1.4 Watching the entire premises and patrolling the same during the period of duties.
- 1.5 Switching on the streetlights at nights and checking that other electrical gadgets are switched off, whatever necessary.
- 1.6 All the LCD's projectors, fans and other electric fittings in classrooms and corridors, purifiers should observe carefully while on patrolling. An action should be taken against misplacements or theft if any and bringing them to the notice of authorized / designated officials for further remedial actions.
- 1.7 Wherever required, taking care of keys under his custody and handling over them to the reliving watchman or any other authorized person.
- 1.8 Opening and closing of departmental doors and handling the keys of classrooms.
- 1.9 Making the detail list of equipment, electric gadgets, and other furniture available in each classroom and checking the same and taking the care against the theft.
- 1.10 Preventing people from writing, pasting posters, notice etc. on the outside walls and compound of the property and disfiguring the same.
- 1.11 Preventing people from plucking off flowers, plants, trees etc.
- 1.12 The agency shall provide separate colored uniforms for security guard, body guards and security supervisor, and security officer (2 sets to each worker). All security persons should wear their uniforms neat and clean with photo ID badges throughout, while they remain in Institute Campus.

- 1.13 The workers, Guards or other persons deployed by the agency shall be well dressed and must carry with them Identity card duly issued by the agency for our checking and satisfactions. **Agency should provide two dresses with a shoe to each security person with his own cost and gum boots as and when required. Each security person should have a raincoat, whistle, stick and battery.**
- 1.14 The agency should provide ten **WALKIE TALKIE SYTEM** for his security guards with sufficient range to cover all the points in the institute with his own cost.

2. Duties:

2.1 Security Officer (SKILEED):

He should be a qualified person having a minimum of ten years' experience of working as a Security Officer in a large organization. He will be responsible for the complete security of the campus and should maintain discipline in the security guards and shift incharges. Also make the security of the campus systematic professional and streamlined. He must execute his job in the proper way.

2.2 Security Supervisors (SEMISKILLED):

Security supervisor, i.e. shift-in-charge who will be responsible for the total security of the campus in that shifts and assists security officer. (Residing in the adjoining area and he must be an Ex-servicemen).

2.3 Security Guards (UNSKILLED):

Providing **Security Guards** for watch and ward at various points as specified and directed. (They should be satisfied with the minimum physical standards and should be able to handle the point).

3. Supervision and Miscellaneous Charges:

Contractor / bidder should quote his rate as **Supervision and Miscellaneous Charges** in item no 4 of Annexure – 'B'. This charge includes the contractor's profit and expenditure against stationery, uniform of securities, walkie talkie and other material required. Contractor / bidder should quote his rate for Supervision and Miscellaneous Charges in percentage.

I hereby agree with all the Terms & Conditions mentioned above without any condition whatsoever. I also agree that all the deficiencies will attract penalty and the recovery will be affect without any notice to me.

In case of my premature withdrawal from the **Security services** for any reason, whatsoever, during the period of the agreement or in case of my failure in course of the agreement period to comply with these terms and conditions, the **DIRECTOR** is at liberty to forfeit my security deposit and can execute work at Risk and Cost mentioned in CLAUSE No.17.

Contractor's Signature with seal

(Before Submission of tender)

Postal Address:

Name : _____

Street : _____

Village/City : _____ Taluka: _____

District : _____

Pin : _____

Date the _____ day of _____ 2025

Annexure-‘A’

(On Rs.100 Bond Paper)

AFFIDAVIT

I _____ Age _____ Years residing at _____
_____ by way of this affidavit do hereby solemnly
affirm and declare that I _____ Proprietor/ Partner of the _____
Firm and submitting he tender for the work of **“Providing security services to the campus of Shri Guru
Gobind Singhji Institute of Engineering and Technology”** The documents, I have submitted in
Envelope No. 1 are true and correct. I further solemnly affirm that there is no incorrect or misleading or
incomplete information submitted in the documents. If the incorrect or misleading or incomplete
information found in the documents, I will be responsible for the legal consequences and eligible for legal
action.

Contractors Signature with Seal

SHRI GURU GOBIND SINGHJI INSTITUTE OF ENGINEERING & TECHNOLOGY,
VISHNUPURI, NANDED-431606 (M.S.)

Annexure- 'B'

Name of work: Providing Security Services for Institute

SCHEDULE "B"

| Item No. | Particulars of Work / Item | Unit | Rate per Unit per month in Rs. | Total Amount in Rs. per month |
|-----------------|---|--|---------------------------------------|--------------------------------------|
| 01 | Providing Security Officer. | 01 No. | | |
| 02 | Providing Security supervisor. | 03 Nos. | | |
| 03 | Providing Security Guards. | 42 Nos. | | |
| | | | Total (1+2+3): | |
| 04 | Supervision and Miscellaneous Charges per month | In percentage on total (1+2+3) (_____ %) = | | |
| 05 | Total Amount | | (1+2+3+4): | |

(THE QUOTATED RATE SHOULD BE EXCLUSIVE OF GST)

I confirm to abide by these rates are all through the contractual period.

Date:

Sign. of CONTRACTOR
Seal of firm