

**Dr. Bhim Rao Ambedkar Engineering College
of Information Technology
Banda**

TENDER NOTICE No : BRAECIT-2/2015 -01

Tender Documents

FOR

***PROVIDING SERVICES OF SECURITY GUARDS
AND MANPOWER THROUGH OUTSOURCE***

AT

**Dr. Bhim Rao Ambedkar Engineering College
of Information Technology
Atarra, Banda -210201**

**Dr. Bhim Rao Ambedkar Engineering College
of Information Technology
Banda – 210201**

Tender	<u>PROVIDING SERVICES OF SECURITY GUARDS AND MANPOWER THROUGH OUTSOURCE AT BRAECIT, BANDA</u>
Name of the firm with Full Address and Contact Numbers	
Cost of Tender Document	Rs. 2280/- (Non-Refundable with VAT)
Date of Commencement of Sale	01 May 2015 (Tender document may also be downloaded at www.bietjhs.ac.in)
Last date of Sale of Tender Documents	16 May 2015 (Saturday)
Last Date of Submission of Tender Documents	18 May 2015 upto 12.00 Noon (Monday)
Opening of Technical Bid: Date, Time and Place	18 May 2015 at 12.30 PM (Monday) Conference Hall, Administrative Block, Bundelkhand Institute of Engineering and Technology (BIET), Jhansi -284128. Bidder/Authorized Representative of Bidders may attend the bid opening proceedings on above mentioned date.
Opening of Financial Bid : Date, Time and Place	20 May 2015 at 12.30 PM (Wednesday) Conference Hall, Administrative Block, Bundelkhand Institute of Engineering and Technology (BIET), Jhansi -284128. Bidder/Authorized Representative of Bidders may attend the bid opening proceedings on above mentioned date.
Earnest Money Deposit (EMD)	Rs. 50,000=00 (Fifty Thousand Only)
Period of Contract	One Year
Bid Shall Contain	<ol style="list-style-type: none"> 1. All documents in support of Terms & Conditions and Eligibility Criteria. 2. Bidders Proforma (Form-1 and Form-2) 3. Cost of Tender by way of Demand Draft only. 4. EMD by way of Demand Draft only.

Tender Issued By¹ :

¹ The Tender Document may also be downloaded from web site <http://bietjhs.ac.in>

**Dr. Bhim Rao Ambedkar Engineering College
of Information Technology
Banda – 210201**

1. General Information to Bidders :

- [a] Dr. B R Ambedkar Engineering College of Information Technology, Banda was established in the year 2010 by Government of Uttar Pradesh. The college currently offers four year B.Tech programs in three disciplines, namely, Mechanical Engineering, Electrical Engineering and Information Technology with intake of Sixty (60) each.
- [b] The classes of BRAECIT, Banda are presently being run at Bundelkhand Institute of Engineering and Technology, Jhansi campus. The construction work of the building of BRAECIT, Banda including Academic Blocks, Workshop, Hostels and Residences has been completed now. The college will be operational in its own campus from July 2015.
- [c] The new campus of BRAECIT, Banda is situated on Banda-Chitrakoot Road, approx 25 Km from Banda and 04 Km from town Atarra.
- [d] Tenders are being invited to provide security guards and other technical/non-technical manpower to be deployed at Dr Bhim Rao Ambedkar Engineering College of Information Technology, Atarra, Banda from reputed and registered service providers in the prescribed format.
- [e] Type of the manpower and their estimated numbers are given in the Annexure-1. The BRAECIT, Banda reserves the right to increase/decrease the number or drop any manpower as per the requirement.

2. Requirements to be fulfilled by the Bidders :

- a. **Experience of execution of similar works:** The bidders should have appropriate experience in similar fields for the last three consecutive financial years in the organized sector. The bidder must have experience of successfully executed similar work as stated below.

Sl. No	Work Experience	Work Done
1.	At least three years in Govt. Sectors (reputed Govt. Institutions / University or Organizations)	Atleast Three similar work

1. The bidder must furnish a proof showing that he/she has a work experience of last three consecutive years (i.e., FY 2012-2013, 2013-14, 2014-15) in the similar field supported with each year experience certificate.
2. Govt. Sector means Central/State Govt./ Union Territory/ Semi Government/Public Sector Undertaking.
3. The certificate of the experience from the Institution /Organization, not below the rank of Registrar/ Executive Engineer / Gazetted Officer or equivalent rank officers only shall be considered acceptable.

b. Financial Capability :

The bidder must have minimum turnover of **Rs One Crore per year** for the last three consecutive years for the similar work. CA certificate of the last three years audit report and balance sheet must be submitted with the bid. The bidder firm must be a profit making firm in the preceding financial years.

Sl.	Financial Year	Turnover in INR	Profit in INR
1.	2014-15		
2.	2013-14		
3.	2012-13		

- c. Registered Office:** The registered head office or one of the branch offices of the service provider should be located in the U.P. The detail of the employees working in the office alongwith complete address with contact numbers must be submitted the bid.

Sl. No	Address of Registered Head Office	Address of Registered Head Office/ Branch Office in U.P	List of Employee working at firm's registered office in U.P.

3. Eligibility Criteria for Bidders :

All the participating firms should meet the qualifying criteria. Following documents are required to be submitted with the BID to qualify eligibility criteria. The firm must produce the documentary proof to this effect.

1. To be eligible to tender, the firm should have satisfactorily provided the job of the same nature in **atleast three different organizations** of repute such as in Universities, Government Departments, and Public Sector Units or reputed State/Central Educational Institutions for last three consecutive years.
2. The bidder must have minimum turnover of **Rs One Crore per year** for the last three consecutive years for the similar work.
3. The bidder firm must be a profit making firm in the last three preceding financial years.
4. The firm must be registered with registrar of companies/firms.
5. The firm must be registered with the office of the Labour Commissioner.
6. The firm must be registered under the private security regulation act 2005.
7. PAN/TIN number issued in the name of firm must be submitted.
8. The firm must hold a valid registration for Employees Provident Fund(EPF)/ESIC/Service Tax and must submit documentary proof in the support.
9. Audited copy of balance sheet with trading, profit and loss account for last three financial years.
10. Tender Fee to be submitted in the form of Demand Draft only in the favour of **Director, Dr. B R Ambedkar Engineering College of Information Technology payable at Jhansi.**
11. EMD is required to be submitted in the form of Demand Draft only in the favour **of Director, Dr. B R Ambedkar Engineering College of Information Technology payable at Jhansi.**
12. Authorized signatory should sign on all pages with rubber stamp. Bids without authorized signature/seal will be rejected.
13. Experience and financial capability as per the details mentioned in the bid document.
14. The Bids not meeting eligibility criteria may be rejected.

4. Submission of the Bid :

1. Sealed tenders in two parts i.e., “**Technical Bid : FORM-1**” and “**Financial Bid : FORM-2**” are invited to provide security guards and other technical/non-technical manpower to be deployed at Dr Bhim Rao Ambedkar Engineering College of Information Technology, Atarra, Banda from reputed and registered service providers in the prescribed format.
2. Earnest money amounting to Rs 50000=00 (Fifty Thousand Only) and cost of tender document Rs 2280=00 Only in the form of separate Demand Drafts drawn in favour of Director, Dr. B R Ambedkar Engineering College of Information Technology payable at Jhansi, should also submitted with the tender.
3. Envelopes containing “**Technical Bid : FORM-1**” and “**Financial Bid : FORM-2**” should be sealed in two separate envelopes.
4. First envelope must be superscripted by writing “**Tender for Security and Manpower: Technical Bid- Form-1**”. This envelope contain Bidder Proforma “**Technical Bid : FORM-1**” and necessary documents in support of terms and conditions, requirements and eligibility criteria.
5. Second envelope must be superscripted by writing “**Tender for Security and Manpower: Financial Bid- Form-2**”. This envelope must contain Bidder proforma “**Financial Bid: FORM-2**” .
6. Earnest money and Cost of tender in the form of Bank Drafts must be placed in a separate sealed envelope by writing “Earnest Money” on top of the envelope.
7. All the envelopes as above must be kept and sealed in a big envelop. Our enquiry/tender no and the opening date should invariably be mentioned on the top of big envelope.
8. Sealed tenders should be sent by hand or registered post to Director, BRACEIT, Banda at Bndelkhand Institute of Engineering and Technology (BIET) Campus, Kanpur Road, Jhansi -284128 so as to reach latest by **18 May 2015 at 12.00 Noon**. The sealed tenders may also be dropped in the box kept at Store and Purchase section at BIET, Jhansi campus.
9. Firms will have to attach the list of customers to whom they have supplied similar manpower in previous years along with performance reports.
10. The Bidder must quote for all type of manpower given in the tender document. The bid of firm not quoting for one or more type of manpower may be rejected.

11. The descriptive and illustrative literature about the work in original must accompany with the tender.
12. Tenders received after the closing date and stipulated time shall not be considered and the institute shall not be responsible for any postal delay.
13. Tender should be valid for atleast a period of 04 months. (04 Months from opening date of tender).
14. The rates must be quoted in both figures and words. Any overwriting and/or cutting must be duly attested, failing with quotations/tenders are likely to be rejected.
15. The Bid having rupee ZERO, NIL, Fraction of Rupee as Contractor Administrative/ Service Charge may lead to the summarily rejection of the Bid.
16. The Contractor Administrative/ Service Charge are to be quoted in whole multiple of Rupee and deviation from the same may lead to the summarily rejection of the bid.
17. Quotation/ Tender brought personally should be dropped into tender box.
18. Quantity of manpower requirement may increase or decrease or may be cancelled up to any extent.
19. No sales tax form "C" or "D" etc for concessional rate shall be provided by the institute.
20. Quotations deviating from the terms and conditions shall be rejected straight way without assigning any reason thereof.
21. Director, BRAECIT, Banda has every right to extend the due date, if so required, but all the quotations/tenders will be opened together.
- 22.** Director, BRAECIT, Banda may reject any or all quotations/tenders without assigning any reasons.

5. Terms and Conditions :

1. The firm/agency should be registered under companies act authorized for deployment of manpower services.
2. The agency should submit PAN & Service Tax Registration Number in their firm's name.
3. The firm/agency should have EPF/ESIC registration.
4. The service provider should have **3 years' experience** of providing manpower services to various Universities/ State/Central Institutions/Government departments, PSU and Autonomous

Organizations of Govt. of India/Govt of U.P. Performance certificates issued by their clients should be attached.

5. The turnover of the firm/agency for the last three years should be atleast **Rs. One Crore per annum**.
6. An Earnest Money Deposit (EMD) of **Rs. 50,000/- (Rupees Fifty Thousand Only)** in the form of Demand Draft only in the favour of Director, Dr. B R Ambedkar Engineering College of Information Technology payable at Jhansi., shall be submitted along with the bid, failing which their bids shall not be considered valid. The EMD of unsuccessful bidders shall be returned after one week of the award of contract and the **EMD of successful bidders shall be kept as security deposit and no interest shall be paid on the Security Amount**.
7. Proforma for Technical Bid (**Form-1**) and Financial Bid (**Form-2**) should be enclosed with the Tender Document.
8. The service provider must be registered with DGP office, Uttar Pradesh under private security regulation act.
9. The service provider must have capability to train the security personnel and to supervise them.
10. It shall be the sole responsibility of the service provider to ensure that all types of government taxes as per rules are paid in time. BRAECIT, Banda shall not be responsible for any lapses/error on this part.
11. The service provider shall be obliged to ensure the compliance of all labour laws and other statutory rules and regulation framed by Govt. of U.P from time to time. No person deputed for work at BRAECIT, Banda by the service provider shall under any circumstance, be paid less than the minimum wages prescribed for the category by the Govt of Uttar Pradesh.
12. It shall be sole responsibility of the service provider to deduct/deposit the provident fund/insurance etc as per the rules.
13. The service provider will fulfill the statutory obligation conforming to the UP Labour welfare fund act and will deposit the statutory dues with the labour welfare board without fail.
14. The BRAECIT, Banda shall not be responsible any way for of the accident/mishap with the persons being deployed by the service provider. If any compensation/dues arise due to the accident, it shall be the sole responsibility of the service provider to bear those expenses.
15. The security personnel/other manpower deployed at BRAECIT, Banda by service provider shall neither participate in any type of staff union/party nor shall engage in anyway in formation of such outfits.

16. It shall be the responsibility of the service provider to ensure safety and security of BRAECIT, Banda campus. If any damage is caused to the property of BRAECIT, Banda due to negligence of security personals, it shall be the duty of the service provider to compensate the damage caused to the BRAECIT, Banda
17. It shall be duty of service provider to ensure that armed security guards are in possession of valid license to carry the arm.
18. It shall be the responsibility of the service provider to provide the uniform to the security personnel. If any security guard is found to be improper/inappropriate uniform/dress, the service provider has to replace the personnel immediately.
19. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of each personnel of the service provider shall be verified by the service provider before their deployment after investigation at the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect submitted to this Institute. The service provider shall also ensure that the personnel deployed are medically fit and shall keep in record a certificate of their medical fitness. The Service Provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.
20. The service provider has **to provide the Photo Identity Cards to the persons employed by him/her for carrying out the work.** These cards are to be constantly displayed & their loss must be reported immediately.
21. The service provider's personnel working should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote goodwill be enhance the image of this office. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
22. BRAECIT, Banda may require the service provider to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or for his/her/their misconduct and service provider shall forthwith comply with such requirements.
23. The service provider shall replace immediately any of its personnel, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.

24. BRAECIT, Banda shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service providers.
25. The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/ organizational matters as all are of confidential/secret nature that can attract legal action.
26. That the persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of BRAECIT, Banda.
27. The service provider's person shall not claim any benefit/ compensation/ absorption/ regularization of services in BRAECIT Banda. Undertaking from the person to this effect will be required to be submitted by the service provider to this office.
28. The person deployed shall not claim any Master & Servant relationship against BRAECIT Banda.
29. The service provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, gutka, tobacco, smoking, loitering without work.
30. The service provider shall engage the necessary person as required by our office from time to time. The said person engaged by the service provider shall be employee of the service provider and it shall be the duty of the service provider to pay their salary every month in time by the contractor. There is no Master & Servant relationship between the employees of the service provider and the Purchaser (this institute) further that the said person(s) of the service provider shall not claim any benefit. The contractor should not stop the payment of salary on account of delays not attributed to the engaged.
31. There shall be an automatic increase in the minimum wages of the personnel provided by the service provider consequent upon any increase on such account affected by any Govt. orders / minimum wages etc. However, service charge finalized through Tender shall remain fixed throughout the currency of the contract.
32. The transportation, food, medical and other statutory requirement under the various Acts/Govt. Regulations in respect of each personnel of the service provider will be the responsibility of the service provider. This shall include payment of PF, ESI, Service Tax, etc. However, payments in respect of PF, ESI etc. or any such other statutory requirements to the successful contractor shall be made subject to furnishing of proof of such payments to the concerned authorities indicating the PF No., ESI No. etc. of the

outsourced persons every month without fail and before submitting bills for the subsequent months. The bills should be for reimbursement of the actual amount to the service rendered by the contractor.

33. The service provider will submit the bill in triplicate in the 1st week of following month for payment. The payment will be made on pro-rata basis whatever the amount comes to after necessary deduction in terms of non-permissible absent of the manpower.
34. The service provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of the office.
35. The service provider shall provide a substitute well in advanced if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
36. If for any reason the personnel deployed by the service provider proceeds on absence, he/she should properly intimate the Controlling Officer and the Concerned Administration before such absence or in case of Medical emergency on the first day of taking such absence either officially or telephonically clearly indicating the number of days he/she will be absent. The service provider shall provide a substitute in case the absence exceed 5 days or even earlier, if situation so warrants, which shall invite a penalty fee of Rs. 5000/- per day.
37. Payments to the service provider would be strictly on certification by the office with which he is attached that his services were satisfactory and attendance as per the bill preferred by the service provider.
38. The service provider shall be contactable at all times and message(s) sent by E-mail/Fax/Special Messenger/Phone from the Institute to the service provider shall be acknowledged immediately on receipt on the same day. The contractor will ensure every day that the minimum manpower has been complied with.
39. Director, BRAECIT, Banda reserves the right to cancel the contract at any stage without assigning any reason.
40. The service provider may request for termination of the agreement by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the Agreement then one month's wages etc. and any amount due to the agency from the Department shall be forfeited.
41. That on the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account

of the termination of employment or non-employment by the personnel of the service provider, it shall be the entire responsibility of the service provider to pay and settle the same.

42. All disputes and differences arising out or in any way touching or concerning the contract shall be referred to the sole arbitration of any person nominated by the Director, BRAECIT, Banda. There will be no objection to any such appointment that the arbitrator so appointed is a Government servant that he had to deal with matters to which this indenture relates. The award of the arbitrator so appointed shall be final and binding on the parties to the agreement. Further, if any dispute is to be referred to the courts, the jurisdiction of the same shall be at Banda.
43. The tenderer shall be bound by the details furnished by it to this institute, while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of contract making it liable for legal action besides termination of contract.

For BRAECIT, Banda

**Dr. Bhim Rao Ambedkar Engineering College
of Information Technology
Banda – 210201**

Technical Bid - FORM 1

Sl No.	Tender	<i>PROVIDING SERVICES OF SECURITY GUARDS AND MANPOWER THROUGH OUTSOURCE</i>
1.	Name of the Firm and Contact Person	
2.	Registered Office / Business Address with Contact Number and Email Id(Also write address of Head Office/Branch Office in U.P)	
3.	FOR	Dr B R Ambedkar Engineering College of Information Technology, Banda. (Located on Banda-Chitrakoot Road, approx 20 Km from Banda and 04 Km from town Atarra)
4.	Cost of Tender Document	DD No : Amount : Bank : Date : (DD must be drawn in favour of Director, Dr. B R Ambedkar Engineering College of Information Technology payable at Jhansi).
5.	Earnest Money Deposit (EMD)	DD No : Amount : Bank : Date (DD must be drawn in favour of Director, Dr. B R Ambedkar Engineering College of Information Technology payable at Jhansi).

6.	Registration with Registrar of Companies/Registrar of Firms	Attach Proof
7.	Registration of Firm from the office of Labour Commissioner	Attach Proof
8.	Whether registered under Private Security Agency (Regulation) Act 2005 ?	Attach Proof
9.	PAN No	Attach Proof
10.	Service Tax Registration Number	Attach Proof
11.	Whether the Firm is registered with ESIC ? State Registration Number?	Attach Proof
12.	Whether the Firm is registered with EPF? State Registration Number?	Attach Proof
13.	Whether the Firm has Minimum THREE years experience in providing manpower supply services ?	Attach Proof
14.	Whether the Firm has minimum turnover of Rs One Crore per annum for the last three	Attach Proof (Copies of balance sheets and profit/loss for last three years)

	consecutive years for the similar work ?	
15.	Whether the Firm is Income Tax Assessee and have filed its income tax returns for the last three assessment years?	Attach Proof
16.	Number of Employees working at the registered office in U.P.	Attach List
17.	No of Manpower /category supplied by the firm	Attach List
18.	Name of the Organizations where firm is currently providing manpower	Attach List

(Date and Signature of Authorized Signatory with Seal on each page)

**Dr. Bhim Rao Ambedkar Engineering College
of Information Technology
Banda – 210201**

Financial Bid - FORM 2

S.No.	Manpower	Monthly Rate per Person				
		Rate per person	Other Statutory dues to be borne by service provider	Contractor Admin/ Service Charge	Service Tax	Total Per person
		(In Rs)	(In Rs)	(In Rs)	(In Rs)	(In Rs)
		(a)	(b)	(c)	(d)	(a+b+c+d)
1.	Lab Assistant					
2.	Pharmacist/Compunder					
3.	Electrician					
4.	Routine Grade Clerk/Typist					
5.	Driver					
6.	Accountant					
7.	Plumber					
8.	Carpenter					
9.	Tubewell Operator					
10.	Helper (Civil/Electrical)					
11.	Laboratory Attendant					
12.	Book Lifter					

13.	Hostel Attendant					
14.	Storemate					
15.	Peon					
16.	Meason					
17.	Mali					
18.	Sweeper					
19.	Security Supervisor (Ex. Military /paramilitary person)					
20.	Security Guard (Gunman)					
21.	Security Guard (Unarmed)					

NOTE FOR BIDDER:

1. Rate per person/month quoted must not be less than the minimum wages fixed/notified by the Government of U.P.
2. Total rates quoted by the service provider should be inclusive of all statutory/taxation liability.
3. Income Tax shall deducted at source from the bills of the service provider as per the prescribed rates.

(Date and Signature of Authorized Signatory with Seal on each page)

Annexure – 1

Requirement of Manpower at BRAECIT, Banda

S. No.	Type of Manpower	Category	No. of Manpower
1.	Lab Assistant	SKILLED	15
2.	Pharmacist /Compounder	SKILLED	02
3.	Electrician	SKILLED	03
4.	Routine Grade Clerk/Typist	SKILLED	06
5.	Driver	SKILLED	02
6.	Accountant	SKILLED	01
7.	Plumber	SEMI SKILLED	01
8.	Carpenter	SEMI SKILLED	01
9.	Tubewell Operator	SEMI SKILLED	01

10.	Helper (Civil/Electrical)	SEMI SKILLED	02
11.	Laboratory Attendant	SEMI SKILLED	10
12.	Book Lifter	SEMI SILLED	02
13.	Hostel Attendant	UN SKILLED	04
14.	Storemate	UNSKILLED	01
15.	Peon	UNSKILLED	08
16.	Meason	UN SKILLED	01
17.	Mali	UN SKILLED	04
18.	Sweeper	UN SKILLED	10
19.	Security Supervisor (Ex. Military /paramilitary person)	SKILLED	02
20.	Security Guard (Gunman)	SEMI SKILLED	09
21.	Security Guard (Unarmed)	UNSKILLED	09

NOTE : The BRAECIT, Banda reserves the right to increase/decrease the number of manpower / alter the category of manpower/drop any type of manpower as per the requirement.