

# Dr. APJ ABDUL KALAM GOVT. COLLEGE

(SILVASSA COLLEGE)

College of Arts, Commerce & Science

(Affiliated with Gujarat University, Ahmedabad) (College Code: 509)

Dadra and Nagar Haveli Ucchha Shikshya Samiti, Silvassa

Silvassa (Dokmardi)-396230.

**Phone No: 9429427117**

**Email: [dnh.sihl2011@gmail.com](mailto:dnh.sihl2011@gmail.com)**

No. EDN/SIHL/GNL/58/Vol-II/3498

Date: 15/11/2017

## E- TENDER NOTICE

I/c. Principal, Dr. APJ Abdul Kalam Govt. College, Dadra & Nagar Haveli Ucchha Sikshya Samiti, Silvassa invites sealed tenders through On-Line on <http://dnhtenders.gov.in> website of UT Administration of Dadra and Nagar Haveli for hiring of security guard service for the college from the reputed Agency as per the schedule mentioned below:

| Sr. No  | Name of Item   | Tender ID No.                      | Estimated Cost  | Earnest Money (Rs.)               | Tender Fees Non refundable | Time Limit |
|---|--|------------------------------------|-----------------|-----------------------------------|----------------------------|------------|
| 1   | 2  | 3                                  | 4               | 5                                 | 6                          | 7          |
| 1   | Hiring of Security Guard Service for Dr. APJ Abdul Kalam Govt. College | <b>2017_UT<br/>DNH_178<br/>7_1</b> | Rs.10,50,000 /- | Rs.30,000/-                       | Rs.1000/-                  | 365 days   |
| Online downloading of Tender Documents  |  |                                    |                 | Up to 08/12/2017, 11:00 Hrs       |                            |            |
| On line submission of Tender  |  |                                    |                 | On 08/12/2017, 12:00 Hrs          |                            |            |
| On line opening of Technical Bid  |  |                                    |                 | On 11/12/2017, 12:00 Hrs          |                            |            |
| On line opening of Price Bid  |  |                                    |                 | On 12/12/2017, 12:00 Hrs          |                            |            |
| Submission of tender fees, EMD and other documents etc. in hard copy in the office of the Tender Inviting Authority by RPAD/ Speed Post./ Courier, However, Tender Inviting Authority shall not be responsible for any postal delay or loss of documents. The said documents can also be deposited in the office of the undersigned On or before 09/12/2017 up to 14:00Hrs. |  |                                    |                 | On or before 09/12/2017 14:00_Hrs |                            |            |
| Bidders have to submit price bid in Electronic Format only on <a href="http://dnhtenders.gov.in">http://dnhtenders.gov.in</a> website till the date and time for submission. Price Bid in Physical format shall not be accepted in any case.  |  |                                    |                 |                                   |                            |            |
| The Tender Inviting Authority reserves the right to accept or reject any or all the tender received without assigning any reasons thereof.  |  |                                    |                 |                                   |                            |            |
| Bidder shall have to post their queries on E-mail Address: <a href="mailto:dnh.sihl2011@gmail.com">dnh.sihl2011@gmail.com</a> on or before 07/12/2017 up to 12:00 hrs   |  |                                    |                 |                                   |                            |            |
| In case bidder needs any clarification for participating in online tender, they can contact the following:-<br>24 x 7 Free Help Desk Number:- 1800 3070 2232.<br>Mobile No.07878007972/7  |  |                                    |                 |                                   |                            |            |

(Sd/-)

(Dr. Rajendra K. Rohit)

I/c. Principal

Dr. APJ Abdul Kalam Govt. College

Silvassa

Copy to:-

1. The Chief Publicity Officer, Dadra & Nagar Haveli, Silvassa for publishing it in one leading widely circulated news paper in adjoining states of Gujarat and Mharashtra.
2. The Director (Information & Technology), Dadra & Nagar Haveli, Silvassa for displaying in on the official website of DNH i.e. [www.dnh.nic.in](http://www.dnh.nic.in)
3. Guard file.

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Silvassa (Dokmardi)-396230.

**Phone No: 9429427117**

**Email: dnh.sihl2011@gmail.com**

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## TERMS AND CONDITIONS FOR OUTSOURCING SECURITY SERVICES FOR DR.APJ ABDUL KALAM GOVT. COLLEGE, DOKMARDI, SILVASSA

1. Demand Draft/ FDR should accompany Tender application duly completed in all respects for 30,000/- (Rupees Thirty Thousand only) as earnest money deposit in favour of the “**Dr. APJ Abdul Kalam Govt. College**” payable at Silvassa. The EMD submitted in any form other than mentioned above will not be accepted. Tender received without EMD will be summarily rejected.
2. Tenderer shall have to deposit Rs. 1000/- (Rupees One Thousand only) for Tender fees (non-refundable) by Demand Draft in favour of “Dr. APJ Abdul Kalam Govt. College” payable at Silvassa. The Tender fees submitted in any form other than mentioned above will not be accepted. Tender received without Tender fees will be summarily rejected.
3. The submission of EMD & tender fees is compulsory for all the tenderers and **no exemption will be granted in any case.**
4. The tender documents (Technical bid) serially arranged as per Annexure-I dully filled in all respect shall have to be deposited in the tender box kept in the office of the Principal, Dr. APJ Abdul Kalam Govt. College, Dokmardi, Silvassa or to be sent by the Registered Post (AD) on or before dtd: 09/12/2017 up to 14:00 Hrs.
5. The tenderer shall have to enclose List of works executed in various Govt., Semi Govt. organization, School, College, University, Municipalities, corporate with proof thereof along with Technical Bid.
6. All the particulars as asked in the tender documents shall have to be filled up by the tenderer under his own signature in case of individual and under the signature of authorized partner / signatory in case of partnership firm/ joint stock company along with stamp invariably. The tender with insufficient information shall be summarily rejected.
7. The right to accept or reject any tender partly or fully without assigning any reason thereof is reserved with the Principal, Dr. APJ Abdul Kalam Govt. College, Silvassa and his decision in all matter relating to acceptance or rejection of the tender as whole or in part will be final and binding to all.
8. No applications/ clarifications shall be accepted from the tenderers once tenders are received by the College.
9. The successful tenderers shall have to engage SELF DEFENCE TRAINED /NCC/TRAINED SECURITY GUARDS (WITHOUT ARMS AND AMUNATION) required for the operation of the contract/ facility management/ services etc. in sufficient number required for this job. The agencies can also provide Civilian Trained Guards as per PASARA Instructions. **Supervisors should be included under Skilled Category and Security Guards in Semi-skilled Category.**
10. The successful tender bidders will have to pay within ten (10) days from the date of demand an amount of 10% of the tendered cost as a Security Deposit in form of Fixed Deposit receipt from Schedule bank in favour of Dr. APJ Abdul Kalam Govt. College payable at Silvassa.

11. Non receipt of the Security Deposit within the stipulated time will be penalized at the rate of 0.25% per day on amount of SD up to 15 days per day. Non receipt of any penalty or SD within 15 days period will result in automatic cancellation of tender, without intimation.
12. The staff of College including the superior authority of the Administration shall oversee the operation of works carried out by the contractors and contractors shall be bound to obey all the instructions received from them from time to time.
13. In case of breach of any condition of the contract by the contractor or if the work of the contractor is found unsatisfactory by the College authority, such contract of the contractor shall be terminated by the College authority. The Hon'ble Administrator, DD&DNH/ Chairman (Governing Body), DNHUSS shall be the authority for arbitration and the decision of the Administrator will be final and binding to all.
14. The works as mentioned in the Annexure- A are required to be under taken by the successful contractor during the course of agreement.
  - (a) If any change in the administrative procedure/rules by College authority time to time which is suitable to the College authority for smooth operation of works shall have be binding to the contractor/s and for that the contractor shall have to give his willingness in writing.
15. In case the successful tenderer stop the work/operation either partly or fully during the agreement period, the College authority reserves the right to get such work/s /operation executed through any other sources at the risk and cost of such defaulted contractor. The EMD/SD of such defaulted contractor shall be forfeited. Any additional payment which has to be paid to execute the work under such circumstances for such works/ operation they said amount shall be recovered from the pending bills/ deposit/ any other works of the default contractors.
16. If the contractor is found to execute any offensive work/ activities not covered in the contract agreement/ conditions, instructions, the proportionate amount of such works shall be recovered as penalty from the running bill payable to the contractor.
17. The successful tender bidders has to start the works/operation as per the tender terms, conditions and specifications with IMMEDIATE EFFECT on receipt of the work order.
18. Any dispute of civil or criminal nature shall be within the jurisdiction of the local Court of Dadra and Nagar Haveli (U.T.). The LEGAL aspects are as mentioned in the Annexure- B
19. In case of any dispute in terms of interpretations of agreement/contractor, the decision of the Principal/Secretary Education/ Administrator whichever is applicable in such cases shall be final and binding to all.
20. The contractors shall have to produce all required evidence in respect of individual proprietor, partnership deed in case of partnership/ firm and copy of the Memorandum and Article of Association in case of registered company.
21. The contractor shall have to obey strictly the provision of Minimum Wage Act and Child Labour Act and any other relevant Act/Rules. The responsibilities on violation of these acts shall be of the contractors. The Administration shall not be responsible for any litigation in this regard. The contractor at his own risk and cost shall have to grant benefit of leave plus pay emoluments to the labours as per the law in force

22. Minimum wages shall be followed compulsory, failing which penal action will be taken by debarring the firm from tendering process for next 05 years.
23. The contractor shall provide at his own risk and cost all required uniforms, LATHI, torch light, gumboots, hand gloves, raincoat etc. to the security guards for security management. The contractor shall get such uniform approved from the College in advance.
24. College reserves right to terminate this initial contract at any time after giving one week's notice to the selected Service Provider.
25. Any conditional bid shall not be considered and will be out rightly rejected at the very first instance.
26. The Technical bids would first be taken into consideration by a Committee. The Technical bids shall be opened on the schedule date and time in presence of the Tenderer/ his representatives of the Service Providers, if any, who wish to be present on the spot at that time. Only one authorized person authorized for each bidder shall be allowed to be present at the time of opening the tender.
27. The Authorized signatory shall submit a valid letter of authorization.
28. The Service provider should have its own bank account.
29. The Registered office or one of the Branch Officer duly registered in the local authority of the Service Provider should be located within the jurisdiction of the Department/ Office.
30. The Principal, College reserves the right to call for any documents in original including the Bank Account to verify the veracity of the documents submitted.
31. Service for hiring Security Guard is initially valid for one year and extendable for further two more years if mutually agreed by both parties at same rates and Terms & Conditions.

(Sd/-)  
(Dr. Rajendra K. Rohit)  
I/c Principal  
Dr. APJ Abdul Kalam Govt. College  
Silvassa

The above terms, conditions and specification are accepted by me.

Signature of Contractor /Firm /Institution

Seal of Contractor /Firm /Institution

## ANNEXURE- A

### SERVICES TO BE PROVIDED

#### DUTIES AND RESPONSIBILITY OF SECURITY STAFF:

1. The Security Personnel will be responsible for overall security arrangement of the College in the contract.
2. The Man Power to be provided must have the following qualifications:
  - (i) Security Guard should be of a minimum 21 years of age and not exceeding 50 years of age. 10 years relaxation in case of ex-serviceman personnel's.
  - (ii) The Service Provider shall ensure that the Security Personnel deployed (who are Ex-Servicemen/Ex- Paramilitary are active healthy and not more than 60 years of age.
  - (iii) The deployed personnel shall have minimum qualification of Matriculation so as to be able to read & write if required.
  - (iv) The Service Provider will get the antecedents, character and conduct of individual security personnel verified by respective local police authority and shall produce the same at the time of signing the agreement.
3. Security Personnel will ensure that all the instructions of the administration are strictly followed and there is no lapse of any kind.
4. No outsiders are allowed to enter in the building without proper Gate pass issued by the Authorized Officer of the College.
5. No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract or authorized by the employer for in/out movement of stores. The specimen signatures and telephone numbers of the above stated officers will be available with the Security personnel.
6. Deployment of Security personnel will be as per the instructions of the authorities of the College and the same will be monitored personally by the concerned authorities from time to time and will be responsible for its optimum utilization.
7. The Security personnel will also take round of all the important and sensitive points of the premises as specified by the Authority of the College.
8. The Security Personnel on duty will also take care of vehicles, scooters/motor cycles/bicycles parked in the parking sites located within the premises of the College.
9. Entry of the street-dogs and stray cattle into the premises is to be prevented. It should be at once driven out.
10. The Security Personnel should take care of all the water taps, valves, water hydrants, etc. installed in the open all over the premises.
11. It should be ensured that flower plants, trees and grassy lawns are not damaged either by the staff/students/visitors or by the outsiders or by stray cattle.
12. The Security Personnel should be trained to extinguish fire with the help of fire extinguishing cylinders and other fire fighting material available on the spot. They will also help the fire fighting staff in extinguishing the fire or in any other natural calamities.
13. In emergent situations, security staff/supervisor deployed shall also participate as per their role defined in the disaster plan, if any, of the College. Guards/Supervisors should be sensitized for their role in such situations.
14. The Security personnel is required to display mature behavior towards staff, students and visitors, especially towards female staff, students and visitors.
15. The Security Personnel on duty shall not leave the premises until his reliever reports for duty.

16. To avoid any theft/pilferage security to ensure that periodic preventive/corrective measures and systems are in place.

17. Security staff to ensure the entire compound wall/fencing should be proper with adequate lighting and illumination system is in working condition. He/She should report in case of any unserviceability.

18. All the security staff wears proper uniforms with shoes during duty hours with the respective ID cards displayed provided by contractor.

19. Security Agency shall be responsible for acts of commission and omission on the part of its security staff and will take such preventive measures and precautions as may be deemed necessary for the safety of College property and materials.

20. Any other provisions as advised by the Department may be incorporated in the agreement. The same shall also be binding on the contractor.

Name of the Bidder:

(Sd/-)  
(Dr. Rajendra K. Rohit)  
I/c Principal  
Dr. APJ Abdul Kalam Govt. College  
Silvassa

Signature of the Bidder

Annexure-B  
LEGAL

1. The persons deployed shall be required to take oath of confidentiality and breach of this condition shall make the Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
2. The Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in College. The College concerned shall have no liability in this regard.
3. The Bidder should produce the evidence in respect of having made payments to the Supervisors and the guards (manpower) provided as and when called for by the College
4. The Service Provider shall also be liable for depositing all Taxes, Levies, Cess etc. on account of service rendered by it to the Department or office concerned to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to College.
5. The Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the College or any other authority under Law.
6. The Tax deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act/ Rules, as amended, from time to time and a certificate to this effect shall be provided by the Department or office concerned.
7. In case, the Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the Department or the office concerned is put to any loss / obligation, monetary or otherwise, the Department or the office concerned will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Service Provider, to the extent of the loss or obligation in monetary terms.
8. The Service Provider shall be held responsible for any loss/damage to the premises/ buildings guarded by them .The successful tender bidders shall have to take all care to avoid any accident during the course of work/ operation for which all required precautions/ steps are to be taken up on works site at the cost of the contractor himself. It shall be the duty of the contractor to handle such cases at his/their own cost and pay the damages/ compensation payable if the Court or any other competent authorities may decide/ order. The College authority shall not be responsible

for such cases/ incidents or for payment of any damages/ compensation which may occur on such incidents.

In case of any accident with staff/ employee of contractors/ bidders during the course of execution of the agreement/ work, the responsibilities of such cases/ accident/ damage shall remain at the part of the contractors/ bidders. The College shall not be responsible for any kind of accident with labours engaged for this job.

9. In case of any theft or pilferages, loss or other offences the Service Provider will investigate and submit a report to the Principal and maintain liaison with the Police. FIR will be lodge by officials of the College, whenever necessary. If needed, joint enquiry will be conducted comprising both the parties and responsibility will be fixed.

10. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The College will have no liability towards non-payment of remuneration to the persons employed by the Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the College by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Security Deposit.

(Sd/-)  
(Dr. Rajendra K. Rohit)  
I/c Principal  
Dr. APJ Abdul Kalam Govt. College  
Silvassa

Name of the Bidder:

Signature of the Bidder

The man-power requirement is tabled below:

**DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL SERVICE PROVIDER BEFORE DEPLOYMENT OF MANPOWER**

1. License for providing security services
2. TAN No. (Copy)
3. PAN No. (Copy)
4. List of Manpower shortlisted by service provider for deployment containing full details i.e. date of birth, marital status, address, educational qualification, photo ID Card provided by the security service provider etc.
5. Bio-data of all persons.
6. Any other document considered relevant.



**Tender Documents for Hiring Security guard service**

Tender Notice No. EDN/SIHL/GNL/58/Vol-II/3498

Date: 15/11/2017

|     |  |  |
|-----|--|--|
| 1.  | Name of the tenderer   |  |
| 2.  | Address of the Tenderer  |  |
| 3.  | Duly attested registration/license certificate from labour department for providing security service.  |  |
| 4.  | Duly attested registration certificate from employees state insurance corporation.   |  |
| 5.  | Duly attested work execution certificate in central/state govt./psu/autonomous body of central govt. for providing 10 guards (armed & unarmed) at least once during atleast 2 years or more.                     |  |
| 6.  | e-mail   |  |
| 7.  | Tel.Nos./Cell Nos.   |  |
| 8.  | Name of the Proprietor/Partners  |  |
| 9.  | Year of Establishment  |  |
| 10. | Tender Fees (Demand Draft No. Date & Bank Name)  |  |
| 11. | EMD (Demand Draft No. Date & Bank Name)  |  |
| 12. | CST or VAT No.   |  |
| 13. | Excise and Service Tax   |  |
| 14. | PAN No.  |  |
| 15. | Copy of EPF and ESIC Registration Certificate  |  |
| 16. | Copy of the Labour License/ Registration under the contract Labour (Registrations and control) Act, 1970   |  |
| 17. | Annual Turnover of not less than 50 lacks for last 02 years. (CA Certified)  |  |
| 18. | An affidavit to the effect that no criminal case is pending with the police against the Proprietor/ Firm/ Partner or the company (service provider) and the Service Provider has not been blacklisted any where. |  |
| 19. | Bank Account no, Bank Name, Branch Name & IFSC Code  |  |
| 20. | Terms and Conditions Signed by Authorized person with stamp  |  |

I/We certify that I/We read, understood and accept the contents of both terms and conditions incorporated in the Tender Form and 'Note' below and submit this Tender for consideration. I/We certify that the above statements are true.

(Signature of the Owner/Proprietor) with stamp

Full name of the firm:

Address

Annexure-II

Tentative Statement of requirements and deployment of Security Staff

| Sr. No | Name of College                                       | Total No of Security Guards required | Total No. of Shift             | No. of Security Guards required in each Shift  |
|--------|---|--------------------------------------|--------------------------------|--|
| 1      | Dr. APJ Abdul Kalam Govt. College, Dokmardi, Silvassa | 10                                   | 03 (Each Shift of Eight Hours) | 04 Security Guard required for shift of 07:00 a.m. to 03:00 p.m. and 03 Security Guard for remaining two shift |

(Dr. Rajendra K. Rohit)  
I/c Principal  
Dr. APJ Abdul Kalam Govt. College  
Silvassa

**PRICE BID (BOQ DETAILS)**

| Sr. No. | Personnel       | Total No. Guards required | Rate per month | Total Amount |
|---------|-----------------|---------------------------|----------------|--------------|
| 01      | Security Guards | 10                        |                |              |