

**DAYALBAGH EDUCATIONAL INSTITUTE  
DAYALBAGH, AGRA – 282 005**

**Short Term Notice Inviting Tenders**

Tender No.: DEI/Registrar/CAO/MK/2023-24/TDR-04

Date: 19-05-2023

Short Term Limited Tenders for providing Services of **Night Watchmen (Uniformed Security Guards (Unarmed))** on out-sourcing basis in the Institute at Dayalbagh, Agra-282005.

Sealed tenders are invited from reputed Companies/Societies/Agencies for security related work, by the suitable, trained, disciplined and dedicated Personnel on outsourcing basis for a period of **two years initially** on the following terms & conditions:

| DESCRIPTION OF ITEMS  | Remarks  |
|---|--|
| <b>We have 84 Acres with building as well as open space to be secured fully.<br/>The built area includes the following:</b> <ol style="list-style-type: none"><li><b>Eight Faculties &amp; Three Colleges</b></li><li><b>Five Centers &amp; Five Hostels</b></li><li><b>Two Guests Houses &amp; Two Canteens</b></li><li><b>Seminar Hall Complex Dairy Campus, Tennary Campus &amp; Anupam Upvan</b></li><li><b>Central Administrative Office etc</b></li></ol> | <b>CCTV Cameras have been installed in some places. All the Colleges, Hostels and Guest Houses are enclosed by a boundary wall.<br/>The campus is enclosed with a boundary wall and the faculty buildings are situated close to one another.<br/>The bidders may, if desire, inspect the area/site before submission of their bid.</b> |

The tenderer shall be required to submit the Earnest Money Deposit (EMD) for an amount of **Rs. 20,000/-** by way of demand draft/ banker's cheque/FDRs which is refundable and a non-refundable tender fee for the amount of **Rs. 236/- (Rupees two hundred thirty six only)** (Tender Fees Rs.200/- and GST Rs.36/-) Demand draft. The demand drafts shall be drawn in favor of "Registrar, Dayalbagh Educational Institute, Agra" payable at Agra. The demand drafts (validity 45 days beyond final bid) for earnest money deposit & tender fee must be enclosed in the envelope containing the bid documents, super-scribed with tender number, due date of submission on the envelope and addressed to :

**"The Registrar  
Dayalbagh Educational Institute,  
Dayalbagh, Agra – 282005,  
Uttar Pradesh"**

**Note:** Central Purchase Organization, Small Scale Industries/ National Small Scale Industries Corporation shall be exempted from payment of Earnest Money Deposit. Tenderers seeking exemption should enclose a self attested photocopy of valid registration certificate with NSIC.

(The Earnest Money is liable to be forfeited if the quotation is not honored or if the contract is not signed with the Institute, after the award is made to the Tenderer)

1. Time and last date of submission of the Bid: 12.45 pm on 29.05.2023
2. Time of Bid Opening: 01.15 pm on 29.05.2023
3. Venue of Bid Opening: Conference Hall, CAO, Dayalbagh Educational Institute, in the presence of bidders who want to be present at the time of opening of bid.

Interested bidders may post (at the above address) or put the tender documents completed in all respect and other requisite documents in the tender box kept in the General Section, CAO, Dayalbagh Educational Institute, Dayalbagh, Agra- 282005. The bidders are also informed that they may come personally or send their representative to be present at the time of opening of bid. Please note that tender box shall be opened at the time mentioned above irrespective of whether bidders himself or any of their representative are present or not. The tenders shall not be entertained after this deadline under any circumstances what so ever. For more details please visit the Institute's website <http://www.dei.ac.in> or contact Shri Manish Kumar Ph. No 7017243640.

**REGISTRAR  
Dayalbagh Educational Institute**

## TERMS & CONDITIONS

1. The contract will presently be for two years and can be extended further on the basis of the recommendation of the Committee on the same terms and conditions if mutually agreed. Rates may be negotiable.
2. The Bidders should have at least three years experience or they should get a certificate of reliability from a person of eminence.
3. The contract can be cancelled if any irregularity or unsatisfactory performance is found during the contract period.
4. The Contractor agrees and undertakes that he will follow and observe all rules and regulations and Laws of the land applicable to them and their workmen which include inter-alia Contract (Labour Regulation and Abolition Act.), Payment of Wages Act., Minimum Wages Act., Employees Provident Fund and ESI Act., Bonus Act. Etc.
5. The Contractor will allocate, supervise and control the work of his concerned labour deployed by him.
6. The Contractor shall raise the monthly bill on Pro-Rata basis and shall be paid through RTGS/NEFT after making necessary statutory deductions, if any and copy of the letter to the bank for crediting amount to the individual personnel may be furnished to the Institute as a proof of payment to ensure your staff is getting salary as per Minimum Wage Act.
7. No wage period shall exceed one month.
8. Where the employment of any worker is terminated by or on behalf of the Contractor the wages earned by him shall be paid before the expiry of the second working day from the day on which his employment is terminated.
9. Number of personnel may vary according to the requirement from time to time. However, as per assessment 18 to 24 personnel may be required at present. They will be deployed on part time basis.
10. The security guards shall be required to work on shift basis. We are ISO 21001: 2018 certified and accredited 'A+' grade by NAAC. We need security parameters of International standards.
11. Trade License/Company/Society Registration No.
12. GSTN Regn. No.
13. Income Tax PAN No.
14. Firm's Bank A/c full details (as per Mandate Form)
15. Bidder must follow the applicable laws in force.
16. Bidders are requested to quote their rates per person with breakup all applicable taxes. Bidders must indicate if their rates are inclusive of Service Tax / others taxes.
17. The agency undertakes to post the uniformed security personnel and ensure the patrolling of the entire area of this office premises. Checking at Exit / Entry of personnel, material and transport to prevent pilferage, loss etc. will be done strictly.
18. Your security guard shall maintain all registers and forms necessary for the efficient performance of duty.
19. The security guards should not be' deployed for any kind of job other than security duties without consent of Security In charges of the Institute.
20. In the event of loss being caused to the office on account of negligence/ dereliction of duties by Security Guards, which shall be established after a joint inquiry comprising of the representatives of the office and agency, the office should get the same compensated from the agency.
21. The agency shall ensure proper conduct of security guards in the office premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking and loitering without work. Otherwise fine may be imposed on the agency as deemed fit.
22. The agency shall not appoint any sub-agency to carry out any obligation under the contract.
23. The agency shall provide uniform to the personnel deployed in this office.
24. In case the opening date happens to be holiday, tender will be received and opened on the next working day at the same time and same place. Quotation received after the closing date will not be entertained and revision in the price will render the bid invalid. Quotation should indicate clearly the period of Validity, preferably not less than 45 days.
25. Bids will be evaluated after equated comparison of offers upon calculating all tax/ duty/ cess/ surcharge/ discount and other charges with rates.

26. An exemption Certificate from the Income Tax Authority if any be submitted within one month otherwise the Tax would be deducted at the applicable rates.
27. Bidders will have to submit Bills to this office in triplicate duly pre-receipted (and stamped for amount over Rs. 5000/-) and supported by the relevant documents for audit and payment direct to your bankers through RTGS/NEFT. Generally, payments can be expected within one month.
28. The Institute is not bound to accept the lowest rate or any other offer and the acceptance of the offer is entirely at the discretion of the Competent Authority.
29. The Institute reserves the right to select / reject and to revise or alter the Terms and Conditions before acceptance of any tender and accept or reject any or all tenders, wholly or partly or close the tender without assigning any reason whatsoever.
30. The Bidder shall be required to submit the amount of Earnest Money Deposit (EMD) by way of Demand Draft /Banker's cheque / FDRs mentioned in the Notice Inviting Tender is refundable and a non-refundable tender fee for an amount of Rs 236/- (Rupees two hundred thirty six only) by way of demand drafts/banker's cheque. The demand drafts shall be drawn in favour of "**Registrar, Dayalbagh Educational Institute, Agra**" payable at Agra. The demand drafts (validity 45 days beyond final bid) for earnest money deposit & tender fee must be enclosed in the envelope containing the bid
  - a.) The firm(s) that are registered with the National Small Industries Corporation (NSIC) / or Small Scale Industries (SSI) are exempted from furnishing the EMD. Self-attested photocopy of the valid registration certificate must be enclosed with their bid.
  - b.) The demand drafts for EMD & tender fee must be enclosed in the envelope containing relevant document and super-scribed with tender number and due date of submission on it. Any envelope containing relevant document is found without the demand drafts of EMD and tender fee will be rejected. The Institute will not be liable to pay any interest on such amount. The EMD shall be forfeited, if the Bidder withdraws its bid during the period of validity of Tender.
31. Arbitration and Laws: In case of any dispute or difference arising out of or in connection with the tender conditions / order and Contract, the Institute and the Supplier will address the dispute / difference for a mutual resolution failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by the Institute. The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Agra only. The resolution of the Arbitrator shall be final and binding on both the parties.
32. Jurisdiction: The courts at Agra alone will have the jurisdiction to try any matter or dispute between parties arising out of this tender /contract. It is specifically agreed that no court outside and other than Agra court shall have jurisdiction in the matter.

**Registrar, DEI**

**Annexure-I**

**✿ Mandatory Information on a separate sheet**

**Demand draft in favor of "Dayalbagh Educational Institute" for Rs. 236.00 Tender Fees Rs. 200/- and GST Rs.36) and the following details must be provided by the bidders:**

**(a) Name of the Company :**

- (b) Address** :
- (c) Company/Firms contact details** :  
(Phone No., Mobile No. e-mail ect.)
- (d) GST Number** :
- (e) Name of the contact person with Phone no.** :
- (f) Tender fees** : Rs.236/-
- (g) Demand Draft No.** :
- (h) Date of Demand Draft** :
- (i) Name of the Bank** :