

DAYALBAGH EDUCATIONAL INSTITUTE
DAYALBAGH, AGRA-282005

Short Term Notice Inviting tenders

Tender No: DEI/ICT/Amritsar/VSC/2023-24/TDR-5

Date: 19 May 2023

Short Term Limited Tenders for providing Services of **Watchman (Uniformed Security Guards (Unarmed)) and a well trained Gardener (Mali) and Safai Karamchari** on out-sourcing basis in the Institute at DEI - ICT Centre, Putlighar, Amritsar-143001.

Sealed tenders are invited from reputed Companies/Societies/Agencies, registered with appropriate authorities. Those providing security guards should be registered under Private Security Agency (Regulations Act 2006) The manpower for various kinds of work, to be provided shall work for eight hours shift, on outsourcing basis for a period of one year on the following terms & conditions:

S.No.	DESCRIPTION OF ITEMS	QUANTITY per day	Remarks
1.	Dedicated and disciplined Uniformed Security Guards	4 Numbers (Approx)	The number may vary according to need
2.	Gardener (Mali)	2 Number	--Do--
3.	Safai Karamchari	1 Number	- Do -

The tenderer shall be required to submit the Earnest Money Deposit (EMD) for an amount of **Rs. 10,000/-** by way of demand drafts/ banker's cheque/FDRs which is refundable and a non-refundable tender fee for an amount of **Rs. 236-**(Two hundred thirty-six only) (Tender Fees Rs.200/- and GST Rs.36/-) by way of demand drafts/banker's cheque only. The demand drafts (validity of DD should be at least 45 days beyond final bid) for Tender Fee (with Mandatory information **Annexure-I**) must be enclosed in the envelope containing the bid documents, super-scribed with tender number, due date of submission on envelop 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 will be liable to be forfeited if quotation is not honored or if 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: 01.15 pm on 29 May 2023
2. Time of Bid Opening: 01.45 pm on 29 May 2023
3. Venue of Bid Opening: ICT Centre, Amritsar.

Interested Companies/Societies/Agencies registered with appropriate authorities may post (at the following address) or put the tender document complete in all respect and other requisite documents in the tender box kept at the DEI-ICT Centre, Dayalbagh Mill Compound, Putalighar Chowk, Amritsar -143001. The tenders shall not be entertained after this deadline under any circumstances whatsoever. 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. For more details please visit Institute's website <http://www.dei.ac.in>. or contact Prof. Vijai Sarup Caprihan Dean, DEI-ICT Centre, Dayalbagh Mill Compound, Putalighar Chowk, Amritsar Ph. No.09478507023.

Registrar
Dayalbagh Educational Institute
Dayalbagh, Agra-282005

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 etc.**
- (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 :**

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.
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.
10. The security service is required round the clock i.e. 24 hours and the security guards shall be required to work on shift basis. We are ISO 9001: 2015 certified and accredited 'A' grade by NAAC. We need security parameters of International standards.
11. The services of Safai Sewaks are required to keep the entire campus of the Institute clean therefore personnel deployed for the work shall be required to work on part time basis. We are ISO 9001: 2015 certified and accredited 'A' grade by NAAC. We need cleaning parameters of International standards.
12. The services of Gardeners are required to maintain the entire gardens of the Campus therefore personnel deployed for the work shall be required to work on part time basis. We are ISO 9001: 2015 certified and accredited 'A' grade by NAAC. We need proper best services of gardening.
13. The material for cleaning work required will be supplied by the Institute.
14. Bidders are requested to provide Trade License/Company/Society Registration No.
15. Bidders are requested to provide Goods/Service Tax Regn. No.
16. Bidders are requested to provide Income Tax PAN No.
17. Bidders are requested to provide Firm's Bank A/c full details (as per Mandate Form)
18. Bidder must follow the applicable laws in force.
19. Bidders are requested to quote their rates per day per person with breakup all applicable taxes. Bidders must indicate if their rates are inclusive of Service Tax / others taxes.
20. The agency undertakes to post the following security personnel who will be in uniform and ensure the patrolling of the entire area of this office premises/Campus. Checking at Exit Entry of personnel, material and transport to prevent pilferage, loss etc. will be done strictly.
21. Your security guard shall maintain all registers and forms necessary for the efficient performance of duty.
22. 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.
23. In the event of loss being caused to the office on account of negligence/ dereliction of duties by Security Guards, that 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.
24. The agency shall ensure proper conduct of security guards Gardnerer and Safai Karamcharis in the office premises/campus 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.

25. The agency shall not appoint any sub-agency to carry out any obligation under the contract.
26. The agency shall provide uniform to the personnel deployed in this campus.
27. 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.
28. Bids will be evaluated after equated comparison of offers upon calculating all tax/ duty/ cess/ surcharge/ discount and other charges with rates.
29. 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.
30. Bidders will have to submit Bills (Attendance) to this office supported by the relevant documents for audit and payment would be made directly to your bankers through RTGS/NEFT. Generally, payments can be expected within 15 days.
31. 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.
32. 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.
33. The Bidder shall be required to submit the amount of Earnest Money Deposit (EMD) mentioned in the Notice Inviting Tender which is refundable and a non-refundable tender fee for an amount of Rs 236/- (Rupees two hundred only) by way of demand drafts. 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.
34. 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.
35. 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