

**GOVERNMENT COLLEGE OF ENGINEERING AND TECHNOLOGY,
CHAK BHALWAL, JAMMU**

NOTICE INVITING TENDER

E-NIT NO:- 05 of 2017-18 Dated: 24-04-2017

Principal GCET, Chak Bhalwal, Jammu on behalf of Governor of J&K State invites Tenders by e-tendering mode from registered Security Agencies of Jammu and Kashmir State for the Security Services whose particulars are given below:-

S. No	Name of the work	Approx. cost	Earnest money	Period of contract	Class of Contract or	Cost of Tender
1	2	3	4	5	6	7
01	Contract for deployment of security services in GCET at Chak Bhalwal, Jammu	To be quoted by the contractor	Rs.50000/- (Rs. Fifty Thousand only)	01-06-2017 to 31-03-2018	Registered Security Agency	Rs.500/- (Rupees Five hundred only)(Non-Refundable) In shape of Demand Draft only

Presently department is in need of 19 No's Security Guards & 02 No's Gunman (08 Hours Duty) at New Campus, Chak Bhalwal, Jammu. However, requirement may increase or decrease as per requirement of the Department, therefore rates shall have to be quoted for each security Guard/Gunman.

The Bidding documents consisting of qualifying information, eligibility criteria and detailed term and conditions of contract can be seen/downloaded from the website www.jktenders.gov.in as per schedule of dates given below:-

1. Date of issue of tender notice 24-04-2017.
2. Date of downloading of bidding documents 26-04-2017 from 18.00 Hrs.
3. Bid Submission start date 26-04-2017 from 18.00 Hrs.
4. Bid Submission end date 15-05-2017 up to 10.00 Hrs.
5. Deadline for receiving the hard copy (Tender Fee and EMD, Affidavit, original Turnover Certificate from CA supported with copy of Balance Sheet for the Last three years and Annexure-A, B & C) including all the soft documents uploaded on the website on or before 14-05-2017 up to 14.00 Hrs.
6. Date of opening of Bid online 15-05-2017 at 12.00 Hrs.
7. Bids must be accompanied by bid security and cost of Tender Document as specified in column 4 & 7 of the table payable at Jammu pledged in favour of Principal, **GCET, Chak Bhalwal, Jammu** in the form of CDR/FDR and DD as EMD & cost of tender document.
8. Original copy of affidavit for Rs.50/- stamp paper duly attested by **1st class Judicial Magistrate** with the effect that:-
 - a. The documents/catalogues along with authority letter, etc enclosed with the Tender are genuine and are not tempered or fabricated.

- b. The firm has not been blacklisted in the past by any Govt./Private institution of the country and there is no vigilance/any other investigating agency case pending against the firm/supplier.
- c. If anything found wrong at any stage against me, I shall be responsible and deem to any legal action.
9. Complete bidding process will be online.(price bid not to be submitted in physical form)
10. Cost of Tender will be accepted in the shape of Demand Draft only.
11. The Committee will not be held responsible for any delay.
12. **Qualification of the Bidder.**
In order to qualify, all bidders shall provide copies of documents as defined below:-
- i) Attested photocopies of Registration Card duly renewed for the current financial year-2017-18 (**Attestation through Gazetted Officer/Notary/Self attested**).
- ii) Attested photocopies of Valid Sale Tax certificate issued from the Sale Tax Department for the current financial year. (**Attestation through Gazetted Officer/Notary/Self attested**).
- iii) Attested photocopies of PAN Card.(**Attestation through Gazetted Officer/Notary/Self attested**).
13. The details of cost of documents, EMD specified in the tender documents should be same as submitted online (scanned copies) otherwise bid will not be accepted.

No. GCET/Acctts/
Dated:24/04/2017

Sd/-
Principal
GCET, Jammu.

Copy to the:-

1. Commissioner/Secretary to Govt. Higher Education Department, Civil Secretariat, J&K, Jammu for information please.
2. FA/CAO, Higher Education Department, Civil Secretariat, J&K, Jammu for information.
3. Joint Director, Information department Jammu for information and with the request to publish the tender notice at least in three leading newspapers of State level/National News papers preferably Daily Excelsior/Kashmir Times/Times of India/Indian Express etc. for wider publicity of the notice and send the cutting for confirmation.
4. Accounts Officer, GCET, Jammu for information.
5. The Nodal Officer, I/C website, GCET, Jammu, for information and necessary action.
6. All Concerned Committee members, GCET, Jammu for information.
7. Notice Board/Office File.

Instruction to bidders regarding e-tendering process:-

1. The interested bidder can download the NIT/bidding document from the website <http://jktenders.gov.in>
2. To participate in bidding process, bidders have to get (DSC) “Digital Signature Certificate” as per Information Technology Act-2000, to participate in online bidding. This certificate will be required for digitally signing the bid. Bidders can get above mentioned digital certificate from any NIC/Govt. approved vendors. The Bidders, who already possess valid (DSC) Digital Signature Certificates, need not to procure new Digital Signature Certificate.
3. The bidders have to submit their bids online in electronic format with Digital Signature. The bids cannot be uploaded without Digital Signature. No Proposal will be accepted in physical form.
4. Bids will be opened online as per time schedule mentioned in the NIT.
5. Before submission of online bids, bidders must ensure that scanned copies of all the necessary documents are attached with bid.
6. The department will not be responsible for delay in online submission of bids, whatsoever reasons may be.
7. All the required information for bid must be filled and submitted online.
8. Bidders should get ready with the scanned copies of cost of documents & EMD as specified in the tender documents The original papers in respect of cost of documents, EMD and relevant documents be submitted to the Tender Inviting Authority by Registered post/courier as per time schedule specified.
9. The details about cost of documents, EMD specified in the tender documents should be the same, as submitted online (scanned copies) otherwise bid will not be accepted.
10. Bidders can contact the undersigned for any guidance for getting DSC or for getting any other relevant details in respect of e-tendering process.
11. Bidders are advised to use “My Documents” area in their user on <http://jktenders.gov.in>, e-tendering portal to store important documents like Balance sheet, VAT registration Certificate / Sales Tax Clearance Certificate, ITR, Service Tax Registration certificate (TIN number), and other related documents etc., and attach these certificates as Non Statutory documents while submitting their bids.
12. Bidders are advised not to make any change in BOQ (Bill of Quantities) contents or its name. In no case they should attempt to create similar BOQ manually. The BOQ downloaded should be used for filling the rates inclusive of all taxes and it should be saved with the same as it contains.
13. Bidders are advised to scan their documents at 100 DPI (Dots per Inch) resolutions with Black and White, PDF Scan properly.
14. The guidelines for submission of bid online can be downloaded from the website <http://jktenders.gov.in>.

ADDITIONAL INSTRUCTIONS FOR BIDDERS

1. **The tenderer should be registered with J&K State Govt.**
2. **Tenders to be submitted under two cover system:**

A) **COVER 1st (Technical Cover) should contain.**

1. Scanned copy of tender fee.
2. Scanned copy of EMD.

CDR/FDR Format:

Received from M/s...ABC...pledged to the Principal, Govt. College of Engineering & Technology, Chak Bhalwal, Jammu.

3. Scanned Copy of an affidavit on Rs.50/- stamp paper duly attested by **Ist Class Judicial Magistrate** with the effect that:-
 - i. The documents/catalogues etc enclosed with the Tender are genuine and are not tampered or fabricated.
 - ii. The firm has not been blacklisted in the past by any Govt./ Private institution of the country and there is no vigilance/any other investigating agency, case pending against the firm/supplier.
 - iii. If anything found wrong at any stage against the firm, I/we shall be responsible and deem to any legal action against me/us.

Scanned copies of below mentioned documents shall be loaded in My Document area for bidders.

S. No.	Documents
1.	Registration with J&K State Govt.
2.	Latest VAT/ Sales tax clearance certificate
3.	Certificate of Registration for Service Tax (TIN number)
4.	Certificate of Experience in the form of completion certificate.
5.	Certificate of registration under Employees State Insurance Act.
6.	Certificate of registration under Employees Provident Fund Act.
7.	Pan Card of the Tenderer / Agency/ Organization.
8.	Copy of latest Income tax return with balance sheet duly authenticated by the chartered accountant with his original rubber stamp and ink signed signatures.
9	Turn over certificate duly authenticated by the chartered accountant with his original rubber stamp and ink signed signatures.

Below mentioned **Original** documents have to be submitted with the office of the **Principal, Govt. College of Engineering & Technology, Chak Bhalwal, Jammu.**

1. Tender Fee and EMD
2. Affidavit
3. Original Turnover Certificate from Chartered Accountant supported with copy of balance sheet for the last three years.
4. Annexure "A", "B", "C"

B) COVER 2nd: (Financial Cover)

1. Rates submitted by the bidders in the BOQ.
2. Detailed breakup of rates as per condition No.43 submitted by the bidders as PDF.

Financial bids (Price bid) of only those tenderers shall be opened who qualify in Technical specification Compliance Statement on the basis of Technical Evaluation report.

TERMS & CONDITIONS OF THE TENDER & CONTRACT

1. The tenderer should be registered with the Jammu & Kashmir State Govt.
2. All the documents shall be self attested with an undertaking that anything found false/forged in later stage shall be the responsibility of the tenderer.
3. The contractor shall carefully examine the terms and conditions, before signing the contract, in case of any doubts, he shall refer to the Chairperson / Member Secretary Institutional Specific Rate Contract Committee and get clarifications.
4. The tenderer will abide by all the Labour laws issued from time to time by the office of Labour Commissioner J&K.
5. The work allotted to the successful tenderer shall be for a period of one year from the date of issue of contract or the contract can be further extended for one more year on same rates, same terms and conditions etc. on mutually agreed basis or till such time new Rate contract comes in force.
6. The documents submitted by the firm with the tender form will be opened in the presence of tenderers / firm or their representatives who wants to be present there and the officers opening the tender will sign the tenders price and other important features.
7. The tenderer/ authorized representative should point out to the Chairperson/ Member Secretary of the committee on date of opening of tenders embitterment, if any, at the time of opening tenders. Thereafter the tenderer/authorized representative will have no legal right to confer or to represent on one ground or the other.
8. All the documents attached with the tender should be self attested, numbered & page marked by the authorized signatory of the firm with his/her seal. Transparent tape/ Lamination should be applied on the quoted rates. Rates/Quotations should be typed/ printed and free from fluiding/cutting and overwriting. No hand written quotation will be accepted. The total number of pages be indicated in the index. Details of documents enclosed with the tender form should be mentioned in Proper Index serial wise duly flagged on the front page of quotation/ reference letter.
9. The contractor shall engage required manpower for accomplishing the job round the clock. The contractor shall strictly comply with all laws, rules, and regulations as per the law in force. For any violation in this regard the contractor shall be solely responsible without any liability to the institutional authorities.
10. All registration and statutory fee, if any, in respect of the contract work pursuant to intended contract shall be responsibility of the contractor and shall be payable by the contractor only.
11. Contractor shall provide uniform and identity proof to all the personnel engaged by him and ensures that they clad in uniforms with proper identification during duty hours.
12. Payment shall be made to the contractor at the end of the month after deduction of the taxes like income tax, service tax / any other similar tax at source during the currency of the contract on the basis of the work done certificates duly furnished by the concerned designated authorities.
13. The same person should sign the entire correspondence, letter and documents who has signed the original tender. In case of change to this effect, an Affidavit shall have to be sent in support of the change.
14. The successful tenderer shall not in any case assign or sublet the approved contract or any part thereof to any other party.

15. The approved contractor will have to engage only Ex-servicemen retired from Army, Para Military forces, JKP preferably less than 55 years age, for the Security of the institution. The approved contractor shall have to submit all the documents such proof of age, Discharge Service Certificate, Medical fitness certificate issued by the Govt. Medical authorities, Aadhar Card, Qualification etc. of the all security personnels engaged at the time of execution of agreement or before the release of first payment. Any change of the staff (if any) during the period of contract is to be done only with the prior permission of institutional authorities. The tenderer shall have to deploy security personnel as per the requirement given by the authorities of the Institution.
16. The intending tenderer will have to contact the institutional authorities and visit the spot, where deployment of the Security personnel is required, before quoting the rates.
17. The successful tenderer shall be held responsible for the security of the Students and Staff, the employees and the machinery & equipments and including theft of all belongings of the institution where these security personnel are deployed.
18. The successful tenderer shall have to indemnify the equipment; building and other valuables kept in the institution, both the moveable and immovable.
19. The successful tenderer through his security guards shall ensure that the doors and the windows, which are to be kept locked during non-working hours, are properly locked after working hours.
20. The successful tenderer shall have to evolve a strategy for training the security guards to handle the fire fighting equipments.
21. The security guards of the successful tenderer shall have to ensure that no unauthorized person is present within the campus area, he/she shall also be responsible for any authorized / unauthorized movement of the material, the machinery and any other valuables belonging to the institution.
22. The security staff of the successful tenderer shall be responsible to report any unusual occurrence in the institution to the concerned / competent authorities, as soon as the occurrence takes place.
23. The security staff shall have to take round of the building in the institution to see that no unauthorized activity is taking place.
24. The security guards shall have to remain alert during the period of duty and perform the duties diligently. They shall not leave the duty till their reliever comes.
25. The successful tenderer shall have to ensure that no suspicious object is lying in the complex. For this, he shall be solely responsible for any untoward incident due to sabotage or subversion.
26. The successful tenderer shall provide uniforms as prescribed by the authorities to his security staff who shall be properly dressed and equipped with necessary aids, such as, Torches, Lathies, etc. during the working hours, which shall be provided by the successful tenderer. The Department shall only provide a Control Room for the placement of equipment of the Security staff.
27. The Successful tenderer shall have to indemnify any labour claim or other claims arising out of the execution of Security Contract, the department shall not be responsible for any labour or other claims on this account.
28. The institutional authorities shall have the right to dispense with the services of any security staff, if not found upto the mark, or any misconduct / misbehavior is reported on the part of the said staff. Further, the contract shall be terminated on a "month's notice", if not found workable.

29. The successful tenderer shall have to abide by the terms and conditions of the NIT and the approval of the contract for which an agreement shall have to be executed on a NON JUDICIAL Stamp Paper with the Principal of the institution before the allotment of the contract. The cost of the stamp duty shall be borne by the tenderer.
30. That the payment would be made on monthly basis for actual shifts manned / operated by the personnel supplied by the firm and based on the attendance sheets duly verified by the GCET authorities. The tenderer will ensure that workers engaged by him must receive their entitled wages in time. In view of this, the following procedure will be adopted:
 - a. That the firm shall pay their entitled wages on the last day of every month.
 - b. That the payment to such workers must be made directly in their bank accounts or through cheque only.
 - c. That firm must ensure that entitled wages of the workers are credited to their bank account on the last working day of the month.
 - d. While submitting the bill for the next month, the firm will ensure that all statutory labour laws in vogue issued by the office of Labour Commissioner J&K are followed in letter and spirit.
31. In case of failure to abide by the 'Conditions of the Contract' and the "Agreement", the contract shall liable to be terminated with forfeiture of the earnest money.
32. Any dispute arising out of this contract shall be referred to the Administrative Department (Higher Education of J&K Govt.), whose decision shall be final and binding upon both the parties.
33. The legal Jurisdiction shall be the Hon'ble Courts of the J&K State at Jammu.
34. The earnest money shall be refunded in favour of unsuccessful tenderer after finalization of tender whereas it shall be retained in case of successful tenderers and treated as security deposit to be refunded after the successful completion of the contract on submission of N.O.C.
35. The approved contractor shall be liable to deploy the required number of Security Personnels in each shift at the specified areas.
36. If any of the security personnel deployed by firm is found indulging in any type of malpractice or a complaint is received against him, the institutional authorities shall be competent to take appropriate action against the security personal involved and the firm shall be personally responsible & a suitable penalty as deemed fit by the authorities will be imposed. The decision of the authorities shall be final & binding. Besides, if warranted under law, criminal proceedings will also be held against the security personnel.
37. No conditional tender shall be accepted. The committee reserves the right to accept or reject any tender/ quotation without assigning any reasons thereof. The Successful tenderer are bound to stick on the rates once quoted by them and once approved by the committee.
38. The successful tenderer shall be responsible for execution of the contract in full and shall not in any case assign or sublet approved contract or any part thereof to other party. Penalty to the tune of Rs. 1000/- on each occasion shall be imposed for any deviation from contractual obligation on merits of each case. If the contractor fails to render the services upto the satisfaction of institutional authorities in spite of repeated warnings/ imposition of fine etc, it can lead to forfeiture of Earnest money/ FDR /Security deposits/ withholding of other deposits in Higher Education Department as a whole or even debarring/black listing of the supplier/ firm/ dealer. The earnest money

shall be forfeited if the contractor withdraw their tender or revise the prices of their offer within validity period/ not comply the work order placed on them within the validity period of the offer.

39. Duty roster of the staff detailed on duty shall be submitted to the authorities for '**On the spot**' inspection.
40. The intending tenderers are advised to visit concerned authorities for type of work order, before submitting the offer.
41. No separate conditions will be accepted and the conditional tenders will be outrightly rejected.
42. Tender where prices are quoted in any other way shall be treated as non-responsive and outrightly rejected.
43. The tenderer will specify the break-up of rates quoted giving complete details as shown below:
 - i. Net amount to be paid to the person engaged.
 - ii. The rates should be quoted including all taxes & service charges both in words and figures without cuttings/erasing/over writings.
 - iii Deduction showing details of EPF, ESI & other charges.
 - iv Administrative charges and other taxes / charges, if any, to be charged by the tenderer.
 - v The employer will undertake that under no circumstances the person engaged by him shall have to face additional deduction.
44. Before the deadline for submission of bids the Employer may modify the bidding documents by issuing addenda. To give prospective bidders reasonable time to take an addendum into account, in preparing their bids the Employer shall extend, as necessary, the deadline for submission of bids.
45. The contractor shall be responsible for providing all statutory benefits to the security personnels employed by him like EPF, ESI etc. as applicable and he has to submit declaration and documentary proof of the same has to be attached each month's bill.

NOTE: The tenderer should be a registered firm under the relevant provisions of Law with the competent authority established by the Central/State Government for his territorial jurisdiction.

UNDERTAKING.

I/We do hereby agree to abide by all the conditions mentioned in the tender documents (All the pages of the documents have been signed by me/us in token of our acceptance of the "Conditions of the contract" and are without any cutting/ overwriting)

Sig. & Seal of the Tenderer
alongwith full Address

Scope of work:

1. Security of GCET premises.(Both old and new campus)
2. Security of Boys & Girls Hostels.
3. Minimum __19__ Security Guards & __02__ Gunman required.
4. Security of Staff and Students, Machinery & Equipment installed in the Institution & Building of the Institution.
5. Responsibility of any authorized and un-authorized movement of the outsiders, Materials, Machinery & Equipment in the institution.

ELIGIBILITY CONDITIONS: -

- a) The tenderer should have at least five years of experience with regard to successful completion of job contract of running Security services in reputed Govt. / Semi-Govt / Govt. undertaking of repute. Tenderer will have to produce supporting document/certificate in the form of successful completion certificate from the institutional authorities, where the tenderer has provided the Security services.
- b) The firm should be registered under ESI and EPF. The documentary proof in this regard shall be provided by the tenderer.
- c) The firm should also fulfill the statutory and welfare requirements in respect of its employees.
- d) No Joint Venture/ Consortium is allowed to participate in the Tender Process. Tenderer should submit an undertaking on firm's letter head in this regard.
- e) The firm should have valid Labour Contract licence for current year.
- f) The tenderer will abide by all the Labour laws issued from time to time by the office of Labour Commissioner J&K.
- g) The firm must have Service Tax Registration (TIN number).

Intending tenderers are advised to inspect and examine the working area, space, etc. and satisfy themselves before submitting their tenders. The means of access to the site, the accommodation and the facilities he/they may require in general. The contractor will himself obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect the tender. A tenderer shall be deemed to have full knowledge of the site whether he/she inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of tender by a tenderer implies that he/she has read this notice and all other contract documents and made himself aware of the scope and specifications of the work to be done and local conditions and other factors having a bearing on the execution of the work.

Signature & Seal of the tenderer
With Address

Annexure “B”

(TO BE TYPED ON A LETTER HEAD OF THE TENDERER)
Technical Information

S. No	Particulars	Information to be filled by the bidder	Remarks
1	Manpower on roll		
2	No. of security staff: security Gaurd= Gunman=		
3	Experience of running security (service in years)		
4	Details regarding experience (name of organizations & experience in years with support of certificates)		

Note: Photocopies of all necessary documents duly self attested must be attached for verification of the information provided.

(Signature & Seal of the tenderer)
Name and address of the bidder

Annexure “C”
(TO BE TYPED ON A LETTER HEAD OF THE TENDERER)
UNDERTAKING / LETTER OF ACCEPTENCE

Subject: Tender for providing **Security Services.**

Sir,

1. I / we do agree for all clauses, terms and conditions of the tender documents.
2. I / we agree to abide by the contract to provide the services from the date of award of the contract which is extendable till new rate contract comes into force.
3. I / we declare that no legal / financial irregularities involving the Proprietor/ Partner of the applicant (s) / firm are pending.
4. I / we declare that our financial position is sound and we are competent to execute the contract.
5. I/ we declare that we will not ask/ expect any financial assistance from the Institution / Govt. of Jammu & Kashmir State.
6. I / we declare that all the documents attached with the tender documents are true and are attested by us only after certifying their genuineness.

In acceptance

(Signature & Seal of the tender)

