



TENDER FOR

**PROCURING THE SERVICES OF SECURITY GUARDS FOR KARNATAKA GDC,
SURVEY OF INDIA, MINISTRY OF SCIENCE AND TECHNOLOGY
GOVERNMENT OF INDIA.**

Tender No.S -201 /5-E/KGDC Dated: 09-02-2017

TO BE SUBMITTED BY :13-03-2017 (15.00hrs)

**Office of the Director, Karnataka
Geo-Spatial Data Centre (Survey of India)
Sarjapur Road, Koramangala, II Block
Bangalore-560034.**

**SURVEY OF INDIA
(MINISTRY OF SCIENCE AND TECHNOLOGY)
OFFICE OF KARNATAKA
GEO SPATIAL DATA CENTRE, SURVEY OF INDIA
SARJAPUR ROAD, KORAMANGALA, II BLOCK,
BANGALORE-560034.**

“NOTICE INVITING TENDER”

Sealed quotations are invited for procuring the services of Security Guards in Karnataka Geo-Spatial Data Centre, Survey of India, Sarjapur Road, Koramangala 2nd Block, Bangalore-560034 as per the details below:-

1. Tender Document can be downloaded from the website www.surveyofindia.gov.in

2. Bid Reference Tender No. S- 201 /5-E/KGDC Dated: 09-02-2017

3. Particulars of Tender

- a. Designation of the Authority Inviting Quotations : Chairman, Procurement Board, Karnataka GDC, Survey of India, Sarjapur Road, Bangalore-34
- b. Last date and time of receipt of sealed Quotation : 13-03-2017 (15:00 hours)
- c. Date & time of opening quotations : 14-03-2017 (15:30 hours)

4. Scope of Work

The Security Guard shall be employed for Guard duty of office buildings in Gate No. 1,2&3 of Karnataka Geo-Spatial data centre, Survey of India office at Koramangala 2nd Block, Sarjapur Road, Bangalore-560034. The Security Guard shall have to work in Morning, Day & Night shift of 8 hours duration every day including holidays on rotation basis.

5. Period of Contract and Number of Security Guard

- i) No. of Security Guard required : a) 8 (Eight)
- ii) Period of Contract – 12 (Twelve) Months from the date of agreement

NB :- Number of Security Guards and the period of hire may vary.

6. ELIGIBILITY AND QUALIFICATION CRITERIA FOR THE PERSONNEL PUT ON SERVICES.

- a) For the Security Guard

- i) Educational Qualification :- (i) 8th Pass
(ii) Able to read and write in English
(iii) Able to read, write and speak in hindi
(iv) He should not be more than 50 years of age.

b) For the Bidder

The bidder must have registration with Labour office / Register, company affairs, P.F. Account, E.S.I facilities and Insurance coverage. He must have license to provide Security Guards.

7. INSTRUCTIONS TO BIDDERS

Tender (Annexure A and Annexure B) duly filled in and signed by the tenderer must be addressed to "The Chairman, Procurement Board, Karnataka GDC, Survey of India, Koramangala 2nd Block, Sarjapur Road, Bangalore-560034, and not to any individual by name. If sent by post or to be dropped in the Tender Box kept in the Karnataka GDC, Survey of India, by the tender it should be **latest by 1500 (hrs) on 13-03-2017.**

a) **Each** page of the tender must be signed by the tenderer. The sealed cover containing Tender should be superscripted "**Tender for Security Guards**" to be opened only by the Chairman, Procurement Board, Survey of India, Bangalore". Covers not so superscripted are liable to be ignored. Sealed Covers sent by post should have similar superscription.

b) It is responsibility of the bidders to see that their tenders reach the Chairman, Procurement Board at the above address by due date and time. The fact of having posted an offer in time will not bind the Chairman for considering the tender, if such an offer is delayed in post or misdirected due to incomplete or incorrect **superscription or address or any other reason.**

c) The Chairman., Procurement Board, Karnataka GDC, Survey of India, shall not be responsible for any postal delay or non-receipt of tender by given date and time due to any reason whatsoever may be.

d) If the due date of receipt/opening of Tenders falls on Holidays the tenders shall be received/opened on the next working day at the same time as specified above. An authorized representative of the Bidder/Firm may remain present during the opening of the tenders.

e) The rates quoted should be per guard per month basis. The rates offered should be valid for acceptance up to 120 days from the date of opening of the tender. Any offer falling short of the validity period is liable for rejection.

f) The rates offered should be firm and final and should be inclusive of Services Tax/taxes as applicable. Service Tax, EPF, Employers Contribution Fund, Employers Contribution on ESIC should be indicated separately. Each item of the Total rates quoted viz minimum Wages.EDL/EPF/PF/ESI/ESIC Administration or Departmental Charges/Inspection Charges/Service Tax should be as far as possible mentioned clearly with percentage (wherever applicable for such taxes/ charges). Only the total amount will be considered for the purpose of acceptance of tender.

g) **Completeness of Tender offer:** The bidder is expected to examine all instructions in the forms, terms and conditions in the Tender Documents. Failure to furnish all information required in the tender documents may result in rejection of tender offer. Tender should be neatly filled in and the person signing the tender should, duly authenticate any errors or corrections in the tender.

h) The family members or close relatives of serving Survey of India employee shall not be offered the services of putting the tenders.

9. Evaluation of Bids:

- a) The Tender documents will be examined the bids to determine whether:

I. Tender is complete

- II. Required EMDs etc have been furnished,
- III. The documents have been properly signed.

b) Evaluation of bids shall be done based on the information furnished by the bidder. The conformity of the bids to the technical specifications and commercial terms and conditions shall be examined. Responsiveness of the bid shall be determined based on the technical and financial capability of the bidder to execute the contract.

c) In case any information is found to be incorrect, at any time during the contract shall be considered as non-responsive and liable to be cancelled.

d) Director, may contact and verify bidder's information, references and data submitted in the bid without further reference to bidders.

e) The Director, KGDC may seek clarification in writing from bidder. Bidder should be promptly reply within the time limit specified in the clarification letter,

f) The comparison shall be made on the total amount offered inclusive of all taxes etc..

g) **Earnest Money Deposit (EMD)**

Bidders are required to furnish i.e. Bid Money /EMD along with the Tender offer. The EMD should be in the form of a Account Payee Demand Draft/Bank Guarantee, from a Nationalized bank for Rs. 10000/- (Rupees Ten Thousand only) drawn in favour of **"E & AO, KGDC, Survey of India" payable at Bangalore** valid for 60 days from the date of opening of the tenders. The EMD of unsuccessful Bidders will be refunded within 60 days from the opening of the tender. EMD will be refunded to the successful bidder after signing of the Contract Agreement on the terms and conditions as stipulated in this Tender Document and after obtaining Performance Security from him. No interest will be paid for the **BID SECURITY AMOUNT/EMD**.

If the successful tenderer fails to furnish the Performance Security, the whole Earnest Money Deposit shall be forfeited without any reference to the successful tenderer.

i) **Photocopies of the following documents to be enclosed along with the Tender Offer.**

1. Valid Registration Certificate & License from the Labour Commissioner/Police Department
2. Provident Fund A/C No.
3. PAN/TAN
4. Service Tax Registration Certificate
5. Certificate/Proof showing that the Service Tax has been paid upto March 2016.
6. Documents indicating date of establishment of firm, Name of the Head (s) of the firm and their contact details viz. Fax, E-mail ID.
7. The list of firms/organizations to which Security Guards have been provided during the last one year.

j) The Chairman, Procurement Board Karnataka GDC, Survey of India, Koramangala 2nd Block, Sarjapur Road, Bangalore.560034 reserves the right to reject any or all tenders without assigning any reason. The Chairman does not bind himself to accept the lowest Tender.

k) **LAST DATE & TIME OF RECIEPT OF SEALED QUOTATIONS IS 13-03-2017 (1500 Hrs).** Quotations received after due date and time, as stipulated herein, shall be summarily rejected.

10. TERMS AND CONDITIONS OF THE CONTRACT

a) **Performance Security**

The Performance Security should be furnished for an amount of 10% of the Bid amount, valid for a period of 60 days beyond the date of completion of all contractual obligations. The successful Bidder shall furnish the performance security in the form of a Bank Guarantee, protecting the interests of the Government in all respects, The proceeds of the Performance Security shall be payable to the Survey of India as compensation for any loss/penalties/liquidated damages resulting from the service provider's failure to honor its obligations under the contract.

The performance security shall be returned to the Contractor on successful completion of Services.

b) **Good conduct of the Security Guard**

i) The agency should provide the service of the experienced **Security Guards** and will furnish a certificate that the **Security Guards** are experienced and none of the Security Guard was discharged from the service on ground of criminal charges, theft and unreliability.

ii) The service provider shall ensure that the behavior of the **Security Guards** deployed by him are decent. The service provider shall be fully responsible for misconduct and indecent behavior of the **Security Guards** so deployed. Such **Security Guards** whose conduct is reported against, shall have to be immediately replaced.

iii) The service provider will furnish an affidavit that none of their **Security Guards** deputed to work under this contract will later ask for employment under the Government. If the services provided by the contractor is not found to be satisfactory, the contract can be terminated by Survey of India after giving one month notice to the contract Service provider.

c) **Leave etc. to the Security Guard.**

i) The agency shall deploy the full strength of personnel all the time and shall maintain a list of the reserve to provide the replacement and supplement to the strength as and when required.

d) **Uniform:**

The agency should provide uniforms to the Security Guards.

e) **Payment Terms**

- i) Payment to the Service provider for the manpower deployed will be made on monthly basis by the office after deduction of Tax as applicable.
- ii) Payment to the Security Guard should be made by 10th of the following month and a copy of acquaintance showing the payment to each **Security Guards** should be furnished to our office.
- iii) In no case any payment shall be made by our office directly to the **Security Guards** so hired. For broken periods of employment, if any the payment will be made on prorata basis. The Contractor shall not press a claim for any pecuniary compensation of any nature the payment for any particular month is delayed as a result of administrative and financial reasons, no interest will be paid for delayed period.

f) **RESOLUTION OF DISPUTES**

- i) Any dispute shall be first sorted out by the Director, Karnataka GDC. If the dispute persists and remains unresolved, it will be resolved by the Surveyor General of India, or his representative, whose decision shall be binding on both the parties.

- ii) This tender is meant only to finalise the rates for procuring the services of **Security Guards** in SOI offices located at Bangalore. The successful tenderer will have to enter into further Agreement with the Director, Karnataka GDC on the Terms & Conditions listed in this Tender Document.
- iii) The Director shall consider only the consolidated rate quoted by the bidders without going into the itemwise details of the total consolidated rates. Thus the firm/bidders shall themselves be responsible to ensure compliance with the Minimum Wages Act/Rules and statutory provisions of the Labour Act. The rates should be firm & final. No request for increase in rates due to any reason whatsoever shall be entertained by the Government during the period of contract.
- iv) If the firm fails to provide the services of **Security Guards** at the accepted rates on the scheduled date & time, the contract awarded shall be cancelled & Performance security shall be forfeited. The contract shall thus be awarded to such firm whose rates are found next subject to other conditions.

g) Compliance with Labour Regulations

During continuance of the contract, the Contractor and his sub contractors shall abide at all times all the existing labour enactments and rules made there under including regulations, notifications and bye laws of the State or Central Government or local authority and any other labour law (including rules), regulations, bye laws that may be passed or notification that may be issued under any labour law in future either by the State or the Central Government or the local authority. The Contractor shall keep the Employer indemnified in case any action is taken against the Employer by the competent authority on account of contravention of any of provisions of any Act of rules made there under, regulations or notifications including amendments. If the Employer is caused to pay or reimburse, such amounts as may be necessary to cause or observe, or for non observance of the provisions stipulated in the notification/bye laws/Acts /Rules/Regulations including amendments, if any, on the part of the Contractor, the Employer shall have the right to deduct any money due to the Contractor including from his amount or performance security. The Employer shall also have right to recover from the Contractor any sum required or estimated to be required for making good the loss or damage suffered by the Employer due his poor service.

The employees of the Contractor and the Sub-Contractor in no case shall be treated as the employees of the Employer at any point of time.



(Dr. M. STALIN).
DIRECTOR, KGDC
KGDC, SURVEY OF INDIA,
BANGALORE.

TENDER OFFER/QUOTATION

To,

The Chairman, Procurement Board,
Karnataka GDC.
Survey of India
Koramangala 2nd Block,
Bangalore-560034.

After having examined the tender documents including all Annexures, we offer to provide **Security Guards** in accordance with the said tender document.

We undertake, if our tender is accepted, we will commence the services within 7 (Seven) days calculated from the date of signing of the Contract Agreement.

If our tender offer is accepted we will submit a bank guarantee for a sum of 10% of the Bid amount for the performance security of the Contract.

We hereby agree to abide by this Tender offer for 120 days and the same shall remain binding upon us and may be accepted at any time before the expiry of that period.

We are aware that you are not bound to accept the lowest or any offer you may receive.

Dated this _____ day of _____ 2017.

Signature: _____

(_____)

Duly authorized to sign the tender offer for and on behalf of

BID FORM

(The Firm may furnish the requisite information on their own proforma also)
(To be enclosed with the Quotation)

Rates to remain valid for a period of the contract.

| Description of Manpower/services | Break details of the Rate (Minimum Wages, PF, ESIC, Service Tax, Adm/Service Charges etc) | Unit Consolidated Rate (per man per month) (in Rs.) |
|------------------------------------|--|--|
| Security Guard (on Contract basis) | 1 | |
| | 2 | |
| | 3 | |
| | 4 | |
| | 5 | |
| | 6 | |
| | 7 | |
| | , | |
| | , | |
| Total: | | |

Rate for one Security Guard

Rate (in figures) Rs. _____

Rate (in words) Rupees _____

Signature of Contractor _____

Postal Address: _____

Place:

Date:

Contract Agreement

(Agreement to be executed on a Non-judicial Court Stamp of Rs. 100/- value)

AGGREEMENT MADE on this _____ day of _____ Two thousand seventeen between _____ (hereinafter called "the Service Provider or Contractor") on one part and the Director, Karnataka Geo Spatial Data Centre (hereinafter referred to as the "Government") on the other part.

WHEREAS the Service Provider has offered his quotation to the Chairman, Procurement Board for providing **Security Guards** as per the instruction given at the prices or rates mentioned in the Bid Form and whereas such tender has been accepted and the contractor has deposited with the Government the sum of Rs. _____ (Rupees _____ only) as performance Security for the fulfillment of this Agreement.

Now it is hereby agreed between the two parties as follows:

1. The contractor has accepted the contract on the terms and conditions listed in the Tender Document of the Tender Notice No. _____ which will hold good during the period of this agreement.
2. Upon breach by the contractor of any of the conditions mentioned anywhere in the Tender Document, the Government may issue a notice in writing, and put an end to this agreement without prejudice to the right of the Government to claim damages for antecedent breaches thereof on the part of the Service Provider and also to reasonable compensation for the loss caused by the failure of the contractor to fulfill the agreement as certified in writing by the Government whose certificate shall be the conclusive evidence of the amount of such compensation payable by the contractor to the Government.
3. The Service Provider has deposited with the Government a performance Security Deposit of Rs _____ as security for compliance and performance in accordance with the Contract. Upon the completion of the contract, the Performance Security Deposit shall be returned after the expiry of _____ months from the date of completion of the contract, without interest, and after deducting any sum due to the Government by the Service Provider under the terms and conditions of this agreement.
4. This agreement shall remain in force until 3 months after the expiry of the contract period.
5. Notwithstanding anything contained herein the tender and acceptance forms contained, the Government shall not be bound to take the whole or any part of the estimated manpower mentioned herein and may cancel the contract at any time upon giving one month's notice in writing without compensating the Service Provider in anyway whatsoever.
6. If the service of Security guards is not satisfactory, the Director, KGDC reserves the right to cancel the said contract with immediate effect.
7. In consideration of the payments to be made by the Government to the Service Provider as mentioned in the Tender Document, the Service Provider hereby agree to provide to the Government the **Security Guards** and to remedy shortcomings/deficiencies therein, if any, in conformity with the terms and Conditions of the Contract.

8. In witness thereof the service provider _____ has set his signature hereto and Director, Karnataka Geo Spatial Data Centre or his authorized representative has on behalf of the Government of India affixed his signature on the day and the year noted below:

Contractor:

Survey of India:

Witness: _____

Witness _____

Place : Bangalore

PERFORMANCE SECURITY FORM

To,

The Establishment & Account Officer,
Karnataka GDC
Survey of India
Bangalore.

WHEREAS _____ (Name of Service Provider hereinafter called "the Service Provider" has undertaken Contract No. _____ dated _____ 2017 to supply Security Guards (Description of Services) hereinafter called the Contract. AND WHEREAS it has been stipulated by the Government in the said Contract that the Service Provider shall furnish to you a bank Guarantee from a recognized bank for the sum specified therein as security for compliance with the Service Provider's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Service Provider a guarantee: THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Service Provider, up to a total of _____ (Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon the Government's written demand declaring the Service Provider to be in default under the contract and without cavil or argument, any sum or sums within the limit of _____ as aforesaid, Without your requiring to prove or to show reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____ 2018
Signature and Seal of Guarantors

Date: _____
Address: _____