

Jammu & Kashmir Entrepreneurship Development Institute (J&KEDI)

(An organization of Government of Jammu & Kashmir)

Sempora, Pampore (Kashmir)-191101 (P.O: Pantha Chowk)/ Bari-Brahmana Jammu -181135/ Industrial Estate Leh,
Ladakh-194101, Contact: Kashmir: 01933-224362/65/67: Jammu: 01923-222412/13

Website: www.jkedi.org

Location: JKEDI, SEMPORA PAMPORE	Tender No.: JKEDI/Est/2019/
Ref: Outsourcing of Ward & Watch (Security) Services.	Date: 21.01.2019

1. Tender Document Receipt

CONTRACTOR	
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I hereby acknowledge receipt of one set of tender documentation for the above project.

1. Tender Document Receipt
2. Tender Notice.
3. General Conditions for Tender.
4. Price Bid.
5. Bidder's Profile.
6. Declaration of Eligibility

FULL NAME:	
SIGNATURE:	
DATE & TIME:	
CONTACT NUMBER/ ADDRESS	
EMAIL:	
WEBSITE:	

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2. TENDER NOTICE

JKEDI, hereby invites interested parties to submit their proposals for providing 24 hours ward & watch (security) services to the Jammu and Kashmir Entrepreneurship Development Institute (JKEDI) for its campus at Pampore.

Sealed quotations affixed with Rs 5/- Revenue Stamp and accompanied with **CDR of Rs 20,000/- (Twenty Thousand Only)** Pledged to Director, J&KEDI, Sempora Pampore are invited from the reputed Security agencies for providing Security Guards (Armed and Un-Armed), for providing round the clock security for its Pampore campus.

Interested parties may collect the detailed Tender Document against the payment of Rs 1,000/- (non-refundable) which should be in the form of Demand Draft drawn in favour of Director, J&KEDI, Sempora Pampore, from Estates Department, Pampore from **25.01.2019**. The Tender Document can also be downloaded from the official website of JKEDI, www.jkedi.org under "Tenders Option". Tender documents downloaded from the website shall be accompanied by a Demand Draft for Rs 1,000/- (One Thousand only) as cost of Tender Document drawn in favour of Director, J&KEDI, Sempora Pampore, at the time of submission.

Proposals must be submitted in two sealed envelopes of which one should be clearly marked as "**Cover-A- Technical - Pre Qualification Bid**" & other sealed envelope should be clearly marked as "**Cover-B -Financial Bid / Price Bid for, " Outsourcing of Ward & Watch (Security) Services. "**".

Tenders complete in all respects along with earnest money of **Rs. 20,000/- (Rupees Twenty thousand only)** in shape of a CDR/FDR pledged to Director, JKEDI, Srinagar should reach to the office of the Director, at JKEDI Complex, Sempora, Pampore Kashmir by hand only on or before **21.02.2019** up to 2.00 p.m. The technical bids shall be opened on **22-02-2019** at 11:00 am or any other convenient day in presence of the bidder's who wish to be present.

Sd/
Director

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3. General Conditions for Tender

1. Tender Basis:

- 1) All Tender Documents must be completed in full.
- 2) The rates approved under the contract shall be valid for a period of 12 months from the date of award of the contract; however the contract may be extended by mutual consent for a further period of one year at the same rates. The contract can however be terminated by either party on one month's notice.
- 3) The agency should be in business of providing Security Guards at least for the last three years and should have effective infrastructure for training of guards with an experienced Management Body. The agency shall submit, along with application, details of its clients to whom security guards are being provided by it or with which it has worked in the past.
- 4) The agency should ensure that the guards are provided advanced refresher courses of training every three months with special reference to security and human relations.
- 5) The agency shall have to ensure highest standards of security services through its Security Guards.
- 6) The agency should be registered under Shops and Establishment Act, Contract Labour Act and possess certificates from ESI Corporation and EPF Corporation (or any relevant authorized agency) with respect to insurance and provident fund of security guards and with every other authority/statutory body as may be necessary under J&K laws. Besides, it shall submit latest income tax clearance certificate and latest audited balance sheet with the offer.
- 7) Eligibility of Security Guards to be provided by the agency to the Institute will include:
 - i. Age: Not more than 45 years with good physique.
 - ii. Height: 5.6 FT, However, in case of ex-serviceman /ex-policeman the age of guard should not exceed 55 years.
 - iii. Should be at-least Middle Pass.
 - iv. Should be medically fit for discharging duties for eight hours a day.
 - v. Should possess a valid gun license (in case of Armed Guard)
 - vi. Should not be involved in any unlawful anti-national activity.
 - vii. Should have adequate knowledge of Fire fighting and Disaster Management.
 - viii. Should have knowledge/expertise of monitoring and using modern security gadgets like CCTVS, metal detectors, etc.
 - ix. Should have sufficient knowledge of operating / using lift/elevator.
- 8) No variation in rates shall be entertained during the contract period and failure to provide adequate services shall result in penalty / forfeiture of CDR.
- 9) **The vendor shall submit an Affidavit to the effect that the firm/company complies with Minimum Wages Act & other applicable Labour Laws.**
- 10) All bids shall be made in accordance with the Tender Documents.
- 11) All Applicants will receive identical documents. No applicant should add, omit, or change any item, term or condition on original papers.
- 12) Each applicant may make one bid only.
- 13) All the applicable taxes will be deducted at the time of making payments to successful bidder.
- 14) That the security guards shall have no claim over the Institute in respect of their engagement/deputation to the Institute and their monthly emoluments shall be paid by the agency itself

- 15) That deputation of security guards shall not be “person specific”.
- 16) Security guards will have no claim for appointment/absorption/hike emoluments etc against the Institute at any point of time. They shall have no contract of whatsoever nature with the Institute. Their claims, if any, of whatsoever nature shall lie against the agency.
- 17) After the agency is selected, other terms and conditions will be discussed with it and if the same are agreed upon, the parties will execute formal “Agreement”.
- 18) Attested copies of all certificates should be annexed with the application.
- 19) The Bidder shall sign all the Tender documents including documents supplied by the Bidder.
- 22) The Director JKEDI, reserves the right to reject any or all the tenders without assigning any reason thereof.
- 23) The uniform to be provided by the agency to the guards is detailed hereunder:

Summer Uniform	Winter Uniform
Sky blue shirt	Angola shirt
Blue trouser	Angola trouser
Belt	Belt
Line yard	Line yard
White Anklet	White Anklet
Black shoe	Black shoe
Khaki socks	Khaki socks
Long blue jersey	Blue jacket (bush type)
Name plate	Name plate

- It is a tentative list and can be changed with the consent of the Institute.



The Cover “A” should have with it:

- i. Documents certified by the concerned authority/ies certifying the credential of the agency.
- ii. Details of the similar contracts/ works being undertaken or already been executed by the agency from last three years (2016 to 2018).
- iii. Additional or relevant information, documents with regard to the required service which the agency would like to show case.
- iv. CDR for Rs.20,000/- (Twenty Thousand only)
- v. Photocopies of PAN, GST No. /TIN/ Service Tax, Labour Laws Compliance certificate, latest Provident Fund Clearance certificate, ITR Clearance & Clearance from Commercial Tax Department.
- vi. **The vendor shall submit an Affidavit to the effect that the firm/company complies with Minimum Wages Act & other applicable Labour Laws**
- vii. **Complete Tender document with seal & signature.**

The Cover “B” shall contain:

- (i) The rates quoted by the concerned agency for providing complete security cover to the Institute.

2. Services To be Offered:

- i. Entire Institute campus including furniture, furnishings, records, computers and other gadgets etc.
- ii. Any other building, infrastructure expected to come up during the period of contract.

- iii. Any movable or immovable property acquired by the Institute during the period of contract.
- iv. Operation of Lift/Elevator (Optional).

3. Payments:

- a) Payments shall be made on monthly basis on production of the bills in duplicate on GST format alongwith attendance sheet verified by the official of JKEDI.
- b) Necessary deductions towards Income tax and any other tax shall be deducted at source at the time of settlement of monthly bills or as may be decided by finance section of the Institute from time to time.

4. Mode of Payment:

Cheque or wire Transfer deposited within 10 working days after receipt of bill and other related documents

5. Eligibility of Applicants:

Applicants cannot apply if they:

- Are bankrupt or in the process of going bankrupt.
- Have been convicted for an offense concerning professional conduct.
- Have been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).
- Have not fulfilled obligations related to payment of taxes.
- Are guilty of serious misinterpretation in supplying information.
- Have not been blacklisted by any Govt. or semi Govt. organization.
- Were declared at serious fault of implementation owing to a breach of their contractual obligations.

6. Bid Evaluation:

The Tender committee will check the tenders to ensure that they contain no amendment to the terms or any other (calculation) errors. To assist in the examination, evaluation and comparison of bids, the Tender Committee may, at its discretion, request clarification from Vendor.

7. Selection of Tender:

Selection of the successful applicant will be based on the ranking of the Sole Proprietary concern or Partnership firm according to financial and technical criteria, as well as any other criteria suggested by the Tender Committee. Based on this the Tender Committee will then make its recommendations. JKEDI, is not however obliged to accept the lowest bid.

8. Acceptance of Successful Tender:

Taking into consideration the recommendation of the Tender Committee, JKEDI will make the final choice of the Contractor. The intimation of the same will be sent to the successful bidder. After submitted documentation from the selected firm has been verified, the firm will then be obliged to sign the preferred supplier agreement with JKEDI Pampore. Any amendment to the awarded tender will be documented as an "Annexure" to the contract and will be determined and agreed by both the parties

9. Repudiation of Agreement:

JKEDI reserves the right to terminate the said agreement in the following event(s):

- (i) If the vendor fails to provide adequate and timely services to the institute.
- (ii) If the security men involved in any grave professional misconduct.
- (iii) If the vendor is found guilty of any serious misrepresentation in supplying information, or
- (iv) Any activity overt or covert which amounts to breach of terms and conditions of the agreement.

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4. Deployment of Manpower

The bidder shall mention the number of persons proposed to be deployed:

Pampore:

S.no	Area of Campus	No. of Security Guards
1.	Main Gates of Campus (In & Out)	
2.	Main Gate of Main Administrative Building	
3.	Parking Space	
4.	Main entrances of Guesthouse & Hostel Building	
Total		

Note:

One Supervisor & One Security Guard (armed) shall be included in the mentioned manpower deployment

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5. Price Bid

For Pampore Campus:

S.no	Personnel	Rate per person per Month (8 hours a day) In figures	In words
1.	Supervisor		
2.	Security Guard without Arms		
3.	Security Guard with Arms		

Note:

Rates to be covered with transparent tape

Seal & Signature

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6. BIDDER'S PROFILE

General:

1. Name of the Bidder/ firm _____
2. Name of the person submitting the Bid
Mr./Mrs./Ms. _____
3. Address of the Bidder/firm.....
.....
.....
4. Address for correspondence:
.....
.....
.....
5. Tel no. with STD code (O)..... (Fax)..... (R).....
6. Mobile no.
7. Registration & incorporation particulars of the firm: *(Tick whichever is applicable)*
 - i) Proprietorship
 - ii) Partnership
 - iii) Private Limited
 - iv) Public LimitedOr
v) Individual.
(Please attach attested copies of documents of registration/ incorporation of your firm with the competent authority as required by business law if applicable).
8. Name of Bidder/Proprietor/Partners/Directors
.....
.....
.....
.....
9. Bidder's bank, its address and his current account number
.....
.....
10. Bidder's PAN No. _____
11. Service Tax/ TIN No./GST No. _____

12. Weather blacklisted by any Govt./ Semi Govt. Organization_____

I/We hereby declare that the information furnished above is true and correct.

Place:

Date:

Signature of Bidder/Authorized signatory.....

Name of the Bidder.....

Seal of the Bidder

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7. Declaration of Eligibility

I, the undersigned (*Name and address of representative*)
Representative of

(*Name and address of company*)

Declare that the following conditions are applicable to us;

- ❖ We are registered.
- ❖ We are not bankrupt or in the process of going bankrupt.
- ❖ We have not been convicted for an offense concerning professional conduct.
- ❖ We have not been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).
- ❖ We have fulfilled obligations related to payment of taxes.
- ❖ We are not guilty of serious misinterpretation in supplying information.
- ❖ We are not in situation of conflict of interest (with prior relationship to project or family or business relationship to parties on tender committee).
- ❖ We were not declared as serious fault of implementation owing to a breach of their contractual obligations.
- ❖ We do not employ personnel below the legal working age.
- ❖ We provide basic social rights and fair working conditions to our employees.

WITNESSES
DECLARANT

(*Signature*)

(*Signature*)

(*Name, Address*)

(*Location, date*)