NOTICE INVITING TENDER


Sealed Tenders are invited for and on behalf of the President of India for Providing Security Services from reputed /registered out-sourcing agencies for engaging Five (5) security guards (subject to variation), who are ex-servicemen in this Campus as per terms and condition mentioned in Part-I and II of this notification.

2. Schedule of Tender

Tender No. : STA/5-15/Security services/14-15

Last Date & Time of Receipt of Tender : 16.01.2015 1300 hrs

Amount of Earnest Money Deposit as per
Clause Annexure – I : Rs. 10,000/- (Rupees Ten Thousand only)
Date & time of opening of tender : 1430 hours on 16.01.2015

Venue : Postal Training Centre, Mysore-10

Method of submission of tender, amount of Earnest Money / Security Deposit and General Terms and Conditions applicable to contract : (Part I )

The terms and conditions specific to the contract : Part II

The proforma for submission of Technical Bid) : Annexure I

The proforma for submission of Commercial Bid : Annexure II

Amount of Earnest Money Deposit : Rs. 10,000/- to be credited under unclassified receipts (UCR) in any Post Office & original receipt should be attached with the Technical Bid.

Cost of tender form is Rs. 500/- (non-refundable) which is to be credited under unclassified receipts(UCR) at any post office from 1000hrs to 1600 hrs and original receipt should be attached to the Technical bid. Tenders received without payment of tender form cost/EMD amount will summarily be rejected.

Signature of the tenderer
With Seal
3. The Tender Form along with terms and conditions can be had from this office, on any working day till 13.01.2015. Interested parties may view & download the tender document containing the detailed terms & conditions, from the website www.Ptcinfo.org or http://www.eprocure.gov.in/epublishapp

4. The quote per security guard per month indicating break up of minimum wages, EPF, ESI other allowances and other charges to be paid to the staff employed along with their own service charges for deployment and service tax + cess payable to Government, to be sent to the undersigned so as to reach this office on or before 16.01.2015 at 1300 hrs along with Earnest Money Deposit (EMD) of Rs.10,000/- in any post office and original receipt issued by the post office should be sent along with the main tender document.

5. The tenders can be put in the box kept in the office for this purpose on all working days till the last date/time of submission. All outstation tenders should be sent by registered post/Speed Post and only one tender should be kept in one cover. The offers submitted by fax/e-mail or by unregistered post will not be considered. Tenders sent in person/Private couriers will not be accepted on any account. No further correspondence in this regard will be entertained.

Asst. Director (Admin)
Postal Training Centre
Mysore 570010
Government of India,
Ministry of Communications,
Department of Posts
Postal Training Centre, Mysore-570010

NOTICE INVITING TENDER


PART-I

1.01 Introduction
Postal Training Centre, Mysore -570010, is spread in about 32.2 acres of land surrounded by compound with one main entrance from West. The present strength of campus is about 500.

1.02 Scope of work
This tender aims to Providing Security Services from Security Agencies having Licence as per private security agencies (Regulation) Act,2005 on contract basis from reputed and responsible service provider for providing 24 hours security services at the main gate of the campus and night security service from 1800 hrs to 0600 hrs at the main building. The Security guards must be Ex-servicemen. The contractor has to specify the engagement of 5 persons on a day.

1.03 Eligibility Criteria:
i. The bidder must submit the following basic documents in a separate wax sealed envelope super scribed 'Technical Bid Envelope'. In the absence of any documents, the Bid will be rejected:
(a) Post Office receipt showing payment of Tender form cost
(b) EMD payment receipt
(c) Copy of ESI registration certificate
(d) Copy of EPF registration certificate
(e) Copy of Service tax registration certificate.
(f) Copy of License obtained as per Private Security Agencies (Regulation) Act 2005
(g) Copy of PAN card in the name of the firm and Income Tax returns filed for the last 3 financial years(2011-12,2012-13,2013-14)
(h) List of clients, during the latest 2 years
(i) Local address at Mysore

ii. Since the tender document itself gets converted to Contract in respect of the successful Bidder, it is necessary for the Authorized Signatory to sign every page of the tender document and return the same as a part of Technical Bid.

2. If a tender is not accompanied by all the documents mentioned in the check list as attachment of documents the same would be rejected outright. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances.
Signature of the tenderer With seal

3. Technical Bid format is given at Annexure- I

4 Submission of Bids
The bid shall consist of two parts. The outer cover contains both Technical and Commercial bids, separately should reach the Assistant Director (Admin) Postal Training Centre, Mysore-570010 complete in all respects, latest by 1300 hrs on 16/01/2015; otherwise they will be rejected.

4.01 Opening and Validity of the Bids
i. The technical bids will be opened on 16.01.2015 at 1430 hrs at Postal Training centre Mysore. Only one representative per tenderer would be permitted to be present at the time of opening of the bids.
ii. The bids shall be valid for a minimum period of 90 days from the date of tender opening.
iii. The rates quoted in the accepted bid shall be valid for a period of at least one year from the date of placing the initial order. No request will be considered for upward revision of charges during the period of contract.

4.02 Delay in Submission of Bids
PTC will not be responsible for any delay by the vendor in the submission of the bids.

4.03 Manner of Submission of Bids
The tenders can be put in the box kept in the office for this purpose on all working days till the last date/time of submission. All outstation tenders should be sent by registered post /Speed Post and only one tender should be kept in one cover. The offers submitted by fax/e-mail or by unregistered post will not be considered. Tenders sent in person/ Private couriers will not be accepted on any account. No further correspondence in this regard will be entertained.

The bid should be submitted in two separate inner covers as Technical and Commercial addressed to the Assistant Director (Admin), Postal Training Centre, Mysore-570010 as follows:
Part – I EMD and Technical Bid as per Annexure –I
Technical bid as in Annexure-I duly filled and signed along with the documents as listed out Para 1.03 1(a) to (h), should be enclosed in a wax sealed envelope duly super scribed as “ Technical Bid”.

Part – II Financial Bid as per Annexure- II
Financial Bid –as in Annexure-II, should be filled, signed and enclosed in a separate wax sealed cover with superscription “ Commercial Bid”.

These two separate covers should be enclosed in a common sealed cover superscribed “Tender for Security Services round the clock at PTC, Mysore – Tender No., Due Date”.

Signature of the tenderer
With seal
4.04 Earnest Money Deposit (EMD)
The Technical Bid should also contain the original receipt showing payment of Earnest Money Deposit (EMD) of Rs. 10,000 (Rupees Ten Thousand only) in any post office along with the main tender document. No Bank Guarantee will be accepted as EMD.

4.05 Opening of Financial Bids and evaluation
The financial bids of only technically short listed bidders will be opened in the presence of their representatives on a specified date and time to be intimated to the respective bidders, and the same will be evaluated by a duly constituted Tender Evaluation Committee (TEC).

4.06 Right of rejection and debarring
PTC reserves the right to reject any bid on technical / procedural / commercial / financial ground without assigning any reason. The decision of PTC taken as per above will be final and no representation of any kind will be entertained on the above. Any attempt by any bidder to bring pressure of any kind, may result in rejection of the bid and forfeiture of the EMD and the bidder may be liable to be debarred from bidding for PTC tenders in future for a period of at least three years.

4.07 Validity of the bid
The selected bid will be valid for a period of one year in the first instance. It may be extended for a further period of one year depending upon the need for continuity and competitiveness of the prices, and on mutual consent.

4.08 Quotation of Prices
The prices should be quoted in Indian Rupees as per the format given at Annexure – II. Service Tax, Sales Tax etc as applicable, should be quoted separately. Price should include all charges incurred for providing Security Services. PTC will pay only the rates quoted in the Annexure-II. No other payment will be made.

Asst. Director (Admin)
Postal Training Centre
Mysore 570010

Signature of the tenderer
With seal
PART-II

TERMS AND CONDITIONS SPECIFIC FOR SECURITY SERVICES CONTRACT

1. The approved tenderer for providing Security Services to the Postal Training Centre, Mysore (herein after called the "contractor" or the Security Agency) will be fully responsible for ensuring security of the main gate and CEPT building in the Postal Training Centre Campus at Mysore. The campus, located at Nazarbad Mohalla, Mysore is delimited by a boundary wall with one gate.

2. Security to be provided under the contract shall broadly include following functions:

2.1 To man security check post located at the main gate & main building, employees will be deployed as below:
   - 0600-1400 hrs - 1 person
   - 1400-2200 hrs - 1 person
   - 2200-0600 hrs - 2 persons
   - main gate

   - 1800-0600 hrs - 1 person
   - main building

2.2 Only able bodied, physically fit, well-trained, disciplined and honest personnel among Ex-Service personnel shall be appointed for duty. Security personnel provided should not have any physical handicap, impairment, night blindness or colour blindness. Persons so deployed shall not be below 21 years and not above 50 years. They shall perform their duties to the satisfaction of this office.

2.3 The security agency shall provide proper uniform with required accessories such as whistle, torch lights, walky-talky, batons, etc to the security guards and shall ensure that their turnout is smart in all respects. Rain boots and rain coats should be provided to them during the rainy season.

2.4 The contractor must at the very outset provide the following information/documents before mounting the guard in the campus:

   a) Names, addresses, age, educational qualification and photographs of all Security Personnel deployed in the campus.

   b) The Contractor shall certify that proper Police verification has been got carried out in respect of the antecedents of each Security Personnel deployed by him and the Contractor shall be fully responsible for their conduct and behavior.

Signature of the tenderer
With seal
2.5 Whenever any security person is changed from the Campus, information to this effect should be given to the PTC authorities in advance along with the information and documents of the fresh Security Guard as prescribed in para 2.4 above.

2.6 The number of personnel as demanded by the PTC authorities shall have to be physically provided by the Contractor. The number of guards provided shall mean the exact number of Security guards provided and not the number of duties performed. In such cases, where the Contractor fails to physically provide replacement in respect of any absentee, or wherever short posting proportionate, deduction will be made from the amount of monthly bills payable to the agency.

2.7 The security shall be responsible to ensure maintenance of the Nominal roll-cum-attendance register by the Head Security Guard wherein each security guard shall personally write his name and put his signature in token of his attending the duty.

2.8 It should be clearly understood by the Contractor that the Postal Training Centre, Mysore does not undertake any liability on account of leave wages, employment or any other obligation under any State or Central Government Regulations to be performed by the Contractor in the capacity of an employer in respect of such security personnel as are employed by him for guarding PTC, Mysore.

3 The Contractor shall be solely responsible to the employment and labour regulating authorities in respect of aforesaid personnel. By way of this contract, the Contractor should not violate Minimum Wages Act or any other Legislative Enactments in force from time to time. If the contractor does any malpractice in payment to any deployed manpower, its security deposit will be forfeited and his contract will be cancelled.

3.1 The contractor will be liable to make substitute arrangements in case of absence of any security personnel. Similarly, the security agency will have to make proper arrangements in case of absence of any security personnel. Similarly, the security agency will have to make proper arrangements in case of any weekly off including National Holidays that he may like to give to his employees. No extra payments shall be made by the Centre on such account. The Contractor shall be required to man the security check post as specified by the PTC on all the days as specified in 2.1 above. No short leave or meals relief will be permitted to the Security personnel unless the security agency provides suitable substitute without any extra payment. He will be responsible for any loss or damage to property attributed to any security lapse on this account.

3.2 While on duty, the Security personnel would be required to dress themselves smartly and neatly wearing proper uniform to be provided by the contractor as agreed to by the PTC.

Signature of the tenderer
3.3 The Security Personnel will ensure good behavior with PTC staff, trainees and visitors to the Institution. They will abstain from taking part in any staff union and association activities.

3.4 No security guard will indulge in playing cards, consuming liquor, smoking or narcotics or gossip with any outsiders/employees of PTC.

3.5 The contractor will ensure that the security personnel while on duty should not be under the influence of any intoxicant at any time. In no case, any misbehavior with any officer/official of PTC or officer trainees will be tolerated.

3.6 The agency should provide the name, address and telephone number of Liaison Officer who will maintain liaison with the PTC authorities. For day to day matters, PTC authorities will contact that Head Security Guard only who will be responsible to pass on the message to the Contractor.

3.7 The Director, PTC, Mysore or any other officer nominated by him on his behalf has the right to inspect the security guards and check the various implement / torches etc. The security agency will maintain these items to the satisfaction of the PTC authorities.

4. The following are broad guidelines for watch and ward duty at the security point.

4.1 Outsiders should be allowed to enter and leave the Campus only after due checking, verification and if necessary after establishing their identity for which a visitor’s book will have to be maintained by the security personnel.

4.2 Security personnel should allow inside the campus only such material, which may not be a security hazard to the campus. No explosives, fire arms or ammunition will be allowed inside the Campus. If entry of any of such material is claimed essential for the Centre, due permission of the Director PTC, Mysore or any other officer authorized by him on his behalf will be obtained. He shall issue proper gate pass in this regard and such gate pass will be preserved by the security guards for further reference and record. To check the materials/items of stock and property going out of the buildings / campus and allow only such items to be taken out of the Campus as are duly authorized by the Director, PTC, Mysore or any other officer authorized by him on his behalf who shall issue a proper gate pass to this effect which shall be preserved by the security guards for further reference and record.

Signature of the tenderer
With seal
4.3 To restrict entry of strangers, hawkers and other trespassers.

4.4 To report forthwith any theft, burglary, crime damage to property or any other incident that has occurred in the Campus and has bearing on the PTC security to the PTC authorities without loss of time besides taking all out efforts to apprehend the persons / intruders responsible for such incident.

5. The contractor shall honour all aspects of fair trade practices in all their dealings with PTC.

6. No deviations from these terms and conditions will be accepted. Any violation thereof will lead to rejection of the bid and forfeiture of EMD.

7. PTC stands absolved for any liability on account of death or injury sustained by any person deployed by the successful bidder during the performance of this service and also for any damages or compensation due to any dispute between the bidder and its manpower.

8. PTC will only hire Security services from the agency. The manpower deployed by vendor for this purpose will be its employees and they will have no right for absorption in PTC at any stage.

9. The deputed personnel must be on the contractor's payroll.

10. Subletting:
Selected bidder shall not assign or sublet this contract or any part of it to any other agency in any form. In event of doing so, it shall result in termination of empanelment and forfeiture of Security Deposit. During the period of contract, if the bidder provides such services to any other user at lower price, it has to extend such lower rates to PTC from date of offering such lower rates.

11. Security Deposit and Refund of EMD
In the case of unsuccessful bidders whose tenders are not considered for placing order, the Earnest Money Deposit will be refunded without any accrued interest within one month of the final decision for selection. In the case of tenderers whose tenders are accepted for placing the order, tenderers will have to submit a security deposit of 10% of annual cost of the contract in the form of Post office Time Deposit Account in any Post Office duly pledged to the President of India and Pass book submitted for safe custody. PTC will have the right to invoke the security deposit without assigning any reason if performance of the successful bidder is not found up to the mark or is in violation of tender conditions. On submission of Security Deposit their EMD would be released without any interest accrued on such fiscal deposits.

Signature of the tenderer
12. Submission of Invoices and Payment
Payment will be released monthly on completion of the month. The successful bidder will submit pre-receipted bills in triplicate for each month at the end of the month. PTC shall process the payment expeditiously and try to release payments within 10 days. Payments shall be subject to deductions of applicable penalty amount where the bidder does not fulfill the agreed terms & conditions, as the case may be. All payments shall be made subject to deduction of TDS (Tax Deduction at Source) as per the income-Tax Act, 1961 and any other applicable taxes, from time-to-time.

13 Penalty Clauses

13.1 The Contractor will be liable to compensate in full any loss or losses sustained by the Centre on account of theft, burglary, or damage to property as a result of intrusion in the Campus or negligence on the part of security guards. This will be besides and without prejudice to any other action that Police authorities may like to take in case the PTC authorities decide to report loss of material(s) and property of the Centre, attributable to the negligence or failure of the security personnel in complying with the prescribed procedure. All losses suffered by the PTC on such count will be compensated in full by the Contractor.

13.2 The Director, PTC, Mysore reserves the right to recover all the amounts of compensation on account of loss to the PTC property or penalty levied on the Contractor on account of any lapse noticed from the monthly payment due to the said contractor or from the security deposit deposited by the Contractor. Decision of the Director, PTC, Mysore about the quantum of loss, compensation and/or penalty to be imposed upon the Contractor shall be final.

In case of non-performance, being absent for longer duration, misbehavior or any other action of the deployed man power that is unacceptable, PTC reserves the rights to reject the candidature of that personnel. In such case the bidder shall be liable to provide replacement of that manpower, within 48 hours from reporting of such eventuality.

13.3 Rs.500/- per person per day shall be deducted as a penalty against the absence of any deployed person from assigned place of duty.

14. This office reserves the right to terminate the services of the agency at anytime without giving any notice whatsoever.

15. All the existing statutory regulations of both State & Central Governments shall be adhered to & complied with and all records maintained thereof should be available for scrutiny by this office.
Signature of the tenderer With seal

16. Miscellaneous
Any other terms & condition, mutually agreed to prior to finalization of the contract shall be binding on the Agency and PTC, during the period of the contract. Default of any terms and conditions of the tender will result in rejection of the bid and forfeiture of EMD/Security deposit, accordingly.

Asst. Director (Admin)
Postal Training Centre
Mysore 570010

Signature of the tenderer
With seal
# Annexure -I

**Technical Bid**

<table>
<thead>
<tr>
<th>Bidder Particulars</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> Name of Agency/ Firm:</td>
<td></td>
</tr>
<tr>
<td><strong>2.</strong> Whether any Legal/Arbitration/Proceedings is instituted against the Agency or the Agency has lodged any claim in connection with works carried out by them. If yes, please give details:</td>
<td></td>
</tr>
<tr>
<td><strong>3.</strong> Registered Office Address/ Local address at Mysore</td>
<td></td>
</tr>
<tr>
<td>Name of the top executive:</td>
<td></td>
</tr>
<tr>
<td>Designation:</td>
<td></td>
</tr>
<tr>
<td>Telephone Numbers:</td>
<td></td>
</tr>
<tr>
<td>Mobile No.:</td>
<td></td>
</tr>
<tr>
<td>E-mail:</td>
<td></td>
</tr>
<tr>
<td>E-mail:</td>
<td></td>
</tr>
<tr>
<td><strong>4.</strong> Established in the year:</td>
<td></td>
</tr>
<tr>
<td><strong>5.</strong> Registration with statutory bodies :(Enclose attested photocopy of documents)</td>
<td></td>
</tr>
<tr>
<td>Income Tax No.(PAN) :</td>
<td></td>
</tr>
<tr>
<td>ESI Registration No. :</td>
<td></td>
</tr>
<tr>
<td>EPF Registration No. :</td>
<td></td>
</tr>
<tr>
<td>Service Tax No. :</td>
<td></td>
</tr>
<tr>
<td><strong>6.</strong> Details of EMD Deposit:</td>
<td></td>
</tr>
<tr>
<td>Rpt No.</td>
<td></td>
</tr>
<tr>
<td>Date /Name of PO</td>
<td></td>
</tr>
<tr>
<td><strong>7.</strong> Details of payment of cost of tender form</td>
<td></td>
</tr>
<tr>
<td>Rpt. No.</td>
<td></td>
</tr>
<tr>
<td>Date/Name of PO</td>
<td></td>
</tr>
</tbody>
</table>
|   | Latest Income Tax Returns : (Enclose copy)  
<table>
<thead>
<tr>
<th></th>
<th>For the financial years 2011-12, 2012-13, 2013-14</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>List of major clients during the latest two years with copies of work orders.</td>
</tr>
<tr>
<td></td>
<td>Documents in support of agency’s experience for the last two years in providing security services.</td>
</tr>
</tbody>
</table>

Signature of the tenderer with seal
Annexure-II

COMMERCIAL BID

1. Name of the Bidder (Firm)

2(1) Rate per person per month

(2) Total Amount quoted for five (5) persons per month

(3) Consolidated rate for (5) persons for the work inclusive of all kinds of taxes, surcharges including service tax & service charge etc., will be

Total cost per month for all the Services = Rs.______________

In words Rupees____________________

Details may be furnished in the enclosed format.

Note: Wages / Salary for personnel employed will be governed by the Minimum Wages Act. Furnish salary & other particulars to be paid to each employee in the form appended.

Seal of the Firm                  Signature
**FORM**

Furnish the following wages & other particulars under the following heads

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>PARTICULARS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Basic wages @ Rs (For 30 days)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Variable DA @ Rs (For 30 days) on Basic wages</td>
<td></td>
</tr>
<tr>
<td>3(a)</td>
<td>EPF Contribution @ (Employer's contribution) 13.61% on (basic + VDA)</td>
<td>--------</td>
</tr>
<tr>
<td>3(b)</td>
<td>ESI Contribution @ (Employer's contribution) 4.75% on (basic + VDA) Rs</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>TOTAL</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Service charge</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Service Tax @ 12.36 % [Sl no. 4 + SlNo.5]</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Total amount quoted per person per month</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Total amount quoted for (5) persons per month</td>
<td></td>
</tr>
</tbody>
</table>

Signature
Name & Designation
Company seal

Note:- I/ we understand that, offers not complying with the minimum wages Act will be rejected.
**CHECK LIST FOR SUBMITTING THE TENDER**

Name of the Tenderer : M/s

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Details of documents attached</th>
<th>Enclosed/ Not enclosed</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Receipt towards cost of tender form Rs. 500 in the form of UCR Rt.</td>
<td>Not enclosed</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>EMD Amount Rs 10000/- : Rt No /Date/ Post Office</td>
<td>Not enclosed</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Whether each page of NIT signed &amp; sealed</td>
<td>Not enclosed</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Income Tax returns for the financial years 2011-12, 2012-13, 2013-14 duly authenticated</td>
<td>Not enclosed</td>
<td></td>
</tr>
</tbody>
</table>
| 5      | a) Copy of registration certificate for VAT /ST or similar registration with Govt. authorities  
       b) Copy of certificate of registration of ESI  
       c) Copy of registration of EPF | Not enclosed |         |
| 6      | List of major customers during latest two years with copies of work orders | Not enclosed |         |
| 7      | Copy of PAN Card | Not enclosed |         |
| 8      | Documents in support of agency's experience of last two years in providing Security services. | Not enclosed |         |

Name :

**Signature of the tenderer /Phone No.**

Date :