



**Dr. B. R. AMBEDKAR POLYTECHNIC COLLEGE  
YANAM - 533 464**

No.1019/Dr.BRAPTCY/Estt/2013-14/19  
dated.08.04.2013.

**TENDER NOTICE – PROVISION OF SECURITY**

Sealed tenders are invited from the reputed firms for executing on contract for provision of **Security Services** in Dr. B.R. Ambedkar Polytechnic College, Yanam.

2. The Tender Schedule along with enclosure on terms and conditions can also be downloaded from the official website.

<http://www.dhte.puducherry.gov.in>

3. The sealed tenders should be addressed to The Principal, Dr. B.R. Ambedkar Polytechnic College, Yanam duly superscribing on the envelop “Tender for provision of security services in Dr. B. R. Ambedkar Polytechnic College, Yanam” and to reach to the undersigned, on or before 30.04.2013 @03.00pm. The tender will be opened at 4.00 P.M on the same day, in the presence of the tenderers present , in the office of the undersigned. Dr. B.R. Ambedkar Polytechnic College, Yanam.

4. Tenders received late, incomplete tenders and those not in conformity with our prescribed specifications, terms and conditions will not be entertained. The Government will not be responsible for postal delay, non receipt/non- delivery of tender documents in transit etc.

5. Filled in tender forms shall be submitted with requisite enclosures to the office of the undersigned as per schedule. Incomplete tender forms and unsigned undertaking in regard to terms and conditions will be summarily rejected.

6. The undersigned reserves the right to accept or reject any tender without assigning any reason thereof.

7. In case, if any dispute, the decision of the undersigned will be final.

(G. RANI)  
PRINCIPAL



**Dr. B. R. AMBEDKAR POLYTECHNIC COLLEGE  
YANAM - 533 464**

No.1019/Dr.BRAPTCY/Estt/2013-14/19  
dated.08.04.2013.

**TERMS AND CONDITIONS FOR SECURITY SERVICES OF  
Dr. B.R. AMBEDKAR POLYTECHNIC COLLEGE, YANAM**

Sealed tenders are invited to provide security services of Dr. B.R. Ambedkar Polytechnic College, Yanam.

**1. GENERAL CONDITIONS:**

- Ø The terms and conditions (i.e., all the pages of tender documents), in original, must be signed with date and seal affixed on each page in the space provided at the bottom.
- Ø There should be no overwriting in the tenderer's offer. If required the corrections can be made by scoring out entries and writing a fresh one. The initials of the tenderer's authorized person and the seal of the tenderer's security agency must verify each correction. All tenders must be expressed both in words and figures and where there is a difference between the two, the rates expressed in words or the sum expressed in words will be taken as correct as per Schedule-II.
- Ø The undersigned reserves the right to reject any or all tenders without assigning any reason. Any other officer as may be authorized by him/her also reserves the right to accept or reject any tender in whole or in part.
- Ø No revision of terms or increase in rates will be allowed during the consideration of this tender. (for a period of one year)
- Ø The undersigned is not bound to accept the lower quotation.
- Ø The particulars of the tenders organizations should be provided in the bid document as per Schedule – I
- Ø Conditional offers not conforming to the terms and conditions and the ones not submitted in the prescribed format(s) will be rejected.
- Ø The tenderer shall sign all the documents to be submitted, invariably.

**2. SPECIFIC CONDITIONS**

- Ø The security services have to be carried out according to details of work in the tender notice.

Ø The security personnel should work in shifts for 8hrs, on all days of the week including holidays and public holidays. They should be relieved by reliever in their weekly off and no extra claim will be permissible for the weekly off. When security personnel are absent from duty due to leave, weekly off etc., a substitute should be posted by the contractor without any gap.

Ø There shall be a minimum of 3workers engaged, per day i.e 1 worker for each shift.

Ø The Agency shall comply with provisions of minimum wages Act, rules and notifications issued from time to time.

Ø The Security Services Agency shall be provided with a Log Book to obtain signature from the incharge every day.

Ø The engagement of security services is liable for cancellation, if there is any adverse remarks noticed regarding watch and ward works.

Ø The engagement of security services in the Dr. B.R. Ambedkar Polytechnic College, Yanam shall be for a period of one year from the date of commencement of contract.

Ø All the staff engaged in security must be compulsory in uniform and wear I.D Card supplied by the Agency.

Ø The Character and antecedent of the workers and supervisors will be got verified by the Police authorities they are engaged by the agency.

**3. VALIDITY OF THE OFFER:**

The rates quoted will have to be valid for the contract period and no additional costs for whatsoever reason shall be charged.

**4. NON-PERFORMANCE PENALTY:**

In the event that the work awarded is not executed to the specified standards, the undersigned or his authorized representative reports that the performance is below the specified criteria, a recovery will be made proportionate to the extent of shortfall.

**5. CANCELLATION OF CONTRACT:**

The undersigned reserves the right to cancel the work order placed on the successful tenderer if ;

- a) The tenderer commits a breach of any of the terms and conditions of the tender/work order.
- b) The tenderer goes into liquidation voluntarily or otherwise.
- c) An attachment is levied or continues to be levied for a period of 7 days upon the effects of the tender/work order.

**6. PAYMENT TERMS**

Payment shall be made to the agency in the first week of succeeding month on certificates that the assigned works have been executed in accordance with the work order.

**7. THE TENDERER SHOULD FURNISH THE FOLLOWING CERTIFICATES / DOCUMENTS ALONG WITH THEIR BID:**

- a) License issued by the competent authority under contract labours Act.

- b) License issued by the Home Department, Puducherry, under Private Security Agencies (Regulation) Act, 2005 and the rules framed there under.
- c) Copies of PF/ESIC Registration Certificate.
- d) Copies of the Character and Antecedents Certificate of security guards issued by Police Department.
- e) Photo Identity card of the security guards likely to be engaged.
- f) Tax clearance certificates.
- g) Copies of certificates given proof of availability of work force on their pay roll.
- h) Copies of certificates if any, on their past satisfactory work done with respect to maintenance of any office complex/factory.

*Note: Failure to produce any of the documents would entail rejection of their quotation.*

**8. Nature of duties**

- i. Screening of Visitors
- ii. Maintenance of Security Register
- iii. Checking of Vehicles
- iv. Visitors Registers
- v. Regulating Parking
- vi. Periodical Security rounds throughout the complex
- vii. Capacity of handling fire-fighting equipments
- viii. Locking of the premises and monitoring the interiors from security angle

Beside the above, the tenderer should furnish a certificate as worded below in token of acceptance of all the terms and conditions of the tender. Otherwise the tender will not be considered under any circumstances.

“I/We \_\_\_\_\_ the undersigned certify that the terms and conditions of agreement are accepted and that in the event of selection of my/our rates, the contract in the prescribed form will be entered into”.

The tenderer should also enclose a declaration in the following form.

“I/We \_\_\_\_\_ do hereby declare that the workers engaged by my agency/firm shall be paid the statutory minimum wages and they will be covered under the statutory provisions of EPF, ESI, etc., and they will comply with all the Labour Laws in force.”

SIGNATURE OF THE TENDERER WITH SEAL

(G. RANI)  
PRINCIPAL

**Schedule – I**  
**Particulars of the Security Agency**

1. Name of the Security Agency :
2. Status of the organization : Partnership / Pvt.Co. Ltd/Public. Co. Ltd
3. Registration No :
4. Address of the contract :  
office for this tender along  
with phone Nos. and Fax No.
5. Year of commencement and no. of years :  
of experience in security service field
6. Name of the Bankers :
7. Total number of guards presently in :  
the roll of the company

Signature  
Name & Address of the  
Private Security Agency (with Seal)

Place :

Date:

**Cheek List:**

1. Copy of the currently issued Registration Certificate by Labour Department.
2. Copy of the License issued by the Home Department, Puducherry
3. Copies of PF/ESIC Registration Certificate.
4. Copies of the Character and Antecedents Certificate of security guards issued by Police Department.
5. Photo Identity card of the security guards likely to be engaged.
6. Tax clearance certificates.
7. Evidence of availability of work force on their pay roll.
8. Evidence for having security services provided at various departments.

**Schedule – II**  
**Particulars of the Wage Rate**

Name of the Security Agency :

<b>Sl. No</b>	<b>No. of Security guards that could be provided</b>	<b>Rate per Security guard (for 8 hrs duty per day) per month (Rs.)</b>	<b>Total amount per month for No. guards (Rs.)</b>

Signature  
Name & Address of the  
Private Security Agency (with Seal)

Place:

Date: