

TENDER FORM

No. _____

Dr. AMBEDKAR INSTITUTE OF TECHNOLOGY

Near Jnana Bharathi, Mallathahalli, Bangalore – 560 056

Country Code (91) + STD Code 080, Tel – 23211232, Fax No (080) **23217789**

Website: www.dr-ait.org e-mail: principal@dr-ait.org

AIT/SS/ 4593 /2016 - 17

Date: 11.02.2017

To,
M/s. _____

SUB : Invitation for quotation for Providing Security service – reg

1. You are invited to submit your most competitive price for providing security service with the following description.

Description	No. of persons required		
	Supervisor	Gun man	Security persons
Detailed description of are and terms and conditions are herewith enclosed	03	01	34

2. Bid Price

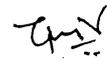
- The quotation shall be for the full service as described above. Corrections if any, shall be made by strike off and rewrite with new figure duly attested with date.
 - All duties, taxes and other levies (Show separately) payable by the agency under the contract shall be included in the total price.
 - The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - The prices should be quoted in Indian Rupee only.
3. **Each bidder shall submit only one quotation.**
4. **Validity of Quotation:** The validity of the quotation should be mentioned in the tender which is not less than 90 days.
5. **Evaluation of Quotations:**
The contractor will evaluate and compare the quotations determined to be substantially Responsive i.e. which are
- properly signed,(b) confirm to the terms and conditions, and descriptions
6. **Award of Contract**
The order will be placed with the agency whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
7. Notwithstanding the above, the purchaser reserves the right to accept or reject any of the Quotations and to cancel the bidding process and reject all quotations without assigning any reasons at any time prior to the award of the work order.

8. The bidder whose bid is accepted will be notified of the award of contract by the purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the order.
9. You are requested to provide your offer latest by 2.00 pm on 28.02.2017 along with a bank draft at 2% of the bidding amount or tender price(Including all taxes) on the total amount for 12 months in favour of "The Principal Dr.AIT, Bangalore," as EMD. Quotations that do not accompany EMD are liable to be rejected.
10. Quotations will be opened on 28.02.2017 at 4.00 pm in the Principal's chamber.
11. Sealed quotations shall be addressed to the purchaser at the following address:
The Principal, Dr. Ambedkar Institute of Technology, Stores Section, Near
Jnanabharathi Campus, Mallathahalli, Bangalore – 560 056. with super scribing
" Quotation for Security Services".
12. The bidder shall provide the copy of the following.
 - i) Previous year I.T Filed copy.
 - ii) VAT Registration copy.
 - iii) Tin Number.
 - iv) Copy of the ESI registration certificate, company registration certificate and proof for Executing large orders.
13. The agencies should have the following registration and other certificates.
 - a) Registration of establishment under shops and commercial establishment act.
 - b) Registration of establishment under ESI act.
 - c) Registration of establishment under PF act.
 - d) Registration of establishment under service tax Act/Rules.
 - e) The agency shall submit copy of the PAN Card.
 - f) Latest vendors list of the previous service at least for the value of Rs.3,00,000/- per year along with performance certificates from the purchasers.
(copies of registration certificates shall invariably be enclosed to the tender documents)
14. We look forward to receiving your quotations and thank you for your interest in this bidding competition.


PRINCIPAL

Dr. Ambedkar Institute of Technology
Bangalore-560 056

 18-2-17

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DR.AMBEDKAR INSTITUTE OF TECHNOLOGY, BANGALORE

GENERAL CONDITIONS FOR PROVIDING OF SECURITY SERVICE:

1. The agencies are free to inspect the office premises and obtain all the information required on all matters such as nature of work to be carried out in different Security area like location, working conditions, obstructions and hindrance of nature of works to be carried out, etc., before submitting the tenders. The same will not be entertained at a later date.
2. The high standard of workmanship is expected out of this agreement and therefore, the tenderer shall adhere to the instruction from the officer in charge from time to time and deploy personnel who are in possession of required skills to carry on the security service.
3. The work shall be carried out with due diligence and all the work executed shall be in a workman-like manner. In the event of any dispute arising, the decision of the Managing Trustee PVP Welfare Trust shall be final, binding and conclusive.
4. The rate quoted shall be inclusive of the cost of wages, provident fund, Gratuity, ESI and other statutory benefits etc.,
5. The agency has to issue two pairs of uniforms, cap, badge and shoes to the personnel deployed as security. Therefore the profit margin quoted by the agency shall invariably include the cost of uniform which shall not be less than Rs.2000/- per person per year. Agencies which quote less than this, will be rejected.
6. All arrangements for transporting the men and material required, to the Institute premises shall be done by the tenderer at his own cost and expenses.
7. The rate quoted shall be deemed to include everything necessary to satisfactorily carry out the security service operations as determined to the Institute.
8. **Duration of the Contract:** The duration of the contract is **12 calendar months** which can be extendable for a further period at the discretion of the Institute. However, the contract can be terminated by either party by one month's notice.
9. The rates quoted shall be firm and valid for the entire period of the contract. No escalation on any account, in any form, will be entertained during the contract period.
10. The currency of tender form shall be for a minimum period of 90(Ninety) days from the date of opening of tenders. If any tenderer withdraws his tender before the said period or makes modification in the terms and conditions of the tender, which are not acceptable to the Institute, then the Institute shall, without prejudice to any right or remedy, be at liberty to forfeit the Earnest money deposit submitted along with the tender documents.

11. The tenders shall be submitted in a sealed envelope super scribing the name of the work thereon, duly filling in all the particulars called for.
12. The rates shall be submitted only in the 'form of schedule' attached to the tender documents. The tenderer shall indicate total rate per month both in figures and words for carrying out the security service operations for the entire area mentioned in a schedule. The total amount for annum shall also be indicated at the space earmarked in the schedule. The tenderers are advised to go through the annexure to the schedule to arrive the rate per person, per month before submitting the rates in the schedule.
13. The agencies which quote below the prescribed rate (minimum wage) for the Security services, such quotes will be rejected (prescribed rate means minimum wages fixed by GOK including provision for ESI, PF, Gratuity, EDLI and services tax). The breakup of estimated rate is as per the annexure enclosed to the tender documents.
14. No advance shall be paid for carrying out the Security service operations.
15. The contractor is permitted to allow a day's paid casual leave per month to the persons deployed. In case any employee remains absent from the work for one or the other reason, it shall be the responsibility of the contractor to give a suitable substitute within 48 hours of receiving information from the Institute.
16. **Payment Terms:-** The payment will be made on the basis of the bills submitted by the agency. The agency has to raise the bills in the name of The Principal, Dr. Ambedkar Institute of Technology. The bills shall be submitted on first of the succeeding month, for having carried out the Security Service operations during the month, along with the copies of the challans for having remitted applicable PF and ESI remittances including proof for disbursement of wages for the previous month at the determined rates i.e. Rs..... net wages (after payment of applicable PF and ESI). Deductions towards income tax and other taxes will be made at the prevailing rates as per the relevant notifications from the bills. The bills submitted will be scrutinized with reference to the certification of attendance and payment will be made within 10 days. The agency has to disburse the wages before 5th of the succeeding month.
17. The successful agency is required to keep 5% of the contract amount as security deposit per due performance of the contract at the time of entering into agreement with the Institute.

18. The security deposit will be released after 30 days (THIRTY DAYS) from the date of satisfactory completion of the contract period or one month after the final bill is paid whichever is later by adjusting any dues to the Institute.
19. **Unsatisfactory performance:** If the services rendered by the **Agency** is not satisfactory, the same will be brought to the notice of the agency with a view to provide him an opportunity to improve the same in a stipulated period. If no improvement in the services rendered during the stipulated period is observed, a penalty equivalent up to 5% (Five Percent) of the value of the monthly payment will be levied on the **Agency** and will be deducted from the monthly bill. Notwithstanding anything contained in this contract agreement attached here to, the services of the agency can be terminated by the Institute by giving one month's notice to the agency without assigning any reason whatsoever.
20. The supervisors and guards should have been trained in firefighting skills, First Aid, Disaster management, and clear in communication with good behavioral attitude.
21. Not to engage continues services of the guard beyond the stipulated time. To provide service of guard who is physically fit, healthy and active.
22. To identify loss to the Institute due to the laxity of the security.
23. In case of any damage or accident happens to the security persons within the campus the Institute shall not be responsible, The whole responsibility lays with the agency.
24. In case during the agreement period any additional security personal is required additional amount will be paid as per the existing rates of the agreement.
25. The age of the Security guard deployed should be between 21 to 50 years and he/she should be physically fit to work.


PRINCIPAL
Principal
Dr. Ambedkar Institute of Technology
Bangalore-560 056
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Important notes to the bidders for providing security service:

1. Dr.Ambedkar Institute of Technology (Dr.AIT), invites sealed tenders from reputed Agencies/ Contractors having adequate experience in carryout security service in Institute located in BDA Outer Ring Road, Near Jnanabharathi campus, Mallathahally, Bangalore -56.
2. Intending tenderer should have satisfactorily executed Security service contract either with any of the state government department/s, State PSUs or reputed private companies in the state, at least for a period of one year(one year out of last two financial years i.e., 2014-15 and 2015-16) and shall produce satisfactory certificates to this effect.
3. **The agencies should have the following registration and other certificates.**
 - a. Registration of establishment under shops and commercial establishment act.
 - b. Registration of establishment under ESI act.
 - c. Registration of establishment under PF act.
 - d. Registration of establishment under service tax act/rules.
 - e. The agency shall submit copy of the PAN card.
(copies of registration certificates shall invariably be enclosed to the tender documents).
4. Interested agencies/contractors may obtain blank tender forms in person from the office the store section of this Institute.
5. Duration of the contract: Twelve calendar months from the date of issue of letter of award/agreement.
6. The successful tenderer shall give an undertaking that he would abide by the provisions of the “Employees Provident Fund and miscellaneous provisions act 1952” including payment of EDLI, the employees state insurance act 1948, the payment of wages act 1936, the payment of gratuity act 1972,service tax rules and other applicable statutory provisions as amended from time to time.

7. Agencies whose contracts have been terminated/foreclosed by any company/department during the last five years due to non-fulfilment of contractual obligations are not eligible to apply.
 8. The agency shall submit the quotes in the scheduled enclosed to the tender documents. Tenders not submitted in the form will be rejected.
 9. The quotes of the agencies which do not fulfil the conditions herein will be rejected.
 10. The Institute reserves the right to verify any information/documents furnished by the tenderer, should the circumstances so warrant in the overall interest of the institute.
 11. The institute is at liberty to increase or decrease the number of security during the tenure of contract as the circumstances so warrant.
- Further details can be had from the officer of the store section during working hours.


PRINCIPAL.
Dr. Ambedkar Institute of Technology
Bangalore-560 056
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DR.AMBEDKAR INSTITURE OF TECHNOLOGY, BANGALORE – 560 056

FORM OF SCHEDULE(For submitting the quotes):

NAME OF THE WORK: Providing Security service to Dr.Ambedkar Institute of Technology(Dr.AIT).

Office located in BDA Outer Ring Road, Mallathahally, Bangalore – 560 056.

1. 03 Supervisor and 30 Security personals.

Description of Work	Person Designation	Quantity (No. of persons)	Total Charge in Rs. Per month	
			In figures	In Words
1	2	3	4	5
Security guards round the clock(24X7) to the entire campus and keep vigilance over the properties of the Trust, Dr.AIT, PVP Polytechnic, Men's hostels and Ladies hostel by deploying them at the places indicated by the Institute.	*Supervisor	03		
	*Gun Man	01		
	*Security personals	34		
Grand Total Amount				

Signature with seal of the Agency

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