



# **GLOBAL AUTOMOTIVE RESEARCH CENTRE**

## **NOTICE INVITING TENDER**

**FOR**

**HIRING OF REPUTED, REGISTERED & LICENSED SECURITY AGENCY  
FOR SECURITY SERVICE**

**AT**

**GARC - CHENNAI**

**Tender No: 19/NATRiP/GARC/ADMIN/2019/266**

Global Automotive Research Centre (GARC)  
Plot E-1, Oragadam Industrial Growth Centre Oragadam, Mathur Post,  
Sriperumbadur, Taluk, Kanchipuram District-602105  
Email: [rajeswar.tripathy@garc.co.in](mailto:rajeswar.tripathy@garc.co.in), [enquiry@garc.co.in](mailto:enquiry@garc.co.in)  
Ph: 044-27143500



Tender No: 19/NATRiP/GARC/ADMIN/2019/266

### **Contents of Tender Document**

The Tender Invitation Document has been prepared for the purpose of inviting tenders for providing Security Services. The Tender document comprises of:

1. Notice Inviting Tender
2. Instruction to Bidders
3. Details of Security personnel required
4. Terms and Conditions
5. Scope of work
6. Tender form for providing security services
7. Price Bid for Security Services
8. Declaration/Undertaking



Tender No: 19/NATRiP/GARC/ADMIN/2019/266

## 1. NOTICE INVITING TENDER

### 1.1. General Instruction:

Global Automotive Research Centre (GARC) is one of the State of Art Test Centre established by Ministry of Heavy Industries and PE, Govt. of India (under NATRIP), located at Oragadam near Chennai, Tamil Nadu . GARC has been authorized as Test Agency under CMVR 126 by Ministry of Road Transport & Highways, Govt. of India. GARC has the full-fledged R&D and Homologation Test Facilities including the Test Tracks to certify all categories of vehicles, systems and components as per National and International standards. Also GARC has got the accreditation from NABL as per ISO/IEC 17025:2005 for General Requirements for the Competence of Testing and Calibration Laboratories for its Certification Lab.

The present tender is being invited for Security Services under which the contractor shall provide uniformed, skilled and trained personnel and will use its best endeavors to provide security of buildings, equipments, materials and staff working in GARC, monitoring and surveillance of the premises & Fire fighting.

GARC invites sealed bids from reputed, registered and licensed agencies who fulfill the eligibility criteria for supply of security guards for a period of one year on Contract basis.

### 1.2 The NIT details are mentioned below:

<b>Tender Description</b>	<b>HIRING OF REPUTED, REGISTERED &amp; LICENSED SECURITY AGENCY FOR SECURITY SERVICE AT GARC, CHENNAI</b>
<b>Tender No.</b>	<b>19/NATRIP/GARC/ADMIN/2019/266</b>
<b>Tenure of Contract</b>	<b>12 months</b> (may be extended by GARC on its sole discretion on the basis of performance)
<b>Mode of Tender</b>	Part A - Technical Bid Part B - Price Bid to be downloaded from <a href="http://www.garc.co.in">www.garc.co.in</a> (or) <a href="http://www.natrip.in">www.natrip.in</a> (or) <a href="https://eprocure.gov.in/epublish">https://eprocure.gov.in/epublish</a>
<b>Date of NIT available to parties to download</b>	<b>From 30<sup>th</sup> August 2019 (10:00 hrs) Till 19<sup>th</sup> September 2019 (15:00 hrs)</b>
<b>Cost of Tender documents</b>	<b>Free of cost</b>
<b>Earnest Money Deposit</b>	To be submitted along with the technical bid by <b>19<sup>th</sup> September 2019 (15:00 hrs)</b> for a value of <b>₹ 1,30,000/-</b> in favour of Global Automotive Research Centre in the form of A/C Payee Demand Draft/Fixed Deposit Receipt/Banker's



Tender No: 19/NATRIP/GARC/ADMIN/2019/266

	Cheque or Bank Guarantee from any of the Commercial Banks. Bid Security/EMD should remain valid for a period of forty-five days beyond the final bid validity period. <b>Bids received without EMD will be summarily rejected.</b>
<b>Performance Security</b>	<b>5% of the Contract sum</b> for year should be submitted as Performance Security by the Successful Bidder on award of Contract. Performance Security may be furnished in the form of an A/C Payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee from a Commercial Bank and should remain valid for a period of Sixty days beyond the date of completion of all Contractual Obligations. Bid Security/EMD will be returned to the successful bidder on receipt of Performance Security.
<b>Date &amp; time of Bid Opening</b>	<b>19<sup>th</sup> September 2019 (15:30 hrs)</b>
<b>Validity of bids</b>	<b>90 days</b> from the date of bid opening

1.3 Sealed bids addressed to the **Procurement Officer, Global Automotive Research Centre (GARC) at Plot E-1, Oragadam Industrial Growth Centre Oragadam, Mathur Post, Sriperumbudur Taluk , Kanchipuram District-602105**, should reach not later than **19<sup>th</sup> September 2019 (15:00 hrs)**.

1.4 The Bids sent telegraphically or through other means of transmission (telefax, email etc.) which cannot be delivered in a sealed envelope shall be treated as defective, invalid and shall stand rejected.

1.5 GARC shall not be responsible for any postal/courier delays for non-receipt /non-delivery of bids or due to wrong addressee.

**1.6 Disclaimer:**

GARC reserves all rights to accept/ reject/modify/split any or all proposals without assigning any reasons. Bidders shall not have any cause of action or claim against GARC for any of its decisions.

For GARC

Procurement Incharge



Tender No: 19/NATRiP/GARC/ADMIN/2019/266

## 2. INSTRUCTION TO BIDDERS:

2.1 Bidders are required to submit their Bid in Two Bid System

- i. Technical bid consisting of all technical details along with commercial terms and conditions;  
and
- ii. Financial bid indicating item-wise price for the items mentioned in the technical bid.

The technical bid and the financial bid should be sealed by the bidder in separate covers **duly super-scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super-scribed.**

The technical bids are opened at the first instance and evaluated. At the second stage, financial bids of only these technically acceptable offers be opened with intimation on the date and time of opening the financial bid.

2.2 The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of his bid.

2.3 The bidder shall check the pages of all documents against page number given in indexes and, in the event of discovery of any discrepancy or missing pages the bidder shall inform GARC. In case the bidder has any doubt about the meaning of anything contained in the Tender document, he shall seek clarification from GARC before submitting his bid.

2.4 Bids and all accompanying document shall be in English language only.

2.5 While all efforts have been made to avoid errors in drafting of the Tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the Tender documents shall be entertained.

2.6 Addendum / Corrigendum (if required) to the Bid document may be issued prior to the date of opening of the Bid to clarify or to intimate any changes/modifications etc.

2.7 The Bids will be opened at GARC - Headquarters on specified date and time in the presence of Bidders or their duly authorized representatives who choose to remain present at the time of opening the Bids. A letter of authorization shall be submitted to GARC, by the Bidder's representative before the opening of Bids. Absence of bidders or their duly authorized representatives shall not impair the legality of the bid opening process. All bidders or their duly authorized representatives shall be required to sign the main bid envelopes by way of confirmation of sealed bid status at the time of opening of bids. After identification signing, the Procurement Committee representative shall open the bid envelope. This will not give any right to the bidder to claim that he is successful in the bidding process. Bid envelopes shall be required to sign by all the authorized representatives and the same will be kept under the custody of GARC. Refusal to sign on any of the bid envelopes by any of the bidder or his duly authorized



**Tender No: 19/NATRIP/GARC/ADMIN/2019/266**

representative may disqualify him from the process at the discretion of members of the Committee present at the time of opening of the Bids.

2.8 The rate should be quoted both in words and figures on our prescribed format duly signed & stamped by the bidder. All statutory deductions shall be applicable while releasing payments.

2.9 Prospective bidder requiring any clarification of the Tender Document may communicate to the email id: rajeswar.tripathy@garc.co.in

**2.10 Minimum Eligibility Criteria: -**

**Documents to be submitted along with the bid:**

The bidders whose bid meet the following criteria would only be considered as responsive and evaluated by GARC.

**i. MEC 1: -**

**Legal Valid Entity:**

The Bidder shall necessary be a legal valid entity either in the form of Proprietary/Private Partnership/Private/Govt./ Public/Autonomous. In form of JV/Consortium not permitted.

**List of acceptable documents: -**

- a. License certificate of the firm
- b. Details of the firm
- c. Copies of Income Tax Registration/PAN Card, GST registration,
- d. PF registration,
- e. ESIC Registration,
- f. TIN Registration, Labour department registration,
- g. any other statutory requirements, etc.,

**ii. MEC – 2: Financial Capabilities**

**Average Annual financial turnover** during the last 3 years, ending 31st March (FY 2016-17, 2017-18 & 2018-19) of the previous financial year, should be Rs. 20 lakhs per annum.

**List of acceptable documents:** Copy of audited balance sheet/Annual report/Certificate of the Chartered Accountant clearly showing the Annual Turnover of relevant F. Ys/income tax returns.

**iii. MEC-3 : Experience**

The Agency should have experience of providing security guards in reputed organizations preferably in Government, Public & Private Sectors for at least 7 years.

**List of acceptable documents:** Attach list of clients as above along with satisfactory performance certification from such clients

**iv. MEC-4 : Similar work**

Experience of having successfully completed similar works **during last 7 years** ending last day of month previous to the one in which applications are invited should be either of the following: -



**Tender No: 19/NATRIIP/GARC/ADMIN/2019/266**

- i. **Three similar services** each costing not less than the amount equal to Rs. 27 Lakhs.  
Or
- ii. **Two similar services** each costing not less than the amount equal to Rs. 33 Lakhs.  
Or
- iii. **One similar service**, costing not less than the amount equal to Rs. 53 Lakhs.

**\*Similar Services – Supply /deploying of Security Service**

**List of acceptable documents:** Completion certificate clearly stating date, value of works, etc.

2.11 The Service Charges/ Commission amount quoted should be applicable for the entire period of contract and no request for enhancement will be entertained. However, in case the applicable wages/taxes/PF/ESI Bonus, etc. are changed statutorily, effect to the same would be given by GARC to that extent.

2.12 The Security Agencies having minimum 50 security guards on their rolls are only eligible to apply.



Tender No: 19/NATRIP/GARC/ADMIN/2019/266

### 3. Details of Security Personnel required

S. No	Description	General Shift	1 <sup>st</sup> shift	2 <sup>nd</sup> shift	3 <sup>rd</sup> shift
1.	Security Officer	1 Person	---	---	---
2.	Lady Guard	1 Person	---	---	---
3.	Guard for security pass management	1 Person	---	---	---
4.	Head Guard	---	---	1 Person	1 Person
5	Guard	---	8 Persons	9 Persons	11 Persons
					<b>TOTAL – 33 Persons</b>

S. No	Content	Description	Requirements preferred.
1	Category of Wage	As per minimum wages act of Central Govt.	The rates of wages shall be revised when ever minimum wages are revised by the Central Government from time to time.
2	Statutory Compliances	PF, ESI, Bonus, leave etc. as per rule.	In case of any revision in statutory payments, the same shall be implemented accordingly.





Tender No: 19/NATRiP/GARC/ADMIN/2019/266

#### 4. TERMS & CONDITIONS

- 4.1. The tenders are asked to quote their rate only on per person per month to be deployed.
- 4.2 The deductions towards PF and ESI etc. be factored in rates being quoted on per person per month basis and the same would not be payable over and above the rates thus quoted.
- 4.3 GARC reserves the right to postpone and /or extend the date of receipt /opening of rates /quotations or withdraw the same, without assigning any reason thereof.
- 4.4 The contractor is required to submit the complete rate /quotations only after satisfying each and every condition laid down in the annexure enclosed.
- 4.5 All the rates must be written both in figures and in words. Corrections, if any are to be made by crossing out, initialing, dating and rewriting. In case of discrepancy between the words and figures, the rates indicated in figures shall prevail. All overwriting/cutting, insertions shall be authenticated and attested.
- 4.6 Rates quotations should be submitted and signed by the firm with its current business address.
- 4.7 The rates shall be valid for a period of at least one year from the date of opening or till the stipulated period of the end of the contract whichever is later.
- 4.8 The contractor should satisfy themselves before submission of rates/quotations to GARC that they meet the qualifying criteria and capability as laid down in the annexure.
- 4.9 The contractor must comply with the rates quotations, specifications and all terms and conditions of contract.
- 4.10 In case of any default by the contractor in any of terms and conditions (whether general or special), GARC may without prejudice to any other right /remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or part by giving 15 days notice in writing to the contractor.
- 4.11 Notwithstanding anything contained herein, GARC also reserves the right to terminate the contract, by giving 15 days notice in writing without assigning any reason and without incurring any financial liabilities whatsoever to the contractor.
- 4.12 The contractor shall take insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948. The contractor shall arrange necessary insurance cover for any persons deployed by him even for short duration. GARC shall not entertain any claim arising out of mishap, if any, which may take place. In the event of any liability/claim falling on GARC, the same shall



**Tender No: 19/NATRIP/GARC/ADMIN/2019/266**

be reimbursed / indemnified by the contractor. All liabilities arising out of minor & major medical treatments, accident or death, injuries, etc., shall be borne by the contractor.

4.13 Contractor shall in no case lease/transfer/sublet/appoint care taker for services.

4.14 The present requirement for the Security personnel is 33 persons (General and three shifts). However, GARC reserves all rights to decrease or increase the Security personnel as per need basis.

4.15 No other persons except contractor's authorized representatives shall be allowed to enter GARC premises.

4.16 Within the premises of GARC, the contractor's personnel shall not do any private work other than their normal duties.

4.17 Contractor shall be directly responsible for any or all dispute arising between him and his personal and keep GARC indemnified against all actions, losses, damage, expenses and claims whatsoever arising thereof.

4.18 Contractor shall be solely responsible for payment of the wages /salaries, other benefits and allowance to his personnel's that might become applicable under Act or Order of the Govt. GARC shall have no liability whatsoever in this regard and the Contractor shall indemnify GARC, against any /all claims which may arise under the provisions of various Acts, Govt's orders etc.

4.19 Contractor shall be fully responsible for pilferage, theft, burglary, fire or any mischievous deeds by his staff and same should be compensated to GARC.

4.20 Contractor shall ensure that the persons sent to GARC wear neat and clean uniform everyday while on duty and are free from any communicable diseases.

4.21 The contractor will issue I-Cards to the personnel deployed and they shall wear it all times during the work hours.

4.22 The monthly charges payable shall be all inclusive i.e. basic, D.A, H.R.A., PF and any other incidental expenses as per norms Govt. of India.

4.23 The Security Guard to be deployed should have sound medical fitness, good physique, moral character, well-experienced and trained/qualified to perform the security duties for which they are deployed. The contracting agency shall not employ any person below the age of 18 yrs and above the age of 50 yrs. and this office shall have the right to ask the Contractor to remove any security personnel considered incompetent or found unsuitable or for any other reason. Persons removed for the above reasons shall not be deputed again without the consent of GARC.

4.24 The personnel deputed for security duty ought to be polite, courteous but firm, disciplined, physically fit, alert and smartly dressed in a neat and tidy uniform.



**Tender No: 19/NATRiP/GARC/ADMIN/2019/266**

4.25 The personnel should also be capable to attend the distinguished visitors, VIPs and Officers with compliments.

4.26 Maintain strict security of persons, material and premises and maintain a diary to note all important event/happenings/information received for passing on to the Security Head of GARC. To be entirely responsible for thefts of easily movable items such as office records (files) etc and office equipments.

4.27 Not to leave the place of duty under any circumstance until and unless properly relieved, i.e. signing in handing/taking over register etc.

4.28 In case of fire, the security guard will immediately alert the staff on duty and assist in fire fighting operations and also inform the building in charge of that building. In case of fire accident before or after office hours, the security guard shall inform the nearest fire station, police station and building incharge.

4.29 Security Guard must watch that there are no unidentified/unclaimed/suspicious objects lying or persons loitering in the building/office premises.

4.30 The names of the security guard should always be displayed by them on their uniforms for the purpose of identification.

4.31 The Security Agency should arrange for surprise checks (during day and night) to check the alertness and attentiveness of the security guards.

4.32 The security guard shall at all times comply with all directions and instructions of the Competent Authority. Non-compliance of instructions may lead to termination of Contract and the earnest money/security deposit will also be forfeited.

4.33 The Security Agency will provide Security Personnel as required to GARC within five days of award of contract.

4.34 The personnel supplied by the agency should not have any criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the person whom they are recommending. The Agency shall provide Police Verification report of all their personnel before deploying at GARC.

4.35 The personnel engaged by the agency shall be employees of the agency and their attendance is strictly monitored on the basis of bio-metric system installed at GARC premises and failure to comply with the bio-metric attendance system shall be treated as absence from duty. In case of temporary out of order of the bio-metric system, manual attendance to be recorded which shall be duly certified by the Security Incharge of GARC. It shall be duty of agency to pay their salary by 7th of every month & then claim reimbursement from GARC. The contractor will have to deposit the proof of depositing



**Tender No: 19/NATRIP/GARC/ADMIN/2019/266**

employee's contribution towards PF/ESI etc. of each employee for every month. The contractor shall disburse the wages to its staff deployed in GARC every month through ECS. The personnel deployed by the agency shall not claim any absorption in GARC in future. GARC shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The Security Guard shall not claim any benefit/compensation/ absorption/regularization of services in GARC under the provisions of Industrial Dispute Act, 1947 or Contract Labour (Regulation & Abolition) Act 1970. Under taking from the persons to this effect shall be required before Security Guard actual deployment in GARC.

4.36 The Security Guard shall not divulge or disclose to any person any details of office, operations technical know-how, security arrangement, administrative/organizations matter of the Department. The agency shall be responsible for any act of indiscipline by Security Guard.

4.37 GARC will have right to dismiss or remove/replace any person supplied by the agency. The agency shall replace immediately any of its personnel if they are unacceptable to GARC for any reason.

4.38 If GARC suffers any loss damage due to negligence, default or theft on the part of Security Guard, the agency shall be liable to reimburse the loss to GARC in full.

4.39 The agency shall not assign, transfer, pledge or sublet the contract without the prior written consents of GARC.

4.40 During the contract period either party can terminate the contract by giving one month notice in advance. If the agency fails to give one month's notice in writing for termination of the contract any amount due to the agency from GARC shall be forfeited.

4.41 In the event of any dispute arising in respect of any of the clauses of the Agreement, the matter will be referred to Arbitrator whose decision shall be binding on both the party. Settlement of disputes will be as per Indian Arbitration and Conciliation Act-1996 and Venue will be at GARC. It is clarified that the sole arbitrator to adjudicate any disputes arising out of the proposed contract shall be nominated /appointed by GARC and he/she shall not be a person below the rank of Manager. The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines. The concerned contractor's personnel shall attend the court as and when required. The courts at Chennai shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

4.42 Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.



**Tender No: 19/NATRiP/GARC/ADMIN/2019/266**

4.43 The bidder is required to provide securities services to this Department and is advised to visit and acquaint himself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the Department and is aware of the operational conditions prior to the submission of the tender documents.

4.44 The Contractor will maintain a register on which day to day deployment of personnel will be entered. This will be countersigned by the authorized official of the Department. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown. The Contractor has to given an undertaking (on the format), duly countersigned by the concerned official of the Department, regarding payment of wages as per rules and laws in force, before receiving the payment.

4.45 The contractor shall have his own establishment/setup/mechanism/Training institute to provide training aids or should have tied up with a training institute with 2-3 Ex-servicemen/para military forces/Ex-police/Fire Fighting Services for training purpose at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract. The Contractor shall use & maintain all security equipments, if any, provided by GARC and shall return the same on completion of the Contract. The Contractor shall regularly exercise Roll Call system; periodically exercise fire safety drills & any other exercises as required for effective Security system of GARC.

4.46 The General Shift will be from 8.30am to 5.30 pm. The eight hours shift generally will be from 6 am to 2pm, 2pm to 10pm and 10pm to 6am and 7 days a week. But the timings of the shift are changeable and shall be fixed by GARC from time to time depending upon the requirements. Prolong duty hours (more than 8 hrs. at a stretch) shall not be allowed. No payment shall be made by GARC for double duty, if any.

4.47 In case any of contractor's personnel(s) deployed under the contract is (are) absent, a penalty equal to double the wages of number of guards/supervisors absent on that particular day shall be levied by GARC and the same shall be deducted from the contractor's bills.

4.48 In case any of contractor's personnel deployed under the contract fails to report in time and contractor is unable to provide suitable substitute in time for the same it will be treated as absence and penalty as mentioned in point 47 shall be levied.

4.49 The contractor shall deploy his personnel only after obtaining GARC's approval duly submitting curriculum vitae (CV) of these personnel.

4.50 If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event



**Tender No: 19/NATRIP/GARC/ADMIN/2019/266**

beyond a period mutually agreed to if any or seven days, whichever is more, either party may at its option terminate the contract.

4.51 During the course of contract, if any contractor's personnel are found to be indulging in any corrupt practices causing any loss of revenue to GARC shall be entitled to terminate the contract forthwith duly forfeiting the contractor's Performance Guarantee.

4.52 Security staff should be minimum 10th pass and should have minimum training of five days duration for providing security and fire fighting services.

4.53 The contractor shall bear all the expenses incurred on the following items i.e. Provision of uniforms, umbrellas, rain coats, torch lights and cells, lathis, mobile phones and any other implements to security staff for ensuring effective security system in GARC. The Contractor shall also bear expenses incurred on Stationary for writing duty charts and registers at security check points and records keeping as per requirements.

4.54 GARC shall not be responsible for providing food & other refreshments, residential accommodation to any of the employee of the contractor.

4.55 The contractor should have round the clock control room service along with quick response teams to deal with emergent situations.

4.56 The Contractor shall maintain clean, tidy & plastic-free environment.

4.57 The security guards deployed shall not be changed frequently and if so turnover should be intimated to GARC.

4.58 The reception personnel shall be experienced in all reception based activities and CCTV monitoring, generating reports, passes, entries etc., as per SOP issued by GARC from time to time.

4.59. The security agency shall arrange to escort senior dignitaries visiting GARC as per the information received from GARC.



Tender No: 19/NATRiP/GARC/ADMIN/2019/266

## 5. SCOPE OF WORK OF THE CONTRACTOR

The contractor shall have to provide the security services in GARC. The contractor shall ensure protection of the personnel & property of the Department, prevent trespass in GARC campus with/without arms, perform watch and ward functions including night patrol and to prevent the entry of stray dogs, cattle, anti-social elements, unauthorized persons and vehicles into GARC premises.

### 5.1 DUTIES AND RESPONSIBILITY OF SECURITY STAFF:

1. The Security Supervisor will be responsible for overall security arrangement of GARC as covered in the contract.
2. Security Supervisor will ensure that all the instructions of the administration are strictly followed and there is no lapse of any kind.
3. No outsiders are allowed to enter in the building without proper Gate Pass issued by the Authorized Officer of the concerned Department or proper entry in the Visitor Register.
4. No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract or authorized by the employer for in-out movement of stores. The specimen signatures and telephone numbers of the above stated officers will be available with the Security personnel.
5. Deployment of Guards/ Security Supervisors will be as per the instructions of the authorities of the Department and the same will be monitored personally by the concerned authorities from time to time and will be responsible for its optimum utilization.
6. The Security Supervisor/Guard will also take round of all the important and sensitive points of the premises as specified by the Department time to time.
7. Security personnel shall also ensure door keeping duties.
8. The Guards on duty will also take care of vehicles, scooters/motor cycles/bicycles parked in the parking sites located within the premises of the Department.
9. Entry of street-dogs and stray cattles into the premises is to be prevented. It should be at once driven out.
10. The Guards on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed in the open all over the premises.
11. It should be ensured that flower plants, trees and grassy lawns are not damaged either by the staff or by the outsiders or by stray cattles.



**Tender No: 19/NATRiP/GARC/ADMIN/2019/266**

12. The Security Guards/Supervisors should be trained to extinguish fire with the help of fire extinguishing cylinders and other fire fighting material available on the spot. They will also help the fire fighting staff in extinguishing the fire or in any other natural calamities.
13. In emergent situations, security staff/supervisor deployed shall also participate as per their role defined in the disaster plan, if any, of the Department. Guards/Supervisors should be sensitized for their role in such situations.
14. The Security Supervisor/Guards are required to display mature behaviour, especially towards female staff and female visitors.
15. The Security Guard on duty shall not leave the premises until his reliever reports for duty.
16. Any other provisions as advised by the Department from time to time shall form a part of this contract and be binding on the contractor.
17. In addition to all above, GARC from time to time will lay down necessary "Standard Operating Procedures" to Security Agency and the same to be followed by the Contractor in all respects.





Tender No: 19/NATRiP/GARC/ADMIN/2019/266

## 6. TENDER FORM FOR PROVIDING SECURITY SERVICES

1. Names, address of Agency and Telephone numbers:

2. Registration No. of the Agency:

3. Name, Designation, Address and Telephone No. of Authorized person of Agency to deal with:

4. Please specify as to whether Tenderer is sole proprietor/Partnership firm. Name and Address and Telephone No. of Directors/partners should specified.

5. Copy of PAN card issued by Income Tax Department and Copy of previous Financial Year's Income Tax Return.

6. Provident Fund Account No.

7. ESI Number



Tender No: 19/NATRiP/GARC/ADMIN/2019/266

8. License number under Contract Labour (R&A) Act.

9. Details of EMD/Bid Security deposited:

(a) Amount :

(b) DD No. in favour of:

(c) Date of issue:

(d) Name of issuing authority:

10. Any other information:

11. Declaration by the bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

Affix duly  
Attested P.P.  
Size recent  
photograph of  
the prospective  
bidder.

(Signature of the bidder)  
Name and Address  
(with seal)

**Tender No: 19/NATRIp/GARC/ADMIN/2019/266**

7. (PROFORMA FOR FINANCIAL BID)				
CATEGORY		SECURITY OFFICER	HEAD GUARD	GUARD/LADY GUARD/GUARD FOR SECURITY PASS MANAGEMENT
EXPERIENCE		Above 10 yrs	Above 5 yrs	2- 4 yrs
DESCRIPTION	COMPONENTS			
Wages + Allowances	Minimum Wages (30 days)	551.00	551.00	551.00
	Total Salary in Hand(Basic+DA)	16530.00	16530.00	16530.00
	BASIC	494.00	494.00	494.00
	DA	57.00	57.00	57.00
	Allowances	1500.00	1000.00	0
	<b>Total (Gross)</b>	<b>18030.00</b>	<b>17530.00</b>	<b>16530.00</b>
Statutories	Employee Share ESI (0.75%)			
	Employee Share PF (12%)			
	Total Deductions			
	Net Salary in Hand			
	Employer Share E.P.F (13%)			
	Employer Share E.S.I ( 3.25%)			
	Net Employers Share			
	Gratuity			
	Bonus			
	Leaves & other statutories			
	<b>Total Statutories</b>			
	Service Charge			
	GST %			
	Cost to company			
	<b>Total Manpower</b>	<b>1</b>	<b>2</b>	<b>30</b>
	Total Order Value / Month			
	<b>GRAND TOTAL</b>			



Tender No: 19/NATRiP/GARC/ADMIN/2019/266

**8. DECLARATION / UNDERTAKING**  
(To be executed on a Stamp Paper of Rs.100/-)

The bidder should give the following DECLARATION / UNDERTAKING while submitting the Tender.

I/We having acquainted with the content and requirement of this Tender, do hereby accept to furnish the same in compliance with all terms & conditions. I/we have not tampered/modified the tender in any manner and breach of any such, will result in rejection of Tender and / or prosecuted.

I / We hereby declare that the firm/company has not been blacklisted or debarred in the past by any other Government organization from taking part in Government tenders.

In case the above information found false or in case of breach of any of terms and conditions at any stage of Tender or Contract, I/We are fully aware that the Tender/ Contract will be rejected / cancelled by GARC and Payments (Bid Security (EMD), Performance Security, etc.,) shall be forfeited.

I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.

I/We do hereby undertake that complete security of GARC shall be ensured by our Security Agency. The loss on account of theft or any other charges as indicated in Tender terms & conditions shall be recoverable from me/us.

Signature of the Bidder:

Name and Designation:

Address:

Contact details:

Place:

Date:

Seal of the Bidder's Firm