

**Department of Higher, Technical Education & Skill
Development**

Government polytechnic, Dhanbad

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Tender Notice

Sealed tenders is invited for the **Security Guard, Grade 4 Employee, Cleaner/Sweeper, Gardener(Mali), Cook, Helper(cook)** Services provider agencies for the institute. The specification will be available from the purchase office of the institute.

The intending eligible tenderer may obtain the requisite tender documents on any working day from 09.08.2019 to 14.08.2019 between 10.00 AM to 04:30 PM against payment of non-refundable amount of Rs. 500/- (Rs. Five Hundred only) in the form of Demand draft in favour of the Principal, Government Polytechnic, Dhanbad payable at Dhanbad.

Tender must be submitted in two parts-Technical Bid and Price bid Tender will be valid only when the technical bid is acceptable.

The bid paper/tenders must be accompanied with required Earnest Money Deposit (EMD) in the form of a Demand draft/ in favour of the "Principal, Government Polytechnic, Dhanbad Payable at Dhanbad.

The terms and conditions are available in the institute website www.gpdhanbad.ac.in.

Supplier will have to pay GST in the state of Jharkhand. If they are from outside Jharkhand and once they get the order, they will have to register in Jharkhand as regular or casual/Non resident dealer. The bidders outside Jharkhand will have to give an undertaking regarding it.

The last day of submission of tender is 14.08.2019 till 4.00 PM. The tenderers must enclose copy of registration certificate of I.T./G.S.T. in the field of Security Services, Cleaning/Sweeping and other Services along with respective clearance certificates. The undersigned reserves the right to accept or reject any or all the tenders in whole or part without assigning any reason whatever. The conditional tender will be ignored summarily. The purchaser reserves the right to decrease or increase the quantity of the items.

Principal
Government Polytechnic, Dhanbad

Notice Inviting Tender(NIT) for Security Guard, Grade 4 Employee, Cleaner/Sweeper, Gardener(Mali), Cook, Helper(cook)-Outsourcing Services in Government Polytechnic, Dhanbad

Sealed tenders are invited in two bid systems i.e. (i) Technical Bid (ii) Financial Bid for providing round the clock campus security services to Government Polytechnic,Dhanbad. The agencies which are confident of fulfilling the terms and conditions mentioned herein only to quote their rates. They are advised to assess local condition before quoting their rates.

Important points to note :-

1	Estimated cost involved for providing service per month	4,00,000/-
2	Cost of tender documents	500/-
3	Period of sale of tender document	09.08.2019 to 14.08.2019
4	Last date to submission of duly filled in tender document with time (sealed condition)	The dully filled tender must reach at Tender section, Government Polytechnic, Dhanbad by 14.08.2019 up to 4.00 PM Hrs through registered /speed post/by Hand
5	Date & Time of opening of tender document.	17.08.2019 at 11.00 AM
6	Refundable Earnest Money Deposit	50,000/-
7	Security Deposit/ PGD (Performance Guaranty Deposit)	1,00,000/-

The tender document may be obtained from the purchase section of the institute by paying Rs. 500.00 (non-refundable) in the form of demand draft, drawn from any Nationalized Bank, in favour of “Principal, Government Polytechnic, Dhanbad”. The tender document can also be downloaded from the website www.gpdhanbad.ac.in. In case, the tender document in downloaded from the website, the bidder should attach the aforesaid draft for Rs. 500.00 with the tender, while submitting the same.

Completing of Technical bid strictly require following documents:

Duly filled in tender documents are to be submitted in the Tender Section. Principal, Government Polytechnic, Dhanbad along with EMD. Cost of Tender Document (in case of downloaded) and self-attested copies of the following certificates issued by the competent authority.

1. Year wise turnover in rupees during last three years (which should not be less than 01 (one) crore per year, for sample copy refer Annexure I of Part III.
2. Proof of three years “experience in providing similar security services to Government Organization, Public Sector Undertaking Autonomous Bodies, Education Institution or Private Sector of repute. Refer Annexure 5 of Part III.
3. Current work order of 50 security personnel with any Central/State Government Institutions/Organization
4. Photo copy of company’s audited balance sheet for the last three years.
5. Employees Provident Fund, GSTIN Registration certificates with photocopies & Code Nos- sample copy is given in 2a (EPF), 2b(ESI), 2c (GSTIN Refer Annexure- 2 of Part III

6. Latest Bank Solvency Certificate not less than 25 lakh obtained from Nationalized Bank Refer Annexure-3 of part III.
7. Photocopy of security service provider registration certificate (PASARA License), refer 2e of part III.
8. Details of firm/company profile, sample copy refer Annexure-5 of part-III.
9. PAN Card No. issued by Income Tax Department and its photocopy.
10. Photocopy of ECR report of monthly EPF & ESIC contribution for last Three months.
11. Facility of training of security personnel under PASARA Act.
12. **Tender must sign in each page of tender documents and Proforma Agreement as a token of acceptance indicating read, understood and accepted the Terms & Conditions mentioned in tender document and Proforma Agreement.**

The successful Bidder/Service Provider will be required to deposit **2%** of the total estimated contract cost for 02 year as Security Deposit/PGD, which will be refunded (after deduction of dues if any) on completion of contract period + 90 days without any interest. Security Deposit/PGD should be in the form of Demand Draft/Pay Order/ Bank Guarantee drawn from any Nationalized Bank in favour of Principal, Government Polytechnic, Dhanbad within 15 (fifteen) day from the date of issue of LOI.

Tender along with all other documents are to be put in two (2) separate sealed envelopes. In the first envelop “EMD along with all certificates are to be put (sample copies of some certificate are shown in Annexure 1 to 5 of Part III of this documents), superscribing on its cover page “Technical Bid”(please refer check list). In the second envelop duly filled- in tender documents (containing quoted amount in “Financial Bid”, “Terms & Conditions” as per Section 2 of Part I and Section 2 of Part II respectively of this documents) is to be put, superscribing on its cover page Financial Bid. Technical bid and Financial Bid are to be sealed in a single envelope, superscribing on its cover page “Tender for providing Security Guard, Grade 4 Employee, Cleaner/Sweeper, Gardener(Mali), Cook, Helper(cook) at Government Polytechnic, Dhanbad” along with Tender No., Closing Date and time for submission of tender. Any tender received after specified date and closing time will not be considered.

The intending Bidder/Service Provider/or their Authorized Representatives will be allowed to remain present at the time of opening of the tender documents. The technical bid of the bidder will be opened first. If the EMD and all other necessary documents. as stated earlier are found in the envelope, in proper form, then only the corresponding financial bid of the bidder will be opened. Otherwise, the concerned tender will be rejected.

The magnitude of the work may vary as per requirement of the Institute and will be intimated in due course of time. The Principal, Government Polytechnic, Dhanbad reserves the right to award the job in part or whole, to one or more bidders.

The contract shall be awarded initially for a period of 02 years. However the first three months will be treated as a trial period with issuance of provisional Work Order. If the performance is found satisfactory during the period, final Order will be issued and the contract will be firmed up to yearly basis including the first three months of trial period otherwise the same will terminated without any notice.

The Institute reserves the right to accept or reject any or all the tenders on non-responsive ground, some element lacking in eligibility criteria or none compliance to bid condition.

Part-I

SECTION-1

I. PREAMBLE

- a. Government Polytechnic, Dhanbad or Institute only, would outsource the **Security Guard, Grade 4 Employee, Cleaner/Sweeper, Gardener(Mali), Cook, Helper(cook)** for the Institute on Rate Contract Basis.

The nature of security services includes arranging security personnel and providing security services to the entire campus of the Institute which includes among others.: all Building, Premises, Hostels as well as the lives and properties therein, as per the “Scope of work and General Terms & Condition” of the job defined in PART-2 of this document.

- b. The Bidder/ Service Provider herein after referred to as “Contractor”/Service Provider” Only, will arrange/provide manpower on minimum wage rates and statutory charges as per the Government of India Notification that would be quoted by the contractor/service provider in the financial bid (given in section 2 of part I of this document), and provide security services, as per the “Scope of work and General Terms & Condition” of the job defined in PART-2 of this document.
- c. The agency will arrange all necessary equipment/ tools as per PART-I of this document for providing the aforesaid security services as per the “Scope or work and General Terms & Conditions” of the job, defined in PART-II of this document. No extra payment will be made in this respect.

II. GENERAL INFORMATION

- (A) Category of **Security Guard, Grade 4 Employee, Cleaner/Sweeper, Gardener(Mali), Cook, Helper(cook & Their Minimum Eligibility Criteria.**

(i) **The Security Guards (SG)**

- (a) Security Guards : - Complete Certificate course as per NSQF Norms/Ex-Army Man.
(b) The security personnel should have a minimum of 01 (One) years of experience in working under a recognized security agency.
(c) The maximum age limit for the security personnel should be 50 years and they should be preferably 10th standard pass (minimum 8th pass) they should be able to read, write and comprehend Hindi.

- (ii) **Security Supervisor:** - PGDIS from State Raksha Shakti University/ Retired JCO from Army .

- (iii) **Cleaner/Sweeper** – Service Provider should ensure that all the Cleaner/Sweeper have experience in cleaning & sweeping job.

- (iv) **Grade IV Employee** :-

- (v) **Gardner (Mali)** :- **Complete Certificate Course as per NSQF Norms.**

- (vi) **Cook** : - **Complete Certificate Course as per NSQF Norms.**

- (vii) **Helper (Cook)**

NOTE :- All the deployed security personnel must be physically fit for performing round the clock security duty at Government Polytechnic, Dhanbad, must possess good moral character and should have the basic knowledge of handling First, Aid, Fire Fighting/ Appliances.

In this regard, the contractor must seek all credentials of the applicants, including their (i) Medical Fitness Certificate, issued by the competent authority. (ii) Character Certificate issued by the employer (of organization where worked last), and verify the credentials before recruiting any of them as security personnel at Government Polytechnic, Dhanbad. Details of Documents be submitted before deployment of all their men (including reserve men). Institute will have the right to verify all security personnel before their deployment one copy of the said document may be submitted with the local Police Station.

(B) NATURE OF DUTIES & RESPONSIBILITIES OF SECURITY PERSONNEL ETC.

(i) FIELD SUPERVISOR (FS)

Nature of Duties and Responsibilities	Shift	Remarks
<p>a) Patrolling the entire campus to supervise. The Security status of all the Campus Areas and the level of security services being provided by each and every on- duty Security Guard.</p> <p>b) Taking appropriate steps to improve the quality of security services by all security personnel.</p> <p>c) Making all the on-duty security guards alert/ watchful in respect of their assigned responsibilities and</p> <p>d) Passing the collected information regarding security status of all the security areas/ posts of the entire Institute as well as the nature of security status of all the security areas/posts of the entire Institute as well as the nature of security services being provided by each of the on-duty security guards to the prof-in-charge, watch & ward, Government Polytechnic, Dhanbad in writing. All records are to be preserved by the contractor/his representative(SI) for verification by the Institute Authority or any of its authorized representatives.</p>	<p>1(FS) in each of 1st, 2nd and 3rd shifts for the entire Institute. The senior most among the field supervisor will act as shift in-charge in night shifts and during the absence of Site In-charge.</p>	<p>1. Must be available in the Campus during duty hours and as & when required.</p> <p>2. Field Supervisor (FS) should report to the Prof. in-Charge (watch and ward), Government Polytechnic, Dhanbad.</p>

(ii) Security Guard- (a) Guarding men and material of his duty area and its adjacent area.

(b) Report unusual occurrences to FS (field supervisor) (c) Making document entry

(iii) Cleaner/Sweeper- Cleaning of offices, campuses & sweeping work.

(C) ESTIMATE MANPOWER REQUIREMENT (TENTATIVE)

Security Guard	18
Security Supervisor	01
Gardener	03
Fourth Grade Employ	12
Cook	02
Helper (Cooking)	02
Cleaning / Sweeper	05

NOTE

- (i) Estimate Manpower requirement is subject to changes. if necessary, at the discretion of the Principal, Government Polytechnic, Dhanbad The distribution of work force is also subject to change as required. as required, at the discretion of the concerned officer of the institute.
- (ii) The number of Ex-servicemen and other trained security guards will be decided by the institute and will be intimated before issuing LOI/Work Order to successful bidder.

(D) SHIFT DUTY HOURS

- Shift 1(A) = 06:00 hrs. to 14:00 hrs.
Shift 2(B) = 14:00 hrs. to 22:00 hrs.
Shift 3 (C) = 22:00 hrs. to 06:00 hrs.
General Duty = 09:30 hrs. to 05:30 hrs. (inclusive lunch break)

(E) DUTY HOURS OF SECURITY PERSONNEL

In three shifts as mentioned above (A, B & C) or as required by the Institute.

NOTE- No Security personnel are permitted to leave his place of duty without being properly relieved.

(F) UNIFORM ETC. OF SERVICE PERSONNEL.

- i) The uniform of the deployed personnel will be provided by the agency. Security Personnel must carry whistles, stick, torch, khukhri etc. Must remain alert, active and ensure full-fledged security at their areas of duty, adjacent area, up to the satisfaction of the Institute/Authority.
- ii) The deployed personnel should carry photo identity card issued by the Competent Authority and possess their nameplates attached with the uniform (displayed in person) during duty hours.
- iii) They should carry proper job card/security check diary (issued to them) during their duty period.

The details of uniform and other items for one year are listed below.

- i) Two shirts and two trousers.
- ii) One pair of shoes (boot ankle with rubber sole) and two pair of socks.
- iii) One jersey pullovers/Jacket
- iv) One long coat
- v) One Cap and one Belt,
- vi) One Rain Coat,
- vii) One pair Anklet,

Service Provider/agency shall provide following items at his own cost.

- i) Scarf, Torch, Batteries, Lathi/Ballam, Whistle and Stationery items etc.
- ii) Ceremonial uniform for special occasions for the security guards including at the gates and office complex in the working hours of the Institute.
- iii) One Name Plate.
- iv) Running Patrolling (RP) guard should have Arm Badge, Anklet and Pompom on his cap for identification.
- v) The Company/Agency shall deploy on "Site In-Charge" at his own cost. Site In-Charge should have experience in the field of Security Services and will be responsible for entire Campus Security and taking care of all queries/matters related to General Discipline, Incidents, Accidents, ESIC, EPF, Payment and other matter as deemed fit of their employees and also for immediate

interaction with the Institute authorities. During absence/ off day of Site In-Charge responsibility may be fixed to any other and same may be intimated to the Institute authorities.

(G) TOOLS AND EQUIPMENT TO BE PROVIDED BY THE CONTRACTOR

The Contractor should arrange the following equipment & tools at his own cost for proper management of security in the campus as a part of package (cost to be included in the service charge) of reputed brand in serviceable condition for one year.

Sl. No.	Equipment	Nos.
01.	Rechargeable Torches	20 Nos.
02.	Search lights	04 Nos.
03.	Mobile Phone (for FS/Guard)	07 Nos.
04.	Equipment required for Sweeping/Cleaning	1. Industrial Vacuum Cleaner Machine. 2. Shoulder Vacuum Machine for Roof Cleaning 3. Soft broom (phul jharu) 4. Hard broom (Narial Jharu) 5. Broom with long handles (for ceiling) 6. Wiping cloth (pocha) with long handle. 7. Road cleaning brush. 8. Toilet cleaning brush. 9. Buckets 10. Other essential relevant equipments

Non supply of above said items shall attract penalty up to 5% on total billing amount.

(III) General Conduct:

- i) Good behavior : The contractor/ service provider will ensure good behavior of all deployed security personnel with the students, faculty and staff of Government Polytechnic, Dhanbad and visitors to the Institute. The agency must ensure that security staff shall abstain from taking part in any staff union and association activities within the Institute.
- ii) Conduct : In case any of the staff for security services deployed by the agency commit any act of commission or commission constituting misconduct or indiscipline, the agency will be liable and responsible to take disciplinary action against the personnel/staff, including suspension, dismissal from service etc. or removal of concerned staff.

(IV) Penalty & Recovery

a) Penalty points will be counted on the following four basic factors :

- i) Lapses on the part of Guard & Cleaner/ Sweeper :- Lapses/ failure on the part of security guards in providing contracted security services, and / or, failure to wear the specified dresses, and/or, failure to carry the required articles (e.g. Lathis, Identity Card, Name Plates, Job Card etc.), While on-duty, as per “General Terms and Conditions” of PART-II and others conditions of this document Lapses/failure on the part of Cleaner/ Sweeper in providing contracted security services, and/or, failure to wear the specified dresses, and/ or, failure to carry the required articles (Identity card, Name Plates, Job Card etc.) while on-duty.
- ii) Indiscipline – Indiscipline activity of the security & Cleaning/Sweeping personnel.
- iii) Lapses on the part of contractor :- Lapses/failure on the part of the Contractor/management in providing essential tools/equipment, as described under “General Information” in PART-I (Section-1) of this document, and/or, Lapses/failure, in any form, on the part of security & Cleaning/Sweeping management.

NOTE :- This penalty and the consequent penalty amount has got no link/relation with the recovery that the contractor has so make to the institute/due to loss of any property etc. of the Institute, as stated in PART-II of this document, as a result of theft/burglary etc.

b) the methods of evaluating penalty amount are given below:-

- i) Penalty for non-performance of the contracted security & Cleaning duty by any of the deployed Security & Cleaning/ Sweeping Personnel (SP) would be evaluated based on the Minimum Wage- (“A”) of the concerned SP per day = A say, in rupees. The details are as follows:-

Sl. No.	Reasons for imposing penalty	Recovery amount in Rs.
1.	For not- attending to duty without prior intimation. Penalty per occasion per SP- X_1	$X_1 = 2.0 \text{ XA}$
2.	Remaining inactive in discharging duties while attending the duties and/or remaining un-attentive towards the assigned responsibility. Penalty per occasion per SP- X_2	$X_2 = 3.0 \text{ XA}$
3.	Late attendance to and /or, early leaving from any of the places of duties. Penalty per occasion per SP- X_3	$X_3 = 3.0 \text{ XA}$
4.	Sleeping while attending the duties. Penalty per occasion per SP- X_4	$X_4 = 5.0 \text{ XA}$
5.	Attending to duties without wearing specified dress and /or, without carrying all specified articles as per terms and conditions/instruction. Penalty per occasion per SP- X_5	$X_5 = 1.0 \text{ XA}$

- ii) Total penalty to be recovered from contractor for non- performance of security duty in Rupees $X = n_1 \times X_1 + n_2 \times X_2 + n_3 \times X_3 + n_4 \times X_4 + n_5 \times X_5$ Where n_1, n_2, n_3, n_4 and n_5 are the total number of occasions occurred per month.
- iii) Penalty for doing indiscipline activities by the security guards and Cleaner/Swwper of the contractor would be eight times the Minimum Wages of the concerned SP per day, i.e. $Y = 8.0 \times B_1 \times N_1 + 5.0 \times B_1 \times N_1$, Where B_1, B_2, B_3 etc. are the wages of the concerned SPs per day and N_1, N_2, N_3 etc. are the number of SPs involved in indiscipline activity.
- iv) Penalty for one supplying the contracted tools/equipment and/or non –functioning of supplied tools/equipment for more than 03 (three) continuous days in a monthly and /or for Lapses/failure, in any form (including non-supply of man power), one the part of security & Cleaning /Sweeping management will be evaluated as follows.

Z=For lapses of any type, as mentioned under item (iv), above occurring in my month, penalty would be imposed based on 5% of the bill value of the contractor for that month which the lapses would occur.

