



Govt. Polytechnic College Ganderbal

Hatbura, Ganderbal Kashmir, J&K. Pin 191131.

(AICTE Approved Polytechnic College)

Email-Id's: Govtpolyganderbal@gmail.com / Govtpoly-ganderbal@jk.gov.in

Website: www.govtpolytechnicganderbal.edu.in



NOTICE INVITING TENDER

TENDER NOTICE (THROUGH GEM PORTAL) FOR ENGAGEMENT OF SECURITY GUARDS/CHOWKIDARS IN GOVERNMENT POLYTECHNIC COLLEGE GANDERBAL.

E-tender (through GeM Portal) under two-bid system from eligible Manpower Service providers for providing Security Guards/Chowkidars for GOVERNMENT POLYTECHNIC COLLEGE GANDERBAL for an initial period of one year (extendable for further period of one year) with mutual consent of both parties is invited. Requirement/eligibility criteria Terms and Conditions of the contract have been clarified in the additional documents. Tender document (including additional documents) is available online at GeM Portal as well as on the website of GOVERNMENT POLYTECHNIC COLLEGE GANDERBAL. i.e. <https://www.govtpolytechnicganderbal.edu.in>. Bidders are advised to read tender document (uploaded on website and on GeM portal) and check their eligibility before participating in the bid.

Value of Contract: Approximately - Rs.2,26,776 /- (Rupees two lakhs twenty six thousand seven hundred and seventy six rupees only).



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TENDER SCHEDULE

Name of the Work	E-tender (through GeM Portal) under two-bid system from eligible Manpower Service providers for providing Security Guards/Chowkidars for GOVERNMENT POLYTECHNIC COLLEGE GANDERBAL.
Estimated Cost for one year contract	Rs.2,26,776 /- (Rupees two lakhs twenty six thousand seven hundred and seventy six rupees only)
Last Date & submission of E-Tender	As per Bid specification uploaded on GeM portal.
Date & Time of opening of online Tender	As per Bid specification uploaded on GeM portal.



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INSTRUCTIONS TO BIDDERS FOR SUBMISSION OF BIDS

1. The e-tenders are being invited for Security Manpower Service (Outsourced Security Personnel) through GeM. All the instructions of GeM bidding is applicable. Tender must be submitted through GeM only. The bid received in physical mode shall not be considered at all. Detailed information regarding the items, application / tender forms, EMD details, specifications, terms and conditions can be downloaded from the following websites: <https://www.govtpolytechnicganderbal.edu.in> or gem.gov.in
2. The interested bidders shall submit their tender(s) both Technical bid and financial bid through online mode in www.gem.gov.in. The bidders shall upload all the documents as per Eligibility criteria for Bidders.
3. Any corrigendum to this tender will be notified through the aforesaid websites only. The undersigned reserves the right to accept or reject any or all the bids without assigning any reason at any stage.
4. The Bidder is expected to examine all instructions, eligibility criteria, forms, terms and conditions in the tender document. Failure to furnish complete information as required with reference to the tender document shall result in rejection of the bid.
5. **Security Manpower Service (Outsourced Security Personnel)-
Number of persons and place of work**

Location	Total no. of persons	Hours of duty
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1. The bidder, at the bidder's own responsibility and risk, may visit at their own cost and examine the site of required services and its surroundings and obtain all necessary information for preparing the bid and entering into a contract for the services.
2. Clarification regarding any ambiguity in eligibility criteria may be sought through e-mail at govtpolyganderbal@gmail.com
3. It requires that this office as well as bidder observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, this office will reject a proposal for award, if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question. It will declare a firm ineligible either indefinitely or for a stated period of time for award of the contract if, at any time it determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing a contract.
4. Tenderers are requested that, before quoting their rates or filling tender, the tender form may please be read out thoroughly (line by line), otherwise the Competent Authority of this office will not be held responsible for any error/oversight of his own. Manpower Service Agencies intending to participate in the rate contract should first ensure that they fulfill all the eligibility criteria as prescribed under the terms and conditions mentioned herein before, otherwise the tender will be summarily rejected. Tenderer should quote only for the rate Percentage (%) of administrative charges/ service charges in the Financial Bid (Annexure - IV).



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General Terms and Conditions:

1. The personnel will report to the Designated Officer / Care taker and follow his/her instructions.
2. The Bidder must be registered with the statutory Central and State authority viz., ESI, EPF, Income Tax, GST Registration etc., and should have a valid Labour License / obtain valid Labour License for supply of manpower as mentioned in the tender document. All existing statutory regulations of both the State as well as the Central Governments, shall be adhered to by the contractor and all records maintained thereof shall be available for scrutiny by this Office. Any failure to comply with any of the above regulations or any deficiency in service will render this contract liable for immediate termination without any prior notice.
3. PAN/GST No. should be enclosed.
4. The contractor should pay the personnel a minimum wage at the prevailing rate fixed under the Minimum Wage Act. During the contract period if any statutory increase of wages/ DA, etc is to be maintained based on the circular/Notifications issued by the Office of the Chief Labour Commissioner, Ministry of Labour & Employment, Government of India from time to time. Any breach of this condition will result in the immediate termination of the contract.
5. The Contractor should furnish copies of all remittance challans /receipts of statutory levies paid in respect of EPF, ESI, GST, etc of previous month along with the claim/bill of current month.
6. No wages / remuneration will be paid to any staff for the days of absence from duty.
7. The service charges/rates quoted by the agency shall be fixed for the contract period and no request for any change / modification shall be entertained before expiry of contract period.

The contractor should ensure that wages are paid before 7th of every month Payment to the contractor will be made by NEFT/RTGS/ECS only, on presentation of the bill. Income Tax, GST and other taxes, if any shall be deducted at source as per the rates notified by the respective authorities.

1. The contractor shall indemnify and keep this Office indemnified against all acts of omission, negligence, dishonesty or misconduct of the personnel engaged and this Office shall not be liable for any damages or compensation to any personnel or third party.
2. All damages caused by the personnel to the property of the Department shall be recovered from the contractor.
3. This Office reserves the right to terminate the contract at any time without giving any notice or reasons whatsoever.



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4. The contract will be in force for a period of one year from the date of award of contract. This Office reserves the right to extend the contract further, subject to satisfactory performance of the contractor.
5. The service provider should have at least a minimum of three years' experience.
6. The service provider shall fill in the required details as per annexure and enclose the supporting documents which does not contain any ambiguity. Incomplete enclosure of documents shall be rejected and the tender shall be disqualified.
7. Any dispute arising out of the agreement or that, which may arise in future, shall be resolved by taking recourse to mutual settlement, failing which the dispute will be subject to courts of J&K jurisdiction only.
8. There is no Master and Servant relationship between the employees of the service provider and this office and further that the said person of the service provider shall not claim any absorption in this office or the Government of India.
9. The service provider's person shall not claim any benefit / compensation / absorption / regularization of services from / in this office under the provision of Industrial Disputes Act., 1947 or Contract Labor (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be submitted by the service provider to this office.
10. The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters as all are of confidential /secret nature.
11. The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work. The service provider shall be responsible for any act of indiscipline on the part of persons deployed him. The agency shall be bound to prohibit and prevent any of their employees from being intoxicated while on duty, trespassing or acting in any detrimental or prejudicial to the interest of this office. The decision of the officer In-charge upon any matter arising under the clause shall be final and binding on the agency.
12. That the persons engaged shall not be below the age of 21 years or above the age of 55 years and they shall not interfere with the duties of the employees of this office.



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13. The service provider shall not assign, transfer, pledge or sub contract the performance of such services without the prior written consent of this office.

14. The transportation, food, medical and other statutory requirement under the various Acts / Government Regulations in respect of each personnel of the service provider will be the sole responsibility of the service provider.

The service provider shall ensure proper conduct of his persons in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering either individually or in groups.

1. The character of antecedents of each personnel of the service provider will be got verified by the service provider before their deployment and a certification to this effect will be submitted to the Office.

2. The Office of the Principal Govt. Polytechnic College Ganderbal may at its discretion at any point of time during the validity of the contract, require the service provider to dismiss or remove from the site of work, any person or persons, as employed by the service provider, who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirements.

Bid Evaluation:

1. Financial bids of technically qualified bidders will be considered for financial evaluation.
2. The Service provider should quote the service charges as a percentage of monthly wage bills exclusive of GST. The percentage of service charges shall not be less than the applicable TDS Rate as per income tax rules.
3. Subject to satisfaction of all terms and conditions of this tender, the bidder quoting the lowest service charge shall be awarded the contract. If more than one bidder quotes the lowest rate, as per guidelines in GEM portal the buyer shall have two options for placement of Contract: a) Placement of contract by selection of an agency from amongst the L-1 bidders through a Random Algorithm run by GeM system or (b) Placement of contract on any one of the L-1 bidders based on any criteria as deemed fit by the Buyer with appropriate internal approvals.



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DOCUMENTS REQUIRED:

Attested copies of the following documents.

S. No.	Documents
1.	Government Registration and PSARA Certificate
2.	Certificate of Registration for Goods & Service Tax (GSTIN)
3.	Certificates of Experience in the form of completion certificates.
4.	Certificate of registration under Employees State Insurance Act.
5.	Pan Card of the Tenderer
6.	Copy of latest Income tax return with balance sheet duly authenticated by the chartered accountant with his original rubber stamp and ink signed signatures.
7.	Turn over certificates duly authenticated by the chartered accountant with his original rubber stamp and ink signed signatures.
8.	Any other relevant document as needed under rules.

SCOPE OF WORK AND TERMS AND CONDITIONS FOR SECURITY SERVICES:

SOW: Round the clock security arrangements, including Saturdays & Sundays and Holidays, to be provided at Government Polytechnic College Ganderbal.

- To Provide Security Services round the clock on all days in Government Polytechnic College Ganderbal.
- To provide Security Services by deploying required number of trained and well disciplined security personnel round the clock as per roaster/duty scheduled.
- To ensure Access control in restricted areas.
- To provide information regarding any pilferage/unusual activity.
- To be fully prepared to deal with any fire/security exigency.
- To ensure proper inward and outward movement of persons, materials and vehicles, etc. of the allocated areas as per instructions issued from time to time by the authority concerned.
- The services provider shall keep the authorities informed of all the matters relating to security and co-operate in the investigation of any incident related security problems.
- Any other duties/responsibilities, related to security services, assigned by the authorities and shall be binding on the security agency/provider.



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- The agency shall have a minimum experience of three years in providing round the clock security services by deployment of security personnel. The agency should have obtained a license from the controlling authority under Section 7(5) of "The Private Security Agencies (Regulation) Act, 2005 [No.29 of 2005]".
- The security guards shall perform their duties diligently and afford protection to the entire premises of the offices indicated above that includes the open areas & the built up areas, its movable and immovable properties, check all vehicles, maintain entry/exit registers, give instructions to park private vehicles at proper place, watch the movements of public/visitors and alert the officer-in-charge concerned in alarming situations, apart from attending to such other duties as may be assigned by officers concerned from time to time.
- The guards should be skilled in traffic management and handling of firefighting equipments.
- The security guards shall be vigilant so that no person shall carry away any articles belonging to the office, out of its premises without proper authorization from the officer nominated to authorize such movement or issue Gate Pass, and in such an event, he shall immediately inform the officer-in-charge concerned and act in accordance with the instructions given by him/her from time to time. The Security agency will be responsible for the discipline of the Security Personnel employed by them. A senior officer of the agency should visit and check the Security staff in different shifts periodically, monitor their performance and report to the officer concerned on a regular basis.
- In case the security guards provided by the agency to this Office are found to indulge in any undesirable or unfair activities in the premises of the office, the agency will be solely responsible for all the consequences and this Office shall be at liberty to lodge complaints before appropriate authorities and demand the service provider to remove such person from duty which shall be complied with forthwith.



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- In case of any theft/pilferage of any property belonging to the Office the concerned officer-in-charge shall inform the Security Agency and register complaints with the police. It will be the responsibility of the Security Agency to pursue the matter with the police with the assistance of the concerned officers in the Department.
- Only able bodied, physically fit, well-trained, disciplined and honest personnel shall be appointed for duty. Persons so deployed shall not be below 21 years and not above 55 years. They shall perform their duties to the satisfaction of this office.
- The security agency shall provide proper uniform with required accessories such as whistle, torch lights, 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.
- The Security Agency shall provide extra person(s) if desired by the Office, during the period of this agreement at the rates already agreed in this contract.

It is mandatory for the service provider to pay a minimum wage at the prevailing rate fixed under the Minimum Wage Act prescribed for Watch and Ward – without arms (Industrial worker), based on circular/Notifications/Order issued by the Office of the Chief Labour Commissioner, Ministry of Labour & Employment, Government of India & J&K Labour Department.

GENERAL STATEMENT OF DUTIES: Provides security for the Institution staff, students, buildings and property through patrol of building(s) and building perimeters, including parking lots, to prevent unauthorized visitors or property damage and to provide for general building security.

EXAMPLES OF WORK: (Illustrative Only)

- ❖ Oversees and participates in security inspections of Institutional facilities;
- ❖ Develops and periodically monitors a reporting system designed to detect security issues in Institutional facilities;
- ❖ Makes recommendations to correct security issues once identified;
- ❖ Participates in providing security for all occupants of Institution buildings and grounds;

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- ❖ Prevents unauthorized visitors from entering school buildings and/or loitering on Institution ground;
- ❖ Informs counsellors, parents, teachers and school administrators of student behaviour problems;
- ❖ carries out investigations, upon request, regarding cases of legal residency of students;
- ❖ Maintains liaison with police, fire and other municipal departments to insure maximum use of their services in order to provide adequate security and safety;

Essential Duties:

1. Patrols and monitors assigned areas of the Institutional buildings, grounds and parking lots to deter, detect, report and stop violations of the law.
2. Detects, investigates and reports unauthorized or suspicious persons, vehicles and activities.
3. Assists administrators and staff in crisis and emergency situations.
4. Supervises and directs pupil movement.
5. Notifies the administrative staff, police, fire department, or other appropriate authorities of security or emergency situations.
6. Operates metal detectors and conducts searches when directed to do so.
7. Works with Institution administrators and law enforcement officials in handling serious student offenses and law violations.
8. Maintains security records, logs and reports.
9. Performs other related duties as assigned by the principal, supervisor or other appropriate administrator.
10. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Principal
Government Polytechnic College
Ganderbal

