

Government of India

**Ministry of Communications, Department of Posts
Postal Training Centre, Mysore-570010**

Dated: 31 /12 /2011

NOTICE INVITING TENDER No. STA/5-15/PTC/2011-12

Sealed Tenders are invited for and on behalf of the President of India for **Providing Security Services** from reputed /registered out-sourcing agencies for arranging deployment of 5 (Five) security guards (subject to variation), who are ex-servicemen, in this Campus as per terms and condition mentioned in Part-I and II of this notification.

Registered Security agencies willing to participate in the Tender are requested to quote their rates for providing services of above staff on the basis of terms and conditions mentioned in the Part-I & II. The quotation per security guard per month indicating break up of minimum wages, PF,ESI other allowances and other charges to be paid to the staff employed along with their own service charges for deployment and service tax + cess payable to Government, be sent to the undersigned so as to reach this office on or before **24/01/2012 upto 1500 hrs** along with Earnest Money Deposit **(EMD) of Rs.10,000/-** in any post office in favour of agency and original receipt issued by the post office should be sent along with the main tender document.

The agency must enclose proof and other documents in support of registration in respect of PF, ESI, Service Tax, Income Tax(PAN) No. along with the tender enquiry/quotation. The envelope on the top should be marked tender for deployment of security staff to be opened on **24/01/2012 at 1600 hrs in the chamber of Assistant Director (Admin). PTC, Mysore-10.**

The tenderer shall sign and stamp each page of this tender document as a token of having read and understood the terms and conditions contained herein and submit the same along

with the bid. The tenderer shall fill up the information in Annexure I, enclosed at the end of this document in clear and legible terms. Necessary documents of proof should be attached. Prices wherever quoted should be written both in figures and words. The annexure shall be signed and stamped by the firm as mentioned above.

Interested parties may view and download the tender document containing the detailed terms & conditions from the website www.ptcmysore.gov.in on payment of **Rs.200/-** being of the cost of tender document (Non-refundable) in any post office and original receipt issued by the post office should be sent along with the main tender document .

Encl: A/a

Asst. Director (Admin)
Postal Training Centre
Mysore 570010

Government of India

**Ministry of Communications, Department of Posts
Postal Training Centre, Mysore-570010**

Dated: 31-12-2011

**NOTICE INVITING TENDER
No.STA/5-15/PTC/2011-12**

PART-I

1.01 Introduction

Postal Training Centre, Mysore -570010, is spread in about 32.2 acres of land surrounded by compound with one main entrance from West. The present strength of campus is about 500.

1.02 Scope of work

This tender aims to **Providing Security Services from Security Agencies having Licence as per private security agencies (Regulation) Act,2005** on contract basis from reputed and responsible service provider for providing "Night service from 6.00 PM to 0600 AM at the main gate of the campus and security services for 24 hours at Centre for Excellence in Postal Technology building located inside the campus Mysore. The contract details engagement of 5 persons on a day.

1.03 Eligibility Criteria:

1. The bidder must submit the following basic documents in a separate wax sealed envelope super scribed '**Technical Bid Envelope**'. In the absence of any documents, the Bid will be rejected:

- (a) Document showing payment of Tender form cost
- (b) EMD payment receipt
- (c) ESI registration No.
- (d) EPF registration No.
- (e) Service tax registration No.
- (f) License No. obtained under section 7 (5) of Private Security Agencies (Regulation) Act,2005
- (g) PAN No. and Income Tax returns filed for the last 2 years (2009-10, 2010-11)
- (h) List of clients, with address

ii. Since the tender document itself gets converted to Contract in respect of the successful Bidder, it is necessary for the Authorized Signatory to sign every page of the tender document and return the same as a part of Technical Bid.

2. If a tender is not accompanied by all the documents mentioned in the check list as attachment of documents the same would be rejected outright. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances.

3. Technical Bid format is given at **Annexure- I**

4 Submission of Bids

The bid shall consist of two parts. The outer cover contains both Technical and Commercial bids, separately should reach the Assistant Director (Admin) Postal Training Centre, Mysore-570010 complete in all respects, **latest by 1500 hrs on 24/01/2012**; otherwise they will be rejected.

4.01 Opening and Validity of the Bids

- i. The technical bids will be opened on **24 01/2012 at 1630 hrs** at Postal Training centre Mysore. Only one representative per tenderer would be permitted to be present at the time of opening of the bids.
- ii. The bids shall be valid for a minimum period of 90 days from the date of tender opening.
- iii. The rates quoted in the accepted bid shall be valid for a period of at least one year from the date of placing the initial order. No request will be considered for upward revision of charges during the period of contract.

4.02 Delay in Submission of Bids

PTC will not be responsible for any delay by the vendor in the submission of the bids.

4.03 Manner of Submission of Bids

The offers submitted by Telex/fax/e-mail or by unregistered post/courier any manner other than what has been specified will not be considered. No further correspondence in this regard will be entertained.

The bid should be submitted in two separate inner covers as Technical and Commercial addressed to the Assistant Director (Admin), Postal Training Centre, Mysore-570010 as follows:

Part – I EMD and Technical Bid as per Annexure –I

Part-I –Technical bid as in Annexure-I duly filled and signed along with the documents as listed out Para 1.03 1(a) to (h), should be enclosed in a wax sealed envelope duly superscribed as " Technical Bid".

Part – II Financial Bid as per Annexure- II

Part- II Financial Bid –as in Annexure-II, should be filled, signed and enclosed in a separate wax sealed cover with superscript " Commercial Bid".

These two separate covers should be enclosed in another wax sealed cover superscribed "**Tender for Security Service – Tender No., Due Date**".

4.04 Earnest Money Deposit (EMD)

The Technical Bid should also contain the original receipt showing payment of Earnest Money Deposit (EMD) of Rs. 10,000 (Rupees Ten Thousand only) in any post office along with the main tender document. No Bank Guarantee will be accepted as EMD.

4.05 Opening of Financial Bids and evaluation

The financial bids of only technically short listed bidders will be opened in the presence of their representatives on a specified date and time to be intimated to the respective bidders, and the same will be evaluated by a duly constituted Tender Evaluation Committee (TEC).

4.06 Right of rejection and debarring

PTC reserves the right to reject any bid on technical / procedural / commercial / financial ground without assigning any reason. The decision of PTC taken as per above will be final and no representation of any kind will be entertained on the above. Any attempt by any bidder to bring pressure of any kind, may result in rejection of the bid and forfeiture of the EMD and the bidder may be liable to be debarred from bidding for PTC tenders in future for a period of at least three years.

4.07 Validity of the bid

The selected bid will be valid for a period of one year in the first instance. It may be extended for a further period of one year depending upon the need for continuity and competitiveness of the prices, and on mutual consent.

4.08 Quotation of Prices

The prices should be quoted in Indian Rupees as per the format given at Annexure – II. Service Tax, Sales Tax etc as applicable, should be quoted separately. Price should include all charges incurred for providing Security Services. PTC will pay only the rates quoted in the Annexure-II. No other payment will be made.

Asst. Director (Admin)
Postal Training Centre
Mysore 570010

PART-II

TERMS AND CONDITIONS FOR SECURITY SERVICES CONTRACT

1. The approved tenderer for providing Security Services to the Postal Training Centre, Mysore (herein after called the " contractor" or the Security Agency") will be fully responsible for ensuring security of the main gate and CEPT building in the Postal Training Centre Campus at Mysore. The campus, located at Nazarbad Mohalla, Mysore is delimited by a boundary wall with one gate.
2. Security to be provided under the contract shall broadly include following functions:-
 - 2.1 To man security check post located at the main gate during night from 6PM to 0600 AM two persons at a time and 24 hours guards at CEPT building in the campus.
 - 2.2 Only able bodied, physically fit, well-trained, disciplined and honest personnel shall be appointed for duty. Security personnel provided should not have any physical handicap, impairment, night blindness or colour blindness. Persons so deployed shall not be below 21 years and not above 50 years. They shall perform their duties to the satisfaction of this office.
 - 2.3 The security agency shall provide proper uniform with required accessories such as whistle, torch lights, walky-talky, 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.
 - 2.4 The contractor must at the very outset provide the following information/documents before mounting the guard in the campus:
 - a) Names, addresses, age, educational qualification and photographs of all Security Personnel deployed in the campus.
 - b) The Contractor shall certify that proper Police verification has been got carried out in respect of the antecedents of each Security Personnel deployed by him and the Contractor shall be fully responsible for their conduct and behavior.
 - 2.5 Whenever any security person is changed from the Campus, information to this effect should be given to the PTC authorities in advance along with the information and documents of the fresh Security Guard as prescribed in para 2.4 above.
 - 2.6 The number of personnel as demanded by the PTC authorities shall have to be physically provided by the Contractor. The number of guards provided shall mean the exact number of Security guards provided and not the number of duties performed. In such cases, where the Contractor fails to physically provide replacement in respect of

any absentee, or wherever short posting proportionate, deduction will be made from the amount of monthly bills payable to the agency.

2.7 The security shall be responsible to ensure maintenance of the Nominal roll- cum-attendance register by the Head Security Guard wherein each security guard shall personally write his name and put his signature in token of his attending the duty.

2.8 It should be clearly understood by the Contractor that the Postal Training Centre, Mysore does not undertake any liability on account of leave wages, employment or any other obligation under any State or Central Government Regulations to be performed by the Contractor in the capacity of an employer in respect of such security personnel as are employed by him for guarding PTC, Mysore.

3. The Contractor shall be solely responsible to the employment and labour regulating authorities in respect of aforesaid personnel. By way of this contract, the Contractor should not violate Minimum Wages Act or any other Legislative Enactments in force from time to time. If the contractor does any malpractice in payment to any deployed manpower, its security deposit will be forfeited and his contract will be cancelled.

3.1 The contractor will be liable to make substitute arrangements in case of absence of any security personnel. Similarly, the security agency will have to make proper arrangements in case of absence of any security personnel. Similarly, the security agency will have to make proper arrangements in case of any weekly off including National Holidays that he may like to give to his employees. No extra payments shall be made by the Centre on such account. The Contractor shall be required to man the security check post as specified by the PTC on all the days as specified in 2.1 above. No short leave or meals relief will be permitted to the Security personnel unless the security agency provides suitable substitute without any extra payment. He will be responsible for any loss or damage to property attributed to any security lapse on this account.

3.2 While on duty, the Security personnel would be required to dress themselves smartly and neatly wearing proper uniform to be provided by the contractor as agreed to by the PTC.

3.3 The Security Personnel will ensure good behavior with PTC staff, trainees and visitors to the Institution. They will abstain from taking part in any staff union and association activities.

3.4 No security guard will indulge in playing cards, consuming liquor, smoking or narcotics or gossip with any outsiders/employees of PTC.

3.5 The contractor will ensure that the security personnel while on duty should not be under the influence of any intoxicant at any time. In no case, any misbehavior with any officer/official of PTC or officer trainees will be tolerated.

3.6 The agency should provide the name, address and telephone number of Liaison Officer who will maintain liaison with the PTC authorities. For day to day matters, PTC authorities will contact that Head Security Guard only who will be responsible to pass on the message to the Contractor.

3.7 The Joint Director, PTC, Mysore or any other officer nominated by him on his behalf has the right to inspect the security guards and check the various implement / torches etc. The security agency will maintain these items to the satisfaction of the PTC authorities.

4. The following are broad guidelines for watch and ward duty at the security point.

4.1 Outsiders should be allowed to enter and leave the Campus only after due checking, verification and if necessary after establishing their identity for which a visitor's book will have to be maintained by the security personnel.

4.2 Security personnel should allow inside the campus only such material, which may not be a security hazard to the campus. No explosives, fire arms or ammunition will be allowed inside the Campus. If entry of any of such material is claimed essential for the Centre, due permission of the Joint Director PTC, Mysore or any other officer authorized by him on his behalf will be obtained. He shall issue proper gate pass in this regard and such gate pass will be preserved by the security guards for further reference and record. To check the materials/items of stock and property going out of the buildings / campus and allow only such items to be taken out of the Campus as are duly authorized by the Joint Director, PTC, Mysore or any other officer authorized by him on his behalf who shall issue a proper gate pass to this effect which shall be preserved by the security guards for further reference and record.

4.3 To restrict entry of strangers, hawkers and other trespassers.

4.4 To report forthwith any theft, burglary, crime damage to property or any other incident that has occurred in the Campus and has bearing on the PTC security to the PTC authorities without loss of time besides taking all out efforts to apprehend the persons / intruders responsible for such incident.

5. The contractor shall honor all aspects of fair trade practices in all their dealings with PTC.

6. No deviations from these terms and conditions will be accepted. Any violation thereof will lead to rejection of the bid and forfeiture of EMD.

7. PTC stands absolved for any liability on account of death or injury sustained by any person deployed by the successful bidder during the performance of this service and also for any damages or compensation due to any dispute between the bidder and its manpower.

8. PTC will only hire Security services from the agency. The manpower deployed by vendor for this purpose will be its employees and they will have no right for absorption in PTC at any stage.

9. The deputed personnel must be on the contractor's payroll.

11. Subletting:

Selected bidder shall not assign or sublet this contract or any part of it to any other agency in any form. In event of doing so, it shall result in termination of empanelment and forfeiture of Security Deposit. During the period of contract, if the bidder provides such services to any other user at lower price, it has to extend such lower rates to PTC from date of offering such lower rates.

12. Security Deposit and Refund of EMD

In the case of unsuccessful bidders whose tenders are not considered for placing order, the Earnest Money Deposit will be refunded without any accrued interest within one month of the final decision for selection. In the case of tenderers whose tenders are accepted for placing the order, tenderers will have to submit a **security deposit of 10% of annual cost of the contract** in the form of **Post office Time Deposit Account** in any Post Office duly pledged to the President of India and Pass book submitted for safe custody. PTC will have the right to invoke the security deposit without assigning any reason if performance of the successful bidder is not found up to the mark or is in violation of tender conditions. On submission of Security Deposit their EMD would be released without any interest accrued on such fiscal deposits.

13. Submission of Invoices and Payment

Payment will be released monthly on completion of the month. The successful bidder will submit pre-receipted bills in triplicate for each month at the end of the month. PTC shall process the payment expeditiously and try to release payments within 10 days. Payments shall be subject to deductions of applicable penalty amount where the bidder does not fulfill the agreed terms & conditions, as the case may be. All payments shall be made subject to deduction of TDS (Tax Deduction at Source) as per the income- Tax Act, 1961 and any other applicable taxes, from time-to-time.

14 Penalty Clauses

14.1 The Contractor will be liable to compensate in full any loss or losses sustained by the Centre on account of theft, burglary, or damage to property as a result of intrusion in the Campus or negligence on the part of security guards. This will be besides and without prejudice to any other action that Police authorities may like to take in case the PTC authorities decide to report loss of material (s) and property of the Centre, attributable to the negligence or failure of the security personnel in complying with the prescribed procedure. All losses suffered by the PTC on such count will be compensated in full by the Contractor.

14.2. The Joint Director, PTC, Mysore reserves the right to recover all the amounts of compensation on account of loss to the PTC property or penalty levied on the Contractor on account of any lapse noticed from the monthly payment due to the said contractor or from the security deposit deposited by the Contractor. Decision of the Joint Director, PTC, Mysore about the quantum of loss, compensation and / or penalty to be imposed upon the Contractor shall be final.

In case of non-performance, being absent for longer duration, misbehavior or any other action of the deployed man power that is unacceptable, PTC reserves the rights to reject the candidature of that personnel. In such case the bidder shall be liable to provide replacement of that manpower, within 48 hours from reporting of such eventuality.

14.3 Rs.500/- per person per day shall be deducted as a penalty against the absence of any deployed person from assigned place of duty.

15. This office reserves the right to terminate the services of the agency at anytime without giving any notice whatsoever.

16. All the existing statutory regulations of both State & Central Governments shall be adhered to & complied with and all records maintained thereof should be available for scrutiny by this office

17. Miscellaneous

Any other terms & condition, mutually agreed to prior to finalization of the contract shall be binding on the Agency and PTC, during the period of the contract. Default of any terms and conditions of the tender will result in rejection of the bid and forfeiture of EMD/Security deposit, accordingly.

Asst. Director (Admin)
Postal Training Centre
Mysore 570010

Annexure -I**Technical Bid****Bidder Particulars**

1.	Name of Agency/ Firm:	
2.	Whether any Legal/Arbitration/Proceedings is instituted against the Agency or the Agency has lodged any claim in connection with works carried out by them. If yes, please give details:	
3	Registered Office Address	
	Name of the top executive:	
	Designation:	
	Telephone Numbers:	
	Fax Numbers:	
	E-mail:	
	Mobile No.:	
4	Established in the year :	
5	Registration with statutory bodies :(Enclose attested photocopy of documents)	
	Income Tax No.(PAN) :	
	ESI Registration No. :	
	EPF Registration No. :	
	Service Tax No. :	
6	Details of EMD Deposit:	
	Rpt No.	
	Date	

	Name of the Post Office:	
7	Details of payment of tender cost	
	Rpt. No.	
	Date:	
	Name of the Post office	
8	Latest Income Tax Returns : (Enclose copy) For the years 2009-10 and 2010-11	
9	List of major clients with address :	
10	Signature	
	Date:	
	Place:	
	Seal	

Annexure-II

COMMERCIAL BID

1. Name of the Bidder (Firm)

2. Total cost per month for all the Services = Rs. _____

3. In words Rupees _____

01				
02				

Taxes Applicable :

**1. Grand Total
:**

Seal of the Firm

Signature

Check list for attachment of the documents

Sl. No	Details of documents	Yes/No
1	Name of the Registered Firm / Company	
2	Address of the company (with Tel No., Fax & E-mail)	
3	Status of ownership (Proprietary/Partnership/Company (attach proof)	
4	Name & Address of the Partners / Directors (With Mobile NOs)	
5	Contact Person(s) (with mobile number)	
6	Licence No. obtained from the controlling authority under section 7(5) of "The Private Security Agencies (Regulation) Act, 2005" (attach photocopy of the license)	
7	Date of establishment of the firm	
8	List of clients along with certificate of appreciation letter	
9	PAN No.	
10	Service Tax Registration No/ Amount of Service Tax paid during Year 2010-11 (Attach proof)	
11	No. of persons employed (Attach proof)	
12	Income tax returns for the last two years	
13	Details of Registration with PF & ESI authorities (attach proof)	

Attested copy of the above documents shall be enclosed to the main tender document.