

GOVERNMENT OF INDIA

DEPARTMENT OF POSTS

Office of the Joint Director, Postal Training Centre, Mysore-570 010

No. STA/5-15/11 Dtd at Mysore-570 010 the 08.11.2011

NOTICE INVITING TENDER

Sealed Tenders are invited from Agencies for providing Security Services from Ex-Servicemen (semi -skilled) at Main gate and Centre for Excellence in Postal Technology building in the Postal Training Centre, Mysore-570 010.

2. The tender should be submitted in separate sealed cover. The sealed cover should be addressed to **Assistant Director (Admin), Postal Training Centre, Mysore-570 010** and should be subscribed as “ **Tender for Security Services**”. The tender should reach the above mentioned address **by 1500 hrs on 30-11-2011**. The tender will be opened at **1600 hrs** on the same day in the presence of such of the tenderers or their representatives who are present.

3. The terms and conditions of the contract are enclosed in the Annexure. Contract will have to be executed strictly in accordance with these terms and conditions.

4. The tender should indicate in terms of the monthly rates and should also indicate the number of personnel that will be deployed to execute the contract.

5. The tender should indicate the following details in addition to quoting the rates.

- i) Whether the agency is registered under the shop and commercial Establishment Act and if so an attested copy of the registration certificate may be enclosed.
- ii) Whether the agency has any previous experience in rendering such services. If so full details of the contract

previously /presently held. Name and address of the client may also be indicated.

- iii) Income tax clearance certificate should be appended with the tender documents.
- iv) The tenderer should follow the stipulation of Minimum Wages Act- Karnataka as given in the schedule of employments.
- v) The cost of tender form is Rs.100/-

5. The tender documents with erasures, mutilations, overwriting or corrections will be rejected.

7. It may be noted that the IT and surcharge on IT on approved amount will be deducted at source as per the rates/ rules in force.

8. Each tenderer should deposit Rs.10,000/- as earnest money (EMD)in any Post Office and original receipt issued by the Post office should be sent along with the tender documents. Tenders received without these receipt in token of having deposited earnest money will be rejected outright. Earnest money of unsuccessful tenderers will be refunded. No other mode of payment of Earnest money will be accepted.

9. The earnest money will be forfeited if the successful bidder withdraws from the offer.

10.The successful bidder will be required to furnish a Post Office Time Deposit Account in any Post Office duly pledged to the President of India and Pass book submitted for safe custody. The security deposit will normally be 10% of the Annual cost of the Contract.

10. The rates quoted in the tender will be operative for a minimum period of three months after the date of opening the tender for consideration. Rates of accepted tender will be valid for period of one year. The Competent Authority can extend contract and can reduce the period of contract before completion of one year.

12. The approved tenderer should be ready to commence rendering services within 10 days of the acceptance of the tender or any later date specified by the Director, Postal Training Centre, Mysore.

13. Any attempt of influencing the valuation of the tender will render the tenderer liable for exclusion from consideration.

14. Joint Director, Postal Training Centre, Mysore reserves the right to reject any or all tenders without assigning any reason.

15. The decision of Joint Director Postal Training Centre will be final.

/K.Sridevi/
Asst. Director (Admin)
PTC, Mysore- 570 010.

PART II

TERMS AND CONDITIONS FOR SECURITY SERVICES CONTRACT

1. The Tender approved 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 and day and night guard at CEPT building in the campus.

2.2 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.

2.3 To 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.

2.5 To restrict entry of strangers, hawkers and other trespasses.

2.6 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.

3. 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 such responsible for any 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.

3.1 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.

4. The agency shall have to deploy only such categories of Security Personnel out of the categories mentioned in Part – II as are demanded / requisitioned by the PTC authorities from time to time. No category of personnel will be allowed to be interchanged except with the prior permission of Joint Director, PTC, Mysore.

4.1 Only such Security guard will be deployed in the campus by the contractor as are physically fit and do not have any physical handicap, impairment, night blindness or colour blindness.

4.2 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.

4.3 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 4.2 above.

4.4 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.

4.5 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.

6. 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.

7. 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.

6.1 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 round the clock. No short leave or meals relief will be permitted to the Security personnel unless the security agency provides suitable substitute without any extra payment. The security agency will ensure that at no time the security point remains unmanned. He will be responsible for any loss or damage to property attribute to any security lapse on this account.

6.2 In extra ordinary circumstances, however, where any security person takes ill or is unable to attend his duties due to circumstances beyond his duty instead, the PTC authorities may permit such arrangement and performance of double duty under extremely unavoidable circumstances but not beyond two days and not more than 3 double duty in total in any month for the entire security personnel.

7. 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.

8. The security Agency will provide as a part of dress appropriate woollens to the Security Personnel in winter season.

9. 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.

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

11. The agency 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.

12. The Security agency will bear all the expenses on the following:

- i) Provision of torches and cells to the security guards on night duty.
- ii) Provision of requisite items to the security personnel required for effective security.

12.1 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.

13. The agency should provide the name, address and telephone no. 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.

/K.Sridevi/
Asst Director(Admin)
PTC, Mysore-570 010

TENDER NO. STA/5-15/11

DEPARTMENT OF POSTS

TENDER FORM - COMMERCIAL INFORMATION

Sub: Notice Inviting Tender for providing Security Services from Ex-Servicemen (semi –skilled) at Main gate and Centre for Excellence in Postal Technology building in the Postal Training Centre, Mysore-570 010.

1. Total rate for the work inclusive of all kinds of incidental charges and any other contribution (e.g. EPF/ESI etc) and all taxes etc. as per details given below will be Rs.....(in words Rs.----- per month.

2. Details

Sl. No				Rate per month
1.	PTC	Night duty	6.00 PM 6.00AM	2 persons
2.	CEPT	Day duty	6.00 AM 6.00PM	1 person
		Night duty	6.00 PM 6.00AM	1 person

3. Any other information

Note: Wages/Salary for manpowers will be governed by the rules and regulations and in accordance with Minimum Wages Act.

Dated at

(Dated Signature of Tenderer

with stamp of the firm)