

1. Gujarat Power Engineering & Research Institute (GPRI) invites **“Tender for Providing Security Services at GPRI”** from reputed agencies. The contract period will initially be for a period of one year extendable on satisfactory performance and mutual consent on same terms and conditions.
2. Tender should be sent by RPAD or Speed Post in sealed envelope with signed and sealed copy of our term & conditions and proper documents on given below address:
Purchase Officer
Gujarat Power Engineering & Research Institute
Nr. Toll Booth, Ahmadabad - Mehsana Express Highway,
Village: Mevad, Ta & Di: Mehsana-382710
Gujarat, India.
Ph No: 9276892833
3. The agency should carefully read, understand and seek clarifications, if any, before filling in and submitting the tender. No claim whatsoever will be entertained for any alleged ignorance thereof.

Last date of submission of tender to GPRI is 18th January, 2018 up to 4:00 p.m. and the tender opening date is 19th January, 2018 at 11:00 am at GPRI.

Note: Agency shall remain present on the date & timing of tender opening.

Annexure - I

Name of agency and Agency			
Details of Experience in the similar Field (attach copies from the Agency)			
Details of Experience in the similar Field (attach copies from the Agency)	Period		Organization
	From	To	
Infrastructure available with the Agency (Yes/No)			
Address (with Tel & Mob No)			
Nature of the concern Sole proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization) (Attach proof)			
Registration Number of the Firm(attested photocopy of registration should be attached)			
PAN Number of Tenderer/Concern: (attested photocopy of registration should be attached)			
GST Registration No(attested photocopy of registration should be attached)			

Terms & Conditions:-

1. The members of Security Guards required may increase or decrease depend upon the requirement of GPERI.
2. The agency will be responsible to provide Security Guard during leave / absent/ weekly holidays for which no additional amount will be paid i.e. Security Guard will be provided for 24 x 7 throughout the year.
3. Tender should be enclosed in a sealed cover, subscribed "Tender for providing Security services at GPERI" and should reach this office on or before the last date and time fixed. Tenders received after will not be considered.
4. The agency shall have to provide 14 nos. of Security guards, 1 no. of lady guard, and 1no of security supervisor at GPERI.
5. **Scope of work:** The agency shall be responsible for providing the security to all the classrooms, laboratories, Library, Seminar hall, conference hall, all offices, workshop, Courtyards, corridors, grounds, canteen, etc... i.e. all assets and all buildings of GPERI campus.
6. The agency must provide the physical fitness training and fire safety training to their employs at least one time in every month.
7. The agency should ensure that none of the security staff members is going at home or any place during their working hours without approval of management.
8. The Agency will provide the Security services throughout the year and it will be ensured by the agency to follow all statutory norms prevailing in the state of Gujarat.
9. The Agency will furnish a report of attendance of all Security staff deputed for deployment with GPERI along with necessary police verification. This shall also be applicable for those provided on temporary or replacement basis.
10. The Agency shall abide by all Labour Law Rules and Regulations as issued by the Govt and amended from time to time and any other law affecting the services in any way. It will be the responsibility of the agency to meet all the statutory requirements of Central and State Governments for employment of staff as required by the college.
11. The Agency shall be responsible for the conduct of the all the staff deployed by him as per law of the land.
12. Agency should have successfully run the security contract in minimum 2 companies or institute. (Attached the contract copy with tender). This is a desirable condition.
13. The Agency shall get its entire security staff, deployed at GPERI covered under the requisite General Insurance Scheme under the prescribed Act of any additional

insurance to cover liabilities under payment of Compensation Act. Any accident to security staff while working at GPRI shall be the sole responsibility of the Agency and no compensation on any ground will be paid by GPRI, other than wages.

14. The person proposed to be deployed at GPRI should be physically fit and fully capable to understand and carryout all the duties expected from them satisfactorily.
15. The bearer / staff (not below the age of 18 years) employed by the contractor shall have to be medically fit and free from any ailment. The contractor shall not employ young children as prohibited under the law / rules / regulations.
16. Kindly quote the rates as per minimum wages of Govt. of Gujarat, GST (If Applicable) and service charge.
17. In case of same quote, GPRI have all rights to select the vendor.
18. The agency must pay the salary to security staff as per minimum wages as per Govt. Rules & regulations.
19. The agency should ensure that none of the security staff members has any criminal/legal case pending against him in any police station or court of law.
20. The agency will be responsible for providing the security staff with Uniform/Dress/ID Card as per weather condition which are serviceable will be ensured. They must also be provided with torch, Fibre stick, and whistle for every guard.
21. Deployed security staff has not to acquire any kind of liquor and chewing tobacco/gutkha in the campus during the duty. If they found, the contract will be terminated without giving any prior notice to the agency.
22. That the employees employed by the agency do not have any right to raise dispute/claim/demand before/against GPRI and if any kind of such litigation arises then agency shall be liable to bear for the expenses as a result of such litigation.
23. The Agency will be responsible for any damage/loss or theft caused to the equipment/ property of GPRI or any person residing in the college/hostel premises and will make good any such loss or damage to GPRI /concerned person.
24. The Agency will submit the documents relating to compliance of ESI, EPF & MP Act 1952 and any other relevant law before the clearance of monthly bill, which the GPRI will be empowered to deduct the same at source.
25. The persons proposed to be deployed at GPRI will carry out the duties as per the directions of the management.

26. The agency will furnish a report of attendance of all security staff deputed for deployment at GPRI along with necessary police verification. This shall also be applicable for those provided on temporary or replacement basis.
27. GPRI reserves all the rights to cancel any or all the offers / bids or to accept any offer without assigning any reasons at any stage of tendering process.
28. The Income Tax as applicable from time to time shall be deducted from the monthly payment of Agency.
29. The decision of the management in terms of functioning of employees deployed by the firm, levying of fines for damages will be final and non negotiable in any manner or any other form of arbitration.
30. The Agency should be registered with EPF, ESI, GST departments, license of security services and photocopies of the following documents will be attached along with the tender. Tenders received without the details asked for may not be considered :
 - (a) ESI Registration.
 - (b) License copy of Security services
 - (c) PF Registration.
 - (d) ESI, PF and GST latest deposit receipts.
 - (e) Labour Licence Registration
 - (f) PAN Card.
 - (g) Copy of terms and conditions duly signed with seal of the firm, in token of acceptance of terms and conditions.
 - (h) GST Registration Certificate
 - (i) List of customer
 - (j) Last Year Audit Report
 - (k) If the vendor fails to enclose any or all of the above documents his offer is liable to be rejected and will not be considered for empanelment.

The Agency will also attach an undertaking having read the above conditions and to abide the same in future if the contract for security services is awarded to them.

31. **Contract Period:** - The agreement will be initially for a period of 1 (one) year from the date of agreement.
32. **Termination:-** The Institute reserves its right to terminate this contract after giving one month prior notice in case of unsatisfactory services or non-compliance of any of the condition of this agreement. Further either party can terminate this agreement after giving one month prior notice.

In the event of termination of contract for unsatisfactory services or non-compliance, Management of the Institute has every rights.

- 33. Payment Terms & Conditions:** - The monthly bill payment will be released only after making salary payment to the security guards at the office site, along with proof of salary payment. The Institute will make the payment of such bill to you within 10 days from the receipt of the invoice.
- 34.** The Agency should pay Salary to all deployed security staff on or before 7th of every month.
- 35. Retention Money:-**10% payment will be deducted from the monthly invoice as retention money and the same will be released after successful completion of 1 year contract period.
- 36. Jurisdiction.** The contract shall be governed by the Laws of India for the time being in force. The Courts of Mehsana only shall have jurisdiction to deal with and decide any legal or dispute arising out of this contract/terms and conditions.
- 37. Settlement of Disputes.** Any disputes or difference arising out of or in connection with the Contract/Terms and Conditions shall be to the extent possible settled amicably between the parties. If amicable settlement cannot be reached then all disputed issues shall be settled by arbitration.
- 38. Arbitration.** In the event of any dispute or difference arising under this Contract, the matter shall be referred to the Arbitrator to be nominated by the Principal, GPERI and whose decision will be final and binding on both the parties. The venue of arbitration will be GPERI subject to as aforesaid the Arbitration Act, 1940 and the rules there under and any statutory modification thereof for the time being in force shall be deemed to apply to the Arbitration proceedings under this Contract.

Seal of the Firm

Signature of the Authorized

Annexure - II**Financial Bid**

Sr. No.	Particular	Qty	Working Hours	Rate (per month)	GST	Total Rate after GST (per month)	Total Amount (per month)
1	Security Supervisor	1 no	8 hrs				
2	Security Guard	14 no	8 hrs				
3	Lady Guard	1 no	8 hrs				
GRAND TOTAL (for 16 nos staff for 8hrs) (per month):-							

Signature & seal of authority