

**GANDHIGRAM RURAL INSTITUTE (DEEMED TO BE UNIVERSITY)
GANDHIGRAM, DINDIGUL – 624302**



TENDER NOTICE No. R / SEC / 2018

The Gandhigram Rural Institute (Deemed to be University), Gandhigram (post), Dindigul (Dist), Pin – 624302.



THE GANDHIGRAM RURAL INSTITUTE (DEEMED TO BE UNIVERSITY)
GANDHIGRAM- 624 302. DINDIGUL DISTRICT, TAMIL NADU

TENDER INVITING NOTICE
Security Services – Code R/SEC/2018-19

Sealed tenders in the prescribed form are invited by The Gandhigram Rural Institute (Deemed to be University), Gandhigram from the Registered Security Agencies for deputing persons for watch and ward work (security services) on contract basis. Initially the contract for security service work will be given for one year and extendable for one more year subject to the satisfactory performance. Tender details are given below.

1	Tender inviting Officer/Authority, Designation and Address	The Registrar, Gandhigram Rural Institute (Deemed to be University), Gandhigram - 624 302. Dindigul District Tamil Nadu.
2	Name of the work	Security works in GRI campus & CRH at Gandhigram Rural Institute, Gandhigram round the clock.
3	Place of Execution	The Gandhigram Rural Institute (Deemed to be University), Campus and CRH & S campus.
4	Cost of Tender forms & availability	The tender form can be downloaded from the Institute website www.ruraluniv.ac.in . The cost of the tender application is Rs. 1040/- (Rupees one thousand and forty only) which is to be paid by the tenderer by a demand draft in favour of " The Registrar, Gandhigram Rural Institute (Deemed to be University), Gandhigram ". Payable at Canara Bank, GRU Branch, Gandhigram (Branch Code 8500) A/C No: 8500101010000 at Canara Bank, GRU Branch, Gandhigram.
5	Earnest Money Deposit	Rs. 5, 00,000/- (Rupees Five Lakhs only) to be sent by a Demand Draft drawn in favour of "The Registrar, Gandhigram Rural Institute (Deemed to be University), Gandhigram". Payable at Canara Bank, GRU Branch, Gandhigram (Branch Code 8500).
6	Last date, Time and Place for submission of Tender	The envelope containing filled in tender form should be sealed and superscripted on it "Tender For Security Services-Code R/SEC/2018-19" addressed to "The Registrar, Gandhigram Rural Institute (Deemed to be University), Gandhigram-624302. Dindigul District. Tamil Nadu". The sealed tender form should be dropped in the Tender Drop Box placed in Admin Block of Gandhigram Rural Institute. Duly filled in application will be received up to 4.00 p.m. on 21.08.2018 and opening of the tender will be at 2.30 p.m on 22.08.2018
7	Detailed instructions are available in the GRI website. If any changes are made it will be uploaded in the GRI website.	
8	The institute reserves the right to give or not to give the contract or to re-invite tender or to reject the tenders without assigning any reason. The final decision to modify the tender partially or fully lies with the Gandhigram Rural Institute.	
9	Defective / over writing tender /incomplete without enclosing the supporting documents shall be summarily rejected.	

All the filled in sealed Tender forms should be accompanied by a copy of certificate of ESI, EPF Registration No and the copy of GST.

Date:

REGISTRAR

INSTRUCTIONS TO TENDERERS REGARDING TENDER FORM

1. Tenderers are advised to download the tender documents in A4 size paper well in advance and submit the filled in tender forms before the stipulated time. It is the responsibility of the tenderer to check any modifications published subsequently in GRI web site and the same shall be taken into account while submitting the tender. The institute will not be responsible for any postal delay / delay in downloading of tender document form the website.
2. The downloaded Tender form in full along with various supporting documents are required to be submitted as per the tender conditions in a sealed cover duly superscribing the name of the work, tender notice No, date etc and the same should be dropped in the tender box placed in the Administrative Block of GRI, Gandhigram, Dindigul District within the stipulated date and time.
3. Tender forms not accompanied with the demand draft towards the cost of the tender application and Earnest Money Deposit (EMD) will be rejected.
4. The tenderer may note that the rates of schedule items shall be written in figures and words. Each page of the tender document shall be signed by the tenderer.
5. The enclosed declaration shall be given by the Tenderers while submitting the tender.

1. Signature(s) of Tender(s)

Declaration

I/We have downloaded the tender form from the website www.ruraluniv.ac.in and I / We have not tampered / modified the tender forms in any manner. In case, if the same is found to be tampered/modified I/We understand that my/our tender will be summarily rejected.

A demand draft No. _____ dated _____ for Rs. _____ issued by _____ has been enclosed towards the cost of the tender form.

A demand draft No. _____ dated _____ for Rs. _____

Issued by the _____ has been enclosed towards EMD.

Signature(s) of Tenderer (s)

Date

Address

2. Signature(s) of Tenderer (s)

TERMS AND CONDITIONS OF TENDER SCHEDULE FOR SECURITY SERVICES

1. The Security Agency shall provide security guards at the following 18 duty points in the campus:

Sl. No.	Security Point	No. of Security Personnel	
		Supervisor	Security Guards
1	Main Gate (Entrance)	01	02
2	Vice Chancellor Residence		01
3	Administrative Block		01
4	Ladies Hostel Main Gate (Lady Guard)		01
5	Silver Jubilee Hall (South Gate)		01
6	Prayer Area - Gurudev Block		01
7	Working Women Hostel Main Gate(Lady Guard)		01
8	Library (1 st and 2 nd Shift) & CRH (3 rd Shift)		01
9	Computer Centre		01
10	Agri Farm Office Gate		01
11	B & C Farm		01
12	RTC Area		01
13	Anna Nagar (Rear Gate)	01	01
14	Keithanji Quarters Gate		01
15	Faculty Guest House - Canteen Area		01
16	RIM – Gate		01
17	Boys Hostel (Radhakrishnan) Main Gate		01
18	Boys Hostel (Zahir Hussin) Main Gate		01
Total Security Personnel per shift		02	19
		Per shift	Per day
Security Supervisor		02	06
Security Guards including 02 Lady Security Guard per shift		19	57
Total per shift		21* 3 shifts	63

2. The tender should carry the following details in addition to the quotation of rates:
- Whether the Agency is registered under the Company Act/Shop Act /Commercial Establishment Act/ Society Act and if so, an attested copy of the Registration certificate should be enclosed.
 - The Agency which will be selected for the contract should obtain LIN within a period of one month from the date of award of contract from the Ministry of Labour & Employment, Office of the Regional Labour Commissioner (central), 13A, Lady Doak College Road, 1st floor, Chinnachokkikulam, Madurai-2 failing which appropriate action will be taken to discontinue the contract and 5% of EMD will be deducted for failing to obtain LIN within a period of one month.

3. Signature(s) of Tenderer (s)

- iii. A copy of the Income Tax clearance certificate and Permanent Account Number shall be furnished along with the tender.
 - iv. Quotations / Tenders not covering of minimum wages and statutory payment will be liable to be rejected. The tenderer shall take into account of the minimum wage for security personnel prescribed by the Govt. and include the EPF, ESI and other related contributions by the employer while quoting the rate for the security work.
 - v. The agency should be registered with the Regional P.F. Commissioner of the area. The monthly Employee's P.F. contribution along with the equivalent matching contribution of the employer (outsourcing) at the prescribed rate shall be deposited with the RPFC by the agency every month and the proof (CRRN/ECR) of deposit with individual employee's details shall be submitted to this office (GRI-DU) every month while claiming the wages. If all these details are not furnished, the wage bill will not be processed for payment till it is in compliance with EPF / ESI procedures. The Gandhigram Rural Institute (Deemed to be University), Gandhigram shall not be responsible for any liability, whatsoever, in this regard.
 - vi. Credentials or certificates in support of their efficiency and capacity to undertake the above said work and also a list of their clients with the name and phone numbers of the Head Office / Div. Head shall be furnished for reference.
3. The Gandhigram Rural Institute (Deemed to be University), Gandhigram reserves the right to reject any or all tenders without assigning any reason thereof.
 4. This contract shall remain valid for a period of one year from the date of agreement or office order to commence the work and it can be extendable for a further period of one year subject to satisfactory performance (from _____ to _____).
 5. The agency whose tender is accepted will be required to furnish a demand draft of Rs. 5, 00,000/- (Five lakhs)drawn in favour of Registrar, GRI as EMD.
 6. **Tender by E-mail or Fax will not be considered.**
 7. The Institute will not be responsible for any delay in receipt or non receipt of tender documents.
 8. It will be obligatory on the part of the tenderer to sign each page of the tender documents and the enclosures also. The tenderer who has been selected for award of work will have to enter into an agreement with the GRI.
 9. The security guards have to maintain punctuality, wear uniform, attend parade every shift and have to comply with the instruction of the Sergeant / Field Officer.
 10. When the Institute organizes functions on academic / administration matters, it is the responsibility of the Security personnel for the smooth functioning. So Security personnel are expected to be sincere in their duties assigned.

4. Signature(s) of Tenderer (s)

11. The institute reserves the right to give or not to give the contract or to re-invite tender or to reject the tenders without assigning any reason. The final decision to modify the tender partially or fully lies with the Gandhigram Rural Institute.
12. Professional or any other tax on services in respect of this contract shall be payable by the agency. The Gandhigram Rural Institute (Deemed to be University), Gandhigram will not entertain any claim from the agency in this respect.
13. By virtue of this contract the Security Agency has no right to appoint any one on regular basis to the Security service or any other service in this Institute.
14. The contract to the Agency shall be assigned subject to the following conditions:
 - (i) An efficient Ex-service man as the Field Officer shall be engaged at the cost of the agency.
 - (ii) A copy of the EPF/ ESI challan and other records towards monthly remittance of contribution in respect of all workers shall be sent along with monthly bill, failing which 20% of the bill will be withheld and released only after submission of the evidence for payment of the same.
15. The rates quoted will remain unchanged during the period of contract.
16. The Agency shall deploy security personnel to the premises of the GRI and CRH and such persons shall perform patrolling duties in addition to normal works.
17. There shall be 3 shifts in a day (shift "A" "B" and "C"). Each shift will be for 8 hours work.
18. The agency shall provide replacement of security workers in case of annual vacation, protracted illness, absenteeism, causal/sick leave etc., so as to ensure full staff strength at all times at the risk & cost of the Agency.
19. The Security Agency shall ensure that none of the security workers shall be identified with the employees of the GRI or involve themselves in any activity prejudicial to the interest of the GRI.
20. The Agency shall supply at least two sets of uniforms, raincoats, lathis, boots, torch lights (with battery), ID card and wireless sets etc., as part of uniform and equipment to the Security staff deployed to the GRI and the agency shall also ensure that the Security workers are in neat and tidy uniforms while on duty.
21. At least 6 wireless set should be provided for facilitating easy & quick communication among the Security workers in the GRI.
22. The security workers provided by the Agency is subject to supervision by the authorized officer, Security Inspector of the GRI.
23. The Security Agency will maintain attendance register which will be duly countersigned by the authorized officer Security Inspector of the GRI on a daily basis. The monthly bills submitted by the Agency will be countersigned by the officer in-charge of Security.
24. The GRI shall have no responsibility or liability for payment of any remuneration to the Security staff deployed by the Agency. The Agency shall be entirely responsible for the payment of remuneration to the Security staff deployed to the GRI.
25. The Security Agency shall be the direct employer of the persons engaged by it and such workers shall be under the control and supervision of the Security Inspector, GRI.

5. Signature(s) of Tenderer (s)

26. In the event of any theft, pilferage or willful damage of the GRI's materials or properties, the Agency will solely be responsible to compensate the loss.
27. The Agency will be liable to be terminated by one month's notice in writing on either side at any time for valid reasons.
28. The Security Agency is required to maintain visitor's / Vehicle pass book as supplied by the GRI.
29. In case of emergency or on special occasions when more security guards are required by the Institute, additional security guards should be provided by the Agency at short notice on additional payment at the agreed rates on man-day basis.
30. Security guards are strictly forbidden to take part in any labour union activities inside the campus of GRI & CRH.
31. Security guards and others deployed by the agency should strictly avoid consumption of liquor or smoking while they are on duty. The Institute will be within its powers to bar entry to any such personnel of the agency found within the campus having consumed liquor irrespective of whether he / she is in sober state or otherwise or found smoking during duty.
32. The security guards should not be changed at least for minimum period of 3 months.
33. The security guards should be physically fit & strong, mentally alert and preferably in the age group of 30-45 years. Minimum 10th standard pass. Able to read, write and speak Tamil. Those who are assigned the work of Field officer & Security Officer should at least read, write and speak English and Hindi in addition to Tamil. At least 50% of the guards must be Ex-Service men. Preference will be given to Agency offering Ex-service men. To check the physical fitness some physical exercises may be conducted to the Security workers.
34. Security guards will be responsible to check all incoming and outgoing vehicles at the gates and report it to the authorized officers of the GRI. Any suspicious and doubtful person is found, they may report immediately to the above officers.
35. The duty hours of the security personnel will be as follows.

First Shift	: 06.00 a.m. to 02.00 p.m.
Second Shift	: 02.00 p.m. to 10.00 p.m.
Third Shift	: 10.00 p.m. to 06.00 a.m.

36. The Institute will call for a morning parade while reporting to duty and issue instructions to the guards.

6. Signature(s) of Tenderer (s)

37. The security guards and supervisors must perform their duties with devotion and hold responsibilities in the interest of the institute. Any deviation from it would lead to termination of the contract.
38. Any material or thing should be allowed to move out of the campus only with proper gate pass issued or endorsed by the authorized officers of the GRI/DEANS/HODs concerned of this Institute, and countersigned by the Sergeant. A register must be maintained for the movement of materials.
39. The selection of Security Service Agency is not based on the lowest quotation but also on the basis of the technical competency in terms of its span of services, its experience in serving reputed clients/institutions, qualification and experience of the security staff. In assigning the security service to the agency, opinion would be obtained from its earlier / existing clients / institutions, if needed by the GRI.
40. The Agency after getting contract, within a period of 5 working days should furnish documentary proof of the security personnel having passed 10th standard and for other qualifications.

I/WE HAVE READ THE ABOVE INSTRUCTIONS AS WELL AS ALL THE OTHER PARAS OF INFORMATION, INSTRUCTIONS AND TERMS AND CONDITIONS (ANNEXURE B & C) BEFORE QUOTING THE RATE:

1. TENDERER'S SIGNATURE :
 2. NAME :
 3. ADDRESS & SEAL OF THE TENDERER :
-
-
-

TO

THE REGISTRAR,
 GANDHIGRAM RURAL INSTITUTE (DEEMED TO BE UNIVERSITY),
 GANDHIGRAM-624 302,
 DINDIGUL -DISTRICT

7. Signature(s) of Tenderer (s)

SCHEDULE OF QUOTATION OF RATES

Work: Providing Security services at Gandhigram Rural Institute (Deemed to be University) main campus and CRH&S campus.

Description (1)	No. of persons per day (2)	Rate per person per day (3)	<u>EPF@13.36%</u> (Employer contribution 12 % EDLI 0.5%, Admin. charges EPF - 0.85% & EDLI - 0.01% per person per day) (4)	ESI Employer contribution (4.75%) (5)	Sub-Total (3+4+5) (6)	Total Amount for one day (2) x(6) (7)
1.Security Supervisor	06 Nos. Male					
2. Security Guards	57 Nos. (Male +Female)					
3.Service charges in % (in words& figures)						
4.Grand total (Security Supervisor amount + Security Guards amount + service charges)						

1. Total wages of Security Guard per day in figures/words Rs. _____
2. Total wages of Security Supervisor per day in figures/words Rs. _____
3. Service charges in % in figures/words Rs. _____
4. Total amount per day for Security guards and supervisor including service charges both in figures/words Rs. _____

- i) The rate for Security Supervisor should be in conformity with the rates of minimum wages notified by Labour Department of the Government.
- ii) The rates for Security guards should be in conformity with the rates of minimum wages notified by Labour Department of the Government

(Please read the complete tender documents carefully before filling)

8. Signature(s) of Tenderer (s)

TENDERERS SHOULD FULFILL THE FOLLOWING CONDITIONS FOR TENDERING

1. The Agency should have a minimum experience of 3 years in the Security Service and a minimum of 50% workers should be from retired personnel of Armed Forces. Copy of evidence need to be enclosed with the tender form.
2. The tenderer should have provided security service worth not less than Rs.10.00 lakhs at least for one contract per annum during the year immediately preceding this tender. Evidence needs to be enclosed with tender form.
3. The tenderer should have had a minimum turnover of at least Rs. 30.00 lakhs per year for the last two years. Evidence needs to be enclosed with tender form.
4. Evidence for payment of EPF and ESI deposited by the Agency for the workers for the last year should be enclosed with the tender to be submitted.
5. Attested copy of Income Tax Clearance Certificate should be submitted along with the tender.
6. A Copy of Company / Organization's Registration Certificates should be enclosed with the tender form.
7. The tenderer should have at least 200 security personnel on their pay role as on date.
8. The Agency or their representative and the duty personnel should report to the authorized persons (Security Inspector - Sergeant) in this institute who will be the controlling officer for security on behalf of the institute.
9. The Agency has to submit Performance Guarantee from a Nationalized/Scheduled Bank for value of 5% of the total value of work allotted during the period of contract.
10. A copy of valid 15 digit service tax code number along with Service tax registration certificate needs to be enclosed.
11. Copy of valid of INCOME TAX, Permanent Account Number (PAN) needs to be enclosed.
12. Copy of valid tax Deduction Account Number (TAN) needs to be enclosed.
13. Copy of the relevant valid License from the Government to engage in the Business of private Security Agency should be enclosed.
14. The tenderer should be a registered and license holder from the Labour Commissioner (Central) under Contract labour (Regulation and abolition) Act 1970 for engaging contract labour. Document must be enclosed in proof of this.
15. Copies of Income Tax returns for assessment years 2015-2016, 2016 –2017 and 2017-2018, should be enclosed.
16. Attested copies of EPF & ESI paid challan for not less than 200 staff every month enrolled in ECR form should be enclosed.
17. In case of companies, Memorandum and AOA incorporation certificate from ROC are to be enclosed.
18. In case of partnership, Deed copy is to be enclosed.

19. In case of a society, its bye – laws is to be enclosed.
20. Name of the concern, date of commencement of the concern, address of the concern, post box number, e-mail id, telephone number and fax number, mobile number have to be furnished.
21. Name of the person and his designation for contact is to be given.
22. Name of the bankers address, IFSC and MICR codes are to be given.
23. Details of experience in the field and other information may be given, if space is not sufficient then separate statement may be annexed.
24. Details of work carried out in the year.2014, 15, 16 and 2017 (proof of experience for performance is to be enclosed).
25. Specimen signature of the authorized signatory together with the designation and seal of the Agency should be furnished.
26. Attendance should be maintained by the Field Officer / Supervisor properly for each shift.
27. The agency must have the capacity of employing 10% more in addition to the security staff of 63 guards and one security supervisor as and when needed by the GRI.
28. The Agency must attach the personal details of security personnel, guards, supervisors and field officer while submitting the tender.
29. The security agency shall produce all the security staff (including substitutes) as per the details given along with tender when the agency is called for such assembly. The offer of contract is subject to fulfillment of this condition.
30. The Security Agency should certify that the workers being deputed by the Agency for Watch & Ward work (security work) do not have any criminal background and none of the deputed person has been punished for any kind of criminal activity.

10. Signature(s) of Tenderer (s)



THE GANDHIGRAM RURAL INSTITUTE (DEEMED TO BE UNIVERSITY)
GANDHIGRAM-624 302.DINDIGUL DISTRICT, TAMIL NADU

TENDER FOR SECURITY SERVICE CODE – R/SEC/2018
BRIEF RESUME ABOUT THE ORGANISATION

1	Name of the Organization	
2	Address of Regd./Head Office	
3	Branches :If any:	
4	Type of organization (tick appropriate column)	
	a) Public Sector Organization	
	b) Private Limited concern	
	c) Partnership firm	
	d) Year of Establishment	
5	Registration No. & Year of Registration	
6	Details of Registration with DGP Tamil Nadu.	
7	Details of workforce	
	a) No. of Officers	
	b) No. of Supervisors	
	c) No. of Guards	
	d) No. of Supporting staff	
8	Are you paying minimum wages as per the <i>Minimum Wages Act</i> to your workers, mention last minimum wage paid?	
9	Are you complying with the respective statutory provisions such as Employees Provident Fund Act, E.S.I. etc.?	

11. Signature(s) of Tenderer (s)

10	Are you paying employer's contribution towards Labour Welfare Board? Please furnish details of Receipt No. date etc.	
11	Are your guards provided with the following? a) Uniforms b) Torch Lights c) Rain Coats d) Gum Boots c) Stationery d) Wireless	
12	What are the norms followed by you in the selection of security staff of the following category? (qualification and experience) a) Guards b) Security Supervisor c) Others	
13	What is average age of your security staff? a) Guards b) Security Supervisor c) Others	
14	Furnish the amount of turnover of your organization during the last three years with the details. (year wise and institution wise)	
15	Your PAN No. and Tax paid for the last 3 years (please enclose evidence)	
16	Furnish particulars of remittance, cost of tender form of Rs. 1040/- (Rupees One thousand forty only) DD. No. & Date and Drawee's Bank / Challan date and Account No.	
17	Furnish the particulars of remittance of EMD of Rs.5, 00,000/- (Rupees Five Lakhs only) DD No. & Date and Drawee's Bank.	

12. Signature(s) of Tenderer (s)

18. Give details of experience

Sl. No.	Name and address of Universities/Organization	No. of years of service	No. of guards per shift / No. of Supervisors per shift
Sl. No.	Name and address of Universities/Organization	No. of years of service	No. of guards per shift / No. of Supervisors per shift
Sl. No.	Name and address of Universities/Colleges	No. of years of service	No. of guards per shift / No. of Supervisors per shift

13. Signature(s) of Tenderer (s)

19. Details of the rates for providing Security persons to the GRI:

Sl. No.	Description	Rate quoted for Month/Person/ 8 hours duty per day
1	Security Guard	Rs. (in words)
2	Security Supervisor	Rs. (in words)

Note: Rate should include Service Tax, EPF, ESI etc related to Security Service.

20.	Will you be able to provide Ex-servicemen / Gurkha / Civilians?	
21.	On requirement of additional security personnel on any special occasion, will you be able to provide?	
22.	Any other information wished to be furnished by the Agency by adding white sheets as required.	

Place:

Date:

SIGNATURE :

DESIGNATION :

SEAL :

To
The Registrar,
Gandhigram Rural Institute - Deemed to be University,
Gandhigram – 624 302
Dindigul - District.

14. Signature(s) of Tenderer (s)