

**SHORT NOTICE INVITING APPLICATION FOR  
SELECTION OF SECURITY & HOUSEKEEPING SERVICES**

**AT NORTH EAST SKILL CENTRE (NESC)**

**AT KATABARI, GARCHUK, GUWAHATI**



**ASSAM SKILL DEVELOPMENT MISSION**

**5<sup>th</sup> Floor, Katabari, Garchuk, Guwahati-781035**

**Short Tender No. ASDM-2017/2019/25, Dated 24<sup>th</sup> July 2019**

## Notice Inviting Short Tender

ASDM invites tender in Two-Bid System in sealed cover from registered Contractors for the following work:

Services	Security and House Keeping Services at North East Skill Centre, Katabari, Garchuk, Guwahati-781035
Adv No	ASDM-2017/2019/25, Dated: 24/07/2019
office	ASSAM SKILL DEVELOPMENT MISSION 5th Floor, Katabari, Garchuk, Guwahati-781035
Amount of EMD	Bid should be accompanied with a sum of Rs.30,000/- towards EMD in the form of DD drawn in favour of Assam Skill Development Mission and payable at Guwahati.
Cost of Bid Document	Bid should be accompanied with a sum of Rs.5,000/- towards Cost of Bid Document in the form of DD drawn in favour of Assam Skill Development Mission and payable at Guwahati.
Date of Tender	24 <sup>th</sup> July 2019
Closing Date & Time for Tender Submission at ASDM Office, Katabari, Garchuk, Guwahati	5 <sup>th</sup> August 2019 upto 02:00 PM
Date & time of Opening Tender at ASDM Office, Katabari, Garchuk, Guwahati	5 <sup>th</sup> August 2019 at 04:00 PM
Bid Validity	The tender submitted should remain valid for 90 days from the date of opening of bid.

1 The tender document containing detail of scope of work, terms and conditions of the contract, etc., can be downloaded from website [www.asdm.assam.gov.in](http://www.asdm.assam.gov.in) from 24<sup>th</sup> July 2019.

### **I. ELIGIBILITY CRITERIA**

Bidders should meet the following eligibility criteria to qualify for the tender:

- (i) The bidder should be registered with Government of Assam to engage in the business of Private Security Agency. The valid license up to date of opening of this bid issued by the Competent Authority should be enclosed with the tender.
- (ii) The bidder should be registered under EPF Act, 1952 and ESI Act. Copy of registration certificate of EPF & ESI should be attached with the tender.

(iii) The bidder should have a registered office/ branch office in Guwahati, Assam. Valid Trade License should be submitted along with the Tender.

(iv) The Bidder should have an average annual turnover of at least Rs.10,00,000/- (Rupees Ten Lakh) only in the last three financial years, i.e. 2018-19, 2017-18 and 2016-17. Certificate from a Chartered Accountant in letter head duly signed, stamped and having the membership number should be submitted with the tender.

(v) The Bidder should be providing Security/ Housekeeping services to any Government/ Semi-Government/ Statutory Bodies/ Govt. Undertakings in the last two financial years. Work orders/ completion certificates should be submitted as evidence with the Tender Document.

## **II PERIOD OF CONTRACT**

The contract is initially for the period of one year from date of commencement of work. Extendable for further period on **yearly basis**, on same rates and terms and conditions based on satisfactory performance as assessed by ASDM.

## **III. EARNEST MONEY DEPOSIT(EMD)**

- a. Earnest Money along with the tender document should be submitted in the form of Demand Draft drawn in favour of “Assam Skill Development Mission” and Payable at Guwahati. The tenderer without EMD shall be rejected.
- b. The tenderer who deposits EMD less than the prescribed amount shall be rejected.
- c. The EMD of unsuccessful tenderers will be refunded within 30 days of award of contract to successful bidder.
- d. The Earnest Money of the tenderer shall be forfeited to ASDM without prejudice to any other rights or remedies, under the following circumstances.
  - i. If a tenderer withdraws his tender during the tender validity period as specified in the tender document.
  - ii. If, after acceptance of the tender, the tenderer fails to take up the job.
  - iii. If, the successful tenderer fails to sign the contract in accordance with the terms and conditions of the contract.
  - iv. If, after acceptance of this tender, the successful tenderer fails to furnish the balance of Security Deposit.
  - v. If, after acceptance of his tender, the successful tenderer fails to commence the work within the specified time period.

## **IV. Cost of Bid Document**

The Bidder has to submit a Demand Draft of Rs.5,000/- as cost of Bid Document in favour of Assam Skill Development Mission payable at Guwahati. Bids received without Tender Document Fees will be summarily rejected.

**V. SCOPE OF WORK**

**A Security arrangement at NESC:**

- a) To provide 08 nos. of male unarmed security guards to be manned from 08:00 AM to 06:00 PM.

Qualification: - minimum 8<sup>th</sup> pass

Minimum two years experience as security guard and hands on experience in fire-fighting / training.

Age : – Not more than 35 years

**Security Instructions**

- 1 For security arrangement from 08:00 AM to 06:00 PM at NESC, Katabari, Garchuk, Guwahati by deploying minimum one Security Guard per floor from 01<sup>st</sup> to 4<sup>th</sup> floor with shift duty not exceeding 8 hours per shift. Work chart, taking into account the weekly off shall be prepared and submitted to authorised official of ASDM for approval.
- 2 No person, other than the staff and enrolled students of NESC shall be allowed to enter into the premises without valid Entry Pass. The Security Guard on duty should ensure the genuineness of the visitors while permitting entry.
- 3 The security personnel shall not permit Contractor / Workmen to carry out any work inside the premises unless they hold a valid Work Order / Pass.
- 4 The Agency should be vigil in checking inward and outward movement of materials.
  - a) The materials should be received only against the delivery challan after confirmation with the concerned officer. On physical verification, the delivery challan should be stamped and signed by the security personnel and party may be directed to the concerned officer.
  - b) Those materials, which are returnable to the office, are permitted against exit slip only and those materials, which are non-returnable, are permitted against forwarding note and stamped and signed by the Security Guard. The Security Guard shall arrange to forward to the concerned official guard's copy of the Exit slips and forwarding notes confirming the movement of the materials from the campus.
5. No visitor shall be allowed entry before and after the prescribed office hours unless the officer, with whom such visitor has business, specifically requests for his entry.
6. On weekly off days and holidays any staff member entering the office will register his / her name and time of arrival and departure, in the Register provided with the security guards.
7. The security guard shall ensure the safety of the office premises at all times and maintain strict vigilance.
8. The security personnel shall be responsible for the periodic check and maintenance of the equipment needed for security arrangement.

9. The duty roster for a week starting from Sunday to Saturday of security guards with names posted on different shifts shall be submitted to concerned official one-week in advance.
10. Security guard should be provided with standard security uniform, shoes and with whistle & stick and ensure that security guard should attend work with uniform.
11. In addition to the above, security arrangement should be made as per direction of NESC officials / In-Charge.
12. In addition to the above jobs any other work related to NESC office as directed by the NESC official should be carried out.
13. NESC/ ASDM will not provide any accommodation and transportation facilities for security personnel. The Agency shall make its own accommodation arrangement for the security personnel posted at NESC.
14. The Agency shall ensure that the personnel engaged on duty doesn't report for duty under the influence of liquor or other intoxicating substances. He shall ensure that he conducts himself in a proper and orderly manner at all times, while on assignments under the contract resulting from this tender and any lapse in this regard leads to termination of contract without any notice in this regard and decision will be final and binding on contractor.
15. Playing cards/ gambling /smoking or chewing tobacco are totally forbidden inside the NESC and ASDM CAMPUS premises. Any personnel deployed found violating these rules will be liable for termination of his services forthwith and the party shall arrange the replacement with immediate effect.

## **B Housekeeping arrangement**

- a) To provide 8 nos of housekeeping personnel with minimum educational qualification of class 8<sup>th</sup> pass.
- b) Out of the total 08 nos., 04 have to Male and 04 to be Female.  
  
\* Age : – Not more than 35 years

### **Nature of Work**

1. Daily cleaning and wet mopping of office, class rooms, laboratory, toilets, bathrooms and sweeping of common area and corridors. Special care has to be taken for cleaning of carpet and wooden flooring. The cleaning of the office rooms should be completed before 8.30 am on all working days.
2. Daily collection of waste from office and laboratory and dumping in the dustbins.
3. Placing sanitary cubes, air purifier, naphthalene balls, liquid soap etc., whenever needed or every week.
4. Blockage in toilets, waste water lines or storm water pipes should be attended as directed without any delay.

5. Dusting of all items of office, classrooms and laboratories (wooden, steel and upholstered), fixtures, partition walls, doors, windows, notice boards, flower vases and art objects provided in all the places daily.
6. Daily spraying the freshener in the office room.
7. Cleaning of all the toilets, urinals, wash basins and sinks of the NESC premises, twice a day.
8. Removal of cobweb periodically if necessary, from all the office rooms, class rooms, laboratories, corridors, staircases, common spaces of the NESC Campus.
9. Weekly cleaning of all the fans, electrical fittings in office, class rooms and laboratory.
10. Weekly cleaning internally of all the windows as well as the glass partitions within the NESC premises.
11. In addition to the above any other work related to housekeeping/cleaning as directed by the NESC official should be carried out.
12. The agency selected shall have to make arrangements for all cleaning equipment, cleaning agents/ chemicals etc. as required for executing the work. ASDM and NESC shall not be liable for incurring any additional financial liability for the same. The price quoted should be done considering the cost of materials as well.
13. NESC/ ASDM will not provide any accommodation and transportation facilities for housekeeping personnel. The Agency shall make its own accommodation arrangement for the housekeeping personnel posted at NESC.
14. The Agency shall ensure that the personnel engaged on duty doesn't report for duty under the influence of liquor or any other intoxicating substances. He shall ensure that he conducts himself in a proper and orderly manner at all times, while on assignments under the contract resulting from this tender and any lapse in this regard leads to termination of contract without any notice in this regard and decision will be final and binding on contractor.
15. Playing cards/ gambling /smoking or chewing tobacco are totally forbidden inside the NESC/ ASDM campus premises. Any personnel deployed found violating these rules will be liable for termination of his services forthwith and the party shall arrange the replacement with immediate effect.

The contractor within 10 days from the award of contract should notify to In-charge, NESC the list of the security and housekeeping personnel deployed for work at NESC. The contractor should also inform in writing about the change in the employment of any of his staff members, at least 3 days in advance before the date of deployment in the office.

The EPF & ESI Nos. allotted to the deployed workers to be provided in the following format. Photo identification card certified by the contractor to be provided to the workers deployed indicating their EPF Nos., ESI Nos. etc and copy of it is to be attached to list being submitted to NESC within 10 days of award of contract:

Name of the Post	Name of employee	Age	Address	EPF No.	ESI No.

In case of increase in the requirement in future, hiring will be made and the payment will be made on pro rata basis.

**VI PAYMENT TERMS:**

- 1 No advance payment will be made.
- 2 100% payment will be made within 30 days on submission of bill in duplicate for the deployed personnel. The bill should be submitted on monthly basis within 7th of the calendar month by attaching previous months paid EPF & ESI challan copies for the deployed personnel. The proportionate amount will be deducted if the contractor fails to comply with any responsibilities like payment of minimum wages, EPF, ESI, Bonus etc.
- 3 In case the contractor deploys less number of manpower on any day than what is specified in the contract scope of work no III-A&B recovery shall be made @1.5 times the prescribed minimum wages for such workers in force at the time of award of work from monthly bill.
- 4 The statutory deductions like TDS, GST, recovery of balance security deposit and penalty as per penalty clause, if any, will be made from the payment of monthly bills as applicable.
- 5 Time is the essence of this contract. In case the contractor fails in fulfilling the obligations fully and in time, the In-charge, ASDM shall have the absolute right to take up the work at the contractor's risk and recover any such expenses from the amount due to the contractor including security deposits.

**VII PENALTY CLAUSE:**

1. Penalty for security and housekeeping arrangement at NESC:
  - a. 10% of the total contract amount will be deducted from the monthly bills as penalty if fails to deploy 100% of the Security & Housekeeping personnel as per contract on monthly basis and non-satisfactory services as per scope of work.
  - b. 20% of the total contract amount will be deducted from the monthly bill as penalty if fails to comply payment of minimum wages and payment of monthly EPF & ESI dues for the deployed personnel.
  - c. During a contract period of one year, default on any one of the above points for three times will be treated as non-satisfactory performance of the contractor and as a penalty security & housekeeping contract will be terminated by giving a month's notice with forfeiting 100% of the Security Deposit (SD) available with ASDM for the entire contract.

**VIII INSTRUCTION TO THE BIDDER AND TERMS & CONDITIONS**

1. **Procedure for Bid Submission:** The bidders are requested to submit the following:

- a) Technical bid along with the Response to Pre-Qualification Criteria in hard copy as detailed in RFP document in separate envelope duly sealed.
- b) Financial Proposal hard copy in separate envelope duly sealed.
- c) Demand Drafts containing the EMD and Bid Document Fees in separate envelope duly sealed.
- d) Please Note that Prices should not be indicated in the Technical Proposal but should only be indicated in the Financial Proposal failing which the bid submitted shall be summarily rejected.
- e) Please Note that all the formats given has to be duly filled up, signed and submitted in the bid failing which the bid submitted shall be summarily rejected.
- f) Signed copy of bid document as a token of acceptance of the clauses and terms & conditions of the RFP.
- g) Original Demand draft/ Bankers Cheque in respect of Tender document fee & EMD.
- h) Letter of Authorisation/ Power of Attorney in original, along with Board Resolution in case of a Company.

All these documents as mentioned above should be sealed in an envelope and to be submitted in the **O/o The Mission Director, Assam Skill Development Mission, NH-37, Opposite ISBT, Katabari, Garchuk, Guwahati- 781035** within the bid no., submission time & date mentioned in the bid document. The cover thus prepared should also indicate clearly the name, address, telephone number, E-mail ID and fax number of the bidder to enable the Bid to be returned unopened in case it is declared "Late".

Only one hard copy is required to be submitted.

2. **Other Conditions of bid submission:**

- a) ASDM will not hold any risk and responsibility regulating non-visibility of the scanned and uploaded documents. If documents are not visible, the same may not be evaluated at the risk of the bidder.
- b) The Bidder shall bear all costs associated with the preparation and submission of its bid including cost of presentation for the purposes of clarification of the bid. ASDM will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.
- c) The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged by the Bidder and ASDM, shall be written in English language, provided that any printed literature furnished by the Bidder may be written in another language so long the same is accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.
- d) It shall be deemed that the bidders have done careful study and examination of the Tender document and has fully understood the implications.
- e) The response to the Tender should be full and complete in all respects. Failure to furnish the requisite information or submission of a proposal not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of the proposal and forfeiture of the EMD
- f) All materials submitted by the bidder shall become the property of ASDM and may be returned at its sole discretion.
- g) Failure to furnish any of the required documents, certificates, will entail rejection of the bid. ASDM shall not hold any risk on account of postal delay. Similarly, if any of the certificates, documents, etc., furnished by the Bidder are found to be false / fabricated / bogus, the bidder will be disqualified, blacklisted, action will be initiated as deemed fit and the Bid Security will be forfeited.



- h) The hard copies submitted should be properly page numbered and appropriately flagged/ tagged; and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
- i) The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be signed by the person or persons signing the bid.
- j) The Tender should be signed on all the pages by the Bidder or his authorised representative and should be affixed with the bidder's Seal
- k) All outstation bids should be sent through registered post/ speed post/ courier.
- l) The proposals must be properly signed in ink as detailed below:
  - i) By the proprietor in case of a proprietary firm
  - ii) By the partner holding the Power of Attorney in case of a firm in partnership (A certified copy of the Power of Attorney shall accompany the Proposal).
  - iii) By a duly authorized person holding the Power of Attorney in case of a Limited Company or a corporation (A certified copy of the Board Resolution shall accompany the proposal).

### 3. Bid queries:

A prospective Bidder requiring any clarification on the tender document may submit their queries, in writing, to [indrajit.asdm@gmail.com](mailto:indrajit.asdm@gmail.com) / [gaurav.asdm@gmail.com](mailto:gaurav.asdm@gmail.com) . The queries must be submitted in the following format only to be considered for clarification:

S No.	Page No.	Clause No.	Subject	Query

ASDM will respond to all pre-bid queries on the website of the Mission. If required, a Pre-bid meeting will be held to answer the queries.

However, ASDM makes no representation or warranty as to the completeness of the response, nor does it undertake to answer all the queries that have been raised. Queries raised after the date prescribed as the last date of pre-bid queries in the NIT, will not be answered. Individual responses will not be communicated to any bidder.

4. Tenderers shall quote the rate as in the tender format at Annexure – I. The quoted rates must be inclusive of the following :

- Wages to be paid to the workers on minimum wages as notified by the Ministry of Labour & Employment Social Justice, Government of India, from time to time.
- Contribution to EPF, ESIC and BONUS as per labour laws
- Other statutory obligations as per prevailing labour laws.
- Any other facilities to be provided to the labourers as per the norms of Government.
- Any other taxes which are mandatory and applicable from time to time.
- Contractor shall not be permitted to increase the quoted amount during the contract period for any reason whatsoever it may be. He shall be liable to pay the statutory benefits to the workers during the period the contract is in force.
- Standard uniform and other equipments cost.

5 The bidder may visit the site to study the site condition and quantum of work involved before quoting the rates. The bidder may obtain relevant information from NESC office (from 25<sup>th</sup> July 2019 onwards) on all working days during office hours.

6 All pages of tender document including various annexure to be signed by the tenderer and stamped at the lower right hand corner and wherever required.

7 The tender document shall not contain any interlineations erasures or over writing except as necessary to correct the errors made by the tenderers in which case such correction shall be initialled by the tenderer along with his company's stamp.

8 Tenderer should mention all details like (office address, telephone number, fax, etc.) in their letter head.

9 The successful tenderer has to sign an agreement on non-judicial stamp paper of value Rs.100/- within 10 days from the receipt of offer of contract. The successful tenderer has to arrange the stamp paper at his own cost.

10 ASDM will notify the successful tenderer in writing by a registered letter /Fax/Email to confirm that his tender has been accepted.

11 On acceptance of the tender, the contractor shall communicate the name(s) of his authorized representative(s), if any, who would be in touch with the In-Charge, NESC for executing the day to day works.

12 The right of acceptance of the tender will rest with the In-Charge, NESC who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all tenders received without assigning any reasons whatsoever. Wherever, the tender in which any of the prescribed conditions is not fulfilled or incomplete in any respect is liable to be rejected without assigning the reasons. No correspondence shall be entertained in this regard.

13 The bidder shall submit an undertaking in non-judicial stamp paper of Rs.10/- duly notarised regarding non-blacklisting by any Central/ State Govt. Department or Undertaking in the last three financial years.

## **IX WORK PERSONNEL**

- a. The Muster roll for the security & housekeeping personnel attending for work shall be maintained at site indicating the name of personnel. Contractor shall direct all his personnel to either to sign or mark "P" on muster roll every day. Daily submission of attendance record/muster roll of staff on duty duly counter signed by supervisor is must for this contract and failure to do so will be treated as personnel not engaged/absent on duty.
- b. The contractor should deploy the minimum number of personnel per day as specified and in case of absence he should ensure that requisite number of staff is always on duty. Similarly the contractor will have to make proper arrangements during their weekly off. No extra payment will be made on this account. However, mere deployment of the specified personnel shall not relieve the contractor of his contractual obligations.
- c. The instruction given by the officer in charge shall have to be carried out promptly. In case of any difference of opinion or interpretation on the specification and

conditions, the matter to be referred to the In-charge, NESC for the decision, which shall be final and binding.

- d. The contractor must pay the wages to the personnel engaged latest by the 7th day of the following month. The contractor must abide by all laws, rules and regulations pertaining to engagement of labours. Payment to the personnel engaged must be made as per the minimum wages prescribed by the Ministry of labour and Employment, Govt of India. The total amount of wages paid to the personnel engaged must include the minimum wages+EPF+ESIC and other statutory benefits including BONUS.
- e. No accommodation shall be provided to personnel of the contracting agency.

## **X SAFETY OF THE WORKERS**

- a. The contractor shall be responsible for and shall pay any compensation to his personnel engaged under the Workmen's Compensation Act 1923(VIII of 1923) (hereafter called the said act) for injuries caused to the personnel engaged.
- b. The contractor shall be responsible for and shall pay the expenses or provide any medical aid to any personnel engaged who may suffer bodily injury as a result of an accident.
- c. The contractor shall provide all necessary personal safety equipment and first aid apparatus available for the use of personnel employed at office and shall maintain the same in condition suitable for immediate use at any time and shall comply with following regulation in connection therewith.
- d. The personnel engaged shall be required to use the equipment so provided by the contractor and the contractor shall take adequate steps to ensure proper use of the equipment by those concerned.
- e. When work is carried out in proximity to any place where there is risk of drawing all necessary equipment.
- f. Any injury/accident/death to the personnel engaged during the contract period shall be the responsibility of the contractor, and the compensation, etc. payable under the labour laws shall be paid by the contractor.

## **XI LABOUR ACT**

- a. No contractor shall employ any person who is under the age of 18 years for specified works. The concerned in-charge is authorized to remove from work any such person who is below 18 years.
- b. The contractor shall pay minimum wages as prescribed by the Ministry of Labour and Employment, Government of India from time to time to the personnel employed by him. In the event of any dispute arising between the contractor and his personnel on the ground that the wages paid are not fair and reasonable, the dispute shall be referred, without any delay, to the In-charge, NESC shall be conclusive and binding on the contractor

- c. All facilities provided in the contract labour act should be provided (Contract Labour Regulation and Abolition Act, 1971) to the personnel engaged. The contractor should issue identity card to all his personnel engaged.
- d. The contractor shall pay fair and reasonable wages as per the minimum wages act (Govt. of India) prevailing in the locality.
- e. The contractor shall duly comply all provisions of Contract Labour (Regulation and Abolition) Act 1971 as amended from time to time and all other relevant status and statutory provision concerning payment of wages particularly to the workmen employed on the site.
- f. The contractor shall comply with all the labour regulations in respect of his personnel provided for “Security & Housekeeping services“. The contractor shall indemnify ASDM of all the obligations arising out of the labour laws and regulation applicable.
- g. Every person engaged by the Agency for work shall be deemed to be employees of the Agency and no such employee of the Agency shall have any claim or rights on the ASDM. All welfare measures of the personnel will have to be borne by the Agency itself.

**XII SECURITY DEPOSIT (SD), WOULD BE 10% OF THE TOTAL WORK ORDER VALUE.**

- a. The successful bidder should deposit 10% of the work order value by demand draft drawn on Assam Skill Development Mission payable at Guwahati within 10 days of award of contract..
- b. No interest shall be payable by IASDM on the Security Deposit & EMD.
- c. Security Deposit shall be returned to the contractor after the physical completion of the work on certification by the Competent Authority. The certificate, inter alia should mention that the work has been completed in all respect and that all the contractual obligations have been fulfilled by the contractors and there is no due from the contractor to ASDM against the contract concerned. Subject to the contractor furnishing proof confirming payment of all wages, provident fund and ESI dues, or furnishing other proof of relative payments up to the date of termination of the contract with respect to all his employees deployed to render the services.

**XIII UNSATISFACTORY WORK**

Work must be done satisfactorily under the direct and personal supervision of the contracting agency. The agency shall be solely responsible for execution of all works mentioned in the part-A to B of scope of work. The In-charge, NESC will certify the works carried out. If the works are found to be unsatisfactory, then proportionate deduction will be made from the bill of contractor and this may even lead to termination of the contract. The decision of the competent authority of ASDM shall be final and binding on the contractor in such manner.

The contract may be terminated by ASDM at any time if the work is found to be of substandard or unsatisfactory and the amount of 100% security deposit will stand forfeited.

#### **XIV DAMAGES TO GOVT. PROPERTY**

- a. Compensation for all damages done intentionally or unintentionally by contractor's workmen whether in or beyond the limits of Govt. property including any damage caused by spreading of fire, shall be estimated by authorised officer of NESC subject to the decision of the In-Charge, ASDM, on appeal shall be final and the contractor shall bound to pay the amount of the assessed compensation of demand, failing which, the same will be recovered from the bill of the contractor.
- b. The contractor shall be responsible for making good the damages done to the existing property or work during construction by his men.
- c. In the event of any loss, damage, pilferage, theft of NESC's property, due to negligence of the security personnel, the Agency shall indemnify ASDM and reimburse the actual loss so caused.

#### **XV CLAIMS**

No extra work shall be done without the written permission of competent authority in NESC. No claim of extra work shall be entertained.

#### **XVI RECORD TO BE MAINTAINED BY CONTRACTOR**

(a) The Contractor should maintain and update all records of personnel employed for this work and produce the same to the In-Charge, NESC regularly and any other Competent Authority as and when required. The following minimum records shall be maintained and kept in custody of In-Charge, NESC prior to commencement of the work.

- Register of Wages in Form XVII
- Register of Workman Employed by the Contractor in form XII
- Any other records to be maintained under various acts as applicable
- Any other record as applicable under various acts.

(b) (b) Muster roll in form XVI :-The muster roll for the deployed personnel attending the duty shall be maintained at site indicating the name of personnel. Contractor shall direct all his personnel either to sign or put thumb impression or to mark "P" on muster roll every day. Daily submission of attendance record/ muster roll of staff on duty duly counter signed by In-charge / Authorised officer is must for this contract and failure to do so will be treated as personnel not engaged/absent on work

#### **XVII CERTIFICATES TO BE ENCLOSED**

The contractor must enclose copies of the following certificates along with the tender document failing which the tender shall be rejected :

## **CHECK LIST**

### SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER

Sl. No.	Description of requirement	YES/NO	Page No. of the tender submitted
(a)	Deposit for Earnest Money Deposit (EMD) Rs.30,000/-		
(b)	A copy of PAN Card allotted in the name of Bidder company.		
(c)	Valid Shops & Registration Certificate issued by the Competent Authority		
(d)	EPF and ESIC Registration Certificate from the concerned Authorities.		
(e)	Labour License. If not available, the same shall be obtained within a month from the date of issue of work order.		
(f)	Bidder office address with Telephone, Fax, E-mail, etc.		
(g)	Company's registration certificate		
(h)	GST Number allotted in the name of Bidder company.		
(i)	CA Certificate regarding Average Annual Turnover of Rs.10 Lakh in the last three financial years, viz 2018-19, 2017-18 and 2016-17		
(j)	Work Orders/ Completion Certificate for providing Security/ Housekeeping services to any Government/ Semi-Government/ Statutory Bodies/ Govt. Undertakings in the last two financial years		
(k)	Valid license to engage in the business of Private Security Agency issued by the Competent Authority		

**Annexure-I PRICE BID PROFORMA**

**Tender with conditional prices will be rejected and should be quoted strictly as per price bid format given below without any modification.**

- 1 Quote should include standard uniform and shoes cost, ESI & EPF, BONUS, minimum wages and any other cost to arrange security and housekeeping at ASDM.
- 2 Quote should be all inclusive including all taxes etc.
- 3 Before submitting tender, the tenderer shall be deemed to have satisfied himself by inspection of the site and locality regarding the site conditions, working hour available, working area, working conditions etc., that are likely to be encountered during the execution of works and he shall deemed to have taken all these factors into account while quoting the rates. The rate quoted by him shall deemed to be all inclusive for execution of work.
- 4 No separate discount to be indicated & any discount offered should be included in the below quoted rate.
- 5 All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth is offered by bidder shall be summarily rejected.
- 6 All the items of the price Bid should be quoted.

Sr. No.	Particulars	Quantity	Monthly Unit rate	Total Monthly	Total Yearly
1	2	3	4	5=3x4	6=5x12
1	Deployment of Security Guards arrangement from 08:00 AM to 06:00 PM on all working days with maximum shift duration per worker limited up to 8 hours per person per shift duty as at scope of work III –A (a)	8 Nos.			
	Monthly unit rate in figure :				
2	Deployment of Housekeeping personnel as at ‘Scope of work III – B(a)	8 Nos.			
	Monthly unit rate in figure :				
3	Agency Charges – rate in figures :				
4	GST				
	<b>Grand Total =1+2+3+4 (in figures)</b>				
	<b>Grand Total (in words)</b>				

Date

(Signature of the bidder with stamp)

**1. Format of the Covering Letter**  
**(TECHNICAL BID)**

*The Covering Letter is to be submitted on official Letterhead with official seal*

To

Mission Director

Assam Skill Development Mission

5th Floor, Katabari, Garchuk

Guwahati – 781035

**Sub: Short notice inviting application for selection of Security and Housekeeping service providers at North East Skill Centre (NESC), Katabari, Garchuk, Guwahati**

Dear Sir,

Please find enclosed Copy of our Proposal in respect of the RFP referred above.

We hereby confirm that:

- a) The proposal has been submitted by us in accordance with the conditions stipulated in the RFP.
- b) We have read the guidelines and RFP document in detail and have understood the terms and conditions stipulated in the RFP Document issued by ASDM. We agree and undertake to abide by all these terms and conditions along with subsequent communication from ASDM. Our Proposal is consistent with all the requirements of submission as stated in the RFP or any subsequent communications from ASDM.
- c) The information submitted in our Proposal is complete, is strictly as per the requirements as stipulated in the RFP, and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors/omissions/false information in our Proposal. We acknowledge that ASDM will be relying on the information provided in the Proposal and the documents accompanying such Proposal for empanelment of the applicant for the aforesaid programme, and we certify that all information provided in the application, formats and the Annexures attached herewith are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
- d) We acknowledge the right of ASDM to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
- e) We fulfil all the legal requirements and meet all the eligibility criteria laid down in the RFP.
- f) This Proposal is unconditional and we hereby undertake to abide by the terms and conditions of the RFP.
- g) We have enclosed an EMD as required in the RFP. This EMD is liable to be forfeited in accordance with the provisions of the tender document.
- h) We have not directly or indirectly or through an agent engaged or indulged in any corrupt



practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

- i) We undertake that the Price bid has been submitted without any conditions and as per the conditions of the tender document and we are aware that the Price bid is liable to be rejected if it contains any other conditions
- j) The prices and other terms and conditions of this Tender are valid for a period of 180 calendar days from the last date of submission of bids.
- k) The price quoted by us is inclusive of all taxes, rates, delivery charges etc, and no amount will be payable in addition to the amount quoted by us. However, ASDM reserves the right to negotiate the prices downwards.
- l) We understand that our bid is binding on us and that you are not bound to accept a bid you receive.

**For and on behalf of:**

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place:

**2. Applicant Details**  
**(Technical Bid)**

Sl. No.	Description	Details	
1.	Name of Bidder		
2.	Status / Constitution of the Bidder		
3.	Name of Authorized Signatory		
4.	Address		
5.	PAN Number		
6.	GSTIN		
7.	Type of Contractor(CPWD/ State PWD/ Railways/ PSU etc) & category		
8.	Primary point of contact	Email	Contact No
9.	Secondary Point of Contact	Email	Contact No

**For and on behalf of:**

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place:

**3. Cost of bid document & EMD Particulars**

(Technical Bid)

Sl. No.	Particulars	D.D. No. & Date	Name of the Bank	Amount (Rs.)	Remarks
1	EMD				
2	Tender Document Fees				

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address

**4.Financial Details**

(Technical Bid)

*Declaration to be submitted under the signature of Chartered Accountant on Letterhead*

To whomsoever it may concern

On the basis of audited financial statements, we hereby certify that M/s.....having registered office at .....has the following average annual turnover during last three financial years starting from FY 2016-17, 2017-18 and 2018- 2019 as mentioned below:

S.No	Financial Year	Annual Turnover
1	2018-19	
2	2017-18	
3	2016-17	

Signature

Chartered Accountant firm

Membership No

Contact

Seal

5.Experience Details

(Technical Bid)

S. No.	Name of Client	Scope of Work	Project Area (in sq ft)	Date of Work Order	Value of Work Order	Status (Complete /In process)	Date of Completion

Note:

Submit Work Orders for all the projects mentioned above and the completion certificate, where applicable Highlight the work Orders for scope of work, date, value of work, area etc.

We undertake that the above information is true and correct.

Yours faithfully,

(Signature of the Bidder)

Designation

Seal

Date:

Business Address:

**6. Declaration Regarding Clean Track Record**

**(Technical Bid)**

(To be enclosed in the Bid)

*(To be signed and executed in non-judicial stamp paper of Rs. 10/= and notarised)*

To

Mission Director

Assam Skill Development Mission

5th Floor, Katabari, Garchuk

Guwahati – 781035

**Sub: Short notice inviting application for selection of Security and Housekeeping service providers at North East Skill Centre (NESC), Katabari, Garchuk, Guwahati**

Sir/ Madam,

I have carefully gone through the Terms & Conditions contained in the above TENDER Document. I hereby declare that my company/ organisation or any of my consortium partners, have not been debarred/black listed by any Government / Semi Government organizations in India since 1<sup>st</sup> of April, 2014. I further certify that I am competent officer in my company to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address: