

**INFORMATION AND LIBRARY NETWORK CENTRE**

**An Inter University Centre of University Grants Commission**

**Near Gujarat University Guest House**

**Gujarat University Area, Navrangpura,**

**AHMEDABAD : 380 009.**

**Tele.Nos. : 26300002, 26301972, 26308528, 26304695**

**Fax Nos. : 26307816, 26300990**

**Website : [www.inflibnet.ac.in](http://www.inflibnet.ac.in)**

**TENDER DOCUMENTS FOR HIRING OF MANPOWER SERVICES**

**OUR REF NO. INF / PUR / MANPOWER / 2011 - 2012**

**DUE DATE : 1500 HOURS ON 22.12.2011**

**OPENING DATE : 1600 HOURS ON 22.12.2011**

**INFLIBNET CENTRE  
AN IUC OF UGC  
NAVRANGPURA  
AHMEDABAD – 380 009.**

**SUB. : PROVIDING OF SECURITY GUARD & MANPOWER YEAR - 2012**

Sealed quotations are invited for Security and Manpower with certain terms and conditions given in **Annexure** the vendor should submit technical bid ( **Annexure – III & Annexure – IV**) and price bid separately in sealed envelopes duly marked. Both bids ( Technical and Commercial bid) should be enclosed in a bigger envelope. Quotations not received in sealed envelopes would be rejected.

**Technical Bids**

The technical bids should complete in all respect in the format given in **Annexure - III & IV**.

**Commercial Bids**

The commercial bid will consist of the following:

- The quotations complete in all respects, under sealed covers as per above instructions, should be sent to :

**INFORMATION AND LIBRARY NETWORK CENTRE  
(AN IUC OF UNIVERSITY GRANTS COMMISSION)  
NR. GUJARAT UNIVERSITY GUEST HOUSE,  
UNIVERSITY AREA, P.B.NO. 4116, NAVRANGPURA,  
AHMEDABAD – 380 009.**

Quotations should reach at the above address on **22.12.2011 latest by 1500 Hrs.** The Institute reserves the right to accept or reject any or all the quotations without assigning any reasons thereof.

(Ashok Ahtani)  
Section Officer (P&S)

## RATE SCHEDULE FOR PROVIDING SECURITY GUARD

Sr. No.	DESCRIPTION	Rate
1	Unskilled worker for engaging as Security Guard , sweeper, helper (Please give the <b>rate for per person per day basis</b> )	
2	Rate of Provident Fund in percentage (%)	
3	Rate of ESI in percentage (%)	
4	Rate of Service Tax in percentage (%)	
5	Rate of Educational Cess in percentage (%)	
6	Rate of Service Charges in percentage(%) or in Rupees	
7	Other Govt. Levies (please specify)	
8	Any other charges / overheads (please specify)	

**Declaration**

I/We hereby declare that the information furnished in this tender document is true to the best of my/our knowledge and the terms and conditions mentioned in the tender document are acceptable to me/us.

Date : \_\_\_\_\_

\_\_\_\_\_  
[ Signature and seal of the Party ]

Name : \_\_\_\_\_

Full Address of the Party : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No. : \_\_\_\_\_(O) \_\_\_\_\_(R)

Fax No. : \_\_\_\_\_

Mobile No. : \_\_\_\_\_

**INFORMATION AND LIBRARY NETWORK CENTRE**  
**An Inter University Centre of University Grants Commission**  
**Near Gujarat University Guest House**  
**Gujarat University Area, Navrangpura,**  
**AHMEDABAD : 380 009.**

**TENDER FOR HIRING OF SECURITY SERVICES**  
**ON ANNUAL RATE CONTRACT BASIS**

**REF : TENDER NOTICE NO. INF/PUR/MANPOWER/2011-2012**

1. **SCOPE :** The scope of the contract is to hire manpower for engagement as Security Guards as mentioned in the tender notice to meet the manpower requirement for deployment at the main campus of the Centre, at "L" Block, A.E.S.Hostel Campus, INFO-CITY, Gandhinagar or at any other place as decided by the Centre from time to time.
2. **PERIOD OF CONTRACT :** Initially the contract will be for a period of **ONE YEAR** year from the date of commencement of the contract which may be extended further by one more year by mutual consent and understanding of both the parties.
3. **THE RESPONSIBILITIES OF THE CONTRACTOR (PROVIDING OF SECURITY GUARDS, COMMON CONDITIONS FOR PAYMENT OF WAGES, DISCIPLINE, LEAVE OF STAFF ETC.) :**
  - The contractor has to provide total 14 Security Guards which comprise of One Security Guard round the clock for 3 shifts in a day and Two more Security Guards at night at INFLIBNET Office premises and one Security Guard round the clock for 3 shifts for our Hostel at "L" Block, A.E.S.Hostel Campus, two Security Guards round the clock for 3 shifts for our premises at INFO-CITY, Gandhinagar. Persons who have completed the age of 18 years will only be engaged for the work. **Further the contractor have to provide skilled and unskilled manpower like sweeper, helpers, Driver, Stenographer, Project Assistant, Project Associate and Technical Persons etc.**
  - The contractor will have to undertake the responsibility to pay minimum wages, as prescribed by the Government and deposit contributions towards PF, ESI etc. and produce the proof regularly (details to include the particulars of each person and amount monthwise so deposited) under the Labour Laws and we shall have no responsibility on account of risk to workmen engaged on duty or for payment of compensation, if any, to them under Workmen compensation Act. In case this Centre is made liable to share or pay any liabilities arising out of the engagement of the above workers, the same shall be reimbursed by you to this Centre. Besides, any such liabilities shall be recoverable from the amount payable to you. The persons engaged in our office has to be paid minimum wages fixed by the Labour Commissioner, Central Government at the rate announced from time to time for daily rated workers, as per their attendance in a month, in the Centre, **in presence of Administrative Officer (PA&F) or any other authorized Official of INFLIBNET Centre, every month.**
  - The contractor will be required to follow and observe the provisions of all such rules or acts/legislation framed by Central Government as applicable to the Workers engaged in this work. Further, you shall also be responsible for fulfilling the statutory requirement as applicable to this contract.
  - It will be exclusively contractor's responsibility to provide necessary facilities like; Uniform, Lathi, Shoes, Raincoats, cycle, torch, Cells etc. to your staff. However, furniture, stationery, registers and cleaning items shall be provided by this Centre.

Contd...2

: 2 :

- The contractor has to undertake the responsibility of making security arrangements diligently, honestly and efficiently.
- The Contractor shall provide personnel who shall be persons with proven, record of honesty and integrity to be verified by the office if required. The office is not liable for any injury etc. of the Security staff.
- The Contractor has to undertake to assist whenever necessary, under the instruction of the Administrative Officer (PA&F) for additional security arrangements in case of emergency and additional charges as mutually agreed upon will be paid.
- If the contractor fails to pay the prescribed minimum wages to the staff engaged in our office, we shall be at full liberty to terminate the contract immediately without giving any notice.
- Normally, the Centre will give advance intimation for hiring the extra Security Guard. However, in any urgency the extra Security Guard is to be provided on short notice of 2 Hours. The extra Security Guard shall be requisitioned as per our requirement and adherence to strict timings shall be absolutely essential. The number of persons may increase depending upon the requirement.
- In case the staff earmarked for us are replaced for any other reasons, the replaced staff should also fulfill all the requirements mentioned above . **AND THE SAME SHOULD BE DONE WITH THE PRIOR APPROVAL OF COMPETENT AUTHORITY ONLY IN WRITING.**

#### **4. THE ADDITIONAL RESPONSIBILITIES FOR SECURITY SERVICES :**

- Following security checks are required on the main gate/entrance to our Campus:
  - ✓ Two type of checks are required to be carried out for incoming as well as outgoing vehicles.
  - ✓ Visitors vehicles will be permitted only after ascertaining the reason of their visit and making entry in the register at the main gate.
  - ✓ While any vehicle goes outside the campus with materials, the details of the materials with reference to the gate pass have to be verified by the security guard. The details of the authorized signatory of the gate pass will be separately given to the guard at the main gate.
  - ✓ Visitors should be permitted to enter into the Campus only after necessary entries in the register. No unauthorized visitor should be permitted.
- Security Guard will take round of all areas inside the compound wall/fencing and each building frequently to keep a vigil and also to check outside office timings whether all doors and windows of the office are closed. The key board will be properly secured and maintained.
- The Security Guard provided to the Centre/Institute should not be relative of any employee of this Centre or his/her family members or his/her dependants. An undertaking to this effect should be given before entering into contract.

Contd...3

: 3 :

- The Security Guard provided should wear the uniform and cap while on duty. The staff should be well mannered, polite and disciplined.
- The Security Guard provided should not have any bad habits such as smoking, chewing of tobacco etc. and should never take any prohibited items such as explosives, liquor, drugs etc. in the campus.
- In case the Security Guard provided is found negligent in discharging his duty or shows discourtesy to the employees of the Centre or others, or commits any misconduct or offence, he shall be replaced immediately by the contractor.

#### 5. The Tender Documents :

- **The tender documents are given in duplicate and one copy of the same is to be submitted.** The tenderer should sign all the pages of tender documents in token of acceptance of the terms and conditions.
  - The tender containing too many errors and alterations are liable to be rejected. All corrections made by the tenderer(s) must be attested by him/them or by his/their authorized representative with full signature.
  - The tender documents received later than the prescribed time and date are liable to be rejected.
  - The tender documents should be accompanied by lists of present and past clients and contact person(s) with telephone numbers, copy of latest Income tax clearance, copy of PAN number, You are required to submit to this office Xerox copies of following documents for our official records Valid Registration Number under Shops and Establishment Act, License for Security Services, Registration Certificates of provident fund, ESI, Professional Tax, IT Clearance, Permanent Income Tax Account Number, Certificate of registration under Section 69 of the Finance Act 1994 (32 of 1994) of Central Excise & Customs Commissionerate for Service Tax and proof of residential and office telephone numbers of the tenderer.
  - The tender sent by post/courier must reach this Centre not later **than 03.00 P.M. on 22<sup>nd</sup> December, 2011.** The tenders sent by hand delivery should be properly inserted in the Tender Box available at Administration Division of the Centre.
6. **Earnest Money Deposit (EMD) :** The tenderer shall be required to deposit Earnest Money (EMD) of **Rs. 10,000/-** in the form of Demand Draft/Banker's Cheque drawn in favour of "INFLIBNET Centre" payable at Ahmedabad. The EMD of unsuccessful tenderers shall be refunded after finalization of contract. No interest will be paid on EMD. **EMD SHOULD BE SUBMITTED ALONGWITH TECHNICAL BID ONLY**
7. **Rates and details of manpower :** The rates are to be given in the Annexure-I and the list of the past and present clients are also to be given in the prescribed form (Annexure-II) attached with this tender document.
8. **Security Deposit :** The successful party shall have to deposit Security Deposit of Rs. 1,75,000/- in form of Banker's cheque or Bank Guarantee. No interest shall be paid on Security Deposit and the same will be returned only on successful completion of the contract. The security deposit shall be forfeited in case of breach of contract. Security Deposit equal to one month salary of all personnel and further additional deposit as and when salary increases.
9. **Tender by Firm/company :** When the tender is submitted by a firm or by a company, the tender should be signed by the individual authorized to enter into such commitments on firm/company's behalf.

Contd...4

10. **Rates quoted :** The rates quoted by the tenderer shall be deemed to include all expenses etc. whatsoever that the contractor may be required to incur, except the Taxes and Govt. Levies which shall be paid extra by the Centre at the rates as applicable from time to time. The Centre will allow increase in the rate of minimum wages according to the increase of wages effected by the competent authority from time to time.

**11. Payments :**

- The contractor shall be paid monthly bill within 7 days from the date of receipt of bill alongwith monthly attendance statement. All bills should be supported by daily attendance register. **All personnel should have salary account and salary slip should be submitted to each person on or before 10<sup>th</sup> of every month.**
- No claim for interest will be entertained by the Centre in respect of any payments/deposits which will be held with the Centre due to dispute between the Centre and contractor or due to administrative delay for the reasons beyond the control of the Centre.
- As per the Govt. regulation, taxes at the applicable rate will be deducted at source from the bills of the contractor. Necessary TDS certificate will be issued by the Centre.
- If any of the above conditions are not adhered to and should there be unauthorized deviations to the terms and conditions stipulated above, the bill submitted is liable to be rejected and payment disallowed.

12. **PENALTY :** After having acknowledged and confirmed the contract, if the contractor fails to provide the Security Guard for specific/regular requirement as booked by any authorized officials of this Centre, the entire expenditure incurred for making alternate arrangements as a consequence of the said failure, will be the liability of the contractor and the same will be recovered from the bills in hand pending settlement. Over and above an amount of Rs.500/- towards fine for breach of terms and condition will be recovered from the bill.

**13. INFLIBNET reserves the right :**

- The Director, INFLIBNET Centre reserves the right to terminate the contract at any time by giving one month's notice if it is found that during the currency of contract, the services of the contractor are not satisfactory.
- The Centre may enter into parallel contract for similar services with other agencies whenever it is found necessary.
- The Centre may extend the contract by one more year from the date of expiry of the initial period, on the same terms and conditions.
- In case of any dispute, difference or objection with regard to any question, claims, right matter or anything whatsoever in any way arising out of or relating to the contract, the matter shall be referred to the sole Arbitration of any Officer appointed by the Director, INFLIBNET Centre at the time of the reference. The decision of the Arbitrator so appointed shall be final and binding on both the parties of the contract. The arbitration proceeding shall be conducted as per the Indian Arbitration Act 1950.

[ ASHOK ACHTANI ]  
Section Officer (P&S)

**TECHNICAL BID AND OTHER DETAILS TO BE GIVEN BY THE PARTY**

1. Name and Address of Party (who is submitting quotation) with contact details and e-mail

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2. Annual turnover of the Party :

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3. Is your company ISO 9001:2000 certified ?  Y / N

4. Please provide number of skilled / unskilled employees in your organization.

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5. The agency would be required to make payment to employees in the office of AO(P&A), I.C. Do you agree for the same ?  Y / N

6. The agency may be asked to transfer the wages of the Contractual employees to the Bank Account of the employees (Preferably SBI, Gujarat University Branch) Do you agree for the same ?  Y / N

7. Please provide your PAN / Reg. No / Service Tax No.

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8. Please provide your company profile, audited account report of your company.

9. We would like to security person(s) from a larger pool (15-20). You present security personnel for selection?  Y / N

10. Please enclose of three orders worth Rs. 10 lakhs or more executed by you in the last one year. (Preferably Govt. Organization).

11. All Terms and Conditions as given in Annexure-II are acceptable to you.  Y / N

Firm Registration ; \_\_\_\_\_

Service Tax Registration No. ; \_\_\_\_\_

**The supplier should be able to arrange a site visit for our team.**

**LIST OF THE PRESENT AND PAST CLIENTS :**

**(A) PRESENT CLIENTS :**

<b>No</b>	<b>Name and Address of the client</b>	<b>Type of work carried out</b>	<b>Name and Designation of contact person with telephone number</b>

**(B) PREVIOUS CLIENTS :**

<b>No</b>	<b>Name and Address of the client</b>	<b>Type of work carried out</b>	<b>Name and Designation of contact person with telephone number</b>

**(Signature and seal of the party)**

**Declaration**

I/We hereby declare that the information furnished in this tender document is true to the best of my/our knowledge and the terms and conditions mentioned in the tender document are acceptable to me/us.

Date : \_\_\_\_\_ [ Signature and seal of the Party ]

Name : \_\_\_\_\_

Full Address of the Party : \_\_\_\_\_

\_\_\_\_\_

Telephone No. : \_\_\_\_\_(O) \_\_\_\_\_(R) Fax No. : \_\_\_\_\_

## GENERAL TERMS AND CONDITIONS

- ✓ The contract will be initially for a period of **one year** which can be extended for one more year on mutual consent and understanding of both the parties.
- ✓ Payment will be released within 7 days from the receipt of bill. As per the Govt. Regulation, taxes at the applicable rate will be deducted at source from the bills of the contractor. Necessary TDS certificate will be issued by the Centre.
- ✓ INFLIBNET reserves the right to terminate the contract at any time if it is found that during the currency of contract, the services of the contractor are not satisfactory.
- ✓ The Centre may enter into parallel contract with other agencies whenever it is found necessary.
- ✓ Quotation should be valid for atleast 30 days from the date of opening of the tender.
- ✓ Tender should be free from CORRECTIONS AND ERASURES. Corrections if any must be attested. All amounts shall be indicated both in words as well as in figures. Where there is difference between the amount quoted in words and figures amounts quoted in words shall prevail.
- ✓ We reserve the right to accept or reject any quotation fully or partly without assigning any reasons.
- ✓ Late/Delayed tender will not be accepted.
- ✓ Where counter terms and conditions printed and cyclostyled conditions of sale have been offered by the tendered, the same shall not be deemed to have accepted by us, unless our specified written acceptances thereof is obtained.
- ✓ **JURISDICTION** : The Contract shall be governed by the laws of India for the time being in force. The court of Ahmedabad only shall have jurisdiction to deal with and decided any legal or dispute arising of this contract.
- ✓ The Vendor should provide and attach the following details along with its quotations:
  1. List of reputed customers dealt with by them present and past.
  2. Latest copy of Income Tax Return Form.
  3. PAN Number
  4. Copy of Valid Registration Number under Shop Establishment Act.