

TENDER DOCUMENT

TENDER FOR AWARD OF CONTRACT FOR PROVIDING GENERAL MANPOWER SERVICES IN THE CCET-26, CHANDIGARH.

INSTRUCTIONS/GUIDELINES FOR TENDERER(S)

1. An affidavit as per proforma given at Annexure –III with **TECHNICAL BID** duly attested by an Executive Magistrate or a Notary Public. A copy of the affidavit should be uploaded in the e-tender document and original affidavit should be furnished along with Earnest Money Deposit in physical form in the office of Principal, Chandigarh College of Engineering & Technology (Degree), Sector-26, Chandigarh within the stipulated period i.e. on or before the closing date of submission of e-tender document.
2. This tender form along with Annexures I, II & III along with the **TECHNICAL BID**. The tender must bear the stamp and signature of the firm / individual.
3. The sealed envelope of EMD should bear the Advertisement No. and should be clearly superscribed as “EMD for Security Services” due on **27-07-2015** should be submitted in the office of Principal, Chandigarh College of Engineering & Technology (Degree), Sector-26, Chandigarh on or before **27-07-2015** upto **5.00 p.m.**
4. Each tender must be accompanied with Earnest Money Deposit of Rs.1.10 lacs duly pledged in favour of the Principal, Chandigarh College of Engineering & Technology, payable at Chandigarh, in the shape of FDR or Deposit at Call or Term Deposit Receipt or Demand Draft valid for three months drawn on any Scheduled Bank.
5. Affidavit regarding blacklisting should also be submitted in original along with EMD. Unsealed EMD Envelope will not be entertained.
6. **Tender(s) received without earnest money shall be rejected straightway.**
7. Earnest Money deposited with the College, in connection with any other tender will not be considered against this tender.
8. The firms shall be required to submit their offers only for the administrative charges / Service Charges inclusive of Service Tax at a flat rate for Security Services (Civilian) keeping in view their obligations and responsibilities, as an employer and service provider to be performed by them as per the requirements of the tender document.
9. Tender will be regarded as constituting an offer open to acceptance at the discretion of the Principal for a period of **One Year extendable by another one year** from the date fixed for the receipt of the tender.
10. The Principal reserves all rights to accept or reject any tender without assigning any reason.
11. **The tenderer(s) will be responsible to ensure that the tender is uploaded on or before the due date and time on the website.**
12. Each page of tender document (alongwith its Annexures I, II and III) should be signed by the tenderer(s) with stamp of the firm duly affixed on each page.
13. This tender is not transferable.
14. The last date and time for uploading of tenders is upto **5.00 p.m.** on **27-07-2015**.
15. The tender i.e Technical Bid shall be opened at **3.00 p.m.** on **28-07-2015**. Price bids of the qualified firms only shall be opened on a subsequent date to be intimated.
16. Conditional price bid offer shall be rejected.
17. The applicant/firm should have atleast one year continuous experience of providing Security Services in any Central/ State Undertakings / Corporations / Offices / Departments etc.
18. The tenderer(s) shall be required to provide manpower for all the respective categories of posts mentioned in Annexure ‘I’ of the tender document.
19. Any attempt direct or indirect, to cast influence, negotiation on the part of the tenderer with the officials/authority to whom he will submit the tender or the tender accepting official/authority before the finalisation of tenders will render the tenderer liable for exclusion from consideration.

TENDER DOCUMENT

TERMS AND CONDITIONS

1. **SCOPE Of WORK.** Contract for providing Security Services viz Security Guard, Night Attendants, Chowkidars and Security Guard- cum-Chowkidars in the different complexes within college premises such as College Building, Hostel Complex, and other complexes of the College, Chandigarh, which are likely to come up during the pendency of the contract as per qualifications and job requirements as applicable from time to time, for each such nature of service, on contract basis, further as per details mentioned in **Annexure 'I'** to this document.

Note:- The firm should be holder of valid license to carry on the business of Private Security Business under the Private Security Agencies (Regulation) Act, 2005 in Chandigarh and financial bid will be opened only if the said firm holds valid license (minimum for one year) on the date of opening of tender.

1. **NAME OF CONTRACT:** Contract for providing "Security Services (Civilian)" in the Chandigarh College of Engineering & Technology, Sector-26, CHANDIGARH.
2. **PERIOD OF CONTRACT.** The contract shall be initially for a period of **One Year from date of award of contract and extendable to another one year** subject to satisfactory performance of services and compliance of all terms and conditions of the agreement.
3. The tender shall be allotted to the tenderer, who quotes **the lowest offer of administrative charges** in the price bid provided he fulfills all other terms and conditions of the tender document. The Service Provider will pay the statutory charges (TDS etc.) out of these administrative charges at his own level. The tender (financial bid) **wherein administrative charges fall short of minimum statutory requirements i.e. TDS etc. shall be straightway rejected.**
4. The competent authority i.e. Principal, is at liberty to negotiate rates with the 2nd and 3rd lowest firms to bring them at par with the lowest offer in order to prepare a panel of firms as an alternate and stand by arrangement parallel to the first for running such services, if need be.
5. The competent authority may allot the contract in full or a part of such contract to the next firms out of the panel available with it at any time in the event of non-compliance or breach of any terms and conditions of this contract by the working Service Provider or otherwise if it is deemed fit to do so in the public interest in order to ensure effective supply/supervision of these services by more than one Service Provider even after the award of contract.

GENERAL TERMS AND CONDITIONS.

6. The successful tenderer shall be required to execute an Agreement Deed on the format approved and supplied by this College on stamp papers of appropriate value. The Deed will be registered with the Sub-Registrar, Chandigarh, at the cost of the Service Provider.
7. (a) Earnest Money Deposit (EMD) of Rs.1.10 lac in the shape of "FDR or Deposit at Call Receipt or Term Deposit Receipt" and Bank Guarantee of Rs.3.00 lac thereafter (by successful bidder only) covering the period of contract plus three months of the contract, duly pledged in the name of the Principal, Chandigarh College of Engineering & Technology Chandigarh (hereinafter referred as Principal) shall be deposited before signing the agreement.
(b) Solvency certificate of an amount not less than Rs.9.00 lac issued by a Scheduled Bank within the last six months is attached.
8. (a) The applicant/firm should be registered under the 'Contract Labour, (Regulation and Abolition) Act, 1970 and Rules of 1971 made thereunder and have in their possession the 'EPF/EDLI and ESI Code Numbers'.
(b) The applicant / firm carrying on the business of Private Security Business in Chandigarh should hold a valid licence (minimum for one year) under the Private Security Agencies (Regulation) Act, 2005.
9. The Principal shall have absolute right and authority for the suspension/revocation of said security/bank guarantee, in case of breach of any clause of the Agreement by giving prior notice.
10. A penalty @ 1% of the monthly value of contract shall be imposed for non-commencement of work within the stipulated period after the issue of allotment letter for every week or part thereof for the delay in the commencement of the contract.

11. The decision of the Principal with regard to the determining of quality of work/services done by the Service Provider or his employees shall be final and binding upon the Service Provider. The Service Provider shall, thereafter, rectify the defect so pointed out without any extra payment. The Principal reserves the right to get the work/Services so rejected done/replaced at his own level at the risk and cost of the Service Provider after giving him a notice in writing and the expenditure incurred on this count shall be recovered from the Service Provider from his outstanding dues or by revocation of any or all parts of the security/bank guarantee, as he may think proper.
12. The Service Provider shall deploy required number of personnel to provide the said services and immediately communicate their names, parentage, residential address, age, etc. within 10 days from the date of their deployment or any change about it from time to time.
13. For the purpose of proper identification of the employees of the Service Provider deployed by him at various places, the Service Provider shall issue them identity cards at his own cost and his employees are duty bound to display the identity cards during duty hours.
14. The wearing of uniforms (to be provided by the Service Provider) and name plates by the employees of the Service Provider during duty hours is compulsory.
15. The Principal or any other officer(s) so authorized by him shall be at liberty to carry out any surprise check on the working of the persons so deployed by the Service Provider in order to ensure that the required number of persons are deployed and that they are doing their duties satisfactorily.
16. On taking over the responsibility of providing said services, the Service Provider shall formulate the mechanism and monthly duty assignment chart for circulation in all the areas of the deployment in the College for the approval of the Principal. He will keep on reviewing his arrangements from time to time and take additional measures, if any, for further streamlining the said arrangements. He will further ensure that no person is deployed on double duty except in emergent circumstances. The Service Provider as well as the staff deployed on duty shall, however, be duty bound to carry out the directions/instructions given to him in this regard by the Principal /Head of Office/ Incharge of the respective Branch/Department or any such officer so authorised to do so by the Principal in this regard from time to time. Any dereliction from such obligation shall be considered a breach of the terms of this contract.
17. The persons deployed by the Service Provider for the execution of the contract shall be the employees of the Service Provider for all intents and purposes and in no case, there shall be any relationship of employee and employer between the said persons and the College, either implicitly or explicitly. The Service Provider will ensure that his employees are medically fit and free from communicable disease. The antecedents of the person to be provided by the Service Provider will be got verified from the appropriate authority by the Service Provider at his own cost and level.
18. The persons so deployed shall be under the over all control and supervision of the Service Provider. For that purpose he shall appoint supervisor from his own source and he shall be liable for payment of their wages etc. and all other dues within the stipulated time which the Service Provider is liable to pay under the various Labour Regulations and other statutory provisions. The Service Provider shall ensure that the supervisor will visit the College thrice a day i.e. morning, afternoon & evening in order to get the attendance and to ensure the presence of all the staff so deployed in the campus. The Chandigarh College of Engineering & Technology shall be absolved from any such liability at its own level.
19. **WAGES:-** The Service Provider shall pay basic monthly wages plus statutory charges (EPF/ESI/EDLI) to all his employees/Govt. bodies as per detail given in **Annexure 'I' & 'II'** to the tender document or the minimum wages fixed or revised from time-to-time by the Labour Department, Chandigarh Administration or DC Rates, whichever is higher. The Service Provider shall provide full information in respect of the wages etc. paid by him to his employees so deployed in conformity with the provisions of the Contract Labour (Regulation and Abolition) Act, 1970 and other relevant Rules, made thereunder. The Service Provider will be issued one consolidated DD/RTRs/Cheques in favour of Contractor including contribution towards Provident Fund, ESI and Administrative charges etc.
20. The Service Provider shall open a bank account in the Bank branch located in the College and he shall make the payment of wages to the persons so deployed by him through the aforesaid Bank. The employees of the Service Provider will also open their individual accounts in the same branch for the purpose of disbursement of salary through electronic transaction/ transmission. The Service Provider shall furnish details of disbursement of salary to the Principal within 5 days. This obligation is imposed on

the Service Provider to ensure that the Service Provider is fulfilling his commitments towards his employees so deployed under the various Labour Laws. The Service Provider shall comply with or cause to be complied with the Service Provider's Labour Regulations made by the College from time to time in regard to payment of wages, wage period deductions from wages, recovery of wages not paid and deductions unauthorisedly made. He will maintain attendance registers, individual's ledger/wage book, wage slip, publications of scale of wages and terms of employment.

21. The employees so deployed on contract basis shall be paid their wages as per DC Rates or the minimum wages/rates whichever is higher not-with-standing any change in the rates of Statutory contributions payable by the employer as per instructions of the Government issued from time to time.
22. The Service Provider shall be responsible for fulfilling all his obligations towards the persons deployed under the Minimum Wages Act. P.O. Act, EPF Act, ESI Act, Bonus Act, Maternity Benefit Act, Shops and Establishment Act. etc. as applicable and amended from time to time. The Service Provider shall be responsible for the deposit of employee's and Principal Employer's share of statutory contributions with the ESI/EPF/EDLI authorities at his own level and maintenance of such record as per rules. He will furnish proof of deposit of such contributions to the appropriate authority along with subsequent months' wage bill preferred by Service Provider. He will also arrange to open such EPF/ESI/EDLI accounts of all the employees deployed by him in this Institution at Chandigarh. In case of failure on the part of Service Provider to deposit EPF/ESI/EDLI with the concerned authorities within the stipulated period, the Service Provider shall be liable to pay penalty so imposed by such authority.
23. The Service Provider will submit wage bill as per details/table given below:-

Name of the company
Annual contract for the Security Services.
Authority No. & Date
Date of commencement of the contract.
Wage bill for the month of _____
Bill No. _____ & Date _____

Sr. No	Name of worker	Empl. Code No	EPF NO	ESI NO	@ Basic/ Minimum Wages	Days	Wages	Employee's share		Carry Home Salary	Employer's share		
								EPF 12%	ESI 1.75 %		EPF 12%	EDLI 1.61 %	ESI 4.75 %
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.
Category													
1.													

The Service Provider will keep the following instructions in view while submitting the monthly wage bill(s):-

- i) Separate details about the sanction of each post and deployment in the respective month.
 - ii) Attendance Register, a muster rolls duly signed by the Service Provider and verified by the authorized officer(s) of this Institution.
 - iii) Deduction Schedule showing the individual details of deductions of EPF/ESI/EDLI to be tallied with the wage bill.
 - iv) The Service Provider will certify on the bill that the monthly wage bill of his all categories of contractual employees deployed by him in this Institution is complete and no person has been left and no supplementary bill will be submitted thereafter.
 - v) No person(s) has/have been engaged on contract basis in this Institution without the prior approval of the competent authority.
 - vi) A spare/attested copy of bank scroll/bank challans as a proof of deposit of EPF/EDLI/ESI payment to the concerned Department will be submitted to this Institution within 5 days from the disbursement of wages.
24. In order to ensure timely payment of wages to the staff, monthly wage bills shall be raised by the Service Provider by the 3rd working day of the month on the basis of original attendance-cum-work performance report duly verified by the concerned officer being authorized for the purpose, as under:

The attendance-cum-work performance report of the staff deployed for duties in various wings shall be signed /verified by the Incharge and countersigned by the **Wing In-Charge.**

The attendance-cum-work performance report of the staff deployed for duties for ministerial duties in the branches of College and other departments shall be signed/verified by the Supervisory Officer/Branch incharge.

25. The tender amount will be enhanced/decreased to the extent of enhancement/decrease in the minimum wages alongwith proportionate enhancement/decrease of EPF/ESI/EDLI.
26. **The Service Provider shall conform to the provisions of various Central/State Act(s) or the Regulations on the subject as well as terms and conditions of the contract. He will be liable for the deduction of TDS at the rate notified by Govt. from time to time on the total bill as Income Tax as per provision of the Income Tax Act. The Service Provider will submit a copy of the receipt in the office of the Principal. Service tax, on the gross bill, may also be deducted at source, if there are any instructions from the concerned authorities in this regard.**
27. Any obligation and/or formalities which are required to be fulfilled under the Contract Labour (Regulation & Abolition) Act. 1970 as amended from time to time or any other Act for the purpose of entering into and/or execution of this contract shall be carried out by the Service Provider at his own expenses, etc. and the Service Provider shall report the compliance thereof to the Principal. The Service Provider shall be solely liable for violation of any provisions of the said Act or any other Act.
28. The Service Provider shall take all-reasonable precautions to prevent any unlawful act or disorderly conduct of his employees so deployed for the preservation of peace and protection of persons and property of the Institute.
29. In case any of the persons so deployed by the Service Provider does not come upto the mark or does not perform his duties satisfactorily or indulges in any unlawful act or misconduct, the Service Provider shall take suitable action against such employee on the direction of the Principal or any other officer so authorized by him in this regard.
30. In case of any complaint/defect pointed out by the College authorities, the Service Provider shall immediately replace the person so deployed.
31. **LEAVE:** The Service Provider shall deploy his employees in such a way that they get weekly rest and other holidays, if admissible under various laws, which may be applicable in this regard. Leave Reserve for weekly rest and other holidays will be provided from within the sanctioned strength and no extra charges shall be claimed in this regard. Leave of any kind other than weekly rest is not admissible.
32. ***Payment of leave encashment of unavailed leave(s), if any, will be the sole responsibility of the Service Provider and the Chandigarh College of Engineering & Technology Chandigarh will not be liable to make any payment on this account.***
33. The Service Provider shall keep the College indemnified through a fidelity bond of Rs. 9.00 Lacs issued by a reputed insurance company against any loss caused to the College property by way of theft, mishandling or otherwise and the claims whatsoever in respect of the employees deployed by the Service Provider at various points. He shall be liable for paying for any loss caused to the College property. In case any employee of the Service Provider so deployed enters into dispute of any nature whatsoever, it will be the sole responsibility of the Service Provider concerned to contest the same. In case College is also made a party and is required to contest the case, the cost, if any of the actual expenses incurred towards counsel fee and other expenses shall be paid to the College by the Service Provider. Further, the Service Provider shall ensure that no financial or other legal liability of any nature comes on the College in this respect.
34. The College shall have further right to adjust or readjust or deduct any of the amount as aforesaid from the payment to be made to the Service Provider under this Contract or out of the security deposits of the Service Provider.
35. In case of any deficiency in services by staff so deployed on contract basis or in the case of disobedience by the staff so deployed on duty, the Principal or any other officer authorized by him shall be at liberty to impose penalty as may be deemed fit upto a maximum of Rs.500/- for each such occasion after giving him an opportunity of being heard in person. The decision of the Principal shall be final and binding on the Service Provider.

36. **Termination of the Contract:** -

The contract may be terminated in any of the following contingencies: -

on the expiry of the contract period, without any notice;

or

on giving three month's notice at any time during the currency of services, in case the services rendered by the Service Provider are not found satisfactory and in conformity with the general norms, terms and conditions of contract and the standard prescribed for the services;

or

on assigning of the contract or any part thereof or any benefit or interest therein or thereunder by the Service Provider to any third person for sub-letting the whole or a part of the contract to any third person, without any notice;

or

on Service Provider being declared insolvent by the competent Court of Law without any notice;

or

In case the Service Provider is not interested to continue the contract subject to the condition that the Service Provider shall give minimum three months notice. If the Service Provider does not give the requisite notice as mentioned before, then his security deposit shall be forfeited and Bank Guarantee shall be encashed in proportion to the period falling short of the specified notice period;

"Provided that during the notice period for termination of the contract, in the situation contemplated above, the Service Provider shall keep on discharging his duties as before till the expiry of notice period".

37. In the event or exigencies arising due to the death, infirmity, insolvency of the Service Provider or for any other reason or circumstances, liabilities thereof of the contract shall be borne by the following on such terms and conditions, as the Principal may further deem fit in public interest or revoke the contract, namely :

Legal heirs, in case of sole proprietor.

Next partners, in the case of company or firm.

Otherwise the Principal shall reserve the right to settle the matter according to the circumstances of the case, as he may think proper.

38. In the cases of failure or default in the performance or responsibilities or breach of terms and conditions of DNIT or MOU or any agreement of contract between the company / firm / agency / person or any legal entity and CCET, as the case may be, the said company / firm / agency / person or any legal entity shall be black listed in the light of notification issued by Chandigarh Administration vide their letter No. 1927-F&PO(3)-2009/1170 dated 27-02-2009 or any other instructions issued from time-to-time.
39. No party shall be allowed to be represented by the lawyer during any investigation, enquiry, dispute or appeal.
40. The Courts at Chandigarh only shall have the jurisdiction for the purpose of this agreement.
- 41 **Force Majeure:-** Any failure or omission or commission to carry out provision of this agreement by the Service Provider shall not give rise to any claim by one party against the other if such failure or omission or commission arise from an Act of God; which shall include all Acts of natural calamities such as fire, flood, earthquake, hurricane, or any pestilence or from civil strikes, compliance with any statute and / or regulation of the Government, lock outs and strikes, riots, curfew, embargoes or from any political or other reason beyond the parties control including war (whether declared or not), civil war or stage of insurrection, provided that notice of the occurrence of any event by either party to the other shall be given within two week from the date of occurrence of such any event which could be attributed to force majeure condition.
- 42 In the event of any dispute or difference arising out of or in any way touching or concerning this agreement whatsoever (except as to matters the decision of which is specifically provided under this contract) the same shall be settled by the Principal by constituting the Committee consisting of three members. The decision of the Committee shall be final and binding upon both the parties.

TENDER DOCUMENT

Annexure '1'

Sr. No	CATEGORY OF SECURITY SERVICES (CIVILIAN) TO BE PROVIDED	QUALIFICATIONS AND EXPERIENCE	JOB REQUIREMENT
1	2.	3.	4.
1.	<p>Security Services (Security Guard, Chowkidars, Night Attendants (Female) and Security Guard- cum- Chowkidars</p> <p>Basic wage Subject to revision, if any, as per orders of the Govt. from time to time.</p> <p>No. of person to be deployed – 20 approx.</p> <p>Out of Student Fund: Security Guard-cum-chowkidar -- 05 Chowkidars -- 04 Night Attendants Female -- 04</p> <p>Out of Govt. Contingency: Chowkidars -- 04 Security Guard -- 03</p>	Middle pass preference will be given to Matriculate.	<p>To attend the duties of (Security Guard, Chowkidars Night Attendants (Female), and Security Guard- cum-Chowkidars round the clock College/Hostel or any other duty assigned by College authorities. General duties as night attendant or any other duty assigned by College authorities.</p> <p>The age of female Night Attendant should not be less than 40 years of age.</p>

Annexure –'II'

HYPOTETICAL ILLUSTRATION FOR THE CALCULATION OF WAGES.

The employees so deployed on contract basis shall be paid wages on the minimum wages/rates fixed by this Institution notwithstanding any change in the rates of statutory contributions payable by the employer as per instructions of the Government issued from time to time. The firm(s) shall be required to submit their offers only for the administrative and services charges at a flat rate for all the categories of posts keeping in view their obligations and responsibilities as an employer to be performed by them as per the requirements of the tender document.

Sr. No	Category of posts with the approximate emoluments payable by this institution.	Minimum wages being proposed for inclusion in the Tender Documents	Basic wages + employers share and approximate Administrative/ supervision charges of the contract.	Employee's share of statutory contributions and Carry Home Salary.
1.	2.	3.	4.	5.
1.	Group - D posts (15 Nos) carrying the basic wage @ Rs 8587/- Subject to revision, if any, as per orders/instructions of the Govt from time to time.	<p>Basic minimum wages as per D. C. Rates</p> <p>EPF (Employer's share) Employee's share @ 12 %)</p> <p>ESI (Employer's share @ 4.75 % and employee's share @ 1.75 % of basic wages).</p> <p>EDLI (Employer's share @ 1.61 %)</p> <p>Net wages payable by the employer.</p> <p>Carry home salary of the employee.</p> <p>Estimated Administrative/ supervision charges payable to the Service Providers at a hypothetical rate of 5% of basic wages.</p> <p>Total estimated wages/expenditure involved on one contract employee in comparison to the regular employees.</p>	<p>Rs 8587.00</p> <p>Rs 1030.00</p> <p>Rs 408.00</p> <p>Rs 138.00</p> <p>Rs 10163.00</p> <p>Rs 429.00</p> <p>Rs 10592.00</p>	<p>Rs 1030.00</p> <p>Rs 151.00</p> <p>Rs 7406.00</p>
2	Group - D posts (5 Nos) carrying the basic wage @ Rs 9854/- Subject to revision, if any, as per orders/instructions of the Govt from time to time.	<p>Basic minimum wages as per D. C. Rates</p> <p>EPF (Employer's share) Employee's share @ 12 %)</p> <p>ESI (Employer's share @ 4.75 % and employee's share @ 1.75 % of basic wages).</p> <p>EDLI (Employer's share @ 1.61 %)</p> <p>Net wages payable by the employer.</p> <p>Carry home salary of the employee.</p> <p>Estimated Administrative/ supervision charges payable to the Service Providers at a hypothetical rate of 5% of basic wages.</p> <p>Total estimated wages/expenditure involved on one contract employee in comparison to the regular employees.</p>	<p>Rs 9854.00</p> <p>Rs 1182.00</p> <p>Rs 468.00</p> <p>Rs 159.00</p> <p>Rs 11663.00</p> <p>Rs 493.00</p> <p>Rs 12156.00</p>	<p>Rs 1182.00</p> <p>Rs 173.00</p> <p>Rs 8498.00</p>

ANNEXURE – III

AFFIDAVIT

I/We (Name)_____ Service Provider/
Partner/Sole Proprietor (strike out which is not applicable) of (Firm)_____ do
hereby solemnly affirm and declare that the individual/ firm/ companies are not black listed by any
Government Department or an autonomous body.

Dated, the _____ DEPONENT
_____ Address

VERIFICATION

Verified that the contents of above affidavit are true and correct to the best of my/our
knowledge and belief. No part of it is false and nothing has been kept concealed therefrom.

Dated, the _____ DEPONENT

(Note: To be furnished on non-judicial stamp paper duly attested by a Magistrate/Notary Public)



**CHANDIGARH COLLEGE OF ENGINEERING & TECHNOLOGY,
(DEGREE WING), CHANDIGARH
Office Telephone: 0172-2750943, FAX : 0172-2750872
e-TENDER NOTICE**

Outsourcing of Security Services

Chandigarh College of Engineering & Technology, Sector-26, Chandigarh invites tenders through e-tendering for outsourcing of Security Services (Civilian) Contract:

Name of Work / Contract	Earnest Money (In Lac)	Start Date and Time of uploading of e-tender	End Date and Time of uploading of e-tender	Date and Time of opening of Online Bid (Technical Bid)
Security Services (Civilian)	1.10	04-07-2015 at 9.00 a.m.	27-07-2015 at 5.00 p.m.	28-07-2015 at 3.00 p.m.

Conditions: Detailed terms and conditions are available in e-tender document.

1. The competent authority reserves all rights to reject any or all the tenders without assigning any reason.
2. The bid document can be downloaded from the college website i.e. www.ccet.ac.in as well as Govt. Website i.e. <http://www.etenders.chd.nic.in>. However, for general information, guidance and reference, the tenderer can contact the office of Principal, Chd. College of Engg. & Tech. (Degree), Sector-26, Chandigarh.

Principal

INSTRUCTIONS TO BIDDERS REGARDING E-TENDERING PROCESS

- a. Tenders without Digital Signatures will not be accepted by the electronic tendering system. No tender will be accepted in physical form and in case it has been submitted in physical it shall be rejected.
- b. Before submission of on line bids, bidders must ensure that scanned copies of all the necessary documents have been uploaded with the bid.
- c. Principal, Chd. College of Engg. & Tech., Chandigarh will not be responsible for any delay in online submission of bids due to any reason whatsoever.
- d. Bidders should get ready with the scanned copies of EMD as specified in the tender documents. The original instruments in respect of EMD in the shape of FDR or Deposit at Call or Term Deposit Receipt or Demand Draft in favour of the Principal, Chd. College of Engg. & Tech. (Degree Wing), Sector-26, Chandigarh should reach the office on or before **27-07-2015** by **5.00 p.m.**
- e. The details of EMD specified in the tender document should be same as submitted online (scanned copies). Otherwise tender will be rejected summarily.

CHECK LIST DULY FILLED IN TO BE ATTACHED WITH TENDER FOR TECHNICAL BID

Nature of Organization (whether Private / Public Sector Undertaking / Sole Proprietor / Partnership / Cooperative Society etc.?) Documentary proof, if any be attached. (In case of the firms other than the sole proprietors, an abstract copy of such Resolution passed by the Executive body authorizing the specific officer / partner for signing the documents for this tender be attached)?	Yes / No
Whether certificate of Non-Blacklisting as prescribed in Annexure-III has been attached?	Yes / No
Whether EMD in the shape of prescribed format as per terms and conditions attached?	Yes / No
Does the firm have a continued experience of providing such services in any Central/ State Undertakings / Corporations/Offices/Departments etc.	Yes / No
Whether latest Income Tax Clearance Certificate attached? Also attach copies of PAN, TAN and Service Tax Number.	Yes / No
Solvency certificate of an amount not less than Rs. 9.00 lac issued by a Scheduled Bank within the last six months is attached.	Yes / No
Whether registered with the Labour Deptt? If yes, mention the Registration number and date. Attested copies of said certificate and its validity for Chandigarh be attached.	Yes / No
Has the firm been allotted EPF, ESI & EDLI Code Nos.? If yes, mention the Code Nos. and attach proof in support thereof.	Yes / No
Has the firm enclosed photocopy of licence issued under the Private Security Agencies (Regulation) Act, 2005 of the Competent Authority valid for minimum one year?	Yes / No
Any other information?	Yes / No

Place: _____

Dated: _____

Signature of Tenderer

Address
