



TAHASIL OFFICE : JHARSUGUDA

No. 3551 /Niz. Dt 30.8.22

**Tender Notice**

**Notice inviting Tender for award of contract for providing services of Security Guard.**

Sealed tenders are invited under bid system from reputed & experienced service providers to provide services of Security Guard for a period of one year w. e. f. the date of effectiveness of the agreement on contract basis for his engagement in Tahasil Office, Jharsuguda.

The detailed information for outsourcing the service of aforesaid services has been given in the Tender Document which may be downloaded from the website <https://www.jharsuguda.nic.in>. The downloaded tender document should be accompanied with a D.D for Rs.500/- along with the tender bid. The EMD of Rs. 20,000/-only should also be paid by Demand Draft in favour of the Tahasildar, Jharsuguda payable at Jharsuguda along with the technical bid. The last date, time and place for submission of Tender document is **17.09.2022 by 5 PM** in the Drop Box of the Tahasil Office, Jharsuguda. Tender document received by any other mode will not be accepted. The Tender Document is also available in this Office which can be obtained against payment of Rs.100/-.

Any corrigendum(s) shall be communicated through the tender section on the website <https://www.jharsuguda.nic.in>

  
Competent Authority -cum-  
Tahasildar , Jharsuguda

## TERMS & CONDITIONS OF CONTRACT

### **Scope of Work:**

1. The Agency shall provide Security services by deploying adequately trained and well disciplined security personnel to safeguard the administrative buildings and its surroundings, moveable and immovable assets, equipments and other items from any thefts, pilferage or damage and also ensure safety of the employees, visitors, guests or any other persons working in its campus.
2. The security personnel shall be deployed night shifts of 8 Hours to safeguard the premises.
3. The security personnel shall be responsible for opening/closing of the gates, buildings and rooms on working and closed days.
4. The security personnel shall ensure that water taps/lights/ACs are not left open/on after close of working hours on normal working days as well as on off days, as the case may be.
5. The security personnel shall maintain records of inward and outward movement of men/women (Employees, guests and visitors), materials and vehicles, etc. with proper check on the same as per instructions given from time to time by Security in charge of the centre.
6. The security personnel deployed shall take regular rounds of the premises to maintain vigil and remain alert and should well dressed and equipped.
7. The security personnel shall be duly trained in Fire Safety Operations.

Eligibility Criteria ( Documents to attached:- Absent of the following criteria shall be treated as Non-Responsive and rejected)

1. The Bidder must have licenses of **PSARA (Private Security Agency Regulation ACT,2005)(Copy to be Enclosed)**
2. The Bidder shall have at least 2 years experience in providing Security services. (Copy to be Enclosed)
3. The Bidder must have successfully completed works of similar assignment as per following criteria, in last 2 years in any Govt. Organization/PSUs. (Copy to be Enclosed)
4. The bidder should have an office/ branch in Jharsuguda (copy of the Proof enclosed).
5. There should be no case pending with the police against the Proprietor/Firm/ or the Company (Agency).(Undertaking to be submitted).
6. The agency must **not be blacklisted by any organization.** (Undertaking to be attached)
7. The bidder shall furnish an affidavit regarding authenticity of documents submitted by him for the tender

**The offer of bidder will be cancelled out rightly, if the bidder quoted the rate(s) less than the Minimum Wages of Government & Statutory dues as per Contract of Labour Act .**

The documents are to be arranged serially as per the order mentioned above.

## **Information and Conditions relating to Submission of Bids**

1. The initial period of contract shall be for 12 months may be extended further, one year at a time depending on performance of the Agency and at the discretion of Tahasildar, Jharsuguda
2. The interested agencies are required to submit the offer for the bid in the format enclosed along with documents required in the bid documents. The bid in sealed Cover should be superscribed "Tender for Security Services" should reach by **17.09.2022**. The bid shall be opened on **19.09.2022 at 04.00PM** in the Tahasil Office in presence of the bidders or their authorized representatives who wishes to remain present.
3. All the pages of the tender should be signed by the owner of the firm or his Authorized Signatory. In case the tenders are signed by the Authorized Signatory, a copy of the power of attorney/authorization may be enclosed along with tender.
4. A copy of the terms and conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms and conditions.
5. As a guarantee towards due performance and compliance of the contract work, the successful bidder (agency) will deposit an amount equal to 10% of Annual Contract value towards Security Deposit by way of \*Demand Draft/ Bank Guarantee in favour of Tahasildar, Jharsuguda drawn on any nationalized Bank/ Scheduled Bank and payable at Jharsuguda .
6. Any future clarification and/or corrigendum(s) shall be communicated through Advertisement by website :[www.jharsuguda.nic.in.in](http://www.jharsuguda.nic.in.in).
7. The 'Agency' shall ensure full compliance with tax laws of India with regard to this Contract and shall be solely responsible for the same. The ' Agency' shall keep fully indemnified against liability of tax, interest, penalty etc. of the 'Agency' in respect thereof, which may raise.
8. The bid shall be valid and open for acceptance of the Competent Authority (Tahasildar, Jharsuguda) for a period of 90 days from the date of opening of the tenders and no request for any variation in quoted rates and/withdrawal of tender on any ground by successful bidder shall be entertained.
9. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the lowest rate after complying with the provisions of Minimum Wages Act.
10. Tahasildar, Jharsuguda has the right to accept or reject any or all bids without assigning any reasons thereof & also reserves the right to reject any bid which in his opinion as non responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.

## Terms and Conditions

(The security services and provision for the required manpower shall be as under)

1. The agency shall ensure that the security personnel deputed are trained, healthy and not more than 45 years of age. The agency will get their antecedents, character and conduct verified.
2. The full particulars of the personnel to be deployed by the agency including their names and addresses shall be furnished to authority along with testimonials before they are actually deployed for the job.
3. The Agency shall provide reasonably good uniform with name badges to its personnel deployed at its own cost and ensure that they are used by the personnel deployed and are maintained in good condition. The incidentals, such as, belt, shoes, socks, caps, torch with cell, cane stick, etc shall be borne/supplied by the Agency at its own cost.
4. The agency shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the Centre.
5. In case of any loss that might be caused to the Office due to lapse on the part of the security personnel discharging security responsibilities will be borne by the Agency and in this connection the Tahasildar, Jharsuguda shall have the right to deduct appropriate amount from the bill of contracting agency to make good such loss to Urban besides imposition of penalty. In case of frequent lapses on the part of the security personnel deployed by the agency, it shall be within right of the undersigned to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
6. In the event of any security personnel being on leave/absent, the agency shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities the agency shall make provision for leave reserve.
7. In case of non compliance/non-performance of the services according the terms of the contract, the undersigned shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the contract.
8. The agency shall be solely liable for all payment/dues of the Workers employed and deployed by it.
9. The decision of the undersigned in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
10. Violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.
11. The Undersigned shall not be responsible for any financial loss or any injury to any person deployed by the Manpower Service provider in the course of their performing the functions/duties, or for payment towards any compensation.

## Payment & Deposits:

The agency shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as, wages, allowances, compensations, EPF, ESI etc. relating to personnel deployed or any accident caused to them and the Tahasildar, Jharsuguda shall not be liable to bear any expense in this regard.

2. The Agency shall make payment of wages to workers engaged by it by the stipulated date irrespective of any delay in settlement of its bill by for whatever reason. The security agency shall specifically ensure compliance of various Laws/Acts, including but not limited to with the following and their re-enactments/amendments/modifications.
  - a. The Payment of Wages Act, 1936
  - b. The Employees Provident Fund Act, 1952
  - c. The Contract Labour (Regulation) Act, 1970
  - d. The Employees State Insurance Act, 1948
  - e. Minimum Wages Act, 1948
3. The undersigned shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable.
4. There would be no increase in rates payable to the Agency during the Contract period except reimbursement of the minimum wages and statutory wages revised by the Government.

**Note:** These terms and conditions are part of the Contract /Agreement as indicated in the Agreement between and the Agency and any non-compliance shall be deemed as breach of the Contract/Agreement.

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