

Cotton College State University

Panbazar, GUWAHATI -781 001 (Assam)

Phone : (0361) 2733530 Fax : (0361) 2733502

NOTICE INVITING QUOTATION

No. CCSU/GAD/2013/015, Dated: 12/07/2014

Quotations are invited for "Providing round the clock campus security services at various points within Cotton College State University, Guwahati" for a period of two years (which is extendable for a further one or more years) from Private Limited/ Partnership Security Firms/Agencies with experience in providing security services to Government and non-Government organizations, Public Sector Undertakings and Private organizations of repute.

Requirements:

Contractor should furnish attested copies of the following documents :

- Company's Registration Certificate
- EPF, ESI and Service Tax Registration Certificates.
- Company's up-to-date Balance Sheet for the last two years.
- EPF, ESI and Service Tax Challan Certificates of the last two years.
- Company brochure showing its profile.
- Only a Company having its own Head Office or Branch Office in Guwahati should apply (Proof to be submitted).
- Previous credentials from the Labour Enforcement Office to the effect that agreed rate of wages have been paid by the agency to its employees.
- The Earnest Money Deposit (EMD) of Rs. 1,000/- (Rupees one thousand only) (Refundable) in the form of Demand Draft /Banker's Cheque/ Pay Order in favour of CCSU, Guwahati payable at Guwahati should be attached, failing which the Tender will be rejected.

The Tender Documents may be obtained from the Office of the Registrar, CCSU by paying Rs. 500/- (non-refundable) in the form of Demand Draft/ Pay Order/Bankers' Cheque in favour of Cotton College State University, Guwahati payable at Guwahati. The same also can be downloaded from the website of CCSU, Guwahati. Such downloaded applications should enclose a Demand Draft/ Pay Order/Bankers' Cheque of Rs. 500/- with the tender.

The successful Contractor will be required to deposit Rs. 10,000/- (Rupees ten thousand only) (Refundable) as Security Deposit in the form of a Demand Draft/Pay Order/Bankers' Cheque or Bank Guarantee from any scheduled bank in favour of Cotton College State University, Guwahati payable at Guwahati within 15 (fifteen) days after the date of letter of acceptance. EMD can be adjusted against

security deposit. EMD amount shall be refunded if the Bank Guarantee is submitted for the full amount of security deposit i.e. Rs. 10,000/-. The Security Deposit will be refunded or released after expiry of Contract Agreement, subject to satisfactory completion of the contract. No interest is payable on the Security Deposit. The Security Deposit of unsuccessful bidders will be returned as soon as a letter of intent is issued to the successful bidder.

Sale of the tender documents will close at 4 p.m. on 14/07/2014. The tender documents completed in all respects along with EMD deposit must be submitted in a sealed envelope before 4 p.m. on 14/07/2014 to the Registrar, CCSU, Guwahati, PIN-781001 (Assam).

The University reserves the right to accept or reject any application for the issue of tender document without assigning any reasons thereof.

Sd/- Registrar
Cotton College State University

Annexure-I

Cotton College State University :: Guwahati
Tender for Security Services
TECHNICAL BID

Particulars of the Tenderer

The Tenderer should furnish the details requested for in the format given below:

| SL. No. | Area of the details to be provided Responding Firm's / Company Details to be provided | | |
|---------|--|--|--|
| 1. | Name of the agency/firm Full Postal Address with PIN code, Email, Mobile, Phone, Fax etc. | | |
| 2. | Company Registration Details. Preferably registration/ license with Directorate General Resettlement (DGR) | | |
| 3. | i) Registration number of the Tenderer: _____ ii) Date of Registration: _____ iii) Validity Period (if applicable) | | |
| 4. | EPF, ESI and Service Tax Registration Certificates. i) VAT Registration Details: ii) Service Tax Registration Details: iii) EPF & ESI details: iv) PAN Number: v) TIN Number: | | |
| 5. | EPF, ESI and Service Tax Challan Certificates of the last two years. | | |
| 6. | Company profile either in Brochure / handout/ proper documentation. | | |
| 7. | Registration certificate under the Company's Act, 1956 or Indian Partnership Act, 1932. If not included in column B above. i) Registration number of the Tenderer: _____ ii) Place of Registration: _____ iii) Date of Registration: _____ iv) Product Service for which Tenderer is registered: _____ v) Validity Period (if applicable) | | |
| 8. | The Earnest Money Deposit (EMD) of Rs. 1,000/(Rupees one thousand only) (Refundable) in the form of Demand Draft /Banker's Cheque/ Pay | | |

| | | | |
|-----|---|--|--|
| | Order. i) Name of the Bank:..... ii) Amount of EMD: iii) DD/Banker's cheque no..... iv) Date:/...../2014 | | |
| 9. | Proof for own head/branch office in Guwahati | | |
| 10. | Proof of experience in similar services with any other organization. A list of clients as on date and proof thereof. Information should be furnished as per the format given in Annexure-III | | |
| 11. | Manpower deployment both in quantity and quality. Information should be furnished as per the format given in Annexure-IV for manpower deployment. | | |
| 12. | Financial Ability: Give details of annual turnover of the organization in last two years: i. 2013 ii. 2012 Audited balance sheet should be submitted in support of the claim. | | |
| | | | |

Declaration:

We, the undersigned Agency, having read and examined in detail all the bidding documents in respect of the abovementioned Tender, in respect of the security services as a gesture towards our commitment for support for our services do hereby declare as under:

1. We shall be the single point of contact for CCSU, Guwahati for the entire scope of the work as detailed in tender document
2. We hereby agree to abide by the General Contract Conditions of this Tender.
3. We hereby agree to provide to CCSU, Guwahati, required assistance, consultancy and any services beyond the defined scope of work to resolve issues under critical and unforeseen situations.

We hereby confirm that this undertaking is made in good faith and the aforesaid declarations are binding on us for the entire term of contract under the aforementioned Tender.

(Signature)

Authorised signatory

Name & Designation: Office Seal:

Place: Date:

Annexure-II

Details of Litigations / Ineligibility for corrupt or fraudulent practices / Blacklisted with any of the Government or Public Sector Units

(To be submitted on the Letterhead of the responding firm)

To
The Registrar
Cotton College State University
Guwahati 781001
India.

Subject: Declaration for not involved in any litigation, not being under an ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government or Public Sector Units

Dear Sir,
We, the undersigned, hereby declare that

- We are not involved in any litigation with any client
- We are not under a declaration of ineligibility for corrupt or fraudulent practices
- We are not blacklisted with any of the Government or Public Sector Units.

Thanking you,

Yours faithfully,

(Signature of the Tenderer)

Name:

Designation:

Annexure-III
Experience of Security Services

| Sl. No. | Name of Clients | Type of Organisations (Clients) Central Government / State Government / Autonomous Bodies / Public Sector Undertakings | No. of Manpower | Amount of contract per month | Total No. of Clients | Total Years of Experience |
|---------|-----------------|---|-----------------|------------------------------|----------------------|---------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Signature of tenderer:

Place:

Date:

Seal:

Annexure-IV

Cotton College State University :: Guwahati
Tender for Security Services
Plan for manpower deployment

| Sl. No. | Type of Security Staff | Qualifications | Years of Experience | Remarks |
|---------|--|----------------|---------------------|---------|
| | Assistant Security Officer | | | |
| | Security Supervisor | | | |
| | Security Guard (should include driver) | | | |
| | Any other | | | |
| | | | | |

Signature of tenderer:

Place:

Date:

Seal:

Annexure-V
Cotton College State University :: Guwahati
Tender for Security Services
PRICE QUOTE (FOR SECURITY SERVICES)

- a) Break-up of wage component along with unit price (in Rs) for security services and
b) Total Price (in Rs) against the overall plan of security services

| Sl. No. | Category | Salary (Basic)-A1 | E S - A 2 | PF - A 3 | EDL - A4 | Admin-A5 | HR A-A6 | Gratuity-A7 | Uniform-A8 | Any other | Total wage per month(Pm = A1+A2+ ...+A8 +) | No. of Manpower as per the plan proposed in technical bid | Total (in Rs) |
|---------|-------------------------|-------------------|-----------|----------|----------|----------|---------|-------------|------------|-----------|---|---|---------------|
| 1 | Asstt. Security Officer | | | | | | | | | | | | |
| 2 | Security Supervisor | | | | | | | | | | | | |
| 3 | Security Guard (Male) | | | | | | | | | | | | |
| 4 | Others (if any) | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

Grand Total (in figures)

Grand Total (in words)

(Signature of the Tenderer)

1. Tenderer should provide all prices as per the prescribed format under this Annexure, the tenderer is expected to quote the price in correlation with the Technical Bid (as per the proposed plan of manpower deployment and other services etc.). Tenderer should not leave any field blank. In case the field is not applicable, Tenderer must indicate "0" (Zero) in all such fields.

2. In order to avoid ambiguity in price of wages, latest (or same) notification for calculation of wage component will be taken into consideration.

3. The price bids shall be evaluated for completeness and accuracy. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail.

4. The overall Contract Value shall be used for the purpose of price evaluation of bids.

5. The wages rate may change in future as per Government Order since Minimum wages are subjected to increase as per the Government notification.
6. Rate quoted per person per month should be inclusive of all statutory requirements as per the Minimum Wages Act of 1948 (as applicable in State of Assam) and in accordance with statutory provisions and requirements laid down by all Labour Acts applicable or any other statutory requirement in force at the applicable time.
7. If tenderer quotes own independent rates for each category which should cover MW, EPF, ESI, Uniform &, Relieving Charges with their Administrative Charges/ profit. In case any increase in min. wage of Government (applicable in Assam) in future , the contractor may not be considered for increased in MWA for at least one year ; the contractor may cover the same (extra payment) from his/ her profit Only service charges is to be paid to the contract from the University end.
8. All the prices (even for taxes) are to be entered in Indian Rupees ONLY (%age values are not allowed)
9. It is mandatory to provide breakup of all Taxes, Duties and Levies wherever applicable and/or payable.
10. CCSU, Guwahati reserves the right to ask the Tenderer to submit proof of payment against any of the taxes, duties, levies indicated.
11. The Tenderer needs to account for all Out of Pocket expenses due to Boarding, Lodging and other related items.
12. It may be noted that in the event of increase in the Govt. Minimum Wages, the proportionate % increase in rates (salary structure of Asst. Security Officer/ Security Supervisor) needs to be stated/ quoted. No other charges if any will be claimed.
13. Payment for work performed over and above normal working hours shall be payable on hourly basis, as applicable, calculated based on the agreed rate for the category of the employee. No payment will be payable for 30 minutes lunch break and the first one hour after normal working hours.

Place
Date

(Signature)
Name & Designation:
Office Seal: