



# GOVT. GIRLS POLYTECHNIC

Byron Bazar, Raipur-492 001, C.G.

शासकीय कन्या पॉलीटेक्निक

बैरन बाजार, रायपुर - 492 001, छ.ग.

Web Site:- <http://ggpraipur.ac.in>

E Mail:- [principal.ggpraipur@gmail.com](mailto:principal.ggpraipur@gmail.com) FAX: 0771-2424778 Phone:- 0771-2423045

TENDER No. : GGPR / HOSTEL / SECURITY / 2023 / 825

## Tender Bid-Document

For

*“Providing Round The Clock Contractual Security Services”*

at

Govt. Girls Polytechnic Campus, Raipur

  
PRINCIPAL  
Govt. Girls Polytechnic  
RAIPUR (C.G.)



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## IMPORTANT EVENTS & DEADLINE

- I. Issue of Tender-Documents : 08.08.2023
- II. Last date of sale of Tender-Documents : 28.08.2023/ 12.00 PM
- III. Dead line for submission of Tender-  
Bids at the Govt. Girls Polytechnic, Raipur : 28.08.2023/ 1.00 PM
- IV. Time for opening of bids : 28.08.2023/2.00 PM
- V. Venue : Govt. Girls Polytechnic  
Byron Bazar  
Raipur-492001, CG

  
**PRINCIPAL**  
**Govt. Girl's Polytechnic**  
**RAIPUR (C.G.)**



**GOVT. GIRLS POLYTECHNIC**  
Byron Bazar, Raipur-492 001, C.G.  
**शासकीय कन्या पॉलीटेक्निक**

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**Notice Inviting Tender ( NIT )**  
**for providing**  
**Round The Clock Contractual Security Services**  
**for Govt. Girls Polytechnic Campus, Byron-Bazar, Raipur**

Tender No. GGPR / HOSTEL / SECURITY / 2023 / 825 Raipur, Date : 08.08.2023

Sealed Tenders in prescribed format are invited from reputed firms for "Providing round the clock contractual security services for Govt. Girls Polytechnic Campus, Byron-Bazar, Raipur, 492001, C.G.

Tender document may be obtained from the office by making payment of **Rs. 1000/-** either in cash or by DD favoring **Principal Govt. Girls Polytechnic, Byron-Bazar, Raipur, 492001, C.G.** OR can be downloaded from the website [www.ggpraipur.ac.in](http://www.ggpraipur.ac.in) , In such cases agency will deposit **Rs 1000/-** either in cash or by DD as document cost in the favor of **Principal, Govt. Girls Polytechnic Byron-Bazar, Raipur-492001, C.G.**

The bidder should submit Technical and Price Bid in separate sealed envelopes.

- (i) Technical Bid containing information regarding business turnover, experience and other details of the firm to judge the suitability of the service provider.
- (ii) Price bid containing price of Female / Male Security Guard.

The Technical and Price bid will be opened on 28.08.2023 at **2.00 PM**, at Govt. Girls Polytechnic Raipur (C.G.) in the presence of the bidders who are present at the time. Price bids of only those bidders will be opened whose Technical bids are found suitable by the Committee appointed for the purpose.

**IMPORTANT EVENTS & DEADLINE**

- |      |   |   |  |
|------|---|---|--|
| i.   | Issue of Tender-Documents               | : | 08.08.2023/ From Accounts Section  |
| ii.  | Last date of Sale of Tender Document    | : | 28.08.2023 / 12.00 PM  |
| iii. | Dead line for submission of Tender-Bids | : | 28.08.2023 / 1.00 PM   |
|      | At the Govt. Girls Polytechnic, Raipur  |   |  |
| iv.  | Date & Time for Opening of bids         | : | 28.08.2023 / 2.00 PM   |
| v.   | Venue                                   | : | Principal's Office, Govt. Girls Polytechnic,<br>Byron-Bazar, Raipur-492001, CG |

  
Principal  
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**RAIPUR (C.G.)**



# GENERAL INSTRUCTION FOR THE BIDDERS

## I. Eligibility Criteria :

The Agencies that fulfill the following requirement shall be eligible to apply.

1. Registered under Company Act./Shops & Establishment Act 1958 issued by Chhattisgarh State Govt.
2. Registration under Labour Laws, EPF, ESI & GSTN.
3. Have valid license issued by. Competent state Govt. authority under the Private Security Agencies (regulation) act. 2005
4. Minimum Three Years' Experience in contractual security business.
5. Income Tax Clearance, PAN.
6. At least three year experience in the field of Security Service of turnover not less than Rs. 25 Lakhs for each year.

## II. Earnest Money Deposit :

The Tenderer / Bidder shall deposit EMD ( Earnest Money Deposit ) of Rs. 30,000/- (Rupees Thirty Thousand only) by way of demand draft ( DD ) drawn in favour of "Principal, Govt. Girls Polytechnic Raipur (C.G.)". The earnest money deposit will be refunded to the tenderers whose offers have not been accepted within 30 days of opening of tenders. Earnest Money Deposit of the Tenderer, whose tender / bid offer is accepted, will be kept as interest free security deposit till successful completion of the contract. The tender document shall not be opened if the earnest money is not furnished.

## III. Tender Procedure :

- (i) Offer will be accepted in wax sealed envelopes with (Envelope -4) cover super-scribed as "Tender for Security Service in Govt. Girls Polytechnic Raipur (C.G.)". This outer envelope should contain three inner envelopes containing envelop 1 –EMD, envelop 2- Technical bid and envelop 3- price bid in the prescribed forms super-scribed as "Tender for Security Service in Govt. Girls Polytechnic Raipur (C.G.) Earnest Money Deposit (EMD)", "Tender for Security Service in Govt. Girls Polytechnic Raipur (C.G.) Technical Bid" and "Tender for Security Service in Govt. Girls Polytechnic Raipur (C.G.) – Price Bid" respectively.

### (ii) Technical and Price Bid :

However Tenderers / Bidders must produce the original copies of the documents submitted for verification when required. The Technical and Price bid which are not accompanied with documents prescribed above and EMD are liable for rejection forthwith. The tender documents should be signed on every page by the Tenderer / Bidder and enclosed with Technical bid as an unconditional acceptance of the terms and conditions mentioned there in. The Technical and Price bid consisting of the following documents shall be submitted by the Tenderers / bidders.

#### (a) Technical Bid:

- (i) Details of experience, copies of experience certification i.e. only completion certificates of the experience issued by the employer as specified in the eligibility criteria supporting claim of experience.
- (ii) Tender Document (all pages of the document) duly signed by the tenderer /bidder.
- (iii) Details of EMD as specified.

  
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- (iv) Documents related to registrations, license, PAN, GSTN etc.
- (v) Latest Balance sheet of financial years 20-21, 21-22, 22-23, photocopy duly verified by CA showing annual turnover not less than Rs 25 lakh.
- (vi) Up-to-date last three assessment years 21-22, 22-23, 23-24 Income tax Clearance Certificate duly attested by a gazette officer.
- (vii) Agency having experience of single work order showing minimum deployment of 20 persons in Government / Semi-Government organization will be preferred.

Tender document can be downloaded from the website [www.ggpuraipur.ac.in](http://www.ggpuraipur.ac.in) In such cases agency will deposit Rs 1000/- either in cash or by DD in the favor of "**Principal, Govt. Girls Polytechnic Byron-Bazar, Raipur-492001, C.G**" (should be kept in **envelope 4**) as document cost.

(iii) **Price Bid :**

The price bid enclosed in the tender should show charges payable per month for each female / male Security-Guard per 8-Hours-Shift. The tenderers / bidders shall quote their rates in the relevant column. The tenderers / bidders shall be responsible for all other obligations like PF, ESI, Gratuity, Training & Supervision, Bonus, Uniform, Leave-Reliever Cost, Any special allowances or Statutory obligations, Administrative Charges ( if any ), Overheads & Profits.

The Principal, Govt. Girls Polytechnic Raipur (C.G.) will deduct TDS for income tax and GST at the prescribed rate from the payment. The Price bids shall be valid up to one year from the date of opening of tenders.

**IV. Scope of work :**

1. Security Services are required at Govt. Girls Polytechnic campus, Raipur (C.G.) premises and at other places in the institutional campus, as and when specified by the administration of Govt. Girls Polytechnic Raipur (C.G.) authorities.
2. Security Services will include –

- Security guard round the clock (in three shift / 8-hrs. per shift):-

<b>A) Girls Hostel</b>
Female security in the Morning shift ( 6:00 AM to 2:00 PM)
Female security in the Evening shift ( 2:00 PM to 10:00 PM)
Male / Female security guard in the Night shift (10:00 PM to 6:00 AM).
<b>B) Main gate , Government Girls Polytechnic, Raipur</b>
Male security in the Morning shift ( 6:00 AM to 2:00 PM)
Male security in the Evening shift ( 2:00 PM to 10:00 PM)
Male security guard in the Night shift (10:00 PM to 6:00 AM).

- Prevent entry of unauthorized persons including Hawkers, Vendors and Trespassers etc.
- Maintain Entry & Exit records of Visitors, Resident-Students, Mess Staff as directed by The Principal, Govt. Girls Polytechnic, Raipur (C.G.).
- Regulate incoming and outgoing movement of material and vehicular traffic.
- Assist Govt. Girls Polytechnic Raipur (C.G.) in handing emergencies like fire, flood, earthquake etc.
- Thermal scanning of the personnel entering college and hostel building in Covid-19 epidemic situation.

The scope of work may change during the period of the contract by mutual consent.

  
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## V. TERMS AND CONDITIONS :

1. The Security Agency shall provide security arrangement for guarding the Govt. Girls Polytechnic, Raipur (C.G.) campus within the confined premises as required by The Principal. Moreover, the Security Agency shall also protect the Campus from anti-social elements.
2. Every personnel by the Security Agency shall be literate. Those other than supervisory staff, personnel above the age of 60 years shall not be deployed. Violation of this condition shall be treated as breach of important contractual condition and shall attract penalty points.
3. The Security Agency personnel should be smart and properly turned out with boots / shoes, belt, caps, badge, whistle, Stick etc., and carry an identity card duly attested by the Executive of Security Agency. A photocopy of all requisite verification must be submitted to this institute.

The Security Agency shall provide proper uniform (shoes, caps canes / stick, torch etc.) to every personnel deployed by the agency in the Govt. Girls Polytechnic Raipur (C.G.) Campus at their own cost and expenses.

The Security Agency shall ensure that before deputing the security staff, they will verify the antecedents of all their staff and provide it to the institute, complete details of each security personnel proposed to be deployed. Non-compliance with this provision will be deemed to be violation of the contract, inviting penal action.

The Institute shall have the right to check up, from time to time, the uniforms worn by the security personnel as well as their fitness to perform guard duty up to the satisfaction of the Institute. The Principal, Govt. Girls Polytechnic Raipur (C.G.) shall also have the right to check and supervise the Security personnel on duty.

4. Security-Agency shall comply with all statutory requirements existing as well as those promulgate from time to time viz. the payment of Wages act, Provident Fund Act, Employee State Insurance Scheme, Family Pension Fund Act, Bonus, Gratuity Act, Shop & Establishment Act. Etc. whichever is / are applicable to the organization of Security Agency and shall be held responsible, accountable, answerable, explainable, as the case may be, for the lapses committed by them in this regard. Further, Security agency shall not involve The Principal, Govt. Girls Polytechnic Raipur (C.G.) in any way whatsoever. In any dispute with regard to compliance of statutory and in case of any violation of any law, including labor laws etc. any liability is put upon the institute, the Security Agency hereby indemnifies The Principal, Govt. Girls Polytechnic Raipur , C.G. completely.

The Security Agency shall supply a certified copy of their registration under the Chhattisgarh Shop & establishment Act, the provident Fund Act, ESI , Labour-Rules and Income Tax etc. to Govt. Girls Polytechnic, Raipur.

5. The personnel deployed by the Security Agency in the Govt. Girls Polytechnic Raipur (C.G.) shall be removed immediately if The Principal, Govt. Girls Polytechnic Raipur (C.G.) considers such removal necessary on administrative grounds. The Security Agency shall also immediately remove any personnel who is found not to be discharging his duties correctly or is of doubtful character and shall replace him with substitute personnel either on its own or on the demand of the institute and only after due approval of the Security Officer. In case of removal of such personnel, no claim shall be maintainable against the Govt. Girls Polytechnic Raipur (C.G.).
6. If The Principal, Govt. Girls Polytechnic Raipur (C.G.) incurs any expenses or any liability is put on them in connection with the deployment of the employee of Security Agency, the same shall be adjusted from the bill of Security Agency.

  
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7. The Security Agency shall make serious efforts to control and eliminate the cattle menace, which include not only cows and buffaloes but also other animals like pigs, Monkeys, dogs etc., from the campus premises.
8. The responsibility for taking appropriate security measures shall be entirely that of the Security Agency. The Principal, Govt. Girls Polytechnic Raipur (C.G.) will be entitled for compensation against the Security Agency, in case a proper joint inquiry establishes that the theft or loss or damage has been caused due to negligence of the Security Agency or any of its employees. The said compensation shall be in addition to the findings and recommendations that the joint enquiry may propose. The maximum amount of compensation payable by Security Agency will be limited to inspection and supervision charges payable to Security Agency for the month on which the loss or damage occurs. However after enquiry, if it is found that such theft or loss or damage has been caused by acts of commission and omission of the personnel of the Security Agency or if, the personnel of the Security Agency has either taken active part in such acts or has aided and abetted in the acts of such commission and omission, The Principal, Govt. Girls Polytechnic Raipur (C.G.) or its employees to whom loss is caused shall be indemnified/compensated by the Security Agency on actual basis.
9. The Principal, Govt. Girls Polytechnic Raipur (C.G.) will not provide any residential space for accommodation to security Agency/ guards.
10. The Principal, Govt. Girls Polytechnic Raipur (C.G.) shall identify the requirement of personnel and equipment, to be deployed for the security of the campus, in consultation with the Security Agency.
11. The Security Agency shall submit a certificate along with the monthly bills certifying that the personnel employed by them in the campus of The Principal, Govt. Girls Polytechnic Raipur (C.G.) have been paid at least minimum wages, as in force from time to time, in accordance with the provisions of the Minimum Wages Act and that all other statutory requirements in this regard have been complied with.
12. The Security Agency shall also submit a copy of payment receipt of EPF and ESIC contribution done of previous month with the monthly bills.
13. Any violation of the provision of Minimum Wages Act shall render the contract liable for termination, of the Security Agency as per the provisions of the relevant laws.
14. The contract price shall be all inclusive and nothing extra shall be payable over & above the accepted contract price in respect of the *Scope of Work* defined in the Price Schedule.
15. The Security Agency shall take into consideration all levies and statutory taxes while quoting the tender. However, if any fresh taxes, changes etc. are levied by the Local / State / Central Govt., subsequent to the date of opening of tender the same shall be reimbursed by The Principal, Govt. Girls Polytechnic Raipur (C.G.) against proof of production of payment.
16. The security personnel shall remain on duty for minimum of 8-(eight) working hours. The personnel shall not leave his/her place of duty / duty point until his/her reliever reports for duty. Deserting the place of duty/duty point by the security personnel without having been properly relieved will attract penalty points.

  
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17. The security personal is not allowed to do more than one duty, i.e. 8- (eight) working hours each day except in case of critical emergency and with permission of authorized persons of Government Girls Polytechnic Raipur. In such emergency condition the working hours of security personal on duty can be increased up to 12 hours a day. It is the responsibility of the appointed agency to monitor; such condition must not repeat more than thrice a month or will attract penalty points.
18. There shall not be more than one person of the contracted manpower on leave or absent from the duty.
19. In case of long-term absent due to sickness, leave etc. Security Agency shall ensure replacement /re-arrangement of manning of all security posts by overtime without any additional liabilities to the Institute. It is responsibility of the agency to inform such replacement/ re- arrangement of manning to the authorised person of Government Girls Polytechnic Raipur immediately.
20. In addition to the number of personnel listed in the price Schedule, the Security Agency shall undertake to engage / employ and provide additional number of well-trained guards as and when required by The Govt. Girls Polytechnic Raipur (C.G.) on reasonable notice, as per the accepted rate given in the Price Schedule.
21. The payment for service under this agreement shall be made on monthly basis, through crossed cheque, drawn in favor of the Security Agency payable at Raipur or by NEFT / RTGS or as per the clearance of government treasury. The payments shall be paid within 10-Working days of receipt of the bill (in 2 copies ) for each calendar month duly supported with the requisite details of the daily attendance and other records, EPF, ESIC contribution details which shall be open for inspection by The Principal, Govt. Girls Polytechnic Raipur (C.G.).
22. The persons employed by the Security Agency for the security at Govt. Girls Polytechnic campus Raipur (C.G.) will be the employees of the Security Agency and The Principal, Govt. Girls Polytechnic Raipur (C.G.) shall have nothing to do with their employment or non-employment. Under no circumstances any liability in respect of matters connected with their employment shall be held against The Principal, Govt. Girls Polytechnic Raipur (C.G.) and the Security personnel employed by the Security Agency shall have no right whatsoever to claim employment by /from The Principal, Govt. Girls Polytechnic Raipur (C.G.).
23. The Security staff employed by the Security agency will not join any union nor shall they make any claim on service or other matter. They shall also not form any union at the institute level.
24. The security agency shall be responsible for the good conduct and behavior of its employees. If any employee of the Security Agency is found mischievous and misbehaving with the staff, employees, faculty or students of the institute, the Security Agency shall terminate the service of such employee at their own risk and responsibility. The Security Agency shall issue necessary instruction to its employees to act upon the instructions given by the supervisory staff of the Govt. Girls Polytechnic Raipur (C.G.).
25. Any payment, required to be made by the Security Agency to its personnel, in compliance with any of the laws of the land, shall be the sole responsibility of Security Agency. This would include specific responsibility with regard to the provision of the minimum wages act and / or any other law, which may be applicable in instant case. The Principal, Govt. Girls Polytechnic Raipur (C.G.) will in no case be responsible for default if any, in this regard. Even if, as per provision of any relevant enacting the liability becomes that of The Principal, Govt. Girls Polytechnic Raipur



(C.G.), it is clearly agreed that the same shall be deemed to be that of Security Agency and shall be discharged by them. The Principal, Govt. Girls Polytechnic Raipur (C.G.) liability towards personnel will be limited to the extent of the contract price accepted.

26. All matters and dispute arising out of this agreement will be subject to the jurisdiction of the courts located at Raipur (C.G.).
27. The Security Agency shall maintain proper liaison and contract with the local police/civil administration etc. for smooth and peaceful day-to-day working of the Institute.
28. The Security Agency shall be bound to perform the assigned jobs even though the same may not have been included in the schedule of services. The charges for the extra services not mentioned in the Schedule should be settled mutually.  
A prospective bidder, requiring any clarification of the Bid Document shall notify The Principal, in writing or by Fax at his mailing address indicated in the Invitation for Bids. He shall respond in writing to any request for clarifications of the Bid Documents, which he receives not later than 7 days prior to the last date for the submission of bids. Copies of the query and clarifications by him shall be sent to all the prospective bidders who have received the bid documents.
29. Individual signing the bid or other document connected with the contract shall indicate the full name below the signature and must specify whether he is signing as :
- (a) A sole proprietor of the firm or constituted attorney of sole proprietor.
  - (b) A partner of the firm, in which case he must have authority to represent for arbitration of disputes, concerning the business of the partnership firm either by virtue of the partnership agreement or power of attorney.
  - (c) Constituted attorney of the firm.

Provided that,

- i. In case of (b) above, a copy of the partnership agreement or general power of attorney in either case, attested by a Notary Public, or affidavit on stamp paper of all the partners admitting execution of the partnership or the General Power of attorney should be furnished.
- ii. In case of partnership firms, where no authority to refer dispute concerning the business of the partnership has been conferred on any partner, all partners of the firm should sign all other related documents.
- iii. A person signing the tender form or any other documents forming the part of the contract on behalf of another shall be deemed to be warranty that he has authority to sign, such documents and if, on enquiry it appears that the person has no authority to do so, the Institute may, without prejudice to other civil and contract/intended contract at the risk and cost of such person and hold the signatory liable to the institute for all cost and damages as sign from the cancellation of the contract including any loss which the Institute may have on account of execution of contract/intended contract.

Individual signing the tender or other documents connected with the contract shall indicate the full name below the signature and must specify the capacity and authority under which he signs such document and shall also submit documentary evidence of his authority duly attested by a Notary Public.

30. In the case of any loss being caused to The Principal, Govt. Girls Polytechnic Raipur (C.G.) on account of the negligence of the employee of the Security agency, the agency shall make good the


loss sustained by the Institute, either by the replacement or on payment of adequate compensation on actual basis.

31. The Security Agency shall not appoint any sub-agency to carry out any obligations under the contract.
32. None of the employees of the Security Agency shall enter into any kind of private work within or outside the campus of the Govt. Girls Polytechnic Raipur (C.G.). Non-compliance with this provision will be deemed to be violation of the contract inviting penal action.
33. The employees of the Security Agency shall be Smart, good character and of sound health.
34. The Security Agency shall maintain Complaint Book at the main entrance gate, institute campus and hostel compound.
35. Security Agency shall abide all laws of the land including Labor-Laws, (ESI, PF, BONUS etc.) Companies Act. Tax Deduction liabilities Welfare measures of its employees and all other obligations that enjoin in such cases and are not essentially enumerated and defined, though any such onus shall be the exclusive responsibility of the Security Agency, and it shall not involve the Govt. Girls Polytechnic Raipur (C.G.) in any way whatsoever.
36. In case of any dereliction of duty, gross neglect, an unintended or intended damage caused by Security Agency or its staff or otherwise, any harm done to the Govt. Girls Polytechnic Raipur (C.G.) its designated officials, resident students or other employees, the Security Agency shall be liable to make good the loss or pay compensation, refund expenditure on legal/judicial proceeding as well as pay penalty, which the Govt. Girls Polytechnic Raipur (C.G.) may deem fit.
37. Total duration of contract shall be two year extendable to another one year, subject to quarterly appraisal and review by The Principal, Govt. Girls Polytechnic Raipur (C.G.). In case of performance of the agency is not found to be satisfactory as per operational parameters setout of the contract or not in conformity with the terms & conditions of the tender, the contract shall be terminated even before the scheduled time by giving advance notice of 1 (one) month to this effect. In the event of premature closure of contract for reasons mentioned herein above, the Security Deposit shall be absolutely forfeited.
38. Security Agency shall supply uniforms with name-plate/name-tabs to the persons engaged on duty. The Principal, Govt. Girls Polytechnic Raipur (C.G.) shall not allow any employee of the Security Agency to work without the uniform.
39. The Security Agency shall have a proper system of checking the guards on duty especially at night. Records of the same should be effectively maintained and shortcomings, if any, should be immediately rectified.
40. Security Agency shall apply to the Labor Commissioner for obtaining a Labor License within a reasonable time and will submit a copy of the license to The Principal, Govt. Girls Polytechnic Raipur (C.G.) Security Agency who has security guards, trained under Chhattisgarh State Skill Development Authority (CSSDA) will be preferred.
41. The tender shall remain valid for a period of one year from the date of submission. If a bidder withdraws or modifies the offer within this period, his tender shall be cancelled and 100% of the Earnest Money Deposit (EMD) shall be forfeited. In exceptional circumstances, The Principal,



Govt. Girls Polytechnic Raipur (C.G.) may request the bidders' consent for an extension of the period of bid validity. The tenderer / bidder agreeing to extend the validity of bid will not be allowed to modify his bid for the period of extension.

42. Any one or more of the following action / commission/omission are likely to cause summary rejection of bid:
- (a) Any bid received late without conclusive proof that it was delivered before the specified closing time.
  - (b) Any bid not accompanied by required Earnest Money Deposit (EMD).
  - (c) Quotations from bidders, who have not purchased the Bid Document.
  - (d) Any bid received unmarked & unsealed (or improperly sealed).
  - (e) Any conditional bid or bid offering rebate.
  - (f) Any bid in which rates have not been quoted in accordance with specified formats / details as specified in the Bid Documents.
  - (g) Any effort by a bidder to influence the Institute in the bid evaluation, bid comparison or contract award decision.
  - (h) Any bid received with period of validity of bid shorter than 1 year.
- 43.
- (a) If a firm quotes NIL charges/ consideration after deduction of applicable TDS(as per government norms for Income Tax), the bill shall be treated as unresponsive and will not be considered.
  - (b) Rates offered in the tender will not enhanced during period of contract except minimum wages and other statutory charges.
  - (c) The Principal, Govt. Girls Polytechnic, Raipur is not bound to award contract at the lowest price received in the tender and reserves the right to decide on fair and reasonable price of the services of the tenderer. All other terms and conditions of the tender shall remain operative even if a counter offer rate is offered to the bidder.
  - (d) In case more than one price bid quoting the same L-1 rates are received, L-1 bidder will be selected from such bidders on the basis of the following criteria—
    - (i) Length of experience of the bidder in security management services in years (financial years).
    - (ii) Total number of security guards provided during financial year 2022-23 at Central/ State Govt /Autonomous Institution/Corporate establishment of repute.
    - (iii) Security agencies from Chhattisgarh will be preferred.
    - (iv) Number of Central/ State Govt /Autonomous Institution/ Corporate establishment of repute where bidder has provided security services upto financial year 2022-23.Note : L-1 bidder will be selected from such bidders firstly on the basis of criteria (i) then by (ii) then by (iii) and lastly by (iv) above
  - (e) Wage Rate quoted should be equal to or more than prevailing minimum wages as per CG Govt. under minimum wages act. Price bid quoting wage rate less than prevailing minimum wages as per CG Govt will not be considered.
  - (f) If any of the statutory liability not included in the price bid, the bid shall be rejected.
44. The award of **Work Order**, when issued to the successful bidder, constitutes the contract with collateral form terms and conditions of the tender invitation notices as well as formal agreement on non-judicial stamp paper, all of which finally form the contractual obligations to be adhered to performed by the bidder and the non performance of any such obligations make the bidder liable for consequential effects.
45. The bid shall not contain correction, erasures or over writing except as absolutely necessary to correct errors made by the bidder. Such corrections etc. shall be duly counter-signed and attested by the person or persons signing the bid.

  
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46. The Principal, Govt. Girls Polytechnic Raipur (C.G.) does not bind itself to accept lowest or any other tender. The Principal, Govt. Girls Polytechnic Raipur (C.G.) reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereto incurring any liability to the affected Tenderer/ bidders on the grounds of The Principal, Govt. Girls Polytechnic Raipur (C.G.) action.
47. The successful bidder shall have to execute an agreement with The Principal, Govt. Girls Polytechnic Raipur (C.G.) on a non-judicial stamp paper of Rs. 100/- (Rupees One Hundred only) and commence the work within 1 (one) month from the date of award, failing which The Principal, Govt. Girls Polytechnic Raipur (C.G.) shall be at liberty to forfeit earnest money and proceed to appoint another agency as it may deem fit.
48. The rates quoted in the Price Schedule shall be inclusive of all taxes, levies and statutory liabilities cost of minor equipment such as batons etc., consumables such as electricity etc. nothing extra shall be payable in addition to the accepted rate of each individual item as per the Price Schedule in Price Bid.
49. The bidders are advised to refrain from stipulating conditions, rebates etc. in violation of the terms of the tender. The Institute reserves the right to reject such tenders in which conditions of rebate is stipulated, without assigning any reason thereof.

#### 50. ARBITRATION :

Except as otherwise provided elsewhere in the contract, if any dispute, difference question or disagreement of matter whatsoever, shall before / after completion or abandonment of work or during extended period, hereafter arises between the parties, as the meaning, operation or effect of the contract or out of or relating to the contract or breach thereof, shall be referred to a sole Arbitrator to be appointed by The Principal, Govt. Girls Polytechnic Raipur (C.G.) at the time of the dispute.

If the arbitrator to whom the matter is originally referred dies or refuses to act or resigns / withdraws for any reason from the position of arbitration, it shall be lawful for The Principal, Govt. Girls Polytechnic Raipur, C.G. to appoint another person's to act as Arbitrator in the manner aforesaid. Such person will be entitled to proceed with reference from the stage at which his predecessor if, both the parties consent to this effect, failing which the arbitrator shall be entitled to precede de novo.

It is a term of the contract that part invoking shall specify all disputes to be referred to arbitrator at the time of invocation of arbitration under this clause. It is also term of the contract that the arbitration shall be borne by the parties themselves. The venue of arbitration shall invariably be at Raipur.

Subject as aforesaid the provisions of the Arbitration and Conciliation Act 1996 and any statutory modifications or re-enactment thereof rules made there under and for the time being in force apply shall to the arbitration proceedings under this clause.

#### 51. FORCE MAJEURE :

If, at any time, during the continuance of this contract, the performance in whole or in part by either party, of any obligation under this contract shall be prevented or delayed by reason of any floods, explosions, epidemics, quarantine restriction, or act of god (hereinafter referred to



as events), provided notice of happenings of any such eventuality given by either party to the other within 7 days from the date of occurrence thereof, neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance. The operation of contract shall be resumed as soon as practicable after such event may come to end and/or cease to exist and the decision of The Principal, Govt. Girls Polytechnic Raipur (C.G.), as to whether the operation have to be resumed or not shall be final and conclusive, provided further that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for period exceeding 90 days either party may at his option terminate the contract.

Provided, also that if the contract is terminated under this clause, The Principal, Govt. Girls Polytechnic Raipur (C.G.) shall be at liberty to take over from the Security Agency, the security personnel, vehicles & equipment deployed in the campus until a new Security Agency is appointed and commences operation.

## 52. Operational Parameter

The main security objectives for Govt. Girls Polytechnic campus, Raipur (C.G.) are as under:

1. Prevention of loss of property of Govt. Girls Polytechnic campus Raipur (C.G.) campus and private property by thefts, burglaries, dacoits etc.
2. Prevention of injury, assault and violation of the persons, especially Resident students/ employees and legitimate visitors.
3. Smooth conduct of admissions, functions, activities, conferences, dignitary visits, and cultural events.
4. Freedom of the campus from cattle, tree poachers and other unwanted elements.
5. The security parameters will there have been:
  - Theft related
  - Patrolling related
  - Discipline
  - General

## VI. PENALTY

- (a) For complaint, non-adherence of terms & condition specified in tender document, indiscipline and unsatisfactory operation of security services a penalty of up to Rs. 2000/- will be levied after the approval of The Principal, Govt. Girls Polytechnic Raipur (C.G.) on every event.
- (b) For unsatisfactory level of security services noticed during the inspection by The Principal, Govt. Girls Polytechnic Raipur (C.G.) Official a penalty of up to Rs. 5000/- will be levied after the approval of The Principal on every event.
- (c) After occurrence of three such events specified in (a) and (b), a penalty will be increased up to Rs. 10,000/- by The Principal, Govt. Girls Polytechnic Raipur (C.G.).

  
**PRINCIPAL,**  
**Govt. Girl's Polytechnic**  
**RAIPUR (C.G.)**



**GOVT. GIRLS POLYTECHNIC**  
Byron Bazar, Raipur-492 001, C.G.  
**शासकीय कन्या पॉलीटेक्निक**  
बैरन बाजार, रायपुर - 492 001, छ.ग.

Web Site:- <http://ggpraipur.ac.in> E Mail:- [principal.ggpraipur@gmail.com](mailto:principal.ggpraipur@gmail.com) FAX: 0771-2424778 Phone:- 0771-2423045

**LETTER OF SUBMISSION OF TENDER FROM THE CONTRACTOR**  
**“PROVIDING OF SECURITY SERVICES”**

at

**Govt. Girls Polytechnic Campus, Byron-Bazar, Raipur – 492001, C.G.**

**TECHNICAL BID**

01. Name of the Tender's firm : \_\_\_\_\_
02. Office Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Tel No. : \_\_\_\_\_
- Fax No. : \_\_\_\_\_
- E-Mail Address : \_\_\_\_\_
03. Name of Authorized representative (S) : \_\_\_\_\_
04. Check list for technical bid :

S. No.	Description of Requirement	Yes/ No	Page No.
1.	Registered under Company Act, / Shops & Establishment Act 1958 issued by Chhattisgarh State Govt.		
2.	Registration certificate – ESIC		
3.	Registration certificate – EPF		
4.	license issued by competent State Govt. Authority under the Private Security Agencies (regulation) act 2005 with validity for next two year from last date of submission of bid.(PASARA certificate)		
5.	Copy of Registration certificate/ allotment letter of PAN		
6.	Copy of Registration certificate/ allotment letter of GST number		
7.	Labour license issued by competent authority of Chhattisgarh Government		
8.	IT returns of last three financial years should be attached.		
9.	Turnover of assessment year 2023-24 should be not less than 25-Lakhs. (In support of Turn over for last year balance sheet audited by CA should be attached).		



10.	Experience certificates		
11.	Affidavit for not being Black-listed by any other Government / private Company.		

05. Turnover during the last three years

Assessment Year	Turnover in Rupees ( in words and figures )
2021-22	
2022-23	
2023-24	

Please enclose documentary evidence for above facts

06. Earnest money deposit of Rupees 30,000.00/- is enclosed vide

D.D. No. \_\_\_\_\_ Dated : \_\_\_\_\_  
Bank / Branch : \_\_\_\_\_

07. Details of experience in Govt./Public Sector undertaking/Registered Societies during the last three years as per the attached format.

Years	Name of Employer/Address/Tel. No.	Details of Experience period of Contract with dates of Commencement and termination covering last 3 years	Total number of Security guards Employed
2020-21			
2021-22			
2022-23			

Agency must have minimum three years of experience in private security business or supply of the special category manpower, out of which one year work completion experience in any government educational institute or university.

  
**PRINCIPAL**  
 Govt. Girl's Polytechnic  
 RAIPUR (G.O.)  
 SIGNATURE OF AUTHORIZED PERSON OF AGENCY  
 with Seal & Address



**GOVT. GIRLS POLYTECHNIC**  
Byron Bazar, Raipur-492 001, C.G.  
**शासकीय कन्या पॉलीटेक्निक**  
बैरन बाजार, रायपुर - 492 001, छ.ग.

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**LETTER OF SUBMISSION OF TENDER FROM THE CONTRACTOR**

**“PROVIDING OF SECURITY SERVICES”**

at

**Govt. Girls Polytechnic Campus, Byron-Bazar, Raipur – 492001, C.G.**

**PRICE BID**

S.No.	Description	Amount (Rs.) For male / female security guards
1.	Gross Wages per person / month (26 days)	
2.	EPF per person per month	
3.	ESI per person per month	
4.	Contractor's profit	
5.	Any other charges	
6.	2% income tax TDS (2% of 1+2+3+4+5 will be deducted, if a firm quotes NIL charges after deduction of applicable TDS (for income tax as per government norms), the bid shall be treated as unresponsive and will not be considered})	
7.	GST @.....%	
	Total(1+2+3+4+5+6+7)	

Total in words:-.....

Note : 1. The number of security guards requirement, may change as per the needfulness of the institute.

2. 2% of 1+2+3+4+5 will be deducted as income tax TDS.
3. GST and other government levies must be as per Government Norms and Guidelines.

SIGNATURE OF AUTHORIZED PERSON OF AGENCY  
with Seal & Address

  
**PRINCIPAL,**  
**Govt. Girls Polytechnic,**  
**RAIPUR (C.G.)**





# GOVT. GIRLS POLYTECHNIC

Byron Bazar, Raipur-492 001, C.G.

शासकीय कन्या पॉलीटेक्निक

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## LETTER OF SUBMISSION OF TENDER FROM THE CONTRACTOR

### “PROVIDING OF SECURITY SERVICES”

at

Govt. Girls Polytechnic Campus, Byron-Bazar, Raipur – 492001, C.G.

1. I / We have examined the *Scope of Works, Specifications and Schedule of Quantities and Terms and Conditions* relating of the Tender for the said work after having obtained the Tender invited by you.
2. I / We have visited the site examined the site of works specified in the Tender document and acquired the requisite information relating thereto as affecting the Tender.
3. I / We hereby to execute the complete the works in strict accordance with the Tender Document at the item rates quoted by me / us in the attached Bill of Quantities in all respects as per the Specifications and Scope of Works describe in the Tender document and the Annexure, containing Terms and conditions.
4. I / We agree to pay all government Taxes and Levies laid (Central and State) on *Works Contract*. And, other Taxes and Levies prevailing from time to time and the Rates quoted are inclusive of the same.
5. The rates quoted by me / us are firm and shall not be subject to variations on account of fluctuation in the market rates, tax or any other reasons, whatsoever.
6. I / We, hereby agree to abide by and fulfill all the Terms and Conditions and provisions of the said contract Document annexed hereto.

Names of the persons authorized to be present at the time of opening of the tenderer/ bidder

i. \_\_\_\_\_

ii. \_\_\_\_\_

Documentary proof in respect of Letter of *Authority / Power of Attorney* to be enclosed along with the submitted Tender-Bid.

Place : \_\_\_\_\_

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

Name and Address of the Tenderer

✓  
Your Faithfully,  
**PRINCIPAL**  
Govt. Girl's Polytechnic,  
(Signature of the Tenderer)

Name and Seal

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

Land Line No. \_\_\_\_\_