

SAINIK SCHOOL BIJAPUR, (KARNATAKA)
NOTICE INVITING TENDER

1. Sealed tenders are invited under Two Bid system – (Technical Bid & Financial Bid) in separate envelopes from reputed agencies, having capacity to provide the required number of uniformed trained manpower (preferably ex-servicemen) for the below mentioned services of Sainik School Bijapur for a period of one year:

- | | | |
|-----|---------------------|----------|
| (a) | Security Supervisor | : 03 Nos |
| (b) | Security Guard | : 13 Nos |

2. Interested parties may obtain the Tender form on payment of Rs. 500/- on working days between 1000 hrs to 1330 Hrs from Sainik School Bijapur or the tender form can be downloaded from the school website www.ssbj.in and submit the same with a DD for cost of tender form Rs 500/-. Tender Form will be available from 05 Mar 2018 to 26 Mar 2018. The Last date for receipt of duly filled Tender form (bids) will be upto 1300 Hrs on 28 Mar 2018 The Technical Bid will be opened at 1600 Hrs **on 02 Apr 2018**. No (R) No late tenders will be considered. The GST/TIN/TAN number should be indicated in the bids. The tender form should be returned duly filling up the rates and signed duly affixing the firms seal.

3. The tendering authority reserves the right to modify, reject or nullify any of the unsolicited offer, incomplete or partially completed and conditional tenders without assigning any reasons whatsoever.

Date: 03 Mar 2018

Sd /-xxx
Principal
Sainik School Bijapur

Note: For the downloaded tender forms enclose DD for ₹ 500/- (Non-refundable)

Form No:

SAINIK SCHOOL BIJAPUR



Affix your
photo

TENDER DOCUMENT

SECURITY OUTSOURCING

Cost of Tender form ₹ 500/-

Tender Form No _____

TIN/TAN/GST No. _____

Name of the firm (Full address) _____

Tel Number _____

Mobile No _____

Details of EMD Bank DD No _____

Date _____

TENDER ENQUIRY/ REQUEST FOR PROPOSAL

Phone: 08352-270638
Fax: 08352-271560



Sainik School Bijapur
Karnataka- 586102

No.SSBJ/301/QM

Mar 2018

INVITATION OF BIDS SECURITY OUTSOURCING

Request for proposal (RFP) No: No **SSBJ/301/QM**

Mar 2018

1. Sealed tenders (**TWO BID**) are invited from the reputed and experienced firms for above said work. Please super scribe the above mentioned Title, RFP number and date of opening of the Bids on the sealed cover to avoid the BID being declared invalid.

2. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP given below:

- | | | | |
|-----|--|---|--|
| (a) | Bids/ queries to be address to | : | Principal Sainik School Bijapur |
| (b) | Postal Address | : | Sainik School, Bijapur
Bijapur-586102 |
| (c) | Name/designation of the
Contact personnel | : | Col Tamojeet Biswas Principal |
| (d) | Telephone Nos of the contact
Personnel | : | 08352-270638 |
| (e) | E-mail IDs of contact personnel | : | ssbj1963@yahoo.com |
| (f) | Fax Number | : | 08352-271560 |

3. This RFP divided into five parts following:

- Part-I** Contains General information and instructions for the bidders about the RFP such as the time, place of submission and opening of tenders, validity period of tenders etc.,
- Part-II** Contains essential details of items/ services required, such as the schedule of requirements (SOR), Technical Specifications, Delivery period, Mode of Delivery and consignee Details.
- Part-III** Contains standard conditions of RFP, which will form part of the contract with the successful Bidder.
- Part-IV** Contains special conditions applicable to this RFP and which will also form part of the contract with the successful bidder.
- Part-V** Contains evaluation criteria and format for price bids.

4. This RFP is being issued with no financial commitment and the Buyer reserves the right to change any part thereof at any stage, buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

PART I – GENERAL INFORMATION

1. **Last date and time for depositing the Bids:** 28 Mar 2018 at 1300 Hrs. The sealed Bid should be deposited/reached by the due date and time. The responsibility to ensure this lies with the Bidder.
2. **Manner of depositing the Bids:** Sealed Bids duly marked should be either dropped in the Tender Box at Sainik School Bijapur or sent by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non delivery/ non-receipt of Bid documents. Bids sent by FAX or e-mail will not be considered.
3. **Time and date for opening of Bids:** The Technical Bids will be opened at 1600 hrs on 02 Apr 2018. Opening of Price Bid will be intimated to vendors who have qualified the technical bid stage. If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer.
4. **Location of the Tender Box:** Office of Administrative Officer, Sainik School Bijapur. Only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.
5. **Place of opening of the Bids:** Administrative Office
The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/ technical; clauses quoted by all Bidders will be read out in the presence of the representative of all the bidders. This event will not be postponed due to non-presence of representative.
6. **Forwarding of Bids:** Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like TIN/GST number, VAT/CST number, Bank address with EFT Account if applicable, etc. and complete postal & e-mail address of their office.
7. **Clarification regarding contents of the RFP:**
 - (a) The bidder shall check the pages of all documents and, in the event of discovery of any discrepancy or missing pages the bidder shall inform the office of Sainik School Bijapur immediately.
 - (b) In case the bidder has any doubt about the meaning of anything contained in the Tender document, he/she shall seek written clarification from the Bijapur (only in working days from Monday to Saturday (except Second Saturday) from 10.00 AM to 01.00 PM) before submitting the bid. Any such clarification, together with all details on which clarification had been sought, will also be forwarded to all bidders without disclosing the identity of the bidder seeking clarification. All communications between the bidder and the Institute shall be carried out in writing.
 - (c) Except for any such written clarification by the Sainik School, which is expressly stated to be an addendum to the tender document issued by this Sainik School, no written or oral communication, presentation or explanation by any other employee of the Sainik School shall be taken to bind or fetter the Institute under the contract.
 - (d) **Interested bidders may, if they so wish, visit the school during working hours to ascertain the exact nature, site and requirements of the work.**
8. **Modification and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by FAX but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.
9. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.
10. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.

11. **Unwillingness to quote:** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this RFP.

12. **Earnest Money Deposit.** Bidders are required to submit Earnest Money Deposit (EMD) for amount of **Rs 1,00,000/-** along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft / Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee in favor of Principal, Sainik School, Bijapur from any of the public sector banks or a private sector bank authorized to conduct government business. EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD is not required to be submitted by those bidders who are Registered with Central Purchase organization (e.g DGS & D), NSIC or any department of MoD or MoD itself. The EMD will be forfeited if the bidder withdraws or amends, impair or derogates from the tender in any respect within the validity period of their tender.

PART-II DETAILS OF ITEMS/ SERVICES REQUIRED

SECURITY OUTSOURCING

<u>Sl. No</u>	<u>Descriptions</u>	<u>Per</u>
1	Security Supervisor	3
2	Security Guards	13
3	Add. Facilities (Communication system / Vehicles)	

PART III – STANDARD CONDITIONS OF RFP

The Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of the Bid submitted by the Bidder.

1. **Law:** The Contract shall be considered and made in accordance with the laws of the Republic of India.

2. **Effective Date of the Contract :** The contract shall come into effect on the date of signatures of both parties on the contract (Effective Date) and shall remain valid until the completion of the obligation of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.

3. **Arbitration:** All disputes or difference arising out of or in connection with contract shall be settled through bilateral discussions. Any dispute, disagreement or question arising out of relating to the contract or relating to construction or performance, which cannot be settled amicably, may be resolved through Arbitration. The standard clause of arbitration is as per DPM 7, DPM-8 and DPM 9(available in MoD Website and can be provided on request).

4. **Amendments:** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

PART IV – SPECIAL CONDITIONS OF RFP

The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of Bid submitted by the Bidder.

1. **Performance Security:** The Bidder will be required to furnish a Performance security by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business (ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd.) for a sum equal to 10% of the contract

value within 30 days of receipt of the confirmed order. Performance security should be valid up to 60 days beyond the date of warranty. The specimen of PBG is given in Form DPM-15 (Available in MoD website and can be provided on request).

2. **Payment Terms:** No advance amount will be paid to PSA. Daily Security Book/ Attendance / Monthly payment conforming to the attendance of the Security Guards as per documents to be maintained by the PSA and shown to the School shall be made within one week after the end of every calendar month on submission of wage slip.

PART V – EVALUATION CRITERIA

1. **Evaluation Criteria:** The broad guidelines for evaluation of Bids will be as follows:-
 - (a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP.
 - (b) The Bidders will be evaluated by the Buyer with reference to the technical characteristics of the equipment as mentioned in the RFP.
 - (c) The Lowest Acceptable Bid will be considered further for placement of contract/ Supply Order after complete clarification and Price Negotiations as decided by the Buyer. The Buyer will have the right to award contracts to different Bidders for being lowest in particular items. The Buyer also reserves the right to do Apportionment of Quantity, if it is convinced that Lowest Bidder is not in a position to supply full quantity in stipulated time.
 - (d) Any other criteria as applicable to suit a particular case.

Bid Format: The Price Bid format is given below and Bidders are required to fill this up correctly and with full details:

SAINIK SCHOOL BIJAPUR
TECHNICAL BID TENDER FORM FOR PROVIDING SECURITY SERVICES

1.	Name, address of the firm/Agency and Telephone & Mobile numbers.	:		Photographs
2.	e-mail of the firm/ proprietor	:		
3.	Website address of the firm	:		
4.	Registration No. of the Firm/ Agency	:		
5.	Name, Designation, Address and Telephone/ Mobile No. of Authorized person of Firm/ Agency to deal with.	:		
6.	Whether having ISO Certificate	:		
7.	GST / TIN/ PAN No	:		
8.	Employees Provident Fund Account No	:		
9.	ESIC Number	:		
10.	License number under Contract Labour Act	:		
11.	Security License issued by IG of Police Law/ Order and Security and Controlling Authority	:		
12.	Details of Bid Security (EMD) deposited	:		
	Amount	:		
	DD No	:		
	Date of Issue	:		
	Bank Name	:		
13.	Information to be provided Annual Turnover (in Lakhs) During the last three year in any of the Institute's/ Autonomous Institutions/ Universities/ Public Sector/ Undertakings of the Government of India or autonomous bodies of Government of India or Public Sector Banks or Local Bodies/Municipalities or in any reputed private bank	:	Rs _____ FY 2014-15	
			Rs _____ FY 2015-16	
			Rs _____ FY 2016-17	
14.	Experience of running these services (in years) (Attach Certificate received from Institute / organization)	:		
15.	Volume of work done during the last three financial years	:		
16.	Total Manpower on roll	:		
17.	Out of total man power available how many are already engaged	:		
18.	Address of Agency's office	:		

NOTE: ENCLOSE THE PROOF FOR ABOVE MENTIONED POINTS

- This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.
- Certified that the Company/ Sole Proprietor/ Partner/ Director have not been black listed by any of the Department/Organizations of the Government of India/Government of Karnataka and no criminal case is pending against them.

**(Signature of the bidder) Name and
Address (with seal)**

NOTE:-

1. The man power will be considered under the **un-skilled category**. Contractor shall provide uniformed and trained personnel and use its best endeavours to provide Security services and other services to the Sainik School Bijapur for providing safety, monitoring and surveillance. Rates quoted will include all statutory obligations of the contractor under Minimum Wages Act, Contract Labour (R&A) Act, weekly-off replacement charges, cost of uniform of personnel deployed by the contractor, all kinds of taxes, service charges etc. of the agency. The rate quoted will be for per shift of eight hours per person per day.
2. The offers/bids which are not in compliance of Minimum Wages Act and any other Labour law will be treated as invalid.
3. The contract is initially for one year, extendable further on the basis of performance of the firm.
4. The number of manpower required shown above is indicative and the actual quantity may vary.
5. The bidders must quote the rates in Indian Rupees only.
6. **All the columns shall be clearly filled in ink, legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that any change is not possible. No blanks should be left which would be otherwise make the tender liable for rejection. In case of any variation in numbers and words, amount given in words will prevail.**

INSTRUCTIONS TO BIDDERS

1. GENERAL:

- The present tender is being invited for Security Services under which the contractor shall provide uniformed and trained personnel and will use its best endeavours to provide security of building, equipments, materials and staff working in Sainik School, monitoring and surveillance of the premises.
- The duration of this Contract shall be initially for a period of one year w.e.f. the commencement of the contract, extendable further on the basis of performance of the firm.

2. ELIGIBLE BIDDERS:

- The bidder should have the experience of completion of similar works, in any of the Institutes /Autonomous Institutions/ Universities/Public Sector Undertakings of the Government of India or autonomous bodies of Government of India or Public Sector Banks or Local Bodies/Municipalities or in any reputed private bank as follows:-

3. VISIT:

- The bidder should depute one representative visit to the School and is aware of the operational conditions prior to the submission of the tender documents.

4. BID PRICES:

- Bidder shall quote the rates in Indian Rupees only for the entire contract on a 'single responsibility' basis such that the Tender price covers contractor's all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the Services at Sainik School Bijapur (Karnataka). This includes all the liabilities of the contractor such as cost of uniform and identity cards of personnel deployed by the contractor and all other statutory liabilities, like Minimum Wages, ESIC, PF contributions, service charges, all kinds of taxes etc. which should be clearly stated by the contractor.

5. Other Important Conditions

1. The Bidder shall submit his price bid/offer in Indian Rupees and payment under this contract will be made in Indian Rupees.
2. The contract may be valid initially for one year and the Sainik School reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions for such period as may be agreed to.
3. The contractor shall deposit Bid Security (Earnest Money Deposit) as mentioned in RFP in the form of an Account Payee Demand Draft only from a scheduled or commercial bank, in favour of Principal, Sainik School Bijapur Karnataka along with the tender document.
4. Any Tender not accompanied by Bid Security and cost of form shall be summarily rejected.
5. Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the School.
6. The bid shall contain no alterations, omissions or additions except those to comply with instruction issued by the Institute, or are necessary to correct errors made by the bidder, in which case such corrections shall be initialed/ signed and dated by the person or persons signing the bid with rubber stamp.
7. The antecedents of staff deployed shall be got verified by the contractor from local police authority and an undertaking in this regard to be submitted to the Institute along with its photocopies and Institute shall ensure that the contractor complies with the provisions before deploying the employee in this Sainik School.
8. The Agency shall be entirely responsible and ensure that only persons authorized by the Institute are allowed to operate / repair / maintain the equipments at the Premises and that no such equipment, machinery or any part thereof any property is removed out of the Premises except with the written Permission of the Competent Authority/Owner.
9. The Agency shall be entirely responsible to search persons / vehicles entering and leaving Institute for any material on the body or in possession.
10. The Agency shall be entirely responsible to furnish proactively and periodically security and intelligence information relevant for the security in and around the Premises.

11. The Contractor/Agency shall submit daily attendance / monthly duty chart of persons deployed on work and Supervisors in advance, duly verified by the Work Supervisor / officer in charge to the employer, regularly.
12. The Contractor shall employ required no. of persons in the Sainik School. If contractor fails to supply the required no. of manpower, School impose the penalty as deemed fit.
13. The employer shall release the payment to the agency for providing services of Security. If there is any breach of this condition, the employer shall, without prejudice to its other remedies under the contract, impose/deduct penalty @ minimum of Rs. 1,000/- (Rupees One Thousand only) per day per personnel or as decided by the competent authority from its monthly bill.
14. The Agency shall act diligently and take appropriate action, in case of fire or any other calamity, theft, etc. and to prevent it and further to reduce the damage and keep informed the appropriate authorities.
15. The Agency Person should have the knowledge of operation and up keeping of fire-fighting system, snake catching and equipments of the institute. Smoking and consumption of alcoholic drinks and/or narcotic drugs in the campus and School premises is strictly prohibited. Severe action will be taken if any person is found to violate this, resulting in expulsion from the School. Sainik School is a smoke-free zone in the City. Nobody should smoke in the campus/class rooms/toilets/corridors/ terraces etc. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the school.
16. The Bidder must be registered under EPF and ESIC regulation and should possess EPF numbers allotted by EPF Commissioner, Government of India.
17. The Bidder must possess a valid Labour License from the Chief Labour Commissioner for specific number required for the contract Labour under Contract Labour (Regulation & Abolition) Act, 1970.
18. The bidder is required to formulate his offer taking into account all statutory Regulations in force regarding wages, other statutory payment and taxes to be paid by him during the whole contract period to the security personnel as well as other Government agencies.
19. All duties, taxes, and other levies payable by the contractor under the contract, or for any other cause shall be included in the rates, prices and total Bid Price submitted by the Bidder.
20. Within 15 days of receipt of the Letter of Acceptance, the successful Bidder shall deposit a Performance Security equivalent to 10% of the Contract amount in the Office of the Sainik School Bijapur in the form of DD.
21. The Principal, Sainik School Bijapur reserves the right to terminate the process of bid. The decision of the Tender Committee of this Vidyalaya is final and cannot be challenged in any manner.

6. OTHER CONDITIONS FOR CONTRACT.

1. The Contractor/Agency is a person or corporate body whose Bid to carry out the services has been accepted by the Employer.
2. The Contractor shall employ the security personnel named in the Schedule of security Personnel as referred to in the Contract Document to carry out the functions stated in the Schedule or other personnel approved by the Employer or his nominee. The Employer or his nominee will approve any proposed replacement of security personnel only if their qualifications, abilities, and relevant experience are substantially equal to or better than those of the personnel listed earlier.
3. If the Employer or his nominee asks the Contractor to remove a person who is a member of the Contractor's staff of his work force stating the reasons, the Contractor shall ensure that the person leaves the office on the same day and has no further connections with the work in the contract.
4. All risks of loss of or damage to physical property and of personal injury and death which arise during and in consequence of the performance of the Contract are the responsibility of the Contractor & amount of loss will be borne by agency only.
5. Safety - the Contractor shall be responsible for the safety of all activities on the site.
 - (i) The agency shall be directly responsible for the minimum wages, provident fund, bonus or any other benefits as may be available to its employees under relevant acts and regulations applicable in the Karnataka State. The Institute shall not entertain any such claim of the person employed by the agency.

6. The Tenderer shall satisfy the School with documentary proof/evidence about the payment made to the persons employed by him in the School premises for which reimbursement claims are preferred.
7. The Contractor shall submit to the Employer or his nominee Daily attendance Security report and monthly Bill of the services.
8. The Employer or his nominee shall check the Contractor's daily attendance / security book monthly Bill within 7 days and certify the amount to be paid to the Contractor after taking into account any credit or debit for the month in question.
9. The rates quoted by the Contractor shall be deemed to be inclusive of the sales tax, VAT, Service Tax and other taxes that the Contractor will have to pay for the performance of this Contract. The Employer will perform such duties in regard to the deduction of such taxes at source as per applicable law. Any new Taxes, levies, duties imposed after signing the Contract shall be reimbursed by the employer on production of documentary evidence.
10. The services are subject to supervision of the authorized representative of Employer. If any irregularity is observed it will entail penalty as defined at penalty clauses as under:
 - a. If there is any breach of this condition, the employer shall, without prejudice to its other remedies under the contract, impose/deduct penalty @ minimum of Rs. 1,000/- (Rupees One Thousand only) per day per personnel or as decided by the competent authority from its monthly bill.
- 11. If the Agency fails to deploy less than 90% of minimum number of personnel to be deployed in a month, as specified in Schedule of Requirement, the employer shall, without prejudice to its other remedies under the contract, deduct from the monthly bill, as liquidated damages/ penalty, a sum equivalent Rs. 1,000/- (Rupees One Thousand only) per person per day for total deficit number of personnel up to 10% of the contract price or as decided by the competent authority.**
12. The Employer shall have authority to disallow and deduct the salary of three days, as penalty/punishment, of any personnel on duty or otherwise, found under the influence of any drug or intoxicants or found guilty of conduct unbecoming of a personnel or found attempt to claim false attendance or found sleeping, absenting from his duties and shall take such other action as may be required under the circumstances.
13. If the agency fails to provide efficient and reliable services either due to deployment of inadequate number of personnel or lack of ability and unsatisfactory services and fails to improve even when so asked, the employer may consider termination of the contract.
14. The Employer, if not satisfied with the progress and quality of the services rendered by the contractor under the contract and in the event of failure of the contractor to recoup the quality in the mutually agreed time frame, shall be entitled to terminate the contract and forfeiture of performance security.
15. In the event of any theft of the material from the premises of the School, the cost of the material to be replaced, and a penalty of 25% of the cost of material replaced will be imposed and this amount will be deducted from the payment of next monthly bill of the agency/firm.
16. The Employer in any circumstance shall not make any advance payment on any account to the contractor under this contract.
17. Cost of Repairs Loss or damage to the property of the School due to any theft or negligence of the contracting agency (contractor) during the currency of the contract shall be remedied by the Contractor at the Contractor's cost if the loss or damage arises from the Contractor's acts or omissions.
18. In case, it is found that the Security Guard on duty is sleeping / in alcoholic / drunken condition or absent from duty on surprise check by the officers of the School, the contract, may be terminated with immediate effect or penalty will be imposed as decided by the Employer.
19. The contract may be terminated by giving one month notice by the contractor or payment in lieu thereof. However in case of exigency arising on account of the not providing services on satisfactory manner, the employer can terminate the contract with immediate effect.
20. If the Contract is terminated, the Contractor shall not stop service immediately, he has to make the site safe and secure and leave the site as soon as it is reasonably possible.
21. In the event of termination by the employer, the security Deposit of the contractor shall be forfeited and balance period of services contract shall be undertaken at the risk and cost of the agency, till the new contract will be executed.

22. The Contractor/agency shall provide and ensure that the security personnel employed by them always wear proper uniform as prescribed by the Contractor and shall ensure that the guards are smartly turned out at all times.
23. The Contractor shall provide and ensure all such amenities/implements/ kits to the security personnel as are required for a smooth and efficient execution of the duties of round the clock safety and security of the School and its premises.
24. The Security Personnel deployed by the agency/firm/contractor will be provided with materials like uniforms (pant, shirt, P-Cap, whistles, belt, I-Card, shoes, sweater (during winter season), lathis, whistles, torches etc. to carry out the security related work by effectively the Security Agency. Walkie-Talkie or mobile phone should also be provided by the Security Agency to Security Guards deployed for security.
25. **The Security Agency must provide to the personnel deployed in the School necessary mobile communication system at all duty points/beats at the contractor's cost and working mobile numbers is to be submitted to the school.**
26. Bill should be prepared and submitted by the agency in two copies along with the attendance sheet duly verified by officer in charge on day to day basis.
27. The Agency shall maintain proper account of payments including statutory benefit being given to the personnel engaged in the School. Agency should also submit the proof of payments and statutory benefits being given to the personnel of previous month along with running monthly bill.
28. That the Contractor shall deposit service tax and EPF/ESIC contribution and submit the photocopies of the challan/ returns of previous month along with running monthly bill.
29. The Contractor will make the payment of wages to the personnel adhering to all statutory requirements such as Minimum Wages, provisions for Provident Fund, ESIC or any other obligations.
30. The Contractor will make the payment of wages to the Personnel by transfer of funds from the account of the Contractor to the Account of the personnel deployed by the agency/firm. No cash transaction will be made at any point (i.e. advance or emergency payment). Copy of Bank statement of the Personnel deployed by the Firm/Agency/Contractor should be enclosed with the bills for payment to School as a proof of payment to them.
31. The Contractor will furnish a self-certified lists of such transfer of funds to the accounts of the personnel along with the self-endorsed copies of payments made towards their EPF contributions, ESIC contributions, Payment of Bonus paid or any other statutory obligations to the employer.
32. The Employer reserves the right to terminate or cancel the contract any time without assigning any reason. However, if contractor would like to quit and terminates the contract he/she has to give three months' notice in advance.
33. The Security Guards have to perform the duties of opening and closing of the Office Rooms/Class Rooms etc. in due time or as directed by the Competent Authority.
34. Any other related duties as assigned by the competent authority are to be performed.
35. In case of any dispute, the decision of the Competent Authority of Sainik School Bijapur based on the Tender Evaluation Committee (TEC) shall be final and binding to all the Tenderers and cannot be challenged in any manner.
36. The rates for the above said work is inclusive of all charges and shall remain firm during execution of work. No price escalation whatsoever shall be payable.
37. The taxes like income tax, service tax etc. and levies as applicable shall be deducted at source and will have to be borne by the contractor. The service tax shall be reimbursed to the agency on production of documentary proof of deposit.
38. The final bill of the work shall only be released after submission of proof of deposit of provident fund etc. by the contractor for his employees/ workman.
39. The contractor shall disburse the monthly salary to the personnel engaged by him on or before 7th of every month or on next working day in case of holiday on 7th of month. With the disbursement of salary on the mentioned date, the contractor shall also provide to the respective engaged personnel monthly salary slip and the details of the amount of PF deposited (both employees and employers contribution) in the EPF in their respective names. The contractor shall be required to submit one copy of Challan of EPF deposition to Sainik School Bijapur showing the name of the employees and duly verified by the contractor along with the monthly bi.
40. The contractor shall submit the personal details of each deployed personnel and supervisor along with identity proof verified their character, antecedents from police station to this Bijapur within 10 days from the issue of letter of award of work. Any changes in the personnel deployed

must be communicated to the Principal Sainik School Bijapur or designated officer along with all documents related to that personnel.

41. All legal cases subject to Karnataka Court Jurisdiction

DUTIES OF SECURITY SUPERVISOR / GUARDS

1. Guard shall perform duty for eight hours on all working days and shall report to the Site 15-30 minutes prior to opening of the branch/shift hours.
2. On starting/ending of duty at the office, the Guard shall inform the Authorised official about the satisfactory condition and starting/ending of his duty.
3. Guard shall perform duty only in prescribed uniform provided to him by his employer i.e., PSA.
4. Guard shall check and inform of any damage, accident, pilferages, incident, fire/arson, etc., as also, electrical equipments, lights, AC, etc. to Authorised official.
5. Guard while performing duty at the office shall keep watch on persons visiting the office and inform Authorised Officer of any suspicious movement/activity.
6. Guard is to keep a watch over persons visiting the office for the purpose of safety & security and guard against infiltration and against removal of School property by any unauthorized person.
7. Guard should ensure that the Entrance/office Main Gate is not obscured/blocked by parking vehicles etc. and that parking of Vehicles inside the premises is systematic and no vehicle is parked at unwanted areas/places.
8. Guard should interact with customers/office visitors/staff with respect and politeness.
9. Guard should not leave the place of duty unless properly relieved during duty hours and after duty hours (at offices).
10. Guard shall check the Electronic Alarm System, CCTV and Fire Alarm System daily and if these systems are found defective at any point of time, he shall report the matter to Authorised official/AMC Firm for rectification of defects.
11. Guard shall be conversant with the use of Fire Extinguishers and shall take necessary action in case of activation of Fire Alarm System or in case of a fire in the branch/office.
12. At Office location Guard shall ensure that there is no misuse of property/equipment by anyone in the premises specially, canteen staff, workers of agencies, etc. and inform authorised official.
13. At Office location Guard shall ensure that only desired electrical lights in the periphery and inside are kept on during night time and put off during day time.
14. Guard shall not accept any eatables, tea, coffee, tobacco etc., from strangers. The PSA's Employees shall not take any alcohol or intoxicants or be found in an inebriated state or smoke during the duty hours.
15. guard shall not use his firearm on any occasion except as his right to private defense as provided u/s 96 to 106 of the Indian Penal Code when, and only if, his life is perceived to be in danger from armed miscreants having the intent of committing crime inside the Office. This should be amply clarified to the Guard by the Vendor.
16. At Office location the Guard shall be required to issue Visitors Passes (Access Control) and scanning of bags, parcels, boxes, letters, etc. etc. carried by persons entering the office building.

CHECK LIST

Bidder to fill in the check list given below and to be placed in common overall envelope along with separate sealed covers.

(State YES / NO for each Item)

1.	Whether technical bid in envelope a contains EMD of Rs _____ for Security outsourcing in the form of Demand Draft in favour of Principal, Sainik School Bijapur and a demand draft of ₹ 500/ - for the cost of tender form, if form is downloaded from website.	Yes/ No
2.	Certificate of Registration	Yes/No
3.	Audited financial statements showing the profit & loss statement, balance sheet and details about turn over for preceding five year attested by a chartered accountant.	Yes/ no
4.	Latest income tax assessment order or return and latest vat return	Yes /No
5.	Certificate from the competent authorities for supplying, installations & commissioning costing at least 50% of the estimated value under a single contract within the last three years period	Yes/ No
6.	Details of current supplies / installations in progress by the tenderer including value of current outstanding payables, etc.,	Yes/No
7.	Proof of valid Security License issued by IG of Police Law/ Order and Security and Controlling Authority	Yes/No
8.	Proof of experiences of last three financial years as specified in clause 2 of the tender along with satisfactory performance certificates from the concerned employers	Yes/ No
9.	(i) Power of attorney / authorization for * Person signing the tender * for Partner- in – charge if any	Yes / No
10.	Undertaking to strictly adhere to the Terms and Conditions of Agreement that the contractor/ Bidder / firm is NEVER blacklist till date by any organization. The authority may cancel the contract forthwith in the event of any breach of contract and to forfeit the security deposit. (On Non Judicial Stamp Paper)	Yes / No
11.	Whether the price bid in envelope – B contains filled up and signed price bid document in the prescribed format in full with price detail, both in figures and words.	Yes/ No
12.	Any other documents, if required	

Place:
Date:

Signature of the
Tenderer with official Seal

SAINIK SCHOOL BIJAPUR
FINANCIAL BID FOR INVITATION OF BIDS FOR SECURITY OUTSOURCING

(To be submitted in a separate sealed envelope)

Sr. No	Category of manpower	No of Manpower	Monthly Remuneration	EPF Rate (As per Govt Rules)	ESI Rate (As per Govt Rules)	Services Charges	Monthly Unit Rate (4+5+6+7)	Total Monthly Cost (Col 8 x Col 3)
1	2	3	4	5	6	7	8	9
1.	Security Supervisor	03						
2.	Security Guards	13						
3.	Any other charges							
	TOTAL							
	YEARLY							

We agree to provide the above services of Manpower and to abide by the terms and conditions contained in the Bid documents.

Place:
Date:

Signature of the
Tenderer with official Seal

(Letter to the School on the Supplier's letterhead)

Principal
Sainik School Bijapur
Karnataka -586102

RFP FOR DEPLOYMENT OF SECURITY GUARDS

Dear Sir,

With reference to your tender notice published in news paper on 14/03/2017 and the RFP published in your website with effect from 14/03/2017, having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer for the supply of Armed Security Guards Services as detailed in your above referred RFP.

- (a) We confirm that we have not been disqualified by any PSUs for deployment of Guards.
- (b) We further confirm that the offer is in conformity with the terms and conditions as mentioned in the RFP.
- (c) We also confirm that the offer shall remain valid for three months from the last date for submission of the offer.
- (d) We hereby confirm that we have read the terms and conditions given in the RFP and agree to them fully. We understand that the School is not bound to accept the offer either in part or in full and that the School has the right to reject the offer in full or in part without assigning any reason whatsoever.
- (f) We enclose herewith a Demand Draft/Pay Order for Rs.500/- (Rupees Five Hundred only) favoring Principal Sainik School Bijapur, towards cost of RFP Form, details of the same are, as under:

Demand Draft / Pay Order No :
Date of Demand Draft / Pay Order :
Name of Issuing Bank :

Yours faithfully,

Authorised Signatories
Name & Designation, seal of the firm.

(Letter to the School on the Supplier's letterhead)

**REFERENCE SITE DETAILS OF THE SCHOOL / ORGANISATION WHERE
AGENCY HAS WORKED AND SUPPLIED SECURITY GUARDS**

(i)	Name of the Organization / Institution / School	:	
(ii)	Address	:	
(iii)	Name & Designation Contact Person with Telephone No	:	
(iv)	Details of Security Guards (Ref No, Date of order & quantity)	:	

(i)	Name of the Organization / Institution / School	:	
(ii)	Address	:	
(iii)	Name & Designation Contact Person with Telephone No	:	
(iv)	Details of Security Guards (Ref No, Date of order & quantity)	:	

(i)	Name of the Organization / Institution / School	:	
(ii)	Address	:	
(iii)	Name & Designation Contact Person with Telephone No	:	
(iv)	Details of Security Guards (Ref No, Date of order & quantity)	:	

(i)	Name of the Organization / Institution / School	:	
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(iii)	Name & Designation Contact Person with Telephone No	:	
(iv)	Details of Security Guards (Ref No, Date of order & quantity)	:	