



Standard Bidding Document

Name of the Group: Bids for outsourcing of Security Services in Govt.
College of Engineering and Technology, Jammu
(for the year 2024-25)

NIT NO. 04 of 2024-25 Dated: 27-09-2024

**GOVERNMENT COLLEGE OF ENGINEERING AND TECHNOLOGY,
CHAK BHALWAL, JAMMU**

E-NIT NO:-04 of 2024-25 Dated: 27-09-2024

Principal GCET, Chak Bhalwal, Jammu on behalf of Lt. Governor of J&K UT invites Tenders by e-tendering mode from registered Security Agencies of Jammu and Kashmir Govt./Govt. of India for the Security Services whose particulars are given below:-

S. No.	Name of the work	Approx. cost	Earnest money	Period of contract	Class of Contractor	Cost of Tender
1	2	3	4	5	6	7
01	Contract for deployment of security services in GCET at Chak Bhalwal, Jammu	To be quoted by the contractor	Rs.60000/- (Rs. Sixty Thousand only)	01 (One) Year from the date of contract	Registered Security Agency having a PASARA License	Non-refundable amount of Rs.1000/- (Rs. One Thousand only) in shape of e-challan or Treasury Challan/Receipt.

Presently Institute is in need of **22 No's Security Guards**, at New Campus, Chak Bhalwal, Jammu as per the detailed below:-

S.No.	Classification of Employment	Quantity	Category
1.	Gunman	02	Skilled
2.	Security Guards	20	Un-skilled

Note:- 03 Nos. of Security Guards shall be deployed at the Boys Hostel, GCET.

However, requirement may increase or decrease as per requirement of the Departments, therefore rates shall have to be quoted for each security Guard & Gunman.

1. The Bidding documents consisting of qualifying information, eligibility criteria and detailed term and conditions of contract can be seen/downloaded from the website www.jktenders.gov.in as per schedule of dates given below:-

- a. Date of issue of tender Notice: - **27.09.2024**
- b. Period of downloading of bidding documents:- **28.09.2024 (11.00 AM) to 19.10.2024 upto 05:00 PM.**
- c. Bid Submission start date :- **28.09.2024 from 01.00 PM**
- d. Bid Submission end date :- **19.10.2024 upto 05:00 PM**
- e. Date of opening of Bid online:- **21.10.2024 at 01:00 PM.**

2. The tender fee has to be deposited in **J&K Government Treasury Under Head 0202-01-101-0099-8026 Other Receipts, Higher Education, 2024-25**. The scanned copy of the e-challan or treasury challan/receipt has to be uploaded with the tender. The Original e-challan or treasury challan/receipt be sent by post to the **Government College of Engineering and Technology, Chak Bhalwal, Jammu** along with covering letter duly stamped before opening of technical Bid.
3. **Earnest Money Deposit (EMD):** The intending tenderers will have to upload copy of Earnest Money Deposit in the shape of Call Deposit Receipt valid at call or FDR from any Nationalized Bank/J&K Govt. Owned banks for an amount of Rs. 60,000/= (Rs. Sixty Thousand only) Pledged to the Principal, Government College of Engineering and Technology, Jammu with the tender offer. **Tenderers registered as Micro and Small Enterprises with concerned Ministries/Departments shall be exempted from submission of Earnest Money Deposited/Tender Cost on production of Bids Security Declaration.**

*** Tenders without EMD/Stipulated Tender Fee shall be rejected except registered MSME's who have submitted bids security declaration.**
4. Submission of hard copies for all the bidders are not required, only L1 (Successful bidder) shall submit the hard copies after opening of financial bid.
5. The successful bidder (L1) should submit hard copies of all the documents along with original EMD in the sealed envelope with the name of work duly mentioned on the cover in the office of the Principal GCET.
6. All other details can be seen in the bidding documents.

Instruction to bidders regarding e-tendering process:-

1. The interested bidder can download the E-NIT/bidding document from the website <http://jktenders.gov.in>
2. To participate in bidding process, bidders have to get (DSC) “Digital Signature Certificate” as per Information Technology Act-2000, to participate in online bidding. This certificate will be required for digitally signing the bid. Bidders can get above mentioned digital certificate from any NIC/Govt. approved vendors. The Bidders, who already possess valid (DSC) Digital Signature Certificates, need not to procure new Digital Signature Certificate.
3. The bidders have to submit their bids online in electronic format with Digital Signature. The bids cannot be uploaded without Digital Signature. No Proposal will be accepted in physical form. All the required information for bid must be filled and submitted online.

4. Bids will be opened online as per time schedule mentioned in the E-NIT.
5. Before submission of online bids, bidders must ensure that scanned copies of all the necessary documents are attached with bid failing which their offer shall be rejected.
6. The department will not be responsible for delay in online submission of bids, whatsoever reasons may be.
7. The details of the instrument of cost of tender document and EMD as specified in tender document should be same as submitted online otherwise bid will not be accepted.
8. Bidders registered as MSME's units and claiming exemption in Tender Fee/EMD have to submit bid security declaration on Notarized Affidavit.
9. Bidders can contact the undersigned for any guidance for getting DSC or for getting any other relevant details in respect of e-tendering process.
10. Bidders are advised to use "My Documents" area in their user on <http://jktenders.gov.in> , e-tendering portal to store important documents like Balance sheet, VAT registration Certificate/Sales Tax Clearance Certificate, ITR, Service Tax Registration certificate (GSTIN), and other related documents etc., and attach these certificates as Non Statutory documents while submitting their bids.
11. Bidders are advised not to make any change in BOQ (Bill of Quantities) contents or its name. In no case they should attempt to create similar BOQ manually. The BOQ downloaded should be used for filling the rates inclusive of all taxes and it should be saved with the same as it contains.
12. The guidelines for submission of bid online can be downloaded from the website <http://jktenders.gov.in> .

Sd/-
Principal,
GCET, Jammu.

No: GCET/Acctts/2024-25/391-97
Dated:- 27.09.2024

Copy to:

1. Pvt. Secretary to Principal Secretary to Government Higher Education Department, Civil Secretariat, J&K Jammu for information please.
2. Director Finance, Higher Education Department, Civil Secretariat, J&K Jammu for information please.

- 3.** Joint Director, Information Department for information and with the request to publish the tender at least in three leading newspapers preferably Times of India, Daily Excelsior & Greater Kashmir for wider publicity and send the cutting for confirmation.
- 4.** Incharge Website, GCET Jammu for information and necessary action.
- 5.** Convener Security Committee GCET, Jammu.
- 6.** Nodal Officer e-Tendering for Information and necessary action.
- 7.** Office File.

ADDITIONAL INSTRUCTIONS FOR BIDDERS

Tenders to be submitted under two cover system:

A) COVER 1st (Technical Cover) should contain.

1. Scanned copy of tender fee.
2. Scanned copy of EMD (Security Deposit), in case of exemption under MSME, Bid Security Declaration on notarized affidavit as per format should be enclosed.

CDR/FDR Format: *Received from M/s...ABC...pledged to the Principal, Govt. College of Engineering & Technology, Chak Bhalwal, Jammu.*

3. Scanned Copy of an affidavit for Rs.100/- stamp paper duly attested by **Ist Class Judicial Magistrate** with the effect that:-
 - i. The documents/catalogues etc enclosed with the Tender are genuine and are not tampered or fabricated.
 - ii. The firm has not been blacklisted in the past by any Govt./Private institution of the country and there is no vigilance/any other investigating agency, case pending against the firm.
 - iii. If anything found wrong at any stage against the firm, I/we shall be responsible and deem to any legal action against me/us.
4. Self attested and Scanned copies of below mentioned documents shall be uploaded in My Document area by bidders.

S. No.	Documents
1.	Registration with J&K Govt. / Govt. of India.
2.	Certificate of Registration for Goods & Service Tax (GSTIN)
3.	Certificates of Experience in the form of completion certificates.
4.	Certificate of registration under Employees J&K Insurance Act/Govt. of India.
5.	Certificate of registration under Employees Provident Fund Act.
6.	PAN Card of the Tenderer/Agency/NGO's /Organization.
7.	Copy of latest Income tax return with balance sheets for the last three years duly authenticated by the chartered accountant with his original rubber stamp and ink signed signatures.
8.	Turn over certificates duly authenticated by the chartered accountant with his original rubber stamp and ink signed signatures.
9.	Annexure "A","B","C", Undertaking and Eligibility Conditions.
10.	License/Permission of the controlling authority under Private Security Agency (Regulation) Act for carry on or commencement of business of Private Security Agency.
11.	Copy of Residence Proof.

All the documents shall be **Valid** at the time of uploading of bids and shall not be expiring within three months from the date of submission of online bids.

B) COVER 2nd: (Financial Cover)

1. Rates shall be submitted by the bidders in the BOQ. Financial bids (Price bid) of only those tenderers shall be opened who will qualify in Technical specification Compliance Statement on the basis of Technical Evaluation report.
2. Bidders are advised not to make any change in BOQ (Bill of Quantities) contents or its name. In no case they should attempt to create similar BOQ manually. The BOQ downloaded should be used for filling the rates inclusive of all taxes and it should be saved with the same as it contains.

**Sd/-
Principal,
GCET, Jammu.**

TERMS & CONDITIONS OF THE TENDER & CONTRACT

1. The tenderer should be registered with the Jammu & Kashmir Govt/Govt. of India.
2. The tenderer shall carefully examine the terms and conditions, before submission of the Tender documents, in case of any doubt, he shall refer to the Chairperson/Member Secretary/Institutional Specific Rate Contract Committee and get clarifications.
3. The tenderer will abide by all the Labour laws issued from time to time by the office of Labour Commissioner of J&K/Govt. of India.
4. The contract shall be valid for one year from the date of its issuance, however, it may be extendable by any time period not more than one year subject to the satisfactory performance of the finalized firm.
5. The documents submitted by the firm with the tender form will be opened in the presence of tenderers/firm or their representatives who want to be present there and the officers opening the tender will sign the tender's price and other important features.
6. The tenderer/authorized representative should point out to the Chairperson/Member Secretary of the committee on date of opening of tender's embitterment, if any, at the time of opening tenders. Thereafter the tenderer/authorized representative will have no legal right to confer or to represent on one ground or the other.
7. All the documents attached with the tender should be self attested, numbered & page marked by the authorized signatory of the firm with his/her seal. The total number of pages be indicated in the index. Details of documents enclosed with the tender form should be mentioned in Proper Index serial wise on the front page of reference letter.
8. The personnel deployed shall be physically and mentally fit and shall have been medically examined. No person below the age of 18 years and over 60 years shall be employed. For skilled category (Gun man), the approved tenderer will have to engage Ex-servicemen retired from Army/Para Military/CRPF/BSF/JKP/ persons having minimum three years working experience in a reputed security agency.
9. The successful tenderer shall provide uniforms and identity cards with photographs as prescribed by the authorities to his security staff who shall be properly dressed up and equipped with necessary aids such as torches (for night duty), weapons, canes, lathis, boots, jersy and other accessories and equipment for efficient performance of duty. All personal to be deployed shall maintain smart turnout, wear name plates and always wear uniform.
10. The contractor shall engage required manpower for accomplishing the job round the clock. The contractor shall strictly comply with all laws, rules, and regulations as per the labour law in force. For any violation in this regard the contractor shall be solely responsible without any liability to the institutional authorities.

11. The contractor is prohibited to deploy the same security personnel beyond 08 hours of duty/shift for performing further duty/shift on behalf of any security guard, overtime shall not be permitted
12. All registration and statutory fee, if any, in respect of the contract work pursuant to intended contract shall be the responsibility of the contractor and shall be payable by the contractor only.
13. Payment shall be made to the contractor after deduction of the taxes like income tax, service tax / any other similar tax at source during the currency of the contract on the basis of the work done certificates duly furnished by the concerned designated authorities.
14. Payment of the following month shall be made to the contractor on production of certificate by the contractor to the effect that the EPF, ESI and EDLI of the employees of previous month have been deducted from the wages of the concerned and deposited along with employer share in the relevant offices as per the labour laws. Copies of the e-challan/receipt may also be submitted failing which the bill shall not be processed.
15. During the currency of Rate Contract, any consequent change(s) in amount of GST or EPF/ESIC/EDLI, becoming applicable in pursuance to any subsequent upward/downward revision of GST or EPF/ESIC/EDLI, Rates notified by the Government in future shall be effective from the Notified Date(s) from when such changes will come into effect. Accordingly, payment will be made as per applicable enactments/Rules notified thereunder. Documentary evidence(s) for payment of applicable tax(es) /Statutory dues shall have to be provided by the successful Participant(s).
16. Any Price Escalation or Price Variation, except on account of any upward/downward revision in Rates of GST or minimum wages/EPF/ESIC/EDLI Contributions, shall not be applicable or considered under any circumstances for the Rate Contract coming into force as a result of this bidding process.
17. The tenderer has to abide by the minimum wages act and if in future the Government increase the wages, the same will be increased from the date of the notification of the minimum wages act.
18. The same person should sign the entire correspondence, letter and documents who has signed the original tender. In case of change to this effect, **1st Class Judicial Magistrate Affidavit** shall have to be sent in support of the change.
19. Any change of staff (if any) is to be done only with the prior permission of the institutional authorities. The tenderer shall have to deploy security personnel as per the requirement given by the authorities of the institution.
20. The intending tenderer shall contact the institutional authorities and visit the spot, where deployment of the Security personnel is required, before quoting the rates.
21. If there is any tie between rates quoted by two or more participants, then all such participants shall have to re submit the financial bid with 'revised prices', within the time accorded by the tender inviting authority and bids will be finalized accordingly.

22. The successful tenderer shall be held responsible for the security of the infrastructure, Students, Staff, employees, machinery & equipments including theft of all belongings of the institution where these security personnel are deployed.
23. The successful tenderer shall have to indemnify the equipment; building and other valuables kept in the institution, both the moveable and immovable.
24. The successful tenderer through his security guards shall ensure that the doors and the windows, which are to be kept locked during non-working hours, are properly locked after working hours.
25. The successful tenderer shall have to evolve a strategy for training the security guards to handle the fire fighting equipments.
26. The security guards of the contractor shall have to ensure that no unauthorized person is present within the campus area, he/she shall also be responsible for any authorized / unauthorized movement of the material, the machinery and any other valuables belonging to the institution.
27. The security staff of the successful tenderer shall be responsible to report any unusual occurrence in the institution to the concerned / competent authorities, as soon as the occurrence takes place.
28. The security guards shall have to remain alert during the period of duty and perform the duties diligently. They shall not leave the duty till their reliever comes.
29. The Successful tenderer shall have to indemnify any labour claim or other claims arising out of the execution of Security Contract, the department shall not be responsible for any labour or other claims on this account.
30. The institutional authorities shall have the right to dispense with the services of any security staff, if not found upto the mark, or any misconduct / misbehavior is reported on the part of the said staff. Further, the contract shall be terminated on a "month's notice", if not found workable.
31. The successful tenderer shall not in any case assign or sublet the approved contract or any part thereof to any other party.
32. The Successful tenderer has to produce all the **Original** documents, the copy of which were enclosed with the bid in the office of the **Principal, Govt. College of Engineering & Technology, Chak Bhalwal, Jammu** before the allotment of Work Order for verification of the same.
33. The Earnest Money shall be refunded in favour of unsuccessful tenderer whereas the EMD deposited by the Successful bidder shall be kept as Performance Security for due performance of the agreed contract during the contract period. In case, the successful tenderer has claimed EMD exemption being an MSME, Performance Security amounting to Rs. 60,000/- in the shape of CDR/FDR from any Nationalized Bank/ J&K Government owned Banks must be deposited before allotment of work order.
34. The Successful Tenderer shall have to abide by the all terms and conditions of the E-NIT and the approval of the contract for which an agreement shall have to be executed on a NON JUDICIAL Stamp Paper with the Principal of the institution

before the allotment of the contract. The cost of the stamp duty shall be borne by the tenderer.

35. In case of submission of fake/false information or documents by the successful tenderer during the period of contract penalty under rules shall be imposed along with the forfeiture of performance security or EMD as well as the firm shall be debarred for two years or clearance from the Authority competent for the same.
36. In case of any concealment/misrepresentation regarding any non-compliance(s)/default/violations on part of any of the intending participants including the successful service provider comes to the notice of GCET, during any subsequent stage including post issuance of letter of intent(LoI)/ Award of contract, Bid of such participants even if successful will be treated as void Ab-initio and the same shall be without any further recourse available in favor of such participant(s) accordingly thereafter Principal, GCET will be at liberty to approach the next eligible participant for issuance of letter of Intent for undertaking the contract on L1 rates and the terms and conditions of the tender documents. In addition, GCET will debarred such defaulting participant(s) from future procurement for a minimum period of two years.
37. Moreover, in case of any forged/fake documents submitted by the firm in this institute or in any other institute under this institute's seal and signature, the Competent Authority shall have every right to impose penalty along with forfeiture of EMD or performance security.
38. The payment would be made on monthly basis for actual shifts manned/operated by the personnel supplied by the firm and based on the attendance sheets duly verified by the GCET authorities.
39. In case of failure to abide by the 'Conditions of the Contract' and the "Agreement", the contract shall liable to be terminated with forfeiture of the Performance Security.
40. The Successful tenderer shall submit the bill for 03 no. of security guards deployed at Boys Hostel Premises separately along with other bills.
41. The approved contractor shall be liable to deploy the required number of Security Personnel in each shift at the specified areas.
42. If any of the security personnel deployed by firm is found indulging in any type of malpractice or a complaint is received against him, the institutional authorities shall be competent to take appropriate action against the security personnel involved and the firm shall be personally responsible & a suitable penalty as deemed fit by the authorities will be imposed. The decision of the authorities shall be final & binding. Besides, if warranted under law, criminal proceedings will also be held against the security personnel.
43. No Conditional tender shall be accepted. The Competent Authority reserves the right to accept or reject any tender without assigning any reason thereof. The successful tenderer are bound to stick on the rates once quoted by them and once approved by the Competent Authority. Moreover, the Institute reserves the right to terminate the contract of successful tenderer without signing any reasons thereof.
44. The Successful Tenderer shall be responsible for execution of the contract in full and shall not in any case assign or sublet approved contract or any part thereof to

other party. Penalty to the tune of Rs. 1000/- on each occasion shall be imposed for any deviation from contractual obligation on merits of each case. If the contractor fails to render the services up to the satisfaction of institutional authorities in spite of repeated warnings/ imposition of fine etc, it can lead to forfeiture of Earnest money/FDR/Security deposits/ withholding of other deposits in Higher Education Department as a whole or even debarring/black listing of the supplier/ firm/ dealer. The earnest money shall be forfeited if the contractor withdraw their tender or revise the prices of their offer within validity period/ not comply the work order placed on them within the validity period of the offer.

45. Duty roster of the staff detailed on duty shall be submitted to the authorities for 'On the spot' inspection.
46. No separate conditions will be accepted and the conditional tenders will be out rightly rejected.
47. Tender where prices are quoted in any other way shall be treated as non-responsive and the tender will be out rightly rejected.
48. The Tenderer will specify the break-up of rates quoted giving complete details as shown below:
 - i. Net amount to be paid to the person engaged.
 - ii. The rates should be quoted alongwith details of all taxes & service charges both in words and figures without cuttings/erasing/over writings.
 - iii. Details showing rate of deduction of EPF, ESI, EDLI etc.(Both Employee and Employer share).
 - iv. Administrative charges and other taxes / other charges, if any, to be charged by the tenderer.
 - v. The employer will undertake that under no circumstances the person engaged by him shall have to face additional deduction.
 - vi. No tender will be accepted in which the detail of deductions have not been mentioned.
49. Before the deadline for submission of bids the Employer may modify the bidding documents by issuing addenda. To give prospective bidders reasonable time to take an addendum into account, in preparing their bids the Employer shall extend, as necessary, the deadline for submission of bids.
50. Statutory obligations issued as per the Circular No. 08-FD of 2023 dated 04-12-2023 by the finance department shall be followed by the service provider in letter and spirit.
51. **Record Regarding Deployment:-**
 - A) The contractor shall maintain proper Register in respect of deployed personnel and paste photo of such personal besides indicating Name, age, permanent / temporary address of personal.
 - B) The contractor shall deploy security personal on the basis of shifts and record attendance, leave etc. The Register shall be maintained as per the directions of Authorized representative of the GCET.

52. Any dispute arising out of or in connection with this contract, including any question regarding its existence, validity and termination, shall be referred to and finally resolved by arbitration in accordance with the Jammu and Kashmir International Arbitration Central (Arbitration proceedings) Rules for the time being in force (JKIAC Rules).
53. The law governing the contract shall be Laws of India.
54. Force majeure clause shall not be acceptable.

**Sd/-
Principal,
GCET, Jammu.**

ANNEXURE “B”

**(TO BE TYPED ON A LETTER HEAD OF THE TENDERER)
Technical Information**

S. No	Particulars	Information to be fill by the bidder	Remarks
1	Manpower on roll		
2	No. of Security Staff: Security Gaurd= Gunman=		
3	Experience of running security (services in years)		
4	Details regarding experience (name of organizations & experience in years with support of certificates)		

Note: Photocopies of all necessary documents duly self attested must be attached for verification of the information provided.

**(Signature & Seal of the Tenderer)
Name and address of the Bidder**

ANNEXURE "C"

**(TO BE TYPED ON A LETTER HEAD OF THE TENDERER)
UNDERTAKING / LETTER OF ACCEPTENCE**

Subject: Tender for providing **Security Services**.

Sir,

1. I / we do agree for all clauses, terms and conditions of the tender documents.
2. I / we agree to abide by the contract to provide the services from the date of award of the contract which is extendable till new rate contract comes into force.
3. I / we declare that no legal / financial irregularities involving the Proprietor/ Partner of the applicant (s) / firm are pending.
4. I / we declare that our financial position is sound and we are competent to execute the contract.
5. I/ we declare that we will not ask/ expect any financial assistance from the Institution / Govt. of Jammu & Kashmir.
6. I / we declare that all the documents attached with the tender documents are true and are attested by us only after certifying their genuineness.

**In acceptance
(Signature & Seal of the Tenderer)**

ANNEXURE “D”

INDICATIVE BOQ ONLY (FOR REFERENCE ONLY)

(Vendor’s Margin/Service Charges are to be quoted on JK e-procurement system)

S.No.	Particulars	No. of man days	Security Guards (Unskilled Workers) (in Rs.)	Gunman (Skilled) (in Rs.)
1	Daily Wage Rate as per SO-513	01	311.00	483.00
2	Monthly wages	30	9330.00	14490.00
3.	Additions on account of:			
3.a	Employer’s Contribution on account of EPF/ EPS @ 12% of Basic Wages	12.00%	1120.00	1739.00
3.b	Admn. Charges @ 0.5% of Basic wages (w.e.f.01/06/2018 onward)	0.50%	47.00	72.00
3.c	Employer’s Contribution on account of EdLI @ 0.50% of Basic Wages	0.50%	47.00	72.00
3.d	Employer’s Contribution on account of ESIC @ 3.25% of Basic Wages (w.e.f. 01.07.2019 onward)	3.25%	303.00	471.00
Sub. Total (3.a) + (3.b) + (3.c) + (3.d)			1517.00	2354.00
4.	Total (2 +3)		10847	16844
5.	Vendor’s Margin/Service Charges		To be Quoted, in Rupees and not in %age, in the BoQ on JK e-procurement system	
6	Total (6) [= (4) + (5)]		10847.00	16844.00
7	GST as per the J&K Goods and Services Tax Act, 2017 – Support Services (Heading 9985)	18%	1952.00	3032.00
8	Grand Total – Amount payable to Vendor (8) [= (6) + (7)]		12799.00	19876.00

9	Amount Payable to Individual Candidate Per month (Net of Contributions to be Deposited on their behalf)			
10	Monthly Wages		9330.00	14490.00
11	Deductions on account of -			
11.a.	Employee's Contribution on account of EPF @ 12% of Basic Wages	12.00%	1120.00	1739.00
11.b.	Employee's Contribution on account of ESIC @ 0.75% of Basic Wages (w.e.f. 01/07/2019)	0.75%	70.00	109.00
Sub-Total (11.a) + (11.b)			1190.00	1848.00
12	Net Monthly Remuneration (in-Hand) to Candidate (12) [= 10 (-) 11]		8140.00	12642.00

Note:

1. Above calculations are indicative for reference and the final amount payable to vendor {Col. (8)} will change after additions on account of Vendor's margin/Service Charges {Col. (5)} and consequent change in amount of GST {Col. (7)}.
2. Final amount payable to Vendor, as per (8) supra, will be subject to any clarification regarding GST, that is, Whether GST to be charged on Total Amount as per (6), or on Vendor's Margin/Service Charges as per (5) and accordingly, amount payable to the successful vendor will be finalized.

**Sd/-
Principal,
GCET, Jammu.**