

**TENDER  
FOR  
HIRING THE SERVICES OF  
SECURITY GUARDS  
(CIVILIAN WITHOUT ARMS)**



**ASSAM FOREST SCHOOL,  
JALUKBARI**

**TENDER NO : AFS/Tender/2019-20/01**

**DATED: 3<sup>rd</sup> JUNE'2019**

**TENDER DOCUMENT FEE: RS 50/-**

**LAST DATE FOR SUBMISSION OF THE TENDER: 27.06.2019 (12.00PM I.S.T.)**

GOVERNMENT OF ASSAM  
OFFICE OF THE DIRECTOR, ASSAM FOREST SCHOOL,  
JALUKBARI, GUWAHATI-781014

**SECTION 1**

Sealed tender affixing court fees Stamp of Rs 8.25 are invited for providing security guards in Assam Forest School Campus for a period of six (6) months (which is extendable based on satisfactory performance) from Private Limited/Partnership Firms/Agencies with experience in providing such services to Government and non-government organisations, public sector undertakings and universities.

1. Tender Document can be downloaded from the website [www.forest.assam.gov.in](http://www.forest.assam.gov.in)

**2. Bid Reference:** Tender No. AFS/Tender/2019-20/01, Dated: 3<sup>rd</sup> June/2019

**3. Tender Document fee** : Rs 50/- (NON-REFUNDABLE)

**4. Last date and time of receipt:** 27.06.2019 (12:00hours)

**5. Date & time of opening quotaion** : 27.06.2019 (14:00 hours)

**6. Earnest Money Deposit (EMD)** of Rs 10,000 (Rupees Ten Thousand Only) in the form of Demand Draft/ Banker cheque/payorder in favour of the Director, Assam Forest School, Jalukbari and payable in Guwahati should be attached with the bid, failing which the tender will be rejected.

**7. Requirement from bidders:**

The contractor should furnish attested copies of the following documents along with the bid:

- a. Company's Registration Certificate
- b. Preferably Registration/ license with Directorate of General Resettlement (DGR)
- c. EPF, ESI and service tax Registration Certificates
- d. Company's upto date Balance sheet for the last two years.
- e. EPF, ESI and Service Tax Challan Certificates of the last two years.
- f. Company Brochure showing its profile.
- g. A copy of registration certificate under Company Act 1956 or Indian Partnership Act 1932.
- h. Proof of minimum 5 years of experience in similar service with any other organisation. (Copies of the relevant documents as proof are to be submitted.)
- I. A list of clients as on the date and proof thereof (Contractor should at least have one or two clients of the Central Government/ State Government/ Autonomous Bodies/ Public sector Understaking/ Universities at Assam as on the date with sufficient strength of the Security Guard)
- j. Only a Company Having its own Head office or branch in Guwahati should apply (proof to be submitted)
- k. The annual turnover of the company should not be less than Rs 20 Lakhs.
- l. Previous credentials from the labour enforcement office to the effect that agreed rate of wages have ben paid by the agency to the employees.

- m. GST/Service Tax registration number
- n. Income Tax PAN number.

### **8. Scope of Work.**

It is proposed to outsource the security services in the Assam Forest School, Jalukbari campus. The nature of the security services will be for the protection of property against theft, pilferage, fire, etc ensuring safety of manpower, guiding visitors to concerned officials, regulating entry of visitors/saleman for maintaining the office decoram, maintenance of visitors registers, preventing entry of stray animals like dog, cows etc, checking of identity card and gate passes and allowing entry and exit of materials accordingly, and regulating entry and exit of vehicles.

The personnel engaged for the security services should be either ex-serviceman or trained having experience in similar organisation. The age of such personnel should not be above 50 years as on 01/03/2019.

### **9. Period of contract and number of personnel.**

No. of Security Guards required – 03 (Three) per month, period of Contract – 6(Six) months from the date of engaging them. The period can be extended on the discretion of Assam Forest School Administration

### **10. Other Guidelines for submitting tender and bid evaluation:**

- A) The prescribed tender form may be collected from the office of the Director, Assam Forest School, Jalukbari, on any working day or may be downloaded from the official website forest.assam.gov.in.
- B) The tender should be submitted in the prescribed tender form and should be addressed to the Director, Assam Forest School, Jalukbari, super-scribed as “Tender for the .....(Name of the work.)”
- C) The tenderers should fill in rates and price both in figures and in words for the works. Corrections in the bid, if any, shall be made by striking out, initialing, dating and rewriting. Any tenderer quoting rates on percentage basis on the estimated amount of work will summarily be rejected. Validity of tender offer should be 180 days or more.
- D) The tenderer is required to sign a declaration in prescribed tender form, without which the tender will summarily be rejected.
- E) The rates quoted shall be final and shall remain applicable for the entire period of the contract, and under no circumstances escalation in rates will be permitted due to increase in the price of the materials, labour wages, etc or any other reason whatsoever.
- F) All taxes, and other levies payable by the contractor under the contract or for any other reason shall be included in the rates and prices submitted by the tenderer.
- G) Each tender must be accompanied with the prescribed Earnest Money in the form of the demand draft duly pledged in favour of the Director, Assam Forest School, Jalukbari.
- H) The tenderer belonging to the Scheduled Caste/ Scheduled tribes and other Backward Classes may deposit 50% of the Earnest money, supported by bonafide certificate from the competent authority along with the tender.
- I) The Director, Assam Forest School, Jalukbari, does not bind herself/himself to accept or recommend the acceptance of the lowest rates/ price of any tender.

- J) The Director, Assam Forest School, Jalukbari , will be the final authority to determine the eligibility of the tender for award of the contract and reserves right to accept or reject any tender in whole or in part, without assigning any reason for such rejection.
- K) The earnest money of the unsuccessful tenderer shall be released after issue of the work order to the successful tenderer. The earnest money of the successful tenderer will be released only after depositing the performance security amount of Rs 30000 (Rupees thirty thousand) only and fulfilment of all terms and condition.
- L) The acceptance of tender and issue of work order is subject to release of fund by the Government of Assam/ competent authority without thereby incurring any liability to the affected tenderer or any obligation to inform the affected tenderer of the grounds.
- M) The successful tenderer cannot revoke his/her tender failing which his/her earnest money will be forfeited.
- N) The successful tenderer shall have to deposit security deposit which will be of rupees thirty thousand (Rs 30000) only in the form of demand draft duly pledged in favour of the Director, Assam Forest School, Jalukbari for proper execution of the contract within 3 days from the date of communication of acceptance of the tender. Higher amount of security deposit may be demanded from the successful tenderer if considered by the Director, Assam Forest School, Jalukbari.  
The tenderer belonging to the Scheduled Caste/ Scheduled tribes and other Backward Classes may deposit 50% of the security amount.
- O) The successful tenderer shall have to execute an agreement in schedule Form after depositing the security amount as mentioned above. The executed agreement with the successful tenderer , with the terms and conditions will form part and parcel of the contract.

Sd-

DIRECTOR  
ASSAM FOREST SCHOOL  
JALUKBARI, GUWAHATI-14

## SECTION 2

### Terms and Conditions for providing security services :

1. THAT the agency shall provide persons having specialized expertise for above work such as pension drawing Ex-serviceman or para-military personnel such as BSF, CRPF, etc or trained personnel as per private security Regulation Act (PSRA) Act 2005, must be below the age of 50 years and above 18 years of age and the security guard should be fully aware of the type of works to be carried out.
2. The security guard should have at least two years experience in the job to be carried out by him.
3. The agency shall provide uniforms to the personnel deployed by the agency, duly approved by the Director, Assam Forest School of the complex and all personnel so deployed shall attend in uniform and with proper identity cards. Any security guard attending without uniform shall be deemed to be absent from duty.
4. The period of work shall be six (6) months from the date of issuance of letter of acceptance. The same may be extended if the services are found satisfactory.
5. THAT the agency shall provide security guards who are polite and courteous to the Officer/Staff.
6. The security guard shall be in attendance on the prescribed hours (including all weekends and govt holidays) and if any security guard is found absent from duty, the Director, Assam Forest School shall be entitled to make proportionate deductions out of the payments due to the agency.
7. THAT the security guard provided by the agency shall carry out their work as per orders/instructions of the Beat Officer, Head Quarter Beat, Assam Forest School.
8. The security guard shall be responsible for protection of property against theft, pilferage, fire, etc ensuring safety of manpower, guiding visitors to concerned officials, regulating entry of visitors/saleman for maintaining the office decoram, maintenance of visitors registers, preventing entry of stray animals like dog, cows etc, checking of identity card and gate passes and allowing entry and exit of materials accordingly, regulating entry and exit of vehicles.
9. In case of any theft, the incident to be reported to the beat officer and the agency/contractor should render all necessary support to the the Beat Officer, Head quarter Beat for lodging FIR at the nearest police station.
10. THAT any lapse on the part of the security guard, or of the agency, the Director, Assam Forest School can take such action as he/she deem appropriate and the decision of the Director , Assam Forest School in that behalf shall be final and binding upon the quotationers/agency/contractor and shall not be called in questions before any Forum.
11. The security agency shall have to provide the records of proof of deposit of ESI, PF, GST etc.

12. THAT the agency shall furnish a certificate that payment to the security guard have been made in accordance with the rates circulated by the Government of Assam as applicable during the period of the claim.

13. THAT any loss/ damages/ theft caused during the period the security guard are on job, shall be the responsibility of the agency and the Director, Assam Forest School shall be entitled to recover the amount from the agency.

14. All payments to the agency shall be made through cheque only.

15. The Director, Assam Forest school shall not be responsible financially or otherwise for any injury to the security personal caused in the course of their performing the security functions/ duties, or for payment of any compensation.

16. The contractor will have to submit list of personnel deployed by him in the Assam Forest School Campus on monthly basis. Any change with addition/deletion should be intimated to the Assam Forest School Administration.

17. No leave of any kind shall be sanctioned by the Authority to the security guard. The contractor shall be liable to make arrangements in case of the absence of the security personnel. No short leave or meal relief shall be permitted to the security personnel unless the contractor provides suitable substitute without any extra payment.

18. The Contractor shall engage only such security guard, whose antecedents have been thoroughly verified including character and police verification and other formalities . The Contractor must also ensure that they are of decent character, sound health and possess general abilities to carry out the required works and also able to read instructions written in Assamese/ English.

19. The Director, Assam Forest School reserves the right to bar any worker, employed by the security Agency/Contractor, for carrying out the works. if there happens to be any doubt about his/her integrity, conduct and character. The decision of the Director, Assam Forest School in this regard shall be final and binding on the Contractor/agency.

### **SECTION 3**

Areas to be Covered under the scope of contract and timings

S.No.	Duty Area	Shift no	Shift timing
1	Gate No. 1 (Main Gate)	1	6.00 hrs to 14.00 hrs
2	Gate No. 2 (Near APRO Road) and campus patrolling	2	14.00 hrs to 22.00 hrs
3	Gate No. 1 (Main Gate)	3	22.00 hrs to 6.00hrs

## SECTION 4

### Payments

#### 1. Each Monthly Bill must accompany the following:-

- (a) List showing the details of Security guard /employees engaged.
- (b) Duration of their duties.
- (c) The amount of wages paid to such Security guard /employees for the duration inquestion.
- (d) Amount of EPF/ESI contributions (both employer's & employees contribution) for the duration of engagement in question paid to the EPF/ESI authorities.
- (e) Copies of authenticated documents of payments of such contribution to EPF/ESI authorities.
- (f) A declaration from the contractor regarding compliance of the conditions of EPF/ESI Act.
- (g) Check-sheet for the security Activity is to be prepared and submitted for the entire duration of the contract as per the format given below. Any tampering of these check-sheet will be viewed seriously by the Assam Forest School.

#### Check-sheets of security activity:

Date:	Shift 1	Shift 2	Shift 3
	YES/NO	YES/NO	YES/NO
<b>Security person available at the gate/in premises</b>			
<b>Presence of stray dogs/ Animals inside the campus</b>			
<b>Wether Securities are in specific dress</b>			

Sign of contractor's representative

Sign of security guard

Sign of Beat Officer,  
Assam Forest School



**ANNEXURE I**  
**TENDER FORM**

SCHEDULE-‘A’  
( Proper Court Fee Stamp to be affixed)

To,  
The Director, Assam Forest School  
Jalukbari, Guwahati-781014.

I hereby submit my Tender as follow:-

1. Full Name and address of the Tenderer ( in Block Letter) .....  
.....Village.....District....  
.....Post Office .....
2. Name of the father or the husband of the Tenderer.....  
Address.....Village.....  
District.....PostOffice.....
3. Previous experience, if any .....
4. The outright price offered by the tenderer for the work is mentioned below

DESCRIPTION OF WORK	MONTHLY RATE IN WORDS & FIGURES IN RUPEES (INCLUSIVE OF ALL TAXES)
Providing 3 Nos. Security Guards, for watch & ward of complex for 7 days a week at Assam Forest School, Jalukbari. GHY-14 as per the shift.	

The rates above shall be inclusive of all taxes duties etc. and the rates will remain fix during the validity of the contract original/extended as far provision of the contract, except for applicable of the service Tax, which may vary from time to time as per Government order.

Signature of Tenderer

Date.....

**DECLARATION:-**

*“ I agree that I will not withdraw the Tender offered by me during the time that will be required for intimation of the acceptance of the above Tender for the works being given to me nor will I withdraw it afterwards. Should my Tender or such amount on account of deficiency as in the opinion of the Director, Assam Forest School or the Govt. as the case may be considered necessary to make good the whole of the loss damage that may be suffered by Govt. in consequence thereof, I shall pay the same and if I fall to pay it, then it will be recovered from me as arrear of land revenue.*

PAN NO.....Mobile No.....

Signature of Tenderer

Date.....

**Enclosure:**

- A) Demand Draft No..... dt. .... or pledged Bank Draft of approved Scheduled Bank ..... as evidence of the deposit earnest Money.
- B) Photocopy of PAN Card, Income Tax Clearance Certificate, Sales Tax Clearance certificate, GST registration Certificate , contract labour license etc.
- C) Documents in evidence of the Financial Soundness of the Tenderer.
- D) Company's Registration Certificate, EPF, ESI and service tax Registration Certificates.
- E) In case of tenderer belonging to Schedule Caste/ Schedule Tribe or Other Backward classes , the original of Certified copy in support of his claim to belong to such community from the Deputy Commissioner or Sub Deputy Collector.
- F) Account No. with photocopy of Bank Pass Book (Front Page and Past page)
- G) Address Proof.
- H) Company Brochure showing its profile.
- I) Experience certificates
- J) Company's upto date Balance sheet for the last two years.