VIDYAVARDHINI'S COLLEGE OF ENGINEERING & TECHNOLOGY
K. T. Marg, Vasai Road (W), Dist. Thane, Maharashtra, Pin 401202.

TENDER FOR

Providing Security Services Round the Clock at
VIDYAVARDHINI'S COLLEGE OF ENGINEERING &
TECHNOLOGY, K. T. Marg, Vasai Road (W), Dist. Thane,
Maharashtra, Pin 401202.

2014-15
TENDER NOTICE

Subject: - Tender for providing Security Services round the clock at V.C.E.T.

On behalf of Principal, VIDYAVARDHINI'S COLLEGE OF ENGINEERING & TECHNOLOGY invites sealed tenders are invited from experienced/ reputed Indian firms for providing the security services for entire VCET complex (main VCET building including Power Station) for a period of one year initially extendable upto one year, subject to satisfactory performance of the firm, on outsourcing basis.

The contractors/firms may download the tender document from the VCET website www.vcet.edu.in

The contractors/firms are requested in their own interest to inspect the site of work i.e. VIDYAVARDHINI'S COLLEGE OF ENGINEERING & TECHNOLOGY, Vasai Road before quoting their rates.

The tender forms [Technical bid (annexure-I) and Financial/Commercial bid (annexure-II] completed in all respect should be sent in a sealed cover and subscribed as “Tender form for annual contract for security services of VCET” and should be submitted to Principal, VIDYAVARDHINI'S COLLEGE OF ENGINEERING & TECHNOLOGY, K. T. Marg, Vasai Road (W), Dist. Thane, Maharashtra, Pin 401202, latest by 3.00 pm on 10/09/2014. The late/ delayed tenders due to any reason, whatsoever will not be accepted/ considered, at all, under any circumstances.

The tenders received will be opened at 10.30 am on , 2014 in the presence of the authorized representatives, in any, of the bidder in this office.

Location of work = VIDYAVARDHINI'S COLLEGE OF ENGINEERING & TECHNOLOGY, K. T. Marg, Vasai Road (W), Dist. Thane, Maharashtra, Pin 401202.

Period of contract = Initially for One Year and may be extended for a further period of one year on the satisfactory performance.

Bid earnest money = Rs.20, 000/- (Rupees Twenty Thousand Only) in the form of Demand Draft from any nationalized/Scheduled Bank in favour of “V.C.E.T.”, payable at Mumbai alongwith tender document.

Final Decision Chairman, V.C.E.T., reserves the right to accept or reject any Bid in whole or in part thereof without assigning/ specifying any reason therefore.
SCOPE OF WORK

The agency will provide “ROUND THE CLOCK” Security arrangement by supplying as trained guards as per the direction of authorized representative of VCET, K. T. Marg, Vasai Road (W), Dist. Thane, Maharashtra, Pin 401202.

The guards of particular shift will be off from the duty only after the guards of the next shift report for duty. The shift/change will be after proper handing over/taking formalities in the register provided for this purpose.

RESPONSIBILITIES

Your Responsibilities with regard to the Security to be provided will be:

1. To prevent all thefts, pilferage, damage, encroachment etc. at VCET Campus, K. T. Marg, Vasai Road (W), Dist. Thane, Maharashtra, Pin 401202. and report to the Principal / Management and concerned police authority wherever necessary.

2. To carry out any other work allotted to you with regard to security arrangements.

3. To keep & assist for First Aid treatment always ready at premises in case of necessity.

4. The guards deployed should also be trained for fire fighting in case of fire occurs.

5. To provide periodical night patrolling by your senior staff at least once in week.

6. To periodically check the performance of your security guards by the senior staff or as directed.

7. To streamline work in accordance with the instruction given to You by the management from time to time.

8. To maintain regular contact with the management with regard to security arrangements and improvement.

9. You will be responsible for arranging uniform/Torch/Battery/Lamps & Lathi required for security arrangements or as directed.

10. To check all the premises locked after a instructed time.

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LIABILITIES

1. The guards supplied by you should be trained, young, smart and well with proper uniform.
2. The night duty guards will be equipped with lathies, torches etc or as directed.
3. The shift of the guards would be rotated weekly and a roaster would be maintained for proper check.
4. The guards would be changed with proper handing and taking over after each shift for better security arrangements from operational point of view.
5. All liabilities such as wages, ESI, PF Bonus, insurance and all other statutory requirements of guard on duty will be borne by you. You will submit the proof of PF & ESI payments with every RA bills.
6. Any damage to the fitting and fixtures in the complex including glass of any kind, chinaware, water supply connections, sanitary wares, firefighting systems, plumbing, other Systems by your workers will be born by you and will be cost adjusted against your payments.

TERMS & CONDITIONS:

1. Period of contract: This contract shall be valid for a period of one year and may be extended on satisfactory Performance & mutual agreement for a further period up to one year.

2. Price: Your quoted rates shall be valid for a minimum period of one year from the date of award of the work, Rates quoted shall be inclusive of all material all sages, PF, ESI, Service Tax, Service Charge etc fulfilling all laws. Rules, requirement and statutory obligations required under minimum wages act, workmen’s compensation act and other lab our laws in force from time to time.

3. Termination of contract: Principal, VCET reserves the rights to terminate the contract by giving one month’s notice without assigning any reason whatsoever.

4. Payment: Payment shall be made on monthly basis within fifteen days from the date of receipt of bill duly certified and recommended by designated officer/in charge.

5. Workmen Employed: The service contractor shall be responsible for all labour laws and statutory requirement, insurances pertaining to his employees and shall be responsible against any claim in this account.

6. Delay in payment: In case of delay in monthly payment the agency should be financially sound to make payment to its manpower & consumables without affecting the work for minimum period of 03 months.
7. Performance Security: Performance security of an amount of Rs. 25000/- (Rupees twenty five thousand only) will be submitted as Bank Guarantee (BG) from Nationalized/Scheduled Bank by the lowest responsible bidder within a week after award of work. The format of the BG shall be provided by VCET. The performance security shall be released after the satisfactory completion of the contract.

8. Disputes: Any disputes and differences related to the performance, workmanship and contract fall under jurisdiction of Vasai District courts only.

9. Labour Rates: Any revision of labour rates by local authorities shall not affect the rates quoted by the bidder & the rates will be firm & valid for minimum period of one year & extendable on mutual consent thereafter.

10. Replacement of staff: Any staff may be asked to be replaced immediately from site without assigning any reason whatsoever. Non compliance may lead to suitable action against the firm.

12. Restrictions: No staff deployed by you should smoke, chew pan Gutkha etc within the campus. Non compliance may lead to suitable penalty/termination of contract.

13. Attendance Register: You will maintain Daily Attendance Register which will be verified by authorized representative of employer.

14. Certification of bills: All bills to be certified by the authorized officer of employer and re checked by the administration of VCET before release of payment.
**Bid Submission**

Duly completed bid documents should be submitted in described as under:-

The tenderer should sign and stamp the Annexure-I an II as having read and understood the terms and conditions contained in the tender document and submit the same alongwith requisite information. The tenderer would fill up the technical information in Annexure-I, which may be put in a sealed cover, clearly marking it as “Technical Bid”. The technical bid /tender should be accompanied by an earnest money deposit “EMD” of Rs. 20,000/- in the form of a Demand Draft from any nationalized/Scheduled Bank in favour of “V.C.E.T.”, payable at Mumbai. The tender received without EMD or the tenders incomplete in any respect shall be summarily rejected and no tenderer shall have any right to represent. The annexure-II should consist of commercial bid should be put in another sealed cover clearly marking as “Commercial Bid”. Both the sealed cover envelopes put in a single cover while submitting the proposal to this office. Wherever, the prices are to be quoted should be written in figures and words as well. The financial/commercial bid of only those will be opened whose technical bid fulfill all the conditions contained in this tender document. The EMD of unsuccessful bidders shall be returned within 45 days after the expiry of period of bid and no interest would be paid thereon. The EMD of successful bidder shall be returned after executing the agreement and depositing performance security of Rs. 25000/- (Rupees twenty five thousand only).

Sd-

**Principal**

**V.C.E.T.**
# TENDER DOCUMENT

QUOTATION FOR PROVIDING SECURITY SERVICES TO

VIDYAVARDHINI’S COLLEGE OF ENGINEERING & TECHNOLOGY

# TECHNICAL BID

(In separate sealed cover super scribed as Technical Bid)

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<tbody>
<tr>
<td>1.</td>
<td><strong>Name and address of the tenderer/ agency with phone no., email, mobile number of contact person</strong></td>
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<tr>
<td>2.</td>
<td><strong>Experience in the work of providing security services (attach documents for last 3 years).</strong></td>
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<tr>
<td>3.</td>
<td><strong>Set-up of your Organization, clearly indicating details of managerial, supervisory and other staff.</strong></td>
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<tr>
<td>4.</td>
<td><strong>Are you covered by the labour legislations, such as, ESI and EPF etc.</strong></td>
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<tr>
<td>5.</td>
<td><strong>Please give EPF No. ESI code.</strong></td>
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<td>6.</td>
<td><strong>Please attach copy of last return of Income tax.</strong></td>
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<tr>
<td>7.</td>
<td><strong>Please attach balance sheet of the firm duly certified by CA for the last three years.</strong></td>
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<td>8.</td>
<td>PAN No. (please attach copy)</td>
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<tr>
<td>9.</td>
<td>VAT No. (please attach copy)</td>
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<tr>
<td>10.</td>
<td>Service Tax Registration No. (please attach copy)</td>
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<tr>
<td>11.</td>
<td>Please submit an undertaking that no case is pending with police against the firm/agency.</td>
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<tr>
<td>12</td>
<td>Details of the contract with any Govt. /Public sector etc. with contact person’s name and tel./ cell No. etc.</td>
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**Declaration by the tenderer.**

This is to certify that I/We before singing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ ourselves to abide by them.

（Signature of Tenderer with seal）

Name:

Address:

Phone No. (O):

Date:
COMMERCIAL/ FINANCIAL BID

(In sealed cover–II super scribed “Financial Bid”)

QUOTATION FOR PROVIDING SECURITY
SERVICES TO VCET

I have physically inspected the VCET campus and understand the volume of work area. Having read and accepted all terms and conditions in the tender document and submit the rates for providing security services round the clock (three shifts) of VCET as follows:

<table>
<thead>
<tr>
<th>S.NO.</th>
<th>Number of manpower to be deployed</th>
<th>Total amount to provide of security services. (inclusive taxes)</th>
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<tbody>
<tr>
<td>1.</td>
<td>Security supervisor :</td>
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<tr>
<td>2.</td>
<td>Security Guards :</td>
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</tbody>
</table>

(Signature of the Tenderer with seal)

Name and address:

Tel./Cell no.
Date: