



पूर्व क्षेत्रीय भाषा केन्द्र

(भारतीय भाषा संस्थान, उच्चतर शिक्षा विभाग, मानव संसाधन विकास मंत्रालय, भारत सरकार)
लक्ष्मीसागर, भुवनेश्वर-७५१००६

EASTERN REGIONAL LANGUAGE CENTRE

(Central Institute of Indian Languages, Dept. of Higher Education, Ministry of Human Resource Development, Govt. of India)
Laxmisagar, Bhubaneswar-751006

No.F.1-2/2019-20

Date: 04.11.2019

TENDER DOCUMENT

Providing Security Services (without arms) at Eastern Regional Language Centre
(ERLC), Bhubaneswar

SCHEDULE OF TENDER

Date & time of issue of tender documents	:	04.11.2019 at 11.00 AM
Last Date for receipt of Sealed Tender	:	24.11.2019 till 04.00 PM
Date & Place of Opening of Technical bid	:	Will be informed to the tenderers over phone/through mail id
Date & Place of Opening of Financial bid	:	Will be informed to the tenderers over phone/through mail id

1. GENERAL

Sealed tenders in conformity with the tender call notice are invited by the Principal, Eastern Regional Language Centre (ERLC), Bhubaneswar, one of the Regional Language Centres of the Central Institute of Indian Languages (CIIL), Mysuru from renowned, experienced, well established and registered service provider agencies/firms under **Two Bid System** for providing security services for ERLC, Bhubaneswar. The details of the services to be provided are as follows:-

Description of work	Validity of the contract	Cost of the tender	EMD
Security services at ERLC, Bhubaneswar	The contract is initially for a period of one year from the date of award of contract extendable by Two years on yearly basis subject to satisfactory performance and by mutual consent.	₹200/- (non-refundable)	₹5,000/-

2. PARTICULARS OF THE TENDER

(A) PROCUREMENT OF TENDER DOCUMENT

The tender document can be downloaded from the website i.e., www.ciil.org.

(B) COST OF TENDER

(i) TENDER FEES:

The tender document can be downloaded from the website www.ciil.org with effect from 02.11.2019 at 11.00 AM. However, the Agency shall have to pay the tender fee of ₹200/- in the form of Demand draft or Pay Order in favor of "**MHRD, Higher CAS, CLG**" payable at **New Delhi** along with the Technical and Financial Bids. The tender document fee is **NON-REFUNDABLE**. Any tender submitted without the requisite fee will be summarily rejected.

(ii) EARNEST MONEY DEPOSIT (EMD)

The Earnest Money Deposit (EMD) of ₹5,000/- (Rupees Five thousand Only), (refundable without interest) shall accompany the Technical Bid of the Bidder in the form of Demand Draft/Pay Order drawn in favor of "**DDO, ERLC, Bhubaneswar**" payable at **Bhubaneswar**, **failing which the tender shall be summarily rejected**. The EMD of Unsuccessful tenderers shall be released after the work order is placed to the successful bidder.

(iii) PERFORMANCE SECURITY DEPOSIT

The successful bidder will have to deposit a Performance Security Deposit equivalent to one-twelfth of the Annual Tender Value in the form of Bank Guarantee/ Fixed Deposit receipt from a Scheduled bank with the Principal, ERLC, Bhubaneswar, having validity of at least one year and additional sixty days from the date of contract agreement. In case the contract is further extended beyond the initial period of ONE year, the performance security deposit will have to be accordingly renewed by the successful bidder. After submission of the performance security by the successful Bidder, the corresponding EMD shall be released.

(C) SUBMISSION OF TENDER DOCUMENT BY THE FIRM / CONTRACTING AGENCY

The tenders should be submitted in two sealed covers as indicated below:

- (1) The first sealed cover should be superscribed "Technical Bid" and should contain
 - i. Checklist of documents submitted (Annexure-I)
 - ii. The Performa at Annexure-II duly filled in.
 - iii. Agency profile including details of previous experience of security services supply to Government/Semi Government/Autonomous Agencies, etc.
 - iv. Acceptance of terms and conditions there under.
 - v. Demand Draft for Earnest Money Deposit.
 - vi. Demand Draft towards the cost of the Tender document.
 - vii. Any other required relevant documents.
- (2) The second sealed envelope superscribed "Financial Bid" should contain only financial consideration for providing security services (Annexure-III).
- (3) Both the sealed covers along with tender fee of ₹200/- and EMD of ₹5,000/- in the form of Demand draft or Pay Order as stated against "Particulars of Tender" above, should be placed in the main sealed envelope superscribing "**Tender for providing security services at ERLC, Bhubaneswar**". Tenders not sealed properly will not be accepted. Also, postal delay in the receipt of tenders will not be considered.
- (4) Tender incorporating any additional conditions by the Agency will not be entertained.

(D) VALIDITY OF TENDER:

Tender should be valid at least for a period of 90 days from the date of opening of the Financial bid. However, the Principal, ERLC, Bhubaneswar, reserves the right to cancel, amend or withdraw the tender at any stage and to modify any of the terms & conditions of the contract, without assigning any reasons whatsoever.

3. SCOPE OF WORK & QUALIFICATION:

- (A) The security personnel to be provided by the successful tenderer shall safeguard the materials and properties of the Institute in such a manner as to:
 1. Ensure every aspect of security including Buildings protection, prevention of unauthorized entry / pilferage of the Centre's materials and prevention of fires
 2. Detect / trace employees or outsiders in case of theft and report the matter to the Office of the Centre.
 3. Ensure screening and recording of all incoming and outgoing goods, persons and materials as may be directed.
 4. Ensure verification of gate passes, visitor's identity etc as may be directed.
 5. Ensure maintenance of law & order and discipline.
 6. Implement preventive measures to detect / avoid pilferage.
 7. Inform and assist the fire brigade in emergencies.
 8. Ensure that unauthorized persons do not enter the Centre's premises.
 9. Carry out any other task entrusted by the Principal, ERLC, Bhubaneswar in the interest of security of the premises.

(B) Qualification and other requirements of the Security Guard:

1. Essential qualification: Minimum SSLC Level
2. The age shall not be less than 21 years and not more than 50 years
3. The security guards so deployed by the agency/firm should have the knowledge of languages of Odia, Hindi & English in reading, writing & speaking.
4. That the agency/firm shall be responsible for the suitability, medical fitness and police verification of the character and antecedents of the personal engaged by it for deployment at ERLC, Bhubaneswar.

3. ELIGIBILITY

1. Service provider Agency/Firm must have at least 3 years' experience in providing security services to Government Establishments / Public Sector undertakings/ Educational/R&D Institutions/established Private Sectors/other similar organizations.
2. Clientele list to be provided by the agency with the performance certificates.
3. Financial status of the service provider agency/firm.
4. Infrastructure of the agency.

In addition to the above the service provider agency / firm should fulfill the following requirements:-

1. Registration Certificate of the service provider agency/firm under the relevant Act.
2. License issued by Assistant Labour Commissioner (ALC), if any.
3. Registration certificate with ESIC & EPF Authorities.
4. Security Contract License issued by the Home Department, Govt. of Odisha as per Private Security, Agencies (Regulation) Act, 2005
5. Copies of Income Tax Returns for last three years.
6. Service Tax Registration Certificate and VAT / TIN number.
7. Copy of PAN card.
8. Firm's official address with full details.
9. Any other statutory obligations as are required to be complied with from time to time.

4. ADDRESS OF THE OFFICE:

The completed tender documents in all respects should reach the following address:

**The Principal
Eastern Regional Language Centre,
Laxmisagar,
Bhubaneswar-751006**

The completed tender documents may be sent either by post or handed over personally against acknowledgement in the Office, ERLC, Bhubaneswar latest by 4.00 PM on 24.11.2019

5. INSTRUCTIONS TO SERVICE PROVIDER AGENCY / FIRM

- (1) No tender will be considered which is not as per the printed/typed form. **The bidders should ensure that each page of the tender is signed by the person authorized to sign the tender document, affixing the seal of the Bidder.**
- (2) All entries in the tender forms should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. Minor correction, if any, made in the form will be allowed only if the same is endorsed by the bidder with his signature. However, no such corrections including overwriting or striking out will be permitted in the Financial Bid. In such cases, the tender shall be summarily rejected.

- (3) If any bidder is found to have business or family relationship with any employee of office of the ERLC, Bhubaneswar, the bid will be rejected. A declaration to this effect shall be provided by the bidder along with Technical Bid.
- (4) All the documents as per the details given against “**ELIGIBILITY**” are to be enclosed along with the tender.
- (5) No modification or substitution of the submitted bids shall be allowed. The Principal, ERLC, Bhubaneswar, reserves the right to retain bids once submitted. It is clarified that bids once submitted will not be returned to the bidder.
- (6) Tender submitted without the cost (Tender fee & EMD) shall not be considered and incomplete or conditional bids shall also not be considered and will be out rightly rejected in the very first instance.
- (7) The Bids shall be opened on the scheduled date and time, to be intimated over phone/through mail id, at the Office of the Principal, ERLC, Bhubaneswar, in the presence of the representatives of the bidders, if any, who are present on the spot at that time.
- (8) The bidders are required to enclose photocopies of the supporting documents, self-certified by the authorized representative of the bidder.
- (9) Tenders will not be accepted after the prescribed time and date as set out in the Tender Notice or subsequent extensions, if any, notified by the office.
- (10) The Office of the Principal, ERLC, Bhubaneswar, takes no responsibility for delay, loss or non-receipt of the bid sent by post/courier. Bid sent through Fax or Email shall not be accepted.

6. EVALUATION METHODOLOGY

(a) Technical Evaluation:

The Technical Evaluation will be done only for the proposals submitted by the service provider agency /firm fulfilling the eligibility and statutory requirements as mentioned in para 3 above. The capability and eligibility of the Bidder to render requisite services shall be determined based on the information provided by the Bidder, i.e. experience in the field, presence of the Bidder at multiple locations, manpower strength, etc., the Financial bid of only those Bidders who are found fit by the Technical Evaluation committee shall be opened.

The criteria adopted for Technical Evaluation shall be as follows:

- Experience in the relevant field
- No. of Government /PSU clients for providing manpower
- No. of organizations of repute in private sector for providing manpower
- Total No. of candidates whose data is available with the firm.
- Any other parameter deemed fit to be considered by the Technical Evaluation Committee.

Note: In case on Technical Evaluation, minimum numbers of at least three bidders are not shortlisted for financial Evaluation, the evaluation criteria as mentioned above can be revised suitably by the Technical Evaluation committee without compromising on the capability of the Agency/ firm.

(b) Financial Evaluation:

- i. Selection of successful bidder shall be based only on the comparison of financial proposal submitted by those qualified bidders in technical evaluation.
- ii. Financial Evaluation shall be based purely on the percentage of Service charge quoted by the service provider agency/ firm as in Annexure-3 taking all aspects in to consideration.

- iii. Office will not make any other payment other than specified in Financial Bids.
- iv. The bidder shall neither quote for anything else than the above nor shall he claim any payment other than the above, after the contract is awarded. However, in case the taxes and central minimum wages are increased by the Government, the same shall be payable.
- v. Payments shall also be subject to deduction of taxes at source as per applicable laws.
- vi. The total amount indicated in the Financial Bid shall be unconditional, unequivocal, final and binding on the bidder. If any assumption or condition is indicated in the Financial Proposal, it shall be considered as non-responsive and the proposal shall be rejected.
- vii. The Principal, ERLC, Bhubaneswar, reserves the right to cancel the tender at any time.

7. PERIOD OF CONTRACT

The contract shall be valid initially for a period of one year from the date of award of contract. This contract may be renewed for a further period on yearly basis on the terms and conditions mentioned in the tender document and the contract agreement, provided that the Principal, ERLC, Bhubaneswar, is satisfied with the services of the Bidder. Either party can terminate the contract at any time by giving three months prior notice in writing.

8. REQUIREMENT

Security Services requirement at ERLC, Bhubaneswar:

Sl. No	Particulars	Requirement	Rate of Wages per day per person (Basic)
1	Security Guards (without arms)	3	₹579/-

Working Hours: 24 Hours service per day with 8 hours per shift.

Note 1: The service provider must ensure providing suitable security guards with Qualification, Experience and proper police verification as required for performing the security service.

Note 2: The wages per day indicated above is as per Central Government Minimum wages published in The Gazette of India vide Notification No.173 dated 19th Jan 2017.

Note 3: Contribution towards ESIC and EPF (employer's contribution) will be in addition to the minimum wages as above.

Note 4: In case the minimum wages are increased due to grant of VDA etc. by the Government, the same shall be payable by the Centre.

Note 5: The Principal, ERLC, Bhubaneswar, reserves the right to accept or reject any or all tenders without assigning any reasons whatsoever and his decision in the matter shall be final and binding.

TERMS & CONDITIONS

1. The Prospective Tenderers shall acquaint themselves about the requirements before submitting their tender.
2. The Service provider shall engage qualified, trained, loyal and honest security personnel for the work with proper police verification. Any increase or curtailment in manpower will be intimated in advance by the Centre to the contractor/agency. The service to be performed with utmost care, diligently and without causing any damages to the properties of the principal employer.
3. The term “ERLC” or “Centre” wherever mentioned in the tender shall mean Eastern Regional Language Centre, Bhubaneswar. The terms “Agency” or “Service Provider” or “Contractor” wherever mentioned in the tender shall mean the Agency selected for award of the contract. The term contract means the formal agreement between the “ERLC” and “Agency”, which would be signed at the time of award of work.
4. The manpower deployed by the Agency shall be the employees of the Agency for all intents and purposes and in no case, there shall be a relationship of employer and employee between ERLC and said Personnel implicitly or explicitly.
5. The manpower so deployed by the Agency shall remain under the control and supervision of the Agency and the Agency shall be liable for payment of their wages, EPF, ESI, Bonus etc and all other dues payable under various labour regulations and other statutory provisions. The Agency shall present the documents to this effect as and when required or asked for by the ERLC, Bhubaneswar. The Agency shall be responsible for fulfilling all the obligations under various Laws and Acts, namely Minimum Wages Act of Government of India, EPF Act, ESI Act, bonus Act etc and also under other statutory requirements of Government of Odisha/Government of India. The Agency shall be solely liable for any violation of provisions of the said Acts or other laws applicable to such service.
6. The Successful Tenderer shall be required to undertake the following before actual commencement of the work:
 - a. Submit a consent letter for undertaking the contract with respect to all the conditions stated above, after receipt of work order.
 - b. Submit a Bank Guarantee (BG) issued by any Scheduled Bank in favour of Principal, ERLC, Bhubaneswar towards security deposit for an amount equivalent to one- twelfth of the annual tender value. The BG shall be returned only on satisfactory completion of the contract. However, the EMD submitted along with the tender document shall be returned on submission of the BG.
 - c. Execute an agreement with ERLC on non-judicial stamp paper of ₹200/- (the amount to be borne by the Agency) the details of which are enclosed and should be certified by the Notary.
 - d. Submit the list of persons to deployed services of security services at ERLC with all documents supporting their qualification, experience and police verification. Original certificates may also be submitted which will be returned after verification.
 - e. Passes for the entry of deployed security personnel in the ERLC campus and building should be obtained duly signed by the Principal, ERLC
7. Tenderers should quote the service charges which are viable taking all aspects into consideration. The tenderers should quote the service charges only in percentage. No enhancement in service charges on any ground will be allowed during the period of contract.

8. The Tenderer shall quote the rates both in figures and in words. He shall also work out the amount for each item of work and write both in figures and in words. On check, if there is any differences between the rates quoted by the Tenderer in words and in figures or in the amount worked out by them / him, the following procedure shall be followed.
 - a. When there is a difference between rates in figures and in words, the rates which correspond to the amount worked out by the Tenderer shall be taken as correct.
 - b. When the Tenderer does not work out the amount of an item or it does not correspond with the rate written either in figures or in words, the rate quoted by the Tenderer in words shall be taken as correct.
 - c. When the rate quoted by the Tenderer in figures and in words tallies but the amount is not worked out correctly then the rate quoted by the Tenderer shall be taken as correct and not the amount.
9. The EMD is liable to be forfeited if the contractor selected for the work fails to sign the formal agreement or fails to start the work on the date stipulated. Tenders without EMD and incomplete tenders will be summarily rejected.
10. Necessary documentary evidence of wages paid and proof of remittance of ESI / EPF contributions etc. to the concerned authorities for the previous month has to be produced every month along with the bill failing which the claim of the contractor for payment will not be entertained.
11. In case of damage caused to the property / equipments of the centre by the workers of the contractor, the value of the damage, as assessed by the Officer deputed by the Principal, ERLC for the purpose, shall be recovered from the contractors claim after due notice.
12. In case any lapse in the work is noticed, it will result in a penal deduction from the bills/security deposit of the Agency. The penalty shall be decided by the Principal, ERLC.
13. The Principal, ERLC also reserves the right to levy penalty for breach of any of the conditions of the contract by the Agency, including forfeiture of the security deposit, deduction from the monthly bills of the Agency and cancellation of the contract. Decision of the Principal, ERLC will be final and binding on the Agency.
14. All claims, which may arise due to the negligence of the persons deployed at ERLC (includes all types of charges/incidental charges/legal charges etc) shall be borne by the Agency.
15. No regular retired employees of ERLC, Bhubaneswar shall be employed by the Agency either part-time or full-time.
16. The security guards engaged by the contractor are the employees of the contractor and as such they have no right to claim any compensation or regular appointment in ERLC whatsoever.
17. The Contractor should ensure safety of his workmen during execution of the work at the Centre. If the contract worker happens to meet with an accident, injury or loss of life etc. the responsibility for payment of compensation under Workman's Compensation Act rests with the Contractor and this Centre shall be free from all such encumbrances.
18. The selected contractor should obtain necessary license from the Assistant Labour Commissioner (Central) within one month from the date of award of the contract and submit a copy of the same to the Centre failing which, no further payment will be released until submission of license copy.

19. Income tax will be recovered from the bills of the contractor as applicable as per the Government of India's orders and necessary TDS certificate will be issued.
20. GST if applicable from time to time shall be paid to tax authorities or reimbursed, against documentary evidence of remittance as per rules on subject.
21. The Tenderers while quoting the rates on the printed format of the tenders obtained, should refrain from making any changes, additions, alterations and modifications to the tender.
22. During the period of this contract the "Agency" shall provide uninterrupted service and round the clock to ERLC and its campus, perform their duties diligently, honestly and to the entire satisfaction of the Centre.
23. Initially, the contract is for a period of one year from the date of award of contract, renewable for further period on yearly basis subject to satisfactory performance and by mutual consent on the same terms and conditions. In case of additional requirement of security guards during the tenure of the contract, the contractor should be able to provide the same as may be required on similar terms and conditions from time to time. Either party can terminate the contract at any time by giving three months prior notice in writing.
24. The Contractor should issue requisite uniforms and all accessories required for security services to the security guards. The color & nature of uniforms may be got approved from the Principal, ERLC before issuing the same.
25. All contract guards deputed to work in the Centre should be issued with necessary identity cards by the contractor and the same shall be worn on their person and strictly comply with the security regulations of the Centre.
26. The Contractor will provide efficient/experienced and required number of guards for the services and the workmen should have good knowledge and experience in this respective field. The Contractor is required to provide all the information as per Annexure-I.
27. The contractor must withdraw all his labour force on expiry/termination/cancellation of the contract. The Contractor must ensure that the guards engaged by him do not create any dispute/problems to the Centre on expiry/termination/ cancellation of the contract.
28. The Principal of the Centre or any other person authorized by him shall be at liberty to carry out surprise check on the persons so deployed by the contractor in order to ensure that guards deployed by him are doing their duties.
29. In case any of the guard(s) found not up to the mark or do not perform their duties properly or indulges in any unlawful activities, riots or disorderly conduct, the contractor shall immediately withdraw such persons on the report of the Centre. Further, the contractor should ensure immediate replacement of that particular person.
30. The "Agency" shall maintain an Attendance Register for the security personnel deployed in the ERLC and such registers must be made available to the representative of ERLC daily for checking. The Agency shall ensure their co-operation to the representative of ERLC in their routine check of security arrangements.
31. Payment will be made for the services rendered by the successful Tenderer for which the contractor has to submit a pre-receipted bill in triplicate along with a copy of the attendance register for the month after due certification by the Office, ERLC, Bhubaneswar.

32. The payment of the bills will normally be made within one week after the receipt of the bill. In the event of Agency failing to provide security personnel in requisite number or provides deficient services on any day proportionate deduction from the monthly bills shall be made by the employer.
33. The contract can be terminated by the "Centre" at any time without any prior notice in the event of gross security risk or gross damage to the "Centre's" property due to the Agency's failure or persistent failure in providing good service to the "Centre", or because of any lapse on the part of the security personnel. The decision of the "Centre" in this regard shall be final and binding on the "Agency".
34. Bonus to be paid to the workers as per prevailing Contract Labour Act by the contractor.
35. In case any contract worker is leaving in the middle of the month, sufficient intimation to be provided to the Centre to safeguard the system.
36. The contractor shall pay to his employees through a duly opened Bank Account and ensure payment of Minimum Wages as per Central Government Minimum Wages Act by 7th of every month and if 7th happens to be a holiday; it should be paid on the previous day.
37. The contractor should remit all statutory remittances such as ESI, PF, etc. to the appropriate authorities and produce the proof of remittance along with his monthly claims for reimbursement.
38. Conditional Quote shall not be accepted.
39. The Principal, ERLC reserves the right to accept or reject any or all tenders without assigning any reasons whatsoever and his decision in the matter shall be final and binding.
40. The terms & conditions of the tender, as above, shall form part of the agreement.

Principal
Eastern Regional Language Centre,
Bhubaneswar

DECLARATION

I/We..... (Name of the Tenderer) fully agree to the above terms and conditions of the tender document.

Date:

SIGNATURE OF THE TENDERER WITH SEAL

CHECK LIST**Information to be provided by the Service provider agency/ firm**

1. Tender fee DD attached : Yes / No
2. EMD furnished : Yes / No
3. Registration of the Agency /Firm under relevant Act : Yes / No
4. License Number from the Competent Authority : Yes / No
5. Security Contract License issued by the Home Department, Govt. of Odisha. : Yes / No
6. EPF/ESI : Yes / No
7. I T Clearance Certificate / Professional Tax Certificate : Yes / No
8. PAN Number : Yes / No
9. Experience Certificate : Yes / No
10. List of Organization the service provider Agency/firm is associated / presently engaged in with particular reference to the scope of work indicated in the tender document. : Yes / No
11. A declaration to the effect that the service provider has no business or family relationship with any employee of ERLC, Bhubaneswar : Yes / No
12. Financial turn-over of the agency / firm during the last 3 years : Yes / No

Financial Year	Turnover (₹ Lakhs)	Remarks (if any)
2018-19		
2017-18		
2016-17		

(attach certified copy of the Balance sheet)

Note: Self certified copies as proof are to be attached.

It is certified that the information furnished above is true and correct to the best of my knowledge. In case, it is found that the information submitted is wrong or there has been a misrepresentation of facts, I shall have no objection for my proposal to be rejected, or the Contract to be terminated if the Contract has been signed

Date:

SIGNATURE OF THE TENDERER WITH SEAL

TECHNICAL BID

From:

To: The Principal
Eastern Regional Language Centre
 Laxmisagar, Bhubaneswar – 751006

Sub: Providing security guards at ERLC, Bhubaneswar

Ref: Tender No. F.1-2/2019-20 dated 4.11.2019

Sl. No	Particulars	To be filled by the Tenderer
1	Name of the Contractor /Firm	
2	Full Address of Registered Office	
	Telephone Number	
	Fax Number	
	Email address	
	Website, if any	
	Security Contract Licence No. and date [License issued by the Home Department, Govt. of Odisha as per Private Security Agencies (Regulation) Act, 2005] (copy to be enclosed)	
3	Approximate Annual Turnover	
4	No. of workmen employed and facilities	
5	Labour License No. as per the Contract Labour (R&A) Act 1970. (Indicate License No., date & other particulars & registration as per Labour Contract Act)	
6	Name & Address of your Banker(s)	
7	Details of major contracts completed in the last 3 to 5 years (Experience certificate to be enclosed)	Please furnish the information separately as an Annexure

Sl. No	Particulars	To be filled by the Tenderer
8	Are you on the approved list of any Govt./Public Sector Organization. If so, furnish particulars	
9	Human Resource (Number of contract employees on tenderers pay roll)	
10	Whether Income Tax/VAT up to latest assessment- year is finalized and paid, with PAN Code	
11	Service Tax Registration / License No. (copies to be enclosed)	
12	ESI & EPF Registration Certificate Nos. (Copies to be enclosed)	
13	Prof. Tax code No.	
14	Any other relevant information	

I/We certify that the above information is true to the best of my/our knowledge and I /We do not have any relative working in ERLC, Bhubaneswar.

Demand Draft No. _____ dated _____ drawn on _____ Bank, for ₹5,000/- (Rupees Five thousand only) in favour of the DDO, ERLC, Bhubaneswar towards EMD is enclosed.

Place:
Date:

SIGNATURE OF THE TENDERER WITH SEAL

FINANCIAL BID

From:

To: The Principal
Eastern Regional Language Centre
Laxmisagar, Bhubaneswar – 751006

Subject : Providing security guards at ERLC, Bhubaneswar.

Ref : Tender No. F.1-2/2019-20 dated 04.11.2019

In response to the above and in full agreement of the terms and conditions as stipulated in the tender documents provided for the purpose, we offer our service charges for providing workmen for security guard services at ERLC, Bhubaneswar.

Sl. No.	Minimum Rates of Basic Wages per day per person as published in The Gazette of India on 19/01/2017				Requirement
1	Category	Basic	VDA	Total	
a	Security Guard (without arms)	₹579/-	₹87/-	₹666/-	3
Total:					3
2	Service charges payable on Basic + VDA (please quote in percentage only)				_____%

(Percentage in words _____)

SIGNATURE OF THE TENDERER

Note:

1. The contract employee performing the duties on all the working days in a month shall be entitled for Monthly Wages. The Monthly Wages shall be calculated by multiplying the daily wage rate with 26 days.
2. VDA to be paid to the contract personnel manpower as and when notified by the Chief Labour Commissioner (Central) at an interval of every six months on 1st Oct and 1st April of every year based on average consumer price index.
3. Statutory Payments of Bonus/ESI/EPF to be remitted to the appropriate authorities as per Govt. of India instructions on the subject from time to time and to get reimbursed from the Principal Employer by producing proof of remittance.
4. Service Tax as applicable from time to time shall be paid to tax authorities or reimbursed, against documentary evidence of remittance as per rules on subject.

If contract is awarded to us, we undertake to furnish Bank Guarantee for an amount equivalent to one-twelfth of the annual tender value as security deposit.

Date :

SIGNATURE OF THE TENDERER WITH SEAL

AGREEMENT

This agreement is made at Bhubaneswar on this day of, 2019 between the Principal, Eastern Regional Language Centre, Laxmisagar, Bhubaneswar- 751006 one of the Regional Language Centre of the Central Institute of Indian Languages, Mysuru acting on behalf of the President of India, hereinafter called ERLC on the one part and M/s.....

..... hereinafter called the Party, the term which includes successor, legal heirs, on the other part.

1. In consideration of the amount payable by the ERLC to the Party, the Party undertakes to provide security services to ERLC at its campus and at any other place as directed by the Principal, ERLC, Bhubaneswar.
2. The Agreement will be in force from, initially for three months as trial period. After satisfactory completion of the trial period, the agreement shall be effective for duration for one year including trial period. On the other hand, if services are found unsatisfactory during the trial period, the contract may be terminated.
3. However, the contract may be terminated at any time without assigning any reason by either of the parties by giving three months notice in writing.
4. After satisfactory completion of one year service by the Party, ERLC shall have the option to extend this agreement on the same terms and conditions for further period of one year.
5. ERLC agrees to pay the Party a maximum total monthly amount of ₹..... (Rupeesonly) at the rate of ₹..... per security guard per month. During the period the agreement remains in force ERLC shall not be bound to pay any amount more than what has been give above.
6. The Party shall comply will all the conditions of the contract and discharge all obligations and liabilities under various labour laws in respect of persons deployed at ERLC.

7. The Party shall agree to provide indemnity to ERLC from any liability that may arise on a later date for the period of the contract with the Agency out of any statutory obligation.
8. The responsibility of the Party would include:
 - a. Monitoring incoming and outgoing movements of persons and materials.
 - b. Safety of all installations, equipments and other assets kept in ERLC and its campus.
 - c. In the event of any theft, loss of assets of ERLC and its campus, the entire responsibility for legal action starting with lodging of FIR with local police to the final recovery stage etc., will lie with the Party. To avoid any loss, the Party shall have full authority to check the weighments, counting of the articles, search and check all incoming/outgoing goods, persons and materials, vehicles, etc., whatsoever in conformity with the policies and orders of ERLC.
9. The Party shall engage Numbers of security guards. The security guards should have working language of Odia, Hindi and English and should be able to read, write and speak these languages.
10. The timings of duties and other details of deployment of security guards shall be finalized after mutual discussions between the Principal, ERLC and the Party. The decision of the Principal, ERLC will be final and binding on the Party. The deployment of security guards will be decided by ERLC.
11. ERLC shall have powers to disallow any security guard if found unsuitable for whatsoever reason, the Party shall have to replace such person(s) immediately and shall provide replacement so as to ensure presence of the security guard at all the time.
12. In case the Party is unable to render service of requisite specification and quality, necessary deduction proportionate to the deficiency in service will be made from the bill as per recommendation of the recommendation of the representative of ERLC. This shall be binding on the Party.
13. The Party shall arrange for maintenance of registers and other accessories as are necessary for efficient performance of the work undertaken. A duty register indicating the names of the security guards shall be made available by the Party for inspections to the representative of ERLC every day.

14. The party shall supply, at its cost, uniforms, raincoats and all accessories required for security services to the security guards. The personnel deployed by the Party shall remain in proper uniform while on duty.
15. The security guards of the Party deployed at ERLC campus shall be appointed on the eight hours duty per shift basis. No person shall be continued for more than one shift (eight hours) duty per day. However, in case of emergencies and unforeseen circumstances, security guard may work overtime for maximum of 4 hours in continuation to his shift. To ensure regular duty on weekly offs, the Party shall have to provide sufficient number of leave reserve person(s) at the Party's own cost in order to provide weekly holiday to regular persons and to meet any other emergency.
16. That the Party shall be responsible for fulfilling all its obligations under various Laws and Acts, namely Minimum Wage Act, EPF Act, ESI Act, bonus Act etc and also under other statutory requirements of Government of Odisha/Government of India rules in respect of the personnel deployed by it at ERLC. The Agency shall also submit the documents to this effect as and when required or asked by ERLC. The Party shall provide full security services round the clock to ERLC and its campus on all the days without break during the period of contract.
17. Authentic documents including police verification of each of the security guards shall have to be submitted by the Party to ERLC in the prescribed format before deploying them on duty.
18. Duty-chart of the security guards shall have to be submitted by the Party to ERLC for approval every fortnightly.
19. It shall be the responsibility of the Party to maintain the required level of security in and around the ERLC building and campus.

IN WITNESS WHEREOF THE Parties to this Agreement have set their hands on this day of, 2019.