



# **Government Tool Room and Training Centre, Dumka**

(An ISO 9001:2008 Certified Institute)

(A Society of Department of Industries, Government of Jharkhand)

## **TENDER DOCUMENT**

### **JOB CONTRACT FOR SECURITY ARRANGEMENTS AT GOVT. TOOL ROOM & TRAINING CENTRE: DUMKA**

<b>SL. NO.</b>	<b>CONTENT</b>	<b>PAGE NO.</b>
1.	BASIC DETAILS	2
2.	ELIGIBILITY CONDITIONS	3
3.	COST OF TENDER DOCUMENT & BEMD REQUIREMENT	4
4.	REQUIRED STRENGTH	5
5.	GENERAL TERMS AND CONDITIONS	6-7
6.	SCOPE OF WORK	8
7.	CONTRACTUAL TERMS & CONDITIONS	9-10
8.	INSTRUCTION OF TENDERERS	11-12
9.	FORMAT FOR SUBMITTING STATUS	13



# **Government Tool Room and Training Centre, Dumka**

(An ISO 9001:2008 Certified Institute)

(A Society of Department of Industries, Government of Jharkhand)

<b>Basic Details</b>	
Tender No.	GTRTC\ SECURITY\285 \2016 dated 29-02-2016
Unit	Govt. Tool Room & Training Centre, Dumka (GTRTC)
Address	Vill. + Post – Jardaha, Via- Ghormara, Dist- Dumka, Jharkhand, Pin- 814120. e-mail: gtrtcumka@gmail.com
Telephone	0651-2265966
<b>Brief Description</b>	SECURITY SERVICES FOR GTRTC, DUMKA
Cost of Tender documents	500.00
EMD Value	10,000.00
Date of issue of Notification	29-02-2016
Complete form to be submitted on or before	<b>16-03-2016 up to 1.00 PM</b>
<b>Date of opening of tender</b>	<b>16-03-2016 at 3.00 PM at Jharkhand Government Mini Tool Room &amp; Training Centre, Ranchi, Plot No.-38, Tatisilwai Industrial Area, Phase-I, Ranchi Muri Road, Tatisilwai Ranchi- 835103.</b>
<b>Download Full Details of Tender</b>	

## **Location of the Work Place**

Govt. Tool Room & Training Centre, Dumka is located at Vill. + Post – Jardaha, Via- Ghormara, Dist- Dumka, Jharkhand, Pin- 814120.

The interested Security Agency can download the Tender Document through internet ([www.jharkhandindustry.in](http://www.jharkhandindustry.in), [www.GTRTC.com](http://www.GTRTC.com) ) but they will have to submit Rs. 500.00 by way of Demand Draft with their offer only then offer will be consider for further action.

Interested agencies are advised to visit the site before quoting.

(Principal)  
GTRTC, Dumka



# **Government Tool Room and Training Centre, Dumka**

(An ISO 9001:2008 Certified Institute)

(A Society of Department of Industries, Government of Jharkhand)

## **ELIGIBILITY CONDITIONS**

1. The firms interested to provide security services to GTRTC, Ranchi must have the followings:
  - Proof of Registration of the firm under relevant law, such as Companies Act, and / or Shops & Establishment Act,/Propriety/Societies Registration Act 1860 etc. For partnership firms, full name and address of each partner along with certificate copy of registered partnership deed.
  - Must be a reputed one
  - Having ten years of experience in Institutional Security and First Aid fire duties (Firm must enclose attested copies of contract handled by them for Security Services) and at least three consecutive years with average deployment of 50 security personnel at any point at same type of institute. **(Copy to be enclosed)**
  - Must have provident Fund Account No. and ESI registration. **(Copy to be enclosed)**
  - Must have Service Tax Registration No. **(Copy to be enclosed)**
  - Must have its OHSAS certificate (Occupational health & safety management system) **(Copy to be enclosed)**
  - Must Have ISO Certificate. **(Copy to be enclosed)**
  - Must have licensed under Jharkhand Private Security agencies regulation act 2010 issued vide home department, Govt. of Jharkhand. **(Copy to be enclosed)**
  - The firms must have trained manpower.
2. The bidder must have a minimum turnover of Rs. 60,00,000/- Or above annually during the last three years consecutively. Attested copies of the audited balance sheets by Chartered Accountants for last three financial years must be enclosed.
3. **Earnest Money Deposit:** The tenderer shall be required to deposit a sum of Rs. 10,000.00 ( RS. Ten Thousand only) as Earnest Money by crossed Demand Draft made-out in favour of “Government Tool Room & training center “ Payable at Dumka. **Tenders submitted without the Earnest Money is liable for rejection.**
4. The tenderer should sign all the pages of Tender Document Before submission.



# **Government Tool Room and Training Centre, Dumka**

(An ISO 9001:2008 Certified Institute)

(A Society of Department of Industries, Government of Jharkhand)

## **COST OF TENDER DOCUMENT & EMD REQUIREMENT**

<b>S/NO.</b>	<b>Description</b>	<b>Qty. (nos.)</b>	<b>EMD (Rs.)</b>	<b>Tender Fee (Rs.)</b>
1.	Trained Security Personnel	11	10,000/-	500/-

### **Note:**

1. EMD and Tender fee is inclusive for quantity mentioned.
2. **EMD:** By crossed demand draft/ bank Guarantee in favour of Government tool Room & Training Centre, Dumka Payable at Dumka
3. **Cost of Tender:** By crossed demand draft in favour of Government tool Room & Training Centre, Dumka Payable at Dumka or deposited at office in cash.



# **Government Tool Room and Training Centre, Dumka**

(An ISO 9001:2008 Certified Institute)

(A Society of Department of Industries, Government of Jharkhand)

## **REQUIRED STRENGTH**

DESCRIPTION	SHIFT-1 06.00 to 14.00 Hrs.	SHIFT-2 14.00 to 22.00 Hrs.	SHIFT-3 22.00 to 06.00 Hrs.	Total Requirement (Nos.)	Educational Qualifications & Experience
Security Guard	2	2	2	6	Matriculation with Sound Physique Civil Age: between 21 – 45 years. Matriculates or higher qualified guards shall be preferred
Gun Man			1	1	Matriculation with Sound Physique Civil Age: between 35 – 45 years. Matriculates or higher qualified guards shall be preferred
Security Supervisor (General Shift from 9 AM to 5 PM and overall in charge of the all SHIFT 1,2,3		1		1	Graduate /Sr. NCO with three years relevant experience in Industrial Establishment or Government organization. Ex- servicemen only Age: between 35 – 55 Years.

- **Gunman should be an Authorized License holder.**
- **Between the 2 security guards at each shift one must be trained in fire fighting.**
- **Knowledge of First Aid is compulsory for all guards.**
- **Working knowledge of fire fighting is essential.**



# **Government Tool Room and Training Centre, Dumka**

(An ISO 9001:2008 Certified Institute)

(A Society of Department of Industries, Government of Jharkhand)

## **GENERAL TERMS & CONDITIONS**

1. Tenders must be submitted in a single sealed cover at our Office. The enclosures shall consist of the following:
  - a. **Envelope 1:** Signed Tender documents and all supporting documents as per eligibility to be enclosed in this envelope and sealed. The words “Eligibility claim and Technical bid” should be written on the top of this envelope.
  - b. **Envelope 2:** Earnest Money and Cost of Tender documents in shape of separate DDs in favor of “Jharkhand Government Tool room & training center” payable at Ranchi, to be enclosed in this envelope. The words “EMD and Cost of Tender documents” should be written on the top of this envelope.
  - c. **Envelope 3:** Price bid to be enclosed in this envelope and sealed. The words “Price Bid for security services” should be clearly written on the top of this envelope.

All the above three envelopes should be individually sealed and enclosed in one big cover envelope and sealed. The words “Bid documents for Security services” should be clearly written on the top of this cover.

2. Tenders will be opened in the presence of the authorized representatives of the tenderers.
3. In case the day of opening of tender is declared as holiday the opening shall be held on the next working day at the same time.
4. GTRTC may extend the last date of submission of tender or opening date of tender as it deem required for any administrative reasons.
5. Tenderers are advised to visit the office and see for themselves the locations and premises where the services are required to be provided on all days i.e., Monday to Sunday for 24 hrs.
6. GTRTC reserves the right to accept any tender from among the tenders received or to reject any or all the tenders so received without assigning any reasons thereof.
7. **CONDITIONAL TENDER WILL NOT BE ACCEPTED AND WILL BE REJECTED OUTRIGHT.**
8. If any of the conditions of Tender are not fulfilled, such Tender/Tenders will be summarily rejected out right and objections raised in this regards will not be entertained.
9. In case any deviation is found in the tender document submitted by the tenderer from the content mentioned in our website and /or non-submission of the cost of tender documents the tender shall liable to be rejected at any stage of the contract. The tenderer has to indemnify GTRTC for loss accrues due to such alteration in the terms and conditions of tender document.
10. GTRTC reserves the right to choose, accept or reject any or all requests / offers, in full or part, at any stage, reduce or increase the quantity without assigning any reasons therefore. The quantity / number shown in the document is only indicative. GTRTC further reserves the right to split the order among more than one tenderer if considered necessary. GTRTC will not be responsible for any postal losses or delays in submission of documents. The tender documents are non-transferable.
11. The successful tenderer (s) shall execute an Agreement with GTRTC on the Non Judicial Stamp Paper on the required value before the commencement of the work.



# **Government Tool Room and Training Centre, Dumka**

(An ISO 9001:2008 Certified Institute)

(A Society of Department of Industries, Government of Jharkhand)

12. In the event of violation of any terms and conditions given above, it would be construed, as a breach of contract and GTRTC will be entitled to terminate the agreement without any compensation.

## **13. TENDER EVALUATION CRITERIA:**

GTRTC - Ranchi will prepare a list of firms based on the compliance of company profile as given CONTRACTUAL TERMS AND CONDITIONS and all the terms and conditions of the tender. The tenders, which do not conform to the tender conditions and tenders from firms without adequate capabilities for the preparation of report as per tender requirements shall be straight away rejected, specifying the reason. All eligible tenders will be considered for further evaluation. The decision of DOI cum vice chairman is final in this regard.

## **14. AMENDMENT OF TENDER DOCUMENTS**

At any time prior to the last date for submission of tenders, GTRTC Ranchi may, for any reason, modify the tender document. Such modification will be published through our website.

## **15. LANGUAGE OF TENDER**

The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged between tenderer and GTRTC Chennai, shall be written either in Hindi or English Language. Only English number shall be used in the tender.

## **16. PRICES SHALL BE QUOTED IN INR ONLY.**

## **17. NEGOTIATIONS WITH THE SUCCESSFUL TENDERER:**

As per the evaluation criteria specified above in this Tender Document, selection of the Successful tenderer will be made and such tenderer will be called for negotiations for scope of work and commercial terms. GTRTC reserves the right to negotiate with the lowest tenderer.

## **18. ACCEPTANCE OF TENDER AND WITHDRAWALS:**

16.1 The right of final acceptance of the tender is entirely vested with the Director Of Industries Cum Vice Chairman - GTRTC who reserves the right to accept or reject, any of the tenders in full or in parts without assigning any reason whatsoever. There is no obligation on the part of GTRTC to communicate with rejected tenderers. After acceptance of the tender by GTRTC, the tenderer shall have no right to withdraw his tender, or claim higher price. The tender acceptance authority may also reject all the tenders for reasons such as change in scope of work, new technologies, lack of anticipated financial resources, court orders, accidents or calamities and other unforeseen circumstances.

16.2 Tenders with incomplete information are liable for rejection.



# **Government Tool Room and Training Centre, Dumka**

(An ISO 9001:2008 Certified Institute)

(A Society of Department of Industries, Government of Jharkhand)

## **SCOPE OF WORK**

1. Contractor will render expert advice to GTRTC on regular basis for ensuring the protection of plant, equipment and property of GTRTC situated at GTRTC, Ranchi.
2. The contractor will provide on demand custodian services to work in close co-ordination with Clearing Agents/Transporters for the safe receipt & dispatch of raw materials and finished goods.
3. The contractor shall furnish the list of each and every person employed by him and directed to work in GTRTC premises together with a copy of their latest photograph.
4. The contractor shall issue identity badge to all their employees as per the Contract Labour (Regulation & Abolition Act. 1970).
5. Only such of that whose list has been furnished to GTRTC and are directed by the contractor to carry out the job within the scope of the contract will be allowed entry into the GTRTC, Ranchi of identity badge.
6. The contractor shall pay his workmen wages not less than the rate of the wage specified by the notification issued under the Minimum wages Act.
7. The contractor shall obtain a license from the State Labour Department under the contract Labour (Regulation & Abolition) Act 1970 and shall also have a separate ESI, PF code number and shall be responsible to cover all their employees under ESI and PF from the date of their engagement and documents in proof thereof shall be submitted to GTRTC for verification and records, The contractor will be responsible for compliance for the above regard.
8. The contractor shall submit copies of monthly ESI, PF, Service Tax remittance of every month respectively with respect to the previous month to GTRTC for records.
9. The contractor shall maintain all records and registers concerning attendance and wages of persons engaged by him as required by the various labour legislation in force from time to time and also ensure that he complies with their requirements.
10. The contractor shall carry out supervision/overseeing of his own employees deployed in GTRTC premises or by his appointed supervisors. The Security Officer of GTRTC will have the right and discretion to ensure that job's are carried out as per the contract.
11. The contractor will arrange group insurance of their personnel and will provide uniform, winter garments, rain coats etc. GTRTC will not responsible on these accounts.
12. In case any of the security persons goes on leave for more than 3 days alternative arrangement shall be done by the contractor.
13. Security will be responsible for safety and security of GTRTC's Assets inside and outside of the premises of STIPI campus.





# **Government Tool Room and Training Centre, Dumka**

(An ISO 9001:2008 Certified Institute)

(A Society of Department of Industries, Government of Jharkhand)

## **CONTRACTUAL TERMS AND CONDITIONS**

1. The security personnel deployed shall have been well trained in security duties, fire fighting and first aid. They must have reasonable knowledge in spoken and written English, Hindi.
2. The contractor shall comply with all the provisions as required under the appropriate acts of Government and also statutory requirements as applicable.
3. The contract will be for a period of one year and is extendable with mutual consent of both the parties.
4. **Security Deposit:** The Successful Contractor will have to enter into an agreement with GOVT. TOOL ROOM & TRAINING CENTRE, Dumka and deposit a sum of **Rs.10,000.00** (Rupees Ten Thousand Only) towards SECURITY DEPOSIT by way of Demand Draft or Bank Guarantee within 10 days of receipt of the contract, failing which their earnest money shall be forfeited. No interest will be paid on the Security Deposit. However, the amount of Security Deposit will be refunded to the Licensee, within ten months after successful completion of the contract.
5. In case the performance of the firms is not found satisfactory the Security Deposit can be partly or wholly forfeited.
6. **The security personnel shall perform the duties round the clock in Three (3) Shifts on all days of the month.**
7. The Contractor shall submit the present and permanent address of all the workmen proposed to be deployed at GTRTC along with their physical fitness such as height, weight, eyesight and identification mark duly signed by a Government physician within one week from the date of award of the contract.
8. The security personnel being deployed shall be in proper uniform. Supply of uniform, vigils, lathis, torchlights and required accessories to the security personnel is the responsibility of the Contractor.
9. Income Tax as applicable will be deducted from the monthly bills payable.
10. The required strength may be curtailed or enhanced any time depending upon requirement of GTRTC.
11. Payment will be made monthly after receipt of Pre-receipt Invoice along with attendance particulars duly certified.
12. GTRTC reserves the right to terminate the contract by giving one-month notice without assigning any reasons therefore.
13. All wages, allowances, remuneration and legal benefits admissible to persons employed by the contractor will be paid directly by the contractor and a copy of the wage sheet shall be furnished to the designated officer of GTRTC as a matter of proof that wages etc. due to the employees of the contractor have been paid. In the absence of such a wage sheet GTRTC will have the right to make deductions from the bills of the contractor and make payment to the employees of the contractor.
14. The contractor shall be responsible for compliance with regard to minimum wages, ESI, PF, Workmen Compensation Act etc. and the contractor will be responsible for payment for any liabilities under such Acts. If the contractor has certificate for P.F Exemption, the same should be submitted.



## **Government Tool Room and Training Centre, Dumka**

(An ISO 9001:2008 Certified Institute)

(A Society of Department of Industries, Government of Jharkhand)

15. The contractor shall be legally liable and responsible for and contravention of any legal requirements and consequent liability with regard to people deployed/employed by the contractor in connection with the work assigned to the contractor by GTRTC.
16. In case, any damages is caused to the GTRTC's property or products by the persons engaged or due to negligence on the part of security agency under this contract or if any instance of theft takes place, the contractor shall be liable to reimburse the cost of such damage / losses to GTRTC.
17. In the event of the contract not being performed or carried out to the satisfaction of GTRTC, it would be construed as a breach of contract, and GTRTC will be at liberty to terminate this agreement without any notice and/ or compensation in lieu thereof and the security deposit made by the contractor towards successful implementation of the contact will be forfeited.
18. Any dispute arises shall be settled within the Jurisdiction of DUMKA only.



# **Government Tool Room and Training Centre, Dumka**

(An ISO 9001:2008 Certified Institute)

(A Society of Department of Industries, Government of Jharkhand)

## **INSTRUCTION TO TENDERERS (For security arrangements at GTRTC)**

(To be signed by the security contractor as a token of acceptance of the terms and conditions and submitted along with the Tender form)

1. The Tenderer should quote the rate (amount) in respective columns of the Tender Document only. The Tender is liable to be cancelled in case of any wrong entry.
2. The tenderer shall deploy adequate number of personnel, so as to cater to the security arrangements as shown above with provision for adequate relievers and supervision.
3. The Tenderer may be required to provide Extra Man days as and when required against a fixed rate which will be calculated on pro-rata basis from the quoted rates in the specified column of the Tender Documents.
4. The Tenderer should ensure deployment of Ex-Servicemen / qualified civilian only.
5. The contractor shall furnish documentary evidence from P.F. and ESI Authorities regarding deposit of P.F. and ESI against the names of the personnel deployed by him for the above work along with his Bill for immediately succeeding month failing which the subsequent Monthly Bills/Supplementary Bills will be withheld.
6. The Contractor should provide Monthly Bills for payment along with a copy of
7. Attendance Roll of the previous month duly signed by him/then and the designated Officer of GTRTC in each location.
8. The Contractor shall have to pay wages to the personnel deployed by him in accordance with the Minimum wages Act and payment of wages Act as also ensure compliance with other labour laws in the matter of payment of similar other dues to the persons engaged by him from time to time. Pension Scheme if any applicable, shall have to be implemented by the contractor.
9. Full Security Uniform of appropriate colour and style, with leather belts, caps, line yard, whistle, boot, torch, lathi / batons, raincoat etc. and all stationeries including batteries, pens, etc. required for use by the security personnel shall be provided by the firm at no extra charge to GTRTC. GTRTC would be providing only with the registers as per requirement.
10. The character and antecedents of each and every security personnel deployed in GTRTC should be certified by the firm in writing. The list of all the Security Personnel along with their permanent address, recent photographs with signature and Xerox copy of discharge certificate (only of the Ex-Servicemen) must be submitted within 30 days from the commencement of the contract in duplicate.
11. The Security Personnel deployed should be smart, having good physique, preferably below 50 years of age. They should be trained to handle and make best use of all types of Fire – Fighting and Safety Equipments. They should also be able to perform Personal Body Guard duty, VIP duty, etc.
12. The Tenderers shall have to furnish a valid certificate of registration of their Firm under the contract Labour (Regulation & Abolition) Act, 1970 as amended and Income Tax Clearance Certificate along with the tender.
13. The successful tenderer will also have to furnish a valid license for deployment of Security Personnel for Watch & Ward of GTRTC properties from the Regional Labour Commissioner, Ministry of Labour, Govt. of India, Dhanbad within 90 days from the commencement of the contract. He/they shall also have to satisfy and comply with all the statutory requirements, such as Insurance, Income Tax deduction etc. and provide documentary evidence to GTRTC Authorities whenever so required.
14. Income Tax will be deducted at source from all monthly bills as per Income Tax Act.

Signature of the bidder with seal



## **Government Tool Room and Training Centre, Dumka**

(An ISO 9001:2008 Certified Institute)

(A Society of Department of Industries, Government of Jharkhand)

15. Any case of any theft, loss or damage to the property of GTRTC on account of malfeasance, negligence, connivance or any other misdemeanor on the part of the Contractor / Security Personnel if so established prime facie by the GTRTC Authorities, the contractor shall have to make good the loss to GTRTC.
16. The Contractor shall have to enter into a Formal Agreement and the same shall be valid for a period of One (1) year from the date of its commencement, extendable to further periods at the discretion of the Director, GTRTC. The contractor shall have to abide by the terms and conditions, apart from those given above, which may be stipulated in the said Agreement.
17. The Contract Agreement can be terminated at any time by giving one month notice by the Contractor and one month notice by or on behalf of Addl. Director, GTRTC.
18. The number of security points / areas may be increased or decreased at the discretion of Addl. Director, GTRTC.
19. The Contractor shall arrange to display the name of the guard on duty in the display box provided for the purpose at the specified points.
20. The Contractor's supervisor on duty at the Security Office at the main entrance shall ensure that valid gate pass to all outside vehicles is issued for their entry inside GTRTC premises and the same will be collected before their exit. Visitor's Pass shall also be issued in a similar manner. He shall also exercise daily checks to verify I.D. of persons engaged in premises for various jobs like sanitation, civil, horticulture etc.
21. The nos. of Security Person may vary as per the requirement at Campus.

**All guards and Officer are for 8 hrs shift and continuation of same person will not be entertained.**



# **Government Tool Room and Training Centre, Dumka**

(An ISO 9001:2008 Certified Institute)

(A Society of Department of Industries, Government of Jharkhand)

## **NAME OF WORK: JOB CONTRACT FOR SECURITY ARRANGEMENTS AT GTRTC RANCHI CAMPUS**

### **DETAILED STATUS OF THE FIRM**

1. Name of the firm \_\_\_\_\_
2. Registration No. \_\_\_\_\_  
(Attach copy)
3. Licence No. \_\_\_\_\_  
(Under Contract Act, attach copy)
4. Valid upto \_\_\_\_\_
5. EPF No. \_\_\_\_\_  
(Attach copy)
6. ESI No. \_\_\_\_\_  
(Attach copy)
7. Service Tax Regn.No. \_\_\_\_\_  
(Attach copy of Registration Certificate)
8. Latest Performance  
Certificates issued by  
the Deptt. Where the  
contractor is rendering  
such services. \_\_\_\_\_  
(Attach copies)

**Signature of the Contractor**