



**MAHATMA GANDHI
POSTGRADUATE INSTITUTE OF DENTAL SCIENCES
GOVT. OF PUDUCHERRY INSTN.
PUDUCHERRY – 605 006**

**MANPOWER ENGAGEMENT FROM
PRIVATE SECURITY PERSONNEL**

TENDER DOCUMENT

**MAHATMA GANDHI
POSTGRADUATE INSTITUTE OF DENTAL SCIENCES
GOVT. OF PUDUCHERRY INSTN.
PUDUCHERRY – 605 006**

TENDER FORM – SECURITY SERVICES

Sealed tenders are invited to provide Security Services in the Mahatma Gandhi Postgraduate Institute of Dental Sciences, Puducherry – 605 006 **as per details mentioned in Annexure – I.**

1.2 Tenders should be submitted in two separate sealed covers containing:

Sealed Cover 1: Only technical specifications (**Without quoting price**); and all other certificates / documents superscribing “**TENDER (TECHNICAL) FOR SECURITY SERVICES**”.

Sealed Cover 2: Commercial (Wages) specification superscribing “**TENDER (COMMERCIAL (WAGES)) FOR SECURITY SERVICES**”. The Tender (Technical) and the Tender (Commercial) should not be mingled together.

1.3 The sealed response as stated above alongwith particulars of the Tenderer's to the tender should be delivered at the following address

Address: The Registrar,
Mahatma Gandhi Postgraduate Institute of Dental Sciences,
Gorimedu,
Puducherry – 605 006.

at 12 noon, on or before 01.07.2009 . The tender has to be enclosed and sealed in an envelope marked as “**TENDER FOR SECURITY SERVICES**”.

1.4 Tenders received late, incomplete tenders and those not in conformity with our prescribed specifications, terms and conditions will not be entertained. The Institution will not be responsible for postal delay, non-receipt / non-delivery of tender documents in transit etc.

2.0 GENERAL CONDITIONS:

2.1 The terms and conditions (i.e all the pages of tender document), in original, must be signed with date and seal affixed on each page in the space provided at the bottom.

2.2 There should be no overwriting in the tenderer's offer. If required, the corrections can be made by scoring out entries and writing a fresh one. The initials of the tenderer's authorized person and the seal of the tenderer's company must verify each correction. All tenders must be expressed both in words and figures and where there is a difference between two, the rates expressed in words or the sum expressed in words will be taken as correct.

2.3 The MAHATMA GANDHI POSTGRADUATE INSTITUTE OF DENTAL SCIENCES reserves the right to reject any or all tenders without assigning any reason. Any other officer as may be authorized by the MGPGI also reserves the right to accept or reject any tender in whole or in part.

2.4 No revision of terms or increase in rates will be accepted during the consideration of this tender.

2.5 The MAHATMA GANDHI POSTGRADUATE INSTITUTE OF DENTAL SCIENCES is not bound to accept the lower / lowest quotation.

2.6 The rate quoted must be in the format given in Annexure – I and should be enclosed in the Commercial Cover (Cover 2). The Security Agency should pay at least the minimum wages to the Security Personnel as per Minimum Wages Act.

- 2.7 The particulars of the tenderer's organizations should be provided as per Annexure – II and should be enclosed in the technical bid (Cover 1).
- 2.8 Conditional offers, offers not conforming to the terms and conditions and the ones submitted in the prescribed format(s) will be rejected.
- 2.9 The tenderer shall sign all the documents to be submitted invariably.
- 2.10 This Institution has the absolute right to terminate the Security Services by giving a notice of not less than 15 days in writing if it is of the opinion that is in the public interest to do so.
- 2.11 The security personnel to be employed in this institution should be below 45 years of age. Age proof certificate to be produced.
- 2.12 The competent authority of this institution would make surprise checks at any time, as deemed fit.
- 2.13 Any liquor or intoxication in any form are strictly prohibited during duty hours.
- 2.14 Smoking in Hospital premises is strictly prohibited.

3.0 VALIDITY OF THE OFFER:

The rates quoted will have to be valid for the contract period and no additional costs for whatsoever reason shall be charged.

4.0 NON – PERFORMANCE PENALTY:

In the event that the work awarded is not executed to the specified standards, the MGPGI or his authorized representative reports that the performance is below the specified criteria, a recovery will be made proportionate to the extent of shortfall.

5.0 CANCELLATION OF CONTRACT:

The MGPGI reserves the right to cancel the work order placed on the successful tenderer if:

- a) The tenderer commits a breach of any of the terms and conditions of the tender / work order.
- b) The tenderer goes into liquidation voluntarily or otherwise.
- c) An attachment is levied or continues to be levied for a period of 7 days upon the effects of the tender / work order.

6.0 PAYMENT TERMS:

Payment will be made on or after the 10th of every subsequent month of the contract period, on certification that the assigned works have been executed in accordance with the work order.

7.0 EARNEST MONEY:

- 7.1 The tenderer is required to deposit 10% of the rate quoted for 15 Security Guards towards earnest money deposit with the Director, Mahatma Gandhi Postgraduate Institute of Dental Sciences, Puducherry. This deposit will be in the form of a demand draft drawn in favour of Director, Mahatma Gandhi Postgraduate Institute of Dental Sciences, Puducherry payable at SBI, MGPGI Campus, Puducherry.
- 7.2 The earnest money deposit is non-interest bearing and is refundable to the unsuccessful tenderer.

8.0 THE TENDERER SHOULD FURNISH THE FOLLOWING CERTIFICATES / DOCUMENTS ALONG WITH THEIR TECHNICAL BID:

(i)

- a. Period of standing in trade
- b. Balance sheet for last three years
- c. Copies of certificates for having provided Security Services of more than 15 Security Guards in a single office complex for at least three large Department / Organisation.
- d. Copies of certificates giving proof of availability of at least 60 Security Guards on their pay roll.
- e. PF / ESI / Registration Certificate / PAN No / Service Tax Registration No.
- f. Copies of Latest statutory returns of PF, ESI, IT and Service Tax returns.
- g. Registration certificate with the Registrar of firms.
- h. Registration certificate with Labour Department, Puducherry.
- i. Any other documents available that will confirm the reliability of the firms.

Note : Failure to produce any of the documents would entail rejection of their quotation.

- (ii) Besides the above, the tenderer should furnish a certificate as worded below in token of acceptance of all the terms and conditions of the tender. Otherwise the tender will not be considered under any circumstances.

“I/We _____ the undersigned certify that the terms and conditions of agreement are accepted and that in the event of selection of my/our rates, the contract in the prescribed form will be entered into”.

9.0 The MAHATMA GANDHI POSTGRADUATE INSTITUTE OF DENTAL SCIENCES reserves the right either to accept or to reject the tender without assigning any reason therefor. The decision of the Registrar, MGPGI in all matters relating to this tender shall be final and conclusive.

10.0 TENDER OPENING:

- i. Tenders will be opened at 3.30 p.m. on 01.07.2009 in the Conference Hall, 1st Floor, Administrative Block, MGPGI, Puducherry, in the presence of those tenderers or their representatives at that time.
- ii. In the event of date of opening the tender, prescribed being declared as closed holiday for office, the due date of opening will be the following working day.

11.0 In case of dispute, the legal jurisdiction will be the Court situated within the jurisdiction of Puducherry.

ANNEXURE – I

SI No.	Details	No. of Security Guards	Rate Per Security Guard Per Month	Amount Per Month
1.	Security Guards for duty of 8 hrs duration	Regular : 15 + 5 as and when required.		

DUTIES TO BE ATTENDED

1. Screening of visitors
2. Maintenance of Security Register
3. Maintenance of Vehicle Movement Register
4. Maintenance of Materials Inwards & Outwards Register
5. Checking of vehicles. / Security of the parked vehicles
6. Visitors Register
7. Regulating parking
8. Periodical Security rounds through out the campus
9. Capability of handling fire fighting equipments
10. Locking of premises and monitoring the interiors from security angle.
11. Any other duty related to the overall maintenance of the security of the institution.
12. Any other duty assigned by the institution from time to time.

Note: The Technical Bid should not contain the rate and amount.

SIGNATURE :

SEAL :

ANNEXURE – II

PARTICULARS OF THE TENDERERS

1. Name of the Firm :
2. Name of the Tenderer :
3. Status of the Organization :
4. Address of the registered office along with Phone No./Fax No. :
5. Address of the contact office for this Tender along with phone nos. : and Fax No.
6. Year of Commencement of Business in this field :
7. Details of service provided to other Govt. / public sector company (Enclose documentary proof) :
8. Profile of the company with details Of the technical team and the details of work force showing the qualification & experience of the team in this field :
9. Name of the Bankers & Address and the persons on whose Name the account is opened :
10. How many people are employed in your firm :
11. Registration nos. : PF Reg. No. :
(Enclose copies of Registration Certificate) ESI Reg. No.:
Service Tax Reg. No. :
PAN No. :
Other Reg. No. :

SIGNATURE :

SEAL :