



भारत सरकार  
GOVERNMENT OF INDIA  
केन्द्रीय जल आयोग  
CENTRAL WATER COMMISSION  
तापी मण्डल  
TAPI DIVISION

दूरभाष -फैक्स Tele/fax  
0261-2478569

क्षेत्रपाल हेल्थ सेन्टर के सामने  
Opp. Kshetrapal Health Centre,  
सगरामपुरा Sagrampura ,  
सूरत Surat 395002

No –TDS/JE-HQ/VOL-26//2011/ 6162-73

Dated 19.11.2011

**Sub: Notice Inviting Quotation for Providing Security Services for watch & ward on Contract basis at Tapi Division CWC, Surat.**

Sealed Notice Inviting **quotations** are invited by Executive Engineer Tapi Division Surat on behalf of the President of India from reputed agencies who have registered/authorized by Government of India/ State Government for **Providing Security Services for watch & ward on Contract basis at Tapi Division CWC, Surat** who fulfills the following terms & conditions laid below.

S N	Name of the site & address	Duty period	Qty	Security to be covered
1	Surat:- Office of the Executive Engineer Tapi Division CWC Oppo- kshetrapal health centre Sagrampura Surat. Gujarat)	For 24 Hrs round the Clock duty in three shifts( 8 hrs per shift) for 12 months.	3	1. Entire Building Premises, Tapi Division situated at the Address given in column no-2 2. Machinery/equipment/vehicles - locked/ Unlocked condition belong to Tapi Division –Surat inside & outside the office premises . 3. All the fittings& fixtures locked/ Unlocked condition belong to Tapi Division –Surat inside & outside the office premises. 4. All the furniture /office equipment/records lying locked/un locked condition belong to Tapi Division- Surat 5. To maintain the visitor register for incoming & out going.

**Terms & Conditions:-**

1. The quotation duly filled in as per proforma supported by the agency letter head signed and **sealed quotation should reach this office on or before 07/12/11 up to 1500 hrs and will be opened same day at 1530 hours in the presence of the Agency** or their authorized representatives whom so ever will remain present at their own cost at the time of opening. Only one representative of each firm will be allowed.
2. The sealed cover should be super scribed with words “**NIQ for Providing Security Services for watch and ward on Contract basis at Tapi Division CWC Surat.**”
3. **The Contract for watch & ward Services will be for 12 month.**
4. The Security persons shall have to work at Tapi Division office, CWC Surat.
5. **Bidders have to furnish Bid security (EMD) of Rs 7200-(Rupees seven thousand two hundred) only should be deposited along with the quotation in cash /DD in favour of Executive Engineer, Tapi Division, Surat. The Bid security for unsuccessful bidder will be given back in the shape of DD/Cheque as desired by the bidders.**

6. **Performance security @ 10% of the total value of the bid amount for the whole period of offer will have to be deposited by successful bidder at the time of agreement & the bid security will be adjusted with this performance security and will be released after completion of the contract period beyond 6 months and the bid security of the unsuccessful bidder will be returned.**
7. The agency should have **register with the Government of India /State Government** as per the rules existing from time to time.
8. **The agency should register** themselves in the Labour enforcement Departments and should deal with the Labour Department directly and see that they shall meet the Central Labour ( Regulation & Abolition)ACT 1970,Contract Labour ( Regulation & Abolition) Central rules1971 and Child Labour(Prohibition & Regulation)ACT 1986.Nothing extra will be paid on this account .
9. This office reserves the right to reject any or all the quotations without assigning any reasons thereof.
10. **Rates** should have a valid time for **1 year** w.e.f. the date of opening of quotation.
11. The **rates** should be quoted for wages ,% of PF ,ESI ,Service charges & Service tax etc separately so that the employees of the firm should get benefit as per Labour rule .Quotations received quoting rates less than the Labour rates ,% of PF ,ESI , & Service tax etc as fixed by the Department of Labour will be rejected. **Latest daily wages rates issued by the Department of Labour should be enclosed.**
12. The rates including benefits to the employee should be quoted **in terms of the complete period of month.**
13. Basic calculation sheet for arriving the rates of daily wages should be enclosed
14. **No Labour /Staff** engaged by the Agency shall be paid **less than the minimum wages** as fixed by the government from time to time. All laborers/Staff should be allowed weekly rest, National holidays as prescribed in Labour rules. **No claim will be entertained for increase in wages during the current contact.**
15. **The agency should ensure & furnish a certificate** supported by documentary proof while claiming the bill every month that they are paying at least minimum wages to the engaged person and **also deposited the PF, ESI ,Service tax etc** to the concerned as per the rates fixed by the Department of Labours employment
16. **The employees of the agency should be registered with ESI**
17. With drawl of quotations will not be entertained after opening the same, in case it is found they will be black listed
18. The agency should submit a list of customers for whom they are providing such type of services in support of their experience
19. All **cuttings / Over writings** on the rates should be counter signed and sealed by the agencies or representative of the agencies who is authorized to sign quotation
20. The terms & conditions if any should be clearly mentioned by the agency
21. Payment will be released only after the completion of every month beginning from the date of acceptance after satisfaction of work **on producing the bill** in duplicate along with advance receipt by the agency in the mode of Cheque payable at SBI Surat/ or by DD unless specified. **No advance payment will be made under any circumstances.**
22. **No additional payment** in any shape will be paid to the agency on any other account for GPF contribution/Life insurance/Gratuity/Paid Holidays/weekly Off/relieving charges /medical charges etc
23. Intimation of unsuccessful tender / quotation will not be given to concerned firms and the tender / quotations shall have no claim of any nature on this office.

24. Any other rules of CPWD codes and its amendment by our Head Office, New Delhi as applicable will be binding on the successful bidder for this deal.
25. The authority will not be responsible for any injury/ death sustained to the workers during the performance of their duties and also any damage or compensation due to any dispute between the agency & workers. In case any expenditure incurred by the department to face the situation arising out of act of his workers the agency should bind for payment of the same expenditure. The agency will be responsible for making payment to their concerned person
26. Canvassing in any form will be treated disqualification
27. The agency should make arrangement for their person uniform,& badge/Identity card /shoes/ torch /Lathis/Whistle etc at their own cost and they should always wear uniform
28. The person/persons deputed on service by agency should attain **age of 21 years at** the time of Contract and they should submit age proof certificate at the time of Joining duty
29. The agency shall be responsible for the conduct, behavior of the person who is engaged for this work by the agency on contact .The Person/persons who will be engaged by the agency for providing the services should **PRODUCE POLICE VERIFICATION CERTIFICATE** about their conduct within **15 days from the date of Agreement.**
30. The Department reserves right to test/ and interview for the person/persons before issue of the order
31. **In case of any disputes arises the undersigned decision is final and agency should bind for it.**
32. The person who will be engaged for this service should be able to read & write the language of **HINDI** in addition to his own mother tongue. The authority reserves rights to reduce /extend the contract period without assigning any reasons.
33. The authority reserves rights to reduce /extend the contract period without assigning any reasons.
34. The agency shall be responsible for any loss /damage/theft of any type of material in the vehicle while on duty due to irresponsible/negligence on duty assigned to the person/persons deployed by the agency during their duty period and the undersigned have right to recover full lose of such amount from the agency.
35. The agency should provide an alternate arrangement for the person/persons who is engaged for security service **if proceeds on leave** for an emergency nature of his work, or **otherwise twice the amount of the bill** for the willful absent will be deducted from the bill
36. In case it is noticed by the “Authority” that the person/persons deployed by the agency is/are not working up to the mark/required standard , an advance written notice (**probably TWO days**)will be given by the undersigned to improve upon himself/themselves to carry the work as per government standard of work/instruction of undersigned or by authorized representative of this office . In the event of not found any improvement despite undersigned written notice the agency will be asked to replace the person/persons immediately, or otherwise **the contract will be cancelled by giving 24 Hrs notice.**
37. In the event of any untoward incident happens while on duty the security guard should immediately register the **FIR** in nearest **Police Station** under intimation to the Undersigned.
38. If any Person/Persons of the agency while on duty found in condition of **drunken state or misbehaving with staff & officers** of the individual offices, they will be declared unfit for duty and agency should replace them immediately at the absolute discretion of Authority.
39. The persons deployed by the agency for Security services should work under the control of the undersigned or by the office authorized representative.

40. The authority reserves rights to terminate the services of any deployed person without stating any reason at any time or ask for the replacement.
41. For any breach of conditions mentioned above the “Authority” shall have absolute power to withhold such amount from the claim of the Agency which he/she find suitable to compensate damages/risk caused by the negligence of agency’s personal.
42. The agency shall submit the duty roster of the personal deployed for duty at each and every month mentioning the names of the persons who are on duty.
43. The agency shall provided their officers and other inspecting staff for visit the office premises periodically and should organize surprise day/ night checking to ensure the efficient security duties by their personnel .No claim should be entertained for rendering such services.

### C. Special Terms & Conditions

1. **Watch & Ward Services** :The Job entails working beyond the Office hours in night also and all Gazette Holidays, Screening of Visitors, preventing unauthorized entry in the premises under this watch maintaining the Visitors record , patrolling the areas assigned under this watch , security of immovable property and movable assets, reporting breach of security and further cooperating with law enforcing agencies Depending upon the situation /location licensed firearms may be required .All these activities shall be performed under the overall direction/ control of the head of Office (Authority) concerned or officer designated by him.
2. Any terms & Conditions imposed by Central Water Commission Head Quarter New Delhi from time to time are liable to be implemented by the agency.
3. The Agency shall disburse the payment to its employees deployed on this work on or before 7<sup>th</sup> day of every month.
4. The security staff will help in fire fighting and maintenance of fire fighting equipment and render the assistance which may be required by the in respect there on.
5. The “Agency “shall be solely responsible for any compensation, penalty or any other expense which may be imposed by authority for failure in complying with any of the statutory requirement .The agency indemnifies the “Authority” for any damage /penalty/ cost or any other obligation which the “Authority” may sustain or incur on account of failure or alleged failure on the parts of the contractor for such compliances.
6. In case the normal course the authority can terminate the agreement by giving one month notice and the agency can terminate the agreement forthwith without assigning any reason of termination

Encl. Annexure-1

EXECUTIVE ENGINEER

Copy to:-

1. The Superintending Engineer, H. O. Circle, CWC, Gandhinagar for kind information please.
2. The Director, SMD, New Delhi with request to display the same on CWC web site.
3. The Account Branch, Tapi Division, CWC, Surat.
4. Executive Engineer, Mahi Division, CWC, Gandhinagar with request to display on the notice board your office for wide publicity.
5. Sub Divisional Engineer, CWC, LTSD, Surat/MTSD Dhule/UTSD Bhusawal/LNSD Bharuch / DGSD-Silvassa for information & vide publicity among local agencies if any.
6. Office Notice Board, Tapi Division, CWC, Surat

EXECUTIVE ENGINEER

**GOVERNMENT OF INDIA  
CENTRAL WATER COMMISSION  
TAPI DIVISION  
SURAT**

**ANNEXURE-1**

**QUOTATION PROFORMA FOR PROVIDING Watch & ward service on contract basis at Tapi Division  
CWC, Surat.**

Agency CPFNO:

Agency ESI NO:

Agency Registration NO:

Agency Service tax Allotment NO:

**Bifurcation of Rates :-**

S no	Bifurcations of Rates	Per Month	
1	Minimum Salary Including Paid holiday	<b>Per Month</b>	
2	Provident fund Contribution rate @13.61% for 26 days	<b>Per Month</b>	
3	ESI contribution rate @ 4.75 for 26 days.	<b>Per Month</b>	
4	Service Charges @ (As applicable)	<b>Per Month</b>	
5	Service Tax @ (As applicable)	<b>Per Month</b>	
Total ( Total Rupees _____)			Rs.

**Note**

1. The agency should submit the copy of latest labour wages as fixed by the Government
2. The agency should submit details of their present customers list in support of their experience.
3. All details in the above format should be filled up (incase "not applicable" it should mentioned as "**NA**")\_and reason there should be mentioned

Signature of the Agency/ contractor

