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M.P BOARD OF REVENUE (GWALIOR)

TENDER No.:- 01/Security /2016-17- BOREV

DATE: - 12 -05-2016

**LIMITED TENDER NOTICE
DOCUMENT FOR SECURITY SERVICE**

Tender Document Cost: 500/- (five hundred only)

M.P BOARD OF REVENUE (GWALIOR) invites bids for Security service for camp office cum court at Bhopal from reputed and financially sound firms those are in the business for the last five years and have provided security services to Govt. Educational and Training Institutions, Govt. Hospitals and Govt. Offices/Undertakings. Tender document can be obtained from the office of **SECRETARY BOARD OF REVENUE (GWALIOR)** on a payment of Rs. 500.00 by cash or bank draft in favour of **SECRETARY BOARD OF REVENUE, GWALIOR** (M.P between 11:00 AM to 5:00 PM till 28-05-2016 .Last date of submission of tender document shall be 02.06.2016 at 3:00 PM. Tender Document can also be downloaded from the BOARD OF REVENUE website [www. boardofrevenue.mp.gov.in/.com](http://www.boardofrevenue.mp.gov.in/.com) The interested parties can submit tender in a sealed cover super scribed "Tender for **SECURITY SERVICE** " addressed to **SECRETARY BOARD OF REVENUE.MOTI MAHAL (GWALIOR)** within 10 days from the date of release of notice. **BOARD OF REVENUE** reserves the rights to accept or reject any tender or part thereof or all the tenders without assigning any reason thereof.


UNDER SECRETARY



TENDER NO:- / Security service /2016-17-BOREV -

DATE 12 -05-2016

To M/s.....
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SUBJECT: Tender enquiry for Security service

I am directed to invite you to submit sealed Tenders quoting your competitive rates for Security service for camp office at Bhopal
t Board of revenue office as per the detailed out in the Schedule of the limited tender Enquiry.

1. Contracts concluded on the basis of tender enquiry shall be governed by the terms and conditions Set out in the tender enquiry.

2. Tenders received through e-mail or Fax shall not be accepted under any circumstances. Tenders Submitted in the prescribed format given in the Tender Enquiry shall only be considered. Tenders Submitted without accompanying the EMD shall be rejected summarily. Tender Document can be Downloaded from the website, [www. boardofrevenue.mp.gov.in/.com](http://www.boardofrevenue.mp.gov.in/.com) and cost of tender document Rs. 500/- is to be paid by means of cash /pay Order/Demand Draft in favour of SECERTARY BOARD OF REVENUE.MOTI MAHAL (GWALIOR)

3. Tender contained in a sealed envelope should be sent latest by 3.00 PM 02-06-2016 tender will be opened on the same date at 4.00 pm in the presence of such tenderors who wish to be present to witness the tender opening.

4. The BOREV reserves the right to accept or reject any or all tender without assigning any reasons thereof.



UNDER SECRETARY

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CHECK LIST OF ENCLOSURES

Please arrange documents in **Envelope with** technical bid as per enclosure number given below -
(Please write enclosure no. on the cover page of each document with ink)

Enclosure-1 Technical bid form and terms & conditions duly signed by the tenderer with seal of the firm on each page.

Enclosure-2 copy of PAN No.

Enclosure-3 copy of Registration Certificate issued by Labour Commissioner office

Enclosure-4 copy of Registration Certificate issued by EPF Commissioner.

Enclosure-5 copy of Registration Certificate issued by ESIC Office.

Enclosure-6 Copy of Service Tax Registration.

Enclosure-7 Copy of Registration Certificate issued under MP Shops and Establishments Act or other applicable Act.

Enclosure-8 Copy of Registration Certificate issued by competent authority under the private Security Agency Regulation Act 2005.

Enclosure-9 copy of Audited Balance Sheet along with Audit Report of the firm for the last two financial years 2013-14 to 2015-16.

Enclosure-10 Copy of Income Tax Return of the firm for last two financial years 2013-14 to 2015-16.

Enclosure-11 Copies of work orders for proving the experience of calendar years 2013-14 to 2015-16

Enclosure-12 Copies of the work orders, Proof of EPF and ESIC contribution made, proof of Service Tax submission along with list of security personal for minimum two running contracts presently in calendar year 2016 in providing security services to Govt. Educational and Training Institutions, Govt. Hospitals and Govt. Offices/ Undertaking.

Signature of Tenderer with Seal



IMPORTANT INFORMATION

1. **PURCHASER: BOREV.**
 2. **CONSIGNEE: SECRETARY**
 3. **PERIOD OF CONTRACT:** Till 31-03-2017 from the date of conclusion of Contract.
 4. **FIRM & FIXED RATES:** Prices should be quoted on a firm & fixed price basis..
 5. **NON TRANSFERABILITY:** This tender is non-transferable.
 6. **TERMS & CONDITIONS:** tendering firm shall have to be Complied with Terms & Conditions as set out in this Tender Document). Offers not complying with such terms & conditions shall be ignored /rejected and at the discretion of this Authority.
 7. **EARNEST MONEY:** An amount of Rupees Rs. 10000/- only has to be submitted DEPOSIT by way of Demand Draft in favor of **SECRETARY BOARD OF REVENUE. MOTI MAHAL, GWALIOR(M.P)** Payable at GWALIOR, Offers received without EMD Shall be rejected straightaway and will not be considered under any circumstances. EMD of tendering Firms who submit the sealed quotations but withdraw the same before expiry of the tender validity date May be forfeited .It's at the discretion of BOREV. EMD is refundable without any interest to the firm or Supplier on expiry/termination of empanelment and the EMD of the unsuccessful bidder will be returned Within one month from the date of selection of final bidder.
 8. **PRESCRIBED FORMS:** Tenders of firms received in the format prescribed in this tender document shall only be considered. Offers not received in prescribed format shall be ignored .Fax/Email/Letterhead/Quotations will not be accepted and ignored straightaway.
 9. **TENDER FEE:** Tendering firms are required to furnish a non –refundable tender form fee of Rs. 500/ (Rupees five hundred only) in the form of cash /pay Order/Demand Draft . Tender Document can also be Downloaded from the website, [www. boardofrevenue.mp.gov.in/.com](http://www.boardofrevenue.mp.gov.in/.com) .Firms using Tender Document downloaded from website will have to submit DD Rs. 500 /(Nonrefundable)in favour of SECERTARY BOARD OF REVENUE.MOTI MAHAL (GWALIOR)
 10. **LATE/DELAYED TENDERS:** Tenders received after closing date and time prescribed in this enquiry shall NOT be accepted under any circumstances.
 11. **RMTMU's RIGHTS:** BOREV reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.
 12. **LEGAL CONTRACT:-** The supplier shall execute a legal contract agreement along with undertaking . All disputes are subject to the exclusive jurisdiction of competent Courts and Forums in GWALIOR only.
- Note: - Contract agreement is to be signed at BOREV, Gwalior. Contract agreement by post shall not be entertained.**

Signatures of the bidder

TERMS AND CONDITIONS

1. The Contracts concluded as a result of this Tender Inquiry shall be governed by the 'Terms & Conditions' and other relevant instructions as contained in this Tender Document.
2. The prices/rates quoted should be indicated in words as well as in figures.
3. Tenderers are requested to enclose a copy of their valid certificate of PAN No., TAN No, Service Tax No. with their tender.
4. Tenders received without Tender Fee , EMD will not be considered at all.
- 5 Tenderers may note that if the date of tender opening given in this Tender Document is declared to be a gazetted holiday, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in RMTMU will stand automatically extended up to 1500 hours of the next working day in the Government offices.
6. Late/delayed tenders received in BOREV due to any reason whatsoever will not be accepted under any circumstances.
7. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the Schedule. The name and address of the representative authorized to attend the opening of the tender on behalf of a tendering firm should be indicated in the tender. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender.
8. The tenders should be submitted in double cover. The First cover should contain DD/ Banker's cheque , Tender Fee Coupon/DD, Registration Certificate, copies of Supply Orders and successful execution of the Contract for past, performance, Copy of PAN No, Income Tax return, service Tax registration or copy of Constitution of firm/company

The Second cover should contain the prescribed tender form duly filled in and signed along with the quoted prices.

Both the covers, the 1st and the 2nd cover should be put in a bigger cover and this outer cover should be wax sealed. Both the covers shall be opened simultaneously on the original tender opening date itself.

9 The sealed tender envelope should be super scribed as under:

"TENDER No.:- / lamination work /2015-16- BOREV TENDER DOCUMENT For Security services "

10. The sealed tender should be sent to SECRETARY BOARD OF REVENUE. MOTI MAHAL (GWALIOR) by speed post /Registered post

11. The BOREV will not be bound to accept the lowest quotation and contract can be placed on any other firm whose **quality of work** are found superior or as per the requirements of BOREV. The decision of the BOREV shall be final in this regard.

12. In the event of any disputes arising out of the execution of Rate Contracts/Supply Orders, the matter will be referred to President BOREV. and his decision shall be binding to both the parties.

13. For judicial adjudication, the disputes, if any, arising out of the Contract/Service Orders against the Rate Contract will be subject to the jurisdiction of the Courts in GWALIOR only.

14. Authorized Signatory/ Signing of Tender:

Individual signing the tender or other documents connected with contract must specify the capacity in which the tender documents are signed as:

- a.) a 'sole proprietor' of the concern or constituted attorney of such sole proprietor;
- b.) a partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the

business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

NOTES:

- i.) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partner admitting execution of the partnership agreement or the general.
15. The tenderers should sign at each page of the tender and all its Annexure. **NO PAGE SHOULD BE REMOVED /DETACHED FROM THE TENDER DOCUMENT.**
16. The tendering firms will have to give a declaration to the effect that they have not been Black Listed or their business dealings with the Government bodies have not been banned. as per annexure 2.
19. All firms are required to submit the following along with their quotation failing which their offer will be ignored :a) Name and full address of their Banker with their Account Number.
b) List of organization/offices to whom the bidding firm has provided services for the last 3 years.
c) Performance statement for the last 2 years in respect of work must be in the format enclosed at Annexure-“1” to this tender document.
d) Financial status of the firm- enclosed tax returns for last three years.
20. Service Tax: Tenderers should indicate whether the prices quoted are exclusive or inclusive of service tax.They should indicate the rate (s) of service Tax (as may be applicable) and. In case firm are exempted from payment of service tax, a copy of the Exemption Certificate issued by the appropriate authority may be furnished.
21. The Security Personnel provided by Agency shall be the employees of Agency and shall not have any right whatsoever to claim the employment in the BOARD OF REVENUE. MOTI MAHAL (GWALIOR) any form either during or after this agreement
22. In the event of any loss and damage caused to the properties of the the BOARD OF REVENUE. due to the negligence of the security personnel, the Agency shall be solely responsible to repay the loss/damage accordingly.
23. BOARD OF REVENUE will not be responsible for any injury sustained to the Security Staff of the Agency during the performance of their duties and also for any damages or compensation due to any dispute between the Agency and their security personnel. To comply with all liabilities arising out of any provision of Labour Law/ enactment hitherto in force or enacted from time to time during the execution of this contract, shall be the entire responsibility of the Agency.
24. The Agency shall be responsible for compliance of all statutory obligations under Contract Labour (Regulations & Abolitions) Act, Minimum Wages Act, Service Tax Act and Payments of Wages Act. etc. and also be responsible for payment of employee’s contribution under E.P.F. and ESI Act. etc. in respect of staff deployed for BOARD OF REVENUE.
25. Pattern of uniform for Security Personnel shall be the standard Pattern of the Agency and the Agency has to arrange the uniform and other necessary requirements such as belt, shoes, socks, caps, torch with cell, can stick, gun, bullets etc on its own expenses.
26. The Agency shall not at any time during the currency of this agreement sub-contract the job entrusted to them for performance to any other party.
27. No food and transport and any other amenity in the nature of perks will be provided by the BOARD OF REVENUE.
28. The Agency shall affect Insurance at their own cost for their personal and properties belonging to them, BOARD OF REVENUE shall not be responsible for any damage/loss of any nature whatsoever.

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29. The Agency shall be responsible for maintenance of proper records for incoming and outgoing vehicles, visitors, employees, materials and properties of the BOARD OF REVENUE in the prescribed formats, which will be provided by the secretary Board of Revenue Gwalior
30. All the Security Personnel will have to submit a Bio-data and recent passport size photograph, at the expenses of the Agency to the the BOARD OF REVENUE. GWALIOR for office records.
31. The Agency shall produce all the records to the Secretary, BOARD OF REVENUE. GWALIOR as and when required or called for, for verification and inspection purpose.
32. In the event of dispute arising out of this agreement, the President, BOARD OF REVENUE. Shall be the sole Arbitrator and his decision shall be final and binding on both the parties.
33. The rates to be quoted must indicate basic wages , EPF Contribution, ESI Contribution, Service Tax (as per prevailing statutory provisions) , administrative and service charges on basic wages and their total sum .
34. The wages need to be paid by the agencies to the security guards at par with the amount claimed from the BOARD OF REVENUE by 7th of the following month positively irrespective of actual payment of the bills from BOARD OF REVENUE, GWALIOR and to this effect an unconditional undertaking to be given by the agency to BOARD OF REVENUE, GWALIOR on award of the contract.
35. The Agency shall not be allowed to deploy one person for more than 36 duties in a month. In case, the agency is found to deploy one-person more than 36 duties, it will be a sufficient reason for cancellation of Contract and forfeiture of Performance Security.
36. The Agency shall be responsible for depositing Provident Fund, ESI Contribution and other statutory charges payable and shall attach documentary proof of having deposited the same along with the bill of next month. The amount deposited against these liabilities should be deposited on a separate challan only for manpower deployed for the BOARD OF REVENUE.GWALIOR. The amount deposited should exactly match the amount deducted from the Salary of employee and amount paid by , BOARD OF REVENUE, GWALIOR towards such liabilities. Non compliance of this condition will be a sufficient reason for cancellation of Contract and forfeiture of Performance Security.
37. No tenderer shall The BOARD OF REVENUE, GWALIOR on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. Any effort on part of a tenderer to influence the Competent Authority or members of Technical and Purchase committee, in the decision making of bid evaluation; bid comparison or award of contract may result in rejection of the tenderer's bid.
38. This agreement can be terminated by either side by giving one-month notice without assigning any reason whatsoever.
39. The secretary, BOARD OF REVENUE can extend the original contract of the successful tenderer, subject to original Terms and Conditions for a period deemed fit by him, but not exceeding six months, for which the tenderer will have to abide. However the extension beyond six months can be granted on mutual consent .
40. The **BOREV** reserves the right to reject any or all the quotations without assigning any reason.

Signatures of the bidder

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TENDER FEE

TENDER No.:- 01/ security services /2016-17- BOREV

DATE: - -05-2016

TENDER SET NO :

ISSUED TO M/s
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Against request letter No. _____ Dated _____ 2016 and
payment of an amount of Rs. 500/- (Rupees five hundred only) in cash.TENDER DOCUMENT ISSUED
ON _____

M.P BOARD OF REVENUE ,GWALIOR(M.P.)

FINANCIAL BID

(To be submitted in Envelope-3)

Name of the Tenderer Firm:.....

Address :.....

S.No.	Particular	Basic wages (including weekly off) RS	EPF Rs.	ESI Rs.	Service charge Rs.	Service Tax Rs.	Gross Total (3+4+5+6+7) Rs.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Supervisor						
2	Security Guard (With can stick)						
3	Security Guard (Gun Man)						
4	Security Guard (Ex Army man)						
Gross Total in Words Rs.							

I certify and agree with all the terms and condition of this tender. I further certify that I have read and understood all the terms and conditions of the document and I have personality understood the quantum of security work expected from us .

Signature of Tenderer with Seal

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ANNEXURE-1

PERFORMANCE STATEMENT FOR THE 13-14 to 15-16

Name of the Firm.....

Contract no	Description of Work	Quantity Value	Original Period	Work done within original DP	Last position of work	Present position with reasons for delay

Signature of Bidder

**ANNEXURE-2
DECLARATION**

From:-M/s

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To

SECRETARY
BOARD OF REVENUE.
MOTI MAHAL ,GWALIOR (M.P)

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings. I/We further undertake to report to the SECERTARY BOARD OF REVENUE.MOTI MAHAL (GWALIOR) after we are informed but in any case not later 7 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the period of the Contract with you.

(Signature of the Tenderers)

Name:

Designation with Seal of the Firm

Dated.