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No. EI-D/GA/1-338/2012

ERNET India

(An Autonomous Scientific Society under Department of Electronics &
Information Technology, GoI)
10th Floor, Jeevan Prakash Building,
25, K.G. Marg,
New Delhi-110 001

Dated: 13.05.2013

Due Date: 05.6.2013 Time 3.00 P.M.

Opening of Bids: 05.6.2013 Time 3.30 P.M.

To

**Subject : Provision of Security Guard, Office Boy and Housekeeping Staff for our
Office at 3rd Floor, IIT Madras Research Park, Kanagam Road,
Taramani, Chennai – 600 113 – reg.**

Sir,

Please refer to our advertisement appeared in Times of India dated 13.5.2013 in connection with engagement of agency to provide Security Guards, Office Boy and Housekeeping Staff at ERNET Regional Centre at Chennai. The tender document is attached herewith for your information.

The interested parties may submit their bids on or before the due date i.e. 05.6.2013 by 3.00 p.m. at 3rd Floor, IIT Madras Research Park, Kanagam Road, Taramani, Chennai – 600 113 in conformity with tender terms.

Yours faithfully,



(Dinesh Kumar Dixit)
Registrar & CPO

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Subject : Provision of Security Guard, Office Boy and Housekeeping Staff for our Office at 3rd Floor, IIT Madras Research Park, Kanagam Road, Taramani, Chennai – 600 113 – reg.

Sir,

ERNET India, an Autonomous Scientific Society under Department of Information Technology, Govt. of India, is a Class 'A' Internet Service Provider for the Education and Research community in India.

2. ERNET India intends to engage Outsourcing Agency to provide Security Guard, Office Boy and Housekeeping staff for the period of one year from the date of purchase order.

3. **Scope of Work** : It is intended to engage the services of (a) Security Guard round the clock on 24x7x365 basis to ensure Security of the Assets and Premises, (b) Office Boy from 8 am to 6 pm on all working days to assist office staffs in wide range of office duties (c) Housekeeping Staff from 8 am to 6 pm on all working days to ensure clean & tidy work space and pantry services at **ERNET India, 3rd Floor, IIT Madras Research Park, Kanagam Road, Taramani, Chennai – 600 113 .**

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4. **Terms and Conditions :**

- i) Bidders may submit their quotations either for Security Guard or Office Boy or Housekeeping staff; or any two; or all combined for Chennai Centre. Tender evaluation will be made separately for each item of work i.e.(i) provision of Security Guard,(ii) Provision of Office Boy, and (iii) Provision of House Keeping staff.
- ii) The validity of the agreement shall be for a period of two years which may be extended for a further period of two years subject to mutual consent of both the parties or curtailed at the discretion of Director General, ERNET India.
- iii) The agreement shall be effective when executed by or on behalf of both the parties.
- iv) The agency will strictly adhere to all the labour laws while providing services to the society.
- v) The agency will provide the police verification report of the personal deployed by the agency within one month of the execution of the agreement.
- vi) The agency cannot change the manpower without the consent of the society.
- vii) Any extra expenditure incurred for getting the work done from open market due to failure of the agency to provide support within the scheduled time as mentioned in the order will be recovered from the agency.
- viii) The payment to the manpower by the selected agency will be made timely in the presence of authorized Officer of ERNET India on or before 10th of every month.
- ix) The agency shall hold Society harmless for any slackness or any loss of the staff deputed at Society & will indemnify society all legal obligations to its staff deputed to provide support.
- x) The agreement or any part or portion hereof shall neither be assigned nor sublicensed or otherwise transferred by the agency to any one without Society's prior written permission.
- xi) The Society reserves the right to deduct amount from the bill as may be considered reasonable for unsatisfactory work. The decision of the society will be final in this regard.
- xii) If the situation warrants, the agreement can be terminated by the either party with a notice period of two months and without any liability to the other party.

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xiii) Medical or any other allowances to the staff deployed will not be borne by the Society.

a) **Payment Terms** : Payment would be made within two weeks from the date of receipt of bills in triplicate, enclosing therewith proof of payment made for the previous month to the staff deployed by the agency.

5. Envelope should bear the inscription

**“Quotation for Security Guard, Office Boy & Housekeeping Staff”
“Tender Enquiry No.: EI-D/GA/1-338/12”
“Due Date & Time: 05.6.2013 (3.00 PM)
“Due Date & Time for Opening of Bids: 05.6.2013 (3.30 PM)”**

6. The Bids must reach at **ERNET India, 3rd Floor, IIT Madras Research Park, Kanagam Road, Taramani, Chennai – 600 113** on or before **05.6.2013 by 3.00 p.m.** Bids received after the due date & time is liable to be rejected. In the event of due date being a closed holiday or declared Holiday for Central Government offices, the due date for submission of the bids will be the following working day at the appointed time & venue.

7. **Qualifying Conditions for Bidders :**

- i) The bidder should have minimum of two years experience in providing Security Guard, Office boy and Housekeeping staff to Govt. Institutions / PSUs / Organizations / ISP. Documentary proof should be enclosed.
- ii) The bidder should have deployed Security Guard, Office Boy, Housekeeping staff each not less than 10 to any Govt. Institutions / PSUs / Autonomous Organizations during last one year. Documentary proof should be enclosed.
- iii) The bidder must confirm that if the firm is selected, they will provide Security Guard and Office Boy having 10+2 Minimum Education Qualification.
- iv) Please submit document of valid Registration number of the agency for VAT, Service Tax & PAN No. allotted by the concerned authorities.

8. The bids in sealed covers may be submitted in two parts i.e. Technical bid and Commercial Bids. First part of the bid (Technical Bid) should contain documents in support of qualifying conditions detailed above. Second part of the bid (Commercial Bid) shall contain Annexure-I and Annexure-II duly filled in. To decide L-1 bidder, bidders are requested to submit their rates strictly as per Annexure-I and Annexure-II attached, duly signed and stamped. Evaluation of Bids will be strictly as per Annexure-I attached. Annexure-II is break up of monthly unit rates of Annexure-I.

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- 9 ERNET India reserves the right to accept or reject any bid or cancel the tender proceedings without assigning any reason whatsoever.
10. The persons deputed shall not be below the age of 18 years.
11. There should be no Over-Writing. Otherwise, the quotation is liable to be rejected.
12. Rates by the Bidder shall be final and no negotiation will be held.

Yours faithfully,



(Dinesh Kumar Dixit)
Registrar & CPO

PRICE SCHEDULE FOR HIRING OF SECURITY GUARD, OFFICE BOY & HOUSEKEEPING STAFF

To,

ERNET India

Tender No. _____ Date of Opening

We _____ hereby certify that we are an established firm/authorized agents of M/s. _____ with registered office situated at _____ We hereby offer the following at the prices and within the period indicated below:

| S.No. | Description | Unit | Qty. | Monthly Unit Rate (in Indian Rupees) | Total Monthly Cost (col. 4 x 5) |
|-------|---|------|------|---|------------------------------------|
| 1. | 2. | 3. | 4. | 5. | 6. |
| 01. | Security Guard (round the clock) as per tender requirement | Nos. | 03 | | |
| 02. | Office Boy (8 am to 6 pm) as per tender requirement | No. | 01 | | |
| 03. | Housekeeping Staff (8 am to 6 pm) as per tender requirement | No. | 01 | | |

Service Tax extra as applicable

Bidders are at their option to quote for any of the three items, any two items or all the three items. Cost comparison will be made for each item separately.

Annexure:-II

Breakup of costs (Monthly Unit Rate) detailed in Annexure-I

| Sl. No. | Particulars | Details of Wages (In Rs.) | | |
|---------|--|---------------------------|------------|--------------------|
| | | Security Guards | Office Boy | Housekeeping Staff |
| 01. | Minimum Wages (With Uniform) | | | |
| 02. | ESI | | | |
| 03. | EPF | | | |
| 04. | Total | | | |
| 05. | Agency Service Charge | | | |
| 06. | Total (Including Uniform) per Person per Month | | | |

Service Tax extra as applicable.