

EI-D/GA/15-37/2013

**ERNET India**

(An Autonomous Society under the Department of Electronics & Information  
Technology, GoI)

10<sup>th</sup> Floor, Jeevan Prakash Building  
Kasturba Gandhi Marg, New Delhi – 110001

Dated: 14.05.2013

Subject: Provision of Security Guard Cum Receptionist at ERNET India Regional  
Centre, Bangalore –reg.

Kindly refer to our advertisement appeared in The Hindustan Times dated  
14.05.2013 regarding the subject matter. In this regard, a tender document is  
enclosed herewith.

2. All the prospective bidders are requested to submit their bids in conformity with  
tender document.

Yours faithfully,



(Dinesh Kumar Dixit)  
Registrar & CPO

To : All prospective bidders

(16)

**EI-D/GA/15-37/2013**

**ERNET India**

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

Dated : 14<sup>th</sup> May, 2013

Due Date : 5<sup>th</sup> June ,2013 Time 11.00 A.M.

Opening of Bids: 5<sup>th</sup> June,2013 Time 11.30 A.M.

To

**Subject : Provision of Security Guard-cum-Receptionist at ERNET India Regional  
Centre, Bangalore**

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 for the  
period of one year, extendable as per para(i) below, form the date of purchase order.

3. **Scope of Work** : It is intended to engage the services of Security Guard round the clock  
on 24x7x365 basis to ensure security of the Assets and Premies, at our Bangalore Regional  
Centre at No.397, 13<sup>th</sup> Cross, Sadashiv Nagar, Bangalore-560 080.

4. **Terms and Conditions :**

- i) The validity of the agreement shall be for a period of one year 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.
- ii) The agreement shall be effective when Executed by or on behalf of both the  
parties.
- iii) The agency will strictly adhere to all the labour laws while providing services to  
the society.
- iv) The agency will provide the police verification report of the personal deployed  
by the agency within one month of the execution of the agreement.
- v) The agency cannot change the manpower without the previous consent of the  
society.

- vi) Any extra expenditure incurred for getting the work done from open market due to failure of the agency to provide support with the scheduled time as mentioned in the order will be recovered from the agency.
  - vii) 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 10<sup>th</sup> of every month.
  - viii) 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.
  - ix) The agency will sign the indemnity bond on non-judicial stamp paper and submit it alongwith agreement for the purpose.
  - 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 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.
  - xiii) Medical or any other allowances to the staff deployed will not be borne by the Society.
- a) **Non-Disclosure Agreement** :The agency must sign non-disclosure agreement with ERNET for not disclosing any information regarding the software/hardware database and the policies of ERNET India by the employees engaged through them.
  - b) **Payment Terms** : Payment would be made within two weeks from the date of receipt of bills in triplicate, enclosing proof of payment made for the previous month to the staff deployed by the agency.

5. **Qualifying Conditions for Bidders:-**

- i) The bidder should have minimum of two years experience in providing Security Guard to Govt. Institutions/PSUs/Organisation/ISP. Documentary proof should enclosed
- ii) The bidder should have deployed atleast 10 Security Guard to any Govt. Institution/PSUs/Autonomous Organisations 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 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.

6. Envelope should bear the inscription:

**“Quotation for Security Guard”**

**“Tender Enquiry No.: EI-D/GA/15-37/2013**

**“Due Date & Time: 5<sup>th</sup> June’2013 ( 11.00 AM)**

**“Due Date & Time for Opening of Bids: : 5<sup>th</sup> June, 2013 (11.30 AM)**

7. The Bids must reach the undersigned on or before the due date, i.e., on : **5<sup>th</sup> June, 2013 by 11.00 a.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.

8. The bids in sealed covers may be submitted in two parts i.e. Technical Bid and Commercial Bid. First part of the bid(Technical Bid) should contain documents in support of qualifying conditions details as per para 5 above. Second part of the bid(Commercial Bid) shall contain Annexure-I dully filled, signed and stamped. Evaluation of bids will be strictly as per Annexure-I attached.

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. Please submit your the breakup of cost(Monthly Unit rate)detailed n Annexure-I in the following format:-

| Sl. No. | Particulars                                    | Details of Wages (In Rs.) |
|---------|--|---------------------------|
| 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.

13. Rates quoted by the Bidder shall be final and no negotiation will be held.

Yours faithfully,

(Dinesh Kumar Dixit)  
Registrar & CPO

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Annexure-I

**PRICE SCHEDULE FOR HIRING OF SECURITY GUARD**

To,

The Registrar & CPO,  
ERNET India  
10<sup>th</sup> Floor, Jeevan Prakash Building  
25, K.G.Marg, New Delhi-110001

New Delhi-110003

Tender No. \_\_\_\_\_ Date of Opening .....

We \_\_\_\_\_ hereby certify that we are established  
firm /authorized agents of M/s. \_\_\_\_\_ With  
registered 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.4x5) |
|-------|---|------|------|-------------------------------------|------------------------------|
| 1.    | 2.  | 3.   | 4.   | 5.                                  | 6.                           |
| 01.   | Security Guard (round the clock 24x7x365) as per tender requirement | Nos. | 03   |                                     |                              |

Service Tax extra as applicable