

FORE SCHOOL OF MANAGEMENT
PROVIDING SECURITY SERVICES
INVITATION OF TENDER

DATE OF INVITATION: 30.11.2023

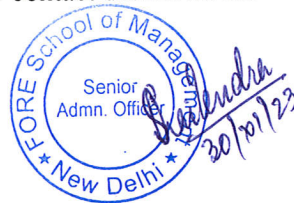
CLOSING DATE: 11.12.2023

FORE School of Management, New Delhi is looking reputed and eligible Security Agency for providing security service in the campus situated at B-18, Qutub Institutional Area, New Delhi – 110016. In case you are interested, you may send your quote for the said job in a sealed envelope mentioning "**Quotation for Providing Security Service**" by courier or to be dropped in the box kept with the security gate of FORE School of Management, B-18, Qutub Institutional Area, New Delhi as per the requirement mentioned in the attached format latest by 1100 Hrs. on Monday, December 11, 2023.

Tenders are invited under two Bid system, namely, Technical Bid and Financial Bid. The tendering Agencies should submit their Tenders in the prescribed Performa as attached Annexure-I (Technical Bid and Financial Bid respectively). The evaluation of technical bid will be made by Tender Opening/Purchase Committee and the financial bids of only those tenderers will be opened who qualify in technical bid. Incomplete/ ambiguous and conditional bids will not be accepted and such bids are liable to be summarily rejected. In case of canvassing by any tenderers at any stage, shall be liable to rejection their tender. The Institute reserves the right to accept or to reject or partly amend the quantum of work in the tender, without assigning any reasons thereto. In this regard the decision of the Director, FSM shall be final and binding.

GENERAL TERMS AND CONDITIONS

1. The number of Security Guards and Security Supervisor may increase or decrease as per actual requirement of the Institute.
2. The Agency shall provide round the clock, high standard security on 24x7 basis on all the days to safeguard the premises and assets of the Institute. The Agency shall ensure full security to the premises and its property from pilferage and maintain the standard security norms to protect the premises.
3. The Agency shall ensure to watch the proper locking system of premises, common area etc. in case of any theft, breakage, pilferage of any fixture and/or fittings, furniture, equipment etc., the responsibility shall be of the security personnel and they will report the same to the Administration office immediately. If after a departmental enquiry, it is found that the loss has occurred due to the negligence of the security guard/ guards on duty, the Institute will have full power to recover the loss in full or adjust from the dues or from the performance guarantee of the Agency. The decision of the Director, FSM in this regard will be final and binding on the Agency.
4. The Agency shall submit bio data along with identity proof & address proof of each security guards and security supervisor duly verified within 07 days after award of work. The Agency will also submit the Police Verification report of each security personnel before deployment of them in Institute.
5. The Technical part must have the following documents:
 - (a) PAN Card of the company
 - (b) GST certificate of the company
 - (c) Details of such type of tours conducted during last 2 years with the name of the company/ Institute/collage with the name of person to be contacted and his/her contact details on the company letter head duly signed and stamped.



6. During surprise check by any of the authorized officer of ISTM, if a guard is found negligent/ sleeping/ drunk or consumption of any tobacco product on duty, the Agency will have to withdraw the guard from the premises forthwith, which may even entail cancellation/termination of contract for the rest of the period.
7. The Agency shall provide proper uniforms, identity cards, badges, whistle, lathi, emergency lamps, torch, umbrellas, rain coats etc. to supervisor and guards for proper vigil of ISTM premises.
8. All the security personnel's posted shall be in sound health, free from any contagious disease, physically fit, well in shape, able to run, jump and grip. Before deployment of Security Guards and Security Supervisors, the Agency will submit their Medical fitness to Institute. The Agency is also required to submit the educational certificate required for Security Guards (Semi-skilled) and Security Supervisor (Skilled) as required by Govt. of NCT Delhi at the time of award of contract. They must be able to promptly answer query of visitors or telephone calls and have communication skill of replying in courteous manner.
9. The rotation of duties shall be effected at various locations inside complex. They should note down the entry & movement of the vehicles, men & materials. They should collect the pass/ delivery challan issued by the officer in charge for the outgoing and incoming materials/ items.
10. The Contract can be terminated in normal course by either party, i.e., FORE School of Management or the Contractor, after giving three-months notice to the other party extendable by mutual agreement till alternate arrangements are made.
11. FORE School of Management reserves the right to terminate the contract without giving any notice in case the Contractor commits breach of any of the terms of the contract or the services provided by the successful bidder are not found satisfactory as per the terms of the contract during the contract period. The decision of FORE School of Management in such a situation shall be final and binding on the contractor.

12. PAYMENT TERMS

- i. The Agency is required to submit the monthly bills for payment in duplicate for the security services provided in preceding month duly signed and sealed by the authorized person of the Agency. The payment for the work will be released only after production of bio metric attendance records for each Security Guard/Security Supervisor and production of copies and the proof of deposit of EPF and ESIC of preceding month. Inadequate supply of Security Guards and Security Supervisor and inadequate supply of uniform or items like whistle, lathi, emergency lamps, torch, umbrellas etc. will attract deduction at pro-rata basis from the bill towards compensation. The decision of Director, FSM, shall be final and binding in this regard.
- ii. The contractor shall be responsible for the correctness of the bill submitted for payment. In the event of any manipulation noticed in the bill, or in attendance sheet no payment shall be made for the whole amount. The contract may be terminated on this ground and the firm shall be blacklisted for future.
- iii. The rates approved will not be enhanced at any cost during the currency of the contract. In no circumstances advance payment will be made to the contractor. Prevailing taxes as Income Tax etc., if any would be deducted at source as per rules.



Item wise BoQ

Sr. No.	Item description	Qty.	Total Amount including (Minimum Wages* + EPF + ESIC + Week Off/ Reliving charge)	Administrative charges (in %)	Total Amount (4+5)	GST @ 18%	Grand Total (6+7)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Security Supervisor (Skilled)	2					
2	Gunman (Skilled)	1					
3	Security Guard (Semi-Skilled)	8					
		11					
*As per government rules & regulations 2023							

