

TENDER DOCUMENT
FOR
SECURITY SERVICE
FOR
INDIAN JUTE INDUSTRIES' RESEARCH ASSOCIATION (IJIRA)

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1. **Introduction:-**

Indian Jute Industries' Research Association (IJIRA) is a premium research organization aided by the Ministry of Textiles, Govt. of India, engaged in R&D activities with the objective of rendering scientific and technical assistance to the jute industries. Situated at 17, Taratala Road, Kolkata – 700088, it occupies about 10 bighas of land. Civil construction mainly comprises of the main building, annex building, pilot plants, auditorium, accommodations and garages.

2. **Scope of work:-**

To provide security in all of IJIRA premises 24x7 and 365 days a year, by providing security guards. Assessed essential composition of the squad would be as follows:

- Supervisor - 1
- Guards - 9
- Lady Guard - 1 (only on working days and during office hours).

Preference will be given to the agencies who are providing ex army personnel.

The agency has to deploy security guards to work in the following shifts:-

Morning Shift	-	06 am to 02 pm	(02 Security Guards)
Day Shift	-	02 pm to 10 pm	(03 Security Guards)
Night Shift	-	10 pm to 06 am	(04 Security Guards)
General Shift	-	09 am to 06 pm	(03 Security Guards)

On Sundays and holidays only 9 security personnel are required for the distribution in three shifts, i.e. morning, day and night.

3. **Area of work:-**

- Vigilance of the whole campus.
- Man both In & Out gates during office hours.
- Maintain visitors' book.
- Vehicle In & Out register.
- Checking all vehicles getting In & Out.
- Frisking all men and women if ordered so. However women are to be checked by lady guards only.
- Checking personal bags/belongings of all personnel moving In & Out.
- Use of metal detectors if necessary.

- Ensure no stores/documents/equipments/plants etc. move out without proper gate pass.

4. Cost:-

- Wages will be worked out on the basis of the minimum wages act of the state government including statutory provisions like PF, ESI etc. No increment will be permitted during the contract year. Bidders to submit full break up of working out wages and quote for the whole month.
- Proof of deposits for PF and ESI will be submitted along with the bill every month.

5. General Terms & Conditions of the Contract:-

- The contract will be for the duration of one year but extendable on satisfactory performance.
- The security personnel will not below 18 years of age and not beyond 45 years of age.
- The security personnel will take all steps to avert thefts, pilferages etc. on any other untoward incidents. In the event of any untoward incidents the agency will take all other practicable steps to conduct preliminary investigation into the matters and lodge necessary reports to the police under intimation to IJIRA.
- Agency shall have proper liaison established with the police and the fire brigade for any eventuality.
- In case of any loss/damage caused by laxity of the security personnel that cost will be compensated by the agency.
- All security personnel will be well trained, disciplined, healthy and smartly turned out during their duty hours.
- The agency will provide uniform to all security personnel including belt shoes etc.
- The guards will be fully uniformed every time with the agency insignia prominently displayed on the uniform.
- Accessories like torch, button, rain coat, umbrella and gumboot during rains and uniform jersey pull over during winters will be provided by the agency.
- Various registers kept in the In/Out gates will be maintained by the security personnel on duty. The register will be provided by the IJIRA.

- Inspections for alertness shall be carried out at night every week at different times and a report will be submitted to the IJIRA authority every Monday without fail.
- In case of any absence of any security personnel, the agency will substitute his position by reliever.
- Security personnel will be rotated every three months except the supervisor and key persons.
- Security personnel are prohibited to become friendly with any staff of IJIRA.
- Smoking is not permitted within IJIRA premises.

6. Details of tender and tender notice:-

Tender in sealed cover is invited by Director, IJIRA from reputed vendors. The tender documents can be downloaded from the website of IJIRA i.e. www.ijira.org. The tender documents are also available from 02 May 2016 to 16 May 2016 upto 11 A.M. at IJIRA on payment of Rs. 200/- in cash/DD. Last date of submission of duly filled up sealed tender at IJIRA is 16 May 2016 by 01 P.M. The tender will be opened at 03 P.M. on 16 May 2016.

Address for communication:-

To
 Director,
 Indian Jute Industries Research Association,
 17, Taratala Road, Kolkata – 700 088.

7. General Terms & Conditions of the Tender Submission:-

- All pages of the tender documents shall be signed with proper seal by the authorized signatory of the concerned agency. The full name of the person authorized to file the tender along with office address, phone number and e-mail address shall be indicated in the tenders.
- IJIRA will not be responsible for any typographical error/ additions/ omissions committed by the bidder while filling up the tender form.
- Check list of the documents to be submitted by the Agencies.
- Agencies have to mention their credentials (recent past work record and clientele) along with the tender documents.

- Tenders which are found to be technically non-responsive shall be rejected and their commercial details shall not be considered.
- The technical and commercial details are to be submitted in separate envelopes.
- The successful bidder will be required to submit a draft agreement covering all aspects and a declaration that he will abide by the agreement in all aspects; failing which IJIRA authority will be free to cancel the contract without any compensation.
- IJIRA reserves the right to cancel any tender without assigning any reason.

8. Technical Bid Details :-

1.	Name of Tendering Agency / Company / Firm	
2.	Name of Owner / Partners / Directors	
3.	Full Particulars of Office	
	A) Address	
	B) Telephone No.	
	C) Fax No.	
	D) Email Address	
4.	Registration details:-	
	A) PAN / GIR No.	
	B) Service Tax Registration No.	
	C) ESI Registration No	
	D) EPF Registration No	

9. Financial Bid Details :-

Offers to be submitted with breakup of the monthly cost, including taxes as applicable.

10. Checklist Of The Documents To Be Submitted With The Tender:-

S. No.	Items	Confirm
1.	Tender form with complete technical bid and Financial bid, with all pages serially numbered, signed and stamped on each page.	
2.	Technical Bid.	
3.	Financial Bid.	
4.	Attested Photo Copy of PAN Card.	
5.	EPF Registration certificate copy.	
6.	ESI Registration certificate copy.	
7.	Service Tax registration certificate.	
8.	Declaration.	

Signature of Authorized Person

Date :

Full Name :

Place :

Company's Seal :

11. **DECLARATION.**

1.Son/Daughter of Shri
..... Proprietor/Partner/Director/Authorized
Signatory ofam competent to sign this declaration of
execute this tender documents.
2. I have carefully read and understood all the terms and conditions of the tender
and hereby convey my acceptance of the same.
- 3.
4. The information/documents furnished along with the above application are true
and authentic to the best of my knowledge of belief. I/we am/are well aware of
the fact that furnishing of any false information/fabricated document would lead
to rejection of my tender at any state besides liabilities towards prosecution under
appropriate law.
5. I have appraised myself fully about the job to be done during the period of
agreement and also acknowledge bearing consequences of non performance
or deficiencies in the services on my part.