

पंडित सुन्दरलाल शर्मा केन्द्रीय व्यावसायिक शिक्षा संस्थान,  
 131, जोन -2, एम.पी. नगर, भोपाल  
 (राष्ट्रीय शैक्षिक अनुसंधान और प्रशिक्षण परिषद् की इकाई)  
 फोन नं. 0755-2556517, 2558160 फैक्स नं. 0755-2558128

निविदा दस्तावेज में उल्लिखित जरूरतों के अनुसार वार्षिक संविदा के आधार पर पंडित सुन्दरलाल केन्द्रीय व्यावसायिक शिक्षा संस्थान 131, जोन -2, एम.पी. नगर, भोपाल में भृत्य / सफाई कर्मचारी / सुरक्षा सेवाएं (केवल सेवानिवृत्त सैनिकों के साथ) उपलब्ध कराने हेतु, भूतपूर्व सैनिक कल्याण बोर्ड अथवा वह संस्था जो भूतपूर्व सैनिक उपलब्ध कराती है से सुयुक्त निदेशक, संस्थान की ओर से मुहरबंद निविदाएं आमंत्रित की जाती है। सभी सुरक्षागार्ड भूतपूर्व सैनिक होंगे तथा उन्हें शारीरिक रूप से स्वस्थ होना चाहिए। निविदायें अनुमोदित करते समय उन एजेंसी को प्राथमिकता दी जायेगी जिनका कार्यालय भोपाल में भी स्थित हो।

कार्य का नाम	निविदा दस्तावेज की कीमत	कर्मचारियों की संख्या	कार्य की अनुमानित (वार्षिक लागत)	बयाना राशि	अवधि
पंडित सुन्दरलाल शर्मा केन्द्रीय व्यावसायिक शिक्षा संस्थान, 131, जोन -2, एम.पी. नगर, भोपाल (वर्तमान कार्यालय )		भृत्य 1 सफाई कर्मचारी 2 सुरक्षा गार्ड 3			वार्षिक संविदा के आधार पर
हास्टल बिलिंडग पंडित सुन्दरलाल शर्मा केन्द्रीय व्यावसायिक शिक्षा संस्थान, (श्यामला हिल्स क्षेत्रीय शिक्षा संस्थान परिसर) भोपाल		सफाई कर्मचारी 2 सुरक्षा गार्ड 3			

इच्छुक पार्टियां (जिन्हें इस तरह की सेवायें देने का कम से कम 5 साल का अनुभव हो) कृपया आवश्यक दस्तावेज लगाए । निविदा फार्म दिनांक 5.01.2010 से 15.01.2010 तक सभी कार्य दिवसों में (सोमवार से शुक्रवार – सुबह 9.30 बजे से 5.00 बजे के बीच) पंडित सुन्दरलाल शर्मा केन्द्रीय व्यावसायिक शिक्षा संस्थान 131, जोन -2, एम.पी. नगर, भोपाल से प्राप्त कर सकती है। निविदा दस्तावेज हमारी वेबसाइट [www.psscive.nic.in](http://www.psscive.nic.in) से भी डाउनलोड किये जा सकते हैं। डाउनलोड किये गये निविदा दस्तावेजों के साथ निविदा दस्तावेज निशुल्क है । बयाना राशि रू. रू.10,000/- की राशि बैंक ड्राफ्ट जमा करनी होगी, अन्यथा निविदा को निरस्त कर दिया जाएगा। उचित रूप से भरे हुए निविदा फार्म दिनांक 18.01.2010 अपराह्न 12.00 बजे तक प्रस्तुत हो जाने चाहिए। निविदाओं के तकनीकी पत्र निविदाकर्ताओं अथवा उनके प्रतिनिधियों, यदि कोई, उपस्थित हों तो, की उपस्थिति में दिनांक 21.01.2010 पूर्वान्ह 11.00 बजे खोले जाएंगे । संयुक्त निदेशक, पंडित सुन्दरलाल शर्मा केन्द्रीय व्यावसायिक शिक्षा संस्थान, भोपाल को बिना कोई कारण बताएं किसी भी या सभी प्राप्त निविदाओं को अस्वीकार/निरस्त करने का अधिकार है। निविदा भेजते समय, सील बंद लिफाफे के ऊपर बड़े शब्दों में लिखें – “ भृत्य/ सफाई कर्मचारी /सुरक्षा सेवा हेतु निविदा”

अवर सचिव



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फोन नं. 0755-2556517, 2558160 फैक्स नं. 0755-2558128

FORM No.

Date of Issue:

M.R.No.

### फार्म क्रमांक - 1

1. अभिकरण का नाम :
2. अभिकरण के पत्र व्यवहार का पता : \_\_\_\_\_
3. (अ) संस्था का पंजीयन क्रमांक : \_\_\_\_\_  
(ब) क्या आपके पास आई.एस.ओ प्रमाण-पत्र हैं : हाँ/नहीं  
(स) लेबर पंजीयन क्रमांक : \_\_\_\_\_
4. दूरभाष क्रमांक/ई.मेल. : \_\_\_\_\_
5. स्वामित्व का नाम : \_\_\_\_\_  
प्रबंधक का नाम : \_\_\_\_\_  
उक्त सर्विस किसकी देखरेख में होगी : \_\_\_\_\_
6. किये गये अनुबंधों का विवरण : \_\_\_\_\_  
(शासकीय/अर्धशासकीय/गैर सरकारी  
(कृपया पिछले पाँच वर्षों का प्रमाण पत्र संलग्न करें)
7. (अ) अभिकरण के पास उपलब्ध कुल कर्मचारी/अधिकारी है। : \_\_\_\_\_  
(ब) वर्तमान में लिये गये कार्यों का विवरण : \_\_\_\_\_  
(स) कुल कर्मचारियों में से कितने कर्मचारी अभी कार्यरत है। : \_\_\_\_\_  
(द) भूतपूर्व सैनिक कर्मचारियों की संख्या : \_\_\_\_\_  
(कृपया प्रमाण संलग्न करें)
8. सुरक्षानिधि : \_\_\_\_\_  
बैंक ड्राफ्ट क्र. : \_\_\_\_\_  
दिनांक : \_\_\_\_\_

मैं/हम संस्था के द्वारा दी गई शर्तों एवं निविदा में उल्लेखित शर्तों का पूर्ण रूप से पालन करने

हेतु बाध्य रहूंगा/रहेंगे ।

दिनांक : -----

हस्ताक्षर : -----

प्राधिकृत व्यक्ति: -----

ऐजेन्सी का नाम: -----

पता : -----

अभिकरण की सील



Pandit Sunderlal Sharma Central Institute Of Vocational Education  
(National Council of Educational Research & Training)  
**131, Zone II, M.P. Nagar, Bhopal - 462011**  
Phone No. 0755- 2556517, 2558160, Fax: 0755-2558128

FORM No.

Date of Issue:

M.R.No.

## FORM No.1

1. Name of the Agency : \_\_\_\_\_

2. Postal Address of the Agency : \_\_\_\_\_  
\_\_\_\_\_

3. (a) Registration/Licence Number : \_\_\_\_\_

(b) Whether having ISO Certificate : Yes / No

(c) Labour Licence Number

4. Contact/Telephone No. and E-mail.ID : \_\_\_\_\_

5. Name of Owner/Manager/ : \_\_\_\_\_

Authorized person under

Whom the Control/Supervision

Will be made

6. Details of Contracts executed during last five year:(i) \_\_\_\_\_

(indicating whether it is a (ii) \_\_\_\_\_

Govt./Semi Govt. organizations/ (iii) \_\_\_\_\_

Public Sector Undertaking/ (iv) \_\_\_\_\_

Private Agency.

(Please attach proof)

7. (a) Total Man Power available (i) \_\_\_\_\_

with the agency.

(b) Present assignments in hand (ii) \_\_\_\_\_

(Please attach proof)

(c) Out of man power available how (iii) \_\_\_\_\_

many are already engaged.

(d) No. of Ex-Service employees (iv) \_\_\_\_\_

(Please attach proof)

8. Earnest money : \_\_\_\_\_

D.D. No : \_\_\_\_\_

Date : \_\_\_\_\_

I/We will abide by all the terms and conditions laid down by the Institute and the terms and condition of the tender documents.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of the Signatory: \_\_\_\_\_

Name of the Agency : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Seal of the Agency

Signature of the bidder alongwith seal



पंडित सुन्दरलाल शर्मा केन्द्रीय व्यावसायिक शिक्षा संस्थान,  
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फोन नं. 0755-2556517, 2558160 फैक्स नं. 0755-2558128

FORM No.

Date of Issue:

M.R.No.

1. अभिकरण का नाम :

2 अभिकरण के पत्र

का पता

3. (अ) संस्था का पंजीयन क्रमांक :

(ब) क्या आपके पास आई.एस.ओ. : हॉ/नहीं

प्रमाण-पत्र हैं

4. दूरभाष क्रमांक/ई.मेल. :

5. स्वामित्व का नाम :

उक्त सर्विस किसकी देखरेख :

6. प्रतिमाह प्रति गार्ड की दर :

(8 घंटे की शिफ्ट में)

(अ) मूल वेतन :

(ब) ई.पी.एफ. :

(स) ई.एस.आई. :

कुल :

(कुल रू. प्रतिमाह)

8. आकस्मिक गार्ड पर प्रतिव्यक्ति :

व्यय प्रत्येक दिवस पर

मैं/हम संस्था के द्वारा दी गई शर्तों एवं निविदा में उल्लेखित शर्तों का पूर्ण रूप से पालन करने हेतु बाध्य रहूंगा/रहेंगे ।

दिनांक : -----

हस्ताक्षर : -----

प्राधिकृत व्यक्ति : -----

एजेन्सी का नाम : -----

पता : -----

अभिकरण की सील



Pandit Sunderlal Sharma Central Institute Of Vocational Education  
(National Council of Educational Research & Training)  
**131, Zone II, M.P. Nagar, Bhopal - 462011**  
Phone No. 0755- 2556517, 2558160, Fax: 0755-2558128

<b>FORM No.</b>
<b>Date of Issue:</b>
<b>M.R.No.</b>

1. Name of the Agency : \_\_\_\_\_

2. Postal Address of the : \_\_\_\_\_

Agency \_\_\_\_\_  
\_\_\_\_\_

3. (a) Registration/Licence Number : \_\_\_\_\_

(b) Whether having ISO Certificate : Yes / No

4. Contact/Telephone No./Email.ID : \_\_\_\_\_

5. Name of Owner/Manager/ : \_\_\_\_\_

Authorized person under  
Whom the Control/Supervision  
Will be made

6. Rates per Guard per month : \_\_\_\_\_

(for 8 hrs duty/shift)

(a) Basic pay : \_\_\_\_\_

(b) EPF : \_\_\_\_\_

(c) ESI : \_\_\_\_\_

Total : \_\_\_\_\_

7. Department/Service Charges : \_\_\_\_\_

(per month)

Total amount per month. : \_\_\_\_\_

8. Rates for Casual/ Emergent : \_\_\_\_\_

Duty (on demand) Charges

@ per head per day when Provided

.

I/We will abide by all the terms and conditions laid down by the Institute and the terms and condition of the tender documents.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of the Signatory: \_\_\_\_\_

Name of the Agency : \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Seal of the Agency

Signature of the bidder alongwith seal

1. Pandit Sunderlal Sharma Central Institute Of Vocational Education

(National Council of Educational Research & Training) **131, Zone II, M.P. Nagar, Bhopal,**

I require to appoint a Security Services Agency (the Contractor) providing security services to its complete premises.

2. The duration of this Contract shall be initially for a period of one year w.e.f the commencement of the contract, extendable further on the basis of performance of the firm.

3. The Agency shall be entirely responsible for providing efficient and reliable security services. The security agency shall perform the services as per the terms and conditions contained in the bid documents and shall deploy trained and qualified ex-service security personnel as per their rank.

4. The Agency shall be entirely responsible in safeguarding the Premises and property of the Institute all the times and round the clock during the period of contract.

5. The Agency shall be entirely responsible and ensure that only authorized persons are allowed enter the Premises and maintain the record for the same.

6. The Agency shall be entirely responsible and ensure that only persons authorized by the Institute are allowed to operate/repair/maintain the equipments at the Premises and that no such equipment, machinery or any part thereof any property is removed out of the Premises except with the written Permission of the Competent Authority/Owner.

7. The Agency shall be entirely responsible to search persons/vehicles entering and leaving Institute for any material on the body or in possession.

8. The Agency shall be entirely responsible to furnish proactively and periodically security and intelligence information relevant for the security in and around the Premises.

9. The Contractor/Agency shall submit weekly duty chart of Security Guards and Supervisors in advance, duly verified by the Security Officer/officer in charge to the employer, regularly.

10. The Contractor shall employ only retired army/navy/air force personnel. If contractor fails to supply retired army/navy/air force personnel and duties performed by the civilian people, Institute will not pay any amount for above kind of duties.

11. The Agency shall execute the service and discharge their obligations to the entire satisfaction of the employer and in accordance with the directions and specific instructions as may be issued from time to time by the employer or its officer in charge .

12. The Agency shall act diligently and take appropriate action, in case of fire or any other calamity, theft, etc. and to prevent it and further to reduce the damage and keep informed the appropriate authorities.

13. The Agency Person should have the knowledge of operation and up keeping of fire fighting system, snake catching and equipments of the institute.

### **(A) Essential Requirements**

14. The rates quoted by the firm for per guard is for full month. Institute will not pay additional amount on account of weekly off or gazette holidays.

15. The Bidder must either be currently empanelled with the Director General of Resettlement (DGR) of the Ministry of Defence, Government of India or must be managed and operated by the Directorate of Sainik Welfare or must possess a valid license as contemplated under the Private Security Agencies (Regulation Act), 2005 and should have an established office at Bhopal (Please attach proof).

16. The Bidder must have a minimum experience of five years in executing such security services in similar types of organizations. The Bidder should also have minimum one/two service contracts in running status operating with a minimum of 50 security personnel in their roll currently (Please attach proof).

17. The Bidder must be registered under EPF and ESIC regulation and should possess EPF numbers allotted by EPF Commissioner, Government of India.

18. The Bidder must possess a valid Labour License from the Chief Labour Commissioner for specific number required for the contract labour under Contract Labour (Regulation & Abolition) Act, 1970.

19. The bidder shall bear all costs associated with the preparation and submission of his Bid, and the institute or employer will in no case be responsible and liable for those costs.

20. The Bidder, at the Bidder's own responsibility and risk, is encouraged to visit and examine the Site of Services and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for execution of the Services. The costs of visiting the site shall be at the Bidders own expenses.

21. Before the deadline for submission of bids, the Employer may modify the bidding documents OR CANCELLED all without assigning any reasons.

22. Any dispute is subject to the Jurisdiction of Bhopal only.

23. The bidder is required to formulate his offer taking into account all statutory Regulations in force regarding wages, other statutory payment and taxes to be paid by him during the whole contract period to the security personnel as well as other Government agencies.
24. Any Financial offer in respect of payment of wages to the security personnel, if found violating the provisions of the Contract Labour (Regulation & Abolition) Act, 1970 or Private Security Agencies (Regulation) Act, 2005 and/or any other statutory requirement mentioned in Bid document shall be liable to be rejected .
25. The bidder shall fill in rates and prices for all items of the Services described in the Bill of Quantities (Financial Bid- Form No.2). Items for which no rate or price is entered by the bidder will not be paid for by the Employer when executed and shall be deemed covered by the other rates and prices in the Bill of Quantities. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
26. All duties, taxes, and other levies payable by the contractor under the contract, or for any other cause shall be included in the rates, prices and total Bid Price submitted by the Bidder.
27. The rates and prices quoted by the bidder shall be fixed for the duration of the Contract and shall not be subject to adjustment on any account.
28. The Bidder shall furnish, as part of his Bid, a Bid Security of Rs.10,000/- for this particular work. No interest shall be payable by the Employer on this account This bid security shall be in favor of Joint Director, Pandit Sunderlal Sharma Central Institute Of Vocational Education, Bhopal and may be in the form of demand draft payable at Bhopal from any of the nationalized banks.
29. The Bid Security of unsuccessful bidders will be returned within 28 days of the end of the bid validity period specified in this document.
30. The Bid Security of the successful bidder will be discharged after he has signed the Agreement and furnished the required Performance Security.
31. The Bid Security may be forfeited, if
- a. the Bidder withdraws the Bid after Bid opening during the period of Bid Validity;
  - b. the Bidder does not accept the correction of the Bid Price, pursuant to the relevant clause in this tender document.
  - c. the successful Bidder fails within the specified time limit to
    - i. sign the Agreement or
    - ii furnish the required Performance Security.

## **B. SUBMISSION OF BIDS**

32. Sealing and Marking of Bids

Bid should be submitted in three sealed Envelopes as mentioned below:-

- i.) Bid Security in the prescribed manner, Form No.1 as Technical Bid.
- ii) Bid Security in the prescribed manner, Form No.2 as Financial Bid.
- iii) While submitting the quotation in the sealed cover, the following words must be written on the sealed cover – “Quotation for Security Service/safaiwala”

(B) Bid will be submitted under formal forwarding letter and is addressed to the Employer interalia containing an undertaking that the Bid documents not contain any amendment, modification or change of any type whatsoever in the Bid documents and to any amendment issued after pre-bid meeting. Bid documents consisting of Section 1 to Section 5 and other enclosures as mentioned in the bid documents (duly filled up with required documents attached) **signed & sealed each page of the bid documents.**

(C) Financial Bid in standard format as per Section 6 contain priced BOQ only giving the unit price and amount against each item with grand total at the end in figures and in words.

The envelopes shall be addressed to:

Joint Director,  
Pandit Sunderlal Sharma Central Institute Of Vocational Education  
(National Council of Educational Research & Training)  
**131, Zone II, M.P. Nagar, Bhopal**

33. The bid must be submitted on or before January 18, 2010 upto 12.00 noon during working days. No bid may be modified or changed or any alteration after the deadline for submission of Bids.

34. The bids shall be opened in the presence of the bidder or their authorized representative present, if any.

35. Examining and merit listing the Financial Part only those Bids which qualify for the Technical Part will be considered for examination in the Financial Part.

36 List of client organizations during the last five years in four groups, viz.,

- i) Academic and Research Institutions
- ii) Government or Semi-government offices
- iii) Public Sector Undertakings
- iv) Private Organizations
- v) Experience Letter from the above organizations.

vi) Undertaking to strictly adhere to the Terms and Conditions of Agreement and authority to cancel the contract forthwith in the event of breach of contract and to forfeit the security deposit.

37. The Bidder whose Bid has been accepted will be notified of the award by the Employer prior to expiration of the Bid validity period . This letter (hereinafter and in the Conditions of Contract called the letter of Acceptance) will state the sum that the Employer will pay the Contractor in consideration of the execution, completion and maintenance of the Services by the Contractor as prescribed in the Contract (hereinafter and in the Contract called the contract Price).

38. The notification of award will constitute the formation of the Contract subject only to the furnishing of a performance security in accordance with the provisions in this document.

39. The Agreement will incorporate all correspondence between the Employer and the successful Bidder. It will be signed by the Employer and send to the successful Bidder within 21 days following the notification of award along with the Letter of Acceptance. Within 21 days of receipt, the successful Bidder will furnish the performance security and sign the Agreement with the Employer.

40. Bid security will be released to the unsuccessful bidders in due course.

41. Within 21 days of receipt of the Letter of Acceptance, the successful Bidder shall deposit a Performance Security equivalent to 5% of the Contract price in the Account Section of the Institute in Cash/DD/ Cheque.

Signature of the bidder  
alongwith seal

Signature of the bidder along with seal

## GENERAL CONDITIONS

1. The Contractor/Agency is a person or corporate body whose Bid to carry out the services has been accepted by the Employer.
2. The consumable material required by the security guard will be supplied by the contractor himself.
3. The Employer or his nominee may delegate any of the duties and responsibilities to the Contractor.
4. The Contractor shall employ the security personnel named in the Schedule of security Personnel as referred to in the Contract Document to carry out the functions stated in the Schedule or other personnel approved by the Employer or his nominee. The Employer or his nominee will approve any proposed replacement of security personnel only if their qualifications, abilities, and relevant experience are substantially equal to or better than those of the personnel listed earlier.
5. If the Employer or his nominee asks the Contractor to remove a person who is a member of the Contractor's staff of his work force stating the reasons, the Contractor shall ensure that the person leaves the site within seven days and has no further connections with the work in the contract.
6. All risks of loss of or damage to physical property and of personal injury and death which arise during and in consequence of the performance of the Contract are the responsibility of the Contractor.
7. Safety -The Contractor shall be responsible for the safety of all activities on the site.
8. (i) The agency shall be directly responsible for the minimum wages, provident fund, bonus or any other benefits as may be available to its employees under relevant acts and regulations applicable in the M.P. State. The Institute shall not entertain any such claim of the person employed by the Tenderer.  
(ii) The Tenderer shall satisfy the Institute with documentary proof/evidence about the payment made to the Security Guards employed by him in the Institute premises for which reimbursement claims are preferred
9. The Contractor shall submit to the Employer or his nominee monthly Bill of the services.
10. The Employer or his nominee shall check the Contractor's monthly Bill within 7 days and certify the amount to be paid to the Contractor after taking into account any credit or debit for the month in question.

11. The rates quoted by the Contractor shall be deemed to be inclusive of the sales tax, VAT, Service Tax and other taxes that the Contractor will have to pay for the performance of this Contract. The Employer will perform such duties in regard to the deduction of such taxes at source as per applicable law. Any new Taxes, levies, duties imposed after signing the Contract shall be reimbursed by the employer on production of documentary evidence.
12. If the contractor fails to provide services of security personnel as per the requirement of the employer, the employer shall be at liberty to engage the same from suitable agency/organization and the excess cost incurred on engagement of such deficit security personnel shall be recoverable from the contractor.
13. The services are subject to supervision of the authorized representative of Employer. If any irregularity is observed it will entail penalty as defined at penalty clauses as under:
14. The employer shall release the payment to the agency only for providing services of ex- servicemen personnel. If there is any breach of this condition, the employer shall, without prejudice to its other remedies under the contract, impose/deduct penalty @ minimum of Rs.500/- (Rupees five hundred) per day per personnel or as decided by the competent authority from its monthly bill.
15. If the Agent to be deployed in a month, as specified in Schedule of Requirement, the employer shall, without prejudice to its other remedies under the contract, deduct from the monthly bill, as liquidated damages/ penalty, a sum equivalent Rs.500/- per person per day for total deficit number of personnel up to of 10% of the contract price or as decided by the competent authority.
16. The Employer shall have authority to disallow and deduct the salary of three days, as penalty /punishment, of any security personnel on duty or otherwise, found under the influence of any drug or intoxicants or found guilty of conduct unbecoming of a security personnel or found attempt to claim false attendance or found sleeping, absenting from his duties and shall take such other action as may be required under the circumstances.
17. If the agency fails to provide efficient and reliable security service either due to deployment of inadequate number of security personnel or lax and unsatisfactory services and fails to improve even when so asked, the employer may consider termination of the contract.
18. The Employer, if not satisfied with the progress and quality of the services rendered by the contractor under the contract and in the event of failure of the contractor to recoup the quality in the mutually agreed time frame, shall be entitled to terminate the contract and forfeiture of performance security.
19. In the event of any theft of the material from the premises of the Institute, the cost of the material to be replaced, and a penalty of 25% of the cost of material replaced will be imposed and this amount will be deducted from the payment of next monthly bill.

20. The Employer shall not make any advance payment on any account to the contractor in any circumstances under this contract.

## **21. Cost of Repairs**

Loss or damage to the property of the Institute due to any theft or negligence of the security agency (contractor) during the currency of the contract shall be remedied by the Contractor at the Contractor's cost if the loss or damage arises from the Contractor's acts or omissions.

22. In case, it is found that the Security Guard on duty is sleeping/in alcoholic/drunken condition or absent from duty on surprise check by the officers of the Institute, the contract, may be terminated with immediate effect or penalty will be imposed as decided by the Employer.

23. The contract may be terminated by giving one month notice by the contractor on payment in lieu thereof. However in case of exigency arising on account of the not providing services on satisfactory manner, the employer can terminate the contract with immediate effect.

24. If the Contract is terminated the Contractor shall stop service immediately, make the site safe and secure and leave the site as soon as reasonably possible.

25. In the event of termination by the employer, the security Deposit of the contractor shall be forfeited and balance period of security services contract shall be undertaken at the risk and cost of the agency, till the new contract will be executed.

26. The Contractor/agency shall provide and ensure that the security personnel employed by them always wear proper uniform as prescribed by the Contractor and shall ensure that the guards are smartly turned out at all times.

27. The Contractor shall provide and ensure all such amenities/implements/kit to the security personnel as are required for a smooth and efficient execution of the duties.

28. The Security Personnel deployed by the agency will be provided with materials like uniforms, lathis, whistles, torches etc. to carry out the security related work by the Security Agency.

29. The Security Agency must provide to the personnel deployed in the institute necessary mobile communication system at all duty points/beats at the contractor's cost.

30. Bil attendance sheet duly verified by officer in charge on day to day basis.

31. The Agency shall maintain proper account of payments including statutory benefit being given to the security personal engaged in the Institute. Agency should also submit the proof of payments and statutory benefits being given to the security personnel of previous month along with running monthly bill.

32. That the Contractor shall deposit service tax and EPF/ESI contribution and submit the photocopies of the challan/ returns of previous month along with running monthly bill.
33. The Contractor will make the payment of wages to the security personnel adhering to all statutory requirements such as Minimum Wages, provisions for Provident Fund, ESIC or any other obligations.
34. The Contractor will make the payment of wages to the Security Personnel by transfer of funds from the account of the Contractor to the Account of the security personnel. No cash transaction will be made.
35. The Contractor will furnish self certified lists of such transfer of funds to the accounts of the security personnel along with the self endorsed copies of payments made towards their EPF contributions, ESIC contributions, Payment of Bonus paid or any other statutory obligations to the employer.
36. The Employer reserves the right to terminate or cancel the contract any time without assigning any reason. However, if contractor would like to quit and terminates the contract he/she has to give one month's notice in advance.
37. The Security Guards have to perform the duties of opening and closing of the Office Rooms in due time or as directed by the Competent Authority.
38. Any other related duties as assigned by the competent authority.
39. In case of any dispute, the decision of Joint Director, Pandit Sunderlal Sharma Central Institute Of Vocational Education, Bhopal shall be final and bound to all.
39. All legal cases subject to Bhopal Court Jurisdiction.

Signature of the bidder  
along with seal

2558160



2556517

2556504

Fax 2558128

# PSS CENTRAL INSTITUTE OF VOCATIONAL EDUCATION



PSSCIVE

131 ZONE – II, M.P. NAGAR, BHOPAL – 462011

## TENDER FORM 2010

LAST DATE FOR PURCHASING TENDER FORM: 15.01.2010  
upto 16.00 hours

TENDER SUBMISSION DATE AND TIME : 18.01.2010  
upto 12.00 noon  
(by hand as well as by post)

TENDER OPENING DATE & TIME :21.01.2010  
at 11.00 hours

(ONLY THOSE PARTIES WHOSE  
TECHNICAL TENDERS ARE ACCEPTED)

E.M. OF TENDER FORM : Rs.10,000/- (Rupees Ten  
thousand only) in the form of DD/Banker's Cheque in favour  
of Joint Director, PSSCIVE, Bhopal