



G.B. Pant National Institute of Himalayan Environment & Sustainable Development
(Formerly Known as G.B. Pant Institute of Himalayan Environment & Development)
Kosi-Katarmal, Almora - 263 643, Uttarakhand

Tender Notice No.: GBPNIHESD/SECURITY SERVICES/INSTITUTE/16-17/2016/25

Sealed tenders are invited on behalf of the Director, Govind Ballabh Pant National Institute of Himalayan Environment & Sustainable Development, Kosi-Katarmal, Almora (Uttarakhand) for contract of **security services at GBPNIHESD Campus etc.** for financial year 2017-18.

The tender document may be purchased in person on payment of Rs. 500/- + VAT @ 14.5% (i.e. Rs. 573/-) from the office of the undersigned in any working day (Monday to Friday) between 10:00 a.m. to 2:30 p.m. Those desirous of obtaining the tender document by speed post may send a D.D. of Rs. 550/- + VAT @ 14.5% (i.e., Rs. 630/-) drawn in favour of Director, GBPNIHESD, Kosi-Katarmal, Almora and payable at any bank at Almora branch. The tenderer will have to deposit an earnest money of Rs. 50,000.00 only in shape of D.D./pay order in favour of Director, GBPNIHESD and payable at any nationalized bank at Almora. Tender document may also be downloaded from the Institute web-site <http://gbpihed.gov.in> and can be submitted alongwith a demand draft of Rs. 500/- plus VAT 14.5% (Rs. 630-00). Late submission of tenders or submission through fax shall not be accepted. The Institute reserves the right to accept or reject any part of tender without assigning any reason whatsoever. The decision of the Competent Authority of the Institute shall be final and binding to all parties.

Note: "Technical bid and financial bid" in the prescribed proforma alongwith EMD/Terms & Conditions and duly signed be quoted in separate sealed envelopes superscribed suitable in bold letters (Technical or Financial Bid) both these envelopes should be placed inside a common bigger envelop superscribed tender for "**Security Services at GBPNIHESD**" These tenders must reach Institute by Speed Post or registered post or placed in the tender box by due date and time.

a) Last date of sale of tender document	24.03.2017 at 2.00 p.m.
b) Last date of submission of tender	27.03.2017 at 2.30 p.m.
c) Date of opening of the Technical bid	27.03.2017 at 3.00 p.m.

Administrative Officer
Email: ao@gbpihed.nic.in



G.B. Pant National Institute of Himalayan Environment & Sustainable Development
(Formerly Known as G.B. Pant Institute of Himalayan Environment & Development)
Kosi-Katarmal, Almora - 263 643, Uttarakhand

Note: All communications must be addressed to The Director, GBPNIHESD, Kosi-Katarmal Almora (Uttarakhand) and marked as Kind Attention : Administrative Officer.

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING SECURITY SERVICES AT GOVIND BALLABH PANT NATIONAL INSTITUTE OF HIMALAYAN ENVIRONMENT & DEVELOPMENT, KOSI-KATARMAL, ALMORA, AND GARHWAL UNIT , SRINAGAR, GARHWAL, UK .

Sealed tenders are hereby invited on behalf of The Director, Govind Ballabh Pant National Institute of Himalayan Environment & Sustainable Development, Kosi-Katarmal, Almora (Uttarakhand) for contract of **security services at GBPNIHESD Campus at Headquarters and Garhwal Unit etc.** The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special terms and conditions are detailed in the tenders forms and its schedules. Please submit your rates in the tenders form separately for **SECURITY SERVICES** if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

2. Earnest money of Rs. 50,000.00 for Security Services must be deposited separately in the form of Demand Draft/Pay Order payable to The Director, GBPNIHESD, Kosi-Katarmal Almora (Uttarakhand). The particulars of the earnest money deposited must also be superscribed on the top of the envelope by indicating the Draft/Pay order Number and date, failing which the tender will not be opened. The tenders will not be considered if earnest money is not deposited with the tender.
3. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resale from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.
4. The Schedules of the tenders form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tenders form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter alongwith the tender. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders may be rejected.
5. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity or (i) a sole proprietor of the firms or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney of (iii) constituted attorney of the firm if it is a company.

6. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
7. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tender and all other related documents must be signed by every partner of the firm. A person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the Institute shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all cost and damages. Each page of the tenders and schedules to the tenders and annexure, if any, should be signed by the tenderer.
8. The original copy of the tenders is to be enclosed in double cover. The inner cover should be sealed. The outer cover should be superscribed **security services** at GBPNIHESD, Kosi-Katarmal Almora (Uttarakhand) and the tenderer shall place two envelopes clearly marked containing **Technical Bid and Financial Bid** separately in the main envelop. All Tenders should be sent by **Registered Post**. Tender to be hand delivered should be put in the **Tenders Box**, which will be kept in the **Office of the Administrative Officer** not later than **27.03.2017 at 2.30 p.m.**
9. The rates quoted by each firm for security service in tenders be given both in words and figures failing which the same is liable to be rejected. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on tenderer's behalf should be indicated in the tenders. Name and address of permanent representative, of the tenderer if any, may also be indicated.
10. The Institute is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part. You are however at liberty to Tenders for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.
11. An amount of Rs. 2.00 lakhs as a security deposit for Security Services for the contract is to be deposited separately by the selected agency/successful tender only after receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money will be forfeited.
12. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
13. Service Tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and Institute will not entertain any claim whatsoever in this respect. However the service taxes or any other tax which is as per the rules of the Govt., shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by Government.
14. Director, GBPNIHESD reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer.
15. Decision of Director, GBPNIHESD shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, GBPNIHESD. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act. 1996.

16. Acceptance by the Institute will be communicated by Fax/Email, Speed Post or any other form of communication. Formal Letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the Fax/Email/Speed Post etc. should be acted upon immediately.
17. The following documents/vouchers are required to be enclosed with the tenders form which are the terms and conditions of the tender's document:-
- a) Registration Certificate of the firm under the work contract of the Central Government/State Government.
 - b) Minimum turnover of the firm not less than Rs. 25.00 lakhs during the last financial year.
 - c) Last three years continuous experience of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies. of Govt. of India/Corporations of Govt. of India/reputed public or private organizations provide the details in enclosed tabular form.
 - d) Certified Balance Sheet of the firm for last year of the service contract by the chartered accountant.
 - e) Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years.
 - f) Employee EPF/ESI registration certificate issued by local govt. etc.
 - g) The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour license under this Act.
 - h) Nos. of staff/supervisors registered under ESI & EPF separately. Minimum 25 Nos. (Staff/Supervisors) required with their ESI & EPF contributions. Documentary proof of vouchers to be required and may be attached.
 - i) Service Tax registration certificate issued by Govt. etc.
 - j) Successful Tenderer will have to enter into a detailed contract agreement with GBPNIHESD on non-judicial stamp paper of Rs. 100.00 (Rupees One Hundred Only) for each work.
 - k) Only those firms will be considered for financial bid who will qualify in the technical bid.

Note: The technical bid and financial bids may be submitted in separate envelopes to be sealed and put in a main cover.

Administrative Officer
GBPNIHESD, Kosi-Katarmal, Almora

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT FOR PROVIDING SECURITY SERVICES G.B.PANT NATIONAL INSTITUTE OF HIMALAYAN ENVIRONMENT & SUSTAINABLE DEVELOPMENT, KOSI-KATARMAL, ALMORA (UTTARAKHAND).

Scope of Work:

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| <ol style="list-style-type: none">1. Security Services Contract for supply of Ex-servicemen/Trained Personnel only (Security men and as per requirement Security, Gunmen and Supervisor) for Head Quarters at Kosi-Katarmal, Almora and Garhwal Unit at Upper Bhaktiyana. Srinagar, Garhwal |
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Terms & Conditions:

1. The supporting/allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff/supervisor is to go on leave under intimation to this office.
2. Changing of Staff/Supervisor should be intimated to the Director/Admn. Officer, GBPNIHESD, Kosi-Katarmal Almora.
3. The Director, reserves the right to reject any or all tenders in whole or in part without assigning any reason therefore. The decision of Director, GBPNIHESD, Kosi-Katarmal, Almora shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
4. The staff provided should also maintain secrecy and discipline in the premises of Institute.
5. The staff provided should be capable of reading and writing Hindi and English with a minimum qualification of Middle Standard.
6. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of GBPNIHESD, Kosi-Katarmal, Almora for the purpose. All complaints should be immediately attended to by the Agency.
7. Uniform with colour specifications and pattern approved by GBPNIHESD, Kosi-Katarmal, Almora should be supplied by the contractor to the workers at his own cost and it should be ensured that the working staff etc., are in proper uniform while on duty.
8. The agreement is terminable with three months notice on either Side.
9. The contractor shall not sublet the work without prior written permission of the GBPNIHESD, Kosi-Katarmal, Almora.
10. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
11. The persons so provided by the agency under this contract will not be the employee of the Institute and there will be no employer-employee relationship between the Institute and the person so engaged by the contractor in the aforesaid service.
12. After physical inspection of the site, a very detailed assessment/requirements of personnel for providing security/allied services at **GBPNIHESD, Kosi-Katarmal Almora and Garhwal unit at Upper Bhaktiyana, Srinagar, Garhwal** shall have to be furnished alongwith the Tender. However, the Tenders should indicate only the lump-sum amount in respect of all the services

covered under this contract and that rates should not be proposed on the basis of manpower to be deployed under the contract. No request for alteration in the rates once quoted will be permitted within one year.

13. The contractor will discharge all his legal obligations in respect of the workers/supervisors to be employed/deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the Institute from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of the Director, GBPNIHESD, Kosi-Katarmal, Almora shall be final and binding on the contractor.
14. Income Tax will be deducted from the payments due for the work done as per rule.
15. They should not leave their duty points unless and until the reliever comes for shift duties, supervisor will maintain all the registers, which are kept at concerned Section.
16. The Contractor must employ adult labour only. Employment of child labour may lead to the termination of the contract.
17. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time.
18. **Risk Clause:** Institute reserves the right to discontinue the service at any time, If the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from the bills or by rising a separate claim.

Liquidated Damages Clause:

1. An amount equivalent to two days of contract amount subject to minimum of Rs. 500/- will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark in any section. It will be brought to the notice of the supervisory staff of the firm by Institute and if no action is taken within one hour liquidated damages clause will be invoked.
2. Any misconduct/Misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person (s) will have to be replaced immediately.

The Director, Institute reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of Director, Institute shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

19. The Tenderer (First party) will provide security arrangement for the security of G.B. Pant National Institute of Himalayan Environment & Sustainable Development's, Compound/Stores & property, etc., belonging to Second party, the Director, G.B. Pant National Institute of Himalayan Environment and Sustainable Development, Kosi-Katarmal or any other office in region under sanction as per request in writing by second party.
20. The Tenderer (First party) will undertake to provide armed guards, unarmed guards and Supervisors to second party. Strength will be mutually determined and could be increased/decreased after mutual consultation. However, in case of difference, the decision of the

second party will be final. First party will be directly responsible for their payment of salaries, discipline and work. The second party will be responsible to pay for security charges.

21. That Institute (second party) will not be responsible for payment and enforcement of ESI and other labour laws which shall be complied with by the first party.
22. That in case of negligence, connivance or direct involvement of any personnel deployed by the first party for security and safety to the property of second party, has committed any theft, pilferage, misappropriation, bungling of building/property/stocks or any other loss to the property G.B. Pant Institute of Himalayan Environment & Development, the first party will be responsible and liable to compensate the losses as evaluated by the G.B. Pant Institute of Himalayan Environment & Development and office of the Corporation after proper joint enquiry. The decision of the Director, G.B. Pant Institute of Himalayan Environment & Development, Kosi-Katarmal, Almora shall be final and binding on first party.
23. That no monetary advance or concession which requires reimbursement by the first party should be made by the second party to its staff/security guards. The first party will not accept any responsibility for any financial transaction directly with its staff which may take place without written consent.
24. That the payment of bills of first party towards supply of security personnel will be made within a week time from the date of presentation through account payee Drafts/Cheques to the first party. The bills will be prepared on the basis of attendance certified by Incharge concern of G.B. Pant National Institute of Himalayan Environment & Sustainable Development.
25. That the first party will be responsible for uniform, bonus and other fringe allowance to security guards (SGs) and also abide to its rules and regulations, acts, etc. as applicable to its employees. Functional facilities like torch, lights, lathis, etc., for SGs where required will be provided by the first party. Cells for torches will be provided by the second party. If the functional facilities, i.e., torch, etc. are not made available to the SGs by the Ist party on time, the IInd party will provide that to the SGs and will deduct the expenditure incurred from the payment to be made to the Ist party for that month.
26. That the security personnel provided by the Ist party will verify the loading/unloading/coming/going of motor vehicles, personnel and they will be holding the charge of main gate and maintain records of incoming and outgoing stocks besides the records maintained by the staff of the G.B. Pant National Institute of Himalayan Environment & Sustainable Development. The charges of the entire G.B. Pant Institute stock/buildings in open, covered, dead stocks articles will be taken by the security personnel in each shift in a separate register.
27. That the authorized persons of the second party i.e. the principal employer shall have the powers to issue necessary instructions concerning duty, discipline, corum, work performance safety, etc., to the security personnel or to the employer for execution by its security personnel and the security persons shall comply with all the instructions prevalent or issued from time to time.
28. That security personnel provided by the Ist party will guard the premises of the G.B. Pant National Institute of Himalayan Environment & Sustainable Development to the best of their ability. That the security personnel will help to deal with the anti-social elements, bad characters and will also provide protection to G.B. Pant National Institute of Himalayan Environment & Sustainable Development staff while on duty. The best of area to be made over for protection by each individual or group shall be such as can be protected successfully by a person or group of the same status doing his/their work honestly and efficiently and in the circumstances prevailing or likely to prevail. The second party will carryout essential improvement in physical and procedural security in the interest of successful protection and efficient performance of duty by

the guards, namely adequate lighting, perimeter wall or fencing, issue of identity cards, printing machine numbered gate passes, etc. However, for such improvement, the first party will inform the second party so that unavoidable improvements may be carried out.

29. That all the fire fighting equipments in the G.B. Pant National Institute of Himalayan Environment & Sustainable Development will remain under the charge of security personnel for use and maintenance.
30. That in the case of any police, security or departmental watch and ward organization:
 - (a) We, the first party, will be not responsible for failure of our service in case of
 - (i) Riot/war/natural calamities.
 - (ii) Non-implementation of advice and recommendations about essential improvement in security or plugging or existing, security loopholes.
 - (iii) Mischief surreptitiously committed by the outside element from outside i.e. without criminally trespassing into the premises guarded, thus rendering our security work ineffective.
 - (iv) Sabotage.
31. That the first party has the authority to authorize the armed security personnel provided by it to resort to use of fire arms on miscreants only during their duty period avoiding complications of law and in such cases FIR should be lodged by the concerned security personnel of first party with local police immediately. Ammunition so used will be reimbursed to first party on verification by IInd party. However, the IInd party will not be responsible for any action for use of Fire-Arm by the personnel of the Ist party in any manner and for what so ever reasons. Other than firing, if a FIR should be lodged against a miscreant, it shall be done by the concerned security personnel in consultation with the Ist party. The IInd party may provide all necessary help and advice.
32. That if the IInd party considers on sound and valid grounds that the replacement of a particular security personnel supplied by the Ist party is essential, this will be done by the Ist party on receipt of written request from the IInd party.
33. That the second party will not be responsible in any respect with regard to service rules, salaries, act, conducts of the personnel provided by the first party. The Ist party will be the employer of the security personnel and IInd party will have no concern what-so-ever in respect of their service. Ist party will have to pay minimum wages fixed by the Govt. to the security staff and he has to take care of EPF, ESIC of staff as per govt. rules.
34. That the security personnel provided by the Ist party shall have no lien or claim in any manner or shape on G.B. Pant National Institute of Himalayan Environment & Sustainable Development after their cession of service by the IInd party, or during service in case the security personnel resort to litigation in any court for any cause their original employer, i.e., the first party will be solely responsible towards verdict/satisfaction of the decree of the court at its own cost. The first party is liable for damage, if any of its employees files any claim or suit or any such proceedings against IInd party and IInd party is entitled to deduct the same from the pending of future bills of the Ist party.
35. Only trained person of 60 years of age or below will be deployed by the first party whose status will not be lesser than semi-skilled worker in terms of UA Labour Laws. The age of person to be deployed by the first party should not be more than 60 years as on 01.01.17. The first party will have to follow the said condition strictly. The character/antecedent verification of security personnel so engaged will be carried out by the Ist party before their actual engagement and each security guard will be provided with an identity card by the Ist party which will have to be shown by them on demand by any of the officers or staff of the IInd party.

36. That the substitute/replacement for a security person shall be of that cadre only. The substitute/replacement will also present his credential before the authorized/concerned official /staff of G.B. Pant National Institute of Himalayan Environment & Sustainable Development before joining his duty.
37. That if during, the tenure of contract any injury is caused to any of the security guards the first party will be solely responsible for giving necessary compensation to the said security guard as may be required under the existing rules and regulations of the State/Central Govt. and the such injured guard shall have no right to demand any damages/compensation from the second party.
38. That the agreement will be for a period of one year extendable on mutual agreement. The agreement can be terminated by either party after serving three month's notice. If the period of contract is not formally extended in time but the services continue, it will be presumed that the contract has continued to be enforce on the terms and conditions agreed to by the parties and will be deemed to be renewed for further on month to month basis.
39. That the first party will be entirely responsible to make liable the required number of security guards as may be assessed/requisitioned by the IInd party or its agent on the spot on such day and in case of absence of any security guard from duty a substitute will be provided by the Ist party at its own cost.
40. That the Ist party will also provide on demand from the IInd party the job experience, expertise in the task of security know how with necessary documentary proof to the entire satisfaction of IInd party.
41. That the Ist party will ensure that the security person engaged by it are well disciplined and report on duty always properly dressed which will be provided by it (first party).
42. That the first party will be entirely responsible for implementation/abiding by the rules/regulations enforce from time to time notwithstanding the provisions made in aforesaid paras.
43. That the Ist party will be responsible for developing the instructions/recruitments of staff as per requirement of the IInd party. However, the IInd party will not be responsible for any compensation or expenditure in any manner for such work, and in case of determination of the control on expiry of the period of contract or termination of contract during its currency for breach of contract or its terms and conditions.
44. No verbal instructions/request (except from the Director/Chairman, Security Committee/AO of the Institute) should be entertained by the first party.
45. Non-fulfillment/violation of any of the terms and conditions of the agreement by the first party will be liable for termination of the agreement for which first party will be solely responsible.
46. First party will provide the details i.e. names of Security guards & Supervisors, their address, date of birth & attested photograph at the time of signing of contract to IInd party and first party will intimate about any change of above information to the IInd party.

TENDER FOR THE CONTRACT FOR SECURITY SERVICE

Full Name & Address of the Tenderer in addition :
to Post Box No., if any, should be quoted in all
communications to this office

Telephone No. :
Telegraphic Address/FAX/Cellular No. :
E-mail address :

From _____

To
The Director,
GBPNIHESD, Kosi-Katarmal,
Almora. (Uttarakhand)

I/We have read all the particulars regarding the General information and other terms and conditions of the contract for SECURITY SERVICE and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Schedule-I to this Tender and I/we agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

2. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and form a part of this Tender _____ The Schedules-I &II to accompany this Tender are at pages _____.
4. Every page so attached with this Tender bears my signature and the office seal.
5. Pay order/DD No. _____ of Rs. _____ drawn in favour of the Director, GBPNIHESD, Kosi-Katarmal Almora and payable at Almora, UK is enclosed as earnest money required.

Yours faithfully,

Witness _____
Address _____
Occupation _____

Signature & Seal of the Tenderer
Telephone No. Office
Resi.
Mobile

Witness to contractor's signature
Address:
Name & Signature of Witness:
Address:

SCHEDULE TO TENDERS

PART – I

1. Name of the Firm/Agency
2. Full address with Post Box No. and Telephone No. if any
3. Constitution of the Firm/Agency (Attached copy) Indian Companies Act, 1956 Indian Partnership Act, 1932 (Please give names of partners) Any other Act, if not, the owners
4. For Partnership firms whether registered under the Indian Partnership Act, 1932, Please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender.
 - i) If answer to the above is negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tenders to refer dispute condemning business of the partnership to arbitration.
 - ii) If the answer to above is in point one and two the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partner
5. Name and full address of your Banker's
6. Your permanent Income Tax No./Circle/ ward
7. Any other relevant information

PART-II

8. Earnest Money Deposited: Yes/No.

PART-III

9. Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders
10. Name of the Permanent Representative to be visiting GBPNIHESD, Kosi-Katarmal, Almora regarding the contract

Details of the Minimum 3 years experience/work done

Sl. No.	Name of the Department/ Organization & name of contact person with Ph. No.	Period		No. of staff deployed	Remarks
		From	To		

(Authorized Signatory)

Date : _____

Place: _____

AUTHORISED SIGNATORY

Please add supplementary pages to be numbered wherever needed by the Tenderer.



G.B. Pant National Institute of Himalayan Environment & Sustainable Development
(Formerly Known as G.B. Pant Institute of Himalayan Environment & Development)
Kosi-Katarmal, Almora - 263 643, Uttarakhand

AREA TO BE COVERED BY SECURITY AGENCY UNDER JOB CONTRACT GBPNIHESD,
KOSI-KATARMAL, ALMORA

1.	The security agency will be responsible for round the clock watch & ward services of the area/security points assigned to them in 03 shifts running from 9.00 am to 5.00 pm, 5.00 pm to 1.00 pm and 1.00 pm to 9.00 am. Or as decided by the Institute.
2.	Presently the following security points are to be covered by the security agency. A) Almora campus:- i) Main gates. ii) Office Campus, Guest House, Generator and surrounding area. iii) NMHS Building. B) Rural Technology Complex, Kosi Campus:- i) Office, Laboratory campus and front area. C) Dak Banglow D) Garhwal Unit
3.	Duties of Guards. i) Security guards posted at the main gates will screen the visitors and will allow entry only after ascertaining the identity and purpose of the visit. ii) The material and goods will be allowed to take out side the Institute only after verifying the gate pass issued by the AO. Note:- <ul style="list-style-type: none">• Intensive patrolling around the security area round the clock is essential ,• The watch and ward will be for all the 07 days of the week.• The duties will be subjected to change as per the requirement of the Institute.

FINANCIAL BID:-

(This Financial Bid to be enclosed in a separate envelop with seal)

Last date for receipt of Tender: 27.03.2017 upto 2.30 p.m.

Date of opening of Technical Bid: 27.03.2017 at 3.00 p.m.

To

The Director,
GBPNIHESD, Kosi-Katarmal,
Almora, (Uttarakhand)

Sir,

I/We wish to submit our Tenders for Security Services for Providing security staff on the following rates.

Sl.	Particulars	Per Month
1.	Monthly consolidated rate offered for THE SECURITY SERVICES FOR PROVIDING security staff in accordance with the, highest standards of Allied Services and as per the terms and conditions specified in the Tenders including all labour, material, transportation, specially covered all acts & taxes etc. as applicable from time to time (Rs In Figure) (Rs. In Words)

I/We agree to forfeit of the earnest money if I/We fail to comply with any of the terms and conditions in whole or in part laid down in the Tender Form.

We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit.

Signature:

Name & Address of the Firm:

Telephone No:

Mobile No :

Schedule-II

WAGES STRUCTURE (Per Security guard per day)

Sl. No.	Particulars Per Security guard	Wages	EPF @ 13.61%	Total	Service Charges	Total	Service Tax @12.36%	Grand Total
1	Security guard with arms							
2	Security guard without arms							

Signature of the Tenderer