

BABA BANDA SINGH BAHADUR POLYTECHNIC COLLEGE
FATEHGARH SAHIB-140407



TENDER DOCUMENT

FOR SECURITY SERVICES

BABA BANDA SINGH BAHADUR POLYTECHNIC COLLEGE

FATEHGARH SAHIB-140407

PUNJAB

Important Dates:

Availability of tender Document: 15-07-2025

Tender Submission date: 15-07-2025

Tender fee (Rs. 1000/)

TENDER DOCUMENT

QUOTATION FOR PROVIDING SECURITY SERVICES TO BABA BANDA SINGH BAHADUR POLYTECHNIC COLLEGE, FATEHGARH SAHIB

TECHNICAL BID

(In separate sealed Cover-I super scribed as Technical Bid)

1.Name & Address of the Tenderer Organization/Agency with phone number, email and name and telephone/mobile number of contact person	
2. Experience in the work of providing Security Services. Particulars of experience (Attach certificates, testimonials). This shall cover the details of works of similar nature, approximate magnitude and duration carried out and/or on hand for last 3 years along with a certificate from the Agency where the job was carried out.	In the format given below

Sr. No.	Name of Organization with Complete Address	Telephone No.	Contract Period From ___ to ___	Amount Paid Person Per Month

3. Set-up of your Organization, clearly indicating details of managerial, supervisory and other staff, also indicate the number of muster roll staff available for performing this service: a) Is the establishment registered with the Government; please give details with document/evidence. b) Do you have labour license? Please provide details and attach a copy. License to keep armed guards and license for guns /shots should also be enclosed. c) Undertaking of the Agency confirming the availability of the adequate manpower of requisite qualification and Experience for deployment in BBSBPC.	
4. Are you covered by the labor Legislations, Such as, ESI,EPF, Gratuity Act etc.	
5. Please give EPF No: ESI Code: Gratuity Act, Regd. No:	
6.Are you governed by minimum wages rules of the Govt. of Punjab? If yes, please give details.	
7.Please attach copy of last return of Income Tax	
8. Please attach balance sheet of the company, duly certified by Chartered Accountant for last 3 years.	
9. PAN No. (Please attach copy)	
10.GST No.(Please attach copy)	
11.Trade License No.(Please attach copy)	
12. Service Tax Registration No. (Please attach copy)	
13. Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of Acceptance and submit as part of tender document.	
15.Please submit an undertaking that no case is pending with the police against the Proprietor/firm/partner or the Company (Agency). Indicate any convictions in the past Against the Company/firm/partner.	

(To be made on Rs 50.00 Non Judicial Stamp Paper)

DRAFT AGREEMENT

This agreement is made on _____ day of _____ Two thousand twenty five between Baba Banda Singh Bahadur Polytechnic College Fatehgarh Sahib, as one part, here in after called '(BBSBPC)' and M/s _____, having its registered office at _____ here in after called the 'Agency' for providing Security Services on the other part. WHERE as the (BBSBPC) is desirous to engage the Agency for providing Security Services for BABA BANDA SINGH BAHADUR POLYTECHNIC COLLEGE FATEHGARH SAHIB on the terms and conditions stated below:

1. The Agency shall be solely responsible for compliance to provisions of various labour, Industrial and any other laws applicable and all statutory obligations, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI, etc relating to security personnel deployed in BBSBPC. The BBSBPC shall have no liability in this regard.
2. The Agency shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed by it at BBSBPC. The BBSBPC shall have no liability in this regard.
3. Any violation of instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
4. The contract can be terminated by giving one month notice on either side.
5. In case of non-compliance with the contract, the BBSBPC reserves its right to:
 - a) Cancel/revoke the contract ;and/or
 - b) Impose penalty up to 10% of the total annual value of contract.
6. Security deposit in the form of joint FDR in the name of agency and institute head (**Rs.50000/ refundable**) or Bank Guarantee shall be furnished at the time of signing of the Agreement.
7. The Agency shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed in BBSBPC.
8. The security personnel provided by the Agency will not claim to become the employees of BBSBPC and there will be no Employee and Employer relationship between the personnel engaged by the Agency for deployment in BBSBPC.
9. There would be no increase in rates payable to the Agency during the contract period except reimbursement of the statutory wages revised by the Govt.
10. The Agency also agrees to comply with annexed Terms and Conditions and amendments the retro from time to time.
11. Decision of BBSBPC in regard to interpretation of the Terms and Conditions and the Agreement shall be final and binding on the Agency.
12. In case of delay in payment of salaries ,for a maximum time period of three months, to the security agency from the College side due to some unavoidable circumstances, the security agency will take the responsibility for paying the salaries to security guards.
13. In case of any dispute between the Agency and BBSBPC, BBSBPC shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located at FATEHGARH SHAIB. THIS AGREEMENT will take effect from _____ day of _____ Two thousand thousand twenty six and shall be valid for one year.

IN WITNESS WHERE OF both the parties have set and subscribed their respective hands with their Seal in FATEHGARH SHAIB
in the presence of the witness:

BABA BANDA SINGH BAHADUR POLYTECHNIC COLLEGE FATEHGARH SAHIB

Witness:1.

2.

AGENCY

Witness:1.

2

ANNEX

TERMS & CONDITIONS OF CONTRACT

(Annexure to Agreement)

A. Scope of Work:

- B. Providing Security services at **BABA BANDA SINGH BAHADUR POLYTECHNIC COLLEGE FATEHGARH SAHIB** by deploying required number of Security Personnel.

1. The Agency shall provide Security services by deploying adequately trained and well disciplined security personnel who shall safeguard the BBSBPC, buildings, moveable and immovable assets, equipments and other items at the above address from any thefts, pilferage or damage and also ensure safety of the employees, visitors, guests or any other persons working in its complex.
2. The security personnel shall be deployed round the clock in 3 shifts at the office of BBSBPC to safe guard the premises.
3. The Agency shall be responsible for opening/closing of the building and rooms as necessitated/directed by BBSBPC on working and closed days.
4. The Agency shall ensure that water taps/lights/AC are not left open/ on after close of working hours on normal working days as well as on off days, as the case may be.
5. The Agency shall maintain records of inward and outward movement of men (BBSBPC Employees and also regulation of guests and visitors), materials and vehicles, etc with proper check on the same as per instructions given from time to time by BBSBPC.
6. The security personnel deployed shall take regular rounds of the premises to maintain vigil and remain alert.
7. The security personnel shall be duly trained in **Fire Safety Operations**. They should be trained to operate various fire control equipment installed at BBSBPC. A mock fire drill may be organized every month.
8. The Agency shall keep the BBSBPC informed of all the matters of security and co-operate in the investigation of any incident relating to security.
9. The Agency would be responsible for providing the security guards with uniform whistle and torch lights for night patrolling including dress as per weather conditions.

B. Eligibility Criteria

1. The Bidder may be a proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted, empanelled/ registered with DGR who possess the required licenses, registrations (such as Private Security Agencies (Regulation) Act 2005) etc as per law valid at least for 12 months from the date of the opening of tender.
2. The tenderer shall have at least 3 years experience of providing Security services.
3. Having successfully completed works of similar magnitude and duration (worth Rs 5 lakhs or more per year) in last three years.
4. Proof of financial turnover with a minimum of Rs 10 lakhs per year achieved, duly attested by CA.
5. The bidder should have an office in proximity of BBSBPC.
6. There should be no case pending with the police against the Proprietor/Firm/Partner or the Company (Agency).
7. The bidder shall have the following Registrations and details of the same be provided in the Technical Bid:
 - a) PF Registration
 - b) ESI Registration
 - c) GST Registration
 - d) Valid License, issued by Regional Labour Commissioner, Govt. of India

C. Information and Conditions relating to Submission of Bids

1. The initial period of contract shall be for 12 months may be extended by two years, one year at a time depending on performance of the Agency and at discretion of BBSBPC.
2. The tender document containing eligibility criterion, scope of work, terms & conditions and draft agreement can be purchased from BBSBPC on any working day between 0930 h and 1600 h on payment of non refundable charges of Rs 1000/- only or can be downloaded from BBSBPC Website. Those who download the tender document from Website should enclose a DD for Rs 1000/- along with their bid in the Cover-I containing Technical Bid.
3. The interested agencies are required to submit the technical and financial bid separately in the format enclosed. The bids in sealed Cover-I containing "Technical Bid" and sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover super scribed "Tender for Security Services" should reach BBSBPC before 1600 h on or before **10 June, 2024**. The technical bids shall be opened at BBSBPC in presence of the bidders or their authorized representatives who choose to remain present.
4. All the pages of the tender should be signed by the owner of the firm or his Authorized signatory. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/authorization may be enclosed along with tender.

5. A copy of the terms and conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms and conditions.
6. Security deposit (**Rs.50000/ refundable** without interest after two months of termination of contract) in the form of Pay Order/Demand Draft or Bank Guarantee shall be furnished at the time of signing of the Agreement.
7. The bid shall be valid and open for acceptance of the Competent Authority of BBSBPC for a period of 90 days from the date of opening of the tenders and no request for any variation in quoted rates and/withdrawal of tender on any ground by successful bidder shall be entertained.
8. To asst in the analysis, evaluation and computation of the bids, the Authority may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.
9. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the lowest rate after complying with the provisions of Minimum Wages Act. In case two or more agencies are found to have quoted the same rates, the Competent Officer authorized by BBSBPC shall decide about the agency to which the offer shall be granted based on the report on the past performance of the firm, and length of experience etc. The decision of the Competent Authority shall be final.
10. The quoted rates shall not be less than the minimum wages of Govt. of PUNJAB and shall include all statutory obligations. The rate quoted should be consolidated and inclusive of GST, Employer EPF contribution, ESI contribution etc, bonus, insurance, leave salary etc.
11. BBSBPC shall reimburse the Agency to the extent of the amount of variation arising out of the upward revisions in minimum wages as per Labour Commissioner of Punjab above the rates mentioned in the contract and derived statutory obligations thereof provided the documentary evidence is produced by the Agency making such payments to that extent only.
12. BBSBPC reserves the right to accept or reject any or all bids without assigning any reasons. BBSBPC also reserves the right to reject any bid which in his opinion is non-responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.

D. Terms and Conditions

1. The security services and provision forther equired man power shall be as under: ShiftTime Security

Shift	Time	Security Guard	Security Guard cum Supervisor
First	8.00am to 2.00pm	02	01 (9.00am to 5.00pm)
Second	2.00pmto 10pm	02	
Third	10pmto 8.00am	3	

However, the above number and arrangement of deployment of the Security personnel is without prejudice to the right of BBSBPC to deploy the security personnel in any other number or manner considered to be more suitable by BBSBPC in the interest of the College.

2. The agency shall ensure that the security personnel deputed are Ex-serviceman/non-skilled, healthy and not more than 50 years of age. The agency will get their antecedents, character and conduct verified.
3. The full particulars of the personnel to be deployed by the agency including their names and addresses shall be furnished to BBSBPC along with testimonials before they are actually deployed for the job.
4. The agency shall not deploy or shall discontinue deploying the person(s), if so desired by the BBSBPC at any time without assigning any reason whatsoever.
5. A local representative of Agency shall be In-charge of the security system and shall be responsible for the efficient rendering of the service under the contract. While working at the premises of BBSBPC, they shall work under directives and guidance of Head, BBSBPC and will be answerable to BBSBPC. This will, however, not diminish in any way, the agency's responsibility under contract to the BBSBPC.

6. The agency shall deploy security guards trained in all facets of security work, including fire fighting. The Agency shall provide necessary undertaking and documentary evidence in this regard.
7. The visitors shall be regulated as per BBSBPC procedure and records thereof maintained as stipulated. Further, the visitors shall be attended with due courtesy.
8. A senior level representative of the Agency shall visit BBSBPC premises at least once-a-week and review the service performance of its personnel. During the weekly visit, Agency's representative will also meet the BBSBPC officer dealing with service under the contract for mutual feedback regarding the work performed by his personnel and removal of deficiencies, if any, observed in their working.
9. The Agency shall ensure that any replacement of the personnel, as required by BBSBPC for any reason specified or otherwise, shall be effected promptly without any additional cost to the BBSBPC. If the agency wishes to replace any of the personnel, the same shall be done with prior concurrence of the BBSBPC at Agency's own cost.
10. The Agency shall provide reasonably good uniform with name badges to its personnel deployed at BBSBPC at its own cost and ensure that they are used by the personnel deployed and are maintained in good condition. The incidentals, such as, belt, shoes, socks, caps, torch with cell, cane stick, gun, bullets, etc shall be borne/supplied by the Agency at its cost.
11. The agency shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the BBSBPC /Govt. of India/any State/or any Union Territory.
12. The day-to-day functioning of the services shall be carried out in consultation with and under direction of the BBSBPC. Proposals for efficient functioning of the security systems shall be discussed, considered and implemented from time to time by the agency with approval of BBSBPC.
13. The agency shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. relating to personnel deployed by it at BBSBPC or for any accident caused to them and the BBSBPC shall not be liable to bear any expense in this regard. The Agency shall make payment of wages to workers engaged by it by the stipulated date irrespective of any delay in settlement of its bill by the BBSBPC for whatever reason. The Agency shall also be responsible for the insurance of its personnel. The security agency shall specifically ensure compliance of various Laws/Acts, including but not limited to with the following and their re-enactments/amendments/modifications I) The Payment of Wages Act 1936 II) The Employees Provident Fund Act, 1952 III) The Factory Act, 1948 IV) The Contract Labour (Regulation) Act, 1970 V) The Payment of Bonus Act, 1965 VI) The Payment of Gratuity Act, 1972 VII) The Employees State Insurance Act, 1948 VIII) The Employment of Children Act, 1938 IX) The Motor Vehicle Act, 1988 X) Minimum Wages Act, 1948
14. In case of any theft or pilferages, loss or other offences, the agency will investigate and submit a report to BBSBPC and maintain liaison with the police. FIR will be lodged by BBSBPC, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility fixed.
15. The agency shall ensure that security staff appointed by them is fully loyal-to and assist the BBSBPC during normal periods as well as during strike and other emergencies for the protection of personnel and property both moveable and immoveable to the entire satisfaction of the BBSBPC.
16. In case of any loss that might be caused to the BBSBPC due to lapse on the part of the security personnel discharging security responsibilities will be borne by the Agency and in this connection, BBSBPC shall have the right to deduct appropriate amount from the bill of contracting agency to make good such loss to BBSBPC besides imposition of penalty. In case of frequent lapses on the part of the security personnel deployed by the contractor, BBSBPC shall be within its right to terminate the contract forth with or take any other action without assigning any reason whatsoever.
17. In the event of any security personnel being on leave/absent, the agency shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities the agency shall make provision for leave reserve.
18. As and when BBSBPC requires additional security strength on temporary or emergent basis, the agency will depute such security personnel under the same terms and conditions. For the same, a notice of two days will be given by the BBSBPC. Similarly, if the security personnel deployed by the agency any time are found absent from duty or sleeping or found engaged

in irregular activities, the BBSBPC shall deduct the requisite amount at the pro-rata rates from the bill of the agency besides imposition of penalty for non-observance of the terms of contract.

19. The agency shall arrange to maintain at the security desk/booth, the daily shift-wise attendance record of the security personnel deployed by it showing their arrival and departure time. The Agency shall submit to BBSBPC an attested photo copy of the attendance record and enclose the same with the monthly bill.
20. The BBSBPC shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable.
21. There would be no increase in rates payable to the Agency during the Contract period except reimbursement of the statutory wages revised by the Government.
22. The Income-taxes applicable shall be deducted from the bill unless exempted by the Income-tax Department.
23. The Security personnel deployed by the agency shall have at least the minimum elementary knowledge of reading and writing so as to be able to make entries in the registers kept at the security desk/booth whenever required and also to write their names in the attendance register and mark their arrival and departure by signing in the register.
24. In case of non compliance/non-performance of the services according the terms of the contract, the BBSBPC shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the contract.
25. The agency shall be solely liable for all payment/dues of the Workers employed and deployed by it. The agency shall fully indemnify BBSBPC against all the payments, claims, and liabilities whatsoever incidental or directly arising out of or for compliance with or enforcement of the provisions of any of the labour or other laws to the extent they are applicable to establishment /work in BBSBPC premises/facility.
26. The decision of BBSBPC in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
27. In case of any dispute between the Agency and BBSBPC, BBSBPC shall have the right to decide. However all matters of jurisdiction shall be at the local courts located at Fatehgarh Sahib.
28. In case of any dispute or differences arising under the terms of this Agreement the same shall be settled by reference to arbitration by a sole Arbitrator to be appointed by Head, BBSBPC. The provisions of Arbitration and Conciliation Act 1996 shall be applicable.
29. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.
30. The agency shall provide the breakup of salary as per the format given below as per Govt. Rule.

	A	B	C	D	E	F	G	H	
Designation	Basic Salary	EPF(Employer Share)	EPF(Employ. Share)	ESI(Employer Share)	ESI(Employ. Share)	Admin. Charges	Total Salary	Total deductions (C,F&E)	Payable Salary
Supervisor									
Security guard/ Watchman									

30. An agreement shall be signed with the successful bidder as per specimen enclosed.

Note: These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between BBSBPC and the Agency and any non-compliance shall be deemed as breach of the Contract/Agreement.

FINANCIAL BID

(In sealed Cover-II super scribed "Financial Bid")

QUOTATION FOR PROVIDING SECURITY SERVICES TO BABA BANDA SINGH BAHADUR POLYTECHNIC COLLEGE FATEHGARH SAHIB PUNJAB

Sr. No.	Particulars	Unit	Rate per person/per month(In Rs)	Amount in Rs
1.	Security Guards Un-Skilled	07		
2.	Security Guards cum Supervisor Semi-Skilled	01		

Declaration by the Tenderer: This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Note: i) No other charges (except GST) would be payable by BBSBPC Fatehgarh Sahib.

ii) There would be no increase in rates during the Contract period except provision under the terms and conditions.

(Signature of Tenderer with seal)

Name:

Seal:

Address:

Phone No (O):

Date:

