

**EXPRESSION OF INTEREST**

The General Administration Department, Janata Bhawan, Dispur, Guwahati-06 invites sealed Expression Of Interest (EOI) from security agencies to provide security services for Govt. Residential Quarters located at various locations of Guwahati.

EOI is to be submitted before : 17:00 hrs on 31st August' 2019

In the event of closure of the office on the submission date due to any reason, the next working day will be the date of receiving and opening of the EOI.

Contact Details

Particulars	Telephone	E mail
The Secretary, General Administration Department, Dispur	9435142537	gad.assam@gov.in
Website: <a href="https://gad.assam.gov.in">https://gad.assam.gov.in</a>		

The document may be downloaded from the website of General administration Department

The undersigned reserved the right to accept or to reject any or all the offers without assigning any reason thereof.



Secretary to the Govt of Assam  
General Administration Department

01.

Sl. No	Particulars Required	Supporting Compliance Documents
1.	The applicant shall be a firm / company under the Indian Companies Act, 1956 who have their registered office in Assam and must have its own Headoffice in Guwahati.	Copy of Certificate of incorporation, if any.
2.	The firm should be in the business of providing similar services for at-least 3 years as on 31.03.2019	Certificate by Company Secretary
3.	PAN No./Goods and Service Tax Registration Certificate/EPF & ESI details	Copy of certificate to be enclosed
4.	The firm should not be blacklisted by any Central Govt/State Govt./Govt bodies	Certificate signed by authorized signatory
5.	Full postal address with pin code, email, mobile no., phone, fax etc.	
6.	Company registration details preferably registration/licence	Registration Number, Date of Registration, Validity Period
7.	Present strength of the firm/agency : Please give all details of manpower, vehicle owned etc	Details to be furnished

02.

Evaluation criteria and method of evaluation:

- a) Screening of EOI shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- b) EOI will be evaluated for short listing inter-alia based on their past experience of handling similar services, strength of their manpower. The proposal to the selection committee whose decision will be final.

## Terms and Conditions

- 1) The EOI is not an offer and is issued with no commitment.
- 2) The General Administration Department, Govt. of Assam, reserve the right to withdraw EOI and or vary any part thereof at any stage. The General Administration Department, Govt. of Assam, further reserves the right to disqualify any bidder, should it be so necessary at any stage.
- 3) The Service provider shall be fully responsible for the protection of property against theft, pilferage, fire etc ensuring safety of manpower, guiding visitors to concerned officials, regulating entry of unwanted visitors/salesman/vendors, maintenance of visitors registers, preventing entry of stray animals like dogs, cows etc, regulating the entry and exit of vehicles round the clock in the allotted place.
- 4) In-case of any theft or burglary, it will be the duty of the security agency/contractor or its representatives to lodge FIR at the concerned Police Station with due intimation to the President/Secretary of the Residential Welfare Committee concerned.
- 5) The security agency shall be fully responsible for any loss of material and property attributable to the negligence or failure of the security personnel in compliant with prescribed procedures. The decision of the competent authority of the Department in this regard shall be final and binding on the contractors.
- 6) If any personnel deployed for the security service is found to be unsatisfactory, he shall have to be withdrawn by the contractor within 24 hrs from the campus.
- 7) A complete list of the security personnel engaged by the service provider/ contractor for the deployment in residential complexes under GAD shall be furnished by the contractor along with complete address and antecedents. The contractor shall deploy only those whose antecedents have been verified by the police authorities. **Further, the contractor shall ensure deployment of only such personnel who are not residing in the close vicinity of the campuses.**

8) The service provider will be paid the minimum wages as applicable within the meaning of Minimum Wages Act, 1948 (as applicable in the State of Assam) for the following who will be treated at par with skilled/semi-skilled/unskilled as the case may be.

(a) Security Supervisor/Security Guard – Skilled/semi skilled

(b) Security Guard- skilled/ semi skilled

9) The contractor will bear full responsibility for providing a smart uniform to the security personnel like :

(a) Two shirts and two trousers

(b) Two pairs of shoes and shocks

(c) Two jersey pullovers

(d) One jacket and one belt

(e) Scarf, torch, batteries, lathi, whistle and stationary items etc.

(f) One raincoat

(g) One pair of gum boots

(h) One umbrella

Any extra clothing required in case of extreme cold will be uniform pattern.

10) The Contractor will follow all the statutory requirements as per Labour Laws prevailing during the contract period and will be solely responsible for following all such laws. In case of revision /increase of rate of minimum wages by the Govt. only excess amount pertaining wages along with EPF and ESI will be paid by the Department,. The contractor is required to quote service tax (Govt Levy) separately at the rates applicable in Assam.

11) No leave of any kind shall be sanctioned by the Department to the security personnel.

The contractor shall be liable to make arrangements in case of absence of security personnel. No short leave or meal relief shall be permitted unless the contractor provides suitable substitute without any extra payment. The contractor shall have to provide sufficient number of leave reserves.

- 12) The Contractor shall have to replace/transfer security personnel on a random basis. This shall be done with prior information to the Department and residential welfare committee concern and full particulars of the security so deployed shall have to given. In case of the security found to be posted without the prior information of Department, the authority shall not be liable to pay for such security. The contractor will be at absolute liberty to rotate the deployment pf staff/personnel so deputed among different locations for ensuring better security prospects and for better utilization of energies of its personnel. A security personnel deployed by the contractor must not be kept in the same premises for a period of more than eleven months at a stretch and replacement of the same should be intimated to the concerned authority.
- 13) The number of security personnel required can vary subject to requirements.
- 14) The service provider/contractor will only fix the timing of the various duty shifts. However the same may be in exceptional circumstances be subject to change at the discretions of the competent authority. A single duty shift will have a normal duration of 8 hours excluding rest/intervals.
- 15) It should be ensured that trees, flowers and plants are not damaged either by the campus inmates or outsiders.
- 16) The performance of the security service under this contract will be reviewed by the concerned officer on the second day of every third month and the contractor will remain personally or depute an authorized representative for the same. In the event of second day of the third month being a holiday the meeting shall take place on the next working day.
- 17) The contractor shall have to co-ordinate with local police during any incident under the guidance of authorized officer of the department.

04.

### **Conditions for Tenderer**

N.B. Tenderers are advised to quote as per their plan for security arrangement

1. Tenderer should provide all prices as per the prescribed format. (Annexure - I)
2. In order to avoid ambiguity in price of wages, latest ( or same ) notification for

calculation of wage component will be taken into consideration.

3. The overall contract value shall be used for the purpose of price evaluation bids.
4. All the prices (even for taxes) are to be entered in Indian Rupees only.
5. It is mandatory to provide breakup of all taxes, duties and levies wherever applicable.
6. Department reserves the right to ask the tenderer to submit proof of payment against any of the Taxes, Duties, Levies indicated.
7. The tenderers need to account for all out of pocket expenses due to Boarding, Lodging and other related items.
8. The wages rate may change in future per Govt. order since minimum wages are subjected to increase as per the Govt. notification.
9. Rate quoted per person per month should be inclusive of all statutory requirements as per the Minimum Wages Act, 1948 (as applicable in the State of Assam) and in accordance of statutory provisions and requirements laid down by all Labour Acts applicable or any other statutory requirements in force at the applicable time.

ANNEXURE-I

Break up of wages component along with unit price (in Rs) for security services

Sl. No	Category	Salary/Wages (A1)	ESI(A2)	Uniform(A3)	Any other(A4)	Total wages / month ( $P_m = A_1 + A_2 + A_3 + A_4$ )