

**TENDER DOCUMENT  
FOR  
SECURITY SERVICES**



**INSTITUTE OF HOTEL MANAGEMENT, CATERING & NUTRITION  
LIBRARY AVENUE, PUSA,  
NEW DELHI-110 012**

INSTITUTE OF HOTEL MANAGEMENT, CATERING & NUTRITION  
LIBRARY AVENUE, PUSA,  
NEW DELHI-110 012

**TENDER DOCUMENT FOR**  
**SECURITY SERVICE**

**Cost of Tender Document :** **Rs. 1000/-**

**Supplied vide IHM Receipt No. :**  
\_\_\_\_\_

**Dated:** \_\_\_\_\_

**Last Date & Time for Sale of Tender Documents:**

**10/12/2018**  
\_\_\_\_\_

**Last Date, Time & Venue for Submission of filled in Tender Documents:**

**10/12/2018**  
\_\_\_\_\_

**IHM, PUSA**  
\_\_\_\_\_

**Venue:** \_\_\_\_\_

**Date, Time & Venue for opening the Technical Bid**

**12/12/2018 TIME: 15.30 HRS**  
\_\_\_\_\_

**IHM,PUSA**  
\_\_\_\_\_

**Venue:** \_\_\_\_\_

**Institute of Hotel Management, Catering & Nutrition,  
Pusa, New Delhi-110012**

Telephones: 25841411, 25840147, 25842429

From

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To

The Principal,  
Institute of Hotel Management,  
Catering & Nutrition,  
Pusa, New Delhi-110012.

Subject: - Submission of Tender contract for providing complete Security services in the Institute of Hotel Management, Catering & Nutrition, Pusa, New Delhi-110012. (2018-2019)

Dear Sir,

With reference to your advertisement inviting tender. I hereby offer to provide complete Security services in your Institute and shall work truly and faithfully as set forth in the attached Financial bid/technical bid and terms and conditions and shall be responsible for all complaints as regards the quality of services and in case of any dispute the decision of the Institute authority shall be final and binding on me/us.

A crossed DD.No.\_\_\_\_\_ dated \_\_\_\_\_ for the prescribed amount of Rs. 1,50,000/- drawn in favour of Principal, Institute of Hotel Management, Catering & Nutrition, Pusa, New Delhi-110012 payable at New Delhi enclosed, as earnest money as desired. I/we fully understand that in the event of my/our tender being accepted this earnest money shall be retained by you as security deposit payable by me/us for the faithful and satisfactory execution of the contract.

I/we shall have no claim to get the refund of earnest money prescribed against the tender in the event of my/our non-compliance of contract provided such contract is implemented within the period of validity.

My/our EPF No./ ESI No./ Regd.No. are as follows:-

1. EPF No. \_\_\_\_\_
2. ESI No. \_\_\_\_\_
3. Registration No. \_\_\_\_\_

I further understand that my/our earnest money will stand forfeited in case of unsatisfactory services/violation of any term or if I withdraw my tender at any stage during the currency of the period of validity.

My/our tender shall remain valid for a period of 90 days from the last date prescribed for submission of the Tender.

My/our tender along with terms and conditions with relevant columns and annexure duly filled in under my/our attestation and with each page of the tender paper including the enclosed technical bid/ financial bid and terms and conditions signed by me/us in our capacity of sole/owner/general or special attorney attached is submitted for your favourable consideration.

I/we has/have read the enclosed terms and conditions carefully and has/have signed the same in token of their absolute and un-qualified acceptance. My/our tender constitutes a firm offer under the Indian Contract Act, 1972 and open to an acceptance in whole of my offer, if accepted on the attached terms and conditions, will constitute a legally binding of contract and shall operate in the contract as defined in the Indian Contract Act, 1872.

Thanking you,

Yours faithfully,

Signature with stamp and full address

Place: - \_\_\_\_\_  
Dated: - \_\_\_\_\_

**TECHNICAL BID**  
**INSTITUTE OF HOTEL MANAGEMENT, CATERING & NUTRITION**  
**LIBRARY AVENUE, PUSA, NEW DELHI-110 012**

(To be enclosed in a separate sealed envelope)

For providing services of unskilled/ semiskilled/ skilled manpower to  
INSTITUTE OF HOTEL MANAGEMENT, PUSA NEW DELHI-12

Tender Form No: \_\_\_\_\_

1.	Name of Tendering Company / Firm/ Agency ( Attach certificates of registration)	
2	Name of proprietor / Director/ Partner or Member of Company / Firm/ Agency	
3	Full address of Registered Office with Telephone No. FAX and E-Mail	
4	Full address of Operating / Branch office with Telephone No. FAX and E-Mail	
5	Banker of Company / Firm/ Agency with full address ( Attach certified copy of statement of A/C for the last two years)	
6	PAN /GIR No. (Attach Copy)	
7	GST Registration No.(Attach Copy)	
8	E.P.F Registration No.	
9	E.S.I Registration No. (Attach copy)	
10	Name of the Clients and documents showing completing service of value not less than Rs. 50 Lakh per annum related to providing human resources during last two years.	
11	Give details of the major Manpower providing contracts handled by the tendering Company / Fir. Agency on behalf of PSUs and Government Departments during the last three years. ( Attach copy of work orders)	

12	At least one valid contract for similar work	
13	List of Arbitration cases, if applicable.	
14	Undertaking to the effect that the personal deputed to the Institute have been screened by the police verification	
15	Undertaking by bidder to the effect that there is no police case pending against the proprietor/firm/parties relating to the previous service contracts.	
16	Affidavit stating that the agency is/ has not been black listed by Centre/ State Government /PSU ( Attach in original)	
17	Declaration about Fraud and corrupt practices(Duly signed & attested as given in the Tender Document- Annexure-III)	
18	The Agency Should be Registered under Private Security Agency Regulation Act of 2005. Copy of proof to be attached.	

Signature of authorized person

NAME:

SEAL:

DATE:

PLACE:

## FINANCIL BID

(To be enclosed in a separate sealed envelope)

For providing services of semiskilled/ skilled manpower to  
INSTITUTE OF HOTEL MANAGEMENT, PUSA NEW DELHI-12

Tender Form No: \_\_\_\_\_

1. Name of tendering Service Provider Company/ Firm./ Agency /

2. Details of Earnest Money Deposit

Amount

D.D./ P.O & Date

Drawn on Bank

3. Rates are to be quoted in accordance with the Minimum Wages Act, 1948 as applicable in the NCT of Delhi and other bylaws applicable (inclusive of al statutory liabilities, taxes, levies, Cess etc.)

S. No	Description	Rate/Wages per day per person.	PF *	ESI *	GST	Any other charges	Contractor's profit (service charge)	Total per person per day
1	Security Supervisor							
2	Male Security Guard							
3	Female Security Guard							

**\* Quoted rates should not be less than the latest rates of minimum wages as prescribed by Government of Delhi and as applicable in Central Government. Bidders are advised to take into account all other factors of payments (like weekly off, national holidays, over time etc.) which quoting their rates.**

**Institute of Hotel Management, Catering & Nutrition,  
Pusa, New Delhi-110012**

Telephones: 25841411, 25840147, 25842429

Terms and conditions for the Annual Contract of complete Security Service.

**SECURITY: -**

Security Guards (9): - {age of 30-45 years}  
: - Round the clock at least 3 per shift of 8hrs. 2 men  
and 1 Lady Guard in General shift 9 to 5  
**Height** – Minimum 170 cm, weight 65 to 80kg.

Security Supervisors (2) : - {age of 30-45 years}  
: - 2 Security Supervisor round the clock  
: - **Height** – Minimum 170 cm, weight 65 to 80kg.

*ALL THE STAFF SHALL BE VIEWED BY THE SECURITY INCHARGE AND SHALL BE DEPUTED ONLY AFTER APPROVAL.*

1. The contractor will provide the uniforms to the persons deputed in the Institute. He will ensure that all the persons are in uniforms. The persons deputed should be well groomed on all the duty days and dressed properly.
2. The contractor will supply the complete uniforms to the security staff in consultation with the Principal within 7 days from the date of entering into contract. Any person found without uniform on duty shall be charged 100/- per day for such lapse.
3. All the security staff deputed in the Institute should always be in uniform on duty prescribed and approved by the Institute. However the uniform will be provided by the contractor.
4. Medical certificate of all the persons engaged by the contractor should be healthy, physically fit and free from communicable disease.
5. The contractor shall bear all expenses regarding uniforms, preparation of their Identity card, compensations, wages and allowances (DA), PF, ESI, Bonus and Gratuity as applicable relating to personnel engaged by him and abide by the provisions of various labour legislations **including weekly off and working hours.** The contractor **shall pay the wages to the personnel on or before the 7<sup>th</sup> of every succeeding month,** irrespective of delay in payment of Bill by the Institute for whatever reason. Wages payable shall not be less than the minimum wages payment as declared by the Delhi Government from time to time. The contractor shall also quote his rate of profit (service charge) in addition to the wages to be paid to his workers. Contractor shall submit workers EPF number and proof of submission of EPF, ESI etc as applicable every month for the previous month along with the monthly bill with respect to all employees deployed by him at Institute, and in case of any difference in the amount for which documentary evidence has not been provided, Institute has the right to deduct the amount



accordingly in the account of respective worker, it shall be the sole responsibility of the contractor to comply with all prescribed provisions of Labour rules/Laws/Act. Further the agency shall specifically ensure compliance of various Labour Laws/Acts including but not limited to with the following and their re-enactments/amendments/modifications.

- a) The payment of wages Act 1936
  - b) The Employees Provident Fund Act, 1952
  - c) The Factory Act, 1948
  - d) The Contract Labour (Regulation) Act, 1970
  - e) The Payment of Bonus Act, 1965
  - f) The Payment of Gratuity Act, 1972
  - g) The Employees State Insurance Act, 1948
  - h) The Employees of Children Act, 1938
  - i) The Motor Vehicle Act, 1988
  - j) The Minimum Wages Act, 1948
6. The replacement of personnel as required by the Institute will be effected promptly by the Contractor; if the contractor wishes to replace any of the personnel, the same shall be done **after prior consultation/approval of the Institute.** The full particulars of the personnel to be deployed by the contractor including the names and address shall be furnished to the Institute along with testimonials before they are actually deployed for the job. However with respect to substituted personnel, payment of their ESI and EPF will be considered by the Institute subject to documentary evidence provided by the contractor in this regard. The same terms and conditions of agreement shall also be applicable to the substitute worker, and the contractor shall have to submit the complete details including EPF and ESI account of such worker.
  7. The contractor shall be solely liable for all payment/dues of the workers employed and deployed by him with reliable evidence provided to the Institute. In the event, Institute makes any payment or incurs any liability, the contractor shall indemnify the Institute completely.
  8. The contractor shall be responsible for the attendance of his staff in the Institute. In case of any staff of the contractor remains absent or is granted leave the contractor will send/arrange his substitute otherwise a penalty of 100/- per day per person will be imposed and will be deducted from the bill of the contractor for the absence period.
  9. In case of inability of personnel deputed to do the job in this Institute, the same will be got done from the market at the cost of the contractor and the amount will be deducted from the bill presented in the Institute along with the absenteeism penalty without information 100/- per person/per day.
  10. The contractor will also include any other unforeseen circumstances, which may require attention for the security of the building and related problems.
  11. Duty attested photocopies of the Reg.No. GST No. and PAN No., have to be submitted by the contractor along with the tender subject to subsequent verification from the originals.
  12. Canvassing in any form will be viewed seriously and if any bidder is found resorting to such practice, the tender of such firm will be summarily rejected.

13. The tenderer should be financially sound and produce a solvency certificate by an Indian Nationalized Bank.
14. The earnest money for the contract is 1,50,000/- (One Lakh Fifty Thousand Only) may be sent along with the Tender Form which will be refunded by cheque after acceptance of Tender Form or after a lapse of three months or whichever is earliest to the unsuccessful Tender. The contractor who will be given the contract will be responsible for overall complete security. The deposit of 1,50,000/- will be retained as security which is refundable after successful completion of the contract. No interest will be paid on this security.
15. In case the contractor discontinues the contract in between hi security will be forfeited.
16. He should have annual turn over of at least 1,00,00,000/- (One Crore Only) consistently for the last three years.
17. In case of emergency, the contractor will be required to depute extra staff without any extra charge.
18. The personnel employed/deputed for the complete security will be on the pay roll of the contractor and will be employees of the contractor for all contents and purpose. However, the contractor will communicate the Parentage, Residential Address, Date of Birth, and Police verification required etc, along with a photograph of the person.
19. The Principal/Secretary of the Institute of Hotel Management, Catering & Nutrition, Pusa, New Delhi-110012 or any of his nominee shall be liberty to check any time, deployment of staff by the contractor.
20. The antecedents of the personnel deployed by the contractor shall be above board.
21. The staff deployed for the security by the contractor will be issued Identity Card by the contractor which will be required to be displayed at the time of duty.
22. In case of pilferage theft/breakage, the contractor will be responsible. The Principal/Secretary will be on liberty to deduct the amount of such loss from the contractor after holding an enquiry. The decision o the Principal/Secretary to this effect shall be final and binding upon the parties.
23. The Institute shall retain Ten Percent of the total amount of the tender for a period of one year, the amount will be released after the lapse of Annual Contract.
24. In case of unsatisfactory performance and violation of any conditions the contract shall be liable to be cancelled and security will be forfeited. The staff so deployed will not be changed by the contractor, without approval of the Institute authority. The contractor will ensure that no person shall be deployed on double duty except in emergency circumstances with the prior approval of the Institute authority.
25. That the contractor shall not assign the contract to any other concern/individual.
26. That in case of dispute, it shall be referred to the sole arbitration of Secretary (Tourism), Ministry of Tourism & Culture, Government of India, New Delhi, whose decision shall be final and binding on both the parties.
27. There will be only one weekly off to be decided by the Principal/Secretary.
28. The E.P.F. & E.S.I. will be deducted on the full wages as per minimum Wages Act.
29. The contractor will pay at least the minimum wages as per wages fixed under the minimum Wages Act/Delhi Government.
30. The contractor will be responsible for the payment of statutory liability such as EPF/ESI and other charges if any in respect of persons deputed in the Institute and will submit the deposit challans for the previous month along with remuneration bill.

31. The contractor will disburse the wages electronically in the respective account number of the personnel on or before the 7<sup>th</sup> of every month.
32. The materials and equipment if required shall be supplied by the Institute of Hotel Management, Catering & Nutrition, Pusa, New Delhi-110012.
33. The contract will be valid for one year subject to renewal on mutually agreed terms.