

**DAYALBAGH EDUCATIONAL INSTITUTE**  
**DAYALBAGH, AGRA – 282 005**

**Notice Inviting Tenders**

Limited Tender No.: DEI/Registrar/CAO/HS/2016-17/TDR-18

Date: 13 September 2016

Limited Tenders for providing Services of Night Watchman (Uniformed Security Guards (Unarmed)) on out sourcing basis in THE INSTITUTE AT DAYALBAGH, AGRA-282005

Sealed tenders are invited from reputed Companies / Societies / Agencies providing trained and suitable manpower (part time for six hours) for security of the institute, on outsourcing basis for a period of one year on the following terms & conditions:

S.No.	DESCRIPTION OF ITEMS	QUANTITY	Remarks
1.	Trained, dedicated and disciplined Night Watchman (Uniformed Security Guards (Unarmed))	15 Numbers (Approx)	The number may vary according to need

The tenderer shall be required to submit the Earnest Money Deposit (EMD) for an amount of **Rs. 20,000/-** by way of demand drafts/ banker's cheque/FDRs which is refundable and a non-refundable tender fee for an amount of **Rs. 200/- (Rupees two hundred only)** by Demand draft. The demand drafts shall be drawn in favour of "Registrar, Dayalbagh Educational Institute, Agra" payable at Agra. The demand drafts (validity 45 days beyond final bid) for earnest money deposit & tender fee must be enclosed in the envelope containing the bid documents, super-scribed with tender number, due date of submission on the envelop and addressed to :

**"The Registrar  
Dayalbagh Educational Institute,  
Dayalbagh, Agra – 282005,  
Uttar Pradesh"**

**Note:** Central Purchase Organization, Small Scale Industries/ National Small Scale Industries Corporation shall be exempted from payment of Earnest Money Deposit. Tenderers seeking exemption should enclose a self attested photocopy of valid registration certificate with NSIC.

(The Earnest Money will be liable to be forfeited if quotation is not honored or if contract is not signed with the Institute, after the award is made to the Tenderer)

1. Time and last date of submission of the Bid: 11.15 am on 04.10.2016
2. Time of Bid Opening: 11.45 am on 04.10.2016
3. Venue of Bid Opening: Conference Hall , CAO, Dayalbagh Educational Institute.

Interested Companies / Societies / Agencies may post (at the above address) or put the tender document complete in all respect and other requisite documents in the tender box kept in the General Section, CAO, Dayalbagh Educational Institute, Dayalbagh, Agra- 282005. The tenders shall not be entertained after this deadline under any circumstances whatsoever. For more details please visit Institute's website <http://www.dei.ac.in>.

**REGISTRAR**  
**Dayalbagh Educational Institute**

## **TERMS & CONDITIONS**

1. The contract will be for one year presently and can be extended further with mutual agreement.
2. Bidder should have at least three years experience or they should get a certificate of reliability from a person of eminence.
3. The contract can be cancelled if any irregularity or unsatisfactory performance found during the contract period.
4. The personnel deputed to us will work under our supervision.
5. If their services are not found satisfactory, they will be surrendered to you, without assigning any reason.
6. You shall raise your bill on monthly basis which shall be paid in your bank account through RTGS/NEFT after making necessary statutory deductions, if any.
7. Number of personnel may vary according to the requirement from time to time.
8. The security service is required round the clock i.e. 24 hours and the security guards shall be required to work on shift basis.
9. Trade License/Company/Society Registration No.
10. VAT / Service Tax Regn. No.
11. Income Tax PAN No.
12. Firm's Bank A/c full details (as per Mandate Form)
13. Bidder must follow the applicable laws in force.
14. Bidders are requested to quote rate per person with breakup all taxes in the recognized Accounting units otherwise your quotation will not be accepted. Bidders must indicate if their rate is inclusive of Service Tax / others taxes.
15. In case opening date happens to be holiday, tender will be received and opened on the next working day at the same time and same place. Quotation received after the closing date will not be entertained and revision in the price will render the bid invalid. Quotation should indicate clearly the period of Validity, preferably not less than 45 days.
16. Bids will be evaluated after equated comparison of offers upon calculating all tax/ duty/ cess/ surcharge/ discount and other charges with rates and non-compliance of technical and commercial terms will render a bid liable for rejection.
17. An exemption Certificate from the Income Tax Authority if any, be submitted within one month otherwise the Tax would be deducted at the applicable rates.
18. Bidders will have to submit Bills to this office in triplicate duly pre-receipted (and stamped for amount over Rs. 5000/-) and supported by the relevant documents for audit and payment direct to your bankers through RTGS/NEFT. Generally, payments can be expected within one month.
19. The Institute is not bound to accept the lowest rate or any other offer and the acceptance of the offer is entirely at the discretion of the Committee.
20. The Institute reserves the right to select / reject and to revise or alter the Terms and Conditions before acceptance of any tender and accept or reject any or all tenders, wholly or partly or close the tender without assigning any reason whatsoever.
21. The Bidder shall be required to submit the amount of Earnest Money Deposit (EMD) mentioned in the Notice Inviting Tender which is refundable and a non-refundable tender fee for an amount of Rs 200/- (Rupees two hundred only) by way of demand drafts. The demand drafts shall be drawn in favour of "Registrar, Dayalbagh Educational Institute, Agra" payable at Agra. The demand drafts (validity 45 days beyond final bid) for earnest money deposit & tender fee must be enclosed in the envelope containing the bid.
  - a.) The firm(s) that are registered with the National Small Industries Corporation (NSIC) / or Small Scale Industries (SSI) are exempted from furnishing the EMD. Self-attested photocopy of the valid registration certificate must be enclosed with their bid.
  - b.) The demand drafts for EMD & tender fee must be enclosed in the envelope containing relevant document and super-scribed with tender number and due date of submission on it. Any envelope containing relevant document is found without the demand drafts of EMD and tender fee will be rejected. The Institute will not be liable to pay any interest on such an amount. The EMD shall be forfeited, if the Bidder withdraws its bid during the period of validity of Tender.
22. Arbitration and Laws: In case of any dispute or difference arising out of or in connection with the tender conditions / order and Contract, the Institute and the Supplier will address the dispute / difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by the Institute. The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Agra only. The resolution of the Arbitrator shall be final and binding on both the parties.
23. Jurisdiction: The courts at Agra alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender /contract. It is specifically agreed that no court outside and other than Agra court shall have jurisdiction in the matter.

**Registrar, DEI**