

**ARMY COLLEGE OF NURSING (ACN)
DEEP NAGAR, JALANDHAR -144005
TELE: 82838-24167
EMAILID: acn_mh@yahoo.co.in**

WEBSITE: [www\(dot\)acn\(dot\)co\(dot\)in](http://www(dot)acn(dot)co(dot)in)

Date: Nov 2023

TENDER FOR OUTSOURCING AGENCY (SECURITY)

1. Bids are invited for outsourcing of **Security Services** for Army College of Nursing (ACN), Deep Nagar, Jalandhar Cantt-144005:-

Ser No	Category of Manpower	Duties/Responsibilities	Gender	Total
(a)	Security Guards (unskilled)	Security of College and Hostel Complex	Male	10
			Total	10
Note: As per requirement, number of employees may increase/decrease at any point of time.				

2. Interested bidders may download the tender documents from College website and submit their bids in sealed envelope to **Registrar, Army College of Nursing (ACN), Deep Nagar, Jalandhar Cantt-144005** by **12:00 PM on 14 Nov 2023**, alongwith the tender document fee of **Rs 500/- (Non-refundable)**
3. Price should be inclusive of GST and all applicable taxes.

**Registrar
Army College of Nursing
Jalandhar Cantt**

Date: Nov 2023

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TENDER FOR OUTSOURCING AGENCY (SECURITY SERVICES)

Sub: INVITING BIDS FOR ENGAGING SERVICE PROVIDER FIRM FOR PROVIDING SECURITY SERVICES THROUGH SERVICE CONTRACT

Sir/Madam,

1. **Army College of Nursing, Deep Nagar, Jalandhar Cantt-144005** is functioning under the aegis of Army Welfare Education Society (AWES), New Delhi.
2. Sealed Bids are invited by **Army College of Nursing, Deep Nagar, and Jalandhar Cantt-144005** from the registered service firms for providing **Security Services** through service contract for a period of 12 months.
3. Address/ Location of the college is:-

**Army College of Nursing
Deep Nagar,
Jalandhar Cantt-144005**
4. An outline of tasks to be carried out by different category is provided asunder :-

Ser No	Category of Manpower	Duties/Responsibilities	Gender (Male)	Total
(a)	Security Guards (unskilled)	Security of College and Hostel Complex	10	10
Total			10	10

Note: As per requirement, number of employees may increase/decrease at any point of time.

5. **Quoted Price.**

(a) The bidder shall quote unit rate which shall comprise of monthly remuneration, EPF, ESI, & other statutory costs and service charges in the format of quotation attached (Annexure-A).

(b) The rate quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except the statutory provisions, if amended.

(c) In case change in rates is due to statutory requirement, only such change will be accepted and not any additional liability i.e., percentage of profit/service etc. As such the bidder while submitting the bid should specifically, quote the rate etc. in this regard.

(d) The Bidder shall deposit an EMD of **Rs 10,000/- (Rupees ten thousand only)** in the form of a Demand draft/Cheque to be issued in favor of **Army College of Nursing**, valid for 90 day after the date of submission of bids.

(e) The selected firm has to furnish performance security in the form of Demand Draft for an amount of **Rs 1,50,000/- (Rupees one lakh fifty thousand only) or one month billing amount (whichever is higher), within 15 days** of award of contract. The same will be assessed based on the rates quoted by the bidder.

(f) Each Bidder can submit only one Bid.

6. **Terms and Conditions.**

(a) The contracting agency will ensure submission of bill of every preceding month on 1st of every succeeding month to **Army College of Nursing (ACN)** office / premises. Payment to the contacting Agency will be released within five working days from the date of receipt of the invoice/bill.

(b) The TDS/ Statutory deductions as applicable from time to time shall be deducted from the monthly payment of Agency.

(c) Remuneration to the engaged staff shall be disbursed by agency into the bank account of engaged staff through RTGS/NEFT, after obtaining authorization from engaged staff.

(d) The contracting Agency will submit the proof of disbursement after making the payment to the employees to the **Army College of Nursing (ACN)**:-

(i) Details of disbursement made to the staff furnishing through RTGS/NEFT (details for each payment).

(ii) Copy of electronic challan receipt (ECR) as e-challan for **Army College of Nursing (ACN)** proof of payment of statutory obligation such as EPF, ESI, GST and any other applicable tax, individual name wise receipts are required.

(e) The contracting agency will provide Identity cards with the mention of EPF/UAN and ESIC numbers, to all their employees deputed as per the format suggested by the Indenting Office, valid for the period of the contract.

(f) It is mandatory for the contracting agency to submit the attached copy of license from the Competent Authority (i. e. Punjab Govt/Central Govt) under PSARA Act-2005 for running the business of providing unskilled/semi-skilled/skilled manpower / security services in the State of Punjab, failing which the bid will be treated as disqualified/non responsive.

(g) The contracting agency will be required to sign an agreement with **Army College of Nursing (ACN)**. All terms and conditions specified in the Bid document and accepted bid will also be included in the agreement.

(h) In case of any loss, theft/sabotage caused by /attributable to the personal deployed, The **Army College of Nursing (ACN)** reserves the right to claim and recover damages from contracting Agency.

(j) The antecedents of all workers will be verified from the police by the contracting Agency and submitted to **Army College of Nursing (ACN)** before employment for work.

(k) The contracting agency will deploy three trained/professional security guards who are physically & medically fit **Per Shift for Eight Hours Duty (preferably Ex-Servicemen not be more than 60 years of age with educational qualification not less than matriculation. Hence, 10 x Security Guards will be detailed by the Contracting Agency for Round the Clock Duty. The Contracting Agency will be responsible for relief of Security Guards during leave / absence / weekly holidays of the guards.** The Contracting Agency will also be responsible for providing the Security Guards with uniform, baton, whistles and torch light for patrolling, Provision of Uniform as per weather condition which are serviceable will be ensured.

(l) The contracting agency will have UAN (Universal Account Number) activated for all member/staff, duly linked with their mobile numbers so as to receive SMS by them about EPF credits every month. They will also ensure to get them e-passbooks from EPFO website.

(m) The persons proposed to be employed by the agency should be fully capable to use firefighting equipment and will be conversant with all drills and procedures and shall be the first response team, in case of any fire occurring in the Campus.

(n) The overall supervision, control and direction over the persons deployed at ACN Jalandhar Cantt will be of the Principal/Registrar, Army College of Nursing, and Jalandhar Cantt.

(o) The decision of the management in terms of functioning of employees deployed by the firm, levying of fines for damages will be final and non-negotiable in any manner or any other form of arbitration.

7. **Technical of Bids.** The indenter will check Technical Bids which are properly signed, and conform to the terms & conditions, in the following manner-

- (a) Attached copy of license for running the Outsourcing Agency in Punjab, obtained from the competent authority.
- (b) Brief profile of the company and evidence to establish that the bidder has successfully executed contracts of similar nature and magnitude in the last three years.
- (c) Audited balance sheet & profit and loss account from CA.
- (d) List of clients during last three years.
- (e) Income Tax Returns for the last three Financial Years alongwith intimation under Section 143 from IT Department and computation of total income for each assessment year.
- (f) Attached copy as proof of EPF registration, payment confirmation receipts, combined challan and ECR for last six months.
- (g) Attached copy as proof of ESI registration, payment details and contribution history for last six months.
- (h) Attached copy as proof of GST registration and GST returns for last two quarters.
- (j) EMD of **Rs10,000/- (Rupees ten thousand only)** in the form of a demand draft/cheque in favour of **Army College of Nursing, payable at Jalandhar** valid for 90 days after the date of submission of bids.
- (k) Undertaking of acceptance of Terms and Conditions / Signed copy of Terms and Conditions.
- (l) The bid will be treated as non-responsive if the documents mentioned at Para 8 (a) to 8(k) are not attached.

8. **Financial Bids.** Financial Bids will be opened only of those bidders whose Technical Bids have been received correctly and the BPs approved by the competent authority.

9. **Award of Contract.**

- (a) The rates as applicable by Punjab Govt and mentioned in the format of bid, should be quoted; the service charges per person per month will determine the lowest bidder. The indenter reserves the rights to dismiss any bid which is financially unsuitable
- (b) The indenter, reserves the right at the time of award of contract to increase or decrease the requirement of Security Guards indicated at Para 4.

(c) The indenter will notify the bidder whose Bid is accepted for the award of contract prior to the expiration of the Bid validity period. The terms of acceptance of the offer shall be incorporated in the contract.

(d) Notwithstanding the above, the indenter reserves the right to accept or reject any/all Bid(s) and to cancel the bidding process and reject any/all Bid(s) at any time prior to the award of the contract.

10. Interested agencies meeting the eligibility mentioned above will submit the “**Technical**” and “**Financial Bids**” in separately marked and packed envelopes to reach Army College of Nursing, Jalandhar Cantt by **14 Nov 2023 by 12:00 PM**. Quotations received after due date and time will not be considered under any circumstances. No request for the extension of due date will be considered.

11. **Opening of Bids.** The Technical and Financial Bids will be opened separately on **14 Nov 2023 at 12:30 PM** in the office of **Army College of Nursing (ACN), Deep Nagar, Jalandhar Cantt** before a duly constituted committee and in the presence of the bidders. Financial bids will be opened separately and only if technical bid is opened and accepted as correct. If the last date of depositing and opening of tender gets declared as a Holiday then, the tenders will be deposited/opened on the next working day, other terms and conditions and the time schedule remaining unchanged. An earnest money (EMD) of **Rs 10,000/- (Rupees Ten Thousand only)** is to be deposited alongwith tender documents.

12. **Penalty Clause.** The management of ACN reserves the right to impose penalty on the agency / firm in the eventuality of not being able to provide the requisite number of Security Guards or the guards who are not properly trained to do their job / duty.

13. **Jurisdiction.** The contract shall be governed by the Laws of India for the time being in force. The Courts of Jalandhar only shall have jurisdiction to deal with and decide any legal dispute arising out of this contract/terms and conditions.

14. **Settlement of Disputes.** Any disputes or difference arising out of or in connection with the Contract/Terms and Conditions shall be to the extent possible settled amicably between the parties. If amicable settlement cannot be reached then all disputed issues shall be settled by arbitration.

15. **Arbitration.** In the event of any dispute or difference arising under this Contract, the matter shall be referred to the Arbitrator to be nominated by the Director, Army College of Nursing, Jalandhar Cantt and whose decision will be final and binding on both the parties. The venue of arbitration will be Jalandhar Cantt subject to as aforesaid the Arbitration Act, 1940 and the rules there under and any statutory modification thereof for the time being in force shall be deemed to apply to the Arbitration proceedings under this Contract.

Yours faithfully,

Registrar
Army College of Nursing
Jalandhar Cantt

ANNEXURE-'A'

FORMAT OF BID

Ser No	Charges for Security Guard (Un-Skilled)	Amount (in Rs)
1.	Monthly Total amount Per Person Per Month as per Minimum Wages laid down by Govt of Punjab	
2.	Service Charge Per Month Per Person	
3.	Statutory Charges of EPF Rate as per Rule Per Person Per Month	
4.	Statutory Charges of ESI Rate as per Rule Per Person Per Month	
5.	Total [6= 1+2+3+4+5]	
6.	GST on Total (Ser No 6)	
7.	Total [8 = 6+7]	

NOTE:-

We agree to provide the above service of manpower (Security Guards) and to abide by the terms & conditions mentioned in the above Bid/Tender document and also agree to enter into the agreement. Earnest Money of Rs 10,000/- (Rupees Ten Thousand Only) is furnished herewith vide Demand Draft/ Cheque No. _____ dated _____ 2023 drawn on _____

(Bidder)

Signature with

Stamp:

Name:

Date: 2023