

**आईटीआई लिमिटेड**

(भारतसरकारकाउपक्रम)

एमएसपी-उत्तर प्रदेश:

विभूतिखंड, गोमती नगर, लखनऊ

दूरभाष : 0522-2720301, 305

ईमेल : head_mspup@itiltld.co.in

ITI LIMITED

(A Govt. of India Undertaking)

MSP-UP:

VibhutiKhand, Gomti Nagar, Lucknow

Phone : 0522-2720301, 305

email : head_mspup@itiltld.co.in

CIN No : L32202KA195GOI000640

Reference /सन्दर्भ :LKO/Tender/Security/21-22

Dated /दिनांक : 24th Sep, 2021**SUBJECT : TENDER FOR SECURITY SERVICES FOR ITI LIMITED, LUCKNOW**

ITI Limited (A Govt. of India Undertaking), MSP-UP, Lucknow invites tenders for Security Services agencies as per the enclosed terms and conditions at Annexure-A.

The estimated value of the Contract is Rs.08 lacs per Annum (GST Extra).

The bidders who wish to submit their bids in downloaded version will have to submit the same along with the DD of Rs.500/- (non-refundable) in favour of ITI Limited Lucknow as tender document fee.

It may please be noted that the Bid Validity Period shall be 90 days from the date of bid submission. The tender document can be downloaded from the websites mentioned below:

<http://itiltld.in> OR <https://eprocure.gov.in>

For any corrigendum (if any) please refer the above websites.

Alternatively the bidders can purchase the Tender Document from the Officer whose details are being appended below:

| SI No | Address of the Designated office | ITI Limited, Lucknow (As given above) |
|-------|--|---|
| 1 | Contact Persons for the Purchase of Tender Document. | ShriRakeshSrivastava, Chief Manager (S&P) |
| 2 | Telephonic Contact Numbers | 0522-2720301, 2720305 |
| 3 | Cost of the Tender document (RTGS / DD/Pay Order) | Rs.500/- (Rupees Five Hundred Only) The Bank Details of ITI Limited for DD/cash/Net Banking is as below: Beneficiary Name: ITI Limited Beneficiary Account Number: 3926008702000067 Beneficiary Bank IFSC Code: PUNB0619300 Beneficiary Bank Name: Punjab National Bank Beneficiary Bank Address: VibhutiKhand, Gomti Nagar, Lucknow-226010, UP, India |
| 4 | Earnest Money Deposit (Bid Security Declaration) | Rs. 16000/- (Rupees Sixteen Thousandonly) |
| 5 | Due Date for the Sale/Submission of Tender | 18 th October, 2021 |
| 6 | Due Time for sale of Tender Document | upto 13: 00 Hrs on Due Date |
| 7 | Due Time for submission of Tender. | upto 13: 30 Hrs on Due Date |
| 8 | Opening Time of Tender | 16: 00 Hrs on Due Date |

पंजीकृत एवं निगमित कार्यालय : आईटीआई भवन, दूरवाणीनगर, बैंगलूर 560016, भारत, दूरभाष: +918025614466, फैक्स: +918025617525

Registered & Corporate Office : ITI Bhavan, Doorvani Nagar, Bangalore 560016, India, Phone : +918025614466, Fax : +918025617525

<http://www.itiltld-india.co.in>

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CIN No : L32202KA195GOI000640

Tenders will be accepted under the two bid system:-

1. **The Technical bid in Envelope No. 1** should contain the following documents:

- All documents submitted with this tender will be duly signed by the contractor.
- Undertaking from contractor of not being Black-listed by any Government/State Government/PSU in last 01 year on Rs. 100/- Non Judicial Stamp Paper.
- Self-Attested Photocopy of **PAN Card and GST registration** certificate.
- Turnover Certificate(s) from a Chartered Accountant/Audited Balance-sheets of the Bidder for last 3 years Average annual turnover for last 03 Years should not be less than 30% of the Estimated Value.

e) The bidder must have executed the following:

One order of similar work in a Central Govt./StateGovt, Central Govt. or State GovtUndertaking/PSU for a value not less than Rs. 6.4 Lacs.

Or

Two orders of similar work in a Central Govt./State Govt, Central Govt. or State Govt Undertaking/PSU for a value not less than Rs. 4.8 Lacs each.

Or

Three orders of similar work in a Central Govt./State Govt, Central Govt. or State Govt Undertaking/PSU for a value not less than Rs. 4.0 Lacs each.

Similar work means providing security services/provision of security personnel.

- Character Certificate from District Magistrate, (for outside parties bidding first time).
- Cost of Tender fees in form of DD/cash receipt of ITI Limited Lucknow in case of tender downloaded from web site.
- Tender without **Bid Security Declaration** & Tender Fee shall be rejected.

पंजीकृत एवं निगमित कार्यालय : आईटीआई भवन, दूरवाणीनगर, बैंगलूर 560016, भारत, दूरभाष: +918025614466, फैक्स: +918025617525

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2. **The Price Bid in Envelope No. 2** should contain the following documents:

- It should contain the **rates in our Bill of Quantity** and the booklet containing general terms and conditions of contracts, special terms and conditions & specification duly signed as token of acceptance.
- The price bid of only those contractors will be opened who are found technically and commercially acceptable.
- ITI Ltd, Reserves the right to accept or reject any tender or split the tender in any number of parts without assigning any reason thereof.
- Conditional tenders will not be accepted.
- The work will be awarded as a whole in single package on **L-1 basis**.
- The issuance of tender documents does not mean that the contractor is technically suitable.
- ITI Limited will not be responsible for non-receipt/late receipt of loss of tender documents in postal transit.
- The interested bidders may participate in the tender opening.
- For more details, Bidders may visit our web site <http://itilttd.in> or <https://eprocure.gov.in>
- The complete tender documents can also be down-loaded from our web site in that case the tender fee, as above is to be submitted in Envelope No.1. Bidder must ensure that they are qualifying for participating in tender.

In case of any clarification, please contact Sri Rakesh Srivastava C M - Services Mob. No. 8840262344 and email:- services_mspup@itilttd.co.in

For ITI LIMITED



(Anupam Pandey)

General Manager

Corporate Marketing & MSP-NZ II



पंजीकृत एवं निगमित कार्यालय : आईटीआई भवन, दूरवाणी नगर, बैंगलूर 560016, भारत, दूरभाष: +918025614466, फैक्स: +918025617525

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हिंदी भाषा अपनी भाषा

TENDER DOCUMENT

**Name of Work:-Security Services in ITI BHAVAN , ITI Ltd.,VibhutiKhand,
Gomti Nagar, Lucknow, (U.P.)**

Details of Documents:-

- 1) Terms and Conditions : Annexure (A) -Page 04-09
- 2) Bill of Quantity : Annexure (B) - Page 10
- 3) Bid Declaration Form : Annexure (C)-Page 11

Date of Issue:

Issued By.

CM – Services& Purchase

Signature of Bidder:

Name of Firm:

ANNEXURE-A

Terms and conditions of Security Services in ITI BhawanVibhutiKhandGomti Nagar Lucknow

1. The bidder is requested to visit site to acquaint with site conditions at ITI Ltd., ITI Bhawan,VibhutiKhand, Gomti Nagar, Lucknow (U.P.) ,Pin -226010. No further claim shall be accepted for lack of knowledge of site.
2. Bidder has to quote for above services for the period of **12 months**.
3. Contract may be extended for one more year on mutual consent basis on same rates, terms and conditions subject to satisfactory completion of initial 12 months of contract.
4. It is the responsibility of bidder to maintain a remark/ suggestion/ complaint register. A summary of this register will also be put up to the Guest House In-charge on weekly basis.
5. TDS will be deducted as per Income Tax rules.
6. Photo passes for all the employees/staff to be deployed for Security Services has to be made by Contractor after proper police verification.
7. In case of any dispute regarding the quality of services, decision of GM (CM & MSP-NZ II) will be full and final. **The court of Lucknow only shall have jurisdiction in case matter goes to a court of law.**
8. The bidder must attach with tender, all the documents as mentioned in NIT at serial No.01
9. The bidder shall abide by labour laws, rules and regulation, especially contract labour (Regulation and Abolition) Act 1970, Minimum Wages Act 1948, payment of wages Act 1936, EPF & MP Act 1952 and other relevant Acts.
10. The bidder shall have to submit PF code number from the office of PF Commissioner within a month from start of work.
11. ITI reserves right to terminate the contract at any stage, if the contractor does not improve the performance.

12. The bidder shall deposit a bid security declaration as per format attached.
13. After the tender is accepted and bidder fails to deliver services as provided in the terms and condition, the ITI Ltd. will forfeit the said earnest money absolutely.
14. The successful bidder will have to submit a PBG of equal to 03% of the contract value.
15. GST shall be paid extra as per rules (wherever applicable).
16. **The security agency shall provide round the clock 365 days 24 x 7 security and Fire Fighting arrangements in the premises of ITI Bhawan, Lucknow.**
17. Security agency will engage, employ and provide requisite number of trained security personnel/security guards as per enclosed BOQ.
18. **The total responsibility of security and firefighting will be of the security agency.**
19. The security agency alone will be liable for making payment of salary and / or emoluments to the said security personnel/security guards/armed guards and shall also make the payment of all statutory payments like EPF, Bonus, etc.
20. That the contract may be pre-terminated by ITI Limited without assigning any reason, giving 01monthwritten notice.
21. The security agency will furnish bill along with log Book of work/duty certified and countersigned by authorized persons.
22. The security agency shall abide by/comply with the laws, rules and regulations to be followed by security agencies as declared by the Government/statutory bodies from time to time and maintain such records and compliance as required under the laws.
23. **That the security personnel / security guards / armed guards employed by security agency shall always remain the employees of the security agency only.**
24. That if the security personnel / security guards / armed guards employed in the Aforesaid premises by the security agency is not found suitable and up to the mark by the ITI Limited, Lucknow, the security agency shall be liable to replace them with Substitutes within 3 days to the entire satisfaction of ITI Limited.
25. The security agency will ensure that its personnel remain confined only to the assigned jobs and they should not involve or interfere in the activities of ITI Limited.

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26. The person in-charge of the security agency shall maintain proper liaison with the local police and district authorities for proper and accountable security administration and in case of theft, pilferage, damages or loss of property of M/s ITI Limited, Lucknow security agency will take suitable steps to reimburse the loss of M/S ITI Limited and also to lodge F.I.R. etc. with the local police.
27. In case residential / barrack accommodation is provided to the Security agency personnel, in the event of any loss or damage to these accommodations due to the apparent negligence on the part of the concerned occupant, reasonable and the due Compensation based on value of loss and damage shall be charged/deducted from the bill of security agency.
28. The security agency shall ensure proper performance of their security personnel /security guards / armed guards while on duty. The security agency will provide security persons, arms and ammunition, uniform, caps, raincoats, torches etc.
29. The security agency will ensure the maintenance of the records/documents/registers, relating to the transaction and movement of personnel, material and visitors. Frisking through physical checks/searches of all persons, materials and vehicles entering or exiting the aforesaid premises of the ITI Limited, Lucknow shall entirely be the responsibility of the security agency.
30. The security agency will ensure that the said armed guards, deployed in the aforesaid premises, are properly trained to use the arms/guns and are having proper and **valid license of firearms and papers issued by the competent authority** for usage of the guns. The custody of arms/guns shall be the sole responsibility of the security agency and ITI Limited shall not be at any time liable to maintain the safe custody of the arms / guns or provide any place for safe custody of the same.
31. The security agency shall deploy such security personnel/security guards armed guards who are trained in security and have knowledge of the legal provisions regarding rights of private defense. The security agency shall also ensure that the security personnel/security guards/armed guards are given necessary training from time to time on security and fire fighting related issue. The security agency shall also

comply with the necessary guidelines/directions issued by ITI Limited from time to time.

32. Whenever firing is resorted on duty by armed guards, fired cartridges shall be replaced by ITI Limited provided that the firing is fully justified as per the satisfaction of ITI Limited.

33. It is agreed between the ITI Limited and the Security Agency that the Security Personnel/security guards/armed guards so deployed by the security agency shall be responsible for maintaining security and all allied works which are incidental to and connected with the Security and "Safeguarding Arrangement" i.e. safeguarding the lives and property of ITI Limited, Lucknow and its customers/visitors/Guests.

34. The security agency shall take all precaution against any attack, robbery, dacoity, the misappropriation, arson, vandalism, mischief against lives and property of the ITI Ltd, Lucknow and its staff/customers/visitors within the premises of M/s ITI Ltd , Lucknow.

35. All the stationery for official registers/documents will be provided by ITI Limited. The security agency will maintain their own records on their own cost.

36. Smart Mobile phone with Incoming/Outgoing call facility should be active 24 x 7 at the expense of security agency.

37. The security agency will be responsible to keep watch on the movement (entry and exit) of personnel, visitors and material in the aforesaid premises of the ITI Limited and for proper maintenance of relevant records for submission to ITI Limited as and when required and also;-

- a) To look after firefighting by trained staff.
- b) To pass on relevant vigilance information to ITI Limited.
- c) To conduct searches as and when required as per instruction of the competent authority of ITI Limited.
- d) To assist the personnel of ITI Ltd. in any other security and firefighting related jobs.

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- e) Locking and unlocking of departments, rooms, offices at the scheduled time and place.
- f) Such other duties as assigned by ITI Limited from time to time.
- g) ITI Limited will provide free accommodation to security personnel posted by the Security agency at its premises.
38. Security agency will be solely responsible for the welfare of its security force.
39. Labour license shall be submitted by the security agency within 30 days from Commencement of work.
40. Security agency shall be required to rotate its guards to other establishments. The agency shall ensure that there is no lien or liability of their Security Personnel on ITI Limited.
41. **Arbitration** –Any dispute arising out of the contract shall be referred to the sole arbitration appointed by the GM-CM &MSP NZ II, whose decision shall be final and binding on both the parties. This provision shall be dealt as per the provision of Arbitration & Conciliation Ordinance, 1996 and Act framed thereon.
42. Penalty will be deducted in case of non-satisfactory work.
43. The security agency has to follow all statutory liabilities of labour laws.
44. Security agency shall not sublet the work under any circumstances.

(RakeshSrivastava)

CM - Services

Signature of Bidder with stamp

Name of Firm:

ANNEXURE-B**Bill of Quantity**

**Name of Work: Security Services in ITI Bhawan, ITI Limited Vibhuti Khand,
Gomti Nagar, Lucknow.**

| Sl. No. | Nature of job | Quantity of jobs per month | Rate per month in Rs. to be quoted | Value for One year (Rate per month x 12) inRs. |
|---------|--------------------------|----------------------------|------------------------------------|--|
| 01 | Security Guards Services | 05 JOB | | |
| 02 | Security Gunman | 01 JOB | | |
| | Total Amount | | | |

Signature of Bidder with stamp

Name of Firm:

(Bid Security Declaration / Annexure-C)

To
ITI Limited, MSP-UP
ITI Bhavan, TC-18V
Vibhuti Khand, Gomti Nagar
Lucknow-226 010, India

Subject: Bid Security Declarations against Security Services in ITI Bhawan, ITI Limited Vibhuti Khand, Gomti Nagar, Lucknow

Ref: Tender no. LKO/Tender/Security/21-22 dated 24.09.2021

Dear Sir,

I/We, the undersigned hereby declare that:

I/We know that the bid should be supported by a Bid Security Declaration (in lieu of Rs.16000.00 as EMD) in accordance with your conditions. I/We accept to automatically be suspended from being eligible for bidding in any contract in ITI Limited for a period of three years from the date of opening of Bid, if I am/We are in breach of our obligation(s) under the bid conditions, because I/We

- a) have withdrawn our Bid during the period of bid validity or its extended period, if any; or
- b) having been notified of the acceptance of our Bid by the Contracting Authority within the period of bid validity
 - (i) have withdrawn/modified/amended, impairs or derogates from the EOI / tender, my/our Bid during the period of bid validity or its extended period, if any;
OR
 - (ii) have failed or refused to furnish a Performance Security in accordance with the Condition of the EOI/Tender Document;
OR
 - (iii) have failed or refused to sign the contract.

I/We know that this Bid Security Declaration will expire, if contract is not awarded to us, upon:

- a) the receipt of your notification to us of the name of the successful Bidder; or
- b) thirty days after the expiration of the validity of my/our Bid or any extension to it.

Dated this Day of 2021

Authorized Signatory

Name:

Designation:

(Company Seal)

Note: To be submitted on Company Letter head