



INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Shipping, Govt. of India)

A -13, Sector -1, NOIDA-201 301

TENDER FOR PROVIDING SECURITY GUARDS

Sealed quotations are invited from reputed firms for supply of personnel for Security work of the office premises of Inland Waterways Authority of India, A-13, Sector-1, Noida. Interested tenderers may submit their quotation along with EMD of Rs.7,500/- in favor of 'IWAI FUND' payable at NOIDA, which should reach the undersigned in the sealed cover latest by 3.00 P.M. on or before 30.12.2013 either in person or by post. The quotation shall be opened on the same day at 4.00 P.M. The bidders can be present during the opening. Terms and Conditions can be downloaded from our website www.iwai.nic.in.

Asstt. Secretary(Admn)

TERMS & CONDITIONS

Sealed quotations are invited from the interested and genuine firms for supply of personnel for Security works of IWAI Office Complex at A-13, Sector-1, Noida. The terms & conditions are stated below:

1. The quotations in sealed covers by the interested bidders, accompanied with the required documents should reach IWAI, Sector-1, Noida on or before 30.12.2013 up to 1500 hrs.
2. **Earnest Money Deposit (EMD)** : All the tenderers have to submit Rs.7,500/- as EMD, in the form of Demand Draft favoring “IWAI Fund” drawn at Noida/Delhi
3. Tender offers not accompanied by the EMD shall be rejected.
4. The EMD of the unsuccessful bidders shall be refunded to them after the successful completion of the tender proceedings & no interest thereon shall be paid to the bidders.
5. **Performance Guarantee**: The successful tenderer/bidder shall be required to deposit an amount equal to 5% of value of the tender price as performance guarantee in the form of either demand draft payable at any nationalized/schedule bank . The 5% will be inclusive of the EMD amount already submitted, within 15 days of issue of work order.
6. The bidders must enclose the following documents along with the quotation;
 - a) A copy of the IT return for the latest year.
 - b) Documents in support of the address of the firm
 - c) Copy of the credential certificate obtained from a Govt. Deptt./PSU/Autonomous Body regarding satisfactory service performances.
 - d) EMD

- e) Copy of registration certificate for Service Tax, EPF and ESIC and copy of license from the police department.
 - f) Self-certificate to the extent that the employees are paid as per the wages notified under the Minimum wages Act of the Govt. of U.P.
7. There should not be any cutting or overwriting in the quotation. Every page of the tender papers should be signed by the bidders.
 8. The tender submitted by the bidders shall be opened on 30.12.2013 at 16.00 hrs. in the presence of the bidders, who wish to be present.
 9. IWAI reserves the right to accept or reject any offer without any notice or assigning any reason. The decision of Secretary, IWAI in this regard shall be final and binding on the tenderer and no further correspondence shall be entertained.

INSTRUCTION TO THE BIDDERS

1. Bidders are advised to visit the premises and carefully go through the area of the office.
2. The tenderer should submit their rate/ quotes as per the format given in **Annexure-I**.
3. Minimum Wages Act to be followed and any quote in contravention to the Minimum Wages Act will be rejected summarily.
4. All the Security Guards should wear the uniform and name badge, which has to be provided by the bidder. The guard should be of sound health and physically fit to, perform the duty.
5. Space will be provided by IWAI to the Security Guard for keeping their material within the premises.
6. Any loss to Govt. property/theft committed by the worker/manpower of the firm shall be made good by the firm.
7. The Security Guard should be paid on or before 7th of every month by the firm. Complaint of non-payment of wages by the firm to the Security Guard shall not be entertained by the IWAI.
8. The successful bidder has to enter into an agreement with IWAI, in the format enclosed at **Annexure-II**.
9. Relevant documents as required and as detailed in the terms and conditions shall be attached with the quotation.

ANNEXURE-I

Wages per Security Guard per month	ESI Charges per month for one guard	EPF per month for one guard	Total for 6 Security Guards per month	Service Tax per month on the total.	Any other charges such as Admn/service charges on the total	Total per month to be paid by IWAI.

Signature with name of the authorized person of the firm

AGREEMENT

This agreement is made in Noida onbetween the Asstt. Secretary, Inland Waterways Authority of India, A-13, Sector-1, Noida on one part and the owner of the firm, M/s..... (with full address) on the other part. Both the Asstt. Secretary, Inland Waterways Authority of India (hereafter called "IWAI") and M/s..... (Hereinafter called "the firm") agree to covenant on the conditions of the contract as depicted below:

1. The prices laid down are inclusive of all payments due to employees of the contractor as under Minimum wages Act and other Acts as applicable and amended from time to time. The Contractor is solely responsible for making all payments to his workers. As such IWAI will not be liable to the contractor on account of any payment due to the workers of the firm.

2. IWAI will have no liability whatsoever concerning personals deployed by the firm. The firm shall keep IWAI indemnified against all losses/ damages or liabilities arising out of or imposed in connection with the services provided by the firm.

3. **Performance Guarantee:** The successful tenderer/bidder shall be required to deposit an amount equal to 5% of value of the tender price as performance guarantee in the form of either demand draft payable at any nationalized/schedule bank, within 15 days of issue of work order.

4. The monthly payment warranty to all Security Guard shall be made by the firm by 7th of each calendar month.

5. IWAI reserves the right to deduct any amount that becomes payable by the firm in respect of the workers deployed by the firm for executing the job awarded under any Act or Rules framed there under and in force from time to time. The same shall be recovered from the bills payable to the firm as debits recoverable.

6. For any infringement of these provisions, IWAI shall be at liberty to terminate the contract without any liability or to pay any compensation whatsoever to the firm.

7. The period of contract is one year i.e. fromtoduring this period if it is found that the performance of the firm is not satisfactory, IWAI will have right to terminate the contract by giving one-month notice.

8. IWAI shall be entitled at all times to carry out any checks or inspections of your facilities, records and accounts of the firm to ensure that the provisions of the Labour laws and regulations are being observed and that the workmen are not denied the rights and benefits to which they are entitled under such provisions. Any violation shall without prejudice to any other rights or remedies available to the owner constitute a ground for termination of the contract and any consequence arising of violation or any Act/law/regulation etc. will be sole responsibility of the firm.

9. If IWAI or its authorized officers are not satisfied either in the manner of performance of the services provided and the physical fitness of the personnel deployed, change of the personal should be made by the Firm.

10. As agreed, the firm would undertake the job with all sincerity and be fully aware the scope of work. The firm shall agree to post 2 (two) Security Guard in a 8 hour shift i.e. six security guards. Supervision of guards to be also done by the firm.

11. Uniforms will be provided by the firm to the employees deployed without any extra charges from the IWAI.

12. In case of any theft or loss of IWAI property due to negligence or carelessness of personals, the firm will be fully responsible and the amount of such loss/damage shall be deducted from the bills. The firm shall provide some ID proof issued by Govt. Authorities in respect of Security Guard deployed.

13. The bill for each calendar month will be submitted by the firm on first working day of the next month to IWAI for arranging payment. IWAI will release the payment of the bill to the firm after the monthly wages are paid to all the workers deployed by the firm and to the entire satisfaction of IWAI.

14. Any dispute or difference arising out of the agreement which cannot be amicably settled shall be resolved by the Asstt. Secretary, IWAI whose decision shall be final and binding on both the parties and shall be in lieu of any remedy.

15. Tender documents and work order will form the part of this agreement.

Signed on the behalf of

Inland Waterways Authority of India

.....
(Asstt. Secretary, IWAI)

And

M/S.....

.....
(Proprietor of the firm)
With Rubber Stamp