



INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Shipping, Govt. of India)

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

Tel:- 0120 2521724

**SHORT TENDER NOTICE FOR SUPPLY OF SECURITY GUARDS AT IWAI
PREMISES**

Sealed quotations are invited from the reputed firms for supply of security guards at the office premises of Inland Waterways Authority of India, A-13, Sector-1, Noida. Interested tenderer may submit their quotation along with EMD of Rs. 10,000/- in favor of 'IWAI FUND' payable at NOIDA, which should reach to the Assistant Secretary (Admn.) in the sealed cover latest by 3.00 P.M. on or before 18th December, 2012 either in person or by post. The quotation shall be opened on the same day at 3.30 P.M. in the presence of bidder who wish to remain present during the opening. Terms and Conditions can be downloaded from our website www.iwai.nic.in .

ASSISTANT SECRETARY (ADMN.)

TERMS & CONDITIONS

Sealed quotation are invited from the interested and genuine firms for supply of security guards at the office premises IWAI Office at A-13, Sector-1, Noida.

The terms & conditions are stated below:

1. The sealed quotations by the interested bidders accompanied with the required documents should reach IWAI, Sector-1, Noida on or before 18.12.2012 up to 1500 hrs.
2. **Earnest Money Deposit (EMD)** : All the tenderers have to submit Rs.10,000/- as EMD, in the form of Demand Draft, favoring “IWAI Fund” drawn at Noida/Delhi
3. Quotations not accompanied by the EMD shall be rejected.
4. Successful tenderer will have to deposit Performance Security of Rs. 20,000/=, in the form of fixed deposit duly pledged by the bank in the name of IWAI.
5. The EMD shall be refunded to the bidders after the completion of the tender process & no interest thereon shall be paid to the bidders.
6. The bidders must enclose the following documents along with technical bid documents;
 - 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 Govt. Deptts/PSUs/ Autonomous Bodies for satisfactory service performance .
 - d) EMD
 - e) Copy of registration certificate for EPF and ESIC.

- f) Self certificate from the firm/agency to the extent that the employees are paid at the 'Minimum wages Act' of the Govt. of U.P./Delhi.
7. Every page of the tender papers should be signed by the bidders and there should be no cutting or overwriting.
8. The tender submitted by the bidder shall be opened on 18.12.2012 at 15.30 hrs in the presence of the bidders those who wish to be present.
9. IWAI reserves the right to accept or reject any offers without any notice or assigning any reason. The decision of Secretary, IWAI in this regard shall be final and binding on the tendered and no correspondence whatsoever nature shall be entertained.

INSTRUCTION TO THE BIDDERS

1. The tenderer should submit their quotes / rates as per the details mentioned in **Annexure-I**
2. All the Security Guard should be paid on the basis of wages notified by the Govt. under 'Minimum Wages Act' and proof thereof should be produced.
3. All the Security Guards should wear the uniform & name badge to be provided by the bidder.
4. Any loss to the Govt. property/theft committed by the worker/manpower of the firm shall be made good by the firm.
5. The Security Guards 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.
6. The successful bidder has to enter into an agreement with IWAI, as per copy enclosed at **Annexure-II**.
7. Relevant documents as required and as shown in the terms and conditions shall be attached with the quotation.

ANNEXURE-I

Wages per Security Guard. or as per Minimum Wages Act per month	ESI Charges per month	EPF per month.	Total for 6 Security Guards per month (2 Guards for each shift of 8 hours)	Service Tax per month.	Total per month.

Date

Signature with name of the authorized
person of the firm
& Rubber Stamp

AGREEMENT

This agreement is made in Noida onbetween the Assistant 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 Assistant 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 negotiated are inclusive of all payments due to employees of the contractor as admissible under Minimum wages Act and other Acts as applicable and as amended from time to time. The firm is solely responsible for making all payments to the workers. As such IWAI will not be liable to the firm on accounts of any payment due to workers of the firm.

2. IWAI will have no liability whatsoever concerning personnel 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. The firm has to submit performance security of Rs.20,000/-. The performance security will be released after expiry of the contract and after receipt of clearance from the workers deployed by the firm.

4. The monthly payment of wages to all Security Guards 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/Rules framed there under and in force from time to time. The same shall be recovered from the bill payable to the firm as debit recoverable.

6. For any infringement if these provisions, IWAI shall be at liberty to rescind 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 firm is not satisfactory. IWAI has 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 facilities, records and accounts of the firm to ensure that the provisions of the Labour Laws and Regulation 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 firm 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 the manner of performance of the services provided by the firm, the remedial measures may be taken by the firm to the entire satisfaction of IWAI.

10. As agreed, the firm shall undertake the job with all sincerity by deploying 06 (six) Security Guards and shall supervise the work daily.

11. In case of any theft or loss of IWAI property due to negligence or carelessness of Security Guard the firm will be fully responsible and the amount of such loss/damage shall be deducted from bills of the firm.

12. The bill for each calendar month shall be submitted by the firm by 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 by the firm to all the workers to the entire satisfaction of IWAI.

13. Any dispute or difference arising out of the agreement which can not be amicable settled shall be resolved by the Secretary, IWAI whose decision shall be final and binding on both the parties and shall be in lieu of any remedy.

14. Tender documents and work order are formed part of this agreement

Signed on the behalf of

Inland Waterways Authority of India

.....
(Assistant Secretary, IWAI)
Rubber Stamp

And

M/S.....

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