

K.E.Society's

**RAJARAMBAPU INSTITUTE OF TECHNOLOGY,
An Autonomous Institution**

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TENDER DOCUMENT

FOR

SECURITY SERVICES

(Year 2024-25)

Authority for Inviting the Tender-

Director, Rajarambapu Institute of Technology,

Rajaramnagar.

K. E. Society's

Rajarambapu Institute of Technology, Rajaramnagar.

INDEX

Sr. No.	Particulars	Page No.
1	Tender Notice	3
2	General conditions	4
3	Employment of security personnel	6
4	Scope of work	9
5	Rates / quotation	10
6	Quotation form	13
7	Document check list	14

K. E. Society's

Rajarambapu Institute of Technology, Rajaramnagar

Islampur. Tal Walwa Dist. Sangli (Maharashtra) Pin 415 409.

Tender Notice

For security services

Sealed offers are invited from the firms of Security Services to our Institute (College & Hostel campus) for year 2024-25. The Detailed specifications along with terms and conditions may be obtained on payment of Rs. 2500/- by cash from civil maintenance office. Tender documents can also be downloaded from our website: www.ritindia.edu from 11/03/2024 onwards and tender document cost has to be deposited at RIT office and receipt must be attached to completed Tender form at the time of submission. Last date of submission of tender is 20/03/2024 up to 2.30 p.m.

Director, R.I.T. Rajaramnagar reserves the right to accept or reject any tender(s) without assigning any reason.

Director,
Rajarambapu Institute of Technology, Rajaramnagar,
Post. Sakharale, Dist Sangli

TENDER DOCUMENT

A. GENERAL CONDITIONS:

1. The contract will be initially for a period of one year and agreement will be signed by both the parties within 15 days from the date of issue of work order for which Agency will submit non judicial stamp paper of Rs.100/-.

The contract can be terminated during the operative period by giving one month's notice in writing by either party. Contract may be extended further for two years, if services are found satisfactory.

2. The RIT reserves all the rights to terminate the said contract at any time on the ground of unsatisfactory services rendered by the agency or on any other ground detrimental in the interests of the RIT. The RIT will be the sole judge in this regard. The decision regarding whether the security services is effective / proper / accurate etc., shall rest with RIT.

If the Administration of RIT observes that security services is not up to the satisfactory level, then the contractor has to take extra efforts to maintain the security effective.

3. On termination of the contract, the Agency shall discontinue the use of the premises shall withdraw from the premises all its personnel & they shall not have right to enter the premises.
4. The Agency shall not transfer or assign or share benefit of this agreement with anyone else without the consent in writing from the RIT.
5. The Agency shall at all-time keep the RIT effectually insured against all actions, suits, proceedings, losses costs, damages, claims and demands in any way arising out of any reasons.
6. Any dispute arising out of the terms of this contract on the interpretation of any clause herein shall be settled by mutual discussions between the Nominated authorities of the RIT and the authorized representatives of the agency. The Director, RIT, will be final authority in resolving such disputes and the decision will be binding on the Agency. In case the Director decision as refer to in clause no.2 is challenged the dispute will be referred to arbitration. Any dispute arising out of the contract agreement shall come under the jurisdiction of the Hon. Courts in Sangli. The arbitration shall be by sole arbinator appointed by RIT.
7. The Agency will co-operate with all other agencies at campus.

8. The agency should possess the requisite registration Licenses of Shop act, ESI, PF, professional tax etc., from state / central government departments as applicable from time to time. The agency will have to maintain registers / records as required under the provisions of various acts and complete the formalities prescribed there under. The RIT shall not be responsible in any way for any breach of these rules and regulations by the agency. The contract is liable to be terminated if breach of rules & regulation is found after the award of contract. The agency should mention their respective code numbers under the ESI Act. 1948 & the EPT a miscellaneous provision Act. 1952 at the time of submission of tender.
 - i) The attendance muster cum wages register of persons engaged during the month should be duly signed by the individual employees and countersigned by the representative of the agency.
 - ii) All employees have been to be paid wages, special allowance and HRA at rates, not lesser than the minimum rates prescribed by the Government under relevant rules. If the agency fails to comply the provisions of payment of minimum wages they shall be solely liable for same.
 - iii) All the employees have to be extended coverage of PF/FPF as per the eligibility under PF act.
 - iv) Appropriate deductions are to be made towards coverage of PF/FPF as per the eligibility under PF act.
 - v) Appropriate deductions are to be made towards Professional Tax and Income Tax from the salary wages paid and remitted to concerned authorities if any.
 - vi) All deductions are affected from the salary / wages as per the Provision of the payment of wages act.
 - vii) The following registers are required under provisions of various acts & to be maintained up to date in the prescribed format, kept available in the premises of the RIT for inspection of any statutory authority, on demand for example, Register of Persons Employed, Muster Roll, Register of Wages, Register of Deduction, Register of OT, Register of Fines, Register of Advances etc.
 - viii) The License under the provisions of Contract Labor (R&A) act have to be obtained / renewed and kept operative. The half- yearly /yearly returns are to be submitted in time, to the authority as per rules.
 - ix) The payment to the employees of the agency shall be made before the authorized representative of the RIT.
9. None of the employees of the Agency will have any right to various facilities offered by the RIT to its staff and participants.
10. The Agency will be responsible for the safety and security of the men, machines and buildings belonging to the RIT.
11. It will be the responsibility of the Agency to switch on and off lights, fans, etc. as may be prescribed to do so from time to time.

12. The Agency will have to keep all original / duplicate keys of all rooms, campus etc. as required for its functioning in secured and convenient place.
13. The RIT has a right to amend or modify any of the terms and conditions during the period of the contract.
14. The RIT has a right to increase or decrease the security points / manpower at any time and it will be binding on the part of the Agency to do so with mutual understanding with the RIT. The Agency will also have to follow the telephonic instructions given by the authorized RIT representative.
15. Payment of wages and other conditions of employment of workers should not be in any way inferior to the conditions stipulated in the Maharashtra Security Guards (Regulation of employment and welfare) Act, 1981. All formalities and procedures prescribed under the Contract Labor (Regulation & Abolition) Act, 1970, payment of Wages Act and other related Act should be strictly adhered to. RIT's responsibility as Principal Employer should be fully protected.
16. **The Agency should have obtained the licenses under The Private Security Agencies (Regulation) Act, 2005 and under Maharashtra Security Guards (Regulation of employment and welfare) Act, 1981 and should enclose attested copies of the same a proof with quotation, failing which the quotation will be rejected summarily.**
17. The necessary legal registers, forms, returns etc. required as per the law are to be maintained and complied with by the Agency and should be available for inspection to RIT at any time.
18. The Agency must get registered with the Asst. Labor Commissioner, Sangli as an Agency carrying out Security Services on Contractual basis, under the Contract Labor (Regulation & Abolition) Act, 1970 and submit a copy of the license within a month from the date of commencement of the work, at its own cost.
19. A list of the establishments (with their addresses, name of the contact person and telephone numbers) where the agency is presently rendering its services / has rendered its services along with the performance certificate issued by such establishments must be enclosed with the quotation.

B. EMPLOYMENT OF SECURITY PERSONNEL:

- 1) The appropriate payment of wages and other benefits to the employees of the agency shall be the Exclusive Responsibility of the Agency and persons so employed by the Agency shall have No Claim whatsoever on the RIT.
- 2) The Agency should issue identity cards to their employees, which they should always carry with them and make available for inspection to the RIT at any time.
- 3) The Agency shall deploy personnel who are courteous, trained, well-mannered and disciplined. The security personnel should be educated and conversant in

English and should be extremely courteous with the visitors visiting the RIT and should be more alert while on duty dealing with campus residents, employees of the RIT, workers of the other agencies, etc. The security personnel so engaged should observe decency and decorum during the course of their employment in and out of the RIT.

- 4) The security personnel should always be vigilant while on duty to prevent any unhealthy incident. They should be in a position to judge any danger and should immediately report to the Authorized officer of the RIT and the Agency.
- 5) The Agency will have to follow the norms, rules and regulations, guidelines, security standing order of RIT and instructions given by the Administration from time to time.
- 6) The agency shall make surprise visits to RIT complex on a regular basis, to ensure smooth functioning and satisfactory services by their guards.
- 7) All security personnel to be posted at RIT complex should be healthy and medically fit. All legal formalities required in engaging them will be the responsibility of the Agency.
- 8) The Agency should provide proper uniform, woolen clothes, rain coats, gum boots, lathi, torches etc. to their employees. The Agency will ensure that the persons on duty are in neat and clean uniform.
- 9) The Agency should ensure that no security personnel leave his duty post in unauthorized way without a replacement.
- 10) The Agency should see that no unauthorized persons shall be permitted to enter the premises of the RIT or no persons shall enter the premises through the fence or no animals such as cows, buffaloes, goats, dogs etc. shall be allowed in the premises of the RIT.
- 11) Any event of accidents injuries / harmful nature such as fire, short circuit, overflowing of water, leakage of water, damage caused to any property of the RIT shall be reported immediately by the security personnel to the Administration.
- 12) In case of lapses on the part of the Agency the RIT may impose appropriate penalty after joint assessment by the in-charge of the agency and RIT authorities.
- 13) The RIT will not accept any claim in the event of any of the Agency's employees sustaining any injury, damages or loss of life of the person either inside or outside of the RIT's premises.
- 14) The workers / staff of the Agency will have nothing to do with RIT and shall have no presumptive right of absorption in the services of RIT. In order to give

effect to this, the agency shall incorporate suitable clause in the appointment orders to be issued to its security personnel.

- 15) In case the workers engaged by the Agency have any grievances, they will take it up with the agency without creating any disturbance on the campus. Under no circumstances agitation means are to be resorted to by workers of the agency, on the premises of the RIT. On the expiry of the contract the agency undertakes to leave the premises in peace with all the workers without creating any disturbances. The agency will be solely responsible if the workers engaged by it misbehave or create problems.
- 16) Fire protection equipment and facilities have been provided in the campus and it will be the responsibility of the agency to ensure that they are in order and got properly replenished as and when required. The security personnel should be well trained to handle such firefighting equipment, first aid, snake bite, dog bite kits etc.
- 17) All employees of the Agency including Supervisors and Security Officers and their bag and baggage shall be liable for physical check both at the time of entry and exit of the RIT.
- 18) The personnel employed by the Agency as Security Guards should be in age group of 30 – 50 years, Supervisors may be between 40 – 55 years, Officers may be above 50 years.
- 19) The security personnel of the Agency shall be only Indian nationals and their character and antecedents should be checked by the Agency without fail.
20. **The security personnel of the Agency shall not involve themselves in any type of discussions or agitations, arguments, quarrel or fighting with any of the RIT staff and shall behave politely and firmly while adhering to their duties. Any matter creating difficulties in their duties shall be brought to the notice of the Administration.**
21. The Contractor shall change the security personnel on demand by the Administration within 24 hrs, if he /she commits unethical acts like while on duty Sleeping, Intoxicating, Negligence in performing duties, Disobedience, theft, Dishonesty, indulging in illegal activities, which may expose the interests of the RIT, involved in the work other than the allotted one or any other misconduct.
22. Agency will have to submit PF details of your employees working in RIT while submitting the bill.

C. SCOPE OF WORK:

1. The job of providing security services to the RIT shall be carried out by .The agency on all week days during the contract agreement period including on all working days, holidays, closed weekly off of RIT, to ensure overall safety & security of the Men, Machine, equipment's and premises of RIT.
2. The Job shall include, access control to include manning, mustering, entry / exit gates, checking and verifying entries and exit of personnel, material and vehicles to and fro and assets on charges of RIT and permit only authorized personnel entry and exit to the institute premises, round the clock, Proper Registration of visitors while entering and leaving the RIT, preserving material gate passes and handing over to admin every quarter, timely follow up of outstanding of returnable material.
3. The present scope of work will cover in and around area of operation of the entire premises of RIT consisting of Hostel, Guest House, Residential colony, Director Bungalow etc.
4. Ensuring issue and receipt of the day to day work includes keys of Laboratories / department / section keys every day.
 - a) Keeping the lifts of laboratory building locked on the first floor after 6.30 p.m. every day and bringing them down at 7.00 a.m. on all working days.
 - b) Ensure that all security lights are in working condition and should be put on and off every day, by the Security staff on duty. Defective lights to be reported to the Maintenance in-charge immediately.
5. The Agency shall deploy required personnel (including relievers) in all the three shifts on a regular basis within the scope of operation.
6. Visitors having guest house booking in RIT Guest House, should be led to the Guest House on their arrival, by the Security staff on duty.
7. Visitors should not be allowed to visit laboratories / Department/ Section without Gate Pass and without confirming the availability of the concerned officials of RIT.
8. The security staff on duty should make necessary Gate Pass entries of non-returnable items in the Non-Returnable Register. Register for Returnable Material Gate Pass should be shown to Authorized officer of RIT in the first week of every month by the Security Officer / Supervisor on duty along with list of unreturned material till that date.
9. Any material / equipment / machine etc. should not be allowed to be of RIT premises taken out by any staff member or other person without the proper material Gate pass duly signed by the authorized officer/s of the Institute & should be reported to the RIT.

10. The Security staff on duty should ensure parking of the vehicles at the proper parking place and see that it does not cause inconvenience to the visitors.
11. The Agency should check damage, theft and pilferage of material by manning static security posts by required number of personnel and by regular patrolling in the campus and along boundary wall / fence during day and night. The Agency should prevent any unwanted / illegal activities and gather intelligence on unauthorized movements / activities. Further report any illegal activities / movement to RIT authorities.
12. To restrain trespassers / intruders and immediately inform the same to the Administration.
13. Receive orders / directions from Administration on Institute security related matters and ensure implementation of proper security measures in the Institute.
14. Static posts to be manned and areas to be patrolled will be shown to the Agency by RIT from time to time.
15. Timely deployment of the required security staff on all the points is the prime responsibility of the Agency.
16. The Agency shall ensure that the Security guards maintain proper communication system so that they can assemble quickly in case of emergent situation.
17. Agency shall render necessary and adequate assistance to RIT Administration in case of strikes, labour unrest and take necessary steps to control the mob / unruly crowd.
18. If the guards find / notice any lights / fans / air conditioners etc. of any room(s) is not switched off, after office hours or any room left unlocked, they should take appropriate action to safeguard the interest of the RIT.
19. The agency shall in case of any theft during tenure of contract agreement will help to lodge FIR with police, conduct their investigation and submit the report findings to the Director or Administration. The Agency shall also be responsible to pursue the theft case with police and related authorities.

D. RATES / QUOTATION:

1. Tenderer has to submit the quotation in the enclosed Annexure 'A'. Incomplete quotes will be rejected.

2. The agency should have average annual turnover of at least of Rs. 30 Lakhs for last 3 years for having carried out the similar nature of work. Agencies having annual turnover less than Rs. 25 Lakhs need not submit their quotations as it will be rejected summarily.
3. The completed Tender in the Annexure 'A' duly accompanied by **EMD Rs. 25000/- (Rs. Twenty Five Thousands only) in the form of DD drawn in the name of Director, RIT, Rajarnnagar, Islampur payable at Islampur** and with attested copies of all the documents mentioned therein should reach before due date. In case the last date for receipt of the quotes mentioned in the tender notice happens to be closed holiday, the quotes will be received and opened on the next working day by maintaining the same time schedule. The Quotations received late and without EMD and the copies of the required documents will be rejected.
4. The EMD is liable to be forfeited if the successful Agency fails to undertake the work from the stipulated date. On award of the contract to the successful bidder, the EMD amount of other bidders will be returned to them without any interest.
5. The Agency shall employ the following contractual Security guards and deploy them as stated hereunder.

Gents Guards

Sr. No.	Location	Duty Time						Total	Remark
		08:00	16:00	16:00	23:59	23:59	08:00		
1	Gate No. 1	1+1		1	1		04	Ex-man-2	
2	Gate No. 3	1+1		1	1		04	Ex-man-2	
3	Gate No. 4	1		1		1	03		
4	Laundry / Play ground	1		1		1	03		
5	Academic building.	1		1		1	03		
6	Boys hostel	1		1+1		1	04	Ex-man-3	
7	Library	1		1			02		
8	Supervisor	1 Supervisor from 08.00 am to 4.00 pm						01	Ex-man
9	Supervisor	1 Head guard from 04 pm to 12 am.						01	Ex-man
10	Supervisor	1 Guard from 12.00 am to 8.00 am						01	Ex-man
11	Parking	1 Guard from 8.00 am to 8.00 pm						01	
12	Hanuman mandir gate	1 Guard from 5.00 am to 9.00 am & 5.00 pm to 09.00 pm						01	
Total Gents Guard							28		

Ladies Guards

Sr. No.	Location	Duty Time						Total	Remark
		08:00	16:00	16:00	23:59	23:59	08:00		
1	Ladies Hostel campus-EFG	1		1		1	03		
2	Ladies Hostel -H	1		1		1	03		
		Total Ladies Guards						06	

One Security Supervisors, preferably retired Army Officer (Skilled), Nine Security Guards (Ex-service man) + Eighteen Security Guards (Semi Skilled) + Six Ladies Security Guards (Semi Skilled).

6. If the agency fails to provide required security personnel on any day, then the amount for such absence; along with requisite statutory charges including service charges and any amount due will be deducted from the bill, along with penalty, as deemed fit.
7. On award of work the agency shall deposit with the performance Security Deposit of 10% of the work order cost, which shall bear no interest. This deposit shall be paid by way of Demand Draft within 15 days from the date of the award of contract. Or else the Agency can also furnish the Bank Guarantee of equal amount from a Nationalized Bank in an acceptable form safeguarding interests of RIT. The performance Security Deposit will be released to the Agency within a period of two months after completion of the contract and after fulfilling all the liabilities.
8. The agency may submit bills by 1st day of every month and payment will be made within 10 days from the date of receipt of the bills. Agency should make payment to its workers on or before 07th day of the Month in presence of the authorized officer of the RIT without fail, irrespective of receipt of monthly bills from the Institute.
9. Any correspondence made by the Institute in connection with this contract matter with the Agency will form the part of this agreement.
10. The tender should be valid for 60 days from the date of its opening.
11. The Director RIT reserves the right to reject any or all quotations without assigning any reasons.

QUOTATION

To,
The Director,
Rajarambapu Institute of Technology,
Rajaramnagar, Islampur,
Tal. Walwa Dist. Sangli.

Sub: - Quotation Security services for year 2024-25.

Respected Sir,

With reference to above subject we are submitting our proposal for Security services for year 2024-25. Detailed chart of deployment of guards. Following is the proposal.

Sr. No.	Particulars	Number of guards	Total pay per guard/ shift/duty
1	Security Supervisor Ex-service man (Skilled)	01	
2	Security Guards Ex-service man(skilled)	09	
3	Security Guards (Semi Skilled)	18	
4	Ladies Security (Semi Skilled)	06	
5	Total	34	
6	Administrative charges		
7	Taxes		
8	Total per month		

Considering above details our proposal for security services and taxes as applicable for your esteemed Institute for period from 1st April 2024 to 28th Feb. 2025 is

Rs. _____ per month.

(in word _____)

Date:

Sign _____

Place:

Seal

Check list of valid documents attached

Sr. No.	Particulars	Yes	No
1	Provident Fund Registration		
2	E.S.I.C.-Registration –Employee State Insurance Corporation		
3	Professional Tax -Registration		
4	Pan Number		
5	GST Registration Code		
6	PASARA – Privet Security Agency Regulation Act – 2007		
7	Contract Labour License		
8	Shop Act-License		
9	Last three years audited accounts statement of company (minimum turnover Rs. 30 lakh)		

You may submit Additional certificates for value addition to your company profile

1. Experience Certificate of similar Institute.
2. ISO Certificate
3. Tan Certificate
4. If Company –In Corporation Certificate
5. Maharashtra Labour Welfare Fund –Registration Number
6. ISO 9001-2008 / OHSAS-Certificate
7. Guard Board –Certificate
8. Any Other

Above valid documents copy to be attached and submitted in separate envelope.

Date: _____ Sign _____

Place: _____ Seal _____