

**GOVERNMENT OF PUDUCHERRY  
DIRECTORATE OF HIGHER & TECHNICAL EDUCATION  
PIPMATE COMPLEX, THOLKAPPIER MAIN ROAD  
LAWSPET, PUDUCHERRY**

**NOTICE INVITING TENDER (Through e-Tender Mode)**

- |   |                             |  |
|---|-----------------------------|--|
| 1 | Tender for the Service of   | <b>Consolidated Tender for Outsourcing of Security Personnel for Watch &amp; Ward duty and Housekeeping personnel for House-keeping works in Govt., and Govt. run Society Colleges in Puducherry, Karaikal, Mahe and Yanam Region and Offices under the Control of Director of Higher and Technical Education, Puducherry.</b> |
| 2 | Tender Fee                  | <b>Rs. 500/- + GST @ 18%</b>   |
| 3 | Earnest Money Deposit       | <b>As per the Annexure</b>   |
| 4 | This tender notice contains | <b>12 pages</b>  |
| 5 | Period of Service           | <b>For one year from the date of commencement of Work Order</b>  |
| 6 | Inviting Officer            | <b>The Director<br/>Directorate of Higher and Technical Education,<br/>PIPMATE Complex, Tholkappier Main Road<br/>Lawspet, Puducherry</b>  |

**GOVERNMENT OF PUDUCHERRY  
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PIPMATE COMPLEX, THOLKAPPIER MAIN ROAD  
LAWSPET, PUDUCHERRY**

No. 1611 /DHTE/Accts/A4/2019

Puducherry, 18.11.2019

e- Tender Notice

**Notice Inviting Tender through e-Tender mode for Outsourcing of Security Personnel for Watch and Ward duty and House Keeping Personnel for housekeeping works in Govt., and Govt. run Society Colleges in Puducherry, Karaikal, Mahe and Yanam Region and Offices under the Control of Director of Higher and Technical Education, Puducherry.**

2. e-Tenders are invited from Agency/Firms/Company for rendering security service and House Keeping for the institutions / offices listed in the annexure to this NIT for a period of one year from the date of commencement of Work. The undersigned reserves the right to extend or restrict the number of personnel or the period of contract as per the administrative convenience.

**3. SUBMISSION OF DOCUMENTS**

**The Tenderer should submit the following Certificates /Documents both in e-tender as well as in physical form. These documents should be furnished in a sealed cover separately superscribing “E-TENDER FOR SECURITY SERVICE & HOUSE KEEPING in PUDUCHERRY / KARAIKAL / MAHE / YANAM ”.**

- 3.1 Service Provider should enclose Registration Certificate of the Firm. This is not applicable to the Proprietary concern. However Proprietary concern should enclose any document indicating that they have been carrying out the business in that name viz., Bank Statement/ST/GST Registration Certificate/ ESI-Form C-11/ Allotment of PF Code.
- 3.2 Proof of EMD paid particulars *with list of Colleges/Office for which applied and quoted for.* If exemption is sought, a copy of the exemption letter/document ie., *the NSIC / Aadhaar Udyog Memorandum* for the specified work viz., Security Services and House Keeping Services or both.
- 3.3 Copy of GSTIN Registration Certificate ie., GST Reg-06. *Those Agency / Firm /Company which are exempt from GSTIN shall produce the necessary document issued by the competent authority*
- 3.4 Provident Fund Code Number intimation letter of EPFO.
- 3.5 FORM C-11 of ESI
- 3.6. **For Security Service:** License under the Puducherry Private Security Agencies (Regulation) Act, 2005 issued by the Home Department, Govt. of Puducherry with current validity is must.
- 3.7. Audited Balance sheet with clear mention about the amount paid towards salary, wages and bonus to the employees/ staffs for the period 2016-17, 2017-18 and 2018-19.
- 3.8. (a) FORM ST-3 for Service Tax period from April 2016 to June 2017.  
(b) FORM GSTR-3B for GST period from July 2017 to March 2019.

- 3.9. FORM-5 Return of Contribution of ESIC for the period from April 2016 to March 2019.
- 3.10. TRRN details / Payment Confirmation Receipt of EPF for the period from April 2016 to March 2019
- 3.11. Income Tax Returns Filed statement for the last three years ie., 2016-17, 2017-18 and 2018-19.
- 3.12. Work orders undertaken for the last three years ie., April 2016 to March 2019 for Security Services (or) for House Keeping Services (or) both.

**NOTE :**

1. **Those who submit the documents mentioned at Sl.No. 3.1 to 3.5 are eligible for House Keeping Services only.**
2. **Those who submit the documents mentioned at Sl.No. 3.1 to 3.6 are eligible for both House Keeping and Security Services.**
3. **Non-submission of documents mentioned at Sl.No.3.7 to 3.12 would not entitle any rejection. However in case of tie, the documents mentioned from Sl.No.3.7 to 3.12 submitted by the bidder both online and in physical form would alone be taken into consideration in the selection of L1 as per the procedure laid down in para.5 below.**

**4. INSTRUCTIONS FOR THE BIDDERS**

- 4.1 The rates mentioned in the Bill of Quantities (BoQ) of the Price Bid are as per prescribed / approved rate by Government of Puducherry ( Labour Department) for Security Services (Watch & Ward) and House Keeping services and computed monthly.
- 4.2 **The intending Bidders should quote only through Online.**
- 4.3 **The intending bidder shall have the option of quoting for one specified work or more than one specified work. They can quote for either Security or Housekeeping or both for one college / Office or more than one college / Office in one region or in more than one region or any other combination as they desire.**
- 4.4 **Agency service charges to be quoted in BoQ should be inclusive of bonus, gratuity, medical insurance, uniform, leave compensation and inclusive of Sundays, paid holidays, Casual, Earned Leaves and any other statutory obligations including taxes must be reasonable. As such Zero or any amount less than 1% of minimum wages per month / per person as agency service charges will be rejected ( ie., should not be less than Rs. 76/- in case of Security Service and Rs.83/- in case of House Keeping services).**
- 4.5 Price Bids of only those Agencies who are found eligible as per Note.1 and Note.2 in para.3 above alone will be opened.
- 4.6 **The agency service charge quoted in BoQ alone will be taken into consideration for selection of L1.**

## 5 DETERMINATION OF L1.

5.1 The Agency / Agencies which has / have quoted the lowest service charges will be the lowest bidder / bidders.

5.2 If there is only one lowest bidder, it will be declared as the successful bidder without any further process.

5.3 In case there are more than one lowest bidders, the marks will be awarded proportionately to all the lowest bidders based on the criteria indicated below:

a . Aggregate amount paid as Income Tax, Service Tax , GST, ESI and EPF during the past three years. ----- 40 marks

$$\text{i.e., } 40 \times \frac{\text{Amount paid by one L1}}{\text{Amount paid by all L1}}$$

**Note:** This will be arrived at based on the documentary proof submitted by the Agency/Firm/Company at Sl.No. 3.8 to 3.11.

b . Aggregate amount paid as Salary, wages and Bonus during the past three years. ----- 30 marks

$$\text{i.e., } 30 \times \frac{\text{Amount paid by one L1}}{\text{Amount paid by all L1}}$$

**Note:** This will be arrived at based on the documentary proof submitted by the Agency/Firm/Company at Sl.No. 3.7

c. Maximum number of employees engaged in any month during the past three years. ----- 20 marks

$$\text{i.e., } 20 \times \frac{\text{Max. no. of employees engaged in any month during the past 3 years by one L1}}{\text{Max. no. of employees engaged in any month during the past 3 years by all L1}}$$

**Note:** This will be arrived at based on the documentary proof submitted by the Agency/Firm/Company at Sl.No.3.10

d. Completed years of experience subject to a maximum of 3 years. ----- 10 marks

$$\text{i.e., } 10 \times \frac{\text{Completed years of experience of one L1 (max. 3 years)}}{\text{Completed years of experience by all L1 (max. 3 years)}}$$

**Note:** This will be arrived at based on the documentary proof submitted by the Agency/Firm/Company at Sl.No.3.12. Experience in House Keeping or Security Services or both will be considered.

5.4.The Agency / Firm /Company that get the maximum marks as per the above method will be selected. In case of tie, the marks obtained in the criteria individually in that order ( ie., 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> criteria) will be used to break the tie. Further in case of tie, the successful bidder will be selected based on lots in the presence of the bidders having tie.

6. **For Housekeeping Service:** The successful bidder should submit the License issued by the Labour Department, Govt. of Puducherry under Contract Labour Act (Regulation and Abolition Act, 1970 and Rules 1973) within one month from the date of award of contract.

7. The tenderer will be able to download the Notice Inviting Tender and other related documents only after obtaining the valid e-Token and Digital Signature Certificate (DSC) and upload the bid document online by verifying the tender assigned work from <https://pudutenders.gov.in>.

8. The contractors who had downloaded the Tender Schedule from the website shall submit the requisite documents as per the item No.3.1 to 3.12 and BoQ through online before the scheduled time of submission. No Tender Schedule should be sealed and brought to the office of the Director, Directorate of Higher and Technical Education, PIPMATE Complex, Lawspet, Puducherry. **However, the tenderer should submit all the documents in Physical form at item No. 3.1 to 3.12 along with paid particulars for Tender fee and EMD to below mentioned address** in a sealed envelope superscribed with words “**E-TENDER FOR SECURITY SERVICE & HOUSE KEEPING in PUDUCHERRY/KARAIKAL/MAHE/YANM REGION**” for the relevant works **on or before 10.00 A.M on 04.12.2019**

**The Chairman  
Tender Committee  
Directorate of Higher and Technical Education,  
PIPMATE Complex, Tholkappier Main Road,  
Lawspet, Puducherry.**

The online bidder shall digitally sign on all documents uploaded by him and Agency / Firm /Company shall be responsible for their correctness and authenticity as per I.T. Act.

- |   |                                  |
|---|----------------------------------|
| <b>1. Availability of NIT and Tender documents from</b> | <b>: 18.11 .2019 at 10.00 AM</b> |
| <b>2. Pre-Bid Meeting with the Intending Bidders</b>    | <b>: 25.11.2019 at 03.00 PM</b>  |
| <b>3. Closing time for submission of e- Tender</b>      | <b>: 04.12.2019 at 10.00 AM</b>  |
| <b>4. Date &amp; Time of Opening of e- Tender</b>       | <b>: 04.12.2019 at 11.00 AM</b>  |

9. The Tender Committee, Directorate of Higher and Technical Education, PIPMATE Complex, Lawspet, Puducherry reserves the right to change the opening time and date of the e- Tender for administrative reason by notifying the same only in the tender website and not through any other mode. For any tender technical clarifications please contact JAO, DHTE through 0413-2255554. For any tender Online Bid (quoting) related clarification, contact e-Procurement cell, 3<sup>rd</sup> Floor, Chief Secretariat, Puducherry. Phone No. 0413-2220225, Toll Free No. 18002337315

10. **TENDER OPENING:**

- (a) On the scheduled time and date of opening, the Tender Committee, Directorate of Higher and Technical Education, Lawspet, Puducherry will open the tender. Tenderer can access the particulars, after opening of tender in the website.
- (b) If the opening day of tender happens to be a Public Holiday, the same will be opened on the next working day.

11. The NIT shall form part of contract/ agreement documents. The Tender Committee, Directorate of Higher and Technical Education, Puducherry will not be responsible for any failure, malfunction or breakdown of electronic system used during the e- Tender process.

12. **TERMS AND CONDITIONS:- (Security and Housekeeping Services)**

- (a) The Tender Committee, Directorate of Higher and Technical Education, Puducherry reserves the right to increase or decrease, by nominal percentage, the number of persons to be engaged originally mentioned in the specification at the time of issue of work order for executing the work without any change in unit price or other terms and conditions.
- (b) No revision of terms and conditions or revision of rates will be allowed during the consideration of this tender.
- (c) Before quoting the rate the intending tenderers shall visit the respective college campus / offices to take stock of the scope of work to be carried out.
- (d) Canvassing whether directly or indirectly in connection with tenders is strictly prohibited and the tenders submitted by the Agencies/ Firm / Company who resort to canvassing will be summarily rejected.
- (e) The agency shall not engage any sub-contractor or transfer the contract to any other person/ party.
- (f) The Agency / Firm / Company should provide the necessary uniform and other items at their own cost and should perform the assigned duty only in the uniforms provided by the firm and not in any other dress code.
- (g) The tender for rendering of security service and housekeeping in the schedule is in accordance with all aspects of e-tender policy of the Government.
- (h) **The Security / Housekeeping personnel posted for duty should be within the age limit of 50 years.**
- (i) **It shall be the duty of the successful bidder to comply with all the Acts, Rules and Regulations in force with respect to payment of minimum wages to the staff engaged and also other statutory obligation such as ESI, EPF, GST etc., to the respective Accounts.**

- (j) The successful bidder shall pay the wages directly to the bank accounts of the staff engaged and submit proof of Bank statement for having transferred the monthly wages to the Employees account with the next monthly bill.
- (k) The Agency / Firm /Company shall submit the proof of challans of EPF, ESI,GST and other deductions for the persons actually engaged along with the next monthly bill.
- (l) The bill for each month shall be presented in triplicate by the Agency / Firm /Company by the 5<sup>th</sup> of every following month, if holiday then the next working day, duly pre-receipted to enable the Institute / office to arrange the payment.
- (m) The rate quoted in BoQ (e-tender) should be valid for a period of six months from the last date of submission of tender.
- (n) No revision of rates will be allowed after finalization of tender and is valid for entire contract period.
- (o) In case the Agency/Firm/Company fails to execute the job after signing the CONTRACT AGREEMENT or leave the job before completion of the period of contract at their own accord, the undersigned shall have the right to forfeit the security deposit given by the Agency / Firm /Company for the execution of the contract.
- (p) In case of any sort of misbehavior and misconduct of any person so appointed, the responsibility of any damage or loss incurred shall rest upon the Agency / Firm / Company in full.
- (q) The Agency / Firm / Company shall be responsible to provide immediate replacement to take place of any security guard / staff who is not available on duty at the place of posting and such other additional staff as may be required for additional areas for which prior information will be given.
- (r) GSTIN is mandatory and Goods and Services Tax is applicable as per rules in force from time to time.
- (s) **The successful bidder should furnish the Security Deposit @ 5% of the total cost of tendered amount for one year in the form of an Account Payee Demand Draft / Fixed Deposit Receipt from a Commercial Bank / Bank guarantee from any National or Commercial Bank or Online Payment in an acceptable form.**
- (t) **EMD shall be refunded to the successful bidder on receipt of security deposit.**
- (u) Income Tax shall be deducted as per Income Tax rules.
- (v) Conditional offers will be rejected.

**For Security Services:-**

- (w) The entire College / Office campus shall be guarded on all days including Saturdays, Sundays and Public Holidays round the clock (24 x 7).
- (x) Agency has to issue valid identity cards to the deployed Supervisor/guards.
- (y) The clearance of the local police regarding verification of antecedents of the staff shall be obtained by the agency before deployment of the personnel, at U.T of Puducherry.

**For House Keeping services:-**

- (z) The entire College / Office Campus shall be cleaned every day including washing, sweeping, scrubbing, mopping and dusting the walls, ceilings, windows and doors of the classrooms, laboratories and office rooms, lawn, roads inside the campus, etc. and toilets must be cleaned twice a day. The garbage shall be removed from the College / Office premises day-to-day and should be dumped at a specific place earmarked by the College / Office authorities concerned.
- (aa) The toilet rooms, latrines, urinals, washbasins etc., shall be cleaned by sweeping, swabbing, washing, etc., The required cleaning materials shall be provided by the College / Office Administration.
- (bb) The sanitation work shall commence at 8.00 am every day and the class rooms, office rooms and the campus shall be kept clean before 8.45 am without fail. The timings are subject to change depending on the timings of the concerned Institution. The sanitary workers will be under the supervision and control of Head of the Institutions of the College concerned, Puducherry.
- (cc) All the workers are required to work on all working days including Saturdays between 8.00 am to 1.00 pm and 2.00 pm to 5.00pm.

**13. PENALTY FOR NON-PERFORMANCE:**

If the successful bidder failed to supply the man power as per the Contract during the contract period or comply the provisions of the tender / award of the contract and became defaulter, the Security Deposit will be forfeited and the defaulter is liable to pay the differential cost incurred by the College / Office on account of alternate arrangements and further appropriate action will be initiated as per the rules in force. In the event of non-performance or defective performance of the maintenance work as per terms and conditions of the NIT after issuing notice and giving opportunity, a recovery will be made proportionate to the extent of short-fall.

**14. CANCELLATION OF CONTRACT:**

Agreement shall be drawn between the Principal of the respective Colleges concerned / the Competent Authority of the Offices concerned and the successful tenderer on acceptance and finalization. The Successful tenderer on acceptance of his tender by the Tender Committee, the work order will be issued after getting concurrence of the Competent Authority, Puducherry, The Authorized Signatory of the contract reserves the right to cancel contract order placed on the successful tenderer, if the tenderer commits a breach of any of the terms and conditions of the Contract / Work Order. Also if successful tenderer wants to withdraw the contract the tenderer should intimate the concerned authorities three months well in advance or remit two months aggregated amount as compensation by the tenderer.

**15. TENDER FEE / EARNEST MONEY DEPOSIT:**

- a. Cost of Tender Fee of Rs.500/-+ GST 18% **shall be payable Online through Internet Banking /NEFT/RTGS mode only** in favour of the Junior Accounts Officer, Directorate of Higher and Technical Education-E-Tender, Lawspet, Puducherry as per the provisions contained in the website for e- Tenders.
- b. EMD amount stated in the annexure **shall be paid by Online through Internet Banking /NEFT/RTGS mode only** in favour of the Junior Accounts Officer, Directorate of Higher and Technical Education-E-Tender, Lawspet, Puducherry as per the provisions contained in the website for e-Tenders by the intending bidders for the specified work. If exemption is sought, a copy of the exemption letter/document ie., *the NSIC / Aadhaar Udyog Memorandum* for the specified work viz., Security Services and House Keeping Services or both to be uploaded.
- c. The Earnest Money Deposit is non-interest bearing and is refundable to the unsuccessful tenderer within a week from the date of finalization of the tender.

Besides the above, the tenderer should furnish a certificate in their Letter Head of the Agency/Firm/Company as worded below in token of acceptance of all the terms and conditions of the tender. Otherwise the tender will not be considered under any circumstances.

**DECLARATION**

“ I / We ----- the undersigned certify on behalf of -----  
----- that the terms and conditions of the NIT are accepted and that in the event of selection of my/our rates, the contract in the prescribed form will be entered into.”

Seal and Signature of the Tenderer

**Annexure to e\_Tender Notice**

**CONSOLIDATED STATEMENT FOR ENGAGEMENT OF PRIVATE SECURITY / HOUSEKEEPING AGENCY THROUGH OUTSOURCING BASIS (PUDUCHERRY/KARAIKAL/MAHE AND YANAM REGIONS)**

Sl. No.	Name of the Institution	Name of the Service	No. Of Persons to be Engaged	EMD amount
1	Kanchi Mamunivar Centre for Post Graduate Studies, Lawspet, Puducherry	Security	6	15100.00
2	Kanchi Mamunivar Centre for Post Graduate Studies, Lawspet, Puducherry	Housekeeping	10	27700.00
3	Bharathidasan Govt. College for Women, Muthialpet, Puducherry	Security	8	20200.00
4	Bharathidasan Govt. College for Women, Muthialpet, Puducherry	Housekeeping	20	55300.00
5	Motilal Nehru Govt. Polytechnic College, Lawspet, Puducherry	Security	9	22700.00
6	Motilal Nehru Govt. Polytechnic College, Lawspet, Puducherry	Housekeeping	10	27700.00
7	Tagore Govt. Arts and Science College, Lawspet, Puducherry	Security	9	22700.00
8	Tagore Govt. Arts and Science College, LawspetPuducherry	Housekeeping	18	50000.00
9	Dr.Ambedkar Govt. Law College, Kalapet, Puducherry	Security	12	30200.00
10	Indira Gandhi College of Arts and Science, Kathirkamam, Puducherry	Security	9	22700.00
11	Indira Gandhi College of Arts and Science, Kathirkamam, Puducherry	Housekeeping	6	16600.00
12	Rajiv Gandhi Arts and Science College, Thavalakuppam, Puducherry	Security	6	15100.00
13	Rajiv Gandhi Arts and Science College, Thavalakuppam, Puducherry	Housekeeping	5	14000.00
14	Perunthalaivar Kamarajar Arts College, Kalitheerthalkuppam, Puducherry	Security	6	15100.00
15	Perunthalaivar Kamarajar Arts College, Kalitheerthalkuppam, Puducherry	Housekeeping	5	14000.00
16	Kasthurba College for Women, Villianur, Puducherry	Security	3	7600.00
17	Kasthurba College for Women, Villianur, Puducherry	Housekeeping	2	5600.00
18	PIPMATE Office, Lawspet, Puducherry	Security	3	7600.00
19	Women's Polytechnic College, Lawspet, Puducherry	Security	6	15100.00
20	Women's Polytechnic College, Lawspet, Puducherry	Housekeeping	10	27700.00

21	Arignar Anna Govt. Arts and Science College, Nehru Nagar, Karaikal	Security	9	22700.00
22	Arignar Anna Govt. Arts and Science College, Nehru Nagar, Karaikal	Housekeeping	6	16600.00
23	Avvaiyar Govt. College for Women, Karaikal	Security	5	12600.00
24	Avvaiyar Govt. College for Women, Karaikal	Housekeeping	5	13900.00
25	Perunthalaivar Kamarajar Institute of Engineering and Technology, Nedungadu, Karaikal	Security	15	37800.00
26	Perunthalaivar Kamarajar Institute of Engineering and Technology, Nedungadu, Karaikal	Housekeeping	27	74700.00
27	Perunthalaivar Kamarajar College of Education, Nehru Nagar, Karaikal	Security	6	15100.00
28	Perunthalaivar Kamarajar College of Education, Nehru Nagar, Karaikal	Housekeeping	4	11100.00
29	Karaikal Polytechnic College, Kottucherry, Karaikal	Security	6	15100.00
30	Karaikal Polytechnic College, Karaikal	Housekeeping	8	22200.00
31	Women's Polytechnic College, Karaikal	Security	3	7600.00
32	Women's Polytechnic College, Karaikal	Housekeeping	2	5600.00
33	Indira Gandhi Polytechnic College, Mahe	Security	6	15100.00
34	Indira Gandhi Polytechnic College, Mahe	Housekeeping	4	11100.00
35	Dr.SRK Govt.Arts College, Yanam	Security	3	7600.00
36	Dr.SRK Govt.Arts College, Yanam	Housekeeping	10	27700.00
37	Dr.B.R.Ambedkar Polytechnic College, Yanam	Security	3	7600.00
38	Dr.B.R.Ambedkar Polytechnic College, Yanam	Housekeeping	4	11100.00
39	Pondicherry State Higher Education Council, Lawspet, Puducherry	Housekeeping	3	8500.00
40	Pondicherry Engineering College, Pillaichavady, Puducherry	Security	21	53000.00
41	Pondicherry Society for Higher Education (PONSHE) Office	Housekeeping	1	2800.00