

Tender Enquiry

**OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS  
NO. 107, LOWER AGRAM ROAD,  
BANGALORE-560 007**

**Ph: 080-29710474**

**Fax No: 080-29710133/132**

**F.NO: AN/II/1002/OC/ Watch & Ward**

**Date: 27/02/2019**

To

**SUB: QUOTATION FOR PROVISION OF SERVICES OF  
WATCH & WARD (WITHOUT ARMS)-- FY-2019-20**

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Principal Controller of Defence Accounts, Bangalore is a Central Government Organization under Ministry of Defence invite tender for services of **Watch & Ward (without arms)** for the under mentioned offices in the following shift as per the terms and conditions enclosed:-

**PCDA, Bangalore- 1<sup>st</sup> Shift-6AM to 2PM, 2<sup>nd</sup> Shift-2PM to 10 PM, 3<sup>rd</sup> shift 10 PM TO 6AM**

**Evaluation Centre- 3<sup>rd</sup> shift-10 PM to 6AM**

**PAO(ORs) ASC(SOUTH), Bangalore- 1<sup>st</sup> Shift-6AM to 2PM, 2<sup>nd</sup> Shift-2PM to 10 PM**

**PAO(ORs) PCTC, Bangalore- 3<sup>rd</sup> Shift- 10PM to 6AM**

**PAO(ORs) PARA REGT, Bangalore--3<sup>rd</sup> Shift- 10PM to 6AM.**

Sl No	Postal Address of the offices where watch & Ward Services are required	No of persons	Duty hours
1	Office of the Principal Controller of Defence Accounts No. 107, Lower Agram Road, Bangalore-560007	3	8
2	Evaluation Centre under PCDA, Bangalore-560007	1	8
2	Office of the Pay and Accounts Office (ORs) ASC (South) No. 107, Lower Agram Road, Bangalore-560007	2	8
3	Office of the Pay and Accounts Office (ORs) P.C.T.C, No:99 Dickenson Road, Bangalore-560042	1	8
4	PAO(ORs) PARA REGT, Mekhri Circle, Bangalore-560006	1	8

The period of Service will be for ONE YEAR FROM **01/04/2019** or from the date of **Agreement.**

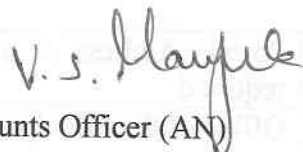
2.The requirement given above is subject to change if any in additions / deletions with mutual agreement.

3. You are requested to offer your competitive/ lowest rates(including Taxes and levies if any) for providing the requisite services to the above offices. Bids in sealed covers are invited in respect of services of Watch & Ward (without arms) as per format given in Part IV of the Tender Enquiry. Sealed quotations addressed to the undersigned should be dropped in the TENDER BOX KEPT IN THE RECEPTION OF THE PCDA OFFICE / "or" to be sent by Regd Post by name to the undersigned so as to reach this office on or before 4.00 p.m of 11 /03/2019 positively. The cover should be superscribed with the words "TENDER FOR SERVICES OF WATCH & WARD (without arms) ON CONTRACT BASIS".

This Tender Enquiry is divided into four parts as follows:

- a) Part I – General Information and Instructions
- b) Part II – Scope of Work
- c) Part III – Terms and Conditions
- d) Part IV – Format for quoting

5. This Tender Enquiry is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the Tender Enquiry, should it become necessary at any stage.



Sr.Accounts Officer (AN)

OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS, 107, LOWER  
AGARAM ROAD, BANGALORE-560007

Part I – General Information

1) **Last date and time for depositing the Bids:**

**11 /03/2019 (4.00 PM).** The sealed Bids should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.

2) **Manner of depositing the Bids:**

Sealed Bids should be either dropped in the Tender Box marked as “**TENDER FOR SERVICES OF WATCH & WARD (without arms) ON CONTRACT BASIS**” or sent by Registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. This office will not assume any responsibility for postal delay or non-delivery/non-receipt of Bid documents. Bids sent by FAX or e-mail will not be considered.

3) **Time and date for opening of Bids:**

**11 /03/2019 (4.30 PM)** (if due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as decided and intimated by the Buyer.)

4) **Location of the Tender Box:**

**RECEPTION OF THE OFFICE OF THE PCDA BANGALORE.** Only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.

5) **Place of opening of the Bids:**

**CONFERENCE HALL OF THE OFFICE OF THE PCDA BANGALORE.** The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important Commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to absence / non-attendance of your representative.

6) **Forwarding of Bids:**

Bids should be forwarded by Bidders under their Original memo/letter pad inter alia furnishing details like GST No, Bank address with Account no and IFSC code etc., and complete postal & e-mail address of their office.

7) **Clarification regarding contents of the Tender Enquiry:**

A prospective bidder who requires clarification regarding the content of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 14 (fourteen) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.

8) **Modification and withdrawal of Bids:**

A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified.

9) **Clarification regarding contents of the Bids:**

During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

10) **Rejection of Bids:**

Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may cause to be rejected summarily. Conditional tenders will be rejected.

11) **Validity of Bids:**

The Bids should remain valid for **90 (Ninety) days** from the last date of submission of the Bids.

12) **Earnest Money Deposit:** Bidders are required to be submitting EMD of 2% of the value of the contract alongwith their bids which will remain valid for 45 days beyond final bid validity period. EMD may be submitted in the form of Account payee, Demand Draft, Fixed Deposit Receipt, Bankers cheque, Bank guarantee from any of the Public sector banks.

13) **How to Quote:**

The Quotation should incorporate the break-up details compulsorily such as wages under Minimum Wages Act, EPF, ESI, GST, Contractor's profit etc., as per the FORMAT given in the Part-IV of the Tender Enquiry.

14) Exact No of Guards required will be finalised during tender approval.

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**Part II – Scope of Work**

1. Watch & Ward Services (without arms) for PCDA, Bangalore & for Sub Office buildings as per the terms and conditions as under

2. Guards should perform their duties as allocated by the officer in charge/care taker concerned for all the 7 days in a week including Sundays & Holidays

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### Part III – Terms and Conditions

- i) The Services are required for a period of One-year with effect from **01/04/2019** or from the date of signing of the Agreement, and may be further extended on required basis.
- ii) The person/guard deployed for the above work should be trained, literate, physically fit and whose character & antecedents has been verified by police authorities.
- iii) The Person/guard deployed should preferably Ex-Army personnel. The person/guard deployed should wear proper uniform and maintain high standard of hygiene (whereby uniform, photo ID batch will be provided by the Contractor), discipline and work culture. He should exhibit good / appropriate behaviour with the office staff /visitors.
- iv) The details of the personnel deployed on duty/substitute should be furnished to respective offices along with a copy of photo I D on conclusion of the contract.
- (v) Working hours :
  - 06.00 AM to 02.00 PM ( 8 Hours ) - 1<sup>st</sup> shift
  - 02.00 PM to 10.00 PM ( 8 Hours ) - 2<sup>nd</sup> shift
  - 10.00 PM to 06.00AM ( 8 Hours ) - 3<sup>rd</sup> shift

For all the 7 days in a week including Sundays & Holidays.

- vi) There should not be any absenteeism, In case of their absence/proceeding on leave, alternate arrangements should be made well in advance under intimation to the offices concerned to perform the duties without fail and without any additional cost. Proportionate recovery will be affected for short service or for the number of days, the person remains absent to duty.
- vii) The presence and the timings of the guards will be recorded and watched through an attendance register maintained for this purpose. Guards should strictly maintain the timings of their shifts and discipline.
- viii) PCDA, Bangalore reserves the right to expel the person deployed from its premises if he is found to have consumed liquor during the duty hours / or behaving in a manner not in tune with acceptable conduct / discipline.
- ix) The contract agreement will be terminated if any of the conditions are violated or the services of the security guards are not found satisfactory.
- x) Sealed quotation should be submitted duly enclosed with the following valid documents, viz. EPF Registration No, ESI Registration No., GST No., Income tax PAN/TAN No., Labour Deptt. License No., Professional Tax No. and Company Registration No., Ministry of Home/police department registration No/clearance No., List of clients etc. The Quotations which are not enclosed with the above documents will be liable to be summarily rejected.
- xi) Experience certificates issued by reputed organisation/firms should be enclosed.

- xii) The Contractor shall ensure that payment of Minimum wages under various Statutory Rules are paid by him to the security guards employed by him for the said work and also payment of GST and duties to the Government. The wages quoted should include Basic, VDA, EPF, ESI etc and all the breakup of these components shall be given. The rate quoted should be for each guard with a minimum 8 hours duty a day for all the seven days of the week on monthly basis.
- xii (a ) Variable DA as and when notified by Government should be paid to guards and difference amount so paid will be paid by this office on production of copy of Govt notification and on production of proof of payment.
- xiii) The Contractor shall ensure that the rate quoted should include payment of GST and duties to the Government.
- xiv) The payments will be made in arrears through EFT in the following month after completion of the service and after deducting statutory recoveries, if any. Bank details may be furnished
- xv) The copies of Challans on account of payment of Service GST/EPF/ESI etc., duly certified by the Contractor that the paid amount includes names of the guards employed should be enclosed with the Bills.
- xvi) In case of any eventualities, the liability/responsibility for the person payment of compensation squarely lies with the firms. This office will not be liable for any payment as compensation to the personnel employed by the firm for whatsoever the cause be.
- xvii) Your agency will be held responsible to make good the losses/damages ,if any, occurs to the building / Govt. Property, during duty hours. .
- xviii) The employment of guards by the firm does not entail any Permanent/Temporary service in this department nor any experience certificate will be issued.
- xix) **PENALTY:** The Contractor is liable to pay Penalty that may be imposed on him by PCDA, Bangalore for any breach of conditions of this contract/shortfall/ unsatisfactory services and will be deducted from the payment due to him based on the satisfactory certificate furnished by concerned Admin. Officer/Caretaker of all the Offices mentioned in the Tender Enquiry.
- xx) **Performance Security/Guarantee** for an amount of **Five percent (5%)** of the value of the contract should be furnished by the successful bidder in the form an Account payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank in the prescribed format. The Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations.
- xxi) The Contractor is required to monitor the work on regular basis either himself or through one of his supervisor authorised for this purpose. No separate payment will be paid to the supervisor if employed by the firm to oversee the duties.

xxii) The Contractor shall sign each page of the Tender Enquiry, Annexure, Terms & Conditions for having agreed to the same.

xxiii) PCDA Bangalore reserves the right to accept or reject any or all of the Tenders/Quotations without assigning any reasons.

xxiv) The tender Enquiry may also be down loaded from the official website of PCDA,Bangalore viz., [pcdabl.gov.in](http://pcdabl.gov.in)

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Part IV – Format for Price Bid

**Subject: Requirement of services of Watch & Ward (without arms) on Contract basis**

S I N O	Address of the Offices	No. of Person s	Amount of wages Per person/ Month (Rs.)	EPF @ 13% (Rs.)	ESI @ 4.75 % (Rs.)	Contractor Profit (percentage or fixed amount)	GST (Rs.)	Grand Total (4+5+6+ 7+8)
1	2	3	4	5	6	7	8	9
1	Principal Controller of Defence Accounts, No. 107, Lower Agram Road Bangalore-560007	3						
2	Evaluation Centre under PCDA, Bangalore- 560007	1						
3	Pay and Accounts Office (ORs) ASC (South).No. 107, Lower Agram Road, Bangalore-560007	2						
4	Office of the Pay and Accounts Office (ORs) P.C.T.C, No:99 Dickenson Road, Bangalore-560042	1						
5	PAO(ORs) PARA REGT, Mekhri Circle, Bangalore-560006	1						
	<b>TOTAL</b>	<b>8</b>						

**Total (in Words): Rupees**

**NOTE:** Column 4 – The wages mentioned should include Basic and VDA. Variable DA as and when notified by Government should be paid to guards and difference amount so paid will be paid by this office on production of copy of Govt notification and on production of proof of payment.

Column 7 – If percentage is mentioned, the components on which it is quoted should also be furnished.