



ARMY INSTITUTE OF MANAGEMENT & TECHNOLOGY
(AIMT) & ARMY INSTITUTE OF EDUCATION (AIE)
Plot No M-1, Pocket P-5 Greater Noida (UP) 201315



Invites sealed tenders from experienced and reputed agencies for running **Security Services** in both Institute Campus.

Tender form can be downloaded from our website www.aimt.ac.in for any query please contact: Mob **8390112294/0120-2343503**

Last Date for Submission of Filled Tenders Alongwith A Demand Draft of Rs 1000/- in favour of Army institute of Management & Technology payable at Greater Noida: **04:00 PM** on 12 Sep 2021.

Attach demand draft for Rs 1000/- each (non refundable)

ARMY INSTITUTE OF MANAGEMENT & TECHNOLOGY,
GREATER NOIDA

Tender to be deposited by 12 Sep 2021 at Army Institute of Management & Technology. Plot No-M-1, Pocket P-5, Greater Noida (U.P.)

M/S _____

TENDER FOR SECURITY SERVICE

Sir,

1. Sealed Tender is hereby invited from registered & approved agencies for providing security services in **Army Institute of Management & Technology, Greater Noida & Army Institute of Education, Greater Noida**. Tender Forms duly completed in all respects must be sent by post or by hand so as to reach by **11 Sep 2021** at **Army Institute of Management & Technology, Greater Noida**. The contract will be awarded initially for one year. However, it can be extended for another year and so on on satisfactory performance and on mutual agreement by the both parties.

TERMS AND CONDITIONS

2. Preference will be given to agencies run by ex-servicemen. The necessary proof in this regard must be enclosed.

3. The Agency will have to arrange the following security guards per day for round the clock services at this institute :-

(Non covid period)

- | | |
|---------------------------|---|
| (a) Supervisors | - Three (Ex-servicemen, Hav and above) |
| (b) Security Guards | - Eight (03 – Ex-servicemen)
(05 - Civil Guards) |
| (c) Female Security Guard | - Four (three for Girls hostel one of main gate). |

(Covid period when hostels are closed)

- | | |
|---------------------------|--|
| (a) Supervisors | - Three (Ex-servicemen, Hav and above) |
| (b) Security Guards | - Three (03 - Civil Guards) |
| (c) Female Security Guard | - One |

4. The agency shall deploy All Supervisors and min 3 male Guards amongst the categories of **Ex-servicemen**. The necessary proof in this regard will be confirmed by the Institute Authorities.

5. Tender form can be downloaded from Institute website www.aimt.ac.in. A Demand Draft of Rs 1000/- (non refundable) in favour of Army institute of Management & Technology payable at Greater Noida to be submitted alongwith tender form.

6. Rates quoted for Security Guard and Supervisor will be inclusive of all taxes and charges. If any changes will occur, it will be borne by the contractor.

7. **Earnest money must be deposited in the form of demand draft/pay order for Rs.10,000/- drawn in favour of the Army Institute of Management & Technology, Greater Noida which will be returned on completion of contract. In case contract is terminated due to lack of services, the earnest money will be forfeited.**
8. A security deposit of Rs 50,000/- will be deposited by the contractor on award of the contract which will be refunded or returned without any interest on completion of the terms of contract.
9. Tender form should be clearly filled in ink legibly or typed and is to be free from erasing/cutting/ alterations unless attested in figures as well as in word.
- 10 Each page of the tender must be signed with seal of the agency.
11. Attested copies of Registration Number of the Firm, PAN No, GST number, License Number under contract labour Act, Provident Fund Account Number, ESI Number shall be enclosed. The agency must be registered with Govt of N.C.T of Delhi/Noida/ Greater Noida-copy of proof to be attached.
12. Performance Certificate issued by the concerned organization where such type of works/ jobs has been performed should be attached.
13. The sealed envelope must have name of the participating agency and tender for Security services must be mentioned overleaf.
14. Income Tax (TDS) will be deducted from each bill before payment, as per the rules.
15. Tenderer should take care that rates and amount are written in such a way that interpolation is not possible, No blanks should be left which would otherwise make the tender liable for rejection.
16. Tenderer would be presumed to have considered and accepted all the terms and conditions. No query i.e., verbal or written shall be entertained in respect of acceptance/rejection of the tender. The Management will be the sole Judge for awarding the contract based on parameters being fulfilled by the Firm/Agencies.
17. The Institute reserves the right to cancel/reject full or any part of the tender in which the tenderer do not fulfill the conditions stipulated in the matter. Any act on part of the tender to influence any body in the Institute is liable to rejection of this tender.
18. The contractor shall provide **a non judicial stamp paper of Rs-100/-** for preparing a contract agreement on award of contract.
19. The antecedents of agency and the staff deployed will be got verified by the concerned State police by the contractor. Police verification report in respect of supervisor/ guards employed will be submitted by the contractor within 30 days of award of contract.
20. In the event of any breach/violation of conditions of the tender, the said earnest money would be forfeited by the Institute.
21. That the contractor shall comply with all the legal requirement for obtaining license under Contract Labour Act 1970.

22. That the agency shall also be responsible to provide all the benefits viz Bonus, EPF, ESI, Gratuity, leave encashment etc to eligible employees.
23. Every worker appointed by the contractor shall wear prescribed uniform and badges bearing his name and designation, while on duty. Uniform and badges, orches, buttons and whistle will be arranged by the contractor at his own cost. The Identity Card to be issued to the employee by the contractor and will be worn in neck every time.
24. The contractor shall abide by the provisions of Minimum Wages Act 1948 and Contract Labour Act 1970 and other Labour Laws applicable to him, as amended from time to time.
25. That the agency staff be available all times at the place of their duty as per roster and they shall not leave their place of duty without prior permission and to check the material against gate passes incoming/outgoing stores of Institute property.
26. That the agency shall be responsible to provide immediate replacement to take place of any guard who is not available for duty at the place of posting and such additional staff as may be required for which additional information has been given.
27. That the agency staff shall work under overall directions of the Registrar/Estate Supervisor/Asst Security Officer.
28. That the Institute shall have the right to ask for removal of any person of the agency, who is not considered to be competent to discharge of his duty.
29. That agency staff shall carry out such other duties as entrusted to them from time to time.
30. That the agency shall **not engage any sub Contractor** or transfer the contract to any other person.
31. Change in deployment of security guards will be informed to Institute Authority.
32. **Tender should be unconditional.**
33. The requirement of the security guards can be increased or decreased at any later stage depending upon the actual requirements of the Institute. At present the following are required:-

(Non covid period)

- | | | |
|-----|-----------------------|---|
| (a) | Supervisors | - Three (Ex-servicemen, Hav and above) |
| (b) | Security Guards | - Eight (03 – Ex-servicemen)
(05 - Civil Guards) |
| (c) | Female Security Guard | - Four (three for Girls hostel one of main gate). |

(Covid period when hostels are closed)

- | | | |
|-----|-----------------------|--|
| (a) | Supervisors | - Three (Ex-servicemen, Hav and above) |
| (b) | Security Guards | - Three (03 - Civil Guards) |
| (c) | Female Security Guard | - One |

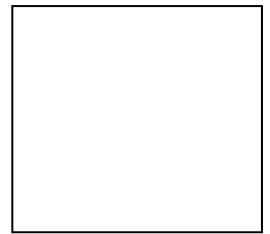
Any guard found missing during his/her duty time & place will be marked absent. Payment shall be made as per availability/attendance of the guard/supervisor in a month, limited to the strength of supervisor/guards agreed upon.

34 **Duties of Security Contractor.**

- (a) Ensure the security of AIMT & AIE Campus both from external and internal threat to prevent damage/pilferage of its property including residents of both AIMT/AIE.
- (b) Ensure area denomination both during day and night to prevent any theft in the campus. The vulnerable places on the perimeter fence to be checked to prevent any entry or unauthorized exit.
- (c) To carryout check of all doors, windows and places of entry and locking arrangements in the morning at first light and after last light.
- (d) Ensure that keys deposited at the gate guard/supervisor are not misused and accessible to un-authorized personnel.
- (e) Guards to attend telephone calls at Main Gate and Hostels during duty hours.
- (f) Ensure entry of authorized visitors and vehicles after confirmation from Registrar/ Estate Supervisor.
- (g) Proper entry/exit for visitors to be done through passes/slips and records be maintained at the gate.
- (h) Ensure proper regulation of Entry/Exit of students and checking for all unauthorised items as per the college hand book.
- (j) Be prepared to utilize the fire fighting equipment at the Institute in case of any fire and subsequently bring it to the notice of the Registrar/Estate Supervisor or any other official during any hazards/fire in the campus.
- (k) Contractor must forward the monthly bill alongwith EPF, alongwith ECR & ESI challan of preceding month.

Sq-xxxxxxxxx
 (Rajendra Pandey)
 Colonel (Retd)
 Registrar

Dated : 23Aug 2021



ARMY INSTITUTE OF MANAGEMENT & TECHNOLOGY, GREATER NOIDA

TENDER FORM FOR PROVIDING SECURITY SERVICE

DD for Rs 1000/- in favour of Army Institute of Management & Technology payable at Greater Noida to be attached alongwith tender form.

1. Last date for depositing of Tender Form on **12 Sep 2021 (4 PM)**
At : Army Institute of Management & Technology,
Plot No M-1, Pocket P-5, Greater Noida (U.P.)

2. Name, Address of Firm/Agency and Mob/Telephone Number.

3. Name, Designation, Address and Mob/Telephone Number of authorised person of the Firm / Agency to deal with _____

4. Please specify as to whether tenderer is a sole Proprietor/Partnership Firm Name, Address and Mob/Telephone Number of Director/Partners should be specified.

(a) _____ (b) _____

(c) _____ (d) _____

5. PAN No of income Tax Deptt & Clearance Certificate _____

6. Provident Fund Account No _____

7. ESI No _____

8. I confirm that I will provide _____ Ex-servicemen,

9. License No under Contract Labour (R&A) Act _____

10. Goods and Service Tax (GST) Registration No _____

11. Details of Earnest Money Deposited:-

(a) Amount: Rs _____ (Rs _____

_____ In words)

(b) Demand Draft No _____

(c) Date of issue of DD _____

(d) Name of issuing authority _____

12. Details of experience with regard to providing security services with full details of agency to whom such services provided. Copies of the satisfactory reports should be attached. In case the agency rendered services to more No of companies, a separate sheet may be used for indicating experience etc.

13. Any other information:-

14. RATES QUOTED BY THE CONTRACTOR IS AS UNDER:-

Ser No	Particulars of Security Guard	Rate (per month)	GST (%)	Total
(a)	Supervisor (Ex-serviceman, Hav and above)			
(b)	Guard (Ex-Serviceman)			
(c)	Guard (Civilian)			
(d)	Guard (Female)			

Dated : 2021

(Signature of the Contractor)

(Office Seal)