

**TENDER NOTICE NO. 03 OF 2023-24**

For and on behalf of Srinagar Development Authority. bids/quotations are invited from registered and reputed private security agencies for a period of one year through e-tendering for below mentioned assignment.

S. No.	Name of Asset	Outsourcing of Security Services.	Earnest Monty	Cost of Tender Document	Approx Cost	Class of Contractor	Contract Period.
1.	Sangarmall City Center M. A. Road, Srinagar	Providing five security guards during day shift and three security guards during night shift. One Supervisor for overall Supervision at Sangarmall City Center M. A. Road, Srinagar.	Rs 40,000/-	Rs 500/- or MSME registration	Rate to be quoted by the contractor for one month	The Firms/ Company/ Agency dealing in the similar nature of works	One year
2.	SDA Head Office at Bemina Bypass Srinagar.	Providing two security guards during day shift and two security guards during night shift at SDA, Head Office Complex Bemina Bye-ass Srinagar.					
3.	Community Hall at Gonikhan	Providing one security guard for day shift and one security guard for night shift.					
4.	Community Hall at Rajouri Kadal.	Providing one security guard for day and one Security Guard for night shift.					

1. Date of Publishing 16.01.2024.
2. The bidding document can be downloaded from the website <http://jktenders.gov.in> from 10 AM on 16.01.2024 to 22.01.2024
3. The bids shall be deposited in electronic format on the website <http://jktenders.gov.in> from 18.01.2024 to 23.01.2024 upto 4 PM. The bids received will be opened at 12.00 Noon on 24.01.2024
4. The complete bidding process will be online.
5. The bid document can be seen and downloaded from the website <http://jktenders.gov.in>. or SDA official website <http://sdasrinaga.gov.in>.
6. Tender/bid must be accompanied with CDR equivalent to Rs 40,000/- and Demand Draft of Rs 500/- on account of cost of tender document or MSME registration.
7. The financial bids will be opened online or in the Office of DDLM/Senior Estates Officer or Executive Engineer SDA on \_\_\_\_\_ or on any other convenient date, in case opening date of bids happens to be non working day or due to any reason bids cannot be opened.

Contd. on page 2<sup>nd</sup>/-

**Instruction to bidders regarding e-tendering process are mentioned hereunder:-**

- a) The interested bidders can download the NIT/Tender Document from the website <http://jktenders.gov.in>
- b) For digitally signing the bid, bidders should have digital signature Certificate (DSC) as per Information Technology Act-2000 for participation through e-tendering.
- c) The bidders have to submit their bids on line in electronic format with digital signature. No tender bid will be accepted in the physical form.
- d) Before uploading the bid, bidder should ensure the attachment of all requisite documents Certificates with their bids.
- e) The department will not be responsible for delay in online submission of bids-whatsoever reasons may be.
- f) All the required information for bids must be filled and submitted online.
- g) Bidders should submit online scanned copies of cost of tender documents, EMD, as specified in the tender notice and all other requisite documents mentioned in the tender document.
- h) The detail of cost of documents, EMD specified in tender notice/document should be the same as submitted online, otherwise tender/bid will be not accepted.
- i) Experience Certificate from a Govt. Department /PSU/Autonomous Bodies/Shopping Malls/Hospitals/Railways/ Private Bodies/Airports of having executed work satisfactorily by the bidder. Minimum three years experience.
- j) Minimum amount turnover of Rs 50.00 lakhs per year in any of the 03 years of last 05 years certified by a Chartered Accountant.

**Special conditions:-**

- 1) The agency should have good experience in the field of services to be provided.
- 2) The agency will be responsible for providing security to entire premises including the movable and immovable assets entry and exit point of Sangarmall City Center, SDA Office Complex, Community Hall Gonikhan Community Hall Boatman & Community Hall at Rajouri Kadal.
- 3) The Security Personnel shall be in proper Uniform.
- 4) The rates to be quoted by the agency shall be provided in figures as well as in words and should not be below the minimum wages approved under J&K Labour Act vide Notification No. 12<sup>th</sup> of October 2022 issued vide endorsement No. LE-Genl/56/2022-11-L&E dated 12/10/2022. The rates to be quoted should be on monthly basis and should include GST, Income Tax, ESI, EPF, EDLI, Vendor Margin etc as per Minimum Wages Act and bills of the same shall be submitted by the successful bidder on completion of the month.
- 5) The intending bidder is requested to visit the site for actual assessment of services to be provided in the buildings/premises and quote the rates accordingly.
- 6) If some security personnel are required to be withdrawn or SDA does not require the security for any reason, the contractor will not agitate the issue before any Court of Law or any competent Authority.
- 7) The successful bidder shall install Biometric Machine for Daily Attendance per shift or mark attendance on an Attendance Register.
- 8) The hired personnel should be physically fit, mentally sound, disciplined without any criminal or anti social record.
- 9) All other terms and conditions which are in vogue in SDA and contained in tender shall be binding upon the contractor.
- 10) Vice Chairman SDA or any authorized officer of SDA reserves the right to accept or reject the tender/offer without assigning any reason thereof.
- 11) No substitute to the assigned person shall be made by the contractor without any valid reason and without prior consent of DDLM/Senior Estates Officer SDA.
- 12) If the personnel are not found suitable, the same shall be informed by SEO and shall be replaced within weeks time, failing which VC or DDLM/SEO SDA shall have power to cancel the contract and forfeit the security deposit/performance guarantee.

Contd. on page 2<sup>nd</sup>/-



## OTHER TERMS AND CONDITIONS.

- 1) The contract is for a period of one year.
- 2) The agency shall fulfill all the requirements under J&K Labour Act in respect of the personnel staff to be engaged by the contractor.
- 3) The agency shall pay the wages as per approved rates by J&K Labour Department over and above the insurance and CP Fund.
- 4) The agency shall compensate in full any loss or damages to the SDA assets if caused due to negligence of the deployed personnel or theft during the currency of the contract and same will be repaired/replaced by the contractor of his own. failing which the payment thereof assessed by Executive Engineer/Purchase Officer of SDA will be deducted from the contract amount.
- 5) The payment/contract fee shall be paid to the agency as per actual attendance and satisfactory Certificate to be authenticated by the officer in charge.
- 6) The agency shall ensure not to provide any chance of complaint during the term of contract, however, the contract shall be cancelled after issuance of due notice of one week in case of receipt of any complaint.
- 7) The agency shall have to complete its term of contract, failing which the performance guarantee will be forfeited and shall be barred from future participation.
- 8) The engaged personnel can proceed on leave as provided by the agency subject to the alternate arrangement otherwise proportionate amount of the absence period will not be paid and agency will not claim for the same with proper consent of SEO.
- 9) The Tender should be accompanied by the following requisite documents:-
  - I) PSARA Certificate issued by Home Department, J&K Government.
  - II) Certificate of Registration of Companies/Societies or Form-C (Govt. of J&K Shops and Establishment Act.) /Registration of Factories and Establishments under Section 2 (12) of the ESI Act. as amended.
  - III) GST Registration.
  - IV) Certificate by Deputy Provident Fund Commissioner.
  - V) Pan Card or Income Tax Returns of last two years if liable to pay income tax.
  - VI) FORM VI (Asstt. Labour Commissioner.) / Registration Certificate of Labour Department.
  - VII) Identity Proof Owner/Contractor/Manager/Director of Agency/Company.
  - VIII) Earnest money of Rs 40000/- and cost of Tender Document or MSME Registration.
  - IX) Proof of Aadhar for correspondence (with documentary evidence and valid e-mail ID).
- 10) All other relevant Acts, regulations shall be binding on the agency. The violation thereof shall lead to the cancellation of the contract. The breakup of the quoted rates should be mentioned in the tender.
- 11) The agency will be responsible for entire security of the complex inclusive of all fixtures, furniture, generator LCD Television etc. The agency will be responsible for the security of the parked vehicles. However, the agency is not responsible for any valuable item other than accessories of vehicle unless it is properly handed over to the security guards of the agency and it is the absolute discretion of the agency to take the responsibility of such valuable items.
- 12) After expiry of contract, the agency will hand over the Complex along with all fixtures, furniture, generators etc to the concerned officer in the same manner as it was handed over at the commencement of the contract. If any loss/damage is found, same will be repaired/ replaced by the agency, failing which same will be done by this Authority at the cost/risk of the Contractor. The Contractor will not agitate in this regard before any Hon'ble Court of law or any other Authority.
- 13) The Authority during the term of contract, if feels dissatisfied with the assigned job of Contractor/agency, the contractor/agency will be given only one chance for rectification after due notice. However, if contractor/agency fails to improve assigned services despite the issuance of notice, the allotment/contract will be cancelled without assigning any further reason thereof. The agency will not agitate the issue before any Court of law/authority.
- 14) The agency shall execute an agreement with the authority, the execution/registration charges will be borne by the contractor/agency.
- 15) The agency will provide an order copy of engagement service with photograph and identity proof.
- 16) The successful contractor/agency has to pay 5% of annual contract amount in addition to the earnest money as performance guaranty, which will be released after expiry of contract subject to condition that there is no breach of agreement executed with this authority.

Contd on page 3<sup>rd</sup>/-

- P/1
- 17) If some security personnel are required to be withdrawn or SDA does not require the services of security for any reason, the contractor will not agitate the issue before any Court of law or any Competent authority. SDA has the authority to depute these security personnel on temporary basis to other assets belongs to SDA and also reserves the right to withdraw/lessen the number of personnel if required. Alternately, the agency shall arrange and supply extra security personnel as and when required by SDA on the same rates, term and condition against proper requisition by Competent Authority.
- 18) The Contractor/Agency has to perform the security/surveillance within the purview of J&K Labour Act or any other Act the security agency is governed thereto. In case of any violation thereof is observed or any complaint received from any concerned, the allotment shall be cancelled after issuance of due notice.
- 19) The agency shall be responsible for providing security to entire premises, every entry and exit points of Sangarmall City Centre, SDA office Complex, Community Hall Gonikhan, Community Hall Boatman Colony Bemina Community Hall at Rajouri Kadal.
- 20.) The authority as a principal employer will pay the wages directly to security guards supervisor engaged by the contractor in case of contractor fails to pay the required wages to the security Guards/supervisor as per J&K Labour Act.
- 21) The other terms and conditions as vogue in SDA/Union Territory or in any other institutions for the private security job/maintenance job will remain applicable and binding upon the contractor/agency.

  
-Deputy Director,  
Land Management, SDA

No:- SDA/DD/498-503

Dated:- 15/01/2024

Copy to the following for information :-

1. Director Land Management, SDA.
2. Financial Advisor/CAO, SDA.
3. I/C Executive Engineer, SDA.
4. I/C Senior Town Planner, SDA.
5. I/C Deputy Director Enforcement SDA.
6. Private Secretary to VC for information of the Vice Chairman SDA.

7. C/P for uploading on our SDA website ply.

