NOTICE INVITING QUOTATIONS

Sealed Quotations are invited by the Office of Principal Director, Regional Training Institute, Nagpur in the prescribed forms to be obtained from the office for outsourcing of A) Security Services 04 (Four guards), B) House-keepers for cleaning work 07 (Seven), C) Clerk 02 (Two), Driver 02 (Two), Stenographer 1 (One) for the period from 01.11.2019 to 31.03.2020 / 31.10.2020. The office situated on walkers road opposite officers club, civil lines, Nagpur. Quotations are invited from the established agencies having experience of providing these services to Govt. organizations with manpower of at least 10 persons at one site.

The agency whose Quotation is accepted shall have to deposit a sum equal to One month salary of the total value of services, as security deposit within three days from the issues of acceptance letter.

The blank forms together with the terms and conditions can be obtained from the Sr. Audit Officer/Admin on payment of ₹ 100/- on any working day between 10.00 a.m. and 4.00 p.m. up to 09 October 2019. Sealed cover will be accepted up to 3.00 p.m. on 10/10/2019. Sealed covers received after the specified time and date shall not be considered. The agency providing all the services will be given preference. Right to reject any or all Quotations is reserved with the Principal Director, Regional Training Institute, Nagpur.

Sd/-
Sr. Audit Officer/Admin
Regional Training Institute, Nagpur

FORM

The Principal Director, Regional Training Institute, Nagpur has invited Quotations for outsourcing the work of (A) For Security Guards 04( Four no.) (B) For Cleaning work 07(Seven no) & (C) Driver 2(Two No.), Clerk 2(Two No.), Stenographer 01(One No.) for the office situated in 26/1 Civil line, Nagpur for period 01.01.2019 to 31.03.2020 / 31.10.2020. I/We hereby submit Quotations for providing above services A, B, C:

1. Name of the Agency :-
2. Type of Organization & PAN No. :-
3. Name of the Director with full Postal Address :-
4. Documents/Registration Details as below:-
   (a) Valid Gumastha License for Security, Housekeeping & labour supply as applicable:-
   (b) Professional Tax Registration No:-
   (c) ESIC Registration No:-
   (d) GST Registration No:-
   (e) Income Tax Returns for Last three year:-
   (f) MSME/NSIC Udyog Aadhar Registration Certificate:-
   (g) Valid police License :-
   (h) EPFO Registration No :-
5. Previous Experience:-

Place:-

Date:-

Full Signature of the service provider/agency owner with Seal.
Office of the Regional Training Institute, Nagpur

Instructions to the Bidders:-

For the deployment of Security Guards (04 Nos), Cleaning work – Safaiwalas (07 Nos.) & Clerks (02 Nos.), Driver (02 Nos) & Stenographer (01 Nos).

1. General Instructions:-

1.1 For the Bidding /Quotation Document purposes, the O/o the Regional Training Institute, Nagpur shall be referred to “Client” and the Bidder/Successful Bidder shall be referred to “Contractor and/or Bidder or interchangeably”.

1.2 The document can be collected from Sr. Administration Officer/Admin during office days between 10 a.m. to 4.00 p.m. up to 09.10.2019

1.3 While all the efforts have been made to avoid errors in drafting of the documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the Quotations documents shall be entertained.

1.4 All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of contract, the bids not meeting the minimum eligibility criteria, Bids not accompanied in format or any other requirements, stipulated in the instructions documents are liable to be rejected.

1.5 The contract shall be awarded to the selected bidder on fixed rates for the deployment of Security Guards (04 Nos), Cleaning work – Safaiwalas (07 Nos.) & Clerks (02 Nos.), Driver (02 Nos) & Stenographer (01 Nos) for the period from 01.11.2019 to 31.10.2020/31.10.2020

1.6 However, the contract may be extended further for a period of one year, if mutually agreed to, by both the parties.

2. Minimum Eligibility Criteria

2.1 The following shall be the minimum eligibility criteria for selections of bidders:-

(a) The Bidder/Bidding firm must be registered with the Income Tax, GST department and having a valid PAN card in respect of individual/firm as the case may be and also registered under the labour Laws/Rules, Employees provident fund organization, Employees state Insurance Corporation. The proof/self-attested copies in support shall be attached with bid documents.

(b) Experience:- The bidder shall have at least 2 years of experience in the similar field of providing security, Housekeeping services, clerical service, driver service and stenographer service.
2.2 Document supporting the Minimum Eligibility criteria

1. In proof of having fully adhered to minimum eligibility criteria at 2.1 (a), following self-attested Documents/Registration Details shall be acceptable with the bid documents.
   1. Valid Gumastha License for Security, Housekeeping & labour Supply:
   2. Professional Tax Registration No:-
   3. ESIC Registration No:-
   4. GST Registration No:-
   5. Income Tax Returns for Last three year :-
   6. MSME/NSIC Udyog Aadhar Registration Certificate :-
   7. Valid police license :-
   8. EPFO Registration No:-

3. SUBMISSION OF BIDS

3.1 The bidding firms have to submit the duly filled in prescribed form. The interested agencies are advised to submit envelop super-cribing “Quotation for job contract for security/Housekeeping/ Driver/ Clerk/ stenographer” and handover the same to “Sr. Administrative Officer/Admin” O/o the Principal Director, Regional Training, Nagpur.

3.2 The bid shall be submitted not later than 15.00 hours of 10th October 2019 addressed to “Sr. AO/Admin”, O/o the Principal Director, Regional Training, Nagpur. Bids must be submitted within date and time stipulated in notice Document.

3.3 No Bid shall be accepted after the specified date and time.

4. BID OPENING PROCEDURES

4.1 Bid Shall be opened by the committee authorized by the competent authority.

4.2 If there is a discrepancy between words and figures, the amount in words shall prevail.
5. PERFORMANCE SECURITY DEPOSIT (PSD)

5.1 The successful bidder will have to deposit a performance security deposit in the form of one month payment of contract of respective service by way of bank guarantee in favour of “Sr. Administrative Officer, O/o the Principal Director, Regional Training Institute, Nagpur”. The PSD would be refundable only after successful completion of the contract.

5.2 In the event of any breach or negligence or non-observance of any terms & conditions of the contract or for unsatisfactory performance the performance security deposit (PSD) will be forfeited by the order of the Principal Director.

6. PENALTIES

6.1 Whenever and wherever it is found that the assigned work is not performed up to the complete satisfaction of this office, it will be brought to the notice of the contractor by this office and if no action is taken within a reasonable time, penalty of Rs. 500/- per day will be imposed.

6.2 The contractor has to maintain adequate number of manpower as per the contract and also arrange a pool of standby manpower/supervisor. If the required number of workers are less than specified number as mentioned in the contract a penalty of Rs. 300/- per absentee per day shall be deducted from the bill(s).

7. Bid can be anytime withdrawn/ cancelled. Decision of Principal Director, Regional Training Institute shall be final.

Sd/-
Sr. Audit Officer/Admin