



Chandigarh Judicial Academy

Sector-43-D, Chandigarh - 160032

Ph.No.0172-6662161 Fax No.0172-6662178

Website: www.cja.gov.in e-mail id: cja.chd@hotmail.com

CHANDIGARH JUDICIAL ACADEMY SECTOR 43-D, CHANDIGARH

Tender No. 1452/G dated 11.09.2020

Invited sealed proposals for providing security services on all 7 days of a week for 24 hours a day, in three shifts (8 hours per shift) in Chandigarh Judicial Academy. A complete set of request for proposal documents containing all terms & conditions can be downloaded from the Academy website i.e. www.cja.gov.in. The last date for submission of offers is 05.10.2020 till 03:00 P.M.

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Director (Administration)
Chandigarh Judicial Academy



Chandigarh Judicial Academy

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Website: www.cja.gov.in e-mail id: cja.chd@hotmail.com

REQUEST FOR PROPOSAL (RFP)

FOR
CONTRACT FOR PROVIDING SECURITY SERVICES
ON
7 DAYS BASIS FOR 24 HOURS
A DAY,
IN THREE SHIFTS (8 HOURS PER SHIFT)
IN THE
CHANDIGARH JUDICIAL ACADEMY

IMPORTANT INFORMATION

Availability of the RFP document	The RFP document can be downloaded from the website of the Academy i.e. www.cja.gov.in
EMD	Rs. 35,000/- in the form of Demand Draft in favour of Chandigarh Judicial Academy from a scheduled bank.
Pre-bid meeting	At 11 am on 30.09.2020 in Chandigarh Judicial Academy.
Last date of submission of bids	Upto 05.10.2020 (03:00 PM) in Chandigarh Judicial Academy.
Opening of pre-cum Technical Bid	On 06.10.2020 (11:00 AM) in Chandigarh Judicial Academy
Language of the bid	This bid should be filed in English language only

1. INTRODUCTION

The Chandigarh Judicial Academy is inviting proposals for the engagement of an agency for providing the Annual Contract for providing Security Services on all 7 days of a week for 24 hours a day, in three shifts (8 hours per shift), in Chandigarh Judicial Academy.

2. SCOPE OF WORK

- a) The Security Agency is required to safeguard all residents and employees alongwith their vehicles in the premises of the Chandigarh Judicial Academy, material equipments and other properties of Chandigarh Judicial Academy within the campus during the contract period, failing which the Academy will be at liberty to recover the cost for all the loss and damages accruing to persons or property of the Academy caused due to the negligence of the Security Agency Staff.
- b) The detailed scope of work is given in Clause-5 below.
- c) The initial period of contract would be 1 year and term can be extended as per the detail given in para 15 below of this document.

Interested vendors are advised to visit the academy and survey the areas included in the scope; on any working day between 10.00 A.M. to 4.00 P.M. with prior intimation to the Assistant Maintenance Officer (Contact No.0172-6662449) to ascertain the nature and extent of services to be provided.

3. KEY ACTIVITIES

The schedule of activities for the purpose of RFP is outlined below:-

Sr. No.	Key activities	Date and Time
1	Last date and time for submission of proposal	05.10.2020 (03:00 PM)
2	Opening of pre-qualification and technical bid	06.10.2020 (11:00 AM)
3	Opening of commercial bids	To be announced subsequently

Note:

- i. Chandigarh Judicial Academy shall not be responsible for any postal delay for non-receipt/non-delivery of the documents.
- ii. Any modification in the RFP document shall be made by Chandigarh Judicial Academy exclusively through the issuance of an Addendum/corrigendum on our website
- iii. If any of the days in the above said schedule falls on any Gazetted Holiday, then next working day will be treated as schedule for that activity.

4. ELIGIBILITY CRITERIA

General eligibility criteria:-

- A. The Bidder should have the capability to implement projects in terms of industry experience, requisite manpower of required qualification and experience, project/facility management skills and quality/level of work.
- B. The bidder should not have been blacklisted by any central/state government department/organization in the last three years. The undertaking in this regard is to be submitted with the tender documents by the tenderer.

Minimum Eligibility criteria

- a) The bidder should be a single entity. The bidder may be proprietary firm/partnership firm/limited company/corporate body legally constituted which should possess the requisite license/registration, as per law, valid atleast for 12 years prior to the date of opening the tender.
- b) Consortium is not allowed for participation in this bid.

- c) The bidder shall have at least 5 years work experience of providing Security services preferably in an Institution of the kind, size and repute of the Chandigarh Judicial Academy in last three years.
- d) The authorities may like to have live demonstration of the work by the agency and shortlist the parties on the basis of the technical criteria, manpower and capability and suitability.
- e) The agency will have to submit the medical fitness certificate of its staff to the Academy within one month after allotment of contract.
- f) The Academy reserves the right to get the service done from any other agency/persons at the cost of the agency, if the services provided by the agency are not found satisfactory.
- g) The bidder must have a GST registration, Service Tax registration number and PAN Number. Please attach a copy of the same with the prequalification-cum-technical bid.
- h) The bidder must be a registered entity with EPF and ESI, wherever required as per law. Please attach a copy of the said registration with the pre-qualification-cum-technical bid.
- i) The bidder (in case of company) should have ROC Registration and Articles of Association. Please attach a copy of the registration certificate and Article of Association with the prequalification cum technical bid.

5. SCOPE OF WORKS AND RESPONSIBILITIES

- a. The Security Agency is required to safeguard all residents and employees alongwith their vehicles in the premises of the Chandigarh Judicial Academy, material equipments and other properties of Chandigarh Judicial Academy within the campus during the contract period, failing which the Academy will be at liberty to recover the cost for all the loss and damages accruing to persons or property of the Academy caused due to the negligence of the Security Agency Staff.
- b. The Security Personnel, his or her heirs, employed by the 'Agency', deployed for the Security of the 'Academy' shall have no right to lay any claim against the 'Academy' for death, injury, disability arising out of the work/duty being carried in the premises of the 'Academy' or qua right of employment, damages, dues or claims as being workmen of the 'Academy'.
- c. The Security Agency will be responsible for all the security arrangements and security management within peripheral area of the campus.
- c. The Security will perform 24 hours watch-and-ward duty within and on the periphery of the campus. In case of any emergency, the Agency will take action to the best of its ability alongwith or without Chandigarh Judicial Academy personnel, irrespective of its brief or contract, and will help in overcoming such an emergency and will also report such emergency to the designated authority of the Academy either during the emergency or immediately thereafter.
- d. The 'Agency' undertakes that the same person will not allow to perform duty beyond one shift in a day (twenty four hours). If the Agency does so, the person who is deputed for duty beyond eight hours, shall be treated as absent and necessary deduction will be made.
- e. In case of any complaint, the Contractor shall immediately replace the person so deployed.
- f. The 'Agency' will not be required to undertake security duties within the finished buildings i.e. Academic Block, Auditorium, Convention Hall, Library, Electric Sub-Stations, including underground area of Basement, Drivers Block, Hostel Block, Dining Area, Swimming Pool area except as detailed hereinafter.
- g. The Security Supervisor shall also check the garbage/wastage being taken out for disposal to ensure that none of the useful items are taken out for disposal.
- h. The Security Guards/Supervisor will ensure that no items are allowed to be taken out without proper Gate Passes issued by the Competent Authority/ Authorized Officers for in and out movement of store and other moveable items.
- i. The Security Guards/Supervisor should be trained to extinguish fire with the help of fire extinguishing cylinders and other fire fighting material available on the spot.

They will also help the fire fighting staff in extinguishing the fire or in any other natural calamities.

- j. The Agency would provide the security personnel deputed at the Academy premises during night hours with the Whistle, lathis, uniforms including rain coat, umbrella, jerseys and high focus torches for efficient conduct of duty with cell to meet any emergency. The items shall be in good, neat and usable condition.
- k. The Security personnel's employed by the 'Agency' shall be under its overall control and supervision. There shall be a Supervisor to be engaged by the 'Agency' from its own source who shall be liable for payment of their wages etc. and all other dues within the stipulated time which the 'Agency' is liable to pay under various regulations and other statutory provisions.

The Agency shall be duty bound to do the following:-

- (i) The Security Agency will ensure that all the personnel appointed by them are physically fit and are capable to discharge their duties,
 - (ii) In case any employee of the Security Agency during the contract period, damages/destroys/defaces/spoils any of the property of the Academy, the Security Agency will be held responsible for the same to the extent of financial liability, and such amount shall be recoverable from the Security Agency's bills and/or security deposit or in any other manner
 - (iii) Security personnel deputed by the Agency will be professionally trained for Security and have background which would qualify them in rendering such duties. They will have no adverse police record against their names for atleast 5 years preceding their employment at the Academy.
 - (iv) All Security guards/supervisors deployed by the agency/firm should hold a proper training certificate by the approved training institute or organization as per Private Security Agencies (Regulation) Act, 2005 and rules framed there under as applicable from time to time, failing which the contract will be liable to be terminated.
 - (v) The Security personnel deployed by the agency shall have at least the minimum elementary knowledge of reading and writing so as to be able to make entries in the registers kept at the security desk/post whenever required and also write their names in the attendance register and mark their arrival and departure by signing in the register.
- d. The 'Agency' would pay the wages to their employees as per the notification of minimum rates by Deputy Commissioner, U.T., Chandigarh(as amended from time to time), and shall alone be responsible for compliance of all Labour Legislations (as amended from time to time), Contract Labour (Regulation and Abolition) Act 1972, Minimum Wages Act 1948, Payment of Wages Act 1936, Workmen Compensation Act, Employees Provident Fund/Miscellaneous Provisions Act 1954, Employee State Insurance Act 1948, Payment of Bonus Act 1965 and Payment of Gratuity Act 1972. It shall be sole responsibility and liability of the 'Agency' to defend any action or infringement of any statutory provision and to bear the cost of defending such actions.
 - e. It shall be the responsibility of the 'Agency' to deposit all taxes. if any leviable. The 'Agency' shall also provide photocopy of the challans to the 'Academy' showing deposit of EPF of its each and every employees account , ESI, Service Tax and any other Govt. levy along with its Bill on monthly basis. The 'Academy' shall not be liable in this regard and it shall be the sole responsibility of the 'Agency' to defend infringement of any statutory provisions and bear the cost of defending such actions.
 - f. The 'Agency' will submit in writing to the Director (Admn.) by 22nd of every month that it has complied with all the statutory obligations i.e. EPF, ESI, Service Tax etc. for the preceding month.
 - g. Produce the documents showing compliance of laws applicable to the labor and manpower engaged by the Agency.
 - h. The contractor shall not sublet the contract the assigned work to any other agencies.

6. MANPOWER INVOLVEMENT

- ❖ The 'Agency' will engage its own labour and manpower to execute the work satisfactorily as per the terms of allotment/agreement. However the minimum workers deputed by the Agency in every shift would be as following:

S. No.	Manpower	No. of persons In one shift	No. of persons during a day.
1	Security Supervisors (Ex-Servicemen)	01	03
2	No. of Security Guards (Ex-servicemen)	01	03
3	No. of Security Guards (Civilian):	05	15

- ❖ The deployment of the workers would be in shift manner for all 24 hrs for all 7 days of the week. The deployment of number of workers in each shift may be varied at the discretion of the Academy.
- ❖ The 'Agency' undertakes that no security guard provided shall be above the age of 60. He shall be in good state of health and proper eye sight.
- ❖ The persons employed by the 'Agency' shall be under its overall control and supervision. There shall be a Supervisor to be engaged by the 'Agency' from its own source, who shall be liable for payment of their wages etc. and all other dues within the stipulated time which the 'Agency' is liable to pay under various regulations and other statutory provisions.
- ❖ The 'Agency' would ensure that each of the employee will perform his/her duty only during one shift in a day as per duty hours so fixed and no employee would be allowed to perform his/her duties again after providing 8 hours duty 1n a day in any case.
- ❖ In case of any complaint against any member of staff deployed by the 'Agency', it shall immediately replace the person so deployed and the 'Agency' should take appropriate action against the defaulting officials/staff and convey the same to the Academy as and when any complaint regarding non performance of duty is reported either telephonically or in writing.
- ❖ The 'Agency' will ensure that all the personnel appointed by it are physically fit/trained, free from any contagious disease and are otherwise capable to discharge their duties.
- ❖ The employees of the 'Agency' should have no criminal police record against their names for at least 5 years preceding their employment at the 'Academy'.
- ❖ The wearing of uniform to be provided by the 'Agency' and the names plates by the employees of the 'Agency' during duty hours is compulsory. The uniform shall be such as to have harmony with other staff in the 'Academy'.
- ❖ The Academy will not entertain any claim on account of weekly offs, Holidays of the employees. It shall be the responsibility of the Agency to provide replacement without any additional charges.
- ❖ The list of workers deputed by the Agency including their names with complete particulars along with the copies of identity cards and a certificate regarding medical fitness and having no criminal police record, as referred in the clauses above, would be submitted by the Agency within 15 days of allotment of the work.
- ❖ For the purpose of proper identification of the employees of the Contractor deployed by him at various places, the Contractor shall issue them identity cards at his own cost and his employees are duty bound to display the identity cards during duty hours and their attendance shall be duly entered and marked in a register and which shall be made available for Inspections by the office of the Academy

7. MODE OF PAYMENT

- The 'Academy' will make payment subject to satisfactory performance of services as well as compliance of all the terms and conditions of the agreement.
- The payment will be processed on monthly basis after due verification. The agency will pay the wages to the workers within 7 days of close of each month and reimbursement thereof will be claimed after submission of requisite documents.

- The 'Agency' should be registered under GST and it will submit the GST challan along with the monthly bill.
- The 'Agency' should comply the statutory obligations like EPF/ESI/Service Tax/GST Tax.
- The 'Agency' will maintain its Bank Account with any nationalized bank in the Chandigarh and shall make payment of wages to the persons deployed by it in the Academy from the aforesaid Bank account. The 'Agency' shall furnish details of disbursement of salary to the Director (Administration) within 5 days of payment of that month. The 'Agency' will maintain attendance registers, individual's ledger/wage book, wage slip, publications of scale of wages and terms of appointment which shall be open for inspection to the representative of the Academy.
- The agency should pay the salary through RTGS/NEFT to the staff deployed by them. The Contractor shall also ensure that no amount by way of commission or otherwise is deducted & recovered from the wages of the employees. If any advance is paid by the agency to the staff that should also be paid through RTGS/NEFT only.

8. COMPENSATION/PENALTY

- In case of non-providing of services/inferior quality services, Academy reserves the right to levy penalty on the 'Agency' on following counts:-
 - a. Temporary Breakdown (Not exceeding two hours) of services: Rs.500/- per day. In case of complete or partial break down of service under this agreement exceeding two hours, the amount of Penalty may extend to Rs.10,000/- per day.
 - b. Guest complaints/inferior/poor quality of service:- Rs.200/- per day.
 - c. Shortage of staff- deduction of double wages per person per day as per the contract amount.
 - d. The amount of penalty imposed will be recovered from the monthly bills of the Agency.
- The Agency shall be liable to bear for the breakage/theft, damage of articles, fixtures in the area under contract.

9. BIDDING PROCESS

- The tender forms can be downloaded from the website of the Academy.

Bid Submission

- a) Bidders are advised to study the Bid Document carefully. Submission of the Bid will be deemed to have been done after careful study and examination of all instructions, eligibility norms, terms and requirement specifications in the RFP document with full understanding of its implications. Bids not complying with all the given clauses in this RFP document are liable to be rejected. Failure to furnish all information required in the RFP Document or submission of a bid not substantially responsive to the RFP document in all respects will be at the bidder's risk and may result in the rejection of the bid.
- b) All the bids must be valid for a period of 120 days from the opening of the commercial bid or six months from the last date of submission of the bids, whichever is later. If necessary, the Academy will seek extension in the bid validity period beyond 120 days.
- c) The bidders, not agreeing for such extensions will be allowed to withdraw their bids without forfeiture of their E M D.
- d) The bidders should submit their bids in two parts i.e. Prequalification-cum-Technical Bid and Commercial Bid. All bids sealed individually should be kept in a separate sealed covers superscribed with separate titles as specified below:-
 - i. "Pre-qualification-cum-technical bid"
 - ii. Commercial bid"

The bid be submitted in a single sealed cover containing both the above referred sealed covers.

- e) The lumpsum rates of the entire work as detailed above be mentioned in the bid. The Academy reserves the right to negotiate the rates as well as the terms and conditions as it may deem necessary before allotting the contract.
- f) The Service Tax, if applicable, should be indicated clearly in the form as "Service Tax Extra" alongwith the percentage of Service Tax, as applicable, failing which, it would be treated that the rates quote by the Agency are inclusive of service tax.

- **SUBMISSION OF BIDS**

Sealed offers prepared in accordance with the procedures enumerated in the RFP should be submitted to the office of Director (Admn.), Chandigarh Judicial Academy on or before **03:00 PM on .10.2020.**

10. EARNEST MONEY DEPOSIT

- a. The Bidders shall furnish, Earnest Money Deposit (EMD) of **Rs. 35,000/-** (Rupees Thirty Five Thousand Only) in the form of Demand Draft / Bankers' Cheque, from a scheduled commercial bank, drawn in favour of Chandigarh Judicial Academy, Chandigarh.
- b. The envelope should be sealed and superscripted "EMD for RFP for contract of Security Services on 7 days of a week basis for 24 hours a day, in three shifts (8 hours per shift)".
- c. The envelope may be addressed and submitted to the office of "The Director (Admn.), Chandigarh Judicial Academy, Sector-43D, Chandigarh" before due date and time specified.
- d. The EMD of unsuccessful bidders shall be returned without interest after finalization of the bid. EMD of the successful bidders shall be returned without any interest after the receipt of security deposit in the form of Bank Guarantee in favour of Chandigarh Judicial Academy.

Forfeiture of Earnest Money Deposit/Security Deposit

The Earnest Money Deposit can be forfeited if a Bidder:-

- a. Withdraws its bid during the period of bid validity,
- b. Does not accept the correction of errors,
- c. In case the successful Bidder fails to sign the contract within the stipulated time or
- d. Fails to accept the Letter of Intent within the stipulated time.

11. LAST DATE FOR SUBMISSION OF BIDS

- (a) Bids, complete in all respects, must be submitted to this Academy by the due date and time as mentioned above in this RFP.
- (b) The Academy may, at its own discretion, extend the date for submission of bids. In such a case all rights and obligations of Chandigarh Judicial Academy and the Bidders shall be applicable to the extended time frame.
- (c) At any time, prior to the last date for receipt of bids, the Academy may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the RFP Document by an amendment. The amendment will be notified on website www.cja.gov.in and should be taken into consideration by the prospective bidders while preparing their bids.
- (d) In order to give prospective bidders reasonable time to take the amendment into account in preparing their bids, this Academy may, at its discretion, extend the last date for the receipt of bids. No bid may be modified subsequent to the last date for receipt of bids. No bid may be withdrawn in the interval between the last date for receipt of bids and the expiry of the bid validity period specified by the bidder in the bid. Withdrawal of a bid during this interval may result in forfeiture of Bidder's EMD.

- (e) The bidders will bear all costs associated with the preparation and submission of their bids. This Academy will, in no case, be responsible or liable for those costs, regardless of the outcome of the empanelment process.

12. OPENING OF BIDS

Pre Qualification cum Technical Bid

- a. Chandigarh Judicial Academy shall convene the bid opening session on duly notified date i.e .10.2020 at 04:00 PM in the office of Director (Admn.) where one representative from the bidders, who have successfully uploaded the bid, can participate.
- b. The bids will then be passed on to a duly competent authority for further evaluation.

13. EVALUATION OF THE BIDS

- a. The Pre qualification cum technical bids will be evaluated by a duly competent authority The first process for the competent authority is to examine the eligibility of the bidders as per the eligibility criteria. Bids, not satisfying the eligibility criteria , will be rejected. However, the competent authority reserves the right to call for additional information from the bidders to fully establish their eligibility. Such information should be submitted within the timeframe set aside by the competent authority, otherwise the bid may not be considered for further evaluation.
- b. Subsequently, the competent authority would examine the technical details and may ask for additional information and may call the eligible bidders for a presentation of the projects handled by them and quoted in their bids. The time limit, in which the bidders have to submit the additional information or present their projects, will be decided by the competent authority and its decision will be final in this regard. The bidders shall also assist the competent authority in getting relevant information from the bidders' references. Bidders failing to adhere to the specified time limit will not be considered for further evaluation.
- c. The competent authority may also ask the bidders to give a demonstration of the proposed work, which would form a part of evaluation.

FINANCIAL BIDS

- a. Financial bids of the qualified bidders shall be opened by competent authority, on a date and time duly notified on the website of the Academy, in the presence of bidders' representatives (only one per bidder) chosen to be present.
- b. The negotiation shall be carried out with the shortlisted bidder by a competent authority.
- c. The competent authority reserves the right to award the work in part or whole of the bids at individual costs quoted in the commercial bids.

14. AWARD OF CONTRACT

- a. Letter of intent shall be issued to the successful bidder by this Academy. The successful bidder shall accept the said letter of intent within 15 days from the date of the issue of the said letter of Intent and will communicate the acceptance to the Academy.
- b. The successful bidder will submit a security deposit of 5% of the total annual value of the contract/work order in the form of Bank Guarantee from a scheduled commercial bank for entire duration of the contract period in favour Chandigarh Judicial Academy, Chandigarh. The said Bank guarantee shall be submitted alongwith the acceptance of the Letter of Intent issued by the Academy.
- c. The successful bidder will also sign an agreement with the Academy within 15 days of the submission of acceptance of the Letter of Intent. However, the stipulated period of

signing of the contract can be mutually extended further by the Academy and the successful bidder. In case the agreement is not signed by the successful bidder, the offer shall be treated as withdrawn and the EMD shall be forfeited.

- d. The engagement will be for an initial period of 1 year from the date of signing the contract. The Academy reserves the right to extend the period of contract by further period of one year on year to year basis on mutually negotiated rates, subject to satisfactory performance of services and compliance of all terms and conditions of the agreement.
- e. The incidental expenses of execution of agreement/contract shall be borne by the successful bidder.
- f. The conditions stipulated in the contract shall be strictly adhered to and violation of any of these conditions by the bidder will entail termination of the contract without prejudice to the rights of the CJA. In addition, CJA shall be free to forfeit the EMD/bank guarantee and get the assigned work done from alternate sources at the risk and cost of the defaulting bidder.

15. INDEMNITY

- a. The successful bidder will indemnify Chandigarh Judicial Academy of all legal obligations of its professionals deployed for the said project.
- b. The Chandigarh Judicial Academy also stands absolved of any liability on account of death or injury sustained by the manpower and the workers deputed by the Agency during the performance of the work and also for any damages or compensation due to any dispute between the Agency and its workers.

16. TERMINATION OF CONTRACT

- a. The Chandigarh Judicial Academy may at any time terminate the work order contract by giving written notice of four weeks to the agency, without any compensation to the agency, if the agency becomes bankrupt or otherwise insolvent. If the contractor wants to terminate the contract, he is required to give by giving three months notice in writing of his intent to do so.
- b. For continuously providing inferior quality of services, the 'Academy' reserves the right to cancel the contract. In this eventuality, the security deposit will be forfeited.
- c. In case a penalty is imposed for more than 5 times on the 'Agency' on account of any one of the deficiencies in services as agreed to be done, the contract would automatically stand terminated and security forfeited.
- d. If the agency, in either of the above circumstances, does not take remedial steps within a period of 30 days after receipt of the default notice from Chandigarh Judicial Academy. The CJA may terminate the contract / work order in whole or in part.
- e. In case of temporary break-down of service by the Agency, before the termination of the contract, the Director (Administration) reserves the right to get the urgent and routine essential works done from other agencies/persons at the cost of the Agency.
- f. The Chandigarh Judicial Academy may transfer upon such terms and in such manner, as it deems appropriate for work order for similar support service to other agency and the defaulting agency will be liable to compensate the Academy for any extra expenditure involved towards support service to complete the scope of work totally.
- g. Further Chandigarh Judicial Academy shall also have the unfettered right to repudiate and rescind the Contract if there is any breach of the Contract by the Successful Bidder including but not limited to the occurrence of any of the following events or contingencies:-
 - i. Performance Bank Guarantee not submitted within the stipulated time as mentioned in the RFP
 - ii. Bank guarantee not renewed as mentioned in the RFP

- iii. Default achieving milestones affecting the overall time schedule.

17. ARBITRATION

All disputes or differences, including the claims for damages and compensation whatsoever, arising between the parties, out of or relating to this agreement or the breach thereof shall be settled amicably. In case the dispute is not amicably settled then the dispute would be referred to the Arbitrator suggested by the Hon'ble President, Board of Governors of Chandigarh Judicial Academy. The law relating to arbitration shall apply to the arbitration proceedings. The venue for the arbitration proceedings shall be Chandigarh and Courts at Chandigarh shall have exclusive jurisdiction.

To

The Director (Admn.)
Chandigarh Judicial Academy
Chandigarh

Subject: Engagement of agency for providing Security Services on all 7 days of a week for 24 hours a day, in three shifts (8 hours per shift) for Chandigarh Judicial Academy.

Dear Sir,

1. We, M/s _____ having read and examined in detail the specifications, requirements and other conditions as mentioned in the RFP do hereby propose to act as agency for providing Security Services on all 7 days of a week for 24 hours a day, in three shifts (8 hours per shift) for Chandigarh Judicial Academy.
- 2. PRICE AND VALIDITY**
All the prices mentioned in our proposal are in accordance with the terms as specified in bidding documents. All the prices and other terms and conditions of this proposal are valid for a period of 120 days from the opening of the commercial bid or six months from the last date of submission of the RFP, whichever is later. We agree to extend that period.
- 3. EARNEST MONEY**
We have enclosed the earnest money in the form of Bank Draft amounting to Rs. _____(Rs. _____ only) in favour of Chandigarh Judicial Academy, Chandigarh. It is liable to be forfeited in accordance with the provisions of RFP document.
- 4. ASSURANCE**
We declare that all the services shall be performed strictly in accordance with the technical specifications and other terms and conditions covered in RFP document.
- 5. QUALIFYING DATA**
We confirm having submitted the qualifying data as required by you in RFP document. In case you require any further information/documentary proof in this regard before evaluation of our bid, we agree to furnish the same, in time to your satisfaction.
6. We hereby declare that in case the contract is awarded to us, we shall submit the Bank Guarantee as per terms of RFP document.
7. We hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of our knowledge and belief. We further declare that we have read the provisions of this RFP and confirmed that these are acceptable to us.
8. Bid submitted by us is properly prepared and sealed so as to prevent any subsequent alteration and replacement.
9. We understand that you are not bound to accept the lowest or any bid by you.

Thanking you.

Yours faithfully,

Date:
Place:
Business Address:

(Authorized Signatory)
Name:
Designation:
Seal of the company.

PERFORMA 1

PRE-QUALIFICATION-CUM-TECHNICAL BID PROFORMA

To

The Director (Admn.)
Chandigarh Judicial Academy,
Chandigarh.

We M/s _____ offer to undertake to act as agency for providing Security Services on all 7 days of a week for 24 hours a day, in three shifts (8 hours per shift) for Chandigarh Judicial Academy as per the terms and conditions mentioned in RPF documents uploaded on the website of Chandigarh Judicial Academy. The pre-qualification and technical bid is submitted is enclosed herewith.

Signature of the Tenderer

Name

Address

Particulars of Bidders
(To be enclosed with pre qualification cum technical bid)

Bidder's Proposal		
Reference No. and Date		
Bidder Name and Address		
	Tel No.	Fax No.
Bidder Correspondence address		
	Tel No.	Fax No.
Name of the contact person		
Designation		
Telephone No. (S)		
Fax No. (s)		
Mobile No.		
Email ID <i>(mandatory for further communication)</i>		

EXPERIENCE DETAILS

1	Name of the bidder		
2	Address of the Bidder		
		Tel	Fax
3	Year of Establishment		
4	Bidder's Legal Status i.e. Proprietorship Firm/Private Limited Company/Limited Company etc.		
5	List of the documents regarding the legal status of the bidder		
6	Detail of the experience in previous 5 years		
7	Whether any contract with the agency has been terminated before term in the previous 5 years		
8	Details of the present contract with Govt./Semi Govt. Undertakings		
9	Name, Designation and address of the officer to whom all references shall be made regarding this RFP		
		Tel	Fax
		Fax	Email
9	Detail of Draft for Earnest money deposit	Draft No.	
		Bank Name	
10	Detail of ISO 9001 Certification		
11	Service tax registration no and date of issue		
12	Pan No. of the bidding company		
13	Registration no. of EPF and date of issue		
14	Registration no. of ESI and date of issue		
15	ROC registration.		

Signature of the Witness

Name

Address

Signature of the Tenderer

Name

Address

Performa -2
COMMERCIAL BID

To

The Director (Admn.)
Chandigarh Judicial Academy
Chandigarh.

We M/s _____ offer to undertake to act as agency providing Security Services on all 7 days of a week for 24 hours a day, in three shifts (8 hours per shift) for Chandigarh Judicial Academy as per the terms and conditions mentioned in RPF documents uploaded on the website of Chandigarh Judicial Academy at the following

LUMPSUM MONTHLY COST EXCLUSIVE OF ALL TAXES:

Amount in figures: _____

Amount in words: _____

Signature of the Witness

Signature of the Tenderer

Name

Name

Address

Address

DETAILS OF WAGES				
Sr. No.		Security Supervisor	Security Guard	Security Guard (Ex-serviceman)
1	Minimum Wages per day + Weekly Offs			
2	Basic			
4	Salary to Security Personnel			
6	Bonus @8.33% of MW			
7	Legal Liabilities			
	(a) EPF @12% of MW			
	(b) ESIC @3.25% of MW			
	(d) Labour Welfare Fund			
8	Administrative Expenses			
	(a) Uniform, Monsoon and Winter wear			
9	Sub Total			
10	Reliever Charges 1/6 th			
11	Total			
12	Service Charges			
13	Grand Total			
14	Manpower	3	15	3
15	Grand Total (WITHOUT GST)			
17	GST 18%			
18	Grand Total (WITH GST)			