



प्रसार भारती / PRASAR BHARATI  
(भारत का लोक सेवा प्रसारक) / (INDIA'S PUBLIC SERVICE BROADCASTER)  
आकाशवाणी केंद्र, जलगांव-425001 / ALL INDIA RADIO, JALGAON-425001.  
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NO.Jal. /CAS/2/2019-2020/E/ 190

Date- 21/02/2019.

To,

✓ [www.allindiaradio.gov.in](http://www.allindiaradio.gov.in).

**Subject :- Providing of Casual Unskilled Guard at AIR Office cum studio complex Jalgaon.**

Sir,

This office is interested in getting the following Casuals Unskilled Guards on contract basis and invite your quotation as per description of work, Scope of work, terms and conditions as per attached Annexure I, II.

Sr. No.	Description of works	Qty.
I)	Providing of Casual Unskilled Guards at AIR, Office Studio Complex management / manning the security posts round the clock in three shifts. ( a year )  Rates should be quoted per person per day basis  Note :- Pl. read herewith attached Annexure I, II.	Three Nos. each at AIR, Office Studio cum Complex.  Total = 03 Persons per day

*Patil*  
21.02.2019  
(D. V. Patil)  
Security Officer  
for Head of Office

**ANNEXURE - I****Scope of work :-**

- 1) Security services will be required to regulate entry of the visitors and safeguard the premises from pilferage, theft etc.
- 2) The successful bidder shall provide security services by deploying physically fit, adequately trained and well disciplined security personnel,
- 3) The security personnel shall be deployed round the clock in 3 shifts. One shift will be of 08 (eight) hours.
- 4) The successful bidder shall ensure that all its personnel deployed in are trained, physically fit and mentally alert. The minimum age of security guards shall not be less than 18 years while maximum age shall not be more than 45 years for Guards in order to ensure agility and alertness of the personnel/guard.
- 5) The successful bidder shall ensure that all its personnel are properly trained to carry out their duties to the satisfaction of this office.
- 6) The successful bidder shall provide a complete list of personnel to be deployed by it and also certify that all the personnel deployed bear good moral character and have no criminal record. Police verification of each of the successful Bidder's personnel to be engaged at studio complex AIR, Jalgaon to be submitted before deployment and regular rotation of such personnel should be resorted to.
- 7) In case of negligence, dereliction of duty, disorderly behavior, other misconduct etc. by personnel of the bidder, the bidder will take proper disciplinary action against such personnel. They shall be removed from the premises forthwith without any cost/liability. AIR Jalgaon shall also be at liberty to keep itself indemnified in accordance with law due to such negligence on the part of security guards/personnel of the bidder.
- 8) The successful Bidder shall provide good uniform as mutually decided with name badges to its personnel deployed at AIR Jalgaon at its own cost and ensure that they are used by the personnel deployed and are maintained in good condition. The incidentals, such as belt, shoes, socks, caps, torch with the cell, rechargeable emergency lights, cane sticks, rainy season kit etc shall be borne/supplied by the successful bidder at its cost. The agency should also provide identity cards to the personnel deployed in this office carrying the photographs of the personnel and personal information such as name, date of birth, age and identification marks etc. Discipline, dress and decorum of the guards will be the responsibility of the contractor.
- 9) The bidder will have to adhere by the provisions of all applicable statutes including labour, taxation and other law applicable to its establishment during the period of its engagement and / or the currency of the works contract and shall be solely responsible and accountable for breach of any of the provisions of any applicable Act, Rules, Regulations, Notification, Circulars issued from time to time by the Government of India or respective State Government as the case may be.
- 10) The successful Bidder shall inform the name of one or more responsible representatives(s) authorized to act on their behalf for day to day working and it shall be duty of each of the representatives to generally remain in touch with the progress and generally to take instruction in all matters.
- 11) Interested service provider should visit the office at Jilha Peth for ascertaining the requirement before submitting their proposal/Quotation.

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21.02.2019

(D.V. Pail)  
Security Officer  
for Head of Office

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ANNEXURE - II

**Terms & Conditions :**

- 1) Quotation/bids in sealed envelope is to be submitted on or before the opening date. The envelope should be superscribed with details like i) Inquiry reference ii) Date of opening iii) Brief summary of work.
- 2) ₹.10000/- earnest money deposit have to be submitted along with quotation/tender.
- 3) EMD of ₹.10000/- retained by the office of the lowest bidder will be subsequently handed over to the firm at the time of awarding the tender to the successful bidder.
- 4) Earnest Money Deposit (EMD). Bidder must submit EMD on or before last date of bid submission in the form of an A/c payee DD in favor of "DDO, PRASAR BHARATI, AIR, JALGAON" payable at Jalgaon. In the absence of Non-receipt of EMD, the tender cannot be considered for evaluation and bids will lead to rejection.
- 5) **Contract Validity:** The contract shall be initially valid for a year that may be extended by an advance notice at the sole discretion of AIR Jalgaon for a further period of one month at the same or modified / revised terms and conditions mutually agreed upon. The validity of contract comes to an end ipso facto by efflux of time unless otherwise renewed / terminated.
- 6) Resolution of Disputes. AIR Jalgaon and the vendor shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the contract. If after thirty days still dispute not resolved, the Competent Authority of AIR Jalgaon shall appoint a sole Arbitrator of the dispute who will not be related to the contractor and whose decision shall be final and binding.
- 7) Jurisdiction. The jurisdiction of the courts shall be Jalgaon.
- 8) The Bidder/Agency/Firms shall not sublet the work to other Bidder/Agency/Firm after the award of the work.
- 9) AIR Jalgaon shall have the rights to ask for removal/ replacement of any person of Agency, who is not found to be suitable and orderly in the discharging of his duty.
- 10) The persons deployed by the Bidder/Firm/Agency shall be on rolls of Bidder/firm/agency and shall have NO RIGHT, whatsoever, to raise or put up any claim on AIR Jalgaon. The Bidder/firm/agency shall remain responsible for all claims, if any, of the persons engaged now or at any time during and after their deployment at this office.
- 11) The Bidder/Agency / Firm will get verified day to day attendance from the concerned officer to whom the staff is attached.
- 12) That the contractor shall deploy his persons in such a way that they get weekly rest. The weekly hours / leave, for which the work is taken from them, do not violate relevant provisions of Maharashtra Shops and Establishment Act. The contractor shall in all dealings with the persons in his employment have due regard to all recognized festivals, day of rest and religious or other customs. The contractor shall not commit default or breach of any of the provisions of the Labour Laws including the provisions of Contract Labour.
- 13) That contractor's authorized representative (Owner/Director/Partner/Manager) shall at least twice in month will visit and get a feedback on the services rendered by the contractor vis-a-vis corrective action required to make the services more efficient.
- 14) The contractor should get the verification of character and antecedents of each individual done through the local police, prior to his/her deployment in the premises. Proof of the police verification report must be submitted to AIR Jalgaon authority.



- 15) The deployed person should be in the prescribed uniform with name plate or badge which is to be provided by the Agency free of charge and at their own cost.
- 16) Any damage to the premises property caused due to the carelessness of the workers shall be borne by the Bidder/Agency/Firm and such loss should be brought to the notice of the concerned officer.
- 17) The contractor/firm should ensure that the monthly salary/wages are to be paid to the worker latest by 7<sup>th</sup> of every month by ECS only. The Contractor/Firm /Agency will make the payment to the workers whether the payment of the earlier bill submitted by the agency received or not from AIR Jalgaon.
- 18) In case of any loss that might to be caused to AIR Jalgaon due to lapse on the part of the security personnel while discharging security responsibilities will be borne by the successful bidder and in this connection, the Head of Office AIR Jalgaon shall have the right to deduct appropriate amount from the bill of contracting agency to make good such loss to AIR Jalgaon besides impositions of penalty. In case of frequent lapses on the part of the security personnel deployed by the contractor AIR Jalgaon shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
- 19) In case of any theft or pilferages, loss or other offences, the agency will investigate and submit a report to AIR Jalgaon and maintain liaison with the police. FIR will be lodged by the agency wherever necessary in consultation with management of AIR Jalgaon. The entire responsibilities for legal action starting with lodging FIR and up to the final recovery stage etc will lay with the Agency.
- 20) It will be the responsibility of the successful bidder to meet the transportation, food, medical and any other requirement of the contractor's man power for carrying out the contract works. AIR Jalgaon will have no liability in this regard at any stage.
- 21) Tender/Quotation are liable to be rejected if any of the condition contained in enquiry/ tender document are not complied with.
- 22) Last date for submission and opening of bids/quotations at AIR Jalgaon is 15<sup>th</sup> March 2018 at 15:30 hrs.
- 23) The quotation/bids will be opened in the office on 15/03/18 at 16:00 hrs in the presence of tenderers or their agents as may choose to attend.
- 24) Following attested documents are to be attached along with the Quotation.
  - a) Company / Firm / Agency registration certificate.
  - b) Identity proof of proprietor of Firm like Aadhar Card / Ration Card / Telephone bill / Electricity bill / Income Tax certificate.
  - c) GST registration document.
  - d) PAN Card
  - e) EPF registration document.
  - f) ESI registration document.
  - g) ISO registration certificate.
- 25) The bidder/firm /agency should enclosed a undertaking to this effect that the company has not been blacklisted or their business dealings with the Governments/Ministries/Department have not been banned etc.
- 26) The quotation form should be clearly filled in ink legibly or typed. The Bidder/Firm /Agency should quote the number, rates and amount tendered by him/them in figures as well as in words. Alternation illegibly attested by the Bidder, shall disqualify the tender. The quotation form should be signed by the Bidder himself.

- 27) Copy of the Income Tax Return Certificate of last Three years, GST / Service Tax Certificate and Satisfactory Performance Certificate issued by the concerned agency (s) organizations where such types of works / jobs have been performed by the contractor earlier shall also be enclosed.
- 28) Bidder/Firm /Agency who intends to participate in the tender should have atleast 02 years experience in providing manpower services.(Attached documentary evidence)
- 29) False information/documents provided for consideration would result in disqualification of the bidder.
- 30) The Bidder/Firm /Agency should take care that the rate and amount should be written in such a way that interpolation is not possible.
- 31) All wages and allied benefits like P.F., ESIC etc., are to be paid by agency. The agency shall remain liable to the authorities concerned for compliance of the provisions in this regard and will be liable for any contravention thereof.
- 32) Agency shall have to abide by Minimum Wages Act as declared by Govt. Of India / Govt. of Maharashtra and as revised from time to time to the members of staff deployed by them. In case the minimum wage is raised by the Govt. Of India / Govt. of Maharashtra after submission of the tender, the payment of difference in the minimum wage will be considered.
- 33) The firms which do not meet minimum wages criteria will not be considered and they will be treated as ineligible.
- 34) This office will deduct Income Tax at source as applicable from the contractor.
- 35) The Bidder should note that all kind of charges / profit required by the Company / Agency for providing the manpower is to be included in the Service Charges and that no other hidden charges are to be claimed / recovered on any other count.
- 36) Staff family member is not offered for engagement/Contractor.

*D. V. Patil*  
21.02.2019

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