



कार्यालय, प्राचार्य शासकीय पॉलीटेक्निक खैरागढ़

जिला-खैरागढ़-छुईखदान-गंडई (छत्तीसगढ़) - 491881

दूरभाष: 07820-234010, ईमेल: govt polykgh@gmail.com, webside- www.gpkgh.co.in



NOTICE INVITING TENDER FOR PROVIDING ROUND THE CLOCK CONTRACTUAL SECURITY SERVICES FOR THE CAMPUS

Tender No. : GPKGH/STORE/2023/3018

Khairagarh, Dated 15/06/2023

शासकीय पॉलीटेक्निक, खैरागढ़ में "Round the clock Contractual Security Service" प्रदान करने हेतु प्रतिष्ठित फर्मों से मोहरबंद निविदाएँ आमंत्रित की जाती हैं।

निविदा प्रपत्र अधोहस्ताक्षरकर्ता के कार्यालय से आवेदन प्रस्तुत कर (आयकर प्रमाण पत्र सहित) रु. 1000/- नगद भुगतान कर दिनांक 10/07/2023 समय 2:00 PM बजे के पूर्व कार्यालयीन दिवस में प्राप्त किये जा सकते हैं।

निविदा प्रपत्र को संस्था की वेबसाइट www.gpkgh.co.in से डाउनलोड करके भी प्राप्त किया जा सकता है, जिस हेतु निर्धारित राशि 1000/- का भुगतान पृथक डी डी द्वारा (Technical Bid के लिफाफे में रखकर) करना होगा।

निविदा दस्तावेज की उपलब्धता तिथि : 19/06/2023 से

निविदा बिक्री की अंतिम तिथि : 10/07/2023 समय 2:00 PM तक

निविदा जमा करने की अंतिम तिथि : 10/07/2023 समय 3:00 PM तक

निविदा खोलने की तिथि : 10/07/2023 समय 4:00 PM

प्राचार्य

शासकीय पॉलीटेक्निक, खैरागढ़
राजनांदगांव (छ.ग.)

TENDER

DOCUMENT FOR

**PROVIDING ROUND THE CLOCK CONTRACTUAL
SECURITY SERVICES FOR THE CAMPUS**

(Tender No.:- GPKG/ST/2023-24 / 3018 Date : 15/06/2023)

**PRINCIPAL GOVERNMENT POLYTECHNIC, KHAIRAGARH
(C.G.)**

SH-5 CIVILLINE KHAIRAGARH(C.G.) – 491881

E-mail : Website : www.gpkgh.co.in

Government Polytechnic Khairagarh (C.G.)

Notice Inviting Tender (NIT) for Providing round the clock contractual Security Services for the Campus

Tender No.:- GPKG/STORE/2023-24/ 3018 , Date : 15/06/2023

Sealed Tenders in prescribed format are invited from reputed firms for “**Providing round the clock contractual security services**” for the Government Polytechnic Khairagarh (C.G.).

Tender document can be obtained from the office by payment of Rs. 1000/- through DD favouring Principal Government Polytechnic Khairagarh (C.G.). The tender document can also be downloaded from official website of Institution – www.gpkgh.co.in.

Important dates For tender are as under –

- Last date of issue of tender Document – 10/07/2023 UPTO 2 PM
- Last date for receipt of completed tender Document – 10/07/2023 UPTO 3 PM
- Date of opening of Tender – 10/07/2023 at 4PM

Principal
Govt. Polytechnic
Khairagarh (C.G.)

Tender for Security Services work at Government Polytechnic Khairagarh (C.G.)

Tender No.:- GPKG/ TENDER/ STORE/ 2023-24/ , Date :

The Criterion of Selection

1. Government Polytechnic Khairagarh (C.G.) reserves the right to accept or reject any or all bids without assigning any reasons.
2. Government Polytechnic Khairagarh (C.G.) also reserves the right to reject any bid (including the lowest one) which in its opinion is not responsive or violating any of the conditions/specifications or which is found to be adopting unethical business practices; without bearing any liability or any loss whatsoever it may cause to the bidder in the process.
3. The contractor will demonstrate to Government Polytechnic Khairagarh (C.G.) the following to be able to qualify for consideration at the stage of technical evaluation.
 - At least three years standing in the field.
 - Experience of providing such or similar services to the Central/State Govt. Departments/Autonomous bodies/industries or other similar organisations during last 3 years.
 - At least one currently valid contract for similar works to offices of Central/State Govt. Departments/Autonomous bodies/industries or other similar organisations.
 - Submission of EMD and all documents mentioned in check list (**Annexure-III**)
 - Submission of Rs. 1000/- towards the cost of tender document.
4. Incomplete tenders would be rejected. Further, the rejection criterion is mentioned in **Annexure III** [Check list].
5. In case of same rate, preference will be given to the contractors, considering the following key points (i) having valid quality system certificate as per ISO 9001:2000, and all registration like ESI, PSARA certificate etc updated (ii) last 3 years service record (iii) last 3 years tax record (iv) organization distance from the institute, communication feedback/service
6. The firms whose services have not been found satisfactory in the past or who have been black listed from this office will not be considered even at the first stage (i.e. their technical bid will not be opened).
7. Selection of the bidder would be made after taking all the relevant factors like past performance, credentials, responsible business practices, competency to execute such contract, credentials of fulfilment of provisions of labour laws with past contracts and above conditions into account together. Lowest rates are not the sole criteria of selection.
8. Without affecting the sanctity of the above criterion, Government Polytechnic Khairagarh (C.G.) has power to relax any condition of eligibility criteria qualifying the bid(s) based on merit of each case and if, the situation so warrants in the interest of work of Government Polytechnic Khairagarh (C.G.).

Principal
Govt.Polytechnic
Khairagarh (C.G.)

To

The Principal
Govt. Polytechnic
Khairagarh (C.G.)

Subject: Tender for Security Services work at Government Polytechnic Khairagarh (C.G.)

Dear Sir,

In response to your tender inviting notice for the above mentioned contract, I/We, a Company/Partnership/Sole Proprietor submit the tender with following particulars.

Srl No	Description	Particulars
1.	Constitution & Nature of Firm (state whether sole proprietor/partnership firm/limited company)	
2.	Year of Establishment	
3.	Registration Number under applicable act with a copy of registration certificate	
4.	Registered Postal Address and Branch office if any	
5.	Telephone No. Fax No. Mobile No. e-mail.	
6.	Company Account Details: (a) Name of Bankers & branch with full address (b) Style of Account & Number (c) Name(s) of person(s) operating the account (Enclose banker's certificate.)	
7.	PF Code allotted by PF Commissioner with photo copy of certificate.	

Having acquired the requisite information related to the subject work after visit of the site and examining the form of contract, nature, quantum of work as effecting the tender invited by on behalf of the Government Polytechnic Khairagarh (C.G.). I/We, the undersigned hereby offer for providing experienced /qualified staff as indicated in the Tender Document to SECURITY SERVICES strictly in accordance with the terms and conditions as indicated by you in the said documents.

I/We also agree to submit the bill on monthly basis and accept the payment to the workers as per the Minimum wages declared by the Government of India/ Govt of Chhattishgarh from time to time. I/We also agree for the compliance of applicable Labour and other Laws in force and other Government orders. All workers engaged by me/us would be suitably compensated by me/us complying with Minimum wages act. All payments under the Workmen Compensation Act, etc. Shall be borne and payable by me/us. I/We will always keep the Government Polytechnic Khairagarh (C.G.) indemnified of any claim/damages that Government Polytechnic Khairagarh (C.G.) have to pay with respect to the service and the deputation of any workers to the Government Polytechnic Khairagarh (C.G.).

The Government Polytechnic Khairagarh (C.G.) reserves the right to reject any or all the TENDERS or accept them in part or to reject the lowest quotations without assigning any reasons. Government Polytechnic Khairagarh (C.G.) further reserves the right to terminate the contract during its tenure at any time without assigning any reasons.

I/We further pay and have enclosed Earnest Money amounting to **Rs. 10,000/-** (Rs. Ten Thousand only) and tender fee Rs. 1000/- (if tender form downloaded from website) in the form of Demand Draft/Pay Order drawn in favour of Principal Government Polytechnic Khairagarh (C.G.) payable at Khairagarh (C.G.) along with the Technical bid which will remain with Government Polytechnic Khairagarh (C.G.) upto final award of contract. However, no interest shall be payable on Earnest money. Earnest money of successful bidder shall be refunded only against the submission of Security Deposit.

Thanking you,

Yours faithfully,

(Name)

Signature

(Signed as proprietor/partner/Director who holds power of Attorney on behalf of firm)

Name of firm

Address

TENDER DOCUMENTS

Subject: Tenders for Security Services at the Government Polytechnic Khairagarh (C.G.).

Tender must be submitted in sealed envelope which is superscripted as " Tender for security services 2019 at Government Polytechnic, Khairagarh . The outer envelope should contain two sealed inner envelopes containing technical bid and price bid in the prescribed formats superscripted as "**Technical Bid**" and "**Price Bid**" respectively. The technical bid will be opened first on prescribed date and time. Price bids of only those bidders will be opened whose technical bids are found **suitable** by the committee appointed for the purpose.

ENVELOPE -1: TECHNICAL BID (In separate sealed Cover-I superscripted as Technical bid)

Name of work: Contract for Security Services at The Government Polytechnic Khairagarh (C.G.)

CONTENTS AND ELIGIBILITY CRITERIA

Technical bid of Tender Document:

1. The Tender/Bidder shall have at least 3 years experience in these fields and shall submit the self attested copies of the following documents along with the tender documents.
 - a) PF Registration with PF code number
 - b) ESI Registration
 - c) Registration under Company Act/Shops and Establishment Act 1958 issued by Chhattisgarh state Govt.
 - d) Details of works of similar nature carried out in Central/State Govt. bodies/ department/PSUs/Autonomous bodies/industries/factories/or other similar organisation in the last 3 years ending on 31 March as per **Annexure -II**.
 - e) Copies of balance sheet and profit and loss A/c of previous three financial years ending duly certified by CA.
 - f) List of Arbitration cases (if any).
 - g) Copies of certificates/allotment letter of Service Tax PAN / TAN Number and GST.
 - h) Details of managerial, supervisory and other staff.
 - i) Undertaking of the agency confirming the availability of the adequate manpower of requisite qualification / experience for deployment at The Government Polytechnic Khairagarh (C.G.).
 - j) Copy of Last 2 years income tax return.
 - k) Licence issued by Police Headquarter (PSARA Certificate) Raipur, under Private Security Agencies Regulation Act 2005.
2. The scope of work under this contract is given in Annexure-I.
3. Tenderer/bidder shall submit details of organisations, where they have undertaken such similar services as per **Annexure-II**.
4. Tenderer/bidder shall submit details as per **Annexure-III {Check list}** along with Technical Bid.
5. Tenderer /bidder shall submit details of wages which will be given to the security guard by them as per **Annexure IV**
6. General Terms and conditions of the Contract to be fulfilled by the Tenderer/Bidder are given in **Annexure-V** and the bidder shall submit it with technical Bid duly signed on each page in lieu of agreeing to them.
7. The bidder may be a proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted, as per law with valid registration on the last date of submission of the bid.
8. The bidder should have an office in Chhattishgarh.
9. There should be no case pending with the police against the proprietor/firm/partner or the company (Agency). The firm should give such an undertaking with their bid.

10. The bidder shall pay Bid Security (EMD) of Rs.10,000/- along with the technical bid by acceptable mode of payment as prescribed in favour of The Principal, Government Polytechnic Khairagarh (C.G.) payable at

Khairagarh (C.G.). Bids received without Earnest Money deposit (EMD) shall stand rejected and thus shall not be considered for evaluation at any stage. The bid security without interest shall be returned to the unsuccessful bidders after finalisation of contract.

11. The EMD deposited by successful agency will be refunded only after submission of Security deposit. If he wants to get adjusted the amount of EMD towards the Security deposit, then he has to deposit the difference amount.
12. The bid shall be valid and open for acceptance of the Competent Authority of The Government Polytechnic Khairagarh (C.G.) for a period of 90 days from the date of opening of the tenders and no request for any variation in quoted rates and withdrawal of tender on any ground by successful bidder shall be entertained.
13. An agreement shall be signed with the successful bidder.
14. Counter Terms & Conditions will not be accepted as also any additions/deletions or change in our format will not be allowed.
15. All entries in the tenders must be written in ink or typewritten. Over-writing should be avoided. Corrections, if any, should be attested with signature by the bidder.
16. The sealed tender should be submitted in the Principal's office at the Administrative Block of The Government Polytechnic Khairagarh (C.G.).
17. Tenders received without EMD/not meeting the tender condition/incomplete in any respect are liable to be rejected. Any discretion will rest with The Government Polytechnic Khairagarh (C.G.) authorities.
18. Bidders are advised to study carefully the tender documents and the conditions before quoting their bid. All the pages of the tender form should be signed by the bidder as a token of acceptance.
19. The rates should be indicated both in words and figures. In case of discrepancy between the figure (number) and words, the rates given in the words, only will be taken as authentic and no further clarification will be sought from the bidder.
20. No firm shall be permitted to tender for work in The Government Polytechnic Khairagarh (C.G.) in which any of their near relatives is an employee connected with the award and execution of the contract. They shall also intimate the names of persons who are working with them in any capacity or subsequently employed by them and who are near relatives of any employee of The Government Polytechnic Khairagarh (C.G.). Any violation of this condition which comes to the Notice of The Government Polytechnic Khairagarh (C.G.) after the contract is awarded will entitle The Government Polytechnic Khairagarh (C.G.) to treat the contractors as having committed a breach of contract and to exercise all the rights and remedies available to The Government Polytechnic Khairagarh (C.G.) on account thereof.
21. The Earnest Money is liable for forfeiture in the event of: (a) Withdrawal of offer during the validity period of the offer, (b) Non-acceptance of orders when placed, or (c) Non-confirmation of acceptance of orders within the stipulated time after placement of offer, (d) Any unilateral revision made by the bidder during the validity period of the offer.
22. The GST if any, paid by the contractor for this contract will be reimbursed upon production of proof of payment along with monthly bills.

Declaration by the Tenderer :

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Encls :

- a. DD/Pay Order No_____
- b. Terms and conditions (each page must be signed and stamped with the seal)
- c. Financial Bid

(Signature of Tenderer with seal)

Name:

Seal:

Address:

Phone No(O):

E-mail:

Date:

Note: Submission of all the documents mentioned above along with declaration is mandatory. Non submission of any of the documents above will render the bid to be rejected.

ENVELOPE -2: PRICE BID**Subject: CONTRACT FOR SECURITY SERVICES AT GOVT POLYTECHNIC KHAIRAGARH(C.G.)****CONTENTS**

- Envelope No. 2 shall contain only price bid of Tender Document, i.e. the copy, of schedule of rates duly filled in and signed by the tenderer/bidder. Any commercial or technical condition or qualification of any sort shall not be indicated by the tenderer/bidder in this envelope, otherwise the tender shall be summarily rejected.
- The format for providing Schedule of Rates to be filled by the tenderer/bidder is enclosed. This envelope shall be Superscripted "Price bid"

SCHEDULE OF RATES (PRICE BID)

(To be enclosed with price bid in a separate cover marked Envelope 2")

Name of the work : Contract for SECURITY SERVICES WORK at Government Polytechnic Khairagarh (C.G.)

Sl No	Description	No. of persons	Rate/wages per month per person in Rs	PF	ESI	GST	Any other charges	Contractors Service charge	Total
1	2	3	4	5	6	7	8	9	10
1.	Security Guards	03							
2.	Supervisor	NIL							

Note- 1. Total amount including Rate/ wages per month/person ,PF(sum of EDLIS , EPF & EPS) , ESI , GST , any other charges and contractors service charges shall be taken into consideration while comparing various price bid.

- Wage quoted should not be less than minimum wage declared by Govt. of Chhattisgarh.
- PF and ESI must be mentioned separately in price bid as per norms. The rates of PF and ESI should not be less than current rates.

(Signature of Tenderer with seal)

Name:

Seal:

Address:

Phone No.:

E-mail:

Date:

UNDERTAKING & ACCEPTANCE LETTER BY THE SECURITY CONTRACTOR

We have carefully gone through the various terms and conditions listed in the Tender Form (Technical & Price Bid) for providing Security Services at Government Polytechnic Khairagarh (C.G.). We agree to all these conditions and offer to provide security services at Government Polytechnic Khairagarh (C.G.). We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. We have acquainted ourselves with the tasks required to be carried out, before making this offer. We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Place: _____

Signature of Security Contractor

Date: _____

Address: _____

Mob: _____

Email ID: _____

Security Services at the Government Polytechnic Khairagarh (C.G.):

A. SCOPE OF WORK: SECURITY SERVICE CONTRACT

03 Security guards Round the clock (8 hr/ shift for 3 shift/ day) security arrangements, including Sundays and holidays, to be provided at Government Polytechnic Khairagarh (C.G.) Campus, as per following duty point/post on shift basis. The competent authority's reserve the right to increase or decrease the required person as per requirement. The deployment of Security Guard at campus may be assessed by the Contractor before submitting the tender. The number of Security Guards is only in indicative; the number could be increased/ reduced as per actual requirement.

Duty and Responsibilities:

1. Security services are required at the Campus 24x7:
2. Proper uniforms, Identity card / equipments for security personnel's should be provided by contractor.
3. Security at Two Gate Entrance
4. Security of whole academic area including all academic and Administrative Buildings.
5. Security of the assets of Government Polytechnic Khairagarh (C.G.) against theft, pilferage and misappropriation.
6. Prevent entry of unauthorized persons.
7. Maintain records of visitors as directed by Government Polytechnic Khairagarh (C.G.).
8. Regulate incoming/outgoing movement of material and vehicular traffic & maintain records of material movement.

Annexure-II

Details of other organisations where such contracts undertaken during last three years (enclose supporting documents). Performa containing details of other organisation where such or similar contracts were undertaken

Sl No	Name & Address of the Organisation contact No	No. personnel supplied	Period of contract	Whether Govt/Semi Govt/ Autonomous bodies/ PSU/ Industries etc. (Pl. specify)	Amount of contract	Reason for termination (if currently not valid)
1.						
2.						

This information to be given in “Envelope No. 1 Technical Bid for Annual Contract for SECURITY SERVICES

CHECK LIST (TECHNICAL BID)ANNEXURE –III

SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER

SI NO	Description of requirement	Yes/No	Page No
1	The firm must have valid licence (PSARA certificates) issued by Police Headquarter Raipur under private security agencies regulation act 2005.		
2	Certified copies of registration under Company Act/Shop and Establishment Act 1958 issued by Chhattisgarh Govt.		
3.	Copies of balance sheet for the last 3 years duly certified by the CA Showing annual turnover not less then Rs. 10 Lakhs.		
4	Registration certificate of provident fund commissioner enclosed PF registration code allotted by the Regional Provident Fund Commissioner, Govt of India/State Govt.		
5	Copy of Registration certificate/allotment letter of GST		
6	Copy of Registration certificate/allotment letter PAN/TAN from Income Tax Department		
7	Registration certificate of ESI enclosed		
8.	Proforma containing details of other organisation where such contracts were /are undertaken (attach supportive documents)		
9.	DD of Rs. 10,000/- as EMD.		
10.	Price bid proforma completed and sealed in separate envelope		
11.	List of Arbitration cases (if applicable)		
12.	Undertaking of the agency confirming the availability of adequate manpower of requisite qualification and experience for deployment at Campus		
13.	Acceptance of terms and conditions attached. Each page of terms and conditions to be duly signed as token of acceptance and submitted as part of tender document.		
14.	Copy of last 2 year income tax return		
15.	Undertaking by the bidder to the effect that there is no police case pending against the proprietor/firm/parties relating to previous service contract.		
16.	Office address in State of Chhattishgarh		

Note:- All the documents enclosed by bidder must be legible and duly attested by the person responsible to firm.

(Signature of Tenderer with seal)

Name:

Office Address

Phone No.

Details of wages

S.N.	Head	% and amount
1	Basic Minimum Wage	
2	ESIC Contribution	
3	EPFP Contribution	
4	GST	
5	Admin/Service Charge	
6	Total	

Date

Seal and Sign of Contractor

ANNEXURE –VTerms & Conditions

1. NOTE: For execution of all the above jobs, the contractor shall deploy **Security Guards at round the Clock in 3 shifts at Government Polytechnic Khairagarh (C.G.)** from Monday to Sunday regularly throughout the year and also as and when the occasion so demands. The Security Guards Supervisor shall be in charge of the Security Guards and shall be responsible for the efficient rendering of the services under the contract. While working at the premises of Government Polytechnic Khairagarh (C.G.), he shall work under the directives and guidance and be answerable to Authorities for efficient working. This will however, not diminish, in any way, the contractor's responsibility under the contract to the Authorities.
2. The contractor shall not deploy or shall discontinue to deploy any person at the Institute premises, at any time without assigning any reason whatsoever. The full particulars of the personnel including their names and addresses, Voter IDs, PAN etc. deployed by him shall be furnished to Government Polytechnic Khairagarh (C.G.). Police verification report of the personnel employed by the contractor will also be submitted by the contractor to this office.
3. The Contractor will provide the required services seven days a week throughout the year including holidays.
4. The personnel deployed shall be healthy, active. Nobody shall have any communicable disease.
5. The personnel deployed shall be smartly dressed in proper uniform and always with **Identity Card**. The agency shall provide fully trained and disciplined personnel.
6. The contractor shall bear all expenses regarding uniforms, preparation of their Identity card, compensations, wages and allowances (DA), PF, ESI, Bonus and Gratuity as applicable relating to personnel engaged by him and abide by the provisions of various labour legislations including weekly off and working hours. The contractor shall pay the wages to the security personnel on or before the 7th of every succeeding month, irrespective of delay in payment of bill by the authorities for whatever reason. Wages payable shall not be less than the minimum wages payment as declared by the Govt. of Chhattishgarh from time to time. Contractor shall submit worker's EPF number and proof of submission of EPF, ESI etc as applicable every month for the previous month along with the monthly bill with respect to all employees deployed by him at Government Polytechnic Khairagarh (C.G.). The manpower agency shall specifically ensure compliance of various Labour Laws/Acts including but not limited to with the following and their re-enactments/amendments/modifications.
 - a) The payment of wages Act 1936.
 - b) The Employees Provident Fund Act, 1952
 - c) The Factory Act, 1948
 - d) The Contract Labour (Regulations) Act 1970
 - e) The Payment of Bonus Act 1965
 - f) The payment of Gratuity Act 1972
 - g) The Employees State Insurance Act 1948
 - h) The Employment of Children Act 1938

- i) The Motor Vehicle Act 1988
 - j) The Minimum Wages Act, 1948
 - k) Company Act/Shop and Establishment Act 1958
7. The personnel will be screened by the contractor after police verification regarding their antecedent, character and conduct, and a copy of the reports shall also be submitted to Government Polytechnic Khairagarh (C.G.).
 8. Replacement of personnel as required by Government Polytechnic Khairagarh (C.G.) will be effected promptly by the Contractor, if the contractor wishes to replace any of the personnel, the same shall be done after prior consultation with the Authorities. The full particulars of the personnel to be deployed by the contractor including the names and address shall be furnished to the Authorities along with testimonials before they are actually deployed for the job.
 9. In case of any loss that might be caused to Government Polytechnic Khairagarh (C.G.) due to lapse on the part of the personnel deployed by the manpower agency discharging their responsibilities, such loss shall be compensated by the contracting Agency and in this connection, the Authorities shall have the right to deduct appropriate amount from the bill etc. to make good of such loss to the Authorities besides imposition of penalty. In case of any deficiencies/lapses on the part of the personnel deployed by the contractor, the authorities shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
 10. If case of a death or mishap occurred during discharging the duty, the compensation liability will solely rest with the Contractor.
 11. That Contractor's authorised representative (owner/Director/Partner/Manager) shall personally contact the appropriate authority of Government Polytechnic Khairagarh (C.G.) at least once a month to get a feedback on the services rendered by the contractor viz-a-viz corrective action required to make the services more efficient.
 12. In the event of contract personnel being on leave/absent, the contractor shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities, the contractor shall make provision for leave reserve. Failure on this account shall attract penalty double the wages payable to the contractor for such absence.
 13. The successful bidder would have to deposit an amount of **5% of Annual contract of value** towards security deposit through Demand Draft/Pay Order/FDR/Bank Guarantee from a commercial bank in favour of Government Polytechnic Khairagarh (C.G.) which would remain with Government Polytechnic Khairagarh (C.G.) during the contract period and no interest shall be payable on the Security Deposit amount.
 14. The contractor shall arrange to maintain the daily shift-wise attendance record of the contract personnel deployed by him showing their arrival and departure time. This attendance record to be submitted every week to Government Polytechnic Khairagarh (C.G.) with an attested photocopy of the attendance record of the personnel to which it pertains. The attendance record shall be produced for verification on demand by the authorities at any other point of time.
 15. If at any point of time, it comes to the notice of Government Polytechnic Khairagarh (C.G.) that the contract personnel deployed are different from the list provided (with attested photographs), Government Polytechnic Khairagarh (C.G.) will be well within its right to impose penalty not exceeding five times the wages payable to the contractor for each such personnel identified.
 16. The contract personnel deployed by the contractor shall have experience. In case of non-compliance/non-performance of the services according to the terms of the contract, Government Polytechnic Khairagarh (C.G.)

shall be at liberty to make suitable deductions (ranging from 2% to 5%) from the bill without prejudice to its right under other provisions of the contract.

17. The contractor shall be solely liable for all payments/dues of the workers employed and deployed by him with reliable evidence provided to the Government Polytechnic Khairagarh (C.G.). In the event, Government Polytechnic Khairagarh (C.G.) makes any payment or incurs any liability, the contractor shall indemnify Government Polytechnic Khairagarh (C.G.) completely.
18. In case of any dispute arising out of this agreement then Government Polytechnic Khairagarh (C.G.) shall nominate any officer of the institute as sole arbitrator to adjudicate upon the issue involved in the dispute and the provisions of the Arbitration Act shall be applicable.
19. In case of any dispute with regard to providing services and interpretation of any clause of the Agreement, Khairagarh (C.G.) Court will have the jurisdiction to settle and decide all the disputes.
20. Income Tax TDS as per rules shall be deducted from the bills of the contractor as per applicable laws.
21. As and when the Government Polytechnic Khairagarh (C.G.) requires additional contract personnel on temporary or emergency basis, the contractor will depute such personnel in accordance with pro-rata rates. For the same, a notice of two days will be given by the Government Polytechnic Khairagarh (C.G.).
22. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.
23. In case the Government Polytechnic Khairagarh (C.G.) suspects or finds any work is entrusted to any sub-contractor on piecemeal basis or on regular terms, Government Polytechnic Khairagarh (C.G.) reserves the rights to terminate the contract without assigning any reasons.
24. Personnel engaged on day-to-day works should not be utilised for carrying out the occasional work for which contractor has to engage extra personnel.
25. The contractor will be held wholly responsible for any action taken by statutory bodies for violation/non-compilation of any such provision/rule.
26. The contractor should maintain all the records and documents under various labour laws applicable to contract labours/personnel and also shops and establishment Act/Rules applicable to his/her establishment and make them available at Government Polytechnic Khairagarh (C.G.) at all times. Indicative list of such records is given for example (a) Register for Worksmen (b) Employment card (to be issued to workers), (c) Muster roll (d) Register for wages (e) wage slip (f) OT register etc.
27. The above records and the following return filed by the contractor have to be produced to the office of the principal, Government Polytechnic Khairagarh (C.G.) on demand and original/photocopies of these records should be handed over after completion of the contract.
28. The contractor should obtain a licence from Central/State Labour Commissioner to engage the Contract labour/personnel as per Contract Labour Act within a period of one month from the date of award of contract by Government Polytechnic Khairagarh (C.G.).
29. Looking into shortage of fund availability or any other conditions prevailed at particular time during contract period, number of security Personnel depolyed may be decreased by Govt. Polytechnic Khairagarh with the prior notice of 7 days to security agency.
30. The contractor shall ensure that the payment of wages to his workmen deployed for carrying out his contractual obligations shall not be less than the minimum wages prescribed by State of Chhattisgarh Govt and such minimum shall be the higher between the State and Govt of Chhattisgarh notified minimum wages, from time to time, as applicable during the contract period.
31. The contractor should ensure payment of wages to his workmen on or before 7th of every succeeding month. The payment of wages will be made in the presence of an authorised representative of Government Polytechnic Khairagarh (C.G.) at a place and time notified for the purpose.
32. The wages shall be paid to workmen without any deduction except those under the payment of wages Act and minimum wages act.
33. Government Polytechnic Khairagarh (C.G.) reserves its right to withhold bills, if the contractor fails to produce proof for having remitted the ESI/PF dues.

34. The contractor must get police verification of all his personnel employed at Government Polytechnic Khairagarh (C.G.) and submit the report to this office along with voters IDs, and other valid proof of residence and qualifications. The contractor has to submit the attested photocopies of his voter ID, PAN, residential address, educational qualifications etc. He should also give the list of his sons and relatives who are working in this office as sub contractors or the labourers. If there is no such thing, the contractor has to give an undertaking to this effect.
35. If any of the personnel of the contractor indulge in theft or any illegal/irregular activities, misconduct, the contractor will take appropriate action as per law and rules against its erring personnel in consultation with this office and intimate the action taken to this office. If need be, an FIR should be lodged against the erring personnel. Such personnel, who indulge in such type of activities, should not be further employed in this office by the contractor in any case.
36. The contract shall be for a period of one year from the date of awarding of contract service and the same shall be extended for further period with same rate and same terms and condition subject to be mutual consent between the polytechnic and contractor and satisfactory performance by the contractor.
37. **Whenever, there is a duplication of clause either in the terms and conditions or in the agreement, the clause which is beneficial to Government Polytechnic Khairagarh (C.G.) will be considered applicable at the time of any dispute/following any statutory rules.**

Note: These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between Government Polytechnic Khairagarh (C.G.) and the Agency and any non-compliance shall be deemed as breach of the contract/agreement.

**Principal
Govt. Polytechnic
Khairagarh
(C.G.)**