



हाउसिंग एण्ड अर्बन डेव्लपमेन्ट कॉर्पोरेशन लिमिटेड

विषय: हुडको क्षेत्रीय कार्यालय, जम्मू में पुनर्वास महानिदेशालय
(डीजीआर) के साथ पंजीकृत भूतपूर्व सैनिक सुरक्षा
एजेंसियों से 24 घंटे सुरक्षा सेवाएं (हथियारों के बिना)
प्रदान करने के लिए बोली/कोटेशन के संबंध में ।

उपरोक्त विषय के संदर्भ में जम्मू क्षेत्रीय कार्यालय द्वारा
कार्यालय की सुरक्षा हेतु कोटेशन मांगी गई है । जिसकी
विवरण संलग्न कोटेशन में दिया हुआ है ।

उप प्रबंधक – प्रशा०

No. HUDCO/RO-JAMMU/ /Security /2023/

Dated: 16.05.2023

Sub: Bid/Quotation for providing 24 Hours Security Services (without arms) from Ex-Servicemen Security Agencies registered with Directorate General of Resettlement (DGR) at HUDCO Regional Office, Jammu

Dear Sir/Madam,

Housing and Urban Development Corporation Ltd. (HUDCO), substantially owned Govt. of India Enterprise having its Regional Office at Jammu, located at HUDCO Bhawan, OB-08, Railhead Complex, Jammu - 180012 invites **Bid/Quotation for providing 24 Hours Security Services (without arms) from Ex-Servicemen Security Agencies registered with Directorate General of Resettlement (DGR) in the State of J&K** at HUDCO Regional Office, Jammu for the period one year from the date of contract and approval of Competent Authority on the following terms and conditions.

GENERAL TERMS & CONDITIONS

1. The bids may be submitted in **three sealed cover envelopes system separately** on proper company stationery and Proforma given, which may be finally placed in one covering sealed envelope quoting clearly.
 - a. First envelope shall contain EMD and Bank details as per **Annexure – I** alongwith proof of electronically deposit of EMD of Rs.2000/- (Rupees Two Thousand only) electronically deposited in HUDCO Account as details below :

Name of Beneficiary	Housing & Urban Development Corporation Ltd.
Bank Name	ICICI
Branch	Ground Floor, Shop No.11, North Block, Bahu Plaza, Jammu (J&K)
IFSC Code	ICIC0001041
Account Type & No.	Current A/c. No.104105001091
 - b. Second envelope shall contain Technical Bid as per **Annexure – II**
 - c. Third envelope shall contain Financial Bid as per **Annexure – III**
2. Quotation/tender must accompany earnest money deposit of **Rs.2,000/- (Rupees Two Thousand only)** by way of NEFT/RTGS in favour of HUDCO Ltd., as per the bank details given in S. No. 01 (a) or exemption certificate issued by the competent authority. The quotation/tender without EMD will be considered as unresponsive and rejected. The EMD of unsuccessful bidder shall be refunded.
3. The technical bid of only those vendors who have submitted the EMD shall be opened and if found technically qualifying; the financial bid will be opened.
4. The contract will be valid for one year from the date of awarding the tender. If the services of the agency is found satisfactory then the contract may be extended for further period of one year as per mutual agreement.
5. The Office Security rate and prevailing tax/GST should be quoted in the relevant column of **Annexure-III** and rates quoted should not be less than the DGR/Central Minimum Wages.
6. The period of validity of quotation for acceptance should be 2 month from the tender closing date. HUDCO shall not entertain any request for escalation in cost/price on account of any reason whatsoever during the period of validity of quotation.

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7. No extra cost will be paid on account of transportation, insurance and forwarding or on any other account including annual budget levies, if any.
8. No increase in security service charges etc. shall be allowed during the contract period. All statutory taxes like GST or any other taxes, if any will be paid as per the prevailing notified rate at that time.
9. Any modification in the offer, after submission of the tender will not be considered.
10. Bidder, before submitting quotations, should clearly understand HUDCO's requirements and, in case any information/clarification is required, he/she may visit HUDCO office during working days (Monday to Friday between 9.30 AM to 6.00 PM). It may be noted that no clarification/information, on or after closing date of tender/quotation will be entertained.
11. Quotations received late or after closing date, will not be considered. HUDCO will not be responsible for any postal delay.
12. The quotations found opened/incomplete/not legible will also be rejected straightway.
13. The tenders/quotations should not be based on conditions.
14. The EMD amount of **Rs.2,000/- (Rupees Two Thousand only)** of the successful bidder will be converted into security deposit. No interest will be paid on the security amount. The security amount will remain with HUDCO during the contract period.
15. In case the successful bidder does not acknowledge/accept the contract offer then the EMD deposited by the bidder shall be forfeited and the company will be debarred from dealing with HUDCO in future.
16. It may be noted that the financial bid should not contain anything except financial quote. If any condition found in the financial quote, the bid is liable to be rejected.
17. The bidder should submit the bank details as mentioned in **Annexure-I** for refunding the EMD amount or making other payments through E-payments.
18. Bidders who are registered with MSME can also participate in the bidding process as notified by the Ministry of Micro, Small and Medium Enterprises, Govt. of India, D.O.No.21(1)/2011-M.A. dated 25th April, 2012. Also attach documentary evidence.
19. In case, the bidder fails to execute the contract of security service, in full or part, the earnest/security money would be liable to be forfeited.

20. PAYMENT TERMS

- a. The payment will be made monthly after receipt of bills from the contractor.
 - b. The bill must be in compliance with GST Rules.
 - c. HUDCO shall make payment of bills after deduction of all applicable taxes through e-payment/RTGS mechanism.
21. HUDCO reserves the right to reject any or all bids without assigning any reason.
22. The selected party shall have to execute contract agreement with HUDCO on Non-judicial Stamp Paper.

1. SPECIFIC TERMS

- i) If at any point of time, the services offered by the agency are found to be unsatisfactory, the service contract would be terminated.
- ii) Complete details of Guards Security Guards (Photograph, name, age, present address, permanent address, telephone no., bank savings account details, experience, identification proof etc) duly authenticated by the agency shall be provided to the HUDCO Regional Office, Jammu before their joining for duty. In case of removal/change in security guard, the information, as detailed above, should be given again.
- iii) No Security Guard shall be allowed to remain absent during duty hours. If anyone is found absent, an amount equivalent to one-day's wage for each absence shall be deducted from the monthly bill. The agency shall also ensure the arrangement of staff immediately on account of any absence.
- iv) The agency required to ensure the compliance of all statutory requirements like Minimum Wages Act, Payment of Wages Act, ESI Act, EPF Act and EDLI Act, Bonus Act. etc., which are applicable to the persons engaged by the agency and consequences of any breach of the provisions of any Act/Rules shall rest with the Security Agency.

- v) The personnel engaged by the agency shall be employees of the agency only and therefore, Employer and Service provider relationship shall be between HUDCO and agency.
- vi) The agency shall employ 1 (One) Security Guard for 8 hours which means for 24 hours there will be 03 (three) number of Security Guards to come one by one after every 8 hours to provide security of the campus on 24x7 basis. The age of Security Guard should not be below eighteen years.
- vii) Security Agency shall provide uniform, whistle, laathi and other required items except fire arms to the security guards for performing their duty efficiently.
- viii) The rate quoted shall be legible both in figures and words. In case of a discrepancy in word and figures, rates quoted in words shall prevail.
- ix) The agency shall make payment of wages to employees in accordance with the law and shall also provide them required amenities. The wages should not be less than the prescribed minimum wages under law.
- x) The agency shall provide summer and winter uniform including shoes/socks, jersey, identity cards etc. to its employees deployed in HUDCO Regional Office premises for the work.
- xi) Any damage to company or property due to negligence of the staff posted by agency at HUDCO will have to be compensated by the agency.
- xii) Tax will be deducted at source from the bills as per the prevailing rules and the TDS certificates will be issued to the agency at the end of the financial year.
- xiii) The agency is required to submit bills by 1st week of the month in duplicate.
- xiv) The agency shall forthwith remove from the duty any person(s) whose performance is not found satisfactory. Such intimation shall be given to the agency in writing and the agency will make alternate arrangement within 24 hours w.e.f. the date of the receipt of the request.
- xv) The period of contract can be terminated before the expiry of the contract period with one month's notice. However, the HUDCO management reserves the right to terminate the contract any time with shorter notice period or without notice if there is flagrant violation of the terms and/or conditions of the contract or due to poor performance by the Agency.
- xvi) Should any dispute or difference arise concerning the subject matter of these presents or interpretation of any covenant, clause or thing herein contained or otherwise arising out of this tender, the decision of Regional Chief, Jammu shall be final & binding on both the parties in respect of all matters of dispute arising out of this tender.
- xvii) The monthly payment will be released by the agency to persons deployed based on the attendance details during the month of the security personnel deployed.
- xviii) All liabilities on any account for personnel employed for security services will be on agency's account only.
- xix) The contract will be valid for one year from the date of agreement.

The quotation should be sent in a sealed cover containing all the three envelopes superscribing **Bid/Quotation for providing 24 Hours Security Services (without arms) from Ex-Servicemen Security Agencies registered with Directorate General of Resettlement (DGR) in the State of J&K** and should be addressed to the either by post or deposited personally in tender box available at

**The Housing & Urban Development Corp. Ltd. (HUDCO)
HUDCO Regional Office,
Hudco Bhawan, OB-08,
Railhead Complex, Jammu – 180 012.**

On or before **30.05.2023** by **4.00 PM** HUDCO shall not be responsible for any delay & bids received late are liable to be rejected. The technical bids will be opened first (of all those who has furnished EMD) on next working day i.e. 30.05.2023 at 11.00 AM, thereafter financial bid will be opened for all those who have qualified in technical bid on same day.

Thanking you,

For and on behalf of HUDCO

**Sd/-
Regional Chief**

Annexure-I

BANK DETAILS

The details of Bank A/c in which payment is to be transferred and other details are as follows:-

Bank Name: _____

Bank A/c No.: _____

Branch Address: _____

Bank City: _____

Branch Tel. No.: _____

A/C Type: Saving / Current

Bank Code: _____

MICR No.: _____

IFSC No. : _____

PAN No.: _____

TIN No.: _____

GST.: _____

- Photocopy of PAN, TIN and may be attached herewith wherever applicable.
- One cancelled cheque may also be attached.

(Authorized Signature with seal)

Name of CEO/Partner/Director _____

Address: _____

Annexure-II

Offer for Security Service at HUDCO Regional Office, Jammu.

Technical Bid

1	Name of the Agency & its address and telephone no.:	
2	Name of Chief Executive with address and telephone no.	
3	Name of the In-charge, address & Telephone no. of office at Jammu.	
4	Valid Registration No./Registering Authority (please enclose copy)	
5	Registration of ESI (please enclose copy)	
6	GST No. (please enclose copy)	
7	PAN No. of the agency (please enclose copy)	
8	Registration of EPF (please enclose copy)	
9	Valid Registration Certificate issued by DGR (please enclose copy)	

Note: All information are compulsory, in case any information is not applicable/ available the same may be indicated.

(Authorized Signature with seal)

Name of authorized persons _____

Address: _____

ANNEXURE –III

Offer for Security Service at HUDCO Regional Office, Jammu.

FINANCIAL BID

Sl. No.	Ex-Service Security Service – 24 Hrs all days (without arms)	Amount per Guard for 08 Hrs per one month for providing security Services (without arms) including Taxes, if any (Amount in Rupees)
1.	Rate per Security Guard per month (08 hours) (Please attach detailed break-up of the amount in separate sheet duly signed by the Authorized Persons and stamped.	
2.	Total for 03 Nos. of security guards in a month (08 hrs each on all days)	
3.	GST	
4.	Total	

(Amount in words: Rupees_____)

(Authorized Signature with seal)

Name of authorized persons _____

Address: _____