

# टेन्डर नोटिस

संख्या सीएस 3252/5-एन

दिनांक 28-07-2017

रजिस्टर्ड एजेन्सियों से संविदा के आधार पर 6 (छः) सुरक्षा गार्ड (Security Guards without arms), की इस कार्यालय को आवश्यकता है। इच्छुक एजेन्सी अपनी निविदा लिफाफे में निदेशक, राजस्थान भू-स्थानिक आंकडा केन्द्र, भारतीय सर्वेक्षण विभाग, ग्रेट आर्क भवन-1, प्लाट नम्बर 19, सेक्टर-10, विद्याधर नगर, जयपुर-302039 को डाक/स्वयं /कोरियर के साथ दिनांक 18 अगस्त 2017 तक भेजे। वेबसाईट से डाउनलोड करने पर रूपये 500/- का डिमांड ड्राफ्ट “Establishment and Accounts Officer, R.G.D.C., Survey of India. Jaipur” के नाम बनाकर संलग्न करें।  
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निदेशक

फोन – 0141-2236315

## टेन्डर नोटिस

संख्या सीएस 3252 /5-एन

दिनांक 28 -07-2017

रजिस्टर्ड एजेन्सियों से संविदा के आधार पर 6 (छः) सुरक्षा कर्मी (Security Guards without arms), की इस कार्यालय को आवश्यकता है। इच्छुक एजेन्सी अपनी निविदा लिफाफे में निदेशक का कार्यालय, राजस्थान भू-स्थानिक आंकडा केन्द्र, भारतीय सर्वेक्षण विभाग, ग्रेट आर्क भवन-1, प्लाट नम्बर 19, सेक्टर-10, विद्याधर नगर, जयपुर-302039 को डाक/स्वयं /कोरियर के साथ दिनांक 18 अगस्त 2017 तक भेजे। वेबसाईट से डाउनलोड करने पर रूपये 500/- का डिमांड ड्राफ्ट “Establishment and Accounts Officer, R.G.D.C., Survey of India, Jaipur” के नाम बनाकर संलग्न करें। [www.surveyofindia.gov.in](http://www.surveyofindia.gov.in)

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9. Performance Security: The agency selected for award of the contract will be required to furnish a Security Deposit of ₹ 1,20,000/- (₹ One Lac twenty thousand only or 10% of bid amount which ever is higher) in the form of Performance Bank Guarantee (PBG) from a commercial bank, in favour of “Establishment and Accounts Officer, RGDC, Survey of India”, Jaipur, at their own cost so that Rajasthan GDC may adjust any claim arising out at any time during the course of this contract. The Bank Guarantee should be valid for a period of two month beyond the date of completion of the contract. In case of extension of contract accorded later, the Bank Guarantee will be revised accordingly. However, the amount of Security Bid/ EMD of ₹50,000/- (₹Fifty Thousand) would be adjusted against the Performance Bank Guarantee (PBG) balance amount would be accepted in the form of Bank Guarantee. The PBG of requisite amount as stated above will be required to be submitted within 15 days from the date of Letter of Acceptance/work order before entering into an agreement with Survey of India for the said work.

10. The format of the technical bid is given in the Appendix-I.

11. Bidders are liable to abide by all the terms and conditions of the Tender documents.

12. The Director, Rajasthan GDC, reserves the right not to accept the lowest offer. He also reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and his decision shall be final and binding on the bidders.

Director  
Rajasthan GDC

## **ELIGIBILITY CRITERIA FOR PARTICIPATING IN THE TENDER**

1. The bidders should be in the similar line of business for at least three years.
2. The security agency should have sufficient manpower, experience, expertise and credentials in providing security in Government Organizations or Semi-Government Organization.
3. The security agency must have physically and mentally fit, trained and experienced Security Guards duly provided with all essential instruments/appliances etc. as may be required to carry out their duties.
4. The security agency should have professional ability to provide emergent services in case of eventuality of any kind.
5. A security agency should have Trade License for undertaking the job.
- 6. The agency should possess license from the appropriate authority under the Private Security Agencies (Regulation) Act, 2005.**
7. The security agency should possess licenses in Form VI issued by State/Central Government.
8. The agency must have security service license from the Home Department of the respective State Govt. or from Central Govt.
9. The security agency should possess Certificate of Registration with the Registrar of Companies under the Companies Act, 1956 and should possess valid Corporate Identity card.
10. The security agency should have the Registration certificate of their registration with the Labour Department of the Central Govt.
11. The security agency should possess various other valid licenses as may be required for running their business in Rajasthan, from the appropriate authority (i.e. from various offices of State Govt. or Central Govt. as may be applicable).
12. The security agency should have valid PAN, TAN, ESI, EPF, Service Tax, Professional Tax registration Nos., GSTIN.
13. The security agency must have proof of Income Tax return.
14. The security agency must have their Balance sheet audited.
15. The security agency should have a solvency certificate of an amount not less than ₹. ₹2,00,000 (₹ Two lakhs only) issued by a commercial bank.
16. The security agency should have its registered/well established office(s) in Jaipur.
17. The agency should not have been blacklisted by any Government or semi-Government organization.

## INSTRUCTIONS/GUIDELINES FOR BIDDERS

1. The format of Technical Bid is enclosed as Appendix-I.
2. A copy of the Scope of work/contract and terms and conditions is enclosed.
3. The Technical Bid (Appendix-I) should be accompanied with Appendix-II (Affidavit showing that the company has never been blacklisted by any Government or semi-Government organization), Check-list and documentary evidences (see **ELIGIBILITY CRITERIA FOR PARTICIPATING IN THE TENDER**) in sealed cover. The envelope should be marked as “**Technical Bid**”.
4. Tender should accompany client's list with period of service rendered, details of contact person (e.g. Mobile/Phone No. email Id etc.) as proof of credentials.
5. Duly attested photocopies (by Group ‘A’ Gazetted officers of Government of India or Class-I Officers of State Government) of proof in respect of the **ELIGIBILITY CRITERIA FOR PARTICIPATING IN THE TENDER** should be submitted along with Part-I i.e. Technical Bid of the tender without which the entire tender will be summarily rejected. The original documents in respect of these documents should be shown to the Director, Rajasthan GDC before opening of Part-II i.e. Financial Bid of the tender, if required.
6. The rates of minimum wages as notified by the Chief Labour Commissioner (C), New Delhi, Ministry of Labour and Employment, Government of India and as per the Contract Labour Act, Govt. of India have already been provided in the Financial Bid (Appendix III). Bidders are required to complete the remaining parts of the Financial Bid.
7. A comprehensive proposal confirming these, giving details about the agency and its personnel, copies of credentials in respect of their experience in similar work is required to be submitted along with the tender with break-up of rates quoted.
8. The rates should be filled in the Price Bid format (Appendix-III) in another sealed cover. The envelope should be marked as “Price Bid”.
9. The Technical Bid and the Price Bid should then be put in an envelope and sealed and superscribed with the tender no. and due date. Infringement of these conditions shall render the tender to be rejected.
10. Tender should accompany a declaration on the Company's letterhead that no alterations have been made in the tender document downloaded from website [www.surveyofindia.gov.in](http://www.surveyofindia.gov.in), at the time of submission of the tender.
11. Each page of the tender document must be signed by the tenderer with rubber stamp of the agency affixed on each page.
12. Unsealed, conditional/telegraphic/fax tenders and tenders without Earnest Money Deposit ₹. 50,000/- (₹ Fifty Thousand only) or not on the prescribed form shall be rejected.
13. Rates offered should be mentioned both in figures as well as in words duly typed or legibly handwritten.

14. The Technical Bid will be opened at **03.00 PM** on **04/08/2017** in the presence of the intending bidders or their authorized representatives who may wish to be present.
15. In case the date of receipt or opening of tenders is declared as holiday then the date of receipt/opening of the tender will be the next working day at the appointed time.
16. Amendments, if any, in the tender will be notified in the Survey of India website. Prospective bidders are advised to make regular visit to the Survey of India website ([www.surveyofindia.gov.in](http://www.surveyofindia.gov.in)) for observing the day to day development/Amendments (if any) against the referred NIT.
17. Tender submitted should remain valid at least for three months from the date of opening of the tender (Technical Bid).
18. A committee appointed by the Director, Rajasthan GDC, shall screen the Tender documents and scrutinize for the security agency's conformity to be laid down Prerequisites/General conditions.
19. To assist the examination, evaluation and comparison of Bids, the committee may at its discretion, ask the Bidder for clarification of the Bid. The request for clarification and the response shall be in writing and no change in price or substance of the Bid shall be sought, offered or permitted.
20. The Director, Rajasthan GDC reserves the right to accept or reject any or all the tenders without assigning any reason and also to impose/relax any term and condition of the tender in the interest of government.
21. The successful bidder has to enter into an Agreement with the Director, Rajasthan GDC, detailing all the terms and conditions of contract within 15 (Fifteen) days from the date of award of the tender, failing which the offer may be considered/liabled to be cancelled and the successful bidder will forfeit the Bid Security. The draft format of the Agreement is given at Appendix-IV.
22. The Agency shall not be allowed to sub-contract any part of the contract.

## CHECK LIST

Please Tick-

1.	Whether the proof of the Registration of the Agency with the Registrar of Companies under the Companies Act, 1956 enclosed	YES	NO
2.	Whether the proof of the License(s) in Form VI issued by State/Central Govt enclosed	YES	NO
3.	Whether Corporate Identity Card Enclosed	YES	NO
4.	Whether copy of Service Tax registration enclosed	YES	NO
5.	Whether copies of the documents related to the following have been enclosed:- (i) PAN, TAN	YES	NO
	(ii) ESI	YES	NO
	(iii) EPF	YES	NO
	(iv) Professional Tax registration	YES	NO
	(v) GST-IN	YES	NO
6.	Whether copy of registration with the Labour Department enclosed	YES	NO
7.	Whether copy of proof of their registration with the Police authorities/Ministry of Home affairs, enclosed	YES	NO
8.	Whether copy of valid license for running the security agency enclosed	YES	NO
9.	Whether recent client list enclosed	YES	NO
10.	Whether declaration on the Company's letter head enclosed stating that no alteration/amendments have been made in the tender documents downloaded from the website.	YES	NO
11.	Whether copy of audited balance sheet enclosed	YES	NO
12.	Whether copies of the Income Tax Return (last 3 years) enclosed	YES	NO
13.	Whether rates of minimum wages quoted	YES	NO
14.	Whether all pages of the tender document signed and stamped	YES	NO
15.	Whether Bid Security/EMD of ₹ 50,000/- (₹ Fifty Thousand)- enclosed	YES	NO
16.	Whether solvency certificate for ₹2,00,000/- (₹ Two Lac) enclosed	YES	NO
17.	Whether copy of Trade License issued by the State Government enclosed	YES	NO
18.	Whether copy of security service license under Home Department enclosed	YES	NO

**Place:**

**Signature of the Tenderer :**

**Date:**

**Rubber stamp of the Agency:**

**TECHNICAL BID**  
**FOR ROUND-THE-CLOCK-SECURITY AT GREAT ARC BHAVAN I & II**  
**JAIPUR**

Sl. No.	PARTICULARS	FILL IN THE DETAILS
1.	Name of the Organization/Agency, location of registered office with complete address with Telephone/ Fax nos. and e-mail id	
2.	Whether the organization is Private/ Public Sector Undertaking/Sole Proprietor/ Partnership/Cooperative Society etc. Documentary proof to be attached, (In case of the Agency other than the sole proprietors, an abstract copy of such Resolution passed by the Executive body authorizing the specific officer/partner for signing the documents for this tender be attached).	
3.	Standing in business (date of establishment)	
4.	Name, designation, address, telephone no. (office & residence), FAX no., mobile no. and email id of the designated person of the agency dealing with the tender	
5.	Does the Agency have any experience of providing Security Services in a single contract with any Government Organization where the minimum number of persons deployed was more than 10 in the last three years? If yes, submit names of minimum last three (3) organizations(s) along with a certificate certifying that the applicant Agency has executed a contract satisfactorily, where 10 or more than 10 Security personnel were deployed.	
6.	Details of Annual Turn Over for the last three years.(documentary evidences/audited balance sheet to be provided)	
7.	PAN/TAN No. (Attach documentary proof)	
8.	Mention the Company's Registration No. under Companies Act 1956 and name of the office of the authority with whom registered. (Attach documentary proof).	
9.	EPF Registration No. (Attach documentary proof)	
10.	ESI Registration No. (Attach documentary proof)	
11.	Details of labour licence No.	



	(Attach documentary proof)	
12.	Details of Service Tax Registration No. (Attach documentary proof)	
13.	Details of Professional Tax Registration No. (Attach documentary proof)	
14.	Details of GST –IN (Attach documentary proof)	
15.	Details of Registration with Police authorities (Attach documentary proof) i.e. Form- VI	
16.	Details of Registration with Director General of Resettlement/Ministry of Defence, if any. (Attach documentary proof).	
17.	Details of EMD of ₹ 50,000/- (₹ Fifty Thousand Only) (DD./Pay order/ Banker's cheque no, date, & bank details)	
18.	Details of solvency certificate for ₹ 2,00,000/- (₹ Two Lack Only) . (Bank details, validity etc. ).	
19.	No. of Security Guards in their force	
20.	No. of Security Supervisor's in their force	
21.	List of Client with name, telephone no., mobile no. email id of the contact person of the organization (Please attach separate sheet)	
22.	State whether minimum wages as prescribed by the Central Government has been quoted in the price bid	<b>Yes / No</b>
23.	Any other relevant information.	

**Place :**

**Signature of Tenderer**

**Date :**

**(Name & Designation of the signatory)**

**Rubber Stamp of the Agency**

**AFFIDAVIT**

I/We \_\_\_\_\_

\_\_\_\_\_  
Agency/Partner/Sole Proprietor (strike out word which is not applicable) of the (Agency)  
\_\_\_\_\_

Do hereby solemnly.....( Name of Agency) declare that this/these individual Agency/companies are neither black-listed by the Union or State Government nor any Partner/Shareholder thereof is directly or indirectly connected with or has any subsisting interest in business of my/our Agency.

**DEPONENT**

Address: \_\_\_\_\_ Verification:

Verified that the contents of above affidavit are true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been kept concealed there from.

**DEPONENT**

Place: \_\_\_\_\_

Dated: \_\_\_\_\_

(Note: To be furnished on non-judicial stamp paper duly attested by the Oath Commissioner)

## DOCUMENTS TO BE SUBMITTED WITH THE TECHNICAL BID OF TENDER

1.	A copy of the Registration of the Agency with the Registrar of Companies under the Companies Act 1956
2.	A copy of the License(s) in Form VI issued by the State/Central Govt.
3.	A copy of the Corporate Identity Card
4.	A copy of each of PAN, TAN, ESI, EPF, Service Tax & Professional Tax registration, GSTIN
5.	A copy of the registration with the Labour Department
6.	A copy of the valid license for running the security agency
7.	A copy of the recent list of clients
8.	Affidavit as given in Appendix-II and Appendix V
9.	An undertaking on the Company's letter head stating that no alterations have been made in the tender documents downloaded from the website
10.	A copy of the latest audited Balance sheet
11.	Copies of Income Tax return (for the last five years)
12.	A copy of the Govt. orders for rates of minimum wages quoted
13.	DD of ₹. 500/- as Tender Fee
14.	Bid Security/EMD of ₹. 50,000/-
15.	Solvency certificate of ₹. 2,00,000/-
16.	A copy of the Trade License issued by State Government
17.	A copy of the Security Service License under Home Department
18.	Check-list

**APPENDIX-III**

**FINANCIAL BID**  
**(For round the Clock Security at Great Arc Bhavan I & II, Survey of India, Jaipur)**

Sl. No.	Description	Percentage	Security Guard (Without Arms)
			As per central Government minimum Wages.
(a)	Basic wages(BW) plus Variable Dearness Allowance (VDA)		
(b)	Employees State Insurance (ESI)	4.75% of Basic plus VDA	
(c)	Employees Provident Fund (EPF)	12%of Basic plus VDA	
(d)	Employees Deposit Linked Insurance (EDLI)	0.5%of Basic plus VDA	
(e)	Administrative Charges	0.86%of Basic plus VDA	
(f)	House Rent Allowance(HRA)		
(g)	ESI on HRA		
(h)	Total	Sum of (a) to (j)	
(i)	Relieving Charges 1/6th of total of Serial (k)		
(j)	Total	Sum of (k) to (l)	
(k)	<b>Rate in mandays per Security Guard per day</b>		
(l)	<b>Total wages of 06 Numbers of Security personnel per day for 3 Shifts of eight hours each</b>		
(m)	<b>Total wages for one month</b>		
(n)	<b>Service Charges (i.e. Contractor's Profit &amp; Overhead) @ .....% (In Words .....)</b>		
(o)	<b>TOTAL OF (o) &amp; (p)</b>		
(p)	<b>GST @ .... %</b>		
(q)	<b>Other Taxes ( If Any)</b>		
	<b>Grand Total (₹.)</b>		

**Note:**

The above Rates of Minimum Wages i/c VDA as notified by the office of the Chief Labour, Commissioner (C), New Delhi, Ministry of Labour and Employment, Govt. of India to be considered for the **security guards**, the Minimum Wages including VDA should be in conformity with the rate of security guard, watch and ward, **without arms**.

(Signature with date and seal of the Tenderer)

**CERTIFICATE BY THE TENDERER**

Certified that I/We have read the instructions given in the tender documents. I/We undertake to supply the required categories and number of manpower on the rates mentioned above and shall be solely responsible to discharge the liabilities/administrative charges, if any. I/We have understood the contents of the terms and conditions and undertake to abide by the same as laid down in these documents.

Place:

Signature of Tenderer:

Date:

Stamp of the Agency:

Telephone No/ Mobile No:

FAX No:

E-mail id:

**DRAFT AGREEMENT**

**(to be executed by the successful bidder and may change before execution of agreement)**

This AGREEMENT made on this ..... between the Director, Rajasthan GDC, Survey of India, Jaipur, situated at Great Arc Bhavan II , Plot No 19, Sector 10 Vidyadhar Nagar, Jaipur, 302039. And

M/s..... (Hereinafter referred to as Agency) which expression shall unless repugnant to the context or meaning thereof be deemed to mean and include its successors and assignees of the OTHER PART.

WHEREAS the Director, Rajasthan GDC, Survey of India, Jaipur, is desirous of giving a work contract for providing the security arrangement at Great Arc Bhavan I & II , Plot No 19, Sector 10 Vidyadhar Nagar, Jaipur, 302039.

WHEREAS Agency has represented that he is a registered Agency under the provisions of Contract Labour (Regulation and Abolition Act), 1970 and has further represented that he is eligible to get this contract and there is no legal or any other bar for him in this respect. Any obligations and/or formalities which are required to be fulfilled under the said Act or any amendment thereto for the purpose of entering into and/or execution of this contract shall be carried out by the Agency at his own expenses, etc. and the Agency shall report the compliance thereof to the Director, Rajasthan GDC, Survey of India, Jaipur. The Agency shall be solely liable for any violation of the provisions of the said Act or any other Act.

WHEREAS the Director, Rajasthan GDC, Survey of India, Jaipur, has agreed to award the contract of work of security arrangements and to keep a strict watch and ward of the land and properties hereinafter mentioned as work assigned details of which given at Appendix VI.

AND WHEREAS the Agency has agreed to furnish to the Director, Rajasthan GDC, Survey of India, Jaipur, a security deposit of ₹ 1,50,000/- (**₹ One Lakh Fifty Thousand only**) by way of **Bank Guaranty** of .....(Bank's name and address) as **performance guarantee**.

**NOW THEREFORE BY THESE ARTICLES AND ON THE PREMISES** mentioned above, the parties have agreed to as under:-

**A. GENERAL CONDITIONS**

1. That it is expressly understood and agreed between the parties to this Agreement that the Security Guards deployed by the Agency for the services mentioned above shall be the employees of the Agency for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the Agency and in no case, a relationship of employer and employee between the said persons and the Director, Rajasthan GDC, Survey of India, Jaipur, shall accrue/arise implicitly or explicitly ever.

2. That on taking over the responsibility of the work assigned the Agency shall formulate the mechanism and duty assignment of work to its personnel in consultation with the Director, Rajasthan GDC, Survey of India, Jaipur, or Security Officer or his authorized representative. Subsequently, the Agency shall review the work assigned from time to time and advise the Director, Rajasthan GDC, Survey of India, Jaipur, for further streamlining their system. The Agency shall further be bound by and carry out the directions/instructions given to him by the Director, Rajasthan GDC, Survey of India, Jaipur, or the officer designated by him in this respect from time to time.

3. That the Security Officer or any other officer authorized by Director, Rajasthan GDC, Survey of India, Jaipur, shall be at liberty to carry out surprise check on the persons as deployed by the Agency in order to ensure that personnel deployed by him are doing their duties proficiently.

4. That in case any of the persons so deployed by the Agency does not come up to the mark or does not perform his duties properly or commits misconduct or indulges in any unlawful riots or disorderly conduct, the Agency shall immediately withdraw/replace and take suitable action against such persons on the report of the Security Officer in this respect.

## **B. AGENCY'S OBLIGATIONS**

1. That the Agency shall carefully and diligently perform the work assigned to him as mentioned in the Scope of Contract as deemed fit by him in consultation with the Security Officer.

2. That for performing the assigned work, the Agency shall deploy medically and physically fit persons. The Agency shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty. Persons so engaged by the Agency shall be of good integrity and good conduct and preferably below the age of 45 years.

3. That the Agency shall submit details, such as names, parentage, residential address, age, Adhar No etc. of the persons deployed by him in the premises of Great Arc Bhavan I & II. For the purpose of proper identification of the employees of the Agency deployed for the work, the agency shall issue identity cards bearing their photographs/identification, etc. and as such employees shall display their identity cards at the time of duty.

4. That the Agency shall be liable for payment of wages and all other dues within the stipulated time period as per Minimum Wages Act 1948 which they are entitled to receive under the various labour laws and other statutory provisions.

5. That the Agency shall at his own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to the Director, Rajasthan GDC, Survey of India, Jaipur. It shall also comply with the statutory provisions of Contract Labour (Regulation and Abolition) Act, 1970, Employees State Insurance Act, Workman's Compensation Act 1923, Payment of Wages Act 1936, The Employees Provident Fund (and Miscellaneous Provisions) Act 1952, Payment of Bonus Act 1965, The Minimum Wages Act 1948,

6. That the Agency shall be solely responsible for any violation of provision of the labour laws or any other statutory provisions' omission, fault, breaches and/or under the said Acts, and shall further keep the Office of The Director, Rajasthan GDC, Survey of India, Jaipur, indemnified from all acts of rules/regulations and/or any bye-laws or rules framed under or any of these, Director, Rajasthan GDC, Survey of India, Jaipur, shall be entitled to recover any of such losses or expenses, which it may have to suffer or incur on account of such claims, demand, loss or injury, from the Agency's monthly payments.

7. That the Agency shall be required to maintain permanent attendance register/roll within the building premises which will be opened for inspection and checking by the Director, Rajasthan GDC, Survey of India, Jaipur, of any other officer authorised by him.

8. That the Agency shall make the payment of wages, etc. to the persons so deployed through electronic transfer (RTGS/NEFT) directly to their bank accounts and submit the details accordingly to Director, Rajasthan GDC, Survey of India, Jaipur, for having paid all the dues to the persons deployed by him for the work under the Agreement. This obligation is imposed on the Agency to ensure that it is fulfilling its commitments towards their employees so deployed under various Labour Laws, having regard to the duties of the Director, Rajasthan GDC, Survey of India, Jaipur, in this respect as per the provisions of Contract Labour (Regulation and Abolition) Act, 1970.

9. That the Agency shall submit the proof of having deposited the amount of ESI & EPF contributions towards the persons deployed at Great Arc Bhavan I & II in their respective names duly signed by concerned individuals before submitting the bill for the subsequent month.
10. The Agency shall take all reasonable precautions to prevent any unlawful riots or disorderly conduct or acts of its employees so deployed and ensure preservation of peace and protection of persons and property of the Director, Rajasthan GDC, Survey of India, Jaipur.
11. The Agency shall remove all workers deployed by it on termination of the contract or on expiry of the contract from the premises of Great Arc Bhavan I & II and ensure that no such person shall create any disruption/hindrance/problem of any nature in Great Arc Bhavan I & II either explicitly or implicitly.
12. The security money so deposited (in the form of Bank Guarantee) shall be liable to be forfeited or appropriated in the event of unsatisfactory performance of the Agency and/or loss/damage, if any, sustained by the office on account of the failure or negligence of the workers deployed by him or in the event of breach of the agreement by the Agency.
13. The security money will be refunded to the Agency after three months of the expiry of the contract only on the satisfactory performance of the contract.
14. That the Agency shall keep the Office of The Director, Rajasthan GDC, Survey of India, Jaipur, indemnified against all claims whatsoever in respect of the employees deployed by the Agency. In case, any employee of the Agency so deployed enters into dispute of any nature whatsoever, it will be the primary responsibility of the Agency to contest the same. In case Director, Rajasthan GDC, Survey of India, Jaipur, is made party and is supposed to contest the case, the Office of The Director, Rajasthan GDC, Survey of India, Jaipur, will be reimbursed for the actual expenses incurred towards Counsel Fees and other expenses which shall be paid in advance by the Agency to Director, Rajasthan GDC, Survey of India, Jaipur, on demand. Further, the Agency shall ensure that no financial or any other liability comes on the Director, Rajasthan GDC, Survey of India, Jaipur, in this respect of any other nature whatsoever and shall keep office of the Director, Rajasthan GDC, Survey of India, Jaipur, indemnified in this respect.
15. The Agency shall further keep the Office of The Director, Rajasthan GDC, Survey of India, Jaipur, indemnified against any loss to the government property and assets. Director, Rajasthan GDC, Survey of India, Jaipur, shall have further right to adjust and/or deduct any of the amounts for the loss suffered as aforesaid from the payments due to the Agency under this contract.
16. That the Agency shall ensure that the persons so deployed do not allow any property of the Office of The Director, Rajasthan GDC, Survey of India, Jaipur, to be taken out of the premises without a Gate Pass signed by the designated officials of Rajasthan GDC, Survey of India, Jaipur,. As a safeguard against any dishonesty, connivance and/or ulterior motive, the specimen signature of the officials designated and authorized to sign the Gate Pass will be intimated in writing to the Agency along with subsequent changes, if any. The Security Officer shall make suitable arrangement to ensure compliance.
17. That the Agency shall report promptly to Director, Rajasthan GDC, Survey of India, Jaipur, of any theft or pilferage that takes place or where any attempt is made to that effect and loss, if any. It shall be the sole responsibility of the Agency to ensure security and safety of all the property and assets, movable and immovable, the Office of Director, Rajasthan GDC, Survey of India, Jaipur, and if, there is any loss of the Office of Director, Rajasthan GDC, Survey of India, Jaipur, on account of dishonesty, and/or due to any lapse on the part of the Agency or his worker, the Agency shall make good on demand the loss to the Office of Director, Rajasthan GDC, Survey of India, Jaipur.
18. That the uniforms supplied by the Agency at its own cost to the persons deployed for its work shall include ankle boots, web belt (with baton strap), baton beret with ceremonial heckle/cap, whistle, loaded torches, etc. The seasonal equipment such as jerseys, grey coats in winters and rain coats in monsoon



shall also be provided by the Agency at its own cost and the Office of Director, Rajasthan GDC, Survey of India, Jaipur, shall have no liability whatsoever on this account.

19. The Agency shall impart/ensure training to their employees (deployed in the Great Arc Bhavan I & II) on operation of Hand Metal detector, frisking, vehicle checking, fire fighting and such other safety and security measures as would essentially be required in connection with this contract.

20. The antecedents verification (i.e. Police Verification) of the Security Guards will invariably be done by the Agency within one month of their deployment. In case of any adverse reporting by the Police, the individual will be replaced by the Agency immediately with the suitable replacement having positive police verification.

21. In the event of "**BANDH**" or any other natural calamities the Agency will ensure the availability/relieving of Guards.

22. The Agency shall maintain all relevant registers in the premises in Great Arc Bhavan I & II which may have to be presented for inspection by the Labour Authorities as and when required. The Agency shall also put up a notice board displaying the minimum wages prescribed by the Central Government from time to time.

23. The the Office of Director, Rajasthan GDC, Survey of India, Jaipur, shall not own any responsibility for providing living accommodation to the personnel deployed by the agency.

24. The Agency will make good of any loss of property or articles etc. and/or compensate for any injury caused by its personnel inside the premises while on duty.

25. The Agency shall provide sufficient numbers of cane sticks and torches with battery cell to the security personnel.

26. **A FIRST AID BOX** has to be provided and kept in the reception of Great Arc Bhavan I & II by the Agency.

27. The Agency will make good of any loss of property or articles etc. and/or compensate for any injury caused by its personnel inside the premises while on duty.

28. In the event of any deficiency in the service rendered by the agency, at any time during the currency of the contract, the the Office of Director, Rajasthan GDC, Survey of India, Jaipur, shall have the right to impose a suitable penalty which would be recovered from the monthly bill(s) of the agency. The decision of the the Office of Director, Rajasthan GDC, Survey of India, Jaipur, in this respect shall be binding on the agency.

29. The **work may be terminated by serving one month notice from either side**. However, the Office of Director, Rajasthan GDC, Survey of India, Jaipur, reserves the right to cancel the contract at any time without any prior intimation in the event of any activities adversely affecting the interest of the Office of Director, Rajasthan GDC, Survey of India, Jaipur.

30. The Agency on completion of the specified term of contract or on termination of the contract shall peacefully vacate the premises of Great Arc Bhavan I & II along with their all personnel and materials.

### **C. DIRECTOR, RAJASTHAN GDC, SURVEY OF INDIA, JAIPUR, OBLIGATIONS**

1. That in consideration of the services rendered by the Agency as stated above, the Agency shall be paid a lump sum of ₹. \_\_\_\_\_ on monthly basis. In case of late submission of bill for whatsoever reasons, the Office of Director, Rajasthan GDC, Survey of India, Jaipur, will not be responsible to make payment within the prescribed day. Attendance sheet shall be certified by Security Officer and Bills and the entire

statutory payments sheet duly certified by the Establishment and Accounts Officer of the Office of Director, Rajasthan GDC, Survey of India, Jaipur.

2. The payment on account of enhancement/escalation charges on account of revision in wages by the Central Govt. from time to time shall be payable by the Office of Director, Rajasthan GDC, Survey of India, Jaipur, to the Agency.

**D. PENALTIES/LIABILITIES**

That the Agency shall be responsible for faithful compliance of the terms and conditions of this agreement. In the event of any breach of the agreement, the same may be terminated and security deposit (in the form of Bank Guarantee) will be forfeited and further the work may be got done from another agency at its risk and cost.

**E. COMMENCEMENT AND TERMINATION**

1. That this agreement shall come into force w.e.f. \_\_\_\_\_ and shall remain in force for a period of one year. This agreement may be extended on such terms and conditions as are mutually agreed upon.

2. That this agreement may be terminated on any of the following contingencies:-

a) On the expiry of the contract period as stated above

b) By giving one month's notice by the Office of Director, Rajasthan GDC, Survey of India, Jaipur, if, it is found that continuation of the contract is not in the interest of office. The Agency is not eligible for any compensation or claim in the event of such cancellation.

c) For committing breach by the Agency of any of the terms and conditions of this agreement.

d) On assigning the contract or any part thereof to any sub Agency by the Agency without written permission of the Office of Director, Rajasthan GDC, Survey of India, Jaipur.

**F. INSOLVENCY**

On Agency being declared insolvent by competent Court of Law. During the notice period for termination of the contract, in the situation contemplated above, the Agency shall keep on discharging its duties as before till the expiry of notice period.

**G. JURISDICTION.** The courts at Jaipur only shall have the jurisdiction for the purpose of this agreement.

**H. ARBITRATION.** In case of any dispute arising between the successful bidder and the Office of Director, Rajasthan GDC, Survey of India, Jaipur, the dispute shall be decided by Surveyor General of India and his decision will be final and binding on both parties.

IN WITNESS WHEREOF the parties hereto have signed these presents on the date, month and year first above written.

For and on behalf of The Agency

For and on behalf of  
The Director,  
Rajasthan GDC, Survey of India,  
Jaipur

WITNESS

1. ....  
.....  
2. ....

1. ....  
.....  
2. ....

**CONDITIONS FOR CONTRACT TO PROVIDE ROUND THE CLOCK SECURITY AT  
GREAT ARC BHAVAN I & II, JAIPUR**

**I. SCOPE OF WORK/CONTRACT**

The Security agency shall provide Security Guards in such numbers as may be required by the Office of Director, Rajasthan GDC, Survey of India, Jaipur, from time to time for protection of:-

- i) Land, buildings, fittings and fixtures therein; plant & machineries, equipments installed (including outdoor), office records, movable and immovable items in the Great Arc Bhavan I & II.
- ii) Safety of trees, shrubs, electric overhead installations, water pipelines, boundary walls etc. in the Great Arc Bhavan I & II and fresh additions/installations in the Great Arc Bhavan I & II from time to time during the contract period.
- iii) Manning of Gates, posts and patrolling.
- iv) To permit the entry of Officers and Staff of Survey of India only after verifying their identity.
- v) To permit the entry of visitors only after confirming from the designated officers of Survey of India. A visitor's pass is required to be made after making entries in the register giving details of the visitor, purpose of visit and the officer with whom he is required to meet.
- vi) To permit Government employees of other departments having pass issued by Security Officer/ other authorized officer of Survey of India after verifying authenticity/certificate from their office that they are required to perform duties in the premises of the Great Arc Bhavan I & II.
- vii) To permit entry of the official vehicles of the Survey of India and Private vehicles of the officers and staff of the Survey of India after ensuring that only authorized persons are inside the vehicle.
- viii) To permit entry of private vehicles bringing materials/stores for the Office of Director, Rajasthan GDC, Survey of India, Jaipur, only after confirming from the designated officers of the Survey of India, Jaipur, that the entry is for official purposes.
- ix) To make a temporary pass for the outside officers/staff not having the Identity Card after consulting the Security officer.
- x) To ensure entry of Officers/Staff during the Holidays and beyond working hours against the specific permission of the Competent Authority.
- xi) Security persons will be responsible to maintain register would be for entry of the Officers/staff coming to office during holidays.
- xii) Examination of the Gate passes for stores/materials coming in and going out of the premises.
- xiii) To rescue people trapped in kind of emergency situation (fire, water)
- xiv) All persons should be qualified/ trained on **Fire Safety (including chemical fire)** among the Security personnel in each shift. These persons should be able to identify the potential Fire hazards and notify it to the higher authority. In case of Fire outbreak, it is the responsibility of all the Security Guards to take immediate action for extinguishing the Fire, by all means, at the earliest.
- xv) The deployment of 06 Security personnel at Great Arc Bhavan I & II , Plot No 19, Sector 10 Vidyadhar Nagar, Jaipur, for round the clock duty. The no. of Security Guards may, however, vary as per requirement.

*\* The numbers given are exclusive of the relievers. The nos. of Guards may vary on the discretion of competent authority.*

xvi) No part of the land Great Arc Bhavan I &II , Plot No 19, Sector 10 Vidyadhar Nagar, Jaipur, is trespassed, encroached or squatted upon or suffer from any unauthorized occupation or use.

xvii) To report about irregularities against the interest of the office to the Director, Rajasthan GDC, Survey of India, Jaipur or his authorized representative from time to time.

## **II. DEFINITIONS**

In the contract (as hereinafter defined) the following words and expressions shall have the meanings hereby assigned to except where the context otherwise requires:

i) Contract shall mean the notice inviting tender and document, the tender and acceptance thereof and the formal agreement, if any executed between the Office of Director, Rajasthan GDC, Survey of India, Jaipur and the Agency together with the documents referred to therein including these conditions with appendices and special conditions, rates and amounts and schedules of rates including all revisions, additions and deletions. All these documents taken together shall be deemed to form one contract and shall be complimentary to one another.

## **III. SUB-CONTRACTING**

The Agency shall not be allowed to sub-contract any part of the contract without the prior consent of the Office of Director, Rajasthan GDC, Survey of India, Jaipur. If such consent is given, this shall not relieve the tenderer from any liability or obligation under the contract and he shall be responsible of the acts/default and neglects of any sub-Agency, his agents or workmen as if, they were the acts, defaults or neglects of the Agency, agents or workmen.

## **IV. PERIOD OF CONTRACT**

The contract shall be initially for a period of **ONE YEAR** only. The contract may be renewed for a maximum period of 2 (Two Years) on year-to-year basis subject to satisfactory performance of services and compliance of “TERMS AND CONDITIONS OF THE AGREEMENT BY THE AGENCY”.

## **V. GENERAL TERMS AND CONDITIONS**

### **1. Registration/execution of the agreement:**

The successful bidder shall be required to execute an agreement on the format approved and supplied by the Office of Director, Rajasthan GDC, Survey of India, Jaipur on stamp papers of appropriate value to be registered with the Sub-Registrar, Jaipur, at the cost of the agency.

### **2. Earnest Money Deposit/Security Deposit:**

(i) A sum of ₹ **50,000/-** (₹ Fifty Thousand only) should be submitted as Earnest Money Deposit (EMD) along with the Technical Bid in the form of Demand Draft valid for 3 months beyond the date of opening of tender, from a Nationalized/scheduled bank drawn in favour of “Establishment and Accounts Officer, Rajasthan GDC, Survey of India” payable at Jaipur. The earnest money will be forfeited if the tenderer withdraws their tender within the validity period of the offer as per terms of the CPWD Works Manual.

(ii) The selected Agency shall furnish a Bank Guarantee of value equivalent to Rs.1,20,000/-(Rs. One Lakh twenty Thousand Only) or 10% of bid amount whichever is higher from any scheduled bank in favour of “Establishment and Accounts Officer, Rajasthan GDC, Survey of India” payable at Jaipur, at its own cost, so that the Office of Director, Rajasthan GDC, Survey of India, Jaipur may adjust any claim arising out at any time during the course of this contract. The Bank Guarantee should be submitted within 7 (seven) days on receipt of the award of the contract. The Bank Guarantee should be valid for a period of three months beyond the period of

contract (i.e. for fifteen months from the date of commencement of the work). The Bank Guarantee should be revalidated to cover the extended period of contract in case of extension of term of engagement.

### **3. Commencement of work:**

The Agency is required to commence the work **within 30 days** from the date of issue of the award of contract after having taken over the proper charge of security from the existing Agency. The work will commence **at 6.00 Hrs** from the date on which the charge will be taken over.

### **4. Deployment of staff:**

(i) The Agency has to deploy Six(06) Security Guards unfailingly in 8 hourly three shifts. The figure six does not include the relivers.

(ii) The number of security guards may increase/decrease depending upon the requirement as assessed by the Office of Director, Rajasthan GDC, Survey of India, Jaipur. The list of all security personnel to be deployed by the selected Agency in Great Arc Bhavan I & II containing their complete CV including photographs, residential address, photo ID, age, educational qualifications and service details shall be submitted to the Security Officer for approval before commencement of the contract. The Office of Director, Rajasthan GDC, Survey of India, Jaipur reserves the right to approve or disapprove any personnel. The Agency will keep the Security Officer updated with subsequent changes in the personnel deployment and also about their particulars immediately from time to time.

### **5. Formulation of mechanism and monthly duty/assignment chart:**

On taking over the responsibility of providing the aforesaid services, the Agency shall formulate the mechanism and monthly duty assignment chart to be displayed at the reception of Great Arc Bhavan I & II with prior approval of the Security Officer. The Officer-in-Charge of the agency shall visit the Office of Director, Rajasthan GDC, Survey of India, Jaipur premises and interact with the Security Officer for ensuring effective arrangement at his level and keep on reviewing his arrangements from time to time and take additional measures, if any, required to be taken to further streamline the said arrangements. He will further ensure that No person shall be deployed on double duty except in the emergent circumstances with the prior approval of the Security Officer. The Agency as well as the staff deployed by him on duty shall be duty bound to carry out the directions/instructions given to him by the Security Officer or any other officer authorized to do so by the Director, Rajasthan GDC, Survey of India, Jaipur from time to time. Any dereliction from such obligation shall be considered as breach of the terms of the contract.

### **6. Determination of quality of work/services:**

The decision of the authority of the Security Officer with regard to the determining of quality of work/services done by the Agency shall be final and binding on the Agency. The Agency shall, therefore, rectify the defect so pointed out without any extra payment. The Office of The Director, Rajasthan GDC, Survey of India, Jaipur also reserves the rights to get the work/services so rejected done/replaced at its own level at the risk and cost of the Agency, after giving him a notice in writing, and the expenditure incurred on this account shall be recovered from the bills of the Agency or from his any other outstanding dues as he may deem proper.

### **7. Identification**

For the purpose of proper identification of the employees of the Agency deployed at various points, the Agency itself shall issue them proper Uniform and Identity cards at its own cost and they shall be duty bound to display the identity cards at the time of duty.

## **8. Uniform**

Wearing of neat and clean uniform by the staff deployed for duty in Great Arc Bhavan I & II shall be compulsory all the time.

## **9. Supervisory Control**

The persons of the Agency so deployed shall be under the overall control and supervision of Security Officer of The Office of The Director, Rajasthan GDC, Survey of India, Jaipur.

## **10. Surprise Check:**

The Security Officer or any other officer so authorized by The Director, Rajasthan GDC, Survey of India, Jaipur, shall be at liberty to carry out any surprise check on the working of the persons so deployed by the Agency in order to ensure that the required numbers of persons are deployed and that they are doing their duties properly.

## **11. Relationship between the employer and staff:**

The persons deployed by the Agency for the work shall be its employees for all intents and purposes and in no case, there shall be any relationship of employer and employee between the said persons and The Office of The Director, Rajasthan GDC, Survey of India, Jaipur, either implicitly or explicitly.

## **12. Medical Examination and Verification of antecedents:**

The Agency will ensure that its employees are medically fit and free from communicable disease. The antecedents of the persons to be provided by the Agency will be verified from the appropriate authority by the Agency at its own level within 3 months of their deployment and in case of any adverse reporting from the police immediate replacement will be made with the suitable personnel having good police record.

## **13. Raising of Bills:**

In order to ensure timely payment of wages to the staff, the monthly wage bills shall be raised by the Agency on the required format in vogue on the basis of original attendance-cum-work performance report got signed by the designated person of the agency and Security Officer or any other officer so authorised The Director, Rajasthan GDC, Survey of India, Jaipur.

## **14. Payment of wages:**

The Agency shall ensure that all the employees get minimum wages as prescribed by the Office of the Labour Commissioner (C), New Delhi, Ministry of Labour and Employment, Govt. of India from time to time. The Agency will ensure that payment of wages to the contractual employees is made by the 7th of every month and wage slips are issued to every employee. The Agency shall disburse the wages of the employees deployed at Great Arc Bhavan I &II in the presence of the Security Officer or his authorized representative or make through electronic transfer (RTGS/NEFT) directly to their bank accounts and submit the details accordingly.

## **15. EPF/ESI/Bonus/Minimum wages:**

The Agency shall be responsible for fulfilling all its obligations towards the personnel deployed under law, namely, under the Minimum Wages Act-1948, ESI Act, Bonus Act, Maternity Benefit Act, Shops and Establishment Act, etc. as applicable and amended from time to time. The Agency shall be responsible for deposit of employee's and Principal Employer's share of statutory contribution towards ESI/EPF with the concerned department/authorities at its own level and maintenance of such record as per rules. E & AO of The Office of The Director,

Rajasthan GDC, Survey of India, Jaipur, will be consulted in this regard by the Agency. The Agency will be required to submit a copy of Challan/statement of the amount deposited on account of the statutory contributions of deployed employees within a month or with the bill claimed for the following month failing which the payment of administrative charges of the following month may be withheld by the Competent Authority.

**16. Goods and Services Tax/Any other tax:**

Goods and Service tax or any other tax (except income tax) payment as may be amended from time to time of which the liability is of the principal employer will be paid by The Office of The Director, Rajasthan GDC, Survey of India, Jaipur.

**17. TDS:**

Income tax shall be deducted from the bills of the Agency at source at the rates as applicable from time to time, in accordance with the instructions/rules applicable in this regard.

**18. Other mandatory responsibilities of the Agency:**

It is obligatory on the part of the Agency to full fill its commitments towards its employees so deployed by it under the various Labour Laws. The Agency shall comply with or cause to be complied with the Agency's Labour Regulations or any obligation and/or formalities which are required to be fulfilled under the Contract Labour (Regulation and Abolition) Act, 1970 as amended from time to time or any other Act for the purpose of entering into and/or execution of this contract shall be carried out by the Agency at its own cost. The Agency shall be solely responsible for violation of any provisions of the said Act or any other Act. The Agency shall not charge any amount from the contractual employees towards security deposit. The Agency shall issue employment cards containing terms and conditions of appointment to its employees to be deployed in the Great Arc Bhavan I & II.

**19. Emergency Services:** The Company will ensure immediate Fire management/Medical assistance in case of heart attack/Earthquake/crowd management/handle the media etc., failing which an appropriate compensation/penalty from the Performance Guarantee will be recovered. The Director, Rajasthan GDC, Survey of India, Jaipur, will fix the percentage of compensation/penalty on case to case basis.

**20. Liability of the Agency to indemnify:**

The Agency shall keep The Office of The Director, Rajasthan GDC, Survey of India, Jaipur, indemnified against any loss caused to the property by way of theft, mishandling or otherwise and the claims whatsoever in respect of the employees deployed by the Agency. Agency shall be responsible for payment of any loss caused to the property of The Office of The Director, Rajasthan GDC, Survey of India, Jaipur. In case any employee of the Agency so deployed enters into dispute of any nature whatsoever, it will be the sole responsibility of the Agency concerned to contest the same.

**21. Termination of the Contract:**

The contract may be terminated in the event of occurrences of any of the following contingencies:

- 1) Without any prior notice on the expiry of the contract period.
- 2) By giving one month's notice in case: -
  - i) The Agency consistently provides unsatisfactory services.

- ii) The Agency assigns the contract or any part thereof to any other person for subletting the whole or a part of the contract without written consent of The Office of The Director, Rajasthan GDC, Survey of India, Jaipur.
- iii) The Agency is declared insolvent by any court of law.
- iv) The Agency is not interested to complete/continue the contract.
- v) The contractor is black listed on previous occasions by any of central or state government offices.
- vi) The work may also be terminated at any time without any prior intimation in the event of any activities adversely affecting the interest of The Office of The Director, Rajasthan GDC, Survey of India, Jaipur.

“Provided that during the notice period for termination of the contract, the Agency shall be bound to continue to provide the services as before till the expiry of notice period.”

## **22. Removal of staff on termination of contract.**

It shall be the duty of the Agency to remove all the persons along with their personal belongings and instruments/appliances of the agency deployed by him, on termination of the contract and ensure that no person shall create any disruption/hindrance/problem of any nature to the office.

## **23. Transfer of Liabilities:**

In the event of exigencies arising due to the death, insolvency of the Agency or for any other reasons or circumstances, liabilities of the contract shall be borne by following the terms and conditions, as The The Director, Rajasthan GDC, Survey of India, Jaipur, may deem proper:

- 1) Legal heirs in case of sole proprietor.
- 2) The surviving partners in the case of Agency, otherwise, The Director, Rajasthan GDC, Survey of India, Jaipur shall reserve the right to settle the matter according to the circumstances of the case as he may think proper.

## **24. Jurisdiction**

The courts at Jaipur only shall have the jurisdiction for the purpose of this agreement.

## **25. Arbitration**

In case of any dispute arising between the successful bidder and The Office of The Director, Rajasthan GDC, Survey of India, Jaipur., the dispute shall be addressed by the Surveyor General of India and his decision shall be final and binding on both parties,

## **26. Important dates**

Closing time and date of receipt of tenders will be till **02.00 Noon** on **04/08/2017** Opening of Technical Bids at **03.00 PM on 04/08/2017**. Opening of Financial Bids of technically qualified tenders will be intimated in due course through email/phone.

## **27. Rates**

Rate already quoted in the prescribed price bid format given at Appendix III taking into account the notification issued by the Office of the Chief Labour Commissioner (C), New Delhi, Ministry of Labour and Employment, Govt. of India.

## **28. Submission of Tenders.**

Sealed tenders are to be submitted in separate two parts i.e.:-

- 1) **Part-I** containing **Technical Bid** (Appendix I) in a sealed envelope and related documents as required along with :-



- a) A DD of ₹. 500/- (₹ Five hundred) as Tender Fee –non refundable
- b) A DD of ₹. 50,000/- (₹ Fifty Thousand Only) as EMD,
- c) A Solvency certificate of ₹. 2,00,000/- (₹ Two Lakh Only).

2) **Part-II** containing **Price Bid** in the enclosed format (**Appendix-IV**) in a sealed envelope.

These two envelopes may be put in a single big envelope and superscribed with the tender no. and due date and addressed to “The Office of The Director, Rajasthan GDC, Survey of India, Great Arc Bhavan I & II , Plot No 19, Sector 10 Vidyadhar Nagar, Jaipur”. It is the responsibility of the tenderers to ensure that their tenders are dropped in the tender box available in the The Office of The Director, Rajasthan GDC, Survey of India, Jaipur, or reach him by post or courier within the due date and time of submission. The Office of The Director, Rajasthan GDC, Survey of India, Jaipur, will not be responsible for any postal delay in submission of tender or the tender is submitted in any area other than the office.

### **29. Selection of Agency.**

- 1) Part-I i.e. Technical Bid will be opened first.
- 2) A designated committee appointed by the competent authority shall screen the Tender Documents for the Security Agency’s conformity to the laid down Prerequisites/General Conditions.
- 3) Part-II of the Tender containing the ‘Price Bids’ of the Security Agency’s who have fulfilled all the conditions laid down in the PREREQUISITIES and all the conditions (including the Demand Draft for Earnest Money) reflected in the General Conditions, will be opened.
- 4) ‘Part-II’ of the Tender containing the Financial Bid will not be opened in case the Security Agency does not fulfill the requirements laid down for ‘Part-I’ of the Tender. Such Tenders will be rejected.
- 5) The office is not bound to accept the lowest or any bid and may at any time, by notice to be given in the website, terminate the tendering process.
- 6) The Director, Rajasthan GDC, Survey of India, Jaipur, in the interest of the government reserves all rights to accept or reject any or all tenders without assigning any reason and also to impose/relax any term and condition of the tender.