

शुलुनक - 1



उत्तर प्रदेश भूमि सुधार निगम

(उ०प्र० सरकार का उपकम)

टी०सी०/१९वी, विभूति खण्ड,

गोमती नगर, लखनऊ - २२६०१०

फोन नं: २७२०४१०-१४ फैक्स नं: ०५२२-२७२०४१६-१७

टोल फ्री न० १८०० १८०० ८१८ website: www.upbsn.org

CIN: U72960UP1978SGC004587

Letter No.: 1B/70/10-11/IV/

Dated: January, 2019

INVITATION FOR QUOTATIONS FOR SELECTION OF SERVICE PROVIDER FIRM

To,

Dear Sir,

Sub: INVITATION FOR QUOTATIONS FOR selection of Service Provider to provide Ten Security Guards for Head Quarter and Farms.

1. You are invited to submit your most competitive quotation for the following services on format of quotation alongwith proposal submission form:-

Sl. No.	Brief Description of the Works	Job (No.)	Work Period	Place of Delivery
1	Selection of Service Provider to provide Ten Security Guards for Head Quarter and Farms including building situated at TC/19V, Vibhuti Khand, Gomti Nagar, and Lucknow i.e., Head Office of U.P. Bhumi Sudhar Nigam and three Farms located at Shivri, Rasoolpur and Piparsand.	01	From contract commencement date to 30 April, 2019	<i>Uttar Pradesh Bhumi Sudhar Nigam, TC/19V, Bhumitra Bhawan, Vibhuti Khand, Gomti Nagar, Lucknow 2260010, Ph 0522-2720410, 2720040 Fax No: 0522-2720416 Toll Free No: 1800 1800 818</i>

2. **Uttar Pradesh Bhumi Sudhar Nigam** (hereinafter referred as UPBSN) invites sealed quotations from eligible **Service Provider for availability of personnel for day-to-day work as below:-**

Sl. No.	Name of the Post	No. of posts	Essential Qualification	Preferable Qualification	Experience	Skill Requirement	Place of posting
1	Security Guard	10	High School	Intermediate	2 (Two) years experience in relevant work	Cycling	Head Office & three Farms located at Shivri, Rasoolpur and Piparsand.

3. **Area Covered:**

- The total area of UPBSN Head Office premises includes main building, lawn, cycle stand, car stand, backyard, generator room, etc.
- The total area of UPBSN farms located at Shivri (Kakori Block, Lucknow), Rasoolpur (Mohanlalganj Block, Lucknow) and Piparsand (Sarojini Nagar Block, Lucknow).

4. **Scope of Work for Security Guards:**

- Maintenance of Visitor's Register.
- To secure office premises from any kind of act of theft, intentional damage to the office property, etc.
- Taking rounds at frequent intervals so as to make sure all the security measures are up-to-date.
- To follow security guidelines in case of emergencies like fire, earthquake, etc.
- To ensure locking up of Entry and Exit Gates during the night.
- To ensure proper security norms.

5. **Qualification of Service Provider:**

1. Profile of the Agency.
2. Proof of Registration, Incorporation /Inception of the Agency.
3. Registration/ Incorporation must have been made at least five years before the date on which tender are invited.
4. Permanent Account Number (PAN).
5. GST Registration Number.
6. Website / E-mail / Fax / Telephone / Mobile Number

6. **Bid Price**

- a) The contract shall be for the full area covered as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re-writing.

- b) All duties, taxes shall be applicable as per prevalent laws of the Government.
- c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) The Prices shall be quoted in Indian Rupees only.
- e) Each bidder shall submit only one quotation.

7. **Validity of Quotation**

Quotation shall remain valid for a period not less than 30 days after the deadline date specified for submission.

8. **Evaluation of Quotations**

UPBSN will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) are properly signed; and
- (b) conform to the terms and conditions, and specifications.

9. **Award of contract**

1. UPBSN will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
2. Notwithstanding the above, UPBSN reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
3. The bidder whose bid is accepted will be notified the award of contract by UPBSN prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the contract.

10. **Performance Security**

The successful bidder shall submit the Performance Security acceptable to the UPBSN, which will be equivalent to the amount of 5% of the total contract value in the form of Bank Guarantee.

11. **Role and Responsibilities of Security Agency**

To provide round the clock security to the property, equipments and vehicles, etc in the premises of UPBSN Head Office at TC/19V, Bhumitra Bhawan, Vibhuti Khand, Gomti Nagar, Lucknow and its three farms located at Shivri (Kakori Block, Lucknow), Rasoolpur (Mohanlalganj Block, Lucknow) and Piparsand (Sarojini Nagar Block, Lucknow) in such a manner that no loss is caused due to intentional damage or act of theft to the property of UPBSN and supervising the “**Scope of Work for Security Guards**” defined in point no. 04 of this document.

To ensure this, the Security Agency shall:-

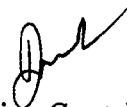
1. Assist UPBSN by ensuring availability of the person as per the needs of the Head office /Farms.

2. The agency should adhere the timely availability of the person as per the requirements of the UPBSN.
3. The agency shall ensure that the behaviour/working of the persons deputed by the agency should be polite, cordial, efficient, and obedient while performing their duties and their actions shall enhance the image of this office.
4. The agency shall ensure deployment of suitable persons from proper background after investigation, collecting proofs of identity i.e. AADHAR, Driving License, Bank Account Details, PAN Card, previous work experience, proof of residence and recent photograph, etc.
5. The character & antecedents of each person should be verified by the agency effectively by all available means of verifications at their own level and certification in this context should be submitted individually i.e. of each identified person to UPBSN before deployment.
6. The agency shall also ensure proper conduct of its personnel in office premises & pre-enforce prohibition of consumption of alcoholic drinks, Pan, Masala, Smoking, and loitering without work. If any worker of agency is found consuming alcoholic drink, pan masala, smoking in office premises a penalty of Rs. 500.00 will be imposed which will be deducted from the payment bill of the agency.
7. The agency shall engage the necessary persons as required from time to time. The said persons engaged by the agency shall be the sole employees of the agency & it shall be the duty of the agency to pay their wages every month as per prevalent laws. There is no Master and Servant relationship between the employees of the agency and the UPBSN.
8. Agency will ensure the presence of minimum required persons. In case of absenteeism of deputed person at assigned work, the agency will have to depute another person on the job with immediate effect.
9. The agency shall replace immediately any of its workers if unacceptable to UPBSN because of security risk, incompetence, conflict of interest & breach of confidentiality or improper conduct.
10. The agency's person shall not divulge or disclose to any person, any details of office, operational process technical expertise, security arrangement & administrative/organizational matters as all are of confidential/secret nature.
11. The transportation, food, medical & other statutory requirement in respect of each person of the agency will be the sole responsibility of the agency.
12. The agency shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of this office.
13. UPBSN shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicle of the employee of agency.
14. The agency shall provide substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons.

15. The agency shall be easily contactable at all times. If the contact number of agency is changed from the number provided in the tender information then the agency shall immediately inform the concerned officer of the same in writing.
16. UPBSN will not entertain any dispute between the workers deputed and the agency.
17. Security Agency will regularly supervise the deputed guards at UPBSN to ensure effective round the clock security cover.
18. In case of any theft/loss to the property, equipments, vehicles, etc at UPBSN Head office at TC/19V, Bhumitra Bhawan, Vibhuti Khand, Gomti Nagar, Lucknow or its three farms located at Shivri (Kakori Block, Lucknow), Rasoolpur (Mohanlalganj Block, Lucknow) and Piparsand (Sarojini Nagar Block, Lucknow) by means of intentional damage or act of theft, etc due to negligence or connivance of the security guards of the Security Agency then the Security Agency will make good the loss to UPBSN.

12. **Payment**

1. The agency will submit the bill of the preceding months in triplicate in the 1st three days of the succeeding month.
 2. The payment would be released by UPBSN after deducting the prevalent tax at source.
 3. The Agency should submit proper document every month so as to certify that the payment has been made to the deputed staff.
 4. The payment will be made only through NEFT for which the selected firm/company will have to provide Bank details as here-in-after mentioned:-
 - Name of Bank
 - Branch name of Bank
 - Nature of Account
 - Account Number
 - IFS Code
13. You are requested to provide your offer latest till 28-01-2019 by 16:00 hours.
14. The quotation will be opened on 29-01-2019 at 12:00 hours.
15. We look forward to receiving your quotations and thank you for your interest in this project.



(Ajay Gupta)

Jt. Managing Director
Uttar Pradesh Bhumi Sudhar Nigam
TC/19 V, Vibhuti Khand, Gomti Nagar
Lucknow – 226010

Letter No.: 1B/70/10-11/IV/

Dated: January, 2019

FORMAT OF QUOTATION *

Sl. No	Brief Description of the Works	Job (No.)	Work Period	Quoted Charges per month in Rs	Total amount in Rs	
					In figure	In words
1	Selection of Service Provider to provide Ten Security Guards for Head Quarter and Farms including building situated at TC/19V, Vibhuti Khand, Gomti Nagar, and Lucknow i.e., Head Office of U.P. Bhumi Sudhar Nigam and three Farms located at Shivri, Rasoolpur and Piparsand.	01	From contract commencement date to 30 April, 2019.			
GST @%						

Proposal Submission Form

1	UPBSN is Uttar Pradesh Bhumi Sudhar Nigam, TC/19V, Vibhuti Khand, Gomti Nagar, Lucknow – 226010 (U.P.)	
2	The Intended Completion Date for contract is up to April 30, 2019 from date of commencement of contract and can be extended by the competent authority further for the period of one year on the basis of satisfactory performance and mutual consent of both the parties.	
3	The Qualification Information forms to be submitted are as follows:	
S.No.	Descriptions	Status
I	Constitution or legal status/ Profile of the Agency:- Website E-mail Fax Telephone Number Mobile Number	Give details and annex the self-attested copies of the related documents.
II a b	Registration of the Agency If yes, give place of registration and submit copy of registration 1. PAN 2. GST Registration Number. 3. Details of Registration with the Labour Commissioner.	Yes or No, Annex the self-attested copies of the related documents.

III	Principal place of business of the Agency & Branch office.																									
IV	Whether, the Agency has involved in any litigation during the last five years.	<p>Yes/No If yes, give the details:</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Nature of Dispute</th> <th>Name of the Employer</th> <th>Value (in Rs.)</th> </tr> </thead> <tbody> <tr> <td>2012-13</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2013-14</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2014-15</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2015-16</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2016-17</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>If no, submit an affidavit on the non-judicial stamp.</p>	Year	Nature of Dispute	Name of the Employer	Value (in Rs.)	2012-13				2013-14				2014-15				2015-16				2016-17			
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V	Whether, the Agency has been blacklisted by any UPBSN during the last five years	<p>Yes/No If yes, give the details. If no, submit a Notary affidavit on the non-judicial stamp of Rupees Ten.</p>																								

Gross Total Cost: Rs..... In Words:

Rs

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs..... + GST@% = Rs. (amount in figures) (..... amount in words) within the period specified in the Invitation for Quotations.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of Supplier