



GOVERNEMENT COLLEGE OF PHARMACY

Kathora Naka, AMRAVATI 444 604

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No. GCOPA/Store/Security Provider/2021-22/ 1585

Date: 03/08/2021

Subject: Quotation for providing the security services for Govt. Pharmacy college, Amravati.

Dear Sir,

I have to request you to kindly quote your lowest reasonable rates for the following item and send the quotation in the sealed cover, so as to reach the undersigned on or before

Dt. 10/08/21, Date of Opening . Dt 11/08/21.

| Sr. No. | Specifications | Qty. Required |
|---------|---|---------------|
| 1. | <u>Providing the Security Services for Govt. College of Pharmacy, Amravati.</u> | |

TERMS AND CONDITIONS FOR QUOTATIONS

Validity: The rates offered should be valid for 3 to 5 years from the date of opening of Quotations.

Payment: Payment will be made as and when the grant is available after satisfactory services providing by the agency or supplier.

Taxes: Rates quoted will be considered **inclusive of all taxes**, if not stated separately in the quotation. (Statement like taxes extra or as applicable will not be considered).

Certificates : GST, PAN / TAN and CPF registration.

Note : The concern agency has to deposit one year equivalent contract amount jointly with the Joint director, Technical Education Regional Office, Amravati and the same will be released after the termination of the contract.

01. Security provider has agreed to provide 03+01 (Four) Security Guards at Government Pharmacy College, Amravati on contractual basis.
02. The period of contract will be for 12 calendar months from the date of contract. If the contract is not terminated on the end of the day of contract it will be deemed that the same stands renewed or further period with mutual consent on the same terms and condition.
03. The rates offered by Security provider as per Minimum Wages Act 1948 and other relevant labor laws accepted by the Principal Employer are given at Annexure I attached, bills will be prepared as per man day rate .
04. All security personnel provided by the Security provider are entitled to paid 52 days weekly offs, 14 days Earned Leave and 08 Casual Leave, 08 Festival Holidays (Republic Day, Maharashtra Vardhapan Din, Dr Baba Saheb Ambedkar Jayanti, Independence Day, Ganesh Chaturthi, Mahatma Gandhi Jayanti, Ramzan Id & Diwali) in a year & it will be the responsibility of the Security provider to make Alternative arrangements.
05. Security provider should submit the list of all the guards along- with their home address and photo proof to Principal Employer.
06. Security provider will take immediate & suitable steps to ensure that lapses in discharge of security functions if any when brought to its notice, are corrected/ removed.
07. The turnout of the Guards will be of a high standard so that they appear and remain alert.
08. Security provider agrees that the Guards employed by it are above and below 65 year of Age as per Section 10 of the Private Security Agencies (Regulation) Act, 2005 and shall be its employees and the Principal Employer shall be in no way responsible or liable for the payment of wages , salaries, HRA, Leave Payment, Gratuity, Bonus & other allowances, if any, as per the law or otherwise.
09. Security provider agrees that it would pay wages to its employees vide guidelines issued by DGR as applicable to Govt. of Maharashtra. They also agree to pay the employees HRA fixed as per The Maharashtra Workmen's Minimum House Rent Allowance Act 1983.
10. Security provider agrees that it shall be responsible to ensure that the security guards employed by them shall properly attired and abide by all normal rules of discipline and good behavior and employed guards will abide by the instructions by the authorized officers of the PE, which will be issued to them while performing duties. Security provider will issue uniforms, Lathi, whistle and torch to all its security guards.
11. All necessary material/equipment to perform security duties shall be arranged by Security Provider. The material brought within the premises of Principal Employer will be brought in to the notice of Principal Employer Security of such material /equipments no way the responsibility of Principal Employer.

12. Security staff provided by Security provider shall perform and abide to perform duties like switching ON/OFF of electrical installation within premises, water supply switch on/off, reporting of personnel's without proper identification card along with security function etc, the details of nature of duties of employed guards are referred in Appendix 'B' separately which will be part and partial of this agreement.
13. In the event, Security provider employees are involved in any act which is detrimental to the interest of Principal Employer, the Principal Employer reserves the right to ask security provider to withdraw such person(s) from the premises of the Principal Employer without any advance notice to Security provider in that behalf.
14. Security provider expressly undertakes to ensure that its employees shall comply with all safety rules and regulations in accordance with the Factories & other Labor Acts applicable to them.
15. Security provider shall provide non - alcoholic security guards to the Principal Employer. If any guard found intoxicated / under the spell of alcoholic drinks he shall be immediately removed and his replacement given.
16. In case of theft/ pilferage/ damage of the property of Principal Employer FIR shall be lodged by the nominated representative of the Principal Employer. The cost will be recovered from Security provider for such a loss.
17. Security provider agrees that it shall settle the claims expeditiously towards compensation and medical expenses in case of its employees met with an accident. The principal Employer does not have any responsibility in this connection.
18. Security provider agrees that it shall at all times indemnify the Principal Employer against all claims for compensations under the provisions of any law for the time being in force in respect of any employees employed by it in carrying out the contract. However, claims of compensation will be settled by Security provider itself. No burden of claim settlements lies with Principal Employer.
19. Security provider agrees that he would comply with all rules and regulations under various Acts applicable to him and his employees. If it fails to comply with the provisions of various Acts, and if the Principal Employer apprehends any breach thereof, its contract is liable for termination forthwith. The Principal Employer also reserves its right to withhold the payment to Security provider, in such case.
20. Security provider agrees that it shall mainly ensure the compliance and observation of all the provisions of the Contract Labor (R&A) Act 1970, The Minimum Wages Act, 1948, The Payment of Wages Act 1936, The Employees Provident Fund Act, 1952, Workmen's Compensation Act 1923, The Factories Act 1948, The Payment of Gratuity Act 1972.

21. Security provider will organize checks to ensure that the security guards posted at the premises of Principal Employer are present, alert and perform their duties properly.
22. Security provider will be responsible to meet all statutory obligations of Government / Statutory bodies in respect of security personnel provided by it.
23. Security provider will submit monthly bill along with photo copies of challans for statutory compliances for the previous month by the first week of next month to the Principal Employer for making the payment. These bills will be paid by the Principal Employer as and when grant is made available by Government..
24. Goods and Service Tax will be levied on the total billed amount at prevailing rate (presently) and above Billed amount.
25. Security provider agrees that it will be his responsibility to settle all the legal dues of his employees on their termination and to obtain receipt from the concerned employee in full and final settlement of the claims of whatsoever nature. Security provider further agrees that if any employee engaged by it raises any demand after his termination or after making full and final settlement by security provider during the current or after expiry of the Contract, security provider will settle the same and no liability will rest upon the Principal Employer.
26. 1.5 % Income Tax on bill value without ST are required to be deducted from the Security provider bills and deposited to the Govt. and Form 16 be issued to Security provider.
27. The Security provider agrees that it shall maintain all such records and registers that are required to be maintained mainly under the acts mentioned as above, in respect of its employees engaged by the Principal Employer and shall produce the same for inspection when demanded by the Principal Employer / Govt. authorities. Security provider. Supvr Dist will ensure that all such records are maintained at the site by the Site Supvrs.
28. The contract can be terminated by both parties at any time without assigning any reason by giving 30 days notice.
29. In case of any dispute the Principal Employer and Security provider will be entitled to settle the dispute. No third party will be involved in the same. For settling any dispute arising out of this Agreement the Jurisdiction will be Amravati City.

Annexure - I

| Ser No | Description |
|-------------|---|
| A | Salary |
| 1 | Basic (Minimum Wages) |
| 2 | VDA (Special Allowance) (See Note 1 Below) |
| 3 | D(Ser 1 + 2) |
| 4 | HRA @ 5% of Ser 3 |
| 5 | Washing Allowance @ 5% of Ser 3 |
| 6 | Sub Total |
| B | Statutory Compliances |
| 7 | EPF @ 12% of Ser 3 |
| 8 | EDLI (PF) @ 0.5% of Ser 3 |
| 9 | Adm Charges (PF) @ 0.5 % of Ser 3 |
| 10 | ESI @ 3.25 % of Ser 3 & 4 |
| 11 | Bonus Rs,7000/- or 8.33% of Basic +VDA OR one month's basic wages which is higher |
| 12 | Gratuity @ 4.81% of Ser 3 |
| 13 | Maharashtra Labour Welfare Fund |
| 14 | Goods Service Tax (See Note 4 Below) |
| 15 | Sub Total |
| C | Other Charges |
| 16 | Charges for Leave Reliever for 52 days Weekly Offs (Ser 6+15) x 1/6 |
| 17 | Charges for leave Reliever for 22 days(14 EL + 08 CL) (Ser 3/26x22/12x2)x1.0325 (ESI) |
| 18 | Charges for leave reliever for 08 Festival Holidays (Ser3/26x8/12)x2) x1.0325 (ESI) |
| 19 | Sub Total |
| 20 | Service Charges @ 12% of (Ser 6, 15 & 19) |
| E21 | Total of (Ser 6, 15, 19 & 20) |
| F 22 | Rate per Man day (Ser 21x12/365) |



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General Note:-

- The Institute reserves the right to reject any or all quotations without assigning reason therefore.
- Warranty and AMC if applicable.
- **The dispatch number of this office should necessarily be superscripted on the Envelope.**
- Supplier must furnish following Registration Description on separate sheet with technical bid.
- Supplier also give the details of CMP registration no. for on line payment.

Description of Registration to be filled up by Agency

(PAN card, VAT, Professional Tax, Service Tax)

| Sr. No. | Description of Registration | Registration No. | Validity Period | Copy attached | |
|---------|---------------------------------|------------------|-----------------|---------------|----|
| | | | | Yes | No |
| 1. | PAN card | | | | |
| 2. | <u>GST Registration</u> | | | | |
| 3. | <u>Firm Registration</u> | | | | |
| 4. | <u>CMP Registration</u> | | | | |
| 5. | <u>Professional Tax</u> | | | | |
| 6. | <u>Service Tax</u> | | | | |

Signature & Name of the authorized person
of quoting agency with the seal of the firm

Date:

Principal

Govt. College of Pharmacy,
Amravati.

[Handwritten Signature]