

RFP – AF SCHOOL AMBALA – PROVIDING OF SECURITY SERVICES (ROUND THE CLOCK)

Tele : 0171-2641314

Air Force Station
Ambala Cantt - 133001

AFSA/3088/2/ED

09 Feb 17

**REQUEST FOR PROPOSAL/INVITATION OF QUOTATION FOR PROVIDING
OF SECURITY SERVICES AT AIR FORCE SCHOOL AMBALA**

1. The Bids in sealed cover are invited for providing security services round the clock at Air Force School, Ambala from 01 Apr 2017 to 31 Mar 2018. Please super scribe **PROVIDING SECURITY SERVICES (ROUND THE CLOCK) AT AIR FORCE SCHOOL AMBALA** and underlined.

2. The address and contact numbers for sending bids or seeking clarifications regarding this RFP are given below :-

- | | | |
|-----|-------------------------------------|--|
| (a) | Bids / queries to be address to | Air Force School, Ambala Cantt |
| (b) | Postal Address for sending the bids | Air Force School, Alexandra Road,
Ambala Cantt , Haryana 133001 |
| (c) | Telephone numbers | 0171-2641314
0171-2645922-24 Extn 7238 / 7239/ 4633 |
| (d) | Fax No. | 0171-2641314 |

3. This RFP is divided into five parts as follows :-

- | | | |
|-----|--|--|
| (a) | Part I –General Information and Instructions | |
| (b) | Part II –Essential details of the items/services required. | |
| (c) | Part III – Standard Conditions of RFP | } Which will also part of the contract
with the Successful Bidder |
| (d) | Part IV –Special Conditions applicable to this RFP | |
| (e) | Part V - Evaluation Criteria and format for price bids | |

4. The RFP is being issued with financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

Yours faithfully



(Shubhasree Deb)
Flight Lieutenant
Executive Director
Air Force School Ambala

Signature and stamp of Bidder
Accepting the above terms & conditions

PART – I GENERAL INFORMATION

1. **Last date and time for depositing the Bids 06 Mar 2017 at 1400 hrs**
 2. **Manner of depositing the Bids** Sealed Bids should be dropped in the Tender Box marked as “TENDER BOX, AIR FORCE SCHOOL AMBALA” or sent by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non delivery/non receipt of bid documents. Bids sent by FAX or e mail will not be considered.
 3. **Time and date for opening of Bids 08 Mar 2017 at 0900 hrs** at Station Education Section. If due to any exigency the due date for opening of tenders is declared as closed holiday, in such cases the tenders will be opened on next working day at the same time or any other day/time as intimated by the buyer.
 4. **Location of the Tender Box ARJAN SINGH GATE, AIR FORCE STATION AMBALA.** Only those bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.
 5. **Place of Opening of the Bids** The Bids will be opened at Station Education Section, Air Force Station Ambala. The Bidders may depute their representatives duly authorised in writing, to attend the opening of the Bids on the due date and time. Rates and important commercial /technical clauses will be read out in the presence of all the Bidders. This event will not be postponed due to non-presence of your representative.
 6. **Two Bid Systems** N A
 7. **Forwarding of Bids** Bids should be forwarded by Bidders under their original memo/letter pad inter alia furnishing details like TIN number, VAT/CST, Bank address with EFT account if applicable, etc complete postal and email address of their office.
 8. **Modification and Withdrawal of Bids** A bidder may modify or withdraw his bid after submission provided that a written notice of modification or withdrawal is received by this board prior to the deadline prescribed for submission of bids. A withdrawal notice may be sent by fax, but should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach this board not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.
 9. **Clarification regarding contents of the Bids** During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for the clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post bid clarification on the initiative of the bidder will be entertained.
 10. **Rejection of Bids** Canvassing by the Bidder in any form, unsolicited letter and post tender correction may invoke summary rejection and conditional tenders will be outrightly rejected.
 11. **Unwillingness to quote** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in the RFP.
 12. **Validity** The Bids should remain valid for 90 days from the last date of submission of the Bids.
- Signature and stamp of Bidder
Accepting the above terms & conditions

PART II – ESSENTIAL DETAILS1. **Schedule of Requirement are as under:-**

SI No.	Requirement	Qty
(a)	Providing security services at Air Force School, Ambala throughout 24 hours by changing the personnel in rotation or replacement:- Ist shift 0600 h to 1400 h IInd shift 1400 h to 2200 h IIIrd shift 2200 h to 0600 h	04 guard posts

2. **Location of guard post at Air Force School, Ambala :-**

- (i) **Main Gate** Senior Secondary School, Alexandra Road, Ambala Cantt
- (ii) **Rear Gate** Senior Secondary School, Alexandra Road, Ambala Cantt
- (iii) **Main Gate** Primary Wing, Race Course, Air Force Station, Ambala Cantt
- (iv) **Main Gate** Kindergarten Wing, Pinto Lines, Air Force Station Ambala Cantt

3. **Number of guards may be increased / decreased according to the requirement of the school.**4. **Delivery Period.** Delivery period for supply of services would be from **01 April 17 to 31 March 2018**. Please note that Contract can be cancelled unilaterally by the buyer in case services are not provided within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyer, with applicability of LD clause5. **Scope of Services to be provided by the contractor** Providing round the clock security Services at Air Force School, Ambala located at three different locations.6. **Consignee details** : Chairman Air Force School, Ambala7. **Eligibility Criteria.** Firms fulfilling the following criteria which are mandatory will be eligible for consideration :-

(i) **EPF Registration Certificate.** Attested copies of EPF Certificate along with latest receipt of premium paid should be attached failing which the certificate/receipt will be considered invalid.

(ii) **Service Tax certificate.** Attested copies of Service Tax Registration Certificate along with latest receipt of premium paid should be attached failing which the certificate/receipt will be considered invalid.

(iii) **PAN Card.** Firm should have valid PAN Card in the name of firm or in the name of proprietor of the firm (Copy to be enclosed)

(iv) Firm be registered with the Registrar of Firms or Min of Labour copy of registration certificate to be attached.

(v) Earnest money of **Rs. 70,000 /-** (Rupees Seventy Thousand only) payable say of DD/Pay Order issued in favour of **Air Force School, Ambala** drawn of any nationalized bank, payable at Ambala.

Signature and stamp of Bidder
Accepting the above terms & conditions

PART III – STANDARD CONDITIONS OF RFP

The Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the contract concluded with the Successful Bidder (i.e Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of the Bid submitted by the Bidder.

1. **Law** The Contract shall be considered and made in accordance with the Laws of the Republic of India. The Contract shall be governed by and interpreted in accordance with the Laws of the Republic of India.
2. **Effective date of the contract** The contract shall come into effect on the date of signatures of both the parties on the contract (Effective date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.
3. **Arbitration** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to performance, which cannot be settled amicably, may be resolved through arbitration. The standard clause of arbitration is as per Forms DPM-7, DPM-8 and DPM-9 (Available in MOD website and can be provided on request).
4. **Penalty for use of Undue influence** The Seller undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavour to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the Seller) or the commission of any offers by the Seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the Seller and recover from the seller the amount of any loss arising from such cancellation. A decision of the Buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller. Giving or offering any gift, bribe or inducement or any attempt at any such act on behalf of the Seller towards any officer/employee of the Buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability/penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.
5. **Agents/Agency Commission** The Seller confirms and declares to the Buyer that the Seller is the original manufacturer of the stores/provider of the services referred to in this Contract and has not engaged any individual or firm, whether Indian or foreign whatsoever, to intercede, facilitate or in any way recommend to the Government of India or any of its functionaries, whether officially or unofficially, to the award of the contract to the Seller; nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The Seller agrees that if it is established at any time to the satisfaction of the Buyer that the present declaration is in any way incorrect or if at a later stage it is discovered by the Buyer that the Seller has engaged any such individual/firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this contract, the Seller will be liable to pay the same to the Buyer. The Seller confirms and declares to the Buyer that the Seller is the original manufacturer of the stores/provider of the services referred to in this Contract and has not engaged any individual or firm, whether Indian or foreign whatsoever, to intercede, facilitate or in any way recommend to the Government of India or any of its functionaries, whether officially or unofficially, to the award of the contract to the Seller; nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The Seller agrees that if it is established at any time to the satisfaction of the Buyer that the present declaration is in any way incorrect or if at a later stage it is discovered by the Buyer that the Seller has engaged any such individual/firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this contract, the Seller will be liable to pay the same to the Buyer.

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liable to refund that amount to the Buyer. The Seller will also be debarred from entering into any supply Contract with the Government of India for a minimum period of five years. The Buyer will also have a right to consider cancellation of the Contract either wholly or in part, without any entitlement or compensation to the Seller who shall in such an event be liable to refund all payments made by the Buyer in terms of Contract along with interest at the rate of 2% per annum above LIBOR rate. The Buyer will also have the right to recover any such amount from any contracts concluded earlier with the Government of India.

6. **Access to Books of Accounts** In case it is found to the satisfaction of the Buyer that the Seller has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the Seller, on a specific request of the Buyer, shall provide necessary information / inspection of the relevant financial documents/information.

7. **Liquidated Damages** In the event of the Seller's failure to submit the Bonds, Guarantees and Documents, supply the stores/goods and conduct trials, installation of equipment, training etc as specified in this contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract. **The BUYER may also deduct from the SELLER as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores/services.**

8. **Signing of contract Agreement.** The successful bidder/contractor will be required to sign an agreement with the Buyer within 30 days from the day of written intimation to this effect.

9. **Termination of Contract.** The Buyer shall have the right to terminate the Contract in part or in full in any of the following cases:-

- (a) Provisioning of services is delayed for causes not attributable to Force Majeure for more than **15 days** after the scheduled date of delivery/services.
- (b) The Seller is declared bankrupt or becomes insolvent.
- (c) Provisioning of services is delayed due to causes of Force Majeure by more than **one month** provided Force Majeure clause is included in contract.
- (d) The Buyer has noticed that the Seller has utilized the services Indian/Foreign agent in getting this contract and paid commission individual/company etc.
- (e) As per decision of the Arbitration Tribunal.

10. **Notices** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by FAX or registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.

11. **Transfer and Sub-letting** The Seller has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any thereof, as well as to give or let a third party take benefit or advantage of the present Contract or any part thereof.

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12. **Patents and other Industrial Property Rights** The prices stated in the present Contract shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other industrial property rights. The Seller shall indemnify the Buyer against all claims from a third party at any time on account of the infringement of any or all the rights mentioned in the previous paragraphs, whether such claims arise in respect of manufacture or use. The Seller shall be responsible for the completion of the supplies including spares, tools, technical literature and training aggregates irrespective of the fact of infringement of the supplies, irrespective of the fact of infringement of any or all the rights mentioned above.

13. **Amendments** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

14. **Taxes and Duties:** The bidders are to quote basic price inclusive of all duties/taxes. He should clearly indicate the rate of such duty/tax and quantum of such duty/tax included in the price.

(a) **General**

(i) If Bidder desires to ask for excise duty or Sales Tax / VAT extra, the same must be specifically stated. In the absence of any such stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained.

(ii) If reimbursement of any Duty/Tax is intended as extra over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duty/tax will be entreated after the opening of tenders.

(iii) If a Bidder chooses to quote a price inclusive of any duty/tax and does not confirm inclusive of such duty/tax so included is firm and final, he should clearly indicate the rate of such duty/tax and quantum of such duty/tax included in the price. Failure to do so may result in ignoring of such offers summarily.

(iv) If a Bidder is exempted from payment of any duty/tax up to any value of supplies from them, he should clearly state that no such duty/tax will be charged by him up to the limit of exemption which he may have. If any concession is available in regard to rate/quantum of any Duty/tax, it should be brought out clearly. Stipulations like, the said duty/tax was presently not applicable but the same will be charged if it becomes leviable later on, will not be accepted unless in such cases it is clearly stated by a Bidder that such duty/tax will not be charged by him even if the same becomes applicable later on. In respect of the Bidders, who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of such duty/tax which is normally applicable on the item in question for the purpose of comparing their prices with other Bidders.

(v) Any change in any duty/tax upward/downward as a result of any statutory variation in excise taking place within contract terms shall be allowed to the extent of actual quantum of such duty/tax paid by the supplier. Similarly, in case of downward revision in any duty/tax, the actual quantum of reduction of such duty/tax shall be reimbursed to the Buyer by the Seller. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the Seller.

(b) **Excise Duty** N/A

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(c) **Sales Tax / VAT**

(i) If it is desired by the Bidder to ask for Sales tax / VAT to be paid as extra, the same must be specifically stated. In the absence of any such stipulation in the bid, it will be presumed that the prices quoted by the Bidder are inclusive of sales tax and no liability of sales tax will be developed upon the Buyer.

(ii) On the Bids quoting sales tax extra, the rate and the nature of Sales Tax applicable at the time of supply should be shown separately. Sales tax will be paid to the Seller at the rate at which it is liable to be assessed or has actually been assessed provided the transaction of sale is legally liable to sales tax and the same is payable as per the terms of the contract.

15. **Company Profile** Company profile to be submitted as Annexure 'A'
16. **Evaluation criteria** Bidder to be submit evaluation criteria as Annexure 'B'

Signature and stamp of Bidder
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PART IV – SPECIAL CONDITIONS OF RFP

The bidders is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which automatically be considered as part of the contract concluded with the successful bidder (i.e. Seller in the contract) as selected by the buyer. Failure to do so may result in rejection of Bid submitted by the Bidder.

1. **Repeat Order Clause** Not Applicable
2. **Tolerance Clause** Not Applicable
3. **Earnest Money:**
 - (a) Bidders are required to submit Earnest Money Deposit (EMD) of Rs 70000 /- in favour of **Air Force School, Ambala** payable at Ambala along with bid. The EMD may be submitted in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the public sector banks or a private sector bank authorized to conduct government business as per Form DPM-16 (Available in MoD website and can be provided on request).
 - (b) EMD is to remain valid for a period of **forty-five days** beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.
 - (c) The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Security deposit them as called for in the contract.
 - (d) EMD is not required to be submitted by those **Bidders who are registered with the Central Purchase Organization (e.g. DGS&D), National Small Industries Corporation (NSIC) or any department of MoD or MoD itself.**
 - (e) The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender
4. **Security Deposit:** The Bidder will be required to give two month's contract price as security deposit in form of Cheque in favour of Air Force School, Ambala payable at Ambala.
5. **Advance Payments:** No advance payment(s) will be made.
6. **Force Majeure clause.** Should any Force Majeure circumstances arise, each of the contracting party shall be excused for the non-fulfillment or for the delayed fulfillment of any of any of its contractual obligation, if the affected party within 10 days of its occurrence informs the other party in writing. Force Majeure shall mean fire, floods, natural disasters or other acts, that are unanticipated or unforeseeable, and not brought about at the instance of the party claiming to be affected by such event, or which, if anticipated or foreseeable, could not be avoided or provided for, and which has caused the non-performance or delay in performance, such as war, turmoil, strikes, sabotage, explosions, quarantine restriction beyond the control of either party. A party claiming Force Majeure shall exercise reasonable diligence to seek to overcome the Force Majeure event and to mitigate the effects thereof on the performance of its obligations under this contract.

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Accepting the above terms & conditions

STATUTORY CONDITIONS OF THE CONTRACT
(APPLICABLE IN CASE OF SUCCESSFUL BIDDER)

7. Statutory conditions of the contract applicable in case of successful bidder :-

(a) Guards will man four guards posts:-

- (i) Main Gate (Senior Secondary School, Church Complex)
- (ii) Rear Gate (Senior Secondary School, Church Complex) The guard at rear gate will be on patrolling from rear gate to AFWWA hostel building situated at school stadium.
- (iii) Main Gate (Primary Wing, Race Course)
- (iv) Main Gate (Kindergarten Wing, Pinto Lines)

(b) That the agency shall provide security arrangements for Air Force School, Ambala Cantt w.e.f. 01 Apr 17 to 31 Mar 18.

(c) That the entire responsibility of taking security measures for the said building/ premises lies with the agency and the school will not be liable to pay anything for the security lapses. The agency will be responsible for any loss of property etc due negligence of the persons employed by it.

(d) That the agency would undertake to engage, employ and provide the requisite number of trained guards

(e) That the contractor shall abide by all orders and instructions, issued by the Air Force Administration from time to time relating to Security, Health & Hygiene and Sanitation.

(f) The security guards will also be responsible for checking, noting and controlling movement of vehicle and visitors and also responsible for the property of the Air Force School, Ambala Cantt. The handling of intruder will be specified in orders to the guards. Security guards will also be responsible for checking of incoming and outgoing material etc. of the Air Force School and will prevent misuse of electricity, water and other material. They will also maintain record of all visitors.

(g) Any dispute arising out of or in relation to this agreement shall be referred to a sole arbitrator to be appointed by the School Management Committee of Air Force School as per the Indian Arbitration Act. The seat of the arbitration shall be at Ambala and the proceedings shall be governed by the Indian Arbitration Act 1940.

(h) That number of security guards may be increased / decreased according to the requirement.

(j) That the security agency will be responsible for all the liabilities related to their employee's Provident Fund and Insurance of all the guard employed by them.

(k) That agency should also fulfill the following under-mentioned requirement:-

- (i) That the agency shall provide complete security measures throughout 24 hours by changing the personnel in rotation or replacement in three shifts i.e. Ist shift 0600 h to 1400 h, IInd shift 1400 h to 2200 h and IIIrd shift 2200h to 0600 h

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RFP – AF SCHOOL AMBALA – PROVIDING OF SECURITY SERVICES (ROUND THE CLOCK)

- (ii) That agency must be able to supply the required number of trained security guards **below 45 years of age physically and medically fit** to Air Force School. The guards approved by the Executive Director, Air Force School Ambala only will be employed on duties in the Air Force School. **Age proof & medical certificate is to be submitted at least 10 days prior to commencement of the contract.**
- (iii) That the agency will be responsible for all the liabilities related to their employees and also for their character verification as well as regulating their duties in the Air Force School, daily in the morning.
- (l) That no security guards shall be permitted to do more than 08 hours of duty on any one day. Guards will be rotated from one post to other post on weekly basis and duty roaster to be provided to Executive Director on weekly basis. The agency will ensure NIL (R) NIL absentee during the tour of duty. As the absence of guards post is a serious security lapse, therefore in case of any absentee of guard observed by the administration the payment of **04 days will be deducted for each absentee/ per day**
- (m) Security Guard is to be in proper uniform, cap, sweater/ jacket for winters. He should be in possession of whistle & Danda and have proper hair cut.
- (n) That the school on its part is not liable to pay any charges, due compensation under any of the industrial loss or other loss applicable on this behalf to the security personnel which shall be the responsibility of the agency only who shall be the employer of such personnel.
- (o) That subletting of the contract is strictly prohibited. The agency can not transfer the contract to any other firm or legal heir or authorized representative under any circumstances.
- (p) **Police Verification is to be submitted at least 10 days prior to commencement of the contract. The Contractor will also ensure that no person employed by him for the services has been/is involved in any activity against the interest of state.**
- (q) Security Guard is to lock the doors of all rooms and also ensure light points are switch off after school hours.

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PART V – EVALUATION CRITERIA AND PRICE BID ISSUES

1. **Evaluation Criteria** – The broad guidelines for evaluation of Bids will be as follows:-
 - (a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP.
 - (b) The lowest acceptable Bid will be considered further for placement of contract/Services for complete clarification and price negotiations as decided by the Buyer.
 - (c) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount of words will prevail for calculation of price.
 - (e) The Lowest Acceptable Bid will be considered further for placement of contract / supply order after complete clarification and price negotiations as decided by the Buyer. The Buyer will have the right to award contracts to different Bidders for being lowest in particular items. The Buyer also reserves the right to do Apportionment of Quantity, if is convinced that Lowest Bidder is not in a position to supply full quantity in stipulated time.
2. **Price Bid Format** The bidders are to quote the **minimum DC rates** as applicable in respect of security guards. (Annexure 'C')

Signature and stamp of Bidder
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COMPANY PROFILE

1. Company / Firm Name : _____
2. Name of Proprietor/Partner : _____
3. Company Address (with tele no , FAX) : _____

4. Contact person and mobile no. : _____
5. Details of EPF registration
 (along with latest receipt of premium paid) : _____
6. Permanent Account Number (PAN)
 (The evidence for filing of IT return
 alongwith income and expenditure account
 & balance sheet for last three assessment
 years to be enclosed) : _____
7. Number of years of experience in
 providing manpower services : _____
8. Client list (along with evidence) : _____

9. Details of EMD : _____

Seal & Signature of Company Proprietor

Signature and stamp of Bidder
 Accepting the above terms & conditions

ANNEXURE 'B'**EVALUATION CRITERIA FOR BIDS**
CHECK LIST OF DOCUMENTS

<u>Sl No.</u>	<u>Documents Required</u>	<u>Yes / No</u>	<u>Remarks</u>
1.	Earnest Money Deposit – Rs 70000 /-		
2.	Attested Copy of Registration Certificate under EPF act		
3.	Attested copy of Registration of firm		
4.	Attested copy of balance sheet with audit report last 3 yrs		
5.	Attested copy of Permanent Account Number		
6.	Attested copy of service tax registration certificate		
7.	Latest PF Challans		
8.	ISO Registration certificate, if having		
9.	Work experience certificates		
10.	List of Clients		

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RFP – AF SCHOOL AMBALA – PROVIDING OF SECURITY SERVICES (ROUND THE CLOCK)

ANNEXURE 'C'

PRICE BID FORMAT
(To be submitted in firm's original letter pad)

<u>Sl No.</u>	<u>Item</u>	<u>Rates</u>	<u>Remarks</u>
1.	Providing of security guard (round the clock) at Air Force School Ambala		Including with EPF, ESI etc , Minimum DC Rates

Rate per guard for eight hours duty

In words _____

In Figures _____ /-

Signature and stamp of Bidder
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DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case of any deviation is found in the above statement at any stage. I/We will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorised Signatory with Date & seal)

Signature and stamp of Bidder
Accepting the above terms & conditions

REQUEST FOR PROPOSAL
PROVIDING SECURITY SERVICES TO AIR FORCE SCHOOL AMBALA

ACTIVITY SCHEDULE

<u>Event</u>	<u>Activity</u>
Cost of Request for Proposal (RFP)	Rs 100 /- (non refundable)
Earnest Money Deposit (EMD)	Rs 70000 /-
Publishing Date	12 Feb 2016
Sale of RFP on working days	13 Feb 2017 to 28 Feb 17 (0900 h – 1300 h)
Bid Submission Last Date & Time	06 Mar 2017 and 1400 Hrs
Date & Time of opening of Bid	08 Mar 2017 and 0900 hrs
Validity of bid	90 Days from the date of bid submission
Bidder may contact (in case of queries)	Principal / Office Superintendent Air Force School, Ambala 0171-2641314

PAYMENT THROUGH RTGS/ NEFT IN CASE OF TENDER FORM DOWNLOADED

www.airforceschoolambala.com

ACCOUNT NAME	AIR FORCE SCHOOL, AMBALA
BANK ACCOUNT NO.	175101000007669
BANK NAME & ADDRESS	INDIAN OVERSEAS BANK ALEXENDRA ROAD, NEAR GMN COLLEGE AMBALA CANTT
IFSC CODE	IOBA0001751
MICR CODE	133020004
BANK CONTACT NO.	0171-2632717

IMPORTANT NOTE

- 1 EMD to be enclosed in envelop containing bid.
- 2 Each page of the RFP should be duly stamped and signed by an authorized signatory.
- 3 The school authority has sole right to accept or reject bids without assigning any reason whatsoever.
- 4 Submission of bid by the bidders will be presumed as the bidder has visited the three wings of Air Force School Ambala (Senior Secondary Wing, Primary Wing and Kindergarten Wing) and have sufficient knowledge of work / associated work required to be undertaken for this contract.

Signature and stamp of Bidder
Accepting the above terms & conditions