



## **ASSAM ELECTRICITY REGULATORY COMMISSION**

**A.S.E.B. Campus, Dwarandhar,**

**G. S. Road, Sixth Mile, Guwahati – 781 022**

e-mail : [aerc\\_ghy@hotmail.com](mailto:aerc_ghy@hotmail.com)

Phone: (0361) 2234442 Fax: (0361) 2234432

### **SHORT TENDER NOTICE** **NIT No. 15/2014**

Sealed tenders are invited affixing Court Fee Stamp of Rs. 8.25 (Rupees Eight and paisa Twenty Five only) in plain paper within Two (2) week validity from the due date of opening from reputed registered **security agency for security cover**, the details are enclosed as ANNEXURE- I. The tenders containing detail particulars and price under one sealed cover super scribing the NIT No. will be received upto 13:30 hours of 26<sup>th</sup> December, 2014 or of the next working day in case the due date is a holiday. The bid will be opened on the same date at 14.00 hrs. in presence of intending tenderers or their authorized representatives. Bids received after the due date and hours shall be rejected outright. The terms and conditions may be collected from office during office hours of the working day.

#### **Brief description of the work:**

1. NIT No. 15/2014
2. Subject: **Registered security agency for security cover**
3. Last date of submission of tender paper: 26/12/2014

Bids sent through FAX or Email shall not be considered.

AERC is not bound to accept the lowest offer and reserves the right to reject any/all the tenders or portions thereof without assigning any reason whatsoever. Bidders having past experience in similar line will be preferred.

Date: 12/12/2014  
Place: Guwahati

Sd/-  
Secretary  
Assam Electricity Regulatory Commission

Memo No. AERC.67/Pt I/2003/198

Dated Guwahati the 12<sup>th</sup> December, 2014

Copy to:

1. Notice Board of Assam Electricity Regulatory Commission.

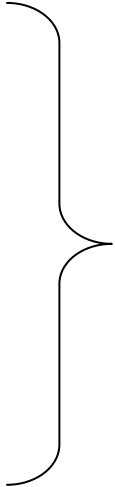
Date: 12/12/2014  
Place: Guwahati

Sd/-  
Secretary  
Assam Electricity Regulatory Commission

**TERMS & CONDITIONS**

1. The Guards should be in good physique and properly trained.
2. The Guards/Supervisor should be able to communicate in Hindi, Assamese and also in English if possible.
3. Guards/Supervisor with criminal record will not be deployed to perform duties.
4. All the Guards/Supervisor should behave politely with the office staff & visitors.
5. One Guard should perform 8 (eight) hours shift duty per day.
6. The Guard should not develop social relationship with official staff.
7. The Guard should be provided with uniform, whistle, torch, lathi, identity card etc.
8. The Guards should not leave the point unless and until the reliever comes for shift duties. No post will be kept vacant at any moment.
9. The Security Supervisor will maintain duty roster and produce the same before the Officer In-charge of our office.
10. They have to verify all the office building, rooms after 5.30 PM to ensure as to whether all rooms in the building are locked properly.
11. From 10:00 PM to 6:00 AM one security Guard will perform duty in front of main gate of the building and open the door of the respective office of Chairperson and both the Members while they arrive and left the office.
12. They should not give lenient or casual impressions in the duties and they should be alert all the time. They should observe the movement of any undesirable person in the campus and on any suspicion the matter be reported to our officer Incharge.
13. They should not allow anybody to enter the campus (other than office staff) without proper entry of Name, address, phone number and vehicle number in the visitors register, they should verify identity card etc. of every visitors before entering the campus.
14. They should check that all the vehicles are parked in the specified parking place.
15. Proper entries are to be made while handing over the keys to our authorized staff in the morning and also while taking over at night.
16. The security personnel should follow strict attendance. Alternative arrangements are to be made by the Agency whenever any Security Supervisor/Security Guard proceeds on leave or any sudden sickness.
17. The security personnel should ensure that proper gate passes are issued by the competent officers for the items taken out of the campus, in case of any doubt, they should immediately contact officer in charge security.
18. The Guard on duty should not consume any sorts of alcohols or drugs.
19. No illegal activities inside the campus be allowed. In case of theft/loss of property, the verdict of the Competent Authority will be final to fix the responsibilities.

## OTHER GENERAL TERMS & CONDITIONS

1. All the tenders should be addressed to the Secretary, Assam Electricity Regulatory Commission.
2. All the tenders should be in sealed envelope and superscripted as “TENDER FOR SECURITY CONTRACT” at AERC Campus and residence of Members.
3. This office will not be responsible for any postal delay or wrong delivery.
4. Tenders received after the closing date will not be accepted.
5. Last date of sale and submission of Tender are as under:
  - a) Issue of Tender : Date \_\_\_\_\_ Time up to: \_\_\_\_\_
  - b) Submission of Tender : Date \_\_\_\_\_ Time up to: \_\_\_\_\_
6. The Assam Electricity Regulatory Commission reserves the right to accept or reject any or all the tender or part of Tenders without assigning any reason.
7. The agencies are to be provide the following information along with the tender:
  - a) Client list.
  - b) License issued by the police authority
  - c) Company Registration No.
  - d) Trade License No.
  - e) EPF Code No.
  - f) ESI Code No.
  - g) Service Tax Registration Certificate
  - h) Labour License No.
  - i) Permanent Account Number

Certified copies to be enclosed.
8. The rates are to be covered with the following:

Minimum wages as declared by the Government of Assam, EPF, ESI and Service tax as applicable, Leave Reserve, Agency’s Service Charge etc. The Commission is not bound to accept lowest rate. TDS shall be deducted as per the Indian Income Tax Act and rates for the time being in force.
9. The contract is for the period of 1 (one) year which may be extended on the approval of the Commission.