

D-31016/9/2016-Genl.  
GOVERNMENT OF INDIA  
MINISTRY OF Statistics & Programme Implementation  
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Sardar Patel Bhawan, New Delhi  
Dated:-06.03.2017

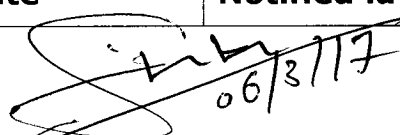
**TENDER NOTICE**

Ministry of Statistics & Programme Implementation invites tenders for providing **Daily Wage guards** for security purpose from the registered private agency to provide 10 - 15 guards required for duty at Sardar Patel Bhawan, J. P. Building, Pushpa Bhavan and R. K. Puram offices of this Ministry for a period of two years. The contract may be extended for another year on the same terms and condition subject to satisfactory rendering of services and mutual consent of both the parties. **Manual bids shall not be accepted.**

2. Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>. Tenderer/Contractor are advised to follow the instructions provided in the 'Instructions to the Contractors / Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>.

**3. CRITICAL DATE SHEET**

<b>Published Date</b>	<b>06/03/2017</b>
<b>Bid Document Download / sale start Date</b>	<b>06/03/2017</b>
<b>Clarification Start Date</b>	<b>06/03/2017</b>
<b>Bid Submission Start Date</b>	<b>06/03/2017</b>
<b>Pre bid meeting</b>	<b>15/03/2017</b>
<b>Clarification End Date</b>	<b>27/03/2017</b>
<b>Bid Document Download end date</b>	<b>27/03/2017</b>
<b>Bid Submission End Date</b>	<b>27/03/2017</b>
<b>Technical bid opening date</b>	<b>28/03/2017</b>
<b>Financial bid opening date</b>	<b>Notified later</b>

  
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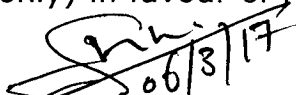
3.1 Tender documents can be downloaded from Ministry's Website <http://www.mospi.nic.in> and CPPP portal and CPPP site <http://eprocure.gov.in/eprocure/app>. Tenderer who has downloaded the tender from the BRO website <http://www.mospi.nic.in> and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned for future.

4. The pre-qualification criteria of the firm is as detailed below:-

<b>Pre-Qualification Criteria</b>	
<b>Sl. No.</b>	<b>Criterion</b>
a) Work- Experience	Minimum work experience : 3 years
b) Annual turnover	Turnover of the company: Rs. 2 Crore or more Average Annual Turnover of last three years. (Audited balance sheet to be enclosed)
c) Experience sheet must be enclosed.	Experience of existing deployment in Ministries / Departments/ autonomous bodies in the Government of India <b>(preferably in Delhi/ NCR only)</b>
d) Exemption/ Relaxation	Relaxation of Norms for Startups Medium Enterprises in Public Procurement regarding Prior Experience – Prior Turnover Criteria will be admissible as per Ministry of Finance, Department of Expenditure O.M. no. F.20/2/2014-PPD (Pt.) dated 25 <sup>th</sup> July, 2016

5. The tenders for the security services are in two parts i.e. Part-I ( Technical bid) containing the terms and conditions (signed copy of each pages of tender documents must be attached) and Part-II ( Financial Bid) containing only rates of services stated in figures & words and shall be submitted. For any query with regard to the tender, the Section Officer (General) may be contacted on any working day personally in room No. 426 or on telephone No. 23743230.

6. An Earnest Money of Rs. 25,000/- (Rupees twenty five thousand only) in favour of Pay & Accounts Officer, Ministry of Statistics & PI, payable



at Delhi must be submitted in this Ministry before the technical bid opening date and time. If the Earnest Money is not deposited before bid opening date and time, the bid will not be considered.

7. The successful tenderer shall execute an agreement with the Ministry on stamped paper within fourteen days of receipt of letter of acceptance by the successful bidder. However, the issue of letter of acceptance by the Ministry shall be construed as a binding contract, as though such an agreement has been executed and all the terms and conditions shall apply on this contract.

8. The Contractor shall at his own expense, arrange to effect and maintain comprehensive insurance for its guards/ deposit such policy or policies with the employer from time to time during the currency of the contract. The contracting agency shall be solely responsible for statutory compliance to the provisions of various labour and industrial laws, such as minimum wages, compensation, EPF etc. The EPF and ESI will be reimbursed upon production of proof of deposit of dues.

9. Maximum age of the person to be deployed as Guards should not be more than 45 years.

10. The agency shall provide reasonably good uniform with name badges to its guards/supervisors at its own cost and ensure that the dress is used by the personnel deployed and is maintained in good condition. A lanyard with a whistle, torch, raincoat and a baton will be the part of the guards' uniform.

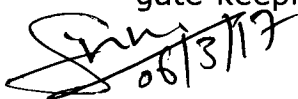
11. The Ministry will pay the agreed amount on the basis of monthly bill submitted by the agency. No other charges of any kind shall be payable. The taxes must be quoted separately. The wages will be paid to the guards not below the minimum rates of wages fixed by Delhi Government.

12. The payment of wages should be online payment and proof of payment may be provided on monthly basis before raising the bill for payment for the following month.

13. The wages will be governed as per the notifications issued by Govt. of NCT of Delhi from time to time on the minimum wages.

14. Trained uniformed guards will be deployed in General shift of 11 hours and 13 hours each and will perform the duties as given in the ensuing paras.

15. The duty and the timings of the guards will be as follows:- Duty :- (i) gate keeping, (ii) checking gate pass as per requirement (iii) Security of the

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assets of the office and custody of keys. The timings will be (i) 07:30 a.m to 8:30 p.m (13 Hours) and 08:30 P.M. to 7:30 A.M. (11 Hrs) for 24 Hrs.

16. The firm will be required to provide the requisite services of providing guards in the various premises under the control of this Ministry located at Delhi. For this purpose no extra payment will be made by the Ministry.

17. There will be no compromise on the quality of the services of the guards provided in the Ministry. If at any point of time the quality of the services, behavior of the guard is found to be unsatisfactory, the said guard will be replaced immediately by the Agency/ Contractor. If the quality of services and behavior are not maintained properly, the contract of the firm shall be terminated at the cost of the firm and the performance security amount will be forfeited for which the decision of the Ministry will be final and binding on the firm.

18. The finalized contract shall be interpreted under Indian Laws. In case of dispute of any kind, the firm shall abide by the decision of the Competent Authority, Ministry of Statistics and Programme Implementation, New Delhi. In case the dispute is required to be referred to Arbitration, it shall be referred to sole arbitrator under Arbitration and Conciliation Act 1996. The place of settlement of dispute shall be Delhi. In the case of settlement of dispute is in the court, it will be in the jurisdiction of courts at Delhi.

19. No advance payment, in any case, would be made to the firm. Payment will be made on monthly basis only after rendering satisfactory services and submission of bill.

20. In the event of the firm backing out of the contract midstream, without any explicit consent of this Ministry, will be liable to recover the higher rates vis-à-vis those contracted rates, which may have to be incurred by this Ministry for the remaining contracted period and the security deposit will also be forfeited after blacklisting the firm.

21. The ministry has reserved the right to reject any or all quotations without assigning any reasons thereof.

22. The successful tenderer will have to deposit a performance security of Rs. 1,00,000/- ( Rupees one lakh only) favoring Pay & Accounts Officer, Ministry of Statistics & Programme Implementation, New Delhi in the form of DD/ FDR valid beyond 6 months after the expiry of the contract. The other terms and conditions incorporating penalty clause, etc. would be mandatory for the selected firm.

*Signature*  
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23. If a firm quoted 'NIL' service charges/ consideration, the bid shall be treated as non-responsive and will not be considered.

#### **24. Instructions for Online Bid Submission**

**24.1** The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app> .

**24.2** The bidder shall submit all documentary proofs, EMD Details, alongwith signed copy of tender with the Technical bid submission forms. The rates quoted only with the financial bid prescribed online submission. The Ministry will not be responsible for any failure of bid submission.

**24.3** Any clarification about the tender must be addressed before the clarification date mentioned at pre-bid conference held at the Ministry on 15/03/2017. After that no clarification will be given by the Ministry to the firm/ bidders.

#### **25. ASSISTANCE TO BIDDERS**

25.1 Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

25.2 Queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 72232.

  
(Sunder Singh) 06/3/17

Under Secretary to the Government of India  
Tel. 23747929

Copy to :-

1. DDG, Computer Centre.
2. CPPP portal.
3. Notice board.

**Annexure-I**

**TECHNICAL BID**

**HIRING OF GUARDS IN THE MINISTRY OF STATISTICS & PROGRAMME IMPLEMENTATION**

Sl. No.		
1.	Name of firm	
2.	Address of Firm	
3.	Registration No. of the firm/ company (copy enclosed) ( Yes/No)	
4.	PAN/ TIN/ Service tax Registration Nos ( copy must be enclosed) ( Yes/No)	
4.	Name of the authorized signatory	
5.	Specimen Signature of the Authorized signatory	
6.	Telephone Number of the authorized signatory and other Telephone Numbers of the Firm/ company	
7.	Whether the firm had enclosed EMD. If "YES" then DD/Pay order no	
8.	Details of the service providing at Ministry/ Deptts/ organizations ( Minimum three )	
9.	Whether proof/copies of Work Order on items at Sl.No.8 enclose (Yes/No)	
10.	Annual turnover audited report previous three years.	
11.	Under taking/ acceptance of terms & Conditions by the firm . ( Separate sheet enclosed) - yes /No.)	

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**2. I have fully read the terms & conditions of the tender documents and they are acceptable .**

Thanking you,

Yours faithfully,

Signature

Date (Name)

Seal of the firm.

**ANNEXURE-II****FINANCIAL BID****MINISTRY OF STATISTICS & PROGRAMME IMPLEMENTATION****RATE FORMAT FOR PROVIDING GUARD**

SI. NO.	DESCRIPTION	RATE ( Rs.)	
		A	B
		PER GUARD for 11 Hrs. / PM @ Rs.	PER GUARD for 13 Hrs./ PM @Rs.
1.	WAGES of GUARD		
2.	EPF CHARGES @ .....		
3.	ESI .....@		
4.	SERVICE TAX @		
5.	SERVICE CHARGES @		
	<b>TOTAL</b>		

L1 will be determined on the basis of bids quoted towards wages plus service charges for category of (A + B) as mentioned above.

Signature of authorized signatory

Stamp & DATE

1. SERVICE TAX PAYABLE on the total amount (1+2+3).
2. Service charges will be paid on the total wages charges only.