

TENDER NOTICE

Ministry of Statistics & Programme Implementation invites sealed tenders for hiring of security guards from the registered private security agency to provide 10 Security guards required for security duty at Sardar Patel Bhawan, J. P. Building and R. K. Puram offices of this Ministry. The pre-qualification criteria of the firm is as detailed below:-

Pre-Qualification Criteria	
Sl. No.	Criterion
a) Work- Experience	Minimum work experience : 5 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)
d) Experience sheet must enclosed.	Experience of existing deployment in minimum 03 Ministries / Departments/ autonomous bodies in the Government of India (preferably in Delhi/ NCR only)

2. 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 enclosed) and Part-II (Financial Bid) containing only rates of services stated in figures & words and shall be submitted, in separate sealed covers must be placed in a third covers addressed to Under Secretary (Genl.), Ministry of Statistics & Programme Implementation, Sardar Patel Bhawan, Sansad Marg, New Delhi-110001 and placed in the tender box kept at ground floor of the Sardar Patel Bhawan, New Delhi. Any query or complaint with regard to the tender may be contacted to the undersigned on any working day personally in room No. 201 or telephone No. 23747929.

3. The last date of submission of tender : **28.11.2014 (3.00 PM)**
Opening of technical bid : **28.11.2014 (3.30 PM)**
The opening of financial bid will be intimated to the technically qualified bidder.

4. 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 accompanied with the technical bid proforma. Otherwise the bid will not considered.

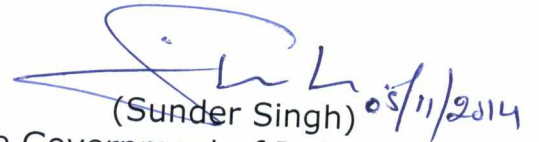
6/11/14
W/Sunit

Dy. No. 2236
असती सेवा
Date: 2. 11.14
कार्यालय
DDG (CC)
न.स.वि. (स.सं.)



5. The successful tenderer shall execute an agreement with the Ministry on stamped paper within fourteen days of receipt of letter of acceptance. 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.
6. The Contractor shall at his own expense, arrange to effect and maintain comprehensive insurance for its security guards/ deposit such policy or policies with the employer from time during the currency of this contract. Copy shall be submitted to this Ministry.
7. Maximum age for the security guards should not be more than 45 years.
8. The agency shall provide reasonably good uniform with name badges to its security guards/supervisors at its own cost and ensure that that they are used by the personnel deployed and are maintained in good condition. A lanyard with a whistle, torch, raincoat and a baton will be the part of the security guards uniform.
9. 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 rates quoted shall include all taxes. The wages will be paid to the security guards not below the minimum rates of wages fixed by Delhi Government.
10. The payment of wages should be online payment and proof of payment may be provided on monthly basis before raised of payment for the following month.
11. The agency shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as minimum wages, compensation, EPF, Bonus, Gratuity etc. The EPF and ESI will be reimbursed upon production of proof of deposit of dues.
12. Trained uniformed security guards will be deployed in General shift of 11 hours and 13 hours each and will perform the following duties.
13. The duty and the timings of the security guards will be as follows:-
Duty :- (i) gate keeping, (ii) checking gate pass as per requirement (iii) Security of the assets of the office and custody of keys. The timings are (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.
14. The firm will be required to provide the requisite services of providing security guard in the premises under the control of this Ministry at Delhi. For this purpose no extra payment will be made by this Department.
15. There will be no compromise on the quality of the services of the security 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 may immediately be replaced. 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 Department will be final and binding on the firm.

16. The legal disputes, if any arising during the currency of the contract, shall be within the jurisdiction of Delhi only and will be governed by the arbitration act, 1996 and arbitrator will be nominated by MOSPI, the resultant contract will be interpreted under Indian Laws.
17. No advance payment, in any case, would be made to the firm. Payment will be made on monthly basis only after rendering satisfactory services.
18. 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.
18. The ministry has reserved the right to reject any or all quotations without assigning any reasons thereof.
19. 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 will be issued at the time of awarding the contract.
20. If a firm quoted 'nil' service charges/ consideration, the bid shall be treated as non-responsive and will not be considered.


(Sunder Singh) 05/11/2014
Under Secretary to the Government of India
Tel. 23747929

Copy to :-

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

TECHNICAL BID

HIRING OF SECURITY 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/ Depts/ 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.)	

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.

FINANCIAL BID

MINISTRY OF STATISTICS & PROGRAMME IMPLEMENTATION

RATE FORMAT FOR PROVIDING SECURITY GUARD

Sl. 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@////////		
	TOTAL		

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

Signature of authorized signatory

Stamp & DATE

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

