

Tender Document No.-45/2/Hostel/DPD(HQ)/Admn-IV/2015-16  
Government of India  
Ministry of Statistics and Programme Implementation  
National Sample Survey office  
Data Processing Division (HQs.)

Mahalanobias Bhavan  
164, G.L.T. Road  
Kolkata-700 108  
Dated: 29.03.2016

### Tender Notice

**Sub: Quotations for engaging a security agency for providing Security Service at Sankhyiki Aawas (NSSO Guest House) located at 164 G.L.T. Road, Kolkata-700 108**

On behalf of the President of India, Additional Director General, Data Processing Division Headquarters, National Sample Survey Office, Kolkata invites sealed quotation in two-bid system from reputed and experienced agencies for providing round the clock Security Service at Sankhyiki Aawas (Guest House) of NSSO, located at 164 G.L.T. Road, Kolkata- 700 108 for the period of one year.

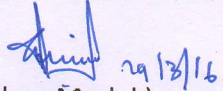
The sealed tenders should contain two separate bids namely "Technical Bid" & "Financial Bid", filled in the specified proforma (Section E&D). The sealed envelope super-scribed as "TENDER FOR SECURITY SERVICES AT SANKHYIKI AAWAS" containing duly filled in technical bid and financial bid both in sealed covers, should reach the undersigned latest by 19.04.2016.

The sealed tenders along with EMD of Rs.16,000/- (Rupees Sixteen Thousand) only in Pay Order/Demand Draft in favor of PAO, MOSPI, Kolkata should either be sent by post to the undersigned or Help Desk (Room No. 107) at Mahalanobias Bhavan, DPD(HQ). Tenderers should ensure that they deliver their bid as per the timeline indicated herein. The office will not be responsible for postal delay in receipt of bid.

The various crucial dates relating to the above mentioned tender are as follows  
Date & Time of opening of

- i. Technical Bid: 12:00 PM, 20<sup>th</sup> April 2016
- ii. Financial Bid: 12:00 PM, 21<sup>st</sup> April 2016

The office reserves the right to accept/reject any or all quotations without assigning any reason and it will not be responsible for postal delay. All other terms and conditions in tender form will be binding on the Quotationers/ Bidders.

  
(Arindam Modak)  
Director & Head of Office  
Phone : (033)2578-9063





सत्यमेव जयते

Government of India  
Ministry of Statistics & Programme Implementation  
National Sample Survey Office  
Data Processing Division (HQs)

Tender No. 45/2/Hostel/DPD(HQ)/Admn-IV/2015-16  
Dated 29.03.2016

**TENDER DOCUMENT**

**ANNUAL CONTRACT FOR PROVIDING  
SECURITY SERVICES**

**AT**

**SANKHYIKI AAWAS (NSSO GUEST HOUSE)**

Last date for submission: Date :19.04.2016 up to 11 A.M.  
Opening of Technical Bid: Date: 20.04.2016 at 12:00 P.M.  
Opening of Financial Bid: Date: 21.04.2016 at 12:00 P.M.



## BID ACCEPTANCE FORM

Reference :- Tender No. 45/2/Hostel/DPD(HQ)/Admn-IV/2015-16 dated 29.03.2016

To  
The Director & Head of Office,  
Data Processing Division(HQ),  
National Sample Survey Organisation,  
164, Gopal Lal Thakur, Road,  
Kolkata – 700 108.

Sir,

Having examined the conditions of tender & specification, scope of work including all other related documents the receipt of which is here by duly acknowledge, we, the undersigned, offer to undertake the job of providing round the clock security service in Sankhyiki Aawas (NSSO Guest House) located at 164 G. L. T. Road, Kolkata – 700 108. in conformity with condition of contract & specification.

We undertake that if our Bid is accepted, to execute the work in accordance with scope of work, specifications, terms and conditions stipulated in the tender document. We also undertake to abide by the provisions of **Minimum Wages Act (Central Sphere, Category "A" area),1948**, in case we are declared as the successful bidder. We also abide by the mode of payment as per terms and conditions of the tender document

Bid submitted by us is properly sealed & prepared so as to prevent any subsequent alternation & replacement.

Dated this.....day of.....2016

Signature of Authorized signatory.....

In the Capacity of .....

Duly authorized to sign the Bid for and on behalf of

Witness.....

Address.....





Sealed tenders are invited under **Two Bid System** i.e. (**Part-I Technical Bid and Part-II Financial Bid**) from reputed, professionally experienced and financially sound Security Agencies who can provide security at **Sankhyiki Aawas (NSSO Guest House) located at 164, G.L.T Road, Kolkata-700 108**. The contract will be initially for a period of one year, which may be extended further for one more year depending upon the service to the satisfaction of the competent authority.

### **A. SCOPE OF THE WORK**

- a) Providing round the clock security services and guarding the building and assets of Sankhyiki Aawas (NSSO Guest House)
- b) Keeping vigil against trespassing by strangers, intruders, unknown persons etc.
- c) Monitoring the movement of the persons coming in and out in the guest house. When a visitor approaches the entry gate, the visitor's details will be noted in a Register kept with him. All the visitor's leaving the guest house premises, will be checked for any item being taken outside. Items taken out from the guest house premises by the staff/outsideers should have valid pass.
- d) Operation of the lift in the guest house

Note: The scope of work may change during the period of the contract by mutual consent.

### **B. ELIGIBILITY CRITERIA**

The Agencies that fulfill the following requirements shall be eligible to apply.

- a) Registration certificate of the Security Agency issued by appropriate authority.
- b) Registration under Labour Laws, EPF, ESI & Service Tax.
- c) PAN & TIN No. under Income Tax Act.
- d) Minimum five years' experience in contractual security business after registration.
- e) Arrangement of organizational training for the security personnel with clear recruitment policy
- f) Minimum 50 guards (including armed guards) in its payroll
- g) Organized training arrangements for security personnel with clear recruitment policies.
- h) At least three running contracts of total annual value not less than Rs. 15 lakh in the large industrial / educational office premises/office complex.
- i) Proof of at least three successfully carried out security contracts of 15 or more security guards in each contract, consisting of ex-servicemen or properly trained security guards/supervisors during the last 3 years in Govt./Semi-Govt./Central Autonomous bodies.
- j) An undertaking that the security agency has not been blacklisted by any Government Department/Autonomous bodies.

Note:

1. Agency must provide documentary details whenever asked for or necessary, failing which, the tender is liable to be rejected.
2. Offers of the bidders not qualifying the eligibility criteria and the condition of pre-qualifications shall not be considered for the Financial evaluation



### C. INSTRUCTIONS TO TENDERERS

1. The Tender should be addressed to Head of Office, NSSO, DPD (HQs.), Kolkata
2. The tender is to be submitted in two parts comprising Part-I: Technical Bid & Part-II: Financial Bid. The Part-I (Technical Bid) should contain the Earnest Money Deposit (EMD) (Bid Security) of Rs.50,000/-(Rupees Fifty Thousand only) and statement showing compliance with the eligibility criteria/mentioned in the Section – B, above. The part-II (Financial Bid) should contain only the Financial offered as per the proforma in section-E. Both the parts should be properly marked and enclosed in separate sealed envelopes for their proper identification. The envelopes superscribed **TECHNICAL BID** and **FINANCIAL BID** should again be sealed in a third bigger envelope super-scribing the tender No. and **“TENDER FOR SECURITY SERVICES AT SANKHYIKI AAWAS”**. The part-I (Technical Bid) will be opened in the presence of the tenderers or their authorized representatives on the date of tender opening and the Part-II (Financial Bid) shall be opened after evaluation of Part-I. The Part-II (Financial Bid) shall be opened only those tenderers who are found technically qualified to carry out the work, for which prior intimation shall be given indicating the date and time of Financial bid opening.
3. The various crucial dates relating to the tender are cited as under :
  - (a) Date of issue of Tender Document: 29.03.2016
  - (b) Last date and time for submission of Tender Document: 19.04.2016 up to 11 A.M.
  - (c) Date and time for opening of
    - Technical Bid: 12:00P.M. on 20.04.2016
    - Financial Bid: 12:00 P.M. on 21.04.2016
  - (d) Place of submission of tender: National Sample Survey Office, Data Processing Division (HQ), 164, G.L.T. Road, Kolkata-700 108
  - (e) Place of opening the tender: National Sample Survey Office, Data Processing Division (HQ), 164, G.L.T. Road, Kolkata-700 108
4. Tenders received after due date/time (Late Bid) and without EMD shall be rejected.
5. The Office reserves the right to accept or reject any or all the offers without assigning any reason.





#### **D. Terms & Conditions**

1. The Security Agency shall provide security arrangement for the guarding the guest house as required by the Office. Moreover, the Security Agency shall also protect the Guest House from anti-social elements.
2. The security agency shall not employ any personnel who belong to the nearby local area. Violation of this condition shall be treated as breach of important contractual condition and shall attract penal action.
3. The period of contract shall initially be for a period of one year from the date of awarding the contract extendable further for another one year on satisfactory performance with such amendments as may be mutually agreed upon and also subject to the necessary approval of the Competent Authority. The Office also reserves the right to terminate the contract after giving 30 days' notice without assigning any reason thereof.
4. The Security Agency shall deploy the guards above 18 years and below the age of 50 years and also have good health and very active. Every personnel deputed by the Agency shall be literate and minimum educational qualification should be 8<sup>th</sup> pass.
5. The Security Agency personnel should be smart, well dressed, alert and properly turned out with boots/shoes, belt, caps, badges, etc., and carry an identity card duly attested by the Executive of Security Agency. A photocopy of his identity cards shall be given to the Office for record, verification etc.
6. The Security Agency shall provide proper uniform (boots/shoes, caps, badges, etc.) to every personnel deployed by the agency at their own cost and expenses.
7. The Security Agency shall ensure that before deputing the security staff, they will verify the antecedents from local police station of all their staff and provide the Office a complete dossier of particulars of each security personnel proposed to be deployed. Non-compliance with this provision will be deemed to be violation of the contract, inviting penal action.
8. The Office shall have the right to check up, from time to time, the uniforms worn by the security personnel as well as their fitness to perform guard's duty to the satisfaction of the Office. The Office shall also have the right to check and supervise the Security personnel on duty through its officials.
9. The Agency shall furnish a detailed fortnightly duty chart of his employees for each shift and keep the office informed of any change in the list from time to time. The duty chart for the fortnight should give the specific names of employees and the respective duties they are required to attend to. A copy of the duty chart shall be displayed by him on the Notice Board also. The supervisor will be responsible to monitor the deployment.
10. Security Agency shall comply with all statutory requirements existing as well as those promulgate from time to time viz. the Payment of Wages Act, Provident Fund Act, Employee State Insurance Scheme, whichever is/are applicable to the organization of Security Agency and shall be held responsible, accountable, answerable, explainable, as





the case may be, for the lapses committed by them in this regard. Further, Security Agency shall not involve the Office in any way whatsoever in any dispute with regard to compliance of statutory provisions and in case of any violation of any law; the Security Agency shall be solely responsible. In case due to violation of any law, including labour laws etc., any liability is put upon the Office, the Security Agency shall indemnify the Office completely.

11. The contractor shall submit every month the proof of having deposited the amount of contribution claimed by him on account of ESI & EPF towards the persons deployed at the guest house in their respective names before submitting the bill for the subsequent month. In case the contractor fails to do so, the amount claimed towards ESI & EPF contribution shall be withheld till submission of proof of payment by the contractor.
12. The personnel deployed by the Security Agency in the guest house shall be removed immediately if the Office considers such removal is necessary on administrative grounds. The Security Agency shall also immediately remove any personnel who is found not to be discharging his duties properly or is of doubtful character and shall replace him with substitute personnel either on its own or on the demand of the Office.
13. The Security Agency shall maintain a register for marking the attendance by security personnel deployed by him, which shall be seen by the officer-in-charge every day.
14. Entry in the Office premises / complex is restricted. The guards on duty at the Main Gates/Reception of the guest house will allow only the authorized persons to enter the guest house after making proper verification.
15. The Security Agency and the persons employed by him shall not divulge to **outsiders** any information about the equipment(s) installed in the office or guest house, divulge information about the employees as well as the activities of the Office or the guest house. The Agency will also have the responsibility to safeguard all the properties of the guest house, besides protecting the environment.
16. The Office shall have the right to adopt any measures/set-up a system for ensuring proper performance of duty of security personnel deployed by the Agency, their being in proper uniform, punctuality etc.
17. The security personnel shall remain on duty for 8 (eight) working hours. Security Services will be provided in **three shifts**. The personnel shall not leave his place of duty/duty point until his reliever reports for duty. Deserting the place of duty/duty point by the security personnel without having been properly relieved will attract penalty points.
18. The Office would require following set of security personnel:

Shift	Time	Guard
I	6:00AM – 2:00PM	2
II	2:00PM – 10:00PM	2
III	10:00PM - 6:00AM	2



Note: The number of security guards and timing of the shift may change depending upon the requirement. The above includes the scope of reliever also on holidays, Saturdays and Sundays.

19. The Security Agency shall be responsible for :-
- Proper deployment of the guards and maintenance of various registers kept at the Reception namely: Visitors Register.
  - Maintenance of proper records of gate passes in respect of material going out of the premises and to ensure proper scrutiny and approval before permitting any material to be taken out.
  - Maintain liaison with the Administration of the Office.
  - Carrying out any other tasks in case of emergency or as may be assigned by the office in respect of security related work.
20. The Security Agency shall provide weekly off/holidays to their security person as per labour laws but it will be their responsibility to ensure uninterrupted services on all days throughout the year. No security personnel shall be deployed on double duty during consecutive duty timings. In case such a deployment is noticed, it would be viewed seriously and may result in termination of the contract. The security personnel on duty shall be rotated from one shift to another at proper frequency on 3 shift basis.
21. No residential accommodation, food or transport will be provided to the Security guards/security supervisors or staff of the agency by this office.
22. The Agency shall obtain adequate Insurance Policy in respect of his workmen to be engaged for the work, towards meeting the liability of compensation arising out due to death/injury/disablement during performing the duties at work place etc.
23. The payment for services shall be made on monthly basis, through cheque/RTGS, on production of pre-receipted bill in duplicate, duly supported with the requisite details of the daily attendance and other records, which shall be open for inspection by the Office. The final payment shall, however, be made only after the scrutiny of the bills.
24. The persons employed by the Agency for the security of the Guest House will be the employees of the Security Agency and the Office shall have nothing to do with their employment or non-employment. Under no circumstances any liability in respect of matters connected with their employment shall be held against the Office and the Security personnel employed by the Security Agency shall have no right whatsoever to claim employment from the Office.
25. The Security Agency shall undertake, at their own expense but to the satisfaction of the Office, a continual updating of skill, processes and procedures followed by the Security staff employed in the security of the guest house by organizing suitable training for them on the routine basis.
26. The Security Agency shall be responsible for the good conduct and behaviour of its employees. If any employee of the Security Agency is found misbehaving with the



- employees, visitors or guests of the Guest House, the Security Agency shall terminate the service of such employee at their own risk and responsibility. The Security Agency shall issue necessary instruction to its employees to act upon the instructions given by the Office.
27. The Earnest Money Deposit (EMD) of **Rs. 16,000/- (Rupees Sixteen Thousand only)** in the form of Demand Draft/ Pay Order drawn in favour of **“PAO, MOSPI, Kolkata”** should be enclosed with the tender. The EMD should remain valid for a period of forty-five days beyond final bid validity period. The tender received without EMD would be summarily rejected. The earnest money deposit will be refunded to the tenderers whose offer has not been accepted within 90 days of opening of tenders.
  28. Contract of the Agency may be cancelled on violation of the contractual assignment.
  29. The successful Agency will be required to execute an agreement with the Office within the period specified in the award letter. In case the successful agency fails to enter into the Agreement with the Office within the specified date mentioned in the award letter, the EMD deposited by such Agency shall stand forfeited without giving any further notice.
  30. It is mandatory for the successful tenderer to submit Performance Security Deposit amounting to 10% of the total contract value for one year in the form of Bank Guarantee/Fixed Deposit Receipt/Demand Draft of in favour of **“PAO, MOSPI, Kolkata”** as Performance Security. The Security Deposit should be valid beyond 60 days of the period of the contract. The Security Deposit will be returned without any interest after satisfactory completion of the contract process. This amount, however, be confiscated in case of refusal or failure to provide satisfactory services or backing out in midstream.
  31. The contractor shall particularly abide by the provisions of Minimum Wages Act (Central Sphere, category “A” area), 1948. In any case, the wage should not be lower than the minimum wage of central sphere category “A” area. If the minimum wages is revised by the Government of India., the incremental wages, if applicable, will be provided.
  32. **PENALTY CLAUSE:** In case of any irregularities noticed, the penalty amount will be levied by the Office up to the extent of 10% of the monthly charges due for the relevant month, after issuing show cause notice to the agency and considering the explanation of the agency, if submitted within stipulated time. Such repeated irregularities will make the agency liable for cancellation of contract with forfeiture of the Security Deposit.
  33. **ARBITRATION CLAUSE:** In case of any disputes between the parties viz. the Office on one hand and the agency/firm awarded the Contract on the other hand, arising out on account of scope of the work and other mandatory liabilities as stated in the Tender Document/ Contract Agreement, the dispute shall be referred to an Arbitrator as per Arbitration and Reconciliation Act 1996, in Kolkata jurisdiction.
  34. Tenderers should sign at each page of the documents confirming the acceptance of all the terms and conditions.





**E. LIST OF DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID**

1. Earnest Money in the form of Bank Draft.
2. Attested copy of valid Registration No. of the Security Agency issued by the appropriate authority.
3. Attested copy of PAN No. Card under Income Tax Act.
4. Attested copy of valid Service Tax registration certificate.
5. Attested copy of Registration and License No. of the Agency under Contract Labour (Regulation & Abolition) Act.
6. Attested copy of registration under EPFO.
7. Attested copy of registration under ESI.
8. Proof of at least three successfully carried out security contracts of 15 or more security guards in each contract, consisting of only ex-servicemen or properly trained security guards/supervisors during the last 3 years in Govt./Semi-Govt./Central Autonomous bodies .
9. Proof of annual turnover (not less than Rs.15 lakh per year) during the last 3 years.
10. List of Clients.
11. An undertaking that the security agency has not been blacklisted by any Government Department/autonomous bodies as on the date of submission of the bid.





**D. PROFORMA FOR TECHNICAL BID (PART-I)**

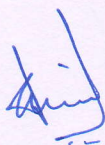
1. Name of the Agency :
2. Office Address  
Tel No.  
FAX No.  
E-Mail Address :
3. Name of the Authorized Representative (s) :
4. Document(s) enclosed( Put '✓' mark if enclosed )

Documents	Enclosed	Not Enclosed
Attested registration certificate of the Security Agency issued by the appropriate authority		
Attested copy of valid labour license from the Regional Labour Commissioner for specific number required for the contract under Contract Labour (Regulation & Abolition) Act, 1970		
Attested copy of valid Service Tax registration certificate		
Attested copy of registration under EPFO		
Attested copy of registration under ESI.		
Proof of at least three successfully carried out security contracts of 15 or more security guards in each contract, consisting of only ex-servicemen or properly trained security guards/supervisors during the last 3 years in Govt./Semi-Govt./Central Autonomous bodies .		
Copy of PAN Card.		
An undertaking that the security agency has not been blacklisted by any Government Department/autonomous bodies as on the date of submission of the bid.		

**5. Turnover during the last three years**

Years	Turnover in Rupees ( in words and figures)
2012-13	
2013-14	
2014-15	

This should be duly certified by the Chattered Accountant of the Company/Firms, etc.





6. EMD of Rs 16,000/- (Rupees Sixteen Thousands) enclosed vide

DD No. ....  
Bank.....  
Date.....

7. Details of the experience in Govt. / PUC/ Corporate offices during the last three years as per the attached proforma :-

Years	Name of the Employer / Address / Tel No.	Details of Experience Period of Contract with dates of Commencement and termination covering last 3 years.	Total Number of Security Guards Employed
2012-13			
2013-14			
2014-15			

Enclose extra sheets if required.

We confirm that we will abide by all the terms and conditions and we don't have any counter condition.

(Signature of the authorized person of the Agency with seal)

Place:

Date:



**E. PROFORMA FOR FINANCIAL BID (PART-II)**

Sl.No.	Item Description	Charges for one Security Guard permonth
1.	Minimum wage per month	
2.	EPF	
3.	ESI	
4.	Service Charge on minimum wages (%)	
5.	TOTAL (1to 4)	
6.	Service tax	
7.	Grand Total per month	

1. We also confirm that we will abide all the terms and conditions and we do not have any counter conditions. We have inspected the Security Point/areas sight in NSSO Guest House (SankhyikiAawas) premises and fully understood the operational aspects.
2. We are aware that we will be solely responsible for observing the service conditions of the personnel deployed as per the prevailing statutory directives from the relevantControlling authorities, including Police Verification.

(Signature of the authorized person of the Agency with seal)

Place:

Date:

