

F.No. D-31016/6/2013-Genl.
Govt. of India
Ministry of Statistics & Programme Implementation

Sardar Patel Bhavan, Sansad Marg,
New Delhi-110001, dated: 11th April, 2014

Tender Notice

Subject- Award of contract for providing security guards- Regd.

Sealed application-cum-quotations (both technical and financial bids) are invited from all the interested firms for providing the services of **Nine security guards** in the various offices of this Ministry located at West Block-8, R.K.Puram, Jeevan Prakash Building, 25 K.G.Marg, New Delhi(8th & 9th floor) and Sardar Patel Bhavan for a period of one year from the date of finalization of tender.

2. 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.

TIMINGS:-

- (i) 07:30 a.m. to 8:30 p.m.(13 hours) and 8:30 p.m. to 7:30 a.m.(11hours)(for 24 hours)

3. Interested firms shall be required to furnish an Earnest Money Deposit of Rs. 25,000/-(Rs. Twenty five thousand only) in the form of Demand Draft, favouring DDO (Cash), Ministry of Statistics & Programme Implementation, New Delhi, alongwith the quotation. The Earnest Money shall be refunded to the unsuccessful bidders after the finalization of the tender process.

4. The firms applying for the said tender must possess the following requisite qualifications:-

- i) At least five years relevant experience in any Central Government Deptt./Organisation.
- ii) Annual turnover of Rs. 5 crore or above consecutively for the last three years.
- iii) The firm must have an registered office of their own with headquarters at New Delhi,
- iv)The firm must be having TIN No., PAN No., VAT Registration No., ESIC & EPFO registration and other requisite government clearances that are necessary for such work, and
- v) Certificate from the user Government Departments regarding the satisfactory services provided.
- vi) The other conditions remaining same, the contract will be awarded to lowest tenderer subject to satisfactory inspection report of committee, regarding office and record maintenance of EPF/ESI.

5. The offer/tender should be submitted in two parts as under:-

- a) Part-I of the tender should be superscribed "Part-I" Technical details for Tender Reference No. D-31016/6/2013-Genl. dated: 11th April, 2014 due on 02nd May, 2014 and shall contain/ indicate:
 - i) Name,Address and Telephone numbers of the firm,

- ii) Annual Turnover of the Firm to be supplemented by duly audited Balance Sheets of the Last three Financial Years,
- iii) A copy of the PAN Card/TIN No./VAT Registration No.
- iv) Details of Past Experience alongwith proof,
- v) Name of the Proprietor and his home address;
- vi) Quality certificate from a Class-I officer of any Central Government Deptt./Organisation where the firm is rendering the services of providing security guards.

b) Part-II of the tender shall be superscribed "Part-II" Financial Bid for Tender Reference No. D-31016/6/2013-Genl. dated: 11th April, 2014 due on 02nd May, 2014 and shall contain/ indicate:

i) Earnest Money of Rs.25,000/- in the form of DD/FDR in favour of DDO(Cash), Ministry of Statistics & Programme Implementation; and

ii) Rates against each item/sub item separately and specifically, in the format prescribed in the Annexure-I. Rates of wages must be in accordance with the Minimum Wages Act.

6. Both the technical bid and the financial bid shall be put in two separate closed covers as detailed above, and then put them in a single envelope which should be clearly superscribed "**Quotation for providing security guards in MOSPI**" and should be addressed to "**Under Secretary, General Administration, Room No.-201 , S.P.Bhavan, Sansad Marg, New Delhi-110001**" and the same should be dropped in Tender Box placed near the Reception of S.P.Bhavan, New Delhi on 02nd May, 2014. The technical bid will be opened on the same day at 3:30 pm in Room No. 201, S.P.Bhavan, New Delhi in the presence of the representatives of the firms, if attended by them. The financial bids of only those firms who qualify in the Technical bid will be opened on later date, to be announced on the day of opening of technical bid. Enquiry or suggestion, if any, may be made from Under Secretary(General), Room No.-201, Sardar Patel Bhavan, Sansad Marg, New Delhi.

7. The firm will be required to provide the requisite services of 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.

8. 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.

9. 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 Ministry of Statistics & P.I. The resultant contract will be interpreted under Indian Laws.

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



11. 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.
12. This Ministry has reserved the right to reject any or all quotations without assigning any reasons thereof.
13. The contract shall be terminated at any time without assigning any reasons, if the services of the firm is found unsatisfactory. In this connection, the decision of the Joint Secretary(Admn.), MoSPI will be final and binding on the Firm.
14. The successful Tenderer will have to deposit a Performance Security of Rs.50,000/-(Fifty thousand only) Favours DDO (Cash), 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.
15. If a firm quotes "Nil" service charges/consideration, the bid shall be treated as unresponsive and will not be considered.



15/4/24

(G. Vaidheeswaran)
Under Secretary to the Govt. of India.
Ph. 011-23742979.

Copy to:-

1. Computer Centre, R.K.Puram, New Delhi for placing the tender notice on this Ministry's website for due publicity.
2. Website of Central Public Procurement Portal.
3. DAVP, Ministry of Information & Broadcasting, New Delhi for publishing the tender notice in two leading news papers(one in Hindi & one in English).
4. Notice Board.

Ministry of Statistics and Programme Implementation

(Sardar Patel Bhavan, Jeevan Prakash Building, K.G.Marg, and R.K.Puram, West Block-8)

RATE FORMAT for providing security guard in this Ministry.

S.No.	Description	Rate(in Rs.)	
		Per Guard for 11 hrs.	Per guard for 13 hrs.
1	Wages of guard		
2	EPF Charges		
3	ESI		
4	Service Tax		
5	Service Charges		
Total:			

- i. Service Tax payable on the total billing amount.
- ii. Service charges paid on total wages charges.
- iii. The firm must enclose copy of registrations in regard to PF, ESI, and Service Tax.
- iv. The EPF will be reimbursed to the firm, only after production of PF deposit receipts.

