

सेवा में,

विषय:- एन.एस.एस.ओ., क्षेत्रीय कार्यालय, जयपुर के अधीनस्थ कार्यालयों में अनुबंध के आधार पर सिक्योरिटी सेवाओं के लिए मुहरबंद निविदाएं आमंत्रित करने के क्रम में ।

महोदय,

राष्ट्रीय प्रतिदर्श सर्वेक्षण कार्यालय (क्षेत्र संकार्य प्रभाग) के विभिन्न कार्यालयों यथा जयपुर स्थित उत्तरी अंचल व क्षेत्रीय कार्यालय व अलवर, कोटा व श्रीगंगानगर स्थित उपक्षेत्रीय कार्यालयों में अनुबंध के आधार पर कुल 10 सिक्योरिटी गार्डों की सेवाओं हेतु प्रतिष्ठित पंजीकृत एजेंसियों से मुहरबंद निविदाएं आमंत्रित की जाती हैं । इन 10 सिक्योरिटी गार्डों में से प्रत्येक स्थान पर 2 सिक्योरिटी गार्डों की तैनाती की जाएगी। प्रत्येक स्थान के लिए निर्धारित प्रोफोर्मा में अलग-अलग कोटेशन प्रस्तुत किये जाएं। इन सेवाओं को उपलब्ध कराने के लिए नियम और शर्तों की प्रति संलग्न है ।

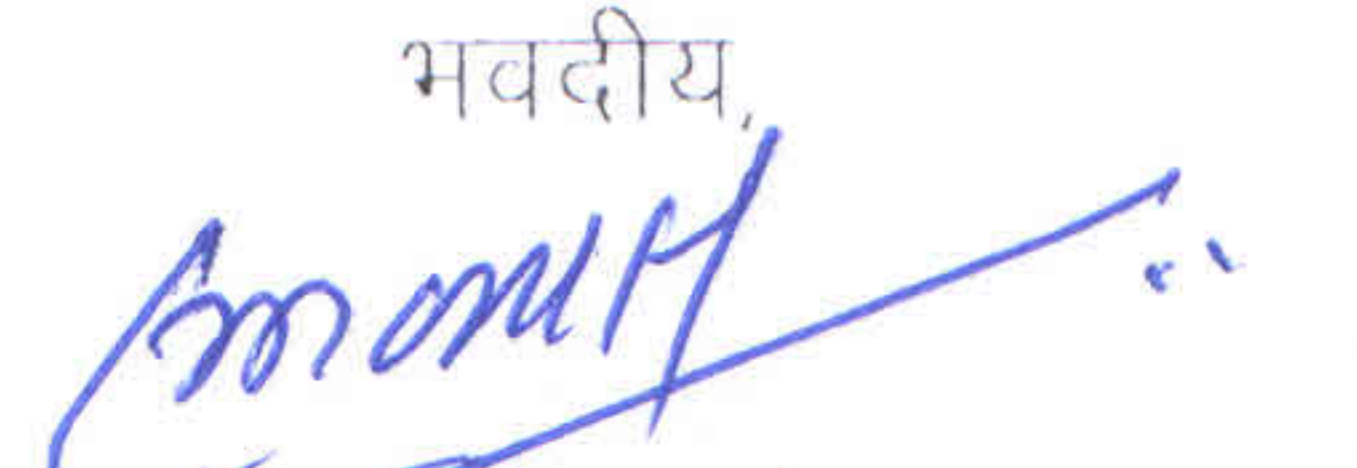
प्रत्येक कोटेशन संलग्न प्रारूप में भरकर सीलबंद लिफाफे में लिफाफे के ऊपर "राष्ट्रीय प्रतिदर्श सर्वेक्षण कार्यालय, क्षेत्रीय कार्यालय, जयपुर हेतु अनुबंध के आधार पर सिक्योरिटी सेवाओं के लिए कोटेशन व इसी प्रकार अन्य स्थानों यथा अलवर, कोटा, श्रीगंगानगर में सिक्योरिटी सेवाओं के लिए कोटेशन" लिखकर प्रेषित की जानी है ।

प्रत्येक स्थान पर स्थित कार्यालय के लिए दिये गए कोटेशन के साथ अमानत राशि रूपये 10000/- (रूपये दस हजार मात्र) का अलग-अलग डिमांड ड्राफ्ट "डीडीओ, एनएसएसओ.(एफओडी), जयपुर" के पक्ष में देय होगा । अमानत राशि जमा (ईएमडी) के बिना प्रस्तुत कोटेशन सरसरी तौर पर खारिज कर दिया जाएगा । कोटेशन कार्यालय अध्यक्ष, एनएसएसओ. (एफओडी.), क्षेत्रीय कार्यालय, 70/149-154, पटेल मार्ग, मानसरोवर, जयपुर को प्रेषित करना होगा ।

एन.एस.एस.ओ. (एफ.ओ.डी.), क्षेत्रीय कार्यालय, जयपुर के अधीनस्थ कार्यालयों के लिए सिक्योरिटी सेवाओं से संबंधित कोटेशन की महत्वपूर्ण तिथियाँ निम्नानुसार होंगी ।

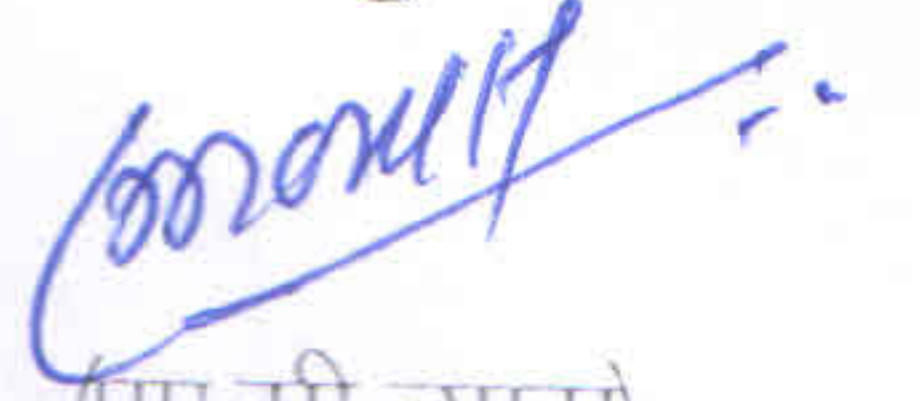
- |     |   |   |
|-----|---|---|
| (अ) | निविदा प्रपत्र जारी करने की तिथि एवं समय:-        | 13.05.2016 प्रातः 10:00 बजे से  |
| (ब) | निविदा प्रपत्र जमा कराने की अन्तिम तिथि एवं समय:- | 01.06.2016 सायं: 3:00 बजे तक  |
| (स) | निविदा खोलने की तिथि एवं समय:- तकनीकी बोली:-      | 03.06.2016 प्रातः 11:00 बजे   |
|     | वित्तीय बोली:-                                    | इसके बाद  |
| (द) | निविदा प्रस्तुत करने का स्थान:-                   | एन.एस.एस.ओ.(एफ.ओ.डी.),<br>70/149-154, पटेल मार्ग,<br>मानसरोवर जयपुर । |
| (ध) | निविदा खोलने का स्थान:-                           | उपरोक्तानुसार-  |

निर्धारित तिथि एवं समय के बाद प्राप्त निविदा पर विचार नहीं किया जाएगा ।

भवदीय,  
  
(एम.सी.व्यास)  
कार्यालय अध्यक्ष

प्रति:

1. उप महानिदेशक, कम्प्यूटर सेंटर, पूर्वी खण्ड, आर.के.पुरम, नई दिल्ली, को इस अनुरोध सहित निविदा को सांख्यिकी और कार्यक्रम कार्यान्वयन मंत्रालय की वेबसाइट और tenders.gov.in पर टेण्डर हेड में अपलोड करावें।
2. सूचना पट्ट।

  
(एम.सी.व्यास)  
कार्यालय अध्यक्ष

### निविदा दाताओं के लिए निर्देश

1. निविदा, कार्यालय अध्यक्ष, राष्ट्रीय प्रतिदर्श सर्वेक्षण कार्यालय (क्षेत्र संकार्य प्रभाग) क्षेत्रीय कार्यालय, 70/149-154, पटेल मार्ग, मानसरोवर, जयपुर-302020 के नाम भेजी जावे।
2. निविदा 2 भागों में प्रस्तुत की जाएं। भाग-I तकनीकी बोली और भाग- II वित्तीय बोली। भाग-I (तकनीकी बोली) में बयाना राशि जमा (ई.एम.डी/सुरक्षा बोली) रु. 10,000/- (रुपये दस हजार मात्र प्रत्येक कोटेशन हेतु) और खण्ड "बी" में वर्णित विवरण में दर्शाये अनुसार पात्रता के मानदंड पूरे होने चाहिए। भाग II ( वित्तीय बोली ) में प्रोफार्मा "जी" के अनुसार केवल वित्तीय प्रस्ताव दिये जाए। दोनों भागों को ठीक से चिन्हित कर उनके समुचित पहचान के लिए अलग- अलग मुहरबन्द लिफाफे में प्रस्तुत किए जावें।  
लिफाफों के उपर तकनीकी बोली तथा वित्तीय बोली लिखकर तीसरे बड़े लिफाफे में रखा जाना चाहिए और लिफाफे पर "कोटेशन संख्या" तथा "राष्ट्रीय प्रतिदर्श सर्वेक्षण कार्यालय, क्षेत्रीय कार्यालय, जयपुर हेतु अनुबंध के आधार पर सिक्योरिटी सेवाओं के लिए कोटेशन" व इसी प्रकार अन्य स्थानों यथा अलवर, कोटा, श्रीगंगानगर में सिक्योरिटी सेवाओं के लिए कोटेशन" अंकित होना चाहिए। भाग -I (तकनीकी बोली) निविदा खोलने की निर्धारित तिथि को निविदादाता या उनके अधिकृत प्रतिनिधि की उपस्थिति में खोला जाएगा तथा भाग II (वित्तीय बोली), भाग I के मूल्यांकन के बाद खोला जाएगा। भाग II (वित्तीय बोली) केवल उन निविदा दाताओं के लिए खोली जायेगी जो कार्य करने के लिए तकनीकी रूप से योग्य पाये जाएंगे, जिनके लिए वित्तीय बोली खोलने की तिथि व समय की पूर्व सूचना उन्हें दी जाएगी।

नोट:- इस निविदा हेतु अंग्रेजी वर्जन में वर्णित तथ्य ही मान्य होंगे।





F.No:-5/9/S.G./Raj(E)/2016-17  
Government of India  
Ministry of Statistics & Programme Implementation  
National Sample Survey Office  
(Field Operations Division)

70/149-154, Patel Marg,  
Mansarovar, Jaipur-20,  
Ph./Fax:- 0141-2395061/2396372,  
Email: [fod-ro.jpr@nic.in](mailto:fod-ro.jpr@nic.in)

M/s.....  
.....  
.....

Sub: **Quotations for engaging a security agency for providing Security Guards in the offices of NSSO (FOD) Regional office, Jaipur-regarding.**

Sir,

Sealed quotations are invited from reputed registered agencies for providing services of 10 Security Guards to be deployed at various offices of NSSO (FOD) viz. Regional and North Zonal offices located at Jaipur and Sub regional offices located at Alwar, Kota and Sri Ganganagar. Out of these 10 Security Guards, 2 each are required at above mentioned office locations. The quotations should be submitted separately for each location in the formats enclosed.

Each quotation should be submitted in a sealed envelope super-scribed as "QUOTATION FOR SECURITY SERVICES AT NSSO (FOD) Regional Office, Jaipur" and similarly super-scribed for other locations (viz. Quotation for security services at NSSO (FOD) SRO Alwar, Kota, Sriganganagar etc.). Each quotation must accompany an Earnest Money Deposit of Rs. 10000/- (Rupees Ten Thousand Only) in the form of a Demand Draft drawn in favour of "DDO, NSSO (FOD), JAIPUR". The quotations submitted without EMD will be rejected summarily. The quotations should be addressed to the Head of Office, NSSO (FOD), Regional office, 70/149-154, Patel Marg, Mansarovar, Jaipur.

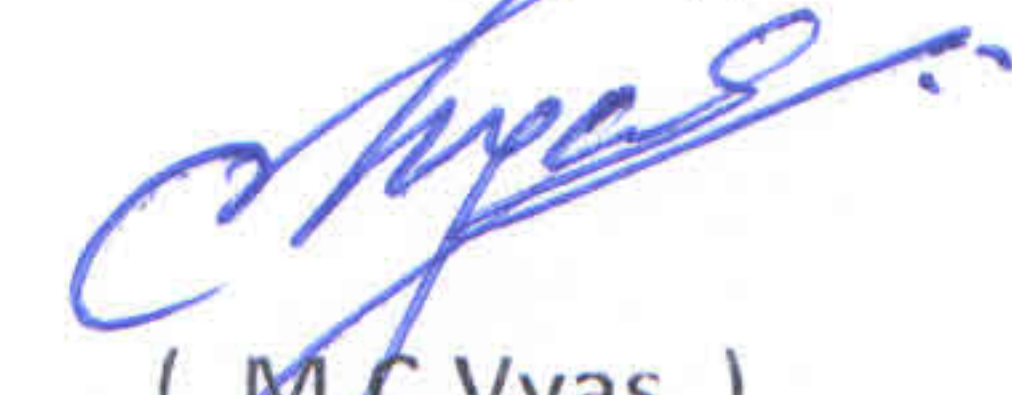
The various crucial dates relating to "QUOTATION FOR SECURITY SERVICES AT NSSO (FOD) Regional Office, Jaipur" are cited as under:-

(a)	Date of issue of Quotation Documents	:	13 <sup>th</sup> May 2016 from 10:00 A.M.
(b)	Last date and time for submission of Quotation Document:	:	1 <sup>st</sup> June 2016 up to 3:00 P.M.
(c)	Date and time for opening of	:	Technical Bid: 11:00 A.M. on 3 <sup>rd</sup> June 2016 Financial Bid: At a later stage
(d)	Place of submission of quotation	:	NSSO (FOD), Regional office, 70/149-154, Patel Marg, Mansarovar, Jaipur.
(e)	Place of opening the quotation	:	-do-

The quotations submitted after the stipulated time and date will not be entertained.

Encls:-Quotation Document for Security Services

Yours faithfully,

  
( M.C.Vyas )  
Head of Office

Copy to: 1. the Deputy Director General, Computer Centre, East Block, R.K.Puram, New Delhi, with a kind request to upload the quotation documents on the website of MoSPI and the [tenders.gov.in](http://tenders.gov.in) under tender head.

2. Notice Board

( M.C.Vyas )  
Head of Office

Government of India  
Ministry of Statistics & Programme Implementation  
National Sample Survey Office  
(Field Operations Division) .  
Regional Office, Jaipur

PHONE: 0141-2395061  
Email: [fod-ro.jpr@nic.in](mailto:fod-ro.jpr@nic.in)  
[fodro.jpr@gmail.com](mailto:fodro.jpr@gmail.com)

Quotation No.- 5/9/S.G./Raj/E/2016-17/1 Dated:-13-05-2016

## QUOTATION DOCUMENT

### ANNUAL CONTRACT FOR PROVIDING SECURITY SERVICES AT

1. NSSO (FOD), North Zonal Office, 55- Keshav Nagar, Lane No.-3, Hawa Sadak, Jaipur-302019
2. NSSO (FOD), Regional office, 70/149-154, Patel Marg, Mansarovar, Jaipur-302020
3. NSSO (FOD) Sub Regional Office, 8/11, N.E.B. Rajasthan Housing Board Colony, Alwar-301001
4. NSSO(FOD), Sub Regional Office, Plot No.-9, Shiv Shakti Bhawan, New Colony, Gumanpura, Kota-324007
5. NSSO(FOD), Sub Regional Office, Opposite-Hakam Maruti Garage, Near Govt. Hospital, Suratgarh road, Sriganganagar-335001

Last date for submission: Date: 1<sup>st</sup> June 2016 upto 3:00 P.M.

Opening of Technical Bid: Date: 03<sup>rd</sup> June 2016 at 11:00 A.M.

Sealed quotations 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 guards to **NATIONAL SAMPLE SURVEY OFFICE (FOD) Zonal Office, Regional Office, located at Jaipur and SROs located at Alwar, Kota, Sri Ganganagar**. 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 NSSO (FOD) .

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

- a) Providing security services in the office premises of NSSO (FOD) .
- b) Keeping vigil against trespassing by strangers, intruders, unknown persons etc.
- c) Monitoring the movement of the persons coming in the office premises and going outside the Office premises. 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 office premises will be checked for any item being taken outside. Items taken out from the office premises by the staff/outsideers should have valid pass.
- d) The scope of work may change during the period of the contract by mutual consent.

### **B. ELIGIBILITY CRITERIA**

The Agencies that fulfil 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 two years' experience in contractual security business after registration.
- e) Organized training arrangements for security personnel with clear recruitment policies.
- f) At least three running contracts of total annual value not less than Rs. 5-10 lakh in the large industrial / educational office premises/office complex.
- g) Proof of at least 1-2 successfully carried out security contracts of 5-10 or more security guards in each contract, consisting of ex-servicemen or properly trained security guards/supervisors during the last 2 years in Govt./Semi-Govt./Central Autonomous bodies.
- h) An undertaking that the security agency has not been blacklisted by any Government Department/Autonomous bodies.

### **C. INSTRUCTIONS TO QUOTATIONERS**

1. The Quotation should be addressed to Head of Office, NSSO (FOD) Regional Office, 70/149-154, Patel Marg, Mansarovar, Jaipur-302020.
2. The quotations are 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. 10000/- (Rupees Ten 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 G**. Both the parts should be properly marked and enclosed in separate sealed envelopes for their proper identification. The envelopes super-scribed **TECHNICAL**.

**BID and FINANCIAL BID** should again be sealed in a **third bigger** envelope superscribing the **quotation** No. and **“Quotation for Security Services at NSSO (FOD) Regional Office, Jaipur”**. The part-I (Technical Bid) will be opened in the presence of the **quotationers** or their authorized representatives on the date of **quotation** opening and the Part-II (Financial Bid) shall be opened after evaluation of Part-I. **The Part-II(Financial Bid) shall be opened only for those quotationers 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 **quotation** are cited as under :

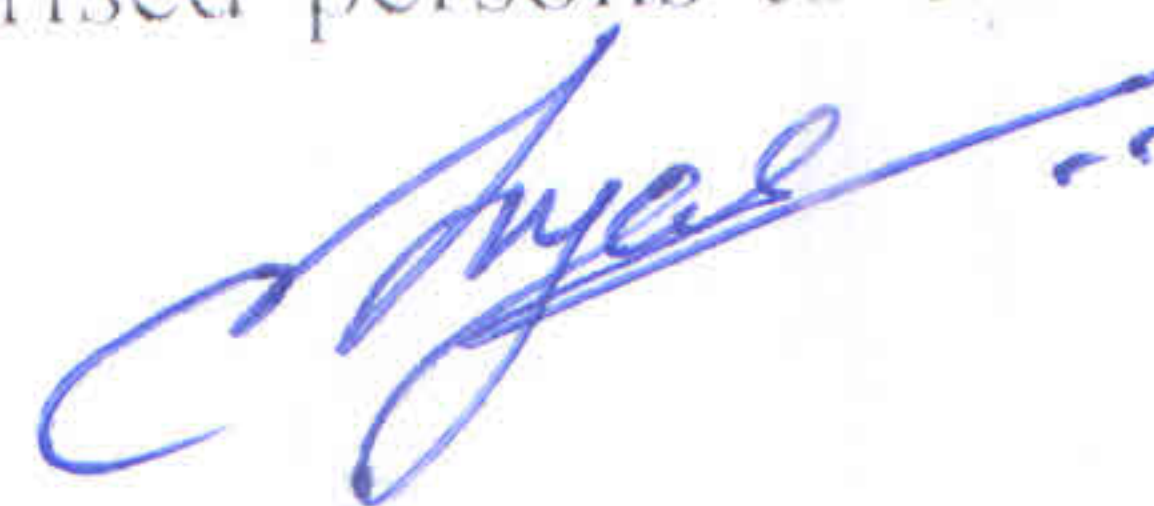
- (a) Date of issue of Quotation Documents:- **13<sup>th</sup> May 2016 from 10:00 A.M.**
- (b) Last date and time for submission of Quotation Document: **01<sup>st</sup> June 2016 up to 3:00 P.M.**
- (c) Date and time for opening of  
Technical Bid:- **11:00 A.M. on 03<sup>rd</sup> June 2016**  
Financial Bid: At a later stage
- (d) Place of submission of quotation:- NSSO (FOD), Regional office, 70/149-154, Patel Marg, Mansarovar, Jaipur.
- (e) Place of opening the quotation:- NSSO (FOD), Regional office, 70/149-154, Patel Marg, Mansarovar, Jaipur.

4. **Quotations** received after due date/time (Late Bid) and without EMD shall be rejected.
5. The NSSO (FOD) reserves the right to accept or reject any or all the offers without assigning any reason.
6. At any time, prior to the date of submission of bids, the NSSO (FOD) , for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bid document by amendment.
7. **Quotations** should remain valid for 90 days from the date of opening of **quotations** with a provision for suitable extension.

#### **D. TERMS & CONDITIONS**

1. 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. **NSSO (FOD) also reserves the right to terminate the contract after giving 30 days' notice without assigning any reason thereof.**
2. The Security Agency shall provide security arrangement for guarding the Office premises within the confined premises as required by the NSSO (FOD). Moreover, the Security Agency shall also protect the NSSO (FOD) Office premises from anti-social elements, fire etc.
3. **The Security Agency shall deploy the guards below the age of 35 years.** Every personnel deputed by the Agency shall be literate and minimum educational qualification should be 8<sup>th</sup> pass.
4. 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 NSSO (FOD) for record, verification etc.

5. The Security Agency shall provide proper uniform (boots/shoes, caps, badges, etc.) to every personnel deployed by the agency in the NSSO (FOD) Office premises at their own cost and expenses.
6. 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 NSSO (FOD) 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.
7. The NSSO (FOD) 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 NSSO (FOD). **The NSSO (FOD) shall also have the right to check and supervise the Security personnel on duty through a NSSO (FOD) level Security Executive Committee (SEC) or any other representative to be named by the NSSO (FOD)'s administration.** The decisions of the SEC shall be binding on the Security Agency.
8. The Agency shall furnish a detailed fortnightly duty chart of his employees for each shift and keep the NSSO (FOD) 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 shall be responsible to monitor the deployment.
9. 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 NSSO (FOD) 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 NSSO (FOD), the Security Agency shall indemnify the NSSO (FOD) completely.
10. **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 NSSO (FOD) 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.**
11. The personnel deployed by the Security Agency in the NSSO (FOD) shall be removed immediately if the NSSO (FOD) 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 NSSO (FOD).
12. 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.
13. Entry in the Office premises / complex is restricted. The guards on duty at the Main Gates/Reception will allow only the authorised persons to enter the NSSO (FOD) after making proper verification.



14. The Security Agency and the persons employed by him shall not divulge to **outsiders** any information about the equipment(s) installed in the NSSO (FOD), divulge information about the employees as well as the activities of the NSSO (FOD). The Agency will also have the responsibility to safeguard all the properties of NSSO (FOD) .
15. The NSSO (FOD) 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.
16. The security personnel shall remain on duty for 8 (eight) working hours. Security Services will be provided in two 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.
17. **The NSSO (FOD) would require following set of security personnel (2 Guards):-**

Shift	Time	Guard
I	18:00 P.M. to 02:00 A.M.	1
II	02:00 A.M. to 10:00 A.M.	1

18. 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 NSSO (FOD) .
  - Carrying out any other tasks in case of emergency or as may be assigned by the NSSO (FOD) .in respect of security related work.
19. 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 2 shift basis.
20. No residential accommodation, subsidized food or transport will be provided to the Security guards/security supervisors or staff of the agency.
21. 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.
22. 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 NSSO (FOD) . The final payment shall, however, be made only after the scrutiny of the bills.
23. The persons employed by the Agency for the security of the NSSO (FOD) will be the employees of the Security Agency and the NSSO (FOD) 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 NSSO (FOD) and the Security personnel employed by the Security Agency shall have no right whatsoever to claim employment from the NSSO (FOD).

24. The Security Agency shall undertake, at their own expense but to the satisfaction of the NSSO (FOD), a continual updating of skill, processes and procedures followed by the Security staff employed in the security of the NSSO (FOD) by organizing suitable training for them on the routine basis.
25. 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 of the NSSO (FOD), 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 NSSO (FOD).
26. The Earnest Money Deposit (EMD) of **Rs.10000/- (Rupees Ten Thousand only)** in the form of **Demand Draft/ Pay Order drawn in favour of "DDO, NSSO (FOD), JAIPUR"** should be enclosed with **each quotation**. The EMD should remain valid for a period of forty-five days beyond final bid validity period. The **quotation** received without EMD would be summarily rejected. The earnest money deposit will be refunded to the **quotationers** whose offer has not been accepted within 90 days of opening of **quotations**.
27. Contract of the Agency may be cancelled on violation of the contractual assignment.
28. The successful Agency will be required to execute an agreement with NSSO (FOD) within the period specified in the award letter. **In case the successful agency fails to enter into the Agreement with NSSO (FOD) within the specified date mentioned in the award letter, the EMD deposited by such Agency shall stand forfeited without giving any further notice.**
29. It is mandatory for the successful **quotationer** 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 **"DDO, NSSO (FOD), JAIPUR"** 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.
30. The agency would be responsible for the payment as per the Minimum Wage Act. Any increase in the minimum wage would be provided by the NSSO (FOD) under the compliance of the MWA - 1948.
31. **PENALTY CLAUSE:** - In case of any irregularities noticed, the penalty amount will be levied by NSSO (FOD) 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 with in stipulated time. Such repeated irregularities will make the agency liable for cancellation of contract with forfeiture of the Security Deposit.



32. **ARBITRATION CLAUSE:-**In case of any disputes between the parties viz. NSSO (FOD) Regional 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 Quotation Document/ Contract Agreement, the dispute shall be referred to an Arbitrator as per Arbitration and Reconciliation Act 1996, in Jaipur jurisdiction.
33. **Quotationers** 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 Licence 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 1-2 successfully carried out security contracts of 5-10 or more security guards in each contract, consisting of only ex-servicemen or properly trained security guards/supervisors during the last 2 years in Govt./Semi-Govt./Central Autonomous bodies .
9. Proof of annual turnover ( Rs. 5-10 lakh per year) during the last 2 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.



**F. 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 Authorised Representative (s)

4.	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 1-2 successfully carried out security contracts of 5-10 or more security guards in each contract, consisting of only ex-servicemen or properly trained security guards/supervisors during the last 2 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 2 years**

Years	Turnover in Rupees ( in words and figures)
2014-15	
2015-16	

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

**6. EMD of Rupees 10000/- enclosed vide**

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

**7. Details of the experience in Govt. / PUC/ Corporate offices during the last two 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 2 years.	Total Number of Security Guards Employed
2014-15			
2015-16			

**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 authorised person of the Agency with seal)**

**Place:**

**Date:**



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

Sl.No.	Item Description	Charges for one Security Guard per month	Charges for two Security Guard per month
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 (FOD) Office 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 relevant Controlling authorities, including Police Verification.

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

Place:

Date:

*[Handwritten Signature]*