

Government of India  
Ministry of Statistics & P.I.  
National Sample Survey Office  
Data Processing Division (HQs)

Mahalanobis Bhavan  
164, G. L. T. Road,  
Kolkata - 700 108.  
Dated : 03/06/2014

**TENDER NOTICE**

On behalf of the President of India, this office invites sealed tenders in two-bid system from the reputed and experienced firms for award of Annual Contract for providing Security Services (round the clock) at Sankhyiki Aawas at Mahalanobis Bhavan, 164, G. L. T. Road, Kolkata – 700 108.

2.The sealed tenders should contain two separate bids namely “Technical Bid” & “Financial Bid”, filled in specified Proforma. The sealed envelope containing duly filled in Technical bid (in sealed cover) and Financial bid (in sealed cover) should be reached latest by 3.00 PM on 23<sup>rd</sup> June, 2014.

The sealed tenders along with EMD of Rs. 50,000/- in Pay order/Demand draft in favour of PAO, MOSPI, Kolkata should either be sent by post to the undersigned or Help Desk (Room No.107) at Mahalanobis Bhavan, DPD (HQ). The bids received after the closing date shall not be entertained in any case.

3.Tender details/ document may be downloaded from the MOSPI's website (<http://www.mospi.gov.in/>) and the same may be submitted alongwith a Pay order or demand draft of Rupees five hundred(Rs.500/-) only drawn in favour of PAO , MOSPI, Kolkata. A copy of the Tender document may also be obtained in person from Cash Counter, DPD(HQ) on any working day before 20<sup>th</sup> June, 2014 by paying Rupees Five Hundred (Rs.500/-) only in cash or by a pay order/demand draft of Rupees five hundred (Rs.500/-) only drawn in favour of PAO, MOSPI, Kolkata.

4.The technical bid will be opened at 3.30 PM on 23<sup>rd</sup> June, 2014 in the presence of all the Tenderers or their authorized representatives, if so desires.

5.The financial bids will be opened for those firms whose technical bids are accepted and prior intimation will be given to them regarding the date of opening of financial bids.

  
(Dharmvir Ma)

Director & Head of Office  
Tel.(033)-25786474

Copy to:-

1. Deputy Director General, Computer Centre, MoS & PI, R.K.Puram, New Delhi for uploading the tender on Ministry's website.
2. Notice Board – Mahalanobis Bhavan.



GOVERNMENT OF INDIA  
MINISTRY OF STATISTICS & PROGRAMME IMPLEMENTATION  
NATIONAL SAMPLE SURVEY OFFICE  
DATA PROCESSING DIVISION (HQs)

'Mahalanobis Bhavan'  
164, G. L. T Road,  
Kolkata – 700 108.

Phone No. 033 2578-6474  
Fax No. 033 2578-6479

No. 45/2/Hostel/DPD(HQ)/Admn.IV/2013-14  
Dated : 03/06/2014

**TENDER DOCUMENT**

ANNUAL CONTRACT FOR PROVIDING  
SECURITY SERVICE  
AT  
SANKHYIKI AWAS (NSSO GUEST HOUSE)

Last date for submission : 23/06/2014 at 3.00 P.M.  
Opening of Technical Bid : 23/06/2014 at 3.30 P.M.

*Dhanoo*

**Tender No. 45/2/Hostel/DPD(HQ)/Admn.IV/2013-14**

**Dated :03/06/2014**

Sealed tenders are invited in Two bids System comprising Technical Bid in Part-I and Financial Bid in Part – II from reputed, professionally experienced and financially sound security Agencies who can provide round the clock security services for Sankhyiki Aawas (Guest House) of National Sample Survey Office, DPD(HQ), 164, G. L. T. Road, Kolkata – 700 108. The contract will be initially for a period of one year, which may be extended further depending upon the service to the satisfaction of the **competent authority**.

**A. SCOPE OF THE WORK**

- (a) Providing round the clock general security service and guarding the buildings, assets of the Guest House.
- (b) Patrolling through the length and breadth of the Campus at frequent intervals.
- (c) Keeping vigil against trespassing by Strangers, Vehicles etc.
- (d) Monitoring of movement of public to the Guest House in and out.
- (e) Operation of lift of the Guest House.

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

**B. PRE QUALIFICATIONS/ELIGIBILITY CRITEREA**

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

- (a) Registered under Relevant Act & valid labour license from Regional Labour Commissioner.
- (b) Registration under Labour Laws, EPF, ESI & Service Tax.
- (c) Minimum three year experience in contractual security business after registration.
- (d) Organisation training arrangements for security personnel with clear recruitment policies.
- (e) Minimum 50 guards (including armed guards) on its payrolls.
- (f) At least two running contracts of annual value not less than Rs.5 lakhs for each contract in the large industrial/educational campuses/office complex.
- (g) At least two successfully carried out security contracts of 7 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. Autonomous bodies.
- (h) Proof of PAN card
- (i) An undertaking that the security agency has not been blacklisted by any Government Department/ autonomous bodies.


**Note:** 1. Agency must provide documentary details wherever 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 is to be submitted in two parts comprising Part – I: Technical Bid & Part – II: Price Bid. The part – I (Technical Bid) containing the EMD of Rs. 50,000.00 should be submitted as per Annexure-II. The Part – II (Price Bid) should contain only the price offered as per the proforma (as per Annexure-IV). Both the parts should be properly marked and enclosed in separate sealed envelopes for their proper identification. The envelopes superscribed TECHNICAL BID and PRICE BID should again be sealed in a third bigger envelope superscribing the tender No. and ‘ANNUAL CONTRACT FOR SECURITY SERVICE AT NATIONAL SAMPLE SURVEY OFFICE, DPD(HQ), 164 G. L. T. ROAD, KOLKATA – 700 108’. The part –I (Technical Bid) will be opened in presence of the tenderers or their authorized representatives, if desires so on the date of tender opening and the Part – II (Price Bid) after evaluation of Part – I. The Part – II shall be opened for those firms who are found technically qualified to carry out the work, for which prior intimation will be given indicating the date and time of price bid opening.
2. The crucial dates for opening & closing, etc. tender are cited as under: -
  - (a) Date of issue of Tender Document: 03/06/2014
  - (b) Last date and time for submission of Tender Document: 23/06/2014, 15.00 Hrs.
  - (c) Date and time for opening of  
Technical Bid : 23/06/2014, 1530 Hrs.  
Financial Bid :- At later stage
  - (f) Place of submission of tender :- National Sample Survey Office, Data Processing Division,(HQ), 164, Gopal Lal Thakur Road, Kolkata – 700 108.
  - (g) Place of opening the tender :- National Sample Survey Office, Data Processing Division,(HQ), 164, Gopal Lal Thakur Road, Kolkata – 700 108.
3. Tender received after due date/time (Late Bid) and without EMD shall be rejected.
4. The Office reserves the right to accept or reject any or all the offers without assigning any reason.
5. At any time, prior to the date of submission of bids, the Office, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bid documents by amendment.

**D TERMS & CONDITIONS**

1. The Security Agency shall provide security arrangement for guarding the Guest House as required by the Office. Moreover, the Security Agency shall also protect the Guest House from anti-social element.
  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 Security Agency shall deploy the guards, preferably ex-servicemen, below the age of 40 years and, supervisors (preferably ex-servicemen) below the age of 45 years. Every personnel deputed by the Agency shall be literate and minimum educational qualification should be 8<sup>th</sup> passed.
  4. The Security personnel should be smart, well dressed, alert and properly turned out with boots/shoes, belt, caps, badge, whistle etc., and carry an identity card duly attested by the Executive of Security Agency. A photocopy of these identity cards shall be given to the Office for record, verification etc.
  5. The security Agency shall provide proper uniform (shoes, caps, canes/stick, torch etc.) to every
- 

personnel deployed by the agency at their own costs and expenses.

6. The Security Agency shall ensure that before deputing the security staff, the agency will verify the antecedents from local police station of all their staff and provide Office a complete dozier of particulars of each security personnel proposed to be deployed. Noncompliance with this provision will be deemed to be violative of the contract, inviting penal action.
7. This 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 guards 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 representative to be named by the Office.
8. Office 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 of the Guest House also. The supervisor will 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 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 hereby indemnifies the Institute completely.
10. The personnel deployed by the Security Agency for the job shall be removed immediately if the Office considers such removal necessary on administrative grounds. The security Agency shall also immediately remove any personnel who is found not to be discharging his duties correctly or is of doubtful character and shall replace him with substitute personnel either on its own or on the demand of the Office.
11. The Security agency shall maintain a register for making the attendance by security personnel deployed by him, which shall be seen by the officer-in-charge/supervisor of each shift of the security, everyday
12. Entry in the Guest House is restricted. The guards on duty at the Main Gates/Reception will ensure that only the authorized persons enter after proper verification.
13. The security Agency and the persons employed by him shall not divulge to outsiders any information about the employees as well as the activities of the Office. The Agency will also have the responsibility to safeguard the moveable and immovable property, besides protecting the environment.
14. The Security Agency shall ensure proper locking of all rooms of Guest House, switching off light, fan etc. In case of any theft, breakage, pilferage of any fixture and/or fittings, furniture, equipment, etc. the responsibility shall be of the Agency and will be reported to the office. If after a departmental enquiry, it is found that the loss has occurred due to negligence of the Agency's guard/guards on duty, the Office will have full power to recover the loss in full or adjust from the security deposit of the Agency. The decision of the Office in this regard will be final and binding on the Agency.
15. 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, equipped with batons/lathis, torches, whistles, punctuality etc.
16. The security personnel shall remain on duty for 8 (eight) working hours. Round the clock security services (24x7) 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 relived will attract penal action.



17. The Office would require following set of security personnel:-

Shift	Time	Guard	
I	6.00 AM – 2.00 PM	3	
II	2.00 PM – 10.00 PM	3	
III	10.00 PM – 6.00 AM	3	

This number may be increased or decreased depending upon the requirement. The time of the shift may change depending upon the requirement of Office. In the day time, one of the guards should be female.

18. The Security Agency shall provide weekly off/holidays to his workmen as per labour laws but it will be his responsibility to ensure uninterrupted services on all days throughout the year. No. workman 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.
19. No residential accommodation, subsidized food or transport will be provided to the Security guards/security supervisors or staff of the agency.
20. 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 of death/injury/disablement at work etc.
21. All the assets and articles provided by the Office shall be the property of the Office and the Security Agency shall be merely the custodian of such assets and articles. On termination of security contract either by end of time or any time earlier than the stipulated period as the Office may decide at its sole discretion, such property shall be handed over to the Office forthwith.
22. The payment for services shall be made on monthly basis, through e-payment, on production of pre-receipted bill in triplicate, 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.
23. 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.
24. The Security Agency shall undertake, at their own expenses but to the satisfaction of the Office, a continual updating of skill, processes and procedures following by the Security staff employed in the security of the Office by organization of suitable training programs for them on routine basis.
25. The Security Agency shall be responsible for the good conduct and behavior of its employees. If any employee of the Security Agency is found misbehaving with the employees, Guests of the Guest House/Office, 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.
26. The Earnest Money Deposit (EMD) of Rs. 50.000/- (Rupees fifty thousand only) in the form of Demand Draft/Pay Order drawn in favour of "Pay and Account Officer, Ministry of Statistics and Programme Implementation, Kolkata should be enclosed with the tender. 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.
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 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.

29. The successful bidder is required to deposit an amount equivalent to 10% of the contract value towards security deposit for due performance of the Contract in the form of a bank guarantee in favour of "Pay and Account Officer, Ministry of Statistics and Programme Implementation, Kolkata.
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 office under the compliance of the MWA – 1948.
31. **PENALTY CLAUSE:-** In case of any irregularities noticed, the penalty will be levied by 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.
32. **ARBITRATION CLAUSE:-** In case of any disputes between the parties viz., 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 need to be checked, in Kolkata jurisdiction.
33. Tenderers should sign at each page of the documents confirming the acceptance of all the terms and conditions.

**E LIST OF DOCUMENT TO BE SUBMITTED WITH TECHNICAL BID**

1. Attested registration certificate of the Security Agency issued by the appropriate authority.
  2. 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.
  3. Attested copy of valid Service Tax registration certificate.
  4. Attested copy of registration under EPFO.
  5. Attested copy of registration under ESI
  6. Status : Whether Proprietor/Firm/Company.
  7. Proof of at least two successfully carried out security contracts of 7 or more security guards in each contract, consisting of only ex-servicemen or properly trained security guards/supervisors during the last 03 years in Govt. /Semi-Govt./Central Autonomous bodies.
  8. Details of clients.
  9. Attested copy of PAN Card.
  10. An undertaking that the security agency has not been blacklisted by any Government Department/ Autonomous Bodies as on the date of submission of bid.
  11. Attested copy of proof of minimum 50 guards on its pay rolls.
  12. Proof of at least two running contracts of annual value not less than Rs.5.0 lakhs in each contract in Govt. Depts./PUCs/Corporate Offices
  13. EMD of Rs.50,000/-in the form of Demand Draft/Pay order drawn in favour of PAO , MOSPI, Kolkata.
  14. Technical Bid as per Annexure-II.
  15. Undertaking by the bidder as per Annexure-I.
  16. Turnover during the last 3 years.
  17. Details of experience in Govt./PUC/Corporate office during the 3 years
- F. Financial cover would contain the following documents duly filled in & signed in accordance with the formats provided in the Tender document:
- (i) Financial bid forwarding letter as per Annexure-III.
  - (ii) Financial bid form duly filled in as per Annexure-IV.



Tender No. 45/2/Hostel/DPD(HQ)/Admn.IV/2013-14

Dated : 03/06/2014

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

**NATIONAL SAMPLE SURVEY OFFICE  
DATA PROCESSING DIVISION (HQ)  
164, Gopal Lal Thakur Road, Kolkata – 700 108.**

1. Name of the Agency :
2. Office Address :
- Telephone No. :
- FAX No. :
- E-Mail Address :
3. Name of the Authorised Representative (s) :
4. Check List :

Documents	Enclosed(Yes/No)
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 two 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./PUCs/Corporate 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.	
Proof of minimum 50 guards in its pay roll.	





5. Turnover during the last three years.

Years	Turnover in Rupees (in words and figures)
2010-11	
2011-12	
2012-13	

This should be duly certified by the Chattered Accountant of the Company.

6. EMD of Rs. 50,000/- enclosed vide

DD No.....

Bank.....

Date.....

7. Details of the experience in Govt. / PUC/ Corporate offices during the last three years at 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
2010-11			
2011-12			
2012-13			

Enclose extra sheets if required.

We hereby confirmed 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:



Tender No. 45/2/Hostel/DPD(HQ)/Admn.IV/2013-14

Dated : 03/06/2014

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

Srl. No.	Item description	Security Guards	Gunmen (preferable ex-service man)	Security Supervisor (preferably ex-service man)
1.	Minimum wage per month			
2.	EPF (%)			
3.	ESI (%)			
4.	Service Charge on minimum wages (%)			
5.	TOTAL ( 1 to 4)			
6.	Service tax (%)			
7.	Grand Total per month per head			

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 office premise and full 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 authorized person of the Agency with seal)

Place :-

Date :-



**Undertaking by the Bidder**  
(Enclose with Technical Bid)

Date: .....

To  
**The Additional Director General**  
**N.S.S.O, DPD(HQ), Ministry of Statistics & P.I.,**  
**'Mahalanobis Bhavan',**  
**164, G.L.Tagore Road,**  
**Kolkata-700108**

Sir,

After having read the full contents of the Tender Document [No.45/2/Hostel/DPD(HQ)/Admn.IV/2013-14 dated 30/06/14 we, the undersigned, offer to undertake job as mentioned on the Tender Form which mainly include (a) Providing round the clock general security service and guarding the buildings, assets of the Guest House, (b) Keeping vigil against trespassing by Strangers, Vehicles etc. (c) Monitoring of movement of Guests to the Guest House in and outside the Guest House. To check items taken out for repair by officials/outside with Valid Gate Pass issued by the concerned office and (d) Operation of lift of the Guest House in accordance with the terms & conditions of the Tender Documents for sums as may be ascertained in accordance with the Price/cost provided in our Financial Bid.

2. We also undertake, if our bid is accepted, to commence the services immediately as per terms and conditions of tender. If our bid is accepted, we will submit a Security Deposit from a Nationalised or Scheduled Commercial Bank for a sum equivalent to 10% of the total Contract value for due Performance of the Contract.
3. We agree to abide by this Bid for a period of 365 days from the date of opening of Technical Bid and it shall remain binding upon us and may be accepted at any time before expiry of that period. Till a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.
4. We also agree to abide by the Mode of Payment as per Terms & Conditions of the Tender Document.
5. We also undertake to abide by the provisions of Minimum Wages Act, in case we are declared successful bidder.
6. We have learnt from the Tender Document's Terms & Conditions that you are not bound to accept any bid you may receive. We have also understood that you have the right to vary the scope of services and we agree with it.

Dated \_\_\_\_\_ day of \_\_\_\_\_ 2014

Signature & Seal  
 [Only authorized person to sign bid]



**FORWARDING LETTER – FINANCIAL BID**

(Enclose with Financial Bid)

To  
**The Additional Director General**  
**N.S.S.O, DPD(HQ), Ministry of Statistics & P.I.,**  
**‘Mahalanobis Bhavan’,**  
**164, G.L.Tagore Road,**  
**Kolkata-700108**

Ref.: Tender No. No.45/2/Hostel/DPD(HQ)/Admn.IV/2013-14, dated 03/06/2014  
 Sir,

We declare -

That we are an professionally experienced and financially sound agency engaged in providing security services in Govt./PUC/Corporate offices and are equipped with adequate set up for providing such services. Our firm's offices at the locations mentioned in our Technical Bid are open for inspection by your representatives.

2. We hereby offer to provide and deliver the services envisaged under scope of the work viz. providing round the clock security services and guarding the building, assets etc. of the Guest House. Patrolling through length and breadth of the campus, keeping vigil against trespassers, monitoring of public movement, etc.

3. We hereby declare that we shall comply with all statutory requirements, existing as well as which will promulgate from time to time viz. Payment of Wages Act, Provident Fund Act, ESI scheme, whichever is applicable to the organization of Security Agency.

4. We submit herewith the complete Financial Bid as per prescribed Financial Bid Form in the sealed cover. The sealed cover contains:

- a. Forwarding Letter-financial Bid.
- b. Financial Bid Form duly filled in and signed.

5. We agree to abide by our offer for a period of 365 days from the date of opening of the Technical bid and that we shall remain bound by a communication of acceptance within that time.

6. We hereby certify that we have carefully read and fully understood all the contents of the Tender document and the Terms and Conditions stated therein. We do hereby undertake to deliver and perform as per these terms and conditions.

7. We do hereby undertake, that until a formal Contract Agreement is prepared and executed, this bid, together with your written acceptance thereof and placement of letter of intent awarding the Contract, shall constitute a binding Contract between us.

Dated: this \_\_\_\_\_ day of \_\_\_\_\_ 2014.

Signature of Bidder

Details of enclosure

Full address:  
 Telephone No. :  
 E-mail:  
 Fax No.

