

D-21014/5/2011-Genl.
GOVERNMENT OF INDIA
MINISTRY OF Statistics & Programme Implementation
Sardar Patel Bhawan, New Delhi
Dated 37.2014

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:-

Sl. No.	Criterion
a) Work- Experience	Minimum work experience : 5 years
b) Annual turnover	Turnover of the company: Rs. 5 Crores or more Average Annual Turnover of last three years. (Audited balance sheet to be enclosed)
c) ISO certificate	100% statutory compliance company ISO Certification of the firm. Copy of the certificate to be enclosed.
d) Experience sheet must enclosed.	Experience of existing deployment in minimum 05 various govt. institutions/bodies/establishments.

2. The tenders for the security services are in two parts i.e. Part-I containing the terms and conditions (signed copy of each pages of tender documents must be enclosed) and Part-II 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.

3. The last date of submission of tender :.....22.7.2014(3.00 PM)
Opening of technical bid :22.7.2014 (3.30 PM)
The opening of financial bid will be intimated to the technically qualified bidder.

4. An Earnest Money of Rs. 25,000/- (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.

3. The successful tenderer shall execute an agreement with the Bank on stamped paper within fourteen days of receipt of letter of acceptance. However, the issue of letter of acceptance by the Bank 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.

4. 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.

5. Maxmum age for the security guards should not be more than 45 years.

6. The agency shall provide reasonably good uniform with name badges to its security guards/supervisors at its own cost and ensure that they are used by the personnel deployed and are maintained in good conditions. A lanyard with a whistle, torch, raincoat and a baton will be the part of the security guards uniform.

7. 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. Proof of paying minimum wages paid to the security guards should be submitted along with the bill. **The increase will be given based on Delhi Govt. Minimum Wages Act from time to time.**

8. 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.

9. Trained uniformed security guards will be deployed in General shift of 11 hours and 13 hours each and will perform the following duties.

10. 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.

11. 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.

12. 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.

13. 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.

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

15. 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.

16. The ministry has reserved the right to reject any or all quotations without assigning any reasons thereof.

17. The successful tenderer will have to deposit a performance security of Rs. 50,000/- (fifty thousand 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.

18. If a firm quoted 'nil' service charges/ consideration, the bid shall be treated as non-responsive and will not be considered.


3/7/14

(G. Vaidheeswaran)

Under Secretary to the Government of India

Tel 23747929

- Copy to :- Computer Centre.
2. CPPP portal.
3. Notice board.

Annexure-I

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/ Deptts/ organisations (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 agreeable to me/us.

Thanking you,

Yours faithfully,

Signature

Date (Name)

Seal of the firm.

ANNEXURE-II

FINANCIAL BID

MINISTRY OF STATISTICS & PROGRAMME IMPLEMENTATION

RATE FORMAT FOR PROVIDING SECURITY GUARD

Sl. NO.	DESCRIPTION	RATE (Rs.)	
		ALL INCLUSIVE PER GUARD for 11 Hrs / PM	ALL INCLUSIVE PER GUARD for 13 Hrs./ PM
1.	WAGES of GUARD		
2.	EPF CHARGES @		
3.	ESI@		
4.	SERVICE TAX @ 25%of 12.36%		
5.	SERVICE CHARGES@		
	TOTAL		

Signature of authorized signatory

Stamp & DATE

- i. SERVICE TAX PAYABLE on the total billing amount of the share of service provider
- ii. Service charges paid on the total wages charges