

Government of India  
Ministry of Statistics & Programme Implementation  
**NATIONAL STATISTICAL SYSTEMS TRAINING ACADEMY  
(NSSTA)**

**Tender No. Q-11011/Admn(G)/5/2015-16/NSSTA**

- 1.1 Notice Inviting Tenders (NIT) for engagement of a Security Agency for providing security services to the NATIONAL STATISTICAL SYSTEMS TRAINING ACADEMY (NSSTA), plot No. 22, Knowledge Park-II, Greater Noida – 201310, (U.P.)
- 1.2 Online bids are invited under Two Bid Systems for engagement of Security Agency for providing round the clock security services in the campus of National Statistical Systems Training Academy (NSSTA), Plot – 22, Knowledge Park – II, Greater Noida, UP – 201310. The contract will be initially for a period of two year, which may be extended further depending upon the service to the satisfaction of the Academy.
- 1.3 Tender documents may be downloaded from MOSPI website [www.mospi.gov.in](http://www.mospi.gov.in) (for reference only) and CPPP site <http://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

Published Date	4.06.2015
Bid Document Download Start Date	4.06.2015
Bid Submission Start Date	5.06.2015
Bid Document Download End Date	24.06.2015
Bid Submission End Date	25.06.2015
Bid Opening Date	26.06.2015

- 1.4 Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderer/Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>'.
- 1.5 Tenderer who has downloaded the tender from the MOSPI website [www.mospi.gov.in](http://www.mospi.gov.in) and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app> shall not tamper/modify the tender form including downloaded price bid template in any manner.
- 1.6 EMD Payment: Earnest Money Deposit of Rs. 1,00,000/- (Rupees One Lakh only) is to be deposited at NSSTA in the form of Demand Draft/ Pay Order in favour of the Pay & Accounts Officer, Ministry of Statistics & Programme Implementation, New Delhi. The EMD received from the tenderers will be returned without interest immediately after the process of award of contract is over. Bidders are required to submit the details of EMD payment at the time of Bid Preparation.
- 1.7 Intending tenderers are advised to visit again MOSPI website [www.mospi.gov.in](http://www.mospi.gov.in) and CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

## **Tender No. Q-11011/Admn(G)/5/2015-16/NSSTA**

Online bids are invited under Two Bid Systems for engagement of Security Agency for providing round the clock security services in the campus of National Statistical Systems Training Academy (NSSTA), Plot – 22, Knowledge Park – II, Greater Noida, UP – 201310.

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

- a) Providing round the clock general security service and guarding the buildings, Assets and campus of the Academy, constructed in an area measuring around 8.5 acres.
- b) Patrolling through the length and breadth of the Campus at frequent intervals.
- c) Keeping vigil against trespassing by Strangers, Vehicles etc.
- d) Monitoring the people movement to the Campus and going outside the Campus. The main Gate will be kept closed at all times. When an outside vehicle approaches to enter the campus, due entry of the vehicle and the person's details will be noted in a Register kept in the Security Guard Room at the gate. All outside vehicles leaving the campus will be checked for any item which is being taken outside. Items taken out for repair by staff/outsideers should have Valid Gate Pass for the same from the concerned officials of the Academy. The scope of work may change during the period of the contract by mutual consent.

### **B. ELEGIBILITY CRITERIA:**

- (1) The agency should be registered under relevant Act.
- (2) Registration under Labour Laws, Service Tax, EPF and ESI.
- (3) The agency should have minimum five years experience in contractual security business after registration.
- (4) The agency should have completed at least three successful security contracts of 15 or more security guards in each contract, consisting of ex-servicemen or properly trained security guards/supervisors during the last 5 years in Central Govt./State Govt./ Central Autonomous bodies.
- (5) The agency should not be blacklisted by any Govt. agency.

### **C. INSTRUCTIONS TO TENDERERS**

#### **I Submission of Tender**

The tender shall be submitted online in Two part, viz., Technical bid and Financial bid as detailed in para 1.4 to 1.6 of NIT. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

#### **II Technical bid:**

The following documents are to be furnished by the bidders along with the Technical Bid as per Annexure-I of the tender documents.

- (1) Signed and Scan copy of registration certificate of the Security Agency issued by the appropriate authority.
- (2) Signed and scan 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) Signed and scan copy of valid Service Tax registration certificate.
- (4) Signed and scan copies of registration under EPFO, ESI and PAN/TAN.

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(5) Scanned and signed copies of the 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 5 years in Central Govt./State Govt./ Central Autonomous bodies.

(6) Scanned and signed copy of the undertaking (As per Annexure-II).

### **III Financial BID:**

Financial bid is to be submitted as per format given in Annexure-III. Bidder shall not tamper/modify downloaded financial bid template in any manner. In case if the same is found to be tempered / modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with MOSPI.

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

1. The Security Agency shall provide security arrangement for guarding the Campus within the confined premises as required by the Academy. Moreover, the Security Agency shall also protect the Academy Campus 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 penalty points.
3. The Security Agency shall deploy the guards below the age of 35 years and, supervisors (preferably ex- servicemen) below the age of 40 years. Every personnel deputed by the Agency shall be literate and minimum educational qualification should be 8<sup>th</sup> passed.
4. The Security Agency 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 cards shall be given to the Academy 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 in the Academy Campus at their own costs 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 Academy a complete dozier of particulars of each security personnel proposed to be deployed. Noncompliance with this provision will be deemed to be volatile of the contract, inviting penal action.
7. The Academy 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 Academy. The Academy shall also have the right to check and supervise the Security personnel on duty through an Academy level Security Executive Committee (SEC) or any other representative to be named by the Academy'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 Academy 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.

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 Academy 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 Academy, the Security Agency hereby indemnifies the Institute completely.
10. The personnel deployed by the Security Agency in the Academy shall be removed immediately if the Academy 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 Academy.
11. 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/supervisor of each shift of the security, everyday.
12. Entry in the Campus / complex is restricted. The guards on duty at the Main Gates/Reception will ensure that only the authorised persons enter the Academy after proper verification.
13. The security personnel will not allow grazing of any type of animals; unauthorised entry to persons to roam about; cut trees/grass/firewood or damage any civil or electrical work/fittings or to scale or damage the boundary wall from in/out side of the Campus.
14. The Security Agency and the persons employed by him shall not divulge to outsiders any information about the equipment(s) installed in the Academy, divulge information about the employees as well as the activities of the Academy. The Agency will also have the responsibility to safeguard the Academy's moveable and immovable property, besides protecting the environment.
15. The Security Agency shall ensure opening and proper locking of all rooms of Academic Block/Hostel Block (other than check-in check out)/ Residential Block (vacant one), 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 Academy will have full power to recover the loss in full or adjust from the security deposit of the Agency. The decision of the Academy in this regard will be final and binding on the Agency.
16. The Academy 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.
17. 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 relieved will attract penalty points.

18. The NSSTA would require following set of security personnel :-

<b>Shift</b>	<b>Time</b>	<b>Supervisor</b>	<b>Guard</b>	<b>Gunman</b>
<b>I</b>	6.00 AM- 2.00 PM	1	6	2
<b>II</b>	2.00 P.M – 10.00 PM	1	6	2
<b>III</b>	10.00 PM – 6.00AM	1	4	2

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

19. The Security Supervisor shall be responsible for :-

- Briefing of day and night guards.
- Proper deployment of the guards and maintenance of various registers kept at the Reception namely; Key Register, Visitors Register, Telephone Register, Late Sitting.
- 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 academy.
- Detailing in rotation, security guards for patrolling, surprise checking.
- Carrying out any other tasks as may be assigned by the Academy.

20. 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.

21. The security agency – appointed gunman with armed license, using/ misusing of weapons without proper reason, the Academy will not be liable for any damage/ injury sustained by the gunman or any other security personnel of the agency in course of their work / duty in the Academy premises. In case of any damages of using weapons, agency will be held responsible of any consequences of the incident.

22. No residential accommodation, subsidized food or transport will be provided to the Security guards/security supervisors or staff of the agency.

23. 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.

24. All the assets and articles provided by the Academy shall be the property of the Academy and the Security Agency shall be merely the custodian of such assets and articles. On termination of security contract either by efflux of time or any time earlier than the stipulated period as the academy may decide at its sole discretion, such property shall be handed over to the Academy forthwith.

25. The payment for services shall be made on monthly basis, through cheque, 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 academy. The final payment shall, however, be made only after the scrutiny of the bills.

26. The persons employed by the Agency for the security of the Academy will be the employees of the Security Agency and the Academy shall have nothing to do with their employment or non-employment.

27. The Security Agency shall undertake, at their own expense but to the satisfaction of the Institute, a continual updating of skill, processes and procedures followed by the Security staff employed in the security of the Institute by organizing suitable training programs for them on the routine basis.
28. 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, faculty or trainees of the Academy, 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 Academy.
29. The Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One Lakh only) in the form of Demand Draft/ Pay Order drawn in favour of "Pay and Account Officer, Ministry of Statistics and Programme Implementation, New Delhi" should be deposited at NSSTA, Greater Noida. 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.
30. Contract of the Agency may be cancelled on violation of the contractual assignment.
31. The successful Agency will be required to execute an agreement with NSSTA within the period specified in the award letter. In case **the successful agency fails to enter into the agreement with NSSTA within the specified date mentioned in the award letter, the EMD deposited by such Agency shall stand forfeited without giving any further notice.**
32. 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, New Delhi.
33. The agency would be responsible for the payment as per the Minimum Wage Act (Central Sphere, Category "C"). Any increase in the minimum wage would be provided by the Academy under the compliance of the MWA - 1948.
34. **PENALTY CLAUSE:** - In case of any irregularities (Shortage of security personnel, Misbehave/Misconduct, etc.) noticed, a penalty of the value to the extent 10 % of the total monthly charges would be levied from the agency, on each occasion. Such repeated irregularities will make the agency liable for cancellation of contract with forfeiture of the Security Deposit.
35. **ARBITRATION CLAUSE:-**In case of any disputes between the parties viz. National Statistical Systems Training Academy (NSSTA) 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 Delhi/Noida jurisdiction.**
36. In case of "Nil" service charges over and above the monthly salary paid to the contractual employees, the bid of the bidders shall be treated as un-responsive and will not be considered.
37. The L-1 firm will be decided on the basis of the lowest quote of total expenditure to be incurred per month.

**Tender No. Q-11011/Admn(G)/5/2015-16/NSSTA****PROFORMA FOR TECHNICAL BID (PART-I)****NATIONAL STATISTICAL SYSTEMS TRAINING ACADEMY (NSSTA)**

Plot No. 22, Knowledge Park-II, Greater Noida – 201310, (U.P.)

<b>1.</b>	Name of the Agency	
<b>2</b>	Office Address Tel no. E-Mail	
<b>3.</b>	<b>Documents</b>	<b>Whether uploaded or Not (Write "Yes"/"NO")</b>
	Scanned and Signed copy of the registration certificate of the Security Agency issued by the appropriate authority	
	Scanned and Signed copy of the valid labour license from the Regional Labour Commissioner for specific number required for the contract under Contract Labour (Regulation & Abolition) Act, 1970	
	Scanned and Signed copy of the valid Service Tax registration certificate	
	Scanned and Signed copy of the of registration under EPFO	
	Scanned and Signed copy of the registration under ESI.	
	Scanned and signed copy of the PAN/TAN Card.	
	Scanned and signed copies of the 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 5 years in Central Govt./State Govt./ Central Autonomous bodies.	
	Scanned and signed copy of the undertaking (As per Annexure-II).	
<b>4.</b>	Details of EMD of Rs. 1,00,000/- (Rupees one lakh only) DD No.: Name of the issuing Bank Date	

**(Signature of the authorised person of the Agency with seal)****Place:****Date:**

**UNDERTAKING BY THE AGENCY**

I, \_\_\_\_\_, on behalf of \_\_\_\_\_ (Name of the firm/agency) hereby declare that there is no legal suit / criminal case pending or contemplated or legal notice having been served to this effect against the Proprietor of the Agency or any of its Directors (in case of Pvt. Ltd. Company) on grounds of moral turpitude or for violation of any of the laws in force and company is not black listed by any Government Organisation.

I, \_\_\_\_\_, on behalf of \_\_\_\_\_ (Name of the firm/agency) hereby declare that our organization or the staff to be provided has no business or direct family relationship with member(s) of NSSTA's and/or NSSTA employees or persons positioned in or on the Board of these two organizations by whatever process.

I, \_\_\_\_\_, on behalf of \_\_\_\_\_ (Name of the firm/agency) hereby undertake that all relevant statutory requirements will be complied with.

I, \_\_\_\_\_, on behalf of \_\_\_\_\_ (Name of the firm/agency) understand that if the above declaration is found incorrect, the present engagement would be terminated and \_\_\_\_\_ (name of the firm/agency) would be debarred from any further engagement by NSSTA ever.

**(Signature)**

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_



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

<b>Sl.No.</b>	<b>Item Description</b>	<b>Security Guards</b>	<b>Gunmen (preferably ex-service man)</b>	<b>Security Supervisor (preferably ex-service man)</b>	<b>Grand Total Sum of col. 9 (iii)+9 (iv)+9 (v)</b>
<b>(i)</b>	<b>(ii)</b>	<b>(iii)</b>	<b>(iv)</b>	<b>(v)</b>	<b>(vi)</b>
1.	Wages per month per head				
2.	EPF				
3.	ESI				
4.	Service Charge on wages				
5.	TOTAL (1to 4)				
6.	Service tax (%)				
7.	Total Expenditure per month per head				
8.	No. of employees required (As per tender document)				
9.	Total Expenditure (Total Expenditure per month per head x No. of Employees)				