No. A-11015/11/2015-SDE
Government of India
Ministry of Skill Development and Entrepreneurship
2nd Floor, Shivaji Stadium Annex Building,
Shaheed Bhagat Singh Marg
New Delhi -110001

Dated: 27.01.2017

Subject: Notice inviting e-tender for providing of Security Guards in Ministry of Skill Development & Entrepreneurship.

E-tenders are invited from reputed, well established Security Agencies registered under the Private Security Agencies (regulation) Act, 2005 and Delhi Private Security Agencies (regulation) rules, 2009 for providing Thirteen Security guards without Arms (the number may undergo change depending upon the requirement) for the Ministry of Skill Development and Entrepreneurship at Ground and 2nd Floor, Shivaji Stadium Annex Building, Shaheed Bhagat Singh Marg, New Delhi-110001 as per the details given in the tender document.

2. The offers, in the prescribed format shall be submitted online at http://eprocure.gov.in as per tender document. No tender will be accepted by hard copy, fax or email or any other such means. Detailed tender documents are available on website: www.msde.gov.in and http://eprocure.gov.in. The bids are to be sent in two parts – one sealed envelope superscribed as ‘Technical Bid’ giving details in the format as per Annexure-I (the documents to be submitted with Technical Bid are mentioned at Annexure-III) and second envelope superscribed as ‘Financial Bid’ in the format at Annexure-II. The bids shall be signed by a person duly authorized on behalf of the bidder firm.

3. Last Date & Time for receipt of bids : 16.02.2017 till 3:00 P.M.
Date & Time for opening of tech. bid : 17.02.2017 at 4:00 P.M.
Bid Security (Refundable) : Rs 25,000/-

Representative(s) of the applying firms/agencies are at liberty to be present at the time of opening of quotations (along with authority letters)
Eligibility Criteria

1. The agency should have experience for providing security service at least 10 persons or more to three or more Government Ministries / Departments, Organisations including Universities, Public Sector Undertakings, MNCs during last three years i.e. 2015-16, 2014-15 and 2013-14. Copies of the satisfactory work order / work completion certificates on the letterheads of at least 3 such organisations where working must be attached with the bid document along with a complete list of clients where working for the Financial year 2016-17.

2. The agency should furnish attested copies of the following documents:
   i) Valid License granted under the provisions of the Private Security Agencies (Regulation) Act, 2005 and Delhi Private Security Agencies (Regulation) Rules, 2009 by the Controlling Authority, Home Deptt, GNCT Delhi, Delhi Secretariat, New Delhi.
   ii) Registration Certificate of the Firm/Agency (Sole Proprietorship / Partnership / Public Limited or Private Limited)
   iii) Registration Certificate under Contract Labour (R&A) Act, 1970
   iv) ESI/EPF/Income-Tax/Service Tax Registration Certificates.
   v) Income Tax/Clearance Certificate for last three years/copy of Tax return/Pan Card
   vi) Balance sheet for last three years.

3. Earnest Money Deposit (EMD) of Rs.25000/- (Rupees Twenty five thousand only) in the form of a Demand Draft only drawn in favour of DDO, Ministry of Skill Development and Entrepreneurship, New Delhi should be submitted physically in this office.

4. The tenderer will submit the tender duly signed on each page of the tender document issued by this Ministry and no page should be removed.

5. Tender without documents as above/incomplete tenders are liable to be rejected. The Ministry reserves the right to accept/reject any offer without assigning any reason thereof.

6. Responsibility of the Successful Bidder:-

   (i) The successful bidder must sign a Contract with the Ministry to abide by all terms and conditions as prescribed by the Ministry;

   (ii) Payment to Security Guards engaged by the Agency must be paid in accordance with minimum wages as prescribed by the Government of Delhi from time to time on or before 7th of each succeeding month through e-transfer to the bank account of the individual security guard concerned. Consolidated statement of bank transfer in respect of security guards engaged for MSDE shall be submitted along with the bill for each month.
(iii) Further, EPF and ESI Contributions of such persons shall also be paid on or before 7th of each month in respect of previous month.

(iv) Each such person must also be issued a salary slip every month on or before 7th of each month indicating complete credit and debit and the net payment credited to the bank account of the individual concerned.

(v) The agency/contractor shall be responsible for all security measures and arrangements to safeguard the movable and immovable property.

(vi) Opening the locks of premises at commencement of office & applying the locks when the office closes.

(vii) Prevention of unauthorized entry of personnel including all types of outside vendors in the premises. Getting the particulars of visitors entered in the relevant register.

(viii) At the reception the security guard will have to see that the visitors are properly attended to and guided and if need be necessary security check may be exercised.

(ix) Any other work assigned to him by the competent authority.

7. The tender is subject to the following terms & conditions:

i. The persons to be deployed as guard will have to have training done as per the provision of PSAR Act 2005.

ii. The agency should also have been registered under EPF, ESI Act and shall have PAN and Service Tax Numbers issued by competent authorities. shall not engage any sub-contractor or transfer the contract to any other person.

iii. The clearance of the local police will be obtained by the agency before deployment of the personnel and a copy of the same should be submitted to this office.

iv. In normal course, the contract can be terminated by the Ministry by giving one month's notice & by contractor by giving three months notice. In case the services of the contractor are not found satisfactory, the contract can be terminated without giving any notice.

v. The terms and conditions contained herein shall form part of and shall be taken as if they were included in contract agreement to be entered into by the agency.

vi. The contractor shall take due care to comply with the provisions of the Contract Labour (Regulation & Abolition) Act, 1970 including all other legal obligations, like policy changes made by the Government or legal amendments from time to time, during the period of contract.

vii. The contract shall remain valid for a period of one year. However, if required the contract can be extended further on mutual agreement after the expiry of the tenure on the same terms & conditions for a period not exceeding another 2 years.

viii. Any personnel engaged by the Agency if found indulging in illegal and intolerable activities will be handed over to the police or any other action deemed fit against him will be taken besides termination of the contract immediately. Agency shall be solely responsible for the conduct and behaviour of persons deployed by the agency.
ix. The agency shall not replace the staff frequently without proper substitute & without prior permission of the Ministry.

x. In normal conditions worker will not be deployed for double duty. However, in case of emergency/urgency, a worker may be allowed for not more than two continuous duties with proper written information duly mentioning the valid reasons to the authority in the Ministry.

xi. Security guards should have photo identity card having details of Name, Residential Address, Phone Number if any, ESI card No. & E.P.F. Number.

xii. The agency shall be prompt in making replacement in case any Guard is not available on duty or found unsuitable for Duty. Agency shall promptly arrange additional staff whenever required by the Ministry.

xiii. The agency/contractor shall work under the overall supervision and direction of the officer authorized by Ministry of Skill Development and Entrepreneurship.

Evaluation of Financial Bid

xiv. The financial bids of those bidders shall be opened only who are qualified at pre-qualification and technical bid stage. No wage need to be quoted in the Financial bid. Financial Bids shall be evaluated on the basis of agency commission as a percentage not exceeding one decimal place such as 10.5 / 10.9 only. The agency commission quoted by the bidder should not become zero or negative after deduction of statutory dues and administrative cost towards posting of a supervisor for management security services. The salary / wage in respect of such supervisor shall be commensurate with the minimum wage Act but expenditure on this account shall not be reimbursed by the Ministry. Therefore the agency should quote its agency commission appropriately. Any unreasonable rate of commission which would make the contract unsustainable would be a reason for disqualification of the financial bid.

xv. Any dispute regarding the contract shall be resolved through arbitrator to be nominated by Secretary in this Ministry. The contract shall be subject to the Indian Law and the jurisdiction of the courts located in Delhi.

xvi. The rate of minimum wage as fixed by the Delhi Government, in addition to the statutory payments of PF & ESI at the prescribed rates and service charges will keep changing as per order issued by Delhi Government from time to time. The Contractor shall raise the bill for the billing period, supported by the relevant Government notification from time to time.

8. PENALTY CLAUSE: A penalty of Rs.500/- (Rupees Five hundred only) per instance shall be imposed and deducted from the contractor’s / Agency’s bill, if:

(a) The Security Guard is not found in proper uniform and displaying photo identity card.

(b) The Security Guard is found indulging in smoking/drinking at the time of duty hours and such Security Guard shall not be allowed to enter in the office premises in future.
(c) The Security Guard is found sleeping during duty hours.
(d) The Security Guard is found missing from the place of duty, for any reason.
(e) The behaviour of Security Guard is found harsh/rude and non-cooperative towards the staff.
(f) The Security Guard is found performing the duty by submitting fake name & address.
(g) The Security Guard does not perform his duty properly.

(Under Secretary to the Government of India)
<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Particulars</th>
<th>Details to be given by the Bidder</th>
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<tbody>
<tr>
<td>1</td>
<td>Name of the Firm</td>
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<td>2</td>
<td>Full Postal Address</td>
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<td></td>
<td>a) Cell Phone Number(s)</td>
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<td>b) Telephone Number(s)</td>
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<td>c) Fax Number</td>
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<td>d) Email id</td>
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<td>3</td>
<td>Date of Establishment of Firm</td>
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<td>4</td>
<td>Nature of the firm i.e. whether proprietorship/ Partnership/limited. Details of partners etc.</td>
<td>(Attach Certified photocopy)</td>
</tr>
<tr>
<td>5</td>
<td>Valid License granted under the provisions of the Private Security Agencies (Regulation) Act, 2005 and Delhi Private Security Agencies (Regulation) Rules, 2009 by the Controlling Authority, Home Deptt, GNCT Delhi, Delhi Secretariat, New Delhi.</td>
<td>(Attach Certified photocopy)</td>
</tr>
<tr>
<td>6</td>
<td>If your firm Registered under Labour act, Factories act etc give details of Registration No.</td>
<td>(Attach Certified photocopy)</td>
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<td>7</td>
<td>Give details of Government contracts executed during the last twelve months (append extra page if necessary):</td>
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<td>8</td>
<td>Any others information which you consider necessary to furnish:</td>
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<td>9</td>
<td>Details of Earnest Money to be deposited along with Tender Form</td>
<td>Demand Draft No.________ Date________ Amount Rs________ Name of Bank________ drawn in favour of DDO, Ministry of Skill Development and Entrepreneurship, New Delhi</td>
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<td>10</td>
<td>Permanent Account No. of Income</td>
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<td>Tax- Department (attach photocopy)</td>
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<td>11</td>
<td>EPF Registration No. (Attach photocopy)</td>
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<td>12</td>
<td>ESIC &amp; PF Account No. (Attach copy letters)</td>
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<tr>
<td>13</td>
<td>Name and Address of your Bankers stating the name in which the Account stands.</td>
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It is certified that the particulars given above are true to the best of my knowledge and I/we have read the terms & conditions and duties/responsibilities of the Security Staff to be engaged for the purpose and have also understood the same and do hereby undertake to abide by the same without any reservations on any ground whatsoever. In case of any breach of the said conditions, I/we shall be responsible for the consequences of the same.

Full Name & Signature of Authorized Signatory with rubber stamp of the Agency affixed.

Date ______________ Place ______________
FINANCIAL BID

Monthly Charges (In Rs.) for one Security Staff for six days a week.

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Particulars</th>
<th>Rate in percentage (up to one decimal only)</th>
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<tbody>
<tr>
<td>1</td>
<td>Agency Commission</td>
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Date:-
Place:-

Full Name of Tenderer:

Signature and the seal of Tenderer
LIST OF DOCUMENTS TO BE ATTACHED ALONGWITH THE FORM

1. List of the Institutions with period to whom similar services are/were being provided along with performance report from respective authorities.

2. Performance report or commendation certificate obtained from the police authorities, if any.

3. An attested photocopy of the contract already entered with any Government or well reputed organization.

4. Coloured Photographs of Security Guards in uniform (of both summer and winter) with the sample identity card including whistle, cane, Name Plate, badge etc.

5. Copy of Registration Certificate of the firm related to the
   i) ESIC,
   ii) EPF,
   iv) Service Tax
   v) Income Tax Permanent Account Number,
   vi) Labour Department, DGR etc.
   vii) Valid License granted under the provisions of the Private Security Agencies (Regulation) Act, 2005 and Delhi Private Security Agencies (Regulation) Rules, 2009 by the Controlling Authority, Home Deptt, GNCT Delhi, Delhi Secretariat, New Delhi.

6. All the requisite documents mentioned in the tender form & Annexure-I

7. Any other relevant information which may also be furnished.

Signature of the Tenderer along with seal and date