

**National Centre for Seismology (NCS)**

**Ministry Of Earth Sciences**

Tender enquiry no. S-01346/DTS/Sohna-IV

Dated: 10-05-2018

**Notice for Inviting Tender**

**For Providing round-the-clock security services for un-manned Seismological Observatory building located at Sohna(Haryana) and Seismological Observatory, Kamla Nehru Ridge, Near Delhi Univ (North Campus), Delhi.**

11) Open E-Tenders are invited under Two-Bid system (Technical & Financial bids separately) from Govt. recognized security agencies to provide trained security personnel in uniform at un-manned Seismological Observatory at Sohna (Haryana) and Kamla Nehru Ridge (near North Campus of Delhi University, Delhi) under National Centre for Seismology, Ministry of Earth Sciences, Mausam Bhavan Office Complex, 3<sup>rd</sup> Floor, Sat Met Building, Lodi Road New Delhi- 110003 for a period of **three years starting from 1<sup>st</sup> July'2018 to 30<sup>th</sup> June'2021** as per details given below:-

12) **Work description:** The work component involves the security services at following two places:-

A) Providing round-the-clock security services by deploying three security guards (in uniform) per day each covering 8 hours of duty in a day at un-manned seismological observatory located at the residence house of Smt. Ram Murti Rathore, D/o Late Smt. Rampyari, House No. 130AB, Ward No.11, Mohalla-Thakurwada, Sohna District- Gurugram (Haryana).

B) Providing the round-the-clock security services by deploying three security guards (in uniform) per day each covering 8 hours of duty in a day at Seismological Observatory Ridge, Near Delhi University (North Campus), Flag Staff Road, Kamla Nehru Ridge, Delhi-110007. During night hours (from 8PM to 6AM), one additional security guard should be deployed, being the observatory located in the forest area.

13) **TENDER FEES:** No Tender fees

14) The last date for submission of tender bid is **12<sup>th</sup> June 2018** up to 1800 hrs IST.

15) The bids will be opened on **13<sup>th</sup> June 2018** at 1030 hrs IST.

16) **Pre-Bid meeting** will be held on 17-05-2018 (at 1100 hrs) at R. No. 303, III Floor, SATMET Building, Mausam Bhawan Complex, Lodi Road, New Delhi-110003

17) Tender form will be available on <http://eprocure.gov.in/eprocure/app> & official website of Ministry of Earth Sciences, [www.moes.gov.in](http://www.moes.gov.in). The tenders will be accepted through online system only on <http://eprocure.gov.in/eprocure/app>. **Bidders (Bidder) must submit their proposal on ONLINE** (upload scanned copies of the tender documents mentioned in Section-2.6 of the tender) through <http://eprocure.gov.in/cppp/> before due date (12<sup>th</sup> June 2018 upto 1800 hrs). **Manual bids shall not be accepted. Bids NOT submitted through CPP portal will not be considered for tender evaluation. More details on Bid submission have given on Clause 2.5 of Section-II.**

18) The original EMD of an amount Rs. 20,000/- (Rupees Twenty thousand only) in favour of the **“DDO, National Center for Seismology, New Delhi”** in the form of Account Payee Demand Draft/Bankers Cheque/FDR must be submitted before closing date of bid submission. The details are mentioned under Clause-2.4 of Section-II.

19) While submitting bids, the requirements given in the **checklist (Annexure-IV)** are to be complied.

**National Centre for Seismology (NCS)**

**Ministry Of Earth Sciences**

Tender enquiry no. S-01346/DTS/Sohna-IV

Dated: 10-05-2018

**SECTION-I**

**Notice for Inviting Tender**

**For Providing round-the-clock security services for un-manned Seismological Observatory building located at Sohna(Haryana) and Seismological Observatory, Kamla Nehru Ridge, Near Delhi Univ (North Campus), Delhi.**

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- B) Providing the round-the-clock security services by deploying three security guards (in uniform) per day each covering 8 hours of duty in a day at Seismological Observatory Ridge, Near Delhi University (North Campus), Flag Staff Road, Kamla Nehru Ridge, Delhi-110007. During night hours (from 8PM to 6AM), one additional security guard should be deployed, being the observatory located in the forest area.

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**19)** While submitting bids, the requirements given in the **checklist (Annexure-IV)** are to be complied.

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## SECTION-II

### TERMS & CONDITIONS FOR PROVIDING SECURITY SERVICES AT UN-MANNED SEISMOLOGICAL OBSERVATORY AT SOHNA (HARYANA) AND RIDGE OBSERVATORY, KAMLA NEHRU RIDGE, NEAR DELHI UNIVERSITY NORTH CAMPUS, DELHI.

#### 2.1) GENERAL:-

- 2.1.1. The present tender is being invited for Security Services under which the Bidder shall provide uniformed and trained personnel and will use its best endeavors to provide security of building, surveillance of the premises, equipments, materials installed at un-manned Seismological Observatory at Sohna (Haryana) and Ridge (Delhi).
- 2.1.2. The firm/agency should be registered **under the respective State Governments of Delhi or Haryana** for deployment of Security Services.
- 2.1.3. The Bidder shall abide by and comply with all the relevant laws and statutory requirements covered under Labour Act, Minimum Wages and Contract Labour (Regulation & Abolition Act 1970), EPF, ESI and various other Acts as applicable from time to time with regard to the Security personnel engaged by the bidder for this contract.
- 2.1.4. The antecedents of security staff deployed shall be got verified by the Bidder from local police authority and an undertaking in this regard to be submitted to this office/department.
- 2.1.5. The security guards deployed should be physically fit and able to safeguard the vital and sophisticated equipments installed there as per our requirement on terms and conditions and rates approved by National Centre for Seismology (NCS), Ministry of Earth Sciences.
- 2.1.6. The Security personnel deployed at each site shall not be below the age of 18 years or should not be more than 50 years old and they shall not interfere with the duties of the employees of the NCS
- 2.1.7. The list of staff going to be deployed shall be made available to this Office.
- 2.1.8. The responsibility of the firm is to avert any thefts of Govt. properties and belongings on a round the clock basis.
- 2.1.9. All the facilities required by the security guards, who will be guarding round-the-clock, will be provided by the security firm. Further, the firm will abide the job safety measures prevalent in India while performing the duty and will free the NCS from all demands or responsibilities arising from accidents or loss of life. The security firm will pay all indemnities arising from such incidents and will not hold NCS responsible or obliged. All liabilities, legal or monetary shall be borne by the firm.
- 2.1.10. The firm will take the inventory of all store items etc. available at the observatory building.
- 2.1.11. Precaution should be taken by the security staff, which are performing the duty, and should not disturb the seismic and communication equipments installed in the observatory. The security staff should keep the observatory premises to be neat and clean. No extra payment will be made in this regard.

- 2.1.12. The service provider shall replace immediately any of its personnel, if they are unacceptable to this office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct, upon receiving written notice from this office.
- 2.1.13. In case of any dispute, the matter shall be referred to the Director of National Center for Seismology (NCS), whose decision shall be final and binding on the firm.
- 2.1.14. **Penalty Charges:** In the event of any loss (due to theft etc.) occasioned to the Department, as a result of any lapse on the part of the contractor which will be established after an enquiry conducted by the National Center for Seismology, the said loss can claim from the bidder up to the value of the loss. The decision of the Director/Head of the National Centre for Seismology will be final and binding on the agency.
- 2.1.15. In case of no theft, but Security Personnel found to be absent at any time at Sohna or Ridge Observatory, penalty charges of Rs.250/- (Rupees Two hundred fifty only) per hour will be imposed for the period of absent of security personnel.
- 2.1.16. The firm shall not engage any sub contractor or transfer the contract to any other person in any manner.
- 2.1.17. The Department shall have the right, within reason, to have any security person removed that is considered to be undesirable.
- 2.1.18. The Department shall not be responsible for providing residential accommodation to any of the employee of the bidder.
- 2.1.19. The bidder should have round the clock control room service in Sohna and Ridge observatory along with quick response teams to deal with emergent situations.
- 2.1.20. It is mentioned here that the present location of the seismological office shall be shifted to another building within the city limits of Sohna and Ridge observatory in near future. The bidder must provide the security services at the new location with the same payment terms and conditions.
- 2.1.21. The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangement administrative /organizational matters as all are of confidential/secret nature that can attract legal action.
- 2.1.22. The service provider shall ensure proper conduct of his security personnel deployed in office premises, and enforce prohibition of consumption alcoholic drinks, paan, smoking, loitering without work.
- 2.1.23. The service provider shall be contactable at all times through Mobile telephone/ land-line telephone/ E-mail / Fax from this office. The Security firm should provide contact mobile numbers of security-personnel posted at each site.
- 2.1.24. The firm which is awarded this Tender shall be required to pay at least the Minimum Wages (as per Minimum Wages prescribed by the State Government of Delhi for Ridge Observatory and State Govt of Haryana for Sohna) to the personnel deployed at Seismological Observatories at Ridge Observatory (Delhi) and Sohna. No deductions (as firm's charges), whatsoever, shall be made from the wages to be paid to these persons. Further, PF and ESI facilities are to be provided to these persons as per respective State Government Rules & Instructions. As regards the firms' charges (service charges) or any other administrative charges, these rates should be

quoted in the Tender itself separately, and should not be linked with the minimum wages. The administrative/service charges of the firm shall remain same throughout the contract period.

## 2.2) Bid Prices:-

- 2.2.1. Bidder shall quote the rates in Indian Rupees for the entire contract on a 'single responsibility' basis. The cost should include all the liabilities of the Bidder such as cost of uniform and identity cards of personnel deployed by the contractor and all other statutory liabilities like Minimum Wages, ESI, PF contributions, service charges, all kinds of taxes etc.
- 2.2.2. The rates and prices quoted by the Bidder shall be inclusive of GST and other applicable taxes.
- 2.2.3. The rate quoted shall be responsive and the same should be inclusive of all Statutory obligations such as Minimum Wages, ESI, PF contributions, wages for leave reserve, service charges, all kinds of taxes etc. The offers of those prospective bidders which do not meet the statutory requirements are liable to be rejected.
- 2.2.4. Conditional bids/offers will be summarily rejected.

## 2.3) Duration of Contract:-

- 2.3.1. The contract shall be valid for **three years initially with effect from 01-07-2018. If this office desires, the contract may be considered for extension under the same payment terms and conditions for a period not exceeding TWO years.** The firm should submit **bank guarantee** for the period of the contract and extended period if required. The details of performance security is given at clause 2.11.
- 2.3.2. **National Center for Seismology (NCS) shall reserve the right to terminate the contract at any time, during the period of contract, without assigning reasons thereof and without thereby incurring any liability to the firm.**

## 2.4) Bid Security:-

- 2.4.1. A Earnest Money Deposit (EMD) of an amount Rs.20,000/- (Rupees Twenty Five thousand only) in favour of the **“DDO, National Center for Seismology, New Delhi”** in the form of Account Payee Demand Draft/Bankers Cheque/FDR must be submitted before closing date of bid submission.
- 2.4.2. The scanned copy of FDR/Bank Guarantee towards EMD, should be uploaded along with the scanned copies of tender document.
- 2.4.3. The Original EMD should be sent by post to the address or in original handed over personally to - Sh. Kamallesh Chodhury, Meteorologist-A(OSG), National Centre for Seismology, Ministry of Earth Sciences, SATMET Building, Room No.303, Mausam Bhawan Complex, Lodi Road, New Delhi-110003 latest by the last date and time of bid submission failing to which bids will not be considered. Scanned copies of EMD must be attached while online submission of Bids.
- 2.4.4. The details of EMD physically sent must tally with the details available in the scanned copy and data entered during bid submission time, otherwise the uploaded bid will be rejected.
- 2.4.5. EMD should be valid more than 30 days from the last date of submission of tender bid i.e., 12-06-2018.
- 2.4.6. EMD furnished by all unsuccessful Bidder will be returned to them without any interest whatsoever, at the earliest after expiry of final tender validity period but not later than 30 days after conclusion of contract. EMD of the successful Bidder will be returned without any interest

whatsoever after receipt of performance security from it as called for in the contract.

- 2.4.7. Any Tender not accompanied by Bid Security shall be rejected.
- 2.4.8. Bid Security (EMD) shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the Department.
- 2.4.9. EMD of a Bidder will be forfeited, if the Bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful Bidder fails to furnish the required performance security within the specified period, its EMD will be forfeited.
- 2.4.9 Small Scale Industries (SSI), Micro and Small Enterprises registered with any Government bodies are exempted from submitting the Earnest Money Deposit (EMD). Exemption for submitting the Earnest Money Deposit (EMD) will be valid only for validity of registration as on date of opening of tender.
- 2.4.10 Performance Security has to be submitted irrespective of its registration DGS&D/NSIC etc. Performance security is not relaxed to any supplier/service provider. Submission of Performance Security is must for all Service providers.

## 2.5) Submission of Bids:-

- 2.5.1 All the documents attached to the tender for considering offer are supposed to be complete in all respects. **Therefore, it is important that all tender documents (scanned copies preferably in PDF format) are duly filled in, duly signed-in and duly stamped, in all respects before uploading.**
- 2.5.2 Uploading of bids on e-Procurement portal <http://eprocure.gov.in/cppp/> is essential requirement. Bids not submitted through e-Procurement portal will not be considered for tender evaluation The bids submitted by fax/ E-mail / manually etc. shall not be considered. No correspondence will be entertained on this matter.
- 2.5.3 The Bid form should be completed in all respects and duly signed and stamped by an authorized and empowered representatives of the Bidder. Tender bid should be signed on each page. Bidder must **agree/accept all the terms and conditions of tender including payment terms etc. Acceptance shall be unconditional and Bidders shall have no claim and right in future on their terms if any. Signing on each page means the bidder is agreed to all terms and conditions mentioned in that page.**
- 2.5.4 More details and conditions to be complied, while preparation and submission of Bids, is given at **Annexure-V.**
- 2.5.5 The interested Bidders can participate in e-tendering and such Bidders should have Digital Signature for the purpose of participation in e-tender process. Detail instructions for submission of online Bids are given in **Annexure-II.**
- 2.5.6 Compliance statement in the form of 'Complied' or 'Not Complied' shall be given against each term / clause mentioned in the tender document. The compliance statement should contain the signature of the authorized person and the seal of the company. Any deviation should be mentioned / explained by the Bidder in Compliance Statement. Deviations in lower side will not be accepted. Compliance sheet and the deviations, if any, as per **Annexure-X** is required to be submitted.

- 2.5.7 Bidder is required to follow the instructions given in **Annexue-V**, in addition to above.
- 2.5.8 The details of documents to be submitted along with Technical Bid is given in subsequent Para.

**2.6) The Technical bid should consist of the following documents:-**

- 2.6.1. **Annexure VI, VII, VIII, IX & X** should be enclosed along with Technical Bid
- 2.6.2. Bid Security (Earnest Money Deposit) for an amount of Rs.20,000=00 (in the form of FDR/BG) from any Scheduled Commercial Bank drawn in favor of “DDO, National Center for seismology, New Delhi”
- 2.6.3. One self-attested recent passport size photograph of the Authorized person of the firm/agency, with name, designation, address and Office/Residential telephone numbers.
- 2.6.4.** The scanned copy of Technical bid should include EMD details.
- 2.6.5. Self attested copy of **PAN Card No** of the security firm.
- 2.6.6. Self attested copy of **GST Number** of the security firm.
- 2.6.7. Self attested copy of Valid Registration No. of the Agency/Firm;
- 2.6.8. Self attested copy of valid ESI Registration Number
- 2.6.9. Self attested copy of valid License Number under Contract Labour Act and under any other Acts/Rules.
- 2.6.10. One copy of the “Section-II Terms and Conditions of Tender document” should be submitted with the bid. **Each page should be signed and stamped to acknowledge the acceptance of the same.** In the absence of this signed and stamped document, the bid will be rejected.
- 2.6.11. Un-priced-bid (without price) containing Bill of Materials (BoM) indicating work components of security services, should be submitted. This should be exactly same as price bid format (**Annexure-I**) mentioned in the tender document.
- 2.6.12. Compliance Statement to each and every clause of Section-II of Tender document as per Annexure-X.

**2.7) The Financial bid should contain the following documents:-**

- 2.7.1 The Price Bid** should be on the company letter head, signed and stamped. The total amount should also be mentioned in figures and words. The price bid should contain break-up charges of the price per guard per day, number of guards per day, service tax and all applicable taxes. The rates are to be quoted in strict compliance to the format (**specified in Annexure-XI**), otherwise the bid is liable to be rejected.

**2.8) Bid Opening and Evaluation:-**

- 2.8.1.** Details of eligibility conditions, Selection procedure etc. are given at **Annexure II**.
- 2.8.2. The bidder should also supply check list duly filled and signed with the bid in **Annexure IV**. This office will open the Pre-qualification/ Technical Bids in the presence of



the Bidders or of their representatives.

- 2.8.3. The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected.
- 2.8.4. Conditional bids will also be summarily rejected.
- 2.8.5. Financial bids of only the technically qualified bidders will be opened for evaluation in the presence of technically qualified bidders.

## **2.9) Payment terms:**

- 2.9.1. **No escalation in rates/prices will be allowed during the execution period of the contract i.e. from 01-07-2018 to 30-06-2021.** However, the minimum wages is revised by the State Government, the incremental wages, if applicable, will be paid subject to the approval of competent authority of this Office / Department. The firm should provide all necessary documents relating to revision of minimum wages, issued by the respective State Governments.
- 2.9.2. No advance payment will be made in any case. Payment shall be made on successful completion quarterly period. **TDS and other applicable taxes, if any, will be deducted at the prevailing rate at the time of payment.** All payment will be made through Electronic Clearing System (ECS) only preferably in State Bank of India (SBI) to the firm.
- 2.9.3. The bidder will have to deposit the proof (challan or receipt) of depositing employee's contribution for each month towards Employee's Provident Fund (EPF) / ESI etc. in respect of each security guard along with the every Quarterly bill
- 2.9.4. The payment will be made after necessary deduction related to Penalty Charges in terms of non-permissible absent of the security and losses due to theft, if any.

## **2.10) To realize the payments:-**

- 2.10.1. The firm should submit the following documents with Invoice for completed quarterly period – details of Bank Account i.e. Account's Holder name, Bank name and Branch (With complete address), IFSC Code No., Full Bank Account No., MICR Code of the Bank, GST number, and Permanent Account Number(PAN).
- 2.10.2. Attendance sheet in respect of duty performed by each guard per day.
- 2.10.3. The receipt of PF, ESI etc. as detailed at clause no. 2.9.3.

**2.11)** The successful bidder must furnish a performance security deposit equivalent **to 10% of overall value of contract** in the form of *Account Payee* FDR from a commercial bank, Bank Guarantee from a commercial bank in an acceptable form within 21 days after notification of the award. Performance security will be forfeited in the event of a breach of contract by the successful Bidder in terms of the relevant contract. **The Performance Security shall be remain valid for a period of 60 days beyond the date of completion of all contractual obligations are over.** Performance security will be refunded to the firm/agency without any interest whatsoever after completion of the contract in all respect but not later than 60 days of completion of all contractual obligations under the contract.

**2.12)** The successful bidder will be required to enter into contract agreement with the DIRECTOR, NATIONAL CENTRE FOR SEISMOLOGY, Ministry of Earth Sciences (MoES). However, the agreement can be terminated by either party by giving one month's notice in advance.

**2.13)** DIRECTOR, NATIONAL CENTRE FOR SEISMOLOGY, Ministry of Earth Sciences reserves

the right to cancel the contract at any stage without assigning any reason.

- 2.14)** On the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their dues.
- 2.15) Arbitration:-** All disputes or differences arising out of or in connection with the contract shall be settled by bilateral discussion. Any dispute, disagreement or question arising out of or relating to the contract or relating to services or performance which cannot be settled amicably, may be resolved through arbitration procedure as per Indian Arbitration and Conciliation Act, 1996.
- 2.16) Fall Clause:** - The following Fall clause will form part of the contract placed on successful bidder
- a) The price charged for the services supplied under the contract by the agency shall no case exceed the lowest price at which the agency provides the services of identical description to any person/organization in any department of the Central Government or any department of State Government or any statutory undertaking of the Central or State Government as the case may be during the period till performance of all services placed during the currency of the contract is completed.
  - b) If at any time, during the said period the agency reduces the services price or offer to provide services to any person/organization in any Department of Central Government or any Department of the State Government or any Statutory undertaking of the Central or State Government as the case may be at a price lower than the price chargeable under the contract. Such reduction of price of services shall stand correspondingly reduced.
- 2.17) Regular visit of website:** Prospective Bidders are advised to see e-Procurement portal <http://eprocure.gov.in/eprocure> on regular basis for any change in NIT schedule, amendment / corrigendum in Tender Document including technical requirement and pre-bid minutes etc.

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(Price bid must be submitted in company letter head)

**(Price Bid Format-A for Sohna)**

S.No	Work description	Charges (Rs.) per guard per month	Amount (Rs.) for three security guards per month
1	Providing round the clock security per site with three security guards (in uniform) per day @ one guard for 8 hours of security duty.		
2	Other Charges like Service Charges/Administrative charges (these rates should be constant throughout the contract period)		
3	Any other charges		
Applicable GST (Rs.)			
(I) Total amount (Rs.)			

**(Price Bid Format-B for Ridge Observatory, Delhi)**

S.No	Work description	Charges (Rs.) per guard per month	Amount (Rs.) for four security guards per month
1	Providing round the clock security per site with (3+1)= 04 security guards (in uniform) per day @ one guard for 8 hours of security duty. (One guard extra during night time)		
2	Other Charges like Service Charges/Administrative charges (these rates should be constant throughout the contract period)		
3	Any other charges		
Applicable GST (Rs.)			
(II) Total amount (Rs.)			

**Grand total (in Rs.) for Sohna (Haryana) and Ridge Observatory (Delhi) [I+II] = Rs. \_\_\_\_\_**  
**(Rupees in words)**

Signature of Bidder:

Full name, designation, and address of the person signing **(in block letters)**

Whether signing as proprietor/ partner/ Constituted attorney

Company Seal:

### **Instructions for Online Bid Submission**

- 1) The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.
- 2) More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<https://eprocure.gov.in/eprocure/app>.) by clicking on the link “**Online Bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificated with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g.Sify/TCS/nCode/eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC”s to other which may lead to misuse.
- 6) Bidder than logs on to the site through the secured long-in by entering their user ID/password and the password of the DSC e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords, etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the requirement documents/ tender schedules. These tenders can be moved to the respective “My Tenders” folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

### Eligibility Conditions

The service provider should have **at least THREE years experience** of providing Security Services to various Government Departments, Public Sector Undertaking and Government Autonomous Organizations, and State Governments. Performance certificates (1<sup>st</sup> THREE years) issued by their clients **should be attached after self attesting by the service providers.**

The total turnover of the firm/agency during the last THREE years should not be less than Rs.30 lakhs (Rupees Thirty lakhs) from providing such security services.

- a) The firm/agency should be registered with Service Tax Department and have GST number.
- b) The firm/agency should have valid PAN No., Provident Fund Account No., and ESI Number.
- c) The firm/agency must be registered for deployment of Security services under NCT of Delhi and Haryana
- d) The firm/agency must mark serial page number of their technical documents and put their authorized signature on each page, and company seal.
- e) The firm should have an office in Delhi/NCR.
- f) It should be in this business for at least THREE (03) years. The total turnover of the company/firm during the last THREE financial years should not be less than Rs. 30 lakhs (Rupees Thirty lakhs) from providing such Security Services.
- g) The agency should not be blacklisted by any Department/Ministry of the Government of India or any PSU or State Government or any other organization or Public Sector Undertaking to this effect from the service provider should be enclosed.

### Selection Criteria

The Technical Bids of the firms will be opened first and these will be examined with reference to the Minimum Eligibility Conditions. The financial Bids of only those Bidders will be opened who qualifies the Technical Bid Criteria. Before opening of Financial Bids, the technically qualified Bidders will be informed of the date & time for opening of their Financial Bids. The Bidder who qualifies the Minimum Eligibility Criteria and quotes lowest rate shall be awarded the Tender. **In case more than one Bidders quotes the lowest rates the contract will be awarded to the firm which has more experience in the relevant field and have required infrastructure.** The decision of the Tender Committee shall be final in this regard.

**It may be noted that if any firm quotes 'NIL' charges/consideration as their Service Charge. The bid shall be treated as unresponsive and will not be considered. Further, the Admn./Service charges should be reasonable and these should not be notional.**

**Check List**

The tender bid should be submitted as per the sequence detailed below. Each page of the document should be given page number, signed by authorized signatory with company seal.

S.No.	Document Description	Page number in the Bid submitted
1.	Duly Filled Annexure-V1	
2.	Duly filled Form-VII	
3.	Copies of work order issued to the firm by various Clients as per details mentioned in Annexure VII.	
4.	Duly filled Form-VIII	
5.	Proof of Turnover for the last three years as per details mentioned in Annexure-VIII	
6.	Duly Filled Form-IX	
7.	Signed Tender document as per Clause 2.6.10	
8.	Scanned copy of EMD for Rs. 20,000/- as per Clause 2.4.2	
9.	If EMD exemption/relaxation claimed, certificate from Ministry of Micro, Small & Medium Enterprises (MoMSME) or DGS&D or NSIC should be attached. (Refer clause no. 2.4.9 and 2.4.10)	
10	EMD should be valid 30 days beyond to the last date of submission of tender bid i.e., 12-06-2018.	
11.	Self attested copy of PAN card of the firm.	
12.	Self attested copy of GST number allotted to the firm.	
13.	Self attested copy of valid registration number of the firm. (as per clause no. 2.6.7)	
14.	Self attested copy of valid ESI Registration number of the firm (as per Clause no. 2.6.8)	
15.	Self attested copy of valid license and number under contract Labour act (Refer clause no. 2.6.9)	
16.	Un-priced Bid (as per Clause no. 2.6.11)	
17.	Duly filled compliance statement according to the Annexure-X.	

(Signature of the Authorized Person)

Name:

Designation:

Seal:

Date:

Place:

Business Address:

**PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents- including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard document which are required to be submitted as part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

**SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender documents.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee/EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender documents.
- 5) The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in their tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has given as a standard given format with the tender documents, then the same is to be downloaded and to be filled by all the bidders. Bidders are required bid the prices in given format only. Once the details have been completed, the bidder should save it and submit it only online, without changing the filename.
- 6) The server time (which is displayed on the bidder's dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

(contd...15/-)

- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender documents and the terms and conditions contained therein should be addressed to the Tender inviting Authority for a tender or the relevant contract person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CCP Portal in general may be directed to the 24\*7 CPP Portal Helpdesk. The contact number for the Helpdesk is 180030702232.

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**(to be given on company letter head)**

To

The Director,  
National Centre for Seismology  
SATMET Building, Mausam Bhawan Complex  
Lodi Road New Delhi-110003

**Subject:** For Providing round-the-clock security services for un-manned Seismological Observatory building located at Sohna (Haryana) and Seismological Observatory, Kamla Nehru Ridge, Near Delhi Univ (North Campus), Delhi.

Sir,

The undersigned have read and examined in detail the tender document in respect of providing Security Services at Sohna and Ridge Observatory (Delhi) on contract basis and do hereby express our interest to provide such services.

**Corresponding Details:-**

<b>S. No.</b>	<b>Name of the Company</b>	<b>Details</b>
1	Address of the Company	
2	Name of the Contract person to whom all references shall be made regarding this tender	
3	Designation and address of the person to whom all references shall be made regarding this tender	
4	Telephone (with STD code) & Mobile number	
5	E-mail of the contract person	
6	Fax No.( With STD Code)	

It is certified that the Security Personnel who is going to be deployed at two sites for Security duties are competent and comply to the requirements mentioned in Section-II of Tender document.

We have enclosed all the documents as per "Check List (Annexure-IV)" given in the Tender Document.

Thanking You,

Yours faithfully,

(Signature with company seal)

**(to be given on company letter head)****Minimum Eligibility**

The details in respect of the company are as given under:

<b>S. No.</b>	<b>Description</b>	<b>Details</b>
1.	Name of the Company	
2.	Year of Registration/Incorporation	
3.	Number of Employees as on March 31, 2018	
4.	Annual Turnover from providing security services during last 3 years (2015-16, 2016-17 and 2017-18) (Proof of documents to be enclosed)	

Yours faithfully,

(Signature of the Authorized Person)

Name:

Designation:

Seal:

Date:

Place:

Business Address:

**(to be given on company letter head)****PRIOR EXPERIENCE**

**(Using the format below, provide information in respect of the each Department/ Agency to whom Security Services was provided by the company during the last Three years). Enclose the copy of each supply order issued by the respective Organization.**

Name of the Ministry/Department/PSU/Agency, along with its address and details of work order	1. (complete address of the organization and its copy of work order.) 2. _____ 3. ....
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Yours faithfully,

(Signature of the Authorized Person)

Name:

Designation:

Seal:

Date:

Place:

Business Address:

(company seal)

**(to be given on company letter head)**

**DECLARATION**

**Declaration Letter on Official Letter head** stating the following:-

- (i) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of Services as required under this tender.
- (ii) We are not black-listed by any Central/ State Government/ Public Sector Undertaking in India at any stage.

Yours faithfully,

(Signature of the Authorized Person)

Name:

Designation:

Seal:

Date;

Place:

Business Address:

(company seal)

## COMPLIANCE STATEMENT

S. No.	Tender Clause No.	Compliance
1	Undertaking for the compliance of each and every term and conditions mentioned under Section-II of Tender document.	Yes/No

## STATEMENT OF DEVIATIONS FROM TECHNICAL CONDITIONS

CLAUSE NUMBER OF TENDER DOCUMENT	DESCRIPTION OF ITEM SPECIFICATION WHERE DEVIATING	DEVIATION IN THE OFFER	BRIEF REASON FOR THE DEVIATION

**Note: Deviations on the lower side of services and payment terms will not be accepted**

**Signature of the Bidder**  
**Name & Designation:**  
**Date**  
**Place**  
**Company Seal**