

MINISTRY OF EARTH SCIENCES
GENERAL ADMINISTRATION

Tender No.: MoES/03/10/2016-GenI

Dated: 30/03/2017

Subject: Quotation for Service Providers for providing manpower for Security Services for this Ministry.

Online bids are hereby invited under Two-Bid System i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Companies/Firms/Agencies for award of Rate Contract for providing manpower for Security Services for this Ministry.

2. The bid will be accepted as e-tender only.
3. The tender document contains the following:
Annexure-I -- "Instructions for Online Bid Submission"
Annexure-II -- TENDER ACCEPTANCE LETTER
Annexure-III -- "Scope of Work and Terms & Conditions"
Annexure-IV -- Eligibility Criteria
Annexure-P-1 to P-6 -- "Proforma for Technical Bid"
Annexure-F-- "Proforma for Financial Bid"

4. Important Dates for the activities of the Bidders:

- I. Last date and time for downloading tender document 25.4.2017 at 15:00 hrs
- II. Last date and time for online submission of bid & submission of **EMD** in original (**in drop box at this Ministry**) 25.4.2017 at 15:00 hrs
- III. Date & time for opening of Technical Bid 26.4.2017 at 15:30 hrs

5. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Ministry reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

Director (GEN ADMN.)
Tel: 24669509

**GOVERNMENT OF INDIA
MINISTRY OF EARTH SCIENCES (GENERAL SECTION)
PRITHVI BHAWAN, NEW DELHI 110013**

Open Tender No. MoES/3/10/2016-GA

TENDER DOCUMENT

**Quotation from Service Providers for providing
Security Manpower at Prithvi Bhawan, Ministry of
Earth Sciences**

Open Tender No. MoES/03/10/2016-GA

Document Control Sheet

1. Open Tender No. MoES/03/10/2016-GA
2. Name of Organization MINISTRY OF EARTH SCIENCES
3. Last date and time for downloading Tender document 25/4/2017 (15:00 Hrs)
4. Last Date and Time online submission of Bid & submission of EMD in original (**in drop box at this Ministry**) 25/4/2017 (15:00 Hrs)
5. Date and Time of Opening of Technical Bid 26/4/2017 (15:00 Hrs)
6. Address for communication
Director (General Admn.)
MINISTRY OF EARTH
SCIENCES PRITHVI BHAWAN
New Delhi – 110013
Tel. # 011- 24669509

Instructions for Online Bid Submission

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.

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 Enrolment**” 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.

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 EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender documents. 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.

5. 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 BoQ format with the tender documents, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it only online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
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.
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 openers 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 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 180030702232.

TENDER ACCEPTANCE LETTER

Date:

To,
Director (General Administration)
Ministry of Earth Sciences
Prithvi Bhawan
Lodhi Road, New Delhi-110003

Sub: Acceptance of Terms & Conditions of Tender

Tender Reference No. MoES/03/10/2016-Genl.

Name of Tender/Work: **Quotation for Service Providers for providing Security Services for this Ministry.**

Dear Sir,

1. I/We have downloaded/ obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely www.moes.gov.in or central Public Procurement Portal of Govt. of India i.e eprocure.gov.in as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/ we have read the entire terms and conditions of the tender documents from page No. 1 to 27 (including all documents like annexure(s). schedule(s) etc. which form part of the contract agreement and I/We shall abide by the terms /conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization on the website too has also been taken into consideration, while submitting this acceptance letter.
4. I/ We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in its totality/entirety.
5. In case any provisions of this tender are found violated then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/ bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

SCOPE OF WORK & TERMS AND CONDITIONS

1. E-enders are invited by Director (GA.), Ministry of Earth Science, on behalf of President of India from approved Security Companies/Organizations/Agencies holding the appropriate License from the competent authority of Central/State Government and having requisite minimum. experience of providing security arrangement of minimum of 20 guards (armed and unarmed both) in a Ministry/Department/PSU/ Autonomous body of Central Govt. in year 2013-2014, 2014-2015 & 2015-16.The Security personnel must be ex-service men having sufficient experience in security matters. They would be below 55 years of age.
2. E-tender will be in two bid system (technical and financial) addressed to the Director (GA) Ministry of Earth Sciences, Prithvi Bhavan, Lodi Road, New Delhi-110003 shall be accepted up to sharp 1500 hrs of 25/04/2017 on-line. The Tender shall not be accepted after the due date and time.
3. The Tender should be submitted on-line only. "Technical Bid" containing information as prescribed in proforma P-1, P-2, P-3, P-4, P-5 & P6. Price Bid is to be submitted in profoma F-1. The bids submitted by the firms would be valid for a period of six months. Bidders will not be required to quote separately for all such elements like minimum wage and all other statutory requirements like PF, ESI or any other taxes as may be applicable. It will be paid as per Delhi Government Minimum wage Act. The EMD in original should be dropped in the Tender Box as kept in the General Administration Section (Room No.1) Ministry of Earth Sciences, Prithvi Bhavan, Lodhi Road, New Delhi – 110003 on or before 25/04/2017 by 15.00 hrs. The technical bids will be opened on the next day at 15.30 hrs. in the presence of the participating bidders, if they wish to be present.
4. Tender Form is to be downloaded from Ministry's website www.moes.gov.in or from CPP portal i.e., <https://eprocure.gov.in/eprocure/app> free of cost.
5. The financial bid of the bidders who have been found technically qualified will be opened at a later date and the same will be intimated separately to the technically qualified bidders.

6. THE TENDER NOT ACCOMPANYING THE FOLLOWING DOCUMENTS IS LIABLE TO BE REJECTED AT THE TIME OPENING ITSELF.

- A). SELF ATTESTED COPIES OF INCOME TAX RETURN OF LAST 3 YEARS.
- B). SELF attested work execution certificate for similar type of work in CENTRAL/STATE GOVT./PSU/AUTONOMOUS BODY OF CENTRAL GOVT as has been asked for in the format. .
- C). SELF ATTESTED REGISTRATION CERTIFICATE FROM EMPLOYEES STATE INSURANCE CORPORATION .
- D). SELF ATTESTED REGISTRATION CERTIFICATE FROM DEPARTMENT OF LABOUR.
- E). DULY ATTESTED COPIES OF EMPLOYEES PROVIDENT FUND. SERVICE TAX ALONGWITH RETURNS FOR LAST 3 YEARS.

7. **BID SCURITY** : The earnest money (EMD) of Rs.1,50,000/- (Rupees one lakh Fifty thousand only) in the form of D.D/Pay Order in favour of **DDO, Ministry of Earth Sciences**, payable at New Delhi has to be deposited along with the bid. **Scanned copy is to be sent on line and the hard copy should be dropped in the tender Box placed at GA Division, Ministry of Earth Sciences, Prithvi Bhawan, Lodhi Road, New Delhi-110003 by 25/03/2016 before 15.00 hrs.** In place of bid security, the bidders can submit a **bid securing declaration** accepting that if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for a period of 2 years from being eligible to submit bids for contracts with the Ministry of Earth Sciences (Annexure -P6).

8. Submission of EMD and will be exempted, wherever applicable, as per government/statutory instructions, for Micro and Small Enterprises as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or those registered with central purchase organisation. Documents in support of exemption of EMD are required to be submitted by the firm claiming the exemption

9. The tenderer will have to quote the rate in Annexure-F of the prescribed form issued by the Ministry. The rate should be quoted in figures as well as in words.

10. Conditional and incomplete tenders shall be rejected.

11. The court case, if any, shall be entertained in NCT of Delhi jurisdiction only.

12. The tenderer signing the tenders in case of firms should specify whether they are signing as (i) sole proprietor, (ii) partner, (iii) under power of attorney, (iv) Director, Manager, Secretary, etc. as the case may be and

copies of the documents/constitution of company authorizing the signing authority to sign the tender, shall be attached with the tender form.

13. The accepted rates shall be operative for a period of **one year** from the date of agreement extendable to a maximum of three years at the same terms and conditions by extension of one year at a time on satisfactory performance. However, the competent authority in MoES reserves the right to reduce or extend the period of contract accordingly to the requirement of this Ministry
14. If any tender is withdrawn before final acceptance of the tenders, the earnest money of the tender is liable to be forfeited or the bidders will be debarred for bidding for contracts with MOES for five years as per Bid Security Declaration (to be submitted by the bidders along with the technical bid) .
15. The contractor shall not engage any departmental employee regular/casual or their relations , for getting the job executed.
16. The Ministry of Earth Sciences reserves the right to reject or accept, the tender or tenders without assigning reasons and may or may not accept the lowest or any tender.
17. The department will not take any responsibility for providing any facility to the security personnel employed by the contractor.
18. The tenders are advised to quote their rates after going through all the clauses of the Tender document.
19. Payment Terms ;
 - 19.1 The service provider will pay –
 - (a) Security Supervisor and Security Gunman – Minimum wages as per Delhi Govt. Minimum Wage Act (As skilled persons as per the rate applicable and changed from time to time)
 - (b) Security Guards - Minimum wages as per Delhi Govt. Minimum Wage Act (As semi-skilled persons as per the rate applicable and changed from time to time)
 - (c) PF, ESI and Service Tax will be deposited by the service provider as per government norms as amended from time to time.
 - 19.2 The Service provider will submit the bill in triplicate in the first week of following month for reimbursement of payment made to the manpower towards their wages, employer's contribution towards the PF, applicable service charges and applicable tax.
 - 19.3 The payment will be made after necessary deductions in terms of non-permissible absence of manpower.

- 19.4 MoES will deduct applicable TDS and other statutory levies, if any, from the monthly bills.
20. In case more than one tender quotes same/similar rates, then past performance, experience, infrastructure etc, shall be the major factors in deciding/ approving the tender (s) for this work. The decision of the Tender Committee shall be final in this regard. However, Ministry of Earth Sciences, reserves the right to award the work to more than one tender (s).
21. The Ministry reserves the right to carry out any security arrangement (watch and ward services) work, in part or full through any other contractor/agency or contractors.
22. The contractor shall also complete formalities as detailed below:-
- a). Contractor shall get the verification of character and antecedents of the security guards through the police before placing them with Ministry of Earth Sciences and such verifications have to be communicated to the Ministry before actually deploying the personnel.
 - b). Contractor shall supply the bio-data with photographs of the security personnel to be deployed to the Ministry.
 - c). Contractor will also submit the documents in respect of the security guards and others who will be posted with the Ministry such as the PF Account, ESI facilities etc. being provided to the security staff.
 - d). Contractor would be liable to furnish certificate of payments of wages and all emoluments and benefits to its employees posted by contractor with the Ministry. Such certificates shall be furnished regularly by the contractor to the Ministry before taking the payment of the next month. The tenderer shall be entitled for consideration payable under the terms & conditions only on furnishing of such certificate along with the bills.
 - e). Contractor will also issue identity cards to the Security personnel's who will be deployed with the Ministry.
 - f). Contractor will also not change any Security Personnel's without prior and written permission/instruction of the Ministry.
23. The security personnel will not indulge in any criminal activities, mal-practices or undesirable acts. In such a case they will be dealt with according to provisions of law. The contractor will be fully responsible for this.
24. In addition to this if the work of any of the security personnel deployed is found to be unsatisfactory, he/she shall have to withdraw such a personnel within 24 hours from the Ministry after receiving the written notice from the Ministry duly signed by the competent authority..
25. Payment will be made on the basis of the Bio-metric attendance as installed in this Ministry and also on the basis of Shifts. No additional payment will be made for working beyond any fixed working hours.

26. The contractor will comply with the Policy, Municipal and other regulations and orders relating to such work issued by State/Central Government.
27. The security personnel deployed in the services of the Ministry shall not be deemed to be employees of the Ministry in any manner.
28. The contractor shall indemnify the Govt. against all damage charges and expenses for which the Govt. may be held liable to pay on account of the negligence of the contractor or his employee or any person under his control whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and not eligible against all claims and demands thereof.
29. If any information furnished by contractor is found to be incorrect at any time, the contract is liable to be terminate without any notice and the earnest money deposit and the performance security is liable to be forfeited by the Ministry.
30. The contractor shall be fully responsible for the security of the Ministry.
31. Besides the normal security, the other functions required to be performed for the safety are as follow:
- i). To man security check posts located at the various gates of the establishment and at any other point specified by the Ministry.
 - ii). To man the entry point of building of this Ministry.
 - iii). Security personnel deployed by the agency shall check the material/property/ any other outsider entering/going out of the building through the procedure of the gate pass etc.
 - iv). To perform watch and ward functions including night patrol of the office Complex of the Ministry.
 - v). To prevent the entry of stray dogs and cattle & antisocial elements, unauthorized trespassers into the building/establishment. Not a single dog or cattle head should be seen in the campus. It should be at once driven out.
32. The contractor shall compensate in full the loss sustained by the Ministry on account of any theft, burglary and any other kind of intrusion in Building/Areas given for security. The amount of loss to be compensated by contractor shall be determined by the Ministry or on his behalf by authorized nominee and the same shall be binding on the contactor.
33. The contractor shall also be fully responsible for any loss of materials & property of the Ministry attributable to the negligence or failure of the security personnel's in complying with the prescribed procedure. All

losses suffered by the Ministry on this account shall be compensated in full by the contractor. The decision of the Ministry in this regard shall be binding on the contractor.

34. Contractor shall have to change or replace security guards as and when required by the Ministry whether or not such security guards are found guilty or otherwise. It shall not be necessary for the Ministry to assign any reason to contractor or the guards or any other person in respect of any such change or replacement required by the Ministry. However, for such replacement, a written communication will be made by the Ministry through competent authority of the Ministry..
35. The contractor shall deploy only those personnel whose antecedents have been verified by the police authorities. All these documents are to be submitted to this Ministry before finalization of the contract.
36. The contractor shall not replace the security personnel at random. This shall be done with the prior knowledge and the written approval of the Ministry and full particulars of the security personnel so deployed shall be given to the Ministry. In case any of the security staff is found to be posted without the previous knowledge of the Ministry, the Ministry shall not be liable to pay for such security personnel.
37. No leave of any kind for the security personnel shall be sanctioned by the Ministry. The contractor shall be liable to make substitute arrangements amongst leave reserve in case of absence of the security personnel. Similarly the contractor shall have to make substitute arrangements in case of the weekly offs. No extra payment shall be payable on this account. The contractor shall man all the security check posts and other locations as specified by the Ministry on all the weekdays. No short leave or meal relief shall be permitted to the security personnel unless the contractor provided suitable substitute without any extra payment. The contractor has to keep sufficient number of leave reserves.
38. The contractor shall ensure that at no time any security point is unmanned. A register shall be maintained by the contractor at every point where round the clock duty is performed, (for the purpose of taking/making over the duties by security personnel).
39. Ministry shall arrange to lock/seal the stores, godowns and offices etc. to the satisfaction of the security personnel deployed and show items lying in open to the security personnel. Suitable record of the open items shall be maintained duly signed by the representative of the Ministry and the security personnel..
40. Opening of the office doors/locks during morning hours for cleanliness and closing the windows/ windowpanes/doors and putting locks after office hours shall be the responsibility of the security personnel on duty.

The security guards shall ensure that all the lights/fans and others electrical equipments are switched off after the staff has left.

41. The administrative buildings and any other building as may be specified by the Central Government shall be closed after working hours and locked in presence of the representatives of both, the Ministry and the contractor. The premises in locked condition shall be handed over to the security personnel and shall be taken over on the next working day morning. All the locks shall be opened again in the presence of the representatives of both, the Ministry and the contractor.
42. The contractor shall arrange to dress all the security personnel on duty smartly and neatly with white shirt, navy blue pant & cap of khaki and ensure, good behavior with the Ministry establishment and visitors. They shall abstain from taking part in any staff union and association activities. The contractor shall provide as a part of dress, appropriate coat, woollens, jersey in such colour as required by the Ministry to the security personnel in winter season. The security personnel shall not be permitted to wear any other dress. The dress shall be of uniform colour and design.
43. The Ministry shall not be liable to provide any residential accommodation, Transport, Canteen, Medical facility to the security personnel. No cooking or lodging shall be allowed at the check posts.
44. The contractor shall ensure that the gunmen deployed by him hold valid license issued by Central/State Govt. agencies for the use of fire arms. The legal implications for use of such arms shall rest with the contractor.
45. The contractor shall bear all the expenses incurred on the following:-
 - i). Provision of Torch and cells to the security guards/gunmen on night patrol.
 - ii). Provision of Lathi/Baton and other implements to the security personnel.
 - iii). Stationary for writing duty charts & registers at the security check points for making entries of the visitors.
 - iv). Provision of arms and ammunition to the Gunmen.
46. Ministry has the right to change the place of duty of any security personnel. It also has the right to ask for replacement of a particular security if not found to be carrying out the security functions/duties satisfactorily.
47. The security staff shall be bound to observe all the instructions issued by Ministry or authorized officers concerning general discipline and behavior.
48. The Ministry also has the right to check the various implements. The contractor shall maintain these items to the satisfaction of the Ministry.

49. The contractor shall comply with all the statutory provisions in regard to security personnel to be deployed by him in respect of minimum wages, Provident fund, ESI etc. The contractor shall maintain all the statutory registers under the law. The contractor shall produce the same on demand to the Ministry. In case of violation of statutory provisions under labour laws by the contractor there will not be any liability on the Ministry and contractor shall be fully responsible for it.
50. Ministry shall not be responsible financially or otherwise for any injury to the security personnel in the course of performing the security function.
51. The contractor shall not be permitted to transfer their rights and obligations under the contract to any other organization/agency.
52. In case the contractor wants to terminate the contract he shall have to give three months advance notice to the Ministry. The contractor will ensure that no unauthorized entry is permitted and also the guards at the entry points shall be able to permit the legitimate visitors without causing any embarrassment.
53. The strangers/visitors (pedestrians) Scooter/Motor Cyclists or motorists shall be allowed only after entry has been made in the register at the entry gate. This practice is to be followed at each entry gate.
54. Duty of the security personnel will be as detailed below:-

SECURITY SUPERVISOR

1ST Shift from 0700 hrs to 1500 hrs.

2nd Shift from 1500 hrs to 2300 hrs.

3rd Shift from 2300 hrs to 0700 hrs.

GUNMAN & SECURITY GUARD

1ST Shift from 0700 hrs to 1500 hrs.

2nd Shift from 1500 hrs to 2300 hrs.

3rd Shift from 2300 hrs to 0700 hrs.

Total requirement will be as under:

Security Supervisor	-	03 (Two)
Security Gunman	-	03 (Three)
Security Guard	-	14 (Fifteen)

55. THE SECURITY SUPERVISOR WILL HAVE THE FOLLOWING RESPONSIBILITIES:-

- a) The respective Supervisor will be responsible for overall security arrangements of the concerned establishment assigned to him.
- b) He will ensure that all the instructions of the administration are followed and there is no lapse. He will be available mostly at the main gate. But during the course of his duty, he will take round of the entire campus. His whereabouts while on round should be known to the security guard at main gate. In case of need, he shall have to be available within 10 minutes at the main gate.
- c) No outsiders are allowed to be taken out without proper entry in the register at the reception/exchange gate.
- d) No item is allowed to be taken out without proper gate pass. Administration in-charge will be issuing authority for gate pass for in/out movement of stores. Specimen signatures will be made available to security personnel posted along with telephone numbers of office and residence at their check post.
- e) Department officers and official working under the Ministry will show their identity cards for checking and allowing entry by security.
- f) The guards will also take round of the building and all the important points viz switch room, cooling tower, substation etc.
- g) The guards on duty will also take care of all the store items lying in open within the Ministry cycle stand, vehicle/Car parking and ensure safety and security of all items.

56. The security guards on patrol duty should take care to close all the water taps, valves and water hydrants installed in the open all over the campus.

57. It should be ensured that flowers, plants, trees and grass lawns are not damaged either by residents of the campus or by outsiders.

58. The tenderer will ensure and guarantee that the security guards provided by it under the terms & conditions, are fully trained in **FIRE FIGHTING SYSTEM** installed in the building/premises of the Ministry. The security guards provided by the contractor should be able to control fire in event of outbreak of fire in any part of Ministry with the available fire fighting appliances provided by the Ministry to the extent possible with the said appliances.

59. The contractor shall start the security work within **SEVEN** days of the receipt of work order.

60. In case the contractor fails to commence the security work of a work order within SEVEN days of the receipt of work order or does not continue to do the work as per the work order then the department shall impose the penalty of up to Rs.250/- per day subject to the maximum of Rs.5000/- per month per work order.

61. In case the contractor does not perform the work even after imposing maximum penalty of Rs.5000/- for a month for a work order, then:-

a) The department shall have the liberty to get the work done through any other agency even at higher rates and the extra cost shall be adjusted from the running bill/security of the contractor.

b) The department shall have the liberty to initiate the case for terminating the contract by giving one-month notice to the contractor.

IN CASE THE CONTRACTOR DOES NOT RESPOND FAVOURABLY AND TO THE FULL SATISFACTION OF THE MINISTRY, THEN HIS CONTRACT SHALL BE TERMINATED BY THE MINISTRY AFTER THE LAPSE OF ONE MONTH FROM THE DATE OF ISSUANCE OF SUCH A NOTICE.

62. However in a particular case, if the Ministry is satisfied based on facts and circumstances of the case, and also based upon any written representative that the contractor may make in this regard, that the delay in the progress of work was due to reasons beyond the control of the contractor, the Ministry reserves the right to waive off the penalty.

63. REFUND OF EARNEST MONEY SECURITY

63.1 The earnest money will be refunded to unsuccessful in due course in accordance with the rules of the Ministry and for which stamped pre-receipt may be submitted after finalization of tender.

63.2 The earnest money of successful tenderer will be returned on receipt of the performance security, which should be for an amount of five to ten percent of the value of the contract, to be furnished in the form of an Account payee DD, Fixed Deposit Receipt from a commercial bank, bank guarantee from a commercial bank or online payment in an acceptable form, and should remain for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.

63.4 The Ministry will not pay any interest on the earnest money/security deposit against the contract in its custody.

63.5 Ministry also reserves the right to forfeit the earnest money and the security deposit if the contractor fails to comply with the agreed terms and conditions of the contract.

PAYMENTS OF BILLS

64. The contractor will submit the bills within 15 days of the execution of the work and the passed amount of the bills of the works shall be paid against preferred bills in support of actual works completed.

65. Important

1.The firm which is awarded this tender shall be required to pay at least the minimum wages to the personnel deployed In this Ministry. No deduction, 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 government rules and instructions.

2.1 Security Supervisor and Security Gunman – Minimum wages as per Delhi Govt. Minimum Wage Act (As skilled persons as per the rate applicable and changed from time to time)- Bidders need not quote the same in the financial bid format.

2.2 Security Guards - Minimum wages as per Delhi Govt. Minimum Wage Act (As semi-skilled persons as per the rate applicable and changed from time to time) – Bidders need not quote the same in the financial bid format.

2.3 PF, ESI and Service Tax will be deposited by the service provider as per government norms as amended from time to time. Bidders need not quote the same in the financial bid format.

2.4 Only service charge is to be quoted I the financial bid format.

2.5 No cutting or overwriting will be allowed in the financial bid. Any financially bid with overwriting or cutting will be disqualified.

2.6 **Service charge is to be quoted in the format given below:** (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.

Signature of Tenderer

ELIGIBILITY CRITERIA

1. The Bidder may be a proprietary firm partnership firm, limited company, corporate body legally constituted and should also possess a valid license under Private Agencies (Regulation) (PSAR) Act, 2005 and the Rules framed thereunder.
2. The tenderer shall have at least 3 years' experience of providing security services.
3. The firm should have successfully completed at least
 - One work of similar magnitude and one year duration (worth Rs.30 lakhs or more per year) in the last 3 years or;
 - Two similar work an amount of Rs.15 lakhs or more in each work during the last 3 years or;
 - Three similar work involving an amount Rs.10 lakhs or more in each work during the last 3 years.

Note: similar works mean providing Security manpower in a Central Government/ State Government deptt./Offices or in PSUs/Autonomous Body.

4. The firm should have an average annual financial turnover of minimum of Rs.35 lakh per year during the last 3 years. **A certificate from a CA in this regard may be attached in the regard.**
5. The bidder should have their registered office or regional office in Delhi or adjoining municipalities like Gurgaon, Faridabad or NOIDA.
6. There should be no case pending with the police against the proprietor/firm/partner or the Company (Agency).
7. The bidder should have the following Registration and details of the same may be provided in the Technical Bid.
 - a) PF Registration
 - b) ESI Registration
 - c) Service Tax Registration
 - d) PAN Card of Income Tax Department
 - e) Valid Registration of the Agency/Firm
 - f) Valid license issued by the Regional Labour Commissioner, Govt.of India or concerned State Govt.
8. The firm should also enclose the Income Tax Return of the last 3 years with the Technical Bid.
9. The firm should not have been currently blacklisted by any Govt.Ministry/Department/State Department or any PSU from participating in their Tender process.
10. The Contractor shall be required to deploy only Ex-Serviceman/Ex-paramilitary personal for duty as security personnel in this Ministry.

Note- Scanned documents in support of each of the above Eligibility conditions should be enclosed with the Technical Bid. Simple information without supporting documents shall not be considered as valid.

**PROFORMA
(Company document)**

[Required for technical bid]

The following documents shall be placed in the Technical Bid for providing Secretarial manpower for this Ministry of Earth Sciences

(Without these information Technical Bid will not be evaluated and the same will be rejected straightway)

Items	Page No (Please mention the Page number positively)
Duly completed tender form.	Page no:
Earnest Money Deposit (Demand Draft/Pay order/Bank Guarantee/ FDR of <i>Rs.1.50 lakhs (Rupees One lakh Fifty thousand Only)</i> in favour of DDO, MoES. / <i>Bid Security Declaration</i>	Scan Copy at Page No
Notice Inviting Tender.	Page No.:
Terms and Conditions of the Tender duly signed by the tenderer	Page No.
Registration No. of the Firm (attach attested copy of Certificate).	Attested copy (Scanned) at page No ..
PAN Card of Firm/Company (attach attested copy of PAN Card).	Attested copy (Scanned) at page No
Provident Fund Account No. of Firm/Company (attach attested copy of certificate).	Attested copy (Scanned) at page No
ESI No. of Firm/Company (attach attested copy of certificate).	Attested copy (Scanned) at page No
VAT/Sales tax registration certificate	Attested copy (Scanned) at page No
CA certificate on the Turn Over of the firm the details of the turnover for the financial year 2013-14 and 2014-15 & 2015-16 should be furnished.	Attested copy (Scanned) at page No
Experince as per eligibility criteria (Attested copy)	Attested copy (Scanned) at page No
Performance certificate (attested copies) issued by the clients to the tender, during last three years 2013-2014, 2014-15 & 2015-16	Attested copy (Scanned) at page No
Income tax return for the last three years 2013-2014, 2014-15 & 2015-16	Attested copy (Scanned) at page No

Signature of the Tenderer
With seal of the Firm/Company

**PROFORMA
(Company detail)**

[Required for technical bid]

To,
The
Ministry of Earth Sciences
Prithvi Bhawan
Lodi Road,
New Delhi-110003

Subject; Providing Security Manpower on contract Basis

Sir,

The undersigned have read and examined in detail the tender document in respect of providing security manpower on contract basis and do hereby express our interest to provide such services.

Corresponding Details;

1	Name of the Company	
2	Address of the Company	
3	Name of the Contract person to whom all references shall be made regarding this tender	
4	Designation and address of the person to whom all references shall be made regarding this tender	
5	Telephone (with STD code)	
6	E-mail of the contract person	
7	Fax No. (with STD code)	
8	Earnest Money detail	Demand Draft No & date: Bank Name: Drawn in favour of:

It is certified that the persons, who shall be provided for Security Work\duties are competent and have the necessary qualification for taking up this assignment.

Thanking you,

Yours faithfully,
(Signature of the Authorized Person)

Date:
Place:
Business Address:

Name:
Designation:
Seal:

PROFORMA
(Minimum Eligibility)
[Required for technical bid]

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

1	Name of the company	
2	Year of Registration/Incorporation	
3	Number of Security Personnel deployed as on March 31, 2016	
4	Annual Turnover from providing security manpower during last 3 years	2013-14 2014-15 2015-16
5	<p>Experience in having successfully completed similar works during the last three years as per the following:</p> <p>One work of similar magnitude and one year duration (worth Rs.30 lakhs or more per year) in the last 3 years or Two similar work an amount of Rs.15 lakhs or more in each work during the last 3 years or Three similar work involving an amount Rs.10 lakhs or more in each work during the last 3 years.</p> <p>Note: similar works mean providing manpower in a Central Government/ State Government deptt./Offices or in PSUs.</p>	Write the applicable one for your firm.

Yours faithfully,

Signature of the Authorized Person)

Name:

Date; Designation:

Place: Seal:

Business Address:

Proforma for DECLARATION
(Debarment from bidding Rule 151 of GFR)
[Required for technical bid]

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.

Yours faithfully,

(Signature of the Authorized Person)

Name:

Designation:

Seal:

Date;

Place:

Business Address:

Proforma for ARBITRATION

(Required for Technical Bid)

In respect of any dispute arising out in connection with the misinterpretation of any clause in the terms and conditions of the contract as well as agreement, the matter shall be referred to JS (A) to decide the appointment of arbitrator. The appointment of such an arbitrator shall not be questioned by the contractor on the ground that the arbitrator belongs to the Ministry of Earth Sciences.

The provision of the arbitration and reconciliation Act-1996 or any statutory modification or reenactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

Signature of Tenderer
With full address.

BID SECURITY DECLARATION

(Undertaking in place of EMD)

I/We hereby accept that if I/we withdraw or modify my bids during the period of validity, or if my firm is awarded the contract and I/we fail to sign the contract, or to submit a performance security before the deadline defined in the request, my/our firm will be suspended for a period of 2 years from being eligible to submit bids for contracts with the Ministry of Earth Sciences.

Signature of Tenderer
With full address.

FORM FOR FINANCIAL BID

Tender Inviting Authority: Ministry of Earth Sciences						
Name of Work: Providing Manpower for Security Services for the Ministry of Earth Sciences						
Contract No: MoES/3/10/2016-GenI						
Bidder Name						
<u>PRICE SCHEDULE</u>						
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)						
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Service Charge Per Manpower/Per Month In Figures To be entered by the Bidder in INR	TOTAL AMOUNT	TOTAL AMOUNT In Words
1	2	4	5	13	53	55
1	Security Supervisor	3.00	Nos		0.00	
2	Security Gunman	3.00	Nos		0.00	
3	Security Guard	14.00	Nos		0.00	
TOTAL in Figures						
Quoted Rate in Words	INR _____ Only					