

**MINISTRY OF EARTH SCIENCES
GOVERNMENT OF INDIA
FILE No.MoES/3/4/2010-Genl.
NOTICE INVITING TENDER**

Ministry of Earth Sciences,
PrithviBhawan, IMD Campus,
Lodi Road, New Delhi
Dated 11/08/2015

e-Tender (Bids are to be submitted online only at <http://eprocure.gov.in/eprocure/app>) are invited by the Ministry of Earth Sciences, on behalf of President of India from Security Companies/Organizations/Agencies holding the appropriate license under the Private Security Agencies (Regulation)(PSAR), Act, 2005 and Rules framed thereunder. The firm is also required to fulfill the minimum eligible criteria given in the Tender Document. The Security arrangements are required at Headquarter Building of Ministry of Earth Sciences, PrithviBhawan IMD Campus Lodi Road, New Delhi 110003. The number of Security Personnel required shall be 18, out of which there will be 2 Security Supervisors, 3 Security Gunman and 13 Security Guards. Out of 13 Security Guards, there shall be one lady security Guard who shall be posted during the day time shift (from 9 A.M to 5.30 P.M.).

**This is an e-Tender & the Technical & Financial Bids are to be submitted on-line only.
The “Instructions for online Bid submission” are given at Annex. I
A Pro-forma for “Tender Acceptance Letter” is given at Annex II which is also to be filled
in and submitted with the Technical Bid.**

Issue of Tender Form: Tender form can be obtained from Section officer (Genl) Ministry of Earth Sciences, PrithviBhawan IMD Campus Lodi Road, New Delhi 110003, on payment of Rs.500/- (Rupees five hundred only) in form of Bank Draft/Pay Order drawn in favour of DDO, Ministry of Earth Science, on all working days, from **11/08/2015 to 1/09/2015** Between **11:00AM to 2:30PM**. Alternatively the tender document can be downloaded from the website: www.moes.gov.in and <http://eprocure.gov.in> and payment towards cost of the tender i.e Rs.500/- in the form of DD/Pay Order in favour of DDO, Ministry of Earth Science payable at New Delhi can be submitted along with the Technical part of bid.

Estimated Value of the Tender:- The estimated value of the Tender is Rs.26 Lakh per annum.

Last date & Time for Submission of Bids:- The last date for submission of Bids is 1st September, 2015 till 2:30 PM. The Bids received after the prescribed date & time shall not be entertained.

EAARNEST MONEY: EMD of Rs.1,00,000/- will be required to be deposited by bidder as Earnest Money Deposit (EMD) or Bid Security in form of demand draft/pay order in favour of DDO, Ministry of Earth Sciences, payable at New Delhi and is to be enclosed with the Technical part of the bid.

SUBMISSION & OPENING OF TENDERS: The bid shall consist of two parts-Technical bid and Price Bid. All information sought under the head “Eligibility Criteria” and other related information and also the information in Proforma at Annexure III is to be submitted with the Technical Bid. The Financial Bid Should consists of information sought in Annexure B only. The Technical Bids and Financial Bids shall be opened on-line only. The Technical Bids will be opened on the last day for the submission of bids i.e., 1st September, 2015 at 3.00 P.M. The Financial Bids of only those Bidder shall be opened which qualify the Technical Bid Evaluation Criteria. The Bidders who qualify the Technical Bid shall be informed about the date and time for opening of their Financial Bids and they can participate in the opening of their Financial Bids.

(Tarun Sood)
Section Officer (GA)
Tel:- 24669596

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 Security 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.25 lakhs or more per year) in the last 3 years or two similar work involving an amount of Rs.13 lakhs or more in each work during the last 3 years or three similar work involving an amount Rs.9 lakhs or more in each work during the last 3 years. Such experience should be in a Central Govt. of State Govt. Ministry/Department or office or in a Public Sector Undertaking.
4. The firm should have an average annual financial turnover of minimum of Rs.25 lakh per year during the last 3 years. Relevant documents or a certificate from a CA in this regard may be attached in this 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 Registrations 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 Returns 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.

SELECTION PROCEDURE

The firm which meets the minimum eligibility criteria and quotes the minimum rates shall be awarded the work. In case 2 or more firms quote the same rate, the firm which has more experience shall be awarded the contract. The decision of the Tender Committee/Ministry of Earth Sciences shall be final in this regard.

It is also stated here that the firms which quotes lower wage rates of the security personnel than the minimum wages prescribed by the Govt.of NCT of Delhi, their Tender will be rejected.

It is also stated that the Bids which quotes the amount of Service charges of the firm as NIL shall be treated as unresponsive and will not be considered.

**MINISTRY OF EARTH SCIENCES
GOVERNMENT OF INDIA**

Ministry of Earth Sciences,
PrithviBhawan, IMD Campus,
Lodi Road, New Delhi
Dated 11/08/2015

TENDER DOCUMENT FOR PROVIDING WATCH AND WARD SERVICES (SECURITY ARRANGEMENTS) AT HEADQUARTER BUILDING OF MINISTRY OF EARTH SCIENCES, PRITHVI BHAVAN, IMD CAMPUS, LODI ROAD, NEW DELHI.

Full Name and Address of Tenderer:

Telephone No.
(Land line & Mobile)

S.No	Schedule of Date & Time	Time	Date
1.	Sale of Tender forms up till	2:30 PM	01.09.2015
2.	Submission of complete Tender up till	2:30 PM	01.09.2015
3.	Opening of Tender on	3:00 PM	01.09.2015
4.	D/D No. & date of Rs.500/-(Tender form fee)		
5.	Amount of Earnest money Rs.1,00,000/-		
6.	D/D No. and date of EMD Issued in favour of DDO, Ministry of Earth Sciences		

(Tarun Sood)
Section Officer (GA)
Tel:- 24669596

TERMS AND CONDITIONS OF THE TENDER

Note:- This is an e-Tender & the Technical & Financial Bids are to be submitted on-line only.

The "Instruction for online Bid submission" are given at Annex.I

A Pro-forma for "Tender Acceptance Letter" is given at Annex II which is also to be filled in and submitted with the Technical Bid

Note 2:- The interested Tenders will be required to participate in e-tendering and all the tenderers should have a Digital Signature for the purpose of participation in the e-Tender process.

Note 3:- The Technical Bids shall be opened on line in the Conference Hall of this Ministry on the closing date as given in the Tender Schedule available above, in the presence of one representative of each of the bidders who wishes to be present.

Note :- The Tender fee of Rs.500/- and the Earnest Money Deposit (EMD) of Rs.1.00 lakh, in original, is required to be posted/couriered/deposited in person to the Tender processing Section (General Administration Section) of this Ministry latest by the last date and time of bid submission. The details of the Demand Draft/Banker's Cheque, physically sent must tally with the details available in the scanned copy and date entered during the bid submission time. Otherwise, the uploaded bid will be rejected. Tender/Bid received without tender fee shall be rejected.

1. Sealed tenders (on-line only) are invited by the Ministry of Earth Science, on behalf of President of India from approved Security Companies/Organizations/Agencies holding the appropriate License under the Private Security Agencies (Regulation) (PSAR) Act, 2005 and the Rules framed there under. The Security Guards must be ex-service men having sufficient experience in security matters. They would be below 55years of age.
2. The Tender shall not be accepted after the due date and time.
3. The tender will be opened at **3:00 PM** on **1st September, 2015** in the presence of tenders who may chose to be present at the time of opening of the tender.
4. The tenderer will have to quote the rate in Annexure-B enclosed with the Tender Document. The rate should be quoted in figures as well as in words, based on minimum wages as noticed by the Labour Department of NCT of Delhi.
5. The tenderers are advised not to mutilate or erase the figures. Correction, if any, in the tender form should be signed in full otherwise the tender shall be rejected. Nothing should be written beyond the format.
6. Conditional and incomplete tenders shall be rejected.
7. The court case, if any, shall be entertained in NCT of Delhi Jurisdiction only.
8. 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.
9. The accepted rates shall be operative for a period of two years from the date of agreement, which can be extended up to a maximum of one year at the same terms and conditions based on satisfactory performance. However, the competent authority in MoES reserves the right to reduce or extend the period of contract according to the requirement.
10. If any tender is withdrawn before final acceptance of the tenders, the earnest money of the tender is liable to be forfeited.

11. The contractor shall not engage any departmental employee regular/casual for getting the job executed.
12. The Ministry of Earth Sciences, reserves the right to reject, accept, the tender or tenders without assigning reasons and may or may not accept the lowest or any tender.
13. The department will not take any responsibility for providing any facility to the security personals employed by the contractor.
14. The tenders are advised to quote their rated considering the minimum wages as approved by NCT OF DELHI.
15. TENDERS QUOTING THE RATES LOWER THAN THE MINIMUM WAGES APPROVED BY NCT OF DELHI SHALL BE REJECTED.
16. In case more than one tender quotes same/similar rates, then past performance and experience shall be the major factors in awarding the Tender. The decision of the Tender Committee shall of final in this regard.
17. In every case in which by virtue of the provisions of workman's compensation act, the Govt of India is obliged to pay compensation to person (s) employed by the contractor, then the Ministry shall have the right to direct the contractor to pay the amount of the compensation to be paid in such case.
18. 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.
19. The contractor shall also complete formalities as detailed below:-
 - a). Contractor shall get the verification of character an 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. The expenditure involved in getting such verification done shall be met by the Contractor.
 - 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 tender 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 permission of the Ministry.
 - g). The contractor shall arrange medical examination of Security personnel from a medical practitioner before these persons are deployed in the Ministry.

20. The security personnel will not indulge in any criminal activities, mal-practices or undesirable acts. In such a case they will be dealt with the provisions of law. The Contractor will be fully responsible for it.
21. In addition to this if services of any of the security personnel deployed is found to be unsatisfactory, he shall have to withdraw such a personnel within 24 hours from the Ministry.
22. The approximate quantum of each item of work is mentioned in Annexure-A of this tender document. The Ministry of Earth Sciences reserves the full right to increase or decrease the quantum of work in the interest of Ministry for any or all items of work.
23. No additional payment will be made for working beyond any fixed working hours.
24. The contractor will comply with the Police, Municipal and other regulations and orders relating to such work issued by State/Central Government.
25. The security personnel's deployed in the services of the Ministry shall not be deemed to be employees of the Ministry in any manner.
26. The contractor shall indemnify the Govt against all damage, charges and expenses for which the Ministry may be held liable to pay on account of the negligence of the contractor or his employees or any person under his control whether in respects 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 this Ministry shall not be liable for making any payment against any claims and demands thereof.
27. If any information furnished by contractor is found to be incorrect at any time, the contract is liable to be terminated without any notice and the earnest money deposit/ performance security is liable to be forfeited by the Ministry.
28. The contractor shall be fully responsible for the security of the Ministry.
29. 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 specified under item above.
 - iii). Security personnel deployed by the agency shall check the material/property/public subscribers/any other outsider entering/going out of the building through the procedure of the gate pass, frisking, checking of bag/briefcases 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.
30. 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 Ministry's behalf by authorized nominee and the same shall be binding on the contractor.
31. 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.

32. 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.
33. The contractor shall deploy only those personnel's whose antecedents have been verified by the police authorities. All these documents are to be submitted to this Ministry before finalization of the contract.
34. The contractor shall not replace the security personnel at random. This shall be done with the prior knowledge 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 and it will be treated as a breach of the Agreement on the part of the Contractor and action will be taken by this Ministry as may be deemed fit.
35. 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.
36. The contractor shall ensure that no time any security point is unmanned. A register shall be maintained by the contractor at every gate where round the clock duty is performed, (for the purpose of taking/making over the duties by security personnel).
37. 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.
38. 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 personals 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.
39. The contractor shall arrange to dress all the security personnel on duty smartly and neatly with white shirt, navy blue pant & cap and ensure, good behavior with the Ministry establishment and visitors. They shall abstain from taking part in ay staff union and association activities. The contractor shall provide as a part of dress, appropriate coat, woolens, 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.
40. The Ministry shall not be liable to provide any residential accommodation, Transport, Canteen, Medical facility to the security personnel's. No cooking or lodging shall be allowed at the check post or in the building of the Ministry.

41. 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.
42. 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/Ballam and other implements to the security personnel.
 - iii). Stationary for writing duty chards and registers at the security check points for making entries of the visitors.
 - iv). Provision of arms and ammunition to the Gunmen.
43. 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 he is not found to be carrying out the security functions/duties satisfactorily.
44. The security staff shall be bound to observe all the instructions issued by Ministry or authorized officers concerning general discipline and behavior.
45. The Ministry also has the right to check the various implements. The contractor shall maintain these items to the satisfaction of the Ministry.
46. 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.
47. As soon as the Minimum Wages or any other Statutory payments like amount of EPF or ESI is increased or decreased by the concerned Govt. Department the same shall be followed/will be payable by this Ministry. However, other charges of the contractor like the service charges of the contractor shall remain constant i.e are not changeable during the currency of the contract.
48. Ministry shall not be responsible financially or otherwise for any injury to the security personnel's in the course of performing the security function.
49. The contractor shall not be permitted to transfer their rights and obligations under the contract to any other organization/agency.
50. 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.
51. 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.

52. Duty of the security personnel will be as detailed below:-

SECURITY SUPERVISOR

1STShift from 0700 hrs to 1500 hrs.

2ndShift from 1500 hrs to 2300 hrs.

GUNMAN & SECURITY GUARD

1STShift from 0700 hrs to 1500 hrs.

2ndShift from 1500 hrs to 2300 hrs.

3rdShift from 2300 hrs to 0700 hrs.

53. The contractor shall start the security work within 15 days from the receipt of work order, failing which his Earnest Money Deposit (EMD) shall be forfeited.
54. However in a particular case, if the Ministry is satisfied based on facts and circumstances of the case, and also based upon any written representation 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 and REFUND OF EARNEST MONEY SECURITY.
55. The earnest money will be refunded to unsuccessful in due course in accordance with the rules of the Ministry.
56. The earnest money of successful tendered will be kept as security deposit with DDO, Ministry of Earth Sciences till the Performance Security is deposited.
57. The Ministry will not pay any interest on the earnest money/security deposit against the contract in its custody.
58. 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.
- 59. PAYMENTS OF BILLS-** The payment to the Contractor shall be made after the end of each month and it will be released to the contractor as re-imburement after the Contractor has made the payment to the personnel deployed in this Ministry and have also deposited the EPF and ESI contribution of these personnel with the concerned authorities. The Contractor shall submit the bills after completing all required formalities and thereafter, this Ministry shall reimburse the amount to the contractor, after examining the bills. Proof of deposits of ESI & EPF with the concerned authorities and release of salaries to its employees is to be enclosed with the bills.

Other Terms & Conditions of the Contract

(1). The successful bidder shall be required to furnish a Performance Security within 15 days from the receipt of the "letter of work award" for an amount equal to 10% of the bid amount (to be deposited after award of contract) in the form of a Fixed Deposit Receipt (FDR) or a Bank Guarantee from a Commercial bank in an acceptable form which shall be drawn in favour of DDO, Ministry of Earth Sciences, New Delhi and shall be payable at New Delhi. The performance security shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations. In case the contract period is further extended, the validity of Performance Security shall also be extended by the contractor accordingly.

(2). The Contractor shall maintain a register on which day to day deployment of personnel will be entered. This will be countersigned by the authorized/nominated official of the Ministry. In addition, security personnel's attendance will also be maintained at the Biometric attendance system of the Ministry.

(3). In case any contractor's personnel deployed under the contract is (are) absent, a penalty equal to double the wages of the number of guards/supervisors absent on that particular day shall be levied by the MoES and the same shall be deducted from the contractor's bills.

(4). The Security Supervisor/Guards are required to display mature behavior and must be courteous and polite at all times especially towards female staff and female visitors.

(5). The Security Guards on duty shall not leave the premises until his reliever reports for duty.

(6). Bid security shall be forfeited if the bidder withdraws his bid during the period of Tender validity.

(7). Bid security 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 Ministry.

(8). The Ministry may terminate the contract in the event the Ministry has cause and reason to believe that the Bidder has misled/provided wrong information not supported by any authenticated document.

(9). As far as EPF is concerned, it shall be the duty of the Contractor to get PF code number allotted by RPF against which the PF subscription deducted from the payment of the personnel engaged and the employer's amount of contribution should be deposited with the respective PF authorities within prescribed time limit every month. Giving particulars of the employees engaged for the Ministry's works, is required to be submitted to MoES. In any eventuality, if the contractor fails to remit employee/employer's contribution towards PF subscription etc. within the stipulated time, MoES is entitled to take necessary action against the Contractor as deemed fit including the cancellation of the contract and forfeiture of the Performance security. In the interest of the personnel of the Contractor, the Ministry as a principal employer may at its discretion verify or cause to verify the particulars furnished by the Contractor.

(10). The Contractor shall not engage any sub contractor or transfer the contract to any other person in any manner.

(11). The security personnel should report any unusual incidents or hazardous conditions to the General Administration Division of the Ministry or to the Senior officers immediately.

(12). The contractor should maintain and update the Security Procedures Manual.

(13). Any other provisions as advised by the Ministry may be incorporated in the agreement. The same shall also be binding on the Contractor.

ARBITRATION

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.

THE SECURITY SUPERVISION AND SECURITY GUARDS 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 gates.
- c). No outsider is allowed to take out any item without proper entry in the register at the reception/main 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 officials 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, vehicle/Car parking area and ensure safety and security of all items.
- h). 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.
- i). It should be ensured that flowers, plants, trees and grass lawns are not damaged either by residents of the campus or by outsiders.
- j). The tender 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.

ANNEXURE-B
FORM FOR QUOTING RATES

S.No	Rank of Security Personnel	Approx. Number per month	Minimum wages as per Govt. of NCT of Delhi Orders (per Person) (Rs)	(Rates per month per person) PF/ESI/Service Charges(SC)/Service Tax (ST) etc. (Rs)				Total (Rs.) 3+4+5+6+7	
				4 PF	5 ESI	6 SC	7 ST	Per unit Cost	Total Amount Involved
	1	2	3	4	5	6	7		
1.	Security Supervisor (Ex servicemen)	02							
2.	Security Gunman (Ex serviceman)	03							
3.	Security Guards (Ex Serviceman)	13							
GRAND TOTAL									

Total in Words:- Rupees _____

Note:- 1. Wages/salary for security personal deployed will be governed by the rules & regulation and in accordance with the rates based on minimum wages as notified by the Labor department of NCT of Delhi and subject to revisions from time to time.

2. The Security Guards will be considered under Semi-skilled category and the Gunman and Security Supervisor shall be considered as under skilled category. Contractor shall provide uniformed and trained personnel and use its best endeavor to provide security services to the Ministry for providing safety, monitoring and surveillance. Rates quoted will include all statutory obligations of the contractor under Minimum wages Act, Contract Labour Act., weekly-off replacement charges, cost of uniform of personnel deployed by the contractor, all kinds of taxes, services charges etc. of the agency. The rate quoted will be for per shift of eight hours per person per day. If the Minimum Wages are revised by the Govt. of NCT of Delhi, the incremental wages, if applicable, will be provided.

3. The Offers/bids which quotes rates of wages and other statutory benefits for the personnel which are lower than the wages and other statutory benefits admissible under the Minimum Wages Act and any other Labour Laws, will be treated as invalid.

4. It is also stated that the Bids which quotes the amount of Services charges of the firm as NIL shall also be rejected.

Signature of Tenderer
With full address.

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 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 Certificates 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 then 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 tender fee/EMD as applicable and enter details of the instrument.
4. Bidder should prepare the IMD 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 of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric 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
(To be given on Company Letter Head)

Date:

To

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender/Work:-

Dear Sir,

1. I/We have downloaded/ obtained the tender document(s) for the above mentioned 'Tender/Work' from the website(s) namely:

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. _____ to _____ (including all documents like annexure(s), schedule(s) etc.), which form part of the contract agreement and I/we shall abide hereby the terms/conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have 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

(Signature of the Bidder, with Official Seal)

Annex-III

TENDER FORM FOR PROVIDING SECURITY SERVICES IN M/O EARTH SCIENCES

Cost of tender: Rs _____

1. Due date for tender : _____

2. Opening time and date of tender : _____

3. Names, address of firm/Agency : _____

4. Telephone numbers: : _____

5. Registration No. of the Firm/Agency : _____

6. Name, Designation, Address of : _____

Authorized person of Firm : _____

Telephone No. office : _____

Agency to deal with : _____

Please specify as to whether : _____

7. Type of firm : _____

Address and Telephone No : _____

Directors/partners should be specified : _____

8. Copy of PAN card issued by Income Tax Deptt: _____

Copy of previous Financial Year's Income Tax Return: _____

9. Provident Fund Account No : _____

10. ESI Number : _____

11. License number under Contract Labour (R&A) Act: _____

12. Details of Bid Security deposited : _____

a. Amount : _____

Paste recent
Passport
Size
photograph
here

- b. FDR No.or DD No. : _____
- c. Bank Guarantee in favour of : _____
- Date of issue : _____
- d. Name of issuing authority : _____

13. Any other information

14. Declaration by the bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

(Signature of the bidder) Name and Address (With Seal)

MODEL BANK GURANTEE FORMAT FOR PERFORMANCE SECURITY

To
The President of India

WHEREAS.....
(name and address of the supplier) (hereinafter called “the supplier”) has undertaken, in pursuance of contract no.....dated..... to supply (description of goods and services) herein after called “the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of
(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until theday of, 20.....

(Signature of authorized officer of the Bank)

.....
Name and designation of the officer

.....
.....

Seal, name & address of the Bank and address of the Branch