

**National Institute of Social Defence
Ministry of Social Justice and Empowerment
West Block-1, Wing-7, Gr.Floor,
R.K. Puram, New Delhi-110066.**

F.No. 61/1/2019-Admn.

Dated 19 July,2019

TENDER DOCUMENT

For providing services of Security Guards/Supervisor at National Institute of Social Defence, Plot No. G-2, Sector-10 Dwarka, New Delhi.

Date of Issue of Tender Document	:-	19 July, 2019
Last date & time for submission of Tender Document		09.08.2019 up to 5 PM
Date & time for opening of Tender Document		16.08.2019 at 3 PM
Technical Bids		16.08.2019 at 3 PM
Financial Bids of eligible Tenderers		Would be informed later

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TENDER NOTICE

Tenders are invited by the National Institute of Social Defence, Ministry of Social Justice and Empowerment in two bid systems (**i.e. Part-1: Technical Bid and Part-II: Financial Bid**) from reputed, experienced and financially sound Companies/Firms/Agencies for providing services of Security Guard/Supervisor at National Institute of Social Defence, Sector-10, Plot No. G-2, Dwarka, New Delhi initially for a period of one year which is extendable for further period of two years, one year at a time subject to mutual consent/agreement on the same terms and conditions after satisfactory performance.

2. Complete Tender Documents can be downloaded from the **NISD website i.e. www.nisd.gov.in**

3. The interested firms may submit the tenders in two bid system (**i.e. Part-I: Technical Bid and Part-II: Financial Bid**) in the prescribed proforma. The tender should be addressed to the Deputy Director(Admn.) in a sealed cover and should reach National Institute of Social Defence latest by 09.08.2019 at 5.00PM. The tenders may be dropped in NISD Drop Box, West Block-1, Wing-7, Ground Floor, R.K. Puram, New Delhi-110066. The cover should prominently super-scribe **Tenders for Security Services.** The interested firms may visit the location/site on Monday and Friday between 3 to 4 PM.

4. **The Earnest Money of Rs.25,000/-**(Rupees Twenty five thousand only)in the form of a Account payee Demand Draft/pay order/fixed Deposit/Bank Guarantee from any commercial bank in an acceptable form in favour of the Director, NISD, Dwarka, New Delhi should be submitted alongwith tender document. Bids shall not be considered in case the earnest money is not **submitted** Late receipt of earnest money or non receipt of earnest money will make the bidder disqualified and that bid will not be considered.

5. The tenders received in time will be opened by the Tender Evaluation Committee on **16.08.2019 at 03.00 PM in NISD Conference Hall**, R.K. Puram, Ground Floor, New Delhi. The Bidders or their representative (not more than one) may be present, if they so desire, at the time of opening of the tenders. The Technical Bids will be opened on 16.08.2019 at 03 PM. At the first instance the technical bids shall be evaluated by the Tender Evaluation Committee. **At the second stage, the financial bids will be opened of only those bidders who qualify in the technical bid.**

6. The Competent Authority in the National Institute of Social Defence reserves right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Documents, without assigning any reason, thereof.

7. The National Institute of Social Defence reserves the right to reject any or all the quotations without assigning any reason thereof.

(Sujit Kumar Mishra)
Deputy Director (Admn. & Plg.)
Tel. No:-011-26106325

GENERAL INSTRUCTIONS FOR TENDERERS

- (i) National Institute of Social Defence, Plot No.G-2, Sector-10, Dwarka New Delhi requires the services of reputed well established and financially sound "service providers: of Security Services for job in the National Institute of Social Defence , Dwarka New Delhi.
- (ii) The contract shall be initially for a period of one year from the date of letter of awarding the contract. However, the contract may be extended subsequently, on mutual consent, for a further period of one year at a time (up to a maximum of two extensions of one year each) or as may be decided by the Competent Authority, after review of performance.
- (iii) The successful bidder will have to deposit with the National Institute of Social Defence a performance security Deposit of Rs.25,000/- (Rupees twenty five thousand only) in the form Account payee Demand Draft, Fixed Deposit, Bank guarantee from any Commercial bank in an acceptable form in **favour of the Director, NISD**, Dwarka New Delhi for the due fulfilment of the contractual obligations which is refundable without any interest on termination of the contract after deducting any penalty/any liability of any kind imposed by the National Institute of Social Defence on account of unsatisfactory services.
- (iv) Conditional bids shall not be considered and will be rejected summarily.
- (v) All entries in the tender form should be legible and filled clearly. If the space provided for furnishing information is insufficient, a separate sheet duly signed by the authorised signatory may be furnished. The tenderers are to provide information of the Technical bid given in annexure-IV and furnish copies of all the document along with it in the technical Bid. Quotation of any tenderer disclosing its price bid at the technical bid stage be summarily rejected and price bid has to be made only in the financial bid (BOQ) proforma.
- (vi) The technical Bids shall be opened on the scheduled **date and time i.e. at 3 PM on 16.08.2019.**

(vii) The financial bids of only those tenders will be opened who qualify in the technical bid. the schedule time for opening of financial bids would be indicated later.

(viii) The bidding firm has to give a self certificate to the effect that it has not been blacklisted by any Central Ministry/Department, PSUs or Banks etc. The certificate has to be furnished along with the tender documents. If it is subsequently established or found that the bidding firm has given any false information or facts or has suppressed facts or manipulated the documents etc. The earnest money deposit or the performance security deposit, as the case may be, will be forfeited and no excuse what so ever will be entertained therefore.

(ix) No bidding firm will be allowed to withdraw its bids after technical bids have been opened. If any firm intends to withdraw after opening of technical bids its EMD will be forfeited.

(x) The site for the work is available and can be seen on any working day during office hours by contacting Care Taker/Deputy Director(Admn.). The tenderer should quote his price taking into account all factors which may affect the work and cost.

(Signature of Tenderer with Seal)

3. Scope of Work, Duties and Responsibility and Eligibility criteria

A. Scope of Work

- (i) The place of duty shall be National Institute of Social Defence, Dwarka, New Delhi offices. Their services will be utilized at the discretion of this office.
- (ii) Security Guards/Supervisor should have minimum qualification of 10th pass. The firm is required to submit a copy of Aadhar Card/Voter ID and 10th class certificate of the Security Guards, to be employed by the firm to the Deputy Director (Admn.). They should be polite but firm in nature, disciplined, physically fit and alert, smartly dressed in uniform while on duty.
- (iii) It will be duty of the contractor to have the credentials of the security guards/supervisor checked by the police.
- (iv) A total of 10 Security Guards are to be deployed.
- (v) It must be noted that number of Guards may increase or decrease at the sole discretion of the NISD. In that case payment will increase/decrease proportionately.
- (vi) Any other work of similar nature assigned by the NISD.

B. Duties and Responsibilities:

- (i) They should attend to distinguished visitors, VIPs and Officers.
- (ii) Security of person and property of the Staff members of the Department.
- (iii) Evacuation of staff members of the Department in case of fire or other natural calamities and to assist the relief operation.

- (iv) Protection of equipment, fixtures, plants, greenery and other movable/immovable property of NISD. To keep a check on all incoming and outgoing property/goods to ensure that the same are carried by authorised person(s) for bonafide purpose with proper gate pass.
- (v) Collecting intelligence about untoward incidents and other subversive elements/activities in the campus and promptly informing the concerned authorities.
- (vi) To maintain :Round the Clock "Security services and not to leave the place of duty under any circumstances until and unless properly relieved.
- (vii) To prevent misuse of electricity/water/ telephones and other property.
- (viii) To record in a given Vehicle Register details like registration No. of vehicle, time of entry/exit and the purpose of visit especially during off hours/closed holidays.
- (ix) To keep strict vigil on suspicious looking persons/objects and take immediate action as deemed suitable.
- (x) To check/block the access to the premises of loitering/unlawful persons & vagabonds.
- (xi) To maintain highest order of integrity, moral and social responsibility especially towards ladies & Senior Officers.
- (xii) To act as a reliable informer to the authorities for safeguarding the NISD/public interest.

C. Eligibility Criteria

I. The agency applying **needs to be registered with State/Central Government for** providing security services and should be having Income Tax PAN No. and GST No. The agency should have an annual turnover of at least Rs.50 lakhs each year during the last 3 years and should have a minimum experience of 3 years in providing Security Guards/Supervisor in Central Government/State Government Departments/public sector Undertakings/Autonomous Bodies. The agency should be capable of providing a solvency certificate of a minimum value of Rs.50 lakhs Possession of valid ISO certificate in the same field may be an added advantage.

II. Copies of the following documents should be furnished along with the Technical Bid.

- a. A certificate showing a minimum annual turnover of Rs.50 lakhs per annum during last three year (2016-17, 2017-18, and 2018-19).
- b. Copy of registration with State/Central Govt. for providing security services
- c. GST Certificate.
- d. Income Tax PAN No.
- e. Income Tax Return for last three years i.e. 2016-17, 2017-18 and 2018-19.
- f. ISO Certification, (optional)
- g. Solvency Certificate from Bank for Rs.50 lakhs.
- h. Latest Return of EPF
- i. Latest Return of ESI
- j. Latest Return of GST.
- k. Experience Certificate of 3 years in providing services of security guards/supervisor in Central Government/State Government/Public Sector Undertakings/Autonomous Bodies etc.
- l. The Earnest Money Deposit (EMD) of Rs.25,000/- (Rupees Twenty Five thousand only) in the form of Account payee Demand Draft/Pay Order, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in an acceptable form, **draw in favour of Director, NISD.**

4. Other Terms and Conditions

- i. The Competent Authority has the right to accept or reject any or all tenders without specifying any reason(s) thereof.
- ii. There is no obligation on the part of NISD to inform the unsuccessful tenderer of the outcome of the tender process.
- iii. The successful contractor shall, during the validity of the contract, engage a minimum of 10 Nos. Security Guards which may increase depending on requirement for ensuring effective security at National Institute of Social Defence, Dwarka, New Delhi.
- iv. It will be imperative on the part of Security Guards to subject persons of suspected/doubtful character to physical frisking if the situation so demands. However, for staff members such an exercise shall be subject to prior administrative approval.
- v. **If a firm quotes "Nil" charges/consideration after deduction of applicable TDS and other charges if any, the bid shall be treated as unresponsive and will not be considered.**
- vi. Payment of contractual value shall be released every month based on the performance in the preceding month. For this purpose, the firm is required to obtain certificates from Deputy Director, (Admn.), National Institute of Social Defence, in support of their satisfactory services during the monthly period in question. The certificates so obtained should be submitted along with the bills/claim of monthly charges.
- vii. It shall be mandatory on the Security Agency to conduct surprise/routine checks including at odd hours and to maintain such records. While preferring monthly bill, details of such checks are to be enclosed, without which the bill for payment shall not be entertained.

- viii. In case of pecuniary loss suffered by the National Institute of Social Defence on account of negligence attributable to the Contractor, the NISD will have the right to forfeit the security deposit and in case the security deposit falls short to match the pecuniary loss being insufficient, such balance will be recovered from the payments due to the Contractor.
- ix. A surprise check can be conducted by Administration Staff at any point of time.
- x. A register of surprise checks shall be maintained by the contractor which shall also be inspected by Deputy Director (Admn.)
- xi. Rates offered in the tender will not be enhanced during the period of contract except minimum wages or statutory wages as increased by Govt. of NCT of Delhi.
- xii. Under no circumstances shall the successful firm appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions. The contract will be terminated forthwith without any notice.
- xiii. The payment will be released through ECS systems.
- xiv. TDS and any other Government levies applicable on bill as per Government of India instructions issued from time to time shall be deducted.
- xv. Premature withdrawal of the tender by the tenderer shall forfeit the earnest money/performance security.
- xvi. A penalty of Rs.500/- per day per person will be imposed for non-attendance.
- xvii. The workers should always be in uniform and non-adherence to this will amount to imposition of penalty of Rs.200/- on each lapse.
- xviii. It will be the sole responsibility of the contractor to ensure that the full payment is made to the workers as per the minimum wages or statutory wages/rate fixed by Government of NCT of Delhi and EPF/ESI for the employee, if any is deposited and the National Institute of Social Defence will not be responsible for any lapse of the contractor in such matters.

Signature of the Tenderer with Seal

Technical Bid

**TENDER FOR PROVIDING SECURITY GUARDS/SUPERVISOR FOR SECURITY
WORK AT NATIONAL INSTITUTE OF SOCIAL DEFENCE, PLOT NO. G-2, SECTOR-
10, DWARKA, NEW DELHI UNDER MINISTRY OF SOCIAL JUSTICE AND
EMPOWERMENT.**

SL. No.	Description	Information to be given/documents to be furnished
1.	Name, address & telephone number of the agency/firm	
2.	Name, Designation, Address and telephone No. of authorised person	
3.	Please specify as to whether Tenderer is sole proprietor/partnership Firm/Private or Limited Company.	
4.	Name, Address and Telephone No. of Directors/Partners Fax No. E-mail Address.	
5.	A certificate showing a minimum annual turnover of Rs.50 lakh per annum during the last three years:- 2016-17_____	A certificate from CA showing a minimum annual turnover of Rs.50 lakhs per annum during the last three years must be furnished.
	2017-18_____	
	2018-19_____	
	(please attach proof in the form of Profit & Loss Account)	
6.	Copy of registration with State/Central Government for providing Security Services	A copy of registration for providing Security Services must be furnished.

7.	Valid ISO certificate (Optional)	A copy of Valid ISO Certificate to be furnished.
8.	GST No.	A copy of Bank Solvency Certificate must be furnished.
9.	Bank Solvency Certificate issued by a scheduled Bank of Rs.50 lacs.	A copy of Bank Solvency Certificate must be furnished
10.	Latest Return of EPF	A copy of latest Return of ESI must be furnished
11.	Latest Return of ESI	A copy of latest Return of ESI must be uploaded
12.	Latest Return of Service Tax	A copy of latest Return of Service Tax must be furnished
13.	Experience Certificate of 3 Years in providing services of Security/Supervisor in Central Govt. /State Govt./Public Sector Undertakings/Autonomous Bodies.	Experience Certificate of 3 years signed by an officer not below the rank of Section Officer in providing services of security/supervisor must be furnished.
14.	Details of Bid Security/Earnest Money deposit: a) Amount:- b) Demand Draft/pay order/Banker Cheque No.:- c) Date of issue:- Name of issuing Bank:-	A copy of Demand Draft/Pay Order/Bankers Cheque must be furnished.

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 in the tender document and undertake myself/ourselves to strictly abide by them.

Signature of the Tenderer with Seal

Note:- Please indicate the page numbers where documents attached . The entire tender document should be serially page numbered including enclosures:

Previous experience(s) of the Security Services provided by the Agency to the Govt./Semi Govt. Department and reputed/Ltd. Companies (minimum three years experience is essential)				
Sl.No.	Name	Billing Amount (in Rs.)	Period	Status

It is certified that the particulars given above are true to the best of my/our knowledge/behalf and I/We have read terms/conditions and duties/responsibilities of the Security Staff to be deputed for the purpose and have also understood the same and do hereby undertake to abide by the same without any reservations on any grounds whatsoever. In case of any breach of the said conditions, I/we shall be responsible for the consequences arising out of such situation(s).

**(Name & Signature of the
Authorised Signatory of the Agency
(with Seal of the Agency affixed)**

Date:-_____

Place:-_____

FINANCIAL BID

Charges per month per security guards/supervisor for Security work at National Institute of Social Defence Building, Dwarka, New Delhi.

Rate quoted per person per month (in Rs.)

Sl.No.	Description	Security Guard	
(a)	Minimum Wages (per person per month)		
(b)	Relieving Charges 1/6th on Sl.No.(a)		
(c)	Statutory Charges (per person per month) ESI EPF		
(d)	Total (per person per month)		
(e)	Contractor's Profit _____ (If a firm quotes "Nil" charges/consideration after deduction of applicable TDS and other charges if any, the bid shall be treated as unresponsive and will not be considered)		
(f)	Total (per person per month) (d+e)		
(g)	Any other Charges (please specify like bonus etc.) (monthly basis)		
(h)	Total (f+g)		
(i)	GST		
(j)	Total Charges (h+i)(per person per month)		

8. TENDER ACCEPTANCE LETTER

(to be given on Company Letter Head)

Date:- JULY, 2019

To

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No. _____

Name of Tender / Work:-

Dear Sir,

I/We have obtained the tender document (S) for the above mentioned "Tender//work.

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 by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/organisation too have all 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 it's totally / entirely.

5. In case any provisions of this tender are found violated, then your department/organisation 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)

