

F.No.IV-II/2017-NZP/STORE-I
Government of India
National Zoological Park
Mathura Road, New Delhi – 110003
Advertisement

Sealed tenders are invited from the reputed agencies to Provide following services at the National Zoological Park:

1. Licence to operate kiosk outside main gate and four (4) stalls
2. Licence to operate Parking
3. Provide security services
4. Provide Food and store articles

The tender documents can be obtained by payment of Rs 2000/- each during any working day on or before 06.03.2017 up to 2.00 p.m. from the office of the undersigned. The tender forms can also be downloaded from the website <http://www.moef.gov.in>, however a separate DD/Pay order of Rs.2000/- each payable in favour of Director, National Zoological Park must be enclosed with the forms downloaded from the website, failing which the tender will be rejected summarily.

Director

F.No. IV-II/2017-NZP/STORE-I
Government of India
National Zoological Park
Mathura Road, New Delhi-3

Price Rs. 2000/- (Non-refundable)

Tender Form No. _____

1. TENDER DESCRIPTION

Sub: To Provide Security Personnel at the National Zoological Park (NZP), New Delhi

CONTRACT TO PROVIDE SECURITY PERSONNEL
AT
THE NATIONAL ZOOLOGICAL PARK, NEW DELHI-110003

BID DOCUMENT

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Website www.moef.gov.in

F. No. IV-II/2017-NZP/STORE-I
Government of India
National Zoological Park
Mathura Road, New Delhi – 110003

1. SCHEDULE FOR FINALISATION OF BIDS / ALLOTMENT

- | | |
|---|----------------------------|
| 1. Sale of Tender Document (Last Day) | 06.03.2017 up to 2.00 p.m. |
| 2. Pre-bid Conference for clarifications
(At the office of the Director,
National Zoological Park, New Delhi) | 20.02.2017 at 11.00 a.m. |
| 3. Revision of RFP | 21.02.2017 |
| 4. Receipt of bids (Last Day) | 06.03.2017 up to 3.00 p.m. |
| 5. Opening of Technical Bid | 06.03.2017 at 3.30 p.m. |
| 6. Declaration of result of technical
Evaluation and opening of financial bid | 09.03.2017 at 3.30 p.m. |
| 7. Finalization of allotment/
Issue of allotment letter | 15.03.2017 |
| 8. Completion of formalities | 21.03.2017 |
| 9. Validity of tender | 100 days from 06.03.2017 |

2. DESCRIPTION AND SCOPE OF WORK

2.1 The security service provider shall have to provide the security services at National Zoological Park(NZP) Mathura Road New Delhi -03. The security agency will provide Security Personnel as per requirement. The present requirement of security personnel is as under-

On Week Days : Male Guards (Un-skilled)-40 Nos. Supervisors (Skilled)-03Nos.
 Female Guards (Un-skilled) -02 Nos.

On Sat/Sun/Holidays : Male Guards (Un-skilled) -45 Nos. Supervisors (Skilled)-03 Nos.
 Female Guards (Un-skilled) -05 Nos.

On Friday : Male Guards (Un-skilled) -23 Nos. Supervisors (Skilled)-03Nos.
 Female Guards (Un-skilled) -Nil

2.2 However the numbers of security Personnel may vary as per the requirement & the service provider will be bound to provide as many Personnel as required.

2.3 The security service provider shall ensure the protection of the personnel and property of the park, prevent trespass in the park area, perform watch and ward functions which include patrolling of the campus, to prevent entry of stray dogs, anti social elements, unauthorized persons and vehicles into park. It would be the responsibility of the security service provider to provide three nos. of Trolley mounted Inverted Mirrors with flexible light for checking of vehicles at entry points of the National Zoological Park. The security service provider shall provide Twenty numbers (20 Nos.) of Wireless sets (walky-talky) and one no. of new motor cycle in perfect working condition to the security personnel on duty at NZP. The service provider shall maintain liaison with the Local Authorities such as Police, Fire Brigade, etc. for efficient discharge of his responsibilities.

3. ELIGIBILITY CRITERIA

- 3.1. The firm/agency should be registered with Central/State Govt.
- 3.2. The firm/agency should have a minimum annual turnover of Rs. 5.00 crores each year in the previous three financial years that is 2013-14, 2014-15 and 2015-16.
- 3.3. The firm/agency should have a minimum five years of experience providing similar service to Govt./ PSU
- 3.4 The firm/agency should be registered for payment of Service Tax
- 3.5. The firm/agency should be registered for payment of Income Tax

- 3.6. The firm/agency should have valid registration with EPF and ESI
- 3.7. The firm/agency should have proven good track record of providing security service in Govt. / PSU.
- 3.8 There should be no court case, criminal case pending against firm/any of the Directors of the company.
- 3.9 The firm/agency should never have been blacklisted or debarred by any Govt. organization or public sector undertaking for participating in the tender or providing service to the govt. /PSU
- 3.10 The firm/agency should have their office located in Delhi.
- 3.11 The security service providers should have licence of operating in Delhi as per Private Security Agencies (Regulation) Act, 2005.
- 3.12 The security service providers should not be a loss making firm during the last three financial years.
- 3.13 The security service providers shall have its own Establishment/ setup/mechanism/training institute to impart training to the Personnel/ Supervisors at its own cost to ensure correct and satisfactory performance with respect to his liabilities and responsibilities under the contract.
- 3.14 The security service providers should have valid licence and frequency for wireless communication in Delhi.

4. TERMS AND CONDITIONS

Execution of Works

- 4.1. The contractor will provide Security Personnel who will provide security service as per the works and job description laid out under the supervision of the Security Supervisor of the National Zoological Park.
- 4.2. The contractor shall be responsible to the Head of the National Zoological Park viz. Director or any officer nominated by him for the execution of day to day work of the Park.
- 4.3. As per requirement the number of security personnel may increase or decrease.
- 4.4. The security personnel will be provided in three shifts of 8hrs. each as per requirement and they shall be deployed daily throughout the year from **01.04.2017 to 31.03.2018** in the National Zoological Park.

Qualifications, Duties and Responsibilities of Security Supervisor (Skilled)

- 4.5. The security supervisor under skilled category should be an ex-army/ex- paramilitary/ex- police personnel with personal arms licence .He should have matriculation (10thStandard) qualification with minimum 5 years experience in reputed organization of security service. His height should not be less than 178 Cm. and Weight 65 kg in the age group of 23 to 55 years. He should be physically fit, presentable, soft but firm in handling personnel, visitors and situations. He should have good communication skills in Hindi and English.
- 4.6 The security supervisors will be responsible for the overall security arrangement of the park covered in the contract during their shift and will ensure that all the instructions of the Park administration are strictly followed and there is no lapse of any kind.
- 4.7 As part of the duty it will be incumbent upon the security supervisor to take round of all the important and sensitive points and take additional precautions as advised by the park authorities. The supervisor should report any unusual incidents or circumstances noticed by him to the authorities of the park.
- 4.8 Security Supervisors will supervise and monitor day-to-day on 24x7 basis functioning of the Security Personnel.

Qualifications, Duties and Responsibilities of Security Guard (un-skilled).

- 4.9 The Security Guard under Un-skilled category should have Middle(8th standard) school pass with minimum 3years of experience in reputed organization of security service his height and weight should not less than 178 Cm. and 65 kg respectively in the age group of 21 to 45 years. He should be presentable, soft but firm in handling personnel, visitors and situations. He should have good communication skills in Hindi and English.
- 4.10 The Security Guard shall perform the assigned duties including patrolling of the park. The Guard should ensure that no part of the zoological park's land is trespassed/encroached or squatted upon or suffer from any unauthorized occupation or use. The Guard on patrol duty should take care of all the electric points, water taps, valves, water hydrants, fittings and fixtures, plant and machineries, movable and immovable properties, installed in the open all over the premises and ensure that the same is safeguard under all circumstances.
- 4.11 The Security Guard shall permit the entry of official visitors after confirming from the designated officers of the park that the entry is for the official purpose.
- 4.12 The Security Guard shall maintain in and out register of official visitors and vehicles with vehicle number, in and out timings, etc. and providing requisite details whenever required at the 3 gates.

- 4.13 Screening/frisking of visitors at main visitors entrance.
- 4.14 Prevent unauthorised exit of any material without proper gate passes issued by the authorised officers. The specimen signature and telephone number of the authorised officers will be available with the security personnel.
- 4.15 The security guard /security supervisor on duty shall not leave the premises/duty spot in any condition until his reliever reports for duty.
- 4.16 In emergency situations, security guard /supervisor shall also participate in the disaster management in case it happens. Guards/Supervisors should be sensitized for their role in such situations.
- 4.17 The security service provider must be responsible for any type of theft and loss of property in zoo in any condition.
- 4.18 The contractor shall employ security personnel for the purpose of providing services in the National Zoological Park and they should be in good health condition.
- 4.19 The security personnel employed by the contractor shall be of good character and sound health.
- 4.20 Roster of duty of security personnel for the work must be submitted to the Supervisor well in advance.

Uniform and Photo I.D. Card

- 4.21 The Agency at its own cost would provide uniforms which includes **two complete sets of summer uniforms (Pant, Shirt, Belt, Cap, Shoes & Socks.) and one complete set of winter uniform (Coat, Pant) to all its security personnel every year** immediately from the date of commencement of the contract. Further, timely provision of summer/winter uniform is to be ensured by the Agency and in case the security personnel of the Agency deployed for work are found without proper uniform penalty would be imposed.
- 4.22 The security agency will provide torches, lathis, whistles, Rain coats, woollen clothes and other consumables etc. to the security personnel at their cost. Security Personnel found without this will not be allowed on duty and suitable penalty will be imposed on security agency.
- 4.23 The antecedents of security personnel deployed shall be got verified by the service Provider from local police authority and an undertaking in this regard to be submitted to the NZP .

- 4.24 The service provider will maintain a register on which day today deployment of personnel will be entered. This register may be countersigned by the authorized/nominated official of the NZP.
- 4.25 The service provider is expected to ensure proper accidental coverage of its personnel. All liabilities arising out of accident or death while on duty shall be borne by the contractor
- 4.26 Adequate supervision will be undertaken to ensure correct performance of the said security. Services in accordance with the prevailing assignment instructions agreed upon between the two parties.
- 4.27 Service provider and its personnel shall take proper and reasonable precautions to avoid any loss, destruction, waste or misuse of the areas of responsibility given to them by the NZP and shall not knowingly lend to any person or company any of the effects of the NZP .
- 4.28 The security personnel shall not accept any gratitude or reward in any form.
- 4.29 The security service provider shall have his own Establishment/ setup/ mechanism/ Training institute to provide training at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.
- 4.30 That in the event of any loss occasioned to the National Zoological Park, as a result of any lapse on the part of the service provider which will be established after an enquiry conducted by the NZP ,the said loss shall be made good by the service provider up to the value of the loss. The decision of the Director of NZP will be final and binding on the service provider. Losses will be recovered from the monthly payment(s) made to service provider and the performances security of the contractor.
- 4.31 The NZP shall have the right, within reason, to have any person removed that is considered to be undesirable or otherwise and similarly Contractor reserves the right to change the personnel under prior intimation to the NZP in writing.
- 4.32 The Agency shall issue name badges to all their employees immediately from the date of start of the work, failing which the NZP reserves the right to impose a penalty of Rs five hundred per person per day and will be deducted from the bill. The Agency shall maintain discipline among its personnel/employees and shall be responsible for the good conduct and behaviour of its employees
- 4.33 The Security Supervisor/Guards are required to display mature behaviour especially towards female personnel and female visitors. The personnel engaged have to be

extremely courteous and polite with very pleasant mannerism in their dealings at all the times.

- 4.34 Agency will provide twenty (20 nos.) walky-talky (wireless) handsets to each supervisor, security Personnel and the Officer In-Charge of security to ensure effective timely communication between them.
- 4.35 The service provider shall be responsible for keeping a record of the material going out of the buildings\park, which would be allowed only along with gate pass issued by Competent Authority and shall submit such collected passes to the In-Charge security every day without fail.
- 4.36 Failure by the service provider to comply with any statutory requirement/terms and conditions during the period of contracts shall result in termination of the contract and subsequent disqualification from participation in any future tender in the N.Z.P .
- 4.37 The N.Z.P. shall not provide any accommodation and any risk involved in performing the duty by the Personnel will be sole responsibility of the contractor.
- 4.38 The security agency shall make its own arrangement to provide drinking water and reliever for lunch/dinner to their personnel on duty so that the security personnel do not leave their duty/post/place .
- 4.39 In case of any accident/quarrel/theft/complaint occurs in the N.Z.P. then all types of F.I.R. with the police, court cases on this account has to be filed by the service provider immediately under intimation to the officer in charge of security of the N.Z.P.
- 4.40 The appropriate payments of wages and other benefits to the employees of the agency shall be the sole and exclusive responsibility of the agency and persons so employed by agency shall have no claim what so ever on the NZP.
- 4.41 The security agency should ensure that no security personal leaves his duty post in unauthorised way without a replacement.
- 4.42 The security agency should see that no unauthorised persons shall be permitted to enter the premises of the zoo or no persons shall enter the premises through the fence or no animals such as dogs etc shall be allowed in the premises of zoo.
- 4.43 Any event of accidents injuries/harmful nature such as fire short circuit overflowing of water leakage of water damage caused to any property of the zoo shall be reported

immediately by the security personal to the administration.

- 4.44 The NZP will not be accept any claim in the event of any of the agency employees sustaining any injury damage or loss of life of the person either inside or outside of the zoo's premises.

Loss to NZP

- 4.45 In the event of any loss to the NZP on account of negligence or any wilful act of contractor's employees, the contractor shall make good the loss sustained by the NZP either by the replacement or on payment of adequate compensation.
- 4.46 The contractor shall be personally responsible for any loss caused to National Zoological Park on account of theft, vandalism, damages etc. due to various acts of commission or omission by his security personnel. The entire amount of loss as the case may be recovered at the discretion of Director National Zoological Park, from the bill/ performances security of the contractor.

Loss to the Contractor

- 4.47 The NZP shall not be responsible for any compensation which may be required to be paid to the security personnel of the contractor consequent upon any injury/mishap. In such case responsibility of treatment of injured security personnel will be with the contractor. The contractor is advised to take adequate insurance cover against the same at his own cost.

Rights of NZP

- 4.48. The Director National Zoological Park reserves the right to recover any dues outstanding against the firm/agency (which could not be possible through recovery from the bill/performance security) as arrear of land revenue.

Responsibilities of the Contractor

- 4.49. The contractor has to pay the wages etc. to the security personnel engaged by him as per the Minimum Wages Act before the 7th day of every month. The payment of wages to the security personnel will be made directly into the account of security personnel through account payee cheques /ECS. No payment will be made in cash. Photocopy of cheques / ECS statement as the case may be will be submitted along with the bills for payment.
- 4.50 The contractor shall bear EPF, ESI and other liabilities and the National Zoological Park shall not accept any responsibility for the personnel engaged by the agencies for any matter. Any dispute between the firm/agency and his / her personnel shall be settled at Labour Office. The National Zoological Park shall have no concern whatsoever in the matter. Any risk involved in performing the duty by the security personnel, would be sole concern

of the firm/ agency.

- 4.51. The contractor will be responsible for payment of Wages, ESI & Provident Fund etc. to the employees engaged by the contractor. The contractor has to submit proof of ESI & EPF in respect of each security personnel by name every month. The payment to the contractor will be made on submission of such proof. The National Zoological Park will be free to enquire about money deposited towards ESI & Provident Fund from the respective offices of regulatory agencies if required.
- 4.52. The deducted EPF record of each security personnel is to be submitted in the National Zoological Park along with Bill and Attendance. The National Zoological Park shall not be responsible for timely payment of Wages, ESI, & Provident Fund etc. to the security personnel engaged by the contractor. The contractor has to submit proof of ESI & PF in respect of each security personnel by name. The National Zoological Park may depute a suitable official at the time of salary disbursement to ensure fair payment to the security personnel.
- 4.53. The contractor shall be responsible for the conduct and behaviour of its employees/security personnel.
- 4.54. In case of any incidents / quarrel / complaints / thefts in the National Zoological Park, all types of FIR with the police, court cases on this account has to be dealt with by the firm/agency immediately under intimation to supervisor of National Zoological Park.

Health Check up of Security Personnel

- 4.55. It will be responsibility of the contractor to get health checked up of all the security personnel for zoonotic diseases every six months at the cost of the contractor.

Performance Security

- 4.56. The successful bidder has to submit a security deposit of **Rs.12,00,000/- (Rupees twelve lakhs only)** in the form of Fixed Deposit in the Nationalized Bank in the favour of Director, National Zoological Park as **Performance Security**. The security deposit would be returned after successful completion of the contract. In case of any breach of conditions or violation of terms and conditions or unsatisfactory performance, the security deposit would be forfeited to the Government. The decision of the Director, National Zoological Park would be final and binding on the matter.

Execution of Agreement

- 4.57. The successful bidder shall have to execute an agreement in the form of Non-Judicial Stamp Paper of Rs.100/- as per proforma to be furnished by National Zoological Park immediately after acceptance of tender. The cost of stamp paper shall be borne by the contractor only. After signing the agreement the work order will be issued.

TDS

4.58. The National Zoological Park will recover T.D.S. of the monthly payment to the contractor as per rules.

Period of Contract

4.59. The period of contract will be for one financial year only w.e.f. **01.04.2017 to 31.03.2018**.

Renewal of Contract

4.60. The period of the contract will be from 01.04.2017 to 31.03.2018.

4.61. There will be no renewal or extension of contract beyond 31.03.2018 under any circumstances notwithstanding any dispute between the National Zoological Park and the contractor.

4.62. However the Director, National Zoological Park may direct the contractor to provide services for a further period of not more than three months only beyond 31.03.2018 without assigning any reason.

Penalty for Underperformance

4.63. If it is found that due to any reason (whatsoever it may be) on any day, deficiency in numbers of required personnel or deficiency in any of the operation/function/duties on the part of the security personnel is not discharged properly and to the satisfaction of the officer in charge of the security, the N.Z.P. may get the work done by any other agency/means at the cost of contractor and the entire amount spent on this account shall be recovered from the service provider . Penalties will be imposed at the following rates for the following under performances;

1. Rs.500.00 (five hundred) for deficiency in duty by the security personnel on each and every occasion.
2. All employees of the Agency shall be issued Photo Identity Cards bearing their photographs, by the Agency immediately from the date of start of the work, failing which the NZP reserves the right to impose a penalty of Rs. 500.00 (five hundred) per person per day and will be deducted from the bill. Any subsequent new deployment will also be issued a new Identity Card immediately of deployment.
3. The Agency shall issue name badges to all their employees immediately from the date of start of the work, failing which the NZP reserves the right to impose a penalty of Rs. 500.00 (five hundred)per person per day and will be deducted from the bill.
4. The gates of the zoo have to be closed always except to allow authorized person failing which a penalty of Rs. 500.00 (five hundred) per person each time will be imposed.

5. If any personnel is found without security gear or uniform, a penalty of Rs. 500.00 (five hundred) per person each time will be imposed.
6. The security agency will provide wireless sets, Uniform torches, lathis, whistles, and other consumables etc. to the security personnel at their cost. Security Personnel found without this will not be allowed on duty and penalty of Rs. 500.00 (five hundred) per person per day will be imposed on security agency.
7. The security agency shall make its own arrangement to provide drinking water and reliever for lunch/dinner to their personnel on duty so that the security personnel do not leave their duty/post/place. In case of default a fine of Rs. 500.00 (five hundred) per day will be imposed.
8. Rs.2000/- (Two Thousand) each for failure to provide security personnel in required number in addition to payment made by NZP to meet the shortage of deployment of security personnel from other sources.
9. Rs. 2000/- (Two Thousand) per day for Delay in payment of wages to the staff beyond 7th of each month.
10. The decision of the Director, N.Z.P. on the subject shall be final and binding on the service provider and it shall not be open to the arbitration.

Termination of Contract

- 4.64. The Director, National Zoological Park can terminate the contract at any time after serving two weeks' notice to the contractor on account of violation of any term and condition or if during the period of the contract the performance is not found satisfactory. The decision of the Director, National Zoological Park shall be final and binding on the service provider in this regard.
- 4.65. Failure by the service provider to comply with any statutory requirements during the period of contract shall result in termination of the contract and subsequent disqualification for participation in any future tender in the National Zoological Park.
- 4.66. The contractor will not be allowed to leave the contract before one year failing which the performance security will be forfeited.

Settlement of Disputes

- 4.67. In the matter of dispute arising between the National Zoological Park and the contractor regarding terms and conditions and execution thereof the matter shall be referred to IG (WL) MoEF&CC who will be the Arbitrator as per the provisions under the Arbitration and Conciliation Act, 1986. The contractor shall not question the decision of the arbitration on the ground that the arbitrator is a Government servant. The decision of

Arbitrator shall be final and binding on the parties.

Submission of Bills

- 4.68. Bill shall be submitted each month (in Triplicate) to the office of the Director, NZP which will be verified by the section supervisor of the works who will in turn forward the same along with the certificate of the satisfactory performance of the works in support of having copy of performed the job. The bill should be supported by the accepted EPF Challan and ESI payment certificate of previous month exclusively for the NZP showing details of payment of EPF and ESI without which no payment will be released
- 4.69. The contractor has to submit the bill to the office by 5th of every month along with security personnel wise proof of ESI, EPF contribution and photocopy of account payee cheques / ECS statement as the case may be as proof of payment of wages to the security personnel in their accounts.

Payment of Bills

- 4.70. The payment will be made upto 25th of every month for the period pertaining to previous month. In other words, the payment for October shall be made upto 25th of November. However, it is possible that sometime for want of funds, if the bill is not passed in time no interest / compensation shall be allowed.
- 4.71. The contractor shall maintain a proper attendance record of its employees engaged for the purpose. The same shall be produced at the time of release of salary. No wages will be paid for short attendance.

5. SUBMISSION OF THE BID

- 5.1. The tender form can be purchased from the office of the Director, National Zoological Park during the office hours within the stipulated date and time as mentioned in the tender notice.
- 5.2. The tender forms can also be downloaded from the website <http://www.moef.gov.in> containing all terms and conditions.
- 5.3. The application forms downloaded from the website should be accompanied by a Bank Draft of Rs. 2000.00 (two thousand) payable to the Director, National Zoological Park, and New Delhi without which the tender would be rejected summarily.
- 5.4. Before submitting the tender the bidders are advised to read the tender document and carefully apprise themselves thoroughly of the scope of works, jobs, terms and conditions and other requirements.

- 5.5. The bidders are advised to attend pre-bid conference to clear doubts about the tender if any.
- 5.6. This tender is based upon two bid system: The Technical Bid and the Financial Bid.
- The tender form duly filled in including technical bid (Annexure-I) and financial bid (Annexure-II) should be put in separate envelopes super scribed clearly as “Technical Bid” and the “Financial Bid”.
- 5.7. All the entries in the Technical Bid form (Annexure I) and Financial Bid (Annexure II) should be made clearly.
- 5.8. Financial bid of only those bidders will be considered who are found technically qualified by the committee.
- 5.9. All the supporting enclosures to be provided as part of technical bid should be self-attested by the bidder or the person authorized by him on his behalf.
- 5.10. The supporting documents and the envelopes having technical and financial bids separately should be kept in one sealed envelope to be submitted at National Zoological Park.
- 5.11. All the envelopes should be super scribed as “Application to Provide Security Personnel at National Zoological Park, New Delhi” and the name and address of the bidder should be written at the bottom of all the envelopes.
- 5.12. All the pages of the tender document from page no.1 to 28 should be signed and stamped by the contractor. The sealed tender must reach the office of the Director, National Zoological Park, Mathura Road, New Delhi - 110003 latest by the advertised deadline.**
- 5.13. The Director, National Zoological Park reserves the right to reject any bid without assigning any reason.
- 5.14. Conditional bid will not be accepted.
- 5.15. All the pages of tender from page number 1 to page number 28 shall be duly signed and stamped by the bidder or his authorized representative
- 5.16. The tender form should be filled in by the bidder neatly and accurately. Any alteration, erasing or overwriting may render the tender invalid unless such alteration, erasing or overwriting is neatly carried out or duly attested by the authorised signatory.

EMD

- 5.17. The tender should be accompanied by an Earnest Money Deposit of Rs. 2,00,000/- (Rupees

two lakhs only) in the form of Bank Draft/ Pay Order payable to the Director, National Zoological Park, New Delhi with validity up to 6 months .

- 5.18. The tender received without EMD will be rejected summarily.
- 5.19. The EMD is returnable to the bidders after award of the contract.
- 5.20. In the event of failure to accept the offer letter and failure to submit prescribed security money and enter into agreement within the stipulated period the EMD shall be forfeited to the Government without further correspondence.

Quotation of Rates

- 5.21. The contractor will be paid daily wages to be paid to the security personnel as per the minimum daily wage rate of the Delhi Government on monthly basis. This daily wage payment will be revised as and when the daily wages rates of the Delhi Government are revised.
- 5.22. In addition to the wages the contractor will also be paid as per the rate quoted by him **in percentage** over and above the current monthly wages to cover the cost of all statutory contribution such as EPF, ESI, including employer share thereof, all applicable taxes, cess, bonus, contractors profit etc. **No additional payment other than wages and the quoted rate by the contractor will be made to the contractor.**
- 5.23. This rate quoted should be in **percentage over and above the current daily wage rate** of the Delhi Government on monthly basis. The rate quoted in percentage **over and above the monthly wages** will be to cover the cost of all statutory contribution such as EPF, ESI, including employer share thereof, all applicable taxes, cess, bonus contractors profit etc. No additional payment other than wages and the amount as per the quoted rate by the contractor will be made to the contractor. **Rate not quoted in percentage will be rejected summarily.**

Revision of Rates

- 5.24. The payment to the security personnel and subsequently the amount payable to the contractor will also be revised as and when the Delhi Govt. labour wage rates are revised. However, the percentage rate quoted by the contractor over and above the Delhi Govt. labour wage rate will remain the same.

Check List

- 5.25. There is a check list provided as (**Annexure IV**). Before submitting the tender the bidder should verify all the entries in the check list and tick the appropriate boxes marked in the check list before the respective entries.

- 5.26. Tender application without complete documents / information shall not be considered and will be rejected summarily. If at any time during the period of contract, it comes to the notice of the Director, National Zoological Park that the contractor has misled the Director, National Zoological Park by way of giving incorrect /false information, which has been material in the award of contract, the contract shall be liable for termination besides other legal action which may be initiated against the contractor under the relevant laws.

Procedure for selection of Contractor

- 5.27. The selection of the contractor will depend upon the evaluation of technical bid. The NZP is not bound to select the lowest bidder. The committee of NZP constituted to finalise the contract may visit the site where the services are already been provided by the contractor.

Award of contract and time limit to accept the offer

- 5.28. The successful bidder will be made an offer to provide the security personnel at the National Zoological Park. The time limit to accept the offer will be 10 days.
- 5.29. In the event of contractor failing to provide the acceptance letter along with the performance security within 10 days of the receipt of the offer then it will be presumed that he is not interested in the contract and the EMD deposited by him will be forfeited without any further notice.

Director
National Zoological Park

APPLICATION FORM-T (TECHINCAL BID)

CONTRACT TO
PROVIDE SECURITY PERSONNEL
AT
THE NATIONAL ZOOLOGICAL PARK, NEW DELHI-110003

(TO BE FILLED IN BY THE APPLICANT)

1. Name of the Firm/Agency :
2. Name of the representative
authorized by the company/
agency to sign the tender :
3. Applicant's Legal Status, Please specify:
(Private /Public Limited Company/ Partnership firm/Sole Proprietor Firm/ any others) :
.....
4. Registration Details of the Firm/Agency :
 - 4.1 Number :
 - 4.2 Where registered :
5. Address of the Firm/Agency :
:
:
:
6. Telephone No. :
- 6.1 (Office) :
- 6.2 (Residence) :
- 6.3 ISD/STD code :
- 6.4 Website if any :
- 6.5 Mobile :
- 6.6 E-mail :

7. Service tax Registration No :
8. PAN No. (attach photocopy) :
9. Designation & address of:
the Income tax Authority
by whom the entity is
assessed.
10. EPF Regn. No. in EPF :
- Commissioner Office
11. ESI Regn. No. :
12. Earnest Money(EMD) : Amount.....
- : Bank Draft No.....
- : dated.....
- : Name of the Bank
13. Details of Application fee of Rs 2000/-in case tender form is downloaded from the website
: Amount.....
- : Bank Draft No.....
- : dated.....
- : Name of the Bank
14. Date of establishment of the applicant's
Business in similar business (attach proof)
15. Bankers Details:.....
- (i) Name :.....
- (ii) Branch :.....
- (iii) A/c No.....

16. Annual turnover from similar business operation in the last three years:

Financial Year	Turnover (in Crores) from similar business operations (as per audited financial statement)
2013-14	
2014-15	
2015-16	

17. Experience details of Government Offices / Public Sector Undertaking, where services have been/are being provided:

S.No.	Name of Organization	From	To	Period
1				
2				
3				
4				

18. Details of office which has provided the Good Conduct Certificate where the services are being currently provided:

- i. Name of the officer : _____
- ii. Designation : _____
- iii. Telephone No.: _____
- iv. E. mail : _____
- v. Address of the office: _____

19. Enclosures (to be provided as self attested documents) :

- i) Demand Draft of Rs. 2000/- only if the form is downloaded from the website.
- ii) Demand Draft/Pay Order of Rs. 2,00,000/- as EMD

- iii) Identity proof of person signing the tender document - Self attested photocopy of Pass Port/ Driving Licence/ Voter Identity card etc.
 - iv) Address proof of person signing the tender document- Self attested Photocopy of Pass Port / Electric Bill / Telephone Bill / Ration Card etc.
 - v) Self attested copy of registration of the company / agency.
 - vi) Self attested copy of proof of annual turnover for the last three years i.e. 2013-14, 2014-15, 2015-16.
 - vii) Self attested copy of proof of experience of the company / agency
 - viii) Self attested copy of PAN Card for payment of income tax
 - ix) Self attested copy of Service tax registration
 - x) Self attested copy of EPF registration.
 - xi) Self attested copy of ESI registration
 - xii) Certified copy of authorization if documents are signed by the authorized signatory.
 - xiii) Income tax return of the last three years.
 - xiv) Certificate of good conduct of any Govt. agency where the services are being currently provided
20. In case of branch office the authorisation letter from the Head Office.
21. Details of Business associates/Sister concern/Affiliates, subsidiaries etc.
If any (attach proof)
22. Experience in the field of similar business operation.
- (i) Photographic & documentary proof to substantiate the experience of five years
 - (ii) Proof to show current engagement in similar business operations
23. Self attested copy of licence of operating in Delhi as per Private Security Agencies (Regulation) Act, 2005
24. Self attested proof of training facilities
25. Self attested copy of valid licence and frequency for wireless communication in Delhi.
26. Affidavit as per Annexure – III

I/we, hereby, declare that:-

I/We have read and understood & agree to the Bid Documents, including Terms & Conditions forming integral part of the license agreement, etc.

I/we have read and understood the terms and conditions governing the grant and operation of license: and

I/We agree and undertake to be bound by the Bid Documents, and other Terms & Conditions forming integral part of the license agreement.

That I/We understand that in case of any of the above information/documents (as given by us) is found to be incorrect, National Zoological Park may reject the application, cancel the agreement or revoke the license at any time, without giving any notice and in such a situation, I/We will not be entitled for refund of any part of licence fee, security and other deposit.

I/we hereby also declare that:-

The bid has been submitted after site inspection of the National Zoological Park and the same are to be allotted on 'as is where is' basis.

That the undersigned has been authorized by the firm/company to sign these bid documents.

The address given below is the postal/communication address in which all the messages/documents may be addressed/sent to us.

Place:

Date:

Signature :

Name :

(Authorised Signatory)

Designation :

(Capacity in which signed)

Full Address :

Company Seal :

Signature of bidder

Dated : _____

APPLICATION FORM-F (FINAICAL BID)

CONTRACT TO
PROVIDE SECURITY PERSONNEL
AT
THE NATIONAL ZOOLOGICAL PARK, NEW DELHI-110003

(TO BE FILLED IN BY THE APPLICANT)

To

The Director
National Zoological Park
Mathura Road , New Delhi - 110003

Sub: Tender to Provide Security Personnel at the National Zoological Park, New Delhi

Dear Sir,

I/We hereby submit tender for award of contract to provide Security Personnel at the National Zoological Park, New Delhi on each and every day for a period of one financial year **w.e.f 1st April 2017 to 31st March, 2018.**

I/We also undertake to Provide Security Personnel as required by the National Zoological Park during the entire period of contract. **Payment to these security personnel will be made only through A/C payee cheques/ECS only.**

I/We quote our maximum rate on percentage basis over and above the Delhi Government approved daily wages rates inclusive of all statutory contributions such as EPF, ESI, including employer share thereof, all applicable taxes, cess, bonus etc. to be paid by me/us as _____(% rate in figure)
_____(% rate in words)
for the period from 01.04.2017 to 31.03.2018 PER MONTH.

1. We understand that no additional payment other than wages and the amount as per the quoted rate will be made.

I/we hereby declare, understand and accept that:-

The submission of the offer does not guarantee grant of contract and that Director, NZP has the right to cancel or reject the bids at any time.

We shall deposit within **10 days** from the date of offer Rs. **12,00,000.00 (Rupees twelve lakh only)** from Nationalized Bank as Security Deposit for the due and faithful performance in the form of Fixed Deposit in any Nationalized Bank /Post Office Saving Bank (Security Deposit Account) Pass Book pledging the amount in favour of Director, National Zoological Park, New Delhi.

The period of the contract shall be from **01.04.2017 to 31.03.2018** only and will not be extended/renewed under any circumstances notwithstanding any dispute between ourselves and the National Zoological Park. However the Director, National Zoological Park may require us to provide services for not more than 03 months beyond 31.03.2018 without assigning any reason.

Security deposit will be at the disposal of Director, NZP to make good any loss/damages/outstanding dues and for performance of other Terms & Conditions of license.

I/We understand that the quoted contract fee is inclusive of all statutory contributions such as EPF/ESI etc. including employers share thereof and all applicable taxes etc.

The postal address given here-below is the postal/communication address to which all the messages/documents any be addressed/sent to us.

Thanking you,

Yours faithfully,

Place:

Signature:

Date:

Name:

Designation:

(Capacity in which signed)

Full Address:

Company Seal:

Email ID:

I/We have thoroughly read & understood the terms and conditions of the tender and accept the same.

Yours faithfully,

Signature of bidder

or authorized signatory: _____

Name of bidder: _____

Address: _____

Telephone No. _____

**ON NON JUDICIAL STAMP PAPER OF RS.100/-
AFFIDAVIT**

I, _____, son/daughter/wife of _____ resident of _____
_____ Director/Partner/Proprietor of M/s.
_____ having its registered office at
_____ do hereby solemnly declare and
affirm as under:-

1. That I/firm/company have/has the requisite licenses and approvals to Provide Security Personnel at the National Zoological Park, New Delhi
2. That there has been no case/litigation whatsoever against me/firm/company or any other legal entity in which I/we have controlling share any law which restricts me/firm/company from providing security personnel at the National Zoological Park, New Delhi or to enter into the contract Agreement.
3. That I/firm/company am/is financially sound to enter into such an agreement.
4. That I/firm/company or any other legal entity in which I/we have controlling share has/have never been barred from providing services of similar nature anywhere in India by any agency/Govt. Department.
5. That I/we understand and agree that the contract period/term of license to Provide Security Personnel at the National Zoological Park, New Delhi for which I am/we are submitting our bids to Provide Security Personnel at the National Zoological Park, New Delhi shall be from **01.04.2017 to 31.03.2018** only and will not be extended/renewed under any circumstances notwithstanding any dispute between ourselves and the National Zoological Park. However the Director, National Zoological Park may require us to provide services for not more than 03 months beyond 31.03.2018 without assigning any reason.
6. That I/we undertake and agree that we shall not resort to any unauthorized use of the premises and shall confine the permitted activities within the specified area. I/we also understand and agree that for any violation of these conditions, the contract agreement will result in summary cancellation/termination of contract agreement.
7. That I/we undertake and agree that the Director, NZP will have the sole right to revoke/cancel the contract agreement on violation of any terms & conditions of the bid document and/or Agreement.

8. That I/we agree and understand that I/we will have no authority to access the premises after the expiry/termination/revocation/cancellation of the contract Agreement.

9. That I/we undertake to pay the amounts as demanded by Director, NZP towards damage if caused to the NZP premises during the tenure of Agreement on vacation. The amount towards damages shall be paid within seven days from the date of Demand Note/Invoice.

10. That I/we have not been debarred from participating in the bidding process by any Govt. agency/PSU etc.

11. That I/we declare that no criminal case is pending against me/us in any court of law in the country.

12. That I/we have read all the terms & conditions forming part of the bid document and agree to abide by them in entirety.

DEPONENT

VERIFICATION

Verified at Delhi on this _____ day of _____ that the contents of the above Affidavit are true and correct to my/our knowledge and no part is false and incorrect.

DEPONENT

CHECK LIST

ENCLOSURES

Please tick () appropriate answer against yes / no

Have you enclosed?

1. Earnest Money of Rs. 2,00,000/- in the form of Demand Draft/Banker's cheque/Pay order in favour of "Director, National Zoological Park, New Delhi" from a schedule commercial bank.

: Yes/No

2. In case the application form has been downloaded, a separate Demand Draft/Banker cheque/Pay Order of Rs. 2,000/- towards application fee in favour of Director, National Zoological Park, New Delhi.

: Yes/No

3. **Have you enclosed all the required self-attested documents as per the list of enclosures provided in the technical bid (annexure A)**

: Yes/No

4. OTHERS

- i) Have you signed and stamped all the pages of the tender documents and enclosures. : Yes/No
- ii) Have you mentioned the rates in figures as well as in words : Yes/No
- iii) Have you signed corrections/ over writings. : Yes/No
- iv) Have you read and agreed with all terms and conditions stipulated in the tender document. : Yes/No
- v) Have you numbered all the documents attached as enclosures by making first enclosure as page no. 1 and so on. : Yes/No

Place:

Signature:

Date:

Name:

Designation:

Full Address:

Company Seal:

Email ID:

**ON NON JUDICIAL STAMP PAPER OF RS.100/-
A G R E E M E N T**

ARTICLES OF THE AGREEMENT made on this _____ day of _____ 2017 between Director, National Zoological Park Mathura Road, New Delhi-110 003 (hereinafter referred to as **NZP** which expression shall include his/their executors, administrators and assigns) of one part and M/s _____ (hereinafter referred to as the **Contractor**, which expression shall include his/their, executors, administrators and assigns) of the other part and whereas the NZP had issued Notice Inviting Tender vide No. dated -----against which the Contractor has submitted his tender vide No. _____ dated _____ and the NZP had issued Letter of Intent/Letter of Award vide No. _____ dated _____ to the Contractor, which has been accepted by the Contractor.

NOW IT IS HEREBY AGREED as follows :-

That the Notice Inviting Tender (NIT), terms and conditions, complete tender document with annexures, and Letter of Intent / Letter of Award including the following shall be deemed to form an integral part of this Agreement.

- (a) Invitation to Tender alongwith full Bid Document with all annexures
- (b) Scope of work
- (c) Terms and condition of the contract
- (d) Instructions to Bidders
- (e) Any other documents forming part of the contract

In witness thereof, the parties put their hand this _____ day of _____ 2017 in the presence of :-

For and on behalf of the Contactor

For and on behalf of the President
of India

Signature of the authorized official
Name of the official _____
Stamp/Seal

Signature of the authorized Officer
Name of the Officer
Stamp / Seal

Two witness on behalf of Contractor
(signatures with full name & address)

Two witness on behalf of NZP
(signatures with full name and address)