

No.29017/01/2017-GA
Government of India
Ministry of Environment, Forests & Climate Change

Indira Paryavqaran Bhawan ,
Jor Bagh Road,
New Delhi-110003.

Dated: 23/10/2017

Notice Inviting Tender

(Closing date 3.00 PM on 23-11-2017)

Subject:-Tender for award of contract for providing Private Security Services in the Ministry.

Sealed quotations are invited from eligible and interested firms/agencies having experience in the field of security services for annual contract in the Ministry of Environment, Forest and Climate Change, Jor Bagh Road, IPB New Delhi-110003. The terms and conditions are as under:-

- (a) The agency/firm shall have experience of at least 5 (five) years in providing security services in Government Departments/Ministries/PSUS/Corporate offices and should have a minimum turnover of Rs.6,00,000/-(Rupees six lakhs only) per year during the last three years. The documentary proof of financial turnover must be submitted along with the quotations.
- (b) The agency/firm shall provide security services at Ministry of Environment, Forest & Climate Change, IPB New Delhi-110003 in its office at 4th floor old CBI Building, CGO Complex, New Delhi-110003 and 7th floor, vigyan sadan R.K.Puram New Delhi and or any other office by deploying 4-6 number of Security personnel. The wages /remuneration to the personnel will be as per notified rate of the NCT Delhi as amended from time to time.
- (c) The agency shall provide security services by deploying adequately trained and well-disciplined security personnel(civilian) who shall safeguard the buildings of Ministry of Environment, Forest and Climate Change and offices, moveable and immovable assets, equipment and other items at the offices of the Ministry from any thefts, pilferage or damage and also ensure safety of the employees, visitors, guests or any other persons working in its premises.
- (d) The security personnel shall be deployed round the clock in three shifts at the above stated premises for safeguard. The security personnel deployed shall maintain vigil and remain alert.
- (e) The agency shall be responsible for opening/closing of the offices and rooms as necessitated/directed by Ministry of Environment, Forest and Climate Change officers/officials on working days and holidays.
- (f) The contract will initially be valid for one year and can be extended up-to two more years subject to the conditions of the satisfactory performance. The agency should possess the required licenses, registrations(such as Private Security Agencies (Regulation) Act, 2005 other Govt. formalities etc. If anything to this effect comes to the notice of the Department during the currency of the contract, the contract shall be terminated immediately and EMD/Performance Security be forfeited.



- (g) The firm/agency shall comply with all prevailing Labour Laws, Rules and Acts in relation to its employees and ensure payment of minimum wages to the employees as per the notifications issued by Government of NCT of Delhi from time to time in compliance with the provisions of Minimum Wages Act and the contract Labour(Regulation & Abolition) Act.1970 as amended from time to time.The payment of wages by the firm/agency to its employees shall be made through cheque/direct beneficiary transfer only and a certificate on the firm's letterhead be furnished to this Ministry every month along with a copy of the Acquaintance roll duly signed by the concerned employees, in confirmation of payment of minimum wages in each case.
- (h) The agency shall have all necessary permits/licenses from authorized agencies such as Municipal Corporation, other local authorities, state /central/govt. Department labour Department etc. at its own cost.
- (i) The agency shall be solely responsible for all statutory payments to its employees/labour under all relevant statutes for the purposes of this Agreement.
- (j) The agency shall also ensure that its activities do not in any manner disturb officials, staff of Ministry of Environment, Forest and Climate Change. The agency/firm shall be responsible for the conduct and behaviour of its employees. The employees deployed shall observe office discipline and decorum.
- (k) Ministry of Environment, Forest and Climate Change shall not accept or entertain any claim in the event of the agency's /firm's employee sustaining any injury, damage or loss either to person or property either inside or outside of Ministry of Environment, Forest and Climate Change premises.
- (l) A complete list of personnel to be deployed for duty along with their bio-data photographs, proof of residence, etc. shall be submitted at Ministry of Environment, Forest and Climate Change before they are deployed changes should be informed forthwith when they take place.
- (m) All personnel deployed by the agency shall at all-time be medically fit. The employees should be supplied with proper uniform and identity card with photographs by the agency at its costs. Employees of the Agency should be in prescribed uniform at all times during duty hours.
- (n) The workers/staff of the agency shall have nothing to do with Ministry of Environment, Forest and Climate Change and shall have no presumptive or any kind of right of absorption in Government services.
- (o) The firm/agency shall deploy the same employees during the period of contract to premises. The firm/agency shall provide substitute in the event of any employees being absent for any reason or if an employees is asked to be removed by Ministry of Environment, Forest and Climate Change.
- (p) It should be ensured that the security guards deployed at this Ministry should possess good physique, vision etc. and are below the age of 55 years. The Tenderer shall not employ any person who has not completed twenty one years of age.
- (q) The bidder/agency should be in possession of License under PSARA i.e. The private security agencies(Regulation)Act.2005 and Delhi Private Security Agencies Regulation) Rules,2009 by the controlling authority, Home Department, Government of NCT of Delhi.Delhi Secretariat,New Delhi.
- (r) The bidder may be proprietary firm,Partnership firm,Limited Company,corporate body legally constituted, empanelled/registered with DGR who posses the required licenses.registration(such as private Security Agencies(Regulation)Act 2005 etc. as per law valid at least for 12 months from the date of the opening of tender. If anything to this



effect comes to the notice of the Department during the currency of the contract, the contract shall be terminated immediately and EMD/performance security be forfeited.

- (s) The payment shall be made to the agency/firm on monthly basis on production of certificate of satisfactory services from the designated officer of this Ministry. The employees deployed shall at all times and for all purposes be the persons of the agency/firm. The agency/firm shall be solely responsible to provide the admissible benefits to employee as per the provisions of laws applicable in the matter and a certificate to this effect shall be furnished by the agency/firm every month facing which the Ministry reserves the right to withhold the payment of the bills.
 - (t) The firm's/agency's employees who are deployed shall not claim any benefit/compensation/absorption/regularization of services with office under provision of industrial Disputes act, 1947 or Central Labour (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the service provider to this Ministry.
 - (u) The agency/firm shall fulfil the conditions laid in GFR and comply with all the legal requirements for obtaining license under Contract Labour I(Regulation & Abolition) Act, 1970 as amended from time to time at his own part and cost.
 - (v) The agency/firm shall be responsible to the Deputy Secretary(GA)/HOD of this Ministry and other officers nominated him/her for the execution of the work contract.
 - (w) The agency/firm shall be responsible solely in case of theft and damage to the property of the Ministry of Environment, Forest and Climate change in offices premises due to negligence, carelessness, etc.; on the part of the agency's/firm 's employee. The agency/firm shall not sub-let or sub-contract any part of this contract/job without the expressed written consent of this Ministry. The agency/firm shall also be responsible for any act of omission or commission on the part of its workers. Any damage done/caused to the existing structure/furniture/fitting/equipment by the workers of the firm/agency shall be got rectified by the agency/firm at his own risk and cost/cost received from/by the agency/firm.
2. The Department reserves the right to accept/reject the tender at any time without assigning any reason.
3. The tenders inviting quotations will be in two parts i.e. "Technical Bid" and "Financial Bid" to be submitted in two different envelopes with superscript of the same.
4. Any dispute arising out of the contract will be settled within the jurisdiction of Delhi Court.
5. The "Technical Bids", must be submitted in **Annexure-I** with the following documents:
- a. Earnest Money Deposit of Rs.25000/- (Rupees Twenty Five Thousand only) in the form of DD/Pay Order, drawn in favor of PAO, Ministry of MoEF&CC, New Delhi.
 - b. Attested photocopies of the following documents:
 - (i) Valid registration Number
 - (ii) Valid EPF Registration Number
 - (iii) Valid ESI Registration Number
 - (iv) Permanent Account Number(PAN) issued by Income Tax Department.
 - (v) License under PSARA from govt. of NCT of Delhi.
 - (vi) Service Tax registration Certificate.



- (vii) Valid License and Registration number under Contract Labour Act with labour Commission.
- (viii) Balance sheet for last three years for proof of turnover of Rs.800000/- (Rupees eight lakhs only) per year.
- (ix) Satisfactory performance certificate issued by the Government Ministries/Department.
- (x) Duly filled in Check list as in **Annexure-IV**
- (xi) An undertaking to the effect as in **Annexure-III** that the Agency has not been blacklisted by any of the Departments/organizations of the Government of India/Government of NCT of Delhi and no criminal case is pending against the said firm/agency.

6. The financial Bids must be submitted in **Annexure-II** only.

7. The employees required to be deputed will be four to six(4-6) and the manpower is to be supplied within a week of award of contract.

8. The tender received without EMD will be rejected summarily. The Earnest Money shall be forfeited if the successful bidder withdraws his offer. The successful bidder will have to submit performance Security equivalent to 10% of the amount payable per annum, which will be forfeited in case the supply of manpower is delayed beyond the stipulated period indicated above or frequent absence from duty/misconduct on the part of manpower supplied by the agency or the firm violating any of the terms and conditions of the contract or not providing satisfactory service. In the case of repeated non-performance of satisfactory service, the firm may also be blacklisted for award of any future contract of Government of India. The amount will be payable through Bank Guarantee/Fixed Deposit Receipts drawn in favour of PAO, Ministry of Environment, Forest & Climate Change New Delhi. The EMD submitted by the successful bidder would be refunded after receipt of the requisite performance security which would be returned after the completion of the contract period. In case of non-compliance/non-performance of the services according to the terms of the contract, the Ministry shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the contract.

9. The sealed quotations(containing technical and financial bids separately & clearly inscribed) addressed to the Under Secretary(GA),Ministry of Environment,Forest and Climate Change, Jor Bagh Road, New Delhi-110003, must be deposited in theTender Box kept at reception of Ministry Environment,Forest and Climate Change Jor Bagh Road, New Delhi-110003, on or before **23rd Nov.,2017** at 3.00PM.The technical bids will be opened on the same day (23rd Nov.,2017) at 3.30PM by a committee constituted by this Ministry in the presence of bidders who may like to be present (not more than one representative per firm). Financial bids of technically qualified bidders will be opened later on for which the date and time will be announced on the same day.

10. Technical Bids and Financial Bids are to be submitted in respective Annexes only and also in separate envelopes. **Annexure-I(for Technical Bids) and Annexure-II (for Financial Bids) are enclosed.** All these sealed envelopes are to be put in a bigger envelope which also be sealed and duly superscribed.


11. **If a firm quotes 'Nil' changes/consideration over and above the minimum wages, the bid shall be treated as unresponsive and will not be considered.**



12. For any doubts, clarification, etc., with reference to the tender, Section Officer(GA) of the Ministry of Environment, Forest and Climate Change, IPB Jor bagh Road, New Delhi-110003 can be contacted.

13. The Ministry of environment, Forest and Climate change shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable. There would be no increase in rates payable to the Agency during the contract, period except reimbursement of the statutory wages revised by the Government.

14. The security personnel deployed by the agency shall have at least the minimum elementary knowledge of reading and writing so as to be able to make entries in the registers kept at the security desk/both whenever required and also to write their names in the attendance register and mark their arrival and departure by signing in the register.



(C.S.Thakur)

Under Secretary to the Govt. of india
Ph.24695358

TECHNICAL BID

Technical bid should indicate the following information along with the self-attested photocopies of these documents:

1. Profile of the company:
2. Proof of incorporation/inception of the agency along with valid registration:
3. Details of EMD:
4. Demand Draft Number & Date:
5. Drawn on Banik:
6. EPF Registration details:
7. ESI Registration details:
8. PAN Number/Card:
9. License under PSARA:
10. Service Tax Registration Certificate and Number:
11. Details of Registration with labour Commissioner under Contract Labour ACT:
12. Balance Sheet for the last three years:
13. Proof of 5 years experience in providing Security Services in Government Department/Ministries/PSUs/Corporate Offices:
14. Satisfactory performance certificate issued by the Government Ministries/Departments:

(Authorized Signatory)
Along with Name /Designation

ANNEXURE-II

FINANCIAL BID

To,

The Under Secretary(GA)
Ministry of Environment, Forest and Climate Change
Indira Paryavaran Bhawan
Jor Bagh Road
New Delhi-110003

Subject: Quotation for award of contract for providing private security services in Ministry of Environment, Forest and Climate Change, Jor Bagh Road New Delhi-reg.

Sir,

With reference to your tender published on the subject mentioned above, I/We quote the rate for above mentioned work as under:

Rates for deployment per/one security guard:

1. Security charges(per guard per month)*
Rs. _____
2. EPF(on the
above)Rs. _____
3. ESI(on the
above)Rs. _____
4. Contractor Charges per month
Rs. _____
5. Total RS. _____

(Rupees.....
.....)

*The rates for security guard shall not be less than the minimum wages fixed as per the notification issued by Government of NCT of Delhi from time to time in compliance with the provisions of minimum wages act and the contract Labour (Regulation & Abolition) Act, 1970.

I/We accept all the terms and conditions of your letter referred to above.

Your's faithfully

(Authorised Signatory)
Along with Name/Designation and contact detail

Undertaking

An undertaking to the effect as in that the Agency has not been blacklisted by any of the Departments/organizations of the Government of India/Government of NCT of Delhi and no criminal case is pending against the said firm/agency.

(Authorized signatory)
Alongwith name and designation

CHECK LIST FOR TECHNICAL BID

S.No.	Document asked for	Whether enclosed or not	Page number at which document is place
1.	Earnest money Depositi(Bid Security) of Rs.25000/- in form of DD/Pay Order		
2.	If the Bidder is a partnership firm, name designation, address and office telephone number of Directors/Partners.		
3.	Valid Registration of Firm/Agency		
4.	Self-attested copy of valid EPF Registration Number		
5.	Self-attested copy of valid ESI Registraion Number		
6.	Self-attested copy of PAN card		
7.	Self-attested copy of license under PSARA		
8.	Self-attested copy of service Tax Registraion Number		
9.	Self-attested copy of a current valid Lacense from Labour Commissioner under Contract Labour Act.		
10.	Self-attested copy of Annual Income Tax Returns of previous three years supported by Income & Expenditure statements and audited balance sheets.valid ESI Registraion Number		
11.	Proof of satisfactory execution of similar works as specified in the Eligibility Criterial		
12.	Undertaking as in Annexure-III to the effect that Agency has not been blacklisted by any Department/organization of Govt.of India/Govt.ofNCT of Delhi.		

PROFORMA OF FINANCIL BID

Name of enderer/Firm _____

Full Address _____

Phone No. _____ Mobile No. _____

Financial Bid

1. I/We accept all the terms and conditions with tender documents
2. I/We have submitted technical bid separately.
3. Our rates for food items are given in enclosed list.

For the period _____ to _____

Signature _____

Name _____

Designation _____

Seal/rubber stamp _____

N.B.

1. Financial bid is to be sealed in separate envelope. It must not be sealed with technical bid.
2. Please seal the financial bid super-scribing "financial bid in respect of Canteen" and stamp/sealed of tender on the envelope.
3. Rates are to be quoted only on separate form.
4. Rates should be mentioned both in words and figures.
5. Cutting/over-writing not allowed unless specifically attested by the tenderer
6. Financial bid will be considered only if technical bid is accepted by the competent authority.