

**Tender Set Cost: Rs.500/- (Rupees five hundred only)**

**Ministry of Science & Technology  
Department of Science & Technology  
(DST)**

**Technology Bhavan  
New Mehrauli Road  
New Delhi-110 016**

***Tender Document***

**For**

**WATCH & WARD SECURITY SERVICES CONTRACT AT COMMON GUEST HOUSE,  
VIGYAN SADAN, R.K.PURAM, SECTOR 10 New Delhi-22 & NSDI Sector 01,  
R.K.PURAM NEW DELHI-66**

**NOTICE INVITING TENDER FOR WATCH & WARD SECURITY**  
**:-SERVICES :-**

For and on behalf of the President of India, the undersigned invites sealed tenders in Two bid system for **WATCH & WARD SECURITY SERVICES CONTRACT AT COMMON GUEST HOUSE, VIGYAN SADAN, R.K.PURAM, SECTOR 10 AND NSDI at Sector 02 R.K.Puram NEW DELHI 110022**

- i) Date of receipt of sealed tender in DST on or before : 1500 hrs on 29/07/2011
- ii) Date & time of opening of tenders in DST: 15:30 hrs on 29/07/2011
- iii) Earnest Money Deposit Amount: Rs.25,000/- (Rupees twenty Five thousand only)
- iv) Cost of Tender Document : Rs.500/- (Rupees five hundred only)
- v) Sealed tenders should be dropped in the Tender Box of Admn II(B) Section, DST, placed at the Reception near the entrance of Technology Bhavan New Mehrauli Road New Delhi-16

Complete tender document can be obtained from Section Officer (Admin II-B), DST, Technology Bhavan on furnishing of DD, Pay order/ Banker's Cheque of Rs.500/- (Rupees five hundred only) in the name of DDO, DST, New Delhi from 10.30 AM to 5 PM on any working day. Tender documents can also be down loaded from the Department website <http://dst.gov.in> and used for submitting the bids along with tender document fee of Rs 500/- in the form of D.D./Pay order. Tenders received through e-mail, fax and/or courier, telex/telegram etc. will not be considered under any circumstances. Tender received without EMD and tender fee cost shall be rejected summarily.

(B.K.P. Angam)  
Under Secretary to the Govt. of India

## Eligibility Criteria For Bidders.

- a) The bid document should be submitted in original on a company letter head with list of all the submitted documents. All pages shall be duly signed and stamped, in support of pre-qualifying requirements.
- b) Profile of the company with its organizational structure and experience in the trade.
- c) Valid **license to provide security services & manpower.**
- d) VAT registration, PAN no. and any other registration if any.
- e) Registration Number of the Agency/Agency under the Shop & Establishment Act of Delhi Administration or any other Act for providing manpower/ Agency Memorandum & Profile /Labour license/
- f) Provident Fund Code Number/ ESI Code Number/ Income Tax Number/ Service Tax number in its name. Attested copies of these documents are to be enclosed.
- g)The tenderer himself will be responsible for adhering to applicable laws like Minimum Wages Act, statutory provisions like PF Act, ESI, Bonus, Gratuity, Leave etc.
- h) Copy of the **audited balance sheets** for the **last TWO years** along with tax audit reports.
- i) Acknowledgement of all terms and conditions of the tender.
- j). Earnest Money Deposit of Rs. 25,000/- by a bank draft/Pay-order in favor of D.D.O. DST, payable at New Delhi.
- k) The bidder should have his Registered Office or one of the Branch Offices in Delhi / New Delhi or NCR.
- l) The bidder should have an annual turnover of **minimum Rs. 15 Lakhs for the last two financial years** from security services.

m) The bidding firm should be presently in the business of providing security services to reputed organizations of similar or larger set up in the Govt sector or Private sector /MNC.

The bidder should submit a list of NAMES, ADDRESSES AND TELEPHONE NUMBERS OF CLIENTS FOR WHOM IT HAS RENDERED SERVICES IN THE PAST TWO YEARS. DST reserves the right to CHECK THE REFERENCES LISTED BY THE BIDDER and carry out the capability assessment of the Bidders. The decision of DST shall be final in this regard.

**Services and Man Power Requirement :-**

1. The Services are required round the clock for 365 days without any break (on 24x7 basis). Entries of persons should be regulated and proper Register should be maintained for incoming and outgoing visitors / guests. The entire responsibility for security of the complex will be that of the agency.
2. Cars/Scooters/Cycles or any other vehicles of the residents/visitors/guests will be looked after by that Security Guards.
3. Contractor should engage at least six security guards (two per 8 hours shift) at Vigyan Sadan Transit Hostel R.K.Puram Sector 10 and 3 guard (one per 8 hour shift) at NSDI Office complex R.K.Puram Sector-01 New Delhi with uniform on 24 hours basis, preferably Ex-Serviceman
4. The firms should quote their best competitive rates on per month basis. The successful bidding firm awarded the contract shall submit their bills on monthly basis only. The bills should be submitted by the 10<sup>th</sup> of every ensuing month in which the services were rendered.
5. Security Guard of each shift will hand over charge to their reliever only.
6. Contractor will maintain Complaint Register and Attendance Register which can be checked by the officer in charge or his representative at any time.

7. The successful tenderer shall be bound to comply with all the terms & conditions in the contract awarded to him.
  8. Any problem in the Fire Fighting System should be informed immediately to the concerned authorities.
  9. Duty hours on all seven days of the week (regular overtime & stretching of duties beyond 8 hrs. will not be accepted by DST for the shortage of manpower deployed)
    1. First shift: 06:00 hrs to 14:00 hrs..
    2. Second shift: 14:00 hrs to 22:00 hrs
    3. Third shift: 22:00 hrs to 06:00 hrs
- (2 Guards at a time) at Transit Hostel and 1 at NSDI Office complex R.K.Puram New Delhi
10. It will be the duty of the guard to open the locks to enable cleaning activities in the building (If any) from 7 a.m. in the morning and will also be present and vigilant during the entire work of the cleaning operation.

## **COVERING LETTER BY THE BIDDER ON LETTER HEAD**

1. Please refer to your advertisement for security services published in -----dated -----, 2011.

2. I hereby submit following documents for the tender.

(a) EMD .....

(b) Company Profile.

(c) Past experience.

(d) Last Two years annual turnover details with audited balance sheet.

(e) Income Tax Returns/Latest ITCC.

(f) Security license from competent authority.

(g) Service Tax Registration.

(h) VAT No.

(i) Pan Card details.

3. Technical and financial bids in two sealed envelopes.

4. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

5. The information / documents furnished along with the above declaration are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any vague / false information / fabricated

document that would lead to **rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.**

Signature of authorized person

Date: Full Name:

Place: Company's Seal:

**N.B. The above declaration duly signed and sealed by the Bidder/Agency in token of their acceptance should be enclosed with Technical bid.**

## FINANCIAL BID

For providing 6 Guards (2 at a time per 8 hours shift ) on 365x24x7 basis AT COMMON GUEST HOUSE, VIGYAN SADAN, R.K.PURAM, SECTOR 10, NEW DELHI and 3 guard (one at a time per 8 hour shift) at NSDI Office complex R.K.Puram Sector1New Delhi

Sub: Providing of security services at COMMON GUEST HOUSE, VIGYAN SADAN, R.K.PURAM, SECTOR 10, New Delhi and At NSDI Sector 01. With reference to the above, I/We hereby agree to provide Security Services at above mentioned venue within 7 days from the date of issue of Letter of Approval.

My / Our financial bid is as under: -

S.No	Guard	Rate/ month
1	Providing 6 Guards (2 at a time per 8 hours shift ) At Common Guest House Vigyan Sadan R.K.Puram Sector 10 New Delhi,	: -  (A):-
2.	Providing 3 guard (one at a time per 8 hour shift) :- at NSDI, East Block7 level 5, Sector 1 R.K.Puram New Delhi	(B):-

Total (A+B) :-

**Note:** In case of discrepancy in the amount quoted in figure and words, the amount written in words will be taken into consideration. The breakup of the charges is as follows:

- a) -----
- b) -----
- c) -----
- d) -----

Signature of the authorized signatory

Name & Designation:

Name of the Firm/Company:

Date:

## Terms & Conditions for the Security Services

Interested firms/Agencies/Companies having experience of at least 3 years in providing these services in Govt. Departments / Public Sector Companies/Autonomous bodies may submit their sealed tenders for the contract for providing these services at COMMON GUEST HOUSE, VIGYAN SADAN, R.K.PURAM, SECTOR 10, NEW DELHI and at NSDI office complex East Block 7 Sector 1 R.K.Puram New Delhi as per terms and conditions as under: -

1. This tender document is non-transferable.
2. The tender will be in two parts i.e. (i) Technical Bid (ii) Financials Bid, in **TWO SEPARATE SEALED ENVELOPES** and put in a bigger cover which should also be sealed and duly subscribed “ BID FOR SECURITY SERVICES”. Financial Bid shall be opened only in respect of those tenderers who qualify for Technical Bid. Financial Bid must have all the details filled in properly with required documents attached.
3. The Technical Bid should be accompanied by Bid Security (Earnest Money Deposit) of Rs.25, 000/- (Twenty five Thousand) in the form of DD/Pay Order in favour of D.D.O. DST (New Delhi). Tenders received after the prescribed date and time shall not be considered. The Technical bids will be opened by the Committee in presence of Tenderers or their representatives, who may be present at 3:30P.M. on- tender opening date itself in D.S.T Technology Bhavan New Delhi. Bids of the tenderers, who are not declared technically qualified, shall stand rejected without opening the Financial Bids. Only those tenders who are declared technically qualified, their financial Bids shall be opened and date and time of opening Bid shall be Communicated them separately. However, DST reserves the right to accept or reject any tender without assigning any reason.
4. The EMD should be valid for a maximum period of 90 calendar days from the date of opening of tender.
5. No interest shall be paid by DST on the EMD for the above said period.

6. The EMD is liable to be forfeited if the bidder unilaterally withdraws amends, impairs or derogates from the terms and conditions in any respect till the decision of the tender.. The EMD of successful tenderer shall be returned after placement of the contract & performance guarantee is furnished.

7. **Performance Security:** The successful bidder will have to submit performance security to ensure due performance of contract to an amount of Rs.60,000/- (Rupees Sixty Thousands Only) in the form of an Account Payee Demand Draft/ Fixed Deposit Receipt from a commercial bank/ in the favour of D.D.O. DST, New Delhi. The performance security should be valid for a period of 60 days beyond the date of completion of the contract obligations. The deposit/BG is liable to be forfeited if the successful bidder fails to comply the terms and conditions of the contract. The performance security should be valid up to the period of 60 days of date of expiry of the contract. from terms and conditions in any respect during the currency of the awarded contract.

8. If the successful tenderer fails to furnish the performance guarantee on the terms and conditions laid down by DST, the EMD shall be forfeited.

9. EMD of all un-successful tenderers shall be returned within a reasonable time period after a decision is taken on the tender enquiry.

10. The agency must provide the Certificates from at least 3 heads of Institutions where they are providing security/ manpower certifying that their services are professional and to their satisfaction.

11. The average annual turn over for the last two years i.e. 2008-09 & 2009-10 should be Rs. 15 Lacs.

12. The time & date of opening of Financial Bids of those Tenderers who qualify at Technical bid stage shall be intimated to them later.

13. In **Technical Bid, the tenderer shall submit all the applicable documents** i.e. ESI, EPF, Work Contract Registration Certificate issued by Department of Trade & Taxes, Registration with Labour Department of Govt. of Delhi under Contract Labour (Regulation & Abolition) Act 1970, Registration Certificate from Service Tax Department, PAN No, along with the Copies of last 2 years Income Tax Returns and experience certificates with details (Minimum two

Years in Govt. Departments, Public Sector Companies/Autonomous bodies.).He shall ensure

14. In Financial bid the tenderer shall only quote the lump-sum monthly charges for the services with necessary breakup of the charges. The rate should be inclusive of all taxes.

15. The rates offered in the tender shall be valid for a period of THREE YEARS from award of contract on yearly review basis. Any further increase in wages will be borne by the bidder.

16. Tender not conforming to these above requirements will be summarily rejected and no correspondence thereof shall be entertained whatsoever.

17 The department shall not be responsible for making payment to contractor on account of any increase in the minimum wages being prescribed by the local administration or any other government body from time to time.

18. Any increase in services charges on account of increase of remuneration, wages etc will not be allowed during the currency of the contract. Rates contracted with the service Agency shall remain firm & fixed during the currency of entire period of contract.

19. Contractor will submit bio-data of each security guard to the Department or nominated authority/person. In case police verification of the personnel has been done recently (January 2011 onwards) by the contractor, documentary proof of the same shall be submitted .The Department reserve the right to carry out police verification of the personnel proposed to be put in the service by the contractor/Service Agency.

20. The tender form should be legibly filled in ink or typed. The tenderer should quote the number, rates and amount tendered in figures as well as in words.

21.The tenderer himself will be responsible for adhering to applicable laws like Minimum Wages Act, statutory provisions like PF Act, ESI, Bonus, Gratuity, Leave etc.

22. The tenderer should take care that the rate and amount should be written in such a way that interpolation is not possible. No blanks should be left which would otherwise make the tender liable for rejection.

23. DST will deduct Tax at Source from the contractor @ 2% of such sum as income tax on the income comprised therein or any such rate as applicable under the rules.

24. Every worker so appointed by the tenderer to whom the work is awarded shall wear the prescribed seasonal uniform and a badge bearing his name and designation, while on duty. The contractor at his own cost shall provide the said uniforms, etc. The security staff shall not accept any gratitude or reward in any shape from any Member/ Institute.

25. The Security Guard on duty shall not leave the premises until his reliever reports for duty. The Security Supervisor/Guards are required to display courtesy and mature Behavior, especially towards female staff and female Visitors.

26. The Security Guards/Supervisors should be trained to handle disaster management to include incidents of terrorist strike, Fire, building collapse or earthquake. They should be perfect in handling of fire fighting equipments available on the spot. They will also help the staff in extinguishing the fire or in any other natural calamities. In emergent situations, security staff/supervisor deployed shall also participate as per their role defined in the disaster plan. Guards/Supervisors should be sensitized for their role in such situations.

27. The security staff provided will be in age group of 25 to 40 years with perfect smart bearing with minimum height of 160cm.

**28. Quotations must be unconditional.**

29. The agency shall provide the following items / articles at its own cost:

I. Whistle, Baton, Torches and cells to the personnel on duty.

II. Rain coats to their personnel for rainy season.

III. Uniform for on duty personnel.

IV. Two hand held detectors.

V. Regular monthly First aid & Fire Training.

30. **Payment Terms:**

Payment shall be made within 10 days of the submission of monthly bill with necessary documents and only on satisfactory performance of the services after statutory deductions like Tax Deduction at Source as applicable from time to time. If as a result of post payment audit any overpayment is detected in respect of the work done by the agency or alleged to have been done by the agency under the tender, it shall be adjusted from the performance guarantee.

31. That in the event of any loss occasioned to the DST, as a result of any lapse on the part of the contractor which will be established after an enquiry conducted by the Competent Authority in the Department the said loss can be claimed from the contractor up to the value of the loss. The decision of the DST will be final and binding on the agency.

32. In case of any accident, the service provider will indemnify DST of any compensation to its employee. Entire liability of compensation will be borne by the agency.

33. In case of any dispute or difference, the decision of the award of Competent Authority in the Department (DST) the will be final and binding on the parties to the contract.

34. DST reserves the right to accept or reject any or all the tenders With out assigning any reason.

35. A **Service Level Agreement (SLA)** will be signed between the successful bidder and DST after the award of the contract.

36. The tenderers are requested to inspect the site and appraise themselves of the site conditions before quoting for the work. Any plea at a later date after acceptance of the tender shall not be accepted by the Department. The site can be inspected on any working day between 10:00 A.M. to 5 P.M. on prior intimation to the Manager, Guest House, DST, Reception Room Vigyan Sadan R.K.Puram New Delhi-100022(Tel 011-26713313)

### 37. Termination of Contract:

In case of any default by the Contractor and violation of any of the terms & conditions, DST without prejudice to any other right/ remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or in part, by giving 15 days notice in writing to the Contractor. During the course of contract, if any person of the agency are found to be indulging in any corrupt practices causing loss of revenue to the Department (DST), shall be entitled to terminate the contract forthwith duly forfeiting the contractor's Performance Guarantee .In this case the decision of the Department will be final and binding.