

No.D-11020/1/2011-Gen.I  
Government of India  
Ministry of Social Justice & Empowerment

Shastri Bhavan, New Delhi  
Dated: 14.1.2011

Subject: NOTICE INVITING TENDER FOR SUPPLY OF SECURITY GUARDS SERVICES

Sealed tenders are invited from reputed and registered institutions to providing three security guards (the number may undergo change) for the Ministry at Jeevan Prakash Building for the period from February 2011 to January 2012 as per the details given at Annexure-I,II & III. The quotations may be sent in sealed envelopes marked "Quotations for Security Guards" and should be dropped in the Tender Box at Facilitation Centre of the Ministry at Ground Floor of Shastri Bhavan, New Delhi latest by 3.00 PM on or before 10<sup>th</sup> February,2011. The tender will be opened at 4.00 P.M. on the same day in Room No. 623A 'A' Wing Shastri Bhavan New Delhi. Your representative is at liberty to be present at the time of opening of quotations.

**Eligibility Criteria**

1. The agency should have *experience* for providing service of *Security* to reputed organizations in Govt for *at least three years*. Attach list of clients as above along with satisfactory performance certificate from 3 such clients.
2. The Agency should furnish attested copies of the following documents:
  - a) Registration Certificate under
    - (i) Contract Labour (R&A) Act, 1970
    - (ii) ESI/EPF/Income-Tax/Service Tax Registration Certificates.
  - b) Income Tax/ Clearance Certificate for last three years/ copy of Tax return.
  - c) Minimum wages payment certificate from Labour Enforcement Office.
  - d) Balance Sheet for last three years.
3. The bidder may submit a **Demand Draft of Rs.5000/-** (rupees five thousand only) drawn in favour of DDO, Ministry of Social Justice & Empowerment, New Delhi along with the quotations failing which the tender will be out rightly rejected. EMD in any form other than stated above shall not be accepted The successful bidder will have to deposit an FDR being 10% of the annual value of contract as Performance Security

in favour of DDO, Ministry of Social Justice & Empowerment. After receiving the FDR, the EMD will be returned to the successful bidder. The earnest money of the tenderers whose tenders are not accepted will be refunded without any interest thereon after finalization of the tender.

4. Tender without documents as above/ incomplete tenders are liable to be rejected The Ministry reserves the right to accept/reject any offer without assigning any reason thereof.

**5. The details of the work involved are as under:**

- (i) The agency/contractor shall be responsible for all security measures and arrangements to safeguard the movable and immovable property.
- (ii) Opening the locks of premises at commencement of office & applying the locks when the office closes.
- (iii) Prevention of unauthorized entry of personnel including all types of outside vendors in the premises. Getting the particulars of visitors entered in the relevant register.
- (iv) At the reception the security guard will have to see that the visitors are properly attended to and guided and if need be necessary, security check may be exercised.
- (v) Any other work assigned to him by the competent authority

**6. The tender is subject to the following terms & conditions**

- i. The agency should be registered under labour laws for providing man power and with the Registrar of Firms for at least 3 years before the closing date of tender.
- ii. The agency shall not engage any sub-contractor or transfer the contract to any other person .
- iii. The clearance of the local police will be obtained by the agency before deployment of the personnel and a copy of the same should be submitted to this office.
- iv. In normal course, the contract can be terminated by the Ministry by giving one month's notice & by contractor by giving three months notice. In case the services of the contractor are not found satisfactory, the contract can be terminated without giving any notice.
- v. The terms and conditions contained herein shall form part of and shall be taken as if they were included in contract agreement to be entered into by the agency.

- vi. The Contractor shall take due care to comply with the provisions of the Contract Labour(Regulation &Abolition) Act 1970 including all other legal obligations, like policy changes made by the Government or legal amendments from time to time, during the period of contract.
- vii. The contract shall remain valid for a period of one year. However, if required the contract can be extended further on mutual agreement after the expiry of the tenure on the same terms & conditions for a period not exceeding another 2 years.
- viii. Any personnel engaged by the Agency if found indulging in illegal and intolerable activities will be handed over to the police or any other action deemed fit against him will be taken besides termination of the contract immediately. Agency shall be solely responsible for the conduct and behaviour of persons deployed by the agency.
- ix. The agency shall not replace the staff frequently without proper substitute & without prior permission.
- x. In normal conditions worker will not be deployed for double duty. However, in case of emergency/urgency, a worker may be allowed for not more than two continuous duties with proper written information to the authority in the Ministry.
- xi. Security guards should have photo identity card having details of Name, Residential Address, Phone Number if any, ESI card No. & E.P.F. Number.
- xii. The Agency shall be prompt in making replacement in case any Guard is not available on duty or found unsuitable for Duty. Agency shall promptly arrange additional staff whenever required by the Ministry.
- xiii. The agency/contractor shall work under the overall supervision and direction of the officer authorized by the Under Secretary (Admn.).
- xiv. The agency will be responsible for complying with payment of minimum wages and other benefits including prescribed number of duty hours / leave / holidays, etc. to its employees deployed in the Ministry, as per Labour Laws in force from time to time. The agency will be responsible to comply with all labour legislations including social security, Service-Tax wherever applicable and such other statutory orders by Government / Municipality which may be in force from time to time.

xv. Any dispute regarding the contract shall be resolved through arbitrator to be nominated by Additional Secretary or Secretary in this Ministry. The contract shall be subject to the Indian Law and the jurisdiction of the courts located in Delhi.

7. **PENALTY CLAUSE:** A penalty of Rs. 200/-(Rupees two hundred only) per instance shall be imposed and deducted from the contractor's / Agency's bill, if:

- (a) The Security Guard is not found in proper uniform and displaying photo identity card.
- (b) The Security Guard is found indulging in smoking /drinking at the time of duty hours and such Security Guard shall not be allowed to enter in the office premises in future.
- (c) The Security Guard is found sleeping during duty hours.
- (d) The Security Guard is found missing from the place of duty, for any reason.
- (e) The behaviour of Security Guard is found harsh /rude and non-cooperative towards the staff.
- (f) The Security Guard is found performing the duty by submitting fake name & address.
- (g) The Security Guard does not perform his duty properly.

Yours faithfully,

(VINOD KUMAR SHARMA)  
UNDER SECRETARY TO THE GOVT. OF INDIA  
TEL: 23382184

**TENDER FORM FOR THE ENGAGEMENT OF PRIVATE SECURITY AGENCY FOR PROVIDING SECURITY GUARD**

1. Name of the firm:
2. Full Postal Address
  - b. Cell Phone No.
  - c. Telephone No.
  - d. Fax No.
3. Date of Establishment of Firms.
4. Nature of the firm i.e. whether proprietorship/ Partnership/ limited. Details of partners etc.
5. If your Firm Registered under Labour act, Factories act etc give details of Registration No.  
(Please enclose photocopy)
6. Total number of Employees :
7. Are you in the list of approved contractors of any other organizations /institutions, if any, give details  
(Append extra page if necessary):
8. Give details of any Government contracts executed during the last twelve months (Append extra page if necessary):
- 9 . Any others information which you consider necessary to furnish:
10. Details of Earnest Money to be deposited along with Tender Form.
11. Permanent Account No. of Income Tax - Department (attach copy).

EPF Regn No.

12. ESIC & PF Account No. (attach copy letters)

13. Name and Address of your Bankers  
stating the name in which the Account  
stands.

It is Certified that the particulars given above are true to the best of my knowledge and I/we have read the terms & conditions and duties / responsibilities of the Security Staff to be engaged for the purpose and have also understood the same and do hereby undertake to abide by the same without any reservations on any ground whatsoever. In case of any breach of the said conditions , I/we shall be responsible for the consequences of the same.

Full Name & Signature of Authorized Signatory with  
With rubber stamp of the Agency affixed.

Date .....

Place .....

ANNEXURE-II

DETAILS OF THE CHARGES FOR PROVIDING SECURITY STAFF TO BE  
QUOTED

Monthly Charges (In Rs.) for one Security Staff for six days a week.

- 1 Basic wages
- 2 ESI
- 3 EPF +EDLI Charges
- 4 Bonus
- 5 Overtime
- 6 Uniform and Washing allowance
- 7 Total
- 8 Weekly off/National Holidays
- 9 Cost per Head
- 10 Service charge on Sl. No. 1 (mention %)
- 11 Grand Total
- 12 Service Tax

Date:-

Place:-

Full Name of Tenderer:

Signature and the seal of Tenderer

**ANNEXURE-III**

**LIST OF DOCUMENTS TO BE ATTACHED ALONGWITH THE FORM**

1. List of the Institutions with period to whom similar services are/were being provided along with performance report from respective authorities.
2. Organization set up which clearly indicate the total staff strength and its break-up category wise.
3. Performance report or commendation certificate obtained from the police authorities, if any.
4. An attested photocopy of the contract already entered with any Government or well reputed organization.
5. Coloured Photographs of Security Guards in uniform (of both summer and winter) with the sample identity card including whistle, cane, badge etc.
6. Copy of Registration Certificate of the firm related to the ESIC, EPF, S. Tax and I. Tax Permanent Account Number, Labour Department, DGR etc.
7. Any other relevant information may also be furnished.

**[Signature of the Tenderer along with seal and date]**