

No.NIC/US/Adm/2007
Government of India
Ministry of Communications & Information Technology
Department of Information Technology
National Informatics Centre, Uttarakhand State Centre
Secretariat Compound ,
Dehradun

Date:12.10.2009

Limited Tender No. NIC/USU/2009/01
Limited TENDER FOR SECURITY GUARD

National Informatics Centre (NIC), Uttarakhand State Unit, Dehradun invites sealed tenders from reputed Security Agencies for providing round the clock Security Guards at NIC Building situated in Secretariat, Subhash Road, Dehradun. There are two building & each building having one entry points for which round the clock (Total six guards) security guards are required. Terms & Conditions of the tender are as under:-

1. The tender should be addressed to the President of India through, National Informatics Centre, Uttarakhand State Unit, Dehradun and the outer cover addressed to and must reach the State Informatics Officer, NIC, Uttarakhand State Unit, Dehradun complete in all respect, **latest by 03.11.2009- at 15:00 hours** otherwise it will be rejected. Tenders received after the due date and time due to any reason whatsoever including postal delays shall not be considered. The tender cover must be superscribed "**Tender for Security Guards at NIC Uttarakhand State Unit, Dehradun**".
2. The tender bids will be opened on 03.11.2009 **at 15:30 hours** at NIC Building, Dehradun in the presence of the representatives of the tenderers. The rates should be quoted as per Annexure-II.
3. The rates should be valid for a minimum period of 90 days from the date of tender opening for placing the initial order.
4. **EMD:** - An Earnest Money Deposit (EMD) of **Rs.5,000/- (Rupees Five thousand only)** must accompany Tender Bid. This shall be in the form of an account payee Demand Draft of any Scheduled Bank drawn in the name of the **D.D.O., NIC U.P.State Unit** payable at **Lucknow** without which the tender shall be summarily rejected. In the case of non-selected Agency, EMD will be refunded within one month. Without interest . The EMD of the selected Agency will be refunded after submitting Bank Guarantee of of rs 25,000/-valid for empanelled period.
5. **Registration Number** of the firm should be clearly mentioned while quoting the tender.
6. Incomplete or unsigned quotations are liable to be rejected.
7. Scope of work
 - a) Provide security for NIC property & NIC both building from fire, theft etc.
 - b) All the incoming/outgoing entities and goods should be thoroughly verified and checked by the guards. Any unauthorized outgoing goods should be stopped and reported to the NIC's concerned officer.
 - c) In case of any robbery, vandalism, fire, communal riots, earthquake or items missing or any other eventuality/ mis-happening, the security guard shall immediately give intimation to the Administration Head of NIC and other concerned NIC, Uttarakhand State Unit, Dehradun officials. The Security Agency shall be answerable for the above if the message is not conveyed to NIC within half an hour. Administration Head of NIC, Uttarakhand State Unit, Dehradun shall give the residential address & phone number of all concerned officials working under him/her to the security
 - d) Keep record of visitor in visitor register
 - e) stopping of unauthorised visitors in NIC Building

TERMS AND COMDITIONS

1. The rates should be quoted by the Security Agency on the basis of minimum wages rate fixed by the Labour Department, State Government/Government of India (**A copy of minimum rates of wages issued by the Labour Commissioner should be enclosed with the quotation**). National Informatics Centre, Uttarakhand State Unit, Dehradun reserves the right to ask for proof of actual payment to the security staff, as and when desired by NIC.
2. Any discount offered or other charges that are levied should be clearly indicated.
3. As and when Labour Department, Dehradun State Government revises the wages through Minimum Wages Act, the same should be paid by the agency and the agency will submit a request for revision of wages along with a copy of orders to NIC.
4. **Selection Criteria:** The agency who have quoted the lowest (LQ1) rate on the basis of Grand Total for Sl. No. (1& 4) of Annexure-II will be selected. The LQ1 vendor has to match L1 rates for all the other items as quoted by other responsive vendor. If the LQ1 vendor does not accept the L1 rates, EMD will be forfeited and, their offer will be rejected and the tender will be Scraped.
5. **Bank Guarantee:** The **Empanelled** Security Agency shall provide a bank guarantee as security cover for an amount of Rs.25,000/- (Rupees Twenty five thousand only) from a Scheduled Bank in the name of the President of India, which shall be valid for the duration of the contract. No interest will be payable on Security Deposit. Security Deposit will be refunded after completion of contract and on providing satisfactory service.
6. The Security Guards should be smartly dressed and in proper uniform. The guard must be well mannered and loyal to the security agency and in turn to the NIC, Uttarakhand State Unit, Dehradun.. If at any time he is found guilty of mis-conduct in any matter, the concerned personnel will be replaced by the security agency within 24 hours.
7. Summer & Winter uniforms for the security staff are to be provided by the Security Agency and their expenditure will be borne by the Agency.
8. The Security Personnel will be an Ex-serviceman and well trained in the field of security services. They should be able to read, write and understand the local language/Hindi/English. They should also have first hand training in the areas of Industrial Security and handling fire fighting equipment.
9. All the incoming/outgoing entities and goods should be thoroughly verified and checked by the guards. Any unauthorized outgoing goods should be stopped and reported to the NIC's concerned officer.
10. In case of any robbery, vandalism, fire, communal riots, earthquake or items missing or any other eventuality/ mis-happening, the security guard shall immediately give intimation to the Administration Head of NIC and other concerned NIC, Uttarakhand State Unit, Dehradun officials. The Security Agency shall be answerable for the above if the message is not conveyed to NIC within half an hour. Administration Head of NIC, Uttarakhand State Unit, Dehradun shall give the residential address & phone number of all concerned officials working under him/her to the security guards.
11. The Security Agency shall provide torches along with dry cells and any other items required by guards for providing security services, NIC shall not pay any amount for equipment and accessories to the Security Agency.

12. The agreement shall be valid for an initial period of 1 (one) year only at the first instance, NIC may terminate the agreement by giving 1 (one) month written notice beginning the first day of the month. Empanelled agency may terminate the agreement by giving three month written notice beginning the first day of the month. On the expiry of the contract, the same may be renewed on approval from NIC HQ, New Delhi on same rates, terms & conditions for further period of 1 (one) year.
13. The security guards on duty shall not leave the office premises until reliever or the guard on duty for the next shift is there. In case any security guard falls sick the reliever shall be provided by the Security Agency from an existing pool of security personnel free of any extra charge.
14. NIC shall get checked the antecedents of security personnel from the local police officials. For this purpose the security personnel shall give the required number of passport size photographs and their personal details and all cooperation in getting the antecedents of security guards verified.
15. All the attendance/holidays/leave records are to be maintained by the Security Agency and the same are to be submitted by the end of each month along with pre-receipted bills in triplicate for the payment.
16. NIC shall not provide any allowance for washing, entertainment, hardship, refreshment or any other such allowance to the guards.
17. That all security guards/security guard reliever shall be deemed to be employees of the Security Agency. The particulars of the staff in the pool of the Security Agency would be made available to NIC. The Security Agency shall be responsible for their monthly salary, fringe benefits, behaviour, duty roster, leave records, reliever among other details.
18. The coordinating person from the Security Agency should meet Administration Head of NIC, Uttarakhand State Unit, Dehradun at least fortnightly to sort out any problem that may arise from either side.
19. The Security Agency shall provide the list and identity cards with the photographs of the security guards to be posted for the security operations.
20. The Security Agency shall ensure that the security guards working in NIC, Uttarakhand State Unit, Dehradun office shall not form any workers union and shall not indulge in any such activities.
21. Printed conditions mentioned in the tender bids will not be binding on NIC. All the terms and conditions for providing security guards at NIC, Uttarakhand State Unit, Dehradun will be as those mentioned herein and no change in the terms and conditions by the tenderers will be acceptable.

Alternations, if any, in the tender bids should be attested by the tenderers, failing which, the tender will be rejected.
22. NIC, Uttarakhand State Unit, Dehradun reserves the right to accept or reject any/ all quotations without assigning any reason whatsoever.
23. Empanelled vendor will provide one mobile phone among all security guards. All expenses for mobile phone will be borne by empanelled agency. This mobile phone will be handed over by security guard on duty to his reliever. This mobile phone will be used by security guard on duty for communicating the problem to NIC Officials..
24. Non-Compliance of any terms and conditions enumerated hereinafter the award of the contract shall be treated as breach of contract.

25. **PAYMENT:** - A pre-receipted bill in triplicate is to be submitted by the 2nd working day of every month for release of the payment by means of an Account Payee Cheque.

NIC shall pay contracted amount to the Security Agency and the Agency in turn shall pay to the security guards as per Minimum Wages Act, NIC shall not be responsible for the release of benefits such as medical, provident funds, ESI, Pension benefits and any other allowance.

26. **PENALTY RATES:** -

- a) Concerned Officer from NIC, Uttarakhand State Unit, Dehradun may conduct surprise checks at any time of the day/night. During the duty hours if the security personnel found absent, missing or sleeping or in a drunken state, the personnel shall have to be replaced within 24 hours. If found in drunken state the services of such personnel on duty will be terminated and he will be asked to leave NIC's premises immediately. NIC shall impose a penalty of Rs.250.00 per such occurrence per security personnel/Guard.
- b) Penalty @ 2 x Charges for 1 Guard calculated on prorata basis shall be levied for the period during which the security guard is on leave and no reliever has been provided by the agency. (The charges shall be calculated from the grand total amount of the quoted charges inclusive of the wages, agency charges, service tax and any other charges).

27. **RISE CLAUSE:** - If the penalty levied in a month exceeds Rs.2000.00 then NIC has the option to get the security services done through alternative sources at the risk and cost of the agency and Security Deposit will be forfeited. The expenditure incurred in getting the work done from other source will be adjusted from the bill raised by the agency or by raising a separate claim.

28. **PROCEDURE FOR SUBMISSION OF TENDER**

I TWO STAGE BIDDING: - The bids are to be submitted in TWO separate envelopes duly sealed and superscribed as:

- a) **ENVELOPE "A":** - Containing Technical Bids required as per terms and conditions of the tender, Earnest Money Deposit (EMD) vide Demand Draft along with the forwarding/ covering letter of the company.
- b) **ENVELOPE "B":** - Containing PRICE/COMMERCIAL BIDS as per Annexure – II

First Technical Bids will be opened at the prescribed time and date. Financial bids will be opened of the technically qualified bidders at the prescribed time and date.

29. Agency will indemnify NIC from any claims or case of the security guards deployed by Agency for security services at NIC, Uttarakhand State Unit, Dehradun.

(M.L.Sharma)
Section Officer

ELIGIBILITY CRITERIA

1. The firm must have a minimum of 20 regular employees in the past two years in the field (Attach Proof).
2. The firm must have been registered under the Contract Labour (Regulation and Abolition Act, 1970, and have a valid labour license (Attach copy of the registration).
3. The employees of the firm must have been covered under ESI and PF (Attach Proof).
4. The firm must pay salary to its employees as per payment of minimum wages act. It should be inclusive of dearness increases from time to time (Attach proof for the in case of existing employees).
5. The firm has to ensure that the persons deployed for the job are reliable. The firm must obtain their police verification and send to NIC.

PROFORMA FOR QUOTING RATES FOR PROVIDING SERVICES OF SECURITY GUARDS

Sl. No	Items	Charges for 1 guard per 8 hrs shift, per month (Rs.)	Total charges for 24 hours Security round the clock for a month (Rs.) {Column-3 x 3}
(1)	(2)	(3)	(4)
1	Wages per Security Guard per month, which will be paid by the Agency to the Security on the Basis of minimum Wages fixed by the Labour Department, Government of Uttar Pradesh.		
2	Agency Charges, per Security Guard		
3	Service Tax, if any		
4	Any other charges		
5	Grant Total (1-4 above)		

RATES ARE TO BE QUOTED IN FIGURES AND WORDS BOTH

NOTE: In Grand Total, the cost includes providing of substitutes when ever any Security Guard remains absent due to leave or any holiday. No Extra payment will be given.

Dated:

Signature

Name

Designation

Name of Firms

Seal

Details of the building for which Security is required:

1. Address: National Informatics Centre, Uttarakhand State Unit, Dehradun
2. Comprising of Two Buildings of the office and any addition later on in the same blocks.

One Security Guard at a time is required for each building of the office round the clock.