



भारत सरकार
सांख्यिकी एवं कार्यक्रम कार्यान्वयन मंत्रालय
राष्ट्रीय सांख्यिकीय कार्यालय
(क्षेत्र संकार्य प्रभाग)

GOVERNMENT OF INDIA
Ministry of Statistics & Prog. Implementation
National Statistical Office
(Field Operations Division)

द.नं.1/403-3, मारुति नगर, प्रेस क्लब के पास, कडपा-516001
D.No. 1/403-3, Maruthi Nagar, Near Press Club, KADAPA-516001

फा.सं.F.No-1(29)/Tender/APS/2019

Date/दिनांक September 13, 2019

To
M/s _____

Sub: Quotations for engaging a registered agency for providing security guards in NSO(FOD),
Regional Office, Kadapa.

Sir,

Sealed quotations are invited from reputed Security Agencies for providing **03 (three)** security guards for RO, NSO(FOD), Kadapa. The quotations should be submitted in the formats enclosed.

01. The quotation should be submitted in a sealed envelope superscribed as **“Tender for Security Services at NSO (FOD), RO Kadapa”**. The quotations must accompany an **Earnest Money Deposit of Rs. 5000/- (Rupees five thousand only)** in the form of a Demand Draft drawn in favor of **“Head of Office, NSO(FOD), Kadapa”**. The quotations submitted without EMD will be rejected summarily. The quotations should be addressed to the **Head of Office, NSO(FOD), D.No. 1/403-3, Maruthi Nagar, Near Press Club, Kadapa - 516001**.
02. The various crucial dates relating to **“Tender for Security Services at NSO (FOD), RO, Kadapa”** are cited as under:-

(a)	Date of issue of Tender Documents	16.09.2019
(b)	Last date and time for submission of Tender Documents:	04.10.2019 up to 14.00 hrs.
(c)	Date and time for opening of	Technical Bid: 04.10.2019 at 15.00 hrs.
		Financial Bid: 04.10.2019 at 16.00 hrs.
(d)	Place of submission of tender	NSO (FOD), D.No.1/403-3, Maruthi Nagar, Near Press Club, Kadapa - 516001
(e)	Place of opening of tender	NSO (FOD), D.No.1/403-3, Maruthi Nagar, Near Press Club, Kadapa - 516001

03. The quotations submitted after the stipulated time and date will not be entertained.

Yours faithfully,


(A S N Malleswara Rao)
Joint Director

Tender Document No. 1(29)/Tender/APS/2019, Dated 16.09.2019



Government of India
Ministry of Statistics & Programme Implementation
National Statistical Office
(Field Operations Division)
Regional Office, D.No.1/403-3, Maruthi Nagar, Near Press Club, Kadapa – 516001

PHONE: 08562-243053/240318

Email: fodro.cdp@gmail.com

Tender Document No. 1(29)/Tender/APS/2019, Dated 16.09.2019

TENDER DOCUMENT

ANNUAL CONTRACT FOR PROVIDING SECURITY SERVICES AT

NATIONAL STATISTICAL OFFICE (FIELD OPERATIONS DIVISION)

REGIONAL OFFICE

**D.No. 1/403-3, MARUTHI NAGAR, NEAR PRESS CLUB,
KADAPA - 516001**

Last date for submission: 04/10/2019 upto 14.00 HRS.

Opening of Technical Bid: 04/10/2019 at 15.00 HRS.

Opening of Financial Bid: 04/10/2019 at 16.00 HRS.

Tender Document No. 1(29)/Tender/APS/2019, Dated 16.09.2019

Sealed tenders are invited under **Two Bid System** i.e. (**Part-I Technical Bid and Part-II Financial Bid**) from reputed, professionally experienced and financially sound Security Agencies who can provide security guards to the offices of **National Statistical Office (Field Operations Division)** [hereinafter called **NSO (FOD)**], Kadapa is given below:

S.No.	Name and Addresses of Office	No. of Personnel require	Working Hours
1	NATIONAL STATISTICAL OFFICE (FIELD OPERATIONS DIVISION) REGIONAL OFFICE D.No.1/403-3, MARUTHI NAGAR, NEAR PRESS CLUB, KADAPA - 516001	1 per shift	1 st shift- From 0600 hours to 1400 hours 2 nd shift- From 1400 hours to 2200 hours 3 rd shift- From 2200 hours to 0600 hours of next day

The contract will be initially for a period of one year, which may be extended further for one more year depending upon the service to the satisfaction of the NSO (FOD).

A.SCOPE OF THE WORK

- a) Providing security services in the office premises of NSO (FOD), Kadapa.
- b) Keeping vigil against trespassing by strangers, intruders, unknown persons etc.
- c) Monitoring the movement of the persons coming in the office premises and going outside the office premises. When a visitor approaches the entry gate, the visitor's details will be noted in a Register kept with him. All the visitors leaving the office premises will be checked for any item being taken outside. Items taken out from the office premises by the staff/outsideers should have valid pass.
- d) The scope of work may change during the period of the contract by mutual consent.

B. ELIGIBILITY CRITERIA

The Agencies that fulfill the following requirements shall be eligible to apply.

- a) Registration certificate of the Security Agency issued by appropriate authority.
- b) Registration under Labour Laws, EPF, ES1 & Service Tax.
- c) PAN & TAN No. under Income Tax Act.
- d) Minimum five years experience in contractual security business after registration.
- e) Organized training arrangements for security personnel with clear recruitment policies, it is assumed that the agency is providing trained manpower only.
- f) At least three running contracts of total annual value not less than Rs. 15 lakhs in the large industrial / educational office premises/office complex.
- g) Proof of at least three successfully carried out security contracts of 15 or more security guards in each contract, consisting of ex-servicemen or properly trained security guards/supervisors during the last 3 years in Govt./Semi-Govt./Central Autonomous bodies.
- h) An undertaking that the security agency has not been blacklisted by any Government Department/Autonomous bodies.

(C) INSTRUCTIONS TO TENDERERS

1. **The Tender should be addressed to Head of Office, NSO (FOD), Regional Office, D.No.1/403-3, Maruthi Nagar, Near Press Club, Kadapa - 516001**
2. The tender is to be submitted in two parts comprising Part-I: Technical Bid & Part-II: Financial Bid. The Part-I (Technical Bid) should contain the Earnest Money Deposit (EMD) (Bid Security) and statement showing compliance with the eligibility criteria/mentioned in the Section - B, above. The part-II (Financial Bid) should contain only the Financial offered as per the proforma G. Both the parts should be properly marked and enclosed in separate sealed envelopes for their proper identification. The envelopes superscribed **TECHNICAL BID and FINANCIAL BID** should again be sealed in a third bigger envelope superscribing the tender No. and "**Tender for Security Services at NSO (FOD) Regional Office, Kadapa**". The part-I (Technical Bid) will be opened in the presence of the tenders or their authorized representatives on the date of tender opening and the Part-II (Financial Bid) shall be opened after evaluation of Part-I. The Part-II (Financial Bid) shall be opened only those tenders who are found technically qualified to carry out the work, for which prior intimation shall be given indicating the date and time of Financial bid opening.
3. The various crucial dates relating to the tender are cited as under :
 - (a) Date of issue of Tender Document: 16.09.2019.
 - (b) Last date and time for submission of Tender Document : 04/10/2019 upto 14.00 hrs.
 - (c) Date and time for opening of

Technical Bid: 15.00 HRS. on 04.10.2019

Financial Bid: 16.00 HRS. on 04.10.2019

Place of submission of tender : NSO(FOD) AP(S), D.No.1/403-3,
Maruthi Nagar, Near Press Club,
Kadapa- 516001

Place of opening the tender : NSO(FOD) AP(S), D.No.1/403-3,
Maruthi Nagar, Near Press Club,
Kadapa- 516001

4. Tenders received after due date/time (Late Bid) and without EMD shall be rejected.
5. The NSO (FOD) reserves the right to accept or reject any or all the offers without assigning any reason.
6. At any time, prior to the date of submission of bids, the NSO (FOD), for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bid document by amendment.
7. Tenders should remain valid for 90 days from the date of opening of tenders with a provision for suitable extension.

D. TERMS & CONDITIONS

1. The period of contract shall initially be for a period of one year from the date of awarding the contract extendable further for another one year on satisfactory performance with such amendments as may be mutually agreed upon and also subject to the necessary approval of the Competent Authority. NSO (FOD) also reserves the right to terminate the contract after giving 30 days' notice without assigning any reason thereof.
2. The Security Agency shall provide security arrangement for guarding the office premises within the confined premises as required by the NSO (FOD). Moreover, the Security Agency shall also protect the NSO (FOD) office premises from anti-social elements, fire etc.
3. The Security Agency shall deploy the guards below the age of 40 years with sound health. Every personnel deputed by the Agency shall be literate and minimum educational qualification should be 8th pass.
4. The Security Agency personnel should be smart, well dressed, alert and properly turned out with boots/shoes, belt, caps, badges, etc., and carry an identity card duly attested by the Executive of Security Agency. A photocopy of his identity card shall be given to the NSO (FOD) for record, verification etc.
5. The Security Agency shall provide proper uniform (boots/shoes, caps, badges, etc.) to every personnel deployed by the agency in the NSO (FOD) office premises at their own cost and expenses.
6. The Security Agency shall ensure that before deputing the security staff, they will verify the antecedents from local police station of all their staff and provide the NSO (FOD) a complete dossier of particulars of each security personnel proposed to be deployed. Non-compliance with this provision will be deemed to be violation of the contract, inviting penal action.
7. The NSO (FOD) shall have the right to check up, from time to time, the uniforms worn by the security personnel as well as their fitness to perform guard's duty to the satisfaction of the NSO (FOD). The NSO (FOD) shall also have the right to check and supervise the Security personnel on duty through a NSO (FOD) level Security Executive Committee (SEC) or any other representative to be named by the NSO (FOD)'s administration. The decisions of the SEC shall be binding on the Security Agency.
8. The Agency shall furnish a detailed fortnightly duty chart of his employees for each shift and keep the NSO (FOD) informed of any change in the list from time to time. The duty chart for the fortnight should give the specific names of employees and the respective duties they are required to attend to. A copy of the duty chart shall be displayed by him on the Notice Board also. The supervisor shall be responsible to monitor the deployment.
9. Security Agency shall comply with all statutory requirements existing as well as those promulgate from time to time viz. the Payment of Wages Act, Provident Fund Act, Employee State Insurance Scheme, whichever is/are applicable to the organization of Security Agency and shall be held responsible, accountable, answerable, explainable, as the case may be, for the lapses committed by them in this regard. Further, Security Agency shall not involve the NSO(FOD) in any way whatsoever in any dispute with regard to compliance of statutory provisions and in case of any violation of any law; the Security Agency shall be solely responsible. In case due to violation of any law, including labour laws etc., any liability is put upon the NSO (FOD), the Security Agency shall indemnify the NSO (FOD) completely.
10. The contractor shall submit every month the proof of having deposited the amount of contribution claimed by him on account of ESI & EPF towards the persons deployed at NSO(FOD) in their respective names before submitting the bill for the subsequent month. In case the contractor fails to do so, the amount claimed towards ESI & EPF contribution shall be withheld till submission of proof of payment by the contractor.

11. The personnel deployed by the Security Agency in the NSO(FOD) shall be removed immediately if the NSO(FOD) considers such removal is necessary on administrative grounds. The Security Agency shall also immediately remove any personnel who is found not to be discharging his duties properly or is of doubtful character and shall replace him with substitute personnel either on its own or on the demand of the NSO(FOD).
12. The Security Agency shall maintain a register for marking the attendance by security personnel deployed by him, which shall be seen by the officer in charge every day.
13. Entry in the Guest house premises/complex is restricted. The guards on duty at the Main Gates/Reception will allow only the authorised person(s) to enter the NSO(FOD) after making proper verification.
14. The Security Agency and the persons employed by him shall not divulge to **outsiders** any information about the equipment(s) installed in the NSO(FOD), divulge information about the employees as well as the activities of the NSO(FOD). The Agency will also have the responsibility to safeguard all the properties of NSO(FOD).
15. The NSO(FOD) shall have the right to adopt any measures/set-up a system for ensuring proper performance of duty of security personnel deployed by the Agency, their being in proper uniform, punctuality etc.
16. The security personnel shall remain on duty for 8 (eight) working hours. Security Services will be provided in three shifts. The personnel shall not leave his place of duty/duty point until his reliever reports for duty. Deserting the place of duty/duty point by the security personnel without having been properly relieved will attract penalty points.
17. The NSO (FOD) would require following set of security personnel (3 Guards):-

Shift	Time	Guard
I	From 0600 hours to 1400 hours	I
II	From 1400 hours to 2200 hours	I
III	2200 hours to 0600 hours	I

18. The Security Agency shall be responsible for
 - Proper deployment of the guards and maintenance of various registers kept at the Reception namely: Visitors Register.
 - Maintenance of proper records of gate passes in respect of material going out of the premises and to ensure proper scrutiny and approval before permitting any material to be taken out.
 - Maintain liaison with the Administration of the NSO (FOD).
 - Carrying out any other tasks in case of emergency or as may be assigned by the NSO (FOD) in respect of security related work.
19. The Security Agency shall provide weekly off/holidays to their security person as per labour laws but it will be their responsibility to ensure uninterrupted services on all days throughout the year. No security personnel shall be deployed on double duty during consecutive duty timings. In case such a deployment is noticed, it would be viewed seriously and may result in termination of the contract. The security personnel on duty shall be rotated from one shift to another at proper frequency on 2 shift basis.

20. No residential accommodation, subsidized food or transport will be provided to the Security guards/security supervisors or staff of the agency.
21. The Agency shall obtain adequate Insurance Policy in respect of his workmen to be engaged for the work, towards meeting the liability of compensation arising out due to death/injury/disablement during performing the duties at work place etc.
22. The payment for services shall be made on monthly basis, through cheque/RTGS, on production of pre-receipted bill in duplicate, duly supported with the requisite details of the daily attendance and other records, which shall be open for inspection by the NSO(FOD). The final payment shall, however, be made only after the scrutiny of the bills.
23. The persons employed by the Agency for the security of the NSO(FOD) will be the employees of the Security Agency and the NSO(FOD) shall have nothing to do with their employment or non-employment. Under no circumstances any liability in respect of matters connected with their employment shall be held against the NSO(FOD) and the Security personnel employed by the Security Agency shall have no right whatsoever to claim employment from the NSO(FOD).
24. The Security Agency shall undertake, at their own expense but to the satisfaction of the NSO (FOD), a continual updating of skill, processes and procedures followed by the Security staff employed in the security of the NSO (FOD) by organizing suitable training for them on the routine basis.
25. The Security Agency shall be responsible for the good conduct and behaviour of its employees. If any employee of the Security Agency is found misbehaving with the employees, visitors of the NSO(FOD), the Security Agency shall terminate the service of such employee at their own risk and responsibility. The Security Agency shall issue necessary instruction to its employees to act upon the instructions given by the NSO(FOD).
26. The Earnest Money Deposit (EMD) of Rs.5000/- **in the form of Demand Draft/ Pay Order drawn in favour of "Head of Office, NSO (FOD), Kadapa"** should be enclosed with the tender. The EMD should remain valid for a period of forty-five days beyond final bid validity period. The tender received without EMD would be summarily rejected. The earnest money deposit will be refunded to the tenders whose offer has not been accepted within 90 days of opening of tenders.
27. Contract of the Agency may be cancelled on violation of the contractual assignment.
28. The successful Agency will be required to execute an agreement with NSO (FOD) within the period specified in the award letter. In case the successful agency fails to enter into the Agreement with NSO(FOD) within the specified date mentioned in the award letter, the EMD deposited by such Agency shall stand forfeited without giving any further notice.
29. It is mandatory for the successful tender to submit Performance Security Deposit amounting to 10% of the total contract value for one year in the form of Bank Guarantee/Fixed Deposit Receipt/Demand Draft of in favour of **"Head of Office, NSO (FOD), Kadapa"** as Performance Security. The Security Deposit should be valid beyond 60 days of the period of the contract. The Security Deposit will be returned without any interest after satisfactory completion of the contract process. This amount, however, be confiscated in case of refusal or failure to provide satisfactory services or backing out in midstream.
30. The agency would be responsible for the payment as per the Minimum Wage Act. Any increase in the minimum wage would be provided by the NSO (FOD) under the compliance of the MWA - 1948.

31. **PENALTY CLAUSE:** - In case of any irregularities noticed, the penalty amount will be levied by NSO (FOD) up to the extent of 10% of the monthly charges due for the relevant month, after issuing show cause notice to the agency and considering the explanation of the agency, if submitted within stipulated time. Such repeated irregularities will make the agency liable for cancellation of contract with forfeiture of the Security Deposit.
32. **ARBITRATION CLAUSE:-** In case of any disputes between the parties viz. NSO (FOD) on one hand and the agency/firm awarded the Contract on the other hand, arising out of account of scope of the work and other mandatory liabilities as stated in the Tender Document/ Contract Agreement, the dispute shall be referred to an Arbitrator as per Arbitration and Reconciliation Act 1996, in Kadapa jurisdiction.
33. Tenders should sign at each page of the documents confirming the acceptance of all the terms and conditions.

E. LIST OF DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID

1. Earnest Money Deposit in the form of Bank Draft.
2. Attested copy of valid Registration No. of the Security Agency issued by the appropriate authority.
3. Attested copy of PAN No. Card under Income Tax Act.
4. Attested copy of valid Service Tax/GST registration certificate.
5. Attested copy of Registration and Licence No. of the Agency under Contract Labour (Regulation & Abolition) Act.
6. Attested copy of registration under EPLO.
7. Attested copy of registration under ESI.
8. Proof of at least three successfully carried out security contracts of 15 or more security guards in each contract, consisting of only ex-servicemen or properly trained security guards/supervisors during the last 3 years in Govt./Semi- Govt./Central Autonomous bodies .
9. Proof of annual turnover (not less than Rs.15 lakhs per year) during the last 3 years.
10. List of Clients.
11. An undertaking that the security agency has not been blacklisted by any Government Department/autonomous bodies as on the date of submission of the bid.

F. PROFORMA FOR TECHNICAL BID (PART-D)

1. **Name of the Agency**
2. **Office Address**
Tel No.
FAX No.
E-Mail Address
3. **Name of the Authorised Representative (s)**

4.	Documents	Enclosed	Not Enclosed
	Attested registration certificate of the Security Agency issued by the appropriate authority		
	Attested copy of valid labour license from the Regional Labour Commissioner for specific number required for the contract under Contract Labour (Regulation & Abolition) Act, 1970		
	Attested copy of valid Service Tax registration certificate		
	Attested copy of registration under EPFO		
	Attested copy of registration under EST		
	Proof of at least three successfully carried out security contracts of 15 or more security guards in each contract, consisting of only ex-servicemen or properly trained security guards/supervisors during the last 3 years in Govt./Semi-Govt./Central Autonomous bodies .		
	Copy of PAN Card.		
	An undertaking that the security agency has not been blacklisted by any Government Department/autonomous bodies as on the date of submission of the bid.		

G. PROFORMA FOR FINANCIAL BID (PART-II)

Sl.No.	Item Description	Charges for one Security Guard per month	Charges for three Security Guard per month
1.	Minimum wage per month		
2.	EPF (%)		
3.	ESI (%)		
4.	Service Charge on minimum wages (%)		
5.	TOTAL (1 to 4)		
6.	Service tax (%)		
7.	Grand Total per month		

1. We also confirm that we will abide all the terms and conditions and we do not have any counter conditions. We have inspected the Security Point/areas sight in NSO (FOD) Office premises and fully understood the operational aspects.

- We are aware that we will be solely responsible for observing the service conditions of the personnel deployed as per the prevailing statutory directives from the relevant Controlling authorities, including Police Verification.

- **Place:**

- **Date:**

(Signature of the Authorised person of the Agency with seal)