

NORTH DELHI MUNICIPAL CORPORATION
EDUCATION DEPARTMENT
15TH FLOOR, DR SPM CIVIC CENTRE,
MINTO ROAD, NEW DELHI-110002.

No. NDMC/Edu/Security in Schools/2013/001

Dated: 17.02.2014

Dear Prospective Bidders,

Sub: Tender No. NDMC/Edu/Security in Schools/2013/001 dated 28.01.2014 regarding Security Services in different schools located in different areas under North Delhi Municipal Corporation - Addendum/ Corrigendum/ Clarification to the Tender Document - regarding

1. The North Delhi Municipal Corporation (North DMC) has decided to make following additions/ revisions in the Tender Document of above mentioned Tender which was uploaded on the Web-site "www.mcdonline.gov.in":

(i) Insertion of certain clauses relating to the term of extension of contract, provision for increase/ decrease in the number of Security Guards & Price Fall in the;

(ii) Revision of Annexure VIII "Financial / Price Bid Performa for Security Services" appearing at page 34 of the Tender Document.

2. Accordingly, following documents are attached herewith:

(i) Addendum/ Corrigendum to the Tender Document;

(ii) Response of North DMC to the Clarifications on the Tender Document Sought by Prospective Bidder (s);

(iii) "Revised Annexure VIII - Financial / Price Bid Performa" as corrigendum to Annexure VIII of the Tender Document.

3. The prospective Bidders should take note of the above mentioned documents while preparing their Bids.

4. The prospective Bidders should also note that the last date for submission of Bids is hereby extended to on or before 13:00 Hrs of 28.02.2014, and the date for opening of Technical Bids is hereby extended to 28.02.2014 at 14:00 Hrs.

5. The Bidders should also note that this is not an e-Tender. Therefore, the Bids must not be submitted online and the word (s) e Tender and online if appearing in the Tender Document should be ignored. The Bids should be submitted physically on or before the due date and time at the following address only:

Director (Education Department),
15th Floor, Dr. Shyama Prasad Mukherjee Civic Centre,
JLN Marg,
New Delhi-110002

Important Note: The Financial / Price Bid should be submitted in the attached "Revised Annexure VIII - Financial / Price Bid Performa" only failing which the Bid submitted by the Bidder is liable to be rejected.

Director (Education)

North Delhi Municipal Corporation

MUNICIPAL CORPORATION OF DELHI

Education (H.O.)

15th Floor, Civic Centre,
Minto Road, New Delhi-2

Sub: Tender No. NDMC/Edu/Security in Schools/2013/001 dated 28.01.2014 regarding Security Services in different schools located in different areas under North Delhi Municipal Corporation - Addendum/ Corrigendum to the Tender Document - regarding

Addendum/ Corrigendum to Tender Document

Clause (s) No.	Page No. of the Tender Document	Clause Heading	Details of Addendum/ Corrigendum Made		
			Whether Addendum/ Corrigendum	Added Clause (s)/ Revised Clause/ Revised Annexure	Provision as per Addendum/ Corrigendum
1	4	General	Corrigendum	1	<p>With a view to facilitate the prospective Bidders to propose appropriate optimal Security Solution, following wordings appearing on page 4 under "Clause 1 – General":</p> <p>"Category & Description of Security Personnel</p> <p>Security Guards (M/F) (without arms) - 784; one for each school basis as under:- Number of 1st shift School - 576 Number of 2nd shift School - 185 Number of Nursery School 1st shift (Indp.) - 19"</p> <p>stand revised to read as under:</p> <p>"There are</p> <p align="center">19 Nursery Schools running independently; 391 Single Shift/ Co-Education Schools running from 391 buildings; and In remaining 174 buildings, 174 schools are running in two shifts (i.e. 2 shifts per building).</p> <p>Further, there are few schools/ school buildings which have single boundary with single gate requiring single Security Guard."</p>
2	New Clause	Eligibility Criteria	Addendum (below clause no. 2.4) under "Instructions to Bidders").	2.5, 2.6 and 2.7	<p>2.5 The Bidder must have a valid license under Sub-Section (1) of Section 7 of the Private Security Agencies (Regulation) Act, 2005 State of Delhi ("Bidder" means a Registered Company, Firm or Agency having a Legal Entity including Joint Venture incorporated as a company registered under the Indian Companies Act, 1956). Valid documentary proof of same should be submitted in Technical Bid. In case of Joint Venture, one of the members should have valid certificate.</p> <p>2.6 The Bidder should be registered with Director General Resettlement (DGR), Ministry of Defence, Government of India. (In case of Joint Venture, which is association of two or more corporate bodies, one of the members of the Joint Venture should be registered with DGR). Valid documentary proof of same should be submitted in Technical Bid.</p> <p>2.7 Preference will be given to the companies having its own Training Academy as per Private Security Agencies (Regulation) Act, 2005 State of Delhi recognized either by Central Government (GoI) or Government of NCTD.</p>

Usha Rani
17-2-14


USHA RANI
School Inspector (Education)
Capital City Grant, Inspection, MIP cell,
Education (HQ), North DMC

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			Whether Addendum/ Corrigendum	Added Clause (s)/ Revised Clause/ Revised Annexure	Provision as per Addendum/ Corrigendum
5.2.1	9	Preparation of Bids	Corrigendum	5.2.1	The Clause 5.2.1 appearing under Clause "5. Preparation of Bids" stands revised to read as under: "The bidder/agency shall, on or before the date given in the Notice Inviting Tender, submit his bid physically at the following address only: Director (Education Department) , 15th Floor, Dr. Shyama Prasad Mukherjee Civic Centre, JLN Marg, New Delhi-110002"
5.6	10	Duration of Contract	Addendum (below clause no. 5.6.1)	5.6.2, 5.6.3 and 5.6.4	5.6.2 The North DMC reserves the sole right to grant extension, for a period of 6 (Six) months, beyond the initial period of 1 (ONE) year mentioned in Clause 5.6.1. The North DMC shall notify in writing to the Security Service Provider, at least 2 months before the expiration of the period of contract, whether it will grant the Security Service Provider an extension of the Term. The decision to grant or refuse the extension shall be at the North DMC's discretion. 5.6.3 Where the North DMC is of the view that no further extension of the term be granted to the Security Service Provider, the North DMC shall notify the Security Service Provider of its decision at least 2 (two) months prior to the expiry of the Term. Upon receipt of such notice, the Security Service Provider shall continue to perform all its obligations hereunder, until such reasonable time beyond the Term of the Contract within which, the North DMC shall either appoint an alternative Security Service Provider or appoint its own personnel to operate such Services as are provided under this Contract. A downward revision of the charges payable during this period will be mutually agreed at the time of receipt of such notice from North DMC 5.6.4 The total duration of this contract, including the period of extension under this clause, shall not exceed 1 (One) year 6 (Six) months.
5.9.5	12	5.9 Submission of Bids	Corrigendum	5.9.5	The Clause 5.9.5 appearing under Clause "5.9 Submission of Bids" stands revised to read as under: "All components of the bid will be submitted physically at the following address only: Director (Education Department) , 15th Floor, Dr. Shyama Prasad Mukherjee Civic Centre, JLN Marg, New Delhi-110002"
5.10.2	12	5.10 Late and Delayed Tenders	Corrigendum	5.10.2	The Clause 5.10.2 appearing under Clause "5.10 Late and Delayed Tenders" stands revised to read as under: "Any attempt to submit bid in any format after the deadline as stipulated for submission of bids, shall not be considered and will be returned unopened to the bidder. Only bids submitted physically at the following address will be valid and responsive: Director (Education Department), 15th Floor, Dr. Shyama Prasad Mukherjee Civic Centre, JLN Marg, New Delhi-110002"
5.11.1	12	5.11 Bid Opening and Evaluation	Corrigendum	5.11.1	Clause 5.11.1 stands deleted.
5.11.2 (b)	13	5.11 Bid Opening and Evaluation	Corrigendum	5.11.2 (b)	Clause 5.11.2 (b) stands deleted.

Clause (s) No.	Page No. of the Tender Document	Clause Heading	Details of Addendum/ Corrigendum Made		
			Whether Addendum/ Corrigendum	Added Clause (s)/ Revised Clause/ Revised Annexure	Provision as per Addendum/ Corrigendum
New Clause	New Clause	North DMC's Right to Increase/ Decrease the Number of Security Guards	Addendum (New clause 8 added after "Clause 7. Award of Contract" under "Instructions to Bidders").	8	<p>8. North DMC's Right to Increase/ Decrease the Number of Security Guards</p> <p>8.1 The North DMC may at any time, by a written order given to the Bidder make changes within the general scope of the work order. Accordingly, the North DMC reserves the right to increase/ decrease the number of Security Guard by $\pm 20\%$ at the agreed lump-sum rate per month per Security Guard.</p> <p>8.2 If any such change causes an increase or decrease in the lump-sum cost of, or the time required for, the Bidder's performance of any part of the work, whether changed or not changed by the order, an equitable adjustment shall be made in the value of the work order or delivery schedule, or both, and the Terms and Conditions of the work order shall accordingly be amended. Any claims by the Bidder for adjustment under this Clause must be asserted within thirty (30) days from the date of the Bidder's receipt of the North DMC's changed order.</p>
New Clause	New Clause	North DMC's Right to Increase/ Decrease the Number of Security Guards	Addendum (New clause 9 added after new "Clause 8. North DMC's Right to Increase/ Decrease the Number of Security Guards" under "Instructions to Bidders").	9	<p>9. Price Fall</p> <p>9.1 The Bidder shall provide "Most Preferred Customer" status to the North DMC. Accordingly, the prices charged for services of Security Guards supplied under this contract by the Bidder shall in no event exceed the lowest price at which the Bidder sells the services of Security Guards or offers to sell services of Security Guards of identical description to any persons/ organizations including the North DMC or any department of the Central or State Government or any statutory undertaking of the Central or State Govt., as the case may be, during the currency of the contract.</p> <p>9.2 If at any time during the aforesaid period the Bidder reduces the price of services of Security Guards, offers to sell such Services of Security Guards to any person/ organization including the North DMC or any department of State or Central Govt. or any department of a State Govt. for statutory undertaking of the Central or State Govt. as the case may be at a price lower than the price chargeable under the contract, he shall forthwith <u>notify</u> such reduction of offer to sell Services of Security Guards to the North DMC and the price payable under the contract for the Services supplied after the date of coming into force of such reduction or offer to sell Services of Security Guards shall stand correspondingly reduced.</p> <p>9.3 Prices shall remain firm and shall not be subject to any upward revision on any account whatsoever throughout the currency of contract. The North DMC, however, reserves the right to review and negotiate the charges payable for Services of Security Guards at the beginning of the each year or at any time, whichever is earlier, to incorporate downward revisions as applicable and necessary.</p>

Ushah
17.2.14
SCHOOL INSPECTOR
SCHOOL INSPECTOR (EDUCATION)
Capital, DAV, Grant, Inspection, VIF ref.
Education (HQ), North DMC

Clause (s) No.	Page No. of the Tender Document	Clause Heading	Details of Addendum/ Corrigendum Made		
			Whether Addendum/ Corrigendum	Added Clause (s)/ Revised Clause/ Revised Annexure	Provision as per Addendum/ Corrigendum
16	19	"Responsibility of Contractor" appearing under "Annexure I - Terms and Conditions for providing security services"	Corrigendum	16	The Clause 16 of "Responsibility of Contractor" appearing under "Annexure I - Terms and Conditions for providing security services" stands revised to read as under: *16. The security agency will employ at least 10 % manpower from the category of Ex- servicemen/ ex paramilitary force/ Home Guards/Ex Policemen/Ex- Security forces not above the age of 62 years. The Agency shall provide satisfactory proof of Ex-Servicemen status of the Security Guards before their deployment in the School(s). Security staff other than ex-servicemen shall be minimum 8 th pass and trained for providing security services, firefighting services, crowd control and disaster management. The personnel engaged should be of robust physique and project an image of utmost discipline. They have to be extremely courteous with pleasant mannerism in dealing with the Staff, children and the parents of the children. The School(s) shall have right to have any person removed in case of parents /staff complaints or as decided by representative of the school(s) if the person is not performing the job satisfactorily or otherwise. The Agency shall have to arrange the suitable replacement in all such cases."
Annexure VIII	34	Financial / Price Bid Performa for Security Services	Corrigendum	Revised Annexure VIII	The Financial / Price Bid should be submitted in the attached "Revised Annexure VIII - Financial / Price Bid Performa" only, failing which the Bid submitted by the Bidder is liable to be rejected outright.


 Director (Education)
 North Delhi Municipal Corporation
 MUNICIPAL CORPORATION OF DELHI
 Education (H.O.)
 15th Floor, Civic Centre,
 Minto Road, New Delhi - 2

Sub: Tender No. NDMC/Edu/Security in Schools/2013/001 dated 28.01.2014 regarding Security Services in different schools located in different areas under North Delhi Municipal Corporation (North DMC) - Addendum/ Corrigendum to the Tender Document - regarding

Response of North DMC to the Clarifications on the Tender Document Sought by Prospective Bidder (s)

Clause (s) No.	Page No. of the Tender Document	Clause Heading	Existing Provision in the Clause	Clarification sought by the Prospective Bidder	Response of North DMC to the Clarifications Sought
1	4	General	1. General: The Tenders are invited under two bid system i.e. Technical Bid and Financial Bid through e-tendering system for providing Security Services under which the selected bidder shall provide uniformed and trained personnel to keep vigil, security and safety of the schools and school children in the school premises and its vicinity during the school hours in North Delhi Municipal Corporation (hereinafter refer to as North DMC)	A prospective Bidder has stated that at Page No. 4/ point No. 1 mentions " the Technical and Financial bid through e-Tendering ". If it is so then Pro details is missing.	The Bidders should note that this is not an e-Tender. Therefore, the Bids must not be submitted online and the word (s) e Tender and online if appearing in the Tender Document should be ignored. The Bids should be submitted physically on or before the due date and time at the following address only: Director (Education Department), 15th Floor, Dr. Shyama Prasad Mukherjee Civic Centre, JLN Marg, New Delhi-110002
2.4 (iii)	6		iii. The <i>performance certificate</i> to be attached by the bidder from the organization(s) should be <u>on its letter head preferably as per format given below</u> .	A prospective Bidder has sought clarification whether it is mandatory that performance certificate is to be provided in the given format or we provide all the relevant information in other format also.	Yes, it is mandatory that the Performance Certificate should be provided in the Format prescribed in the Tender Document.
5.2.1	9	Preparation of Bids	5.2.1. The bidder/agency shall, on or before the date given in the Notice Inviting Tender as on the schedule given on the e tender site of MCD, submit his bid online.	A prospective Bidder has sought clarification regarding " the schedule given on the e tender site of MCD, submit his bid online. "	As per "Addendum/ Corrigendum to Tender Document" attached herewith, the Clause 5.2.1 appearing under Clause "5. Preparation of Bids" stands revised to read as under: "The bidder/agency shall, on or before the date given in the Notice Inviting Tender, submit his bid physically at the following address only: Director (Education Department) , 15th Floor, Dr. Shyama Prasad Mukherjee Civic Centre, JLN Marg, New Delhi-110002"


 17-2-14
 School Inspector (Education)
 Digital, Govt. Inspection, VIP ref.
 Association (IQ), North DMC

Clause (s) No.	Page No. of the Tender Document	Clause Heading	Existing Provision in the Clause	Clarification sought by the Prospective Bidder	Response of North DMC to the Clarifications Sought
5.4.1	10	Bid Prices	5.4.1. Bidder/the agency shall quote the rates in lump-sum for the entire contract on a 'single responsibility' basis such that the tender price covers Service Provider's all obligations mentioned in or to be reasonably inferred from the tender document in respect of the Security Services at municipal schools in North DMC. This includes all the liabilities of the Service Provider/Agency such as cost of uniform, communication sets, Hand Held Metal Detectors (HHMDs), identity cards etc. and all other statutory dues as laid down under various labour laws/acts/rules like Minimum Wages, ESI, EPF, Contract labour (R&A) Act and other bonus, gratuity, uniform allowance, wages for leave reserve, service charges, all kinds of taxes etc. and all other liabilities warranted under the relevant Acts and rules as applicable which should be clearly stated by the Service Provider. The offers of those prospective bidders which do not meet the statutory requirements are liable to be rejected.	A prospective Bidder has stated that the Bid Price includes the Statutory and all Government Taxes also. The prospective Bidder has sought clarification on escalation or _____.	It is hereby clarified that in case of any upward or downward revision in the Service tax only the benefit of same will be passed appropriately to the selected Bidder or North DMC
5.7.1	11	Bid Security	5.7.1 The bidder/the agency shall deposit EARNEST MONEY DEPOSIT (EMD) for an amount of Rs.16,00,000/- (Rupees Sixteen Lakhs Only) in the form of Pay Order/Demand Draft from a scheduled commercial bank drawn in favour of "Commissioner, North Delhi Municipal Corporation" and payable at Delhi / New Delhi. Cheque(s) shall not be acceptable at all. The EMDs of the Bidders who are not declared successful / selected for offer of award of work / services, if not forfeited and on a written request to be made by them, shall be returned to them within one month of the declaration of the successful bidder. The EMD of the successful bidder shall be appropriated towards the PERFORMAMCE SECURITY GUARANTEE (PG) and PG being 5% of the Contract Value for ONE year contract, a BANK GUARANTEE (BG) for the remaining amount (Contract Value minus the amount of EMD adjusted towards PG) from a scheduled commercial bank in an acceptable form at Annexure-IV in favor of COMMISSIONER, North Delhi Municipal Corporation shall be furnished by the Selected Bidder along with its Letter of Acceptance (LoA) to be submitted by it within 15 days of receipt of Letter of Intent (LoI) issued by NDMC. Not accepting the LoI shall lead to forfeiture of the EMD of such successful bidder.	A prospective Bidder has stated that submission of the EMD thru Bank Guarantee is mentioned but Form of Bank for Bid Security is given in the page no. 27 as Annexure IV. The prospective Bidder has sought clarification on the mode of submission of EMD.	The Clause is self-explanatory. Nevertheless, it is re-iterated that the EMD/ Bid Security must be submitted in the form of Pay Order/Demand Draft from a scheduled commercial bank drawn in favour of "Commissioner, North Delhi Municipal Corporation" and payable at Delhi / New Delhi

Ushahi
17/2/14
Group Supervisor (Education)
Capital, Grant, Inspection, VIF ref.
Education (R&A), North DMC

Clause (s) No.	Page No. of the Tender Document	Clause Heading	Existing Provision in the Clause	Clarification sought by the Prospective Bidder	Response of North DMC to the Clarifications Sought
5.9.5	12	5.9 Submission of Bids	5.9.5. All components of the bid will be submitted through E tenders only	A prospective Bidder has sought clarification on this clause.	As per "Addendum/ Corrigendum to Tender Document" attached herewith, the Clause 5.9.5 appearing under Clause "5.9 Submission of Bids" stands revised to read as under: "All components of the bid will be submitted physically at the following address only: Director (Education Department) , 15th Floor, Dr. Shyama Prasad Mukherjee Civic Centre, JLN Marg, New Delhi-110002"
-	17	Performance Guarantee	The successful bidder shall have to furnish the financial information in prescribed form 'A' (Annexure ix) from the authorized chartered Accountant and also shall have to furnish the solvency certificate from the scheduled bank in prescribed form 'B' (Annexure x) for the Rs. 2,32,00,000/- (Rs. Two Crore ,thirty two lacs only)	A prospective Bidder has sought clarification whether the Solvency Certificate is to be given in the format in Annexure X or the format may vary as per the Bank discretion.	It is clarified that the Solvency Certificate has to be given in the format prescribed in Annexure X. However, if the Bank has some standard format then the same would also be acceptable
Point 12	24	Annexure II	Tender Form for Providing Security Services	A prospective Bidder has stated that the Security Deposit may be deposited thru Bank Guarantee. A prospective Bidder has sought clarification on this	Please note that point 12 of Annexure II is regarding Bid Security. It is clarified that the EMD/ Bid Security must be submitted in the form of Pay Order/Demand Draft from a scheduled commercial bank drawn in favour of "Commissioner, North Delhi Municipal Corporation" and payable at Delhi / New Delhi
-	27	Annexure IV	Form of Bank Guarantee for Bid Security	A prospective Bidder has sought Clarification on Annexure IV regarding Form of Bank Guarantee for Bid Security.	In view of the response to previous clarification, Annexure IV stands deleted. All references to Annexure IV should be treated as deleted.
Annexure VIII	34	Financial Price Performa Bid for Security Services	Financial / Price Bid Performa for Security Services	A prospective Bidder has sought Clarification on Holiday/ Gazetted Holidays	Please refer to "Annexure I – Introduction" at Page 16 of the Tender Document.


Director (Education)
North Delhi Municipal Corporation
 Education (H.Q.)
 15th Floor, Civic Centre,
 Minto Road, New Delhi - 2

Revised Annexure VIII

Financial / Price Bid Performa for Security Services

Sr. No	Description of wages	No. of Security Guards	Lump-sum Cost per month per Security Guard (in Rupees)	Total Cost per month for providing Security Guards in 784 Schools running in 584 buildings Col. (5) = Col. (3) x Col. (4) (in Rupees)
(1)	(2)	(3)	(4)	(5)
		In Figures	In Words	
1	Lump-sum Cost, for providing Security Guards in 784 Schools running in 584 buildings, inclusive of basic wage and all the statutory obligations, namely, ESI, EPF, Bonus, Gratuity, Uniform Outfit, Service Provider's Charges, Service Tax etc. under Minimum Wages act. Note: The working hours for each Security Guard per shift will be 6 hours.			

Note 1. The Lump-Sum Cost (all inclusive) per month should be in accordance with the Minimum Wages act.

Note 2. The rates should be quoted both in figures and words.

Note 3. The North DMC reserves the right to ask the break-up of the Lump-sum cost at any time before or after the award of contract.

Note 4: The Bidder must note that the Lowest Evaluated Bidder (L1) will be determined on the basis of Total Cost indicated in Column (5) in the above Table.

It is hereby certified, that, the quoted Lump-sum cost per month is the aggregate of basic remuneration and all the statutory obligations, namely, ESI, EPF, Bonus, Gratuity, Uniform Outfit, Service Provider's Charges, Service Tax etc.) and North DMC is not liable for any errors due to wrong entries done by me / us.

Name & signature of the authorized signatory of the Tenderer


 17.2.2014
 School Principals (in collaboration)
 District, 14, Jhansi, West Bengal, V.S. ref.
 Revision (112), North DMC