



**SOUTH DELHI MUNICIPAL CORPORATION
OFFICE OF THE ASSTT. COMMISSIONER/WEST ZONE
Vishal Enclave, Rajouri Garden, New Delhi - 110027**

No: AC/WZ/2014/D-358

Dated: 16/6/14

CORRIGENDUM

Last date and time for submission of tender form has been extended from 12th June 2014 to 11th July 2014. Time of submission and opening of technical & financial bids will be 11.30 hours and 12.00 hours respectively on 11th July 2014.

All concerned

[Handwritten Signature]
**Asstt. Commissioner
West Zone, SDMC**

SDMC/WZ/2014/358

SOUTH DELHI MUNICIPAL CORPORATION
OFFICE OF THE DEPUTY COMMISSIONER
WEST ZONE, RAJOURI GARDEN

NR - NIT No 01/AC/W2/2014

Date: - 09/05/2014

TENDER FORM

FOR PROVIDING SECURITY SERVICES FROM SECURITY
AGENCIES

LAST DATE OF SUBMISSION: 12-06-2014 by 11:00 A . M .

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Asst. Commissioner
SDMC/West Zone

TENDER DOCUMENT FOR SECURITY SERVICES

Period of contract	One year
Start date for submission of the Tender Form	13/05/2014 from 10:30AM
Last Date & time for submission of tender Form	12/06/2014 by 11.00 AM
Date and time of opening of Technical Bids	12/06/2014 at 11.30AM
Date and time of opening of Financial Bids.	12/06/2014 at 12.00 Noon
Bid Security + Tender Cost	Rs. 26,400/- + Rs. 500/-
Performance Security (applicable for successful bidder)	Rs. 1,32,000/-

INVITATION OF BIDS:-

- 1 Bids are invited from Security Agencies for engaging Security Personnel from reputed agencies to run the Security Agency, having BUSINESS IN Delhi and having capacity to provide 11 (Eleven) Security Guards and HAVING Experience in the same field for the last three years.
- 2 Firms are advised to study the tender document carefully before submitting the Bid Form. It will be presumed that the Agencies/Firms have considered and accepted all the terms and conditions of this tender. No enquiry, what so ever verbal or written shall be entertained in respect of acceptance/rejection of the tender. BIDS MUST BE UNCONDITIONAL.
- 3 Separate (duly filled) Bids should be prepared in accordance with the prescribed format Annexure-I (Technical Bid i.e. Details of the Agency) and Annexure-II (Financial Bid) of the tender document, and be submitted in physical form in the Tender Box.
- 4 The Bid must be accompanied by an Earnest Money Deposit (EMD) /Bid Security of Rs.26,400/- (Twenty Six Thousand Four Hundred only) and Rs. 500/- (Five Hundred only) towards tender cost, in the form of Bank Draft in favour of Commissioner, SDMC.
- 5 The tender form is nontransferable.
- 6 The prospective bidder shall furnish the following documents along with their technical bid (Annexure I):-
 - (i) Self attested copy of PAN No. card under Income Tax Act;
 - (ii) Self attested copy of Service Tax Registration Number;
 - (iii) Self attested copy of Valid Registration No. of the Agency/Firm;
 - (iv) Self attested copy of valid Provident Fund Registration Number;
 - (v) Self attested copy of valid ESI Registration Number;
 - (vi) Self attested copy of valid License and Number under Contract Labour Act and under any other Acts/Rules;
 - (vii) Bid Security of Rs. 26,400/- (Twenty Six Thousand Four Hundred only) and Rs. 500/- (Five Hundred only) towards tender cost.

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Asst. Commissioner
SDMC/West Zone

- (viii) An undertaking to the effect that the Agency has not been blacklisted by any of the Departments/Organizations of the Government of India/Government of NCT of Delhi and no criminal case is pending against the said firm/agency;
- (ix) Terms and conditions duly accepted/signed with the stamp of the prospective bidder;
- (x) Proof to the effect that tenderer have experience of providing similar works for at least last three consecutive years.

Schedule for inviting tender:-


- 1 Name of the Client: Dy. Commissioner, West Zone, SDMC.
- 2 The Tender should be submitted physically along with the requisite documents in the office of Dy. Commissioner, West Zone on or before **12-06-2014 up to 11.00AM.**
- 3 Technical Bid Opening date and Time will be on **12-06-2014 at 11.30 A.M.**
- 4 Financial Bid Opening Date and Time will be on **12-06-2014 at 12.00 Noon.**

ELIGIBILITY:-

- 1 The tenderer should have the experience of providing similar works for at least last three consecutive years in any of the Departments / Autonomous Institutions / Universities /Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities. Proof to this effect to be attached with Technical Bid.
- 2 The tenderer firm/agency/company should have a valid registrations such as Permanent Account Number (PAN) of the Income Tax Deptt; Service Tax Registration Number; Registration No. of the Agency/Firm; Provident Fund Registration Number; ESI Registration Number; License Number under Contract Labour Act, and to enclose proof for the same.
- 3 The tenderer should submit an undertaking with the Technical Bid to the effect that he or his firm has not been black listed by any of the Departments/Organizations of the Government of India/Government of NCT of Delhi and no criminal case is pending against the said firm on the date of submission of this bid (Prescribe Performa as per Annexure III).
- 4 The tenderer should have registered in his/her name or in the name of firm/company and the company should have the capacity of providing 11 Guards.
- 5 Resolution of Board meeting authorizing the person to sign tender document (if applicable).
- 7 The tenderer should submit an undertaking with the Technical Bid to the effect that Terms and conditions of the Tender are duly accepted /signed with the stamp of the prospective bidder.

PROCEDURE OF SUBMISSION OF BIDS:-

1. Bank Draft of Rs.26,400/- (Twenty Six Thousand Four Hundred only) and Rs. 500/- (Five Hundred only) towards tender cost, in favour of Commissioner, SDMC. EMD should be deposited physically in the Office of the Deputy Commissioner, West Zone, SDMC, Vishal Enclave, Rajouri Garden, New Delhi-110027 along with the Tender Documents.
2. Financial Bids will be opened only of those firms which qualify technical bid.
3. The Bids will be rejected in the event of information being found false or detected incorrect or incomplete at any stage prescribed in the tender or any ineligibility being detected, and no correspondence thereof shall be entertained, whatsoever.
4. The Bid Security will be forfeited in the following conditions:-


Asstt Commissioner
SDMC West Zone

- I. If at any stage, any of the information/declaration given by the bidder is found false.
- II. If a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender.
- III. In case of any lapse/default in honoring of the terms and conditions at any stage after submitting the tender.
- IV. In case of final selection of bidder, if he fails to enter into the contract or fails to furnish Performance Security in accordance with the terms and conditions of the tender.

TERMS & CONDITIONS:-

Terms and Conditions of the tender are as under:-

- 1 The tenderer shall invariably ensure the time bound confidential movement related to manpower.
- 2 The tenderer should take care that no column in the Technical as well as Financial Bid should be left blank which would otherwise make the tender liable for rejection. In case any column has to be left blank, it should be filled as "NOT APPLICABLE".
- 3 Any act on the part of the tenderer to influence anybody in the Office is liable for rejection of the tender.
- 4 The successful tenderer shall have to deposit a performance security by way of a bank guarantee of Rs.1,32,000/- (One Lac Thirty Two Thousand only) to the DC/WZ within one month of award of tender. The Performance Security shall be valid for a period of 60 days beyond the contract period.
- 5 The successful tenderer shall not engage any sub-Contractor or transfer the contract to any other person/firm/agency in any manner. The tenderer shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
- 6 Tenders not conforming to the requirements of the Office will be rejected and no correspondence thereof shall be entertained, whatsoever.
- 7 Any person who is in Govt. service or an employee of this Office should not be made partner to the contract by the Tenderer directly or indirectly in any manner whatsoever.
- 8 The Tenderer shall indemnify this Office against all other damages/charges and expenses for which this Office may be held liable or pay on account of the negligence of the Tenderer or his staff or any person under his control whether in respect of accident, injury to the person or damage to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The Office shall not be responsible financially or otherwise for any injury to the Guard or person deployed by the Tenderer during the course of performing duties. The Antecedents of the Guards have to be verified by the bidder.
- 9 The rate contract is for one year and the Office reserves the right to extend the validity of Contract on mutual consent on the same rates and terms & conditions for a maximum of two more years, one year at a time upon the satisfactory functioning of the Tenderer.
- 10 (a) It should be ensured that the Security Guards deployed at Zonal Office Building West Zone possess good physique, vision etc and are below the age of 55 years.
(b) It should also be ensured that 50% of security guards deployed at Zonal Office Building West Zone are ex servicemen.


Asstt. Commissioner
SDMC West Zone

- 1 The Tenderer shall not employ any person who has not completed Twenty One years of age. The Tenderer shall comply with all the statutory provisions as laid down under various Labour Laws/Acts/Rules like Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws/Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labour Laws or any other law applicable by the Tenderer, there will not be any liability on the Office.
- 12 The Office will be under no legal obligation to provide employment to any of the personnel of the Tenderer during / expiry of agreement period and the Office recognizes no employer- employee relationship between the Office and the personnel deployed by the Tenderer/agency.
- 13 The Office shall have the right to ask for the removal of any security personnel engaged by the agency, who is not found to be competent and orderly in the discharge of his duties
- 14 Payment of salary to staff by the agency should be made through Cheque/ECS and quarterly bank statement shall be furnished by the firm.
- 15 The Agency/Firm shall submit the details of the Security Personnel deployed in Zonal Office/West Zone such as Name, Address, etc.
- 16 The Board has the right to ask the Tenderer for removal of Guard, who is not found competent, orderly or disciplined.
- 17 The agency shall replace/change the security guards on the request of D.C. West Zone. The Dy. Commissioner, West Zone also reserves the right to change any guard any time without assigning any reason and the agency is bound to provide the substitute within one day.
- 18 The DC/West Zone reserves the right to terminate the contract without assigning any reason by giving a notice of 15 days to the Tenderer at any point of time during any of the years of the contract.
- 19 The Firm/agency shall be responsible for the payment /statutory obligations under labour act such as EPF, ESI, Bound, Gratuity, Overtime, Leave, Weekly off Days etc to its personnel. The agency will produce documentary proof every month of account of contribution of Service Tax, ESI and EPF.
- 20 No person shall be absent from duty without prior intimation and permission of authorized officer of the Dy. Commissioner, West Zone and no person shall perform double duty, failing which it shall invite a penalty of Rs. 1,000/= on each occasion and habitual offender in this regard shall be removed. The penalty on this account shall be deducted from the agency's bill.
- 21 The staff engaged by the agency shall be available all the time as per their duty roaster and they shall not leave their place of duty without prior permission of the authorized officer of the Office. Adequate supervision will be provided to ensure correct performance of the said security services in accordance with the prevailing assignment /instruction agreed between the two parties in order to exercise effective control and supervision over the staff deployed by the agency. The supervisory staff will move in their areas of responsibilities.
- 22 All liabilities arising out of accident or death while on duty shall be borne by the agency.
- 23 After finalization /acceptance of the tender, an agreement will be signed between successful tender/security agencies.
- 24 The Office reserves the right to cancel or reject all or any of the tender without assigning any reason.

Ass. Commissioner
SDMC West Zone

25 The Agency shall be liable to supply additional Guards on short notice, as per the requirement of the Office.

DUTIES OF GUARDS:-

On taking over the responsibility of providing security arrangement, the bidders formulate the mechanism of duty assignments of the security personnel in consultations with Dy. Commissioner, West Zone. The security personnel shall perform the duties as mentioned under:

1. They shall perform access control at building entrance as per guidelines of this office.
2. They shall not allow visitors without a gate pass. If such system is made applicable.
3. The security guards posted in each floor of the building shall maintain a register and record the name and entry/ exit timings of visitors
4. They should be polite, sympathetic, courteous and honest under all circumstances.
5. They shall perform their duties with patience and will give no room for complaint.
6. They shall be responsible for the security of the area under their charge and will be answerable to the Dy. Commissioner, West Zone for any untoward incident.
7. They shall be responsible to Zonal Office property or assets and officials working there. The Vendor will also be responsible for any theft in office.
8. They shall immediately report to the Asstt. Commissioner/West Zone regarding any unusual or suspicious person or activities.
9. They shall properly handover / takeover their charge on change of shift and immediately inform the Assistant Commissioner; West Zone in case of any discrepancy is noticed.
10. They shall not permit the visitors to roam around in the building.
11. One supervisor shall remain available at the main Entry gate point of Zonal Office Building for maximum period during his shift for keeping a watch on the movements of security personnel as well as visitors and Vehicles.

PENALTIES:-

- 1 In case any public complaint is received attributable to misconduct /Misbehavior of agency's personnel a penalty of Rs. 1,000/ for each such incidents shall be levied and the same shall be deducted from the agencies bill. Further the concerned agency personnel shall be removed from the systems immediately. In case the agency fails to commence

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Asstt. Commissioner
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- /execute the work stipulated in the agreement or un-satisfactory performance or does not meet the statutory requirements of the contract, the Dy. Commissioner, West Zone reserves the right to impose the penalty of 20% of cost of order/agreement per week.
- 2 For not reporting to the duty by the Security Personnel in time a minimum penalty of Rs. 1000/- will be imposed per default and maximum penalty as decided by the Competent Authority.
 - 3 For misbehavior of the Guard Rs. 10 00/- will be imposed per default and maximum penalty as decided by the Competent Authority. For not providing substitute Guard Rs. 2000/- will be imposed per default and maximum penalty as decided by the Competent Authority.
 - 4 For causing damage or theft to the public property: Three times the market value of the damaged property or Rs.5000/- whichever is higher per default.
 - 5 For breach of any of the conditions of the contract: Termination of contract and forfeiture of Performance Security or a minimum penalty of Rs.5000/- per default as the case may be depending upon the grounds of violation.
 - 6 If security is not observed up to the satisfaction of the Board, a penalty of minor fine of Rs.1000/= per incident or a major fine of Rs. 5,000/= per incident will be imposed on the agency.
 - 7 The Security Personnel engaged by the agency shall be dressed in neat and clean uniform (including proper name badges), failing which it shall invite a penalty of Rs. 1000 on each occasion and habitual offender in this regard shall be removed. The penalty on this account shall be deducted from the agency's bill.
 - 8 For persistent breach or unsatisfactory services: - Termination of contract along with forfeiture of performance security and blacklisting.

PAYMENT TERMS:-

- 1 The payment shall be made on submission of the bills (In triplicate) after the satisfactorily completion of the work assigned, at approved rates after deducting penalties if any. No advance payment will be made. The Office will deduct Income Tax at source under Section 194-C of Income Tax Act from the Tenderer at the prevailing rates of such sum as income tax on the income comprised therein

BID EVALUATION CRITERIA:-

- 1 In case it is found that the bidder as per the requirement of the bid has not quoted any specified item, his bid on that particular item shall be evaluated on the basis of highest quoted rates.
- 2 Among eligible, the Department Bid Evaluation Committee shall select the bidders.
- 3 In case the agencies quote the same rates in respect of the tender, the Office reserves the right to award the contract to any sponsor agency after asserting the financial antecedents, past performance etc.

Asst. Commissioner
SDMC West Zone

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Annexure - I

TECHNICAL BID (DETAILS OF THE AGENCY)

Name of the Firm/agency:	
Address with Ph. No.	
Address and Tele. No. of the Tenderer	
Registration No of the Firm:	
Name, Designation, Address & Tele. No. of the Authorized person to deal with:	
Constitution of the Firm (Attach proof):	
Service Tax Regn. Number:	
Provident Fund Registration Number:	
ESI Registration Number:	
Experience details of Last three consecutive years for providing similar work.	
Whether the Agency has been blacklisted by any of the Departments/Organizations of the Government of India/ Government of NCT of Delhi and any criminal case is pending against the said firm/agency:	
Whether Terms and conditions of Tender duly accepted	
Details of Earnest Money	

This is to certify that I/we have carefully read the contents of the tender document and fully understood to all the terms and conditions therein and undertake myself/ourselves to abide by the same.

Place:
Date: ___/___/2014

Signature of the Tenderer
Name of the Signatory
Name of the Firm/agency
Seal of the Firm/Agency

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Asstt. Commissioner
SDMC/West Zone

Annexure - II

FINANCIAL BID

Name and address of the Bidder: _____

To,

The Deputy Commissioner,
West Zone, SDMC,
Rajouri, Garden,
New Delhi - 110027

Sl. no.	Description of work	Security Guard (without arms)
(a)	Basic Wages(BW) plus Variable Dearness Allowance (VDA)+all other admissible and statutory payable allowances & taxes	
	Gross Total per guard including all allowances & taxes	

Place:

Date: ___/___/2014

Seal of the Firm/Agency

Signature of the Tenderer

Name of the Signatory _____

Name of the Firm/agency _____


Asst. Commissioner
SDMC/West Zone

UNDERTAKING

It is certified that my firm/agency/company has never been black listed by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities and no criminal case is pending against the said firm/agency as on

Place:

Date: ___/___/2014

Signature of the Tenderer _____

Name of the Signatory _____

Name of the Firm/agency _____

Seal of the Firm/Agency _____


Asstt. Commissioner
SD/AC/West Zone