

F.No.17-2/2012-S&S
Government of India
Ministry of Human Resource Development
Department of Higher Education
S&S Section

Room No. 123-C, Shastri Bhawan, New Delhi -110001

Dated, the 21 May, 2012

Subject: TENDER FOR PROVIDING SERVICES OF TRAFFIC GUARDS/SUPERVISOR FOR PARKING WORK AT SHASTRI BHAWAN, DEPARTMENT OF HIGHER EDUCATION, MINISTRY OF HUMAN RESOURCE DEVELOPMENT, NEW DELHI -REG.-

Sealed quotations are invited for providing services of traffic guards/supervisor for parking work at Shastri Bhawan, Department of Higher Education, Ministry Of Human Resource Development, New Delhi from registered, bonafide, reputed, experienced and eligible firms who have executed similar nature of work in Government Ministries/Departments, Semi-Government organizations, including Public Sector Undertakings, and satisfying all other terms and conditions in this tender document.

1. **Instructions to the tenderers**

Quotations are invited in two bid system (i) Technical Bid & (ii) Financial Bid. The 'Technical Bid' will be made and put in the first envelope containing the title 'Technical Bid'. It should contain full information as required in Annexure-I. The 'Financial Bid' will be made and put in a second envelope containing the title 'Financial Bid'. It could include full information as required in Annexure – II. Both bids should be put in a third envelope which should be prominently super-scribed as “**QUOTATIONS FOR PROVIDING SERVICES OF TRAFFIC GUARDS/SUPERVISOR FOR PARKING WORK AT SHASTRI BHAWAN FOR MINISTRY OF HUMAN RESOURCE DEVELOPMENT, NEW DELHI**” and addressed to “Under Secretary (S&S), Department of Higher Education, Room No. 123 C, Shastri Bhawan, New Delhi – 110 001”, and put in Tender Box placed at Information & Facilitation Centre, Ministry of

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Human Resource Development, Gate No.6, Ground Floor, Shastri Bhawan, New Delhi- 110001 on or before 13th June, 2012 till 3.00 PM. The tenders will be opened on the same day at 3.30 PM.

2. Period of Contract

The contract will be initially valid for a period of one year. During the contract period, no increase in rates will be allowed, and contract once accepted would not be permitted to be withdrawn during the period without sufficient cause. The contract may be extended for a further period of one year (hereinafter referred to as the 'first extension') based on satisfactory performance of the contractor, and a second extension may be considered based on satisfactory performance of the contractor during the first extension. The terms and conditions and rates approved for the first year by the Ministry will remain applicable to the 'first' and 'second' extension also. However, the Department reserves the right to terminate the contract at any time without assigning any reason thereof.

3. Scope of Work

- (i) The place of duty shall be Shastri Bhawan, New Delhi.
- (ii) Traffic Guards should have minimum qualification of VIII standard pass. They should be polite but firm in nature, disciplined, physically fit and alert, smartly dressed in uniform with a baton while on duty. Possession of whistle is a must.
- (iii) Their duty hours would be from 9.00 a.m. to 6.30 p.m. on every working day (i.e. from Monday to Friday).
- (iv) It will be duty of the contractor to have the credentials of the traffic guards/supervisor checked by the police.
- (v) It must be noted that number of workers may increase or decrease at the sole discretion of the Ministry.

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(vi) Nos. of persons to be deployed :

Particulars	Total
2 traffic guards each for the A, B, C & D Wing of Shastri Bhawan	08
Traffic Supervisor	01
Total	09

(vii) Duties and Responsibilities:

- a. To regulate traffic within the Shastri Bhawan Compound.
- b. To ensure that the vehicles are properly parked.
- c. To report violations of parking rules to the competent authority.
- d. To maintain list of defaulting vehicles on every day basis and submit the same at the end of the day to the SO (S&S)/Caretaker.

4. **Eligibility Criteria**

- (i) The agency applying **must be registered with Labour Department of State/Central Government** and should have valid ESI, EPF Code No., Income Tax PAN No. and Service Tax Account No.
- (ii) The agency must have an average annual turnover of at least Rs.7.0 lakhs each year in the last 03 years (2008-09, 2009-10, 2010-11) and should have a minimum experience of 05 years in providing Security/Parking Guards in Central Government/State Government Departments/Public Sector Undertakings/ Autonomous Bodies.
- (iii) The agency should be capable of providing a solvency certificate of a minimum value of Rs.5.00 lakhs.
- (iv) Possession of valid ISO certificate in the same field may be an added advantage.

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- (v) Copies of the following documents should be submitted along with the Technical Bid.

Mandatory

- (a) Audited Profit & Loss Account of last three years i.e. (i) 2008-09, (ii) 2009-10 and (iii) 2010-11.
- (b) Service Tax Certificate.
- (c) Registration Certificate (as required above at Para A)
- (d) Income Tax PAN No.
- (e) EPF No.
- (f) ESI No.
- (g) Income Tax Return for last three years i.e. 2008-09, 2009-10 and 2010-11.
- (h) Solvency Certificate from Bank for Rs.5.00 lakhs
- (i) Latest Return of EPF
- (j) Latest Return of ESI
- (k) Latest Return of Service Tax
- (l) Experience Certificate of 5 years in providing services of security/traffic guards/supervisor in Central Government/State Government/Public Sector Undertakings/Autonomous Bodies,
- (m) The Earnest Money Deposit (EMD) of Rs.15,000/- (Rupees fifteen thousand only) through a Demand Draft/Pay Order (No..... & Date

Optional

- (i) ISO Certification.

5. **Evaluation of Bids**

- (i) The technical bid will be evaluated first. The technical bid must be complete in all respects. **It must satisfy all the terms and conditions mentioned in this document and must be accompanied by all the requisite documents duly numbered serially and there page number indicated clearly.**

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- (ii) The financial bid will be evaluated only if the tenderer's technical bid is found satisfactory in all respects by the tender committee.
- (iii) Bidding must be made for all the terms mentioned in the Financial Bid.
- (iv) Filling up of all the columns in Technical Bid and Financial Bid is compulsory.

6. **Earnest Money Deposit**

The quotations should be accompanied by Earnest Money Deposit of Rs.15,000/- (Rupees fifteen thousand only) in the form of Demand Draft of any nationalized bank drawn in favour of Pay & Accounts Officer (Education), Department of Higher Education, Shastri Bhawan, New Delhi – 110001. Any quotation received without the required EMD will be summarily rejected. The earnest money will be returned to all the unsuccessful tenderers after finalization of the Contract.

7. **Performance Guarantee (Security Deposit)**

The successful tenderer will be required to furnish Security Deposit of 5% of the contractual value within ten days from the date of acceptance of the tender. The Security Deposit shall be in the form of FDR pledged in favour of the Pay & Account Officer (EDU), Department of Higher Education, Shastri Bhawan, New Delhi-110001. It should be valid for a period of one year from the date of award of contract. Cheques will not be accepted under any circumstances. The Security Deposit will be refunded only after the expiry of the contract. This deposit is liable to be forfeited, if during the period of contract, the services of the contractor are found to be unsatisfactory in any respect, and/or if any of the conditions of the contract is contravened/breached, and/or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by the Department that the contractor firm may invite upon themselves due to any of the reasons specified above.

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8. Other terms and conditions

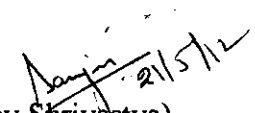
- (i) Rates offered in the tender will not be enhanced during the period of contract except minimum wages or statutory wages increased by Govt. of NCT of Delhi.
- (ii) The rates finally approved/accepted by the Department shall be valid for the whole of the contract period and no upward revision will be allowed under any circumstances.
- (iii) Under no circumstances shall the successful firm appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice, by the authority who has approved the award of contract.
- (iv) The bills in triplicate, for the services prepared on the basis of rates will have to be submitted in favor of D/o Higher Education, Shastri Bhawan, New Delhi for effecting payment together with the copies of jobworks carried out duly signed by user officers/sections. No advance payment shall be made for the services.
- (v) The payment will be released through ECS System.
- (vi) The job carried out shall be to the satisfaction of the Department, failing which deductions @ 10% of the total bill shall be deducted. Depending upon the severity of negligence, this Ministry reserves the right to blacklist the agency for a suitable period or from further participation in any of this Department's contracts.
- (vii) A penalty of Rs.500/- per day per person will be imposed for non-attendance. In case it is found that worker is sitting idle and not performing his duties a penalty of Rs.200/- will be imposed for each lapse. The workers should always be in uniform and non-adherence to this will amount to imposition of penalty of Rs.200/- on each lapse.
- (viii) TDS and any other Government levies applicable on bill as per Government of India instructions issued from time to time shall be deducted.
- (ix) Premature withdrawal of the tender by the tenderer shall result in forfeiture of the earnest money.

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- (x) All the pages of the tender document should be serially numbered and duly stamped and signed by bidder.
- (xi) The firm should have five years of experience in the field of providing security/traffic guards in the Government Ministries/Departments/Semi Government organizations including public sector undertaking.
- (xii) There is no obligation on the part of the department to inform the unsuccessful tenderer of the outcome of the tender process.
- (xiii) The successful contractor shall, during the validity of the contract, engage a minimum of Eight Traffic Guards and one Traffic Supervisor for ensuring effective traffic arrangement at the Shastri Bhawan. The Department reserves right to increase or decrease the number of workers at its discretion.
- (xiv) Payment of contractual value, in appropriate proportion, shall be released every month based on the performance in the preceding month. The firm will also maintain an attendance sheet of workers.
- (xv) The traffic guards and the supervisors will ensure that the traffic plan of the Ministry is adhered to completely. They will guide and help all the employees in parking their vehicles properly as per the plan. Their duties will also include imposition and collection of penalty amount from the employees/visitors as decided by the Ministry of Human Resource Development.
- (xvi) In case of pecuniary loss suffered by the Department on account of negligence attributable to the Contractor, the Department will have the right to forfeit the Security Deposit and in case the Security Deposit falls short to match the pecuniary loss being insufficient, such balance will be recovered from the payments due to the Contractor.
- (xvii) All disputes arising out of or in connection with the contract shall be settled by the sole arbitration of the competent authority in this behalf.
- (xviii) Surprise check shall be conducted by the Department at regular intervals. A register of surprise checks shall be maintained by the contractor which shall also be inspected by Section Officer (S&S).

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- (xix) The Security Guard shall perform any other work of similar nature assigned by the Department from time to time.
- (xx) The Department, reserves the right to review the performance whenever it so desires, and also to terminate the contract at any point of time during the currency of the contract in case the performance and the service rendered by the contract firm is found to be un-satisfactory. The decision of the competent authority shall be binding on the contractor.
- (xxi) It will be the sole responsibility of the contractor to ensure that the full payment is made to the workers as per the minimum wages or statutory wages/rate fixed by Government of NCT of Delhi and necessary statutory contribution like EPF, ESI are duly deposited for all the employees employed under the above contract and the department will not be responsible for any lapse of the contractor in such matters.
- (xxii) The firm entrusted with the work shall have to carry out the contract at the rates approved by the Department, which shall be valid for the whole of the period of the contract and no upward revision will be allowed during the period of the contract under any circumstances except minimum wages or statutory wages increased by Government of NCT of Delhi.


(Sanjeev Shrivastva)

Under Secretary to the Govt. of India

Copy to:

1. All Ministries/Departments, Government of India with the request that they may bring the contents of this letter to the notice of their contractor if they have engaged any and for wide publicity.
2. Programmer CMIS – with the request to upload the above said letter on the Website of the Department for wide publicity.
3. CPP Portal of Govt. of India.
4. Firms as per list.

Annexure-I

Technical Bid

TENDER FOR PROVIDING GUARDS FOR PARKING WORK AT SHASTRI BHAWAN DEPARTMENT OF HIGHER EDUCATION, MINISTRY OF HUMAN RESOURCE DEVELOPMENT, NEW DELHI

Sl.No.	Description	Details	Page No.#
1.	Name, address & telephone number of the agency/firm		
2.	Name, Designation, Address and telephone No. of authorized person		
3.	Please specify as to whether Tenderer is sole Proprietor/Partnership Firm/Private or Limited Company.		
4.	Name, Address and Telephone No. of Proprietor/Directors/Partners Fax No. E-mail Address.		
5.	Is the firm registered with Labour Deptt. of State/Central Government (please attach documents)		
6.	Copy of PAN card issued by Income Tax Department and Copy of previous 3 Financial Year's Income Tax Return (2008-09, 2009-10, 2010-11)		
7.	Valid ISO Certificate in the field of Security/traffic guards if any (Please attach copy) [optional]		
8.	EPF No. (Please attach a copy)		
9.	ESI No. (Please attach a copy)		
10.	Service Tax Registration No. (Please attach a copy)		

Handwritten signature and date: 21/5/12

11.	Bank Solvency Certificate issued by a Nationalized Bank of Rs.5.00 Lacs. (Please attach a copy)		
12.	Latest Return of EPF (period ending 31.3.2011) (Please attach a copy)		
13.	Latest Return of ESI (period ending 30.9.2011) (Please attach a copy)		
14.	Latest Return of Service Tax Return (period ending 30.9.2011) (Please attach a copy)		
15.	Annual Turnover during last 3 years : 2008-09 _____ 2009-10 _____ 2010-11 _____ (Please attach proof in the form of Profit & Loss Account)		
16.	Experience Certificate of 5 years in providing services of security/traffic guards/supervisor in Central Government/State Government/Public Sector Undertakings/Autonomous Bodies with details of billing amount, period & status (As per Annexure-I (A).		
17.	Details of Bid Security/Earnest Money deposit: a) Amount: Rs.15000/- b) Demand Draft/Pay Order/ Banker Cheque No.: c) Date of issue: d) Name of issuing Bank:		
18.	Any other information		

Declaration by the bidder :

This is to certify that I/We have before signing this tender read and fully understood all the terms and conditions contained in the tender document and undertake myself/ourselves to strictly abide by them.

Signature of the Tenderer with Seal

#Note: Please indicate the page numbers where documents attached. The entire tender document should be serially page numbered including enclosures. Bid without page number will be summarily rejected.

Signature
21/5/14

Annexure-I (A)

Previous experience(s) of the security services/Traffic Guard provided by the Agency to the Govt./Semi Govt. Department and reputed/Ltd. Companies (minimum five years experience is essential)				
Sl. No.	Name	Billing Amount (in Rs.)	Period	Status.

It is certified that the particulars given above are true to the best of my/our knowledge/behalf and I/We have read terms/conditions and duties/responsibilities of the Security Staff to be deputed for the purpose and have also understood the same and do hereby undertake to abide by the same without any reservations on any grounds whatsoever. In case of any breach of the said conditions, I/We shall be responsible for the consequences arising out of such situation(s).

Name & Signature of the
Authorised Signatory of the Agency
(with Seal of the Agency affixed)

Date :

Place :

Signature
21/5/12

Annexure-II

Financial Bid

Charges per month per Traffic Guard/Supervisor to regulate traffic of Shastri Bhawan Building.

Rate quoted per person per month (in Rs.)

Sl.No.	Description	Traffic Guard	Traffic Supervisor
(a)	Minimum Wages (per person per month)		
(b)	Statutory Charges (per person per month) ESI EPF		
(c)	Total (per person per month)		
(d)	Contractor's Profit _____% on (c)		
(e)	Total (per person per month) (c +d)		
(f)	Any other Charges (please specify like bonus etc.) (monthly basis)		
(g)	Total (e +f)		
(h)	Service Tax		
(i)	Total Charges (g +h) (per person per month)		

Other terms and conditions of the tender for providing traffic guard/supervisor are acceptable to me.

Signature of Contractor with Seal

