



Government of India
Ministry of Statistics & Programme Implementation
NATIONAL ACADEMY OF STATISTICAL ADMINISTRATION
Plot No. 22, Knowledge Park-II, Greater Noida – 201308, (U.P.)

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Tender No. Q-11011/Admn(g)/5/2011-12/NASA
Dated: 2nd December, 2011

TENDER DOCUMENT

**ANNUAL CONTRACT FOR PROVIDING
SECURITY SERVICE
AT
THE NATIONAL ACADEMY OF STATISTICAL
ADMINISTRATION (NASA), PLOT NO. 22, KNOWLEDGE PARK-II,
GREATER NOIDA – 201308, (U.P.)**

Last date for submission: 30th December, 2011

Opening of Technical Bid: 15.30 HRS. ON THE SAME DAY

Tender No. Q-11011/Admn(g)/5/2011-12/NASA
Dated: 2nd December,2011

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 Agency who can provide round the clock security services for the campus of National Academy of Statistical Administration (hereafter called the Academy), Plot – 22, Knowledge Park – II, Greater Noida, UP – 201308. The contract will be initially for a period of one year, which may be extended further depending upon the service to the satisfaction of the Academy.

A. SCOPE OF THE WORK

- a) Providing round the clock general security service and guarding the buildings, Assets and campus of the Academy, constructed in an area measuring around 8.5 acres.
- b) Patrolling through the length and breadth of the Campus at frequent intervals.
- c) Keeping vigil against trespassing by Strangers, Vehicles etc.
- d) Monitoring the people movement to the Campus and going outside the Campus. The main Gate will be kept closed at all times. When an outside vehicle approaches to enter the campus, due entry of the vehicle and the person's details will be noted in a Register kept in the Security Guard Room at the gate. All outside vehicles leaving the campus will be checked for any item which is being taken outside. Items taken out for repair by staff/outsideers should have Valid Gate Pass for the same from the concerned officials of the Academy.

The scope of work may change during the period of the contract by mutual consent.

B. ELIGIBILITY CRITEREA

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

- a) Registered under Company Act.
- b) Registration under Labour Laws, EPF, ESI & Service Tax.
- c) Minimum Five Year Experience in contractual security business after registration.
- d) Organized training arrangements for security personnel with clear recruitment policies.
- e) Minimum 200 guards (including armed guards) on its payrolls.
- f) At least three running contracts of annual value not less than Rs. 15 Lakhs for each contract in the large industrial / educational campuses/office complex.
- g) Proof 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 5 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 is to be submitted in two parts comprising Part-I: Technical Bid & Part-II: Price Bid. The Part-I (Technical Bid) should contain the EMD of Rs. 50,000.00 and statement showing compliance with the eligibility criteria/mentioned in the Section – B, above. The part-II (Price Bid) should contain only the price offered as per the proforma in Section ---- Both the parts should be properly marked and enclosed in separate sealed envelopes for their proper identification. The envelopes superscribed TECHNICAL BID and PRICE BID should again be sealed in a third bigger envelope superscribing the tender No. and ‘**ANNUAL CONTRACT FOR SECURITY SERVICE AT NATIONAL ACADEMY OF STATISTICAL ADMINISTRATION (NASA), PLOT – 22, K.P – II, GREATER NOIDA, UP-201308**’. The part-I (Technical Bid) will be opened in presence of the tenderers or their authorized representatives on the date of tender opening and the Part-II (Price Bid) after evaluation of Part-I. The Part-II of only those tenderers shall be opened who are found technically qualified to carry out the work, for which prior intimation will be given indicating the date and time of price bid opening.

2. The various crucial dates relating to the tender are cited as under :
 - (a) Date of issue of Tender Document: **2nd December, 2011**
 - (b) Last date and time for submission of Tender Document: **30th December, 2011, 1500 Hrs**
 - (e) Date and time for opening of
Technical Bid: - **30th December, 2011, 1500 Hrs**
Financial Bid: - At later stage
 - (f) Place of submission of tender: - National Academy of Statistical Administration
Plot No. 22, Knowledge Park-II,
Greater Noida – 201308, (U.P.)
 - (g) Place of opening the tender: - National Academy of Statistical Administration
Plot No. 22, Knowledge Park-II,
Greater Noida – 201308, (U.P.)

3. Tenders received after due date/time (Late Bid) and without EMD shall be rejected.
4. The Academy reserves the right to accept or reject any or all the offers without assigning any reason.
5. At any time, prior to the date of submission of bids, the Academy, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bid documents by amendment.

D. TERMS & CONDITIONS

1. The Security Agency shall provide security arrangement for guarding the Campus within the confined premises as required by the Academy. Moreover, the Security Agency shall also protect the Academy Campus from anti-social element.
2. The Security Agency shall not employ any personnel who belong to the nearby (local) area. Violation of this condition shall be treated as breach of important contractual condition and shall attract penalty points.
3. The Security Agency shall deploy the guards below the age of 40 years and, supervisors (ex- servicemen) below the age of 50 years. Every personnel deputed by the Agency shall be literate and minimum educational qualification should be 8th passed.
4. The Security Agency personnel should be smart, well dressed, alert and properly turned out with boots/shoes, belt, caps, badge, whistle etc., and carry an identity card duly attested by the Executive of Security Agency. A photocopy of these cards shall be given to the Academy for record, verification etc.
5. The Security Agency shall provide proper uniform (shoes, caps, canes/stick, torch etc.) to every personnel deployed by the agency in the Academy Campus at their own costs 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 Academy a complete dozier of particulars of each security personnel proposed to be deployed. Noncompliance with this provision will be deemed to be violative of the contract, inviting penal action.
7. The Academy 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 guards duty to the satisfaction of the Academy. The Academy shall also have the right to check and supervise the Security personnel on duty through an Academy level Security Executive Committee (SEC) or any other representative to be named by the Academy'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 Academy 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 will 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 Academy 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 Academy, the Security Agency hereby indemnifies the Institute completely.
10. The personnel deployed by the Security Agency in the Academy shall be removed immediately if the Academy considers such removal necessary on administrative grounds. The Security Agency shall also immediately remove any personnel who is found not to be discharging his duties correctly or is of doubtful character and shall replace him with substitute personnel either on its own or on the demand of the Academy.
11. 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/supervisor of each shift of the security, everyday.
12. Entry in the Campus / complex is restricted. The guards on duty at the Main Gates/Reception will ensure that only the authorised persons enter the Academy after proper verification.
13. The security personnel will not allow grazing of any type of animals; unauthorised entry to persons to roam about; cut trees/grass/firewood or damage any civil or electrical work/fittings or to scale or damage the boundary wall from in/out side of the Campus.
14. The Security Agency and the persons employed by him shall not divulge to outsiders any information about the equipment(s) installed in the Academy, divulge information about the employees as well as the activities of the of the Academy. The Agency will also have the responsibility to safeguard the Academy's moveable and immovable property, besides protecting the environment.
15. The Security Agency shall ensure opening and proper locking of all rooms of Academic Block/Hostel Block (other than check-in check out)/ Residential Block (vacant one), switching off light, fan etc. In case of any theft, breakage, pilferage of any fixture and/or fittings, furniture, equipment, etc. the responsibility shall be of the Agency and will be reported to the office. If after a departmental enquiry, it is found that the loss has occurred due to negligence of the Agency's guard/guards on duty, the Academy will have full power to recover the loss in full or adjust from the security deposit of the Agency. The decision of the Academy in this regard will be final and binding on the Agency.

16. The Academy 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, equipped with batons/lathis, torches, whistles, punctuality etc.
17. The security personnel shall remain on duty for 12 (Twelve) working hours. Round the clock security services (24x7) will be provided in **two shifts (Day / Night)**. 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.
18. The NASA would require following set of security personnel :-

| Shift | Supervisor | Guard | Gunman |
|--------------|-------------------|--------------|---------------|
| Day | 1 | 7 | 2 |
| Night | 1 | 5 | 2 |

This number may be increased or decreased depending upon the requirement. In the day shift, one of the guards should be female.

19. The Security Supervisor shall be responsible for :-
- Briefing of day and night guards.
 - Proper deployment of the guards and maintenance of various registers kept at the Reception namely; Key Register, Visitors Register, Telephone Register, Late Sitting.
 - 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 academy.
 - Detailing in rotation, security guards for patrolling, surprise checking.
 - Carrying out any other tasks as may be assigned by the Academy.
20. The Security Agency shall provide weekly off/holidays to his workmen as per labour laws but it will be his responsibility to ensure uninterrupted services on all days throughout the year. No workman 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.
21. The security agency – appointed gunman with armed license, using/ misusing of weapons without proper reason, the Academy will not be liable for any damage/ injury sustained by the gunman or any other security personnel of the agency in course of their work / duty in the Academy premises. In case of any damages of using weapons, agency will be held responsible of any consequences of the incident.

22. No residential accommodation, subsidized food or transport will be provided to the Security guards/security supervisors or staff of the agency.
23. 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 of death/injury/disablement at work etc.
24. All the assets and articles provided by the Academy shall be the property of the Academy and the Security Agency shall be merely the custodian of such assets and articles. On termination of security contract either by efflux of time or any time earlier than the stipulated period as the academy may decide at its sole discretion, such property shall be handed over to the Academy forthwith.
25. The payment for services shall be made on monthly basis, through cheque, 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 academy. The final payment shall, however, be made only after the scrutiny of the bills.
26. The persons employed by the Agency for the security of the Academy will be the employees of the Security Agency and the Academy 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 Academy and the Security personnel employed by the Security Agency shall have no right whatsoever to claim employment from the Academy.
27. The Security Agency shall undertake, at their own expense but to the satisfaction of the Institute, a continual updating of skill, processes and procedures followed by the Security staff employed in the security of the Institute by organizing suitable training programs for them on the routine basis.
28. 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, faculty or trainees of the Academy, 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 Academy.
29. The Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees fifty thousand only) in the form of Demand Draft/ Pay Order drawn in favour of "Pay and Account Officer, Ministry of Statistics and Programme Implementation, New Delhi should be enclosed with the tender. The tender received without EMD would be summarily rejected. The earnest money deposit will be refunded to the tenderers whose offer has not been accepted within 90 days of opening of tenders.
30. Contract of the Agency may be cancelled on violation of the contractual assignment.
31. The successful Agency will be required to execute an agreement with NASA within the period specified in the award letter. In case **the successful agency fails to enter into the agreement with NASA within the specified date mentioned in the award letter, the**

EMD deposited by such Agency shall stand forfeited without giving any further notice.

32. The successful bidder is required to deposit an amount equivalent to 10% of the contract value towards security deposit for due performance of the Contract in the form of a bank guarantee in favour of “Pay and Account Officer, Ministry of Statistics and Programme Implementation, New Delhi.
33. 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 Academy under the compliance of the MWA - 1948.
34. Tenderers should sign at each page of the documents confirming the acceptance of all the terms and conditions.

E. LIST OF DOCUMENT TO BE SUBMITTED WITH TECHNICAL BID

1. Attested registration certificate of the Security Agency issued by the appropriate authority.
2. 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.
3. Attested copy of valid Service Tax registration certificate.
4. Attested copy of registration under EPFO.
5. Attested copy of registration under ESI.
6. Status: Whether Proprietor/Firm/Company.
7. Proof 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 5 years in Govt./Semi-Govt./Central Autonomous bodies .
8. List of clients.
9. Copy of PAN Card.
10. 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.

D. PROFORMA FOR TECHNICAL BID (PART-I)

NATIONAL ACADEMY OF STATISTICAL ADMINISTRATION
Plot No. 22, Knowledge Park-II, Greater Noida – 201308, (U.P.)

1. Name of the Agency

2. Office Address

Tel No.

FAX No.

E-Mail Address

**3. Name of the Authorise
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 ESI. | | |
| | Proof 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 5 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. | | |

5. Turnover during the last three years

| Years | Turnover in Rupees (in words and figures) |
|---------|--|
| 2008-09 | |
| 2009-10 | |
| 2010-11 | |

This should be duly certified by the Chattered Accountant of the Company.

6. EMD of Rupees 50,000/- enclosed vide

DD No.

Bank.....

Date.....

7. Details of the experience in Govt. / PUC/ Corporate offices during the last three years as per the attached proforma : -

| Years | Name of the Employer / Address / Tel No. | Details of Experience Period of Contract with dates of Commencement and termination covering last 3 years. | Total Number of Security Guards Employed |
|---------|--|--|--|
| 2008-09 | | | |
| 2009-10 | | | |
| 2010-11 | | | |

Enclose extra sheets if required.

We also confirmed that we will abide by all the terms and conditions and we don't have any counter condition.

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

Place:

Date:

Tender No. Q-11011/Admn(g)/5/2011-12/NASA
Dated: 2nd December,2011

D. PROFORMA FOR PRICE BID (PART-II)

| Sl.No. | Item Description | Security Guards | Gunmen (ex-service man) | Security Supervisor (ex-service man) |
|---------------|-------------------------------------|------------------------|--------------------------------|---|
| 1. | Minimum wage per month | | | |
| 2. | EPF (%) | | | |
| 3. | ESI (%) | | | |
| 4. | Service Charge on minimum wages (%) | | | |
| 5. | TOTAL (1to 5) | | | |
| 6. | Service tax (%) | | | |
| 7. | Grand Total per month per head | | | |

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 NASA Campus and fully understood the operational aspects.
2. 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.

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

Place:

Date:
