

NATIONAL INSTITUTE of LABOUR ECONOMIC RESEARCH AND DEVELOPMENT

(Autonomous Institution under NITI Aayog, Govt of India)
Sector A-7, Institutional Area, Narela, Delhi-40.

F.No.1-7/2017-17/Gen

November 30, 2016

TENDER DOCUMENT

For PROVIDING SECURITY SERVICES AT NILERD CAMPUS, NARELA, DELHI

The National Institute of Labour Economic Research And Development (NILERD) is an autonomous organization under the aegis of NITI Aayog, Government of India and has been operating its activities, since 2002, from its Campus set up at Narela, Delhi-110040. The Campus of the Institute, spread over 15.2 Acre land, has rich infrastructure namely Academic Block, Administrative Block, Director's Bunglow, Hostel, Guest House, Staff quarters and Electric sub-station etc. About 150 employees have been working in the Institute. Besides, some staff members with their families and about 100 International students/participants from different commonwealth countries have also been residing in the Campus.

For providing round the clock (7 days a week) security services at NILERD Campus, the requirement of NILERD is as follows:

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|-------|-------------------------|----------|
| (i) | Trained Security Guards | 4 (Four) |
| (ii) | Licensed Gunmen | 2 (Two) |
| (iii) | Security Supervisor | 1 (one) |

For outsourcing of security services as per above requirements, NILERD invites sealed tenders in two bids system – Technical bid and Financial bid - from eligible security agencies/contractors as per following terms and conditions:

Technical Bid (To be submitted in the prescribed format attached at Annexure-I in a separate envelop)

1. While submitting Technical bid, the Tenderer shall furnish attested copies of following documents:

- (i) Registration Certificate under the Company's Act, 1956.
- (ii) Registration Certificate under EPF, ESI and Service Tax.
- (iii) Security Service licence issued under the Contract Labour Act 1970/Private Security Regulation Act 2005.

(iii) Tenderers audited Balance Sheet for the last two financial years.

(iv) Copies of Challan/Certificates for the last two years towards statutory contributions/payment made to Government under EPF, ESI and Service Tax.

(v) Profile of Tenderer

2. The **Financial Bid** shall be submitted in the prescribed format attached at Annexure-II in a separate envelop. Both – Technical and Financial bids – shall be kept in another sealed envelop.

3. Tenderer having its registered/Head Office at Delhi should only apply (Proof needs to be attached with Technical bid).

4. Tenderer should have good number of clients including Central Government/State Government/Autonomous Bodies/Public Sector Undertakings at Delhi/New Delhi as on date with sufficient strength of Security Guards including ex-Servicemen. Please attach a list of existing clients.

5. The rates to be quoted should be inclusive of all charges such as contribution towards ESI, EPF, Gratuity, Bonus, Uniform, Cost of Training etc.

6. The Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand only) (Refundable) valid for a period of two months in shape of Demand Draft payable to Director General, National Institute of Labour Economic Research and Development, Narela, Delhi-40 should be attached with the Tender, failing which Tender will be rejected.

7. The Earnest Money Deposit of tenderers not considered/ selected will be refunded back to them without any interest within one month of the decision in the matter.

8. The successful Tenderer shall be required to deposit a sum of Rs.50,000/- (Fifty Thousand only) with the Institute as Security Deposit in cash or other prescribed from under rules. The Security Deposit shall be released in full after complete handing over of security charge is made to the Institute on completion of the contract or otherwise if no dues are recoverable from the Tenderer.

9. All entries in the tender form should be legible and filled clearly. No overwriting or cutting is permitted. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Tender must be initialed by the person authorized to sign the tender bids. The conditional tenders shall not be considered and will be rejected outright.

10. Tenders incomplete in any form are liable to be rejected outright.

11. The Security personnel deployed by the tenderer shall not have claims of any Master and Servant relationship against the Institute and shall neither claim nor be entitled to any salary, damage, compensation, consideration of any nature whatsoever under any eventuality for any injuries, damages or loss sustained during the course of the discharge of their duties at the premises of the Institute.
12. The Security personnel deployed by the Tenderer shall be physically fit and free from any infections or contagious disease and preference will be given to the Ex. Servicemen.
13. The Tenderer will get the antecedents of persons (to be deployed) verified from appropriate Govt. Agency, before deploying them at Narela, Campus.
14. The Tenderer will preferably open a bank account at Narela, Delhi and payment of wages to all persons deployed at NILERD Campus and also other statutory payments such as EPF and ESI etc will be regulated through this bank account.
15. The Tenderer will be responsible for payment of wages and other dues and compliance of all statutory provisions relating to Minimum Wages Act, Employees Provident Fund Act, and Employees State Insurance Act etc. in respect of the all persons deployed in the Institute.
16. The Tenderer shall provide documentary evidence of having paid contributions payable every month under ESI and EPF Acts in respect of all persons deployed in the Institute.
17. In the event of any negligence or dereliction of duty by the Security personnel resulting in any damage or loss of whatsoever nature to the Institute, the same shall be compensated in full by the Tenderer to the Institute.
18. After award of the Contract, the Tenderer will obtain an Insurance Cover for unforeseen public liabilities.
19. In the event of emergent situations, the Security personnel deployed in the campus shall be required to undertake the job of first-aid, firefighting and such other actions, as deemed necessary for the safety of NILERD employees and property.
20. The Tenderer shall furnish full particulars of all security personnel (deployed at NILERD Campus) to the Administration. so deployed shall be given to Institute's Authority. Further, the periodic rotation of the staff/personnel by the Tenderer shall be a mandatory requirement and will be done only with the prior knowledge of the Administration.
21. The last date for receipt of sealed tenders is **19/12/2016 (12.00 Noon)**

22. The Tenders shall be opened on the same day **(19/12/2016) at 2.30 PM** in the Institute in the presence of Tenderers or their authorized representatives, who wish to be present in the tender opening proceedings.

23. The contract is likely to continue for a period of one year from the date of commencement and may be further extended on the same terms and conditions subject to requirement of the Institute, qualitative assessment of security services and the discretion of the Competent Authority in the Institute.

24. The contract, after both the parties have entered into it, can be terminated by either side without assigning any reason by giving one month notice in advance.

25. The Tenderer will not employ Child Labour (Person under 18 yrs. of age).

26. NILERD reserves the right to reject any or all tenders without assigning any reason whatsoever. NILERD would not be under obligation to give any clarification to any one in case the tenders are rejected.

27. The decision of the Director General, NILERD in the matter shall be the final decision.

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Prescribed Performa for Technical Bid

1. Name of the Tendering Agency:
2. Address:

3. Telephone No:
4. Fax No:

5. Email Address:

6. Website address ,if any:

7. Date of Establishment:

8. Date of registration of the Tendering Agency with Government /Statutory local bodies for Company's Registration, ESI, EPF, Service tax and also for security service licence:
(Kindly attach a certified copies of the same with the tender document)

9. Profile and detailed Set –up of the Tendering Agency: Attach also the brochure, booklet etc. of the Company , if available)

10. Total No. of regular staff including Supervisor, Gunmen and Security guards employed by the Tendering Agency:

Supervisor		Gunmen		Security Guard	
Ex-Servicemen	Civilians	Ex-Servicemen	Civilians	Ex-Servicemen	Civilians

11. Total number of staff (category wise) who have been imparted training for security fire-fighting.

12. Financial Turnover of the Tendering Agency for the last Two Years:

<u>Year</u>	<u>Amount (in lakhs)</u>
2014 – 2015	
2015 - 2016	

(Please attach audited balance sheet for the last two years)

13. Give the details of Contracts for security services handled/executed by the Tendering Agency in the last 3 years (in both Government and Private sectors in the following format:

Sr.No.	Customer details with address	Amount of Contract	Period
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14. Has the Tendering Agency been ever debarred or blacklisted by any organization earlier:

15. Details of EMD attached:

16. Additional Information if any:

Name & Signature of Tenderer
with Official Seal

Prescribed Performa for Financial Bid

Sr.No.	Category	Number of Persons required	Rate per person per month (In Rupees)	Total Amount (Per month) (In Rupees)
1.	Security Supervisor	1x24 Hours	<u>Break-up:</u> a)Wages b)EPF c)ESI d)Uniform e)Relieving charges f)Contractor's Admn./Service g)Total:_____	
2.	Security Gunmen	2x24 hours	<u>Break-up:</u> a)Wages b)EPF c)ESI d)Uniform e)Reliving charges f)Contractor's Admn./Service g)Total:_____	
3	Security Guard	4x24 hours	<u>Break-up:</u> a)Wages b)EPF c)ESI d)Uniform e)Reliving charges f)Contractor's Admn./Service g)Total:_____	

**NAME & SIGNATURE OF THE TENDERING AGENCY
WITH OFFICIAL SEAL.**

