

NATIONAL INSTITUTE OF LABOUR ECONOMICS RESEARCH AND DEVELOPMENT
Sector A-7, Institutional Area, Narela, Delhi-40.

F.No.1-1/2008-09/Gen.

June 5, 2017

TENDER DOCUMENT

For PROVIDING SECURITY SERVICES AT NILERD CAMPUS, NARELA, DELHI

The National Institute of Labour Economics Research and Development (NILERD) is an autonomous organization under the aegis of NITI Aayog, Government of India and has been running 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 including Academic Block, Administrative Block, Director General's Bungalow, Hostel, Guest House, Staff quarters and Electric sub-station. About 150 employees have been working in the Institute. In addition, about 100 International students/participants as well as some staff members with their families have been residing in the Campus.

For providing round the clock (7 days a week) security services at Narela Campus, NILERD requires services of security personnel as per following requirements:

(i)	Security Guard (Semi-skilled)	4 (Four)
(ii)	Licensed Gunman (Skilled)	2 (Two)
(iii)	Security Supervisor (Skilled)	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 having their registered/Head Office at Delhi. The terms and conditions for submitting Technical Bid and Financial Bid shall be as follows:

Technical Bid (To be submitted in the prescribed format attached at **Annexure-A** 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 license issued under the Contract Labour Act 1970/Private Security Regulation Act 2005.

- (iv) Tenderers audited Balance Sheet for the last three financial years.
- (v) Copies of Challan/Certificates regarding contributions/ payment made to Government under EPF, ESI and Service Tax for the last three years.
- (vi) Profile of Tenderer
- (vii) Number of clients including Central Government/State Government/Autonomous Bodies/Public Sector Undertakings at Delhi/New Delhi as on date. Please attach a list of existing clients.
- (viii) Total number of Security Guards employed by the Tenderer as on date.

2. **The Financial Bid** (To be submitted in the prescribed format attached at **Annexure-B** in a separate envelop)

- (i) The rates quoted should be inclusive of Minimum Wages and contribution towards ESI, EPF, reliving charges, uniform and other such statutory contribution, if any.
- (ii) The Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees ten thousand only) (Refundable) valid for a period of two months in the form of Demand Draft payable to National Institute of Labour Economics Research and Development, Narela, Delhi 110040 should be attached with the Tender, failing which Tender will be rejected.
- (iii) The Earnest Money Deposit of tenderers not considered/selected will be refunded to them without any interest within one month of the decision in the matter.
- (iv) The successful Tenderer shall be required to deposit a sum of Rs.50,000/- (Rs. Fifty Thousand only) with the Institute as a Security Deposit in cash or Demand Draft. The Security Deposit shall be released in full after completion of the contract and issue of No Dues Certificate by the Institute.
- (v) All entries in the tender form should be legible and filled clearly. No overwriting or cutting is permitted. The cuttings, if any, in the Tender must be initialed by the person authorized to sign the tender bid. The conditional tenders shall not be considered and will be rejected outright.
- (vi) Tenders incomplete in any form are liable to be rejected outright.
- (vii) After the Technical bid and Financial bid have been prepared in the prescribed format, both bids shall be kept in another sealed envelop, superscribing "Tender for providing Security Services at NILERD Campus at Narela".

3. Terms and conditions to be complied with by the selected Tenderer while providing Security Services:

- (i) The Security personnel deployed by the tenderer shall not have any Master and Servant relationship with 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 in any form sustained during the course of the discharge of their duties at the premises of the Institute.
- (ii) 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.
- (iii) The Tenderer will get the antecedents of security personnel verified from appropriate Govt. Agency, before deploying them at Narela Campus.
- (iv) The Tenderer will open a bank account in any Bank at Narela, Delhi and payment of wages to all persons deployed at NILERD Campus including statutory payments such as EPF and ESI etc. will be regulated through this bank account. While doing so, the tenderer shall provide every month documentary evidence of having paid contributions under ESI and EPF Acts in respect of the persons deployed in the Institute.
- (v) 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 and Employees State Insurance Act etc. in respect of all persons deployed in this Institute.
- (vi) 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
- (vii) After award of Contract, the Tenderer will obtain an Insurance Cover for unforeseen public liabilities.
- (viii) 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 may deem necessary for the safety of NILERD employees and property.
- (ix) The tenderer shall furnish full particulars of all security personnel (deployed at NILERD Campus) to the Administration. 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.

4. Other terms and conditions:

- i. The last date for receipt of sealed tenders is **19/06/2017 (12.00 Noon)**
- ii. The Tenders shall be opened on the same day **19/06/2017 at 2.30 P.M.** in the Institute in presence of Tenderers or their authorized representatives, who wish to be present in the tender opening proceedings.
- iii. 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.
- iv. 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.
- v. The Tenderer will not employ Child Labour (Person under 18 years of age)
- vi. 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 tender(s) is/are rejected.
- vii. The decision of the Director-General, NILERD in the matter shall be the final decision and no correspondence in the matter will be entertained.

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(Raj Kumar)
Administrative Officer

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 under ESI, EPF and Service tax (Kindly attach certified copies of each document with the tender)
9. Whether security service license obtained. If yes, please attach a copy of valid license.
10. Profile and detailed Set –up of the Tendering Agency: Attach the brochure, booklet etc. of the Company , if available)
11. 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

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

13. Financial Turnover of the Tendering Agency for the last three Years:

<u>Year</u>	<u>Amount (in lakhs)</u>
2014 – 2015	
2015 - 2016	
2016 - 2017	

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

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

S.No.	Customer details with address and Telephone Numbers	Period of Contract	Amount of Contract
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15. Has the Tendering Agency been ever debarred or blacklisted by any organization earlier:

16. Details of EMD attached:

17. 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 Guard (Semi-skilled)	4x24 Hours	<u>Break-up:</u> a) Wages b) EPF c) ESI d) Uniform e) Relieving charges f) Contractor's Admn./Service Charges g) Total: _____	
2.	Security Gunman (Skilled)	2x24 Hours	<u>Break-up:</u> a) Wages b) EPF c) ESI d) Uniform: e) Reliving charges f) Contractor's Admn./Service Charges g)Total: _____	
3	Security Supervisor (Skilled)	1x24 Hours	<u>Break-up:</u> a) Wages b) EPF c) ESI d) Uniform e) Reliving charges f) Contractor's Admn./Service Charges g) Total: _____	

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

