



भारत सरकार/Government of India
गृहमंत्रालय/Ministry of Home Affairs
भारत के महारजिस्ट्रार का कार्यालय
Office of the Registrar General, India
२-अ, मानसिंह रोड, नई दिल्ली – 110011
2-A, Man Singh Road, New Delhi-110011

Tender Call Notice No.D-32011/03/2012-GS Dated: 08.05.2012

Office of the Registrar General, India invites sealed bids in two bid system (Technical & Financial) from the eligible agencies for Providing Security Services at different buildings of ORGI up to 15:00 hrs. on 29.05.2012. The scope of work include providing round the clock security services with 32 Nos of security guards at ORGI Main Gate, West Block-I R.K.Puram, Pushpa Bhawan building of all the days of the month including Saturdays, Sundays and National holidays. The details of the security points and the requirement of manpower are as under:-

Sl.No	Security points	Duration	No. of security personnel	No. of Supervisor
1	Main Gates (2/A Mansingh Road)	24 hours	8	1
2.	West Block-I, R.K.Puram	24 hours	15	
3.	Pushpa Bhawan,	24 hours	9	

Eligibility Criteria, Terms & Condition

1. The agency shall have valid Registration Certificate and should have undertaken security services from the last three years. The proof of experience (Certified copy) shall be supplied with the bid. The bidder should have undertaken at least 3 works of similar nature with any Govt. office department.
2. The average Annual Turnover of the agency/agencies should be more than Rs 50 lakhs continuously for last three years. Copies of the audited balance sheets for the last three years are to be enclosed along with the technical bid.
3. The bidder should have not been black listed by any Central Govt./State Govt./PSU and self-certificate should be submitted with their technical bid.
4. The firm should have round the clock Local fixed/Mobile Telephone number.

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5. The firm should submit Chartered Accountant Certificate instead of Income Tax clearance Certificate & shall quote their permanent Account Number along with the certified copy of PAN.
6. A certified copy of Testimonials of satisfactory completion shall be obtained from the respective office where the security services were offered.
7. The contractor is required to furnish Performance Guarantee for an amount equal to 10% of the contract value in the form of Bank Guarantee/CDR/FDR/DD (of a Nationalized Scheduled Bank in the standard format) within two weeks from the date of issue of award of the letter. The validity period of the performance security is one year.
8. Bidders are requested to deposit Earnest Money Deposit (EMD), of Rs 25,000/- towards EMD by Bank Draft/Bankers Cheque drawn in favour of "Pay & Accounts Officer (Census)" payable at Delhi shall be submitted along with the tender. Any bid without EMD will be rejected by office as non responsive.
9. Validity of tender shall be for 90 days from the date of opening of the Tender.
10. The tender document can be had from Accounts Officer on payment of Rs 500/- or the bid document can be downloaded from www.orgi.nic.in. Those who have downloaded bid document from the website, the tender cost of Rs 500/- (Non-Refundable) shall be attached separately in the technical bid by means of demand draft, Bankers Cheque drawn in favour of "Pay & Accounts Officer"(Census) Payable at New Delhi.
11. The bids are to be submitted in two bid system (Technical & Financial bid). The technical Bid along with EMD instrument and requisite documents shall be placed in one sealed envelope super scribed "Technical Bid". Annexure-I The price Bid Annexure-II shall be kept in a separate sealed envelope, supercribed "Price Bid". Both the envelopes shall then be placed in one single, sealed envelope superscribed 'Bid for providing Security Services at ORGI, New Delhi and shall be addressed to the "Under Secretary (HQ)", New Delhi-110011. The bidder's name, telephone number and complete mailing address shall be indicated on the cover of the outer envelope. Both the inner envelopes super-scribed with Technical Bid and Price Bid shall have the name and address of the bidder so that if required, they must be returned to the bidder without opening them. All the Bid documents submitted shall be serially page numbered and contain the table of contents with page numbers.
12. The Sealed tenders completed in all respect shall be submitted to "**Under Secretary (HQ)**" at the **office Of the Registrar General, India, 2/A Mansingh Road , New Delhi up to 15:00 hrs. on 29.05.2012. The technical bid will be opened at 15:30 hrs on the same day** in Conference Room, ORGI, New Delhi at 2/A Mansingh Road, New Delhi. **The financial bid will be opened on 01.06.2012 at 3.00 P.M.**, in respect of those who qualify in the technical bid. The list of technically qualified firms shall be declared before opening the financial bid. Late received bids (after due date and time) are not acceptable.
13. The tenderer shall submit the downloaded original computer printout of the document from website the photocopy shall not be accepted. If during the process of the tender finalization if it is detected that the tenderer has submitted tender documents after making any changes /additions deletions in

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the tender documents downloaded from the website the offer shall be summarily rejected and the EMD deposited by the tenderer shall be forfeited and in addition to any other action as per prevalent rules.

14. At any stage if the experience certificates, Registration certificate of the contract are found to be false the earnest money shall be forfeited and the firm will be debarred from the tendering process.

15. Evaluation of the Bid

- (i) An evaluation Committee formed by ORGI would examine both the Technical and Financial bids based on the details provided by the applicant Agencies on the specified time and date fixed by the ORGI.
 - (ii) The Evaluation Committee will determine whether the proposal is complete in all respects and the decision of the Evaluation Committee shall be final in this regard.
 - (iii) Technical Evaluation: The Evaluation Committee will first evaluate the Technical Bid submitted by the applicant agencies. The experience, credibility, quality and competence of the agency would constitute the core parameter for technical evaluation.
 - (iv) Financial bid of only those agencies who are found to be technically qualified will be opened on the specified date and time which shall be communicated to such agencies. Before opening of the financial bid
16. The representative of the tenderer who wishes to attend the tender opening is allowed to do so Subject to presenting authorization letter from the tenderer.

17. Evaluation of Price Bids:

- (a) The Price Bid shall comprise the price component for all the services indicated in the Annexure-II of the bid document. The price quoted by the bidders shall include all applicable taxes, wherever applicable. The bidder shall include Service tax and surcharges etc. as applicable on the services that are provided under this contract in the lump sum rates quoted and ORGI would not bear any additional liability on this account.
- (b) ORGI shall however, deducts such tax at source as per the rules and issue necessary certificates to the Agency. The prices once accepted by the ORGI shall remain valid till the currency of the contract. The ORGI shall not entertain any increase in the prices during the period.
- (c) Rates shall ensure compliance of under noted statutory obligations:
 - Contract Labour (Regulation & Abolition) Act, 1970
 - Employee State Insurance Act and rules made there under
 - Minimum Wages Act, 1948
 - EPF (Misc. Provisions) Act 1952 and rules made there under
 - Any other labour Legislation that may be applicable or may become applicable.

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- (d) The rates are inclusive of all (i.e. Provident Fund, ESI, Gratuity, Paid Leave, pay for National Holidays, Uniform Allowance, Operational Cost, Service Charges and all other levies that are applicable from time to time shall be met within the total invoice value.
 - (e) Prices shall be quoted in Indian rupees only, both in figures and words
 - (f) Arithmetical errors will be rectified on the following basis: - If there is a discrepancy between words and figures, the higher of the two shall be taken as the bid price. If there is any other discrepancy, the figure leading to the determination of the higher amount shall be adopted. If the bidder does not accept the correction of errors, as aforesaid, his bid will be rejected.
 - (g) Erasing overwriting and corrections in the offer should be authenticated by tenderers signature. In case this has not been done, such offer is likely to be rejected.
18. **Award Criteria:** The purchaser shall award the job contract to the successful bidder whose bid has been determined to be responsive by the Technical Evaluation committee and has been cleared for opening of the financial bid and thereafter determined as the lowest evaluated bid on the basis of quoted rates for the estimated volume of work provided further that the bidder is determined to be qualified to perform the contract satisfactorily. The office shall, however not bind to accept the lowest or any bid and reserve the right to accept any bid, wholly or in part. The office at its absolute and sole discretion reserves the right to award contract to one or more than one bidder for the purpose as may be necessary or expedient.

19. Payment terms.

The ORGI shall make the contract payment as per the payment schedule mentioned below:

- (a) Monthly bills submitted in triplicate by the agency for the security services works executed in the preceding month, shall be paid. The payment for the work will be released only after production of attendance records, log register for each security point and production of copies of Acquaintance rolls for proof of payment of wages to the security personnel. Inadequate supply of Security Guards and Security Supervisor and inadequate supply of security items like whistle, lathi, emergency lamps torch, umbrellas, etc. will attract deduction at pro-rata basis from the work bill towards compensation. The decision of ORGI, will be final and binding in this regard.
- (b) If the performance of the security services by the agency is not found satisfactory the Competent Authority shall have power to deduct proportionate amount from the monthly bill or to terminate the contract. Upon such termination, the security deposit of the Agency shall be liable to be forfeited and shall be absolutely at the disposal of ORGI
- (c) If at any time during currency of JOB, the SCOPE OF WORK for which this job has been awarded is reduced/abandoned, the payment value of this job order shall be reduced on pro-rata basis by the ORGI and the decision of ORGI, would be binding on the Agency.

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20. No alteration shall be made in any of the terms and conditions of the bid document by scoring out. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this section are liable to be ignored.
21. The earnest money of successful bidder will be adjusted with the money deposited with respect to Performance Guarantee, which has to be deposited within 15 days after the receipt of Letter of Intent @ 10 % of the tendered value of contract. The Performance Guarantee will be refunded to the Agency on Completion of contract period without interest after deducting liabilities if any. For other Bidders, the Earnest money instrument will be returned within 30 days of the completion of the financial evaluation by registered post.
22. No bid will be considered unless and until all the pages documents comprising the Bid are properly signed and stamped by the persons authorized to do so.
23. In the event of bid being accepted, the bid will be converted into a contract, which will be governed by the terms and conditions given in the bid document. The instructions to bidders shall also form part of the contract.
24. The Agency acknowledges that he has made himself fully acquainted with all the conditions and circumstances under which the supplies required under the contract will have to be made or furnished and the terms, clauses and conditions, specifications and other details of the contract and the supplies. The Agency shall not plead ignorance on any matter as an excuse for deficiency in service or failure to perform or with a view to asking for increase of any rates agreed to the contract or to evading any of his obligations under the contract.
25. If the Agency or his agents or employees are found guilty of fraud in respect of the contract or any other contract entered into by the Agency or any of his partners or representatives thereof with the ORGI; or at any time during the pendency of the contract, it comes to the notice of the ORGI, that the Agency has misled it by giving false/incorrect information.
26. The Agency will be responsible for the conduct of all workers deployed by him and will be legally liable for any harm or loss arising to any person whomsoever, in whatever form, from any misconduct or any act of negligence, omission or commission, whether intentional or otherwise, of the Agency or any of the workers agents any others deployed by the Agency in the course of providing any services stated in this contract, and will bear full responsibility and cost of the same. The ORGI will not be liable for any loss or harm to any person within or outside the ORGI campus from any act of omission or commission of any of the workers agents any others deployed by the Agency in the course of providing any services stated in this contract.
27. The ORGI shall not be liable for any compensation, claim or damages etc. due to any accident, injury or harm to any person deployed by the Agency or death due to accident or otherwise, which may arise out of any circumstances related or unrelated with their duties at ORGI.
28. Without prejudice to the preceding term of contract, the Agency will be liable to reimburse the ORGI of any cost because of any misconduct or any act of omission or commission, whether intentional or

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otherwise, of the Agency or any of the workers Sub Agency's agents any others deployed by the Agency in the course of providing any services stated in this contract

29. It shall be the responsibility of the Agency to comply with the provisions of various Labour Laws. The Agency shall faithfully discharge all the liabilities under the labour laws. The Agency shall indemnify the ORGI against the claims arising out of non-fulfillment of obligations by him under the various labour laws.
30. The Agency shall be solely responsible for compliance with all statutory laws/rules/regulations such as those concerning PF, ESI, Labour laws, Minimum wages, etc. The ORGI shall not be liable for any contravention/non-compliance on the part of the Agency. Any contravention/non-compliance on the part of the Agency would be construed as a sufficient ground for termination of the contract at the discretion of the ORGI.
31. The ORGI may discontinue the contract at any point of time, by giving one month notice at least 30 days before the intended date of discontinuation, and will not be liable to any additional charges or compensation payable to the Agency or any other person.
32. The Agency may discontinue the contract the contract at any point of time, by giving a notice at least 60 days before the intended date for discontinuation. But will forfeit his Security Deposit (EMD) submitted by it, in case of discontinuation without a notice or a notice less than 60 days prior to the intended date of discontinuation. The ORGI will have the right to claim damages, and recover them from the payments due to the Agency or by any other means, in addition to forfeiting the Security Deposit of the Agency.
33. The Agency has to maintain all the relevant register/records as per the laws related with labour engagement etc. An affidavit on a non-judicial stamp paper of appropriate value to the effect that the Agency will be entirely responsible for fulfilling all the statutory obligations under different statutes like workmen compensation Act., Contract Labour (Regulation & Abolition) Act, ESI Act, PF Act, for the workers employed by him on the job will be submitted by the Agency before execution of the contract agreement. The workers employed by the Agency will not be treated as the employees of the ORGI for any purpose whatsoever.
34. The Agency shall be required to enter into an agreement on a non – judicial stamp Paper of not less than Rs.150- for a period of one year within 15 days of receiving the intimation/letter of intent and to start the work within 15 days of the signing of Deed/Agreement.
35. The office of the ORGI reserves the right to accept or reject any or all bids without assigning any reason
36. **Penalty Clause**

In case of failure in doing the job to the satisfaction of ORGI a, penalty upto the EMD cost will be imposed by the ORGI. In case of failure in doing the job assigned on a day to day basis the

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authority will get the job done through other sources and the expenditure so incurred will be recovered from the contractor.

Scope of Work

1. The Agency shall provide round the clock high standard security on a 24 x 7 basis on all the days to safeguard the premises and assets of ORGI. The agency shall ensure full security to the ORGI premises and its property from pilferages and maintain the standard security norms to protect the above premises from other insecurities.
2. The agency shall ensure proper locking of premises, common area etc... In case of any theft, breakage, pilferage of any fixture and/or fittings, furniture, equipment etc., the responsibility shall be of the security personnel and the security personnel shall report the same to the office immediately. The agency shall ensure immediate communication to concerned officer of ORGI for any mis-happening. Call for police protection fire agencies in case of serious incident will also include their duties.
3. The Agency shall submit bio data along with identity proof & address proof of each security guards and security supervisor duly verified, within 07 days of execution of contract agreement.
4. During surprise checks by any of the authorized officers of ORGI, if a particular guard is found negligent/sleeping/drunk on duty, or any disgraceful activity the agency will have to withdraw the guard from the premises forthwith, which may even entail cancellation termination of contract for the rest of the period.
5. The agency shall maintain proper register/log book of security personnel.
6. The Agency shall provide proper uniforms, identity cards, badges, whistle, lathi, emergency lamps torch, umbrellas, rain coats etc. to supervisor and guards manning the ORGI complex at, New Delhi.
7. All the security guards posted shall be in sound health and free from any contagious disease. They must be able to answer telephone calls and reply in courteous manner for the details sought including location of the institute for the outstation trainees.
8. The Security guards will maintain utmost vigil and shall be on rounds in the duty area allotted at frequent intervals of time. Any shortcomings in this issue will be dealt with seriously and action will be initiated which may include termination of contract. Any loss theft of the property/valuables/plant & machinery/plants and trees fruits & flowers, etc. of will be the sole responsibility of the security service Agency and proportionate rates will be deducted from the bills submitted for the month or payment due to the Agency will not be released.
9. The Security guards should not accept any Registered Post, Speed Post or any signed document from Courier agency on any working day or holidays.

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10. The behavior of the deployed manpower by the Agency for the security duty so awarded shall be of decent nature and should cooperate with the officials, and visiting guests, In case of report of any compliant on the issue or is found breaching this aspect, the said guard/supervisor shall be instantly removed from duty by the Agency and the decision of the ORGI, will be final & binding on the Agency.
11. No accommodation shall be provided to the security guards & supervisor inside the complex. The Agency may arrange suitable accommodation for their stay in nearby area.
12. Income tax as applicable will be deducted at source from each bill for which necessary PAN No. is required to be provided.
13. The work shall be executed as per the directions and to the satisfaction of the officer in charge.
14. No person below the age of 18 years shall be deployed on security work by the Agency.
15. The Agency shall have insurance coverage for their workers and follow all safety measures during the work execution. Any liability occurring during work such as accident, injury, loss of life, damage to the property, the same shall be compensated and made good by the Agency only and this organization is not responsible in any manner.
16. The contract will be terminated by the competent authority if the performance of the Agency is found un-satisfactory at any point of time.

39. **ARBITRATION**

In the event of any dispute arising with regard to any of the clauses mentioned herein before the same shall be referred to ORGI, India and his decision shall be final and binding upon the parties to this agreement. Notwithstanding whatsoever stated above and in case of any controversy regarding the scope of work or any other terms and conditions of tender, the decision of the ORGI New Delhi be final and binding in this regard.

- (1) Any ambiguity in the offer may lead to disqualification
- (2) Conditional offer shall be summarily rejected

(Purnendu Kant)
Under Secretary(HQ)

Signature of the bidder

PRESCRIBED PERFORMA FOR TIECHNICAL BID

With reference to Tender Notice No:D-32011/03/2012-GS dt. 8.5.2012, the undersigned furnishes below/encloses herewith following details/documents as part of Technical Bid for consideration:

1. Name of the Agency _____
2. Detailed profile of the Agency
3. Documents evidence of requisite experience
4. Documents showing turnover as mentioned in the tender:-
5. Period of validity of offer price(in days)
6. Earnest Money Deposit : Draft number

Date of issue: _____

Name of the Bank _____

7. Documents Enclosed Copies are to be self-attested/stamped)
 - (a) EMD of Rs _____ in the form of A/c payee Demand Draft/Pay Order of any Nationalized/Scheduled Bank drawn in favour of _____ payable at " New Delhi"
 - (b) Copies of Audited Balance Sheets of the agency during the last three years
 - (c) A copy of latest service tax duly attested/stamped
 - (d) Copies of work order and certified copy of the completion certificate for at least three years.
 - (e) Copy of Registration Certificate of the agency.
 - (f) Self-Certificate duly signed by the agency that Agency is not currently black listed either by ORGI or any other Central Govt./State Govt./Public Sector Undertaking.
 - (g) That none of the relative of agency is working in ORGI. Yes/No
8. I agree to the terms and condition as mentioned in the Tender Notice No:D-32011/03/2012-GS issued by the ORGI.

Signature of the bidder with date

Name:

Name of the Agency

Office Seal

Signature of the bidder

PRESCRIBED PERFORMA FOR FINANCIAL BID

Having examined the bidding documents and having submitted the technical bid for the same we, the undersigned, hereby submit the Price Bid for providing the Security Services at ORGI Complex, at , New Delhi 110011 in conformity with the said bidding document at the prices and rates mentioned in the enclosed offer. The Price quoted by us for the Scope of Work detailed in the bid document is as below:

Sl. No	Description of work	Qty	Rate per each person per month	Total Amount Per month.
1.	<p>Providing round the clock security services by the security guards , including on Saturdays and Sundays and National holidays as directed by the officer concerned of the ORGI. The rates shall include uniform allowance, night duty allowance & compensatory allowance for holidays and National holidays. The rates shall be in conformity with the provisions contained in the minimum wages Act. Rates are inclusive of Service Tax and other levies and no extra payment on any account will be paid.</p> <p>a) Security Guards : 32</p> <p>b) Security Supervisor :1</p>	<p>Nos 32 (to be indicated by the bidder)</p> <p>01 No.</p>	<p>Rs..... (Rupees.....)</p> <p>Rs..... (Rupees.....)</p>	<p>Rs..... (Rupees.....)</p> <p>Rs..... (Rupees.....)</p>
Grand Total				Rs.....
(Rupees only)				

Signature of the bidder

Signature of the bidder