

PRINCIPAL ACCOUNTS OFFICE
MINISTRY OF URBAN DEVELOPMENT,
'F' WING, 2nd FLOOR, NIRMAN BHAWAN,
NEW DELHI – 110011
TEL. NO. 23062320, 23061283 FAX 23062989

No.Pr.AO/UD/E&E/PAO-Ptg./New Delhi/2009-10/8787-88

Dt.03.09.2009

OPEN TENDER FOR DEPLOYMENT OF SECURITY GUARDS

Open Tenders are invited from reputed Security Agencies for providing Three Security Guards, preferably Ex-Servicemen, round the clock, 8 hrs.' shift of each, on contract basis for Pay & Accounts Office (Printing) situated at 13/3, Jam Nagar House, New Delhi.

Tender documents alongwith terms and conditions of the tender can be obtained free of cost on request from the E&W Section of Principal Accounts Office (Admn.), Ministry of Urban Development, 'F' Wing, 2nd Floor, Nirman Bhawan, New Delhi by giving a request letter in letter head / plain paper. Tender Forms & terms and conditions of the tender can also be downloaded from this office website <http://www.ccamoud.nic.in>

Last date for submission of Tenders : 25.09.2009 (4 p.m.)
Date of opening of Tenders : 25.09.2009 (4.30 p.m.)

Date:

(A.K. RALHAN)
Asstt. Controller of Accounts (Admn.)

Copy to :

1. Technical Director (NIC), M/o Urban Development with request to upload the same on the web-site of this office www.ccamoud.nic.in
2. Notice Board.

**TENDER FORM FOR DEPLOYMENT OF SECURITY GUARDS AT
Pay & Accounts Office (Ptg.), M/o U.D., Jam Nagar House, New Delhi.**

Name & Address of the Tenderer :

Name of the Proprietor & Contact Tel.Nos. :

ESI Code No. :

EPFO Code No. :

Registration Number under the Shops & Estt. Act :

PAN Number :

Number of Security Guards on Rolls :
(Proof in the form of copy of ESIC R.C. for the
Contribution of latest period, to be attached)

Details of E.M.D. enclosed (Refundable) :
(Demand Draft No. Date & Amount)

Amount Quoted per Security Guard :

Wages payable to each Security Guard** by the Co.

Wages payable to three Security Guard

Service Charges of the Co.

Total

Rate of Service Tax etc. applicable

Other Statutory Obligations :

EPF

ESIC

Gratuity

Bonus

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(Signat

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** Note : The wages should be as per the minimum wages act.

TENDER NOTIFICATION

Terms & Conditions for the Tender for Provision of Security Guards

Tender for Security Guards

Open Tenders are invited from reputed Security Agencies for providing Three Security Guards (preferably Ex-Serviceman) round the clock, 8 hrs.' shift of each, on contract basis for, Pay & Accounts Office (Printing), M/o Urban Development, situated at 13/3, Jam Nagar House, New Delhi.

The Security Guards should not be paid less than the minimum wages notified by the Department of Labour, Government of NCT, Delhi.

Tender along with terms and conditions of the tender can be obtained on request from the E&W Section of Principal Accounts Office (Admn.), M/o Urban Development, 'F' Wing, 2nd Floor, Nirman Bhawan, New Delhi by giving a request letter in letter head / plain paper. The same also can be downloaded from the website of this office <http://www.ccamoud.nic.in>

Last date for submission of Tenders : 25.09.2009 (4 p.m.)

Eligibility Criteria for Tenderers :

1. Security Agencies having not less than 100 security guards on their rolls only eligible to apply.
2. The Agency should be registered with EPFO / ESIC.
3. The Agency should be registered with Registrar of Firms / Companies for at least years before the closing date of the tender.

EMD / SECURITY DEPOSIT

Tenderers should furnish EMD of Rs.10,000/- by Demand Draft in favour Pay Accounts Officer (Sectt.), Ministry of Urban Development, Nirman Bhawan, New De drawn on any nationalized / scheduled bank which will be refunded to the unsuccessful

tenderers. The EMD will be retained as Security Deposit in the case of successful Tenderer whom contract is awarded.

Wages payable to the Security Guards

The agency should provide Security Guards (preferably Ex-Servicemen) who should be paid wages at the rates approved by the Department of Labour, Government of NCT, Delhi. The agency will also be reimbursed ESI @4.75% , EPF, EDLI & Admn. Charges @13.61% weekly off / holiday wages, gratuity / terminal benefits at prescribed rates. The agency should provide the services of security guards round the clock including holidays.

The agency should make arrangements to disburse wages to the security guards through bank account in the name of the security guards and evidence of such disbursement should be submitted along with the bill for the following month. Photocopies of payments towards ESI & EPFO should also be submitted alongwith the bill for the following month. The agency should also submit copies of returns submitted to the ESIC / EPFO for the relevant contribution periods duly identifying the names of the security guards provided to ESIC.

Service Charges

Tender will be finalized based on the suitability of the agency with reference to the prescribed criteria and competitiveness of the service charges quoted. Tenderers are advised to quote service charges at competitive rates. The Service Charges includes the cost of Uniforms, Washing Allowance etc.

Qualification of Guards

The guards provided should be of good character, conduct & behaviour, competent and qualified to perform the security duties for which they are employed. They shall not be beyond the age of 58 years. This office shall have the right to ask the security agency to remove a person considered incompetent or found unsuitable or for any other reason. Persons removed for the above reasons shall not be deputed again to our premises without the consent of CC.

Duties of the Security Guards

1. The Personnel deployed ought to be polite but Firm, Disciplined, Physically Fit, Alert, smartly dressed in uniform.

2. To attend with compliments to distinguished visitors, VIP's and Officers.
3. Check, Control & Restrict entries to unauthorized Persons & movement of vehicles & incoming/outgoing of Materials(with gate passes) & time keeping. They shall maintain a visitor's register.

4. Maintain strict security of Men, Material and Premises and maintain Diary to note important events/happenings information received / passed to the management. Entirely responsible for thefts of easily movable items such as bathrooms fittings, fans, exhaust fans, telephone instruments, fire extinguishers or fire fighting systems, office records etc.
5. Will stand by management during emergency like Gherao, Picketing, Strike etc. and security of office staff from any assaults whatsoever.
6. Not to leave the place of duty under any circumstances until and unless properly relieved. Sign accordingly in handing / taking over register etc.
7. Prevent misuse of electricity and water.
8. In case of fire, the security guard will immediately alert the staff on duty and assist in Fire Fighting Operation and also inform the ACA (Admn.). In case of fire accident before or after office hours, the guards shall inform the nearest Fire Station and ACA(Admn.).
9. The security guard must watch that there is no unidentified / unclaimed / suspicious objects / persons in the building / premises.
10. The security guard shall ensure that all the electrical equipments / instruments, lights and fans should be switched off at the time of closure of the office.
11. The security guard should ensure that all the officers / rooms are locked at the closure of the office and opened at the beginning of office hours and there is safe keeping of the keys.
12. The security personnel must be in proper neat and tidy uniform.
13. The names of the security guards should always be displayed by them on their uniform for identification purpose.
14. The Agency should arrange for surprise checks (during day and night) to check the alertness and attentiveness of the security guards.
15. The security guard should check the bags / briefcases of the visitors if considered necessary.

16. The security guards shall at all times comply with all directions and instructions issued by PAO (Ptg.) as well as Pr.AO(Admn.). Non-compliance of instructions shall lead to termination of agreement.
17. Consumption of alcohol, smoking etc. by the staff of PAO(Ptg.), New Delhi as well as by the security guard is strictly prohibited in the office premises.

Duties and Responsibility of the Agency

1. The agency should provide a whistle, torch and lathi & other articles to the security guard for effectively performing their duty.
2. The security guards must be rotated from their deployment at an interval of 6 months.
3. If it is found that any property of the office is lost / damaged due to the negligence or connivance of the security guards, the same shall be made good on the depreciation value of the property damaged / lost from the security agencies' bill.
4. The agency shall furnish the names and addresses of the security guards posted in the premises of office and also when there is any change in security guards.

5. The Agency shall submit a monthly report of compliance and happenings in the premises to the Principal Accounts Office (Admn.), Nirman Bhawan, New Delhi.
6. The security guards deployed will be deemed for all purposes and the agencies shall be fully responsible for payment of wages and other dues, and compliance of all labour laws applicable to them.
7. The agency, on award of the contract should execute an agreement in Rs.10 stamp paper with Pr.AO (Admn.) incorporating the above terms and conditions.
8. The Agency should not engage any sub-contractor or transfer the contract to any other person.
9. The Agency shall claim Administrative Charges / agency charges on the fixed percentage of total bill amount for the required number of security guard.
10. In case the Agency fails to execute the job after awarding the work or leave the work before completion of the period of contract at their own accord, the CCA shall have the right to forfeit the Security Money deposited by the Agency for execution of the Contract.
11. The contract can be terminated by the 1st Party (CCA) by giving one month's notice without assigning any reason. The 2nd party (Contractor), if so desires, can terminate the contract by giving three month's notice.

Tender opening

Tenders will be opened on 25.09.2009 at 4.30 p.m. in the Chamber of ACA, Principal Accounts Office(Admn.), Nirman Bhawan, New Delhi, in the presence of tenderers who may like to be present and witness the tender opening.

Other Conditions

1. The contract which is initially for a period of one year & can be extended further if the agency agrees to provide the services on the same terms and conditions provided the services provided by them are satisfactory. Pr.AO(Admn.) reserves the right to prematurely terminate the agreement without assigning any reason by giving one month notice before the expiry of the contract period.
2. The agency should be willing to provide additional security guards on certain contingencies on payment of proportionate wages. Pr.AO(Admn.) may also increase the number of security guards required depending upon future requirement.

Asstt. Controller Accounts (Admn.)