



भारतीय मानक ब्यूरो
केन्द्रीय प्रयोगशाला
BUREAU OF INDIAN STANDARDS
Central Laboratory



प्लॉट नं० 20/9, साईट-IV, साहिबाबाद औद्योगिक क्षेत्र,
साहिबाबाद-201010, जिला गाजियाबाद (उ० प्र०)

Plot No. 20/9, Site IV, Sahibabad Industrial Area,
Sahibabad-201010, Distt. Ghaziabad (U.P.)

दूरभाष : } 0120-2770032 फैक्स : }
Phones : } 0120-2770235 Fax : } +0120-2776663
 } 0120-2770345 E-mail : cl@bis.org.in

Our Ref: CL/Admn/Sec-13 (08-09)

17 Dec.2008

Sub: Tender of Annual contract for providing of Security Services in CL

Dear Sirs,

1. Sealed quotation in 2 bid system for the subject work is invited from eligible Tenders/Bidders by the Bureau of Indian Standards, Central Laboratory, 20/9, Site IV, Industrial Area Sahibabad, 201010 (UP) on or before ~~06~~ Jan.2009 at 1500 hrs. The tender documents two bid system is to be submitted in two separate envelopes, each sealed and clearly identified as to the envelope numbers and contents as indicated below and send to the Director & Head(Admn.) at the above mentioned address.
2. Both the envelopes to be filled and submitted by the bidder i.e Envelope 1 Technical Bid and Envelope -2 Price Bid. Both the envelope along with requisite EMD shall be contained in a large envelope Superscribed, "Tender of contract for providing of Security Services".
3. The technical bid shall be opened on the next working day i.e ~~07~~ Jan-2009 at 1430 hrs of submission of tenders. The representative of the bidders may be present at the time of opening of the tender, if interested. Price Bids of only successful bidders, qualifying in Technical Bid, shall be opened. The date and time of opening of price bids Shall be intimated to all the successful bidders in due course.

Thanking you,

Encls:As above

Yours faithfully,

(C.P. PURI)

Director & Head (Admn.)

हमेशा हिंदी में पत्र व्यवहार करके देश का गौरव बढ़ाएं, इस कार्यालय में हिंदी में प्राप्त पत्रों का स्वागत है।

मुख्यालय : मानक भवन, 9 बहादुरशाह ज़फर मार्ग, नई दिल्ली-110002

Headquarter : Manak Bhavan, 9 Bahadur Shah Zafar Marg. New Delhi-110002



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NABL ACCREDITED

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संदर्भ सं. सीएल/प्रशासन/13(08-09)

विषय : सीमित निविदा सूचना - सुरक्षा कार्य

दिनांक 17 दिसम्बर 2008

निम्नलिखित मंद की "आपूर्ति, संस्थापना, चालू करने, और संतोषजनक प्रदर्शन" के लिए प्रतिष्ठित विनिर्माताओं और उनके प्रत्यायित से मुहरबंद निविदाएँ (दोहरी निविदा प्रणाली, अर्थात् तकनीकी निविदा और वित्तीय निविदा) आमंत्रित हैं।

क्र सं.	विषय
1.	सुरक्षा कार्य

तकनीकी विशिष्टियों, धरोहर राशि, निविदा जमा करने की अंतिम तिथि, निविदा खुलने की तिथि और शर्तें निम्नलिखित हैं।

- बिना कारण बताये भारतीय मानक ब्यूरो को किसी या सभी निविदा को रद्द करने अथवा स्थगित करने का अधिकार सुरक्षित है।
- धरोहर राशी के बिना, अहस्ताक्षरित अथवा अपूर्ण निविदा प्रस्तावों को अनदेखा/अस्वीकृत समझा जाएगा इस संदर्भ में कोई छूट मान्य नहीं होगी।
- निविदा प्राप्ति की अंतिम तिथि है : 05-01-2009 (1500 बजे)
- तकनीकी बोलियों का खोला जाना : 07-01-2009 (1430 बजे)

—भवदीय—

(Signature)

—प्रमुख एवं निदेशक (प्रशासन)

सलग्न : उपरिलिखित

हमेशा हिंदी में पत्र व्यवहार करके देश का गौरव बढ़ाएं, इस कार्यालय में हिंदी में प्राप्त पत्रों का स्वागत है।

मुख्यालय : मानक भवन, 9 बहादुरशाह जफर मार्ग, नई दिल्ली-110002
Headquarter : Manak Bhavan, 9 Bahadur Shah Zafar Marg, New Delhi-110002

BIS CENTRAL LABORATORY
20.9, Site-IV, Industrial Area, Sahibabad-201010, Distt. Ghaziabad

Ref:CL/Admn/Sec-13(08-09)

Sub: ANNUAL CONTRACT FOR PROVIDING OF SECURITY SERVICES

ENVELOPE-1 : TECHNICAL BID

Name of the work : Contract for Providing of Security Services in CL, Sahibabad

CONTENTS

Technical Bid of Tender Document:

1. The Tenderer/Bidder shall have at least 05 years experience in these fields and shall submit the self attested copies of the following documents along with the tender documents:
 - a) PF Registration
 - b) ESI Registration
 - c) Valid Licence issued by Regional Labour Commissioner, Govt of India.
 - d) Details of works of similar nature carried out in Central or State Govt Bodies/Departments, Public Sector Undertakings, in the last 3 years ending on 31 March 2008, with value not less than 1-5 times the rates to be quotes to Bureau.
 - e) Proof of financial turnover achieved along with copy of balance sheet of previous Five financial years ending 31 March 2008.
 - f) List of Arbitration cases (if any)
 - g) Service Tax/PAN
2. Certificates provided for the works detailed in 1d) above shall clearly indicate the scope and nature of work undertaken and the value of various components of work as executed, in order to confirm conformity to the defined similar works.
3. Nature and Scope of work is given in Annex-I.
4. General Terms and Conditions of the Contract to be fulfilled by the Tenderer/Bidder are given in Annex-II.
5. The Successful tenderer/bidder (Contractor) shall deploy the staff as under:

SECURITY PERSONNEL SERVICES

Sl. No.	Description	No. of Personnel
1.	Supervisors	03
2.	Security Guards	11 (including one female guard)
	Total	14

This envelops shall be Super scribed "Envelope No. 1 Technical Bid for Annual Contract for providing of SECURITY SERVICES"

BIS CENTRAL LABORATORY
20/9, Site-IV, Industrial Area, Sahibabad-201010, Distt. Ghaziabad

Ref: CL/Admn/Sec-13(08-09)

Sub: ANNUAL CONTRACT FOR PROVIDING OF SECURITY SERVICES

ENVELOPE- 2: PRICE BID

CONTENTS

1. Envelope No. 2 shall contain only Price Bid of Tender Document, i.e. the copy, of schedule of rates duly filled in and signed by the tenderer/bidder. Any commercial or technical condition or qualification of any sort shall be indicated by the tenderer/bidder in this envelope, otherwise the tender shall be summarily rejected.
2. The format for providing Schedule of Rates to be filled by the tenderer/bidder is enclosed. This envelope shall be Superscribed "Envelope -2 Price bid-ANNUAL CONTRACT FOR PROVIDING OF SECURITY SERVICES"

SCHEDULE OF RATES

(To be enclosed with price bid in a separate cover marked "Envelope 2")

Name of the work: Contract for Providing of Security Services in CL, Sahibabad for
Twelve Month

SECURITY SERVICES

Sl. No.	Description	Required No. of Personnel	Rate/Wages per month per person in Rs.	Total Wages per month in Rs.
1.	Supervisor	03		
2.	Security Guard	11 (including one female guard)		

ANNEX -I

TENDER TO BE SUBMITTED ON OR BEFORE 06 JAN. 2009

The Head & Director (Admn)
Bureau of Indian Standards,
Central Laboratory,
20/9, Site-IV, Industrial Area,
Sahibabad-201010
Distt. Ghaziabad (UP)

Dear Sir,

Having acquired the requisite information related to the subject work after visit of the site and examining the form of contract, nature, quantum of work as effecting the tender invited by on behalf of the Bureau of Indian Standards Central Laboratory, I/We, the undersigned hereby offer for providing qualified staff as indicated in the Tender Document to undertake the SECURITY SERVICES strictly in accordance with the terms and conditions as indicated by you in the said documents.

We also agree to submit the bill on monthly basis and accept the payment to the workers as per the Minimum wages declared by the Government of (U.P.) from time to time. I/We also agree for the compliance of applicable Labour and other Laws in force and other Govt. orders. All workers engaged by me/us would be suitably compensated by me/us complying with Minimum Wages act applicable in Distt. Gaziabad / Delhi. All other payment like payments under Workmen Compensation Act etc. shall be borne and payable by me/us. I/We will always keep the Bureau indemnified of any claim/damages that BIS Central Laboratory have to pay with respect to the service and the deputation of any labourers to the Bureau.

Contd.....?

The Bureau reserves the right to reject any or all the quotations or accept them in part or to reject the lowest quotations without assigning any reasons. The Bureau further reserves the right to terminate the contract during its tenure at any time without assigning any reasons.

I/We further agree to pay and I have enclosed Earnest Money amounting to Rs. 50,000/- in the form of Demand Draft/Pay Order drawn in favour of Bureau of Indian Standards payable at Ghaziabad.

Thanking you,

Yours faithfully,

Name of the partner with Seal of the Firm

Or

Name of person having Power of Attorney to sign the contract. (Copy of the Power of Attorney to be submitted which will be compared with the original in case the tender is awarded)

ANNEXURE-II

TERMS AND CONDITIONS OF CONTRACT FOR SECURITY SERVICES

(The details given below are only indicated for general guidance and are not exhaustive)

- 1 The said contract will be initially for a period of one year commencing from the date of signing the contract which may be extended further for a maximum period of one year subject to mutual consent of both the parties and subject to satisfactory performance of contract. However, in normal circumstances the Agreement is terminable by giving one month; notice in writing by either party to the agreement.
- 2 contracting Agency shall render the following Security services at the premises of BISCL:
 - a) To provide security for material/equipment, installation and buildings and other structure in CL Sahibabad.
 - b) To arrange/assist in opening & closing of the buildings and rooms before & after office hours as necessitated/directed by the Bureau on working and closed days;
 - c) To ensure that electric bulbs, fans, ACs, water taps etc. are not left open after the working hours on working days as well as on off days, as the case may be; Also to ensure that all outdoor lights are switched on in the evening;
 - c) Arrangement regarding maintenance and record of inward and outward movement of men and material and having proper check on the same as per the instructions given by the Bureau from time to time;
 - e) Checking of all incoming/outgoing vehicles thoroughly to check and track movement of unauthorized items inside and outside BIS;
 - f) Ensure the entrance of only authorized persons (BIS employees and others personnel-engaged for providing services). Visitors may enter only through visitor slip as per approved procedure with proper entry at the gate and meet concerned officials only. It should also be ensured that this duty is discharged sincerely with firm but decent behaviour.
 - g) Keeping the Bureau informed of all the matters of security and house keeping;
3. The Security supervisor and security guards will be given duties as under :
 - a) First shift from 0600 hours to 1400 hours, Second shift from 1400 hours to 2200 hours and Third shift from 2200 hours to 0600 hours - one security supervisor and three guards in each shift

Contd....;

- b) In addition one Guard and one female Guard are to be posted at Main Gate from 0930 hrs to 1800 hrs (including lunch time of half an hour).

Thus the total requirement is for three security supervisors, ten Guards and one female Guard.

However, the above arrangements of the security personnel is without prejudice to the right of BISCL to deploy the security personnel in any other manner considered to be more suitable in the interest of the Bureau.

- 4) The security personnel deployed shall be smartly dressed in proper uniform and always with Identity Card.
- 5) The Supervisor as well as security guards should be properly trained in Security related work including fire fighting from some recognized training institute.
- 6) To investigate and submit report to the Bureau on any thefts, pilferages, loss or other offences; maintain liaison with police where necessary keeping the Bureau duly involved.
- 7) To keep the management informed of all security matters, intelligence or labour union meetings, etc.
- 8) The contractor shall bear all expenses regarding uniforms, preparation of their Identity card, compensations, wages and allowances, PF, Bonus and Gratuity relating to security personnel engaged by him and abide by the provisions of various labour legislation including weekly off and working hours. The Contractor shall pay the wages to the security personnel on or before the 7th of every succeeding month irrespective of delay in payment of Bill by the Bureau for whatever reason. Wages payable shall not be less than the minimum wages payment as declared by the State Govt. from time to time; The contractor also to quote his rate of commission in addition to the wages to be paid to his workers.
- 9) The security personnel will be screened by the contractor after police verification regarding their antecedent, character and conduct; and a copy of the reports shall also be submitted to BIS. The security personnel so deployed shall preferably be ex-servicemen and/or trained in security work.
- 10) Replacement of personnel as required by the Bureau will be effected promptly by the Contractor; if the contractor wishes to replace any of the personnel, the same shall be done after prior consultation with the Bureau.
- 11) Any other details of work that may be decided and indicated by the Bureau at the time of finalization of contract or later on;

Contd....

- 12) a) Equipments, such as, tell-tale clocks, torch lights, stationary, stumps, lighting arrangements will be provided by the Bureau; and
b) Security contractor's registered office shall be within NCR Region.
- 13) In case of any loss that might be caused to the Bureau due to lapse on the part of the Security personnel discharging security responsibilities, the such loss shall be compensated by the contracting Agency and in this connection, the Bureau shall have the right to deduct appropriate amount from the bill to make good of such loss to the Bureau besides imposition of penalty. In case of any deficiencies/lapses on the part of the security personnel deployed by the contractor, the Bureau shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
- 14) If case of a death or mishap occurred during discharging the duty, the compensation liability will solely rest with the Contractor.
- 15) In case of any thefts or pilferages, loss or other offences, the contractor with investigate and submit a report to the Bureau and maintain liaison with the Police. FIR will be lodged by the Bureau, wherever necessary, if need be joint enquiry comprising of both the parties shall be conducted and responsibility be fixed/pinpointed;
- 17) Preference will be given to the contractor to have valid Quality System Certificate as per ISO 9001:2000
- 18) a) That the contractor undertakes to ensure that security staff appointed by them is fully loyal-to and assist the Bureau during normal periods as well as during strike and other emergencies for the protection of personnel and property both moveable and immovable to the entire satisfaction of the Bureau;
b) Contractor's authorized representative(Owner\Director\Partner\Mnager) shall personally contact Head of the BIS Central laboratory or the office in charge of Administration at BISCL at least once a month to get a feedback on the services rendered by the contractor viz-a-ciz correction action required to make the services more efficient
- 19) In the event of security personnel being on leave/absent, the contractor shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities, the contractor shall make provision for 'leave reserve; Failure on this account shall attract penalty five times the wages payable to the Contractor such absence.

contd.....

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- 20) The successful bidder would have to deposit an amount of Rs. 50,000.00 (Rupees Fifty Thousand only) as Security deposit through Demand Draft/pay order in favour of BIS which would remain with BIS during the contract period and no interest shall be payable on the Security amount. Any special security services such as investigation of cases, special intelligence screening and verification on requisition by the Bureau in accordance with its prevailing rates, will be undertaken by the contractor.
- 21) The contractor shall arrange to maintain at the security booth, the daily shift-wise attendance record of the security guards deployed by him showing their arrival and departure time. This attendance record to be submitted every week to BIS with an attested photo-copy of the attendance record of the personnel to which it pertains. The attendance record shall be produced for verification on demand by the Bureau at any other point of time.
- 22) If at any point of time it come to the notice of the Bureau that the security guards deployed are different from the list provided (with attested photographs) or security guards continue to be on duty more than two hours beyond their normal duty hours, Bureau will be well within its right to impose penalty not exceeding five times the wages payable to contractor for each guard against the number of guards identified on prolonged duty.
- 23) The security personnel deployed by the contractor shall have at least High School passed qualification. In case of non-compliance/non-performance of the services according to the terms of the contract, the Bureau shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the contract.
- 24) The contractor shall be solely liable for all payment/dues of the workers employed and deployed by him with reliable evident provided to the Bureau.. In the event, Bureau makes any payment or incurs and liability, the contractor shall indemnify the Bureau completely;
- 25) In case of any dispute arising out of this agreement then DG BIS shall nominate any officer of the BIS a sole arbitrator to adjudicate upon the issue involved in the dispute and the provisions of the Arbitration Act shall be applicable.
- 26) In case of any dispute with regard to providing services and interpretation of any clause of the Agreement, Ghaziabad or Delhi Court will have the jurisdiction to settle and decide all the disputes.

Contd. J

27) If at any point of time security personnel are found lack on performing duty (e.g. sleeping during duty hours, not present on duty place, not compliance the instructions of Bureau verbally or in written etc), a suitable penalty shall be imposed not exceeding five times the wages payable to the contractor in respect to the concerned security personnel.

28) Security contractor will demonstrate to the Bureau the following to be able to qualify to render the contract services :

- 1) Atleast three years standing in the field
- 2) experience of providing security services to some other Govt. departments, organizations during last 3 years for a contract value not less than 1.5 times the rates to be quoted to the Bureau.
- 3) Atleast five currently valid contract for similar works to offices of Central/State Govt. Bodies/Deptt., Public Sector Undertakings/ industries or other similar organizations.