

विषय: भारतीय मानक ब्यूरो देहरादून शाखा कार्यालय की सुरक्षा हेतु निविदा।

महोदय,

हमारे कार्यालय भवन सी-43, सेक्टर-1, डिफेन्स कालोनी, देहरादून में सुरक्षा कार्य हेतु एक वर्ष के लिए ठेका आधार पर सेवाएँ प्रदान करने हेतु दरे आमंत्रित है। इस हेतु निम्नलिखित नियम एवं शर्तें हैं:

1. सुरक्षा हेतु 3 एक्स सर्विसमैन (अर्ध कुशल) जो कम से कम मेट्रिक उत्तीर्ण तथा आकस्मिक परिस्थितियों का सामना करने के लिए आवश्यक अग्नि शामक यंत्र के प्रचालन का ज्ञान रखते हों एवं जो भवन एवं पार्किंग स्थल में एवं भवन के सामने की जगह में रखे हुए वाहनों की सुरक्षा व्यवस्था बनाए रखें और सुरक्षा के लिए आवश्यक पर्यवेक्षण करें। कार्यालय द्वारा निर्धारित व्यवस्था एवं विजिटर्स रजिस्टर, एंट्री पास रजिस्टर एवं अन्य रिकार्ड जो कार्यालय को आवश्यक होगा, को रखा जाना होगा। इस हेतु तीन पालियां निश्चित कर तीन व्यक्ति 8-8 घंटे की ड्यूटी में कार्य करेंगे।
2. एजेंसी को स्वीकृत दरों के अनुसार ही मासिक भुगतान किया जायेगा। एजेंसी को यह सुनिश्चित करना होगा कि कर्मचारियों को न्यूनतम पारिश्रमिक का भुगतान संबंधित राज्य में प्रयोग किए जा रहे तथा लागू पारिश्रमिक अधिनियम के अनुसार किया जाएगा।
3. भारतीय मानक ब्यूरो द्वारा एजेंसी के देयकों से प्रतिमाह आयकर की कटौती नियमानुसार की जायेगी।
4. सुरक्षा हेतु ठेके की अवधि कुल एक वर्ष होगी अथवा द्विपक्षीय सहमति तथा ठेकेदार के संतोषजनक सेवा-निष्पादन के आधार पर तथा समान विनियमों तथा सेवा-शर्तों के अंतर्गत ठेका विस्तारित किया जा सकता है।
5. सुरक्षा हेतु ठेका किसी भी समय समाप्त करने का अधिकार भारतीय मानक ब्यूरो प्रशासन के पास सुरक्षित होगा। यदि ठेकेदार को किसी समय अपनी सेवाएँ देना बंद करनी होगी तो एक माह का नोटिस हमारे कार्यालय को देना होगा।
6. भारतीय मानक ब्यूरो द्वारा सुरक्षा कर्मचारियों को कोई आवासीय या अन्य सुविधा/लाभ प्रदान नहीं किया जायेगा और न ही वे ब्यूरो से किसी प्रकार का कोई स्वत्व प्राप्त करने के अधिकारी होंगे। कर्मचारियों को आपकी ओर से निर्धारित वर्दी उपलब्ध करानी होगी।

7. ऐजेंसी द्वारा उपलब्ध कराए गए कर्मचारियों को अगले माह की 07 तारीख तक वेतन का भुगतान कर रसीद इस कार्यालय को प्रस्तुत करनी होगी।
8. आपकी ऐजेंसी का लेबर एक्ट के तहत श्रमायुक्त देहरादून, ईपीएफ, ईएसआई, सर्विसटैक्स, आयकर एवं अन्य अधिकृत कार्यालय में पंजीयन होना अनिवार्य है, जिस हेतु आपको आवश्यक दस्तावेज कार्यालय को प्रस्तुत करने होंगे।
9. अग्रिम सुरक्षित धनराशि (अर्नेस्ट मनी) के रूप में रुपये 5000/- (रुपए पांच हजार मात्र) डिमांड ड्राफ्ट द्वारा 'ब्यूरो आफ इण्डियन स्टैंडर्ड्स' के पक्ष में जारी तथा देहरादून में भुगतान योग्य, अनिवार्यतः कोटेशन के साथ संलग्न किया जाए। उपरोक्त धनराशि कोटेशन को अस्वीकृत किए जाने की दशा में वापसी योग्य होगी।
10. सफल निविदाकार की अग्रिम सुरक्षित धनराशि (अर्नेस्ट मनी) को ब्यूरो के पास जमा कराई जाने वाली सुरक्षित धनराशि जो कि रुपये 40000.00 होगी में समायोजित किया जायेगा। अन्य मामलों में, जो अन्यथा न हों निविदा के अंतिम निर्णय लेने के उपरांत अग्रिम सुरक्षित धनराशि को वापस कर दिया जाएगा।
11. निविदा प्रपत्र एवं नियम और शर्तें इस पत्र के साथ संलग्न हैं। मोहरबंद निविदा इस कार्यालय में दिनांक 03.03.2014 दोपहर 1500 बजे तक स्वीकार्य होगी, इस अवधि के पश्चात निविदा मान्य नहीं होगी। प्राप्त निविदाएँ, जमाकर्ताओं अथवा इनके अधिकृत प्रतिनिधियों के समक्ष उसी दिन 1600 बजे खोली जायेंगी। हमारे कार्यालय को सभी निविदाएं अथवा कोई भी निविदा निरस्त करने का पूर्ण अधिकार होगा।
12. उपरोक्त संदर्भित ठेका, न्यूनतम दर एवं निविदा प्रपत्र में दिए गए कार्यों एवं शर्तों का पालन सुनिश्चित करने तथा एग्रीमेंट की स्वीकृति के पश्चात ही प्रदान करने पर विचार किया जाएगा।

सधन्यवाद,

भवदीय

(दिनेश सिंह)

अनुभाग अधिकारी

संलग्नक: उपरोक्तानुसार

Tender No. DHBO/Admn/Security/2014

TENDER DOCUMENT
FOR
HIRING OF SECURITY SERVICES
AT BIS, DEHRADUN

BUREAU OF INDIAN STANDARDS,
DEHRADUN BRANCH OFFICE
C-43, SECTOR -1, DEFENCE COLONY
DEHRADUN – 248 001 (UTTARAKHAND)

TEL NO. 0135-266129/2665130
FAX : 0135-265272
Website : <http://www.bis.org.in>.
e-mail : dbo@bis.org

NOTICE INVITING TENDERS

NAME OF WORK	PROVIDING SECURITY SERVICES TO BUREAU OF INDIAN STANDARDS, DEHRADUN BRANCH OFFICE at the following locations: C-43, Sector-1, Defence Colony, Dehradun Uttarakhand-248 001
TIME LIMIT	ONE YEAR
EARNEST MONEY	Rs.5000/-
LAST DATE OF RECEIPT OF TENDER	03.03.2014 (upto 1500 hrs.)
DATE OF OPENING OF TENDER	03.03.2014 at 1600 hrs.
PLACE OF OPENING THE TENDERS	BUREAU OF INDIAN STANDARDS, DEHRADUN BRANCH OFFICE at the following locations: C-43, Sector-1, Defence Colony, Dehradun Uttarakhand-248001

PROCEDURE OF SUBMITTING THE TENDER

1. Two bid system would be adopted, one part shall be Technical Bid and second part a Financial Bid.
2. The Technical Bid shall consist of information pertaining to Professional qualification of the contractor.
3. Technical bid will be opened first, for assessment of Professional qualification and competence of the contractor.
4. Financial bid shall be opened of only those contractors who are found successful in the process of technical assessment by this office.
5. Technical and Financial Bids shall be put in two different envelopes duly sealed & marked as **“Technical Bid”** & **“Financial Bid”** respectively.
6. Both sealed envelopes containing Technical and Financial Bids shall be put in a third envelope and the third envelope may also be sealed and submitted to this office.
7. All the three envelopes must bear the Name & Address of the Contractor and addressed to **Scientist ‘F’ & Head, Bureau of Indian Standards, C-43, Sector 1, Defence Colony, Dehradun. Last date of receipt of tender is 03.03.2014 upto 1500 hr.**
8. **Technical Bid shall be opened on 03.03.2014 at 1600 hrs in the presence of such** tenderer or their authorized representatives who may like to be present.
9. Date of opening of Financial Bid shall be communicated separately.
10. A visit may also be conducted at the office of the contractor by a team of BIS officers to verify the facts as stated in the Technical Bid.
11. **All papers including Annexure II, III (Terms & Conditions), Annexure IV shall be duly signed, sealed and enclosed with Annexure I (Technical Bid) and all the above mentioned annexure will be treated as mandatory part of contract.**
12. **Financial Bid shall be submitted in Annexure-V duly signed, sealed and in a separate envelope.**
13. **Refundable Earnest Money of Rs.5000.00 shall be submitted with the Technical Bid in the form of a Demand Draft favoring Bureau of Indian Standards, payable at Dehradun.**

ELIGIBILITY CRITERIA

1. The bidder should have at least one year old registration of firm and minimum one current/running contract of providing similar services in Central/State Government Departments/Organizations as on last date of submission of tender.
2. The financial turnover of the bidder should be at least Rs.500000/- during financial year 2012-13.
3. The bidder should not have been blacklisted by any Central/State Government Department/Public Sector Undertaking/Board/Corporation etc.

ANNEXURE-1

**Tender for Security Services in Bureau of Indian Standards,
Dehradun Branch Office, Dehradun.**

TECHNICAL BID

(To be submitted in a separate sealed envelop superscribing)
Technical Bid for Security Services for DHBO, Dehradun

1. Name of Tendering Company/Firm/Coop Society _____
(**Attach** self-attested copy of certificate of registration)
2. Full address of Reg. Office (**Attach** self-attested copy of address proof):

Telephone No. _____ Mobile No. _____
FAX No. _____ E-Mail Address: _____
3. Full Address of Operating/Branch Office (**Attach** self-attested copy of address proof):

Telephone No.: _____ Mobile No. _____
Fax No. _____ E-Mail Address: _____
4. Name and details of the person to be contacted:-
Name – _____
Designation – _____
Tel No./Mob. No. – _____
E-mail – _____
Fax No – _____
5. Details of Earnest Money Deposit: Rs. _____
Pay Order/D.D. No. & Date: _____
Drawn on Bank: _____
6. PAN/GIR No. _____
(**Attach** self-attested copy)
7. Date of issue of certificate of registration under the Contract Labour (Regulation and Abolition) _____
(**Attach** self-attested copy)
8. Service Tax Registration No. _____
(**Attach** self-attested copy)
9. EPF Registration No. _____
(**Attach** self-attested copy)
10. ESI Registration No. _____
(**Attach** self-attested copy)
11. Turnover of the bidder during 2012-13 Rs. _____ lakhs.
(**Attach** self-attested copy of certificate of CA or Authentic Balance Sheet)

12. Certificates of satisfactory work of similar nature from departments/organizations, during last one years are attached.
13. Details of pending litigation, if any. (Furnish in a separate sheet otherwise enclosed undertaking for no litigation)
14. I/We certify that I/We have read the terms and conditions as given in the tender document. I/We undertake that it is my/our responsibility to ensure that being the employer in relation to persons engaged/deployed by me/us to provide the services/activities under this service agreement as well as to make the payment of monthly wages/salaries, which in any case shall not be less than the minimum wages as fixed or prescribed under the minimum wages Act, 1948 along with all other statutory dues as Employees Provident Fund, Employees State Insurance, Employees Deposit Link Insurance etc. to his employees. I/We further undertake that I/We will observe compliance of all the relevant Labour Laws as applicable viz. Payment of Wages Act, 1936, Minimum Wages Act, 1948, Contract Labour (Regulation and Abolition) Act, 1970, State/UT Contract Labour/(R&A) Rules, 1974, EPF Act, 1952, ESI Act (1948) as applicable and as amended from time to time and or Rules framed thereunder from time to time by the Central or State Government(s) and or any authority constituted by or under any law, for the category of persons deployed by me/us.
15. It is further certified that I/We have read over the tender documents and have understood the contents. I/We undertake to abide by the terms and conditions as laid down in the tender document in case the contract is awarded to me/us.
16. It is further certified that the bidder or any of its partners has not been black listed/prosecuted by any Central/State/UT Department/Statutory Body or by any Court of Law. **(In this regard separate undertaking also enclosed)**

Place: _____

Signature of Tenderer _____

Date: _____

Name of Tenderer _____

Address _____

Note:

1. Submission of all documents mentioned above alongwith duly filled, signed and stamped Annexure-II, Annexure-III, Annexure-IV with Technical Bid is mandatory. Non submission of any of the information may render the bid to be rejected.
2. All copies of documents should be self-attested and will be subject to verification by BIS.

BUREAU OF INDIAN STANDARDS
(DEHRADUN BRANCH OFFICE)

TERMS & CONDITIONS OF CONTRACT FOR SECURITY

1. The security agency shall provide three semi-skilled, literate, well disciplined security guards for 24 hours vigilance (day and night) to safeguard the building and equipments and other items from thefts and other pilferage. Weekly off will have to be arranged out of this strength.
2. 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 with same terms & conditions subject to mutual consent of both the parties and subject to satisfactory performance of contract.
3. To arrange in closing and opening of the building and rooms as necessitated/directed by the Bureau on working and closed days.
4. To ensure that water taps/electricity switches etc. are not left open/off after closing of office on working days as well as on off days as the case may be.
5. Arranging maintenance of records of inflow and outflow of men and material and having proper check on the same as per instructions given by the Bureau from time to time.
6. Keeping Bureau informed of all the matters of security.
7. All incoming and out going vehicles to be checked thoroughly to check movement of unauthorized items inside and outside office.
8. The security work and provision of the required manpower will be for all days of the year round the clock in three shifts, namely, Ist shift from 0600 hrs to 1400 hrs, IInd shift from 1400 hrs to 2200 hrs and IIIrd shift from 2200 hrs to 0600 hrs (deployment of guards shall be done in consultation with the Bureau).
9. Security personnel deputed by the agency should preferably be Ex-Servicemen or men trained in security work and will get their antecedents, character and conduct checked and verified.
10. List of personnel to be put on duty be furnished along with full addresses.
11. The security guards shall be Minimum Matric Pass & trained in the all facets of security work including fire-fighting. He shall provide the necessary undertaking and proof in this regard.
12. A representative of the agency has to visit office once in a week periodically and meet the officer in charge of security for mutual feedback regarding the work performed by his personnel and removal of deficiencies, if any.
13. The successful bidder shall be required to enter into an AGREEMENT (to be signed on non-judicial stamp paper of Rs. 100/-) with Bureau of Indian Standards, Dehradun for compliance to all the Terms & Conditions as laid down in Annexure II of tender document for the period of contract.
14. The Agency shall be solely responsible for any accident/death of the person/medical/health liability/compensation for the personnel deployed by it at the office of Bureau of Indian Standard, Dehradun (DHBO). The DHBO shall have no liability in this regard.

15. The successful Bidder will be required to deposit performance security Rs.40000/- within a period of 15 days from the date of issue of letter of offer by the Bureau. If the selected bidder, after award of contract, fails to perform the assigned work, his security with the Bureau, will be forfeited. The Performance Security Deposit of the service provider will be refunded after successful completion of the contract period provided there are no recoveries to be made arising out of poor quality of work, incomplete work and violation of any terms and conditions of the contract as stipulated in the Bid document. Refund of Performance Security Deposit is subject to full and final settlement of the final payment for the work contracted/executed under the contract. No interest will be paid to the service provider on the Performance Security Deposit.
16. The person deputed by the firm shall not claim to be the employee of DHBO (BIS) and there will be no employee and employer relationship between the person engaged by the Agency for deployment in DHBO.
17. Decision of BIS in regard to interpretation of the terms and conditions and the Agreement shall be final and binding on the firm.
18. In case of any dispute between the Agency and DHBO, DHBO shall have the right to decide. However, all matters of jurisdiction shall be at local courts located at Distt. Dehradun (Uttarakhand).
19. To ensure that any replacement of the personnel, as required by the Bureau for any reason specified or otherwise shall be effected promptly by him without any additional cost to Bureau. If agency wishes to replace, the same shall be done with prior concurrence of the Bureau at his own cost.
20. The agency shall provide at his own cost reasonably good uniform to the personnel with name badges and to ensures that they are used by the personnel and are maintained in good condition.
21. The personnel deployed are disciplined and do not participate in any activity prejudicial to the interest of the Bureau/Govt. of India/State Govt.
22. Equipment such as wall clock, torch-light, stationery, lighting arrangement inside premises of the Bureau shall be provided by Bureau.
23. The agency shall be solely responsible for enforcement of provisions of various labours and industrial laws, such as wages, allowances, compensations, PF, Bonus, gratuity, ESI etc. relating to personnel deployed by him or to any accident cause to them and the Bureau shall not be liable to bear any expenses in this regard.
24. In case of any theft or pilferage, loss or other offence the agency will investigate and submit a report to the Bureau and maintain liaison with the police.
25. Any loss that might be caused to the Bureau due to lapse on the part of the security personnel in discharging security responsibilities will be made good by the agency and in this connection, the Bureau shall have the right to deduct appropriate amount from the bill of the agency to make good such loss to the Bureau besides imposition of penalty. In the event of frequent lapses Bureau shall have the right to terminate the contract forth with.
26. The Agency shall at all times indemnify and keep indemnified the Bureau against any claim on account of disability/death of any of its personnel caused while providing the services within/outside its premises or other premises of the Bureau which may be made under the Workmen's Compensation Act, 1923 or any other Acts or any other statutory modifications thereof or otherwise for or in respect of any claim for damage or

compensation payable in consequence of any accident or injury sustained by any working or other personnel of the Agency or in respect of any claim, damage or compensation under labour laws or other laws or rules made there under by any person whether in the employment of the Agency or not, who provided or provides the services.

27. In the event of security personnel being on leave/absent, the agency shall ensure suitable alternate arrangements to make-up such absence.
28. If and when the Bureau requires additional security strength on a temporary or emergency basis, the agency shall depute required security personnel in accordance with pro-rata rates as per shift for each security guard.
29. The agency shall maintain at the security booth the daily shift-wise attendance record for security personnel deployed by him. The security guards shall mark their time of arrival and departure and initials in the attendance register. The attendance register be made available by the Bureau.
30. Income-tax applicable shall be deducted from the bill every month.
31. The agency shall be solely liable for all payments/dues to its employees. In the event Bureau makes any payment or incurs any liability towards these guards, the agency shall indemnify the Bureau completely.
32. Intending tenderers should possess security personnel having experience of at least three years in the field.
33. Minimum wages are to be paid as per Wages Act availed in respective state. All other payment, such as GPF etc. shall be paid by the contractor. However increase on account of statutory levies like minimum wages, service tax etc. shall be borne by BIS. Bureau reserves the right to accept/reject any or all quotations without assigning any reasons.
34. Agency should follow the instructions given by the Bureau from time to time.
35. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.
36. Services can be terminated without assigning any reasons by giving one month notice on either side.
37. In case of non-compliance with the contract, the Bureau reserve its right to:
 - a) Cancel/revoke the order, and
 - b) **Impose penalty up to 5% of the total annual value of contract.**
38. Other terms and conditions are given in **Annexure-III**.
39. In case of any doubt/discrepancy, English version will be valid.
40. We hereby agree to the above terms and conditions.

Signature With Date:

Name:

Designation:

Seal:

Annexure - III

1. Contractor shall submit papers regarding payment of all wages and dues of the labour on the termination/expiry of the contract.
2. Contractor shall provide the medically fit, young (above 18 years age) Security Guards (Male) fulfilling job requirements.
3. Minimum wages are to be paid as per minimum wages declared by Regional Labour Commissioner, Dehradun in the presence of representative of BIS. All other payments such as PF, ESI, ST etc. shall be paid by the contractor and proof is to be submitted to BIS along with the bill.
4. Contractor shall get his labour insured.
5. Contractor shall submit the copy of labour licence (if applicable).

Signature With Date:

Name:

Designation:

Seal :

Annexure IV

**Details of other organizations where Security contracts are undertaken
during last one year**

S. No.	Name & Address of the organization	No. of persons supplied	Period of contract	Whether Govt./Semi Govt.	Amount of Monthly Bill Rs.
1.					
2.					
3.					
4.					
5.					
6.					
7.					

* Supporting documents must be enclosed.

Signature With Date:

Name:

Designation:

Seal :

Annexure-V

FINANCIAL BID

(Amount Per Person Per Month)

Particulars	Minimum Wage Including Allowance(s)	EPF -----%	ESI -----%	ST -----%	Other (Specify) -----%	Total Amount
Security Personnel, Ex-servicemen (Semi-skilled) (Without Arms)						
Details of Earnest money (Refundable), drawn in favour of BUREAU OF INDIAN STANDARDS , Payable at DEHRADUN .	DD No.	Date	Bank	Amount Rs.5000/-		

RATES QUOTED shall include all liabilities as per rules including EPF, ESI, Service Tax, Weekly off etc.

Signature With Date:

Name:

Designation:

Seal: