

BUREAU OF INDIAN STANDARDS

TENDER DOCUMENT – Cost Rs. 300.00

Subject: APPOINTMENT OF AGENCY FOR PROVIDING SERVICES OF SECURITY AND HOUSE-KEEPING

1. Sealed Tenders are invited for appointment of Agency for providing House keeping and round the clock (24 h) Security Services in Bureau of Indian Standards, 9, Bahadur Shah Zafar Marg, Manak Bhawan, New Delhi. Details of persons required is shown in Annexure-I

2. PROCEDURE OF SUBMITTING THE TENDER

- 2.1 Two-bid system would be adopted, One part of bid shall be Technical Bid and second part a Financial Bid.
- 2.2 The technical bid shall consist of information pertaining to Technical qualifications of the contractor.
- 2.3 Technical bid will be opened first for assessment of Technical qualification and competence of the contractor.
- 2.4 Financial bid shall be opened of only those contractors who are found successful in the process of technical assessment by this office.
- 2.5 Technical Bid and Financial Bid may be put in two different envelopes and sealed & shall be marked as “Technical Bid” & “Financial Bid” respectively.
- 2.6 Both sealed envelopes, containing Technical Bid and Financial Bid may be put in a third envelope and third envelope may also be sealed and submitted to this office.
- 2.7 All the three envelopes must bear the Name & Address of Contractor and addressed to Director (Administration), 9, Bahadur Shah Zafar Marg, New Delhi – 110002. Financial Bid and Technical Bid on each envelope should also be indicated.
- 2.8 Technical bid shall be opened on 27 Feb 2009 at 1530h in the presence of such tenderer or their authorized representatives who may like to be present.
- 2.9 Date of opening of Financial Bid shall be communicated separately.
- 2.10 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.

3. DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID FOR ASSESSMENT.

- 3.1 The average annual finance turnover of the last 3 years, ending 31 03 2008 should be at least Rs.14,00000.00 (Rupees fourteen lac) .
- 3.2 The bidder should have successfully completed security and housekeeping services during last seven years ending 31 03 2008 and should be either of the following;
 - a) Three similar completed works costing not less than the amount equal to Rs.19,00000.00 (Rupees nineteen lac)

OR

- b) Two similar completed works costing not less than the amount equal to Rs. 23.5 Lac (Rupees Twenty three and half lac)

OR

- C) One similar completed work costing not less than the amount equal to Rs.37.5 Lac (Rupees Thirty seven and half lac)

- 3.3 The bidder firm must be registered with Regional Labour Commissioner, under the provision of Contract Labour (Regulation and Abolition) Act. 1970 and furnish the Registration Certificate.
- 3.4 Details of Annual Turnover for the last three years, in the form of Balance sheet and Profit and Loss Account from chartered Accountant.
- 3.5 The bidder shall submit the registration Documents from the following departments:
- i) Provident Fund Commissioner
 - ii) Service Tax Commissioner
 - iii) ESI
- 3.6 The bidder shall give the details of other organizations where Security & House Keeping contracts are undertaken in the Proforma for providing required information. The proforma is enclosed at Annex – II.
- 3.7 Proforma pertaining to yes/no for the required documents at annexure IV may be completed and submitted.
- 3.8 Acceptance of terms and conditions as per 5 duly signed in lieu of agreeing to them

4. DOCUMENTS TO BE SUBMITTED WITH FINANCIAL BID.

- 4.1 Proforma at Annexure-III may be completed for submitting the financial bid and submitted in a separate sealed envelope.

5. TERMS AND CONDITONS

- 5.1.1 The bidder firm must follow the essential provisions of various labour and industrial laws including provisions of Contract Labour (Regulation and Abolition) Act, 1970 such as Minimum wages cum allowance, compensation, Provident Fund, Gratuity, ESI etc. as applicable.
- 5.1.2 The agency shall provide fully trained and disciplined personnel. Security Guards deputed by him shall preferable be Ex-serviceman or men trained in security work and shall get their antecedents, character and conduct thoroughly verified by the Police Authorities and shall submit the same to BIS.
- 5.1.3 An agreement shall be entered into for a period of one year initially, which may be extended, if services are found satisfactory and with mutual consent. However, in normal circumstances the contract is terminable after giving three months notice in writing by either party.
- 5.1.4 The BIS HQs shall be visited by the local representative of the contractor daily and once in a week by the contractors head office field staff. During the weekly visit, contractor's representative will also see the officer dealing with service under the

contract for mutual feedback regarding the work performed by his personnel and removal of deficiencies, if any, observed in their working.

- 5.1.5 The contractor undertakes 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 the Bureau. If the contractor wishes to replace any of the personnel, the same shall be done with prior information to the Bureau.
- 5.1.6 In case of any; loss/theft that might be caused to the Bureau due to lapse on the part of the security & House keeping personnel discharging security & house keeping responsibilities, will be borne 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 & house keeping personnel deployed by the contractor, the Bureau shall be within its right to terminate the contract forthwith or take any action without assigning any reason whatsoever.
- 5.1.7 In the event of personnel being on leave/absent the agency shall ensure suitable alternate personnel to make up such absence. Overtime/double duty of these personnel shall not be done, except in some emergent situation.
- 5.1.8 Income Tax TDS as per rules shall be deducted from the bill of the contractor/agency.
- 5.1.9 The agency shall be solely liable for in time payments/dues to the personnel as per provisions of Contract Labour (Regulation and abolition) Act, 1970.
- 5.1.10 Minimum wages and allowance are to be paid to the personnel as per Wages Act of Delhi Government.
- 5.1.11 Bureau reserves the right to cancel the contract if the instructions are not properly followed or for other lapse without assigning any reason.
- 5.1.12 Personal deployed in BIS shall follow the dress code according to their job.
- 5.1.13 In the event of dispute, the decision of Director General, Bureau of Indian standards shall be final and binding.
- 5.1.14 The personnel deployed shall arrange/assist in opening & closing of the buildings and rooms as necessitated/directed by the Bureau on working and closed days.
- 5.1.15 The personnel deployed shall provide security for material/equipment installation and buildings and other structure in BIS HQs, New Delhi.
- 5.1.16 The personnel deployed shall ensure that water taps & extra lights etc. are not left open/ on after the working hours on working days as well as on off days, as the case may be.
- 5.1.17 The security shall have arrangement regarding maintenance and record of inflow and outflow of men and material and having proper check on the same as per the instruction given by the Bureau from time to time.
- 5.1.18 The contractor/his representative keep the Bureau informed of all the matters of Security & House keeping.
- 5.1.19 The security personnel deployed by contractor shall ensure checking of all incoming/outgoing vehicles thoroughly to check and trace movement of unauthorized items inside and outside BIS.
- 5.1.20 The security personnel deployed by contractor shall ensure the entrance of only authorized persons (BIS employees and others personnel-engaged for providing services). Visitors may enter only through visitor slip from reception as per

approved procedure and meet concerned official only. It should also be ensured that this duty is discharged sincerely with decent behavior.

5.1.21 For carrying out all the above jobs, the contractor shall deploy 70 security and house keeping personnel at the BIS HQ as directed by the Bureau. The contractor should provide extra personnel if required at the same rate and terms & conditions from time to time.

5.1.22 The contractor shall not deploy or shall discontinue to deploy the persons, if so desired by the Bureau at any time without assigning any reason whatsoever. The full particulars of the personnel to be deployed by the contractor including their names and addresses, shall be furnished to the Bureau before they are actually deployed for the job.

5.1.23 The security services shall be for all the days of the year round the clock in three shifts as follows:

- a) First Shift - 2200h to 0600h
- b) Second Shift - 0600h to 1400h
- c) Third Shift - 1400h to 2200h

and all the house keeping personnel shall perform duty for 8 hrs per day six days in a week as per the duty schedule assigned to them.

5.1.24 A local representative of contractor shall be the in-charge of the security & house keeping system and shall be responsible for the efficient rendering of the services under contract. While working at the premises of BIS HQ, they shall work under directives and guidance of Director (Administration) and will be answerable to the Bureau. This will however, not diminish in any way, the contractor's responsibility under the contract to the Bureau.

5.1.25 The contractor shall deploy security guards trained in all facets of security work, including fire fighting. He shall provide the necessary undertaking and/or proof in this regards.

5.1.26 The contractor shall provide at his own cost reasonably good uniform to the personnel with name badge deployed by him at BIS HQ ensure that they are used by the personnel deployed and are maintained in good condition.

5.1.27 Contractor shall ensure that the personnel deployed by him are disciplined and do not participate in any activity prejudicial to the interest of the Bureau/Govt of India/or any Union Territory.

5.1.28 Day to day functioning of the services shall be carried out in consultation and with the knowledge of the Bureau. Proposals for efficient function of the Security system & House Keeping shall be discussed, considered and implemented from time to time by the contractor.

5.1.29 Equipments such as Tell-tale clocks, torch light, stationery, lamp lighting arrangements inside premises of the Bureau as may be needed, may be provided by the Bureau.

5.1.30 The contractor shall be solely responsible for enforcement of the provisions of various labour and industrial laws, such as, minimum wages allowances, compensations. PF, Bonus, Gratuity, ESI, Service tax etc. relating to personnel deployed by him or to any accident caused to them. However, increase on account of statutory levies, like minimum wages, services tax etc shall be borne by BIS, The contractor shall make payment of wages to workers engaged by him on or before 7th

of every succeeding month irrespective of delay in settlement of his bill by the Bureau for whatever reason and/ or labour legislation due to his failures to observe and comply with the same.

- 5.1.31 In case of any thefts or pilferages, loss or other offences, the contractor will 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.
- 5.1.32 That the contractor undertakes to insure that security & House Keeping 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.
- 5.1.33 In the event of security & housekeeping 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.
- 5.1.34 As and when the Bureau requires additional security & house keeping strength on temporary or emergency basis, the contractor will depute such security & house keeping personnel in accordance with pro-rata rates. For the same, a notice of two days will be given by the Bureau. Similarly, if the security & house keeping personnel deployed by the contractor any time are found absent from duty, the Bureau shall deduct the requisite amount at the pro-rata rates from the bill of the contractor besides imposition of penalty for non-observance of the terms of contract.
- 5.1.35 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.
- 5.1.36 The contractor shall maintain the daily attendance record of the security guards & house keeping deployed and shall submit every week to BIS an attested photo-copy of the attendance record of the personnel to which it pertains. The Security House Keeping personnel deployed by the contractor shall have atleast the minimum elementary knowledge of reading and writing so as to be able to make entries in the registers kept at the security booth, whenever required and also to write their names in the attendance register and mark their attendance and departure by signing in the register. 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.
- 5.1.37 The contractor shall be solely liable for all payment/dues of the worker employed and deployed by him. In the event, Bureau makes any payment or incurs any liability, the contractor shall indemnify the Bureau completely.
- 5.1.38 In case of any dispute arising out of this agreement, the DG BIS shall nominate any Officer of the BIS as sole arbitrator to adjudicate upon the issue involved in the dispute and the provisions of the Arbitration Act shall be applicable.
- 5.1.39 In case of any dispute with regard to providing services and interpretation of any clause of this contract, Delhi Courts will have jurisdiction to settle and decide all the disputes.
- 5.1.40 Incomplete quotations would be out rightly rejected.

6. EARNEST MONEY

- 6.1 Bidder firm is required to deposit Earnest Money of Rs. 1,00,000.00 (Rupees one lac) by Demand Draft in favour of Bureau of Indian Standards, New Delhi along with the Technical Bid, which will remain with BIS up to final award of contract, However, no interest shall be payable on Earnest Money. Earnest Money of successful bidder shall be adjusted against the Security Deposit.

7. SECURITY DEPOSIT

- 7.1 Successful Contractor would be required to deposit an amount of Rs. 5,00,000.00 (Rupees five lac) as Security Deposit through a bank draft or bank guarantee in favour of Bureau of Indian Standards. No interest shall be payable on the Security Deposit Money. This would remain with the Bureau for the period of completion of the contract.

8. PAYMENTS

- 8.1 Payment shall be made by 7th of every month on submission of the bill by the agency/contractor on the last day of month.
- 8.2 The contractor shall not link the payment of BIS for making payment of wages to the persons which must be disbursed on the fixed day every month.

9 The bid shall remain valid for 120 days from the date of opening of Technical Bid.

- 10 For clarifications, if any please contact **Director (Administration), Bureau of Indian Standards, Manak Bhawan, 9 Bahadur Shah Zafar Marg, New Delhi-110002 (Telephone No. 23231875)** on any normal working day between 10 A.M to 5 P.M.
- 11 Sealed quotations complete in all respect should be addressed to Director (Administration) BUREAU OF INDIAN STANDARDS, 9, Bahadur Shah Zafar Marg, New Delhi – 110002. The envelope containing the Technical Bid and Financial Bid should be superscripted 'QUOTATION FOR SECURITY & HOUSE KEEPING SERVICES'. It would reach to this office on or before 1500 h on 27 Feb 2009. The technical bid would be opened on the same day at 1530 h in the cabin of Director (Administration) in the Room No. 406 Manakalaya, and price bid would be opened later on, of only successful tenders in technical scrutiny. The representative of bidding firm will be welcomed to be present at the time of opening of the Technical Bid.
- 12 Bureau of Indian Standards has the right to reject any or all tenders without assigning any reason and without informing the tenderer.

ANNEXURE 1

DETAIL OF PERSONAL REQUIRED **at Manak Bhawan & Manakalya**

Sl.No.	Description	Qualification	Nos. of Personnel
1.	Sweepers	Unskilled	16
2.	Farashes	Unskilled	02
3.	Malis	Unskilled	02
4.	Labourers	Unskilled	11
5.	Packer	Unskilled	01
6.	Bearer for Canteen	Unskilled	06
7.	Cook for Canteen	Skilled	02
8.	Halwai for Canteen	Skilled	01
9.	Store-Keeper for Canteen	Matriculate	01
10.	Nurse	Skilled	01
11.	Receptionist	Graduate and above	03
12.	EPABX(Tele. Operator)	Graduate and above	01
13.	Security Guards	Semi- Skilled	23
		Total	70

ANNEXURE II

Details of other organizations where Security and House Keeping contracts are undertaken during last seven years*

Sl.No.	Name and address of the organization	No. of Persons supplied	Period of Contract	Whether Government/Semi Government MNC	Amount of Contract

* Supporting documents must be enclosed

FINANCIAL BID**Annexure -III**

Sl.No	Description	Qualification	No. of Person	Wages as* per Wage Act	PF*	ESI*	S. Tax	Any other wage*	Service Charge	Total for each Person	Grand Total
1..	Sweepers	Unskilled	16								
2.	Farashes	Unskilled	02								
3.	Malis	Unskilled	02								
4.	Labourers	Unskilled	11								
5.	Packer	Unskilled	01								
6.	Bearer for Canteen	Unskilled	06								
7.	Cook for Canteen	Skilled	02								
8.	Halwai for Canteen	Skilled	01								
9.	Store Keeper Canteen	Matriculate	01								
10.	Nurse	Skilled	01								
11.	Receptionist	Graduate and above	03								
12.	EAPBX(Tele Operator)	Graduate and above	01								
13.	Security Guard	Semi-Skilled	23								
		Total	70							Net Amount	

* Relevant Orders of Central/Delhi Government must be enclosed

Annexure-IV

PROFORMA OF COMPLIANCE FOR THE REQUIREMENTS OF TENDER

Sl.No.	Description of requirment	Yes/No.	Page No.
1.	The firm is registered with the Regional Labour Commissioner under the provisions of Contract Labour (Regulation and Abolition) Act. 1970 Necessary Certificate is enclosed.	Yes/No	

2.	Details of Annual Turnover for the last three years in the form of Balance sheet and Profit and Loss A/c enclosed	Yes/No	
3.	Registration Certificate of Provident Fund Commissioner - enclosed.	Yes/No	
4.	Registration Certificate of Service Tax Commissioner- enclosed	Yes/No	
5.	Registration Certificate of ESI – enclosed.	Yes/No	
6.	Proforma containing the details of other organizations where Security and House Keeping contracts are undertaken filled and all supporting documents enclosed. (Annexure II)	Yes/No	
7.	Demand Draft of Rs. 1,00,000.00 as Earnest Money submitted in the envelope of Technical Bid envelope.	Yes/No	
8.	Price Bid proforma completed and sealed in a separate envelope. Relevant orders of Government pertaining to payment of wages and allowances have been enclosed and submitted in the Price Bid. (Annexure III)	Yes/No	

Text of Advertisement

BIS
LOGO

BUREAU OF INDIAN STANDARDS
9, Bahadur Shah Zafar Marg, "Manak Bhawan
New Delhi-110002.

**TENDER NOTICE FOR SECURITY AND
HOUSE-KEEPING CONTRACT**

Sealed tenders are invited under two bid system i.e. Technical Bid & Price Bid separately from contractors for providing services of Security and House Keeping at both the buildings of BIS HQs, New Delhi. The descriptions are given below:

Description of Contractor

Earnest Money

**70 Persons are required for
Security and House Keeping**

Rs.1,00,000.00

Tender Document can be obtained from Section Officer (Security) Room No. 103, Manakalaya, Bureau of Indian Standards, 9, Bahadur Shah Zafar Marg, New Delhi-110002. on or before 12 Feb 2009 at a cost of Rs. 300.00 (Three hundred only). Tender Document can also be downloaded from the website of BIS www.bis.org.in. If it is down loaded from website, cost of Rs. 300.00 shall be deposited in the form of DD payable to BIS, New Delhi with the technical bid.

The tender comprising of two parts shall be submitted as per instructions mentioned in the document duly sealed, up to 1500 h on or before 27 Feb 2009.

The technical bids shall be opened on the same day at 1530h in the cabin of Director (Administration) Room No. 406, Manakalaya, in the presence of representative of those firms who wish to be present.

BIS Reserves the right to reject any or all of the tenders without assigning any reason whatsoever.

भारतीय मानक ब्यूरो
9, बहादुर शाह जफर मार्ग
मानक भवन, नई दिल्ली - 110002

सुरक्षा और हाऊस किपिंग संविदा के लिए निविदा सूचना

इस कार्यालय के नई दिल्ली स्थित मुख्यालय में सुरक्षा और हाऊस किपिंग सेवाएँ प्रदान करने के लिए दो निविदा प्रणाली अर्थात तकनीकी निविदा और मूल्य निविदा के अंतर्गत ठेकेदारों से निम्नलिखित विवरण के अनुसार दो अलग-अलग सीलबन्द निविदाएँ आमंत्रित की जाती हैं ।

निविदा का विवरण

सुरक्षा और हाऊस किपिंग के लिए
अपेक्षित 70 व्यक्ति

बयाना

रुपये 1,00000.00

निविदा प्रलेख अनुभाग अधिकारी (सुरक्षा) कमरा न: 103, मानकालय, भारतीय मानक ब्यूरो, 9, बहादुर शाह जफर मार्ग, मानक भवन, नई दिल्ली- 110002 से १२ ०२ २००९ को अथवा इससे पहले 300.00 रुपये में प्राप्त किया जा सकता है । निविदा प्रलेख भारतीय मानक ब्यूरो की वेबसाइट www.bis.org.in से भी डाउनलोड किया जा सकता है यदि निविदा प्रलेख वेबसाइट से डाउनलोड किया जाता है तो 300.00 रु० देय का डिमांड ड्राफ्ट, भारतीय मानक ब्यूरो, नई दिल्ली के नाम तकनीकी निविदा के साथ संलग्न करें ।

निविदा के दोनों भाग प्रलेख में बताए निर्देशों के अनुसार २७ ०२ २००९ के 1500 बजे तक अथवा इससे पहले सीलबन्द लिफाफें में भेज दी जाएं । तकनीकी निविदाएं उसी दिन निदेशक (प्रशासन) के कमरा संख्या 406, मानकालय में 1530 बजे उन फर्मों के प्रतिनिधियों की उपस्थिति में खोली जाएंगी जो उस समय उपस्थित रहना चाहते हैं ।

भारतीय मानक ब्यूरो को बिना कोई कारण बताए किसी अथवा सभी निविदा को अस्वीकार करने का अधिकार है ।