


**GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
CONTROLLER GENERAL OF ACCOUNTS
PUBLIC FINANCIAL MANAGEMENT SYSTEM**

**3RD Floor, Shivaji Stadium ,
New Delhi-110001**

For providing Security Guards in PFMS for a period of two years by reputed Agency

Date of issue of tender document	04/12/2015
Last date & time for submission of Tender Document & DD	28/12/2015 up to 1.00 PM
Pre- bid meeting	21/12/2015 (2.00 to 3.00 PM)
Date & time for opening of tender document	
Technical bids	28/12/2015 at 3.30 PM
Financial bids of eligible tenderers	06/01/2015 (3.00PM)


Sr. Accounts Officer (PFMS)
M/o Finance, D/o Expenditure
Shivaji Stadium, New Delhi

SHIVAJI STADIUM, New Delhi-110001

Dated 04/12/2015

TENDER NOTICE

For providing 'Security Guards' in the PFMS at Shivaji Stadium and Palika Bhawan.

Tenders are invited by the Ministry of Finance, PFMS under **two bid systems i.e. Part-I: Technical Bid and Part-II: Financial Bid** from reputed, experienced and financially sound Agency for providing 'Security Guards in Public Financial Management System (PFMS) Shivaji Stadium, New Delhi. The contract will be initially for a period of two years. However, the contract may be extended subsequently, on mutual consent, for a period of not more than one year at a time (upto a maximum period of two years) on review of performance, depending upon the requirements and administrative conveniences of PFMS. The quantum of requirement of 'Security Guards are as under; which may vary as per the requirements of the Department at a particular point of time:

Sl. No.	Name	Number
1	Security Guards (Palika Bhawan) Round the clock	03 (three)
2	Security Guards (Shivaji Stadium) (one and a half duty)	04(Four)
Total		07(Seven)

- (a) The tender documents can be downloaded from the website **www.cga.nic.in and eprocure.gov.in/epublish** from 07/12/2015 to 28/12/2015 (upto 1.00 PM). No tender document will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.
- (b) The Earnest Money Deposit (EMD) of **Rs. 22,500/- only** (Rupees Twenty Two Thousand Five Hundred only) in the form of Account Payee Demand Draft/Bankers' Cheque drawn in favour of **Pay & Accounts Officer, Office of CGA, New Delhi** has to be submitted to the Sr.Accounts Officer (Admn), PFMS between 07/12/2015 and **1.00 P.M on 28/12/2015**. Late receipt of EMD viz. after closure of bidding time will make the bidder disqualified and that bid will not be considered. If the bid is received without EMD, it would not be considered and would be rejected summarily.
- (c) The **Technical Bids** will be opened on **28/12/2015 at 3.30 PM** by a Committee of officers in the PFMS, Shivaji stadium, New Delhi. At the first instance the Technical Bids will be evaluated by the Tender Evaluation Committee (TEC) constituted for the purpose by the Department. At the second stage, the **Financial Bids** of only those bidders, who qualify in the Technical Bid will be opened by the Committee Members on the date and time notified.

- (d) The successful tenderer will have to deposit Performance Security Deposit (**PSD**) of **Rs.75,000/- (Rupee Seventy Five Thousands only)** in the form of Fixed Deposit Receipt (FDR) made in the name of the Agency and hypothecated to the **P&AO, Office of CGA, Ministry of Finance, Lok Nayak Bhawan, New Delhi** covering the entire period of the contract. The Performance Security Deposit should remain valid for a period of ninety days' beyond the stipulated date for completion of the contract. In case, the contract is further extended beyond the initial period, the Performance Security Deposit will have to be accordingly renewed by the successful tenderer.
- (e) The competent authority in the PFMS reserves the right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason, thereof.
- (f) The pre-bid meeting will be held on **21/12/2015 from 02.00 PM to 3.00 PM** in the Conference Room, 4th floor, Shivaji Stadium, New Delhi-110001. The prospective bidders are requested to attend the aforesaid meeting for any clarifications etc.

(J.P.Sharma)
Sr.Accounts Officer(Admn)
Tel. No. 23343860
Ext-347

All Ministries/Departments of Government of India located at New Delhi/ Delhi. It is requested that this letter may be brought to the notice of Agencies engaged by them for responding to this Department, in case they are interested.

A. The general terms and conditions for the contract are as under:-

i) The Agency will be responsible for the conduct and behaviour of the Security Guards deployed by them in the O/o PFMS.

(a) The minimum qualification for the posts is mentioned as under:

Sl. No.	Name of the post for which services are proposed to be hired	Educational Qualification	Experience/ Remark
1.	Security Guards	12 th Pass (Semi-Skilled)	The Security Guards should be able to read and write in Hindi and English and should be young with good health and fitness levels.

(b) The brief description of duties of these Security Guards is as follows:

No.	Name of the post for which services are proposed to be hired	Brief description of duties
1	Security Guards	To man security check at 3rd & 4th Floor of Shivaji Stadium from 8.00 am to 8.00 pm (one and a half duty) and Room No.202 & 203, Palika Bhawan, R.K. Puram round the clock. Security Guards deployed by the agency will check material/property going out of the building through the procedure of Gate Pass etc. to be issued by PFMS Authorities;

(ii) The Agency should have an **experience of at least three years in providing the services of the Security Guards, in the GOI Ministries/ Departments/PSUs. The Agency must have a total Annual Financial Turnover during the last 3 years, ending 31st March, 2015, not less than Rs. 10 lacs (Rs Ten lacs only) each year.**

(iii) The Agency shall furnish a list of the Security Guards deployed along with their **full names, father's name, date of birth, full residential addresses (present & permanent), contact Tel. No. etc.** The Agency shall be responsible to get the character and antecedents of the Security Guards verified by the Police before deploying them in the PFMS. The authenticated copies of the police verification certificate/documents of the Security Guards, who are to be deployed in PFMS, shall be submitted by the Agency to this Office. PFMS RESERVES THE RIGHT TO CONDUCT THE TEST, AS MAY BE DEEMED

FIT TO ADJUDGE THE SUITABILITY OF THE SECURITY GUARDS PROVIDED BY THE CONTRACTOR. PFMS also reserves the right to get the Security Guards' character and antecedents verified by the police, if deemed necessary.

(iv) The Agency will also ensure that the Security Guards deployed in this Department are medically fit and will keep record of their medical fitness. The company shall withdraw such Security Guards, who are not found suitable by PFMS for any reasons, immediately on receipt of such request from PFMS. The copies of medical fitness certificate of the Security Guards, who are to be deployed in PFMS, shall be submitted by the successful bidder to PFMS.

(v) There shall be no representation of any kind, implied or otherwise, of any automatic absorption, regularization, continued engagement or concession or preference in employment or employment security for the Security Guards engaged by the Agency for any engagement, service or employment in any capacity, in any office or establishment of the Government. A copy of each of the agreement entered into by the Agency with the Security Guards, deployed in PFMS is required to be submitted to Sr. Accounts Officer (Admn.), PFMS within a fortnight of deployment.

(vi) The contract does not amount to employment with the Government nor confer any right on the Agency or the Security Guards engaged by the Agency, nor any representation by the Government as to the possibility or preference in employment at any time in future in respect of security and other personnel of the Agency in any office/establishment of the Government.

(vii) The Agency shall appoint a coordinator, who would be responsible for immediate interaction with the PFMS and the Agency, so that optimal services are available without disruption.

(viii) The Security Guards deployed shall be required to report for duty in time and to work up to completion of duty time or more as per instructions of Sr.AO (Admn.) or AAO (Admn.).

(ix) The Security Guards engaged will observe office discipline and decorum and shall not misbehave with any official.

(x) If, at any point of time, any Security Guard abstains himself, a substitute shall be provided immediately.

(xi) In case, any Security Guard is absent on a particular day and substitute is not provided, daily rate/pro rate shall be deducted from the bill for the month. **In case, the Agency is asked to provide a substitute and it fails in doing so within 3 (three) days, then a penalty equal to 10% of the daily wages of the Security Guard will be imposed on the agency, besides deduction of daily wages.**

(xii) The Agency shall be directly responsible for settlement of any dispute or grievance of the 'Security Guards' relating to his deployment in the PFMS and any other matters that may arise in this regard and this Department, in no way, be responsible for settlement of such issues/dispute.

(xiii) The payments due to the Security Guards deployed in PFMS by the vendor shall be credited by him in the Security Guards' bank account. No cash disbursement of wages is accepted. The agency will have to provide details of the bank accounts of the Guards in whose accounts salary will be credited.

(xiv) The Agency will make payment of wages to the Security Guards provided by 7th of each month by duly crediting in their bank accounts without waiting for receipt of payment from the department.

(xv) Any liability regarding payments of wages to the 'Security Guards' arising due to noncompliance with any of provisions of the Labour Laws or due to any human loss/injury during the course of work will be the sole and personal responsibility of the agency. **The successful Agency shall submit, a notarized affidavit on a stamp paper of appropriate value to the effect that the Agency undertakes to pay Minimum Rates of Wages to the Security Guards engaged as per applicable orders of Govt. of NCT, Delhi and to enhance the rates, as and when it is revised as well as all the statutory dues w.r.t.**

ESI, EPF etc. to this Department. The agency will submit the copies of the EPF statement/Pass Book, ESI Card and Service Tax Challans along with monthly bill, without which the payment to the contracting Agency will not be released.

(xvi) The successful bidder will submit an undertaking in form of duly executed affidavit to deposit EPF contribution of the Employer and Employee in the EPF Account of the Security Guards every month.

(xvii) The successful bidder will also submit an undertaking in form of duly executed affidavit to the effect that if the bidder does not provide copies of depositing Employer and Employees share in the EPF Account of the employee, he will not be entitled for these payments.

(xviii) The successful bidders will also submit an undertaking in the form of duly executed affidavit to comply with the instructions relating to payment of EPF in respect of those employees who are not in excluded category as per instruction issued by the Government on the subject.

(xix) The employer's share of EPF will not be paid to the contractor for those Security Guards, who are in the excluded category of EPF contribution as per latest guidelines issued by Ministry of Labour & Employment in this regard. **The employer's share of EPF will be paid to the Contractor on production of documentary evidence of depositing the share in the individual employee's EPF account opened for the employee in his name.**

xx) The Agency shall undertake to provide the services for the entire duration regularly failing which the Performance Security Deposits and such other amount that may be due from PFMS to the Agency shall stand forfeited.

xxi) If, at any point of time, the services being provided by the Agency are found to be unsatisfactory in any manner, PFMS will have full authority to discontinue the services of the Agency by giving notice of 15 days. The decision of PFMS in this regard shall be final and binding on the contractor.

xxii) The Agency has to provide Security Guards at Shivaji Stadium from 8.00 am to 8.00 pm and at Palika Bhawan, R.K.Puram round the clock on the basis of 6 days working in a week. The Security Guards shall have to sign/mark biometric Attendance both at the time of arrival and departure. For this purpose Aadhar Card of the persons deployed is to be submitted to Sr.AO/AAO(Admn) of this office.

xxiii) If any extra services are provided viz., additional Security Guards, additional hours of duty, duty on holidays, the contractor may claim the dues in terms of minimum wages prescribed.

xxiv) If, any Security Guards arrives late or leaves early, a deduction of the daily rate shall be made on half-day basis.

xxv) At present, total 07(seven) Security Guards are required in various categories, as detailed below, which may increase or decrease depending on the requirement:

Sl. No.	Name	Number
1	Security Guards (Palika Bhawan) Round the clock	03 (three)
2	Security Guards (Shivaji Stadium) (one and a half duty)	04(Four)
Total		07(Seven)

xxvi) The deployment will be for a maximum period of two years, which may vary depending upon performance of the Agency and the requirement of the Department at a particular point of time.

xxvii) If, at any point of time, the services of any Security Guard provided by the Agency are found to be unsatisfactory or not of the expected level in any manner, the Agency shall change the Security Guard immediately.

xxviii) The Security Guards shall not be entitled for any financial benefits that are admissible to regular employees of PFMS. However, the contractor is required to pay wages to the Security Guards engaged strictly as per the Minimum Wages Act modified from time to time including EPF, ESI and other social security schemes of the Government of NCT of Delhi and Ministry of Labour & Employment.

xxix) The weekly rest etc. should also be allowed to Security Guards as per statutory provisions.

xxx) The minimum wages of the Security Guards will be dynamic. This is required to be quoted by all bidders at the time of submitting bids, which would be increased as and when increased by the Government authorities.

xxxi) All the statutory requirements such as obtaining valid Labour Licence on the basis of contract letter and compliance of all the provisions of social security legislations in general

and provisions of the Contract Labour (Regulation & Abolition) Act, 1970 and the Contract Labour (R&A) Rules, 1971 in particular are required to be complied with by the agency.

xxxii) The agency should quote their Service Charge in the financial bid for providing services of Security Guards for this Department over and above the statutory payments to be made to each Security Guard, so deployed.

xxxiii) Except the Administrative Service Charges, quoted by the Agency, no other amount is to be retained by the Agency out of the minimum wages, EPF, ESI etc. as mandated by the statutory provisions on the subject. The proof of depositing the service tax with the appropriate authorities have to be submitted to this Department periodically.

xxxiv) The rates of wages and the consequential revision in the statutory contribution on Security Guard's wages will be revised by this Department from the date of statutory revision in minimum wages of the Security Guards and in case of revision in the rate of contribution on Security Guard's wages (i.e EPF, ESI etc.) by the Delhi Government/Central Government, whatsoever may be the case. However, there will be no increase in the Administrative Service Charges quoted by the Agency.

xxxv) The Agency should be registered with ESI, EPF, Service Tax, Work Contract Tax, and possess a valid Labour Licence & PAN/TAN from the concerned authorities.

xxxvi) The agency shall comply with all relevant Laws and the Rules made there under viz. Income Tax, ESI Act, PF Act, Factories Act, ID Act and Contract Labour (Regulation & Abolition) Act., Private Security Agencies (Regulation) Act, 2005 and Private Security Agencies Central Model Rules, 2006. Payment shall be conditional on fulfilment of the provisions of these Acts and the rules framed thereunder.

xxxvii) In case the agency fails to make payment of wages within the prescribed period or makes short payment, then the principal employer shall be liable to make payment of wages in full or the unpaid balance due, as the case may be, to the contract labour employed by the contractor and recover the amount so paid from the agency either by deduction from any amount payable to the agency under any contract or as a debt payable by the agency.

xxxviii) In case of failure to make payment of wages to the Security Guards within the prescribed period or making short payment by the Agency, the Performance Security Deposit amount deposited by the Agency with the Department will be forfeited. The Agency will also be blacklisted.

xxxix) The Contract can be renewed at the appropriate time depending upon the requirement of the Department and performance of the contracting Agency during the contract period.

xxxx) PFMS reserves the right to reject any or all offers without assigning any reason thereof.

(J.P.Sharma)
Sr.Accounts officer(Admn)
Tel. No. 23343860
Ext-347

B. TECHNICAL BID QUALIFICATION CRITERIA

The Tendering Agency must fulfil the following technical specifications in order to be eligible for clearing the technical evaluation of the bid:

(a) The office of the Agency should be located either in Delhi/New Delhi/NCR region. The proof of address is to be attached with bid documents.

(b) In case of partnership firms, a copy of the partnership agreement, or General Power of Attorney (GPA) duly attested by a Notary Public, should be furnished on stamped paper duly sworn in and affirmed by all the partners admitting execution of the partnership agreement or the GPA. The attested copy of the certificate of registration of Agency should also be furnished along with the tender. The said documents are to be attached with the bid documents.

(c) The Agency should have an experience of at least three years in providing the services of supply of 'Security Guards' in the GOI Ministries/Departments/PSUs of the Government of India. A complete list of clients served during the last 3 years (year-wise) shall be provided along with the value of contracts executed. The said documents are to be attached with bid documents.

(d) The total turnover of the Agency for providing the services of Security Guards for each of the years during the preceding 3 (Three) financial years should not be less than Rs.10 lacs (Rupees Ten lacs only) each year. Copies of turn over statements duly certified by the Chartered Accountant are to be furnished with the technical bid and copies of Income Tax Returns for the last two years, i.e. 2013-14 and 2014-15 should also be submitted. The said documents are to be attached with bid documents.

(e) The Agency should have their own Bank Account. The certified copy of the account maintained for the last (03) three years issued by the Bank shall be attached with bid documents.

(f) The interested agencies/bidders should also be registered with ESI, EPF, Service Tax, Labour and Income Tax Authorities. Certified copies of the registration shall be attached with the bid documents.

(g) Self-attested copy of the PAN/TAN card of the bidding Agencies shall be attached with the bid document.

(h) The agencies/bidders should not have been blacklisted by any Ministry/Department of the Government of India. The tendering agencies/bidders shall have to give a notarized affidavit on a stamp paper of appropriate value to the effect that they have not been blacklisted or their business dealings with the Government Ministries/Departments have not been banned. The affidavit should be attached with bid documents.

(i) The agency must undertake to provide clearance from police authorities in respect of the Security Guards. The undertaking should be attached with bid documents.

(j) The agency/bidder must undertake to pay Minimum Rates of Wages to the Security Guards engaged as per applicable orders of Govt. of NCT, Delhi and to enhance the rates, as and when it is revised. The tendering agencies/bidders shall have to give a notarized affidavit on a stamp paper of appropriate value to the effect that the Agency undertake to pay Minimum Rates of Wages to the Security Guards engaged as per applicable orders of Govt. of NCT, Delhi and to enhance the rates, as and when it is revised as well as all the statutory dues w.r.t. ESI, EPF etc. The affidavit should be attached with bid documents. -

(k) A copy of the tender document should be duly signed and stamped by the bidder in all pages thereby conveying his/her acceptance of all the terms and conditions mentioned therein, and submit it with the technical bid document.

l) If it is found that the information/certificates furnished by the participating Agency is

Incorrect/wrong or bogus, the Agency shall be blacklisted, its bids will be ignored and EMD/Performance security will be forfeited.

C. PROFORMA FOR TECHNICAL BID

APPLICATION FOR PROVIDING THE SERVICES OF 'SECURITY GUARDS TO PFMS, O/O CGA, MINISTRY OF FINANCE.

	Criteria	
1.	Name of Agency:	
2.	Nature of the Agency : (i.e. Sole Proprietor OR Partnership firm or a Company or a Government Department or a Public Sector) Organization)	
3.	Full Address of Reg. Office Telephone No. FAX No. E-Mail Address.	
4.	Full address of Operating/ Branch Office in Delhi (i) Telephone No. (ii) FAX No. (iii) E-Mail Address.	
5.	Banker of Agency with full address (Attach Bankers certificate of account maintenance for the last three years) Telephone Number of Banker	
6.	Registration No. of the Agency /Firm	
7.	PAN of the Firm.	
8.	Statutory requirements, :- (a) Whether the firm/company is registered with Labour Department of State Government/UT Administration. b) Whether the firm/company is registered under the Employees' State Insurance Act, 1948. c) Whether the firm/company is registered under the Employees' Provident Fund & Miscellaneous Provision Act, 1952.	

9.	ESI, EPF, Service Tax, Labour Registration No. [The relevant documents (duly attested) are to be attached with technical bid documents.]	i) (ii) (iii) (iv)
10.	Service tax paid during financial years 2013-14 and 2014-15.	
11.	Financial turnover of the last two financial years and I.T Returns of the Agency for financial years 2013-14 and 2014-15.	
12.	Documents supporting the experience of the Agency (for last 3 years).	
13.	Certificate of satisfactory performance from the organization to whom the service was provided.	
14.	Affidavit by the Agency to pay Minimum Rates of Wages to the Security Guards engaged as per applicable orders of Govt. of NCT, Delhi and to enhance the rates, as and	
15.	Undertaking by the Agency to provide Clearance from police authorities in respect of the Security Guards.	
16.	Affidavit by the firm that it is not blacklisted etc.	

Signature of Authorized Signatory

Date:

Name

Place:

Seal firm/Agency:

Declaration

I ----- S/o----- Proprietor/Director of the

Firm/Agency, mentioned above, is competent to sign this declaration and execute this tender.

2. I have carefully read and understood all the terms and conditions, as mentioned in the tender documents, and undertake to abide by them.

3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/document would lead to rejection of my/our tender besides liabilities for prosecution under appropriate law.

Full Name & Signature of Authorized signatory

(Seal of Firm / Agency)

Place:

Date:

D. FINANCIAL BID

i) Complementary service by any Agency is not acceptable. If any Agency quote the Administrative Service Charges as zero/nil, it shall not be treated as a valid quote and shall result in summarily dismissal of the financial bid even though the Agency is otherwise technically qualified.

(ii) The Administrative Service Charges per Security Guard per month quoted by the Agency in the financial bid shall be commensurate with the administrative and supervisory efforts required for executing the contract.

(iii) The bidder shall quote monthly wages rate per Security Guards, which should not be less than the minimum wages prescribed by the Govt. of NCT of Delhi under Minimum Wages Act, 1948.

(iv) The experience and performance of the bidders for providing services of supply of "Security Guards" in the Central Government Ministries/Departments/PSUs shall be considered, if necessary, at the time of evaluation of the technical bid and only those found satisfactory shall be eligible for opening of financial bid.

(vii) The Department shall revise (increase or decrease) the rates of statutory payments on minimum wages as and when there is a change notified by the Government.

E PROFORMA FOR FINANCIAL BID

To,

The Sr.AccountsOfficer (Admn),
PFMS, Office of Controller General of Accounts,
Ministry of Finance, 3rd floor, Shivaji Stadium,
New Delhi.

Sub: Quotation for award of contract for providing Security Guards: -reg.

SL. No.	Item Head	Charges per month (in Rs.)
		Security Guards
1.	Rate of wages per Security Guard per month. (Monthly wage rate must not be less than the minimum wages prescribed by the Govt. of NCT of Delhi under Minimum Wages Act, 1948.)	
2.	Statutory contribution on Security Guards' wages (per Security Guard per month) —	
	i) EPF + Admn. Charges (13.36%), if applicable	
	(ii) ES1 (4.75%)	
3.	Agency's administrative Service charges per Security Guard per month	
4.	Total per Security Guard per month.	

***Charges (including all taxes and levies except Service Tax).**

I/we accept all the terms and conditions of your letter referred to above,

Yours' faithfully,

(Name / Seal of Firm / Agency)