

TENDER SPECIFICATION No. 02/2012

TENDER DOCUMENT

FOR

**“SECURITY ARRANGEMENT IN NRPC
OFFICE”**

Last Date of Receipt of Bids 16.11.2012 up to 15:00 Hrs

Date of Tender Opening 16.11.2012 15:30 Hrs

**Northern Regional Power Committee
18-A, Shaheed Jeet Singh Marg, Katwaria Sarai, New Delhi-
110016**

NRPC Web Site: www.nrpc.gov.in

OCTOBER 2012

Government of India

NORTHERN REGIONAL POWER COMMITTEE

18-A, Shaheed Jeet Singh Marg, Katwaria Sarai, New Delhi-110016.

NRPC /SER/302/1/2012 /

Date:- 29th October ,2012

Notice Inviting Tender

1. Sealed tenders are invited by Superintending Engineer (Services), NRPC on behalf of the President of India for the following work. **“SECURITY ARRANGEMENT IN NRPC OFFICE”**

General Terms & Conditions of the contract including scope of the work, qualifying requirements, specific terms and conditions, number of personnel to be deployed etc are covered in **Section -I**. NRPC reserve the right to increase/decrease the number of personnel at the time of signing the contract or during the period of the contract.

2. **Tender shall be in two part. First part is Technical Bid and second part is Financial Bid. Each Bid is to be submitted in separate envelope and both bids is to be submitted in sealed envelope super scribed with Tender Specification No 2/2012 for “SECURITY ARRANGEMENT IN NRPC OFFICE” and should be addressed to The Superintending Engineer (Services), Northern Regional Power Committee, 18- A Shaheed Jeet Singh Marg, Katwaria Sarai, New Delhi-110016.**
- 3 The tender document can be obtained from the office of SE(S), **The Superintending Engineer (Services), Northern Regional Power Committee, 18- A Shaheed Jeet Singh Marg, Katwaria Sarai, New Delhi-110016** from 11.00 hrs to 3.00 hrs on all working days up to **16.11.2012** either in person or by post upon payment of a non-refundable fee of **Rs 500/-** (Rs Five Hundreds Only) in the form of demand draft drawn in favour of DDO, NRPC, payable at New Delhi or can be downloaded from www.nrpc.gov.in . In such cases, DD of **Rs. 500/-** in favour of DDO, NRPC must be enclosed at the time of submission of bids.
4. The tender must be accompanied by an EMD in the form of a pay order/Demand Draft for Rs. 40,000/ (Rupees Forty Thousand Only) payable to Drawing & Disbursing Officer, Northern Regional Power Committee, New Delhi- 110016. In the absence of Earnest Money in the envelope superscribed with "EMD" the tender shall summarily be rejected. No interest on the Earnest Money shall be paid. After award of the contract, the EMD shall be returned to the respective tenders with the exception of the successful tenderer.
5. The sealed tenders, as mentioned above must reach the **office of Superintending Engineer (Services), NRPC on or before 15:00 hrs of 16.11.2012. The technical bids shall be opened in the presence of interested bidders on the same day at 15:30 hrs and commercial bids of the technically suitable tenders shall be opened later under intimation to those tenderers whose technical bids are found in order.**
6. The tender if sent by post, must be sent by Registered A.D. post sufficiently in advance so as to reach the NRPC by the scheduled date & time. Any tender received after due

- date & time of submission, even on account of postal delay, shall not be considered under any circumstances.
7. The tender complete in all respects should be prepared and submitted strictly in accordance with the instructions contained in these specifications. The interpolations, insertions, cuttings and corrections made in the tender offers, if any, should be initialed by the tenderer.
 8. The tenderers shall supply the data required in the sheets contained in these specifications to facilitate preparation of the comparative statement. All the schedules should be duly filled in and enclosed with the tender.
 9. Standard printed or cyclostyled terms and conditions of the tendering FIRMs, which are not appearing in the body of tender, shall not be acceptable. In case, any terms and conditions of technical specifications offered by the tenderers do not match with those stipulated in this tender document, the same shall be clearly spelt out in the Schedule of Deviations only. Deviations as listed in the Schedule of Deviations shall only be treated as declared deviations. It shall be presumed that the tenderer is meeting all the other technical specifications and other requirements except the deviations mentioned in the Schedule of Deviations.
 10. In case the last/due date for receiving and opening the tenders happens to be a public holiday, the date automatically gets extended to the next working day at the same time.
 11. NRPC reserves the right to postpone and/or extend the date of receipt or to withdraw the tender notice without assigning any reasons thereof. In such an event, tenderers shall not be entitled to any compensation, in any form whatsoever.
 12. The contract will be awarded to the qualified and technically suitable tenderer offering the lowest evaluated tender in conformity with the requirements of specifications. NRPC shall be the sole judge in this regard.
 13. The tenders of those FIRMs, which are not complete, shall not be considered.
 14. The successful tenders, having been given the Letter of Intent (LOI) for the contract, shall communicate within one week its acceptance for executing the contract along with a security deposit equivalent to 10% of the annual contract value. The Security Deposit shall be payable to " **Drawing and Disbursing Officer, NRPC**" through bank draft. The FIRM shall be at liberty for adjustment of already paid EMD money against this security amount. If this office does not receive such acceptance within one week of the issue of the LOI with full security amount, then it would be presumed that the tenderer is not interested in its execution and this office shall be at liberty to cancel the earlier placed LOI without any further notice etc. In that case NRPC is free to negotiate with the next lower (L2) FIRM for the services.
 15. Any inconsistency or ambiguity in the offers made by the tenderers shall be interpreted to the maximum advantage to this office. The tenderer shall have no right to question the interpretation of this office.

Yours Faithfully,

B.Tiwary
Superintending Engineer (Services)

SECTION-I

1.Period of Work

- 1.1 This agreement shall come into force with effect from 1st January, 2013 and shall be valid for a period of two years i.e. up to 31st December, 2014 subject to the conditions that the performance of services shall be reviewed on monthly basis by NRPC. The contract can be terminated by NRPC by serving 30 days notice to the 'FIRM' to this effect if the services are not provided up to the satisfaction. This contract can be further renewed/extended on year to year basis for a maximum period of 2 (two) years on the terms and conditions specified in this document.
- 1.2 In order to maintain the continuity of the contract for the extended period the "FIRM" shall submit its proposal to NRPC for renewal, at least two months before the expiry of the contract.

2.0 Scope Of Work

- 2.1 The firm shall deploy security personnel at NRPC Premises as under:-
- A) Security Supervisors - 3 Nos
 - B) Trained un-armed Security Guard - 6 Nos
- 2.2.1 To provide security services in the Northern Regional Power Committee building complex Security Supervisors shall be Ex- servicemen from the Armed Force Service with good physique and must have got extensive training for watching such important building on round the clock basis.
- 2.3. FIRM shall deploy trained and good physique security personnel in three shifts each of eight hours duration on round the clock basis.

3. Location of Office

The NRPC office where security is to be provided is located at 18-A, Shaheed Jeet Singh Marg, Katwaria Sarai, New Delhi-110016

4. Qualifying Requirement

- 4.1 The FIRM should be incorporated/registered with competent authority of Central/State Government or be a Public Sector Company. It should also be registered with EPF and ESI authorities. ESI & PF Registration Number should be indicated in the Schedule-I.
- 4.2 The FIRM should have experience for carrying out similar jobs in reputed Multinationals/Govt./PSUs organization for at least three years and carried out at least 6 contracts of similar type during last 3 years with minimum one contract per year. Details, offer letter and agreement of such job done/in hand shall be stated with documentary proof in the offer. The offer without complete details shall be rejected.
- 4.3 The FIRM should be filing Income Tax returns since last two years. The FIRM is required to submit necessary copies of the documents in support of its claim of filing the income tax return.
- 4.4 The FIRM must have its office/branch office in Delhi to monitor and attend/sort out problems if any. The office should have, e-mail, fax & telephone facilities. Mobile numbers of the relevant personnel of the FIRM and the staff to be deployed shall also be indicated.
- 4.5 The FIRM should submit its PAN/TAN number.
- 4.6 There should be no case pending with police against the firm. The firm should submit an affidavit on non judicial stamp paper to this effect.

5.0 GENERAL TERMS & CONDITIONS

- 5.1 The personnel to be deployed by the FIRM must have got extensive training to watch such type of office complexes and shall be proven record and character. Before deployment of its staff, the FIRM shall ensure that the security staff personnel data have been verified thoroughly and have been registered with the local police.
- 5.2 The FIRM shall execute the contract directly and shall not give any sub-contract for the whole or part of the work.
- 5.3 It shall be the sole responsibility of the FIRM to ensure that staff are in proper and clean uniform. The FIRM'S Security Supervisor & Guards shall wear Woolen Overcoats during winter during night duty hours. During duty hours the security staff shall wear uniform with proper identity cards (laminated) on which name of the security staff and other details shall be displayed clearly.

- 5.4 The FIRM shall be responsible that the Security of this Office is maintained at the proper desired standards.
- 5.5 The Security Supervisor shall keep an attendance register in which the arrival & departure of security staff deployed shall be entered on round the clock basis. This attendance register shall be put up to the Security In-Charge, NRPC daily by 1000 hours for his scrutiny.
- 5.6 FIRM shall pay the wages, provident fund (if applicable), ESI, gratuity, leave benefits, bonus, medical facilities, uniforms etc to the staff employed as applicable under relevant rules. The FIRM shall give an Indemnity Bond in the regard that it is following all the labor laws including payment of minimum wages etc. if required, the FIRM shall furnish all the relevant records to NRPC for verification.
- 5.7 If the FIRM fails to render any of the services, for any period during the currency of the contract, NRPC shall be at liberty to get the work done from other agencies and deduct charges incurred on this account from amount payable to the FIRM'S security deposit.
- 5.8 The contract shall be initially for two years. However, NRPC reserves the right to terminate the contract in between also. NRPC may extend the period of the contract on the same terms and conditions.
- 5.9 NRPC shall have discretion to ask for increase/decrease the number of security staff as per requirements.
- 5.10 The deployment of security personnel shall be done after concurrence of Security Incharge, NRPC.
- 5.11 The FIRM shall ensure that no security staff stays in the NRPC Complex beyond his duty hours.
- 5.12 FIRM shall provide suitable alternative substitute in case of leave/absence etc of its security personnel. Under no circumstances NRPC office shall be left unguarded at any time. Loss, if any, incurred on this account shall be deducted from the payment due to the FIRM/security deposit.
- 5.13 The FIRM shall be responsible for any loss, damage or liability to the property of NRPC office due to lapse in the duties of their security personnel.
- 5.14 Supervisor shall have some basic knowledge of computer.
- 5.15 The firm shall submit a list of employees alongwith their credentials. The firm shall also submit Employees declaration in FORM 11 (as per EPF Act) at the beginning of contract and whenever there is any change on employees deployed at NRPC, Katwaria Sarai, New Delhi thereafter.

6.0 RESPONSIBILITY OF SECURITY PERSONNEL

6.1 The responsibility of the security personnel shall be as under:

- i) To ensure that no theft or pilferage takes place in the office/office complex.
- ii) To ensure that no unauthorized person enters the premises.
- iii) To ensure that no person creates nuisance or disturbance in office premises.
- iv) To maintain the record of visitors, entry of vehicles and materials going out/coming in.
- v) To check that the doors are properly locked and all electric bulbs coolers/ACs, heaters, waters coolers etc are shut off after office hours and also to attend telephone calls as EPABX operator as and when required.

6.2 The FIRM shall make arrangements for frequent check-up about availability and working of its security staff especially after Office Hours i.e during late night and Holidays. The FIRM shall be required to prepare a report of such check-up and submit it along with the bill to Security Incharge, NRPC on monthly basis. The Firm shall meet Security Incharge, NRPC to resolve security problems if any. These visits must be regular and shall be held at least once a month.

7.0 PAYMENT

7.1 The payment on monthly basis after the expiry of each month shall be payable after successful completion of the on job submission of following documents:

- a. Pre-receipt bill in triplicate on expiry of each month.
- b. List of personnel deployed for the job indicating the name, days of deployment, amount deposited indicating firm's contribution & employee's contribution separately in respect of ESI & PF (if applicable) etc.
- c. An undertaking that all the personnel deployed have been paid the wages as per the minimum Wages Act.
- d. The report of its surprise supervision visits during the month.

7.2 The payment of wages by the firm to the security personal shall be made through cheque.

7.3 TDS/surcharges any other tax will be deducted at source as per existing rules.

- 7.4 In case of any increase/decrease in number of persons deployed depending upon the NRPC requirement, the total amount payable will be increased/decreased on pro-rata basis as per the unit rates quoted by the firm.

8. Earnest Money Deposit

8.1 The quotations should be accompanied with an earnest money deposit (EMD) to be revised amounting to Rs. 40,000/- (Rupees Forty Thousand only) in the form of pay order/demand draft in favour of "Drawing and Disbursing Officer, NRPC" preferably payable on State Bank of India, R.K.Puram, New Delhi.

8.2 The quotations not accompanied with the earnest money deposit shall be summarily rejected.

No interest on the earnest money deposit shall be paid. After award of contract EMD of unsuccessful bidders shall be sent on their respective addresses as mentioned in the bid. However, EMD of successful tenderer shall be returned only after the submission of Performance Bank Guarantee for the period of contract plus three months. No interest shall be payable by NRPC on Performance Bank Guarantee.

9. Charges

9.2 Rates for additional manpower on daily/monthly basis shall be given as per respective schedule.

9.3 The service charges quoted by the FIRM shall be fixed for the entire contract period.

10.0 Check List

The tenderers have to submit the following documents:

- Photocopies of the Income Tax Return of last three years.
- Photocopies of the registration of ESI/EPF, as also proof of ESI & EPF subscription for the last three years.
- Photocopies of the Current Labour License
- Photocopies of the PAN/TAN/Service Tax.
- Photocopies of the similar contract executed with Govt./PSU.

- Any other information as required in tender document.

(The information to be summarized in Annexure V)

11. Termination of the Contract

11.1 If the FIRM fails to provide satisfactory services or is found to violate statutory requirements, NRPC shall be at liberty to get the job completed from alternative source at the risk and cost of the FIRM and deduction on this account, shall be made from the Security Deposit or the balance due to the FIRM.

11.2 NRPC reserves the right to terminate the contract for reasons of unsatisfactory/Non Performance/Non compliance after giving 30 days notice.

SECTION-II

SCHEDULES

S1.No.	Details
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Part-A Details

(Technical Bid)

Schedule-I	Tender Performa
Schedule-II	Details of similar contracts during the last 3 years.
Schedule-III	Details of regular Staff which are working continuously with the FIRM for more than two years
Schedule-IV	Schedule of deviations.
Schedule-V	Check List

Earnest Money Deposit : Earnest money in the form of a pay order/Demand Draft of Rs. 40,000/- (Rupees Forty Thousand only) in favor of DDO, NRPC, New Delhi 110 016.

(To be furnished in a separate sealed envelope superscribed with "EMD")

Part-B

(Commercial Bid)

Schedule-VI	Schedule of charges.
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TENDER PERFORMA

1. Name of the FIRM

2 Head/Regd. Office address.

Postal

Fax No

Telephone No

E-Mail address.

Mobile No(s).

3 Former name of FIRM (if any)

4 Delhi office address.

- a) Postal
- b) Fax No
- c) Telephone No
- d) E-Mail address.
- e) Mobile No(s).

5 Type of organisation

(Individual/ Partnership FIRM/Company/PSU etc.)

A. Year of establishment.

B.Amount of EMD deposited

- a) Draft no
- b) Bank details
- c) Amount (Rs.....).

6. Whether all technical particulars and all schedules appended to the Tender documents filled in?

7 Name and address of the authorised Signatory/Contact person of the tenderer.

8 Total staff strength of the company.

a) Regular

b) Casual

9. Are you registered with appropriate authority of State/Central Govt.
(Please furnish complete details along with proof)

10. Whether the manpower employed for the job is as per the specification (Give details of staff to be deployed for the job).

11. Is the FIRM ready to provide additional staff (on demand basis) as per the requirements given by NRPC.

12. Are the wages quoted in schedule VI for different category of personnel as per Minimum Wages Act (up to date).

13. ESI Registration number

14. PF (Provident Fund) registration number

15. PAN No.

Signature of the Tenderer with office seal

Date

Place.

SCHEDULE-II

Details of Similar Contracts for last 3 years.

(Data to be furnished as on 30.9.2012)

S.No.	Name of the Organization	Contract Period.	Value of Annual Contract
		From To	(Rs Lakhs)

In case numbers of contracts are more than 10, please indicate the details of only top ten contracts based on the value of annual contract value.

Signature of Tenderer

Name

Office seal

Date

Place

SCHEDULE-III

Details of staff, working with the FIRM
(Data to be furnished as on 30.9.2012)

Sl.No.	Name of the staff	Designation	Qualifications	<i>Whether regular or temporary</i>	Date of appointment with the FIRM

1. Signature of Tenderer
2. Name
3. Office Seal.

Date:

Place

SCHEDULE-IV

SCHEDULE OF DEVIATIONS

I/We have carefully gone through the tender specifications for “SECURITY ARRANGEMENT IN NRPC” and hereby confirm that all the requirements of specifications/terms and conditions contained in the relevant tender document are agreed by me/us except for the following deviations which are detailed below:

Sl No.	Requirement as per the specifications/ terms & conditions	Clause No.	Description/details of the deviation with respect to the clause

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Signature of tenderer

Name

Office Seal

Date & Place

SCHEDULE-V

CHECK LIST

(To be submitted by applicants along with tender application)

Name of work: providing services for up keeping, cleaning & maintenance and Secretarial services in NRPC Office complex.

[illegible]

4.	Turn over; Annualized average financial turnover during last three financial years.	Year INR (in Lacs) 2009-10 2010-11 2011-12 Average	Proof of turn over enclosed (abridged balance sheet and profit and loss A/C). YES / NO
5.	PAN/TAN/WCT/Services Tax		Copy of PAN/TAN/WCT/ Services Tax enclosed: YES / NO
6.	EPF registration No.		Copy of EPF card enclosed: YES / NO
7.	ESI registration No.		Copy of ESI card enclosed: YES / NO
8.	Current Labour License		Copy of Current Labour License: YES/ NO
9.	Income Tax returns for the Last3 Years		Copies Enclosed YES/ NO
10	Details of tender fee in favour of DDO. NRPC, New Delhi	DD/ Pay order/ FD No. _____ Dated: _____ Amount: _____ Bank: _____ Branch: _____	DD/ Pay Order/ FD enclosed: YES / NO
11	Details of any other information		

Place:

Date:

Signature with Stamp
Authorized Signatory of the contractor/ Firm

DECLARATION

I (_____) hereby declare that the documents submitted / enclosed are true and correct. In case any document at any stage found fake/ incorrect, my EMD may be forfeited & action as deemed fit by NRPC can be taken against me.

Place:

Signature and Stamp Of the FIRM

SCHEDULE-VI

SCHEDULE OF CHARGES

Charges for personnel required for Providing Security Arrangement in NRPC Office on monthly basis

Description	Supervisor	Trained Un-Armed Security Gaurd	Remarks, if any
a. Basic			
b.HRA			
c.EPF (if applicable)			
d.ESI			
e. Bonus			
f.Leave Compensation			
g.Any Other allowance, if any			
i.Sub-Total per person per month			
ii.Service Tax			
iii.Sub total for number of persons in clause 2.0			

1. Total cost for the services of manpower. (iii)
2. Service Charges
3. Grand Total(1+2)

Note:

1) The FIRM will furnish Undertaking in form of Indemnity bond to pay minimum wage and other admissible benefits like ESI, PF (if applicable), Bonus etc. as applicable under labour law up to date.

Signature of tenderer

Name

Office Seal

Date & Place

