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GOVERNMENT OF ASSAM
OFFICE OF THE RESIDENT COMMISSIONER: ASSAM BHAWAN
No.1, S.P. MARG, CHANAKYAPURI: NEW DELHI – 110021
Phone: 011-26877111 / 26116444, Fax: 011-26117059
Email ID: rcofficeassambhawan@gmail.com

TENDER DOCUMENT

(Tender No.RC/E(RAH)10/25/Pt-II/ Dated 15th May, 2019)

**TENDER FOR PROVIDING OF SECURITY SERVICES FROM ISO CERTIFIED
COMPANY AT OFFICE OF THE RESIDENT COMMISSIONER,
GOVERNMENT OF ASSAM, ASSAM BHAWAN, NEW DELHI.**

1. **MODE OF TENDERING: TWO – BID SYSTEM**


Tender to be submitted in Sealed Two Bid Systems in Separate Covers as per the following:

<i>Cover-I:</i>	<i>Professional Bid & Earnest Money Deposit</i>
<i>Cover-II:</i>	<i>Financial Bid</i>

The tender has to be submitted in sealed envelope labeled as under:
“**Bid for providing SECURITY SERVICES at Office of the Resident Commissioner, Government of Assam, Assam Bhawan, New Delhi**” and addressed to “**Resident Commissioner, Government of Assam, Assam Bhawan, 1, Sardar Patel Marg, Chanakyapuri, New Delhi.**”
2. **EARNEST MONEY DEPOSIT** : 2% OF THE ANNUAL CHARGE IN FAVOUR OF RESIDENT COMMISSIONER, GOVERNMENT OF ASSAM, ASSAM BHAWAN, NEW DELHI, PAYABLE IN THE FORM OF DD.
3. **LAST DATE & TIME FOR SUBMISSION OF BID** : 19th June, 2019 Upto 04.00 PM
4. **DATE & TIME FOR OPENING OF BID** : 21st June, 2019 at 03.00 PM
5. **VALIDITY OF BID** : 3 MONTHS
- 6.

Tender Cost: Rs. 500 (Rupees Five Hundred only) payable along with duly filled tender document through DD in favour of Resident Commissioner, Government of Assam, Assam, Bhawan, New Delhi.





Deputy Secretary to the Government of Assam
General Administration Department &
Officer on Special Duty
Assam Bhawan, New Delhi

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General Administration Department &
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Assam Bhawan, New Delhi

FORM (A) PROFESSIONAL BID FORM

Please supply the following information along with documentary evidence wherever possibly ONLY in this form (**each page should be signed**). However, if the space provided for any entry is insufficient, give information on additional sheets as appendices, and give the number of appendices at the appropriate place. All appendices **must be signed**.

1.	(a) Name of the Agency	:	
	(b) Postal Address	:	
	(i) Telephone No. of the agency	:	
	(ii) Fax No. of the agency	:	
	(iii) Email of the agency	:	
2.	(a) Details of authorized person*(s):		
	(i) Name	:	
	(ii) Designation	:	
	(iii) Telephone No.	:	
	(iv) Fax No.	:	
	(v) Mobile No.	:	
	(b) Address	:	
<i>* Authorized to sign on behalf of bidding agency (hereinafter referred to as bidder):</i>			
(c) Specimen Signature of the bidder		:	
3.	(a) Registered office of the agency	:	
	(b) Branch/ Site office (State wise)	:	
	(c) Date of its Establishment	:	
	(d) Total Experience (in years) in providing Security Services.	:	
4.	Number & Date of registration of the Agency with Government		
	(a) ESI Registration No.	:	
	(b) EPF Code No.	:	
	(c) PAN	:	
	(d) Service Tax Registration No.	:	




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(a) Profile of the Agency (Attach brochure etc. of the company, if available)	:	
(b) Details of the Training Centers owned by agency for training and skill upgradation of their security personnel (if any)	:	

6. Total number of regular security staff employed by the agency:

A	Number of Security Guards (min.10 th /Matric)	
	Upto 18 to 35 Years	
	Above 35 Years	
B	Number of Armed Guards (min.10 th /Matric)	
	Upto 18 to 35 Years	
	Above 35 Years	
C	Security Supervisor (Min. Intermediate)	
	Upto 18 to 35 Years	
	Above 35 Years	

7. Details of patrol vehicles available for surprise check and monitoring of guards, if yes, frequency of such surprise checks and monitoring.

8. Any other information in support of your professional capability with documentary evidence.

I (designation) of
(name of the Agency) hereby declare to
accept the Terms & Conditions of the Tender Document for hiring ISO certified professional Security
Service for Office of the Resident Commissioner, Government of Assam, Assam Bhawan, New Delhi.

Signature of the Bidder

Name of the Bidder

Designation of the Bidder

Address:


.....

OFFICIAL SEAL

Date:

Place:




Deputy Secretary to the Government of Assam
General Administration Department &
Officer on Special Duty
Assam Bhawan, New Delhi

EMD FORWARDING LETTER

To,
Resident Commissioner
Government of Assam
Assam Bhawan, 1, S.P. Marg,
Chanakyapuri, New Delhi

From (Name & Address of the Bidder)
.....
.....
.....

Sub: Earnest Money Deposit for bid No. dated

Ref: Bid document dated For TENDER FOR
HIRING SECURITY SERVICES FROM ISO CERTIFIED COMPANY AT OFFICE OF THE
RESIDENT COMMISSIONER, GOVERNMENT OF ASSAM, ASSAM BHAWAN, NEW DELHI.

Dear Sir,

We, M/s having read and examined in detail the bid
document and amendments for " ".

We M/s Hereby submit EMD of Rs.
(Rupees only) in the form of Demand Draft/ Banker's Cheque. The details are as
under:

- a. Name of Issuing Bank:
- b. Demand Draft/ Banker's Cheque:
- c. Amount:
- d. Dated:

We M/s Having read and understand the clause no.
..... Towards forfeit of EMD.

Yours sincerely,

Authorized signatory:

Name of title of Signatory:

Name of firm:

Postal Address:



(Signature)
Deputy Secretary to the Government
General Administration Department &
Officer on Special Duty
Assam Bhawan, New Delhi

GENERAL TERMS AND CONDITIONS AND INSTRUCTIONS TO BIDDERS

Office of the Resident Commissioner, Government of Assam, Assam Bhawan, New Delhi invites bids for HIRING SECURITY SERVICES FROM ISO CERTIFIED COMPANY AT OFFICE OF THE RESIDENT COMMISSIONER, GOVERNMENT OF ASSAM, ASSAM BHAWAN, NEW DELHI FOR ASSAM HOUSE AT 1, LOKPRIYA BORDOLOI MARG, CHANAKYAPURI, NEW DELHI.

1. The tender document can be downloaded from our website URL: www.assam.gov.in
2. The tender should be submitted in Sealed Two-Bid system. Cover-I should be enclosing "Professional Bid" & "Earnest Money" and Cover-II should be enclosing "Financial Bid". Both the cover should be kept in one big Sealed Cover.
3. *EMD amount of Rs.50,000.00 (Rupees fifty thousand only) in the form of Demand Draft drawn in favour of Resident Commissioner, Government of Assam, Assam Bhawan, New Delhi payable at "Resident Commissioner, Government of Assam, New Delhi". should be submitted along with "Professional Bid" & adjusted in the security deposit for successful bidder. Demand Draft issued should be on/ after published date of tender. The EMD will be returned to all unsuccessful bidders after finalization of tender and bears no interest. The security deposit will be refunded after 30 days of termination of contract.*
4. All the pages and appendices attached should be numbered & to be signed & sealed by bidder.
5. No overwriting, corrections and cutting is permitted.
6. Bid should be submitted with forwarding on letter head of Bidder.
7. Bid validity should be three months from the specified date of closing.
8. The tender duly sealed (with sealing wax) should be addressed to 'Resident Commissioner, Government of Assam, Assam Bhawan, 1, Sardar Patel Marg, Chanakyapuri, New Delhi – 110021 and should reach on or before 04.00 pm on 14th June, 2019 by registered post or by hand duly super cribbed on the top of envelope as "Quotation Bid for Hiring Security Services from ISO Certified Company at Office of the Resident Commissioner, Government of Assam, Assam Bhawan, New Delhi".
9. Resident Commissioner, Government of Assam, Assam Bhawan, New Delhi will not be responsible for postal or any other delays.
10. Award Criteria: Resident Commissioner, Government of Assam, Assam Bhawan, New Delhi will award the Contract to the successful Bidder whose bid would be determined to be substantially responsive, professionally compiled and determined as the best evaluated bid in terms of reasonable rates.
11. **Payment Terms:** Payment will be released at the end of each month against invoice produced as per the W.O. subjected to satisfactory performance report by concerned officer and submission of preventive call report, attendance, evidence of deposit of EPF, ESI etc.
12. Resident Commissioner, Government of Assam, Assam Bhawan, New Delhi reserves the right to terminate the agreement at its option at any time without assigning any reason, thereof.
13. Resident Commissioner, Government of Assam, Assam Bhawan, New Delhi reserves the right to reject any or all of the tenders or accept them in part or to reject lowest tender without assigning any reason thereof.
14. **Termination by default:**
The Resident Commissioner, Government of Assam, Assam Bhawan, New Delhi may, without prejudice to any other remedy for breach of contract, by written notice of default sent to bidder, terminate the Contract in whole or part:
(a) If the Bidder fails to provide services / rectify the fault within the time period specified in the contract or any extension thereof granted by the Resident Commissioner, Government of Assam, Assam Bhawan, New Delhi.
(b) If the Bidder fails to perform any other obligations under the Contract.
15. **Forfeiture of EMD/ Security deposits:**



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Officer on Special Duty
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- (a) If the successful bidder refuse/ fails to accept work order with in seven days, EMD will be forfeited.
 - (b) If the Bidder withdraws tender before/ after finalization of the tender, EMD will be forfeited.
 - (c) If the successful bidder abandons the contract, security deposit will be forfeited.
 - (d) If the contract is terminated by Resident Commissioner, Government of Assam, Assam Bhawan, New Delhi due to poor performance/ variation of any clause of agreement or any bad act of selected bidder, security deposit will be forfeited.

16. Rejection of the bid

- (a) The bidder is expected to examine all instructions, formats, terms & conditions & scope of work in the bid document. Failure to furnish all information required as per bid document or submission of bid which is not substantially responsive to the bid document in every respect may result in rejection of bid. In respect of interpretation/ clarification of this bid document and in respect of any matter relating to this bid document, the decision of Resident Commissioner, Government of Assam, Assam Bhawan, New Delhi will be final.
- (b) No prices are to be indicated in the Professional Bid and if price is mentioned in the "Professional Bid" it may lead to rejection of the bid.
- (c) Bid without EMD will be summarily rejected.
- (d) Bids not submitted as per two bid system will be summarily rejected.
- (e) The bidder will have to furnish the requisite document supporting the qualification/ eligibility criteria and credential as specified in the bid document, failing which the bid is liable to be rejected.
- (f) The bids received after specified date & time will not be considered.
- (g) The bids received through Fax/ Telex/ photocopy will not be considered.

17. Blacklisting

Company/ Firm blacklisted by Govt./ PSU/ Corporate organization are not eligible to Bid. If at any stage of bidding process or during the currency of contract, such information comes to knowledge of Resident Commissioner, Government of Assam, Assam Bhawan, New Delhi, the Resident Commissioner, Government of Assam, Assam Bhawan, New Delhi shall have right to reject the bid and forfeit the EMD or terminate the contract, as the case may be, without any compensation to the bidder.

18. Arbitration


All disputes or difference whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of the purchase order/ work order or the breach thereof shall be settled by reference to arbitration as per Indian Arbitration Act at the jurisdiction of Delhi.

19. Force Majeure

If, at any time, during the continuance of the agreement, the performance in whole or in any part by either party of obligation under the agreement shall be prevented or delayed by reasons of any war, hostile acts of the enemy, civil commotion, subrogate, fire, floods, earthquakes, explosions, epidemics, strikes and quarantine restrictions by acts of God, (herein after referred to as eventualities) then provided notice of the happening of any such eventualities is given by either party to the other within two days from the date of occurrence thereon, neither party shall, by reason of such eventualities be entitled to terminate this contract agreement nor shall either party have any claim of damages against the order in respect of such non performance or delay in performance. Performance of the contract agreement shall, however be resumed as soon as practicable after such eventuality has come to an end.

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Signature & Seal of the Bidder




Deputy Secretary to the Government of Assam
General Administration Department &
Officer on Special Duty
Assam Bhawan, New Delhi

FORMAT FOR COMPLIANCE TO BIDDERS ELIGIBILITY CRITERIA, SCOPE OF SERVICES & REQUIREMENT

S.No.	Description	Attached at Pg. No. (Attach relevant documents as specified below. In absence of said documents, bidder is liable to be rejected summarily.	
A.	BIDDERS ELIGIBILITY CRITERIA		
1.	The bidder should be registered company under Registrar of Companies (ROC)/ respective authority.		
2.	The bidder should be ISO Certified Company		
3.	The bidder should have at least 10 major clients / security contracts running as on date & list/ details should be furnished as per enclosed Annexure-II (a).		
4.	Bidder should furnish a declaration mentioning that the agency is not blacklisted by any Central/ State Govt./ Autonomous body/ PSU etc. in prescribed format as per annexure-II (b)		
5.	The bidders have minimum base of 100 security personnel in total		
6.	The bidder should have Statutory Registrations with following:		
	• Centre Labour Authorities		
	• State Labour Authorities		
	• ESI		
	• EPF		
	• Service Tax		
	• PAN		
	• Registration for providing manpower for security services with respective authorities		
7.	The bidder should have Annual Turnover of at least Rs. 2 Cr. During last three consecutive years. Audited Balance sheets should be furnished for F.Y. 2007-08, 2008-09 & 2009-10.		
B.	SCOPE OF SERVICES	COMPLIANCE	
		YES	NO
1.	The bidder should provide services on Round the Clock basis at Assam House, 1, Lokpriya Gopinath Bordoloi Marg, Chanakyapuri, New Delhi.		
2.	The bidder should have adequate facilities in terms of patrolling vehicles for surprise check and monitoring of guards		



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3.	The bidder should have Point of presence at the locations mentioned at Sl. No.1 above on 24x7 basis for crisis management and emergencies.		
C.	REQUIREMENT		
1.	The bidders should have Security Personnel with following minimum qualification:		
	Security Supervisor : Intermediate		
	Security Guards : 10 th Matriculate		
	Armed Guards : 10 th Matriculate		
2.	Security Supervisor should have knowledge of:		
	• Procedure for handling visitors entries and issues of passes		
	• Attending telephone call		
	• Inward/ Outward material movement records.		
	Armed Guard should have:		
	• Valid licence for owning and operating Gun from relevant authorities at the place of deployment.		
	• Trained in operating Gun		
	Security Guard should have knowledge of:		
	• Security tricks		
	• Operating Firefighting equipment		
	• Procedure for handling visitors' entries and issues of passes		

.....
Signature & Seal of the Bidder



TS
Deputy Secretary to the Government of Assam
General Administration Department
Officer on Special Duty
Assam Bhawan, New Delhi

ANNEXURE-II (a)

LIST THE 10 MAJOR CLIENTS/ COPY OF CONTRACTS

S.No.	Name of the Client/ Organization	Period of Contract	Contact Person	Mobile No.	Telephone No.
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

I (designation)
of hereby declare that the above contents are true & correct to the best of my knowledge and believe.

.....
Signature & Seal of the Bidder



TD
Deputy Secretary to the Government of Assam
General Administration Department
Officer on Special Duty
Assam Bhawan, New Delhi

DECLARATION

We declare and confirm that (i) we have not been blacklisted or deregistered by any central/ state government department or public sector undertaking and none of our works had ever been terminated by client after award of contract, during last three years; and (ii) no agent, middleman or any intermediary has been, or will be engaged to provide any services, or any other item of work related to the award and performance of this Contract. We acknowledge the right of the Employer, if he finds to the contrary, to declare our Tender to be non-compliant and if the Contract has ben awarded to declare the Contract null and void.

.....
Signature & Seal of the Bidder



[Handwritten Signature]
Deputy Secretary to the Government of Assam
General Administration Department &
Officer on Special Duty
Assam Bhawan, New Delhi

ANNEXURE-III

CONTRACTUAL OBLIGATIONS OF BIDDERS

1. The selected bidder must have experience of service to be provided and proof, thereof.
2. The Resident Commissioner, Government of Assam, Assam Bhawan, New Delhi reserves the right to accept/ reject/ recall tender without assigning any reason.
3. The manpower so deployed by the Contractor/ Agency/ Firm shall remain under the control & supervision of the agency and the agency shall be liable for payment for their wages as per the minimum wages of respective States as notified, ESI, EPF, Bonus etc. and all other dues payable under various labour registrations & other statutory provisions.
4. Resident Commissioner, Government of Assam, Assam Bhawan, New Delhi will bear expenses towards payment of wages as per the minimum wage of respective States, EPF, ESI and Service Tax as applicable.
5. The agency shall ensure proper insurance coverage to its employees as per Workmen Compensation Policy.
6. The Contractor/ Agency/ Firm shall be responsible for fulfilling all its obligations under various laws and Acts, namely Minimum Wages Act, EPF Act, ESI Act, Bonus Act etc. and under any other statutory requirements as applicable to the Govt. of India and the rules regulations as amended from time to time, in respect of the manpower deployment and also to present the documents as and when required or asked for by the Resident Commissioner, Government of Assam, Assam Bhawan, New Delhi.
7. The Contractor/ Agency/ Firm shall be solely liable for any violation of provision of the said Acts or any other Act.
8. In case any of the person so deployed by the Contractor/ Agency/ Firm does not come up to the mark in terms of general discipline or does not perform his duty properly or indulges in any unlawful activity including riots or disorderly conduct, the Agency on the order of the Resident Commissioner, Government of Assam, Assam Bhawan, New Delhi shall immediately withdraw such person (s) from the premises of Resident Commissioner, Government of Assam, Assam Bhawan, New Delhi.
9. Income Tax & Surcharge (i.e. TDS) and other deductions as applicable as per rule shall be deducted from the bills.
10. The term contract means the formal agreement to be signed between the "Resident Commissioner, Government of Assam, Assam Bhawan, New Delhi" and the "Agency", at the time of award of work.
11. The "Agency" shall be responsible for the suitability, medical fitness and verifications of the character and antecedents of the manpower engaged by it for deployment at Resident Commissioner, Government of Assam, Assam Bhawan, New Delhi for satisfactory implementation of the service.
12. The Agency will maintain payment on Minimum Wages as applicable in the respective State.
13. The Agency will be held responsible for recovery of any loss due to negligence or lapses of Security.

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Signature & Seal of the Bidder



TO
 Deputy Secretary to the Government
 General Administration Department &
 Officer on Special Duty
 Assam Bhawan, New Delhi

FORM (B) FINANCIAL BID FORM

Designation	Monthly Wages/ Shift of 8 hrs	Service Charges (%)
Security Guards	As per the minimum wage bill as notified by	
Armed Guard		
Supervisor		

1. Payment will be released at the end of each month on submission of invoices subjected to satisfactory performance report by concerned officer.
2. Payment will be made on basis of Minimum wage bill as per the latest notification of Ministry of Labour, GNCT.
3. Sunday & National Holidays will be paid extra on daily wage rates.
4. ESI/ EPF will be paid on the minimum wages & the rates applicable.
5. Service charges INCLUDES deployment of Security Personnel with patrolling vehicles and maintenance charges, uniform, torches with cell, whistle, overcoat, raincoat, badges, training, leave salary, bonus etc.
6. Rates for any additional/ optional features to be mentioned clearly and separately.
7. The rates should be quoted in Indian rupees. Price to be quoted both in figures and in words.

Name & Signature of the Bidder

Designation

OFFICIAL SEAL

Address:
.....
.....

Date:

Place:



(Signature)
 Deputy Secretary to the Government of Assam
 General Administration Department
 Officer on Special Duty
 Assam Bhawan, New Delhi