



TENDER
FOR
PROVIDING SECURITY SERVICES
AT
**Centre for Development of Advanced Computing
(C-DAC) Noida.**

(Ministry of Communications & IT, Government of india)

Anusandhan Bhawan,
C-56/1,
Institutional area
Sector-62,
Noida -201307 (UP)

Ph: 0120-2402551-60
Fax: 0120-2402569
Site: www.cdacnoida.in

Tender Cost Rs.500/-

Downloaded

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(Ministry of Communications & IT, Govt. Of India)
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Tender No. 6(4)/2011-Admin
For Providing Security-Services at C-DAC, Noida

Sealed tenders, in two-bid (Pre-Qualification & Commercial), in separate envelopes, are invited from reputed, resourceful, registered firms, having adequate experience in providing Security services to C-DAC at its sites in Noida.

Interested bidders may download the detailed tender documents from www.cdacnoida.in
The tender documents can also be collected from the above-mentioned address on working days between 10.00 am to 5.00 pm from **01-02-2012** on payment of non returnable fee of Rs.500/-.

Tender, complete in all respects, with the EMD of Rs.80,000/- (Rupees Eighty Thousand only) by DD favoring C-DAC, Noida should reach the Head-Administration at above address latest by **3:00 P.M on 01-03-2012**. In case of tender forms downloaded, a separate DD for Rs. 500/- towards non returnable tender fee should also be enclosed.

The envelope containing tender forms should be **susperscribed "Tender for Providing Security Services"**

Head-Administration

Mode of submission of bid

The bid should be submitted in the following manner: -

1. Envelope I duly superscribed, as **“Pre-Qualification Bid with EMD”** should contain :
 - (i) All the required documents as per enclosed **Annexure-B** and refundable **EMD of Rs.80,000/-** (Rupees Eighty Thousand only) and Rs. 500/- in case of downloaded forms separately by DD favoring C-DAC, Noida payable at Delhi/Noida.
 - (ii) The bid documents duly signed by the authorized signatory of the company (with company seal) as proof of acceptance of the Terms and Conditions contained therein, **but without the price. (If the envelope contains the commercial bid, the bid shall be summarily rejected).**
2. Envelope-II duly super-scribed as **“Commercial Bid,”** should contain only the commercial details as per enclosed **Annexure-C.**

Both the envelopes, sealed in a separate envelope duly super-scribed **“Tender for Providing Security Services”** should reach the Head of Administration, C-DAC, Noida, Anusandhan Bhawan, Institutional Area, C-56/1, Sector 62, Noida 201307 latest by **3:00 pm on 01-03-2012**

Notes

1. Commercial Bids of Pre-qualified firms shall only be opened. The bid validity for acceptance shall be for 180 days from the date of opening the bid.
2. The contract will be awarded to the pre-qualified bidder who quoted service charges @ 4% of the applicable minimum wages (of watch and ward for Central Govt establishments in Noida area). In case more than one bidder quote @ 4%, all such bidders shall be empanelled for awarding the contract turn by turn. The sequence of turn shall be decided on the basis of average turnover as reflected in the Audited statements of Accounts of last 3 years, starting with the bidder with the highest annual turnover and in that order.
If all the bidders quote above 4 %, the contract shall be awarded to the pre-qualified L1 bidder. The bidders who quote less than 4% shall be debarred for further consideration.
3. C-DAC, Noida reserves the right to cancel / postpone the date of receipt and or opening of the tenders.
4. Any form of canvassing at any stage will disqualify the bidder.
5. Bids received late or incomplete or without EMD shall not be considered.

Scope of work

1. Providing security services (guarding of office, hostel premises and properties) to C-DAC at designated sites in Noida.
2. Maintaining of entry control system including issue of entry passes etc. and other security systems as decided by the CDAC from time to time.
3. Maintaining of gate pass system for equipment and goods.
4. Implementation of various security related measures as decided by the CDAC.
5. Effective monitoring and control of the security staff deployed at sites, including maintenance of attendance (shift-wise).
6. All other matters relating to the security of the buildings and physical aspects of centre.

Number of Security Staff Required

The shift-wise requirement of security personnel is attached as **Annexure 'A'**.

Pre Qualification criteria

The BIDDERS must qualify the following eligibility criteria:

1. Must have at least 7 years relevant experience in providing security services to Govt. / Corporate Sector.
2. **Experience of having successfully completed similar works during last 7 years** ending last day of month previous to the one in which tenders are invited should either of the following :-
 - (a) Three similar completed works costing not less than the amount equal to 40% of the estimated cost.
OR
 - (b) Two similar completed works, costing not less than the amount equal to 50 % of the estimated cost
OR
 - (c) One similar completed work costing not less than the amount equal to 80 % of the estimated cost.

Note : (a) Estimated cost of work for this tender is approx.40 Lacs p.a.

(b) The Similar nature of the work shall mean providing of security services on contract to any Government/Institutional/commercial/Hospital etc.

3. **Must have Average Minimum Annual Turnover of Rs.01 crore for the last 3 years** (2008-09, 2009-10, 2010-11). Audited Statement of Accounts and Balance sheet to be submitted as documentary proof.
4. Must be registered with Service Tax and other required authorities / departments like ESIC and PF Commissioner, as applicable for the trade.
5. Must obtain/possess valid labour license, as per statutory norms, issued by appropriate authorities.
6. The Bidder should be an income tax assessee and should have PAN and filed IT returns for the last three Assessment Years 2008-09, 2009-10 and 2010-11.
7. Must produce valid Bank solvency certificate for 40% of estimated amount issued by any Nationalized/Schedule Bank.

Note: Attested Documentary proof in support of each of the above relevant pre qualification criteria should be attached with the technical bid, failing which the bid shall be summarily rejected.

An Affidavit to be submitted by bidder on a non-judicial stamp paper duly attested by notary, certifying that the "information /documents/experience/certificates enclosed by the bidder along with this bid/pre-qualification documents are genuine and also the bidder shall not have any objections in case CDAC verifies them from the issuing authority. Original copy of the documents will also be produced for their verification on demand. In case, the information /documents/certificates are not found to be genuine the agency(applicant) shall be debarred for 3 years from participating in any tender of CDAC in future. Further, the agency(applicant) confirms that we have been blacklisted by any of our clients.

Other conditions of contract

1. The Contractor's employees will be allowed entry into the specified areas of the premises of C-DAC, Noida with the specific permission of the Head of Administration or any other Officer authorized in this behalf with valid photo identity card issued by the Contractor and displayed prominently. No unauthorized person should be allowed entry in the security rooms where arms are kept.
2. The Contractor and all his employees shall at all times during the continuance of the contract, obey and observe all the directions and instructions which may be given by the designated officer of C-DAC concerning any aspect of Security Services, discipline and decorum.
3. **The Gunman and Co ordinator for each shift at each site should be ex-serviceman.** The copy of discharge book of ex-serviceman is to be produced at the time of award of the contract and as and when such personnel is deployed. **The Gunmen should possess valid Arms License.**
4. The security staff shall be deployed in 8 hrs shift. If any staff is found missing from duty OR deployed on more than one shift (other than CDAC approved extra duty hours) i.e 2nd/3rd duty penalty @ 3 times the daily wages shall be levied on the contractor. Proper attendance records of staff on shift duty should be maintained by supervisors.
5. In case the Contractor or any of their employees fails to fulfill his/their obligations for any day or for any number of days to the satisfaction of C-DAC, Noida for any reason whatsoever, the contractor shall be liable to pay by way of liquidated damages / penalty, @ twice the daily wages for the entire number of such days and C-DAC, Noida shall, without prejudice to its other rights and remedies shall be entitled to deduct such sums from the bills, if any payable by it to the Contractor or from the PBG.
6. C-DAC, Noida shall pay on monthly basis or as may be agreed upon from time to time for the services that may be rendered by the Contractor on performing the services to its fullest satisfaction. The monthly bills are invariably to be accompanied by copy of attendance sheet, Wage bill/Salary register, Challan as proof of deposit of PF, ESI and Service Tax for the relevant month and specifically for the staff deployed at C-DAC sites, duly certified / signed by authorised person of the agency. If it is found that the contractor has not discharged the statutory obligations, C-DAC shall be at liberty to deduct such sums/dues from the bills and pay to the respective authorities.
7. **The contract shall be for a period of 12 (twelve) months and it may be extended on such terms and conditions as mutually agreed upon, depending upon the performance and requirement.**
8. The Contractor shall maintain good standard of services as indicated. The performance of the contractor will be reviewed on monthly basis and in case the services are found deficient, the contract may be terminated even before the expiry of contract period by giving one month's notice by C-DAC.
9. The Contractor will be responsible for the safety of all assets, buildings, personnel, furniture & fixtures, materials etc. in C-DAC, Noida premises. Twice the cost of missing items / shortages of stocks / materials etc. attributable to security breach shall be deducted from the monthly payments / any others sum due to the contractor.
10. The Contractor should utilize modern security gadgets like Search Light, Metal detectors, etc. and maintain their arms, gadgets, equipments, etc. in good working condition at their own cost , with all safety measures, at its own cost and expenses.

11. C-DAC, Noida reserves its right to split the scope of work and award the contract to more than one bidder.
12. TDS as applicable shall be deducted from the bills of the agency.
13. The security staff deployed **should be in proper and neat uniform**, right from the day one of their operations and **submit Police verification reports in respect of the staff deployed** at the time of initial deployment at C-DAC sites and from time to time.
14. The successful bidder will be required to furnish a **Performance Bank Guarantee of Rs 1 lac** (Rupees One Lac Only) to C-DAC, Noida at the time of signing of Agreement. The EMD of Rs.80,000/- shall be refunded on submission of PBG.
15. The successful bidder shall execute a "Service Level Agreement" with C-DAC for running the contract on non-judicial stamp paper of Rs.100/-. A copy of SLA is attached as Annexure 'D'.

**Shift-Wise Security Personnel Requirement/Deployment
at C-DAC sites**

- (1) **Anusandhan Bhawan**
C-56/1, Sector-62, Noida

| Shift Timing | Guards | Gunman | Remarks |
|--------------------|--------|--------|--|
| 6:00 am – 2:00 pm | 03* | - | Main Entry Gate |
| 2:00 pm – 10:00 pm | 03* | - | |
| 10:00 pm – 6:00 am | 01 | 01 | |
| 8:00 am – 7:00 pm | 01 | - | For Parking 8 hrs duty + 3 hrs OTA |

- (2) **Academic Block and Hostel**
at B-30, Sector-62, Noida

- (a) Main Entry Gate and Parking :-

| Shift Timing | Guards | Gunman | Remarks |
|--------------------|--------|--------|--|
| 6:00 am – 2:00 pm | 03* | - | One guard for parking |
| 2:00 pm – 10:00 pm | 03* | - | One guard for parking till 7:00 pm and then normal duty. |
| 10:00 pm – 6:00 am | 02 | 01 | |

- (b) Academic Block (Central & Side gates) :-

| Shift Timing | Guards | Gunman | Remarks |
|--------------|--------|--------|---|
| 9:00 – 5:00 | 03 | - | One each for two side gates and one for back gate / lobby, with one hour OTA |

- (c) Hostel Block :-

| Shift Timing | Guards | Gunman | Remarks |
|--------------|--------|--------|---------|
| 6:00 – 2:00 | 01 | - | |
| 2:00 – 10:00 | 01 | - | |
| 10:00 – 6:00 | 01* | - | |

| | | |
|--------------------------------|-----------|-----------|
| Total | 22 | 02 |
| Total Manpower Required | 24 | |

* One Guard in shift must be Ex-servicemen who will work as coordinator
The Gunmen should possess valid arms license and should be Ex servicemen.

PARTICULARS OF THE BIDDER

| | | |
|-----|---|-------------------|
| 1. | Full name of the organization /firm/company | |
| 2. | Year of establishment | |
| 3. | Status of the agency i.e. Sole, Proprietorship, Partnership, Pvt. Ltd., Public Ltd., etc. | |
| 4. | Full Address. | |
| 5. | Telephone No(s), Fax(s) | |
| 6. | E Mail etc. of Registered Office | |
| 7. | Name & Mobile Numbers of Directors / Partners / Proprietor | i) ii) iii) |
| 8. | Full Address, Telephone No(s), Fax(s), E Mail etc. of Local Office(s) in Noida. | |
| 9. | Details of infrastructure, persons employed, number of offices / branches available with the Contractor (including Noida office) | |
| 10. | Work experience in detail as specialized security services for last 7 years (enclose). | |
| 11. | Name of two referees of repute with address & telephone number. | |
| 12. | Audited Statements of Accounts and Balance Sheet showing Annual Turnover for last three financial years i.e. 2008-09, 2009-10 & 2010-11. | |
| 13. | Details of Registration, with Registrar of Companies, EPF Commissioner, ESI Corporation and Min. of Labour. Other valid license held or required to be obtained, to provide security services, from concerned state/central government authorities. | |
| 14. | Whether an assessee of income tax. If so, mention PAN. Enclose copies of Income Tax Return of the company submitted for last three years (i.e 2008-09, 2009-10 & 2010-11) along with copy of PAN card. | |
| 15. | Details of existing reputed/major clientele with specific name, address and telephone numbers of contact persons. Enclose certificates/ credentials of satisfactory functioning issued from at least four govt./reputed clients. | |
| 16. | Service Tax Registration No. | |
| 17. | Name/s of Banker/s and their addresses. | |
| 18. | Disputes / litigation, if any. | |

Note: Attach attested documentary proof in support of each of the above with the technical bid, failing which the bid shall be summarily rejected.

**Format for Commercial Bid
(Tender No. 6(4)/2011-Admin for providing Security Services)**

| SI No | Type of Manpower | Total No. of Security Staff | Minimum wages (for watch and ward category) per month In Rs. | PF | ESI | Service Charges on minimum wages as in Col 4 |
|-------|-------------------------|-----------------------------|---|---------------------|---------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 2 | Guard (without arms) | 22 | as applicable for Central Govt. establishment located in Noida | At applicable rates | At applicable rates |% |
| 3 | Gunman (with arms) | 02 | as applicable for Central Govt. establishment located in Noida | | |% |

- Note :**
- The bidders who quote less than 4% Service charge (at column 7) shall be debarred for further consideration.
 - The contract will be awarded to the technically qualified bidder who quote minimum service charges @4% of the applicable minimum wages. In case more than one bidder quote @ 4%, all the bidders shall be empanelled for awarding the contract turn by turn. The sequence of turn shall be decided on the basis of average turnover as reflected in the Audited statements of Accounts of last 3 years, starting with the bidder with the highest annual turnover and in that order. If **all** the bidders quote above 4 %, the contract shall be awarded to technically qualified L1 bidder.
 - C-DAC shall pay applicable minimum wages prescribed & revised by the Central Govt. for Noida (under Category 'A' for watch and ward category (with & without arms)) from time to time and the statutory payments of PF& ESI at the prescribed rates. The selected contractor shall raise the bill at the minimum wages applicable for the billing period, supported by the relevant Govt. notification.
 - Service Tax, TDS: As applicable shall be paid extra.
 - Please fill the Rate in %, wherever required.
 - Shift of 8 hrs. OTA for extra hours of duty shall be paid.

SIGNATURE & SEAL _____

Declaration

1. I/We have meticulously gone through the contents of this tender and accept the same.
2. I/We understand that if at a later stage it is detected that the information furnished by me/us is false, the contract made between me/us and CDAC, Noida can be treated as invalid by C-DAC.
3. I/We agree that the decision of CDAC, Noida in selection of bidders will be final and binding on me/us.
4. All the information furnished in the bid is correct to the best of my/our knowledge.
5. I/We also agree that I/We have no objection if enquiries are made about the works listed or any other enquiry on the information furnished herewith in the accompanying sheets.

Place: SIGNATURE & SEAL_____

Date: NAME & DESIGNATION_____

ORGANIZATION_____

SERVICE LEVEL AGREEMENT FOR PROVIDING SECURITY SERVICES

THIS SERVICE LEVEL AGREEMENT (SLA) entered in to on by and between:

Centre for Development of Advanced Computing, Noida (C-DAC), Ministry of Communications & IT (Department of IT), Government of India, having its registered office at Anusandhan Bhawan, C-56/1, Institutional Area, Sector-62, Noida, UP (hereinafter referred to as the " C-DAC" which expression shall unless repugnant to the context or meaning thereof be deemed to include its successors, and permitted assigns) of the other part;

AND

M/s.
registered under, having its registered office at
(Hereinafter referred to as the "CONTRACTOR" which expression shall unless repugnant to the context or meaning thereof be deemed to include its successors and permitted assigns) of the other part.

The C-DAC and the CONTRACTOR are individually referred to as a "Party" and collectively referred to as "Parties".

WHEREAS:

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS HEREIN SET FORTH, THE PARTIES AGREE TO THE FOLLOWING TERMS & CONDITIONS :-

Scope of work

1. Providing security services (guarding of office, hostel premises and properties) to C-DAC at designated sites in Noida.
2. Maintaining of entry control system including issue of entry passes etc. and other security systems as decided by the CDAC from time to time.
3. Maintaining of gate pass system for equipment and goods.
4. Implementation of various security related measures as decided by the CDAC.
5. Effective monitoring and control of the security staff deployed at sites, including maintenance of attendance (shift-wise).
6. All other matters relating to the security of the buildings and physical aspects of centre.
7. The Contractor shall maintain good standard of services as indicated. The performance of the contractor will be reviewed on monthly basis and in case the services are found deficient, the contract may be terminated even before the expiry of contract period by giving one month's notice by C-DAC.
8. The Contractor will be responsible for the safety of all assets, buildings, personnel, furniture & fixtures, materials etc. in C-DAC, Noida premises. Twice the cost of missing items / shortages of stocks / materials etc. attributable to security breach shall be deducted from the monthly payments / any others sum due to the contractor.
9. The Contractor should utilize modern security gadgets like Search Light, Metal detectors, etc. and maintain their arms, gadgets, equipments, etc. in good working condition at their own cost, with all safety measures, at its own cost and expenses.
10. The Contractor and all his employees shall at all times during the continuance of the contract, obey and observe all the directions and instructions which may be given by the designated officer of C-DAC concerning any aspect of Security Services, discipline and decorum.

Performance Bank Guarantee

11. A contractor shall furnish a **Performance Bank Guarantee of Rs 1 lac** (Rupees One Lac Only) to C-DAC, Noida at the time of signing this agreement.

Number of Security Staff to be deployed

12. The contractor shall deploy a total of 24 security staff i.e. 22 Guards (without arms) and 2 Gunmen (with arms). The deployment area and shift-wise requirement is attached as **Annexure 'A'**. The number of staff to be deployed may be increased or decreased on required basis, at the discretion of the C-DAC authorities. In each shift the contractor shall designate one of the guards as co-coordinator without any extra remuneration.
13. **The Gunman and Coordinator for each shift, at each site should be ex-serviceman.** The copy of discharge book of ex-serviceman is to be produced as and when such personnel is deployed. **The Gunmen should possess valid Arms License.**

Duration of Contract

14. **The contract is for a period of 12 (twelve) months** with effect from.....
and it may be extended on such terms and conditions as mutually agreed upon, depending upon the performance and requirement.

Termination

15. The contract can be terminated on one months notice on either side.

Approved Rates

16. The service charges as quoted in your Price-Bid and approved by C-DAC, shall form part of this contract. The details of approved rates are :

| Sl No | Type of Manpower | Minimum wages (for watch and ward category) per head, per month (30 days) in Rs. | PF (.....%) per head, per month in Rs. | ESI (.....%) per head, per month in Rs. | Service Charges on minimum wages at Col 3 | Gross payment per head per month |
|-------|-------------------------|---|--|---|--|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1 | Guard (without arms) | | | |% / Rs. | |
| 2 | Gunman (with arms) | | | |% / Rs. | |

Note : (a) C-DAC shall pay applicable minimum wages prescribed & revised by the Central Govt. for Noida (Category 'A') from time to time and the statutory payments of PF & ESI at the prescribed rates. The selected contractor shall raise the bill at the minimum wages applicable for the billing period, supported by the relevant Govt. notification. The wages will be for a shift of 8 hours and applicable OTA for the extra hours.

- (d) Service Tax, TDS: As applicable shall be paid extra.
- (e) Shift of 8 hrs. OTA for extra hours of duty shall be paid.

Billing & Statutory Obligations

17. C-DAC, Noida shall pay on monthly basis or as may be agreed upon from time to time for the services that may be rendered by the Contractor on performing the services to its fullest satisfaction. The monthly bills are invariably to be accompanied by :

- a. Copy of attendance records maintained at the C-DAC gates.
- b. Wage bill/Salary register duly signed by each staff, mentioning name, Basic pay, VDA, ESI, PF, PF-Account No, Total deduction and Net Pay.
- c. **Challan as proof of deposit of PF, ESI and Service Tax** for the relevant month and along with a copy of *schedule of the remittance of PF dues in respect of the each staff* deployed at C-DAC sites (specifically mentioning the names/PF account) submitted by you (along with the PF challan) to EPF authorities for the entire period of contract till date, without which the bills for payment will not be processed. The contractor should submit a copy of the 'contribution card' (Form 3A) and copy of annual returns (Form 3A and 6A) furnished to EPF authorities. The documents are to be certified / signed by authorised person of the Contractor. If it is found that the contractor has not discharged the statutory obligations, C-DAC shall be at liberty to deduct such sums/dues from the bills and pay to the respective authorities.
- d. A Compliance certificate for discharging all statutory liabilities related to ESI, PF & Service Tax and under the provision of Labour Laws.

Note : All documents are to authenticated with stamp/seal by authorized signatory of the Contractor.

- e. TDS as applicable shall be deducted from the bills of the agency.

Other conditions of contract

- 18. The Contractor's employees will be allowed entry into the specified areas of the premises of C-DAC, Noida with the specific permission of the Head of Administration or any other Officer authorized in this behalf with valid photo identity card issued by the Contractor and displayed prominently. No unauthorized person should be allowed entry in the security rooms where arms are kept.
- 19. The security staff shall be deployed in 8 hrs shift. If any staff is found missing from duty OR deployed on more than one shift (other than CDAC approved extra duty hours) i.e 2nd/3rd duty **penalty @ 3 times the daily wages** shall be levied on the contractor. Proper attendance records of staff on shift duty should be maintained by supervisors.
- 20. In case the Contractor or any of their employees fails to fulfill his/their obligations for any day or for any number of days to the satisfaction of C-DAC, Noida for any reason whatsoever, the contractor shall be liable to pay by way of **liquidated damages / penalty @ twice the daily wages** for the entire number of such days and C-DAC, Noida shall, without prejudice to its other rights and remedies shall be entitled to deduct such sums from the bills, if any payable by it to the Contractor or from the PBG.
- 21. C-DAC, Noida reserves its right to split the scope of work and award the contract to more than one bidder.
- 22. The security staff deployed **should be in proper and neat uniform**, right from the day one of their operations.
- 23. The contractor should submit **Police verification reports in respect of the staff deployed** at C-DAC sites at the time of initial deployment and from time to time.

Signed for and on behalf of
.....
(-----)

Signed for and on behalf of
Centre for Development of Advanced Computing, Noida
(C.K.Joseph)
Head – Administration