

**F.No.35-19/2017-DAF**  
**Government of India**  
Ministry of Social Justice & Empowerment  
Dr. Ambedkar Foundation  
15, Janpath, New Delhi

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**TENDER DOCUMENT**

Sealed tenders on behalf of the President of India, are invited under Two Bid System i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Manpower Agencies for providing services of **Watch & Ward duty (Security Guards), MTS, House Keeping** at Dr. Ambedkar Foundation, West Block-8, 2<sup>nd</sup> Wing, 2<sup>nd</sup> Floor, R. K. Puram, New Delhi and/or at 15, Janpath, New Delhi for a period of **One year**, from date of award of contract, which is extendable as per requirement. However, quantum of services requirement may vary from time to time at the discretion of the Foundation.

2. Interested parties who have undertaken such work involving a **minimum turnover of Rs. 4.00 Crore** (Rupees Four Crore) during 2013-14 to 2015-16 separately may send their tenders along with a bank draft of Rs. 1,00,000/- in favour of the Director, Dr. Ambedkar Foundation as Earnest Money which will be refundable when the tender is not accepted. The tenders received without earnest money will not be considered. The contract will be valid for a period of 12 months beginning from the date of signing of the agreement. In case of successful Tender, the amount of earnest money will be converted into security deposit.

3. The tender **should be submitted in the office of the Foundation by 13.10.2017 by 12.00 noon**. The tenders received after specified date & time will not be accepted. The tenders will be opened by 4.00 PM on 13.10.2017. Interested tenderers may remain present at the time of opening of the tenders.

4. Interested agencies can inspect the premises at any time between 2.00 P.M. to 4.00 P.M. on any working day between 1.10.2017 to 12.10.2017 to assess the area of work at Foundation's, West Block, 2<sup>nd</sup> wing, 2<sup>nd</sup> floor, R.K. Puram New Delhi-110066. The tender for cleaning of the premises etc. as mentioned above should be including of cleaning material.

5. **The Foundation reserves the right to cancel any or all the tenders without assigning any reasons.**

6. The contract will be awarded to the firm who will fulfill the following terms & conditions:

- i) The antecedents of the security personnel employed by the security agencies should be verified and necessary certificates to that effect against the individuals should be submitted along with tender documents/at the time of awarding the work in case of the successful renderers. The Contractor shall be responsible for the conduct/integrity of his men and will also be responsible for any act of omission or commission on their part. The agency will vouch for their character and integrity.
- ii) The Foundation shall pay wages as per Minimum Wages of Govt. of NCT, Delhi. Wages for duty on Sunday by Security Guard shall be paid @ Minimum Wages.
- iii) It will be ensured that the entire assigned areas for cleaning including galleries, corridors, toilets etc. are kept in a perfect state of cleanliness and hygiene at all times to the total satisfaction of the Foundation. The corridors /toilets will be swabbed at least 4 times a day, i.e. at 8.00 A.M., 12.00 Noon, 2.00 P.M and 4.00 P.M.
- iv) The Agency shall arrange heavy duty scrubbing machines with moppers for scrubbing of floors which will be done on every Saturday and, if necessary, on working days after office hours.
- v) It will be ensured that appropriate type of cleaning material suited for the cleaning of tiles, floors and stone surfaces and PVC/Linoleum surfaces etc. are used. Any damage



negligence on the part of the Agency's men will be liable to be compensated by the Agency.

- vi) The Agency shall be responsible for the conduct/integrity of his men and will also be responsible for any act of omission or commission on their part. He will vouch for their character and integrity.
- vii) The Agency will supply fresh sets of uniform/badges, gumboots to each sweeper who shall wear the same while on work and also keep their uniform clean.
- viii) Electricity and water will be supplied free of cost but necessary arrangements for lead wires/cables etc. shall be arranged by the Agency at his own cost.
- ix) The Contractor will supply fresh sets of uniform/badges, gumboots to each Guards who shall wear the same while on work and also keep their uniform clean. In case of any Guard found without proper uniform, a penalty @ Rs.1,000/-per day will be deducted from the Contractor's bill for each Guard.
- x) The Contractor shall not appoint any sub-contractor for the work under any circumstances.
- xi) Any dispute regarding working hours and regarding compensation to be paid to the personnel deployed will be the responsibility of the Contractor and no representation will be entertained on this issue by the Foundation.
- xii) The decision of the Director of the Foundation or any other authorized officer regarding the satisfactory standard of Watch & Ward duty shall be final and binding on the Contractor.
- xiii) The payment will be released on monthly basis by cheque/online after the work for the month has been completed. For release of payment, pre-receipted bill may be submitted at the end of every month. The agency shall not withhold payment to persons deployed due to pendency of bills with the Foundation or for any other reason.
- xiv) The contract will be valid for a period of 12 months w.e.f. the date of signing of the agreement. However, in the event services rendered are found unsatisfactory, the contract is liable to be terminated with one month's prior notice. The decision of the Foundation in this regard shall be final.
- xv) The contractor shall comply with the provisions of the following major Labour Laws:-
  - a. The Private Security Agency (Regulation) Act,2005
  - b. Contract Labour (Regulation & Abolition) Act, 1970
  - c. Minimum Wages Act
  - d. EPF (individual EPF account number must be required)
  - e. ESI contribution (individual ESI account number must be required)
  - f. Workmen's Compensation Act
  - g. Service charge
  - h. Any other rules, regulations and /or Statutes as may be applicable to them from time to time, also to be complied with
- xvi) The contractor will have to deploy at least **6 Guards, 2 MTS, 1 Safaiwala** for office/property of the Foundation at **West Block-8, 2<sup>nd</sup> Wing, 2<sup>nd</sup> Floor, R. K. Puram and/or at 15, Janpath,** New Delhi uninterrupted for round the clock duty. Deployment of staff may be adjusted subject to hours of duty quoted by the Contractor.
- xvii) **The agency should have adequate experience for providing services to Government offices and organizations of repute at least for a period of two (3) years.**



- xviii) Loss of any material from the office / property at West Block 8, 2<sup>nd</sup> wing, 2<sup>nd</sup> floor, R.K. Puram New Delhi- 110066 would be the responsibility of the Security agency. In case of any loss, the value of the material lost will be deducted from the Contractor's bill.
- xix) Attendance and punctuality of the personnel manning the offices will be the top most priority. In case of absence of any personnel whose name is found in the duty roster, a penalty @ Rs. 1,000/- per day per Guard will be deducted from the Contractor's bill.
- xx) All the person deployed by the agency **shall mark their attendance in the Bio-Metric machine** in the office. Monthly payment of the personnel shall be based on Bio-Metric attendance of the office.
- xxi) The contractor shall ensure to provide to the Foundation the antecedents/credentials, Voter ID Card/ Adhar Card, Police verification and Educational Qualification etc in r/o personnel deployed.
- xxii) The agency must arrange / grant any kind of leave of Security personnel, MTS, Safaiwalas and substitute must be provided with prior intimation to Dr. Ambedkar Foundation.
- xxiii) The keys of all the rooms of the office / property at West Block 8, 2<sup>nd</sup> wing, 2<sup>nd</sup> floor, R.K. Puram New Delhi- 110066 office and the keys of the main gate will be handed over to the Guards on duty after signing the agreement. Therefore, the responsibility of any loss would be of the Security agency.
- xxiv) The security guards employed by the agency should have sound health, good physique and should be capable for handling the prevailing situation.
- xxv) The Security Guards should have the knowledge of reading, writing Hindi and English. The minimum qualification is required passed in Secondary School Examination (class 10<sup>th</sup>).
- xxvi) The services of any Guard can be changed at any time without assigning any reason.
- xxvii) The annual turnover of the firm should not be less than Rs. 4.00 Crore (Rupees Four Crore). A copy of the income tax return (2013-2014 to 2015-2016) filed with the I.T. authorities must be enclosed alongwith the tender.
- xxviii) EPF, ESI and other Govt. dues separately on reimbursement basis for which the Agency shall provide EPF, ESI Registration Nos. of the personnel deployed to the Foundation along with original challan as proof of deposit of the same with respective Departments. . The rate should be quoted for Agency Service Charges on Wages Component only in the proforma given by the Foundation. In case of a tie, the Agency having experience in providing services to Offices of Central Govt. and Central Autonomous Bodies shall be preferred. TDS shall be deducted from all payments to the Agency as per Rules.
- The rate should be quoted in the proforma given by the Foundation.
- xxviii) The agency will have to furnish an Affidavit that it is complying with all statutory liabilities relating to taxes, payment of minimum wages and other statutory liabilities.



(D.P.Majhi)  
Director

Dr. Ambedkar Foundation



To

The Director  
Dr. Ambedkar Foundation  
West Block-8, 2<sup>nd</sup> Wing, 2<sup>nd</sup> Floor,  
R. K. Puram, New Delhi-110066

**Subject: Submission of rate for Security Guards, MTS, Housekeepers reg.**

Sir,

This is with reference to your Tender Notice published in the \_\_\_\_\_ on \_\_\_\_\_ with regard to calling of rates for **Security Guards, MTS, Housekeepers** the office of Dr. Ambedkar Foundation at West Block-8, 2<sup>nd</sup> Wing, 2<sup>nd</sup> Floor, R. K. Puram, New Delhi-110066 add/or at 15, Janpath, New Delhi.

2. In this regard, we are quoting our rates for your kind perusal and consideration:-

**(Wages as per Minimum Wages of Govt. of NCT, Delhi)**

S. No.	Particulars	Rate for Service Charges on Wages Component only.	Remarks
1.	Security Guard <b>Unskilled</b> (rate per guard) Educational qualification Secondary School Examination(class 10 <sup>th</sup> ). <u>Wages for duty on Sunday shall be paid @ Minimum Wages.</u>		
2.	MTS <b>Unskilled</b> (rate per MTS) educational qualification Secondary School Examination (class 10 <sup>th</sup> )		
3.	Housekeepers <b>Un Skilled</b>		

(Name, signature with stamp)



**II. The other information is as under:-**

S. No.	Particulars	Yes/No	Remark (Page No.)
1.	<b>Annual turnover</b> (a) During 2013-14	Rs.	
	(b) During 2014-15	Rs.	
	(c) During 2015-16	Rs.	
2.	<b>I.T return/Balance sheet (enclosed)</b> (a) During 2013-14	Yes/No	
	(b) During 2014-15	Yes/No	
	(c) During 2015-16	Yes/No	
3.	<b>No. of years of experience</b> for providing service to govt. offices or organizations of repute	____ Yrs	
4.	Whether antecedents of DEOs/Security personnel/ MTS / House keeper / are verified	Yes/No	
5.	Holding licence issued under Private Security Agencies (Regulation) Act, 2005	Yes/No	
6.	<b>Registered and enrolled with</b>		
	(a) Service Tax / GST	Yes/No	
	(b) EPF	Yes/No	
	(c) ESI	Yes/No	
	(d) Delhi Shops & Estt. Act	Yes/No	
	(e) Workmen's Compensation Act.	Yes/No	
	(f) others (give details)		
7.	<b>Relevant Documents attached</b> with respect to columns 1,2,3,4, 5 & 6	Yes/No	
8.	<b>Earnest Money</b>	D.D.No. _____ /  Date _____ /  Amount _____ /	

Yours sincerely

(                      )

(Name, signature  
with stamp)