

COUNCIL FOR ADVANCEMENT OF PEOPLE'S ACTION AND RURAL  
TECHNOLOGY(CAPART)  
(AN AUTONOMOUS BODY UNDER THE MINISTRY OF RURAL DEVELOPMENT)  
Zone VA, Core-C, 2<sup>nd</sup> Floor, India Habitat Centre,  
Lodhi Road, New Delhi-110003.

**TENDER NOTICE FOR PROVIDING SECURITY AND SECRETARIAL SERVICES.**

**No.12-6/2011-AED**

Sealed tenders in two bid system i.e. (i) Technical bid and (ii) Financial bids are invited from reputed, **registered & licensed** agencies who fulfill the eligibility criteria for providing Security and Secretarial services and related service **separately** at the Council's office premises at Zone IV-B,UG Floor, V-A, 2<sup>nd</sup> floor,India Habitat Centre, Lodhi Road, New Delhi and D-58,Institutional Area, Pankha Road, Janakpuri, New Delhi for a period of one year which is extendable on the basis of performance & mutual agreement for a further period of two years.

**Eligibility Criteria for Technical Evaluation of Bidders:-**

- (1) The agency should be registered under the provisions of Contract Labour(Regulation & Abolition)Act, 1970.
- (2) The agency must have experience of satisfactory completion of job contract of providing security and Secretarial services in at least one Government Department/Public Sector Undertaking/Autonomous Bodies in the last five years. A list of clients and proof of satisfactory services issued by the clients must be attached.
- (3) The agency should furnish the attested copies of the following documents with technical bids:
  - (i) Registration Certificate under Contract Labour(Regulation & Abolition) Act, 1970.
  - (ii) License under the provisions of the Private Security Agencies(Regulation) Act, 2005 and Delhi Private Security agencies(Regulation) Rules,2009.
  - (iii) EPF, ESI and Service Tax Registration Certificate
  - (iv) Company's upto date Balance Sheet for the last one year.
  - (v) EPF,ESI and Service Tax Challan Certificates for the last one year.
- (4) The annual turnover should be at least of **one Crore** during the last financial year i.e. 2010-2011.
- (5) The Earnest Money Deposit (EMD) of Rs.25,000/- (Rupees twenty five thousand only) (Refundable) in shape of Demand Draft/pay order in an acceptable form payable to "CAPART", New Delhi should be attached with the Technical Bid.

**The attested copies of all the documents for serial number (1) to 5) and Earnest Money Deposit of Rs.25,000/-is invariably required to be enclosed with the Technical bid; failing which tender will be rejected.**

**Note:**

- (1) The cost of the Tender Document is Rs.500/- (non-Refundable). Tender document may be obtained from the office of Chief Administrative Officer, CAPART,Zone IV-B, UG Floor, India Habitat Centre, Lodhi Road, New Delhi-110003 by payment of Rs.500/- in the form of Demand Draft/Pay order/Banker cheque in favour of "CAPART" payable at New Delhi or may also be downloaded free of cost from the CAPART's website [www.capart.nic.in](http://www.capart.nic.in) . In case the tender document is downloaded from the CAPART website, then no tender document fee is leveable with the Technical Bids.
- (2) Technical Bid along with EMD of Rs.25,000/- each should be submitted **separately** for (1) Security and (2) Secretarial services. The relevant envelop should be superscribed as Technical Bid(Security) or Technical Bid (Secretarial related services).
- (3) Last date of selling the tender documents is **26<sup>th</sup> August, 2011 upto 1700 hrs.** The tender documents completed in all respects along with Earnest Money Deposit must be submitted by **29<sup>th</sup> August, 2011 upto 1500 hrs.** The Technical Bids will be opened on the **same day at 1600 hrs.** in the presence of bidders or their authorized representatives, who may like to be present.
- (4) Any suppression of material facts or discrepancy in this respect will lead to disqualification of the tender.
- (5) The Council reserves the right to accept or reject any or all quotations without assigning any reasons thereof.

Administrative Officer  
CAPART

TERMS & CONDITIONS - [SECRETARIAL](#) / [SECURITY PERSONNEL](#)  
[SERVICES](#)