

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 SECURITY AND HOUSE KEEPING SERVICES  
No.12-18/2009-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 house keeping 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 house keeping 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) Company's Registration Certificate under Contract Labour(Regulation & Abolition) Act, 1970.
  - (ii) EPF, ESI and Service Tax Registration Certificate
  - (iii) Company's upto date Balance Sheet for the last one year.
  - (iv) 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. 2008-2009.
- (5) The Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees ten 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 4) and Earnest Money Deposit of Rs.10,000/-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.300/- (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.300/- 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.10,000/- each should be submitted **separately** for (1) Security and (2) House Keeping related services. The relevant envelop should be superscribed as Technical Bid(Security) **or** Technical Bid (Housekeeping related services).
3. Last date of selling the tender documents is **10<sup>th</sup> December,2009 upto 1700 hrs.** The tender documents completed in all respects along with Earnest Money Deposit must be submitted by **11<sup>th</sup> December, 2009 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

## TENDER DOCUMENT

### **Terms and conditions with respect to job requirement of the Security personnel contract will be as hereunder mentioned: -**

1. The agency should be a registered entity and should possess the necessary legal status/identity to work as a service providing agency and observing the provisions of the Minimum Wages Act.
2. Selected agency will be responsible for compliance of various legal/statutory formalities under various Acts/Enactments and any liability arising out of the same on account of provident fund, ESI, bonus, insurance etc. The contractor will be fully responsible for complying with the applicable provisions of the Contract Labour (Regulation and Abolition) Act, 1970 and rules framed there under. The security agency will fully indemnify the cost in case of damages caused on account of their negligence for not following the applicable law/rules.
3. The selected agency would be required to appoint a qualified supervisor to oversee the security arrangement.
4. Each security guard would be paid the minimum wages for unskilled labour stipulated by the Delhi Administration under the Minimum wages Act.
5. All the security attendants will wear uniform of colour approved by the Council.
6. The security personnel should be very watchful and diligent in discharging their duties. The agency will be responsible for any loss of equipment/material/stationery etc. from the premises.

7. Any breakage of items by willful negligence of security staff would be deducted from running bills of the Agency.
8. None of the personnel of the agency should take away any office material without permission from the competent authority.
9. Security personnel will maintain a record of all persons (other than employees) who enter the premises in the format on a register as will be supplied to the Agency.
10. The security agency shall not sub-contract the whole or any part of this contract to any other person.
11. As the office premises are new and all the items are highly sophisticated, the agency must pay attention in detail while undertaking the job for ensuring proper security.
12. Payment to the security personnel would be made by the agency in the presence of CAPART's representative. CAPART shall not be responsible or liable for any payments to be made to the personnel hired by the Security Agency towards salary, increment, bonus, gratuity and /or any other dues. Statutory or contractual between the parties. The Security Agency shall duly indemnify and keep indemnified CAPART against any levies action, litigation etc. brought by the employees / workmen engaged by the Security Agency for the purpose of providing Security to CAPART.
13. While submitting the monthly bill (in duplicate) for payment by CAPART, the security agency would submit a certificate stating that all statutory liabilities/payments have been complied with endorsing copies of the details of remittance made on account of PF, ESI and other statutory payments.
14. The security supervisor provided by the agency should have professional experience in the area.
15. All the persons employed by the security agency should submit their bio- data along with their photographs reference, phone numbers etc. to CAPART for its record purpose. Any change in personnel should be notified to CAPART in writing without delay.
16. The personnel of the agency would be subject to through checking by the security personnel of India Habitat Centre while entering the office premises and also leaving the office premises.

17. CAPART reserves the right to terminate the contract at any time without assigning any reason.
18. The income tax required to be deducted at source at the rate in force shall be deducted by CAPART from the amounts payable to organization.
19. All differences or disputes arising out or in connection with this order shall be referred to the arbitration of a sole arbitrator to be appointed by the Director General, CAPART whose decision shall be final and binding on the parties. The venue of this arbitration shall be in New Delhi and shall be governed by the provisions of the India Arbitration and Conciliation Act, 1996 and the Rules framed there under.
20. The security agency shall have full discretion in deploying the personnel who meet the requirements of CAPART as provided for by the terms and conditions of CAPART. CAPART shall, however, have complete rights to have personnel changed and / or removed who do not perform their duties as per the expected standard prescribed by CAPART.
21. It will be the responsibility of the security agency to maintain an attendance register of all the personnel deployed in the Council. All such persons will also be issued necessary identity cards which would be displayed prominently while on duty.
22. The contract is valid for a period of one year, which can be renewed from time to time after mutual discussions and depending upon future requirements. Either party can terminate the contract by giving one month notice in writing.
23. The Agency shall make payment of salaries to their persons whose services have been provided to the Council by 7<sup>th</sup> of every month after submission of the pre-receipted bills in duplicate.
24. During the period of contract no further demand of the agency to increase the contract amount for any reason whatsoever, will not be entertained by CAPART.
25. The rate of minimum wages may be enhanced as and when the same are revised by the Delhi Administration.
26. A separate Agreement shall be executed between the parties on the award of the present contract which shall govern the terms and conditions between the parties.

(Manoj Kumar)  
Administrative Officer

**PART – A**

1. Name of the Agency
  
2. (a) Address & phone No.  
  
(b) Contact address and phone number after office hours
  
3. FAX number(s)
  
4. Total No. of people employed by the agency
  
5. Does the agency provide statutory benefits to its employees. If yes – provide details (e.g. Bonus , CPF, Gratuity, ESI etc.)
  
6. Experience
  - (a) Names of offices where agency is providing security services with number of persons deployed.
  
  - (b) Names of offices where similar services were provided in past (with dates)

7. Other documents

- (a) Copy of Registration Certificate
- (b) Copy of Registration with PF, ESI etc.
- (c) TDS

I/We have gone through all the terms and conditions of the quotation document carefully and agree to abide by them.

Signature

Name

Designation

Date :

**TENDER DOCUMENTS**

1. Name of the firm
2. Address
3. Security guard required for round the clock security for 8 hrs. duty each.  
(Please indicate the wages)

	<b>Premises</b>	<b>No. Required</b>	<b>Wages per month</b>
(a)	Zone-IV-B, UG Floor	3 (for 8 hours duty each)	
(b)	Zone-V(A) (Core-C) 2 <sup>nd</sup> Floor	4 (for 8 hours duty each)	
(c)	Janakpuri Building	3 (for 8 hours duty each)	

I/We have gone through all the terms and conditions of the quotation document carefully and agree to abide by them.

Signature

Name

Designation

Date: