

**COUNCIL FOR ADVANCEMENT OF PEOPLE' S ACTION
AND RURAL TECHNOLOGY (CAPART)**

**(Under the aegis of Ministry of Rural Development,
Government of India)**

**India Habitat Centre, Zone-4B, UG Floor,
Lodhi Road, New Delhi – 110003**

Phone: 246 42394, Fax- 246 48607

**TENDER NOTICE FOR HIRING OF SERVICE AGENCY-WHO PROVIDES
SECRETARIAL STAFF , SECURITY SERVICES AND HOUSEKEEPING SERVICES**

No. 12-03/2016-AED

The Council has invite sealed tenders in two bid system i.e. (i) Technical bid and (ii) Financial bid from reputed, registered & licensed agencies, who fulfill the eligibility criteria for providing Secretarial staff, Security and Housekeeping related services at the CAPART Office premises at Zone-IV-B, UG Floor, Zone-5A, 2nd Floor at India Habitat Centre, Lodhi Road, New Delhi – 110 003 and D-58, Janakpuri, New Delhi for a period of one year which would be extendable on the basis of performance & mutual agreement for a further period.

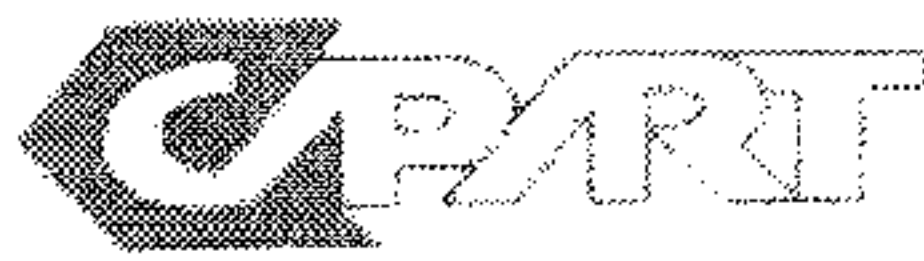
2. The interested agencies should submit separate tenders (Technical as well as Financial) for each service, in case applying for more than one service and the cost of tenders & EMD should be paid separately for each one . The price of tender document is Rs.500/- (Five Hundred Rupees Only) each, which is not refundable and the same shall be paid through demand draft payable to CAPART, New Delhi. The interested bidder may collect the bid documents along with the terms and conditions from the Administrative Division of the Council in person or may download from our website www.capart.nic.in or Central Public Procurement Portal [www. http://eprocure.gov.in/cppp](http://eprocure.gov.in/cppp).

3. The Sealed tender should be dropped in a single envelop (indicating **Separate work on envelop for Technical Bid and Financial Bid & indicate the name separately like Security, Secretarial & Housekeeping**) in the sealed tender box, which is kept at CAPART, Zone-5A, Core –C, 2nd Floor, India Habitat Centre (IHC), Lodhi Road, New Delhi. The last date for submission of tender is **27/06/2016 by 2:00 PM**. Tender shall be opened in presence of such of the bidders or their representative, who may wish to be present. Hypothetical Conditions/ Incomplete bid will not be entertained. Late Bids received after the specified date and time shall not be entertained in any condition. Tender shall be opened on same day at **3:00 PM** at CAPART, Conference Room, Zone 5A, Core – C, 2nd Floor, IHC, Lodhi Road by the Committee and Committee shall be submitted their report within a week after opening of Tender Documents.

4. The Competent Authority of CAPART reserves all the right to amend/withdraw/relax /modify etc. any of the terms and condition contained in the Tender Documents in public interest or reject any or all application (offer) without giving any notice or assigning any reason thereof. The decision of Competent Authority will be final and binding.


(DIRECTOR)

(AED)



Eligibility Criteria for Technical Evaluation of Bidders for hiring Security Service
Providing Agency:

1. The agency should be registered under the provision of Contract Labour (Regulation & Abolition) Act, 1970.
2. The agency must have experience of satisfactory completion of job contract of providing of Security services in at least one Government Department/Public Sector Undertaking/Autonomous Body 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 bid:
 - I. Company's Registration Certificate under Contract Labour (Regulation & Abolition) Act, 1970.
 - II. Copy of PAN No. Card under Income Tax Act
 - III. Copy of Service Tax Registration Number
 - IV. Copy of Valid Registration No. of the Agency/Firm
 - V. Copy of Valid Provident Fund Registration No
 - VI. Copy of valid Employee's Insurance (ESI) Registration No
4. The annual turnover should be at least of one crore during the last financial year i.e. 2014-15.
5. The Earnest Money Deposit (EMD) of Rs.25,000/- (Rupees Twenty Five Thousand only) (Refundable) in form of Demand Draft/Pay Order in an acceptable form payable to 'CAPART', New Delhi should be attached with the Technical Bid.

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6. The attested copies of all the documents for serial number (1) to (4) and Earnest Money Deposit of Rs.25,000/- is invariably required to be enclosed with the Technical Bid, failing which tender will be rejected.

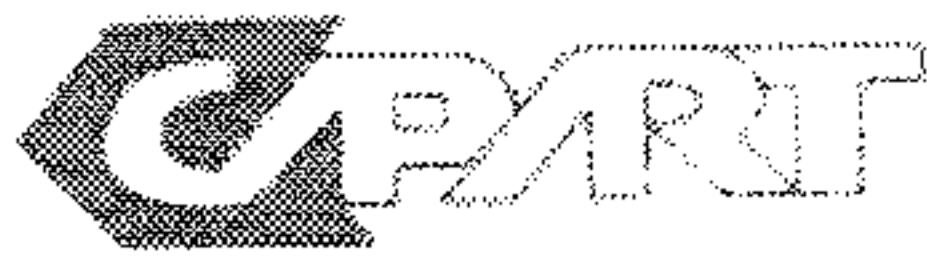
ote:

- I. The cost of the Tender Document is Rs.500/- (Rupees Five Hundred only) (non-refundable). Tender documents may be downloaded from the CAPART's website www.capart.nic.in or Central Public Procurement Portal www.http://eprocurement.govt.in/cppp and submit the tender document along with the cost of Rs.500/- in the form of Demand Draft/Pay Order/Banker Cheque in favour of 'CAPART' payable at New Delhi.
- II. Technical Bid along with EMD of Rs.25,000/- (Rupees Twenty Five Thousand Only) should be submitted indicating on the envelop as Technical Bid & Financial Bid separately for Security Services. No interest shall be paid by CAPART on EMD amount.
- III. Any suppression of material, facts or discrepancy in this respect will lead to disqualify the tender.
- IV. The Council reserves the right to accept or reject any or all quotations without assigning any reasons thereof.
- V. Last date for submission of tender document complete in all respects along with Earnest Money Deposit (EMD&TENDER Documents Fees) shall be applicable as per the Tender Notice.



sd/-

Director (AED), CAPART



TENDER DOCUMENT FOR HIRING OF SECURITY AGENECY

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 under the Private Security Agencies(Regulation)(PSAR) Act, 2005 (Regulation) 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. " CAPART will pay to the security agency for each security guard equivalent to the amount of minimum wages as applicable under relevant laws in Delhi and it shall be responsibility of the security agency to ensure the payment of minimum wages to each security guard. In addition, CAPART will pay the agreed services charges to the agency to which the work is finally awarded for providing the said services. It is also clarified that the payment against each security guard by CAPART to the security agency will be revised in the event of change of minimum wages as applicable laws during the currency of the contract"
5. The agency should provide uniform to all Security staff, at its own cost.
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 wilful 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.



-2-

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,EPF 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 alongwith 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. The contractor shall ensure full compliance with tax laws and labour laws of Govt. of India/ Local authority as well as statutory obligation to be fulfilled by Private Securities agencies under extant as applicable to the concerned jurisdiction of operation with regard to this contract and shall be solely responsible for the same.


Cont:-3



18. CAPART reserves the right to terminate the contract at any time without assigning any reason thereof.
19. 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.
20. 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.
21. 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.
22. 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.
23. 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.
24. The Agency shall make payment of salaries to their persons whose services have been provided to the Council by 7th of every month after submission of the pre-receipted bills in duplicate.
25. 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.
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.

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27. The Security agency shall deposit 5% of the total amount of per annum through demand draft as security deposit in favour of CAPART. No interest will be paid on the said security deposit amount.
28. The rate of minimum wages may be enhanced as and when the Delhi Administration revises the same.

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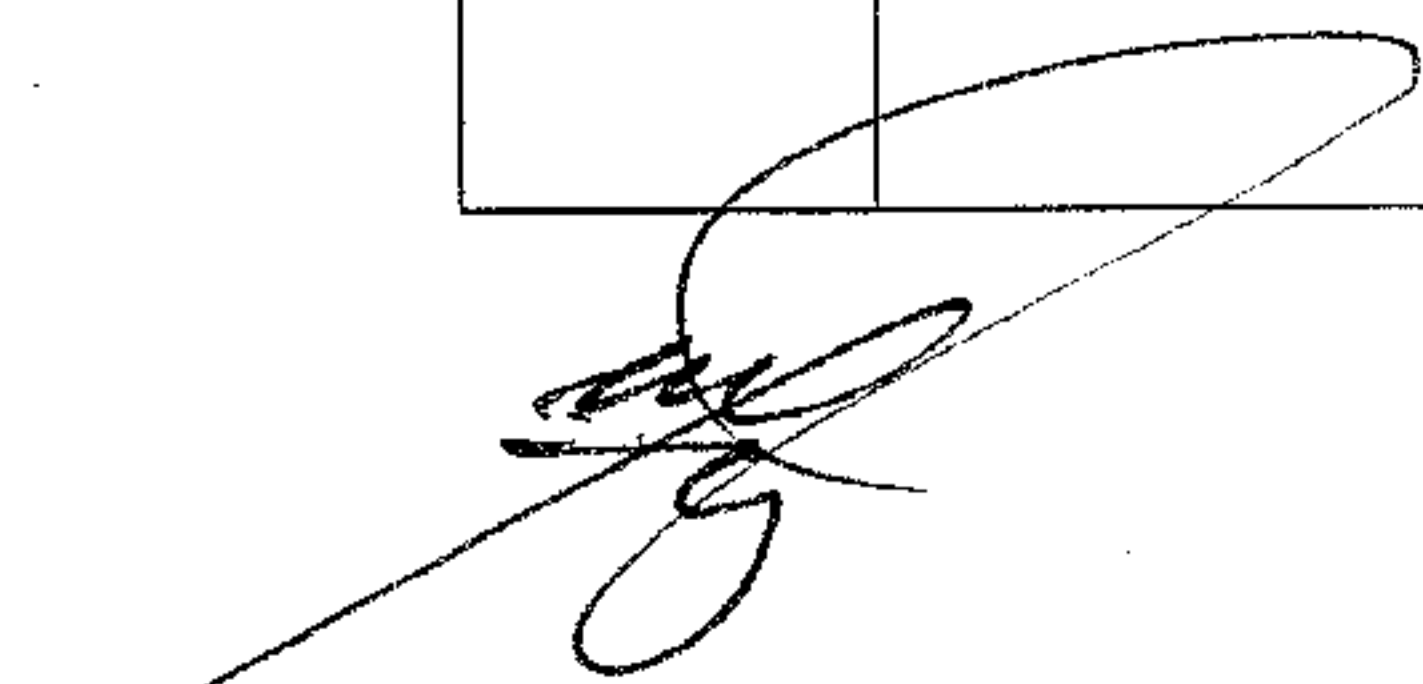


TECHNICAL BID

FOR PROVIDING SECURITY SERVICES AT CAPART

| 1. | Name, address of firm/ Agency/ Company and telephone Numbers. | Details | Please indicate the page no. at Annexure. |
|-----|--|---------|---|
| 2. | Name, Designation, Address and Telephone number of authorized person. | | |
| 3. | Please specify as to whether Bidder is sole proprietor/ Partnership firm/ Private or Limited Company. | | |
| 4. | Name, Address and Telephone number of Directors/Partners. | | |
| 5. | Copy of the valid registration of the Firm/Agency/Company | | |
| 6. | Copy of PAN Card issued by Income Tax Department and copy of last three Financial Years Income Tax Return. | | |
| 7. | Copy of proof of 3 years of experience for providing such services to Central Government/ State Government Departments, Public or Private Sector Companies/ Undertaking/autonomous bodies. | | |
| 8. | Provident Fund Regd. Certificate & Copy of the certificate | | |
| 9. | ESI & EPF Registration Number & Copy of the certificate | | |
| 10. | Service Tax Registration Number & Copy of the certificate | | |
| 11. | License number under Contract Labour (R&A) Act, 1970 & | | |

| | | | |
|-----|--|--|--|
| | Copy of the certificate | | |
| 12. | <p>A. Documentary Proof with License Number</p> <p>a) Under Contract Labour (Regulation & Abolition Act, 1970).</p> <p>b) Under Private Security Agencies(Regulation)(PSA R) Act, 2005 and NCT of Delhi Govt.</p> <p>B. Copies of last 2 years returns submitted under :</p> <p>a) ESI Act (Employees' return)</p> <p>b) EPF Act (Subscriber's return)</p> <p>c) Service Tax (Annual)</p> | | |
| 13. | <p>Details of Bid Security/ Earnest Money Deposit</p> <p>a) Amount (EMD Rs.25,000/-)</p> <p>b) Demand Draft / Pay Order/ Bankers Cheque Number.</p> <p>c) Date of Issue</p> <p>d) Name of issuing bank</p> | | |
| 14. | Any other information: | | |

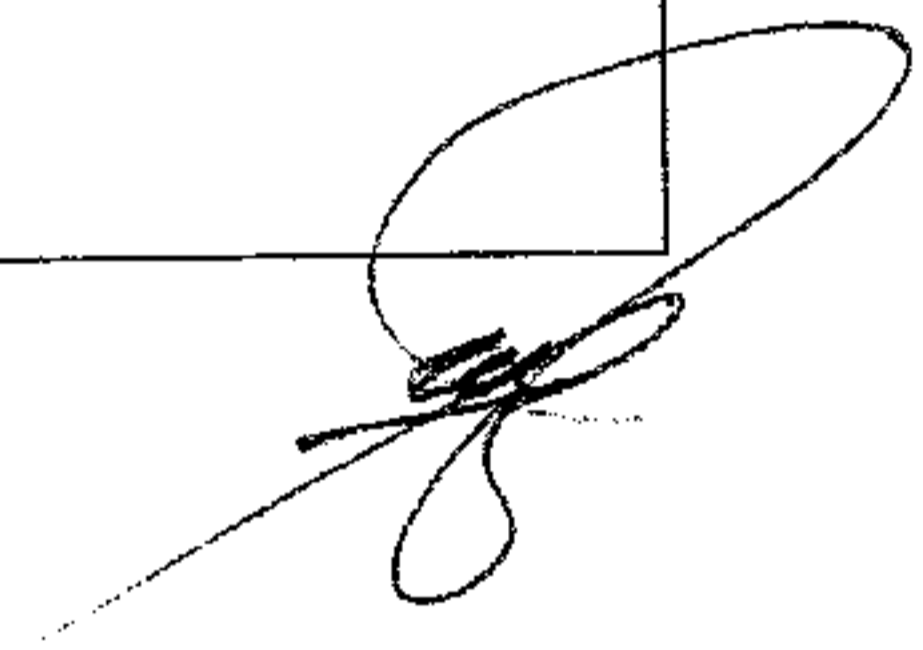


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15.

Declaration by the bidder:

This is to certify that I/ We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ ourselves to abide by them.



Note: All the above checklist to be supported by documents/ proof

(Signature of the bidder)

Name:

Address:

(With Seal)



FINANCIAL BID/ PRICE BID
TENDER FOR SECURITY SERVICES 2015
TO BE PUT IN A SEPARATE SEALED ENVELOPE

| SR. NO. | PARTICULARS | Ten Security Guards CAPART, IHC, Zone 4-B = 3 nos. CAPART , IHC , Zone 5-A= 4 nos. CAPART, JANAHPURI = 3 nos. |
|---------|---|--|
| 1. | Wages (Should not be less than that notified by Government of NCT Delhi time to time) | |
| 2. | Relieving charges | |
| 3. | Total -I | Rs. |
| 4. | Employer Contribution of ESI | |
| 5. | Employer contribution of EPF | |
| 6. | Any other Charge as admissible | |
| 7. | Agency Charges | |
| 9. | Total -II | |
| 10. | Service Tax | |
| 11. | Grand Total | |

(Signature of the bidder)

Name:

Address:

(With Seal)