



(An Autonomous Institute of the Department of Biotechnology, Govt. of India)
496, Udyog Vihar Phase III, Gurgaon – 122 016

TENDER DOCUMENT

Name of work:

Providing of Security Services in
NCR-Biotech Science Cluster, at Village-Bhankri,
Gurgaon-Faridabad Expressway, Faridabad -121004
(Haryana)

CLIENT:

EXECUTIVE DIRECTOR, THSTI, GURGAON
FLOATING TENDER ON BEHALF OF THSTI & RCB

COST OF TENDER DOCUMENT: - Rs. 1,500/-

**NOTICE INVITING TENDER FOR PROVIDING SECURITY SERVICES TO THSTI & RCB AT
NCR-BIOTECH SCIENCE CLUSTER, VILLAGE- BHANKRI, GURGAON-FARIDABAD
EXPRESSWAY, FARIDABAD-121004**

Tender's Name- **Security Services**

Tender Document No.: **THSTI / 6.2.3 / 2014 / 01**

Tender Fee – **Rs. 1,500/- (Rupees One Thousand Five Hundred only)**

All tender related queries may be addressed to hrtender@thsti.res.in. The tender document is available on website www.thsti.res.in and www.rcb.res.in

Schedule for invitation of tender:

| | | |
|---|--|--|
| 1 | Pre-bid meeting | 04 th September, 2014 at 15.00 hrs. |
| 2 | Bid Submission end date (Last date and time) for receipt of bids | 24 th September, 2014 at 15.00 hrs. |
| 3 | Bid Opening date and time | 24 th September, 2014 at 15.30 hrs. |
| 4 | Presentation | 26 th September, 2014 at 13.30 hrs. |
| 4 | Validity of bids (from the last date of bid submission) | 180 days |

Note: All amendments, time extension, clarifications etc. will be uploaded in the websites only and will not be published in newspapers. Bidders should regularly visit the above websites to keep themselves updated. No extension in the bid due date/time shall be considered on account of delay in the receipt of any document by mail.

1. On behalf of the two institutes viz. THSTI & RCB, Executive Director, Translational Health Science and Technology Institute invites sealed tenders from established, reputed and experienced agencies for providing **Security Services** in NCR Biotech Science cluster, Village-Bhankri, Gurgaon-Faridabad Expressway, Faridabad -121004 (Haryana).
2. The bidder must read the prescribed terms & conditions and accept the same to proceed further to submit the bids.
3. After downloading / getting the tender schedules, the bidder should go through them carefully and then submit the documents as asked for. Incomplete information may lead the bid to be summarily rejected.
4. Bidder must unconditionally accept all terms and conditions stipulated in the original/downloaded tender document and submit the entire signed and stamped document.
5. All documents submitted should be self-attested with seal of the bidder.
6. All pages of the bid including all enclosures should be numbered (except printed leaflets/catalogue) and must be duly filled in, signed and stamped by the bidder or his authorized representative. Offers received without signature and seal on all pages are liable to be rejected.
7. The evaluation of the bid, as explained in detail later, will give 60% weight to technical bid and 40% to financial bid.

IMPORTANT INSTRUCTIONS TO BE NOTED CAREFULLY BY THE BIDDER/ AGENCY(S):

| | | |
|-----|--------------------------------|--|
| (a) | Center | Translational Health Science and Technology Institute, Gurgaon & Regional Centre for Biotechnology, Gurgaon. |
| (b) | Name of Services required | Providing of Security Services to the above institutes at NCR-Biotech Science cluster, at Village-Bhankri, Gurgaon-Faridabad Expressway, Faridabad -121004 (Haryana) |
| (c) | Date for start of full service | Within Fifteen (15) days of the Award of Contract, complete service as per scope of work. |
| (d) | Tender Cost | Rs. 1,500 /-(Rupees One Thousand Five Hundred only) in the form of a demand draft/ pay order in favour of “Executive Director, Translational Health Science and Technology Institute”, payable at Gurgaon, which is non refundable. |
| (e) | Bid Security (EMD) | Rs. 2,00,000/- (Rupees Two lacs only) in the form of a demand draft/ pay order/Bank Guarantee drawn on an Indian scheduled Bank, payable at Gurgaon in favour of “ Executive Director, Translational Health Science and Technology Institute ”. |

I. PROCEDURE FOR SUBMITTING TENDERS

- a) The following documents along-with supporting documents, may be submitted in original form so as to reach the office of the Head-Administration, Translational Health Science and Technology Institute, Plot no. 496, Udyog Vihar Phase-III, Gurgaon-122016 (Haryana), before the last date and time of the closing of the bid indicated in the Tender :-
- i. Covering letter indicating the index / list of enclosures.
 - ii. Tender document fee/ receipt.
 - iii. Additional information of the Bidding Agency duly signed by the bidder or authorized representative of the bidder as per the Performa and format given in **Annexure-I**
 - iv. Bid Security (EMD) in original along with declaration in **Annexure-II**
 - v. Original/downloaded tender document duly filled in, signed and stamped by the Bidder or his authorized representative and duly witnessed with name address & contact number of witness.
 - vi. Declaration as per **Annexure-III** along with attested copies of Income Tax Return for the last three years, PAN, Service Tax and/ or VAT Registration Certificate of the bidder/ Agency
 - vii. Undertaking at least 7 years of experience in the field of Security Services shall be given in **Annexure-IV**
 - viii. Undertaking to accept all Terms and Conditions of the Tender document and to comply with them as per **Annexure-V** on a letter head duly signed and stamped by authorized signatories. Successful bidder will submit the same on award on Non- Judicial stamp paper of Rs. 50/- duly notarized and signed by the Bidder/ Agency or authorized representative of the Bidder/ Agency.
 - ix. **Annexure-VI:** List of present clients with whom annual billing for similar services are as per clause II (B) ii below.

- x. Proof of successful execution of work along-with certified copies of the completion of Work/Agreement executed for providing of identical/similar Services in last five years(as given in **Annexure-IV & VI**)
- xi. Solvency certificate from banker(s) for the value not less than Rs. 40 lacs.
- xii. **Annexure-VII**: Undertaking to provide manpower as per the desired category, qualification, experience and terms & conditions.
- xiii. Technical bid Para III of this tender document, however it must be noted that no price should be indicated in the technical bid or PQB evaluation.
- xiv. Each page of the tender should be numbered and signed by the Bidder/ Agency with the seal of the firm.
- xv. **Annexure-VIII**: Scope of work
- xvi. **Annexure-IX**: Total Manpower Required
- xvii. **Annexure-X**: Details of Area
- xviii. **Annexure-XI**: Pre-Qualification Bid
- xix. **Annexure-XII**: Details of work experience in educational/research institute.
- xx. **Annexure-XIII**: Details of equipment handled/installed.
- xxi. **Annexure-XIV**: Technical Bid
- xxii. **Annexure-XV**: Financial Bid

II. PRE-QUALIFICATION BID (Annexure-XI)

A. Pre-Qualification Bid Meeting:

The prospective bidders are encouraged to visit the site before the pre-bid meeting and suggest the likely manpower to be deployed (as per Annexure-X for optimal coverage of scope of work (Annexure-VIII) mentioned in the relevant pages of the tender document) and other amendments in the tender document, if any.

B. Eligibility Conditions:

- i. The Agency should have an annual turnover of minimum Rs.1.0 crore at least for the last 03 financial years i.e. 2010-11, 2011-12 & 2012-13 for similar work.
- ii. The tenderer should have at least;
 - a) One similar completed work contract of Rs.80.0 lacs or more; **OR**
 - b) Two similar completed work contracts of Rs.50.0 lacs or more; **OR**
 - c) Three similar completed work contracts of Rs. 40.0 lacs or more."Similar work" means providing security services as per the conditions mentioned below.
- iii. The agency should have provided or is providing security services during the last 5 years to at least three Ministry / Department / Autonomous institutions / Universities / Public sector undertaking / R&D organisations of repute for 1 calendar year or more with satisfactory performance certificate issued by the organizations.
- iv. The agency should currently be providing at least 70 trained security guards including Gunman with licensed fire arms per shift at one location.
- v. The agency should have PAN India presence.
- vi. The agency should have at least 5,000 security personnel PAN India.
- vii. The Agency should be having valid ESI, EPF No, PAN & Service Tax Nos.
- viii. The Agency should possess adequate continuous experience of at least 10 years of guarding and handling Electronic/Non-electronic gadgets, viz. CCTV, Access Control and Basic Crowd Management Devices duly certified by the clients. The Agency should have basic infrastructure in terms of Vehicles i.e. Motorcycles/scooters, Cars/Jeeps or OMNI for Patrolling and electronic & non-electronic Gadgets.
- ix. So should have trained members for these services: - emergency handling like firefighting, emergency evacuation and first- Aid.
- x. The Agency should be ISO certified and be a member of a Professional Security Association.
- xi. The Agency should also have its own training School for training of their personnel deployed duly approved under PSARA 2005.
- xii. The Agency should be PSARA 2005 registered.
- xiii. The Agency should be capable of providing Armed Guards and should have a

centralized 24 hrs. manned control room back up with wireless communication, transport fleet & Quick Reaction Team(QRT).

- xiv. The Agency besides providing security services should be capable of monitoring traffic safety, parking and trespassing.
- xv. The Agency will have to procure Contract Labour Licence from Labour Department, Govt. of Haryana after being awarded the contract within 02 months.
- xvi. The Agency should be able to submit IT Clearance for the last 3 years.
- xvii. The Agency should have an Insurance policy / group accidental policy for making good the losses, if any.

C. Following documents are required to be sent to the address mentioned in the stipulated time. The bid criteria as mentioned in the table must be fulfilled and supported by relevant document as indicated below.

| No. | Eligibility Bid Criteria | Document |
|-----|---|---|
| 1 | Annexure-I | Properly filled and duly signed and stamped. |
| 2 | Bid Security (EMD) of Rs. 2,00,000/- only | DD/Pay Order/Banker's Cheque FDR/Bank guarantee in favor of "Executive Director, Translational Health Science And Technology Institute, payable at Gurgaon, along with properly filled, signed and stamped (Annexure-II) |
| 3 | Annexure-III | Copy of IT return and acknowledgment of the Income Tax Department for the financial years 2010-11, 2011-12 & 2012-13 and photocopy of PAN card (Annexure-III) |
| 4 | Undertaking by Bidder/ Agency as mentioned in Annexure-IV | On official letter head of Bidder/ Agency, duly signed and stamped by Bidder/ Agency. |
| 5 | Undertaking by Bidder/ Agency as mentioned in Annexure-V | As explained above. |
| 6 | Financial Standing Solvency Certificate of Rs. 40 Lac from a scheduled bank | Signed certificate from Bank manager/authorized official |
| 7 | List of Present Clients | List of at least three major clients with annual contract value for not less than Rs. - Forty Lac Per Annum in each Organization. Out of which at least one should be Govt./Ministry/Autonomous body (Annexure-VI) |
| 8 | License under Private Security Services. | 1. Only those who hold valid registration with the Labour Department shall be eligible to bid in response to NIT and if found successful the workmen shall need to get registered with the |

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|---|---|---|
| | | labour department within fifteen days of award. Photocopy of license duly signed and stamped by Bidder/ Agency. 2. A copy of valid License for providing security services issued by Additional Director General of Policy, Law and Order, Haryana Police. |
| 9 | Experience of providing Security Services in at least three Government organization / autonomous body / PSU (Annexure-IV) | A certificate from the authorized official of the concerned organization. |

D. Even though the applicants meet the above criteria, they are subject to be disqualified if they have:

- i) Made misleading or false representation in the form, statement and attachments submitted in and or
- ii) Record of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures, etc.
- iii) Found to have been black listed in any other works.

III. TECHNICAL BID:

Following are required to be submitted in the TECHNICAL BID. In case of non-submission of requisite document(s) or providing incomplete technical details by the bidder, the bid is liable to be cancelled during the technical evaluation stage without any further reference, whatsoever.

1. Statement of average turnover in the last three years, along with copies of the audited statement giving the yearly turnover for last three years.
2. Information about total manpower on rolls with the agency in different categories, along with their qualification levels.
3. Information about the duration for which the Agency is in the Security services business, along with evidence for the same.
4. ISO/other certifications the agency has (please provide self-attested copies of these certifications)

5. List of current clients and clients in the previous three years in the format given in **Annexure-VI** of the tender document. For each client listed, proof of successful execution of the contract should be provided.
6. Information about training programs/tie up for the training of employees for Security Services, along with records of recent past trainings conducted.
7. The bidder will be required to make a short presentation to the expert committee on the plan it has for providing Security services to NCR Biotech Science Cluster, Village-Bhankri, Faridabad -121004 (Haryana).

IV. PRICE/ FINANCIAL BID:

Minimum required manpower is given in Annexure-IX. Institute reserves the right to increase or decrease the manpower as listed at any point of time during the contract period.

The Price/Financial Bids must be submitted in the prescribed format as per (**Annexure-XV**) and nowhere else. **(PLEASE NOTE THAT NO PRICES SHALL BE INDICATED IN THE PQB OR THE TECHNICAL BID OTHERWISE, THE BID WILL BE REJECTED OUTRIGHTLY WITHOUT ANY FURTHER CORRESPONDENCE)**

- A. The Price/Financial bid is to be quoted strictly as per the format given in **Annexure-XV**. There should be no cutting or overwriting.
- B. If the Price/Financial bid is not quoted as per the format in **Annexure-XV**, the bid is liable to be rejected or the evaluation committee may make its own judgment regarding the total monthly cost of the price bid quoted by the bidder.

V. BID EVALUATION CRITERIA:

- A. The bids shall be ranked on the basis of combined weighted score for quality and cost. The tender shall be awarded to the bidder obtaining the highest total combined score in evaluation of Technical bid and Price/Financial bid.
- B. The bids shall be ranked keeping in view the marks obtained on a scale of 100 marks during evaluation of bids. The Technical and Financial bids shall enjoy weightage in the proportion of 60:40 i.e. 60% for the Technical bid and 40% for the financial bid.

The Financial bids of only those successful bidders who obtain minimum 70% point in Technical evaluation will be opened for evaluation.

C. Combined scores of respective bidders shall be obtained by sum of their respective technical bid scores (out of 60) and their respective Price (financial) bid scores (out of 40).

D. (i) Criteria for evaluation of the Technical bid/performance of contractors for pre-eligibility:

| | Attributes | Evaluation |
|------------|---|--|
| (1) | Financial strength (15 marks) (i) Average annual turnover 15 marks (ii) Solvency Certificate 5 marks | (i) 60% marks for minimum eligibility criteria (ii) 100% marks for twice the minimum eligibility criteria or more In between (i) & (ii) – on pro-rata basis |
| (2) | Experience in similar class of work (15marks) | (i) 60% marks for minimum eligibility criteria of works (ii) 100% marks for twice the minimum eligibility criteria or more In between (i) & (ii) – on pro-rata basis |
| (3) | Performance of works (Quality) Based on report/visit/ presentation | 20 marks |
| | (i) Very Good | 20 |
| | (ii) Good | 15 |
| | (iii) Fair | 5 |
| | (iv) Poor | 0 |
| (4) | Personnel and Establishment | (Max. 40 marks) |
| | (i) Trained personnel/Ex-servicemen with license to use fire-arms (below 40 yrs) Deployed at single location. | (i) 3 marks for a minimum of 50 personnel. (ii) 10 marks for maximum of 100 personnel. In between (i) & (ii) – on pro-rata basis |
| | (ii) Ex-servicemen (below 40 yrs)/ Trained security personnel | (i) 2 marks for a minimum of 5000 personnel. (ii) 10 marks for maximum of 15000. In between (i) & (ii) – on pro-rata basis |
| | (iii) Electronic Equipment Handling | 20 Marks |
| (5) | Certifications | ISO & PSARA (5+5 = 10 Marks) |

(ii) **Financial bid evaluation:-** The bidder quoting the lowest rate will be awarded full points out of 40. Others will be awarded on pro-rata basis.

VI. TERMS AND CONDITIONS

Period of Contract:

This contract shall be valid for an initial period of one year. Based on the satisfactory performance, the period may be extended on yearly basis for a maximum period of 5 years at the sole discretion of the Institute. The rate for next year will be based on indices (like minimum wages, cost index, etc.), as approved by the competent authority of the Institute.

Price: Quoted rates shall be valid for the entire period of the contract. However, the increase of minimum wages as per the Govt. Notification shall be applicable.

Payment: Payment shall be made on monthly basis within fifteen (15) days from the date of receipt of bill duly certified & recommended by designated officer in charge.

Workmen Employed: The Bidder/agency shall be responsible for following all labor laws and statutory requirements, insurances pertaining to its employees. The agency shall indemnify THSTI against any Claim on this account. It must retain sufficient reserve of manpower to cater for situations like leave, weekly offs, medical problems, holidays or any other exigencies etc.

Physical Standards and Qualifications:

The employees of the Agency shall be of Good character and of sound health.

a. Security Guards Civilians:

- i. Age: **Not less than 21 years &** not more than 45 years.
- ii. Character: Good
- iii. Education Qualifications: minimum matriculate
- iv. Physical Standards: Minimum height 5 ft 6 Inches & physically and medically fit.
- v. Minimum 50% of the deployed guards must have at least 2 years relevant experience.
- vi. Should be able to read & write HINDI & ENGLISH.

b. Supervisors/ Armed Guards / Head Guards:

- i. Age: Not more than 45 yrs in case of Ex Servicemen & 35 in case of Civilians.
- ii. Character: Exemplary in case of Ex-servicemen and Good in case of Civilians
- iii. Education Qualifications: SNCOs/ORs for Ex-Serviceman (not below the rank of Havildar in Army and Petty-Officer in Navy) & Minimum Graduates in case of a Civilian with at least 3years experience. In case of exceptionally Good Supervisors having 8 years' experience, education qualifications of Sr. Secondary will be acceptable. Preference will be given to Computer literate Supervisors.

The Institute will have liberty to increase/ decrease the total number of security personnel by giving at least one week's notice to the Agency.

It would be essential that the Security Staff provided should have knowledge of Fire Fighting, First Aid, Scooter/ Motor Cycle/LMV Driving & handling Wire-less communication equipment and computers.

All Head Guards & Supervisors should have working knowledge of ENGLISH.

The Agency shall provide the details of the staff, proposed to be deployed viz., their name, fathers name, DOB, residential address, Telephone number, recent passport size photograph , in form of a data base in both hard & soft form and also provide a local police clearance certificate as per format

| | | | | | |
|----------|---------|------------------|-------------|-------------------|-------------|
| 1. S. No | 2. Name | 3. Father's Name | 4. DOB | 5. Qualifications | 6. Expr |
| 7. Exsm | 8. Civ | 9. Address | 10. Mob No. | 11. Photo | 12. Remarks |

- Performance:** The performance of the services will be continuously evaluated by the designated committee/user groups nominated by the Executive Director.
- Delay in Payment:** In case of delay in monthly payment due to any unavoidable reasons, the agency should make payment to its manpower without affecting the work.
- Arbitration:** Except where otherwise provided for in the contract, all questions and disputes relating to the provisions of this contract shall be settled under the Rules of Indian Arbitration and Conciliation Act, 1996, within thirty (30) days (or such longer period as may be mutually agreed upon from the date that either party notifies in writing that such dispute or disagreement exists.
- Replacement of Staff:** Any staff/employee may be required to be replaced immediately from the site without assigning any reason whatsoever.
- Restrictions:** Smoking cigarette, bidi, chewing tobacco, pan, gutkha or any other banned item is strictly prohibited inside the Institute's premises. Non-Compliance may lead to suitable penalty /termination of contract, to be decided by the Institute.
- Attendance register:** Agency shall be responsible to maintain records of daily attendance of the staff deployed by it. However the Institute reserves the right to inspect the records & verify attendance as and when required or deemed fit.
- Certification of bills:** Every bill forwarded for payment shall need to be certified by the nominated officer of the Institute.

VII. GENERAL TERMS & CONDITIONS

1. In the event of non-commencement or unsatisfactory performance of the work contract, the Institute reserves the right to cancel the contract agreement or to withhold the payment. In such eventuality Institute (THSTI) further reserves the right to get the work done from some other agencies at the cost of bidding agency. The Agency will also be black listed by the Institute for a period of 5 years from participating in such type of tender and his earnest money/security deposit will also be forfeited.
2. It shall be presumed that the terms & conditions mentioned in the tender document including amendments/ corrigendum if any have been read, understood and duly accepted by the bidder. The bidder shall have no right to modify/ alter/ amend/ delete any terms/ conditions mentioned in tender document.
3. Tender forms are not transferable. Only the original/downloaded complete tender form must be signed & stamped, and uploaded.
4. Each page of the tender should be numbered and signed by the bidder/ Agency or his authorized signatory and duly witnessed with the seal of the firm.
5. Furnishing of wrong information and false documents will make the bidder ineligible for bidding and liable to be debarred/blacklisted from participation in Tender enquiries/Open Tenders/Annual Rate Contracts by the Institute. The EMD amount will also be forfeited.
6. The bidder will have to furnish documents in support of the information given in the tender. Original documents shall be checked for verification as and when required.
7. In case of any attempt for cartelization by bidder with a view to hike up the prices, all bids will be rejected and such bidders will be blacklisted and bid security will be forfeited.
8. If any required information /documents are not submitted, then the bid of the concerned bidder will be rejected and shall not be considered. No representation in this regard will be entertained.
9. The bidders are expected to be present at the time of opening of bid; however, the bids will be processed even when no bidder /representative is present as per declared schedule.
10. The decision of the Institute regarding approval of bids shall be final and binding on all bidders.
11. A prospective bidder requiring any clarification of the Bidding Document shall contact the Institute through e-mail.
12. Any person who is in Govt. Service anywhere or an employee of the Institute should not be made a partner to the contract by the bidder directly or indirectly in any manner whatsoever.

13. The individual signing the tender document/ bids or any document forming part of the bid on behalf of bidder, shall be responsible to produce a proper power of attorney duly executed in his favor stating that he/she has authority to bind on behalf of such other person of the bidding agency as the case may be in all matters pertaining to the contract including the arbitration clauses.

In case the bidder, so signing, fails to provide the said power of attorney the Institute may, without prejudice to other civil and criminal remedies cancel the bid and hold the signatory liable to all costs and damages. In case of registered or unregistered partnership firm, all the partners should sign the bids. In case of change of any person signing the agreement on behalf of limited company or firm, he/she will produce a letter of authority /resolution passed by the company empowering him/her to sign the agreement on behalf of the Bidder/ company or firm.

14. The personnel, whose services are provided by the bidder, shall at all times and for all purposes be the employees of the Agency (Bidding agency) and on no account personnel so appointed and recruited by the agency (Bidder) will have any claim for appointment, continuous recruitment or regularization etc. against the Institute.
15. In every case in which by virtue of the Workman's Compensation Act, the Institute is obliged to pay compensation to such person employed by the Agency (bidder) in execution of the work, Institute will be entitled to recover from the Agency (bidder) the amount of compensation so paid.
16. The bidding agency shall be responsible for verifying the antecedents of its staff/employees working in NCR Biotech Science Cluster, by police verification and will keep Bio-metric attendance and other relevant records at its cost and will produce these on demand of any authority. The list containing the names/addresses of the personnel appointed by the bidder/agency shall be made available to the Institute with their bio-data within 15 days from the date of deputation. The same shall also be provided in the form of CD giving out photographs and detail of the staff within one month of commencement of work.
17. The Bidder/ Agency shall obtain a license under Contract Labour (R&A) Act, 1970 and also submit an attested copy of such license to the Institute. The agency shall abide by all the necessary provisions of various other Labor Laws/Acts viz. ESI/Bonus, Workmen's Compensation and any other laws and rules applicable in this regard.
18. Only those who hold valid registration with the Labour Department shall be eligible to bid in response to NIT and if found successful the agency (workmen) shall need to get registered with the Labour Department.
19. The agency shall have necessary licenses/ authorizations for providing Security Services and/or obtain the same at its costs and expenses as and when required.

20. The successful bidder shall be required to file a copy of every contract appointment with detailed bank account to which wages of the workmen were to be credited by the successful bidder with the District Level Grievance Redressal machinery headed by the Deputy Commissioner (Revenue)
21. The Bidder/ Agency, himself, shall be responsible for any type of statutory/ mandatory claims or penalties in light of the default with reference to the above provisions
22. In case any person engaged by the Bidder/ Agency is found to be inefficient, quarrelsome, infirm, and invalid or found indulging in unlawful or union activities, the bidder/agency will have to replace such person with a suitable substitute at the direction of the competent authority at short notice.
23. The Institute shall not provide any sort of accommodation to the staff or person deployed by the bidding agency and no cooking/lodging will be allowed in the premises of the Institute at any time.
24. The deployed staff shall wear the prescribed neat and clean uniform according to season affixing thereon the badge mentioning on the same, his name and designation, provided by the Bidder/ Agency at his own cost.
25. All safety accessories and measures as required for the execution of the work shall be provided to the workers by the Security Service Agency at its own cost.
26. The agency shall not engage any staff below the age of 18 years. All the staff deployed by the agency shall be medically fit and their antecedent be verified prior to the deployment in the Institute.
27. If any complaint of misbehavior and misconduct comes into the knowledge of the Institute then all such responsibility shall be of the agency and any loss owing to negligence or mishandling by the staff, the Bidder / Agency shall himself be responsible to make good for the losses so suffered by the Institute.
28. The Agency shall not, at any stage, cause or permit any sort of nuisance in the premises of the Institute or do anything which may cause unnecessary disturbance or inconvenience to others working there as well as to the general public in the Institute premises and near to it.
29. No escalation of rates quoted will be allowed during the period of contract except due to revision of minimum wages or revised statutory provision.
30. The agency shall not engage any sub-contractor or sublet/transfer the contract to any other agency/person in any manner.
31. The agency providing Security Services should ensure the following: -

- That a daily report of its staff on duty and about their performance is furnished & maintained.
 - That its staff does not smoke/drink/abuse drugs at the place of work.
 - That any specific work related to security service assigned to it by the Principal Employer or any officer authorized by him is carried out by him diligently and well in time.
 - The Principal Employer may also ensure that the salary wages shall be distributed in full as per Minimum Wages Act by the Bidder/ Agency to the deployed staff.
32. Tax deduction at source shall be governed by the prevailing Rules.
33. In case the agency fails to execute the job after signing the agreement /deed or leave the job before completion of the period of contract at their own accord, the Executive Director, Translational Health Science and Technology Institute, Gurgaon, shall have the right to forfeit the last payment due, irrespective of the duration of the contract.
34. The Executive Director, Translational Health Science and Technology Institute reserves the right to:
- A. Amend the scope and value of any contract under this project.
 - B. Reject or accept any application without assigning any reasons thereof and,
 - C. Reject all applications and cancel the Tender.
 - D. The Institute/Employer/Consultant shall neither be liable for any such actions nor be under any obligation to inform the Applicants.

VIII. PENALTY CLAUSES

- 1) In case the agency fails to commence the work as stipulated in the agreement, after 2 weeks delay, Institute reserves the right to cancel the contract and withhold the agreement and forfeit the EMD as applicable and get this job to be carried out from at the cost of the Agency. The defaulting Bidder/ Agency will be blacklisted from participating in any tender of THSTI for next three years.
- 2) During the execution of the contract, in case there is shortfall from the committed number of manpower, the Institute will deduct wages payable for the day for the missing manpower
- 3) For any other breach of contract, Designated committee or Authority or any person nominated by or on behalf of the Institute shall be entitled to impose a penalty up to Rs. 1000/- for each event of breach, violation or contravention of any of the terms and conditions contained herein brought to the notice of the Committee. The total penalty will per month will be limited to Rs 5000/-.

Some of the instances in which penalty would be imposed are enumerated below. (But these are not exhaustive and penalty may be imposed on any violation/breach or contravention of any of the terms and conditions as well as assigned duties and responsibilities).

- I. If the personnel working are not found in proper uniform and displaying their photo identity card.
- II. If the personnel found indulging in smoking/drinking/sleeping during duty hours.
- III. Penalty will also be imposed if the behavior of personnel(s) found is discourteous to anyone in the institute.
- IV. If any personal found performing duty by submitting a fake name and address, the services of such person shall be terminated and the agency will be held responsible for such lapse.
- V. If any personnel found on duty other than those mentioned in the approved list is supplied by the agencies to the Institute's authorities.
- VI. In the case of any loss/theft of NCR Biotech Science Cluster property, the committee of NCR Biotech Science Cluster will consider the circumstances leading to the loss and if the responsibility is fixed on the agency, the Institute will make good the losses by deducting the cost of loss from the next month's bill in one or more installments.

IX. BID SECURITY (EMD):

- I. Each tender must be accompanied by Bid Security of Rs. 2, 00,000/- (Rupees Two lacs) in the form of a Demand Draft/ Pay Order/BG/FDR favoring the "Executive Director, Translational Health Science and Technology Institute payable at Gurgaon, and the original Bid Security sent to O/O the Head-Administration, Translational Health Science and Technology Institute, Gurgaon, so as to reach before the closing of the bid.
- II. The Bid Security shall be valid and remain deposited with the Institute for the period of forty five days beyond the final bid validity period.
- III. In case of non-submission of Bid Security, the tender would be rejected without assigning any reason whatsoever unless the bidder has uploaded valid exemption certificate as per sub-clause (v) given below.
- IV. No interest shall be payable by the Institute on the Bid Security.
- V. Bid Security shall be refunded immediately to the unsuccessful bidder on finalization of the tender and to the successful bidder it will be adjusted against security deposit.

- VI. The Bid Security is liable to be forfeited if the bidder withdraws or impairs or derogates the bid in any respect within the period of validity of this offer.
- VII. Performance security deposit: - the successful tenderer will have to deposit the performance security deposit of Rs. 10 lacs in the form of Demand Draft/ Banker's cheque/ BG of any scheduled bank drawn in favor of "Executive Director, Translational Health Science and Technology Institute" payable at Gurgaon.

X. SUPERVISION & QUALITY CONTROL

1. Institute management shall have the right to terminate the contract/reduce the scope of the services rendered by the agency, with one month notice, if services provided are not of the requisite standard.
2. Institute will have unfettered right to inspect the anytime and the agency will cooperate with the Institute. Institute will have overriding supervising power to give instructions and it must be complied with.

XI. LIABILITIES OF SERVICE PROVIDER

1. Man power engaged by Agency will be trained, young, smart and well-mannered with proper uniform and as per the qualifications, experience and age as specified in **Annexure-VII**.
2. The Agency shall make available CV of the employees in hard copy and/or soft copy giving out the details of all the employees deployed in NCR Biotech Science Cluster.
3. The shift of the staff would be rotated periodically and a roaster would be maintained.
4. The staff would be changed with proper handing & taking over every month / week as per roster to avoid possible contacts/collusion for better operational point of view.
5. The agency shall pay its employees wages in to their respective bank account through ECS (mandatory requirement). The ECS statement of monthly salary payment duly verified by bank official would have to be submitted with bill for payment.
6. All liabilities such as wages, ESI, PF, Bonus and other statutory requirements of the staff on duty will be borne by agency. Agency will submit the proof of PF & ESI payments with ECS statement for salary payment with the monthly bill.
7. The agency shall be responsible to provide trained manpower in Security Services.

8. THSTI names a worker as unfit/ inefficient he should be removed immediately from the work spot. Provide reliever immediately.
9. Providing emergency services as needed on a twenty-four (24) hour, seven (7) days a week basis.
10. Nobody will be appointed without interacting with Translational Health Science and Technology Institute, Gurgaon, official.
12. Frequent training of all the personnel deployed must be organized and intimated to THSTI as per training program.
13. During winters staff will be equipped with woolen pullover (Sweaters), coats & boot as per need.
14. The service provider shall also provide female staff as per the Institute's need, subject to strict compliance of conditions for employing women workers as in force as amended from time to time.

XII. CONTRACT TENURE (EXTENSION)

Contract Tenure: -

- a) The contract will be valid initially for ONE YEAR from the date of engagement of the agency.
- b) After the completion of the assigned responsibilities across the tenure of the contract, Institute, at his sole discretion and mutual consent, may extend the contract on year to year basis (maximum for four more years after the initial completion of one year contract) and based on satisfactory performance of the agency during the previous year(s).
- c) In exceptionally deserving case Institute, at his sole discretion and mutual consent, may consider further extension of the period of contact for which independent assessment of performance could be sought.
- d) Institute will decide the commencement of the service which will be duly notified at the time of Award of Tender.

XIII. PAYMENT TERMS

1. Given the fact that the contactor is under legal obligation to pay due wages as the requirements of law, the successful bidder shall be expected to make payment to the workmen under Electronic Fund Transfer System. The contractor shall pay for all legal charges/contributions to statutory

authorities. Besides that the contractor shall be obliged to satisfy empowered officer about continued labour law compliance as and when required by empowered officer.

2. The payment to the service provider shall be made as per actual and not exceed quoted price (supported by ECS statement duly verified by bank official). The deployment of manpower may vary as per need basis and would be assessed on dynamic basis. Monthly assessment and review shall be made.
3. The Agency shall raise bill by the first week of next month. The payment shall be made within Fifteen (15) days of submission of bill. Disputed amount or amount on which clarification is required may be held up till the time matter is sorted out. However, rest amount shall be released by due date.
4. Bill should be submitted to the Administration Branch before 5.00 p.m. otherwise bill will be deemed to be submitted on the next working day.
5. Payment from Institute shall be made by electronic fund transfer to the supplier's account by NEFT or RTGS for which purpose agency is expected to submit their complete bank details.
6. Disputed amount on which clarification is required may be held up till the time matter is sorted out. However, rest of the amount shall be released by due date.
7. Here it is essential to note that while considering the attendance and availability of the staff, their working hours will also be considered for evaluation and non – compliance with the mentioned hours of work would be penalized.
8. Penalty would be in terms of part of the salary / payment, which would be deducted and reflected in month's payment.
9. Payment of bill for deployed manpower must be submitted with following documents for further processing of the bill:
 - a) ECS Statement duly verified by the bank official for monthly salary payment in the bank account of employees on or before 07th of every month by the service provider (as a proof of compliance to ensure that monthly salary paid is not less than the statutory provision of minimum wages act as applicable in Delhi for the respective category of worker, and as being charged from Institute, the employee shall be paid at least the quoted). Institute may approve acceptance of other equivalent documents if judged adequate to confirm compliance in lieu of ECS statement for salary payment on recommendation of the management committee.
 - b) Monthly Statement of ESI payment
 - c) Monthly Statement of EPF payment

- d) Bonus payment to be reimbursed (as per actual subject to maximum as quoted in the price bid format) after submission of proof of credit in the bank account of employee.
10. The payment to the contractor shall be released on verification of the contracted service through a checking mechanism enforced by Designate Inspection Committee or Authority or any person nominated by or on behalf of the Institute to assess the performance of the agency, both in terms of quantity and quality.

XIV. FORCE MAJEURE

- i. "Force Majeure" shall mean any event beyond the reasonable control of the Institute or the Bidder/ Agency, as the case may be, and which is unavoidable notwithstanding the reasonable care of the party affected.
- ii. If either party is prevented, hindered or delayed from or in performing any of its obligations under the Contract by an event of Force Majeure, then it shall notify the other in writing of the occurrence of such event and the circumstances thereof within fourteen (14) days after the occurrence of such event.
- iii. No delay or nonperformance by either party hereto caused by the occurrence of any event of Force Majeure shall
 - a. constitute a default or breach of the Contract
 - b. give rise to any claim for damages or additional cost or expense occasioned thereby
 - c. If and to the extent that such delay or nonperformance is caused by the occurrence of an event of Force Majeure.
- iv. Notwithstanding clause (iii) above, Force Majeure shall not apply to any obligation of the Institute to make payments to the Agency herein.

XV. JURISDICTION:-

Notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference if the same had been the subject matter of a suit, any and all actions and proceedings arising out of or relative to the contract (including any arbitration in terms thereof) shall lie only in the Court of Competent Civil jurisdiction in this behalf at Faridabad and only the said Court(s) shall have jurisdiction to entertain and try any such action(s) and/or proceeding(s) to the exclusion of all other Courts.

XVII. FALL CLAUSE:-

If at any time during the contract period, it is noticed or brought to the knowledge of the Institute that the contractor/bidder has reduced/proposed to reduce the rates for such outsourcing of Security Services as are covered under this tender enquiry, to any organization (including any department of Govt. of NCT Delhi) at rate lower than the rates quoted under this contract, he shall forthwith reduce the rates payable under this tender for such services after the coming into force of such reduction, the rate of services shall stand correspondingly reduced. The Institute shall make payments based on such reduced rates only.

XVIII. ARBITRATION:-

1. Except where otherwise provided for in the contract, all questions and disputes relating to the provisions of this contract shall be settled under the Rules of Indian Arbitration and Conciliation Act, 1996, within thirty (30) days (or such longer period as may be mutually agreed upon from the date that either party notifies in writing that such dispute or disagreement exists.
2. All disputes and differences arising out of, or in any way, concerning this agreement (except those, the decision whereof is otherwise, hereinbefore provided for) shall be referred for sole arbitration by any person to be nominated by the Executive Director, Translational Health Science and Technology Institute,, Gurgaon. The venue of Arbitration shall be Faridabad, India. The award of the arbitrator so appointed shall be final and binding on both the parties and judgment may be entered thereon, upon the application of either party, by any court having jurisdiction.
3. Indian laws shall govern this contract.
4. The existence of any dispute(s) or difference(s) or the initiation or continuance of the arbitration proceedings shall not permit the Parties to postpone or delay the performance by the parties of their respective obligations pursuant to this Contract.

The venue of the arbitration shall be Faridabad, India.

XIX. NOTICES:-

Any notice, request, or consent sought pursuant to the tender shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the

communication is addressed, or when sent by speed post (under acknowledgement), email, or facsimile to such Party i.e. the Institute or Bidder.

XX. TERMINATION:-

The Institute may terminate the Contract, by not less than thirty(30) days' written notice of termination to the Bidder/Agency, to be given after the occurrence of any of the events specified in paragraphs (i) to (iii) of this Clause and sixty (60) days' in the case of the event referred to in (iv) below :

- i. if the Bidder/Agency fails to meet the performance obligations under the Contract.
- ii. If the Bidder/Agency becomes insolvent or bankrupt;
- iii. If the Bidder/Agency, in the judgment of the Institute has engaged in corrupt or fraudulent practices in competing or in executing the Contract.
- iv. If as a result of Force Majeure, the Bidder/Agency is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

For the purpose of this clause:

- i. "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution.
- ii. "Fraudulent Practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the Purchaser.

XXI. Exclusive Right of the Executive Director, Translational Health Science and Technology Institute, Gurgaon,

The Executive Director, Translational Health Science and Technology Institute, Gurgaon, has full and exclusive right to accept or reject any bid or tender and / or withdraw the work order without assigning any reasons, whatsoever.

Translational Health Science and Technology Institute, Gurgaon,

Signature of the Bidder/ Agency with stamp

Witnesses:-

1.

2.

ADDITIONAL INFORMATION OF THE BIDDING AGENCY DULY SIGNED BY THE BIDDER OR AUTHORIZED REPRESENTATIVE OF THE BIDDER AS PER THE PRO FORMA

1. Tender Enquiry No.: **THSTI / 6.2.3 / 2014 / 01** Due for opening on:
2. Name & Address of Bidder

Please indicate

3. Details of Bank Account of the bidder/Agency.
- i) Name of the Bank
 - ii) Address of the Branch
 - iii) Phone number
 - iv) IFS Code No.
 - v) Bank Account No.
 - vi) Type of Account
4. Business Name and constitution of the firm. Is the firm registered under?
- i) The Indian Companies Act, 1956
 - ii) The Indian Partnership Act, 1932
 - iii) Any act, if not, who are the owners. (Please give full Names and Address)
5. For partnership firms state whether they are registered or not registered under Indian Partnership Act. 1932. Should the answer to this question by a partnership firm be in the affirmative please state further:
- i) Whether by the partnership agreement authority to refer disputes
 - ii) Concerning the business of the partnership to arbitration has been conferred on the Partner who has signed the tender
 - iii) If the answer to (a) is in the negative, whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed he tender to refer dispute concerning business of the partnership to arbitration\

Signature of witness

Full Name and Address of Witness

Signature of Bidder

Full name & address of the Person signing (In BLOCK LETTERS)

Whether signing as Proprietor/ Partner

/ Constituted Attorney / duly authorized by the company

DETAILS OF EARNEST MONEY DEPOSIT

Tender Enquiry No.: THSTI / 6.2.3 / 2014 / 01

Due for opening on:

Bid Security (EMD) as required by this tender is being submitted in the form of DD/Bank Guarantee/FDR favoring “Executive Director, Translational Health Science and Technology Institute”, Gurgaon, and duly discharged in his favour in advance.

1. Details of Bid Security attached (DD/Pay Order/FDR, Bank Guarantee): _____
2. Instruments.No. _____ Dated _____
3. Drawn on (Bank) _____
4. Address of Branch _____
5. Amount _____

Signature of the Bidder

Name & Address with stamp

INCOME TAX RETURN & PAN

Tender Enquiry No.: THSTI / 6.2.3 / 2014 / 01

Due for opening on:

As required by this tender the copies of Documents as per details given below are being submitted:-

Details of IT Return: Copy of IT returns of the FY : 2010-11, 2011-12 & 2012-13

PAN (Attach a photocopy of PAN Card):

Service Tax Registration No:

Vat Registration No.:

Signature of the Bidder

Name & Address with stamp

UNDERTAKING – YEARS OF EXPERIENCE

Tender No.: THSTI / 6.2.3 / 2014 / 01

Due for opening on: _____

Name of the Service _____

I/ We M/s _____ hereby declare that:

1. Our agency has been in business for a period of _____ years in Security Services for which the quotation/ tender are submitted.
2. We have served in similar works i.e. provided Security Services in govt./institutes/or private corporate sector with over 500 employees, students, etc. with campus area spreading over in more than 40 acres in the last 3 years as stated in relevant annexure.
3. We will be able to arrange for the required manpower, material, machine and other resources for the establishment of service as per the tender term within **15** days of award of tender **(A/T)/Letter of intent (LOI)**.
4. We declare that we have necessary infrastructure and enough manpower to cater to any additional need of Client on short notice (any increase in required manpower, duly paid), if any such need arises in the tenure of the contract.

Signature of the Bidder

Name & Address with stamp

UNDERTAKING

Tender Enquiry No.: THSTI / 6.2.3 / 2014 / 01

Due for opening on:

I/ We M/s _____ hereby declare that:

1. I/ we am/are agency engaged in business of providing Security services have examined the above mentioned tender document including amendment/ corrigendum (if any) the receipt of which is hereby confirmed.
2. I/ we do hereby offer to provide Security services at the prices and rates mentioned in the price bid.
3. I/we do hereby agree to provide to abide by the minimum wages act of Govt. of India.
4. I/we have quoted rates inclusive of all statutory taxes, charges & compliances i.e. EPF, ESI etc. as applicable.
5. I/ we agree to abide by my/our offer for a period of 180 days from the date of opening of the tender.
6. I/ we have carefully read and understood all the Terms and Conditions of the Tender and shall abide by them.
7. I/we agree for the all clauses and payment terms and conditions of this tender enquiry. In case any condition put forth by us is against the terms and conditions of tender, the same shall be treated as to be having no affect whatsoever and that the tender terms and conditions shall only prevail upon such conditions, if any.
8. I/ we have necessary licenses/ authorizations for providing the Security services and/or obtain the same at my/our costs and expenses as and when required.
9. I/ we also declare that in case of change constitution of our firm or for any other change, merger, dissolution, insolvency etc. the same shall be immediately brought to the notice of client, in such case continuing partner, successor or administrator or permitted assign shall be responsible for discharging all the liabilities under this contract/ tender.
10. The tender document has been downloaded from the official website i.e. www.thsti.res.in and www.rcb.res.in for bidding purpose is a true copy of the original.
11. Our firm or any other firm with similar type of operation with same or some/one of the partners/proprietors being same as of the tendering firm has not been black listed in the past 3 years by any Government/ private institution except as per the following details:-

(If there is any case please attach the details of the same)

12. I/we also certify that that there is no vigilance/ CBI case pending against the firm/ supplier/ or any other firm with similar type of operation with same or some/one of the proprietors being same as of the tendering firm except as per the following details:-

(If there is any case please attach the details of the same)

13. I/we also certify that there is no pending case for payment/ civil liability pending against us in any of the courts except as per the following details:-

(If there is any case please attach the details of the same)

Signature of the Bidder

Name & Address with stamp

LIST OF PRESENT CLIENTS / STAFF DEPLOYED

| S. No | Name of the Client with address | Period from-to | No. of EXSM Suprs. | No. of Civilian Suprs | No. of EXSM Guards | No. of Civilian Guards | No. of Guards per Shift | Approx. annual contract value |
|--------------|--|-----------------------|---------------------------|------------------------------|---------------------------|-------------------------------|--------------------------------|--------------------------------------|
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Note: Keep adding in the similar manner if the list is longer

Signature of the Contractor or his authorized signatory with Seal of the Agency

Dated:

NOTE:

1. Clients mean the clients presently (on the last day of bid submission) being served by service provider or were serviced in the last seven years.
2. Supporting documents in the form of award of work/completion should be submitted.
3. Please highlight the clients for which the total tenure of services is more than 3 years continuously. Certificate of continuity of services with all the clients where Security Services have been provided for 3 or more years continuously should also be attached/proof of award of work in continuity to be attached.
4. If no proof of award of work, completion of work is submitted, the evaluation committee may make its own judgment and the Bidder/ Agency may be rated poorly on this count in technical evaluation.

Signature of the Bidder

Name & Address with stamp

SIZE, QUALIFICATION AND EXPERIENCE OF MANPOWER

1. Please provide information about the total size of manpower employed by you. Please also provide educational qualification levels and experience for the different categories of manpower, and any other relevant information for assessing their quality.

Signature of the Bidder

SCOPE OF WORK

1. The Agency shall provide Security at the entire campus of NCR-Biotech Science Cluster at village: Bhankri, Gurgaon-Faridabad Expressway, Faridabad-121004(Haryana) by deploying fail-safe Security measures, providing early warning, and mobilizing trouble shooting elements. The items or situations that have to be covered by security services of the agency are enumerated with important but non exhaustive list as below:

- a. Protection of property and personnel (faculty, officers staff, students, official visitors and residents) of the NCR-Biotech Science cluster at village-Bhankri, Gurgaon-Faridabad Expressway, Faridabad – 121004 (Haryana) against willful harm. The Institute meaning the entire topographical area within the boundary of NCR-Biotech Science cluster at village-Bhankri, Gurgaon-Faridabad Expressway, Faridabad – 121004 (Haryana) approx 40 acre.
- b. Protection of cash and documents, static or in transit or due to burglary (where loss is due to entry after breaking any entry lock/door/window/grill).
- c. Regulate access control at gates, prevent misuse of cluster’s facilities by outsiders, neighboring villages, preventing trespassing, unauthorized parking, unauthorized construction, squatting in the cluster’s campus, and prevent vandalism, breaking of twigs / trees, throwing of garbage / littering and ensuring cleanliness. Ensure proper & timely reporting of violations to supervisors.
- d. Prevent loss that is on account of lapse in “access control measures” at gates of the campus.
- e. Undertake fire fighting operations with appropriate equipment including evacuation & first-aid during emergency.
- f. Regulate parking of vehicles in designated areas of the cluster and also regulate traffic movement at the entry/ exit gates within the campus and ensure traffic rules are followed.
- g. Adhere to the Standard Operating Procedures (SOPs) given by the Competent Authority(s) from time to time.
- h. The Agency should have an investigation mechanism to carry out investigation of thefts, accidents or any other matter as and when required.
- i. The Agency should be able to provide extra security guards at a day’s notice.
- j. The Agency will carry out ‘on the job’ training of guards at the time of induction and ensure Refresher Training during the period of the contract every 03 months. The Agency will also carry out training of the Cluster’s security staff at their training establishment free of cost.
- k. The Agency will also carry out regular Mock fire drills and Mock Security exercise every six months to train staff, students, faculty and residents.
- l. Prevent defacing/ damage to campus property buildings etc. (prevent Graffiti/ poster pasting etc.)
- m. Prevent entry of animals into the campus and liaison with Police/ Fire/ State Municipal Corporation and Civil Government Departments.

- n. To ensure that water & electricity is not wasted and lights are switched off when not in use and leakage of water is reported to the concerned authority immediately.
- o. Carry out any other job assigned by the competent authority(s) in the interest of security of the campus.
- p. Protection of property and personnel of the Institute in transit when so specified.
- q. Provide extra security as and when required viz. students' festivals, VVIP/ VIP visits, social and religious functions inside/outside the Campus.
- r. Conduct security audits/ surveys/ investigations/ consultancies as per requirements free of cost
- s. The Agency should be able to earmark one motorcycle 24x7 basis and wireless sets for the Institute for which financial implications be quoted separately.

TOTAL MANPOWER REQUIRED**Four categories of manpower are required, which may increase/decrease as per the requirement:**

1. **Security Supervisor** : 02 nos. (To be equally divided in each shift during day and night).
(Ex-serviceman retired not below the rank of Havildar in Army or equivalent).
2. **Armed Security Guard** : 02 nos. (Night shift only)
3. **Head Security Guard** : 02 nos. (To be equally divided in each shift during day and night).
4. **Security Guard** : 33 nos. (To be divided in shifts during day and night as mentioned below).

Recommended Security Deployment for Premises:-**1. MAIN GATE-1 :**

Security supervisor : 2x12 Hrs (D/N)
Guard : 2x12 Hrs (D/N)

2. GATE FOR RESIDENTIAL-2 :

Head Guard : 2x12 Hrs (D/N)
Guard : 2x12 Hrs (D/N)

3. ESS (Electrical Substation):

Guard : 2x12 Hrs (D/N)

4. SAF (Small animal facility)

Guard : 2x12 Hrs (D/N) Main Gate

5. PRB (Private research block)

Guard : 2x12 (D/N) Main Gate

6. RCB (Regional Center For Biotechnology)

Guard : 2x12 Hrs (D/N) Main Gate
: 2x12 Hrs (D/N) Interconnected First Floor
: 1x12 Hrs (Day) Interconnected LGF

7. LIBRARY

Guard : 2x12 (D/N) Main Gate
: 2x12 (D/N) Backside

8. THSTI

Guard : 2x12 Hrs (D/N) Main Gate
: 3x12 Hrs (Day) Interconnected UGF, FF, SF

9. FOR PARKING AREA

Guard : 2x12 Hrs (Day)

10. PATROLLING

Armed Guard : 2x12 Hrs (Night)

11. BACK CABIN

Guard : 1x12 Hrs (Night)

12. DIESEL STORAGE TANK

Guard : 2x12 Hrs (Night)

13. DIRECTOR RESIDENCE

Guard : 2x12 Hrs.

14. HOSTEL

Guard : 2x12 Hrs.

Notes :

- Any changes in the estimated manpower may be justified during the pre-bid meeting.
- The proposed day shift timings is 06:00 hours to 18:00 hours and night shift timings is 18:00 hours to 06:00 hours.
- While posting the security guards in shifts, appropriate care may be taken to ensure that none of the provisions of the labour legislations are contravened. Wherever applicable, overtime may be paid for additional hours of work and the same may be included for the purpose of calculation of wages in the financial bid.
- The number of manpower may increase / decrease based on the requirement from time to time.
- The security services will have to be provided on 24/7 basis. The service provider to ensure that every person who has been deployed gets weekly off.

DETAILS OF AREA**Building Wise Area (In Sq.mtr & No.)**

| | THSTI | RCB | SAF | PRB | LIBRARY | ESS |
|--------------------------------------|-----------------|-----------------|----------------|---------------|----------------|---------------|
| Built up Area as /Architect | | | | | | |
| Carpet area | 9215.00 | 7803.70 | 3022.70 | 2241.7 | 3015.40 | 1557.5 |
| Staircase area | 540.00 | 357.50 | 131.40 | 163.8 | 122.60 | 93.6 |
| Toilet Ladies | 221.00 | 163.20 | | | 58.20 | |
| Gents | 208.00 | 157.00 | | | 62.00 | |
| Handicap | 9.00 | 17.20 | 11.10 | 3.5 | | |
| General | | | 16.40 | 18.4 | | 9.1 |
| Interaction/ Meeting Room | 220.00 | 220.00 | | | 375.60 | |
| Pantries | 44.00 | 25.90 | | | | |
| Lab Area | 3615.00 | 2831.60 | 605.40 | 223.8 | | |
| Corridor Area | 1858.00 | 1512.40 | 698.60 | 332.6 | 346.70 | |
| Office Area | 1528.00 | 786.00 | 159.00 | 87.2 | | 423 |
| Lobby/ Foyer Area | 267.00 | 237.80 | | | | |
| Control Room | 35.00 | 48.30 | | | | |
| Equipment Room | 406.00 | 1060.10 | | | | |
| AHU | 240.00 | 271.00 | 106.80 | | 57.60 | |
| Electrical Room | 25.00 | 15.40 | 13.00 | | | |
| Seminar Hall | | 85.30 | | | 493.60 | |
| Auditorium | | | | | 540.70 | |
| Library/ computer lab | | | | | 658.40 | |
| Quarantine Room | | | | 220 | | |
| Washing Area | | | 168.4 | | | |
| Animal Breeding | | | 730.00 | | | |
| Store Room | | | 218.6 | 31 | | 85 |
| Services | | | 18.2 | | | |
| Animal Room | | | | 782.2 | | |
| Record/Other Area | | | 145.8 | 454 | | |
| A.C Plant Room | | | | | | 414 |
| D.G Set Room | | | | | | 211.6 |
| LT Panel | | | | | | 200 |
| Transformer | | | | | | 91 |
| Staff Room/ Other Area | | | | | | 29.7 |
| Building-wise total Area | 18431.00 | 15592.40 | 6045.40 | 4558.2 | 5730.80 | 3114.5 |

PRE-QUALIFICATION BID

| Sl. | Documents asked for | Page number at which document is placed |
|------------|---|--|
| 1 | Bid Security (EMD) of Rs. 2,00,000.00 (Rupees Two Lacs only) in the form of FDR/DD/Bank Guarantee issued by any scheduled commercial bank in favour of _____ (designation of the concerned officer), _____ (name of the Institute) valid for 45 days beyond the Tender validity period. | |
| 2 | One self-attested recent passport size photograph of the Authorized person of the firm/agency, with name, designation, address and office telephone numbers. If the bidder is a partnership firm, name designation, address and office telephone numbers of Directors/Partners also. | |
| 3 | Undertaking on the non-judicial stamp paper of Rs.100/- (Rupees one hundred only) as per format prescribed in Annexure-IV). | |
| 4 | Self-attested copy of the PAN card issued by the Income Tax Dept. with copy of Income-Tax Return of the last financial year. | |
| 5 | Self attested copy of Service Tax Registration No | |
| 6 | Self attested copy of valid Registration number of the firm/agency | |
| 7 | Self attested copy of valid Provident Fund Registration number. | |
| 8 | Self attested copy of valid ESI Registration No. | |
| 9 | Self attested copy of valid License No. under Contract Labour (R&A) Act, 1970. | |
| 10 | Proof of experiences of last three financial years. | |
| 11 | Annual returns of previous three years supported by audited balance sheet. | |
| 12 | Any other documents, as required. | |

DETAILS OF WORK EXPERIENCE IN EDUCATIONAL/RESEARCH INSTITUTE

| S. No. | Name of Educational/ Research Institute with Location | Since When | Total Area of Education Institute | No. of Students/ Employees | No. of Guards/ shift | No. of Supervisors /Shift |
|---------------|--|-------------------|--|-----------------------------------|-----------------------------|----------------------------------|
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Dated:

Signature of the Contractor
or his authorized signatory
with Seal of the Agency

TECHNICAL BID*(To be put in a separate sealed envelope marked TECHNICAL BID)*

Details to be filled by the Agency applying for tender for Security Contract at NCR-Biotech Science Cluster at village-Bhankri, Gurgaon-Faridabad Expressway, Faridabad-121004 (Haryana), (each response/document must be given with proper reference in the following tender document)

| | | | |
|----|---|------------|--|
| 1. | Name of the Agency (Full address with Tel. No.) | : | |
| 2. | Registration No. of the Agency under State/Central Govt. under PSARA (Copy of Registration Certificate be attached). | : | |
| 3. | (a) Current list of clients wherein Security staff of 70 or more per shift (8hrs) is provided in one location/ campus. (Attached as Annexure -VI) (b) Experience of Working in Educational Research Institutes (Attached as Annexure -XII) | : : | |
| 4. | Ability to provide minimum 15% Ex-servicemen and balance civilians' and 5% Female Guards. Please state clients where provided.(Please attach details) | : | |
| 5. | (a) ESI No. (b) EPF No. (c) Service tax No. (d) Income Tax No. (Please attach attested copies) | : | |

| 6. | <p>(a) Total Annual Turnover. (The agency Should have an annual turnover of minimum Rs. 1 Crore (Rs One Crore) at least for the last 3 years.) (Please attach copies of Balance Sheets duly certified by Chartered Accountant)</p> <p>(b) Financial Status of Bidder and/or his Associates including annual report of past 3 years with ROC (Registrar of Companies) receipts duly authenticated by Chartered Accountant.</p> <p>(c) CTC of IT clearance of last three Assessment Years (Please attach copies)</p> <p>(d) Details of Bankers and a certificate from the Bank for providing Performance guarantee of minimum value of Rs.10 lakhs.(Rupees Ten Lakhs)</p> <p>(e) Details of Insurance Cover i.e. type of Insurance Agency & Amount & Scope of Cover (Please attach copy)</p> | : | | | | | | | | | | | | | | | | | | | |
|-----------------------|---|---|--|-----------------------|-----------------------------|----|----------|-----|-------------|------|---------------|-----|---------------------------|----|-------------------------|-----|---------------------------|------|----------------------------|-------|--------------------|
| 7. | Experience in security business for at least 10 years. Please attach <i>details as (Please attach certificates from clients)</i> | : | | | | | | | | | | | | | | | | | | | |
| 8. | (a) Details of infrastructure in terms of vehicles, electronic/non-electric gadgets, etc. available with the Agency & also available for the Institute. | : | | | | | | | | | | | | | | | | | | | |
| | | : | <table border="1"> <thead> <tr> <th data-bbox="954 1451 1171 1525">Available with Agency</th> <th data-bbox="1171 1451 1449 1525">Available for the Institute</th> </tr> </thead> <tbody> <tr> <td data-bbox="954 1525 1171 1585">i.</td> <td data-bbox="1171 1525 1449 1585">Scooters</td> </tr> <tr> <td data-bbox="954 1585 1171 1646">ii.</td> <td data-bbox="1171 1585 1449 1646">Motorcycles</td> </tr> <tr> <td data-bbox="954 1646 1171 1706">iii.</td> <td data-bbox="1171 1646 1449 1706">Wireless Sets</td> </tr> <tr> <td data-bbox="954 1706 1171 1767">iv.</td> <td data-bbox="1171 1706 1449 1767">Central Monitoring System</td> </tr> <tr> <td data-bbox="954 1767 1171 1827">v.</td> <td data-bbox="1171 1767 1449 1827">Guard Monitoring System</td> </tr> <tr> <td data-bbox="954 1827 1171 1888">vi.</td> <td data-bbox="1171 1827 1449 1888">Hand Held Metal Detectors</td> </tr> <tr> <td data-bbox="954 1888 1171 1948">vii.</td> <td data-bbox="1171 1888 1449 1948">Door Frame Metal Detectors</td> </tr> <tr> <td data-bbox="954 1948 1171 2009">viii.</td> <td data-bbox="1171 1948 1449 2009">Camera Movie/Still</td> </tr> </tbody> </table> | Available with Agency | Available for the Institute | i. | Scooters | ii. | Motorcycles | iii. | Wireless Sets | iv. | Central Monitoring System | v. | Guard Monitoring System | vi. | Hand Held Metal Detectors | vii. | Door Frame Metal Detectors | viii. | Camera Movie/Still |
| Available with Agency | Available for the Institute | | | | | | | | | | | | | | | | | | | | |
| i. | Scooters | | | | | | | | | | | | | | | | | | | | |
| ii. | Motorcycles | | | | | | | | | | | | | | | | | | | | |
| iii. | Wireless Sets | | | | | | | | | | | | | | | | | | | | |
| iv. | Central Monitoring System | | | | | | | | | | | | | | | | | | | | |
| v. | Guard Monitoring System | | | | | | | | | | | | | | | | | | | | |
| vi. | Hand Held Metal Detectors | | | | | | | | | | | | | | | | | | | | |
| vii. | Door Frame Metal Detectors | | | | | | | | | | | | | | | | | | | | |
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| | i. | : | | | | | | | | | | | | | | | | | | | |
| | ii. | : | | | | | | | | | | | | | | | | | | | |
| | iii. | : | | | | | | | | | | | | | | | | | | | |
| | iv. | : | | | | | | | | | | | | | | | | | | | |
| | v. | : | | | | | | | | | | | | | | | | | | | |
| | vi. | : | | | | | | | | | | | | | | | | | | | |
| | vii. | : | | | | | | | | | | | | | | | | | | | |
| | viii. | : | | | | | | | | | | | | | | | | | | | |

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|-----|--|------------|--|
| | (b) Basic Crowd Control Devices available with the Agency for ready use. | : | |
| | (c) CTC of Wireless license issued by Govt. of India or submit copy of agreement with the firm who is providing wireless sets to you. | : | |
| | (d) Details of Agency's Office/ Communication Equipments/ Gadgets and Security Equipments.(viz. FAX, Telephones, Computers, CMS, GCS, Mobile phones etc) | : | |
| | (e) Details of Arms/Ammunitions held by the Agency or No of Armed Guards on roll of the Agency. Also state details of clients where Armed Guards have been provided with copies of certificates from clients.(Attach details) | : | |
| | (f) Location of Centralized 24 hours Control Room. | : | |
| | (g) Experience in handling of: i. Access Control Systems ii. CCTVs and recorders iii. Computers iv. Communication and Wireless <i>(Please fill in details as per Annexure-XIII). (Please attach certificates of clients)</i> | : | |
| 9. | (a) Details of ISO Certificate or any other certificates. (Attach copy of Certificate). (b) Membership of any Professional Security Association. (Attach copy of Certificate). | : : | |
| 10. | Location of Training facilities as per PSARA (attach copy of Training Manual, Syllabus & Schedule including Refresher training.) | : | |
| 11. | Details of any tie-ups (please attach details). | : | |

| | | | |
|---|---|--|--|
| 12. | Any other information / document Tenderer wishes to submit for consideration. | | |
| <p><i>Note: If any information given in the technical bid is found false at any stage of assessment, the bid will be out rightly rejected. In such a case the Institute reserves the right to black list such a tenderer.</i></p> | | | <p>Signature of the Contractor or his Authorized signatory with seal of the Agency</p> |

FINANCIAL BID*(To be put in a separate sealed envelope marked FINANCIAL BID)***Tender document for providing Security Services at NCR-Biotech Science Cluster at village-Bhankri, Gurgaon-Faridabad Expressway, Faridabad – 121004 (Haryana)**

1. Name of the Agency (full address :
with Tel. No.)
2. Registration No. of the Agency :
under Delhi Administration
or any other Organization viz. DGR
3. Monthly Rates quoted per
Guard/Supervisor for 12 hours
duty each day:

| | <u>SUPERVISOR</u> <u>EXS MAN</u> | <u>ARMED</u> <u>GUARD</u> <u>EXS MAN</u> | <u>HEAD-</u> <u>GUARD</u> <u>EXS MAN</u> | <u>SECURITY</u> <u>GUARD</u> <u>CIVILIAN</u> | <u>REMARKS</u> |
|---|-------------------------------------|--|--|--|----------------|
| Basic salary, including VDA, Overtime etc. | | | | | |
| HRA if any. | | | | | |
| Relieving Charges (1/6 th of basic salary) | | | | | |
| Total | | | | | |
| E S I @ 4.75 % on Total | | | | | |
| EPF/EDLI/Adm. charges (13.61% of basic) | | | | | |
| Total | | | | | |
| Weekly Offs/National Holidays/Other Holidays | | | | | |
| Cost per Head | | | | | |
| Any Other Charges viz. Gratuity/Bonus etc. | | | | | |
| Service Charges @ | | | | | |
| TOTAL | | | | | |
| Service Tax @ 12.36% | | | | | |
| G. TOTAL (In figures) | | | | | |
| (In Words) | | | | | |

4. Approximate requirement of personnel, subject to variation as per actual requirements, is tentatively projected at: 15% Ex- Servicemen (EXS) & 85 % Civilians (Civ)

| | EXS | Civ | In figures Rs P | In Words |
|--------------------|-----|-----|--------------------|----------|
| Supervisors | 2 | | | |
| Armed Guard | 2 | | | |
| Head Guard | 2 | | | |
| Security Guard | | 33 | | |
| Total Monthly cost | | | | |
| Total Yearly Cost | | | | |

5. ESI No.:
6. EPF No.:
7. Service Tax No. :
8. Income Tax No. :

Dated:

Signature of the Contractor
or his authorized signatory
with Seal of the Agency

9. **Rates to be provided by the Agency for additional Services (This is optional and will not form part of comparative analysis)**

1. Valets per day -
2. Security Products (On Hire)/day:
 - (a) CCTVs with Cameras -
 - (b) DVD Recorders -
 - (c) Handy cam -
 - (d) Door frame Metal detectors -
 - (e) Hand held Metal detectors -
 - (f) Under vehicle Scan Mirrors -
3. Additional Communication Equipment (On Hire)/day:
 - (a) Cellular Phones -
 - (b) Wireless Sets -
 - (c) Voice recorders -
 - (d) Public Address System -
4. Charges for Vehicles with driver:
 - (a) Motorcycle -

Signature of the Contractor or
his authorized signatory with
Seal of the Agency

Dated:

EXCLUSION OF CONSEQUENTIAL & INDIRECT DAMAGES:-

Notwithstanding any provision of this Agreement to the contrary, neither party will be liable to the other party in respect of any consequential or punitive or economic loss or damage (whether or not foreseeable at the date of this Agreement and whether or not arising out of the negligence of either party) that may arise out of the performance of or breach of this Agreement including but not limited to loss of profits, loss of trade and business interruption.