

TENDER NOTICE

Tender are invited for hiring of Security Guards services at National Academy of Medical Sciences (India), Ansari Nagar, New Delhi

Eligibility criteria, Terms and Condition and Financial Bid proforma are available in NAMS website: www.nams-india.in

Interested vender may download the above document and submit their tender in a sealed envelope to the NAMS or before 17th August 2021

The tender will be opened on 18th August 2021 at 2.30 PM

Period of contract	-	1 year
No. of Security Guards	-	3 daily
Approximate cost	-	10 lacs
Date of receipt	-	17 th August 2021 upto 2.00 pm
Date and time of open	-	18 th August 2021 upto 2.30 pm

Consultant (Admn/Fin)

Note: Each page of Tender, document
Is to be signed by the Tender

HIRING OF MANPOWER FOR SECURITY GUARDS SERVICES

Estimate cost of tender: Rs. 10 lac per annum.

Sealed tenders are invited from experienced and reputed Manpower Agencies for outsourcing of the services of the following manpower to work in the NAMS Office.

Tentative Requirement	Tentative per day Requirement (Nos)
1.Security Guards	3

Rates quoted:

(Break-up of rates must be enclosed)

(1) Security Guards

Rs. _____ per month

Note:

- (1) The rates quoted should be including all statutory dues, Services Charges, GST etc. it should be shown as net comprehensive rate. No addition of any kind except additional statutory dues levied by competent authorities after the date of submission of tender will be allowed. However, while preparing the comparative chart of tenders received, the basic rates, ESI, PF, GST and service charges will only be counted.
- (ii) The requirement of manpower as mentioned at S1. No. 2 is indicative and the same may increase or decrease at the discretion of NAMS.
- (iii) Wages and other statutory requirements should be in conformity with the latest minimum wages notified by Labour Department, Govt. of NCT of Delhi. In case the minimum wages is revised during the tender process the same will apply accordingly and later on also as and when the same is revised/increased by Govt. of NCT of Delhi the same will apply.

If rates is found to be less than the minimum wages, as prescribed by Delhi Govt., the whole tender will be rejected.

1. Last date of Submission : 17.8.2021 upto 2.00pm
2. Date and time of opening : 18.8.2021 at 2.30 PM

Signature of the Tenderer

Seal: _____

Date: _____

ELIGIBILITY OF CRITERIA

1. The Agency should be registered as a firm or company registered under the Companies Act 1956.
2. The agency should be registered with Labour Dept. of Government of NCT of Delhi/Central Govt., holding a valid license under the latest contract Labour (Regulation and Abolition) Act for engaging a minimum of 100 employees and should be having valid ESI, EPF Code No., PAN No., GST No., etc. The Tenderer should also be registered under Delhi Shops and Establishments Act. The statutory requirements, as stated above and as applicable should be fulfilled.
3. The Agency should have a minimum annual turn over of Rs. 40 lakh during each of the last three years and should not have made a loss in any of these years. It should have a security staff of at least ten or more per shift for one client and should have a minimum experience 10 year in providing security services Agency business in large Govt. Organization/Multi-National Companies/National Labs/PSUs/Nationalised Banks etc.
4. Only those tenders/contractors who meet all the guidelines and terms and conditions in all respects should submit their tenders (s)
5. The NAMS reserves the right to reject all or any of the tenders or to accept any tender without assigning any reason whatsoever and to annul the bidding process at any time prior to award of contract without assigning any reason thereof.
6. All pages of the tender documents must be signed by the authorized signatory and the power of attorney holder, a copy of the document granting power of Attorney, in favour of the authorized signatory should be enclosed. Conditional tenders will be rejected.
7. Only those tenders/contractors who meet all the guidelines and terms and conditions in all respects should submit their tender (s)

TERMS AND CONDITION

- (1) The contract is initially for 12 months. The term of the contract may be extendable on satisfactory performance.
- (2) The security services contract shall be for the entire premises occupied by the academy at Ansari Nagar New Delhi. The contractor shall ensure round the clock high standard security on a 24x7 basis of the week to safeguard the premises & assets of NAMS .

The contractor shall deploy guards below the age of 50 yrs conforming to security requirement of premises. The security guards deployed should be trained in fire fighting system/ equipments and fire extinguishers

- (3) The persons deployed by the agency should not have any adverse Police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment after investigation by the local police, collecting proofs of identify like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect submitted to the Academy.
- (4) The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The contractor shall provide sufficient sets of uniform at his cost to its employees and ensure that they wear them all times and maintain them clean.
- (5) The service provider shall withdraw such employees who are not found suitable by the academy for any reasons immediately on receipt of such a request from the Academy.
- (6) The service provider shall engage necessary persons as required by the academy from time to time. The said persons engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their salary per month. The Company/Firm/Agency will provide proof of receipt of wages by the workers before the end of each month. There is no Master and Servant relationship between the employees of the service provider and this Academy and further that the said persons of the service provider shall not claim any absorption in the Academy on any ground whatsoever.
- (7) The service provider's personnel's shall not claim any benefit/compensation/absorption/regularization of services form/in this Academy under the provision of Industrial Disputes Act., 1947 or Contract Labour (Regulation and Abolition) Act, 1970. Undertaking from the persons to this effect shall be submitted by the service provider to the NAMS.

- (8) The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, administrative/organizational matters as all these matters are of confidential/secret nature.
- (9) The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will and enhance the image of this Academy. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by the Agency.
- (10) Any employee of the contractor proceedings on leave shall immediately be replaced by the contractor at no additional expenses to the employer.
- (11) This award of work contract will not confer any right for regular appointment in NAMS.
- (12) It is purely a work contract based on the principals of "Laws of Contracts". The Secretary reserves the Right to reduce or extend the periodicity of the contract without assigning any reasons thereof and the decision of the Secretary will be final.
- (13) The payment for performing executing stipulated contractual work be made on monthly basis on submission of bill in duplicate by the Contract with advance stamped receipt.
- (14) Payment will be made either by crossed cheque in the name of company/firm or through RTGS.
- (15) Income tax at prescribed rate, will be deducted at source, from the monthly payment of the bills unless tax exemption certificate from income tax authorities are produced.
- (16) That the agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including minimum wages Act., Employees Provident Fund Act, ESI Act, etc. and the NAMS shall not incur any liability of the service provider for any expenditure whatsoever on the persons employed by the agency on account of pay such statutory obligation. The agency will have to provide particulars of EPF, ESI of its employees engaged in the NAMS, on monthly basis along with bill submitted by them.
- (17) Rate quoted is applicable for the whole months including holydays/Sundays.
- (18) The Security Deposit amounting to Rs.1,00,000/- will have to deposited by the firm/company before taking the security services contract. This amount will not earn any interest thereon.

- (19) The Security Deposit shall be returned to the contractor on the expiry of the contract period on furnishing the usual clearances/no demand certificate.
- (20) The contractor if refuses to continue the work at any stage before the expiry of contract period, will result to forfeiture his security deposit.
- (21) In case the services are not found satisfactory, the contract may be terminated by Academy at any time during the contract period without any prior notice and without assigning any reasons whatsoever.
- (22) However, the agreement can be terminated by either party by giving one months notice in advance. If the agency fails to give one months' notice in writing for termination of the Agreement then one month's wages etc and any account due to the agency from the academy shall be forfeited.
- (23) The contractor will also have the responsibility to safeguard the NAMS moveable and immovable property, besides protecting the environment.
- (24) Entry in the academy premises is restricted. The guards on duty at the gates/reception will ensure that only the authorized persons enter the academy premises after proper verification and intimation.
- (25) The Contractor shall ensure opening and proper locking of all rooms of Academy. In case of any theft, breakage, pilferage of any fixture and/or fittings, furniture, equipment etc., the responsibility shall be of the contractor and s/he shall report the same to the Secretary or NAMS office. If after a departmental enquiry, it is found that the loss has occurred due to negligence of the contractor's guard/guards on duty, the academy will have full power to recover the loss in full or adjust from the dues or security deposit of the contractor. The decision of Academy in this regard will be final and binding on the contractor.
- (26) For any breach of contract, the Secretary or any officer authorized by him, shall be entitled to impose a minimum penalty of Rs.1000/-per day/occasion on the 1st occasion upon the Agency in the event of breach, violation or contravention of any of the term and conditions contained herein brought to the notice of NAMS.
- (27) In the event of a guard not reporting for duty, alternate arrangements shall be made by the contracting agency, immediately without jeopardizing the security of the NAMS.
- (28) The contractor shall ensure the following:
 - a) No property of NAMS of any kind is removed by any official/private person without a proper gate-pass issued by the authorized officials of NAMS.
 - b) Any loss/damage to goods or property of NAMS due to negligence on the part of the security personnel of the contractor shall be made good within 7 days of

the date of its communication to him. Non-compliance of the same shall entail forfeiture of the security deposit along with recovery of the loss in part or in full form the dues and earnest money of the contractor and or termination of the contract.

c) No report for any loss/damage to property of NAMS shall be lodged with police by the contractor without the written approval of NAMS.

- (29) In case failure to execute the work to the fullest satisfaction of the penalty of 1% per day on the amount of monthly bill, will be levied as penalty.
- (30) In the event of any question, dispute/difference arising under the agreement or in connection herewith (except where resolution has been specifically provided under the agreement)the same shall be referred to the Sole Arbitrator to be appointed by the NAMS. The award of the arbitrator shall be final and binding on both the parties.
- (31) Any disputes out of or in any way connected with this contract shall be deemed to have arisen in NAMS and only the courts in Delhi shall have jurisdiction to determine the same.
- (32) In case, if the work not all carried out, disallowance at the rate of 4% per day the amount of the monthly bill (limited to 100%) will be levied as penalty.
- (33) The agency shall disburse the salary of the workers before 7th of the succeeding months.
- (34) The Contractor shall submit an affidavit along with the tender document stating that “we undertake to deploy security personnel of only the ones whose antecedents have been got verified by us from the Police Authorities.
- (35) In case of any loss/theft of any movable or immovable property, the Secretary or any officer authorized by him will consider the circumstances leading to the loss/theft and if the responsibility is fixed upon the agency by the above mentioned officer, the agency will make good the loss within a specified period or else deduction of the cost will be made from the following month’s bill and or its security deposit.
- (36) The contractor shall be solely responsible for all the claims of his employees and the employees of the contractor shall not make any claim whatsoever against the Academy.
- (37) Income tax other taxes levied from time to time by the Govt. shall be deducted at source by NAMS from the monthly bills of the security contractor on the full amount of bill.

- (38) The NAMS reserves the right to cancel/terminate the contract at any time during the currency of the contract after giving one month notice to the contractor.
- (39) The contractor shall engage personnel who are medically fit. They should be free from all infections/diseases. The contractor shall get his employees medically examined before deploying them at the Academy.
- (40) In case, if the work is not all carried out, disallowance at the rate of 4 % per day the amount of the monthly bill (limited to 100 %) will be levied as penalty.
- (41) The agency shall disburse the salary of the workers before 7th of the succeeding months.

S.No.	Particulars	To be filled in by the Tender
1	Name of the Agency	
2.	Date of establishment of the agency	
3.	Office address of the agency with office telephone number, fax number and mobile number and name of the contract	
4.	Whether registered with all concerned Government Authorities (copies of all certificates of registration to be enclosed)	
5.	PAN (copy to be enclosed)	
6.	GST registration number (copy to be enclosed)	
7.	Registration/license no. under contract labor (regulation and abolition) Act 1970	
8.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India (if no, an undertaking to this effect is to attached n this regard)	
9.	Length of experience in the field	
10.	Experience in dealing with Govt. departments (Indicate the names of the departments and years of dealing with those department and attach copies of contracts orders placed on the agency)	
11.	Whether a copy of the terms and conditions (Annexure-I) duly signed in token of acceptance of the same is attached.	
12.	Whether agency profile is attached?	
13.	List of other clients	

(Signature)
With date

FINANCIAL BID

For providing manpower to the Medical Council of India

Name of Tendering Company/ Firm/Agency _____

EMD: Rs. _____ D.D./P.O. No. _____ Dated: _____

Name of Bank /Branch : _____

S.No.	Skilled/ Unskilled Security Guards	Daily wage rates as prescribed by Govt. of NCT of Delhi (Basic minimum wage)	EPF	ESI	GST	Any other statutory liability	Contractors (Admn./Service charges)	Over time (OTA)	Total

NOTES:

1. Rates quoted should be equal to or more than the minimum wages prescribed under Minimum Wages Act., 1948 as applicable in the NCT of Delhi
2. If the rates of any post quoted are less than the minimum wages as prescribed by Govt. of NCT of Delhi, entire tender will be rejected
3. Contractors Administration/Service charges cannot be "NIL" or "ZERO". If the Admin/Service charges found to be NIL or Zero, the tender will be rejected.
4. If any of the statutory liability not included above, the tender will be rejected.