

No.19015/01/2021-Admn.
Government of India
Department of Social Justice and Empowerment
National Commission for Safai Karamcharis

‘B’ Wing, 4th Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110003.
Date: 1st February, 2021.

TENDER NOTICE

Coordination Committee for Lok Nayak Bhawan, Khan Market, New Delhi invites sealed quotations for supply of Security Guards for parking arrangement in basement/Gate No.1 to 5 of Lok Nayak Bhawan, Khan Market, New Delhi as per terms and conditions given below.

2. Sealed quotations are invited in 2 bid format (clearly and separately marked in separate envelopes as “Technical Bid and Financial Bid”) for awarding of contract for Security and Parking arrangements in basement and Gate No.1 to 5 of Lok Nayak Bhawan, Khan Market, New Delhi.

3. Selected firm shall provide the services of 17 security guards and one supervisor as per following shifts:

Period of Duty	No. of Guards	Place of working
8 a.m. to 8 a.m. Round the Clock	2X3=6 (Six)	Basement
8 a.m. to 4.30 p.m. (General)	4 (Four)	Basement Back (1 Driver+2 helper+1 (Entry)
8 a.m. to 4.30 p.m. (Genl.)	2 (Two)	Gate No.1
8 a.m. to 4.30 p.m. (Genl.)	2(Two)	Gate No.2
8 a.m. to 4.30 p.m. (Genl.)	1 (One)	Gate No.3
8 a.m. to 4.30 p.m. (Genl.)	1(One)	Gate No.4
8 a.m. to 4.30 p.m. (Genl.)	1 (One)	Gate No.5
8 a.m. to 4.30 p.m. (Genl.)	1 (One)	Supervisor

4. Two hours overtime for 10 Guards shall be paid extra. There shall be extra duty of 6 Guards in basement round the clock for Sunday and Gazetted Holiday (Average) basis.

5. All prospective bidders shall deposit an EMD of **Rs.1,00,000/- (Rupees One Lakh only)** by way of demand draft in favour of Chairman, Coordination Committee, Lok Nayak Bhawan, Khan Market, New Delhi. Bids without EMD will be summarily rejected.

6. Bids for contract for the above work may be furnished latest by **22nd February, 2021** in two-Bid format, separately in 2 sealed covers clearly marked as “Technical Bid and Financial Bid”. The quotations complete in all respect in sealed cover duly super scribed “Quotations for security and parking arrangement in basement/Gate No.1 to 5 of Lok Nayak Bhawan, Khan Market, New Delhi” should reach the undersigned latest by **12.00 P.M. on 22nd February, 2021**. Without any seal, bid shall be rejected. The Financial Bid shall be in the prescribed format (**ANNEXURE**). **Technical Bids shall be opened on 22nd February, 2021 at 12.15 P.M. in the office of Under Secretary(Admin.), NCSK.**

7. The duration of contract shall initially for period of three years. It may be extendable on satisfactory work.


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8. The other terms and conditions shall be as under:-

- (i) The agency/firm is required to enclose photocopies of all the documents, duly self-attested only failing which their bids shall be summarily/out rightly rejected and will not be considered any further.
- (ii) Conditional bid shall not be considered and will be out rightly rejected at the very first instance.
- (iii) Details of ESIC, EPF and Bonus (8.33%) are compulsory in Financial Bid on Govt. notified full minimum wages are to be given.
- (iv) Details of Self-attested challan and contribution details of ESIC & EPF not less than fifty manpower (duly submitted to EPFO and ESIC) for the last six months are to be given.
- (v) The Agency should be registered with CPWD/PWD/NDMC/MCD, etc. A self-attested document of the registration is to be enclosed.
- (vi) NSIC Certificate to be enclosed, if EMD exempted.
- (vii) Self-attested copy of ISO Certificate for Quality Management System (ISO 9001:2008) is to be enclosed.
- (viii) Self-attested copies of ESIC and EPF registration are to be enclosed.
- (ix) Self-attested copy of Service Tax/GST and Sales Tax Registration is to be enclosed.
- (x) Every page should be numbered and countersigned with company stamp and date.
- (xi) **The Firm should not have been blacklisted by any Government organization. A declaration in this regard may also be submitted.**
- (xii) Certificate issued by bank for maintaining Current Account for the last three years is to be enclosed.
- (xiii) Bank Solvency Certificate of Rs.50,00,000/- (Rupees Fifty Lakh only) from bank in favour of Chairman, Coordination Committee, Lok Nayak Bhawan, Khan Market, New Delhi is to be enclosed.
- (xiv) Selected firm shall ensure that a register is maintained by them for entry and exist of all vehicles in the basement and around the building.
- (xv) All Bidders should have experience of providing security and parking attendants service to Govt. Departments/Ministries, PSUs, etc. for a minimum period of three years. Documentary evidence in this regard be attached from the user Department/Ministries along with quotations (Technical Bid).
- (xvi) Selected firm shall ensure proper parking of only authorized vehicles in the basement and around the building.
- (xvii) Selected firm shall ensure that the guards are trained on fire system.


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(xviii) Security equipment like uniform, shoes, lathis, whistle, torch, etc. are required to be provided to Security Guards.

(xix) In case of involvement of any security guards or any other person associated with the selected firm with theft, pilferage, dishonesty, loss or damage to Government Property, directly or indirectly, the appropriate authority to decide the matter shall be the Chairman, Coordination Committee.

(xx) It shall be incumbent upon selected firm to ensure that all security personnel so deployed have their antecedents duly verified and necessary documentation in this regard are provided to Coordination Committee at the earliest.

(xxi) No security staff shall be deployed continuously for more than 90 days at one site. Coordination Committee shall have no involvement in any claim submitted by staff for a permanent absorption in the Government on the plea of working/engaged on Government duty.

(xxii) It shall be incumbent upon the selected firm to comply with all statutory Rules, Regulations and Acts in force from time to time.

(xxiii) The personnel deployed for the purpose of security and parking arrangement must be paid by selected firm the Minimum Wages notified by the Govt. of NCT of Delhi from time to time as per the Minimum Wages Act, 1948 including EPF, ESI, Gratuity, etc. Coordination Committee will not be responsible or liable for any violation of statutory/local laws and rules.

(xxiv) All Bidders must submit copies of last 3 years' Income Tax Returns submitted to Income Tax authority and must have an annual turnover Rs.2,00,00,000/- (Rupees Two Crore only) per annum.

(xxv) The personnel deployed for the purpose of security and parking arrangement should be medically fit.

(xxvi) Chairman, Coordination Committee shall have the right to terminate the contract by giving one month notice in writing.

9. Non-compliance of any conditions mentioned at paras 2 to 8 above including failure to attach necessary documentary evidence shall result in summarily rejection of the offer/bid of the firm. No bids shall be entertained after the deadline under any circumstances whatsoever.

10. TECHNICAL BID EVALUATION:

(i) Coordination Committee shall follow two-bid system where the technical bid and financial bid shall be evaluated separately.

(ii) The tender evaluation shall be done on weightage of 60% to Technical Evaluation and 40% to Financial Evaluation.

(iii) During the technical evaluation stage, each bidder shall be assigned different marks out of a total of 60 marks, as per the criteria specified below:-

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a.	Number of years in Operations	Max 15 Marks
	(i) Upto 3 years	10 Marks
	(ii) More than 3 years	15 Marks
b.	Turnover (Last Financial Year)	Max.15 Marks
	(i) Upto Rs.2.00 Crore	10 Marks
	(ii) More than Rs.2.00 Crore	15 Marks
c.	Number of Manpower on roll	Max.15 Marks
	(i) Upto 100	10 Marks
	(ii) More than 100	15 Marks.
d	Quality Related Marks	Max.15 Marks
	(i) Quality Management System (ISO 9001:2008) or trade license from Corporations, etc.	10 Marks
	(ii) In case of both above	15 Marks

11. A bidder should mandatorily secure a minimum of 40 marks out of total 60 marks as per para 10 (i) to (iii) in Technical Evaluation in order to qualify for being eligible for opening of financial bids. The financial bids will be opened only of those agencies whose Technical Bid would be complete in all respect and who score a minimum of 40 marks out of 60 marks in Technical Evaluation stage. Financial bid will carry a total of 40 marks. The final selection would be made on the basis of Combined Quality-cum-Cost based Selection method.

12. Selected firm will have to raise the bill for the work done after completion of each month to each Ministry/Department/Office located in the Lok Nayak Bhawan. The share of each Ministry/Department/Office located in the building, out of the total amount payable, shall be calculated on the basis of area occupied by respective Ministry/Department/Office located in Lok Nayak Bhawan. In case of vacation of accommodation by any of the Ministries/Departments/Offices located in the building during the period of contract, the amount payable by that office will be proportionately distributed amongst all other remaining offices.

13. The Tender is non-transferable.

14. Complete tender document may be downloaded from the website of National Commission for Safai Karamcharis i.e. **ncsk.nic.in**.

15. The EMD will be refunded without any interest within 30 days of award of contract.

Yours faithfully,



(Jatender Singh)

Under Secretary to the Govt. of India

Tele: 24649354

ANNEXURE

FORMAT OF FINANCIAL BID

Sl. No.	Particulars	Security Guards (Semi-skilled) Minimum 12 th Pass	Supervisor (Skilled) Graduate	Total
1.	Minimum Wages			
2.	ESIC			
3.	EPF			
4.	Bonus			
5.	Dress Charges			
6.	Service Charges of Agency(5)			
7.	Total (In Figure)			
8.	Total (in words)			

Note: GST shall be paid extra as per Govt. norms.

Signature of Contractor (With Firm Stamp)

Name:

Designation:

Place:

Telephone No.

Date:

Address:

