

F. No. DGCI&S (OS)/2013
Government of India
Ministry of Commerce & Industry
Directorate General of Commercial Intelligence & Statistics
565 – Anandapur, Sector-I, Plot No.22
Kolkata – 700 107.

Dated: The 27th Feb., 2017.

**DEPLOYMENT OF SECURITY GUARD, SWEEPER AND SUPERVISOR
IN DGCI&S, KOLKATA - REGARDING,**

For and on behalf of the President of India, the Head of Department, Directorate General of Commercial Intelligence & Statistics, 565-Anandapur, Sector-I, Plot No.22, Kolkata – 700 107 under the Ministry of Commerce & Industry, New Delhi intend to deploy Security Guard, Sweeper and Supervisor in the new building of DGCI&S spread over four floors and having around 70,000 sq.ft of total area from reputed, experienced, financially sound, Kolkata based Registered manpower agencies/companies/firms.

1. The rates for the services of Security Guard, Sweeper and Supervisor should be as per the rates prescribed by the Office of the Chief Labour Commissioner ©, Ministry of Labour & Employment, Govt. of India. The daily shift of the Security Guard will commence from 8.00 a.m, 2.00 p.m. and 8.00 p.m.(round the clock). The timing of safaiwalas/sweepers will be generally from 7.00 a.m. to 3.00 p.m. Moreover the timing will be adjusted in such a way so as to ensure round the clock cleaning of toilets and other service areas during the office hours. The persons engaged for Security Guards, Sweepers and Supervisors will work 26 days.
2. Eligibility conditions of the persons to be deployed for Security Guards and Supervisors should be of Ex-Servicemen. General conditions of the contract may be downloaded from the website of this Directorate i.e. www.dgciskol.nic.in or may be obtained from the office of the undersigned by paying Rs.100/- (Rupees One hundred only) either in cash or in form of Demand Draft/Pay Order drawn in favor of Director General, DGCI&S, Kolkata payable at Kolkata. Those who are downloaded from the website, they have to pay the amount with quotations.
3. Quotation submitted by 3 P.M of 10th March, 2017 will only be accepted for consideration.
4. Competent Authority in Directorate General of Commercial Intelligence & Statistics reserves the right to reject quotation without assigning any reason.

Quotation in the prescribed format of **technical bid & financial bid to be submitted separately** within the stipulated date and time in the following address:

Head of Department
Directorate General of Commercial Intelligence & Statistics,
Ministry of Commerce & Industry,
565-Anandapur, Sector-I, Plot No.22,
Kolkata – 700 107.

(A. PRADHAN)
DY. DIRECTOR GENERAL &
HEAD OF DEPARTMENT

Sl.No.	
Date of Issue	
Signature of issuing authority	

GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
DIRECTORATE GENERAL OF COMMERCIAL INTELLIGENCE & STATISTICS
565 – ANANDAPUR, SECTOR-I, PLOT NO.22
KOLKATA – 700 107.

TENDER DOCUMENT

for

DEPLOYMENT OF SECURITY GUARDS,
SWEEPERS & SUPERVISORS

at

DGCI&S KOLKATA

Period of Issue of Tender document : 1st March, 2017 to 10th March, 2017.

Date & Time for submission of Tender Document : till 3.00 PM on 10th March, 2017.

Date & time for opening of Tender Document : 3.30 PM on 10th March, 2017.

General Terms and Conditions

1. The Contract is likely to continue from the date of commencement for a period of one year, unless it is curtailed or terminated by this Organization/Department owing to deficiency of service, sub standard quality of persons deployed breach of contract, etc.
2. The period of contract may be extended for a further specific period mutually agreed upon by the successful service providing Company/Firm/Agency and DGCI&S, Kolkata.
3. The contracting Company/Firm/Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Directorate.
4. The tenderer will be bound by the details furnished by him/her to this Directorate while submitting the tender or at subsequent stage. In case, any of such documents furnished by him/her is found to be false at a later stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of contract.
5. There will be no criteria for selection of the lowest eligible bidder. However, the contract will be awarded on merit basis after examining technical specifications quoted by the agencies, working performance for the past two years in Govt. offices and overall examination of tender bids of the Company/firm/agency. This Directorate reserves right to terminate the contract during the period also after giving a week's notice to the contracting agency.
6. The technical Bid should be accompanied with an Earnest money Deposit (EMD), refundable, of Rs.5,000/- (Rupees five thousand only) in the form of Demand Draft/Pay Order drawn in favour of Director General, DGCI&S, Kolkata payable at Kolkata failing which, the tender shall be rejected out rightly.
7. The EMD in respect of the agencies which do not qualify the Technical Bid (First Stage)/Financial Bid (Second Competitive Stage) shall be returned to them without any interest. Further, if the agency fails to deploy persons against the initial requirement within 15 days from the date of placing the order the EMD shall stand forfeited without giving any further notice

LIABILITIES, CONTROL ETC. OF THE PERSONS DEPLOYED

8. The contracting agency shall ensure that the persons deployed in this Directorate conform to the technical specification of age, qualification – should be middle class pass or equivalent and capable of understanding simple Hindi, English and Regional Language. **Desirable : Matric Pass**
9. This Directorate is a Central Government office and has five working days (i.e. Monday to Friday) in a week from 0930 hrs. to 1800 hrs. The daily shift of the Security Guard will commence from 8.00 a.m., 2.00 p.m. and 8.00 p.m. (round the clock), the timing of safaiwalas/sweepers generally from 7.00 a.m. to 3.00 p.m. Moreover, the timing will be adjusted in such a way so as to ensure round the clock cleaning of toilets and other services areas during the office hours. The persons engaged for Security guards, Sweepers and Supervisors will work 26 days. She/He will be paid as per agreed rates and also subject to instructions of Labour Department, Govt. of India.
10. The person deployed as Security Guard and Supervisor should preferable be of Ex-Servicemen.

11. The contracting Company/Firm/Agency shall furnish the following documents in respect of the individual persons who will be deployed by it in this Directorate before the commencement of work :
 - a. List of persons deployed,
 - b. Bio-data of the persons along-with the certificates in respect of education/professional qualification, etc.
 - c. Attested copy of school leaving certificate containing date of birth,
 - d. Character certificate from a Gazetted officers of the Central/State Government,
 - e. Certificate of verification of antecedents of persons by local police authority.
 - f. Credential List.
12. In case, the person employed by the successful Company/Firm/Agency commits any act of omission/commission that amounts to misconduct/ indiscipline/ incompetence, the successful Company/Firm/Agency will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by this Directorate.
13. The tendering Company/Firm/Agency shall replace immediately any of its personnel who are found unacceptable to this Directorate because of security risks, incompetence, conflicts of interest, improper conduct etc. upon receiving written notice from this Directorate.
14. The Company/Firm/Agency shall depute a coordinator who would be responsible for immediate interaction with this Directorate, so that optimal; services of the persons deployed by the Company/Firm/Agency could be availed without any disruption.
15. The selected Company/Firm/Agency will immediately provide a substitute in the event of any person leaving the job due to his/her personal reasons. The delay in providing a substitute beyond three working days would attract a penalty @Rs.250/- per day on the service providing agency.
16. It will be the responsibilities of the service providing Company/Firm/Agency to meet transportation, food, medical and any other requirements in respect of the persons deployed in this Directorate and this Directorate will have no liabilities in this regard.
17. For all intents and purposes, the service providing agency shall be the "Employer" within the meaning or different Labour Legislations/Laws applicable in respect of unskilled workers and deployed in this Directorate. The persons deployed by the agency in this office shall not have claims for any Master and Servant relationship against this Directorate (DGCI&S, Kolkata).
18. The service providing Company/firm/Agency shall be solely responsible for the redressal of grievances/resolution of disputes relating to person deployed. This Directorate shall, in no way, be responsible for settlement of such issues whatsoever.
19. This Directorate shall not be responsible for any financial or other injury to any person deployed by servicing providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
20. The persons deployed by the service providing agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees of this Directorate during the contract period or after expiry of the contract.
21. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing company/firm/agency shall not be entitled to and will have no claim for any absorption in the regular/otherwise capacity in this Directorate.

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22. The successful tenderer will have to deposit a performance security amount of 10% of the service charges payable for the services to be provided by the bidder immediately after awarding contract in the form of Demand Draft/Pay Order drawn in favour of Director General, DGCI&S, Kolkata payable at Kolkata or Bank Guarantee issued by a reputed Bank or fixed Deposit Receipt (FDR) made in the name of the agency but hypothecated in favour of Director General, DGCI&S, Kolkata valid for 60 days beyond the expiry of period of contract. If the contract is extended further beyond the initial period, the FDR will have to be accordingly renewed by the successful tenderer.
23. The tendering agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund and Employees State Insurance etc. in respect of the persons deployed by it in this Directorate.
24. Tendering agency shall also be liable for depositing all taxes, levies, educational CESS, etc. on account of services rendered by it to this Directorate to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
25. The tendering agency shall maintain all statutory registers under the Law. The agency shall produce the same on demand to the concerned authority of this Directorate or any other authority under the Law.
26. The Tax Deduction at Source (TDS) shall be deducted as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this Directorate.
27. In case, the tendering agency fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof this office is put to any loss/obligation, monetary or otherwise, this office will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.
28. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by this Directorate besides annulment of the contract.
29. The agency shall raise the bill in triplicate along-with attendance sheet (duly verified by the officer-in-charge in respect of the persons deployed and submit the same to Head of Office in the first week of the succeeding month. As far as possible, the payment will be released by the second week of the succeeding month.
30. The claims in bills regarding Employees State Insurance, Provident fund, Service Tax, etc., for the month should be necessarily accompanied with documentary proof pertaining to the month. A requisite portion of the bill/whole of the bill amount shall be held up till such proof is furnished, at the discretion of this office.

APPLICATION FORM – TECHNICAL BID

1. Name of Tendering Company/Firm/ Agency (Attach attested copy of certificate of Registration). : _____

2. Name of Proprietor/Director of company/firm/agency. : _____

3. Full Address of Regd. Office : _____

Telephone No. _____
FAX No. _____
E-mail address _____

4. Full Address of Operating/Branch Office : _____

Telephone No. _____
FAX No. _____
E-mail address _____

5. PAN/GIR No. (Attached attested copy) : _____

6. Service Tax Registration No. (Attach attested copy) : _____

7. E.P.F. Registration No. (Attach attested copy) : _____

8. E.S.I. Registration No. (Attach attested copy) : _____

9. Financial turnover of the tendering Company/firm/Agency for the last 3 (three) Financial Years: (Attach separate sheet, if space is insufficient)

Financial Year	Amount (Rs. Lacs)	Remarks, if any
2013-2014		
2014-2015		
2015-2016		

10. Details of major contracts handled by the tendering Company/Firm/Agency for providing "Security/Sweeping services" during the last 3(three) years in the following format with supporting documents :

Sl..No.	Details of client along-with address, telephone and FAX numbers	Amount of contract (Rs. lacs)	Duration of	
			From	To

(If the space I provided is insufficient, a separate sheet may be attached)

11. Additional Information, if any

Date:

Place:

Signature of authorized Person

Name:

Seal :

DECLARATION

1. I, _____ Son/Daughter/Wife of
Sri _____ Proprietor/Director/authorized
signatory of the Company/firm/Agency, mentioned above, is competent to sign this declaration
and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to
abide by them.
3. The information/documents furnished along with the above application are true and authentic to
the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any
false information/fabricated document would lead to rejection of my m tender at any stage
besides liabilities towards prosecution under appropriate law.
4. WE are not involved in any major litigation that may have an impact affecting or compromising
the delivery of services as required under this tender.
5. WE are not black-listed by any Central/State Govt./Public Sector undertaking in India.
6. We have not been earlier convicted of violation of EPF/ESI/Minimum wages Act. or any other
laws in force.

Date:

Signature of authorized Person

Place:

Name:

Seal:

APPLICATION FORM – FINANCIAL BID

For Providing Services of Security Guard, Sweeper and supervisor at DGCI&S, Kolkata :

1. Name of Tendering Company/Firm/ : _____

2. Details of Earnest Money Deposited Rs.5,000/- (Rupees five thousand) only.

D.D/P.O No. & Date : _____

Drawn on Bank : _____

7. Rates are to be quoted strictly in accordance with Minimum Wages Act., 1948 as applicable as on 1st April, 2017.

(A) Rate for Supervisor : Rs. _____
(Rupees _____ only inclusive of all
statutory liabilities, taxes, levies, cess, etc.)

Sl.No.	Component of Rate	Amount (Rs.)
1	Daily Wage Rate (as per MWA, 1948)	Rs.
2	Employees Provident Fund @ % of 1 above	Rs.
3	Employees State Insurance @ % of 1 above	Rs.
4	Any other liability (please indicate)	Rs.
5	Contractor Administrative/Service Charges	Rs.
6	Total (Column 1 to 5)	Rs.
7	Service Tax Liability @ % of 6 above	Rs.
	Grand total (for whole month)	Rs.

B) Rate for Security Guard : Rs. _____
 (Rupees _____ only inclusive of all
 statutory liabilities, taxes, levies, cess, etc.)

Sl.No.	Component of Rate	Amount (Rs.)
1	Daily Wage Rate (as per MWA, 1948)	Rs.
2	Employees Provident Fund @ % of 1 above	Rs.
3	Employees State Insurance @ % of 1 above	Rs.
4	Any other liability (please indicate)	Rs.
5	Contractor Administrative/Service Charges	Rs.
6	Total (Column 1 to 5)	Rs.
7	Service Tax Liability @ % of 6 above	Rs.
	Grand total (for whole month)	Rs.

(C) Rate for Sweeper : Rs. _____
 (Rupees _____ only inclusive of all
 Statutory liabilities, taxes, levies, cess, etc.)

Sl.No.	Component of Rate	Amount (Rs.)
1	Daily Wage Rate (as per MWA, 1948)	Rs.
2	Employees Provident Fund @ % of 1 above	Rs.
3	Employees State Insurance @ % of 1 above	Rs.
4	Any other liability (please indicate)	Rs.
5	Contractor Administrative/Service Charges	Rs.
6	Total (Column 1 to 5)	Rs.
7	Service Tax Liability @ % of 6 above	Rs.
	Grand total (for whole month)	Rs.

Date:

Signature of authorized Person

Place:

Name:

Notes:

Seal:

1. The payment shall be made on conclusion of the calendar month only on the basis of number of working days of each deployed manpower.

