

Notice Inviting Tender (NIT)



No.D.8-2/2010/NIB (Security)
NATIONAL INSTITUTE OF BIOLOGICALS
(Ministry of Health & Family Welfare)
Government of India

NOTICE INVITING TENDER FOR PROVIDING SECURITY SERVICES AND MAN POWER

Sealed Tenders are invited under Two-Bid System from eligible and reputed agencies having capacity to provide the required number of trained security personnel and man power for the security services of the National Institute of Biologicals, Ministry of Health & Family Welfare, A-32, Sector 62, Noida on contract basis for an initial period of one year which can be extendable on year to year basis depending upon the performance of the agency up to a maximum period of 3 years..

Last date for submission/receipt of tender(s) is **03.02.2011 up to 1500 hrs.** and will be opened by the Tender Opening Committee in presence of the tenderers or their authorized representatives who wish to be present on the same day at **1600 hrs.** in the National Institute of Biologicals, Noida. The tenders received after the above mentioned date and time will not be considered. The tender sent by fax/e-mail will not be entertained.

- i) Tender documents will be available for sale in the Finance section of National Institute of Biologicals, Noida from **12.01.2011 to 02.02.2011** (up to **1500** Hours) and can be purchased during working hours from Monday to Friday on payment of Rs.568/- (including VAT @13.5% as applicable) in the form of Demand Draft drawn on a scheduled bank favouring National Institute of Biologicals payable at Noida.
- ii) The tenders duly completed in all respects should accompany the earnest money deposit of Rs.60,000/- (Sixty thousand only) in the form of Demand Draft drawn on a scheduled bank in India in favour of National Institute of Biologicals payable at Noida and can be submitted / received at the Institute till 1500 hours of 03.02.2011.

- iii) Tenderers may also down load the tender enquiry documents from the website of the Institute <http://nib.gov.in>. and submit the tender by utilizing the downloaded document along with the requisite EMD and non-refundable cost of tender documents Rs.568/- as mentioned above.
- iv) Tenderers shall ensure that their tenders, complete in all respect, are, dropped in the designated tender box located at the main reception of the Institute on or before the closing date and time indicated above, failing which the tenders will be treated as late and rejected.
- v) In the event of the date mentioned above being declared as a holiday / close day, the tenders will be sold / received / opened on the next working day at the appropriate time.

ADMINISTRATIVE OFFICER
National Institute of Biologicals,
A-32, Sector 62, Noida-201307 (U.P.).
For and on behalf of Director, NIB.



No.D.8-2/2008-Security/NIB
TENDER FOR PROVIDING SECURITY SERVICE & SUPPLY OF OTHER MANPOWER
TO THE NATIONAL INSTITUTE OF BIOLOGICALS, NOIDA.

The National Institute of Biologicals (NIB), an autonomous institution under the Ministry of Health & Family Welfare, Government of India, having a group of state-of-the-art laboratories equipped with facilities of analysis and characterization of recombinant proteins, enzymes, nucleic acids, antibodies, hormones, vaccines, cell lines, tissue culture and other biologicals medicines & therapeutic substances, diagnostic reagents, kits, etc., is located at A-32, Sector-62 NOIDA (U.P.). The Institute is also having advanced R&D platforms for development of serum banks and biological standards.

Note: *The Tenderer may kindly read the general terms & conditions and details of Deployment of Security Guard – **Annexure-I** carefully before quoting for the services for personnel mentioned at Rate of Schedule, **Annexure-II** and return the original documents duly signed on each page of the tender document in token of acceptance along with Earnest Money Deposited (EMD) of Rs. 60,000/- by DD/Banker Cheque In favour of National Institute of Biologicals, Payable at Noida/Delhi which will be refunded in due course.*

1. **Two-Bid system** - The offer should be submitted in two sets (4 copies). One Set (in duplicate) containing Earnest Money Deposit, Technical/Pre-qualification details/requirement, Literature, Catalogue etc. and Tender document/commercial terms duly signed as a token of acceptance of tender terms should be put in a sealed cover and marked as '**Technical/Pre-qualification Bid**'.
 - a. The Second set (in duplicate) should be sent in a separate sealed cover and should contain **Rates Schedule/(BOQ)/Annexure-II** only. '**Price-Bid**' should be clearly mentioned on the cover.
 - b. Tender No., Item description and Due Date of opening should be clearly mentioned on the envelop.
 - c. Both the '**Technical/Pre-qualification-Bid**' and '**Price-bid**' should then be put in a single sealed cover clearly indicating the Item/services, Tender No. & Due Date of opening on the sealed cover.
2. **Pre-qualification criteria**

The firm should have the following essential criteria:-

- i. **Registration:** Registered with the State/Central Govt, Department and Department of Police as mandatory requirement.

- ii. The Agency should be providing similar kind of services for a minimum period of 3 consecutive years and having an annual average turn over of Rs. 25.00 lakhs during the last three financial years in the books of accounts and being run by Ex-servicemen/ Ex-Paramilitary men
- iii. The Security Agency should have the experience in extending similar services in any of the Departments of the Government/ autonomous institutes/ Public Sector Undertakings/ any other State Government or Public Sector Bank or local bodies/ Municipalities as follows :
 - (a) Three similar completed works value not less than Rs. 12 lakhs,
or
 - (b) Two similar completed works, value not less than Rs. 15 lakhs,
or
 - (c) One similar completed work, value not less than Rs. 24lakhs.

(iv) Agency Manpower: The Agency should have at least 100 security personnel on their pay roll as on date. Necessary document in this regard to be provided.

- iv. **Financial Solvency:** The Agency should have financial solvency of Rs.30 lakh and a solvency certificate from the schedule bank is required to be provided on demand.
- v. **Valuation:** The rates quoted in Annexure-II i.e. Price Bid for Security Personnel will be considered for financial evaluation purpose only.

The Technical bid shall be accompanied by attested copies of :-

- (a) Registration Certificate with(i) Govt.(ii) ESIC (iii) EPF (iv)Service Tax (Labor Commissioner, Central/State), (v) PAN.
- (b) Experience Certificate for similar work for the last three years and all other documentary evidence to prove the PQ Criteria mentioned above.
- (c) Solvency Certificate from a Schedule Bank.
- (d) Certified copy of the annual Accounts for last 3 years.

General Terms & Conditions.

1. The Security Contractor is to provide the following personnel.
 - (a) **Security Services:** comprising Skilled Security Guards/Ex-Servicemen, Gunmen and Security Supervisor round the clock, for security of NIB Campus including Laboratory & Animal House, Administrative Building, Guest House & Hostel, Staff Quarters etc.
 - (b) Providing of Skilled/Semiskilled/Unskilled manpower of other categories i.e., Stenographers, Receptionist, Librarian, Plumbers, Pump Operator, Horticulture Supervisor, Electrician, Laboratory Attendants, Malies & Peons etc., (on Contract basis) as required by the Institute time to time.

Rates for each category may kindly be indicated in the Annexure-II and Annexure-III attached with this Tender document and the same shall be duly signed by the authorized representative of the firm/agency.

2. The Security Agency shall provide the Security personnel so that at least 1/3rd of total strength of the security personnel should be from Ex-servicemen on all the days round-the-clock including Saturdays/Sundays, Weekly offs (Saturday/Sundays) and other Gazetted Holidays. The Security Agency shall be responsible for replacement of any guard/staff provided by them in case of security personnel staff deployed in the Campus falling sick, proceeding on leave or absent on any day at no additional cost.
3. The Security personnel are required to work round the clock in two shifts as per the norm and practice in the industry comprising a duty hour of eight hours with permanent overtime for four hours in a single day on overtime payment basis for extra hours worked.
4. The Agency shall be fully responsible for ensuring overall good conduct and behavior of the Security guards/Staff provided by them.
5. The Agency shall arrange to post the security personnel at such points and in such manner as instructed by the Institute from time to time so as to ensure proper Safety and Patrolling of the entire Campus round the clock. The personnel so deputed will check cars other motor vehicles and persons coming in and going out of the Institute in such manner as may be required from Security point of view and shall maintain proper records in this regard.
6. The Agency shall provide such smart looking security guards as are duly trained for security jobs and are between the age group of **21 to 50** years of age with minimum qualification of 10th pass.

7. The Agency shall provide complete uniform, including belt, caps, shoes, and photo identity cards to their guards for summer & winter period. The security guards shall come neatly dressed in uniform to perform their duties. The Agency shall also provide stick (Lathi), torches, umbrella/rain coats and other equipment/consumables that may be necessary for due performance of duties of the security personnel so deployed by the Agency.
8. The Agency shall provide guards who are not only fully trained in Security duties but meet the Institute's Security requirements and shall work under the instruction of the officer in charge, Security/ or such other officer as designated by the Institute in this regard. In case the performance of any guard is found to be unsatisfactory by the Institute, the Agency shall have to replace the said the security personnel immediately.
9. The Agency shall ensure that the character and antecedents of all the personnel provided by them are duly verified by the local police authority and also certified by the Agency in this regard before they are deployed for duty/job in NIB. A certificate to this effect is required to be furnished by the Agency initially as well as at the end of every six months.
10. The payment on account of all statutory dues/benefits i.e. minimum wages, PF & ESI etc. as applicable to the Security guards & other manpower deputed for services shall be made by the Agency. The Agency shall maintain other statutory records under Labour Laws such as ESIC, EPF, Service Tax, etc. and other applicable Acts. It shall comply with all statutory provisions applicable under law of the Government of India /State in force from time to time. Any dues towards payment due to non fulfillment of applicable provision of the various Acts is the sole responsibility of the Agency and, if any payment is made by the Institute inadvertently, it will be recovered from the Agency.
11. The security personnel deployed by the Agency should be fully trained in giving first aids, operating the Fire Fighting System and meeting other natural calamities. A Certificate to this effect shall be submitted by the Agency to the Institute at the end on every six month.
12. The Agency shall be solely responsible for any accident/medical/ health related liability/compensation for the personnel deployed by it at institute. The institute shall have no liability in this regard.
13. Any theft or loss in the Institute due to negligence of the Security personnel will be indemnified by the Security Agency and the cost thereof incurred by Institute shall be made good and recovered from any payment due to the Agency.

14. **Awards of Contract:**

- (i) NIB will award the contract to the successful bidder whose quotation has been determined to be substantially responsive and determined as the lowest evaluated quotation, provided further that the bidder is determined to be qualified to perform the contract satisfactorily.
- (ii) **Foreclosure of contract due to abandonment on reduction in scope of work** – If at any time after acceptance of the tender, National Institute of Biologicals shall decide to abandon or reduce the scope of the works for any reason, whatsoever, and hence not require to carry out, the whole or any part of the works, the Institute shall give a notice of one month in writing to that effect to the contractor and the contractor shall act accordingly in the matter. The contractor shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the works in full but which he did not derive in consequence of the foreclosure of the whole or part of the works.
- (iii) Subletting – The contract shall not be transferred or sublet without the written approval of the NIB.

15. **Period/duration of the contract:**

- a. The contract will be initially awarded for one year and the Institute reserves the right to curtail or extend the validity of the contract on the same rates and terms and conditions for such period as may be agreed to but not beyond three years. The extension of contract beyond one year shall be subject to satisfactorily performance of the Agency.
- b. The contract can, however, be terminated before its expiry by either party upon serving a notice for three months.

Payment clause:

- c. Agency shall make the payment of wages to the Security Guards & other staff latest by 7th day of the following month without fail. **Payment to the Agency will be released only after receiving the proof of disbursement of wages payment to the Security Guards and other contract staff for the respective month.**

- d. In consideration of the services rendered, the Institute agrees to make the Agency monthly payment as per the rates agreed upon.
- e. Service Tax, if applicable shall be payable as per rule and TDS at the applicable rates will be deducted on the payment released to the Agency.
- f. Payment for any loss/damages/theft to the Institute due to negligence of the personnel provided by the agency shall be recovered from any payment due to the agency/firm.
- e. **Penalty clause:** That at any time, if the number of security personnel deployed are found to be lesser than the prescribed number, proportionate amount of deduction against short staff shall be made at **double the rates** from the respective monthly bill.

16. **Performance Security deposit:**

- a. The Agency is required to furnish a Performance Bank Guarantee in favour of Director, NIB equivalent to 10% of the total annual value of the contract within fifteen days from the date of award of the deployment of the security guards /other manpower for the entire period of the Contract which shall be valid up to 60 days beyond the expiry date of the Contract and the Agency is required to get the same renewed for the extended period of contract and also get it reviewed from time to time for extended period of contract.
- b. The said Bank Guarantee shall be from any Schedule bank whose service branch must be available in Delhi/Noida.
- c. Performance Bank guarantee will be refunded only after successfully completion of the contract in all respect.

Arbitration: In the event of any dispute or difference arising out of or relating to this contract between the parties, the same shall be referred to an authority as decided by the Director, NIB and the decision arrived at by such authority shall be final and binding on both the parties and shall be enforceable in any court of competent jurisdiction.

The venue of the arbitration proceedings shall be at Noida. The arbitrator shall give a speaking and reasoned order/award.

- 17. **Jurisdiction** - All matters shall be subject to jurisdiction of the competent court situated at Noida / Delhi.
- 18. **Late Bid** - Bids received after the prescribed date & time (as indicated on the letter inviting tender) shall be rejected.

signature of the Tenderer

_____ (With office seal)

PRICE BID FOR SECURITY SERVICES

Sl. No.	Designation	Unit	Rate per person per Month (In * Rs) in words and figures	Total monthly amount(Rupees in words and figures)
1.	Security Guard	34 Nos. (17 per shift)		
2.	Gunman	4 Nos. (2 per shift)		
3.	Security Supervisor	2 Nos. (1 per shift)		
	**Administrative/ Overhead charges			
	Service Tax			
	Total			

Note :-

1. The Security Guard – Semi-skilled and Security Supervisor and Gunman will be considered under the skilled category. Contractor shall provide uninformed and trained personnel and use its best endeavour to provide security services to the Institute for providing safety, monitoring and surveillance. *Rates quoted will include all statutory obligations of the contractor under Minimum Wages Act, Contract Labour (R & A) Act, ESI,EPF etc, weekly-off replacement charges, cost of uniform of personnel deployed by the contractor, all kinds of taxes, service charges, etc. of the agency. The rate quoted will be for per shift of eight hours with four hours on permanent overtime basis per person per day. If the minimum wages is revised by the appropriate Government /Government of India, the incremental wages, if applicable, will be provided.

**** To be quoted in amount only, not in percentage**

2. Break up of the rates quoted from respective categories of Security personnel may be enclosed with the Price Bid.
3. The offers/bids which are not in compliance with the Minimum Wages Act and any other Labour laws will be treated as invalid.
4. The contract is for one year but can be extended for a further period of two years based on satisfactory performance and other terms and conditions.
5. The number of manpower required shown above is indicative and the actual quantity may vary.
6. The bidders may quote the rates in Indian Rupees.
7. All the columns should be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection.

***NB The rate quoted will be per shift of eight hours with four hours on permanent overtime basis per person per day. This is as per practice in the industry.**

Annexure-III

PRICE BID FOR PROVIDING MAN POWER

Designation	No. of manpower required per day	Remuneration	Service charges per month per employee (to be indicated by the Agency) (in Rupees)
As may be indicated by the Institute.	As may be required by the Institute.	As may be decided by the Institute.	