

Government of India
Ministry of Health & Family Welfare,
Family Welfare Training & Research Centre (FWT&RC), 332 SVP Road,
Khetwadi, Mumbai-04

Tender Enquiry No. FWTRC/Security Services/02/2019

Date: 22.02.2019

TENDER NOTICE

On behalf of the Director, FWT&RC, Mumbai and Ministry of Health & Family Welfare, Government of India, sealed tenders are invited in the prescribed form under two bid system from the registered private Security Agencies for providing security services at New Institutional & Hostel Complex at Plot No 6 & 6A, Sector 18, New Panvel, Navi Mumbai, who have already provided trained security personnel to the government/ semi-government/ corporate sectors.

Interested firms who have sufficient experience can download the tender form, terms & Conditions and other details from the website of FWT&RC, www.fwtrc.gov.in or collect the same personally from Administrative Section, 1st Floor, FWTRC during the working officer hours. The cost of tender document is Rs. 1000 (Rupees One Thousand only) which may be paid by DD/ Pay Order in favour of Director, FWT&RC payable at Mumbai.

Quotations in sealed covers superscripted "Tender for providing Security Services" accompanied by a DD/ Pay Order of Rs. 50,000 (Rupees fifty thousand only) as earnest money in favour of Director, FWT&RC, Mumbai should be submitted.

1	Last date and time for submission of tender	11/03/2019 at 17.00 hours
2	Date and time for opening	12/03/2019 at 11.00 hours

The Director, FWT&RC, Mumbai reserves the right to reject any or all tender without assigning any reason whatsoever.

Sd/
Director,
Family Welfare Training & Research Centre,
332, SVP Road, Khetwadi, Mumbai-04.
Phone: 022-23881724, 23893165

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Tender Document

1. Scope of work:

Sealed tenders are invited from reputed and registered agencies for providing security services for the New Institutional and Hostel Complex of FWT&RC located at Plot No. 6 & 6A, Sector 18, New Panvel, Navi Mumbai measuring 5,000 square mts.

The details of the work involved are as under:

- i. The agency/contractor shall be responsible for all security measures and arrangements to safeguard the movable and immovable property.
- ii. Opening the locks of premises at commencement of office & applying the locks when the office closes.
- iii. Dealing, controlling & guiding the patients & their relatives attending the clinic.
- iv. Prevention of unauthorized entry of personnel including all types of outside vendors in the premises.
- v. Getting the particulars of visitors entered in the relevant register.
- vi. At the reception the security guard will have to see that the visitors are properly attended to and guided and if need be necessary security check may be exercised.
- vii. Any other work assigned to him by the competent authority.

Three security personnel will be required round the clock (24 X 7), one at main entrance of the institute, one for the institution premises and one for the hostel premises. One additional security personnel will be required for the clinic from 8.00 AM – 6.00 PM on all working days (except Saturdays, Sundays and gazetted holidays).

2. Eligibility Criteria:

- i) The bidder must submit the following basic documents in a separate sealed envelope super-scribed ‘**Technical Bid Envelope**’. In the absence of any documents, the Bid will be rejected:
 - (a) Receipt / DD showing payment of Tender form cost
 - (b) Demand draft/ Pay order of EMD
 - (c) Copy of ESI registration certificate
 - (d) Copy of EPF registration certificate

- (e) Copy of Income tax and GST registration certificate.
- (f) Copy of License obtained as per Private Security Agencies (Regulation) Act 2005.
- (g) Copy of PAN card in the name of the firm and Income Tax returns filed for the last 3 financial years.
- (h) List of clients, during the latest 2 years.
- (i) Local address at Mumbai.
- (j) Minimum wages payment certificate from Labour Enforcement Office.

ii. Since the tender document itself gets converted to Contract in respect of the successful Bidder, it is necessary for the Authorized Signatory to sign every page of the tender document and return the same as a part of Technical Bid.

3. Rejection of Bid:

If a tender is not accompanied by all the documents mentioned in the check list as attachment of documents the same would be rejected outright. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances.

4. Submission of Bids:

i) The tenders can be put in the tender box kept in the ground floor in front of the Director's Room on all working days on or before **11.3.2019 at 17.00 hrs**. The offers submitted by fax/e-mail will not be considered. Tenders sent by post / Private Couriers will not be accepted on any account. No further correspondence in this regard will be entertained. The bid should be submitted in two separate inner covers as **Technical Bid** and **Commercial Bid** addressed to the Director, FWT&RC, Mumbai as follows –

Part – I: Technical Bid- Technical bid as in *Annexure-I* should be duly filled and signed along with **Receipt/ DD for cost of tender form and DD/Pay order of EMD** in a wax sealed envelope duly superscripted as “Technical Bid”.

Part – II: Financial Bid- Financial Bid as in *Annexure-II*, should be filled, signed and enclosed in a separate wax sealed cover with superscription “Commercial Bid”.

These two separate covers should be enclosed in a common sealed cover superscripted “**Tender for Security Services**” along with detail address and telephone number of the applying agency.

ii) Opening and Validity of the Bids-

- a. The technical bids will be opened on **12.3.2019 at 11.00 hrs** in the Directors room at FWT&RC, Mumbai. Only one representative per tenderer would be permitted to be present at the time of opening of the bids.

- b. The bids shall be valid for a minimum period of 90 days from the date of tender opening.
- c. The rates quoted in the accepted bid shall be valid for a period of at least one year from the date of placing the initial order. No request will be considered for upward revision of charges during the period of contract.

iii) Delay in Submission of Bids-

The Director, FWT&RC, Mumbai will not be responsible for any delay by the vendor in the submission of the bids.

iv) Opening of Financial Bids and evaluation-

The financial bids of only technically short listed bidders will be opened in the presence of their representatives on a specified date and time to be intimated to the respective bidders, and the same will be evaluated by a duly constituted Tender Scrutiny Committee (TSC).

v) Right of rejection and debaring-

The Director, FWT&RC, Mumbai reserves the right to reject any bid on technical / procedural / commercial / financial ground without assigning any reason. The decision of Director, FWT&RC taken as per above will be final and no representation of any kind will be entertained on the above. Any attempt by any bidder to bring pressure of any kind, may result in rejection of the bid and forfeiture of the EMD and the bidder may be liable to be debarred from bidding for FWT&RC tenders in future for a period of at least three years.

vi) Validity of the bid-

The selected bid will be valid for a period of one year in the first instance. It may be extended for a further period (total to maximum three years) depending upon the need for continuity and competitiveness of the prices, and on mutual consent.

vii) Quotation of Prices-

The prices should be quoted in Indian Rupees as per the format given at Annexure – II. GST as applicable, should be quoted separately. Price should include all charges incurred for providing Security Services. FWT&RC will pay only the rates quoted in the Annexure-II. No other payment will be made.

5. Terms & Conditions-

- i. The agency should be registered with the Registrar of firms for at least 3 years before the closing date of tender.

- ii. The Bidder should inspect the site before filling in and submitting the tender to get fully acquainted with the scope of work, as no claim whatsoever will be entertained for any alleged ignorance thereof.
- iii. The agency shall provide at least 50% Ex-servicemen from Army, Navy, Air-Force and Paramilitary forces. Only able bodied, physically fit, well trained, disciplined and honest personnel shall be appointed for duty. Person so deployed shall not be below 21 years and above 50 years.
- iv. Character antecedents must be verified from the concerned police station authorities and a proof thereof should be submitted to the institute authorities.
- v. The security agency shall provide proper uniform with required accessories such as whistle, torch lights, batons, rain boots, rain coats etc.
- vi. In normal course, the contract can be terminated by this office by giving one month's notice & by contractor by giving three months notice.
- vii. The terms and conditions contained herein shall form part of and shall be taken as if they were included in contract agreement to be entered into by the agency.
- viii. The contractor shall take due care to comply with the provisions of the Contract Labour (Regulation & Abolition) Act, 1970.
- ix. The contract shall remain valid initially for a period of twelve months. However, if required, the contract can be extended further on mutual agreement after the expiry of the tenure on the same terms & conditions for a period as considered necessary on the basis of satisfactory performance.
- x. Any personnel engaged by the Agency if found indulging in illegal and intolerable activities will be handed over to the police or any other action deemed fit against him will be taken besides termination of the contract immediately. Agency shall be solely responsible for the conduct and behaviour of persons deployed by the agency.
- xi. The agency shall not replace the staff frequently without prior permission of the Director, FWT&RC.
- xii. Security guards should have photo identity card having details of Name, Residential Address, Phone Number if any, ESI card No. & E.P.F. Number.

- xiii. The agency shall be prompt in making replacement in case any Guard is not available on duty.
- xiv. The agency will be responsible for complying with payment of minimum wages and other benefits including prescribed number of duty hours/leave/ holidays, etc. to its employees deployed, as per Labour Laws in force from time to time. The agency will be responsible to comply with all labour legislations including social security, GST wherever applicable and such other statutory orders by Government/ Municipality which may be in force from time to time.
- xv. The agency will be solely responsible for any untoward event occurring at the site.
- xvi. **Subletting:** Selected bidder shall not assign or sublet this contract or any part of it to any other agency in any form. In event of doing so, it shall result in termination of empanelment and forfeiture of Security Deposit. During the period of contract, if the bidder provides such services to any other user at lower price, it has to extend such lower rates to FWT&RC from date of offering such lower rates.
- xvii. **Security Deposit and Refund of EMD:** In case of unsuccessful bidders whose tenders are not considered for placing order, the Earnest Money Deposit will be refunded without any accrued interest within one month of the final decision for selection. In the case of tenderers whose tenders are accepted for placing the order, tenderers will have to submit a **security deposit of 10% of annual cost of the contract**. On submission of Security Deposit their EMD would be released without any interest accrued on such fiscal deposits.
- xviii. **Submission of Invoices and Payment:** Payment will be released monthly on completion of the month. The successful bidder will submit pre-receipted bills in triplicate for each month at the end of the month. FWT&RC shall process the payment expeditiously and try to release payments within 10 days. Payments shall be subject to deductions of applicable penalty amount where the bidder does not fulfil the agreed terms & conditions, as the case may be. All payments shall be made subject to deduction of TDS (Tax Deduction at Source) as per the income- Tax Act, 1961 and any other applicable taxes, from time-to-time imposed by Govt. of India.
- xix. In case of any loss / theft of government property the agency will make good the loss within a specified period or else deduction of the cost will be made from the following month bill.

6. Penalty clause:

A penalty of Rs.1000/- (Rupees One Thousand only) per instance shall be imposed and deducted from the contractor's /Agency's bill, if:

- a) The Security Guard is not found in proper uniform and displaying photo identity card.
- b) The Security Guard is found indulging in smoking/drinking at the time of duty hours and such Security Guard shall not be allowed to enter in the premises in future.
- c) The Security Guard is found sleeping during duty hours.
- d) The Security Guard is found missing from the place of duty, for any reason.
- e) The Security Guard does not perform his duty properly as per the terms & conditions.

7. Miscellaneous:

Any other terms & condition, mutually agreed to prior to finalization of the contract shall be binding on the Agency and FWT&RC, during the period of the contract. Default of any terms and conditions of the tender will result in rejection of the bid and forfeiture of EMD/Security deposit, accordingly.

I undertake that “I / we accept all the terms & conditions given in the tender documents”

**Name & Signature of the tenderer
(With the stamp of the firm)**

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Mumbai-04

TECHNICAL BID
Annexure –I (To be put in envelop no. 1)

1	Name of Agency/ Firm:	
2	Whether any Legal/Arbitration/Proceedings are instituted against the Agency or the Agency has lodged any claim in connection with works carried out by them. If yes, please give details: Yes/No If Yes, give details:	
3	Registration number of the Company/ agency under state / central government / labour department of Mumbai :	
4	Registered Office Address/ Local address at Mumbai:	
	Name of the top executive:	
	Designation:	
	Telephone Numbers: Mobile No.	
	E-mail:	
5	Established in the year :	
6	Registration with statutory bodies :(Enclose attested photocopy of documents)	
	Income Tax No.(PAN) :	
	ESI Registration No. :	

	EPF Registration No. :	
	GST No. :	
7	Details of EMD Deposit:	
	DD/ Pay order No.	
	Name of the Bank	
8	Details of payment of cost of tender form	
	Receipt No. / DD / Pay order	
	Name of the Bank	
9	Latest Income Tax Returns : (Enclose copy) For the financial years 2015-16, 2016-17, 2017-18	
10	List of major clients during the latest two years with copies of work orders.	
11	Documents in support of agency's experience for the last two years in providing security services.	

**Signature of the Contractor or his
Authorized signatory with seal of
the Agency / firm**

Note: If any information given in the Technical bid is found false at any stage of assessment, the entire earnest money will be forfeited to FWT&RC, Mumbai.

Annexure-II

Financial BID (to be put in envelop no. 2)

(To be quoted on the Letter Head of the Firm)

Tender document for providing Security services for FWT&RC, Mumbai.

1. Name of the firm (full address with telephone number):
2. Registration number of the Firm/ Agency under Mumbai:

Rates quoted for 8/12 hourly duty:

S.No.	Description	Security Guard
1	Minimum wages	
2	ESI Contribution of the Employer	
3	EPF Contribution of the Employer (Including administrative charges)	
4	Cost per Head (Sum of Column 1 to 3)	
5.	Total	
6.	Agency charges per head	
7	GST/Service Tax	
8.	Grand Total	
9	Total cost per month for all the services for security personnel	

Annexure-III

Check list for submitting the tender

Name of the tenderer:

Sr.No.	Details of documents attached	Enclosed/ not enclosed	Remarks
1.	Receipt/DD towards the cost of tender form Rs...../-		
2.	EMD amount Rs.-/- by DD/pay order		
3.	Whether each page of tender document signed & sealed		
4.	Income tax returns for the financial year 2015-16, 2016-17, 2017-18		
5.	a) copy of registration for GST or similar registration with Govt. authorities. b) copy of certificate of registration of ESI c) copy of registration of EPF		
6.	Copy of PAN card		
7.	Attested copy of Documents in support of agency's experience of last two-three years in providing security services.		
8	Performance report or commendation certificate obtained from the police authorities, if any.		
9	Coloured Photographs of Security Guards in uniform (of both summer and winter) with the sample identity card including whistle, cane, badge etc.		