



केन्द्रीय योग एवं प्राकृतिक चिकित्सा अनुसंधान परिषद्

(आयुष मंत्रालय, भारत सरकार)

61 -65 , संस्थागत क्षेत्र, जनकपुरी, नई दिल्ली – 110058

Central Council for Research in Yoga & Naturopathy

(Ministry of AYUSH, Govt. of India)

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F.No.3-15/2014-15/CCRYN/Admin./

Dated: 11.07.2017

NOTICE INVITING TENDER FOR WATCH & WARD SECURITY SERVICES

The Council invites sealed tenders in two bid system for providing **WATCH & WARD SECURITY SERVICES CONTRACT AT CRIYN, Rohini, Delhi** for a period of one year.

- i) Date of receipt of sealed tender on or before : **1500 hrs on 11th August, 2017**
- ii) Date & time of opening of tenders in Council: **15:30 hrs on 11th August, 2017**
- iii) Earnest Money Deposit Amount: **Rs.14,000/- (Rupees Fourteen thousand only)**
- iv) Cost of Tender Document: **Rs.500/- (Rupees Five Hundred only)**
- (v) Estimated cost of Tender: **Rs.7.00 lakhs (Approx.)**
- vi) Sealed tenders should be dropped in the tender Box of **CCRYN, 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi - 110058**

Complete tender document can be obtained from office of CCRYN, Ministry of AYUSH, No. 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi – 110058 on furnishing of DD, Pay order / Banker's Cheque of Rs. 500/- (Rupees Five Hundred only) in the name of Director, CCRYN, New Delhi from 10.00 AM to 5 PM on any working day. Tender documents can also be downloaded from the website www.ccryn.org and www.e-procure.gov.in and used for submitting the bids along with tender document fee of Rs.500/- in the form of DD/Pay Order. Tenders received through e-mail, fax and / or courier, telex / telegram etc. will not be considered under any circumstances. Tender received without EMD and tender fee cost shall be rejected summarily.

S/d
(Ishwara N. Acharya)
Director,

ELIGIBILITY CRITERIA FOR BIDDERS:

The bid document should be submitted in original on a company letter head with list of all the submitted documents. All pages shall be duly signed and stamped, in support of pre-qualifying requirements.

- a) The firm should be registered with Directorate General Resettlement Army Hqrs., R.K. Puram, New Delhi.
- b) Profile of the company with its organizational structure and experience in the trade.
- c) Valid **License to provide security services & manpower.**
- d) GST Number.
- e) Registration Number of the Agency/Agency under the shop & Establishment Act of Delhi Administration or any other Act for providing manpower/ agency Memorandum & Profile / labour license/
- f) Provident Code Number / ESI Code Number/ Income Tax Number/ GST number in its name. Attested copies of these documents are to be enclosed.
- g) The tenderer himself will be responsible for adhering to applicable laws like Minimum Wages Act, statutory provisions like PF Act, ESI, Bonus, Gratuity, leave etc.
- h) Copy of the **audited balance sheets for the last three years** along with tax audit reports.
- i) Acknowledgement of all terms and conditions of the tender.
- j) Earnest Money Deposit of Rs. 14,000/- by a bank draft/pay-order in favor of Director, CCRYN, New Delhi, payable at New Delhi.
- k) The bidder should have his Registered Office or one of the Branch Offices in Delhi / New Delhi or NCR.
- l) The bidder should have an annual turnover of **minimum Rs. 15.00 Lakhs for the last three financial years** from security services.
- m) The bidding firm should be presently in the business of providing security services to reputed organizations of similar or larger set up in the Govt. sector or Private Sector/ MNC. During the last three years.

The bidder should submit a list of **NAMES, ADDRESSES AND TELEPHONE NUMBERS OF CLIENTS FOR WHOM IT HAS RENDERED SERVICES IN THE PAST TWO YEARS. DIRECTOR, CCRYN** reserves the right to **CHECK THE REFERENCES LISTED BY THE BIDDER** and carryout the capability assessment of the bidders. The decision of Director, CCRYN shall be final in this regard.

SERVICES AND MANPOWER REQUIREMENT:-

1. The Services are required round the clock for 365 days without any break (on 24x7 basis). Entries of persons should be regulated and proper Register should be maintained for incoming and outgoing visitors/ guests. The entire responsibility for security of the complex will be that of the agency.
2. Cars/Scooters/Cycles or any other vehicles of the residents/ visitor/ guests will be looked after by the Security Guards.
3. Contractor should engage at least three security guards (one per 8 hours shift) at CRIYN, Rohini, Delhi with uniform on 24 hours basis.
4. The agency should quote their best competitive rates on per month basis. The successful bidding firm awarded the contract shall submit their bills on monthly basis only. The bills should be submitted by the 10th of following ensuing month in which the services were rendered.
5. Security Guard of each shift will hand over charge to this reliever only.
6. Contractor will maintain complaint Register and Attendance Register which can be checked by the officer in charge or his/her representative at any time.
7. The successful tenderer shall be bound to comply with all the terms & conditions in the contract awarded to him.
8. Any problem in the Fire Fighting system should be informed immediately to the concerned authorities.
9. Duty hours on all seven days of the week (regular overtime & stretching of duties beyond 8 hrs. will not be accepted by Director for the shortage of manpower deployed).
10. First shift: 6:00 hrs to 14:00 hrs..
11. Second shift: 14:00 hrs to 22:00 hrs..
12. Third shift: 22:00 hrs to 6:00 hrs..
13. It will be the duty of the guard to open the locks to enable cleaning activities in the building (If any) from 6.00 AM in the morning and will also be present and vigilant during the entire work of the cleaning operation.
14. The Security staff engaged by the bidder (contractor) agency should get the character and antecedents verified by the police authorities.
15. The agency should have a supervisor on their rolls who would be required to make surprise check of CRIYN, Rohini at frequent intervals.
16. In case of absence of any Security Guard on illness/urgent work etc., the agency shall provide replacement.
17. The personnel deployed shall be entitled for holiday for a day after working regularly for six days in a week.

COVERING LETTER BY THE BIDDER ON LETTER HEAD

18. Please refer to your advertisement for security services published in -----
dated-----
19. I hereby submit following documents for the tender:-
- a) EMD Rs.14,000/-
 - b) Company Profile.
 - c) Past experience.
 - d) Last Three years annual turnover details with audited balance sheet.
 - e) Income tax Returns / Latest ITCC.
 - f) Registration of DGR Army, Hqrs.
 - g) GST Number.
 - h) Pan Card details.
 - i) ESI Registration Certificate.
 - j) EPF Registration Certificate.
 - k) Copy of Annual Return in respect of ESI, EPF and GST.
20. Technical and financial bids in two sealed envelopes.
21. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
22. The information / documents furnished along with the above declaration 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 vague / false information / fabricated document would lead to **rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.**

Date:

Full Name:

Place:

Company's Seal:

N.B. The above declaration duly signed and sealed by the Bidder/Agency in token of their acceptance should be enclosed with Technical bid.

FINANCIALBID

**For providing three guards (one at time per 8 hours shift) on 365x24x7 basis at
CRIYN, Rohini, Delhi.**

Sub: Providing of security services at CRIYN, Rohini, Delhi with reference to the above, I/We hereby agree to provide Security Services at above mentioned venue within 7 days from the date of issue of letter of approval My / Our financial bid is as under:

S.No.	Guard	Rate /month (In words & figures)
1	Providing 3 Guards (one at a time per 8 hours shift) CRI Rohini, Delhi	

Note: In case of discrepancy in the amount quoted in figure and words, the amount written in words will be taken into consideration. The breakup of the charges is as follows:

- a)_____
- b)_____
- c)_____
- d)_____

Signature of the authorized signatory

Name & Designation:

Name of the Firm / Company:

Date:

TECHNICAL BID

S.No.	Particulars	Documentary Proof	Remarks
1.	EMD Amount of Rs.14,000/-		
2.	Profile of Company		
3.	Registration Certificate of DGR		
4.	Past Experience during last three years		
5.	Income Tax Returns of last three years		
6.	Annual turnover with audited balance sheet for last three years		
7.	GST Registration No.		
8.	PAN		
9.	ESI Registration Certificate		
10.	EPF Registration Certificate		
11.	AADHAR No. of Proprietor		
12.	License to engage contract labour under Contract Labour (Regulation and Abolition Act 1971)		
13.	Nominal Roll of staff engaged by the Agency indicating Date of Birth , qualification etc.		

Note: Self Attested copies of testimonials in support of item No.1 to 13 be enclosed.

Terms & Conditions for the security Services

Interested firms/Agencies/Companies having experience of at last 3 years in providing these services in Govt. Departments / Public Sector Companies / Autonomous bodies may submit their sealed tenders for the contract for providing these services to Director, CCRYN, No. 61-65, Institutional Area, Pankha Road, Opp. 'D' Block, Janakpuri, New Delhi as per terms and conditions as under:-

1. This tender document is non-transferable.
2. The tender will be in two parts i.e. (i) Technical Bid (ii) Financials Bid, in TWO SEPARATE SEALED ENVELOPES and put in a bigger cover which should also be sealed and duly subscribed “ **BID FOR SECURITY SERVICES**” Financial Bid shall opened only in respect of those tenderers who qualify in Technical Bid. Financial Bid must have all the details filled in properly with required documents attached.
3. The technical Bid should be accompanied by Bid Security (Earnest Money Deposit) of Rs.14,000/- (Rupees Fourteen Thousand Only) in the form of DD/Pay Order in favour of Director, CCRYN, New Delhi. Tenders received after the prescribed date and time shall not be considered. The technical bids will be opened by the Committee in the presence of Tenderers or their representatives, who may be present at 3:30PM on tender opening date itself in CCRYN, New Delhi. Bids of the tenderers, who are not declared technically qualified, shall stand rejected without opening the Financial Bids. Only those tenders who are declared technically qualified, their financial Bids shall be opened on the same date and time. However, Director, CCRYN reserves the right to accept or reject any tender without assigning any reason.
4. The EMD should be valid for a maximum period of 90 calendar days from the date of opening of tender.
5. No interest shall be paid by Director, CCRYN on the EMD for the above said period.
6. The EMD is liable to be forfeited if the bidder unilaterally withdraws, amends, impairs or derogates from the terms and conditions in any respect till the decision of the tender. The EMD of successful tenderer shall be returned after placement of the contract & performance guarantee is furnished.
7. Performance security to ensure due performance of contract to an amount equal to 5% of the award of tender in the form of an Account Payee Demand Draft / Fixed Deposit Receipt/ Bank Guarantee from a commercial bank / in favour of Director, CCRYN, New Delhi. The performance security should be valid for a period of 60 days beyond the date of completion of the contract obligations. The deposit/ BG is

- liable to be forfeited if the successful bidder fails to comply the terms and conditions of the contract.
8. If the successful tenderer fails to furnish the performance guarantee on the terms and conditions laid down by Director, the EMD shall be forfeited.
 9. EMD of all unsuccessful tenderers shall be returned within a reasonable time period after a decision is taken on the tender enquiry.
 10. The agency must provide the Certificates from at least three heads of Institutions where they are providing security/ manpower certifying that their services are professional and to their satisfaction.
 11. The average annual turnover for the last three years i.e. 2014-15, 2015-16 and 2016-17 should be Rs.15.00 Lakhs.
 12. In Technical Bid, the tenderer shall submit all the applicable documents i.e. ESI, CPF, Work Contract Registration Certificate issued by Department of Trade & Taxes, License of Labour Department of Govt. of Delhi under Contract Labour (Regulation & Abolition) Act 1970, Registration Certificate from GST, PAN No. along with the copies of last 2 years Income Tax Returns and experience certificates with details (minimum two years in Govt. Departments, Public Sector Companies / Autonomous bodies).
 13. In Financial bid the tenderer shall only quote the lump-sum monthly charges for the services with necessary breakup of the charges. The rate should be inclusive of EPF, ESI contribution and GST etc.
 14. The rates offered in the tender shall be valid for a period of **THREE YEARS** from award of contract on yearly review basis.
 15. Tender not conforming to the above requirements will be summarily rejected and no correspondence thereof shall be entertained whatsoever.
 16. The department shall not be responsible for making payment to contractor on account of any increase in the minimum wages being prescribed by the local administration or any other government body from time to time.
 17. While quoting the price, the bidder should cater for increase in wages under minimum wages Act once in six month.
 18. Bid with nil charges / consideration will be treated as unresponsive & will not be considered.
 19. Contractor will submit bio-data of each security guard to the Department or nominated authority / person. In case police verification of the personnel has been done recently (December, 2014 onwards) by the contractor, documentary proof of the

same shall be submitted. The Department reserves the right to carry out police verification of the personnel proposed to be put in the service by the contractor / Service Agency.

20. The tender form should be legibly filled in ink or typed. The tenderer should quote the number, rates and amount tendered in figures as well as in words.
21. The tenderer himself will be responsible for adhering to applicable laws like Minimum Wages act, statutory provisions like PF Act, ESI, Bonus, Gratuity, Leave Etc.
22. The tenderer should take care that the rate and amount should be written in such a way that interpolation is not possible. No blanks should be left which would otherwise make the tender liable for rejection.
23. Council will deduct Tax at Source from the contractor @ 2% of such sum as income tax on the income comprised therein or any such rate as applicable under the rules.
24. Every worker so appointed by the tenderer to whom the work is awarded shall wear the prescribed seasonal uniform and a badge bearing his name and designation, while on duty. The contractor at his own cost shall provide the said uniforms, etc. The security staff shall not accept any gratitude or reward in any shape from any Member / Institute.
25. The Security Guard on duty shall not leave the premises until his reliever reports for duty. The Security Supervisor/ Guards are required to display courtesy and mature behavior, especially towards female staff and female visitors.
26. The Security Guards / Supervisors should be trained to handle disaster management to include incidents of terrorist strike, Fire, building collapse or earthquake. They should be perfect in handling of fire fighting equipments available on the spot. They will also help the staff in extinguishing the fire or in any other natural calamities. In emergent situations, security staff / supervisor deployed shall also participate as per their role defined in the disaster plan. Guards/Supervisors should be sensitized for their role in such situations.
27. The security staff provided will be in age group of 25 to 40 years with perfect smart bearing with minimum height of 160cm.
28. Quotations must be unconditional.
29. The agency shall provide the following items / articles at its own cost:
 - I. Whistle, Baton, Torches and cells to the personnel on duty.
 - II. Rain coats to their personnel for rainy season.
 - III. Uniform for on duty personnel.

IV. Two hand held detectors.

V. Regular monthly First aid & Fire Training.

30. Payment Terms: Payment shall be made within 10 days of the submission of monthly bill with necessary documents i.e. photocopy of challans deposited in r/o ESI, EPF and Service Tax related to the preceding month in respect of security personnel deployed and only on satisfactory performance of the services after statutory deduction like Tax Deduction at Source as applicable from time to time. If as a result of post payment audit any overpayment is detected in respect of the work done by the agency or alleged to have been done by the agency under the tender, it shall be adjusted from the performance guarantee.

31. That in the event of any loss occasioned to the CCRYN, as a result of any lapse on the part of the contractor which will be established after an enquiry conducted by the Competent Authority in the Department, the said loss can be claimed from the contractor upto the value of the loss. The decision of the Director, CCRYN will be final and binding on the agency.

32. In case of any accident, the service provider will indemnify Council of any compensation to its employee. Entire liability of compensation will be borne by the agency.

33. In case of any dispute or difference, the decision of the award of Competent Authority in the Department will be final and binding on the parties to the contract.

34. Director, CCRYN reserves the right to accept or reject any or all the tenders without assigning any reason.

35. A Service Level Agreement (SLA) will be signed between the successful bidder and Director, CCRYN after the award of the contract.

36. The tenderes are requested to inspect the site and appraise themselves of the site conditions before quoting for the work. Any plea at a later date after acceptance of the tender shall not be accepted by the Department. The site can be inspected on any working day between 10.00 AM to 5.00 PM.

37. Termination of Contract: In case of any default by the Contractor and violation of any of the terms & Conditions, Director, CCRYN, without prejudice to any other right / remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or in part, by giving 30 days notice in writing to the Contractor. During the course of contract, if any person of the agency is found to be indulging in any corrupt practices causing loss of revenue to the Department, Director (CCRYN), shall be entitled to terminate the contract forthwith duly forfeiting the contractor's Performance Guarantee. In this Case the decision of the Department will be final and binding.

38. In-charge Contract: Consultant (Admn.), CRIYN, Rohini, Delhi will be In-charge of the contract.
