

NO. D.21013/21/2015-DC
GOVERNMENT OF INDIA
MINISTRY OF HEALTH AND FAMILY WELFARE
DIRECTORATE GENERAL OF HEALTH SERVICES
CENTRAL Drugs STANDARD CONTROL ORGANISATION
FDA BHAWAN, KOTLA ROAD
NEW DELHI

Dated: rd23 February, 2015

TENDER NOTICE

Subject:- Tender for providing Security Services round the clock at CDSCO(HQ), FDA Bhawan, Kotla Road, New Delhi and SAE Div, CGHS Dispensary Sadiq Nagar, New Delhi.

On behalf of Drugs Controller General (India), Central Drugs Standard Control Organization, Dte.GHS sealed tenders are invited from experienced/ reputed Indian firms for providing the security services for premises occupied by CDSCO(HQ)(Ground Floor to 2nd Floor), FDA Bhawan and some rooms occupied by CDSCO in Men's Hostel in CHEB complex, Kotla Road(the CRU of CDSCO is presently functioning from the said CHEB complex where a large No. of people gather for submission/receipt of various types of applications/permissions) New Delhi and SAE Division (CDSCO), CGHS Dispensary, Sadiq Nagar, New Delhi **for a period of one year initially extendable upto one year, subject to satisfactory performance of the firm, on outsourcing basis.**

2. The contractors/firms may download the tender document from the website www.eprocure.nic.in

3. **The contractors/firms are requested in their own interest to inspect the site of work before quoting their rates.**

4. The tender forms [**Technical bid (Annexure-I) and Financial/Commercial bid (Annexure-II)**] completed in all respect should be sent in a sealed cover and subscribed as "Tender form for Annual Rate Contract for security services of CDSCO(HQ)" and should be **submitted to Section Officer, Drugs Control Section, 2nd Floor, CDSCO(HQ), FDA Bhawan, Kotla Road, New Delhi-110002 latest by 3:00 pm on 16^h March 2015.** The late/ delayed tenders due to any reason, whatsoever will not be accepted/ considered, at all, under any circumstances.

5. The **Technical bids** of the tenders received will be **opened in this office the same day i.e. 16.03.2015 at 3:30 pm** in the

presence of the authorized representatives, if any, of the bidders. The Financial bids of only those bidders who qualify in Technical bids will be opened and the bidders will be informed about the date/timings of the same on phone.

Location of work = CDSCO(HQ), FDA Bhawan, Kotla Road,
Near National Bal Bhawan, NewDelhi and SAE
Div.(CDSCO),CGHS Dispensary, Sadiq Nagar

Period of contract = Initially for One Year which may be extended for a further period of one year on satisfactory performance.

Estimated Cost = Rs. 19.00 lakh annually.

Bid earnest money = Rs 1,00,000/-(Rupees One lakh only) in the form of Demand Draft from any nationalized /Scheduled Bank in favour of "Pay & Accounts Officer, DGHS", payable at New Delhi alongwith tender document.

Final Decision Drugs Controller (India), CDSCO, reserves the right to accept or reject any Bid in whole or in part thereof without assigning/ specifying any reason therefor.

6. SCOPE OF WORK

The agency will provide **"ROUND THE CLOCK" Security arrangements** for CDSCO (HQ), FDA Bhawan and SAE Division(CDSCO), CGHS Dispensary, Sadiq Nagar by providing suitable No. of manpower [i.e. Guards, Supervisor(skilled)& Firefighter(skilled)] as trained guards as per the direction of authorized representative of CDSCO, FDA Bhawan, Kotla Road, New Delhi. **For providing round the clock security, each shift will be of 8 hrs. duration only.** The guards of a particular shift will be off from the duty only after the guards of the next shift report for duty. The shift/change will be after proper handing over/taking over formalities in the register provided for this purpose.

7. RESPONSIBILITIES

The Agency's Responsibilities with regard to the Security to be provided will be:-

- (i) To prevent all thefts, pilferage, damage, encroachment etc. at CDSCO (HQ) FDA Bhawan Kotla Road and SAE Div. Sadiq Nager premises and report to the Management and concerned police authority wherever necessary.

- (ii) To carry out any other work allotted to the agency with regard to security arrangements.
- (iii) To keep & assist for First Aid treatment always ready at premises in case of necessity.
- (iv) One Fire-fighting expert/operator shall be deputed at site round the clock to attend all the fire-fighting systems and the person should be well versed with all the fire-fighting equipment and extinguishers with its operation and maintenance in case of necessity.
- (v) The guards deployed should also be trained for firefighting in case fire occurs.
- (vi) To provide periodical night patrolling by senior staff at least once in a week.
- (vii) To periodically check the performance of security guards by the senior staff or as directed.
- (viii) To streamline work in accordance with the instruction given to the Agency by the management from time to time.
- (ix) To maintain regular contact with the management with regard to security arrangements and improvement.
- (x) The Agency will be responsible for arranging uniform/Torch/Battery/Lamps & Lathi required for security arrangements or as directed.

8. LIABILITIES

- (i) The guards supplied by the Agency should be trained, young, smart and well turned out with proper uniform.
- (ii) The night duty guards will be equipped with lathies, torches etc. or as directed.
- (iii) During winter night duty guards will be equipped with woolen coats or as directed.
- (iv) The shift of the guards would be rotated weekly and a roaster would be maintained for proper check.
- (v) The guards would be changed with proper handing and taking over after each shift for better security arrangements from operational point of view.
- (vi) All liabilities such as wages, ESI, PF Bonus, insurance and all other statutory requirements of guard on duty will be borne by

- the Agency. The Agency will submit the proof of PF & ESI payments with every RA bills.
- (vii) Any damage to the fitting and fixtures in the complex including glass of any kind, chinaware, water supply connections, sanitary wares, firefighting systems, plumbing Systems by the workers will be borne by the agency and will be cost adjusted against your payments.

9. TERMS & CONDITIONS:

- (i) Period of contract: This contract shall be valid for a period of one year from the date of awarding the Contract and may be extended on satisfactory Performance & mutual agreement for a further period up to one year.
- (ii) Price: The quoted rates shall be valid for a minimum period of one year from the date of awarding of the Contract. Rates quoted shall be inclusive of all wages, PF, ESI, Service Tax, Service Charge etc. fulfilling all laws, Rules, requirement and statutory obligations required under minimum wages act, workmen's compensation act and other labour laws in force from time to time.
- (iii) Termination of contract: Drugs Controller General (India), CDSCO reserves the rights to terminate the contract by giving one month's notice without assigning any reason whatsoever.
- (iv) Payment: Payment shall be made on monthly basis possibly within fifteen days from the date of receipt of bill duly certified and recommended by designated officer/in charge.
- (v) Workmen Employed: The service contractor shall be responsible for all labour laws and statutory requirement, insurances pertaining to his employees and shall be responsible against any claim on this account.
- (vi) Delay in payment: In case of delay in monthly payment the agency should be financially sound to make payment to its manpower & consumables without affecting the work for a minimum period of 03 months.

- (vii) Performance Security: Performance security of an amount of 5%-10% of the total value of the contract will be submitted in the form of Bank Guarantee/FDR from Nationalized/Scheduled Bank by the lowest responsible bidder within a week after award of Contract. The format of the BG shall be provided by CDSCO. The performance security shall be released after the satisfactory completion of the contract.
- (viii) Disputes: local authorities shall not affect the rates quoted by the bidder & the rates will be firm & valid for a minimum period of one year extendable on mutual consent thereafter.
- (ix) Labour Rates: Any revision of labour rates by local authorities shall not affect the rates quoted by the bidder & the rates will be firm & valid for a minimum period of one year extendable on mutual consent thereafter.
- (x) Replacement of staff: Any staff may be asked to be replaced immediately from site without assigning any reason whatsoever. Non compliance may lead to suitable action against the firm.
- (xi) Restrictions: No staff deployed by the firm should smoke, chew pan Gutkha etc within the campus. Non compliance may lead to suitable penalty/termination of contract.
- (xii) Attendance Register: The firm will maintain Daily Attendance Register which will be verified by authorized representative of employer.
- (xiii) Certification of bills: All RA bills to be certified by the authorized officer of employer and re-checked by the administration of CDSCO before release of payment.

10. Bid Submission

Duly completed bid documents should be submitted in the manner Described as under:-

The tenderer should sign and stamp the Annexure-I and II as having read and understood the terms and conditions contained in the tender document and submit the same along with requisite information. The tenderer would fill up the technical information in Annexure-I, which may be put in a sealed cover, clearly marking it as "Technical Bid". The technical bid /tender should be accompanied by an **Earnest Money Deposit "EMD" of Rs. 1,00,000/-** in the form of a Demand Draft from any nationalized/Scheduled Bank in favour of "Pay & Account Officer, DGHS", payable at New Delhi. The tender received without EMD or the tenders incomplete in any respect shall be summarily rejected and no tenderer shall have any right to represent. The annexure-II should consist of commercial bid should be put in another sealed cover clearly marking as "Commercial Bid". Both the sealed cover envelopes put in a single cover while submitting the proposal to this Bureau. Wherever, the prices are to be quoted should be written in figures and words as well. The financial/ commercial bid of only those bidders will be opened whose technical bid fulfills all the conditions contained in this tender document. The EMD of unsuccessful bidders shall be returned within 45 days after the expiry of period of bid and no interest would be paid thereon. The EMD of unsuccessful bidder (L-2) shall be returned after awarding the contract to successful bidder. The EMD of successful bidder shall be returned after executing the agreement and depositing **Performance Security as stated above.**



(Pitam Singh)

Dy. Director Admn.(Drugs)

TENDER DOCUMENT
QUOTATION FOR PROVIDING SECURITY SERVICES TO
Central Drugs Control Standard Organization

TECHNICAL BID
(In separate sealed cover super-scribed as Technical Bid)

1.	Name and address of the tenderer/ agency with phone no. , email, mobile number of contact person	
2.	Experience in the work of providing security services (attach documents for last 3 years).	
3.	Set-up of the Organization, clearly indicating details of managerial, supervisory and other staff.	
4.	Is the firm covered by the labour legislations, such as, ESI and EPF etc.	
5.	Please give EPF No. (pl. attach copy) ESI code. (pl. attach copy)	
6.	Please attach copies of Income Tax return of last two years.	
7.	Please attach balance sheet of the firm duly certified by CA for the last three years.	
8.	Is the firm registered under Private Security Regulation Act.	
9.	PAN No. (please attach copy)	

10.	VAT No.	
11.	Service Tax Registration No. (please attach copy)	
12.	Please submit an undertaking that no case is pending with police against the firm/ agency.	
13.	Details of the contract with any Govt. /Public sector etc. with contact person's name and tel./ cell No. etc.	

Declaration by the tenderer.

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ ourselves to abide by them.

(Signature of Tenderer with seal)

Name:

Address:

Phone No.(O):

Date:

Technical conditions of the Tender

1. The Agency should have sufficient experience manpower/workers.
2. Agency should furnish Annual Income tax returns of last two years.
3. The Agency should furnish **Balance Sheet** of the firm duly certified by CA for the last three years.
4. The agency should have minimum three year experience in the field of providing security services.
5. The agency should be covered by the labour legislations such as ESI, EPF and Service Tax etc.
6. In case any Agency furnished wrong /unlawful information/documents, its tender will be summarily rejected, and no further correspondence shall be entertained on this account.
7. Agency should furnish an undertaking on their letter head that they have never been black listed by any Govt. Ministry & Deptt. /PSU etc.
8. Agency/Firm should be registered under Private Security Regulation Act.

ANNEXURE-II

COMMERCIAL/ FINANCIAL BID
(In sealed cover-II super scribed "Financial Bid")
QUOTATION FOR PROVIDING SECURITY
SERVICES TO CDSCO(HQ)

Sr. No.	Description of items	Total amount to be paid to security guards/ supervisors in rupees per month.
1.	Minimum wages for each security guard Rs.-----per month and number of security guard to be deployed-----	
2.	Charges for ESI, EPF etc. (To give break up) (i) (ii) (iii) (iv)	
3.	Minimum wages for supervisor/ Firefighter Rs. ----- per month and number of supervisor/ firefighter to be deployed----	
4.	Charges of EPF , ESI etc. (To give break-up) (i) (ii) (iii) (iv)	
5.	Direct cost to vender including Minimum wages and other charges mentioned at Sr. no. 1 to 4	
6.	Service Charges	
7.	Service Tax (as applicable)	
	Total (Direct Cost + Service Charge + Service Tax)	

Total cost of tender including taxes Rs. ----- per
month (Rupees
Only)

Total cost of tender including taxes for one year Rs. -----
----- (Rupees
only)

(Signature of the Tenderer with seal)

Name and address:

Tel./Cell no.

Date: