



Government of Odisha
Office of the Principal Resident Commissioner
4-Bordoloi Marg, Chanakyapuri
New Delhi – 110021
Telephone: 23019771, 23018498, Fax: 23010839

TENDER NOTICE

No. 4845 /PRC.

Dated 11/10/2014

Sealed tenders are invited from Registered & reputed Security Agencies for supply of Security personnel for providing security services at Odisha Bhawan, Odisha Niwas, Odisha Sadan & Staff Quarters at Sector-2, Dwarka, New Delhi. Tender form may be obtained from office at the address given above between 10 AM to 5 PM on payment of Rs.2,000/- per set. Last date for issuing tender form is 2P.M of dated 27/10/2014. Tender Form should be furnished with bid amount. The sealed tenders should reach the undersigned on or before 5 P.M. of dated 27/10/2014. The Tender Notice can also be verified from the office website www.rcodisha.gov.in.


11/10/14
MANAGER
Odisha Bhawan

Memo No. 4846 /PRC

Dated 11/10.2014

Copy to Resident Commissioners of all the States, New Delhi for information and necessary action. They are requested to give this notice wide publicity.


11/10/14
MANAGER
Odisha Bhawan

Memo No. 4847 /PRC

Dated 11/10.2014

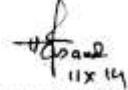
Copy to Web Administrator, Odisha Bhawan for information and necessary action. He is requested to place this tender notice in the tender section of the website-www.rcodisha.gov.in for information of all concerned.


11/10/14
MANAGER
Odisha Bhawan
(P.T.O)

Memo No. 4847 (A) /PRC

Dated 11/10.2014

Copy to Chairman, **Central Association of Private Security Industry**, Sultan Sadan, Lane No.3, West End Marg, Saidullajab, New Delhi-30 / **M/s Rakshak Securitas Pvt. Ltd**, T-5, Plot No. 12, Manish Plaza-III, Dwarka/ **M/s Sybex Computer System**, 45-Basement, Hari Nagar, Ashram, New Delhi-14/ **M/S Stallion Security**, S-208, Tirupati Plaza, Plot No.11, Pocket-4, Sector-11, Dwarka, New Delhi-75/ **M/s Shallen (Goldenary Services)**, 615, Sector-15, Part-1, Gurgaon, Haryana-122001/ **Miraz Detective & Security Services (P) Ltd**, 62/1, Mini Market, Nanakpura, New Delhi-110021/ **Sainik Security Services (Regd)**, B-1, 3rd.Floor, Kakrola Housing Complex, Dwarka Mor, New Delhi/ **Wings Security Services**, 232/3, Govindpuri, Kalkaji, New Delhi,-110019 for information and necessary action.



MANAGER
Odisha Bhawan

Government of Odisha
Office of the Principal Resident Commissioner
Odisha Niwas, 4 – Bordoloi Marg,
Chanakyapuri, New Delhi – 110021

TENDER SCHEDULE

Sealed tenders are invited from registered & reputed contractor/ organisation/ agencies for security services in Odisha Niwas, 4 Bordoloi Marg, Odisha Bhawan, 1 Niti Marg, Chanakyapuri, and Staff Quarters at Sector–16B & 18B, Dwarka, New Delhi.

A	Nature of Work	Round the clock security/ watch & ward services for entire premises of- 1. Odisha Bhawan, 1- Niti Marg, Chanakyapuri 2. Odisha Niwas,4- Bordoloi Marg, Chanakyapuri 3. Odisha Sadan, Sector 16B, Dwarka 4. Staff Quarters at Pocket-2, Sector-2, Dwarka, New Delhi.
B	Period of contract	For one year, purely subject to satisfaction of Principal Resident Commissioner/ Resident Commissioner.
C	Last Date for submission of Tenders	27/10/2014 5 P.M
D	Date of opening of Technical Bid	28/ 10/ 2014 11A.M
E	Date of opening of Financial Bid	28/10/2014 03P.M
F	Earnest Money Deposit	Rs. 30,000/-

G. Terms and Conditions

1. The tender schedules and bid form can be obtained from the office of the Principal Resident Commissioner, Govt. of Odisha, 4-Bordoloi Marg, Chanakyapuri, New Delhi on payment of Rs.2,000/- (Rupees Two Thousand) only by cash/ Demand Draft in favour of Manager, Odisha Bhawan, New Delhi.
2. Tender submitted by post should reach the undersigned within the last for submission and time.
3. The successful Tenderer should furnish a bank guarantee of Rs.2,00,000/- (Rupees two lakhs) only as security deposit at the time of signing the agreement.
4. The Tenderer should provide uniforms to his staff at his own cost as may be prescribed by the Principal Resident Commissioner/ Resident Commissioner or any authorised officer on his behalf.

5. The security personnel deployed by the agency will be individually approved by the Principal Resident Commissioner/ Resident Commissioner or the Officer authorised by the Principal Resident Commissioner/ Resident Commissioner before their deployment. For this purpose the person should be well trained and must possess the following minimum eligibility-
 - a) Educational qualification-
 - i) For security guards- Matriculate/ Class X pass
 - ii) For Security Supervisor- Higher Secondary/ +2(12th) pass
 - b) Physical fitness i.e. Height 5'6", Weight 60 Kg, Chest (normal) 36" & Chest (expanded) 38"
 - c) Age- Not more than 40 Years.
6. Principal Resident Commissioner/ Resident Commissioner or the officer authorised by him at his discretion may impose additional conditions or delete any of the terms/ conditions as may be necessary in the overall interest of the Odisha Bhawan & Niwas.
7. The Tenderer should keep additional back-up support service personnel to be indented by the Principal Resident Commissioner/ Resident Commissioner or any authorised officer for necessary services during the VVIPs stay at the Bhawan/ Niwas. Extra payment will be made as per law.
8. The sealed tender should include the list of clients, experience certificate, financial status indicating annual turnover, latest certified copy of Income Tax return, E.P.F Registration & E.S.I code, any other document that he/ she feels relevant. The agency shall be subject to all Rules, Regulations of NCT Delhi & Government of India.
9. The Tenderer should have an annual turnover of Rs.1,00,00,000/- (Rupees one Crore) only for the last three years and also work experience in at least three Government organisations/ PSUs preferably Government Guest Houses & Hotels.
10. The offer should be accompanied by Demand Draft for Rs.30,000/- (Rupees Thirty Thousand) only drawn in favour of Manager, Odisha Bhawan, New Delhi as E.M.D, which will be refunded to unsuccessful renderers after the tender is finalised.
11. The words "Technical Bid" & "Financial Bid" shall be superscribed on the top of the two envelopes separately. Both the envelopes should be put together in a bigger envelope and superscribed as "Tender for Security Services". All the envelopes should be properly sealed.
12. The sealed quotations may be sent to the Manager, Odisha Bhawan and shall be dropped in the Tender Box so as to reach him on or before date 27/10/2014 up to 5 PM.

- 13.** The bids shall be in two stages i.e. Technical Bid and Financial Bid. The Technical as well as the Financial Bid shall be submitted in two separate envelopes. The Financial Bid of those who are successful in Technical Bid shall only be opened. The envelopes shall be properly closed and sealed. If the bids are not submitted separately and are not sealed properly, those shall not be considered at all.
- 14.** The technical bid will be opened on date 28/10/2014 at 11 AM in the Conference Hall of the Office of the Principal Resident Commissioner. The Financial Bid shall be opened on date 28/10/2014 at 03 PM. Tenderers or their authorised representative may remain present at the time of opening of Technical Bid and Financial Bid in the Conference Hall of the Office of the Principal Resident Commissioner and should be ready to make a presentation before the Tender Committee, if required.
- 15.** In case of a dispute the decision taken by the Principal Resident Commissioner/ Resident Commissioner shall be final. Tender papers which are incomplete or not enclosed with required information and documents will not be considered. The tender paper should bear the signature of the Tenderer in full with name seal in each page. No overwriting inside the tender shall be allowed. In case of cuttings, the same may be authenticated by the Tenderer by way of putting his signature & seal. Unfilled tender papers, tender papers with overwriting and without signature will be summarily rejected.
- 16.** Staff engaged by the Contractor should be verified by local police before deployment.
- 17.** Contractor will be held responsible for any theft, burglary, security of Officers, staff, guests, VIPs etc.
- 18.** The Firm/ contractor should submit a declaration/affidavit to the effect that they have not been convicted by a court of law or no criminal case is pending against them.
- 19.** The successful Tenderer shall have to execute an agreement in non Judicial Stamp Paper worth Rs.100/- (Rupees One Hundred) only with the Principal Resident Commissioner/ Resident Commissioner or any authorised officer. Tender papers of the Tenderers only who agree to all the clauses of Agreement will be considered. The draft agreement is enclosed herewith.
- 20.** The prospective bidders are requested to properly and carefully fill up the forms, enclose photo copies of self attested documents, before filling the same. Principal Resident Commissioner/ Resident Commissioner or any authorised officer reserves the right to accept or reject any tender or all tenders without assigning any reason.

MANAGER

**Financial Bid for Security Services in Odisha Bhawan, 1-NitiMarg,
Odisha Niwas, 4 – Bordoloi Marg, Odisha Sadan, Setor-16B and Staff
Quarters at Pocket-2, Sector–2, Dwarka New Delhi**

SI No.	Description of work	No. of security persons	Rate per month
1	Round the clock security/watch and ward services for entire premises of Odisha Bhawan, Odisha Niwas, Odisha Sadan and Staff qrs. at Sector-2, pocket-2, Dwarka, New Delhi.	Nos. of Security Guards-23	
		No. of Security Supervisor-1	

(Total in words) Rupees _____

Note

1. All the rates should be quoted in absolute Rupees only.
2. Rates should be quoted as per the Minimum wages fixed by the Government NCT of Delhi for unskilled/ semiskilled/ skilled labour.
3. Rates are to be quoted in accordance with the terms and conditions of the Tender Bid and statutory provisions as applicable (inclusive of all statutory liabilities, levies, taxes etc.)
4. Attach the latest order of State/ Central Government regarding Minimum Wages and statutory deductions relating to EPF/ESI/Service Tax etc.
5. Security services have to be provided round the clock and it will be the responsibility of Firm/ Contractor to provide security guards on shift basis and to give weekly off to his/ her employees by making proper arrangement without disrupting services.

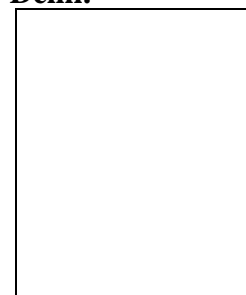
Signature of Contractor with Seal

Technical Bid for the Security and Watch & Ward services in Odisha Bhawan, 1-Niti Marg, Odisha Niwas, 4-Bordoloi Marg and Staff Quarters at Sector-2, Dwarka, New Delhi.

1. Name & address of the organisation and the Contractor
Tel. No.

2. Number of Security Personnel engaged

Year	Number of Security Guards engaged	Number of Security Supervisor engaged
2013-2014		
2012-2013		
2011-2012		



Space for photograph

3. Work experience in Government organisations/ PSUs (Detailed institution wise, year wise. Certificates from the institution/ PSUs for last three years should be enclosed.).

4.. Annual turn over year wise from 2011-12 to 2013-14, with documentary evidence and copies of audited balance sheet.

5.. Photocopy of the valid registration certificate to be enclosed.

5. Copies of latest Income Tax Return for 2011-12 to 2013-14 to be attached.

6. EPF registration and copy of returns of last 03 years to be attached.

7. ESI code and copy of returns of last 03 years to be attached.

8. Service tax registration & returns of Last three years to be attached

9 DD as Earnest Money Deposit for Rs.30,000/- is enclosed - DD. No. & Date

Amount

Name of the Bank

Declaration

I do hereby declare that I fully accept all the terms and conditions mentioned in the tender document.

Full name & Signature of the bidder with seal.

- NB: -**
1. All the documents should be photocopied and duly attested by the tenderer himself.
 2. Self attested Passport size photograph of the Proprietor/ President/ Chairman of the agency should be pasted on the space indicated at the right hand top corner of this bid form. The signature should be partly on the photographs and partly outside the photograph.