

GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF EXPENDITURE  
CENTRAL PENSION ACCOUNTING OFFICE  
TRIKOOT-II, BHIKAJI CAMA PLACE,  
NEW DELHI-110066  
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F.No. CPAO/Admn./ Security-Tender/2011-12 /979

Dated:24.01.2012

**Notice Inviting Tender**

**Subject: - Tender for the Providing of Security services on outsourcing basis for the CPAO – Reg.**

Sealed tenders are invited for **the Providing of Security services on outsourcing basis** for the CPAO, Trikoot-II, Bhikaji Cama Place, New Delhi, as per terms and condition detailed out in the following paragraphs, from interested firms having requisite experience.

**A : GENERAL**

1. Period of Contract: The period of contract will be initially for two years from the date of signing of agreement. The Agreement may be further extended by CPAO at the same terms & conditions.

2. Estimated Requirement of Security Guards : 06

It may vary at the discretion of the CPAO, Trikoot-II, Bhikaji Cama Place, New Delhi – 110 066.

3. Rate quoted : **As per Annexure 9 to be given in price bid format**

4. Earnest Money : ₹ 10,000/- (Rupees Ten thousand only)

5. Last date of submission : **3.00 PM on 22/02/2012**

6. Date and time of opening of the Technical bids : : **At 04.00 PM on 22/02/2012 at Central Pension Accounting Office, Trikoot-II, Bhikaji Cama Place, New Delhi-110066.**

7. Eligibility Criteria:

Bidders must meet the following criteria and submit documents in evidence:-

- (i) Bidder must have valid licence granted under sub-section (5) of Section 7 of the Private Security Agencies (Regulation) Act, 2005.
- (ii) Bidder must be in business of providing Security for last 5 years



- (iii) Turnover from Providing Security services shall not be less than Rs.5 Lacs/year during last 3 years.
- (iv) Net worth of the firm should not have eroded by more than 50% during 3 years.
- (v) Experience in providing Security service in at least two State/Central Govt./PSU'.
- (vi) Firm must have EPF A/c No. and authority with whom registered.
- (vii) Firm must have ESI Registration No. and authority with whom registered
- (viii) Firm must have Service Tax Registration No. and Authority with whom registered.
- (ix) Firm must have Permanent Account Number for Income Tax.
- (x) Firm must provide details of registered office (Address) with Telephone No./Fax/Mobile No.
- (xi) Firm must provide details of Address for communication along with Phone No. /Fax. /Mobile No.
- (xii) An undertaking from the competent authority that the firm would contribute/deduct Provident Fund/Pension as per mandatory orders/status and provide statements thereof annually to each recruit.

While evaluating bids, documents required against above eligibility criteria shall be provided as per this tender and Annexure. Firm shall self-certify each page of the tender document in token of its understanding/acceptance.



**B: Information to be provided by the bidder**

Name of the bidders :

Please specify as to whether : Sole Proprietor/ Partnership/Firms/ Company  
Tenderer is a sole Proprietor/  
Partnership firm/ Company

(Strike off Whichever is not applicable)

In case of firm/ company, furnish the following details:-

Sl. No.	Name of the Proprietor(S)/ Director(S)	Percentage (%)	Age	Current Address	Permanent Address
A.					
B.					
C.					

1. ESI Registration No. and authority with whom registered :
2. Service Tax Registration No. and Authority with whom registered :
3. Permanent Account Number :
4. Registered Office (Address) with Telephone :  
No./ Fax No./ Mobile No.
5. Experience in providing manpower service :  
In at least two State/ Central Govt. PSUs  
With periods of service Specified therein.
6. Address for communication along with Phone No./ Fax:
7. Firm shall self Certify each page of the tender document in token of its understanding/ acceptance of tender conditions and certification of submitted document

Signature of the Tenderer

Seal: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_



**C: Instructions for Tenderers:**

- (i) In case of the application being made by a partnership firm, a copy of Partnership Deed is required to be submitted.
- (ii) In case of the application being made by a Private Limited Company, a copy of the Certificate of Incorporation from the Registrar of Companies, Memorandum and Articles of Association of the company is required to be submitted.
- (iii) The tender shall be submitted in sealed cover envelop marked "Tender for Providing of Security Services" on top and addressed to **Pay and Accounts Officer (Admn.), Central Pension Accounting Office, Trikoot-II, Bhikaji Cama Place, New Delhi – 110066 by 3.00 PM on 22.02.2012.**
- (iv) It is the responsibility of the Tenderers to see that the completed bidding documents are submitted in Central Pension Accounting Office, Trikoot-II, Bhikaji Cama Place, New Delhi – 110066 on or before the last date of submission failing which the tender would be considered late and rejected.
- (v) The bid document should contain two envelopes.
  - a. The first envelope should contain the tender form and the below – mentioned technical documents and on outer cover should be marked "**Technical Bid for Providing of Security services**"
    - 1) **Annexure A-1** – Documents relating to registration with EPF Authorities.
    - 2) **Annexure A-2** – Documents relating to registration under ESI Act.
    - 3) **Annexure A-3** – Documents relating to registration with service tax authorities
    - 4) **Annexure A-4** - Copy of the PAN
    - 5) **Annexure A-5** - Document relating to at least providing Security services in two States/ Central Govt./ PSUs
    - 6) **Annexure A-6** - Copy of the Partnership deed/ Certificate of Incorporation & Memorandum and article of Association
    - 7) **Annexure A-7** – Earnest Money Deposit [EMD] of the amount of ₹10,000/- in the form of Bank Draft in favour of Pay and Accounts Officer, Central pension accounting office shall be compulsorily be enclosed in Technical bid envelop.
    - 8) **Annexure A-8** Copy of Licence under Private Security (Regulation) Act 2005
  - b. The second envelope should contain the financial document i.e. the rate quoted in the format as is mentioned below as **Annexure A-9**. On the outer cover of

the envelope should be marked “Financial Bid for Providing of Security Services”.

- (vi) The two envelopes are to be put in a bigger envelope and marked “Tender for Providing of Security services”. It is mentioned that the technical bid would be opened first and only those bids which meet the criteria laid down regarding Technical Qualification, will qualify for opening of financial bid. The rejection of the technical bid would automatically lead to the outright rejection of the financial bid and no representation in this regard would be entertained.

The Tender form along with the Annexure A-1 to A-9 initialled by the person submitting and consecutively numbered should reach before 03:00 PM 22 Feb.2012, addressed to and at the below-mentioned details in sealed condition.

The bid should reach the CPAO in two envelopes. One envelope should contain technical bid with EMD of Rs. 10,000/- and the other envelope should contain price bid. The envelope containing the price bid will be opened after qualification in technical bid.

“Tender for Providing of Security services”

To,

Sr. Accounts Officer (Admn.),  
Central Pension Accounting Office,  
Trikoort- II, Bhikaji Cama Place  
R.K. Puram , New Delhi – 110 066.

- The tender will be rejected outright if any of the documents is not attached with the tender form submitted by the tenderer. The tender is also liable to be rejected if any of the terms and conditions as mentioned in the Tender form is not fulfilled by the tenderer.
- The tender form can be collected from AAO (Admn.), CPAO, Trikoort-II, Bhikaji Cama Place, New Delhi upto one day prior to the date of submission of tender. The tender form can also be downloaded from the website available at the following address:- <http://www.cpaonnic.in>

- (vii) Evaluation of bids:

Technical bids shall be evaluated for the bidders who have submitted EMD. All documents against eligibility criteria would be examined and qualified bidder's financial offer shall be opened on due date in the presence of the representatives of the willing bidders who have submitted their bids. Work will be awarded to lowest eligible bidder.

**D : Technical bid Documents.**

- **Annexure A-1**

Documents relating to registration with EPF Authorities.

- **Annexure A-2**

Documents relating to registration under ESI Act.

- **Annexure A-3**

Documents relating to registration with service tax authorities.

- **Annexure A-4**

Copy of the PAN.

- **Annexure A-5**

Documents relating to at least providing of security services (successfully services provided certificate from competent authorities should be attached) in two State/ Central Govt./ PSUs.

- **Annexure A-6**

Copy of the Partnership deed/ Certificate of Incorporation & Memorandum and Articles of Association.

- **Annexure A-7**

Earnest Money Deposit [EMD] of the amount of ₹10,000/- in the form of Bank Draft in favour of **Pay and Accounts Officer, Central Pension Accounting Office**, enclosed in Technical bid envelop.

- **Annexure-8**

Copy of licence under sub-section(5) of Section 7 of the Private Security Agencies (Regulation)Act, 2005.

- **All pages of the tender documents must be signed by the firm, in token of its understanding & acceptance.**

**Financial Bid for Providing of Security Services.****PRICE BID FORMAT**

Details of rate quoted for Eight (8) hours duty for various categories as per No. of Person indicated in columns.

Sl. No.	Particulars	Rates per Security Guard
A.	Monthly wages	
B.	PF/ ESI	
C.	Service Charges	
D.	Total of (A)+(B)+(C)+=(D)	
E.	Service Tax _____ % of (D)	
F.	Total Monthly rate (D+E)	
	Grand Total	
₹ _____ (Rupees _____ only).		

Note:-

1. The said rate shall be quoted keeping in mind the minimum wages fixed by the Delhi govt. & statutory compliance of all labour laws/ regulations by bidder.
2. Wages and other statutory requirements are required to be met as is mentioned in the table and any deviation from the above would lead to the tender getting rejected.

Signature of the Tenderer

Seal: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_



**Job Description**

1. To provide the Security at the CPAO.

**Hours of Work**

2. The guards shall be provided continuously round the clock in three shifts of 8 hours each as needed by CPAO. The duty timing of the persons shall be as under

Shift	Timings	Number of guards required
I	From 6.00 AM to 2.00 PM	Two guards
II	From 9.00 AM to 5.00 PM	One guards
III	From 2.00 PM to 10.00 PM	Two guards
IV	From 10.00 PM to 6.00 AM	One guards

3. The security guard next in line replacing the security guard shall arrive 15 minutes earlier than his stipulated reporting time. In case the security guard shall not leave the premises (work station). No extra duty hours shall be counted for the same by CPAO. They shall not leave the premise (work station) unattended for lunch/ any other work whatsoever.
4. The agency shall be responsible for security and shall make all necessary arrangement to safeguard the movable and immovable property and prevention of theft within the premises. assigned to it for security, by CPAO.
5. It shall be the duty of the agency to safeguard the life and property of the CPAO, employees & visitors.
6. Preventing unauthorized entry in the area assigned to it for security purposes by CPAO.
7. The agency staff shall work under the supervision of the Administration department (CPAO) and/ or any officer authorized by CPAO.
8. The agency shall provide uniform and other accessories.
9. The agency shall undertake full responsibility for the performance/ actions of its staff.





## TERMS AND CONDITIONS

1. The interested firm should have earlier provided the service of the nature as is exemplified in the tender document. Such service must have been rendered in State/Central Govt. /PSUs.
2. That the agency shall be responsible for all security measures and arrangement to safeguard the movable and immovable property & equipments etc. entrusted to it for security purposes by Administration department (CPAO) and/or any other officer authorized by CPAO.
3. That the agency will take care of the property of CPAO for preventing theft, loss, pilferage, riots, arson, fire from the areas entrusted to its control and shall be responsible for all such lapses.
4. That the agency shall provide the security services by appointing trained Security guards/ personal.
5. That the agency shall within a week of the award of the work and the deployment of security guards furnish a certificate stating that the security guards are trained and none of the security guards have been discharged from any earlier service on the ground of criminal charges, theft & unreliability/inefficiency.
6. That the agency shall ensure that their staff deployed for service in CPAO premise shall be available during their duty hours as per duty roster and they shall not leave their place of duty without the permission of Administration department (CPAO) and/or any other officer authorized by CPAO.
7. That the agency shall deploy suitable personnel at all relevant time for rendering services and shall further maintain a list of the reserves to provide the replacement and supplement the strength. The Agency shall furnish such list to Administration department (CPAO) and/or any other officer authorized by CPAO every month.
8. That the agency staff shall check the movement of materials and maintain systematic and up to date records and keep proper log book/control of movement of every person and vehicles entering or leaving the CPAO corporate office/premise entrusted to it for security by Administration department (CPAO) and/or any other officer authorized by CPAO.
9. That the agency staff shall be responsible to provide immediate replacement for any Security Guard, who is not available on duty at the place of posting for any emergency and pressing reasons.
10. That the CPAO Authorities shall have the right to ask the agency to replace any staff of the agency by any other suitable person in case the staff is not discharging its

services properly. The decision by Administration department (CPAO) and/or any other officer authorized by CPAO shall be final and the Agency shall comply with the same at the earliest.

11. That the agency staff shall carry out such other legitimate duties as are entrusted to them from time to time.
12. That the agency shall not engage any sub-contractor or transfer the contract to any other person.
13. That the agency shall remain in touch with the fire fighting Deptt. /police and as and when their services are required, the Agency shall liaison and cooperates as per requirements of the institution.
14. The clearance of the local police with regards the past criminal records antecedents of the persons deployed by it shall be obtained by the agency before deployment of the personnel.
15. The names of the workers appointed/employed by the agency shall be made known to the Authorities with their Identity card/employment number, before commencing deployment. The frequent changes in the manpower deployed shall not be allowed, the changes shall be allowed only with the prior specific approval of Administration department (CPAO) and/or any other officer authorized by CPAO.
16. **The rates quoted as per details given at item no. 3 on page 1 of the Tender Form shall prevail for the entire period of the contract. Any amendment thereto shall be at the solo option of Administration department (CPAO) and/or any other officer authorized by CPAO. The said rate shall be quoted keeping in mind all the statutory compliance under labour laws/other regulations by bidder.**
17. **in case of increase revision in minimum wages by the Delhi Govt. subsequent to opening of the tender, then only differential increase over the minimum wage if any shall be payable by CPAO.**

**For Example:-**

- **W<sub>0</sub> = Minimum Wage**
- **W<sub>1</sub> = Revised minimum by notified by Delhi Government.**
- **Increase amount of the minimum wages shall be W<sub>1</sub>-W<sub>0</sub>**

➤ *In addition corresponding increase in PF/ESI shall be paid by CPAO.*

18. The Agency shall make the payment to their Security Guards as quoted, in the premises of CPAO Corporate, and in the presence of authorized representatives of the CPAO and the necessary certificates in this regard shall be submitted by the Agency every month to CPAO.
19. The Agency shall claim their commission in the form of Service Charges for providing services at a rate quoted by it in the tender document.
20. In case of any loss/theft of CPAO property, Administration or any officer authorized by him shall consider the circumstances leading to the loss, theft and if the responsibility is fixed upon the agency by the above mentioned officer, the agency shall make good the loss within a specified period or else deduction of the cost shall be made from the following month's bill.
21. A Demand Draft for ₹ 20, 000 (Rupees Twenty thousand only) favouring Pay & Accounts Officer, CPAO New Delhi. shall be furnished by the tenderer/ firm/company at the time of the issuance of the work order.
22. **Payment of Bills:** - The bill for the preceding month shall be presented in triplicate, by the contractor/agency by the 2<sup>nd</sup> day of the next/subsequent month, to enable the CPAO authorities to arrange the payment. Payment will be made through e-payment only. TDS shall be deducted as per govt. order. Further, the agency shall furnish a copy deposition of monthly EPF/ESIC challan/returns etc. with next bill, failing which Amount as deemed fit by CPAO shall be withheld in the next subsequent bill.
23. The tenderer shall deposit an earnest money of ₹.10,000/- (Rupees Ten Thousand only) along with the tender proforma through Bank Draft drawn in favour of Pay & Accounts Officer, CPAO, New Delhi failing which the tender will not be considered for acceptance and will be out rightly rejected.
24. The successful tenderer shall have to execute an agreement with CPAO, which shall be in consonance to the present terms and conditions, on a non-judicial stamp paper of ₹. 50/- to be purchased and provided by the tenderer within seven days from the date of acceptance of the offer failing which the Earnest Money and Security deposit shall be forfeited.
25. The Security deposit shall be returned to the contractor on the expiry of the contract period on (Contractor/Agency) furnishing the usual clearance/No Demand Certificate.
26. The contractor/agency should take care that the rate and amount are written in (figure & word). In case of ambiguity, the rate as quoted in word shall be the correct one.
27. **Forfeiture of earnest money:-** If any tenderer withdraws his tender within the validity period or makes any modification in terms & conditions of the tender which

are not acceptable to the administration department, shall, without prejudice to any other right or remedy, be at liberty to forfeit the earnest money absolutely.

28. The tenderer is advised to read the terms and conditions of the tender as indicated in this form and satisfy themselves about their fulfilling these conditions as also meeting with the requirements of documents and other condition, issues as mentioned in the Tender form before submitting the tender. The offer of the tenderer who do not fulfill the conditions/requirements as per the tender form and/or do not enclose the documents required or submit the documents which are fabricated/incomplete in any respect and/or furnish incorrect information shall not be considered. In this regard, decision of the Administration department (CPAO) or any other Officer appointed in this regard shall be final and binding on all concerned.
29. The earnest money of the tenderer whose tender is not accepted shall be refunded without any interest thereon within a month of award of the security contract.
30. The contract can be terminated by the CPAO by giving a months' notice. The contractor/ agency can terminate the contract by giving three months notice.
31. In case the contractor/agency leaves the job before completion of the period of contract, CPAO shall be entitled to forfeit the security money deposited by the contractor/agency for the execution of this contract. The same shall be over and above and excluding/non-inclusive of the liquidated damages suffered on such account by CPAO, if any.
32. In case of any loss or theft, it shall be made good by the agency and failure on the part of the contractor/agency part to do within a period of 30 days, the loss shall be made good by the encashment of Security Deposit, and if the amount of loss or damage exceed the amount of Security Deposit then the remaining amount shall be recovered from the amount standing and payable to the contractor/agency.
33. It shall be the responsibility of the Contractor/agency to comply with all labour laws/regulations applicable with respect to the its staff working under the arrangement as is envisaged under the Tender. The contractor/agency shall further undertake to indemnify CPAO of any liability incurred by it on account of non-adherence to labour laws/regulations by it within a period of 60 days.
34. Any controversy or disputes arising out of this contract shall be referred to the sole arbitrator for adjudication of dispute to be appointed by Administration department(CPAO) and/or any other officer authorized by CPAO on an application made to it within 30 days of the arising of the dispute. The entertainability of an application made after the period of thirty days shall be at the discretion of Administration department (CPAO) and/or any other officer authorized by CPAO. The Arbitration and Conciliation Act, 1996 shall apply and the venue of the arbitration shall be New Delhi. The cost of arbitration shall be shared equally by both the parties.



35. Any individual/firm/company/registered society/registered co-operative society presently engaged by this institution and whose performance has not been found satisfactory shall not be considered to be eligible for offering tenders even if the individual firm/ company/ registered society/ registered co-operative society subsequently changes the character/ style/ nomenclature/ composition of the tenderer and such tender shall be rejected out rightly.
36. A party who is liable to be disqualified or is ineligible to participate in the tender according to the aforesaid conditions, shall not be entitled to offer the tender in the name of its associate concern/ subsidiaries/principals/ and the administration dept. or authorized officer on his behalf may declare the tenderer disqualified on this ground, if he is of the opinion that the said tenderer is in collusion with/for the benefit of any other party who has been disqualified to participate in the tender on its own.
37. The tenderer shall disclose in writing all relevant facts as to ownership of the agency and constitution of the business. If it is a proprietary concern, the name of the proprietor, if it is a firm, the names of all the partners and attested copy of partnership deed, and if it is a company, the names of all the Directors, shall be disclosed. Further, if the said proprietor/any of the partners/any of the Directors has/have substantial interest in any other agency, the said fact and the nature of the said interest shall also be disclosed at the time of submission of tender. If the concerned agency has any associated concern/subsidiary/principal/holding company/holding firm, the same shall be disclosed with full particulars.
38. The CPAO, reserves the right to accept or reject any or all tenders without assigning any reason and shall not be bound to accept lowest tender.
39. The terms and conditions contained herein shall form part of and shall take as if they were included in the contract agreement to be entered in to between CPAO with the contractors.

**Note: If any of the terms & conditions (1) to (39) above is not found fulfilled during the work contract, the CPAO reserves the right to discontinue the contract without assigning any reasons thereof by providing a hearing to the contractor, if he wants so.**



**CHECK LIST FOR TENDERER**

**TENDER NO.:CPAO./Admn./2011**

(YES/NO)

1. Have you read the tender document in full and understood?
2. Whether you have signed in all the pages of the tender?
3. Whether you have written the rates in figures & words using pen?
4. Whether the original full tender document is being submitted as offer?
5. Whether the EMD is enclosed as per the requirement?

(Signature of the Contractor with seal)

A handwritten signature in black ink, appearing to be 'A. M.', is written over a horizontal line.

**FOR THE USE BY TENDER OPENING COMMITTEE ONLY**

**TENDER NO.:CPAO./Admn./2011**

1. Earnest money deposited/ not deposited/ is / not in acceptable form.
2. There are no changes, corrections, additions and overwriting etc. in the General Terms and Conditions put to tender.
3. There are \_\_\_\_\_ corrections and overwriting in the rates which have been quoted in figure/ words numbered from \_\_\_\_\_ to \_\_\_\_\_ figure/ words.
4. The tender is conditional/ unconditional. Please refer covering letter/notes on page \_\_\_\_\_ there are \_\_\_\_\_ conditions.
5. The rates have not been quoted against item No. \_\_\_\_\_
6. There is ambiguity in the rates quoted in figure and words against item No. \_\_\_\_\_.
7. Rates have been quoted in figures/ words only.

(Tender Opening Committee)



**GOVERNMENT OF INDIA  
MINISTRY OF FINANCE/DEPTT. OF EXPENDITURE  
CENTRAL PENSION ACCOUNTING OFFICE  
TRIKOOT-II, BHIKAJI CAMA PLACE  
NEW DELHI**

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**NOTICE INVITING TENDER**

CPAO invites bids from eligible bidders for the following three separate works. Tender document can be downloaded from website of CPAO: [www.cpaonnic.in](http://www.cpaonnic.in) or collected from office and from the tender website [www.tenders.gov.in](http://www.tenders.gov.in)

<b>Tender No.</b>	<b>Name of work</b>	<b>Last date &amp; Time for tender submission</b>
CL/01	Tender for the engagement of Manpower services on outsourcing basis	21.02.2012 By 3.00 PM
SG/02	Tender for providing Security Guard on outsourcing basis	22.02.2012 By 3.00 PM
VEH/03	Tender for hiring of vehicle purely on contractual basis for one year	23.02.2012 By 3.00 PM

Earnest Money for Tender No. CL/01 is Rs. 15,000/-, For Tender No. SG/02 is Rs. 10,000/- and for Tender No. VEH/03 is Rs. 10,000/-.

Bids would be opened at 04.00 PM on the last day of submission of bids as above.

All interested are advised to visit website to get further details.

Sd/-

Deputy Controller of Accounts  
For Chief Controller (Pension)

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