

भारतीय सर्वेक्षण विभाग

**SURVEY OF INDIA**



**TENDER DOCUMENT  
FOR  
SECURITY SERVICES  
IN  
SURVEY OF INDIA OFFICES AT DEHRADUN**

TENDER NO. S- <sup>2761</sup> /15-P-CPB (2016-17), dated 03/10/2016

**TO BE SUBMITTED BY :** - 01/11/2016 (14:00 hrs.)  
**DATE OF OPENING TECHNICAL BIDS:** - 01/11/2016 (15:00 hrs.)  
**DATE OF OPENING PRICE BIDS:** - 03/11/2016 (15:00 hrs.)

**TOTAL PAGES: - 10**

**Cost of Tender Document : Rs. 200/- (Non-Refundable)**

VAT @ 13.5% = Rs. 27/-

(Both amount i.e. price of Tender & Vat should be deposited in the form of separate D.Ds./Pay order in favour of "Senior Accounts Officer", Central Pay and Accounts Office, Survey of India, Dehradun)

Tender Document can also be downloaded from Survey of India website:  
[www.surveyofindia.gov.in](http://www.surveyofindia.gov.in)

**SURVEY OF INDIA**  
**DEPARTMENT OF SCIENCE AND TECHNOLOGY**  
**GOVT. OF INDIA**  
**TENDER DOCUMENT FOR HIRING OF SECURITY PERSONNEL FOR SECURITY DUTIES OF**  
**SURVEY OF INDIA AT DEHRADUN OFFICES**

The Chairman (CPB), Deputy Surveyor General (Tech.), Survey of India, Surveyor General Office, Hathibarkala, Post Box No. 37, Dehradun invites sealed tender for hiring of Security Personnel for Survey of India Offices located at **DEHRADUN** as per details furnished below :-

**1.0 PARTICULARS OF THE TENDER**

- a) **Designation and address of the authority** : The Chairman, CPB  
Deputy Surveyor General (Tech.)  
Survey of India,  
Surveyor General Office, Hathibarkala  
Post Box No. 37, Dehradun
- b) **Tender No.** : No. S~~2761~~ /15-P-CPB (2016-17) dated 03/10/2016
- c) **Name of Work** : Providing Security Services for Survey of India Offices located at **DEHRADUN**
- d) **Scope of Work** : Round the clock security services with requisite Nos. of security personnel at the location/offices on all days of weeks including Saturday, Sunday and National Holidays.
- e) **Details of Security Personnel required** :
- | Personnel (Post)                                | Category     | Approximate No. |
|---|--------------|-----------------|
| Security Supervisor                             | Watch & Ward | 02              |
| Security Guards                                 | Watch & Ward | 99              |
| Security Gun Men (with valid Govt. Gun License) | Watch & Ward | 06              |
- f) **Estimated Value of the work** : ` 1,80,00,000/- per year approximate
- g) **Earnest Money Deposit (EMD)** : ` 5,00,000/-  
To be deposited in the form of Bank Draft in favour of "Senior Accounts Officer, Central Pay and Accounts Office, Survey of India, Dehradun" payable at Dehradun in case of exemption of EMD, Exemption Certificate issued by the competent authority should be attached alongwith.
- h) **Place of Opening of Tenders** : Surveyor General Office, Survey of India, Hathibarkala Dehradun
- i) **Tender Documents can be downloaded from** : Survey of India Website [www.surveyofindia.gov.in](http://www.surveyofindia.gov.in) upto 01 /11/2016 (13:00 hrs.)
- j) **Tender can be submitted at** : Tender box kept at the **Security Hut of office of Surveyor General of India**, Survey of India, Surveyor General Office, Hathibarkala, Dehradun

- k) Tenders Addressed to/ Postal Address** : The Chairman, CPB  
Deputy Surveyor General (Tech.)  
Survey of India, Surveyor General Office, Hathibarkala,  
Post Box No. 37, Dehradun
- l) Last date and time of receiving Tenders** : 01/11/ 2016 (14:00 hrs.)  
Any bid received after above mentioned date and time due to postal delay or due to any other reason will be rejected & will not be entertained.
- m) Date and time for opening** :  
**(i) Technical Bid** 01/11/ 2016 (15:00 hrs.)  
**(ii) Price Bid** 03/11/2016 (15:00 hrs)
- n) Total Number of Pages of tenders documents** : 10 Pages

## **2.0 Scope of Work:**

- (i) The Agency shall provide round the clock high standard security on a 24x7 basis on all the days to safe guard the premises and assets of SOI. The Agency shall ensure full security to the SOI premises and its property from pilferages theft, fire, encroachment etc, and maintain the standard security norms to protect the above premises from other insecurities.
- (ii) The Agency shall guide visitors to the concerned officials, regulating entry of unwanted visitors/salesmen and maintenance of visitor register, Checking of gate passes and allowing the exit of material accordingly.
- (iii) The Agency shall ensure proper looking of premises common areas etc, in case of any theft, breakage, pilferage of any fixture and a fitting, furniture equipments etc, the responsibility shall be of the security personnel and the security personnel shall report the same to the office immediately. If after a departmental enquiry, it is found that the loss has occurred due to the negligence of the security guard/guards on duty, the SOI will have full powers to recover the loss from the Agency. The decision of the Competent Authority of SOI in this regards will be final and binding on the Agency.
- (iv) The qualification criteria of the manpower requirement is given as below

### **Security Supervisor/Security Gun Men/Guard provided by the Security Agency:**

- a) Should be a citizen of India.
- b) Has completed 18 years of age but not attained the age of 55 years.
- c) His character and antecedents are satisfied in the prescribed manner (Copies of Character & Police Antecedent Verification should be submitted, If selected)
- d) 10-15 years of experience of the job in some vital installation is desirable.
- e) Minimum qualification for Security Supervisor- Intermediate Pass and for Security Gun Men & Security Guard - High School Pass.
- f) Should have sound health and free from any contagious diseases.
- g) Not a person who has been convicted by a competent court or who has been dismissed or removed on grounds of misconduct or moral turpitude while servicing in any armed forces of the Union, State Police Organizations, Central or State Govt. or in any private security agency.
- h) The security supervisor should be capable of arranging uninterrupted manpower in case of leave period of guards in consultation with their agency.
- i) Preference may be given to Ex-Serviceman.
- j) Should also have basic knowledge of fire fighting.
- k) They should be on the roll of the agency.
- (v) The Agency shall submit bio data with identity proof & Address proof of each Security Supervisor, Security Gun Men & Guard duly verified within 07 days of execution of contract agreement.

- (vi) A surprise check by any officer authorized by concerned Director of SOI may be carried out and any negligence of duty will be reported to the agency and agency will have to replace that guard immediately.
- (vii) The Agency shall provide Proper Uniform, Identity Card Badges, Whistle, Lathi Emergency Lamp, Torch, Torch Cell, Umbrella, Raincoat etc. to the security personnel manning the SOI premises.
- (viii) No accommodation shall be provided to the security personnel inside the complex. The agency may arrange suitable accommodation for their stay in nearby area.
- (ix) The work shall be executed as per the directions and to the satisfaction of the Head of the Directorate/Office.
- (x) The Agency shall have insurance coverage for their workers and follow all safety measures during the work execution. Any liability occurring during work such an accident, injury, loss of life, damage to the property, the same shall be compensated and made good by the agency only and this office is not responsible in any manner.
- (xi) The Agency shall ensure immediate communication to SOI for any mishappening.
- (xii) In case of absence of Security Supervisor, Security Gun Men & Security Guard due to reason what so ever, the agency will have to provide the replacement.
- (xiii) The Agency will have to bear the penalty in case required staff not provided due to any reason what so ever which will be deducted at the rate of twice of the average daily wages.

### 3.0 ELIGIBILITY CRITERIA (For the Agency):-

- a) The Security Agencies whether, Empanelment (registered) with Director General of resettlement (DGR), Ministry of Defence, PASARA, other Govt. Security Agency must possess valid License/Registration to run the Security Personnel from the concerned Controlling Authority under the rules of Private Security Agencies (Regulation) Act 2005. Attested photo copy of Registration/empanelment is to be provided by the Agency.
- b) Attested copy of valid labour license from the Regional Labour Commissioner for specific number required for the contract under contract Labour (Regulation & Abolition) Act, 1970.
- c) Agency should have experience in Security Personnel for a period of three years of value not less than **1 Crore** per annum in single order executed with Central/State Govt., Govt. undertaking funded by Govt. A satisfactory completion certificate from atleast one contract with Central/State Govt., Govt. undertaking funded by Govt shall be submitted as proof of experience.
- d) The bidder is required to submit attested copy of valid registration certificate of service tax.
- e) Attested copy of registration under EPFO.
- f) Attested copy of registration under ESI.
- g) The bidder should enclose the attested copy of PAN and ITR for last three years.
- h) Bidder must provide address list of their ongoing/completed contract for last three years.

### 4.0 **OTHER TERMS AND CONDITIONS**

1. Tender should be submitted as per enclosed check list in sealed envelopes separately one for **TECHNICAL BID** which contains the checklist, eligibility criteria, **EMD** and Tender cost. Other one for price bid quoting the rates. Both the envelope should be super scribed as **TECHNICAL BID** and **PRICE BID** respectively and should have the name and address of the bidder. Both the envelop should be kept inside a separate envelope super scribed as **"TENDER FOR SECURITY SERVICES IN SOI OFFICES LOCATED AT DEHRADUN" due on 01/11/2016**
2. The bidder name, telephone number and complete mailing address shall be indicated on the cover of the outer envelope.
3. Each page of tender should be signed and stamped.
4. Tender duly signed by tenderer must be addressed to **The Chairman CPB, Deputy Surveyor General (Tech.) Survey of India, Surveyor General Office, Hathibarkala, Post Box No. 37, Dehradun** and not to any individual by name and should be dropped in tender box placed at office premises of The Deputy Surveyor General (Tech.), Surveyor General Office, Hathibarkala, Dehradun by 01/11/2016 (14:00 hrs). Each page of the tender must be signed by the tenderer.
5. The tender can also be sent by post to the above address. However, The Deputy Surveyor General (Tech.), Surveyor General Office, Hathibarkala, Post Box No. 37, Dehradun shall not be responsible for any postal delay for non-receipt of tender by due date and time for whatsoever reason.



6. Tenderers who download the tender document from the Survey of India website may remit the price of tender document in the form of a Demand Draft for Rs. 200/- + 13.5% VAT drawn in favour of **“Senior Accounts Officer, Central Pay and Accounts Office, Survey of India, Dehradun”** with the tender.
7. Earnest money(EMD) of Rs. 5,00,000/- in the form of Demand Draft of any nationalized bank in favour of **“Senior Accounts Officer, Central Pay and Accounts Office, Survey of India, Dehradun”** payable at Dehradun should be furnished along with the tender.
8. Tenders received after due date/time, without compliance of Check List and without tender fee and EMD shall be summarily rejected.
9. The board will consider the eligibility and total monetary liability to the department while finalizing the tenders.
10. The successful bidder will have to submit a performance guarantee within 15 days of the issue of Letter of intent. Performance security should be @ 10% of the tendered value of contract in the form of FDR/Bank Guarantee of any nationalized bank valid upto 1 year from the date of contract, in favour of **“Senior Accounts Officer, Central Pay and Accounts Office, Survey of India, Dehradun”** payable at **Dehradun**. The performance guarantee will be refunded to the Agency on completion of contract period without interest after deducting liabilities if any
11. If the successful tenderer fails to furnish the Security Deposit then the whole earnest money shall be forfeited without any reference to the tenderer.
12. Earnest Money of all unsuccessful tenderers will be returned within 30 days after the award of contract to the successful tenderer. EMD of unsuccessful bidder will be sent by post. If it is returned undelivered, no claim will be entertained.
13. The tenderer should furnish a certificate that all the terms and conditions of the tender document are understood by the tenderer and ready to abide by the same without any variation.
14. The persons offered will be interviewed by the concerned GDC/Directorate before acceptance. Bio-Data with photograph of the candidates should be supplied at the time of interview.
15. Character Certificate and address proof should be provided by the firm to Survey of India at the time of initial Deployment of all **Security Supervisors, Security Gun Men and Security Guards**.
16. The agency providing the security personnel is responsible for their conduct.
17. The persons selected will have no claim for Govt. job
18. The rate quoted by the Security Agency should not be less than the rate of minimum wages as prescribed by the Govt. of Uttarakhand.
19. The Security Agency shall provide the statutory benefits and contributions of ESI, PF and Bonus etc. to all the workers at his own cost.
20. The successful tenderer will have to enter an agreement on Rs 100/- Non judicial stamp paper at their own expenses with the head of the Dte/Office where the Security Personnel are required.
21. The tenderer is expected to examine all the instructions, forms, terms and specifications in the tendering documents. Failure to furnish all information required by the tendering document or submission of a tender not substantially responsive to the tendering documents in every respect will be at the tenderer's risk and may result in the rejection of the tender.
22. The Chairman CPB, The Deputy Surveyor General (Tech.), Surveyor General Office, Hathibarkala, Post Box No. 37, Dehradun reserves the right to reject any or all the tenders without assigning any reasons thereof.
23. The tenderer, as a taxable service provider, must have registered with Central Excise Department and obtained Registration No. (15 digits of Service Tax Code Number) and should attach a copy of Certificate along with the quotation. The Invoices / Bills / Challans should be serially numbered and it should contain the Name and address of Service Provider, Service Receiver, Description of Service, Value of Service tax payable thereon.
24. In case of payment of charges to be made for a period of less than a month, payment will be made on pro-rata basis.
25. The contract will be awarded for a period of one year. The Competent Authority reserves right to reduce the contract period or extend the contract on mutual consent for a period of 24 months on the same rates, terms and conditions.
26. Rates quoted/accepted will be valid for 12 months from the date of agreement & during period no demand for increase of wages will be entertained. **During the above contractual period if wages rates of Security Supervisor, Security Gun Men and Security Guards increases or revised by the Central Govt. that shall be payable by the firms to the deployed Security Supervisor, Gun Men and Security Guards from the effective date of order of such, revision.**

27. Visit by the Senior official of the Security Agency at least once in a month for checking and proper maintenance will be mandatory, besides the visits in case of specific complaints.
28. The Security Agency will have to provide Telephone numbers for 24 hours' contact.
29. All notice, communications, reference and complaints made by the Security Agency concerning the work shall be in writing addressed to The Chairman CPB, The Deputy Surveyor General (Tech.), Surveyor General Office, Hathibarkala, Post Box No. 37, Dehradun only. Other modes are not recognized.
30. The Agency may discontinue the contract at any point of time by giving a notice at least 60 days before the intended date of discontinuation, but it will lead to forfeiture of its Security Deposit submitted, in case of discontinuation without a notice or a notice less than 60 days prior to the intended date of discontinuation. The SOI will have the right to claim damages, and recover them from of the payment due to the Agency or by any other means, in addition to forfeiting the security deposits by Agency.
31. The Chairman CPB, The Deputy Surveyor General (Tech.), Surveyor General Office, Hathibarkala, Dehradun may terminate the contract at any time with or without assigning any reasons by giving one month notice. Forever any dispute, if arises, the decision of The Chairman CPB, The Deputy Surveyor General (Tech.), Surveyor General Office, Hathibarkala, , Dehradun will be final.

**5.0 PAYMENT TERMS :**

- (i) Payment of wages for each month to the Security Supervisor, Gun Men and Security Guards should be made by the firm by the 10<sup>th</sup> of the following month irrespective of payment/submission of bills to SOI. However payment will be made on monthly basis on receipt of bill by SOI at the earliest.
- (ii) Payment will be made on the basis of actual service (Man days) provided by the Agency. It is mandatory to provide the receipt of payment towards EPF & ESI of preceding month of each individual alongwith bills of particular month.

**6.0 TAXES:**

Income Tax as applicable will be deducted at source from each bill for which necessary PAN No. is required to be provided. Attested photocopy needs to be enclosed.

**7.0** In the event of any dispute arising with regard to any of the clauses mentioned herein before the same shall be referred to the Surveyor General of India and his/her decision shall be final and binding upon the parties of this agreement. Notwithstanding whatsoever stated above and in case of any controversy regarding the scope of work or any other terms and conditions for tender, the decision of the Surveyor General of India shall be final and binding in this regard.

**8.0** The contract shall be deemed to have been concluded in Dehradun for all purpose and therefore, Dehradun court will have exclusive jurisdiction to determine any unresolved dispute with respect to this contract.

**9.0** Any effort by a bidder to influence the SOI in his decision on bid evaluation, bid comparison or purchase order decision will result in rejection of bid.



**(S.B. SHARMA)**  
**Deputy Surveyor General (Tech.)**  
**Surveyor General Office**  
**Chairman Procurement Board**

c,

**The Chairman, CPB  
Deputy Surveyor General (Tech.)  
Survey of India,  
Surveyor General Office, Hathibarkala  
Post Box No. 37, Dehradun**

**Sub: Tender for Providing Security Supervisor/Security Gun Men/Security Guards.**

**Ref: Your Tender Enquiry No. S- /15-P-CPB(2016-17) dated /10/2016**

Sir,

With reference to your above tender enquiry for providing Security Services we are submitting our tender as detailed below.

Sl. No.	Personnel (Post) Required	Category	Minimum wages	EPF	ESI	Bonus	Service Charges	Total	Service Tax	Grand Total
1.	Security Supervisor	Watch & Ward								
2.	Security Guards	Watch & Ward								
3.	Security Gun Men (with valid Govt. Gun License)	Watch & Ward								

**The above rates are inclusive of all taxes.**

We do hereby undertake that, in the event of acceptance of our bid, we will carry out the security services as stipulated in the tender document and that we shall perform all the incidental services.

**Name of Firm** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Mobile No. \_\_\_\_\_ Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Name of Bank \_\_\_\_\_

Bank's Account No. \_\_\_\_\_

IFSC Code \_\_\_\_\_

MICR No. \_\_\_\_\_

**Income Tax Registration No.** \_\_\_\_\_

**Sale Tax/Service Tax/Trade Tax/VAT Registration No.** \_\_\_\_\_

**Signature of Authorized Signatory  
Stamp of Firms**

## CHECK LIST

Sl. No.	List of Items	Submitted (Put Tick Mark)	Not submitted (Put Tick Mark)
1.	Attested registration certificate of Security Agency issued by the appropriate authority.		
2.	Attested copy of valid labour license from the Regional Labour Commissioner.		
3.	Attested copy of valid Service Tax registration certificate.		
4.	Attested copy of registration under EPFO.		
5.	Attested copy of registration under ESI.		
6.	Proof at least one successfully carried out security contracts in Central Govt./State-Govt./Autonomous Bodies.		
7.	Address List of ongoing/completed contracts for last three years		
8.	Attested copy of PAN & ITR of the last three years.		
9.	Earnest Money Deposit (Rs. 5,00,000/-)		
10.	Certificate to state that all the terms and conditions of the tender document are understood by the tenderer and ready to abide by the same without any variation.		
11.	Price bid		
12.	Proof of Annual Turn Over		



**INFORMATION ABOUT THE TENDERER**  
**(TO BE SUBMITTED ALONG WITH THE TENDER)**

1.	Name of the Firm/ Company	
2.	Year of Establishment	
3.	Status of the Firm/ Company (Partnership. Limited etc)	
4.	Postal Address  Telephone numbers Fax e-mail Website Address ( If Applicable)	
5.	Bank Account Detail for e-payment	Account No Account Type Name of Account Holder Address of Account Holder Name of Branch Address of Branch IFSC Code
6.	Any authorized branches of the Firm/ Company, if so give details	
7.	Name of the proprietor/ partner/ Managing Director etc.	
8.	Nature of your Firm/ Company/ Manufacturer/ Stockiest/ Dealer/ Distributor/ Agent etc.	
9.	Details of products you are dealing in (catalogues for products may be enclosed, if available)	
10.	Turnover for the last three years in Rs. (Year Wise With Documentary Proof)	
11.	List of Existing Clients (Govt./ PSU/Major Client)	
12.	If already doing business with SOI give details	
(a)	Item	
(b)	Since when	
13.	If you are registered with DGS&D or any other Govt./PSU/Authorized body Please give details	
(a)	Name and address of organization registered with	
(b)	Registration No.	

(c)	Date of Registration	
(d)	Date till which Registration is valid	
(e)	Whether registered for items for which tender has been submitted	
14.	Has your firm ever been blacklisted by the Govt. or any other authority? Please give details and reasons thereof	
15.	If blacklisted & revoked give details of the same	
16.	Are you income tax payee, if so please furnish following details	
(a)	PAN/TAN	
(b)	TDS Accounts if any	
(c)	Central Sale Tax Registration No./ Service Tax Registration No.	

**Declaration**

I/We do hereby declare that the entries made in the application are true to the best of my / our knowledge and belief. I/We do also confirm that I/ We have read and understood General conditions of Contract as contained in this tender documents and agree to abide by the same in all respect.

I/We undertake to communicate promptly to SOI all the subsequent changes in condition affecting the accuracy of the details given above. Further I/We undertake that in case the facts/ information furnished, as above is/ has been found false, the SOI may be its absolute discretion reject/ cancel any assignment, if any, awarded / agreed to be awarded to me / us and in such case I / We shall not be entitled to claim any damages/ whatsoever in regard to that assignment

Signature of Proprietor/ Director/ Managing Director/ Constituted authority.

Place:

Name: