

**ALL INDIA INSTITUTE OF AYURVEDA,
SARITA VIHAR, NEW DELHI**

TENDER FOR

**Providing Security Services at OPD and site of All India Institute of
Ayurveda campus at Sarita Vihar, New Delhi**

MAY 2011

**HSCC (INDIA) LTD.
(CONSULTANTS & ENGINEERS FOR MEGA HOSPITALS & LABORATORIES)
E-6(A), sector-1, NOIDA(U.P) 201301 (India)**

Phone : 0120-2542436-40

Fax : 0120-2542447

AIIA (Deptt of Ayush under MOH & FW) through
HSCC (India) Ltd., plot no. – E-6(A), Sector-1, Noida-201301 (U.P)

Tender Notice

Tenders in sealed envelope are invited from reputed agencies for the works: Providing Security Services for All India Institute of Ayurveda site at Sarita Vihar, New Delhi. Estimated cost: 09 Lakhs. Duration: One Year initially. Agencies may obtain the tender documents on any working day up to **12th May 2011 till 14:00 hrs** or tender document may also be downloaded from HSCC website www.hsccltd.co.in. Complete bid document in sealed envelope including bid security (EMD) is due for submission at above address not later than **12th May 2011 till 15:00 hrs**.
For details please refer our website www.hsccltd.co.in

GM (C)

All India Institute of Ayurveda (Deptt of Ayush under MOH & FW) through
HSCC (India) Ltd., plot no. – E-6(A), Sector-1, Noida-201301
(U.P)

Tender Notice

Tenders in sealed envelope are invited from reputed agencies for the works: Providing Security Services for All India Institute of Ayurveda site at Sarita Vihar, New Delhi. Estimated cost: 09 Lakhs. Duration: One Year initially. Interested agencies registered under PF, ESI, service tax etc. having sound back ground of executing such works in Govt/PSU's/Autonomous bodies/reputed Private institutions may obtain the tender documents on any working day up to 12th **May 2011 till 14:00 hrs** against a non-refundable fee of Rs. 1000/- payable in Cash/DD in favour of HSCC (India) Ltd. from any Nationalized/scheduled bank payable at NOIDA or tender document may also be downloaded from HSCC website www.hsccltd.Com. and submitted along with the demand draft of Rs.1000/- in favour of HSCC (India) Ltd, Noida. **Complete document in sealed envelope including bid security (EMD) is due for submission at above address not later than 12th May 2011 till 15:00hrs.**

GM (C)

TO

Subject: **Providing Security Guards Round the clock for OPD and site of All India Institute of Ayurveda (AIIA) at Sarita Vihar, New Delhi**

Sir,

On behalf of Director, All India Institute of Ayurveda, (Department of Ayush, Govt of India) , Sarita Vihar New Delhi, HSCC(India),Ltd. intends to invite sealed Tender for Round the clock Security arrangement by deploying security guards for the above subject work from the reputed Security Contractors/ Agencies for Providing Security Services at the places as detailed below:

| <u>Location</u> | <u>Earnest Money Deposit (EMD)</u> | <u>Pre-qualification Criteria</u> |
|---|---|--|
| <p>OPD and site of All India Institute of Ayurveda at Sarita Vihar, New Delhi</p> <p><u>Period of contract :</u></p> <p>Initially for One Year or may be extended on Satisfactory Performance.</p> <p><u>Estimated Cost :</u></p> <p>Rs. 09.00 lakhs annually</p> | <p>Rs. 18000=00 in the form of Demand Draft from any Nationalized/Schedule bank in Favor of HSCC (I) Ltd. Payable at Noida/Delhi. EMD will be returned after submission of first RA bill to Lowest bidder. EMD of unsuccessful bidder will be returned after award of work.</p> <p><u>Retention Money</u></p> <p>Retention money @ 5% shall be deducted from each month RA bill from L1 bidder subject to maximum amount of 10% of contract price. Retention money will be returned after successfully completed the tenure of contract or if the contract is terminated during currency of contract</p> | <p>- Average Annual Turn over during last three financial year shall be Rs. 2.70 lakhs .</p> <p>- The agency must have done one similar works of Rs. 7.2 lakhs or Two similar works of Rs. 4.5 lakhs or three similar works of Rs. 3.6 lakhs each against single tender during the last 7 years in Govt Deptt. / Semi Govt.Deptt. / PSU/ Autonomous bodies/reputed private institutions.</p> <p>The Contractor should have following registration:</p> <ol style="list-style-type: none"> 1. E.P.F 2. E.S.I 3. Service Tax |

Similar works “means” agencies should have successfully completed the works of “ security services by deploying security guards for a residential/building/industry etc”.

Tender Document will be issued at a cost of Rs.1000/- (Rs. One thousand only) Non refundable.

Date of issue of Tender Documents is available upto 12.05.2011 till 14 :00 hrs.

The offer shall be submitted in sealed covers clearly marked on the top of the envelope “Tender for Providing Security Guards Round the clock OPD and site of All India Institute of Ayurveda at Sarita Vihar, New Delhi latest by 12.05.2011 upto 15:00 hrs.

ENVELOPE MARKED NO.1

Shall contain an earnest money of Rs.18000/- (Eighteen Thousand) in the form of demand draft/pay order in favor of HSCC (India) Ltd, payable at New Delhi from any nationalized/scheduled bank and Scope of work , credentials of the company required for prequalification as mentioned above and conditions of contract

ENVELOPE MARKED NO. 2

Shall contain only the price bid & duly filled signed and stamped.

The offers should be submitted at the following address:

**General Manager (Civil)
HSCC (India) Ltd.
Block- E-6(A), Sector-1
Noida-201301(U.P)**

Offers not complete in all respects and/or received without the earnest money, conditional or not in accordance with our terms and conditions, will be summarily rejected. The decision of HSCC shall be final and binding in this regard. HSCC/AIIA reserves the right of acceptance or rejection of any or all quotations without assigning/incurring any reason/liability whatsoever thereof and also take no responsibility for delay loss or non-receipt of quotations sent by post or either way.

Kindly note that your offers shall be valid for one year from date of submission of your bid.

Thanking you.

Yours faithfully,

(V.V.Govinda Rao)
GM (Civil)

Enclosure: Annexure - A - Scope of work General conditions of contract
Annexure -B - Bill of quantity (BOQ)

Scope of work and General Conditions of contract

The Agency will provide “ROUND THE CLOCK Security arrangement by supplying/deploying as trained security guards **at OPD and site of All India Institute of Ayurveda at Sarita Vihar, New Delhi.**

The guards of 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.

RESPONSIBILITIES

Security agency Responsibilities with regard to the Security to be provided shall be as under:

1. To prevent all thefts, pilferage, damage, encroachment etc. from the guarded at **OPD and site of All India Institute of Ayurveda campus at Sarita Vihar, New Delhi** and to report to the management, client and concerned police authority wherever necessary.
2. To carry out any other work allotted to you with regard to security arrangements.
3. To keep & assist for First Aid treatment always ready at site in case of necessity.
4. Guard should also have Fire fighting experts needs to be posted at site to attend all the fire fighting hazard and the person should be well aware with all the fire fighting equipments and extinguishers with its operation in case of necessity.
5. To provide periodical night patrolling by your senior staff at least once in a Week.
6. To periodically check the performance of your Security Guards by your senior staff or as directed.
7. To strict work in accordance with the instruction given to you by the management/client/engineer from time to time.
8. To maintain regular contact with the management management/client/engineer with regard to security arrangements and improvement.
9. You will be responsible for arranging properly dressed uniform/Torch/Battery/Lamps /lathies/shoes as required for security arrangements or as directed.
10. To check and maintain the records of incoming and outgoing material.

LIABILITIES

1. The guards supplied by you will be trained, young, smart and well mannered with Proper complete uniform.
2. During winter night duty guards will be equipped with woolen coats, lathies and torches etc or as directed.
3. The shift of the guards would be rotated weekly and a roaster would be maintained.
4. The guards would be changed with proper handing & taking over every month to avoid possible contacts/collusion for better security arrangement from operational point of view.
5. All liabilities such as minimum wages, ESI, PF, Bonus, insurances and all other statutory requirements of guard on duty will be borne by you. You will submit the proof of PF & ESI payments with every RA bills.

TERMS & CONDITIONS:

1. Period of contract: This contract shall be valid for a period of **one year**
The period may be extended on mutual agreed or as per satisfactory performance.
2. Price: Your quoted rates shall be valid for a minimum period of one year from the date of submission/award of the tender.
3. Termination of Contract: HSCC/AIIA (client) reserves the rights to terminate the contract by giving one month's notice without assigning any reason whatsoever.
4. Payment: payment shall be made on monthly basis within Ten days from the date of receipt of bill duly certified & recommended by designated officer In charge.
5. Workmen Employed: The Service provider shall be responsible for compliance of all labour laws and statutory requirement, insurances pertaining to his employees. He shall indemnify HSCC against any Claim on this account.
6. Delay in Payment : In case of delay in monthly payment the agency should AIIA/HSCC/Security

have financially sound to make payments to its manpower & consumable without effecting the work for a minimum period of 01 months.

7. Disputes ; Any disputes and differences related to the performance, workmanship and contract or any thing whatsoever the decision of the engineer shall become final binding to the agency if not the matter may be solve under jurisdiction of Delhi courts only.
9. Labour rates: Any revision of labour rates by local authorities will in no way affecting the rates quoted by the bidder & the rates will be valid for minimum period of one year & extendable on mutual Consent thereafter.
10. Rates covered: Rates per person quoted by the bidder shall cover from 01 numbers to 100 numbers beyond 100 numbers shall be based on mutual agreed rates.
11. 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 deduction shall be made on per day basis
12. Restrictions: No staff of yours smoking cigarette, bidi , chewing pan Gutkha etc. is allowed to enter in the campus. Non Compliance may lead to suitable penalty/termination of contract.
13. Attendance register : Daily attendance to be verified by the officer designated after award of work.
14. Certification of bills : Every bills to be certified by the officer nominated time to time
15. Duration of works : 12 calendar months or extendable on mutual agreement basis

You are requested to quote your lowest workable rate for the above work and submit the documents after stamped, signed in a sealed envelope.



Annexure-B

BILL OF QUANTITY TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE

On behalf of Director, All India Institute of Ayurveda, (Department of Ayush, Govt of India) , Sarita Vihar New Delhi, HSCC (India),Ltd. , E-6A, Sector-1 Noida, intends to invite sealed Tender for Round the clock Security arrangement at **OPD and site of All India Institute of Ayurveda campus at Sarita Vihar, New Delhi** as mentioned below :

| Sl.No. | Description | Quantity | Rate (per month, Per person for 8hrs duty)* | Amount (Rs.) |
|--------|--|------------|--|--------------|
| 1 | Security service to be provided "Round The Clock" at OPD and site of All India Institute of Ayurveda campus at Sarita Vihar, New Delhi A. Security Guards | 09 numbers | | |

* Please indicate the break up of rates i.e. minimum wages, PF, ESI, Service Tax, Service Charge , bonus etc fulfilling all laws, Rules, requirements and Statutorily obligations required under minimum wages act, workmen's compensation act and other labor laws in force from time to time.

