



जनगणना कार्य निदेशालय, गोवा

भारत सरकार, गृह मंत्रालय

Directorate of Census Operations, Goa

Government of India, Ministry of Home Affairs

"Census House", Plot No.22, EDC, Patto Plaza, Panaji-Goa

F.No.A.12041/14/99-Adm/ISIS

Dated: 29/01/2014

Tender Notice Inviting Quotation

On behalf of the President of India, Directorate of Census Operations, Goa, Ministry of Home Affairs, Government of Goa for their office situated at Census House, EDC Complex, Patto, Panaji requires Security Guard and Sweeper for this building as mentioned below:-

Sr. No.	Designation of the official	No. of posts	Desirable Qualifications	Working hours
1.	Chowidar/Security Guard	03	Passed Primary School level	In 3 shifts (8 hrs. per shift)
2.	Sweeper	01	-	8 hrs (day shift)

This Directorate invites sealed quotations in **two bids system (technical bid and financial bid)** for the above in enclosed prescribed formats.

The interested firms can submit their technical bid and financial bid in a separate covers mentioning clearly quotation notice and specified date and putting both of them in one big envelope to reach this office on or before 20/02/2014 upto 3.00 PM.

Only after fulfilling the terms and conditions given in technical bids action of opening the quotation for financial bid will be taken up.

The interested firms can send their quotations by post or can submit directly to this office.

1. Technical Bid

It is compulsory to enclose the following documents/certificates with the quotation:-

- (1) It is compulsory that the firm who is submitting the quotations should be registered.
- (2) Should obtain Minimum wages certificate along with labour license under Minimum wages Act 1948.
- (3) PAN Number.
- (4) Service Tax Registration Certificate.
- (5) ESIC and EPF Registration/Certificate.
- (6) The agency should be registered under the Private Security Agency Act. Registration certificate (if it is applicable).
- (7) Annual turnover of 3 years of the tendering agency minimum should be of Rs.10 lakhs. The Xerox copies of the Audited Balance Sheet audited by the Chartered Accountant should be enclosed.
- (8) The documents regarding the services provided by the tendering firms to the other offices/Institutions during the last 3 years.

- (9) All the documents enclosed by the tendering firms with the quotation should be self-attested by the representative of the firm.
- (10) Amount of Rs.10,000/- should be deposited as EMD. The amount of EMD should be by Account Payee DD of any Nationalized/Scheduled Bank in favour of "**Directorate of Census Operations, Goa**" payable at Panaji.

2. Financial bid

- (1) Has to submit the rates per person per month of the attached officials.
- (2) While submitting the rates it should be kept in mind that it is obligatory that the PF, ESIC etc. should be deducted from the attached officials as per the rules in force at that time. At the same time TDS towards Income Tax should be also deducted.

Terms & Conditions

1. The agency shall have valid Empanelment Certificate by the appropriate authority for undertaking Security Service contracts and the agency shall have experience in security services for a period of minimum 3(three) years. The proof of experience (certified copy) shall be supplied with the bid. The bidder should have undertaken work of similar nature with any Government Office/Department/other Organization of repute.
2. Rate shall ensure compliance of statutory obligations as follows: (i) Contract Labour (Regulation & Abolition) Act, 1970 (ii) Employees State Insurance Act and Rules made thereof, (iii) Minimum wages Act, 1948 (iv) EPF Act 1952 (v) Private Security Agencies Regulation Act, 2005 and (vi) Any other acts/Rule that may be applicable in this regard. (vii) Payment as per minimum wages Act in Goa and as per latest amendments
3. The price quoted by the bidders shall include all applicable taxes including all service tax & surcharge etc. This Directorate would not bear any additional liability on this account. The prices quoted and accepted by Directorate shall remain valid till the currency of the contract and Directorate shall not entertain any increase in the rates during the period.
4. The rates as mentioned in point 3 above, should be inclusive of all the components i.e. Pay and Allowances, P.F., E.S.I., Medical Gratuity etc paid.
5. In case other statutory obligations like EPF, ESI, minimum wages are increased by the respective laws during the contract period the additional cost would have to be borne by the bidding firms. Therefore the firm should quote rate accordingly. Only the changes in the service tax, if any, would be borne by the Directorate.
6. The contract will be awarded initially for a period of one year. The Competent Authority may reduce or extend the contract period on unsatisfactory/satisfactory performance.
7. The agency will be fully responsible of the Security Staff deployed by him and will be legally liable for any harm or loss.

Documents need to be submitted:

- i) Experience certificate of providing Security services from Central/State Govt. Public Sector/other reputed Organization is to be produced.
- ii) A certified copy of testimonials of satisfactory completion shall be obtained from respective Government office(s) (i) where the security services were offered. The bid security of Rs.10,000/- (Rupees Ten Thousand only) by means of Demand draft/Bankers cheque drawn in favour of "Directorate of Census Operations, Goa" payable at Panaji, alongwith the tender. The amount of EMD should not bear any interest hat/so ever, which will be refunded (Original Draft) to the unsuccessful tenders after award of the work.

- iii) The successful tender shall have to deposit (5% to 10%) of specific amount as security deposit in the form of Bank Draft/Band Guarantee of a Nationalized Bank in favour of "Directorate of Census Operations, Goa" within 30 days after the offer letter is received by the successful bidder /Agency otherwise the award letter will be treated as cancelled. The amount of security deposit will not bear any interest what so ever.
- iv) The same will be kept as "Performance Security for the successful bidder, whereas the same will be refunded to the unsuccessfully bidder within 30 (thirty) days from the date of awarding the work order.
- v) The vendors must have IT clearance certificate for 3 (three) consecutive year 2010-11, 2011-12 and 2012-13. Valid registration certificates as per terms & conditions as above are to be attached with the Tender Documents.
- vi) The annual turnover of the agency/agencies should be moreover than Rs. 5 (five) lakhs continuously for last 3 (three) years. Copies of audited balance sheets for the last 3 (three) years are to be enclosed alongwith the bid.
- vii) The bidder should have not been black listed by any Central Govt./State Govt/PSU and self certificate in this regard should be submitted with their bid.
- viii) The tender shall abide by the provisions of the Ministry of labour and employment, Govt. of India order No. 1/7(6)/2008-LSII dated 27.10.2008, Minimum ages act 1948/DGR guide lines on the subject. The contract labour (R&A) act.1970. Security guards regulation act 1981 and other Labour laws applicable to him from time to time.
- ix) The tender shall abide by the provisions of the Ministry of labour and employment, Govt. of India order No. 1/7(6)/2008-LSII dated 27.10.2008, Minimum ages act 1948/DGR guide lines on the subject. The contract labour (R&A) act.1970. Security guards regulation act 1981 and other Labour laws applicable to him from time to time.
- x) Quotation must be unconditional. An alternation or changes in rates in tender document shall be considered as invalid and liable to be rejected.
- xi) The contractor shall not engage any sub-contractor or transfer the contract to any other person or agency in any manner.
- xii) Validity of tender shall be for 90(ninety) days from the date of opening the tender The quotation should reach to this office, Census House, Patto, Panaji on or before **20.02.2014** by 3.00 p.m.

The tenders will be opened by the **Tender Evaluation Committee** in the presence of the tenderers or their representative who wish to be present on the occasion. The **Technical bid** will be opened at **16:00 hours** on 20/02/2014. The scrutiny of the contents of technical bid will be done by the Tender Evaluation Committee. **Financial bid** shall be opened after acceptance of the technical bid. Financial bid shall be opened in respect of only those bidders whose technical bid gets qualified..

The Directorate of Census Operation, Goa, however, reserves the right to reject any one or all the quotations without assigning any reason thereof.

AD a Costa
29.1.14
(Albertina Da Costa)
Dy. Director

To
(All willing bidders)
1. Members of Tender Evaluation Committee
2. ORGI website
3. Notice board

TENDER FORM FOR PROVIDING MANPOWER

For Technical Bid

1. Cost of Tender -Nil
2. Due date for the tender – Receivable up to 12:00 hours on.....
3. Opening time and date of the Tender 16:00 hours on.....
4. Name of tendering Company/Firm Agency
.....
5. Registration No. under Companies Act 1956 or contract Labour (Regulation & Abolition)/ Act 1970:
.....
(Attach certificate of registration)
6. Name of proprietor/Director of Company/Firm/.....
.....
7. Full Address of Reg. Office:
.....
.....
Telephone No
FAX No.
E-Mail Address
8. Full Address of Operating/Branch Office:
.....
.....
Telephone No
FAX No.
E-Mail Address
9. Banker of Company / Firm / Agency with full address:
.....
.....
.....
(Attach certified copy of statement.....
of A/c for the last three years).....
Telephone No: of Banker:
10. PAN/GIR No. :.....
(Attach attested copy)
11. Service Tax Registration No.:
(Attach attested copy)
12. EPF Registration No:
(Attach attested copy)
13. ESIC Registration No. :.....
(Attach attested copy)
14. Please specify whether the firm is a Sole proprietorship or Partnership also specify the name, address and Telephone nos. of Directors/partners of the Firm.....
.....
15. Annual Turnover of last three financial years with balance sheets and Income and Expenditure Statements.
16. Details of Earnest Money Deposit
 - a) Amount Rs. 10,000/- (Rupees in words Ten Thousand only).
 - b) Bank Draft No.....
 - c) Date of Issue.....
 - d) Name of the Bank.....
17. List of major clients (including reputed company/PSU) with details of manpower provided.
18. Additional information, if any
(Attach separate sheet, if required)

DECLARATION

1..... Son/Daughter/wife of Shri
.....signatory of the agency/firm. Mentioned above is competent to sign this
declaration and execute this tender document:

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them:

3. The information/documents furnished along with the above application are true authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law:

Signature of authorized person

Date:

Full Name:

Place:

Seal:

Enclosures of Technical bid

1. Application – Technical Bid;
2. Attested copy of registration of agency;
3. Attested copy of PAN / GIR Card;
4. Attested copy of the latest IT return filed by agency;
5. Attested copy of Service Tax registration certificate;
6. Attested copy of the P.F. registration letter / certificate;
7. Attested copy of the E.S.I. registration letter / certificate;
8. Certified document in support of financial turnover of the agency.
9. Certified documents in support of entries in column 18 of Technical Bid application;
10. Copy of the terms and conditions at Annexure-1 in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.
11. Annual Turnover of last three financial years with balance sheets and Income and Expenditure Statements duly certified by the Chartered Accountant.

**TENDER FORM FOR PROVIDING MANPOWER
For Financial Bid**

1. Name of tendering Company/Firm/Agency.....

2. Details of Earnest money deposit: Rs. 10,000/-(Rupees Ten Thousand Only) D.D No
.....

Date Drawn on..... Bank

3. Firm's quotation will be for the following component /s only

a. Service charges @ % (In numbers and words)

.....
.....

b. Service Tax, if any

.....

c. Any other charges

.....

Any other Information

.....

Declaration by the Contractor

It is certified that I/we before signing this tender document have read and fully understood all the terms and conditions contained in the Annexure I and undertake myself/ourselves to abide by them.

Date:

Place:

Signature of the Tenderer

Name

Designation

Address

Phone No. (O)

Residence

Mobile No.

Email Address