

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
DIRECTORATE OF CENSUS OPERATIONS, ODISHA
BHUBANESWAR

No.64/02/2015-Estt

Dated: 9th March, 2016

TENDER NOTICE

Tender in sealed cover are invited for providing three (03) numbers of security personnel from the registered contractors/ agencies holding valid license as per Private Security Agency Regulation Act, 2005 (PSARA-2005)/ Contract Labour (Regulation & Abolition) Act, 1970 under two bid system viz. (i) Technical Bid & (ii) Commercial Bid. The security contractor should deploy personnel for security services at the newly constructed Pre-Fab building in the premises of Directorate of Census Operations, Odisha, Unit-IX, Janpath, Bhubaneswar on job contract basis on the terms and conditions set out by the Directorate.

Agencies having a minimum of five years of experience of providing security services to Govt. / Semi Govt. / PSU / Central Autonomous Bodies may submit their bids. The tender documents may be downloaded from the website www.censusindia.gov.in & should be submitted with cost of EMD of Rs.16500/- (Rupees sixteen thousand five hundred) only in shape of Demand Draft drawn in favour of "Joint Director of Census Operations, Odisha" payable at Bhubaneswar.

The tenders should reach the undersigned by 2.00 PM of 29th March, 2016 positively. All the tenders will be opened on the same day i.e. on 29th March, 2016 at 4.00 PM in presence of bidders or their authorized representative, if any. Tenders received beyond the stipulated date & time and/ or not accompany with the desired document shall not be entertained.

The Technical Bid should contain the information & documents as stated in the **ANNEXURE I**. The bidder should quote the lump sum monthly rates for providing the security services in the prescribed form as available at **ANNEXURE II** (Price Bid) & also give analysis of the same along with the terms and conditions if any.

If at any point of time it is found that the contractor has furnished false information the Contract/Tender will liable to be cancelled.

The Joint Director Census Operations, Odisha, reserves the right to reject the lowest or any or all tenders without assigning any reason whatsoever.

Encl: ANNEXURE-I& II

D Mishra
913/16
(D.MISHRA)
DEPUTY DIRECTOR

Copy to:-

1. Notice Board
2. ORGI, Website
3. M/s Interpol Security Services, Khandagiri, Bhubaneswar
4. M/s Top Guard Security Services, Bhubaneswar,
5. Any other registered local security service provider

Validity of Tender: Tender & rates quoted shall remain valid for a period of 120 days from the last date of submission of the tender. The contract shall remain valid for a period of one year which may be extended up to three years based on the performance. However, the first three months will be treated as a trial period. If the performance is found satisfactory during this period, the contract will be continue. Otherwise the contract will be terminated without any notice.

If the services of the contractor are found to be satisfactory during the term of agreement, the contract can be extended for the mutually agreed period on the same terms and conditions. However the decision of the Census Directorate, Odisha shall be final and binding in his regard.

The successful bidder has to submit an amount of 10% of the total quoted amount towards Security Performance Deposit, which shall be retained by the "Directorate of Census Operations, Odisha" during the entire period of contract. The Security Performance Deposit should be submitted before issue of the final work order.

The successful bidder has to intimate about the acceptance of the offer of job contract within 07 days from issue of the work order failing which the EMD amount shall stands forfeited without notice.

Scope of work: The contractor shall provide total standard security in the aforesaid premises of newly constructed Pre-Fab building by deploying physically & mentally fit personnel. The security Personnel so deployed will be responsible for physical and material security including protection of vital installation, prevention of theft, prevention of unauthorized movement of the Pre-Fab Building's material from one place to other and any other security related work within the Directorate Premises.

Security Criteria: The total three numbers of security personals are required for **Security of the Pre-Fab building within the premises of the Directorate.** The different points have to be manned round the clock by deploying security personnel as mentioned above in 8 hourly shifts. The security of the building should be managed in such a way that the security guards are available / deployed in all the three shifts of 8 hrs, round the clock on all the days including off days and holidays. Number of security guards may be increased or decreased at the discretion of the competent authority.

General Terms and Conditions:

1. The security guard to be deployed must be physically and mentally fit to perform such duties; they should not have any medical disability. The personnel so deployed should be paid minimum wages (MW), as notified by the respective law from time to time for employment of watch and ward duty (with arms / without arms) along with EPF and ESI facilities. Manpower provided is also to be covered under proper insurance of industrial accident.
2. The contractor is required to provide total standard security round the clock and vigilance to the entire premises of Pre-Fab Building. The entire Administration, establishment & Management in respect of the security personnel deployed for the captioned work shall be the responsibility of the contractor.
3. **The contractor will also be responsible for their leave, replacement, weekly off, holiday & other welfare measures & keep Directorate of Census, Odisha indemnified against any claim made by the persons deployed.** The contractor will also ensure wearing of proper uniform, name tabs and necessary accessories to be worn with the uniform by all the guards at the time of performing their duty.
4. The contractor will be held responsible and will make good of all replacements/ short comings / absentee at the soonest possible time whenever faced by the Directorate failing which penalty will be imposed as per decision of the Directorate.

5. The bidder shall seal the technical bid & the price bid in two separate envelopes duly marked as "technical bid" & "price bid". Both envelopes shall then be sealed in one outer envelope. The outer envelope, duly sealed should be super scribe and properly identified with Name of Agency with enquiry number and addressed to The Joint Director, Directorate of Census Operations, Odisha. Fax/E-mail Tenders will not be accepted. The Tenders will be opened in the Chamber of the Joint Director or in the designated place in the Directorate in presence of the bidders or their authorized representatives if any on the stipulated date and time as mentioned above.
6. The uniforms must be supplied by the contractor at his own cost to the persons deployed for this work shall also include ankle boots, web belt (with button strap), Barrat Cap / 'P' cap, baton beret with ceremonial heckle, whistle, loaded torches etc. Seasonal equipment such as jerseys, grey coats, umbrella and raincoats etc. shall also be provided by the contractor at his own cost.
7. Security Guards will be deployed in consultation with the Security Officer of Directorate. The security officer of this Directorate or designated authorized official shall be at liberty to carry out surprise checks regarding the security arrangements.
8. Redeployment of guards from one side to another shall be the prerogative of the Directorate. In the event of band or natural calamity contractor will also ensure the availability/relieve of the security guards.
9. Guards should not be deployed on double duty consecutively except under emergent situation. However, such deployment should not be a regular practice of the contractor. The contractor shall also ensure rotation of guards at least once in three months with prior permission & intimation to Directorate.
10. Any compensation for this engagement on account of death, disability of any security guard so provided for deployment at Directorate campus will be the responsibility of the contractor. Even if such disability manifests after termination of the contract shall be the exclusive liability of the contractor.
11. Manpower provided is to be covered under proper insurance of industrial accident.
12. Bills shall be raised by the Security Agency on monthly basis. Payment will be made within twenty working days subject to the receipts of correct bills with relevant documents complete in all respect. Payment will be made with A/C payee Cheque only.
13. That the contractor shall submit the proof of having deposited the amount of contribution claimed by him on account of ESI & EPF towards the persons deployed at the Directorate premises in their respective names before submitting the bill for the subsequent month. The contractor shall also submit the proof of having deposited the amount claimed by him on account of service tax. In case the contractor fails to do so, the amount claimed towards ESI, EPF & Service Tax contribution shall be withheld till submission of required documents.
14. **The Rates to remain fixed during the period of contract and in case other statutory obligations like EPF, ESI, and Minimum wages are increased by the respective laws during the contract period, the same will be borne by the bidding firms. Therefore the firms should quote rate accordingly. Only the changes in the services tax if any would be borne by the Directorate.**
15. If required EPF/ ESI number already issued to guards should be continued to the next contractors as well.
16. Only valid technical bids shall be opened. Price bid shall be opened only of those bidders who will qualify in technical bids. Contract shall be awarded to the lowest-I bidder.
17. The persons deployed for Security Services are also required to record their attendance for Arrival and Departure time in the Directorate.
18. In case of any legal dispute in the Court of Law, it is Limited to the jurisdiction of Bhubaneswar and Cuttack only.
19. No accommodation shall be provided to the security guard by this Directorate. The agency may arrange suitable accommodation for them in the near by area.

ANNEXURE -I

**DIRECTORATE OF CENSUS OPERATIONS, ODISHA
TECHNICAL BID FORM: SECURITY SERVICES**

1	Name of the Agency/ Firm	
2	Registered Contact Address	
3	Telephone No/ Fax No./ E-mail	
4	License/ Registration Number under Private Security Agency Regulation Act-2005/ Contract Labour (Regulation & Abolition) Act, 1970 (Please enclosed copy of license)	
5	I T Permanent Account Number (Copy to be enclosed)	
6	Provident Fund Number allotted by the Regional Provident fund office (Copy to be enclosed)	
7	ESI Registration Number (Copy to be enclosed)	
8	Service Tax Registration No. (Copy to be enclosed)	
9	Total Staff/ Worker of the Agency	
10	Names of the Public Sector/ Government Organization to whom similar service have been provided by the firm during the last three years (Please attach at least 03 job orders/service satisfaction certificate from Government Office/ Public Sector Undertaking)	
11	Last three year's turn over in the Security Services Business. (Please attach supporting documents).	
12.	Details of EMD Deposited (Demand Draft in favour of "Director of Census Operations, Odisha" payable at Bhubaneswar)	Amount in Rs.: DD No: Date:

Signature _____

Name of the Agency _____

Seal of the Agency

ANNEXURE-II

DIRECTORATE OF CENSUS OPERATIONS, ODISHA

PRICE/ COMMERCIAL BID FORM
Security Services at Directorate of Census Operations, Odisha

Sl.No.	Description	Security Guard (Rs.)
1	Minimum wages prescribed by the respective law	
2	ESI	
3	EPF	
4	Service Charges	
5	Cost per Head	
6	Services Tax @	
7	Total	

Signature of the Tenderer

Name & Address of the Tenderer:

Details of EMD:

Date