



**TENDER**

**FOR**

**SECURITY SERVICES**

**Tender No.:IPA/Tender/Security/2019**  
**Last Date of Submission: 15/03/2019**

**INDIAN PORTS ASSOCIATION**  
**1<sup>st</sup> Floor, South Tower, NBCC Place**  
**Bhisham Pitamah Marg, Lodi Road,**  
**New Delhi - 110003**

INR 500/-

## **INDIAN PORTS ASSOCIATION**

**1<sup>st</sup> Floor, South Tower, NBCC Place Bhisam Pitamah Marg,  
Lodi Road, New Delhi – 110 003.**

### **TENDER NOTICE**

Sealed Tenders in prescribed format are invited from reputed firms for providing “Security services in the premises of Indian Ports Association”.

Tender document may be downloaded from the website: [www.ipa.nic.in](http://www.ipa.nic.in) or [www.eprocure.nic.in](http://www.eprocure.nic.in) or may be obtained from the office of Indian Ports Association.

Tender document cost is INR 500/-(Indian Rupees Five Hundred only). In case, if Tender Document is downloaded from website, the requisite document fee of Rs. 500/- in form of Demand Draft, in favour of Indian Port Association shall be submitted along with bid.

A pre-bid meeting is fixed for all participating tenderers on 05-03-2019 at 12:00 noon in the Conference Room of IPA to clarify doubts, if any.

The last date for submission of tenders is 15-03-2019 by 15:00 hours.

**Chief Administration Officer  
IPA**

## **General Instructions to Tenderers**

### **1. Eligibility Criteria:**

- (i) Tenderers should have provided security services to Government \Public Sector Undertakings\Registered societies\Institutions\Firms during the last 5 financial years ending 31<sup>st</sup> March 2018 as below -  
  
3 completed contract each costing not less than Rs 7.00 Lakh  
OR  
2 completed contract each costing not less than Rs 10.00 Lakh  
OR  
1 completed contract costing not less than Rs 15.00 Lakh
- (ii) Average annual turnover of the Tenderer during the last 3 financial years ending 31<sup>st</sup> March 2018(i.e. F.Y. 15-16, 16-17 and 17-18) should not be less than Rs. 20.00 Lakh. Turnover shall represent gross receipts on account of charging service fee/handling charges by the tenderers from its clients.
- (iii) Tenderer must have positive net worth.

### **2. Earnest Money Deposit:**

The tenderer shall deposit Earnest Money of Rs. 50,000/- (Rupees Fifty thousand only) by way of demand draft drawn by a scheduled commercial bank in favour of "Indian Ports Association" payable at New Delhi. The earnest money deposit shall be refunded to the tenderers whose offers have not been accepted within 90 days of opening of tender. EMD shall be exempted for bidders registered under Micro, Small and Medium Enterprises (MSME) / National Small Industries Corporation Limited (NSIC) /Start ups under Department of Industrial Promotion Policy.

The EMD shall be forfeited:

- i. If the bidder withdraws his bid during the period of bid validity.
- ii. In the case of successful bidder, if he fails to furnish the required Performance Guarantee within the specified time limit.

### **3. Performance Guarantee**

- i. The successful bidder shall furnish a performance guarantee for an amount equal to ten (10) percent of the accepted tender value, within 15 days from the date of acceptance of the bid for due and proper fulfilment of the contract.
- ii. EMD of successful bidder shall be discharged after receipt and acceptance of the performance Guarantee towards full security Deposit.

- iii. The performance guarantee provided by the successful bidder shall be in the form of irrevocable bank guarantee from a Nationalized Bank (as per the format given in Annexure-C which shall remain valid for three months beyond the contract duration /period.

**4. Tender procedure:**

- (i) Tenders shall be submitted in a cover super scribed as **“Tender for security services in IPA”** The cover should contain two covers containing technical bid and price bid in the prescribed forms super scribed as **“Tender for security services in IPA – Technical Bid”** and **“Tender for security services in IPA – Price Bid”** respectively.

(ii) **Technical Bid (Cover -1):**

However, the tenderers shall produce the originals of the copies of the documents submitted for verification when required. The technical bids, which are not accompanied with documents prescribed above and EMD are liable for rejection forthwith.

The technical bid consisting of the following documents shall be submitted by the tenderer:

- (a) Technical Bid Form
- (b) Details of experience, copies of work order; completion certificates issued by the Employer/clients for successful completion of work for supporting their claim of experience.
- (c) Signed Tender Document
- (d) Document Fee
- (e) EMD as specified.
- (f) Copy of Goods & Service Tax (GST) registration certificate, Income tax permanent account number. Tax Identification Number (TIN); copy of Registration with Government of NCT Delhi for providing security services; Registration under Employees Provident Fund & Misc. Provisions Act 1952, ESI, Shops & Establishment Act etc.,
- (g) Latest statement of EPF challan of staff engaged as security.

(iii) **Price Bid (Cover – 2):**

The price bid enclosed with the tender shows only daily wage per Security Guard per 8 hours shift. Bidder to note that any guard shall not perform duties beyond two shifts at a stretch on any day during the contract period. The tenderers shall quote their service charges in % only against the relevant column. The monthly wage of one Security Guard (per 8 hours ) shift shall be

calculated as per the rates mentioned in the price bid format on the basis of days falling in a month. IPA may however, reimburse the amount of EPF & ESI on production of proper receipts from the relevant Authorities. The amount of monthly wages may be revised only on account of revision of rates of minimum wages as per NCT directives issued from time to time. IPA shall deduct TDS at the prescribed rate from the payment made to the contractor. The Price bids shall be valid up to three (3) months from the date of opening of tender.

- (iv) The tender documents shall be signed on every page by the tenderer and enclosed with technical bid as an unconditional acceptance of the terms and conditions mentioned therein.

## 5. Tender opening and Evaluation Procedure

Main cover and the cover containing technical bid of the tender received up to 15-03-2019 till 15:00 hours shall be opened at 15:30 hours on the same date in the Conference Hall of IPA in the presence of those tenderers who attend. Technical bids shall be evaluated and those who are found eligible shall be shortlisted as per eligibility criteria. Price Bids of those short listed tenderers shall only be opened for finalising the tender.

To ascertain the inter-se ranking, the comparison of the responsive bids may be made on the basis of commission rates (% percentage) quoted by the bidders.

***In case more than one bidder emerges as lowest bidder due to equal rate quoted by the bidders, then the lowest bidder may be decided on the basis of the highest marks obtained as per the below table:***

<b>S.No.</b>	<b>Subject</b>	<b>Maximum Marks</b>
<b>1.</b>	<b><u>Turnover(Average of last three (3) Financial Years ending with F.Y.31.3.2018):</u></b>	
	<b>Rs 20 Lakh or less than 25 Lakh</b>	<b>10 marks</b>
	<b>Rs 25 Lakh or less than 30 Lakh</b>	<b>20 marks</b>
	<b>Rs 30 Lakh or more</b>	<b>30 marks</b>
<b>2.</b>	<b><u>Number of Security guards employed:</u></b>	
	<b>More than 100</b>	<b>20 marks</b>
	<b>More than 200</b>	<b>30 marks</b>
	<b>More than 300</b>	<b>40 marks</b>
<b>3.</b>	<b><u>Number of workplaces where security guards provided:</u></b>	
	<b>≥2 Nos. upto 3 No.</b>	<b>15 marks</b>
	<b>≥4 No. upto 5 No.</b>	<b>20 marks</b>
	<b>≥ 6 Nos.</b>	<b>30 marks</b>
	<b>TOTAL</b>	<b>100</b>

**6. Scope of Work:**

**(1) Security services may required at the following places:-**

- (a) Indian Ports Association Office, NBCC Place, Bhisam Pitamah Marg, Lodi Road, New Delhi-110003. No single guard to perform more than two shifts at a stretch.
- (b) IPA office at Mini shopping complex, NBCC Place ,Bhisam Pitamah Marg , Lodhi Road, New Delhi.
- (c) Indian Ports Association Rest House at 19, Institutional Area, Lodi Road, New Delhi-110003.

**(2) Security services shall include-**

- A security guard round the clock (in three shifts/8hrs per shift) on all days in a year at IPA office(s) and at IPA Rest House. No single guard to perform more than two shifts at a stretch.
- Security of the assets of IPA against theft, pilferage and misappropriation.
- Prevent entry of unauthorized persons including hawkers, vendors, animals etc.
- Maintain records of visitors as directed by IPA
- Regulate incoming and outgoing movement and parking of vehicular traffic.
- Assist IPA in prevention and reporting of unlawful activities to the police authorities.
- Assist IPA in handling emergencies like fire, flood, earthquake etc.

**(3) The scope of work may change during the currency of the contract by mutual consent.**

**7. Terms and Conditions:**

- (i) Period of the contract shall be for two years. It may be extended for further period of one year at mutual consent on same terms and conditions.
- (ii) The contractor shall be responsible for due compliance of laws relating to rendering security services, to ensure statutory compliances including but not limited to the following:-
  - Employers Provident Fund & Misc Provision Act, 1952, Employees State Insurance Act, Labour regulations Act, Shops & Establishment Act, Payment of Bonus Act, Payment of Gratuity Act ,Minimum Wages Act etc.

- Shall ensure payment of statutory wages to the security guards employed by it including payment of employer's contribution to provident fund and ESI. The contractor is also liable for payment of statutory taxes and duties.
  - Shall be solely liable for any penalty, action imposed under any statutory law for non-compliance thereof, and shall also indemnify IPA from any liability in this regard.
- (iii) Security Guards deployed /to be deployed at IPA's offices and other premises shall not be entitled for any benefits , perquisites, claims as are applicable to IPA's regular employees/manpower engaged by IPA .They shall not claim/stake claim for absorption in IPA as employee/staff/contract staff.
- (iv) IPA shall pay monthly wages as worked out every month and GST thereon after deduction of TDS on receipt of a bill. The bill shall be accompanied by a certificate that the relevant laws have been complied with for payment of wages and deposit of EPF and ESI contribution. Documentary evidence of having deposited PF, ESI, of the persons(s) deployed shall be attached with each monthly bill.
- (v) IPA reserves the right to terminate the contract by giving one month's notice in writing without assigning any reason.
- (vi) On expiry of the contract unless extended or upon termination of the contract under the provisions of the contract, the contractor shall remove his men from the site forthwith. The contractor shall be entitled only to receive payment till the date of the termination of the contract. The contractor shall not be entitled to any other payment or compensation.
- (vii) IPA may at its option terminate whole or part of the contract by written notice if the contractor refuses to render all or any of the services specified in the scope of the work or does not render them within the time or in the manner specified by IPA or becomes incapable of rendering them at all.
- (viii) **Damage:** Any injury or damage to the personnel or IPA properties resulting from any act or neglect done or committed during the deployment of security guards by the agency in contract duration the cost of such injury/damage shall be borne by the contractor.
- (ix) **Accidents:** In case of accident, the Private Security Personnel so engaged shall not be entitled to any compensation from IPA under any rule and not entitled to medical treatment at IPA's cost. The contractor shall be fully responsible for all such costs & claims.

(x) **Working Hours**

Three shifts per day as per following:

1<sup>st</sup> shift 06.00 to 14.00 Hrs

2<sup>nd</sup> shift 14.00 to 22.00 Hrs

3<sup>rd</sup> shift 22.00 to 06.00 Hrs

**No security person shall be allowed to work beyond 16 hours (two shifts) continuously under any circumstances.** Conveyance/transport facilities for attending any shift duty shall not be provided by the IPA. Any overtime and service charges on it, in change of duty shall not be paid by IPA.

(xi) **Penal Charges :** In case non provision/non availability of security person in any shift or part thereof, penalty at the rate of 50% of rate per shift shall be levied, in addition to non-payment for the said period.

(xii) **Verification of Antecedents of security personnel.**

After the award of contract, the agency shall submit the details of names and residential address of the personnel to be engaged for the security duty at IPA along with Police Verification of the antecedents of the security personnel. The contractor shall issue Entry Pass (es) to Security Guards deployed at IPA. The Security Guards deployed at IPA shall mark their attendance in Register/Biometric system for their attendance.

(xiii) The persons engaged by the contractor for performance of the contract shall be the employees of the contractor during the currency for the contract and under no circumstances the contractor or the persons so deputed shall claim them to be under the employment of IPA.

(xiv) In case IPA is made a party to any litigation by the employees of the contractor for any reason whatsoever, the contractor shall bear /indemnify any cost incurred by IPA.

(xv) The contractor shall indemnify IPA against any claim including payment to statutory authorities for which the contractor shall be wholly liable.

**8. Settlement of Disputes/Differences:** If any dispute or difference or claim of any kind arises between IPA and the contractor in connection with or arising out of this tender, whether before or after the termination of the contract made under this tender, then the parties shall meet promptly in an effort to resolve such dispute or difference or claim by discussion between them. If it is not resolved amicably, then the same shall be settled by an Arbitrator to be nominated by M.D., IPA. The arbitration shall be conducted as per the Arbitration and Conciliation Act, 1996.

**9.** The courts of Delhi shall have jurisdiction in the matter.

**INDIAN PORTS ASSOCIATION  
TENDER FOR SECURITY SERVICES**

**TECHNICAL BID (Cover-1)**

- 01.** Name of the Tenderer's firm :
- 02.** Office Address :  
Tel No. : :  
Fax No. : :  
E-mail Address :
- 03.** Name of authorized representative(s) :
- 04.** Registration certificate for (for providing Security services)
- |                            |                       |
|----------------------------|-----------------------|
| PF                         | Enclosed/Not Enclosed |
| ESI                        | Enclosed/Not Enclosed |
| Income Tax                 | Enclosed/Not Enclosed |
| Goods & Service Tax (GST)  | Enclosed/Not Enclosed |
| Government of NCT of Delhi | Enclosed/Not Enclosed |
- 05** **Turnover during the last three years**

<b>Financial Year</b>	<b>Turn over(*) in Rupees (in words and figures)</b>
<b>2015-2016</b>	
<b>2016-2017</b>	
<b>2017-2018</b>	

(\*) **Turnover** represents Gross receipts on account of Contractor's services charges/handling fee.

Please enclose documentary evidence (ITR/Audited balance sheet and P & L A/c / Chartered Accountant's Certificate for above facts.

**06.** Earnest money deposit of Rupees 50,000/- is enclosed vide Demand Draft No.

\_\_\_\_\_ dated issued by \_\_\_\_\_

**07.** Details of experience in govt. /public sector undertaking/Registered Societies during the last 5 financial years as per the attached format (Form No I).

**Signatures of authorized person**

**Name** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Seal** \_\_\_\_\_

**Details for Prequalification***(To be enclosed in cover I)*

**Documentary proof attested by Notary Public, such as copy of the work orders, Completion/Performance certificates received from the Government\Public Sector Undertakings\Registered Societies\firms\clients to be enclosed.**

Nature of work	Total value	Value for which tenderer was responsible	Contract Period		Name & Address of clients
			From	To	
Prior experience of having successfully completed the contract for deployment of manpower for security services.					

Signatures of authorized person

Name \_\_\_\_\_

Designation \_\_\_\_\_

Seal \_\_\_\_\_

**INDIAN PORTS ASSOCIATION  
TENDER FOR SECURITY SERVICES**

**Price – Bid (Cover-2)**

Sr. No.	Description of Items		Amount in	
			Rs.	Ps.
1. (A)	Daily wage per security guard per 8 hours shift	-		
(B)	Monthly wages for additional staff (as per Delhi Govt. Rules as on 01.02.2019)  Unskilled- Semi Skilled- Skilled-	-		
2.	Service charges to be quoted in percentage by the supplying agency  (Service charges quoted less than 2% shall not be accepted.)	-		(in percentage)
	<b>Total</b>			

**Statutory obligations**

1. The tenderers shall quote their service charges in % at SI. No. 3 as applicable on item No. 1(A & B) of the above table and corresponding amount shall be calculated by IPA.
2. The price bid for one security guard for 8 hours shift including service charge i.e. the total amount shall be arrived accordingly by IPA.
3. The present total requirement of security guards is 10 numbers and additional staff 9 numbers in IPA. Out of ten, five guards are required to be posted in the office(s) of IPA located in the premises of NBCC Place and other three guards are required to be posted in the Rest House of IPA located at 19, Institutional Area, Lodi Road New Delhi-3 and two guards are required to be posted in the Mini Shopping Complex, Lodi Road, New Delhi.
4. Employer's contribution to EPF & ESI as per the specified norms shall be reimbursed by Indian Ports Association on production of original receipts of the security guards employed

(Only those guards, who have been deployed physically at IPA. No proxy of attendance/ payment shall be allowed).

5. Income Tax Works, TDS on GST/ or any other statutory levies applicable from time to time shall be deducted at source as per rules.
6. Goods & Service Tax (GST) shall be paid extra on production of documentary evidence for having deposited the same to the Government Department.
7. The daily wage indicated at serial No.1 of the above table is as per rates published by NCT of Delhi effective from 01.04.2018(Order *F.No12 (142)/02/mw/VII/201 dated 04/04/2018*). This rate may however, be revised on account of the revision of rates of minimum wages by NCT of Delhi.
8. The contract period is 2 years initially and shall commence from the date of issue of work order.

**Signatures of authorized person**

**Name** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Seal** \_\_\_\_\_

**FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY**

1. In consideration of the Managing Director representing the Indian Ports Association (hereinafter called "IPA") having agreed to award the Contract to .....  
(hereinafter called "said contractors"), under the terms and conditions of contract awarded in No.Ref:.....Dated..... for Deployment of Private Security Guards/ Personnel in IPA office and IPA rest House, round the clock for a period of two years from ..... to .....which shall any amendments / alterations or Addition made with mutual consent between the parties (herein after called "the said agreement") of performance security for the due fulfilment by the said contractor(s) of the terms and conditions contained in the said agreement, on production of Bank Guarantee for Rs. ....../- (Rupees .....only)
2. We .....Bank (hereinafter referred to as the Bank) at the request of contractor(s) do hereby undertake to pay to the IPA an amount not exceeding Rs...../- against any loss or damage caused to or suffered or would be caused to or suffered by the Port by reason or any breach by the said contractor(s) of any of the terms and conditions contained in the said agreement.
3. We ..... Bank do hereby undertake to pay the amounts due payable under the guarantee without any demur, merely on a demand from the IPA stating that the amount claimed due by way of loss or damage caused to or would be caused to or suffered by the IPA by reason of any breach by the said contractor(s) of any of the terms and conditions contained in the said Agreement or by reason of the contractor(s) failure by perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However our liability under this Guarantee shall be restricted to an amount not exceeding Rs. ....../-.
4. We undertake to pay to the IPA any money so demanded notwithstanding any dispute or disputes raised by the Contractor in any suit or proceedings before any Court of Tribunal relating thereto our liability under this present being absolute and unequivocal.

5. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the Contractor(s) shall have no claim against us for making such payment.
6. We, ..... Bank further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the IPA under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till the IPA certified that the terms and condition of the said Agreement have been fully and properly carried out by the said contractor's and accordingly discharges this guarantee, Unless a demand or claim under this Guarantee is made on us in writing within three months from the date of expiry of the validity of the Guarantee period we shall be discharged from all liability under this Guarantee thereafter provided further that the Bank shall at the request of the IPA but at the cost of Contractor(s) renew or extend this Guarantee for such further period or periods as the IPA may require.
7. We, ..... Bank further agree the IPA, that the IPA shall have the fullest liberty without consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the IPA against the said Contractor(s) or for any forbearance, act or omission on the part of the IPA or any indulgence by the IPA to the said Contractor(s) or by any such matter or thing whatsoever which under the Law relating to sureties would but for this provision, have effect of so relieving us.
8. This Guarantee will not be discharged due to the charge in the constitution of the Bank or the Contractor(s).

We, ..... Bank lastly undertakes not to revoke this Guarantee during its currency except with the previous consent of the IPA in writing.

9. This guarantee is valid up to .....( period 2 years) plus 3 months grace period.

Dated the ..... day of ..... 2019

**ANNEXURE - I**

**LETTER OF APPLICATION**

Registered Business name:

Registered Business Address :

Telephone No. : Telex

Cable : Fax :

To

Chief Administrative Officer,  
Indian Ports Association,  
1<sup>st</sup> Floor, South Tower, NBCC Place,  
B P Marg, Lodi Road,  
New Delhi - 110003

Sir,

1. We hereby apply to be bidder for the "DEPLOYMENT OF PRIVATE SECURITY PERSONNEL/GUARD(S) IN IPA FOR A PERIOD OF TWO YEARS"
2. We authorize IPA or its authorized representatives to conduct any investigations to verify the statements, documents and information submitted and to clarify the financial and technical aspects of this application. For this purpose, we hereby authorise any public official, engineer, bank depositor, manufacturer, distributors, etc. or any other persons or firm to furnish pertinent information deemed necessary and requested by IPA to verify statements and information provided in this application or regarding out competence and standing.
3. The names and positions of persons who may be contacted for further information, if required, are as follows :
  - (a) Technical
  - (b) Financial
  - (c) Personnel
4. We declare that the statements made and the information provided in the completed tender are complete, true and correct in every detail.
5. We understand that IPA reserves the right to reject any tender without assigning any reasons.

Yours faithfully,

**Signatures of authorized person**

**Name** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Seal** \_\_\_\_\_

Date:

Encl: 1.

2.

3.