

**F.No.35-19/2017-DAF**  
**Dr. Ambedkar Foundation**  
**Government of India**  
**Ministry of Social Justice and Empowerment**  
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R. K. Puram, New Delhi  
Dated: 08.11.2017

**Tender Notice**

**Subject:** Annual Contract for outsourcing of Watch & Ward duty (Security Guards), MTS, House Keeping in Dr. Ambedkar Foundation, West Block-8, 2<sup>nd</sup> Wing, 2<sup>nd</sup> Floor, R. K. Puram, New Delhi and/or at 15, Janpath, New Delhi – reg.

On behalf of President of India, Dr. Ambedkar Foundation invites tender for hiring of Watch & Ward duty (Security Guards), MTS, House Keeping

Tender No.	35-19/2017-DAF
Tender Forms Available at Website	<a href="http://www.ambedkarfoundation.nic.in">www.ambedkarfoundation.nic.in</a>
Bid Submission Last Date & Time	11-12-2017 upto 12:00PM
Date and Time of Opening of Technical bid	11-12-2017 3:00
Date of Opening of Financial bid	11-12-2017 3:00

2. General terms and conditions of the contract is given in **Annexure-I**.
3. The tender is in two bid system i.e. Technical Bid as in **Annexure-II** and Financial Bid as in **Annexure-III**.
4. Intending eligible bidders may download Bid Document from our website [www.ambedkarfoundation.nic.in](http://www.ambedkarfoundation.nic.in). Bidders shall have to deposit Rs. 1,00,000/- (Rupees one Lakh Only) as EMD unless exempted by any standing order, in the form of Demand Draft, Account Payees or Bankers' Cheque from any Nationalized/Commercial Bank in favour of Dr. Ambedkar Foundation, payable at Delhi. The tender document may be submitted at West Block-8, 2<sup>nd</sup> wing, 2<sup>nd</sup> floor, R.K Puram New Delhi-110066.
5. The competent authority in the Dr. Ambedkar Foundation reserves the right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason, therefore.

(D. P. Majhi)  
Director  
Telephone No. 26109063

INSTRUCTIONS TO THE BIDDERS

**1. GENERAL INSTRUCTIONS:**

- 1.1 For the Bidding/Tender Document purposes, the Dr. Ambedkar Foundation shall be referred to as 'Client' and the Bidder/Successful Bidder shall be referred to as 'Contractor and /or' Bidder or interchangeably.
- 1.2 While all efforts have been made to avoid errors in drafting of the tender documents, the Bidders are advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
- 1.3 The bidder shall submit the copy of the authorization letter/power of Attorney as the proof of authorization for signing on behalf of the Bidder.
- 1.4 All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, bids not meeting the minimum eligibility criteria, Technical Bids not accompanied with EMD of requisite amount/or in presented format, or any other requirements stipulated in the tender documents are liable to be rejected.
- 1.5 The bidders should be a Limited/Private Limited Company, registered under the Companies Act, 1956 or Limited Liability Partnership Firm/Partnership Firm under LLP Act, 2008 or Indian Partnership Act. 1932.
- 1.6 The parties to the Bid shall be the 'Bidders' (to whom the work has been awarded) and the Dr. Ambedkar Foundation, New Delhi.
- 1.7 For all purposes of the contract including arbitration there under, the address of the bidder mentioned in the bid shall be final unless the bidder notifies any change of address by a separate letter sent by registered post with acknowledgement due to the Department. The bidder shall be solely responsible for the consequences of any omission or error to notify any change of address in the aforesaid manner.

**2. MINIMUM ELIGIBILITY CRITERIA:**

- 2.1 The following shall be the minimum eligibility criteria for selection of bidders at technical bid stage of the bidding process:-
  - Legally Valid Entity:** The Bidder/Bidding Firm shall necessarily be a legally valid entity in the form of a Limited Company or a Private Limited Company registered under the Companies Act, 1956 or Limited Liability Partnership Firm/Partner Firm under LLP Act, 2008 or Indian Partnership Act, 1932.
  - a) **Registration:** The Bidder/Bidding Firm must be registered with the Income Tax and also registered under the Labour Laws/Rules, Employees Provident Fund Organization, Employees State Insurance Corporation.
  - b) **Experience:** Providing watch and ward and housekeeping services for cleaning of toilets, corridors, staircases and other common areas in the premises and other housekeeping job in the Government Ministries/Department/Public Sector (Central or State) for the last five consecutive years. In case no bidder has provided government experience/public sector experience, then the bidders with experience in reputed organization may be considered by the Competent Authority of the client.

## **2.2 Documents supporting the Minimum Eligibility Criteria:**

- a) In proof of having fully adhered to the minimum eligibility criteria at 1(a), attested copies of certificates of incorporation issued by the respective registrar of firms/companies shall be accepted.
- b) In proof of having fully adhered to minimum eligibility criteria at 1(b), attested copies of PAN, Labour registration, EPFO registration, ESIC Registration shall be acceptable.
- c) Attested copy of the audited balance sheets for the completed three financial years i.e. for F.Y. 2014-15, 2015-16 and 2016-17.

## **3.0 EARNEST MONEY DEPOSIT:**

3.1 The Earnest Money Deposit of Rs. 1,00,000/- (Rupees One Lakh Only) in the form of Account Payee Demand Draft/Bankers' Cheque issued by any Nationalized/Commercial Bank drawn in favour, Dr. Ambedkar Foundation , New Delhi.

3.2 The bids without Earnest Money Deposit shall be summarily rejected.

3.3 The bid security may be forfeited :

- i. If the bidder withdraws his bid during the period of validity of the bids specified by the bidder in the bid form: or
- ii. In case of successful bidder, if the bidder
  - a) Fails to sign the contract in accordance with the terms of the tender document:
  - b) Fails to furnish required Performance Security Deposit in accordance with the terms of Tender Documents within the time frame specified by the client: or
  - c) Fails or refuses to honour his own quoted prices for the services or part thereof.

## **4 VALIDITY OF BIDS**

1. Bids shall remain valid and open for acceptance for a period of 120 days from the last date of submission of Bids.
2. In case, client calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.
3. The client may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof.

## 5 PREPARATION OF BIDS

1. Language: Bids and all accompanying documents shall be in English or in Hindi.
2. Technical Bid: Technical Bid should be prepared as per the instructions given in the Tender Documents along with all required information, documents in support of the minimum eligibility criteria, valid EMD of requisite amount etc.

The Documents comprising the Bid would be:

- a) Technical Bid Submission Form duly signed and printed on Company's letterhead.
- b) Contact Details Form – duly filled, signed & stamped.
- c) Financial Capacity form – filled in and signed & stamped.
- d) Earnest Money Deposit of Rs. 1,00,000/-
- e) All attested supporting document in proof of having fully adhered to minimum eligibility criteria as referred in Section-2 above.

**The Technical Bid along with all the required documents as mentioned in the Tender Documents shall be submitted with bid documents.**

## 6 SUBMISSION OF BIDS

1. The Bid shall be submitted not later than 12:00 PM of 11-12-2017 addressed to Dr. Ambedkar Foundation.
2. No Bid shall be accepted after the specified date and time. However the Competent Authority of the Foundation reserves right to extend the date/time for submission of bids, before opening of the Technical Bids.

## 7 BID OPENING PROCEDURE:

1. The Technical Bids shall be opened on 11-12-2017 at 3.00 PM by the Committee authorized by the Competent Authority of the Foundation, in the presence of such bidders, who may wish to be present themselves personally or through their representative.
2. The Financial Bids of only those bidders, who qualify at Technical Bid stage, shall be opened by the Committee authorized for the purpose.
3. A letter of authorization shall be submitted by the Bidder's representatives before opening of the Bids.
4. Absence of bidder or their representative shall not impair the legality of the opening procedures.
5. After opening of the Technical Bids and verifying the EMD amount, the technical bids shall be evaluated later to ensure that the bidder meets the minimum eligibility criteria as specified in the Tender Document.
6. Bids shall be declared as valid or invalid based on the preliminary scrutiny, i.e. verification of EMD, by the Tender Opening Committee. However, detailed evaluation shall be done only in respect of valid Bid.
7. The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such, notification, the bids will be opened on next working date and time remaining unaltered.

## **8. CLARIFICATION ON TECHNICAL BID EVALUATION:**

1. The Technical Bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the client may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder, that is not in response to request by the client shall not be considered. The client's request for clarification and the response shall be in writing.
2. If a bidder does not provide clarifications of its bid by the date and time set in the client's request for clarification, its bid may be rejected.
3. Client also reserves the right to seek confirmation/clarification from the issue agency, on the supporting documents submitted by the bidder as per clause 2.2.

## **9. TECHNICAL BID EVALUATION (SEGREGATED TYPE)**

The client shall follow two bid system where the technical bid and financial bid shall be evaluated separately.

### **9.1 The evaluation of tenders shall be done on weight age with 70% to technical evaluation and 30% to financial evaluation.**

9.2.1 The Technical Bid evaluation shall be done based on the following criteria:

9.2.2 During the technical evaluation stage, each bidder shall be assigned different marks out of a total of 100 marks, as per the criteria specified below:

- |      |   |               |
|------|---|---------------|
| i.   | Number of years in Operation                      | Max. 25 Marks |
| a)   | 1-2 years   | 05 Marks      |
| b)   | 2-5 years   | 10 Marks      |
| c)   | 5-10 years  | 15 Marks      |
| d)   | 10-15 years                                       | 20 Marks      |
| e)   | More than 15 years                                | 25 Marks      |
| ii.  | Turnover (Last Financial Year)                    | Max. 25 Marks |
| a)   | Less than 2.5 crores                              | 05 Marks      |
| b)   | 2.5-5 crores                                      | 10 Marks      |
| c)   | 5-25 crores                                       | 15 Marks      |
| d)   | 25-50 crores                                      | 20 Marks      |
| e)   | More than 50 crore                                | 25 Marks      |
| iii. | Number of Manpower on roll                        | Max. 25 Marks |
| a)   | 100-250   | 05 Marks      |
| b)   | 250-500   | 10 Marks      |
| c)   | 500-1000  | 15 Marks      |
| d)   | 1000-2000   | 20 Marks      |
| e)   | More than 2000                                    | 25 Marks      |
| iv.  | Quality Related Marks                             | Max. 25 Marks |
| a)   | ISO (1-5 years)                                   | 05 Marks      |
| b)   | ISO (5-10 years)                                  | 10 Marks      |
| c)   | SA 8000   | 05 Marks      |
| d)   | OHSAS 18001                                       | 05 Marks      |
| e)   | Any other International Accreditation Certificate | 05 Marks      |

- 9.2.3 A Bidder should secure mandatorily a minimum of 55% marks (i.e. 55 marks out of total 100 marks as per para 9.2.2) in technical evaluation in order to be a qualified bidder for being eligible for technical weight age and subsequently for opening of financial bids.
- 9.2.4 The total marks obtained by a Bidder in the Technical Bid (as per 9.2.2) shall be allocated 70% of technical weight age and the financial bids shall be allocated 30% of the financial Weigh age, and thereby making a total of 100% weight age for the complete bidding.

Illustration 1 (for Technical Weight age)

*If a Bidder has secured 80 marks out of the total 100 marks in technical evaluation after following para 9.2.2, his technical evaluation value shall be: 56 i.e. (80x 70%).*

- 9.2.5 The Bidder shall be required to produce attested copies of the relevant documents in support of 9.2.2 in addition to the documentary evidences of para 2.1 for being considered during technical evaluation.
- 9.3 A substantially responsive bid shall be one that meets the requirements of the bidding document in totality i.e. by following the procedures of para 9. The Technical Bid not meeting the minimum requirements as per the tender documents shall be rejected and their financial proposals will not be opened online.
- i. The responsiveness of the bid, i.e: receipts of duly filled, signed and accepted bid documents in complete form, including Authorization letter.
  - ii. Receipt of valid EMD with requisite amount in acceptable format.
  - iii. Documents in support of proof of meeting the minimum eligibility criteria.
  - iv. Any other documents as required to support the responsiveness of the bidder, as per tender.
- 9.4 The bidder(s) who will qualify in the technical evaluation stage shall only be called for opening of Financial Bids.

**10. FINANCIAL BID OPENING PROCEDURE**

- 10.1 All the technically qualified bidders/their authorized representatives present at the time of opening of the Financial Bids shall be required to submit the Authorization letter from their Companies.
- 10.3 Absence of bidders or their authorized representatives shall not impair the legality of the process.
- 10.4 The financial bid price, as indicated in the financial bid submission form of each bidder shall be read out on the spot, however, it shall be clearly stated that the final financial bid prices would be arrived at after detailed scrutiny/correction of arithmetical error in the financial bid.
- 10.5 Merely becoming the lowest bidder, prior to Financial Bid scrutiny will not give any right to the Lowest bidder to claim that he is successful in the bidding process. The Successful bidder (L-1) shall be decided only after following due procedure as explained in para-11.

## **11. FINANCIAL BID EVALUATION AND DETERMINATION OF THE SUCCESSFUL BIDDER.**

- 11.1 The financial evaluation shall be carried out and financial bids of all the bidders shall be given 30% of weight age.
- 11.2 For the purpose of deciding L1, L2, .... Etc. in the financial bids, the total cost per month will be arrived by adding cost of manpower, material, equipment etc. as given in the Schedule (Financial Bid).
- 11.3 The Bidder with the Lowest Bid Prices (L1) shall be assigned full 30 marks (i.e. 30% x 100) and his total scores of the bid shall be as per Illustration 2 below:

### *Illustration – 2*

*If the Bidder at Illustration 1 is L1 Bidder and quoted Rs. 100/- for being L1, then his total value shall be 86 i.e. (56 Technical Value + 30 Financial Value)*

- 11.4 The financial scores of the other bidder (i.e. L2, L3, ... so on) shall be computed as under and as explained at Illustration 3 below:
- $$30 \times \text{Lowest Value (L1 Price)} / \text{Quoted Value (L2 or L3)}$$

### *Illustration – 3*

*If the Bidder at Illustration 1 is L2 Bidder and he quoted Rs. 125/- therefore 30% being the weighted value, the financial scores for L2 shall be computed as under*

$$30 \times 100 (\text{lowest prices by L1}) / 125 (\text{quoted prices by L2}) =$$

24 (financial score)

Therefore L2 Bidder shall have total value of 80 (56 Technical Value + 24 Financial Value)

- 11.4 The Bidders' ranking shall be arranged depending on the marks obtained by each of the bidder both in Technical Evaluation and Financial Evaluation.
- 11.5 The Bidder meeting the minimum eligibility criteria and with the highest marks/rank (i.e. the total of technical evaluation marks and financial evaluation marks) shall be deemed as the successful Bidder and shall be considered eligible L1 Bidder for further process.
- 11.6 If there is a discrepancy between words and figures, the amount in words shall prevail.

## **12. RIGHT OF ACCEPTANCE:**

- 12.1 The Competent Authority in Dr. Ambedkar Foundation reserves all rights to reject any bid including bids of those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific bids. The decision of the Competent Authority the Foundation in this regard shall be final and binding.
- 12.2 Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work shall render the bidder's bids liable for rejection.
- 12.3 The Competent Authority of the Foundation reserves the right to award any or part or full contract to any successful agency(ies) at its discretion and this will be binding on the bidders.
- 12.4 In case of failure to comply with the provisions of the terms and conditions mentioned by the agency that has been awarded the contract, the Competent Authority of the Foundation reserves the right to award the contract to the next higher bidder or any other outside agency and the difference of price shall be recovered from the defaulting agency, which has been awarded the initial contract and this will be binding on the bidders.

**13 NOTIFICATION OF AWARD BY ISSUANCE OF LETTER OF ACCEPTANCE:**

- 13.1 After determining the successful bidder after evaluation, the client shall issue a Letter of Acceptance in duplicate, which will return one copy to client duly acknowledged, accepted and signed by the authorized signatory, within three days of receipt of the same by the successful bidders.
- 13.2 The issuance of the Letter of Acceptance to the bidder shall constitute an integral part and it will be binding to contractor.

**14. RETURNING OF EARNEST MONEY DEPOSIT (EMD):**

- 14.1 The Earnest Money Deposit of the unsuccessful bidders in the Financial Bid evaluation stage shall be returned on award of contract to successful bidder.
- 14.2 The Earnest Money Deposit (EMD) of all the bidders shall be returned, in case of cancellation of Tender after the opening of Technical Bids and prior to opening of financial bids.



**SPECIAL CONDITIONS OF CONTRACT (SCC)**

1. The Special Conditions of Contract (SCC) shall supplement General Conditions of Contract (GCC) and wherever there is a conflict, the provisions herein shall prevail over those in General Conditions of Contract (GCC).
2. **INDEMINIFICATION:** The Contractor agrees to protect, defend, indemnify and hold harmless the purchaser and its employees, officers, directors, agents or representatives from and against any and all the liabilities, damages, fines penalties and costs (including legal costs and disbursements) arising from or relating to:
  - a) Any breach of any statute, regulation, direction, order or standards from any government body, agency, telecommunications operator or regulator applicable to such party; or
  - b) Any breach of the terms and conditions in this agreement by Contractor. This clause shall survive even on the termination or expiry of this agreement.
    - i) The antecedents of the security personnel employed by the security agencies should be verified and necessary certificates to that effect against the individuals should be submitted along with tender documents/at the time of awarding the work in case of the successful tenderers. The Contractor shall be responsible for the conduct/integrity of his men and will also be responsible for any act of omission or commission on their part. The agency will vouch for their character and integrity.
    - ii) The Foundation shall pay wages as per Minimum Wages of Govt. of NCT, Delhi. Wages for duty on Sunday by Security Guard shall be paid @ Minimum Wages.
    - iii) It will be ensured that appropriate type of cleaning material suited for the cleaning of tiles, floors and stone surfaces and PVC/Linoleum surfaces etc. are used. Any damage caused to the property of this office due to unsuitable cleaning material or due to the negligence on the part of the Agency's men will be liable to be compensated by the Agency.
    - iv) Attendance and punctuality of the personnel manning the offices will be the top most priority. In case of absence of any Security Guard whose name is found in the duty roster, a penalty @ Rs. 1,000/- per day per Guard will be deducted from the Contractor's bill.
    - v) **All the person deployed by the agency shall mark their attendance in the Bio-Metric machine in the office. Monthly payment of the personnel shall be based on Bio-Metric attendance of the office.**
    - vi) **The contractor shall ensure to deploy such personnel only after their police verification and to provide the Foundation the antecedents/credentials, Voter ID Card/ Aadhar Card, Police verification and Educational Qualification etc in r/o personnel deployed, on demand.**
    - vii) EPF, ESI and other Govt. dues separately on reimbursement basis for which the Agency shall provide EPF, ESI Registration Nos. of the personnel deployed to the Foundation along with original challan as proof of deposit of the same with respective Departments. . *The rate should be quoted for Agency Service Charges on Wages Component only in the proforma given by the Foundation.* In case of a tie, the Agency having experience in providing services to Offices of Central Govt. and Central Autonomous Bodies shall be preferred. TDS shall be deducted from all payments to the Agency as per Rules.
    - viii) *The rate should be quoted in the proforma given by the Foundation.*  
The payment will be released to the agency on monthly basis by cheque/online after the work for the month has been completed. For release of payment, pre-receipted bill may be submitted at the end of every month. The agency shall not withhold payment to persons deployed due to pendency of bills with the Foundation or for any other reason.

- ix) **The contractor shall comply with the provisions of the following major Labour Laws:-**
- a. **The Private Security Agency (Regulation) Act,2005**
  - b. **Contract Labour (Regulation & Abolition) Act, 1970**
  - c. **Minimum Wages Act**
  - d. **EPF (individual EPF account number must be required)**
  - e. **ESI contribution (individual ESI account number must be required)**
  - f. **Delhi Shops & Estt. Act**
  - g. **Any other rules, regulations and /or Statutes as may be applicable to them from time to time, also to be complied with**
3. As other factors like minimum wages, ESIC, EPF Service Tax etc. are not constant as per government rates the contract will be finalized on the basis of least Service Charges quoted by the contractor. Where in case service charge quoted by two or more agencies are same, L1 will be decided on the basis of higher turnover averaged over last three years. **However, unrealistic service charges although quoted lowest may not be considered by the Foundation.**
  4. The agency shall have to submit the copies of proof of deposit of EPF and ESI within three weeks from the disbursement of wages in a month, or comply with such instructions/procedures as may be prescribed by the concerned Government/Statutory authorities from time to time.
  5. The persons supplied by the Agency should not have any Police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of persons whom they are recommending. The Agency will also ensure that the personnel deployed are medically fit. The Agency shall withdraw such persons who are not found suitable by the office for any reasons immediately, on receipt of such a request.
  6. The Agency shall engage necessary persons as required by this Department from time to time. It shall be the duty of the Agency to pay their salary every month by cheque or RTGS/NEFT. There is no Master and Servant relationship between the persons of the Agency and this Foundation and, as such, said persons of the Agency shall have no claim whatsoever against this DAF.
  7. After the award of the contract the Agency will give an undertaking that persons deployed in the Ministry shall not claim any benefit/ compensation/ absorption/ regularization of services from/ in this Department under the provisions of the Industrial Disputes Act., 1947 or Contract Labour (Regulation & Abolition) Act, 1970, or any other Act, Rules, Regulations, etc. applicable to them from time to time. An Undertaking to this effect individually from the outsourced persons shall be required to be submitted by the Agency to the DAF.
  8. The Agency's personnel shall not divulge or disclose to any person, any details of office, office-documents, operational process, technical know-how, security arrangements, administrative or organizational matters and all such matters which are of restricted/confidential/secret nature. Neither they should indulge in complaints representations etc. in the Foundation as employee or the Agency. However, in case they have any grievance, they may approach the designated labour authorities.
  9. The persons deployed shall not be below the age of 18 years.

10. The Foundation may require the Agency to dismiss or remove from the site of work, any person or persons, employed by the Agency, who may be found incompetent, or for his/her misconduct, and the Agency shall forthwith comply with such requirements. The Agency shall replace any of its personnel, if they are unacceptable to the Foundation because of security risk, incompetence, conflict of interest, or breach of confidentiality, or improper conduct immediately upon receiving written notice from the office.
11. The Agency shall ensure proper conduct of its personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering with work. Such personnel shall also be required to maintain overall cleanliness at and around the place of their deployment/duty. They ought to observe utmost care while handling office stores/equipment.
12. No wage/ remuneration will be paid to any person for the days of unauthorized absence from duty in excess of the six days paid leave annually.
13. The Agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all relate legislations as applicable to it from time to time including Minimum Wages Act, ESI Act etc. and the Foundation shall not incur any liability for any expenditure whatsoever on the persons employed by the agency on account any obligation.
14. The Agency shall strictly observe the instruction issued by the Foundation of the contract from time to time.
15. The Agency shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Agency.
16. The work/services will be accepted only after quality assurance are carried out by the person/term designated by this office.
17. The quality of works should be standard and mark of satisfaction of the department authorized officers. The non-standard work will not be accepted.
18. The contractor shall not charge any extra amount for transport expenses, and will not be entitled to get compensation for any damage or losses in course of supply. No extra payment will be made by the purchaser for transportation of man/machines/material and losses due to other reasons etc.
19. All the disputes arising out of or in connection with this Work Agreement shall be to the exclusive jurisdiction of the Courts as Delhi.

**Tender Number : No. F.No.35-19/2017-DAF**

Dr. Ambedkar Foundation  
Government of India  
Ministry of Social Justice and Empowerment

**TECHNICAL INFORMATION AND UNDERTAKING**

S. No.	Details of the Firm/Bidder	Page No.
1	Name of Agency	
2	Nature of the concern (Limited Company or Private Limited Company registered or Limited Liability Partnership Firm/Partner Firm)	
3	Full Address of Reg. Office, Telephone Nos., Fax No. & E-mail address	
4.	Full Address of Operating/Branch Office in Delhi, Telephone No., Fax No. & E-mail address	
5.	Permanent Account Number (PAN) (attach a copy)	
6.	GST (attach a copy)	
7.	Firm Registration (attach a copy)	
8.	ESIC Registration Certificate	
9.	EPFO Registration Certificate	
10.	Income Tax Return last three (03) years (attach copies)	
11.	Turnover Certificate issued by Firms CA	
12.	Number of Manpower on roll	
14.	ISO Certificate – Number of years	
15	SA8000 Certificate	
16.	OHSAS 18001 Certificate	
17	Any other International Accreditation certificate	
18	Details of Experience Certificate	
19	Copy of manpower wages roll and EPFO Challan in support of available manpower.	
20	Turnover (Last Financial year)	
21	EMD	

**Note :**

1. Page number / serial number may be given to each and every page of Tender Documents and photocopies of the documents attached. Mention page number, wherever the copy (ies) of the documents(s) are kept.
2. In case of non-fulfilment of any other above information/documents(s), the Tender will be summarily rejected without giving any notice.

Signature with date :  
Name & address and contract no. of the firm

UNDERTAKING

1. The Agency's persons shall not claim any benefit/compensation /absorption/regularization of services from/in this Department under the revisions of the Industrial Disputes Act., 194 or Contract Labour (Regulation & Abolition) Act 1970, or any other Act, Rules, Regulations, Etc. applicable to them from time to time In this regard the Agency will given undertaking to this effect individually from the outsourced persons to the deployed in the Department of SJ&E.

Signature with date :

Name & address and contract no of the firm:

Date: \_\_\_\_\_2017

To

The Director  
Dr. Ambedkar Foundation  
West Block 8,  
2<sup>nd</sup> wing, 2<sup>nd</sup> floor,  
R.K. Puram,  
New Delhi- 110066

**Subject: Submission of rate for Security Guards, MTS, Housekeepers reg.**

Sir,

This is with reference to your Tender Notice published in the \_\_\_\_\_ on \_\_\_\_\_ with regard to calling of rates for **Security Guards, MTS, Housekeepers** the office of Dr. Ambedkar Foundation at West Block 8, 2<sup>nd</sup> wing, 2<sup>nd</sup> floor, R.K. Puram New Delhi- 110066.

2. In this regard, we are quoting our rates for your kind perusal and consideration:-

I.

S. No.	Particulars	Agency Service Charge	Remarks
1.	Security Guard (rate per guard) <b>(Unskilled)</b> Class X		
2.	MTS (rate per MTS) educational qualification Secondary School Examination (class 10 <sup>th</sup> ) <b>Unskilled</b>		
3.	Housekeepers (rate per Housekeeper including cleaning material) <b>Unskilled</b>		

(Name, signature with stamp)

Ctd..2/-

**II. The other information is as under:-**

<b>S. No.</b>	<b>Particulars</b>	<b>Yes/No</b>	<b>Remark (Page No.)</b>
1.	<b>Annual turnover</b> (a) During 2014-15	Rs.	
	(b) During 2015-16 2016-17	Rs. Rs.	
2.	<b>I.T return/Balance sheet (enclosed)</b> (a) during 2014-15	Yes/No	
	(b) during 2015-16 2016-17	Yes/No Yes/No	
3.	<b>No. of years of experience</b> for providing service to govt. offices or organizations of repute	____ Yrs	
4.	Whether antecedents of Security personnel/ MTS / House keeper / Gardener are verified	Yes/No	
5.	Holding licence issued under Private Security Agencies (Regulation) Act,2005	Yes/No	
6.	<b>Registered and enrolled with</b>		
	(a) Sale Tax	Yes/No	
	(b) EPF	Yes/No	
	(c) ESI	Yes/No	
	(d) Delhi Shops & Estt. Act	Yes/No	
	(e) Workmen's Compensation Act.	Yes/No	
(f) others (give details)			
7.	<b>Relevant Documents attached</b> with respect to columns 1,2,3,4, 5 & 6	Yes/No	
8.	<b>Earnest Money</b>	D.D.No. _____ /  Date _____ /  Amount _____ /	

**\*(when the tender is accepted individual EPF and ESI account number must be required)**

**\*\* kindly give a break up on a separate sheet for all items.**

Yours sincerely

( )