

**ICMR - NATIONAL INSTITUTE OF CANCER PREVENTION AND RESEARCH
PLOT I-7 SECTOR-39 NOIDA – 201301**

NICPR/ Security/ Tender/ 2017-18

Dated: 16.02.2018

NOTICE INVITING TENDER (NIT)

FOR ENGAGEMENT OF SECURITY AGENCY

1. The Director National Institute of Cancer Prevention And Research, I-7, Sec-39, Noida-201301, invites Sealed Tenders for “Engagement of Security Agency” at NICPR **(as per Brief Details enclosed at Annexure-I)**. The bidders may go through the Terms and Conditions carefully. In case any bidder fails to follow any one or more of these conditions, the offer shall be summarily rejected.
2. The expected number of persons required to be engaged will be Fifteen (15) guards, One (1) armed guard and One (1) supervisor. However, the Director, National Institute of Cancer Prevention & Research shall have the right for increasing/decreasing the same at his discretion, as and when required. The Director, National Institute of Cancer Prevention And Research, reserves the right to reject any or all the tenders without assigning any reason.

Two Bids System

3. Technical Bids and Price Bids (as per Brief Details at Annexure-I) should be made/ sealed separately and put together in an Envelope which should be clearly marked as **“Tender for Security Services”, “Date of Opening”**. Technical Bid should accompany EMD and Line-wise confirmation of the proposed Details on Vendor’s Letter Head duly signed .
4. **Last Date of Submission** – Last date of Receipt of Sealed Tender Documents at NICPR, Noida is **09.03.2018** by **4.00P.M.** by Registered/Speed Post. Tenders by E-mail/Fax/By hand will not be accepted. “Late Tenders”, for any reason whatsoever, will not be entertained/ taken into account, without assigning any reason thereof.
5. **Date & Time of Opening** – Date and Time of the opening of technical bids will be intimated to the Tenderers **by E-mail only** to be present during opening of Technical Bids. Price Bids of only those tenderers, whose Technical Bids are found suitable/acceptable subsequently by the Technical Screening Committee of NICPR, Noida, will be opened later on. Date and Time of the same will be intimated to the applicable Tenderers in **advance by E-mail only**, so as to enable them to be present at the Time of opening of their Price Bids.
6. **Acceptance of Offer/Tender** – Price Bids of only technically suitable/acceptable Offers/Agency, as mentioned above, will only be opened. For calculation of Lowest (L-1) responsive agency, the quoted detailed rates and agency service charge quoted will be taken into consideration.

- 7. Tenderer must have Permission/ license to provide security services in Noida,U.P.**
- 8.** Each tender must contain the Rates not only in figures but also in words. In case of any Clerical/Typing error, value written in “words” will only be considered for assessing the L-1 Bidder and subsequent process, though the Director NICPR reserves the right not to accept any Tender only on the L-1 (lowest) criteria, services will also be considered.
- 9.** Fax/E-mail/by hand/Conditional tender will not be accepted.
- 10.** Other Terms & Condition of Security services are attached.


Admn. Officer

- Encl:**
- (a)** Brief details at Annexure - I.
 - (b)** Price BID for Security Services at Annexure - II.
 - (c)** Other Terms and Conditions of Security Services Contract at Annexure -III.
 - (d)** Criteria for acceptance of technical bids at Annexure – IV.

Annexure-I

NATIONAL INSTITUTE OF CANCER PREVENTION & RESEARCH (ICMR) Plot No. I-7, Sector-39, NOIDA – 201301

BRIEF DETAILS

Cost of the Form Rs. 500/- (Rupees Five Hundred Only)

TENDER FORM FOR THE ENGAGEMENT OF SECURITY AGENCY AT NATIONAL INSTITUTE OF CANCER PREVENTION & RESEARCH, I-7, SECTOR-39, NOIDA.

1.	Period of Contract	:	12 months w.e.f. the date of issue/acceptance of offer/contract, subject to review after six months (extendable for another two years after One year subject to satisfactory performance).
2.	Rates Quoted I) Security Guard. II) Security Supervisor	:	To be quoted separately in a sealed envelope. (Price Bid)
3.	Earnest Money	:	Rs. 10,000/- (Rupees ten thousand) only Bank draft to be attached.
4.	Last Date & Time for the submission of Tender.	:	09-03- 2018, 4.00 P.M.
5.	Date & Time for the opening of Technical Bids.	:	To be given by email only
6.	Registration No. of the Agency (Enclose Photocopy)	:	
7.	Permanent Account No. of Income Tax Department & Latest IT clearance certificate (Enclosed copy)	:	
8.	Tenderer is to be recognized/ approved from the Govt. & registered as a security Agency (Enclose copy with Registration No. etc).	:	Compliance to be confirmed.
9.	Please specify as to whether tenderer is a sole Proprietor/partner firm Name of the partners should be specified in this case.	:	
10.	Address of Registered Office with Phone/fax Numbers and e-mail id details.	:	
11.	Name/Address & phone no. of the partners	:	
12.	Security Deposit Money	:	Rs. 50,000/- (Rupees Fifty Thousand Only) Bank Guarantee to be submitted by successful tenderer.

1.
2.
3.

Name and Signature of the
Prop. / Partners with stamp

Annexure-II

(ON VENDOR'S LETTER HEAD)
For NICPR, NOIDA
PRICE BID FOR SECURITY SERVICES

Sl. No.	Component	Rates for Security Supervisor	Rates for Security Guards (Without Arms)	Rates for Security Guards (With Arms)
1	Basic			
2	ESI			
3	EPF			
4	Bonus			
5	Relieving Charges			
6	Total of 1 - 5 above			
7	Agency Service Charges			
8	Govt. Tax			
9	Any Other Charges (Pl. Specify)			
Total Per Month				
Total Per Year				

Date:

Place:

Signature of Vendor / Tenderer
With stamp

**NATIONAL INSTITUTE OF CANCER PREVENTION & RESEARCH (ICMR)
Plot No. I-7, Sector-39, NOIDA – 201301**

TERMS & CONDITIONS OF SECURITY SERVICE CONTRACT

1. The agency should be registered with Registrar of Firms for at least 3 years before the closing date of tender, and should have provided such services to Govt. Deptts. / Semi Govt. organizations / Autonomous Organizations/ Govt. Undertakings / Corporate offices / Hospitals / Industries. Agencies having their office in Noida/Delhi WILL ONLY BE CONSIDERED.
2. The agency shall provide the services of trained supervisors and guards.
3. The security supervisor should be of senior level below the age of 55 years and security guards should be between the age of 25 to 50 years with sound health and at least matriculate (preferably ex-servicemen).
4. The supervisors and guards whose services are provided by the agency shall at all times and for all purposes be the employees of the agency which shall also be responsible for necessary service benefits. National Institute of Cancer Prevention & Research shall have no service liability for the supplied supervisor/guards.
5. National Institute of Cancer Prevention & Research shall have the right to ask for the removal of any Security staff of the agency whose services/conduct is found to be un-satisfactory.
6. The agency shall not engage any sub-contractor or transfer the contract to any other person/ party.
7. The expected number of persons required to be engaged will be Fifteen (15) guards, One (1) armed guard and One (1) supervisor. However, the Director, National Institute of Cancer Prevention & Research shall have the right for increasing/decreasing the same at his discretion, as and when required.
8. The clearance of the local police regarding verification of antecedents of the staff will be obtained by the agency before deployment of the personnel, at NICPR, Noida.
9. The agency will be responsible for the medical examination of Guards/ Supervisor deployed at their cost before any Guard/ Supervisor is deployed he should be certified medically fit.
10. A list of the names/address of the employees appointed by the agency shall be made available to the National Institute of Cancer Prevention & Research authorities with their biodata within 15 days from the date of contract.
11. Agency has to issue valid identity cards to the deployed Supervisor/guards.
12. The changes in the manpower deployed will be subject to intimation and approval of The Director, National Institute of Cancer Prevention & Research.
13. The rate quoted as per attached format of the Price Bid (**Annexure-I**) should be as per prescribed/ approved by U.P. Government (Labour Commissioner) for watch & ward staff at NOIDA, and computed monthly inclusive of all allowances and other charges such as ESI, EPF, bonus, gratuity, medical insurance, uniform, leave compensation and inclusive of Sundays, paid holidays, Casual and earned leaves etc., and any other statutory obligations including taxes. No extra payment on this account shall be made by National Institute of Cancer Prevention & Research. Agency service charges must be reasonable. Zero or minimum possible agency service charges to get the tender will lead to cancellation of bid. Breakup of the total charges needs to be provided against each as per Govt. laid down rates.

14. Agency service charges should be mentioned clearly.
15. There will be no escalation in rates during the period of contract unless it is on account of increase in minimum rates or wages etc. by the Govt. or changes in taxation for which necessary supporting documents will need to be provided for approval.
16. In case the rates / charges per year are quoted same by more than One Agency / Company / Firm, Director NICPR, Noida reserve the right to award Contract to any one of such Agencies / Firms, at his discretion and without assigning any reason whatsoever. The Decision of the Director, NICPR, Noida will be binding on all Parties/ Tenderers.
17. The successful tenderer will have to submit Security Deposit of Rupees 50,000/- (Fifty thousand) through bank guarantee from any Nationalised Bank in favour of The Director, National Institute Of Cancer Prevention & Research, Noida, payable in New Delhi/ Noida or a performance Bank Guarantee from any within one week of letter of award of work. The S.D. is to remain valid till one month beyond the contract date, and will need to be suitably renewed on extension of contract if agreed to.
18. The security deposit shall be returned to the agency on the expiry of the contract period or extension thereof, on furnishing the usual clearance/no demand certificate.
19. The Agency shall submit the proof of deposit of EPF, ESI and other deductions to the NICPR along with the next monthly bill.
20. The tenderer/ firm/ company shall have to deposit an earnest money of Rs. 10,000/- (Rupees ten thousand only) along with the Tender through bank draft in favour of The Director, National Institute Of Cancer Prevention & Research, payable at New Delhi/ Noida failing which the tender will be out rightly rejected.
21. The bill for each month shall be presented in triplicate by the agency by the 5th of every following month, if holiday then next working day, duly pre-receipted to enable the Institute to arrange the payment.
22. The earnest money of the tenderers whose tender are not accepted will be refunded without any interest thereon after a month of award of contract to successful tenderer.
23. The tenderer/ quotations would be valid for a period of six months from the last date of submission of tender.
24. In case the agency fails to execute the job after signing the CONTRACT AGREEMENT or leave the job before completion of the period of contract at their own accord, The Director, National Institute of Cancer Prevention & Research shall have the right to forfeit the security deposit given by the agency for the execution of the contract or black list the agency.
25. The contract can be terminated by giving three month's notice by either party.
26. In case of any loss or theft of NICPR property/ items, it shall be made good by the agency and in the event of failure on their part to do so within a period of one month, the loss shall be made good by encashment of security deposit and if the amount of loss or damage exceeds the amount of security deposit, then the remaining amount shall be recovered from the outstanding dues payable to the agency, straightway.
27. The whole tender document including terms and conditions shall form part of and shall be taken as if they were included in the tender/contract agreement to be entered into by the agency.
28. The agency shall comply with the Labour laws under State/Central Govt. as applicable and NICPR shall not be responsible for any default on the part of the Agency. The Agency /Firm will need to indemnify NICPR, Noida with regards to the same.

29. The quotation/ tender (duly sealed) shall be submitted to Administrative Officer, National Institute of Cancer Prevention & Research, I - 7, Sector - 39, Noida along with a forwarding letter on Company letterhead. Each page of the tender document duly signed and stamped as a token of acceptance of tender conditions shall be submitted in the quotation.
30. The successful tenderer shall have to bring and sign a CONTRACT AGREEMENT with the NICPR on a non-judicial stamp paper of Rs. 100/- (Rupees one hundred only).
31. The tenderers would take care that the rate and amount are written in such a way so that interpolation/ over-writing, etc. is avoided. Rate shall be quoted in figure and words. In case of discrepancy the rate quoted in words will prevail.
32. The Director, National Institute of Cancer Prevention & Research, reserves the right to accept or reject any or all tenders without assigning any reason whatsoever and is not bound to accept the lowest tender. In the condition of any controversy/misunderstanding/breach of contract the decision of The Director, NICPR, Noida will be final and bounding to the agency.
33. The tender document has to downloaded from the website of NICPR but D.D. amounting to Rs. 500/- in the name of The Director, NICPR, Noida need to be attached with the technical bid as the cost of tender document.

PENALTY CLAUSE

1. The Director, National Institute of Cancer Prevention & Research shall be entitled to impose any penalty to the extent of Rs. 5000/- (Rupees five thousand only) on the first occasion upon the agency in the event of breach, violation, contravention of any of the terms and conditions contained in the agreement. If the lapse is repeated again, the extent of penalty will be doubled on each such occasion. The decision of The Director, National Institute of Cancer Prevention & Research in this regard shall be final and binding upon the agency. Some of the instances in which penalty would be imposed is enumerated below; these are not exhaustive but illustrative and penalty may be imposed on any violation/breach or contravention of any of the terms & conditions as well as assigned duties and responsibilities:-
 - a. If the personnel are not found in proper uniform, and not displaying photo identity card.
 - b. If the personnel found indulging in smoking/drinking alcohol /drugs while on duty.
 - c. If the personnel found absent from duty / sleeping on duty.
 - d. The agency is required to provide 15 guards, 01 armed guard and 01 supervisor on daily basis. If the agency is not able to provide the required number of personnel, a penalty for shortage of attendance will be imposed as follows:
 - i. 90% and above, no penalty.
 - ii. 86% to 90% Rs. 50/- per day/ per person.
 - iii. 81% to 85% Rs. 100/- per day/ per person.
 - iv. 76% to 80% Rs. 150/- per day/ per person.
 - v. 71% to 75% Rs. 200/- per day/ per person.
 - vi. 66% to 70% Rs. 300/- per day/ per person.
 - vii. 60% to 65% Rs. 400/- per day/ per person.
 - viii. Below 60% Rs. 500/- per day/ per person.

- e. If the behavior of personnel found harsh/ rude/ indisciplined.
- f. If any personnel found performing the duty by submitting a fake name and address.
- g. If any personnel found on duty other than those mentioned in the approved list supplied by the agency to the NICPR authorities.

JOB RESPONSIBILITIES

1. To provide round the clock security cover to the entire premises of National Institute of Cancer Prevention & Research at I-7, Sector-39, NOIDA.
2. The agency shall be responsible for all security measures and arrangements to safeguard the movable and immovable property at NICPR Premises, including, providing following specialized services:
 - i. Protection of persons and property of the NICPR.
 - ii. Prompt action/ assistance in case of fire or natural calamities.
 - iii. Protection of equipments, fixtures and other movable and immovable property of the NICPR.
 - iv. Prevention of unauthorized entry of vehicles and to regulate it within the NICPR premises and ensure that no vehicles are allowed to be parked other than at the parking space provided for the purpose. Separate movement registers to be kept for NICPR vehicles and for personal/ private vehicles.
 - v. Control and coverage of all the strategic points enumerated.
 - vi. Prevention of unauthorized entry of personnel in the premises of the NICPR.
 - vii. Collecting intelligence about anti-social/ undesirable acts in the NICPR premises, sharing the same with the Admin Officer and also be alert.
 - viii. Fire-fighting.
 - ix. To control staff who go on agitation/ dharna, gherao etc.
 - x. Any other work of similar nature assigned to the agency by the NICPR Management from time to time.
3. The agency will protect the property of NICPR from theft, loss, pilferage, riots, arson, fire etc. and shall be responsible for all such losses.
4. Agency staff shall be available at all times at the place of their duties as per duty roster and they shall not leave their place of duty without prior permission and alternative arrangements.
5. The agency shall be responsible to provide immediate replacement to take place of any security guard/ supervisor who is not available on duty at the place of posting and such other additional staff as may be required for additional areas for which prior information will be given.
6. The agency staff shall work under the overall direction of Officers authorized by The Director, National Institute of Cancer Prevention & Research.
7. The agency shall provide round the clock security on eight hours shifts basis.
8. In case of any sort of misbehavior and misconduct of any person so appointed, the responsibility of any damage or loss shall rest upon the agency in full.

DUTIES OF SUPERVISOR

1. He shall be responsible for orderly conduct and discipline of all guards and he shall inspect and ensure that each guard turns up for duty in smart-turn out in uniform with badge.
2. He shall check each member of the security staff frequently in the shift with an element of surprise and report any important occurrence pertaining to theft, loss, pilferage, fire, accident etc. In case any of the said staff is found negligent or absent from duty, a report about him should be submitted to the agency for proper/ prompt action.
3. He shall also report all such events as mentioned above to the NICPR Authorities promptly without any loss of time.
4. He shall specifically ensure the security of staff and Officers in the NICPR.
5. He should submit report to the Administration Officer, NICPR as and when required.

DUTIES OF GUARDS:

1. To guard entrance and exit points, to control the movement of the visitors, to control the movement of the vehicles and avoid inconvenience, if any, cordially and diligently. Every visitor should be guided to Reception; Identify cards of staff or employees should be personally checked.
2. To check all incoming and outgoing property/ goods and to ensure that they are accompanied by proper gate pass/ authority letter/challan etc. Copy of such gate-pass/ authority letter should be kept in safe custody.
3. To report to the concerned authority/ supervisor if any incident of theft, pilferage, fire or arson occurs.
4. To provide necessary security cover to employees of NICPR.
5. To check the movement of office vehicles by noting time of out going and incoming vehicle with their numbers. A separate register be kept for private vehicle with similar particulars.

LIST OF DOCUMENTS TO BE ATTACHED ALONGWITH THE TENDER FORM:

1. Performance report preferably from Govt. Organization or well reputed firms, during last three years.
2. List of the Institutions with period of working to whom similar services are being provided, during last three year along with name and address of the authority to be contacted.
3. Organizational setup which clearly indicate the total staff strength and its breakup category wise.
4. Details of agency/firm/company turn over. (Copy to be attached)
5. Copy of License to work in Noida, U.P.
6. Photocopy of the current contract already entered with any Govt. or well reputed organization.
7. Copy of the registration Certificate, EPF, ESI etc. for providing services.
8. Copy of the last reorganization/ approval of the government of India.
9. Any other relevant information/document may also be appended.

Date :

Signature with Stamp

Place :

CRITERIA FOR ACCEPTANCE OF TECHNICAL BIDS

(Compliance to be confirmed by vendor)

1. The agency should be registered with Registrar of Firms for at least 3 years before the closing date of tender.
2. The Agency should have provided security services to Govt. Depts. / Semi Govt. organizations / Autonomous Organizations/ Govt. Undertakings / Corporate offices / Hospitals of Repute / Industries.
3. Details of Services provided and name and contact number of concerned authority in that department may also be provided to verify the services.
4. **Tenderer must have Permission/ license to provide security services in Noida,U.P.**
5. **Agencies having their office in Noida/Delhi WILL ONLY BE CONSIDERED.**
6. **The Agency should have turn over of five times more than the total value quoted for one year in the current tender.**
7. The security supervisor should be senior level below the age of 55 years and security guards should be between the age of 25 to 50 years with sound health and at least matriculate (preferably ex-servicemen).
8. The agency shall not engage any sub-contractor or transfer the contract to any other person/ party.
9. The tenderer/ firm/ company shall have to deposit an earnest money of Rs. 10,000/- (Rupees ten thousand only) along with the Tender through bank draft of any Nationalised Bank in favour of The Director, National Institute Of Cancer Prevention & Research, payable at New Delhi/ Noida failing which the tender will be out rightly rejected.
10. The agency shall comply with the Labour laws under State/Central Govt. as applicable and NICPR shall not be responsible for any default on the part of the Agency. The Agency /Firm will need to indemnify NICPR, Noida with regards to the same.
11. Failure at any level will lead to cancellation of bid.
12. Any T & C given in this Tender Document will also apply.

Signature with Stamp