

BOTANIC GARDEN OF INDIAN REPUBLIC

Botanical Survey of India, MOEF&CC, Government of India
Capt. Vijyant Thapar Marg, Sector - 38A, NOIDA – 201 303, U.P.

TENDER NOTICE

Sealed tenders for “**Providing Outsource Security Services of Security Guards (21), Gunmen (6) and Security Supervisors (3) in Botanic Garden of Indian Republic, NOIDA**” are hereby invited from eligible Registered Security Agencies/Contractors having specialization in such works which have been extended in Central/State Government Organization and or any reputed Institution. The Tender Documents may be collected from above mentioned address personally during office hours i.e. Monday to Friday (except Holidays, if any) by paying a sum of ₹ 1,000/- (Non-refundable) and or the same may be downloaded from website of Tender portal of the Government of India and ENVIS Centre of the BSI from following web addresses i.e. www.tenders.gov.in and www.bsienvic.nic.in. In case of downloaded Tender Document, a fee of ₹1,000/- only (Non-refundable) in the form of A/C Payee Demand Draft must be attached along with Tender Application. The last date for issue of Tender Documents from this office is 09.12.2016 up to 04.00 PM and closing date is 12.12.2016 by 12.00 Noon. The “PRE-BID CONFERENCE” will be held on 05.12.2016 at 12.00 Noon. The “TECHNICAL BID” will be open on 14.12.2016 at 02.00 PM. The successful Bidders/Agencies of “TECHNICAL BID” will be asked to participate in ‘DEMONSTRATION’ of their Security Items and Staff (to be deployed after award of the Contract) on 15.12.2016 at 09.30 AM. Further, the “FINANCIAL BID” of only successful Agencies/Bidders w.r.t. “TECHNICAL BID” and ‘DEMONSTRATION’ will be open on 15.12.2016 at 03.30 PM (or depending upon number of participating Agencies in Demonstration).

Estimated Cost inclusive of Agency Charge and without Applicable Service Tax	Earnest Money Deposit @ 2%	Period for Work
₹ 40,17,204/- only	₹ 80,344/- only	Twelve months purely on Annual Contract Basis as per Rule/Norms

Eligibility and others :

The Security Agencies should be (1). Registered with appropriate authorities w.r.t. Registration of Firm/Agency/Company, PSARA, Service Tax, ESI, EPF, etc., (2). Permanent Income Tax Account Number (PAN), (3). Satisfactorily executed/completed works in Central/State Government and or other reputed Institution for last 3 years ending 31st March, 2016 and (4). Average Annual Financial turnover during last three years ending 31st March, 2016 should be ₹ 50 lakhs or more. The interested Security Agencies/Bidders must submit attested copies of relevant documents with Tender Application i.e. (i). Registration/ empanelment with different Government Organization, (ii). PAN Card (iii). PSARA, ESI, EPF & Service Tax, (iv). Constitution of Firm/Company, (v). Audited Balance Sheets of last three years, (vi). Works completed in last three years indicating the nature of work, complete postal address of client and actual date of completion (along with Performance Certificates issued by the Head of the Organization or equivalent) and (vii). List of works in hand indicating nature of work with complete postal address of client, date of commencement and contract period.

Application Fee (in case of downloaded Tender Documents) and Earnest Money Deposits should be enclosed with the Tender Application in the form of Account Payee Demand Draft issued by any nationalized bank in favour of the **Pay & Accounts Officer, Ministry of Environment, Forest & Climate Change, Govt. of India, New Delhi**. After opening the FINANCIAL BID envelop, if Earnest Money Deposit will not found, that particular Tender Application will be summarily rejected.

The Scientist ‘E’ & Head, BGIR reserves right to reject any or all Tenders without assigning any reason.

Scientist ‘E’ & Head, BGIR, NOIDA

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BACKGROUND NOTE

The Government of India has set up Botanic Garden of Indian Republic (BGIR) under the control of the Botanical Survey of India (BSI) and the Ministry of Environment, Forest and Climate Change (MOEF&CC), Government of India in Sector – 38A, NOIDA. The BGIR *inter-alia* facilitates *ex-situ* conservation and propagation of threatened and endemic plant/tree species including other economic, medicinal, ornamental/horticultural varieties, aquatic and other species, serves as a 'Centre of Excellence' for research and training as per 'International Standards'. Besides, BGIR also build public awareness on the conservation needs by organizing series of environmental/educational programmes. Presently, in totality, BGIR is under process of further development as a Memorandum of Understanding (MOU) has been signed in between the Ministry and New Okhla Industrial Development Authority (NOIDA) and formation of a Society is on the verge of completion under which supervision the garden is to be further developed and maintained .

NAME OF WORK

“Providing Outsource Security Services of Security Guards, Gunmen and Security Supervisors in Botanic Garden of Indian Republic, NOIDA”

ESTIMATED COST ₹ 40,17,204/- (Rupees Forty Lakh Seventeen Thousand Two Hundred Four) only

EARNEST MONEY DEPOSIT ₹ 80,344/- (Rupees Eighty Thousand Three Hundred Forty Four) only

SCOPE OF WORK

The Security Agency is to provide round the clock security to the entire BGIR, measuring an area of ca. 163.79 acres (depicted in Fig. 1) and provision should be made for manning three main gates (with one armed guard at Gate No. 1), net-houses, nurseries, Porta-Cabin, Seed Bank/Site Office, different vulnerable access points, patrolling of the boundary wall mounted MS grills and providing watch and ward for all Govt. assets existing within the premises of the garden by deploying security personnel. A minimum strength of 30 security personnel comprising 3 Security Supervisors, 6 Gunmen and 21 Security Guards) is to be provided. The successful Security Agency/Contractor will be held responsible for ensuring security of all assets of this garden premises as stated above including all kinds of plants and equipment's contained therein, as well as all plants planted in various Section/Zone of the garden, submersible pumps, generator sets, Display Screen/Television, Office and field stores, garden equipment's and tools, tractor/vehicles parked within the garden premises, etc. and any other material/items involved in maintenance and development of the garden will be handed over to the successful Security Agency from time-to-time as well as staff and visitors.

PERIOD OF WORK

The contract shall be for a period of one year (twelve months) only purely on annual contract basis as per extant rule. Extension of the ongoing contract may be considered on a year-to-year basis on same Terms and Conditions, if the services provided by the Security Agency/Contractor are found satisfactory and on approval of the Competent Authority.

ELIGIBILITY CRITERIA FOR SUBMISSION OF TENDER APPLICATION

- 1) The Security Agency/Contractor must be registered with any Govt. Authority.
- 2) The Security Agency/Contractor must have a Permanent Income Tax Account Number (PAN) and copy of the same must be submitted.
- 3) The Security Agency/Contractor must also be registered with the appropriate authorities of PSARA, Service Tax, ESI and EPF and attested copies of the same be attached.
- 4) The Security Agency/Contractor should have satisfactorily carried out at least three similar types of work in the Government Sector (Central/State) and or any reputed Institution during last three years ending 31st March, 2016 and relevant experience certificates must be submitted.
- 5) The annual turnover of the Security Agency/Contractor during last three years ending 31st March, 2016 should be at least ₹ 50/- lakhs and Income Tax Statements and Return/Balance Sheets duly signed by a Chartered Accountant must be attached.

INSTRUCTIONS FOR SUBMITTING TENDER APPLICATION

- 1) The interested Registered Security Agency/Contractor is hereby requested to visit in the garden on 05.12.2016 at 12:00 Noon for PRE-BID CONFERENCE to assess the quantum of work involved and clarification of doubt, if any, prior submitting the Tender Application.
- 2) TECHNICAL BID and FINANCIAL BID should be placed in two separate sealed envelopes marked as "TECHNICAL BID" and "FINANCIAL BID". The Earnest Money Deposit (EMD) should also be placed in a separate sealed envelope. Further, all three envelopes should be submitted together in another bigger envelope, superscripted on the top as "*TENDER FOR PROVIDING OUTSOURCE SECURITY SERVICES IN BGIR*" and send the same addressing to the **Scientist In-Charge, Botanic Garden of Indian Republic, BSI, MOEF&CC, Govt. of India, Capt. Vijyant Thapar Marg, Sector – 38A, NOIDA – 201 303, Gautam Budh Nagar, U.P.** so as, it must reach in this office on or before due date i.e. 12.12.2016 by 12:00 Noon.
- 3) The envelope of the Tender Application for 'PROVIDING OUTSOURCE SECURITY SERVICES IN BGIR' should contain duly filled Tender Form : "TECHNICAL BID" (Annexure - I) and duly signed "TERMS AND CONDITIONS" (Annexure - II), DEPLOYMENT PLAN : POINT-WISE/SHIFT-WISE (Annexure - III), another Tender Form : "FINANCIAL BID" (Annexure - IV) and EMD in separate envelopes. All required/relevant documents (*viz.* attested copies of requisite certificates of registration, PSARA, Service Tax, ESI and EPF, documents regarding Constitution of the Agency, list of works completed satisfactorily during last three years indicating value of work, complete postal address of the clients and actual date of completion along with Performance Certificates issued by the Head of the institution/organization or an officer not below the rank of Executive Engineer or equivalent, list of works in hand with postal address of the client, date of commencement and contract period, etc. for evaluating the credentials of the Security Agency/Contractor must be attached with the "TECHNICAL BID" (Annexure - I). The submitted Tender Application without duly signed "TERMS AND CONDITIONS", attested copies of certification, etc. as state above and without Earnest Money Deposit, the respective Tender Application summarily may be treated as rejected.
- 4) Unit/monthly rate in accordance with minimum wage fixed by the U.P. State

Government for specified work should be quoted in "FINANCIAL BID" and attach a copy of notification in separate envelope marked as "FINANCIAL BID". The overall/Total quoted rate should include ESI, EPF and Service Charges of the Agency. The detailed break-up of the rates quoted in the "FINANCIAL BID" should also be submitted.

- 5) In case of downloaded Tender Application/Document, the Agency/Contractor should submit 'Application Fee' amounting to ₹ 1000/- (Rupees One Thousand) only in the form of A/C Payee Demand Draft issued by any nationalized bank in favour of the "**Pay & Accounts Officer, Ministry of Environment, Forest and Climate Change, New Delhi**" (or PAO, MOEF&CC, New Delhi) along with the "TECHNICAL BID".
- 6) The Earnest Money Deposit amounting to ₹ 80,344/- (Rupees Eighty Thousand Three Hundred Forty Four) only should be deposited in the form of A/C Payee Demand Draft issued by any nationalized bank in favour of the "**Pay & Accounts Officer, Ministry of Environment, Forest and Climate Change, New Delhi**" (or PAO, MOEF&CC, New Delhi) along with the "TECHNICAL" and "FINANCIAL BIDs" in a separate envelope superscripted as "EARNEST MONEY DEPOSIT".
- 7) "TECHNICAL BID" shall be open on 14.12.2016 at 02:00 PM, if, Tender Evaluation Committee may found 'EARNEST MONEY DEPOSIT' and a Non-refundable 'Application Fee' (in case of downloaded Tender Application) in a separate sealed envelope.
- 8) The successful Agency(ies)/Contractors of the "TECHNICAL BID" shall be ask for their participation in "DEMONSTRATION" of their Security Items and Staff in full dress and equipment's (to be deployed after award of the Contract) on 15.12.2016 at 09:30 AM.
- 9) "FINANCIAL BID" of only those Agency(ies)/Contractors shall be open who shall found successful in "TECHNICAL BID" and "DEMONSTRATION" scheduled to held on 15.12.2016 at 03:30 PM (or later on depending upon volume of "TECHNICAL BID").

TENDER FORM FOR PROVIDING OUTSOURCE SECURITY SERVICES IN BGIR

“TECHNICAL BID”

Photograph of sole Proprietor/Authorized Representative of the Agency/Contractor

- 1) Due date for submission of the Tender Application : _____
- 2) Name & Address of the Security Agency/Contractor with Telephone No. :

- 3) Registration Number of the Security Agency/Contractor : _____
- 4) Name, Designation and Address with Mobile/Tel. No. of the Authorized Person of the Security Agency/Contractor : _____

5) Please specify as to whether Bidder is a sole Proprietor/Partnership Firm be specified :

Name & Designation	Address	Telephone, Fax No. and Email

- 6) Registration of PSARA No. _____ dtd. _____
- 7) Registration of Service Tax No. : _____ dtd. _____
- 8) Permanent Income Tax Account Number (PAN) No. : _____
- 9) Provident Fund Registration No. : _____ dtd. _____
- 10) ESI Registration No. : _____ dtd. _____
- 11) License No. under Contract Labour (R & A) Act. : _____ dtd. _____

12) Details of Earnest Money Deposited (EMD) :

a. Amount : ₹ _____ /- (Rupees _____) only

b. Demand Draft No. : _____

c. Date of issue of DD : _____

d. Name of the issuing Bank : _____

13) Deployment Plan of your Security Staff Point-wise/Shift-wise as depicted in Annexure – III :

14) Details of experience with regard to Security Services provided in the Central/State Government and or in reputed Institutions, copies of the work done satisfactory reports should be attached :

15) Details of current Security Services provided in the Central/State Government and or in reputed Institutions, copies of the work order may be attached :

16) Any other information : _____

17) **Declaration :**

This is to certify that I/We before signing this tender have read and fully understood all the **TERM AND CONDITIONS** contained herein (Annexure - II) and undertake myself/ourselves abide by them.

**(Signature of Authorized Signatory of the
Security Agency/Contractor with seal)**

Name :

Designation :

Address :

Phone No. (O) : _____ **(R) :** _____

Fax No. : _____

Date :

Email :

TERMS AND CONDITIONS

(To be duly signed with date and seal by the Security Agency/Contractor and submitted along with Tender Form i.e. "TECHNICAL BID" for 'Providing Outsource Security Services in Botanic Garden of Indian Republic (BGIR), BSI, NOIDA).

1. The Security Agency/Contractor shall be held responsible for any theft or loss of the Govt. properties or mishaps due to negligence of watch and ward duty. Recovery towards this loss/theft shall be made by the Security Agency/Contractor at the prevailing market rate. The decision of the Scientist-In-Charge, BGIR in this matter will be final. For this purpose, the Security Agency/Contractor shall have to execute a Bank Guarantee Bond on a "Non-Judicial Stamp Paper" worth ₹ 100/- (Rupees hundred) only which shall form part of the agreement.
2. The Contractor shall be held responsible/indemnify to the garden against all other damages/charges/expenses and pay on account of the negligence of the Contractor or his employee or any person under his control whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demands thereof.
3. The Scientist-In-Charge, BGIR reserves right to cancel the contract agreement/ services and also withhold the payment in case of non-commencement of work and or unsatisfactory performance of the work. In such eventuality, the Scientist-In-Charge, BGIR further reserves right to get the work done by replacing the same from open market or through some other agency(ies) and the cost will be borne by the Security Agency/ Contractor. In case, if the defaulting Security Agency/Contractor will not abide by these terms be blacklisted in the department for a period of 4 years from participating in such type of Tender and his Earnest Money Deposit would be forfeited.
4. The Scientist-In-Charge, BGIR reserves right to terminate the contract without assigning any reason to the Security Agency/Contractor by giving maximum one month's notice of its intention to do so and or at the expiry of the said period of notice, the contract shall come to an end without prejudice for any right of remedy that may be accused to other party by reason of any incident which of any terms thereof such notice may be signed by any of authorised officer.
5. The Security Agency/Contractor shall be responsible for ensuring that no unauthorized person should enter in the garden premises. It must also be ensured that no stray cattle/dogs enter in the garden premises. Entry of private vehicles beyond the Security Guard room/designated parking area must also be restricted as per directions of Scientist-In-Charge or his Authorized representative.
6. The Security Agency/Contractor shall ensure that no private vehicle (Light and Heavy Vehicle) be parked in front of Entry Gate of the Garden.
7. The Security Agency/Contractor shall ensure that no plant, material, equipment's or implements, etc. are taken out of the premises without proper authorization or gate pass.
8. The Security Agency/Contractor shall also be responsible for the assets/material handed over to him for watch and ward during the period of agreement.
9. The Security Agency/Contractor shall provide necessary liveries, torches for night duty and sticks to the Security Guards during duty hours without any extra charge for proper watch and word duty in the garden.
10. The amount of **Earnest Money Deposit (EMD)** submitted with the Tender Application would be made part of the Security Deposit which would be a maximum of 10% of quoted amount and rest balance Security Deposit is to be paid by the successful bidder.

11. The Security Deposit is to be deposited in the form of an A/C payee Demand Draft in favour of the **Pay & Accounts Officer, Ministry of Environment, Forest and Climate Change, New Delhi** (or PAO, MOEF&CC, New Delhi) before commencement of the work. The deposited Security Deposit including EMD shall be refunded after six (6) months on payment of final bill on ensuring the fulfilment of all Terms and Conditions mentioned herein. No interest on said Security Deposit will be paid to the Security Agency/Contractor.
12. **A Memorandum of Agreement (on a Non-Judicial Stamp Paper worth ₹ 100/- only) incorporating the Terms and Conditions would need to be signed by either party prior to commencement of the work.**
13. The Security Agency/Contractor is to provide full strength of security personnel as described in the Deployment Plan which should be duly approved by the Scientist-In-Charge or his authorized representative, in each shift for security duty (including manning at the vulnerable points and patrolling) of the garden site and Govt. assets contained therein.
14. The successful Security Agency/Contractor must ensure that the services of same Security Staff or group of staff may not be forced or deputed to provide security services in all three shifts and or subsequent shift until and unless in exigency or if, there is any untoward incident happen in the garden.
15. The antecedents of the staff deployed by the Security Agency must be got verified by the local Police Station by the Security Agency will provide full details with photographs of the security personnel deployed at BGIR certifying that the antecedents of all the security personnel deployed at BGIR have been verified by the local Police Station. All security personnel should be physically fit for carrying out such duties. No security personnel below the age of 18 years and or above the age of 60 years shall be employed for the work.
16. The Security Agency/Contractor shall provide suitable replacement of security staff on removal of any security personnel on duty, who is found to be guilty of misconduct and or is not found suitable for discharge of security works on complaint of Scientist-In-Charge, BGIR.
17. The Security Agency/Contractor shall comply with all the provisions of the **Minimum Wages Act, 1948** and **Contract Labour (Regulation & Abolition) Act, 1970** amended from time-to-time and Rules framed thereunder and other Labour Laws affecting Contract Labour that may be brought into force from time-to-time. In case of any violation of statutory provision under Labour Laws/or otherwise on part/behalf of the Security Agency/Contractor **there will not be any liability** on BGIR.
18. The Security Agency/Contractor is obliged to make payment to the Security personnel keeping in view the minimum wages as per the Notifications of State Government of Uttar Pradesh. **The Tender Application of any tenderer quoting rate less than the minimum wage will be summarily rejected.**
19. Payment will be made only after the Security Agency/Contractor produces documentary evidence of having paid the wages (including PF, ESI, etc.) to the security personnel for previous month. A copy of Wage Register with full details of payment/deductions, etc., made with respect to the wages disbursed to the security personnel deployed at BGIR must be submitted before 15th of every month.
20. The Security Agency/Contractor must ensure by submitting a signed justification that they will provide round the clock full strength of Security staff if quoting unreasonably meagre/Nil Agency Charge.
21. Nothing extra shall be paid by BGIR for TA/DA/OTA/HRA/medical claim, etc. to any of the Security Personnel and or any of the authorized personnel of the Security Agency/ Contractor.

22. No claim shall be entertained regarding regular employment on account of above said duties provided by deployed security personnel in garden/BSI/MOEF&CC.
23. In case, any fault is noticed by way of misconduct/absence of required security personnel i.e. Security Supervisor(s), Gunmen and Security Guard(s), a penalty of double of per day wage of individual Security Person from Bill submitted by the Security Agency shall be levied without any relaxation.
24. All Security Agency/Contractor who are willing to bid during this Tender process must ensure that they are having required license for providing the security services under the **Private Security Agencies (Regulation) Act, 2005/Rules, 2009.**
25. Each Gunman on duty in the garden must retain their valid license of the gun used for Security purpose.
26. In event of any dispute arising in connection with interpretation of any clause in Term and Conditions of the contract, agreement or otherwise the matter shall be referred to the Arbitrator as appointed by the Competent Authority of the Botanical Survey of India, Ministry of Environment, Forest and Climate Change. The Hon'ble Court of Gautam Budh Nagar, U.P. shall have jurisdiction in connection with any dispute/ litigation arising out of this contract.
27. Only one person of the Security Agency/Contractor or their representative is permitted to be present during opening of **Technical and Financial Bids** and during **Pre-Bid Conference.**
28. **Conditional Tender Application(s) shall summarily be rejected.**
29. The Scientist-In-Charge, BGIR, BSI, MOEF&CC, Govt. of India, NOIDA reserves right to reject all or any tender without assigning any reason thereof and is **NOT obliged/bound to accept lowest quoted rate.** The credentials including background/reputation, experience/satisfactory performance, annual turnover, etc. of the Security Agency/ Contractor would be evaluated and considered to determine the technical qualification/lowest tenderer.

30. **Declaration :**

We/I agree to accept all above Term and Conditions and will abide the same and provide the Security Services to the extent of satisfaction of the Garden Authority.

(Signature of Authorized Signatory of the Security Agency/Contractor with seal)

Name :

Designation :

Address :

Phone No. (O) : (R) :

Fax No. :

Date : Email :

DEPLOYMENT PLAN : POINT-WISE/SHIFT-WISE

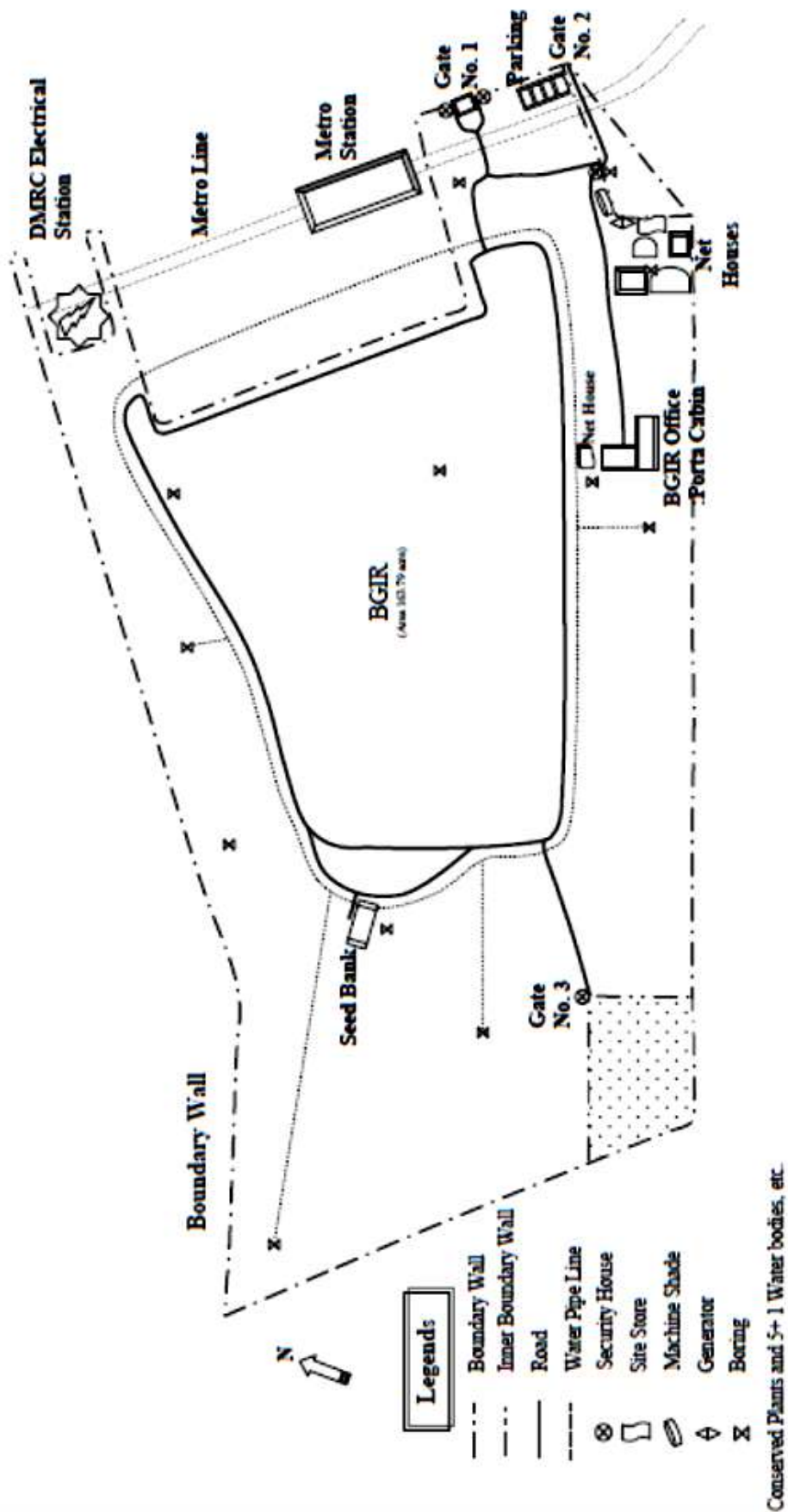


Fig. 1 SCHEMATIC MAP OF BOTANIC GARDEN OF INDIAN REPUBLIC, BSI, MOEF&CC, GOVT. OF INDIA, NOIDA

TENDER FORM FOR PROVIDING OUTSOURCE SECURITY SERVICES IN BGIR**“FINANCIAL BID”**

For Providing Round the Clock Security Services at the Botanic Garden of Indian Republic (BGIR), BSI, MOEF, Sector – 38A, NOIDA (U.P.) for 12 months purely on contract basis by deploying the following Security Personnel :

S. No.	Particular	Wage (in ₹)	EPF (in ₹)	ESI (in ₹)	Total (in ₹)	1/6 (in ₹)	Service Charge (in ₹)	Total Amount Per month (in ₹)	Total Amount Per Annum (in ₹)
1.	Security Supervisor - 3								
2.	Gunmen - 6								
3.	Security Guards - 21								
Sub Total (in ₹)									
Applicable Service Tax (in ₹)									
Grand Total (in ₹)									
Monthly (Total Rupees) only									
Annual (Total Rupees) only									

(Signature of Authorized Signatory of the Security Agency/Contractor with seal)

Name :

Designation :

Address :

Phone No. (O) : (R) :

Fax No. :

Date :

Email :