



SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.
Wholly owned by Government of India
16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi

NOTICE INVITING TENDER
FROM APPROVED SECURITY & MANPOWER SUPPLY AGENCY

CHO(HR)/Admn./05/07-Part-II

Date 22.04.2013

SPMCIL, a wholly owned Government of India Company, intend to engage agency for providing Manpower Service for Corporate Office.

The interested agencies, who have provided such services to State/Central Govt./ PSUs in Delhi/NCR, may submit their offer along with necessary documents. For details please visit our website www.spmcil.com.

The offer addressed to **Dy. Manager (OL)** must reach in sealed cover latest by 15.05.2013 **upto 3.30pm** with superscription. "**Tender for the engagement of Manpower Services**". Company reserves the right to accept or reject any offer without assigning any reason whatsoever.

Total No. of pages (including Tender Form and documents attached) _ 15

**SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD. (SPMCIL)
TENDER FORM FOR THE ENGAGEMENT OF MANPOWER SERVICES**

1. Period of Contract: The period of contract will be initially for two years from the date of signing of the agreement. The Agreement may be further extended at the option of SPMCIL for one year.
2. Estimated Requirement:

Security Guard (Ex-Servicemen)	6
Pantry/Office Boy	15
Safai Karmchari	4
Driver	3

This is estimated number, which may vary at the discretion of the SPMCIL

3. Rate quoted:

As per Annexure 8 & 9 to be given in financial bid format

4. Earnest Money : **Rs. 1,31,000**
5. Last date of submission : **3.30 PM on 15.05.2013**
6. Date and time of opening of the tender at **4.00 PM on 15.05.2013**
at Security Printing Minting Corporation of India Ltd. 1st Floor, Jawahar Vayapar, Janpath, New Delhi-110001.
7. Please specify as to whether tenderer is a sole Proprietor/ Partnership firm/ Company : Sole Proprietor/Partnership firms/company (Strike off whichever is not applicable)

In case of Firm/Company, furnished the following details:-

Sl. No.	Name of the Proprietor(S)/ Director (S)	Percentage (%)	Age	Current Address	Permanent Address
A					
B					
C					
D					
E					

MINIMUM QUALIFICATION CRITERIA FOR THE TECHNO- COMMERCIAL BID

8. EPF A/c No. and Authority with whom registered : _____
9. ESI Registration No. and Authority with whom registered : _____
10. Service Tax Registration No. and Authority with whom registered : _____
11. Permanent Account Number (PAN) : _____
12. Income Tax Account No. /TAN (TDS Account No.): _____
13. Registered Office (Address) with Telephone No./Fax No./Mobile No. : _____
14. Experience in providing manpower service in at least two State/Central Govt. /PSUs with periods of service specified therein. : _____
15. Address for communication along with Phone No./Fax : _____
16. Firm shall self certify each page of the tender document in token of its under-standing the acceptance.

Signature of the Tenderer

Seal:_____

Date:_____

Place:_____

INSTRUCTIONS FOR TENDERERS:

- (i) In case of the application being made by a partnership Firm, a copy of Partnership Deed is required to be submitted.
- (ii) In case of the application being made by a Private Limited Company, a copy of the Certificate of Incorporation from the Registrar of Companies, Memorandum and Articles of Association of the Company Is required to be submitted.
- (iii) The tender shall be submitted in sealed cover envelope marked **“Tender for Manpower Services”** on top and addressed to Dy. Manager (OL), Security Printing Minting Corporation of India Ltd. (SPMCIL), 1st Floor, Jawahar Vyapar Bhawan , Janpath, New Delhi-110001 by 3.30 PM **on 15.05.2013.**
- (iv) It is the responsibility of the tenderers to see that the completed bidding documents are submitted in SPMCIL, 1st Floor, Jawahar Vyapar Bhawan , Janpath, New Delhi -110001 on or before the last date of submission by the time and date stipulated for opening of tender failing which the tender would be considered late and rejected.
- (v) The bid document should contain two envelopes.
 - a) The first envelope should contain the tender form and the below-mentioned technical documents and on outer cover should be marked **“Technical Bid for Engagement of Manpower Services”**
 - a) **Annexure A-1** -Documents relating to registration with EPF Authorities
 - b) **Annexure A-2**- Documents relating to registration under ESI Act
 - c) **Annexure A-3** - Documents relating to registration with Service Tax Authorities
 - d) **Annexure A-4** - Copy of the PAN
 - e) **Annexure A-5** – Copy of PASARA License to be issued under Regulation Act, 2005 relating to Private Security Agencies.
 - f) **Annexure A-6** – Copy of Labour License
 - g) **Annexure A-7** – Income Tax Account No. and TAN (TDS Account No.)
 - h) **Annexure A-8** - Document relating to at least providing manpower services in two State/Central Govt./PSUs
 - i) **Annexure A-9** - Copy of the Partnership deed/ Certificate of Incorporation& Memorandum and Article of Association
 - j) **Annexure A-10** - Earnest Money Deposit [EMD] of the amount of **Rs. 1,31,000/-** in the form of Bank Draft in favour of Security Printing and Minting Corporation of India Limited, enclosed in Technical bid envelope.
 - h) **Annexure A-11** – Proof of annual turnover of Rs. 5 Crore per year for the last 3 years.

- b) The second envelope should contain the financial bid i.e. the rate quoted in the format as is mentioned below as **Annexure B-I & B-II**. On the outer cover of the envelope should be marked **“Financial Bid for Engagement of Manpower Services”**.
- (vi) The two envelopes are to be put in a bigger envelope and marked **“Tender for the Engagement of Manpower Services”**. ***It is mentioned that the technical bid would be opened first and only those bids which meet the criteria laid down regarding them (i.e. Technical Bid), the financial bid would be opened. The rejection of the technical bid would automatically lead to the outright rejection of the financial bid and no representation in this regard would be entertained.***

*The Tender form along with the Annexure A-1 to A-9 initialed by the person submitting and consecutively numbered should reach before 03:30 PM on **15.05.2013**, addressed to and at the below-mentioned details in sealed condition.*

*The bid should reach the SPMCIL in two envelopes. One envelope should contain techno-commercial bid with EMD of **Rs. 1,31,000** and the other envelope should contain financial bid. The envelope containing the price bid will be opened after qualification in techno- commercial bid.*

“Tender for the Engagement of Manpower Services”

To,

*Dy. Manager (OL)
Security Printing and Minting Corporation of India Limited
16th Floor, Jawahar Vyapar Bhawan,
Janpath, New Delhi - 110001*

- The tender will be rejected outright if any of the documents is not attached with the tender form submitted by the tenderer. The tender is also liable to be rejected if any of the terms and conditions as mentioned in the Tender Form is not fulfilled by the tenderer.
- The tender form can be collected from the **SPMCIL, Corporate Office at JVB, Janpath, 1st Floor, New Delhi - 110001** upto one day prior to the date of submission of tender.
- The tender form can be collected from **Dy. Manager (OL), SPMCIL, Corporate office, New Delhi** upto one day prior to the date of submission of tender. The tender form can also be downloaded from the website available at <http://www.spmcil.com>

TECHNICAL BID DOCUMENTS:

- **Annexure A-1**
Documents relating to registration with EPF Authorities
- **Annexure A-2**
Documents relating to registration under ESI Act
- **Annexure A-3**
Documents relating to registration with Service Tax Authorities
- **Annexure A-4**
Copy of the PAN
- **Annexure A-5**
Copy of PASARA License to be issued under Regulation Act, 2005 relating to Private Security Agencies.
- **Annexure A-6**
Copy of Labour License
- **Annexure A-7**
Income Tax Account No. and TAN (TDS Account No.)
- **Annexure A-8**
Document relating to at least providing manpower services in two States/Central Govt./PSUs
- **Annexure A-9**
Copy of the Partnership deed/ Certificate of Incorporation& Memorandum and article of Association
- **Annexure A-10**
Earnest Money Deposit [EMD] of the amount of **Rs. 1,31,000/-** in the form of Bank Draft in favour of Security Printing and Minting Corporation of India Limited , enclosed in Technical bid envelope.
- **Annexure A-11**
Proof of annual turnover of Rs. 5 Crore per year for the last 3 years.
- **Annexure A-12**
Registration fee of Rs. 1000/- (non refundable) in the form of Demand Draft in f/o Security Printing And Minting Corporation of India Limited payable at New Delhi for empanelment.
- **All pages of the tender documents must be signed by the firm, in token of its understanding & acceptance.**

FINANCIAL BID DOCUMENT**FINANCIAL BID FORMAT**

Details of rate quoted for Eight (8) hours duty for various categories as per No. of Persons indicated in columns.

Sl.No.	Particulars	Security Guard (Ex-Serviceman) for Six (6) Persons	Pantry / Office boy / for Eight (15) Persons	Safai Karamchari for Two (4) Persons
(A)	Monthly Wages			
(B)	PF			
(C)	ESI			
(D)	Service Charges			
(E)	Total of (A)+(B)+ (C) = (D)			
(F)	Service Tax _____% of (D)			
(G)	Monthly rate (D+E)			
Rs. _____ (Rupees _____ only).				

Note:-

- The said rate shall be quoted keeping in mind that the minimum wages fixed by the Delhi Govt. & compliance of all labour laws/regulations by bidder/contractor.**
- All persons (other than driver) shall be paid **Rs. 500/-** per month each as laundry/washing /upkeep charges on pro-rata basis for the number of days they attend the assigned work.
- Security Guards must be Ex-Servicemen only.**

Signature of the Tenderer

Seal: _____

Place: _____

Date: _____

FINANCIAL BID DOCUMENT**FINANCIAL BID FORMAT**

Details of rate quoted for Eight (8) hours duty for Driver's category as per No. of Person indicated in columns

Sl No.	Particulars	Driver for (3) Persons
(A)	Monthly Wages	
(B)	PF	
(C)	ESI	
(D)	Service Charges	
(E)	Total of (A)+(B)+ (C) = (D)	
(F)	Service Tax _____% of (D)	
(G)	Monthly rate (D+E)	
Rs. _____ (Rupees _____ only).		

Note :-

- The said rate shall be quoted keeping in mind that the minimum wages fixed by the Delhi Govt. & compliance of all labour laws/regulations by bidder/contractor.**
- Drivers normal duty hours may be more than 8 hours, everyday. Therefore, extra duty payment to them shall be @ Rs. 2000/- per month to be released on pro- rata basis for the number of working days he attends the work. Rs. 1000/- per month will be paid to driver for mobile phone, laundry & washing/cleaning of the vehicle on lump sum basis. Apart from above no overtime rate for extra duty hours shall be payable in case of Drivers. Thus, they shall be paid a lump-sum amount of Rs. 3000/- (as per details above) in-lieu thereof.

Signature of the Tenderer

Seal: _____

Place: _____

Date: _____

JOB DESCRIPTION

1. To provide the Security Guard (Ex-Serviceman)/ Office boy/ pantry boy/Safai karamchari/ Driver at the SPMCIL Corporate Office or any establishment under the control of the Corporation.

Hours of Work

2. The duty hours of the Security Guard (Ex-Serviceman)/ Office Boy/ Pantry Boy/Safai karamchari/ Driver at the SPMCIL Corporate Office or any establishment under the control of the Corporation shall be **eight (8)** hours. The same shall be further extendable at the option of SPMCIL or any other officer appointed in this regard, at the rate quoted in the tender form. The working days shall be six days per week. The duty timing of the persons shall be as under

Personnel	Explanations
Security Guards (Ex-Serviceman)	The Security Guards (Ex-serviceman) next in line replacing the security guard shall arrive 15 minutes earlier than his stipulated reporting time. In case the security guard does not reach in time then the earlier security guard shall not leave the premise (work station). No extra duty hours shall be counted for the same by SPMCIL. They shall not leave the premise (work station) unattended for lunch/any other work whatsoever.
Office/ Pantry Boy/Safai Karamchari	They shall attend to the service request of the Officers/employees of SPMCIL or to anybody as per request by Administration Department (SPMCIL) and/or any other Officer authorized by SPMCIL/any Officer of SPMCIL.
Driver	The timing shall be flexible depending upon the requirement. The duty hours of them shall be as directed by the Officer of SPMCIL to whom they are attached to or by Administration Department (SPMCIL) and/or any other Officer authorized by SPMCIL in this regard.

3. The Agency shall be responsible for security and shall make all necessary arrangement to safeguard the movable and immovable property and prevention of theft within the premises, assigned to it for security, by SPMCIL.
4. It shall be the duty of the agency to safeguard the life and property of the SPMCIL, employees & visitors.

5. Preventing unauthorized entry in the area assigned to it for security purposes by SPMCIL.
6. The Agency shall provide round the clock security (at the option of SPMCIL) on 8 hours shift basis and deployment schedule by the Officer authorized by SPMCIL shall be final.
7. The Agency shall provide uniform and other accessories.
8. The Agency shall undertake full responsibility for the performance /actions of its staff.
9. Office Boys/ Peon will serve tea/coffee; water etc to various officers/visitors. They will be responsible for cleaning of the office furniture's and equipment.
10. Housekeeping/Safai Karamchari will maintain dry & wet office floors, window pane, toilets, side panel racks etc.
11. The driver/drivers (having valid driving license) would be responsible for driving office vehicles. The driver/drivers should be well conversant about the Delhi/NCR routes and must carry the mobile phone with him with facilities of incoming. The driver/drivers should come on duty in uniform and should obey the instructions of the Officer authorized by SPMCIL in this regard. The driver/drivers are required to daily check the vehicle and take care of oil, coolant, distill water etc. maintenance of vehicle, before the start the duty in SPMCIL.
12. The bidder has to quote for all types of services mentioned in **financial** bid format. Part quotation will be rejected. The bidder shall sign each page of the tender documents in token of its understanding & acceptance.

TERMS AND CONDITIONS

1. The firm should possess PASARA (Private Security Agencies License) (Regulation Act, 2005).
2. The firm should have labour license.
3. The interested firm should have earlier provided the service of the nature as is exemplified in the Tender document. Such service must have been rendered in State/Central Govt./PSUs.
4. The firm must quote the amount of service charges in consideration for the contract.
5. EPF benefits shall be extended to all categories including Security Guards, Pantry/Office Boy, Safai Karmchari and Driver.
6. That the Agency shall be responsible for all security measures and arrangement to safeguard the movable and immovable property & equipment etc. entrusted to it for security purposes by Administration Department (SPMCIL) and/or any other Officer authorized by SPMCIL.
7. That the Agency will take care of the property of SPMCIL for preventing theft, loss, pilferage, riots, arson, fire from the areas entrusted to its control and shall be responsible for all such lapses.
8. That the Agency shall provide the security services by appointing trained Security Guards (Ex-serviceman)/ personnel.
9. That the Agency shall within a week of the award of the work and the deployment of Security Guards (Ex-Servicemen) furnish a certificate stating that the Security Guards (Ex-Servicemen) are trained and none of the Security Guards (Ex-Servicemen) have been discharged from any earlier service on the ground of criminal charges, theft & unreliability/inefficiency.
10. That the Agency shall ensure that their staff deployed for service in SPMCIL premise shall be available during their duty hours as per duty roster and they shall not leave their place of duty without the Administration Department (SPMCIL) and/or any other Officer authorized by SPMCIL.
11. That the Agency shall deploy suitable personnel at all relevant time for rendering services and shall further maintain a list of the reserves to provide the replacement and supplement the strength. The Agency shall furnish such list to Administration department (SPMCIL) and/or any other officer authorized by SPMCIL every month.
12. That the Agency staff shall check the movement of materials and maintain systematic and up to date records, leaving the SPMCIL Corporate Office/premise entrusted to it for security by Administration Department (SPMCIL) and/or any other Officer authorized by SPMCIL.

13. That the Agency staff shall be responsible to provide immediate replacement for any Security Guards (Ex-servicemen)/Pantry/Office Boy/ Safai Karamchari/ Driver, who is not available on the duty at the place of posting for any emergency and pressing reasons.
14. That the SPMCIL Authorities shall have the right to ask the agency to replace any staff of the agency by any other suitable person in case the staff is not discharging his services properly. The decision by Administration Department (SPMCIL) and/or any other Officer authorized by SPMCIL shall be final and the Agency shall comply with the same at the earliest.
15. That the Agency staff shall carry out such other legitimate duties as are entrusted to them from time to time.
16. That the Agency shall not engage any sub-contractor or transfer the contract to any other person.
17. That the Agency shall remain in touch with the fire fighting Deptt. / police and as and when their services are required, the Agency shall liaison and cooperate as per requirement of the institution.
18. The clearance of the local police with regard to the past criminal records antecedents of the persons deployed by it shall be obtained by the agency before deployment of the personnel.
19. The names of the workers appointed/employed by the agency shall be made known to the Authorities with their Identity card/employment number, before commencing deployment. The frequent changes in the manpower deployed shall not be allowed, the changes will be allowed only with the prior specific approval of Administration Department (SPMCIL) and/or any other Officer authorized by SPMCIL.
20. The rates quoted as per details given at item No. 3 on page 1 of the Tender Form shall be for the entire period of the contract. Any amendment thereto shall be at the sole option of Administration Department (SPMCIL) and/or any other Officer authorized by SPMCIL. The said rate shall be quoted keeping in mind that the statutory compliance of all labour laws / regulations must be complied by the contractor/agency.
21. In case of increase/revision in minimum wages by the Delhi Govt. and/or concerned authority, then only differential increased over the minimum wages, if any, shall be payable by SPMCIL.

For Example:

- W0 = Revised minimum wages notified by Delhi Government.
- W1 = Increased amount of minimum wages shall be $W1 - W0$
- In addition corresponding increase in PF/ESI shall be paid by SPMCIL.

22. The Agency shall make the payment to their Security Guard (Ex-serviceman)/ Pantry/office boy /safai karamchari /driver in the premises of SPMCIL Corporate Office and in the presence of authorized representatives of the SPMCIL and the necessary certificates in this regard shall be submitted by the Agency every month to SPMCIL.
23. The Agency shall claim their commission in the form of service charges for providing services at a rate quoted by it in the tender documents.
24. In case of any loss/theft of SPMCIL property, Administration or any Officer authorized by him shall consider the circumstances leading to the loss/theft and if the responsibility is fixed upon the agency by the above mentioned Officer, the agency shall make good the loss within a specified period or else deduction of the cost shall be made from the following month's bill.
25. **Payment of Bills:-**The bill for the preceding month shall be presented in triplicate, by the contractor/agency by the 10th day of the next/subsequent month, to enable the SPMCIL authorities to arrange the reimbursement after the payment made by the agency. Payment will be made through A/c payee Cheque only. TDS shall be deducted as per Govt. order. Further, the agency shall furnish a copy deposit of monthly EPF /ESIC challans/returns etc. with next bill, failing which amount as deemed fit by SPMCIL shall be withheld in the next subsequent bill.
26. The tenderer shall deposit an earnest money of **Rs.1,31,000/-** along with the tender Performa through Bank Draft drawn in favour of Security Printing and Minting Corporation of India Ltd., New Delhi failing which the tender will not be considered for acceptance and will be out rightly rejected.
27. The successful tenderer shall have to execute an agreement with SPMCIL, which shall be in consonance to the present terms and conditions, on a non-judicial stamp paper of Rs. 100/- to be purchased and provided by the tenderer within seven days from the date of acceptance of the offer failing which the Earnest Money and security deposit shall be forfeited.
28. The security deposit shall be returned to the contractor on the expiry of the contract period on (Contractor/Agency) furnishing the usual clearance/No Demand Certificate.
29. The contractor/agency should take care that the rate and amount are written in (figure & word). In case of ambiguity, the rate as quoted in word shall be the correct one.
30. **Forfeiture of earnest money:-** If any tenderer withdraws his tender within the validity period or makes any modification in terms & conditions of the tender which are not acceptable to the administration department, shall, without prejudice to any other right or remedy, be at liberty to forfeit the earnest money absolutely.

31. In case the contractor/agency leaves the job before completion of the period of contract, SPMCIL shall be entitled to forfeit the security money deposited by the contractor/agency for the execution of this contract. The same shall be over and above and excluding/non-inclusive of the liquidated damages suffered on such account by SPMCIL, if any.
32. In case, of any loss or theft, it shall be made good by the agency and failure on the part of the contractor/agency part to do so within a period of 30 days, the loss shall be made good by the encashment of Bank Guarantee, and if the amount of loss or damage exceed the amount of Bank Guarantee then the remaining amount shall be recovered from amount standing due and payable to the contractor/agency.
33. The tenderers are advised to read the terms and conditions of the tender as indicated in this form and satisfy themselves about their fulfilling these conditions as also meeting with the requirements of documents and other issues as mentioned in the Tender form before submitting the tender. The offer of the tenderers who do not fulfill the conditions/ requirements as per the tender form and/or do not enclose the documents required or submit the documents which are fabricated/incomplete in any respect and/or furnish incorrect information shall not be considered. In this regard, decision of the Administration Department (SPMCIL) or any other Officer appointed in this regard shall be final and binding on all concerned.
34. The earnest money of the tenderer whose tender is not accepted will be refunded without any interest thereon within a month of award of the security contract.
35. The contract can be terminated by the SPMCIL by giving a months notice. The contractor/agency can terminate the contract by giving three months notice.
36. It shall be the responsibility of the Contractor/agency to comply with all labour laws/regulations applicable with respect to its staff working under the arrangement as is envisaged under the Law. The Contractor /agency shall further undertake to indemnify SPMCIL of any liability incurred by it on account of non-adherence to labour laws/regulations by it.
37. Any controversy or disputes arising out of this contract shall be referred to the sole arbitrator for adjudication of dispute to be appointed by Administration Department (SPMCIL) and/or any Other officer authorized by SPMCIL on an application made to it within 30 days of the arising of the dispute. The entertainability of an application made after the period of thirty days shall be at the discretion of Administration Department (SPMCIL) and/or any other Officer authorized by SPMCIL .The Arbitration and Conciliation Act, 1996 shall apply and the venue of the arbitration shall be New Delhi. The cost of arbitration shall be shared equally by both the parties.

38. Any individual/firm/company/registered society/registered co-operative society presently engaged by this institution and whose performance has not been found satisfactory shall not be eligible for offering tenders even if the individual firm/company / registered society / registered co-operative society subsequently changes the character/style/nomenclature/composition of the tenderer and such tender shall be rejected out rightly.
39. The SPMCIL, reserves the right to accept or reject any or all tenders without assigning any reason and will not be bound to accept lowest tender.
40. The terms and conditions contained herein shall form part of and shall take as if they were included in the contract agreement to be entered in to between SPMCIL with the contractors.

Note: If any of the terms & conditions (1) to (40) above is not found fulfilled during the work contract, the SPMCIL reserves the right to discontinue the contract without assigning any reasons thereof by providing a hearing to the contractor, if he wants so.

CHECK LIST FOR THE TENDERER

TENDER NO.: CHO(HR)Admn./05/06

(YES/NO)

1. Have you read the tender document in full and understood?
2. Whether you have signed in all the pages of the tender?
3. Whether you have written the rates in figures & words using **pen**?
4. Whether the original full tender document is being submitted as offer?
5. Whether the EMD is enclosed as per the requirement?

(Signature of the Contractor with seal)

FOR THE USE BY TENDER OPENING COMMITTEE ONLY

TENDER NO.: SPMCIL/Admn./05/06

1. Earnest money deposited / not deposited / is / not in acceptable form.
2. There are no changes, corrections, additions and overwriting etc. in the General Terms and Conditions put to tender.
3. There are _____ corrections and overwriting in the rates which have been quoted in figure/ words numbered from _____ to _____ figure / words.
4. The tender is conditional / unconditional. Please refer covering letter/ notes on page _____ there are _____ conditions.
5. The rates have not been quoted against item No. _____
6. There is ambiguity in the rates quoted in figure and words against item No. _____.
7. Rates have been quoted in figures / words only.

(Tender Opening Committee)