

REGIONAL MUSEUM OF NATURAL HISTORY

(A regional centre of National Museum of Natural History, New Delhi)

Ministry of Environment & Forests, Govt. of India

PO-RRL, Acharya Vihar, Bhubaneswar-751013

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No. 1.1(1)/2002-03/RMNH /BBSR /

Dated :29/11/2013

To,

M/S _____

NOTICE INVITING TENDER

Sealed Tenders are invited from Reputed/Registered Security Agencies for providing Security Services on contractual basis in the .R.M.N.H, Bhubaneswar, Odisha. Interested Agencies may collect the tender documents.

- (a) Personally from the office of the Regional Museum of Natural History, Post:-R R L, Acharya Vihar, Bhubaneswar:-751013. between 11.00 AM to 4.00 PM on all working days w.e.f **29.11.2013**

OR

- (b) by downloading from websites of NMNH (www.nmnh.nic.in.)

Last date for submitting Tender: 13.12.2013 up to 3 PM (Instruction mentioned in tender documents)

Opening date: 4 P.M. on the same day i.e. 13.12. 2013

(G. N. Indresha)

Scientist-C & HO

Free of Cost

TENDER DOCUMENT

For

PROVIDING SECURITY SERVICES

AT THE

REGIONAL MUSEUM OF NATURAL HISTORY BHUBANESWAR

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(A Regional Centre of National Museum of Natural History, New Delhi)
(Ministry of Environment & Forests, Govt. of India)
Post :-R R L, Acharya Vihar, Bhubaneswar:751013,Odisha.
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TENDER RULES FOR PROVIDING THE SERVICE OF SECURITY ARRANGEMENTS

1. The Director, National Museum of Natural History, New Delhi (NMNH) invites tender from reputed, registered, recognized and experienced manpower agencies, placement services contractor/firm for providing the services of security arrangements on competitive basis and on contract basis with at least two years experience.
2. The manpower deployed for the provision of security service (i.e. security guards) by the contractor/agency/firm (hereafter called Agency) shall be the employees of the agency for all intents and purpose. In no case there shall be a relationship of employer and employee between the Museum and said manpower accrue implicitly or explicitly.
3. The term contract means the formal agreement to be signed between the “Museum” and the “agency” at the time of award of work.
4. That the Agency shall be responsible for the suitability, medical fitness and police verifications of the character and antecedents of the manpower engaged by it for deployment at the museum and for satisfactory implementation of the service.
5. The qualification requirement of the security guards are as follows (a) Essential qualification: 10th class pass (minimum) (b) the age of the person put on duty for security arrangement shall not be less than 18 years and not more than 45 years. In case the agency is required to deploy Ex-Serviceman, relevant record like their discharge certificate etc, should be produced when the contract is awarded. (d) the person deployed by the agency as security guards should know to read , speak and write Hindi, Odia and English language.
6. The tender documents for providing security services shall be in the prescribed format (Tender Form A) and along with all the necessary documents (Tender Form B) and Earnest money (DD or Banker’s cheque) should be addressed to the Scientist-C & HO, Regional Museum of Natural History, Post:-R R L, Acharya Vihar, Bhubaneswar-751013 and can be put in the tender box kept in the museum or sent by registered post or through courier so as to reach the **Scientist-C & HO, Regional Museum of Natural History, Post:- R R L., Acharya Vihar, Bhubaneswar-751013 latest by 3.00 p.m. on 13.12.2013**. Any postal delay will not be considered. The sealed envelope containing the tender and other documents shall be super-scribed on top left of sealed envelope by **TENDER FOR PROVIDING SECURITY SERVICE”**
7. The tender will be opened at **4:00 PM on 13.12.2013** in the museum (RMNH, Bhubaneswar) in the presence of those tenderer who may wish to be present at that time **UNSEALED TENDERS WILL NOT BE ACCEPTED**. Similarly tender incorporating additional condition by the agency will be rejected.

8. The manpower so deployed by the agency shall remain under the control and supervision of the agency and the agency shall be liable for payment for their wages, ESI, EPF, Bonus etc. and all other dues payable under various labour Regulations and other statutory provisions.
9. The agency shall ensure proper insurance coverage to its employees by taking adequate workman Compensation policy.
10. The Agency shall be responsible for fulfilling all its obligations under various laws and acts, namely Minimum wages Act, EPF Act, ESI Act, Bonus Act etc. and under any other statutory requirements as applicable to the Govt. of India and the rules, regulations as amended from time to time, in respect of the manpower deployment and also to present the documents as and when required or asked for by the Director, NMNH, New Delhi. In case the minimum wage is raised by the Government during the period of contract, the difference in the minimum wages shall be paid extra for exact number of staff deployed by the agency provided that such difference is actually paid to the deployed staff by the agency and by providing substantial proof thereof.
11. The agency shall be solely liable for any violation of provision of the said Acts or any other Act.
12. In case any of the person so deployed by the agency does not come up to the mark in terms of general discipline or does not perform his duty properly or indulges in any unlawful activity including riots or disorderly conduct, the agency on the order of the Scientist .C & HO, RMNH, Bhubaneswar shall immediately withdraw such person (s) form the premises of RMNH, Bhubaneswar.
13. On award of the contract, the successful Agency will be required to execute an arrangement and to deposit an amount equivalent to one twelfth of the annual tender Value in the form of Bank Guarantee as a security deposit against loss/damage to the property of the RMNH, Bhubaneswar. The security deposit will be refundable after the expiry of the contract period; any loss/damage sustained to the RMNH, Bhubaneswar during the currency of agreement would be adjusted/ recovered from the amount of security deposit.
14. Income Tax and surcharge (i.e. TDS as applicable as per rule shall be deducted from the bills and as amended from time to time by Govt. of India.
15. In the case of unsatisfactory services, the Director, NMNH reserves the right to terminate the contract/agreement immediately on the recommendation of Scientist–C & HO, RMNH, Bhubaneswar without assigning any reason.
16. No regular employees of NMNH, New Delhi & RMNH, Bhubaneswar shall be employed by the Agency either part of time or full time.
17. In case any lapse in the work is noted, it will result in a penal deduction from the bills/security deposit of the agency. The penalty shall be decided by the Scientist –C & HO, RMNH, Bhubaneswar.

18. The Director, NMNH, New Delhi also reserves the right to levy any penalty for breach of any of the conditions/contract by the agency including forfeiture of the security deposit, deduction from the monthly bill of the Contractor/Agency/Firm and call for fresh tender. The decision of the Director, NMNH, New Delhi will be final and binding on the agency.
19. The “agency” will ensure co-operation to the Caretaker, in charge Maintenance or any representative of the RMNH, Bhubaneswar in their routine check of security arrangements.
20. The ‘Agency’ which will be finally awarded the contract by the competent authority shall be required to undertake the following before actual commencement of the work.
 - a. Submit a consent letter for undertaking the contract with respect to all the conditions stated above, after receipt of work order.
 - b. The Agency is required to submit a bank Guarantee for a period of one year from any Nationalised Bank in Bhubaneswar for an amount equivalent to one tenth of the annual tender value.
 - c. Sign an agreement with the Museum in bond of Rs. 100/- (the amount to be borne by the agency), the details of which are enclosed and should be certified by the Notary.
 - d. Submit the list of potential persons for the service of security service with all documents supporting their qualification and submit police verification of the service personnel (i.e. Security Guard) finally selected and also submit the original certificates for verification as per clause (5) above which will be returned.
21. The Director, National Museum of Natural History (Ministry of Environment & Forests, Govt. of India), New Delhi, is the competent authority and reserves all right in this behalf including the right to reject or partially accept any or all of the tender and to modify any or all the terms & conditions stipulated without assigning any reason.
22. The “Agency” may set up a local office in Bhubaneswar with a regular telephone facility at office and residence. Preference will be given to those agencies whose offices are situated in Bhubaneswar, Odisha
23. During the period of this contract, the “Agency” shall provide uninterrupted service and perform their duties diligently, honestly and to the entire satisfaction of the Scientist-C & HO. The agency shall constantly keep touch with the Scientist-C & HO regarding the service arrangements provided to the museum and abide by the instruction and directions issued by the Scientist-C & HO in this regard from time to time.
24. All claims which may arise due to the negligence of the person deployed (including all types of charges/incidental charges/legal charges etc.) shall be borne by the agency.
25. The “Agency” shall maintain an Attendance Register for the Security personnel deployed in the museum and such register must be made available in the museum for checking daily. The persons deployed by the agency should be in proper uniform (supplied by the agency) as directed by the Scientist .C & HO, RMNH, Bhubaneswar and other

accessories, if any, for the security of the museum, which shall be provided by the agency (e.g. Torch with batteries, stick /danda, whistles etc.)

26. At the end of every month, the Agency shall submit to the museum pre-receipted & stamped bills in three copies along with a copy of the attendance register for the month duly certified by the authorized representative of the Scientist-C & HO, and a certificate (in prescribed format) duly signed by the Agency to the effect that he/she had paid the wages to the personnel deployed at RMNH, BBSR for the previous month based on the monthly rate fixed for the service. The payment would be arranged from the Pay & Accounts Officer, Ministry of Environment & Forests, Govt. of India by ECS. In case of failure of the "Agency" in providing the service of the security personnel on particular day(s), or in case of his/her absence from duty/service proportionate deduction shall be made from the bill.
27. In case the "Agency" is unable to render service of requisite specification and quality necessary deduction or otherwise would be made from bill as per recommendation of the Scientist-C & HO, RMNH, Bhubaneswar. This shall be binding on the "Agency". If security personnel are performing duty more than eight hours in a day, then Scientist -C & HO, RMNH, BBSR may deduct any amount from the bill.
28. Initially, the contract will be for a period of one year only from the date of award of contract, renewable for further periods on the terms and conditions at the discretion of Director, NMNH, New Delhi. At the end of the 3rd month, of the service of the person will be scrutinized by the Scientist .C & HO, .RMNH, BBSR and his decisions in this regard shall be final and binding to the Agency. If found satisfactory, the service may continue. In case the service is not found satisfactory, the contract shall be terminated with one month's notice to the Agency.
29. The contract can be terminated by the "Scientist-C & HO, RMNH, BBSR" at any time without notice in the event of gross security risk or gross damage to Museum property due to the agency's failure or persistent failure by the "Agency" in providing satisfactory service to the "Museum", or because of any lapse on the part of the security personnel. The decision of the Scientist-C & HO, RMNH, BBSR in this regard shall be final and binding on the "Agency".
30. Both the museum and the agency agree that either party can terminate this contract without assigning any reason by providing two months notice in writing to the other.
31. In case of any dispute arising out of this contract/award of work between the "RMNH, BBSR" and the "Agency" the Director, NMNH or any officer appointed by the Director shall be final, conclusive and binding on all parties to the contract. The submission shall be deemed to be submission to arbitration under the meaning of Arbitration Act 1940 or any statutory modification thereof from time to time.
32. The Agency should submit attested copies of all the documents as per the details given in the **Tender Form" B"**. Any modification in the **Tender Form "A"** shall not be accepted.
33. The Agency shall not sublet the work to other Agency after the award of work.

34. Any damage to the RMNH, BBSR property caused by the carelessness of the workers shall be borne by the Agency and such loss be brought to the notice of the Caretaker/in charge Maintenance or the Scientist-C/HO, RMNH by the firm/agency/contractor
- 35. An Earnest Money of Rs10,000/- (Rupee Ten thousand only) should be paid along with the tender in the Form of Demand Draft/Pay Order/Banker's Cheque drawn in favour of Pay & Accounts Officer, Ministry of Environment & Forests, New Delhi. No tender will be entertained without EMD.**

(G .N. Indresha)
Scientist-C & HO

TENDER FORM- 'A'

Provision of Security Service at Regional Museum of Natural History Bhubaneswar

1	2	3	4	5	6	7	8	9
Category of Man power	Monthly Basic Wage per person (Rs)	Monthly Basic Wage per person (Rs)	PF (Rs.)	ESI (Rs.)	Service Charge/ Commission. (Rs.)	Relieving charges	Service Tax (Rs.)	Total amount (Rs.) In figure as well as in words
	(In words)	In figures	% of Monthly basic wage	% of Monthly basic wage	% of monthly basic wage	% of monthly basic wage	% of monthly basic wage	=3+4+5+6+7+8
Security Guard Civilian								

The monthly basic wage per person must be indicated both in words (Column 2) and figures (Column 3), PF, ESI. Service Charges (commission) / Reliving charges may be calculated as % of this amount (i.e. at column 3 above) and Service Tax be written in figures in the appropriate columns (i.e. 4,5,6, 7 and 8 respectively). Total amount should be in figure as well as in words.

Supporting documents for monthly basic wage quoted above (Column 2, 3) (such as order from Labour Commissioner Govt. of India regarding minimum wages) may be submitted.

Signature of the Authorized Representative with date :

Name of the Authorized Representative:

Name of the Agency :

Address of the Agency :

Seal of the Agency :

TENDER FORM 'B'

Documents to be enclosed at the time of submission of Tenders

The Agency/Contractor/Firm submitting tender for the provision of security at the RMNH, Bhubaneswar, Odisha shall enclose the following documents along with the completely filled-up and signed tender **Form (A)**.

1. Registration Certificates: The Agency shall have registered with the appropriate Government Agencies for provision of man-power/security personnel.

Attested photocopies of the following documents in this regard shall have to be enclosed:

- a) Registered with Registrar of Companies in Govt. of Odisha / India.
 - b) Provident Fund Commissioner.
 - c) ESI Corporation.
 - d) Registration from Labour Commissioner/Labour officer
2. Income Tax Clearance Certificate for the last three years.
 3. Brief profile of the Agency.
 4. Experience in the field (number of existing as well as earlier clients and the satisfactory service).

The experience shall to be supported by copies of the contract and letter of satisfaction from each client.

CERTIFICATE		
This is to certify that I have enclosed of the following documents in support of my Tender		
Sl. No.	Type of Documents	Whether Yes or No
1	Registered with registrar of companies in Govt. of Odisha / India	Yes or No
2	Commissioner, Employees Provident Fund	Yes or No
3	ESI Corporation	Yes or No
4	Registration with Labour Commissioner/Labour officer	Yes or No
5	Income Tax Clearance for the last three years	Yes or No
6	Brief profile of the agency	Yes or No
7	List of clients for showing experience in the field especially for Govt Dept. / Undertakings /Autonomous body & copies to be attached.	Yes or No
8	Order regarding Minimum wages applicable	Yes or No
9	Supporting documents regarding monthly Basic Wages.	Yes or No
10	Service tax registration under Asst. Commissioner, Service tax	Yes or No
11	Supporting document for getting ISO certified Co	Yes or No

Signature of authorized Representative :

Name of the Authorized Representative :

Address of the Agency

Seal of the Agency :