

National Institute of Public Cooperation and Child Development
5, Siri Institutional Area, Hauz Khas, New Delhi-110016

NOTICE INVITING TENDERS

Watch and Ward Arrangement NIPCCD Campus

Limited 'Sealed Tenders' are invited under single bid system by National Institute of Public Cooperation & Child Development (NIPCCD) to provide watch and ward arrangements in NIPCCD Campus. Tenders should be accompanied by earnest money of Rs.15,000/- in the form of A/c payee demand draft or deposit at call drawn in favour of National Institute of Public Cooperation and Child Development, New Delhi. The interested person may obtain terms and condition from Room No.107 in office building on any working day. The successful bidder has to deposit Rs.15,000/- as security money with the Institute. The sealed tenders duly super-scribed "Tender for Watch & Ward arrangements in the Institute's Hostel" may be dropped in the Tender Box kept in the Room No.107 of the Institute at the address mentioned above not later than **upto 3:00 p.m. on 25 November**, 2020. Tenders will be opened at 3:30 p.m. on the same day in the presence of representative(s) of the tenderers, if any. Tenders found either incomplete or without earnest money will not be considered. Director, NIPCCD will have the right to reject or accept any or all tenders without assigning any reason(s) thereof.

NATIONAL INSTITUTE OF PUBLIC COOPERATION & CHILD DEVELOPMENT
5-Siri Institutional Area, Hauz Khas, New Delhi-110016

FORM No.....

TENDER FORM
FOR WATCH AND WARD ARRANGEMENT
AND
TERMS & CONDITIONS

Issued to:

M/s.....
.....
.....
.....

Assistant Administrative Officer (Gen.)

NATIONAL INSTITUTE OF PUBLIC COOPERATION AND CHILD DEVELOPMENT
5, SIRI INSTITUTIONAL AREA, HAUZ KHAS, NEW DELHI-100 016.

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INSTRUCTIONS TO BIDDERS

1. Sealed Tenders' are invited by Director, National Institute of Public Cooperation & Child Development hereinafter referred as NIPCCD intends to identify a firm for providing Watch & Ward Arrangement on all days including holidays, 24 hours a day, round the clock duty, in office building and the hostel, guest house and surrounding areas.
2. The bidders must be registered with appropriate authorities to provide above mentioned services.
3. Bidders would need to describe their capabilities with their bid which would include a good track record, and demonstrated capability to undertake the above mentioned services.
4. Bidders should attach its last three years' balance sheets duly certified by a Chartered Accountant along with copy of EPF, ESI, Service tax extra and copy of **PAN** Card.
5. Bidder should have adequate trained experienced and physically fit Ex-Service Personnel to be deployed as guards who should not be above 50 years of age. Agencies will have to provide documentary evidence to this effect in respect of the personnel deployed in the Institute.
6. Tenders should be accompanied by earnest money of Rs.15,000/- in the form of A/c payee bank

demand draft in favour of National Institute of Public Cooperation and Child Development and payable at New Delhi failing which tender shall not be considered .

7. The sealed tender duly super-scribed "**Tender for Providing Watch & Ward Arrangement**" should be dropped in the Tender Box in Room No.107 at first floor of the Institute at 5, Siri Institutional Area, Hauz Khas, New Delhi-110016 not later then **3.00 p.m on 25th November 2020** Bids received after the prescribed date and time shall not be considered.
8. The tender will be opened by the committee constituted by the Director on 25th November 2020 **at 3.30 p.m.** in the presence of the bidders/ their representatives, if any.
9. The successful bidder will be required to deposit performance security of Rs.15,000/-(Rupees Fifteen Thousand Only) in the form of a bank demand draft or Deposit at Call of nationalized bank and payable at New Delhi in favour of the Institute within 10 working days of award of the contract. In case of Deposit –at Call, it should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the bidder.
10. Notwithstanding the above, Director of the Institute shall have right to reject any tender without giving any reasons thereof.

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NATIONAL INSTITUTE OF PUBLIC COOPERATION AND CHILD DEVELOPMENT
5 Siri Institutional Area, Hauz Khas, New Delhi-110016

TERMS AND CONDITIONS AND SCHEDULE OF REQUIREMENT FOR WATCH & WARD ARRANGEMENTS AT NIPCCD CAMPUS

S. No.	SCOPE OF WORK	GUARD DUTY
1.	Name of the Building	National Institute of Public Cooperation and Child Development (NIPCCD) 7. Hostel Building and surrounding area 8. Office building and surrounding areas
2.	Address/location of the Building	5-Siri Institutional Area Hauz Khas, New Delhi-110016
3.	Area for which Guards are required	Hostel building having three floors including ground floor, having one common entry and exit point. Office building having four floors including ground floor, having one common entry and exit point.
4.	No. of days during the month for which the security is required	All days including Holidays, 24 hours a day-round the clock duty in office building and the hostel, guest house and its surrounding area.

		Office Building : 3 Guards for 8 hours duty per day (all days including holidays round the clock.) Hostel Building, : - do- Guest House & Surrounding Area
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II GENERAL CONDITIONS:

1. The Institute requires ex-service personnel only to be deployed as guards who should not be above 50 years of age. Agencies who are not able to provide ex-service personnel for guard duty need not apply. Agencies have to provide documentary evidence along with their tender documents to prove that they have ex-service personnel on their rolls and if awarded the contract, they will employ only ex-servicemen on guard duty. The agency shall provide attested copies of the discharge certificate issued by the defence authorities, in respect of each guard deployed for duty at the Institute. In the absence of such evidence along with the bid, the same shall be rejected on the day of opening the bids and no correspondence shall be entertained in the matter.
2. The Institute shall require on guard each at both the entry/exit points every time. The duty hours of one guard shall be as provided for in the prevailing Acts/Laws. It should not in any case exceed for more than eight hours at one stretch and not less than eight hours. In case, for any reasons, additional manpower is required, the agency shall arrange to provide these at a notice of 48 (forty eight) hours.
3. The agency shall furnish to the Institute a documentary proof for the medical fitness and verification of character and antecedents of the Security Guards and the Supervisor, carried out by the police authorities. These documents shall also indicate the fact that the persons are ex-servicemen.
4. The Security Guards shall wear proper uniforms including Pea Cap (summer as well as winter) to be provided by the agency and shall be properly turned out at all times. Such guard while on duty shall display his nameplate on the right side of his uniform, on the chest.
5. Security Guards will be provided by the agency with requisite items like whistles, torches and other necessary equipment required for watch and ward duty.
6. The agency shall provide the Institute with duty chart of the Security Guards and no substitution by unauthorized personnel shall be permissible. In case no replacement is provided after 8 hours, the Institute will deduct, as penalty, an amount to be decided by the Director of the Institute. Director NIPCCD shall have the right to forfeit the Security amount in case breach of any terms and conditions & the contract.
7. All Security Guards on duty will report to an officer nominated by the Institute.
8. The rates quoted by the firm shall be strictly in accordance with the Minimum Wages Act as and when notified by the concerned competent authority and shall be valid during contract period. In case of any increase made by State Govt during contract period under Minimum Wages Act, the legitimate proportionate increase will be made by Institute. The decision of Director NIPCCD will be final and binding on Agency.

9. Contract shall be for one year and is extendable for a further period of one year on existing terms and conditions, at the option of the Institute.
9. The Institute shall pay the agreed amount to the Agency on a monthly basis after completion of the month and on submission of a satisfactory work completion certificate by an officer nominated for the purpose by Director, NIPCCD.
10. The Agency shall ensure that proper license/permission from the concerned authorities, wherever applicable, are to be submitted along with the quotation. The guards should be on the regular strength of the Agency.
11. The Agency shall in no case get the service it is required to perform under this agreement assigned to any other agency or person.
12. The Agency shall authorize a person to supervise the security services who will report to the General Section or any other officer of the Institute so authorized as and when he is required to do so by the Institute.
13. Income Tax will be deducted at source from the monthly bills of the agency at the admissible rates.

III STAFF REQUIREMENT, THEIR DUTIES, BEHAVIOUR, ETC.

1. The Agency shall deploy sufficient number of security guards to ensure proper Watch & Ward in office building, the Hostel premises, main gate and surrounding areas around the clock. There shall be a Supervisor to be deputed by the Agency who will carry out daily checks about the attendance of the Guards.
2. The Agency shall comply with all the rules, laws and regulations applicable in the matter of such workers.
3. The Agency shall ensure that the guards deployed are polite, courteous, well behaved and honest.
4. The staff engaged by the Agency shall not disturb the employees of the Institute or make any sort of disturbance or noise in the premises or rooms.
5. The staff of the Agency shall be fully responsible for any theft, burglary, fire or any other eventuality causing damage or loss to the Institute.
6. The Agency's guards shall not enter into any unlawful activity within the Institute premises and shall maintain good moral character and decent behavior.

ANNEXURE –III

Statement of major contracts executed during last 3 years

S. No.	Name of the Organization	Type of work and period for which services provided	Amount (Rs.)
i)			
ii)			
iii)			

iv)			
v)			

Note: Present assignment in hand should be indicated by an asterisk mark.

Name & Signature of the tenderer

Seal

Annexure II

Financial Bid for Providing Watch & Ward Arrangement in NIPCCD Campus

Amount in Rupees

1.	Rate Per month per individual for eight hour duty	
	a) Basic Price with DA	
	b) Other liabilities	
	i)	
	ii)	
	iii)	
	iv)	
	v)	
	Total Per individual/month	

2.	Total amount to be claimed per month for all the persons and entire work assigned to firm including relieving charges per month excluding Service Tax	
3.	Service Tax as per rules	
	Will be paid extra	
4.	Rate per head per day additional persons for based deployment The amount will be restricted as per rates approved under Minimum Wages Act and amended from time to time.	

Signature with name of the Tenderer

Seal

Date :

Note : Rate(s) is to be indicated for per Guard for each eight-hour duty. In case of additional requirement of Guard, by the Institute, the agency will make available these on the rates quoted.

(Name and Signature of the Tenderer)

Rubber

stamp of the Agency

FORM OF CONTRACT

This CONTRACT (hereinafter called the "Contract") is made the.....day of the month of..... Between, on the one hand National Institute of Public Cooperation and Child Development, 5, Siri Institutional Area, Hauz Khas, New Delhi-110016 (hereinafter called the "Institute") and, on the other hand.....(hereinafter called the "Contractor")

WHEREAS The NIPCCD has requested the Agency to provide Watch & Ward services in its hostel and office building both located at 5, Siri Institutional Area, Hauz Khas, New Delhi-110016 as specified in the Schedule of Requirement attached to this Contract (hereinafter called the "Services").

WHEREAS The Contract, having represented to the NIPCCD that they have the required professional skills and personnel and have agreed to provide the "Services" on the terms and conditions set forth in this contract.

NOW THEREFORE the parties have hereto hereby agree to as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:

- a. Instructions to bidders;
- b. The terms and Conditions of Contract
- c. Schedule of Requirement
- d. Bids

2. The mutual rights and obligations of the NIPCCD and the contract shall be as set in the contract, in particular.

- a. The Agency shall carry out the Services in accordance with the provisions of the Contract; and
- b. The NIPCCD shall make the payment to the Contract in accordance with the provisions of the Contract.

In WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

FOR AND ON BEHALF OF(Agency's Name)

Annexure I

Form of Bid for providing Watch & Ward Services in NIPCCD's Hostel premises and Office Building

FORM: (Name of the bidder)

TO:

Sub: Bid for providing Watch & Ward Services in NIPCCD's Hostel premises and Office Building at 5, Siri Institutional Area, Hauz Khas, New Delhi-110016

Sir,

We have carefully read and understood the terms and conditions for catering services in the Hostel of the Institute and Canteen in office building of the Institute. Accordingly, we are hereby submitting the tender for the same in the enclosed Annexure (as per schedule of requirement) along with terms and conditions, supporting documents and copies of certificates duly signed and attested by appropriate authority.

A bank draft No.....dated.....for Rs.....drawn on..... in favour of National Institute of Public cooperation and Child Development, New Delhi towards Earnest Money is enclosed.

**Signature of the Tenderer/ his authorized representative
With date, name and address of the Tendered**