

JEEVAN Project – Tender for Security Service

INTELLIGENT COMMUNICATION SYSTEMS INDIA LIMITED

(A Joint Venture of TCIL – A Govt. of India Enterprise & DSIIDC – An Undertaking of Delhi Govt.)

Administrative Building, Okhla Industrial Estate, Phase III, New Delhi - 110020

No. F. ICSIL/09/131/Selection of Security Service

Dated: 01.08.14

NOTICE INVITING TENDERS

Sealed tenders are invited for the engagement of Private Security agency for providing /Deployment of 03 (Three) Security Guards in JEEVAN Project at these locations 1) Avatika, 2) Ramesh Nagar & 3) Janakpuri on purely contract basis working hours for security guard will be 18:00 hours to 09:00 hours (night shift).

Tender document is available in pdf format from website www.icsil.in.

S. NO.	Milestone	Time & Limits
1	Estimated value of the items	210,000.00
2	Earnest money deposit required	10,000.00
3	Date of Publication of tender through www.icsil.in	01-08-14
4	Last date & time for submission of tender	11-08-14 12:00 noon
5	Time & date for opening of tender	11-08-14 13:00 noon

Tender documents complete in all respects, must be submitted at registered office of ICSIL with GM Finance.

Managing Director
Intelligent Communication Systems India Limited

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1. Goals of this Tender

The objective of this tender is to solicit quotations from the interested security service agency for participation in a bid process for providing security guard at 3 locations of Jeevan Centers initially for a period of 6.5 months (i.e. 15th August 2014 to 31st March 2015) which may be extended at mutual consent of parties. This tender intends to bring out the details with respect to scope of services that are deemed necessary to share with the interested bidders.

2. Tender Issuing Authority

This Tender is issued by the Intelligent Communications Systems India Ltd. (ICSIL), and is intended to **select a vendor (security service provider)**. ICSIL's decision with regard to the selection of vendor through this tender shall be final and ICSIL reserves the right to reject any or all the bids without assigning any reason.

S. No.	Item	Description
1	Project Title	Selection of Security Service at 3 CSCs of Jeevan Project 1) Avantika, 2) Ramesh Nagar & 3) Janakpuri.
2	Project Initiator	
	Organization	Intelligent Communications System India (ICSIL) Ltd.
	Contact Person	Shri V. K. Bhatia
		GM Finance
		Vk.bhatia@icsil.in
		Intelligent Communication Systems India Ltd. Administrative Building (Above Post Office), Okhla Industrial Estate, Phase – III, New Delhi 110020.
	Contact Person	Mr. Avinash Yadav,
		Manager Finance
		avinash@icsil.in
	Contact Detail	ICSIL (A joint venture of TCIL- Govt. of India Enterprise and DSIIDC – An undertaking of Govt. of Delhi)
	Website	www.icsil.in

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3. Timelines of Tender

The following table enlists important milestones and timelines for completion of bidding activities:

S. NO.	Milestone	Date & Time
1	Publish of Tender	01-08-2014
2	Last Date of bid Submission	11-08-2014 12:00
3	Opening of Bid/ Responses (In the Presence of Representative of venders if they attend)	11-08-2014 13:00

4. Earnest Money Deposit

EMD for a sum of Rs. 10,000/- (Rs. Ten Thousand Only) should be deposited directly to ICSIL Bank account by ECS and scanned copy of the same should be submitted along with sealed tender documents. Bank account details of ICSIL are as below:-

Bank	State Bank of India
Branch	SME Branch, Okhla Industrial Estate
Account No.	32211054245
IFSC Code	SBIN0000727

Bidder who fails to submit EMD will be disqualified from tender. The Earnest Money Deposit (EMD), without any interest will be refunded only to those Bidders who fail in this Tender.

5. Performance Guarantee

Bidder (Security Service provider) shall deposit Performance Guarantee at the time of signing of the contract / MOU equal to Rs. 10,000/- (Rs. Ten Thousand Only). However this can be adjusted against the EMD submitted in the 4th point above. Later on this Performance Guarantee amount will be refunded after 15 days of the expiry of contract, without any interest.

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6. Background

Details of JEEVAN Project

The Government of National Capital Territory of Delhi (GNCTD) took up an ambitious e- Governance initiative with the project “Jeevan” which aimed to redefine public service delivery. Jeevan’s focus has been on significantly enhancing the quality of services available to the citizen and to enhance the ability of the citizens to interact with the Government on a regular basis with speed, convenience, transparency, certainty and accountability by leveraging the use of information technology. All services are provided through a ‘One-Stop- Shop’ concept with ‘Any-Time-Any-Where’ facility through the **Jeevan Citizen Service Centers (CSCs)**.

7. Eligibility Criteria

- A)** The bidder should not be a blacklisted by any of the Department/Institutions of Central Government/State Government/ Public Sector Undertaking/ Local Body etc.
- B)** The bidder should have a proof of:-
- i) Company should be registered under company act 1956.
 - ii) The bidder should be registered with Income Tax Department.
 - iii) The bidder should be registered with Service Tax Department.
 - iv) Operational manpower on Roll (Security Guards only) should not be less than 10.

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8. Checklist for Eligibility Criteria

The attested copy of following documents in support of eligibility of bidder should be submitted.

S. No.	Eligibility Criteria	Checklist's Documentation
1	The bidder should not be blacklisted by any of the Department/Institutions of Central Government/State Government/ Public Sector Undertaking/ Local Body etc.	Undertaking signed by any Director of Company.
2	Company should be registered under company act 1956	Copy of Certificate of Incorporation issued by Registrar of Company.
3	The bidder should be registered with Income Tax Department.	Copy of PAN Card issued by Department.
4	The bidder should be registered with Service Tax Department.	Copy of ST-2 issued by Department
5	Operational manpower on Roll (Security Guards only) should not be less than 10	Copy of Payroll / Salary Sheet

9. Scope of Work

- A) Protection of property from theft and damage.
- B) Prevention of any encroachment, undesirable/unauthorized activity and entry of unauthorized persons in the premises.
- C) Check entry and exit of all unauthorized vehicles.
- D) Check any kind of bag/briefcases being carried into or out of the premises.
- E) Check entry and exit of all persons.
- F) Keep watch on the activities of all persons within and around the premises with a view to prevent any theft or occurrence of any untoward incident.
- G) Prevent any kind of theft or damage to ICSIL's property during the office hours, after office hours and during housekeeping operations.
- H) Prevent any person from defacing of the ICSIL's property by way of spitting, fixing posters or by using any other means.

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10. Terms & Conditions:

- i) Incomplete & conditional tenders shall be summarily rejected.
- ii) In any contradiction on the part of information supplied by the bidder, ICSIL reserves the right to declare the bidder non - competent and declare any contract to be null and void, even if already awarded to the bidder.
- iii) ICSIL reserves the right to reject any/all tenders without assigning any reasons what so ever.
- iv) Timing and sequence of events resulting from this tender shall ultimately be determined by ICSIL
- v) No oral conversations or agreements with any official, agent, or employee of ICSIL shall affect or modify any terms of this tender and any alleged oral agreement or arrangement made by a bidder with any department, agency, official or employee of ICSIL shall be superseded by the definitive agreement that results from this tender process. Oral communications by ICSIL to bidders shall not be considered binding on ICSIL, nor shall any written materials provided by any person other than ICSIL.
- vi) Neither the bidder nor any of the bidder's representatives shall have any claims whatsoever against ICSIL or any of their respective officials, agents, or employees arising out of, or relating to this tender or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).
- vii) Applicants who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, by offering bribes or other illegal gratification, shall be disqualified from the process at any stage.
- viii) Each applicant shall submit only one Qualification requirements proposal.

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11. Language of Tender

The proposal and all correspondence and documents shall be written in English.

12. Commercial Quote

a) The Bidder is expected to price all the items and services proposed in the Technical Proposal. The Commercial Proposal submitted by the Bidder should be inclusive of all items and all other taxes except service tax.

b) Commercial Quote – The bidder shall quote as follows:-

S. No.	Description	Rate per Security Guard	No. of Security Guard	Total Amount
1	Charges for One Month	XXXX	3	XXXX
	(Night Shift 18:00 hours to 09:00 Hours)			
			Sub Total	XXXX
	Service Tax @ 12.36%			XX
			Grand Total	XXXX
	Amount in words			

13. Award of Contract

13.1 Award Criteria

ICSIL will award the Contract to the successful bidder whose proposal has been determined to be substantially responsive and has been determined as the best value proposal.

13.2 ICSIL 's Right To Accept Any Proposal and To Reject Any Or All Proposals

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ICSIL reserves the right to accept or reject any proposal, and to annul the tendering process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for ICSIL's action.

13.3 Notification of Award

Prior to the expiration of the validity period, ICSIL will notify the successful bidder in writing or by email, to be confirmed in writing by letter, that its proposal has been accepted. The notification of award will constitute the formation of the contract. Upon the successful bidder's furnishing of performance bank guarantee, ICSIL will promptly notify each unsuccessful bidder and return their Bid Security (EMD).

13.4 Signing of Contract

At the same time as ICSIL notifies the successful bidder that its proposal has been accepted, ICSIL shall enter into a separate contract, incorporating all agreements (to be discussed and agreed upon separately) between ICSIL and the successful bidder. ICSIL shall have the right to annul the award in case there is a delay of more than 30 days in signing of contract, for reasons attributable to the successful bidder.

14. Response Requirement

- 1) The Response to tender shall be prepared in accordance with the requirements specified in this tender and in the format prescribed in this document for each of the above mentioned qualifying criteria as proof of having the minimum requirements.
- 2) Proposals must be direct, concise, and complete. All information not directly relevant to this tender should be omitted.

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- 3) The Qualification Proposal shall be submitted at ICSIL with GM Finance. Following 2 envelopes should be submitted (after signature of authorized signatory):-
 - a) Technical Quote with all relevant documents.
 - b) Commercial Quote in the same format provided in this tender.
- 4) The proposal should contain the copies of references and other documents as specified in the tender.

ICSIL will not accept delivery of proposal in any manner other than that specified in this tender. Proposal delivered in any other manner shall be treated as defective, invalid and rejected

15. **Indemnity**

The selected vendor shall indemnify the ICSIL against all third party claims of infringement of patent, trademark / copyright or industrial design rights arising from the use of the supplied items and related services or any part thereof. ICSIL stand indemnified from any claims that the vendor's manpower may opt to have towards the discharge of their duties in the fulfillment of services as per this tender. ICSIL also stand indemnified from any compensation arising out of accidental loss of life or injury sustained by the vendor's manpower while discharging their duty towards fulfillment of the service which are covered under this tender.

16. **Deployment of Security Personnel**

- 1) That the "Contractor" shall provide quality Outsourcing of Security Services to ICSIL by providing Security Guards who are.
 - a) Medically fit, well built and height/weight not less than 170 cm/54 Kg.
 - b) Educational Qualification – Minimum Matriculation.
 - c) Uniformed.
 - d) Having Identity Cards, Name Badge & trained for the job
 - e) Having a Good Character & track record.
- 2) The Contractor shall not employ any person below the age of 18 years or above the age of 45 years.

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17. Form I : Covering Letter

(Company Letterhead)

[Date]

To

Managing Director
ICSIL, Administrative Building,
Okhla Industrial Estate,
Phase III, New Delhi 110020.

Dear Sir

Ref: Tender for Security Service

Having examined the tender, the receipt of which is hereby duly acknowledged, we, the undersigned, intend to submit Qualification requirement proposal in response to the tender.

We attach hereto the response as required by the tender, which constitutes our proposal. Primary and Secondary contacts for our company are:

	Primary Contact	Secondary Contact
Me:		
Title:		
Company Name:		
Address:		
Phone:		
Mobile:		
Fax:		
Email:		

We confirm that the information contained in this response or any part thereof, including its exhibits, and other documents and instruments delivered or to be delivered to ICSIL is true, accurate, verifiable and complete. This response

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includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its short-listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short listing process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

We agree for unconditional acceptance of all the terms and conditions set out in the tender Document.

It is hereby confirmed that I/We are entitled to act on behalf of our company and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of **2014**

(Signature)
(Designation)
(Name)

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18. Form II : General Details of the Organization

Details of the Organization	
Name of organization	
Nature of the legal status in India	
Legal status reference details	
Nature of business in India	
Date of Incorporation	
Date of Commencement of Business	
Address of the Headquarters	
Address of the Registered Office in India	
Other Relevant Information	
Mandatory Supporting Documents: a) Certificate of Incorporation from Registrar Of Companies(ROC) b) Relevant sections of Memorandum of Association of the company or filings to the stock exchanges to indicate the nature of business of the company	

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Form III: Undertaking on Blacklisting

(Company Letterhead)

[Date]

To

Managing Director
ICSIL, Administrative Building,
Okhla Industrial Estate,
Phase III, New Delhi 110020.

Sub: Undertaking on Blacklisting

Dear Sir

I/we as potential bidders do hereby state that our company is not blacklisted by any Government Department or Public Sector Enterprises.

Yours Faithfully

(Authorized Signatory)
Designation