



DELHI POLLUTION CONTROL COMMITTEE

DEPARTMENT OF ENVIRONMENT, GOVT. OF NCT OF DELHI
5th Floor, ISBT Building Kashmere Gate, Delhi – 110 006.

F. No.DPCC/CT/Securityguard/2012/1354-55

Dated:- 17/12/15

E-Tender Notice

Sub: Engagement of 09 (Nine) Security Guards purely on hiring basis through outsourcing in DPCC through e-tendering.

As directed it is informed that quotations are invited through E-Tender Website (<http://govtprocurement.delhi.gov.in>) for Engagement of 09 nos of Security Guards in DPCC.

A. Details of Tender:

- a) Last date for submission of Tenders :- 05.01.2016 at 13.00 PM.
b) Opening of Tenders :- 05.01.2016 at 16.00PM

B. Eligibility Criteria:

Following Essential Documents should be submitted with the tender failing which the tender shall be rejected.

1. The consolidated rates should be quoted **on the e-tender website**, inclusive of Minimum Wages, ESI, EPF, Bonus, Service Tax, statutory levies & any other charges [taxes (if any), misc. Charges etc.)) including bifurcation in following form.

No	Designation of employee	Statutory Minimum Wages per person per month	ESI	EPF + EDLI	Bonus	Service Tax	Service Charge	Total

2. Earnest Money of Rs. 25,000/- (Rupees Twenty Five Thousand only) in favour Delhi Pollution Control Committee. Scan copy of the EMD shall also uploaded on the e-tender website.
3. Self attested copies of valid registration certificate of Labour Department (GNCT of Delhi).
4. Self attested copies of valid registration certificate of ESIC, EPF, PAN Card & Service Tax.
5. Self attested copies of valid registration Licence under Private Security Agency (regulation) Act, 2005.
6. Self attested copies of working certificate issued by concerned agencies for documentary proof of past experience (Atlest 02 years) in this regard in Government Department, shall be attached with the technical bids. It is clarified that copies of initial work allotment order & initial agreement etc. not disclosing experience actually acquired will not be acceptable for this purpose.
7. The agency must have the minimum annual turnover of Rs.25 Lakhs for the last 02 years and will attach documents showing financial status of firm like copy of balance sheet, audit report etc. and a certificate regarding annual turnover for last 02 years duly certified/ attested by Chartered Accountant.

8. The agency shall also submit an **undertaking** to the effect that contracting agency shall pay the wages to the concerned employees i.e. Data Entry Operators as per rate notified by the Labour Deptt., Govt. of NCT of Delhi through Account Payee Cheque/ ECS and that the outsourcing agency shall comply and shall be fully responsible to follow all the statutory obligations regarding Employees Provident Fund (EPF), Employees State Insurance (ESI), Payment of Bonus, payment of Service Tax etc. to the concerned Govt. agencies in respect of Data Entry Operators provided to the DPCC and Outsourcing Agency shall maintain all necessary and statutory documents and returns in this regard.
9. The agency shall not to employ sub-contractors.
10. The contracting agency should not have been prosecuted/ convicted during the last 05 years.
11. The contracting agency whose license has been cancelled by labour department on account of violations should not apply until a period of 03 years has lapsed.

C. Terms & Conditions:

1. Sealed Technical Bids comprising of all mandatory documents listed under "**Eligibility Criteria**" including EMDs should be addressed to "The Member Secretary, Delhi Pollution Control Committee, 5th Floor, ISBT Bldg., Kashmere Gate, Delhi-110006" and should **reach this office latest by 13.00 PM on 05.01.2016** and be dropped in quotation box placed at Enquiry Counter at 6th floor, failing which tender shall be rejected. Only sealed technical bids superscribed as "**Technical Bids for Security Guard**" will be accepted.
2. The interested bidders should have a minimum of two years experience in the field of providing Security Guard in government Department.
3. Payment will be made to the concerned agency on monthly basis against the submission of proper bills in duplicate by the agency concerned.
4. Successful bidder(s) will have to execute an agreement on Rs. 100/- non-judicial stamp paper with department.
5. Successful bidder(s) will have to furnish Performance Security/ Guarantee in the form of Account Payee Demand Draft, Fixed Deposit, Receipt or Banker Cheque for an amount of 10% of the total agreed value of the work/ service for a period of one year in favour of **Accounts Officer, DPCC.**
6. In case successful bidder(s) is found in breach of any conditions(s) of the tender/agreement at any stage, the legal action as per law/rules shall be initiated against the agency and performance security / guarantee shall be forfeited.
7. **Competent Authority, DPCC reserves all right to reject or accept any or all quotations without assigning any reason.**

This issues with the approval of Competent Authority vide UO No. MS/3911 dated 16.12.2015.


(Sharad Kumar)
Administrative Officer

Copy to:-

1. S.E.E. (IT/ Enquiry Counter):- with request to upload on DPCC website.
2. Notice Board.