



Govt. of India
Ministry of Environment, Forests & Climate Change
Zoological Survey of India
Central Zone Regional Centre
168-169, Vijay Nagar, Jabalpur (M.P.) - 482002

PROCURING THE SERVICES OF SECURITY GUARDS,
UNSKILLED PERSONNEL AND SWEEPER
IN THE OFFICE OF
CENTRAL ZONE REGIONAL CENTRE
ZOOLOGICAL SURVEY OF INDIA, VIJAY NAGAR
JABALPUR (M.P.) 482 002

TENDER NO. 01/2019

Cost of Tender Form: Rs. 500/- (Rupees Five hundred only)

Last date for submission of Tender form **18.03.2019 (13.00 hrs)**



GOVT. OF INDIA
ZOOLOGICAL SURVEY OF INDIA
MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE
VIJAY NAGAR,
JABALPUR (MP) 482 002

TENDER DOCUMENT FOR PROCURING THE SERVICES OF
SECURITY GUARD AND SWEEPER

OFFICER-IN-CHARGE, ZOOLOGICAL SURVEY OF INDIA invites sealed tender on prescribed proforma for procuring the services of Security Guards, Unskilled Personnel and Sweeper in Madhya Pradesh of Central Zone Regional Centre, Zoological Survey of India (ZSI), Vijay Nagar, Jabalpur (MP) 482 002 as per the details below:

1. **PARTICULARS OF TENDER :**

- i) Designation of the Authority : Officer-in-Charge,
Inviting Tender Zoological Survey of India
Vijay Nagar, Jabalpur (MP) - 482002
- ii) Tender No. : 01/2019
- iii) Last date and time of : **17.03.2019 (16.00 hours)**
Sale of tender document
- iv) Last date and time of receipt : **18.03.2019 (13.00 hours)**
of sealed Tender
- v) Date & time of opening Tender : **18.03.2019 (16:00 hours)**

2. **SCOPE OF WORK :**

The Security Guards will be primarily employed for watch and ward at the premises of Zoological Survey of India, Vijay Nagar, Jabalpur (MP) 482002. The Security Guards have to work for 24 hours in

8 hours shift basis. The unskilled personnel and sweeper have to work for 8 hours a day during the working days between 09.00 hours to 17: 30 hours with a half an hour lunch break.

3. **PERIOD OF CONTRACT AND NUMBER OF SECURITY GUARD, UNSKILLED PERSONNEL & SWEEPER :**

- i) Security Guard required – 03 (Three)
- ii) Unskilled Personnel - 01
- iii) Sweeper required - 01
- iv) Period of contract 12 (Twelve) months extendable for a period of one more year.

The above noted number of Security Guard and the period of hiring may vary according to the actual requirement.

4. **ELIGIBILITY, QUALIFICATION AND EXPERIENCE FOR SECURITY GUARD**

- i) Educational Qualification : Atleast 5th standard pass
- ii) Age : Must be more than 18 years of age.
- iii) Languages : Able to read, write and speak in Hindi
- iv) Experience: Experience in security service.
- v) Physical condition must be in a sound health condition.

5. **TENDER FORM MAY BE OBTAINED FROM**

- i) The Officer-in-Charge, Zoological Survey of India, CZRC, 168-169, Vijay Nagar, Jabalpur (M.P.) 482002

ii) The Tender Form may also be downloaded from our website www.zsi.gov.in and enclose Demand Draft of Rs. 500/- in the name of Drawing & Disbursing Officer, Zoological Survey of India, Jabalpur .

iii) The Tender form cost of Rs. 500.00 in cash or in the form of Demand Draft in the name of Drawing & Disbursing Officer, Zoological Survey of India, Jabalpur

6. **TERMS AND CONDITIONS :**

i) Tender (Annexure - A and Annexure - B) duly filled in and signed by the bidder must be addressed to Officer-in-Charge, CZRC, Zoological Survey of India, Vijay Nagar, Jabalpur (M.P.) 482 002 either by post or should be dropped in the Tender Box kept in the CZRC, Zoological Survey of India, Vijay Nagar, Jabalpur (MP) 482 002, latest by 13.00 (hrs) on **18.03.2019**.

ii) Each page of the tender must be duly signed by the bidder. The sealed cover containing tender should be superscripted “Tender for Security Guards, Unskilled Personnel and Sweeper ”.

iii) Officer-in-Charge, CZRC, Zoological Survey of India, shall not be responsible for any postal delay or non-receipt of tender by due date and time or due to any reason whatsoever may be.

iv) If the due date of receipt/opening of Tenders falls on Holidays, the tenders received shall be opened on the next working day at the same time as specified above. An authorized representative of the Bidder/Firm may remain present during the opening of the tenders.

v) The rates quoted should be on monthly basis i.e. per man per month. The rates quoted/offered should be firm and final and should be inclusive of all taxes as applicable. GST, EPF, Employers Contribution Fund, employers contribution on ESIC should be indicated separately. Minimum Wages as per Labour Act shall be observed for each item of the rate quoted. EDL/EPF/PF/ESI/ESIC/GST Administration or Agency Charges or any other charge should be mentioned clearly with percentage (wherever applicable). However, the Board shall consider only the total amount for the purpose of acceptance of tender. The Minimum wages quoted should not be less than the wages notified by the State Government.

vi) The EMD amount in respect to different services are given below.

Sl. No.	Description of the Service	EMD in Rs.
1.	Security Guard	30,000.00
2.	Unskilled Personnel	10,000.00
3.	Sweeper	10,000.00

The Earnest money in the shape of Demand Draft/Call Receipt of any Nationalized Bank drawn in favour of Drawing and Disbursing Officer, CZRC, ZOOLOGICAL SURVEY OF INDIA, JABALPUR should be furnished along with the tender.

vii) All bidders should enclose photocopies of the following documents along with the Tender Offer.

- a) Valid Registration Certificate & License from the Labour Commissioner
- b) Valid EPF registration and Provident Fund A/c No.
- c) ESIC Registration
- d) Copy of PAN/TAN
- e) GST Registration Certificate
- f) Income Tax return for last three years.
- g) Company Registration (As per company law)
- h) Agency detail as per Annexure "C"
- i) The bidder should preferably have the previous experience of having done a similar work for some other organization/offices etc. The attested copies of job order and termination order is to be submitted along with the tender.

viii) The bidder should furnish a certificate to the effect that all the terms and conditions of the tender document are understood by him and ready to abide by the same without any variation.

ix) The bidder is expected to examine all instructions forms, terms and conditions in the Tender Documents, Failure to furnish all the information as sought in the tender documents may result in complete rejection of tender offer. Tender should be neatly filled in and the person signing the tender should duly authenticate any errors or corrections in the tender.

x) The family members or close relatives of service Zoological Survey of India employee shall not be offered for the service (i.e. Security Guard) by the successful bidder.

xi) Evaluation of tender shall be done based on the information furnished by the bidder. Responsiveness of the tender shall be determined based on the past record and financial capability of the bidder to execute the contract. In case any information is found to be incorrect/false, the tender shall be considered as non-responsive and be rejected out rightly.

(xii) Officer-in-Charge, CZRC, Zoological Survey of India reserves the right to use and interpret the bids as it may, in his discretion, consider appropriate. Officer-in-Charge, CZRC, Zoological Survey of India may

contact and verify bidder's information, references and data submitted in the tender and may seek clarification in writing from the bidder by fax or any other earliest means of communication. Tender shall promptly reply within the time limit specified by the Officer-in-Charge, CZRC in the clarification letter.

(xiii) Officer-in-Charge, CZRC, Zoological Survey of India reserves the right to reject any or all tenders without assigning any reasons thereof. Tenders received after due date and time of submission of tender, as mentioned above shall be summarily rejected.

(xiv) The agency providing the service of Security Guard will furnish a certificate that none of the Security Guard were discharged from the service on ground of criminal charges, theft and unreliability. Police verification of all personnel deployed will be responsibility of the service provider i.e. the successful bidder.

(xv) The service provider shall ensure that the behavior of the Security Guard deployed by them is decent. The service provider shall be fully responsible for misconduct and indecent behavior by the Security Guard so deployed. Such Security Guard, whose conduct is reported against, shall have to be immediately replaced.

(xvi) The service provider shall furnish an affidavit that none of their Security Guard deputed to work under this contract will later ask for

employment under the government. If the services provided by the contractor are not found satisfactory, the contract can be terminated by Zoological Survey of India by giving 15 days notice to the service provider.

(xvii) The agency shall deploy the full strength of personnel all the time and shall maintain a list of the reserve to provide the replacement and supplement the strength. Security Guard deputed to work under this contract in no case shall be treated as the employees to the government and will not be entitled for any other facilities such as leave, Medical etc and any other allowances of the Government at any point of time.

(xviii) Payment to the Service provider for the manpower deployed will be made on monthly basis by the office after deduction of TDS at the rates in force from time to time. Payment will be made only after successful completion of services for that period and after fulfilling the statutory obligations like payment of EPF, ESI/GST etc. as mentioned in para 6(v) above. If found necessary, the Officer-in-Charge, CZRC, Zoological Survey of India shall cross check/verify the genuineness of the documents provided by the service provider in support of EPF/ESI/GST etc by sending the documents to the concerned Government authorities.

(xix) Payment to the Security Guard should be made in the presence of representative of Zoological Survey of India and a copy of

acquaintance showing the payment, attendance sheet of each Security Guard and EPF, ESIC and separate GST should be furnished along with the bill to the O/o Officer-in-Charge, CZRC, Zoological Survey of India. In no case any payment shall be made by Officer-in-Charge, CZRC, Zoological Survey of India, Jabalpur directly to the Security Guard so employed by the successful bidder.

(xx) In case of payment of service/hiring charges to be made for a period of less than one month payment will be made on pro-rata basis.

(xxi) The Service Provider shall not press a claim for any pecuniary compensation in case the payment for any particular month is delayed as a result of administrative and financial reasons.

(xxii) If any dispute or difference shall arise including this contract the settlement of which is not hereinbefore provided for the same shall be referred to the arbitration of the Officer-in-Charge, Zoological Survey of India, Jabalpur or if he is unable or unwilling to act as arbitrator to the arbitration, any other person so nominated by him in writing shall act as arbitrator and the decision of such arbitrator shall be final and binding on the parties to this contract.

(xxiii) This tender is meant only to finalize the rates for procuring the services of Security Guard in the office work of CZRC, Zoological Survey of India. The successful bidder will have to enter into further

detailed Agreement with the Officer-in-Charge, CZRC on the Terms & conditions listed in this Tender document.

(xxiv) The Officer-in-Charge, CZRC, Zoological Survey of India, while evaluating the tenders, shall consider only the consolidated/total rate quoted by the bidder without going into the item wise details. The rates should be firm & final. No request for increase in rates due to any reason whatsoever shall be entertained during the period of contract. Further, the tender shall themselves be responsible to ensure compliance with the Minimum Wages Act/Rules and statutory provisions of the Labour Act.

(xxv) If successful bidder fails to provide the services of Security Guard at the accepted rates on the scheduled date and time, the contract awarded to him shall be cancelled and security deposit will be forfeited.

(xxvi) If a firm/company quoted Nil or Zero service charge, the bid shall be treated as unresponsive and will not be evaluated and summarily rejected.

Tender Validity: The rates agreed upon shall be valid for a period of one year from the date of the signing of the contract (agreement). However, the Officer-in-Charge, ZSI reserves the right to extend the period upto another six months at the same rate and terms and conditions. No variance in rates shall be allowed till completion of the contract period.

7. COMPLIANCE WITH LABOUR REGULATIONS :

During continuance of the contract, the service provider shall abide at all times by the existing labour enactments and rules made there under, regulations, notifications and by-laws of the State or Central Government or local authority and any other labour law (including rules), regulations, by-laws that may be passed or notification that may be issued under any labour law in future either by the State or the Central Government or the local authority. The service provider shall keep the CZRC, Zoological Survey of India indemnified in case any action is taken against the CZRC, Zoological Survey of India by the competent authority on account of contravention of any of provisions of any Act of rules made there under, regulations or notifications including amendments as mentioned above. If the CZRC, Zoological Survey of India is caused to pay or reimburse, such amounts as may be necessary to cause or observe, or for non observance of the provisions stipulated in the notification/by-laws/Acts/Rules/Regulations including amendments, if any, on the part of the service provider, CZRC, Zoological Survey of India shall have the right to deduct any money due to the contractor including his bill amount or Security deposit. The officer of the CZRC, Zoological Survey of India shall also have right to recover from the service provider any sum

required or estimated to be required for making goods due to loss or damage caused by them.

Annexure-A

TENDER FORM

(The firm may furnish the requisite information on their Letter Head on proforma given below)

Unit Prices/Rates (To remain valid for a period of one year from the date of signing of the contract)

Break up details of the rate for Security Guard			Break up details of the rate for Sweeper		Break up details of the rate for Unskilled Personnel laborers	
Item	Rupees per man per month	Rupees per man per day	Rupees per man per month	Rupees per man per day	Rupees per man per month	Rupees per man per day
1. Basic Pay*						
2. PF						
3. ESI						
4. Service Tax						
5. Service Charges						
6. Any other charges (to be specified clearly)						
7.						
8.						
Total						

Rate for one Security Guard per month

Rate (in figures) Rs.

Rate (in words) Rupees

Rate for one Unskilled Personnel per month

Rate (in figures) Rs.

Rate (in words) Rupees

Rate for one Sweeper per month

Rate (in figures) Rs.

Rate (in words) Rupees

Place:

Date:

Signature of Contractor
Postal Address
Phone/Fax No.
Email Address

TENDER OFFER

To,

The Officer-in-Charge
Zoological Survey of India, CZRC
168-169, Vijay Nagar,
Jabalpur (MP) 482 002

After having examined the tender documents including all Annexure, we offer to provide Security Guards, Unskilled personnel and Sweeper in accordance with the said tender document.

We undertake, if our tender offer is accepted, to commence the services within(Number) days from the date of signing of the Contract Agreement.

If our tender offer is accepted we will submit a Security Deposit for a sum of Rs./- (Rupees only) for the due performance of the contract.

We hereby agree to abide by this Tender offer and the rates quoted therein shall remain binding upon us until the expiry of the contract period.

We are aware that you are not bound to accept the lowest quotation alone.

Dated thisday of2019

Signature
Duly authorized to sign the tender
Offer for and on behalf of

Annexure-C

COMPANY REGISTRATION DETAILS

1. NAME OF AGENCY :
2. OWNERS NAME
3. REGISTRATION NO.
4. GST REGISTRATION NO.
5. PAN NUMBER :
6. CONTRACT LABOUR LICENSE CERTIFICATE NO.:
7. E.P.F. CODE NO. :
8. TELEPHONE NOS.
9. RESIDENTIAL ADDRESS
10. BANKER'S NAME & ADDRESS
11. EXPERIENCE (YEARS)
12. LIST OF MAJOR CLIENTS (ENCLOSE COPY OF ORDERS/CONTRACTS ALONGWITH WORK DETAILS, PERFORMANCE REPORT)
13. ANY OTHER INFORMATION/DOCUMENTS

Date:

Signature of the bidder with seal