

F.No.38/2006-Admn.,  
Government of India,  
National Archives of India,  
Regional Office, Civil Lines,  
Bhopal (M.P.)-462002.

Dated the 19-1-2018

**Tender Call for Security & Cleaning Service**

Tender in technical and financial bid are invited by 13.00 hour of **20** Feb., 2018 from registered firms for Security & Cleaning services for this office. The successful tendered will enter into one year agreement with this office for providing the services. It may be renewed for a further period upto two year subject to the satisfactory service and discretion of the competent authority. For detail about Tender Documents, Term and Conditions and procedures please of though the dossier attached herewith.

Yours faithfully,

*Pranjana Sinha*

(Pranjana Sinha)

Assistant Director of Archives,  
National Archives of India, Bhopal.

## **GENERAL INSTRUCTION TO TENDERER**

1. Sealed Tender in two bid system (technical bid and financial bid sealed in two different covers and both the cover sealed and kept in a single bigger cover) are invited by the Assistant Director, National Archives of India, Records office, Bhopal on behalf of Director General of Archives Government of India upto 13.00 hours on **20** Feb., 2018 providing security and Sweeping & Cleaning Service to this office.
2. At present a total number of three guards for watch and ward and three safaiwallaha for sweeping and cleaning are required. However knowing in view the need the number of manpower may be increased if required.
3. The bidder, to qualify for the award of contract, shall submit a written power of attorney authorizing the signatories of the bid to participation in the bid. Memorandum of Understanding/authorizing the signatories of the bid to participate in the bid.
4. The Technical bid and financial bid are to be submitted in prescribed forms in form I and Form II respectively. However for each of the service separate quotation in separate folder will have to be submitted. Further as regards Form I separate formats for security and sweeping and cleaning services are to be used.
5. The tender for Security and Cleaning and Sweeping Services may be submitted in single form separately to the Assistant Director of Archives, National Archives of India, Regional Office, Civil Lines, Bhopal-462002.
6. The technical bid will be opened at 4.00P.M on **20** Feb. 2018. The date of opening the financial bid will intimated be to the bidders later on. Any form of conditional bid will be summarily rejected.
7. The firm qualifying the technical bid will be considered for financial bid. The decision of the Director General of Archives in this regard is final, who is also not bound to accept the lowest rate and reserves himself/herself the right to cancel all the bids without assigning any reason. No correspondences in this regard will be entertained.
8. All the bidders along with their bid application will submit Bid Security (EMD) of Rs. 5000/- towards the Tender of Security and Cleaning Services. As per Annexure-II a bank guarantee from a Nationalized Bank in favour of Director General of Archives, National Archives of India, New Delhi. The Bank Guarantee will remain valid for a period of 180 days. Bid securities of the unsuccessful bidders will be returned to them within 30 days. The Bid Security of the bidder shall be forfeited without prejudice if,
  - i. The bidder withdraws his tender during the tender validity period.
  - ii. After acceptance of his tender, the bidder fails to take up the job.
  - iii. If the bidder fails to sign the contract in accordance with the Terms and Conditions of the contract.
  - iv. If after acceptance of his tender, the bidder fails to furnish the performance Security amount.
  - v. If after acceptances of his tender, the bidder fails to commence the work within the stipulated time period.
  - vi. The tenders received without Bid Security in the prescribed format shall be rejected.

9. Before commencing the work order the successful bidder will enter into agreement with this Department in our prescribed format in stamp papers. The cost of the stamp papers will be borne by the bidder. For security and sweeping & cleaning services separate agreement will be signed.
10. The contract will be for a period of one year from the date of deployment and may be extended upto two years if the Services are found satisfactory.
11. The successful bidder will have to deposit an amount of Rs. 25,000/- for Security Services and Rs. 10,000/- for Cleaning and Sweeping Services towards performance security before commencing the work under contract. The mode of payment will be intimated at the time of awarding the contract. The performance security will remain with this Department as long as the contract is in force and will remain valid for a period of two months beyond the date of completion of all contractual obligations including warranty obligations. The amount is liable to be forfeited fully or in part of, in case of breach of any of the conditions mentioned in the contract agreement. The performance security is refundable without any interest after successful completion of work order and contractual obligation.
12. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.

#### **GENERAL ELIGIBILITY:**

##### **Technical Bid**

1. The agency having at least annual financial turnover of twenty lakh rupees and three years experience in providing security and sweeping & cleaning service to government establishment /PSUs are eligible to participate in the bid. They may have three years experience in a single establishment or one year experience in three different establishments for which necessary performance certificate from the client will have to be produced.
2. The bidder must read carefully and fill up the tender document without any mistake. Any addition with extra sheet in the format shall be signed by the bidder. Tender incomplete and not submitted as per instruction will be rejected. The submitted tender forms must be accompanied with attested copies of all document asked for.
3. The technical bid submitted in sealed cover may be superscribed as **Technical Bid-Security/Sweeping & Cleaning** (delete which is not applicable). For any information or clarification on the tender document the bidder can contact this office on any working day in office hours till the closing date of acceptance.

##### **Financial Bid**

1. The firms qualifying the technical bid only be considered for financial bid. It shall be submitted in a sealed cover superscribing **Financial Bid**.
2. For security services the format **Financial Bid-Security** and Sweeping & Cleaning **Financial Bid-Sweeping & cleaning** will be used.
3. The financial bid should be based on the **Minimum Wages Act, 1948** and the rates of wages should be in accordance with the approved rates of Ministry of Labour and Employment, Government of India & Government of M.P. for financial year 2018-19.
4. The financial bid will also include other minimum statutory requirement like EPF, ESI, weekly offs and National holiday etc. as applicable under labour laws. Any office/bid not in compliance with Minimum Wages Act and any other Labour laws will be treated as invalid.

## GENERAL TERMS AND CONDITIONS OF THE CONTRACT

1. The contractor will provide all cleaning materials and appliances for the services to their labourers.
2. The safaiwallahs provided shall be the employees of the Contractor and all statutory liabilities will be paid by the contractor such as ESI, EPF, Workmen's Compensation Act, etc. The list of staff going to be deployed shall be made available to the Department and if any change is required on part of the Department fresh list of staff shall be made available by the agency after each and every change.
3. It is clarified that under no circumstances, the staff members and / or the workmen / employees of the sweeping & cleaning agency shall be treated, regarded or considered or deemed to the employees of the office and the agency alone shall be responsible for their remuneration, wages and to their benefits and services conditions of all the employees deployed by the agency and shall indemnify and keep indemnified this office against any claim that may have to meet towards the employees of the agency.
4. The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under Labour Act, Minimum Wages and (Contract Labour (Regulation & Abolition Act 1970), EPF etc. with regard to the personnel engaged by him for works. It will be the responsibility of the contractor to provide details of manpower deployed by him, in the office and to the Labour Department.
5. All wages due to the employees of the contractor shall be paid in the first week of the month in the presence of the authorised officer of the Principal Employer as per the provision of Contract Labour (Regulation & Abolition) Act, 1970. Similarly in every month they will submit to this office copy of the EPF and ESI deposit of the safaiwallahs. In case they fail to deposit the amount in any month the office reserves the right to deduct the said amount from their bill in the next month.
6. Since it is the responsibility of the bidder to claim all the statutory dues from the principal employer to be paid to the labourer at the time of inviting the bid, the Department will not be responsible in case of any subsequent dispute in labour court in this regard. The bidder therefore will have to indemnify the Department in such eventuality.
7. Any damage or loss caused by contractor's persons to the Department in whatever form would be recovered from the contractor.
8. The contractor shall ensure that its personnel shall not at any time, without the consent of the Department in writing, divulge or make known any trust, accounts matter or transaction undertaken or handled by the Department and shall not disclose to any information about the affairs of Department. This clause does not apply to the information, which becomes public knowledge.
9. The Contractor will not allow or permit his / their employees to participate in any Trade Union activities or agitation in the premises of this office, violation of which may result in the termination of the contract immediately.
10. The Department will not be responsible for any injury or loss of life of personnel deputed by the contractor which may take place in the course of their deployment.
11. Any personnel engaged by the Agency if found indulged in illegal and intolerable activities is to be handed over to the police or any other administrative action deemed fit against him will be taken besides termination of the contract immediately. Agency shall be solely responsible for the conduct and behaviour of persons deployed by the agency.
12. The agency shall furnish a photocopy of ESI Card immediately on engagement of safaiwallah.