

**Staff Selection Commission, (Northern Region)**  
**Block No.12 CGO Complex, Lodhi Road, New Delhi 110003**

Tender No. 29012/2/2017 Admin NR dated 05.04.2017

**Notice inviting tenders**

Sealed tenders are invited for providing security services by engaging private security personnel, both male and female, without arms, at different examination venues located in various centres under the jurisdiction of Staff Selection Commission, (Northern Region), which comprises of the states of Delhi, Rajasthan and Uttarakhand, on specific days in April to June, 2017, for providing security for the Multi Tasking Examination, 2016, being conducted by the Commission.

2. The terms & conditions specific to the work are mentioned in the following paragraphs and Annexure VII. The proforma for submission of bid is given in Annexures II to VI of this notice inviting tenders.

3. The tender form along with the terms & conditions can be downloaded from [www.sscnr.net.in](http://www.sscnr.net.in). The tender completed in all respects must be received in this office before the scheduled time & date as prescribed. The tender can be put in the box kept for this purpose in this office on all working days till the last date and time of submission. All outstation bids must be sent by Registered Post/Speed Post only so as to reach the office of Regional Director, Staff Selection Commission, (Northern Region) on or before the schedule date and time. Tender send through courier will not be accepted/ not considered. This office will not be responsible for any kind of delay for receipt of tender within the specified date and time and the tender received after the schedule date and time will be rejected outright. Only one tender should be kept in one cover. The tender is not transferable.

4. Any attempt on the part of the bidder to influence in any way for the acceptance of his tender will render the tender for rejection.

5. The decision of the REGIONAL DIRECTOR, Staff Selection Commission, (Northern Region) shall be final on any matter of dispute arising out of this tender.

**REGIONAL DIRECTOR,**  
**Staff Selection Commission,**  
**(Northern Region)**

Tender No. 29012/2/2017 Admin NR dated 05.04.2017 of  
STAFF SELECTION COMMISSION, (NORTHERN REGION)

## **GENERAL TERMS & CONDITIONS**

### **Introduction**

Tenders are invited for providing security services by engaging private security personnel, both 'Male' and 'Female', without arms at different examination venues located in various cities under the jurisdiction of Staff Selection Commission, (Northern Region). The terms & conditions specific to the work are mentioned in the following paragraphs. Cities and dates of examinations are given in Annexure VII.

#### **1. Scope of work**

The selected security agency will have to provide security personnel at the venues of the examination in the cities mentioned in Annexure VII. The exact number of security personnel required for each venue may vary and the payment for the service will be calculated proportionately depending upon the number of security personnel provided in that venue. The value of the contract is Rs. 21,00,000/- (Rupees Twenty One Lakh Only)

The security personnel would be either the staff of the Security Agency and in all cases, police verified. They must be well-trained in frisking and venue security work. They must turn up in time and be in proper uniform. They must also be fluent in English and Hindi.

The security personnel are required to perform the following functions:

- I. They must report for duty at the examination venue sharp at 08:00 AM and will leave the venue only after 17:00 hrs.
- II. They must regulate entry at the main gate of the examination venue and frisk candidates at the time of entry. In doing so, they may be required to check the ID cards and admit cards of entrants, isolate suspected entrants, report inappropriate conduct of entrants to the Venue Supervisor, and perform any other function connected with providing security cover to the examination as entrusted by the Venue Supervisor.
- III. They must ensure that no candidate is allowed to carry his/her mobile phone and other electronic gadgets and any other prohibited item. The list of such items would be provided to the Security Agency. Female candidates will be frisked by female security personnel only, with a proper cover.
- IV. They must not allow entry to any unauthorized person, except properly identified candidates, Departmental staff and venue staff, inside the examination venue during the entire period of examination.
- V. No candidate is to be allowed after the entry time for that session is closed.

## 2. **Eligibility**

2.1. Only the Security Agencies who are providing similar kind of security services for at least last three consecutive years and are having average annual turnover of Rs. 10 crore during the last three financial years in the books of accounts are eligible to participate.

2.2. The bidder must have the experience of providing similar services for a public examination conducted by Departments/ Autonomous Institutions/ Universities/ Public Sector Undertakings of the Government of India/ State Government or a National/State level exam-conducting body either directly or through an examination-conducting vendor hired by these organisations.

## 3. **Qualifications of the Bidders**

3.1. The Bidder, to qualify for the award of contract, shall submit a written power of attorney authorizing the signatories of the bidder to participate in the bid.

3.2. Document relating to the bidder's establishment, e.g. Memorandum of Understanding or Partnership Deed, shall be provided in case the Bidder is a Joint venture/Consortium/Partnership.

3.3. The bidder shall submit full details of his ownership and control or, if the Bidder is a partnership, joint venture or consortium, full details of ownership and control of each member thereof.

3.4. Bidder shall submit a copy of PAN card No. under the Income Tax Act.

3.5. Bidder must submit copies of all documents required, duly self-attested, along with technical bid.

3.6. Bidder is required to confirm and declare with the bid that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission has been or will be paid and that the tender price will not include any such amount. If Staff Selection Commission, (Northern Region), subsequently finds to the contrary, the Department reserves the right to declare the Bidder as non-compliant and declare any contract if already awarded to the Bidder to be null and void.

3.7. 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 Indian laws. Such action will result in the rejection of bid, in addition to other punitive measures and legal actions.

4. **One Bid per bidder**

Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of a consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.

5. **Earnest Money**

5.1. Earnest Money of Rs. 2.1 lakh must be deposited by bidders by bank draft in favour of Regional Director, Staff Selection Commission, (Northern Region), payable at New Delhi which must be submitted along with the technical bid.

5.2. Bidder will not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates the aforesaid amount of earnest money will be forfeited to the Government.

5.3. Bids without payment of Earnest Money Deposit will be summarily rejected.

5.4. No claim shall lie against the Government/ Department in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.

5.5. EMD of unsuccessful bidders will be refunded after the finalization of tender, within 30 days from the date of opening of tender.

6. **Preparation and submission of Tender**

Bids will be submitted as per Two Bid System. The bid will be submitted in a sealed envelope in which there will be two envelopes: The Technical Bid will be placed in one envelope and the Financial Bid will be submitted in a separate sealed cover. The envelopes must be properly marked, indicating the type of bid contained therein. The bid will be rejected if Technical bid and financial bid is placed in same envelope. The bids can be submitted up to 02:30 PM on 20/04/2017.

(a) **Technical Bid**

6.1. The technical bid must be in the prescribed format, which must include all the documents required as per this notice inviting tenders except Annexures III-IV, which constitute the Financial Bid.

6.2. All the pages of the NIT shall be numbered sequentially and all pages and Annexures shall be signed with the firm's stamp by the bidder or a person or persons duly authorized to bind the bidder to the contract. The letter of authorization shall be indicated by written power-of-attorney attested by Notary Public.

6.3. The acceptance of the offer made by the bidder will be deemed as a contract.

6.4. No page should be removed/ detached from this notice inviting tender.

6.5. The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person or persons signing the bid.

6.6. Individual signing the tender or other documents connected with contract must specify whether he signs as:

a. A representative of the company, in which case he must have authority to execute contracts on behalf of the company and to refer arbitration disputes concerning the business of the company either by virtue of the agreement or by a power of attorney.

b. A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

c. Director or a principal officer duly authorized by the Board of Directors of the Company, if it is a company.

d. The sole proprietor.

**(b) Financial Bid**

- i. The financial bid must be in the prescribed format as given in **Annexures III-IV** and submitted in a separate sealed cover, along with the technical bid. The Financial Bids of the bidders short-listed after evaluation of technical bids only will be opened on a specified date and time to be intimated to the bidders. A duly constituted Tender Evaluation Committee will evaluate the Financial Bids.
- ii. A consolidated amount must be quoted in Annexure III for the whole job to be carried out.
- iii. The amount quoted will be **inclusive of all taxes**.
- iv. Break-up of the amount quoted must be provided in Annexure IV.
- v. The bidder has to comply with the provisions of the Minimum Wages Act, labour laws, service tax, service charges etc. payable for the security work required under this tender.
- vi. The amount quoted shall be responsive and the bidders who have quoted 'NIL' charges over and above the minimum wages and statutory payments, become considered as unresponsive bidders and such bids will be rejected. Service charge shall be expressly quoted. If service charge is quoted less than 5 %, the bid will be rejected.

- vii. At the time of payment of bills, the income tax and other taxes, if any, shall be deducted at source as per Government rules and guidelines as prevailing at the time of payment.
- viii. The decision with regard to award of contract will be taken based on the amount quoted in Annexure III. The quotes must meet the requirements given in points v-vii and other terms of this notice inviting tenders.

## **7. Validity of bids**

The bids shall be valid for a period of two months from the date of opening of tenders. This has to be so specified by the bidder in the financial bid.

## **8. Opening & Evaluation of Tender**

8.1. The bidder is at liberty either to be present himself or authorize any one representative (as in Annexure-VI) to be present at the time of opening of tender at 03.00 PM on 20.04.2017 and he must produce a proof of identity at that time.

- a. The evaluation of tenders will be made first on the basis of technical information furnished in forms given in Annexures I to V (except Annexures III and IV). The financial bids of only such bidders will be opened whose technical bids qualify as per terms of this notice inviting tender; financial bids will be opened at the time, date and venue to be announced after opening of technical bids.
- b. A duly constituted Tender Opening Committee will open the Technical Bids in the presence of bidders or their authorized representatives who choose to attend, at the specified date and time. The bidders' representatives who are present shall sign on attendance sheet/ register. **Authority letter to this effect shall be submitted by the bidders' representative before they are allowed to participate in bid opening.** (Format is given at Annexure VI).
- c. Only one representative for any bidder shall be authorized and permitted to attend the "bid opening".
- d. The Tender Opening Committee shall check the tender for the availability of the following.
  - i. Bank draft enclosed with the technical bid towards EMD
  - ii. Whether all the pages of the tender documents are signed, stamped & submitted
  - iii. Whether two bid system has been followed
  - iv. Whether all documents as sought in the NIT have been submitted or not

Bids not having any of the above documents will be summarily rejected.

- e. A duly constituted Tender Evaluation Committee shall evaluate the technical bids that are not disqualified as per para d above.

- f. All statements, documents, certificates, proof of EMD etc. uploaded by the bidders will be verified and downloaded for technical evaluation. The clarifications, particulars, if any, required from the bidders will be obtained either online or in the conventional method by addressing the bidders.

8.2. Financial bids of only the technically qualified bidders, who are short-listed after technical evaluation, will be opened and evaluated by Tender Evaluation Committee on a specified date and time under intimation to the short-listed bidders and the result will be displayed in office. Till the technical bids are opened, the identity of the bidders who participated in the tender will be kept confidential. Similarly, till the financial bids are opened, the bid offers will be kept confidential.

8.3. The decision of Staff Selection Commission, (Northern Region) on evaluation and selection of bids shall be binding and final.

8.4. Staff Selection Commission, (Northern Region) reserves the right to cancel the tendering process without assigning any reason.

## 9. **Award of Contract**

9.1. The Staff Selection Commission, (Northern Region), will award the contract to the successful bidder (hereinafter called the Security Agency) whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.

9.2. The Staff Selection Commission, (Northern Region), will communicate the successful bidder (Security Agency) by letter transmitted by registered/ speed post/ special messenger that his bid has been accepted. This Letter of Offer shall prescribe the amount which the Commission will pay to the Security Agency in consideration of the execution of work/services by the Security Agency as prescribed in the contract.

9.3. The successful bidder (Security Agency) will be required to execute an agreement within a period of 7 days from the date of issue of Letter of Offer.

9.4. The successful bidder (Security Agency) shall be required to furnish a Performance Security within 7 days of receipt of 'Letter of Offer' for an amount of Rs.2.1 Lakh in the form of an Account Payee DD, Fixed Deposit Receipt from a commercial bank, or Bank Guarantee from a commercial bank in favour of Regional Director, Staff Selection Commission, payable at New Delhi. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further up to a period of one year from the date of initial contract, a fresh Performance Security shall be furnished by the contractor at proportionate rate.

9.5. The agreement will be effective for a period of three months, extendable to one year from the date of initial contract. During the extended period, the Security Agency will offer the security services, if required by the Commission, on the same terms and rates, subject to mutual consent.

10. **Penalty**

In the event of the contractor failing to:

- i. Observe and perform any of the conditions of the work as set out herein;
- ii. Or execute the work to the satisfaction of the Commission set out by the Regional Director, Staff Selection Commission, (Northern Region);

One or more of the following penalties will be imposed by the Regional Director, STAFF Staff Selection Commission, (Northern Region):

An amount equal to 125% of the decided rate per person per day shall be deducted as penalty against the absence of any deployed security personnel from the assigned place of duty;

Rs. 400/- per device per day shall be deducted as penalty for not providing the metal detector, where asked for, or the device being defective;

If the deficiency is covered subsequently and the security cover thereafter is satisfactory, the penalty would be as determined by the Regional Director, subject to the maximum as given in the paras above.

In the event of any deficiency, REGIONAL DIRECTOR, Staff Selection Commission, (Northern Region) may, in addition to the penalty mentioned above, charge the amount of extra cost borne by the Commission in meeting the shortfall in quantity or quality provided by the Security Agency.

REGIONAL DIRECTOR, Staff Selection Commission, (Northern Region) reserves the right to terminate the services of the Security Agency at any time without giving any notice whatsoever.

11. **Cost Variation:**

Total cost of tender is 21 Lacs. Under normal circumstances this cost may decrease or increase by 25% on same terms and conditions. In exception circumstances the cost may decrease by 50% or increase by 50% on submission of additional security deposit equal to 10% of the additional cost to be submitted within 7 Days from the date of intimation to the bidder regarding increase in additional cost. Any delay in this regard may result in cancellation of tender. Decision of Regional Director, Staff Selection Commission (Northern Region) will be final and binding on the bidder.

12. **Jurisdiction of Courts**

The courts at New Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.



Tender No. 29012/2/2017 Admin NR dated 05.04.2017 of  
STAFF SELECTION COMMISSION, (NORTHERN REGION)

**TENDER FORM – TECHNICAL INFORMATION AND UNDERTAKING**

**BIDDER'S NAME:** \_\_\_\_\_  
**BIDDER'S ADDRESS (HQs):** \_\_\_\_\_  
**BIDDER'S ADDRESS (LOCAL):** \_\_\_\_\_

I/ We hereby submit the bids in response to Tender No. 29012/2/2017 Admin NR dated 05.04.2017 of Staff Selection Commission, (Northern Region).

As per the terms of the tender document, the details therein with supporting documents may be considered as technical bid and a separate envelope as per Annexures III and IV of the tender document may be treated as financial bid.

<b>Sr No.</b>	<b>Name of the Bidder/concern</b>	
1	Status of the bidder (i.e. Sole Proprietor/ Partnership firm/ Company etc)	
2	Registration particulars/License for carrying out the required security work (Photocopy of registration certificate to be enclosed)	
3	Bank Draft details of EMD (Draft no., Amount, Payable to, Drawn at)	
4	List of important security related works undertaken during the last two years (Summary to be enclosed in separate sheets for each work and comprise the scope covered; persons employed; fee charged; remarks/ observations / appreciation of the organization for whom the work was conducted)	
5	List of major customers (their address and period of contract may be given on a separate sheet, along with copies of the work orders issued by the customers)	
6	PAN Number ( attested copy to be enclosed)	
7	Service tax registration no. (Copy of order of service tax registration to be enclosed)	
8	Turnover in the last three years (balance sheet for last three years duly authenticated to be enclosed)	
9	EPF & ESI Registration numbers (Copies of orders to be enclosed)	

10	Any other important information in the opinion of the bidder may be furnished here	
----	------------------------------------------------------------------------------------	--

### **UNDERTAKING**

1. I/ We undertake that I/ we have carefully studied all the Terms & Conditions of Tender No. 29012/2/2017 Admin NR dated 05.04.2017 of Staff Selection Commission, (Northern Region) and understood the parameters of the proposed work. I/ We undertake to abide by the same.
2. I/We also undertake that I/We have understood the parameters and technical specifications for conducting the work mentioned in the notice inviting tender for Tender No. 29012/2/2017 Admin NR dated 05.04.2017 of Staff Selection Commission, (Northern Region), and shall conduct the work strictly as per these parameters and technical specifications for conducting the work.
3. I/ We further undertake that the information given in this bid and accompanying documents are true and correct in all respects and I/ we take full responsibility for the same.

**Signature of the bidder with seal and date**

**Local address:**\_\_\_\_\_

**Authorised representative:**\_\_\_\_\_

**Telephone, mobile no's for contact:**\_\_\_\_\_

**Email for contact:**\_\_\_\_\_

Tender No. 29012/2/2017 Admin NR dated 05.04.2017 of  
STAFF SELECTION COMMISSION, (NORTHERN REGION)

**TENDER FORM – FINANCIAL BID**  
**(to be enclosed in the envelope for Financial Bid)**

Name of the Bidder: \_\_\_\_\_

We offer the following quotes for the work as per requirements given in Tender No.  
29012/2/2017 Admin NR dated 05.04.2017 of Staff Selection Commission, (Northern Region):

Quotes for per person with metal detector per day : Rs. \_\_\_\_\_ (in  
figures) \_\_\_\_\_ and

Rs. \_\_\_\_\_ (in words).

In case of difference in amount quoted in figures and words, the amount quoted in words will  
be taken for the purpose of finalising the bid.

These rates shall be valid for a period of two months from the date of opening of tenders.

The break-up of the above amount is furnished in **Annexure-IV**.

**Signature of the bidder with seal and date**

Tender No. 29012/2/2017 Admin NR dated 05.04.2017 of  
STAFF SELECTION COMMISSION, (NORTHERN REGION)

**Break-up of the amount quoted for work required under** Tender No. 29012/2/2017 Admin NR dated 05.04.2017 of Staff Selection Commission, (Northern Region)  
(to be enclosed in the envelope for Financial Bid)

S.No	PARTICULARS	AMOUNT (in Rs.)
1	Basic wages @ Rs..... (per day, per person)	
2	Service Tax @.....%	
3	Service charges @.....%	
4	Total amount quoted for the whole work per day per person	
5	Cost of provision of metal detector per day/per person	
6	TOTAL (must be equal to the amount quoted in Annexure III)	

Certified that the rate quoted herein comply with the Minimum Wages Act as notified from time to time and all the statutory provisions & Rules as applicable from time to time. The above rates are inclusive of Service Tax, service charge and any other tax payable to the Government.

I/We understand that offers not complying with the extant laws will be rejected.

**Signature of the bidder with seal and date**

Tender No. 29012/2/2017 Admin NR dated 05.04.2017 of  
STAFF SELECTION COMMISSION, (NORTHERN REGION)

**CHECK LIST FOR SUBMITTING THE TENDER**

(To be enclosed in the cover for Technical Bid)

S.No	Details of documents attached	Enclosed / Not enclosed	Remarks
1.	Draft for EMD		
2.	Annexures I to VI		
3.	Whether each page of NIT has been signed & sealed		
4.	Documents as given in paras 3.1-3.3 if relevant		
5.	Copy of the registration of the Firm/company & license for security services		
6.	Copies of registration certificate for Service Tax and other registrations / licences for carrying out the work as Security Agency		
7.	Copy of PAN card		
8.	Audited Income Tax returns for last three financial years, duly authenticated		
9.	Copies of summaries of balance sheets for the last three years clearly depicting the turnover on security related services		
10.	Copy of registration for EPF/ Copy of registration for ESI		
11.	Summary and copies of work orders issued (PI refer to Ann.II, point 4)		
12.	Details of major customers and work orders (PI refer to Ann.II, point 5)		

Tender No. 29012/2/2017 Admin NR dated 05.04.2017 of  
STAFF SELECTION COMMISSION, (NORTHERN REGION)

**Letter of authentication for attending bid opening**  
**at 03.00 PM on 20.4.2017 at Room no. 505,**  
**Staff Selection Commission, (Northern Region),**  
**Block 12, CGO Complex, Lodhi Road, New Delhi 110003.**

*Only one representative for any bidder shall be authorized and permitted to attend the bid opening. Such person shall carry this authorisation letter to participate in the bid opening.*

To

The Regional Director,  
Staff Selection Commission, (Northern Region),  
New Delhi 110003

The following person is hereby authorised to attend the bid opening for the tender mentioned above on behalf of \_\_\_\_\_ (Bidder)

Name of the person	Specimen Signature

**Signature of the bidder with seal and date**

Tender No. 29012/2/2017 Admin NR dated 05.04.2017 of  
STAFF SELECTION COMMISSION, (NORTHERN REGION)

**Approximate requirement of security personnel and security equipment**

State	Cities	Date of Examination	Nos. of Venues	Total Nos. of security personals required along with metal detector
Delhi	Delhi/New Delhi	30.04.2017	93	Approximately 2300 Nos.
		14.05.2017	71	
		28.05.2017	96	
		04.06.2017	96	
Rajasthan	Ajmer Alwar Bharatpur Bikaner Jaipur Jodhpur Kota Srigangangar Udaipur	30.04.2017	206	
		14.05.2017	207	
		28.05.2017	261	
		04.06.2017	224	
Uttarakhand	Almora Dehradun Haldwani Haridwar	30.04.2017	29	
		14.05.2017	29	
		28.05.2017	69	
		04.06.2017	61	