



Unique Identification Authority of India (UIDAI)
Govt. of India, Planning Commission,
Regional Office,
TC/46-V, 3rd Floor, Vibhuti Khand,
Gomti Nagar, Lucknow – 226010



TENDER DOCUMENT

HIRING OF

PRIVATE SECURITY GUARDS (Unarmed)

TENDER No.- A-12035/06/2011/UIDAI/Lucknow

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OFFICE OF THE UNIQUE IDENTIFICATION AUTHORITY OF INDIA

Regional Office, TC/46-V, 3rd Floor, Vibhuti Khand, Gomti Nagar, Lucknow – 226010

NOTICE INVITING TENDER

Sealed quotations are invited from registered firms for hiring of private security guards (Unarmed) for office building at TC/46-V, 3rd Floor, Vibhuti Khand, Gomti Nagar, Lucknow – 226010

Sealed quotations with separate Technical and financial bids filled in the specified proforma and addressed to the Assistant Director General (HQ), Office of the Unique Identification Authority of India, Regional Office, TC/46-V, 3rd Floor, Vibhuti Khand, Gomti Nagar, Lucknow – 226010, should reach latest by 03.00 PM on 03-08-2012. Quotations received after the stipulated date and time will not be entertained.

The top of the envelop should be clearly super scribed "Tender for hiring of private security guards in UIDAI RO, Lucknow". The tender must be accompanied with a demand draft of Rs 10,000 (Rs Ten Thousand Only) in favour of SENIOR ACCOUNT OFFICER, UIDAI, RO, LUCKNOW.

Specified Proforma along with all terms and conditions may be collected from Office of the Unique Identification Authority of India, Regional Office, TC/46-V, 3rd Floor, Vibhuti Khand, Gomti Nagar, Lucknow – 226010 on any working day between 11.00 am to 4.00 pm. These are also available on website: <http://uidai.gov.in>

The Technical Bids shall be opened first in the Conference room of the UIDAI, Regional Office, TC/46-V, 3rd Floor, Vibhuti Khand, Gomti Nagar, Lucknow–226010 **at 04:00 pm on 03-08-2012** by the Committee authorized by competent Authority and in the presence of such tenderer's who may wish to be present. The financial Bids of only those tenderer's whose Technical Bids have been accepted by the Office of the Unique Identification Authority of India, shall be opened at the same venue and on **06-08-2012 at 11.00 am** by the Authorise Committee and in the presence of those who wish to be present. The Competent Authority reserves the right to reject any or all the quotations without assigning any reasons thereof.

(C. S. Mishra)
Assistant Director General (HQ)
csmishra@uidai.gov.in
0522-2304985



SCHEDULE OF TENDER

1. Tender Notice No.	:	A-12035/06/2011/UIDAI/Lucknow
2. Name of the work	:	Hiring of Private Security Guards for UIDAI, RO
3. Location of work	:	TC/46-V, 3rd Floor, Vibhuti Khand, Gomti Nagar, Lucknow-226010
4. Issue of Tender Document	:	12-07-2012
5. Last date for Pre-bid Clarification (by e-mail)	:	26-07-2012 at 1600 hrs.
6. Last date for replying to clarifications:	:	27-07-2012 at 1600 hrs.
7. Tender to be submitted	:	at 03:00 PM on 03-08-2012
8. Envelopes to be addressed	:	Bid For hiring of Private Security Guards For office of UIDAI - RO Lucknow, TC/46-V, 3rd Floor Vibhuti Khand, Gomti Nagar, Lucknow-226010
9. Opening of tender	:	Technical Bids – 03-08-2012 at 04:00 PM Financial Bids - 06-08-2012 at 11:00 AM
10. Amount of EMD	:	Rs. 10,000/-
11. Cost of Tender Form	:	Nil–

Note: 1) The tender form and connected documents can be downloaded from the UIDAI website. However, the tender must be submitted in physical form. Tenders received by email or in any other electronic form will be rejected.

2) The tenders completed in all respects must be received in this office before due date and time indicated above. The tenders received after the scheduled date and time will be rejected outright. All outstation tenders should be sent addressed to the undersigned so as to reach by the stipulated date and time of the receipt of tenders. As this is a two bid system-technical bid and financial bid are to be submitted as per the instructions in the Tender Documents.

Asst. Director General (HQ)
UIDAI, Regional Office
TC/46-V, 3rd Floor Vibhuti Khand,
Gomti Nagar, Lucknow-226010
csmishra@uidai.gov.in

Terms and Conditions

1. The Unique Identification Authority of India (UIDAI), Regional Office, Lucknow hereinafter referred to as “the Department” intends to hire initially **03 Security Guards** they should be of the following category.

SI No	Type of Guards	Category	No. of Guards
1.	Security Guards (Unarmed)	Civilian	3
Total			3

2. Security guards are proposed to be hired for an initial period of one year (on 7 days a week basis and in three shifts) with the provision of extending it at the discretion of the Deputy Director General (DDG), Unique Identification Authority of India (UIDAI), Regional Office Lucknow. However, the above number and arrangement of deployment of the Security Personnel is without prejudice to the right of DDG, UIDAI to deploy the security personnel in any other number or manner considered to be more suitable in the interest of UIDAI.

3. **Eligibility Criteria**

- (a). The Applicant Contractor (security agency) should have been in the business of recruitment and supply of civilian security guards for minimum three years.
- (b). The Applicant Contractor’s Annual Turnover should not be less than Rs. 20 lakhs during F.Y. 2010-11 and that of Rs. 15 lakhs in F.Y. 2009-10 and 2008-09.
- (c). Civilian Guards should have their antecedents verified from the local Police Station, at the instance of the Contractor and a copy of such verification reports should be submitted before commencement of the contract.
- (d). The Applicant Contractor should have minimum 100 numbers of guards on monthly roll and should have supplied civilian guards to minimum 3 PSUs/Govt. Offices during last 3 years.
- (e). The bidder may be a proprietary firm, partnership firm, Limited Company, Corporate body legally constituted, possessing required licenses and registrations valid for at least 12 months from the date of opening of the tender.

4. The Applicant Contractor should be in a position to supply the requisite number of security guards by 10-08-2012.



5. The Contractor shall provide dedicated security guards and any change in the personnel supplied should be made only in very exceptional circumstances. Replacement of security guards should be provided in event of sickness or in any other circumstances, when the guard is absent. The guards must report to duty strictly for eight hours (in each shift), seven days a week as per the roster of duty schedule to be prepared in this regard. This shall exclude the half hour lunch break, turn by turn. In case of weekly off, substitute security guard should be the same person and any change should be made with intimation to UIDAI.
6. Payment of minimum hire charges, as agreed upon and subject to TDS, shall be made on monthly basis on submission of bill after completion of the month.
7. The Agency shall provide good uniform with name badges to its personnel deployed at its own cost and ensure that they are used by the personnel deployed and are maintained in good condition. The incidentals such as, belt, shoes, socks, caps, torch with cell, cane stick, etc shall be borne/supplied by the Agency at its cost. (The expenses on uniforms, and other accessories, rainy-wear etc. shall be borne by the contractor alone.)
8. The liability on account of P.F., gratuity, insurance, medical and other dues as per Labor Laws if any, of the security guard would, solely and wholly, be the responsibility of the contractor and the department will not bear any liability apart from hiring charges.
9. The security guards will be deployed in three shifts and at the discretion of the controlling officer of the UIDAI, RO, Lucknow.
10. The contract for hiring of security guards can be cancelled with a notice period of two months, from either side, without assigning any reason.
11. The contractor should be registered with the concerned authorities of the State or Central Government and should fulfill the condition laid down by such authorities.
12. The Earnest Money Deposit /Bid Security (Refundable, if the bid is not successful) of **Rs.10000/-** (*Rupees Ten Thousand only*) in the form of Demand Draft/Banker's Cheque in favour of **Sr. ACCOUNT OFFICER, UIDAI R.O., LUCKNOW** payable at LUCKNOW, has to be remitted along with bid forms.



13. While bidding, the applicant contractor should submit '**Technical Bid**' and '**Financial Bid**' in two sealed envelopes separately super-scribed as '**Technical Bid**' and '**Financial Bid**' for "**Tender for hiring of private security guards in UIDAI RO, Lucknow**". The main envelop should contain both technical & Financial Bid.

(i) Technical Bid:

The Technical Bid should be as per **Annexure A**. It should be supported by the documents indicated in the same Annexure. The Demand Draft/Banker's cheque in respect of 'Earnest Money Deposit's should be submitted along with the 'Technical Bid'.

(ii) Financial Bid:

The 'Financial Bid', should be as per **Annexure B**. [Initially only the '**Technical Bid**' form will be opened. The '**Financial Bid**' form will be opened, only if, the applicant contractor fulfills the stipulated conditions for Technical Bid].

14. The applicants should submit their bids in a sealed larger envelope (Maximum Width of 10 Inch) containing separate Technical bid, sealed envelope & financial bid sealed envelope as per the procedure detailed at para 14.1, in the 'Tender Box' kept at Reception. Unique Identification Authority of India (UIDAI), Regional Office, TC/46-V, 3rd Floor, Vibhuti Khand, Gomti Nagar, Lucknow – 226010, up to 3.00 PM on or before 03-08-2012. No acknowledgement, in respect to any bid, shall be issued.
- 14.1. Technical bid envelope should be sealed and financial bid envelope should be sealed in separate envelops. Both these envelopes should be kept inside the larger envelope along with documents.
15. In case of non-compliance of the above terms and conditions of contract, a penalty may be levied on the basis of certificate signed by the Controlling Officer, Regional Office, Lucknow. The penalty for some of the defaults is as under:-

S.No.	Nature of default	Penalty in Rs.
1	Late Reporting	Rs. 100 per day
2	Non Reporting	Rs. 500 per day
3	Refusal of duties	Rs. 500 per day
4	Non-observance of Dress code	Rs. 100 per instance
5	Change of security guard without prior permission	Rs. 1000 per instance



On reporting of default of any type mentioned in this column on more than 3 occasions, the contract is liable to be cancelled and performance security deposits will be forfeited

16. A log sheet, specifying daily reporting and relieving time of security guards shall be maintained for each guard. The contractor should submit the duly filled in log sheet, signed by the Controlling Officer, Regional Office, Lucknow, along with the bill, on monthly basis.¹
17. The Security guards hired should satisfy the following conditions:-
 - a) Guards should wear the uniform neat, clean & ironed, while on duty, prescribed by the contractor
 - b) Guards should have undergone proper training on all security related issues, including fire-fighting, should be decent and well behaved.
 - c) Once the Guard has been allotted a spot/site he/she shall remain in the same position till he/she is shifted.
18. In case of security guard remaining absent from duty, a substitute shall be provided by the contractor immediately. In case a substitute is not provided, proportionate contract charges are liable to be deducted from the contract charges payable. In addition to the above, the penalty may also be levied for late reporting/non- reporting of guards as stipulated in para 15 above.
19. Bid once submitted shall not be allowed to be withdrawn and any default, after acceptance of bid, shall be deemed to be non-compliance of terms of contract and would be liable of forfeiture of bid security and / or levy of penalty, as the case may be.
20. Technical bids will be opened by the 'Tender Evaluation Committee' constituted by Deputy Director General (DDG), Unique Identification Authority of India (UIDAI), Regional Office, Lucknow on 03-08-2012 at 04:00 PM in Conference Room, Unique Identification Authority of India (UIDAI), Regional Office, TC/46-V, 3rd Floor, Vibhuti Khand, Gomti Nagar, Lucknow – 226010 in the presence of bidders and /of their representatives. In case of representatives attending the meeting of the 'Tender Committee', they should carry authority letter from the bidder/applicant contractor.
21. The Financial bids of only those tenderers' whose technical bids have been accepted shall be opened at the same venue and on 06-08-2012 at 11:00 am by the committee authorized by this office and in the presence of those who wish to be presence.
22. In case of failure to supply the stipulated number of security guards for hiring by the contractor for the intended period, the contract may be cancelled by the Department and EMD/bid security may be forfeited.



23. In case of any dispute, during tender process, the decision of the Deputy Director General (DDG), Unique Identification Authority of India (UIDAI), Regional Office, Lucknow would be final and binding.
24. The Agency shall enter into contract with UIDAI, RO, Lucknow as soon as decision in this regard is taken on non-judicial stamp paper of Rs.100/- (Rs. One Hundred Only) and execute an Indemnity Bond on non-judicial stamp paper of Rs.100/- indemnifying UIDAI, RO, Lucknow against all claims disputes, damages, costs etc. more particularly with regard to employees deployed by the Agency.
25. Successful bidder shall be required to deposit Performance Security **Rs 25000.00** (*Rs. Twenty Five Thousand Only*). Subject to this, the Bid Security, furnished by the successful bidder, shall be refunded or adjusted, as the case may be.
26. The Unique Identification Authority of India (UIDAI), Regional Office, Lucknow reserves the right to accept or reject any part of the tender or whole of the tender, without assigning any reason.

Assistant Director General (HQ)
Unique Identification Authority of India (UIDAI),
Regional Office, Lucknow



ANNEXURE-A

**TECHNICAL BID FOR HIRING OF
SECURITY GUARDS**

1.	Name, address and telephone number of the Bidder i.e., the Applicant Contractor.	
2.	Permanent Account Number (PAN)	
3.	Whether 100 number of guards available on monthly roll with the Applicant Contractor (Furnish Documentary evidence)	
4.	Annual Turnover during F.Y. 2010-11, 2009-10 & 2008-09 (Furnish Copy of Return of Income along with Audit Report as obtained u/s 44AB of the I.T. Act)	
5.	List of reputed Clients (minimum 3 PSUs/Govt. Offices in last 3 years) (In case the given space is insufficient, please append separate sheet and enclosed documentary evidence)	
6.	Date of Establishment/Incorporation of the Security Agency.	
7.	Copy of License for operating the Security Agency.	
8.	Details of Demand Draft/Banker's Cheque in respect of Earnest Money (Demand Draft/Banker's cheque should be enclosed)	
9.	Whether all legal provisions are complied with.	

Date:

Place:

Stamp/Seal of the Bidder

**Name and Signature of the
Authorized Signatory**



ANNEXURE-B

**FORMAT OF TENDER DOCUMENT (FINANCIAL BID) FOR
HIRING OF SECURITY GUARDS (Unarmed)**

1. Name, address and telephone No. :
of the Bidder/Applicant Contractor
2. Permanent Account No. (PAN) :
3. Name and address of the Proprietor/
Partners/Directors and their PAN
4. Rate Chart per Guard :
(Exclusive of Service Tax)

S.No.	Description	Requirement in Number	Rate per Guard Per month	Total Charges
1.	Civilian Security Guards (Unarmed)	3		
TOTAL				

5. Agency Charges, if any :
6. Total Charges including :
Service Tax (Value of Contract)

Date

Place

Stamp / Seal of the Bidder

**Name and Signature of the
Authorized Signatory**

Tender (Technical Bid) will be opened on 03-08-2012 at 04:00 PM in conference Room, Unique Identification Authority of India (UIDAI), Regional Office, TC/46-V, 3rd Floor, Vibhuti Khand, Gomti Nagar, Lucknow-226010 in front of their representatives. The Financial Bid will be opened on 06-08-2012 at 11:00 hrs.



CHECK LIST

S. No.	Documents to be Enclosed along with 'Technical Bid'	Yes/No
1	A brief note on antecedents of the Company/Firm/Business concern.	
2	Copy of PAN Card	
3	Documents on Sufficient No. of Guards on the roll of Contractor, including ex-servicemen.	
4	Whether proper and valid License is available for running security agency and whether the same is valid for next Two Years.	
5	Copy of Income Tax Return/ITR-V (If e-filed) along with copy of Audit Reports, B/S & Profit & Loss Account for F.Y. 2008-09 to 2010-11.	
6	List of Reputed Clients along with name & contact no. of controlling officer. List of 3 PSUs along with documentary evidence	
7	Copy of Certificate of Incorporation of Company/Firm/Proprietary Business.	
8	Copy of Certificate of permission of competent controlling authority of State Govt. of UP for providing Private Security Service. AND 'The Private Security Agencies (Regulation) Act, 2005'. OR under any other law, which is in force as on date in the State of Uttar Pradesh	
9	Demand Draft/Banker's Cheque in respect of EMD/Bid Security	
10	The rate quoted must be as per provisions made under minimum wages Act (revised for time to time and any directive in this regard, issued by Labour Commissioner Govt. of Uttar Pradesh.	

Name and Signature of the
Authorized Signatories