



GOVERNMENT OF INDIA
O/o the Deputy Director General, UIDAI, RO Ranchi
1st Floor, RIADA Central Office Building, Namkum Ranchi-834010

TENDER DOCUMENT

“HIRING OF PRIVATE SECURITY GUARDS”

INDEX

Sl. No	Type of Documents	Page No
1	Terms & Condition	2-5
2	Bid Form (Annexure A)	6
3	Bid Form (Annexure B)	7
4	Check List	8

TERMS & CONDITIONS

1 The Office of UIDAI Regional office, Ranchi (hereinafter referred to as the “Department) intends to hire initially 2 Security Guards which may be extendable to 3-4 at short notice as per the following categories:

Sl. No	Type of Guards	Nos of Guards
1	Security Guard	2 (two)

2 The Security Guards are proposed to be initially deployed in the office premises subject to change in future to be decided by the competent authority, UIDAI, Regional Office Ranchi.

3 Security Guards are proposed to be hired for an initial period of one year (on 7 days a week basis and in General Shifts) with the provision of extending it for another one year purely on performance basis.

4 Eligibility Criteria :

(a) The Applicant Contractor (security Agency) should have been in the business of recruitment and supply of ex-servicemen as security guards for minimum three years.

(b) The Applicant Contractor’s Annual Turnover should not be less than 5 lakhs during previous financial year.

© The Applicant Contractor should be in possession of necessary valid license from government authorities for running security agency.

(d) 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.

(e) The Applicant contractor should have complied with all the legal provisions pertaining to its line of business.

(f) The Applicant contractor should have a reputed client list such list may be submitted alongwith offer.

(g) The Applicant Contractor should be in position to supply the requisite number of Guards as and when demanded and should take their position at appropriate times.

5 The Contractor shall provide dedicated security guards and any change in the personnel supplied should be made only in exceptional circumstances. Replacement of

security guards should be provided in the 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 or duty schedule to be prepared in this regard. This shall exclude the half hour lunch break, turn by turn. Necessary copy of license for possession and operation of arms and ammunition should be furnished in respect of replacement of any armed guard.

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 expenses on uniforms, 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 of the security guard would, solely and wholly, be the responsibility of the contractor and the department will not bear any liability apart from the hiring charges.

9 The security guards will be deployed in General shifts and at the discretion of security-in-charge of the department.

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 fulfil the conditions laid down by such authorities.

12. The Earnest Money Deposit/Bid Security (Refundable, if the bid is not successful) of Rs. 15000/- (Rupees Fifteen Thousand only) in the form of Demand Draft/Banker's Cheque in favour of CDDO, UIDAI, Regional Office Ranchi, payable at Ranchi, has to be remitted along with bid forms.

13. The Bid should be as per Annexure A & B . it should be supported by the documents indicated in the said Annexures. The Demand Draft/ Banker's Cheque in respect of EMD should be submitted with the 'Bid' Document.

14. The applicants should submit sealed envelopes,(Maximum width of 10 Inch), in the 'Tender Box' kept in the Admin Section at Regional Office Ranchi, 1st floor, RIADA Building, Namkum up to 3.00 PM on or before 30/05/2012. No acknowledgement, in respect of receipt of any bid, shall be issued.

15 In case of non-compliance of the above terms and conditions of the contract, a penalty may be levied on the basis of certificate signed by the Controlling Officer. The penalty for some of the defaults is as under :

Sl. No	Nature of default	Penalty Rs.
1	Late Reporting	Rs. 100/- day
2	Non- Reporting	Rs. 500/day
3	Refusal of duties	Rs.500/per instance
4	Non-observation of dress code	Rs. 100/ per instance
5	Change of security Guard without prior permission	Rs. 1000/- per instance.

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 , along with the bill, on monthly basis.
- 17 The security guards hired should satisfy the following conditions:-
- (a) Armed guards if hired should have proper & valid arms and ammunition license .
 - (b) Guards should wear the uniform, while on duty, prescribed by the contractor.
 - (c) Guards should have undergone proper training on all security related issues, should be decent and well behaved.
 - (d) Once the Guard has been allotted a spot/site he shall remain in the same position till he 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 liable to forfeiture of bid security and/or levy of penalty, as the case may be.
20. Tenders will be opened by the 'Tender Committee' on 30/05/2012 at 4.00 P M in Conference Room of UIDAI, Regional Office, Ranchi in the presence of bidders and/or their representatives. In case of representatives attending the meeting of the 'Tender Committee', they should carry authority letter from the bidder/applicant contractor.
21. 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.
22. In case of any dispute, during tender process, the decision of Dy. Director General, UIDAI Regional Office Ranchi would be final and binding.
23. Successful bidder shall be required to furnish Performance Security @ 5% of the Contract Value, subject to this, the EMD, furnished by the successful bidder shall be refunded.
24. The UIDAI Regional Office Ranchi reserves the right to accept or reject any part of the tender, without assigning any reason.

(ANIL KUMAR)
Dy. Director (Admn)

BID FOR HIRING OF SECURITY GUARDS

1	Name, address and telephone Number of the Bidder i.e the Applicant Contractor	
2	Permanent Account Nos. (PAN)	
3	Number of guards available with the Applicant Contractor (Furnish documentary evidence).	
4	Annual Turnover during Previous years (Furnish the copy of Income Tax)	
5	List of reputed clients (along with 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 EMD Demand Draft/ Bankers Cheque should be enclosed	

Date :

Place ;

Stamp/Seal of the Bidder

Name and signature of the
Authorised Signatory

FORMAT OF TENDER DOCUMENT FOR HIRING OF SECURITY GUARDS

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

Sl. No	Description	Requirement in Numbers	Rate per Guard	Total Charges
1	Security Guard	2		
2	Armed security Guard (with Rifle)	On demand Basis		
3	Security Guard on daily basis	On demand basis		
	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
Authorised Signatory

CHECK LIST

Sl. No	Documents Enclosed	Yes/No
1	A brief note on antecedents of the Company/Firm/Business concern.	
2	Copy of PAN Card	
3	Documents on sufficient Nos of guards on the rolls of contractor, including ex-service men.	
4	Whether proper and valid License is available for keeping Arms & Ammunition and whether the same is valid for next Two years.	
5	Copy of Income Tax Return for previous year.	
6	List of reputed clients along with the name and contact nos. of controlling officer.	
7	Copy of certificate of Incorporation of Company/Firm/ Propriety Business.	
8	Copy of Registration Certificate of the Private Security Agency as required under law in force as on date	
9	Demand Draft/Banker's Cheque in respect of EMD/BID Security.	