

APPAREL TRAINING & DESIGN CENTRE



TENDER DOCUMENT

FOR PROVIDING SECURITY GUARDS TO APPAREL TRAINING & DESIGN CENTRE (ATDC)

COST OF TENDER DOCUMENT : RS. 1000/-

DATE OF CLOSING : 19th March 2019

**APPAREL DESIGN & TRAINING CENTRE,
PLOT NO. - 50, PARIDHAN VIKAS BHAWAN,
SECTOR- 44, GURGAON – 122003 (HARYANA)
PHONE NO.– 0124-4659549, www.atdcindia.co.in**

SECTION – I
INVITATION FOR THE BIDS

Sub: Inviting Tenders for engagement of Security Guards for providing security services in the Apparel Training & Design Centre (ATDC)

1. Sealed Bids are invited on behalf of ATDC under single bid system from reputed, well established and financially sound security service providers to provide/deploy the uniformed trained manpower for the security services of ATDC at its National Head Office, Gurgaon and at Various Centres located in different States (list is given as Annexure- I). **The Tender Documents can be downloaded from our website www.atdcindia.co.in under head – Tender.**
2. Bidders have the option to quote for-
 - i. Providing Security Services to ATDC Training Centres Pan India basis where the Agency having its own offices and operations Pan India basis.
 - ii. Providing Security Services to semi-urban/local ATDC Training Centres Pan India basis where the Agency having its own offices and operations.
 - iii. Providing Security Services to ATDC Training Centres in one or in the selected States where the Agency having its own offices and operations covering ATDC Centres
3. Bids duly filled in all respect enclosing necessary documents should be addressed to,
GM-HR, Estb. & Admin,
Apparel Design & Training Centre, Plot No. 50, Paridhan Vikas Bhawan,
Sector- 44, Gurgaon – 121903 (Haryana), Ph. 0124-4659549/504
so as to reach on or before 19.03.1919 till 14:00 hrs.
4. All received Bids will be opened by the Committee on the same date **i.e. 19.03.1919 at 15:30 hrs** at “Sameeksha” ATDC NHO in the presence of bidders who may wish to be present, either by themselves or through their authorized representatives.

SECTION-II

IMPORTANT INFORMATION RELATED TO TENDER

1. Purpose of Tender is to **Engagement of Agency for or providing security guards in the ATDC** at its National Head Office, Gurgaon and at Various Centres located in different States as per the List given as Annexure- I. **The Tender Documents can be downloaded from our website www.atdcindia.co.in under head – Tender.**
2. Important dates for bidding are-
 - i. **Last date for receipt of tender** : 19.03.1919 up to 14:00 hrs
 - ii. **Date, Place & Time of opening of Bid** : The received bids shall be opened in “Sameeksha” at 15.30 pm on the same day i.e. 19.3.1919.
 - iii. **Cost of Tender Form** : Rs. 1000/-.
 - v. **Earnest Money Deposit** : Rs. 50,000/- for Pan India bid covering 11 or more States and Rs. 5,000/- per state and its multiples if bidding for 2 or more states limited to not more than 10 States.

- vi. Bid Validity : 90 days
- vii. Address for Submissions of all bids by Registered Post -
**GM-HR, Estb. & Admin,
Apparel Design & Training Centre, Plot No. 50, Paridhan Vikas Bhawan,
Sector- 44, Gurgaon – 121903 (Haryana), Ph. 0124-4659549/504**
The Bid can also be dropped in the box marked "Tender" kept at the Reception area of ATDC NHO.
- viii. Contact for any queries admin@atdcindia.co.in, Ph.- 0124-4659549/504

SECTION-III

INSTRUCTIONS FOR BIDDERS

1. Scope of Services: The Scope of Services are given in **Section IV**.

2. Eligibility Criteria:

- a. Agency should have its Registered Office or one of the Branch Offices either in Delhi / National Capital Region for at least past 2 years, in case bidding Pan India.
- b. Should be either registered as a Company under Companies Act 1956/ 1913 or as a Partnership (including Limited Liability Partnership) under Partnership Act, 1932 as the case may be and should be in existence as such entity for not less than three years before 31/03/1919.
- c. Should be providing similar kind of services for three years i.e. providing security services through Ex-servicemen, Civil Guards in Large Educational /Research Institutions, Universities run by Central Government / State Government Departments, Public or Private Sector Companies / Undertakings, Autonomous Bodies.
- d. Must have a valid license for operating Security services as stipulated under the Private Security Agencies (Regulation) Act, 1905 and as amended/revised for the past three years. The security guards deployed by the agency should satisfy the eligibility conditions stipulated under the said Act and should have been properly trained under a supervisor.
- e. Must have achieved minimum annual turnover of Rs. 50 lakh during latest three completed financial years and should be profit making entity.
- f. Should have their own Bank Account;
- g. Should be registered with Income Tax and Service Tax departments;
- h. The agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts or any other labour authorities including under the Contract Labour (Regulation and Abolition Act) and should be in compliance of applicable and relevant labour laws.
- i. The agency or any of its partners /directors etc. should not have been black listed/ debarred by any of the government agencies or department or should not have been found guilty of commission of acts of moral turpitude or convicted for any economic offence or for violation of any labour laws etc. by any court or any authority appointed to enforce any labour laws or regulations including by PF/ESI authorities or in violation of the Private Security Agencies (Regulation) Act, 1905. Further no past contract of such agency should have been terminated in the past 3 years on account of violation of laws or deficiency of services or breach of contract.

3. Qualification Criteria

- i. The Tenderer should have minimum three years' experience in doing similar nature of work and have successfully completed the same. In support of this, tenderer should submit the copy of such work orders along with satisfactory completion certificates issued from at least three clients.
- ii. The Tenderer should meet any one of the three criteria for Applying Pan India as under:
 - a. should have successfully completed **ONE** similar work of value equal to Rs. 25 Lakh or more from any Departments/Autonomous Institutions//Public Sector Undertakings of the Government of India/other State Government or Public Sector Banks or Local Bodies/Municipalities in last three years.
OR
 - b. Should have successfully completed **TWO** similar works of value equal to Rs.15 Lakh each or more each from any Departments/Autonomous Institutions//Public Sector Undertakings of the Government of India/other State Government or Public Sector Banks or Local Bodies/Municipalities in last three years.
OR
 - c. Should have successfully completed **THREE** similar work of value equal to Rs.10 Lakh each or more from any Departments/Autonomous Institutions//Public Sector Undertakings of the Government of India/other State Government or Public Sector Banks or Local Bodies/Municipalities in last three years.
 - d. In case applying for State operation, should have successfully completed **ONE** similar work of value equal to Rs. 10 Lakh or more from any Departments/Autonomous Institutions//Public Sector Undertakings of the Government of India/other State Government or Public Sector Banks or Local Bodies/Municipalities in last three years.

4. Documents required in support of eligibility and Qualification:

The Tenderer should submit the following documents along with Technical Bid:

- a. Self-Attested copy of Telephone bill/Electricity Bill/Registered Lease Deed indicating the address at Delhi / National Capital Region evidencing its location in the last 2 years.
- b. Self-attested copy of Certificate of Incorporation in respect of the applicant organization issued by Registrar of Companies or a partnership deed duly registered under the Partnership Act.
- c. Self-attested copy of valid license for security services of the Private Security Agencies (Regulation) Act, 1905 of the last three years.
- d. Self-attested copy of valid registration certificate under Contract Labour (Regulation and Abolition) Act, 1970.
- e. Statement showing annual turnover of latest last three years, in support of eligibility criteria mentioned above, from a registered practicing Chartered Accountant.
- f. Cost of Tender & EMD of required amount as specified in this tender document.
- g. Service Tax and Income Tax clearance certificate of last 2 financial year.
- h. Self-attested copy of Service tax registration certificate for Security Agency, Employee Provident Fund (EPF) and PAN card.
- i. Self-attested copies of work Orders and Client's Satisfactory Certificates in support of qualification criteria given in Para 3 above.

- j. Declaration for not having been blacklisted by any State Government or by Government of India as per the format given in Tender document.

5. Tender Validity

The validity period of the bid will be 90 days from the date of opening of tender documents.

6. Cost of Tender Document /Earnest Money Deposit (EMD)

- a. Tender Form Cost Rs. 1000/- & Earnest Money Deposit Rs.50,000/- for Pan India bid covering 11 or more states and Rs. 5,000/- per state and its multiples if bidding for 2 or more states limited to 10 states.
- b. The interested bidders may submit the tender document complete in all respects along with Earnest Money Deposit in the form of Demand Draft/Bankers Cheque from a commercial bank, in favour of "ATDC Gurgaon".
- c. Any Tender not accompanied by Cost of Tender Form and Bid Security shall be summarily rejected and not considered at all.
- d. Bid security of the unsuccessful bidders will be returned to them without interest after completion of Tender Process.
- e. Bid security of the successful bidder shall be returned on receipt of Performance Bank Guarantee in the ATDC and after signing the contract.
- f. Bid Security shall be forfeited if the bidder withdraws his bid during the validity period.
- g. Bid Security of the successful bidder shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the Department.

7. Preparation and Submission of Bids:

- a. Tender is to be submitted as per Single bid system i.e. all formats duly filled including the quote.
- b. All entries in the tender form should be legible and filled clearly.
- c. The Tender should be hand/type written and every correction and interlineations in the bid should be attested with full signature by the tenderer, failing which the bid will be treated as ineligible. Corrections done with correction fluid should also be duly attested.
- d. All documents/papers should be numbered, signed and sealed by the Tenderer on each page.
- e. Financial Bid should only contain the Price Schedule duly filled as per format given in Section VI. No overwriting, corrections, interlineations etc. are permitted in the Financial Bid. If found, bid shall liable to be rejected.
- f. The rates should be quoted for the services to be provided as per instructions given in the tender document and meet the Statutory requirements.
- g. Submit the bids in the sealed envelopes super scribed as " Tender for Providing Security Services at ATDC".
- h. Sealed Tenders should be addressed and submitted along with requisite documents at ATDC's office in Tender Box kept at Reception area or can be send by Registered post on the given below address of ATDC NHO so as to reached before the Last date:-

GM-HR, Estb. & Admin,

Apparel Design & Training Centre, Plot No. 50, Paridhan Vikas Bhawan,

Sector- 44, Gurgaon – 121903 (Haryana), Ph. 0124-4659549/504

8. Late Bids:

Tender submitted or received after the closing date and time will not be considered and shall be returned to the Tenderer unopened. The bidders shall ensure that timelines are adhered to and any bids received later than the specified time and date shall not be entertained.

9. Opening of Tenders:

- a. The Tenders shall be opened at the scheduled date, time and venue by the committee constituted by the Competent Authority. The Tenderer or their representative may attend the Tender opening.
- b. During the tender opening, the envelopes containing bids and all papers shall be signed by all committee members.
- c. The tenderer's representative may choose to attend the opening of financial bids.

10. Evaluation of Tenders:

- a. The committee constituted by the Competent Authority shall evaluate the Bids with reference to technical requirements and various other commercial criteria given in the Tender Document. All eligibility conditions have to be satisfied on the date of submission of bid.
- b. The bid of the bidders who submit their bid in the proper format and with the required cost of Tender & EMD will be evaluated. The bids of the non-conforming bidders shall be rejected without further evaluation.
- c. Any conditional bids received shall not be considered and will be summarily rejected in very first instance without any recourse to the bidder and shall not be evaluated.
- d. ATDC may seek such clarification/information/document as may be required for it to satisfy the eligibility of the bidders. Failure on the part of the bidder to submit such information within the stipulated time, may entail cancellation of the bid of such bidder.
- e. In case more than one price bid quoting the same final rates are received, the winning bidder shall be selected through lottery.

11. Award of Contract:-

- a. ATDC may award the contract to the successful evaluated bidder 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.
- c. The successful bidder will be required to execute an agreement with ATDC.
- d. Failure of the successful bidder to comply with the requirements of the above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of bid security.

12. Performance Security Deposit and Award of Contract:

The successful bidder who is awarded the contract shall be required to deposit a Performance Bank Guarantee (PBG) @ 10% of the total value of the contract in the form of Bank Guarantee from any Scheduled Commercial Bank drawn in favour of **ATDC, Gurgaon** covering the period of contract and 180 days beyond the contract period. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly extended/renewed by the successful Security service provide. All incidental charges whatsoever such as premium, commission etc. with respect to the Bank Guarantee

shall be borne by the successful bidder. Non deposit of PBG within the stipulated time shall render the contract invalid at the discretion of ATDC.

- (a) The successful Tenderer shall execute an agreement on a non-judicial stamp paper of value Rs.100/- (stamp duty to be paid by the tenderer) within 15 days from the date of the intimation from Tender Inviting Authority informing that his tender has been accepted.
- (b) If the successful Tenderer fails to execute the agreement and / or to deposit the required PBG deposit within the specified time or withdraw his tender, after the intimation of acceptance of his tender has been sent to him or owing to any other reasons, he is unable to undertake the contract, his contract will be cancelled and the EMD deposited by him along with the tender shall stand forfeited by the Tender Inviting Authority.

13. Period of Contract

The initial period of contract would be for ONE YEAR and extendable for a further period on satisfactory performance with such amendments as may be mutually agreed to and also subject to the necessary approval of the competent authority. Service charges/rates quoted by the agency would be fixed for one year.

14. Commencement of Services

The Security Service Provider should commence the security services by the date specified by the ATDC/within 15 days of Award of contract or any other date mutually agreed by both the parties, however the same can be further extended with the mutual consent of both the parties.

15. The Competent Authority of the ATDC reserves the right to annul all bids or discontinue this tender process, without assigning any reason at any time prior to signing of agreement with the successful bidder.
16. The bidder will be bound to provide the details to ATDC while submitting the tender or at subsequent stage. In case, any of such documents furnished if found to be false at any stage, it would be deemed to be a breach of terms of contract making liable for legal action besides termination of contract.
17. This document does not constitute nor should it be interpreted as an offer or invitation for the appointment of the Security Service Provider described herein.
18. This document is meant to provide information only and upon the express understanding that recipients will use it only for the purposes set out above. It does not purport to be all inclusive or contain all the information about the Security Service Provider or be the sole basis of any contract. No representation or warranty, expressed or implied, is or will be made as to the reliability, accuracy or the completeness of any of the information contained herein. It shall not be assumed that there shall be no deviation or change in any of the herein mentioned information on the Security Service Provider. While this document has been prepared in good faith, neither ATDC, nor any of their officers or subscribers make any representation or warranty or shall have any responsibility or liability whatsoever in respect of any statements or omissions here from. Any liability is accordingly and expressly disclaimed by ATDC and any of their officers or subscribers even if any loss or damage is caused by any act or omission on the part of ATDC or any of their officers or subscribers, whether negligent or otherwise.

19. By acceptance of this document, the recipient agrees that any information herewith will be superseded by any subsequent written information on the same subject made available to the recipient by or on behalf of ATDC. ATDC and any of their respective officers or subscribers undertake no obligation, among others, to provide the recipient with access to any additional information or to update this document or to correct any inaccuracies therein which may become apparent, and they reserve the right, at any time and without advance notice, to change the procedure for the selection of or any part of the interest or terminate negotiations or the due diligence process prior to the signing of any binding agreement.
20. When any proposal is submitted pursuant to this Tender, it shall be presumed by ATDC that the bidder has fully ascertained and ensured about its eligibility to Tender service as a Security Service Provider, in the event of the same being selected ultimately to act as such, under the respective governing laws and regulatory regime and that there is no statutory or regulatory prohibition or impediment to acting as such Security Service Provider and it has the necessary approvals and permissions and further suffers no disability in law or otherwise to act as such.
21. ATDC reserves the right at any time and without advance notice, to change the procedure for the selection of Security service provider.
22. ATDC reserves the right to vary/alter/amend the eligibility criteria for the security Service Provider at any time, in its discretion, before the last date of submission of proposals and the Security Service providers shall comply with and abide by such directions that ATDC may issue from time to time.
23. The proposal and all correspondence and documents shall be written in English. All proposals and accompanying documents received within the stipulated times shall become the property of ATDC and will not be returned.
24. The proposal shall be valid for a period of three months from the date of opening of proposals. A proposal valid for a shorter period may be rejected as non-responsive.
25. Disputes, if any arising under the said process shall be subject to the exclusive jurisdiction of courts at GURGAON (Haryana).

SECTION IV

SCOPE OF WORK OF THE SECURITY AGENCY

The Agency shall have to provide round-the-clock security services in the ATDC Office Premises as mentioned in this tender document.

DUTIES AND RESPONSIBILITIES OF SECURITY STAFF

1. The Security Agency will be responsible for overall security arrangements of the ATDC Office Premises entrusted/ covered in the contract.
2. Security Agency will ensure that all instructions of the administration are strictly followed and there is no lapse of any kind.
3. The agency shall ensure protection of the personnel & property of the ATDC, prevent trespass, perform watch and ward functions including night patrol on the various points and to prevent the entry of stray dogs and cattle and anti-social elements, unauthorized persons and vehicle inside the ATDC premises. In case of any incident such as theft, robbery, fight,

accident inside ATDC premises, it is the responsibility of Security agency to coordinate with Nodal designated Officer in lodging of FIR, legal proceeding etc.

4. No items are allowed to be taken out without proper Gate Passes issued by the competent officers for in-out movement of stores.
5. Deployment of Guards/Security Supervisors will be as per the instructions of the authorized officer from time to time and the security agency will be responsible for their optimum utilization.
6. The Guards on patrol duty should take care of all the water taps, valves, water hydrants etc. installed in the open all over the premises. He should ensure that flower plants, trees and grassy lawns are not damaged either by the staff or by the outsider or by any cattle.
7. The Security Guards/Supervisors should be trained to extinguish fire with the help of fire extinguishing cylinders and other fire- fighting material available on the spot. They will also help the fire-fighting staff in extinguishing the fire or in any other natural calamities.
8. In emergency situations, security staff/supervisor/Senior Security Supervisors deployed shall also participate as per their role defined in the disaster plan, if any, Security personnel should be sensitized for their role in such situations.
9. The Security Guards shall assist the visitors in reaching their desired department/locations,
10. The Security Guard on duty shall not leave the premises until his reliever reports for duty.
11. Any other duties/responsibilities assigned by the Administration department may be incorporated in the agreement. The same shall also be binding on the contractor.

TERMS AND CONDITIONS

1. The contract shall tentatively commence from 01.04.2019 for one year i.e up to 31.03.2020 unless, it is curtailed or terminated by ATDC owing to deficiency of service, sub-standard quality of Security deployed, breach of contract, etc. Non-compliance with any relevant labour laws, or change in requirements of the ATDC or for any other reasons as stipulated in the contract to be entered into with successful bidder.
2. The contract may be extended, on the same terms and conditions or with some additions / deletions / modifications, for a further specific period mutually agreed upon by the successful service provider and ATDC.
3. The contracting Service provider shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of ATDC.
4. The ATDC reserves right to terminate the contract during initial period also after giving a one month's notice to the selected Security Service Provider.
5. The security agency shall not deploy any person below the age of 18 yrs. and above the age of 50 years. Employment of child labour will lead to the termination of the contract.
6. The agency at all times should indemnify ATDC against all claims, damages or compensation under the provisions of payment of wages Act 1936, Minimum wages Act 1948, Employer's Liability Act 1938, Workmen Compensation Act 1923, Private Security Agencies (Regulation) Act 1905, Industrial Disputes Act 1947 or any modification thereof or any other law relating thereof and rules made hereunder from time to time in this regard.

7. The Agency shall have his own establishment / set up / mechanism / training institute for training purpose at his own cost to ensure correct and satisfactory performance of his responsibilities under the contract.
8. The personnel will have to report for duty at the assigned places at least 15 minutes in advance of the commencement of the shift for collecting necessary documents/instructions, and to complete all other required formalities as approved by ATDC.
9. The contractor shall bear all the expenses incurred on the following items i.e. Provision of torches and cells, lathis and other implements to security staff, stationary for writing duty charts and registers at security check points and records keeping as per requirements.
10. The agency will provide to the Authority a list of all personnel so deployed with permanent and present address along with their latest photographs. It shall be responsibility of the agency to issue the employment card/photo/identity card to the workers and maintain the muster roll, the wage register and other registers as provided in the Contract Labour (Regulation & Abolition) Act. Agency has to ensure that all its employees deployed in ATDC invariably wear ID card during office hours.
11. The agency shall replace within twenty four hours any of its personnel, if they are unacceptable to the Authority because of security risk, incompetence, conflict of interest and breach of confidentiality or frequent absence from duty/misconduct on the part of the Security supplied by the agency, upon receiving written notice from the Authority. Notwithstanding the above, the Authority shall have the right to ask to change /replace the personnel at any point of time without assigning any reason.
12. The agency shall be responsible for any damages done to the property of the Authority by the personnel so deployed. ATDC will be free to recover it from the security deposit given by the agency or from any other dues or recover as per law.
13. The Security staff deployed by agency in the ATDC shall not claim any benefit, compensation, absorption or regularization of their services in the ATDC either under the provision of Industrial Disputes Act., 1947 or Contract Labour (Regulation & Abolition) Act, 1970. The agency shall have to obtain an undertaking from the deployed persons to the effect that the deployed person is the employee of the agency and shall submit the said undertaking to ATDC. In the event of any litigation
14. The agency shall ensure that the person deployed are disciplined and shall enforce in prohibition of consumption of alcoholic drinks, paan, gutkha, smoking, loitering and shall not engage in gambling, satta or any immoral act. The agency shall be responsible for any act of indiscipline on the part of persons deployed by him.
15. If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by ATDC from the agency.
16. The agency will be solely responsible for making the payment directly to its deployed personnel; since there may be occasional delay in releasing payment by ATDC to the agency due to contingencies, payment of wages to the deployed personnel by agency should not be linked with receiving of payment from ATDC and shall be independent of the same.
17. Payment to such workers must be made by the agency through e-transfer only. To ensure this, agency will get a bank account opened for every engaged guards.

18. The agency will ensure that workers engaged by him must receive their entitled wages on time.

While submitting the bill for the next month, the services provider must file a certificate certifying the following:

- i) Wages of workers for the last month have been credited to their bank accounts on (date).
- ii) ESI Contribution relating to workers amounting to Rs. _____ was deposited on ____ (date) (Copy of the challan enclosed).
- iii) EPF contribution relating to workers amounting to Rs. _____ was deposited on _____ (date) (Copy of the challan enclosed).
- iv) He is complying with all statutory Laws.

19. For all intents and purposes, the agency shall be the “Employer” within the meaning of different labour Legislations in respect of security personnel deployed by it. There shall be no claim by such deployed persons of any employment in ATDC.

20. The agency shall be solely responsible for the redressal of grievances if any of its staff deployed in ATDC. The ATDC shall, in no way, be responsible for settlement of such issues whatsoever.

21. Adequate supervision/Snap Check will be provided to ensure correct & effective performance of the security services in accordance with the prevailing assignment and instructions.

22. The agency’s personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/organizational matters as all are of confidential/secret nature.

23. The agency shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to ATDC to the concerned tax collection authorities from time to time as per extant rules and regulations in the matter.

24. The agency shall maintain all statutory registers under the Law and submit periodical returns and statements. The Service Provider shall produce the same, on demand, to the concerned authorities and to ATDC or any other authority under Law.

25. The Tax Deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act/ Rules, as amended from time to time and a certificate to this effect shall be provided to the agency by ATDC.

26. In case, the service provider fails to comply with any statutory /taxation liability under appropriate law, and as a result thereof the ATDC is put to any loss / obligation, monetary or otherwise, the ATDC will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms or shall be entitled to recover the same by legal recourse..

27. In case of breach of any terms and conditions as specified in the contract and signed between the parties, the Performance Bank Guarantee Deposit of the Providers will be liable to be forfeited by the ATDC besides, annulment of the contract and other legal resource.

28. The ATDC reserves the right to withdraw / relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage for the smooth and timely provision of services.

SECTION V

Tender Documents to be submitted duly filled, signed & stamped

(Date)

To,
The DG & CEO,
Apparel Training & Design Centre
P-50, Paridhan Vikas Bhawan
Sector- 44, Gurgaon-121903

Dear Sir,

Ref: Tender for Selection of Security Services Provider for ATDC

Having examined the Tender documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the services Pan India / In the State of .. (as required and outlined in the Tender for Selection of Security Services Provider).

To meet such requirements and to provide services as set out in the tender document, we attach hereto our response as required by the tender document, which constitutes our proposal.

We undertake, if our proposal is accepted, to adhere to the terms and conditions put forward in the Tender and the agreement to be entered with ATDC.

If our proposal is accepted, we will submit a Performance Bank Guarantee issued by a scheduled commercial bank in India as acceptable to ATDC.

We agree for unconditional acceptance of all the terms and conditions set out in the tender document as also in the contract to be signed with ATDC for provision of Security services.

We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules and other documents and instruments delivered or to be delivered to the ATDC are true, accurate and complete. This bid includes all information necessary to ensure that the statements therein do not in whole or in part mislead ATDC as to any material fact." we understand that if any point of time it is notices/discovered by ATDC that as information given by us is false or incorrect or misleading ATDC shall have the right to take such necessary action as it may deem fit including cancellation of contract.

It is hereby confirmed that I/we are entitled to act on behalf of our corporation/company/firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of 2019

(Signature) (In the capacity of)

Duly authorized to sign the bid response for and behalf of:

(Name and Address of Company) (Seal/Stamp of bidder)

Witness Signature:

Witness Name:

Witness Address:

BID DOCUMENTS

I. Details of Tenderer:-

S. No.	Description	Information
1	Name of Security Service Agency	
2	Date of Incorporation of Company (Attach ROC registration Certificate/ Registered Partnership Deed)	
3	Full Address of Registered Office Tel. No.- Mob. No. Email ID-	
4	Full Address of Operating Branch/State Office Tel. No.- Mob. No. Email ID-	
5	Details of Deposits towards i. Cost of Tender Form ii. Earnest Money Deposit	
6	Name of Directors/Partners	
7	Name of the bankers Address IFSC Code (Attach self-attested copy of A/c)	
8	PAN No.- (Attach self-attested copy)	
9	GST No.- (Attach self-attested copy)	
10	EPF Registration No.- (Attach self-attested copy)	
11	ESIC registration No.- (Attach self-attested copy)	

12	Turn Over (Rs. Lakhs) 2016-17 2017-18 2018-19 (Attach self-attested copy)	
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II. Details of the major similar contracts handled by the Agency during the last 3 years.

Details of the major similar contracts handled by the Agency during the last 3 years i.e. 2016-17, 2017-18 and 2018-19 (if the space provided is insufficient, a separate sheet may be attached):

S. No.	Name of the Client with Address	Types of Security Service Provided	No. of Security Guards	Whether Single location or multi location, Pl. mention locations	Amount of Contract	Duration of Contract		Remarks
						From	To	
1.								Provide copy of Work Order/Agreement

Additional information, if any. (Attach separate sheet, if required)

Date: _____ Signature of authorized person
 Place: _____ Name:
 Seal:

III. UNDERTAKING BY THE BIDDER

UNDERTAKING

This is to certify that I/we have read this Tender and fully understood all the terms and conditions contained herein before signing and undertake myself/ourselves to abide by them.

Signature of the Tenderer with Seal
 Name:
 Designation:

Address:
Phone No.

IV. LETTER OF SELF-DECLARATION – NO BLACKLISTING

(Date)

The DG & CEO,
Apparel Training & Design Centre
P-50, Sector- 44
Gurgaon-121903

Dear Sir,

Ref: Tender for Selection of Security Services Provider for ATDC

In response to the Tender Document for Selection of Security Services Provider for ATDC, I/ We hereby declare that presently our Company/ firm _____ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

We further declare that presently our Company/ firm _____ is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission including violation of relevant labour laws.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be barred from bidding in future against any other tender.

Thanking you,

Yours faithfully,

Place: Signatures _____

Date: Name _____

Seal of the Organization _____

V. Financial Quote

Rates for Security Guard with Statutory charges have been placed in the table given below:-

S. No.	Description	Name of State	Rate per Guard per shift of 8 hrs	Rate per month	PF	ESI	Total	Reliever Charges	Admin Charges	Service Margin of Agency	Any Other charge (Specify)	Grand Total
1	Security Guard (Unskilled)											

- Including GST/ GST as applicable will be extra (Strike out whichever is not applicable)

If any of the statutory liability is not included above, the bid will be rejected.

Date:

Place:

Signature of authorized person

Full Name:

Seal :

VI. CHECKLIST OF DOCUMENTS SUBMITTED

S.No	Documents to be submitted	Submitted	Not submitted	Remarks
1	Copy of Registration of firms			
2	Copy of Registration certificate of EPF			
3	Copy of Registration Certificate of ESI			
4	Copy of Labour license			
5	Copy of Income Tax Return for last 2 years			
6	Copy of Service Tax Registration			
7	Copy of ISO 9001-1908 Certificate, if any			
8	Copy of PAN Card			
9	List of clients indicating quantum of work executed with them			
10	Proof of experience			
11	Details of Cost of Tender deposited			
12	Details of EMD deposited			
13	Last 2 years audited statement from Chartered Accountant			
14	Financial Quote duly filled & signed			

VII. List of States & ATDC Centres for requirement of Security Guards

S. No	Name of Centre	STATE	Security Guards Reqd.	Remarks
1	ATDC-HYDRABAD	ANDRA PRADESH	2 + 2	DDU (Centre + Hostel)
2	ATDC-PATNA	BIHAR	1	
3	ATDC-BANGALORE	KARNATKA	1	
4	ATDC-OKHLA	DELHI	1	
5	ATDC-DILSHAD GARDEN	DELHI	1	
6	ATDC-DWARKA	DELHI	1	
7	ATDC-SIRSA	HARYANA	1	
8	ATDC-BHIWANI	HARYANA	1	
9	ATDC-FARIDABAD	HARYANA	2 + 2	DDU (Centre + Hostel)
10	ATDC-NHO	HARYANA	3	
11	ATDC SAMBA	J & K	2 + 2	DDU (Centre + Hostel)
12	ATDC-IMPHAL	MANIPUR	1	
13	ATDC-CHHINDWARA	M.P	3	
14	ATDC-BHOPAL	M.P	2	
15	ATDC-INDORE	M.P	1	
16	ATDC-MUMBAI	MAHARASHTRA	1	
17	ATDC-BHUBNESHWAR	ODISA	1	
18	ATDC-ROURKELA	ODISA	1	
19	ATDC-BARIPADA	ODISA	1	
20	ATDC-JAIPUR	RAJSHTHAN	1	
21	ATDC-KTM TIRUPUR	TAMIL NADU	2	
22	ATDC-KANPUR	UTTER PRADESH	1	
23	ATDC-NOIDA	UTTER PRADESH	2	
24	ATDC-BAREILLY	UTTER PRADESH	1	
25	ATDC-SANTOSHPUR	WEST BANGAL	1	
26	ATDC-KOLKATA	WEST BANGAL	1	
27	ATDC-JALPAIGURI	WEST BANGAL	1	
		TOTAL	43	