

The Apparel Training and Design Centre

Paridhan Vikas Bhawan, Plot No-50, Sector-44, Institutional Area, Gurgaon-122003, (Haryana)

Ref. No. ATDC/HO/ADMN/2023/227

21st Dec, 2023

NOTICE INVITING QUOTATION

Name of Work: Engagement of Security Services for providing security services for various locations (Annexure-A) of ATDC

The Apparel Training and Design Centre (ATDC) invites NOTICE INVITING QUOTATION (NIQ) from well experienced/reputed agencies for providing security services for various locations (Annexure-III) of ATDC.

1. More than one Quotation from the same owners/company will be summarily rejected.
2. The firms may also be download the Quotation document from the ATDC website www.atdcindia.co.in
3. The firms are requested in their own interest to inspect the site of work before quoting their rates.
4. The Quotation forms (Technical bid (**Annexure-I**) and Financial/Commercial bid (**Annexure-II**) complete in all respect should be send in sealed envelope at Paridhan Vikas Bhawan, Plot No-50, Sector-44, Gurugram ON OR before **07th January, 2024**. The document can also be downloaded from ATDC's website www.atdcindia.co.in. The subject shall be "**NIQ for Annual rate contract for Security services of ATDC**".
5. The bids received will be opened in this office in the presence of the senior officers of the ATDC.

Location of work: As per Annexure-A

Period of Contract: **Two years.** Initially for One year and shall be extended for a further period of one year subject to the condition the services were found satisfactory and on mutual agreement.

Estimated Cost: **Rs. 60 lakhs annually**

Bid earnest money: **Rs.1,00,000/-(Rupees One Lakh Only)** in the form of Bank Transfer/NEFT/RTGS in favour of The Apparel Training and Design Centre, payable at Gurgaon along with NIQ document.

Final decision: The A.T.D.C. has the right to accept any bid in whole or part or reject it entirely without assigning any reason thereof. In case of any disputes whatsoever, the DG&CEO, ATDC shall be the arbitrator and his decision shall be final and binding. **The lowest bidder will be considered for award of contract though not binding. The agency with unsatisfactory record during previous contracts shall not be considered for award of contract in any case.**

6. SCOPE OF WORK:

The agency will provide security arrangements for various locations of ATDC by providing suitable number as per **Annexure A** as trained guards as per the direction of authorized representative of the ATDC, Gurugram. Each shift will be of 08 hours duration only with one weekly off. The guards of the shift will be off from the duty only after the guard of next shift reports for duty. The shift/ change will be after proper handing over/taking over formalities in the register provided for this purpose.

7. ELIGIBILITY CRITERIA:

- i) A registered Firm/Company (under applicable Act) having experience of at least five years in providing Security Services in Central Government/State Government Department/Institution, including Public Sector Companies/ Undertaking/Autonomous bodies, Multi National Companies/ Private institutions and must have security license under PSARA Act 2005
- ii) The agency should have sufficient Security personnel on rolls with at least two clients/ organizations where at least 25 security guards per shift have been deployed. Documentary proof is to be submitted along with e-NIQ document.
- iii) Should have average annual turnover of Rs. 1 Crore (Rupees one crore only) or more for the preceding three financial years i.e. 2020-21, 2021-22 and 2022-23.

- iv) The agency shall comply with all the statutory provisions as laid down under various Labour Laws/Act/Rules like minimum Wages, Employees Provident Funds, ESI, Contract Labour (R&A)Act, Central /Delhi/Haryana Works Contract Act and other Labour Laws/Acts/Rules in force from time to time at its own cost. In case of violation of such statutory provisions under Labour Laws and/or any other law applicable, by the Agency, there will not be any liability on part of Council.
- v) The agency must be registered with appropriate authority like police etc. of state of Haryana.
- vi) The agency should have various kinds of security equipments and facilities like transport/vehicle, metal detector, vehicle checking mirror, hand held search lights, sets of portable Walky-Talky, etc.
- vii) The agency should furnish a certificate to the effect that it has not been blacklisted by any organization.
- viii) The agency should have trained Guards in Fire fighting i.e. capable of supplying one guard in each shift.
- ix) The agency shall indemnify ATDC against any liability for deployed staff, against any loss or damage to any property belonging to ATDC, its servants which shall arise out of the performance of the services under this agreement and against all litigations, costs, claims, demands and damages involved therewith.

8. WORK PROFILE:

The agency will be fully responsible for overall security and safety of property of the ATDC. The function required to be performed are:-

- i) To prevent the entry of street dogs, cattle, monkeys, anti social elements, un-authorized persons and unauthorized vehicles into the building. To prevent thefts, pilferage, damage, encroachment etc. in ATDC premises and report to the management and concerned police authority wherever necessary. The deployed staff will also be responsible for control of movement of visitors, vehicles within and around the premises.
- ii) To carry out any other work allotted to the agency with regard to security arrangements.

9. LIABILITIES:

- i) Agency shall compensate in full, the total loss sustained by the ATDC on account of any theft, burglary and tampering with the locks of the premises and property of ATDC. The amount of loss to be compensated shall be determined by the ATDC and the same shall be binding on the Agency. In addition to this, Agency shall also be liable to pay a penalty, in each case, for theft/lapse in the security of ATDC.
- ii) Agency shall be fully responsible for any loss of office equipment (including integral Parts and Consumables therein), Fixtures and Articles installed on the site. All losses suffered by ATDC on this account shall be compensated in full by the Agency. The Agency can suggest any practical proposal to have an effective vigilance/surveillance to check pilferage. They will be considered on merit by the ATDC and acceded to it, if deemed fit. The decision of ATDC shall be binding on the Agency.
- iii) The Agency shall not replace the security personnel at random. This shall be done with the prior approval of the ATDC's officer in charge and full particulars of the security personnel shall be given to officer in charge. In case any of the security personnel is found to be posted without the previous knowledge of the ATDC, then the ATDC shall not be liable to pay for such personnel deployed.
- iv) The Agency shall be liable to make substitute arrangement immediately in case of absence of the security personnel failing to do so Rs.500/- per day(each staff) will be deducted from the related month's bill for number of days the security staff is found absent. Therefore the agency has to keep sufficient number of relievers in reserve. The agency shall manage all the check posts and other locations as specified by ATDC on all days of the week.
- v) The agency shall ensure that at no time, any security point is left unmanned. A register shall be maintained by the agency at every gate where round the clock duty is performed.
- vi) The ATDC shall arrange to provide Locks / Seal for stores, Go-downs, offices and other areas etc.

10. DUTIES AND RESPONSIBILITIES OF SECURITY PERSONNEL:

- i) Requirement of posting of security guards will be reviewed and monitored by the ATDC from time to time.
- ii) The agency will be responsible for arranging Uniform including winter clothes, raincoats, Torch, Battery, Lamps, Lathi, walky talky and Gun etc required for security arrangements or as directed.
- iii) The deployed staff will be responsible to oversee the parking administration at ATDC site including parking fee collection, to ensure that employees, visitors, vendors and contractors understand where they are authorized to park and have the appropriate parking stickers.

- iv) The guards deployed by the agency should be experienced, trained, young, active, smart and well turned out with clean and proper uniform. Services to be performed by qualified, competent and efficient personnel in accordance with recognized best practices and industry standards.
- v) The guards will be equipped with lathis, torches and gunman with gun etc. or as directed.
- vi) The security personnel are required to keep the keys of all the rooms of the respective wing, where they are deployed and open and close the same as & when required by the authorized officials.
- vii) The shift of the guards would be rotated fortnightly and a roaster would be maintained for proper check.
- viii) The guards would be changed with proper handing and taking over after each shift for better security arrangements from operational point of view.
- ix) All liabilities such as wages, ESI, PF, Bonus, Insurance and all other statutory requirements of guard on duty will be borne by the agency. The agency will submit the proof of PF & ESI payments with every bill.
- x) It will be the duty of the security guards to open the locks to enable housekeeping operations in the building. They are also required to be present and vigilant in the site during the entire duty timings.
- xi) All lights within the premises shall be controlled effectively, all inventories including fuel storage tank shall be monitored regularly.
- xii) The agency shall indemnify owner against any liability for any accident, death or injury to deployed staff against any loss of or damage to any property belonging to the ATDC, its servants or agents which shall arise out of the performance of the services under this agreement and against all costs, claims, demands and damages involved therewith.
- xiii) The ATDC will not provide any stationery or allied items required for maintenance of records.
- xiv) Security personnel deployed in the premises on holiday and Sunday will be assessed as per actual requirement and the number of personnel will be suitably reduced/increased (if required).
- xv) The security personnel are required to keep the keys of all the rooms of the respective wing, where they are deployed and open and close the same as & when required by the authorized officials.
- xvi) The security personnel will ensure that flowers, plants, trees and grassy lawns are not damaged either by the staff or by the outsiders.
- xvii) Security personnel shall maintain checklist and will be responsible of items in their respective areas of duty and should check them in every 3 hours.
- xviii) Every security staff so engaged by the contractor shall wear uniform and a badge wearing his/her name, while on duty. The said uniform and badge shall be provided by the agency at its cost.

11. TERMS AND CONDITIONS:

- i) Period of Contract: This contract shall be valid for a period of two years from the date of awarding the contract but initially for one year and shall be extended for one year on satisfactory performance and on mutual consent.
- ii) Price: The quoted rates shall be valid for a minimum period of two years from the date of awarding of the contract. Rates quoted shall be inclusive of all wages, PF, ESI, and excluding GST fulfilling all laws, rules requirement and statutory obligations required under minimum wages act, workmen's compensation act and other labour laws in force from time to time.
- iii) Termination of Contract: The Apparel Training and Design Centre reserves the right to **Terminate** the contract by giving **one month's notice** without assigning any reason whatsoever.
- iv) Payment: Payment shall be made to agency on monthly basis possibly within fortnight from the date of receipt of bill complete in all respect duly certified and recommended by the designated in charge for actual duties performed by staff as per rates agreed to and after satisfactory compliance/proof of ESI/PF payment of full wages in respect of staff deployed.
- v) Workmen employed: The service contractor shall be responsible for all labour laws and statutory requirement, insurances, medical treatment to any illness, injury in or outside premises etc pertaining to his employees and shall be responsible against any

claim on this account. The ATDC shall not be under any obligation for providing employment to any of the security staff of the agency after the expiry of the contract. The ATDC does not recognize any employee employer relationship with any of the security staff of the agency.

- vi) Delay in payment: In case of delay in monthly payment the agency should be financially sound to make payment to its manpower on or before 10th of each month without affecting the work for a minimum period of three (03) months. Interest will not be paid on monthly payments, if any, delayed.
- vii) Performance security: Performance Security of an amount of 10% of the total value of the contract will be submitted in the form of Bank Guarantee or FDR favouring The Apparel Training and Design Centre issued by the Nationalized Bank within a week after award of the contract. The performance security shall be kept valid till the expiry of the contract and shall be released after the satisfactory completion of the contract. However, the same shall not carry any interest.
- viii) Replacement of Staff: Any staff may be asked to be replaced immediately from site without assigning any reason whatsoever. Non compliance may lead to suitable action against the firm and if necessary lead to termination of the contract also.
- ix) Labour rates: Rates of the security personnel shall be revised as and when minimum wage rates are revised by Concerned State Government.
- x) Restrictions: The staff deployed should be soft spoken and possess a good character. No staff deployed by the firm should smoke, drink alcohol, chew pan, gutka etc. within ATDC premises. Non compliance may lead to suitable penalty/termination of contract.
- xi) Certification of bills: All bills to be certified by the authorized officer of employer and rechecked by the officials of the ATDC before release of payment.
- xii) Registration: The agency should have a registration with the Concerned State Government and certificate be submitted with the Quotation.
- xiii) Subcontract: The contract as a whole or part thereof is non transferable.
- xiv) Staff strength: The Management reserves the right to increase or decrease the strength of security staff as per requirement as per approved rates.
- xv) Disqualification: Under no circumstances the respondents to contact any ATDC employees, other than the authorized by ATDC with regard to this contract or any of the information. Violation of this provision will subject to immediate disqualification and no further communication in this regard will be entertained.

12 DUTY HOURS (8hours/12hours):

Shift: -As per decided by ATDC

13. ARBITRATION:

Except where otherwise provided for in the contract all questions and disputes whatsoever in any way arising out of or relating to the contract and terms and conditions concerning the contract shall be referred to the sole arbitration of the DG&CEO, ATDC or to the sole arbitration of some other person appointed by DG&CEO. The venue of arbitration shall be at Gurugram. The award of the arbitrator shall be final, conclusive and binding on both the parties to this contract.

14. BID SUBMISSION:

Duly completed bid documents should be submitted in the manner described as under:-

Every paper of the Quotation should be signed by the owner or authorized signatory of bidder with seal of Agency/Firm/company. The bidder should sign all papers as having read and understood the terms and conditions contained in the Quotation document and submit the same along with requisite information. The bidder would fill up the technical information in **Annexure-I** which may be uploaded in a single attachment, clearly marking it as "Technical Bid". The technical bid / Quotation should be accompanied by details of deposit of Earnest Money Deposit "**EMD**" of **Rs. 1,00,000/-** in the form of Bank transfer/NEFT/RTGS from any scheduled bank in favour of The Apparel Training and Design Centre payable at Gurugram. The NIQ received without EMD or incomplete in any respect shall be summarily rejected and no bidder shall have any right to represent. The **Annexure-II** should consist of commercial bid should be separate envelop clearly marking as "Commercial Bid". Wherever, the prices are to be quoted should be written in figures and words as well. **The financial/commercial bid of only those bidders will be considered whose technical bid fulfills all the conditions contained in this NIQ document.** The EMD of unsuccessful bidders shall be returned within 45 days after the expiry of period of bid and no interest would be paid thereon. The EMD of unsuccessful bidder shall be returned after awarding the contract to successful bidder. The EMD of successful bidder shall be returned after executing the agreement and depositing Performance Security as stated above.

15. BID OPENING SCHEDULE:

- (a) Technical Bid-08th Jan, 2024 at 03:00PM
- (b) Financial Bid-will be decided later

Sd/-
(Incharge-Admin)
ATDC-NHO, Gurugram
0124-4659515, 521

**The Apparel Training and Design Centre
Tentative requirement of Security Personnel**

Designation	Age (Max.)	Educational Qualification	Health status	Height (ft.)	Required
Security Guards	40 to 50	Ex-army or 12 th pass civilian trained with 3 years experience in a reputed organization. Should have adequate knowledge of reading and writing English and Hindi.	Sound health with good personality	5 ft- 6" and above	16
Total					22

Location wise Details

S No	State	Centre/Location	NOP
1	Andra Pradesh	ATDC-Hyderabad	1
2	Karnataka	ATDC Bangalore	1
3	Tamil Nadu	ATDC-KTM Tirupur	2
3	M.P.	ATDC-Bhopal	1
5	M.P.	ATDC-Chhindwara	2
7	Bihar	ATDC-Patna	1
8	West Bengal	ATDC-Kolkata	1
10	Manipur	ATDC-Imphal	1
11	Odisha	ATDC-Bhuvneshwar	1
12	Odisha	ATDC-Roukela	1
13	Odisha	ATDC-Jharsuguda	1
15	Uttar Pradesh	ATDC-Kanpur	1
16	Uttar Pradesh	ATDC-Noida	2
18	Delhi	ATDC-Okhla	1
19	Delhi	ATDC-Dilshad Garden	1
20	Haryana	ATDC-NHO, Gurugram	2
21	Haryana	ATDC-Faridabad	2
23	Haryana	ATDC-Bhiwani	1
		Total	23

The Apparel Training and Design Centre
TECHNICAL BID

(i) Bidder will submit the duly filled NIQ form for security services in ATDC along with Earnest Money Deposit amounting to **Rs. 1,00,000/- (Rupees One lakh only)** to be paid in the form of Bank Transfer/NEFT/RTGS favour of The Apparel Training and Design Centre, payable at Gurgaon. In no case, cheques/cash will be accepted. Quotation without Earnest money deposit shall be summarily rejected.

Bank & Branch	Indian Overseas Bank Apparel House, Sec-44, Gurgaon, Haryana
IFSC	IOBA0001804
SB Account No.	180401000025000
Account holder name	The Apparel Training and Design Centre

ii) The Earnest Money Deposit of the successful bidder shall be adjusted towards Performance Security if the offer is accepted by the competent Authority. The agency has to deposit the performance security within 10 days after acceptance of award letter. No interest shall be paid by the ATDC on Earnest Money. EMD will be released on receipt of Performance Guarantee. Details of EMD submitted should be filled in as follows:

Bank details for refund of Earnest Money Deposit (EMD), in case of unsuccessful bidder	Name of Bank: _____ Branch: _____ Account No. : _____ IFSC Code: _____ Transaction date: _____
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iii) The bidder should submit the Quotation Form along with the following documents:

- a) Earnest money deposit (for Rs.1,00,000/- (Rupees One Lakh only).
- b) Original notice Inviting Quotation duly signed by the authorized signatory along with the seal and Original terms and conditions of Quotation document duly signed by the authorized signatory on each page along with the seal of the firm.

iv) The intending bidder should also give the following documents scanned along with the Quotation Form:

- a) Valid Registration no. of the Firm/company (attach attested scanned copy of the Certificate)
- b) Valid PAN No. of the Company/firm (Attach attested copy of the PAN card)
- c) Valid Employees EPF (Provident Fund) Account No. of the firm (attach attested copy of the certificate)
- d) Valid ESI No. of the company/Firm (attach attested copy of the certificate)
- e) Valid GST registration no. (attach attested copy of the certificate)
- f) Valid Authorization to run Security Agency from Competent Authority/Labour Department of Concerned State/ Central Government.
- g) Five (05) Work orders and satisfactory performance certificates issued by senior level officer of clients.
- h) Valid registration with appropriate authority like Police Administration, Labour Dept etc.
- i) Bank Account with Nationalized Bank.

v) The bidder should have average **annual turnover of Rupees one Crore or more** for providing security services during the preceding three financial year's i.e. **2020-21, 2021-22 and 2022-23**. The same be submitted in the following format:-

Financial Year	Turnover in crores
2020-2021	
2021-2022	

2022-2023	
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vi)The bidder shall submit attested copy of audited Balance Sheet & Profit and Loss account of the company/firm for preceding three financial years i.e. **2020-21, 2021-22 and 2022-23.**

vii) The details of similar work executed by the agency for institutions specified in Para 7(i) for the last 5 years i.e. **2019- 2023**

viii) Bidder shall give the documentary proof of minimum five years experience in the following format on letterhead of Bidder:

S. No.	Year	Name of work & period of contract	Name of client and address	Contact persons with designation and contact number	Financial component	Number of security personnel post wise deployed
1.						
2.						
3.						
4.						
5.						

Declaration by the bidder:

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

Signature of Bidder with seal: _____

Name, Design & address: _____

Email: _____

Tel./Mob. No. _____

Date:

Technical conditions of the NIQ:

1. The agency should have sufficient experience manpower/workers.
2. The agency should furnish Balance Sheet of the firm duly certified by CA for the last three years.
3. The agency should have minimum five years experience in the field of providing security services.
4. The agency should be covered under labour legislation such as ESI, EPF and service tax etc.
5. **In case any agency furnished wrong/unlawful information/fake documents, its bid will be summarily rejected and no further correspondence shall be entertained on this account.**
6. **The agency should furnish an undertaking on their letter head that they have never been black listed by any Government Ministry, Department, PSU etc.**
7. The agency should be reputed and registered under Private Security Regulation Act including Haryana.

**The Apparel Training and Design Centre
COMMERCIAL/FINANCIAL BID**

Particulars of Wages	Security Guard	Remarks
a) Minimum wages (8 hrs-26 days)		
b) Other allowances		
i) Sub Total		
c) Provident Fund (8 hrs.-26 days)		
d) E. S. I. (8 hrs-26 days)		
e) Bonus		
f) Leave		
g) Lab. Wel. Fund (8 hrs.-26 days)		
ii) Sub Total		
h) Weekly off & N/Holidays		
i) Uniform and Maintenance		
iii) Sub Total		
j) Margin /Management fees-%		
Grand Total (Rs.)		

Grand Total excluding tax per month (Rs.) (in figures) _____

Grand total excluding tax per month (Rs.) (in words) _____

Signature of Bidder _____
Name, Design. & address _____
Email _____
Tel/Mob Number _____

Note:

1. ATDC will pay to the successful agency in accordance to Statutory Provisions which includes Basic wage, ESI, EPF, Relieving Charges ,etc as applicable to Minimum wages in conformity with the latest minimum wages notified by Concerned State Govt.
2. The agency should quote the Agency's Management Charges in lump sum (also give %) payable on monthly billing amount for providing security services.
3. The lowest bidder will be considered for award of contract though not binding. The agency with unsatisfactory Record during previous contracts shall not be considered in any case.