



भारतीय राष्ट्रीय विज्ञान अकादमी

बहादुर शाह ज़फर मार्ग, नई दिल्ली - 110 002

www.insaindia.res.in

निविदा आमंत्रण सूचना (एनआईटी)

(ओपन टेंडर)

विषय: इन्सा परिसर के भीतर सुरक्षा सेवा प्रदान करने के लिए वार्षिक सेवा अनुबंध।

एक वर्ष की अवधि के लिए द्विबोली प्रणाली (तकनीकी बोली और वित्तीय बोली) के अंतर्गत उपर्युक्त कार्य के लिए पात्र, पंजीकृत, प्रख्यात, आर्थिक रूप से समृद्ध और अनुभवी कंपनियों/ फर्मों/ एजेंसियों/ सहकारी सोसाइटियों से मुहरबंद निविदाएँ आमंत्रित की जाती हैं जिसको दोनों पक्षों की आपसी सहमति से उन्हीं निबंधन और शर्तों पर वार्षिक आधार पर आगामी चार वर्षों (2 वर्ष + 2 वर्ष) के लिए बढ़ाया जा सकता है।

अनुबंध श्रम (क्रांति एवम् उन्मूलन) अधिनियम, 1970 के अंतर्गत मान्य श्रम लाइसेंस धारित, संबंधित विभागों/ प्राधिकरणों/ सांविधिक निकायों से ईएसआईसी, ईपीएफ, सामान एवम् सेवा कर (जीएसटी), पसारा लाइसेंस, पैन के साथ पंजीकृत और सरकारी/अर्धसरकारी/स्वायत्त संस्थानों/प्रतिष्ठित सार्वजनिक क्षेत्र के उपक्रमों, में पिछले तीन वर्षों के दौरान रूपये 40.0 लाख (लगभग) की लागत का या इससे अधिक प्रति वर्ष एक कार्य अथवा रूपये 20.0 लाख या इससे अधिक प्रति वर्ष प्रत्येक की लागत के दो कार्य, एक अनुबंध के तहत सफलतापूर्वक पूरे करने वाली फर्मों/ एजेंसियाँ आवेदन के लिए पात्र हैं। कार्य के लिए चयनित कंपनियों/फर्मों/एजेंसियों को केन्द्र/राज्य सरकार द्वारा निर्धारित न्यूनतम मजदूरी (जो ज्यादा हो), ईएसआईसी, ईपीएफ और बोनस आदि का अनुपालन सुनिश्चित करना होगा।

निबंधन, शर्तों और कार्य क्षेत्र सहित निविदा दस्तावेज (अप्रतिदेय/ अहस्तांतरणीय) दिनांक 5 जनवरी, 2021 से 18:00 बजे से सीपीपी पोर्टल और इन्सा वेबसाइट: www.insaindia.res.in से डाउनलोड किया जा सकता है। विधिवत् भरी हुए निविदा को अंतिम तिथि एवं समय पर अथवा इससे पहले अर्थात् 15 जनवरी, 2021 को 17:00 बजे तक जमा करा सकते हैं। निविदाएँ दिनांक 18 जनवरी, 2020 को 11:00 बजे इन्सा में सक्षम प्राधिकारी द्वारा नियुक्त एक स्थायी समिति द्वारा खोली जाएँगी। अकादमी बिना कारण बताए किसी एक अथवा सभी निविदाओं को रद्द करने का अधिकार अपने पास सुरक्षित रखती है।

उप कार्यकारी निदेशक-॥ (वित्त एवम् प्रशासन)



INDIAN NATIONAL SCIENCE ACADEMY

Bahadur Shah Zafar Marg, New Delhi-110002

www.insaindia.res.in

NOTICE INVITING TENDER (NIT)

(OPEN TENDER)

Subject: Annual Service Contract for providing security services within INSA complex.

Sealed tenders are invited from eligible, registered, reputed, financially sound and experienced companies/firms/agencies/co-operative societies for the above said work under **Two Bid System** (Technical Bid and Financial Bid) for a period of one year which can be extended for further period of four (4) years (2 years + 2 years) on yearly basis on the same terms & conditions with mutual consent of both parties.

The firms/agencies holding valid labour license under Contract Labour (Revolution & Abolition) Act, 1970, PSARA license, registered with ESIC, EPF, Goods & Service Tax (GST), PAN from concerned departments/authority/statutory bodies, and have successfully carried out at least one similar work of costing Rs. 40.0 Lakhs (approx.) or above per annum OR two works of each costing Rs. 20.0 lakhs or above per annum under a single contract during last three (3) years in Govt./Semi-Govt./Autonomous Institutions /Public Sector Undertakings (PSUs) are eligible to apply. The company/firm/ agency selected for the work will have to ensure the compliance of minimum wages fixed by Central/State Government, ESIC, EPF & Bonus etc.

The tender document (Non-returnable/ non-transferable) with terms, conditions and scope of work can be downloaded from CPP portal and INSA website: www.insaindia.res.in also from 5th January, 2021 at 18:00 hours onwards. The tender duly filled up may be submitted on or before last date and time i.e. 15th January, 2021 till 17:00 hrs. The tenders shall be opened by a committee appointed by the competent authority for this work on 18th January, 2021 at 11:00 hrs. at INSA. The Academy reserves the rights to reject or accept any or all the tenders without assigning any reason thereof.

Deputy Executive Director-II (F&A)

TENDER NO.

: INSA/ESTATE/Security/2020-21/

TENDER DOWNLOADED BY:

**TENDER DOCUMENT
(OPEN TENDER)**

**ANNUAL SERVICE CONTRACT FOR PROVIDING SECURITY SERVICES
AT
INSA, BAHADUR SHAH ZAFAR MARG, NEW DELHI - 110 002**

**DATE & TIME TENDER AVAILABLE
ON CPP PORTAL AND INSA WEBSITE**

: 05.01.2021 at 18:00 Hrs.

**LAST DATE & TIME FOR SUBMISSION
OF TENDER AT INSA**

: 15.01.2021 (up to 17:00 Hrs.)

DATE & TIME OF OPENING OF TENDER

: 18.01.2021 at 11:00 Hrs.



INDIAN NATIONAL SCIENCE ACADEMY

Bahadur Shah Zafar Marg, New Delhi - 110002

**Tel: 91-11- 23 221931 - 23221950 (EPABX), Fax: 91-11- 23235648, 23231095
E-mail: estate@insa.nic.in, insaestate@gmail.com; Website: www.insaindia.res.in;**

INDIAN NATIONAL SCIENCE ACADEMY

Bahadur Shah Zafar Marg, New Delhi - 110002

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Note:

Tenderers should confirm that they have received all the above documents. The nature and the site of works can be seen personally. Duly signed & stamped bid security declaration (Form-V) may please be attached with the tender. **The parties are required to mention their full address, contact number and email ID on the envelope for any future correspondence.**

Tender can be downloaded from CPP Portal and Academy's website: www.insaindia.res.in from **05.01.2021 at 18:00 Hrs.** onwards. The tenderer does not need to submit the tender fee along with tender at the time of submission. The Academy will not charge any fee against the tender cost.

NOTICE INVITING TENDER

1. Sealed tenders are hereby invited for **annual service contract for providing security services within INSA Campus** from eligible, reputed and experienced firms/ agencies in two separate bids. The technical and financial bids should be submitted separately super-scribing on the envelope “Tender for annual service contract for providing security services within INSA Campus” Technical Bid and Financial Bid. The financial bid will be opened when the firm is technically qualified. The mode of submission for offers is explained in the **APPENDIX - A** attached herewith.
2. The scope of work is given as **APPENDIX - B** of this tender’s scope of work. Please work out and quote your monthly rates accordingly.
3. Tenders should be submitted on the specified form (Non-transferable) which can be downloaded from CPP Portal and Academy’s website: www.insaindia.res.in from 05.01.2021 at 18:00 Hrs.
4. The tender will be addressed to The Deputy Executive Director-II (Finance & Administration), **Indian National Science Academy**, Bahadur Shah Zafar Marg, New Delhi - 110 002 and same will be submitted at reception of the Academy up to 17:00 Hrs. on or before **15th January, 2021** along with bid security declaration. Tender should be submitted at the reception of the Academy on or before the last date and time of submission of tender as mentioned above. Tenders received without bid security declaration will be treated as invalid. The tender shall be opened at INSA on **18.01.2021 at 11:00 Hrs.** by a committee appointed by the competent authority.
5. Canvassing in any manner in connection with the tender is prohibited and the tender submitted by the tenderer who resort to canvassing is liable for rejection.
6. Total security money deposited at the time of award, will be forfeited if the contractor fails to commence the work as per letter of award or the time to start the work is duly extended on the basis of valid reason if provided by the contractor to whom the work has been awarded.
7. The tenderer shall not be permitted to tender for works in the Academy in case his relative is posted in the Academy. He shall also intimate the names of persons who are working with him in any capacity or subsequently employed by him and whose relatives are as mentioned above.
8. Complete tender documents to be complied with by the tenderer who intends to submit the tender, the tenderer may see the tender document at the office of the Assistant Executive Director - II (Estate), INSA, Bahadur Shah Zafar Marg, New Delhi-110 002. If he face the problem in downloading tender from CPP portal and INSA website also.
9. Tender submitted remain valid for 90 days from the date of opening for the purpose of acceptance and award of work, validity beyond 90 days from the date of opening shall be extended by mutual consent and with approval by the competent authority.
10. The Tenderer should quote rates in figures as well as in words, which he shall also work out the amount for each item of work and write both in figures and words. On checking if there are differences between the rates quoted by the tenderer in words and in figures or in the amount worked out by him the following procedure will be followed:

- i. When there is a difference between the rates in figures and in words, the rates which correspond to the amount worked out by the tenderer shall be taken as correct.
- ii. When the amount of an item is not worked out by the tenderer or it does not correspond with the rates written either in figures or in words, the rate quoted by the tenderer in words shall be taken as correct.
- iii. When the rate quoted by the tenderer in figures and in words tallies but the amount is not worked out correctly, the rate quoted by the tenderer shall be taken as correct and not the amount.
- iv. Overwriting in tender document is not allowed.

11. The Academy reserves the rights to accept or reject/cancel any or all the tenders without assigning any reason thereof.

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ELIGIBILITY CRITERIA:

S. N.	DESCRIPTION
1.	Registration of Company with Statuary Body of State/Central Government
2.	Valid license under PSARA, 2005
3.	ESI Registration
4.	EPF Registration
5.	Copy of PAN Card
6.	GST Registration
7.	Power of Attorney
8.	The charges towards the tender cost will be free as per the GFR 2017 Rules.
9.	Bid security declaration (Form V attached)
10.	Work Experience: (i) At least one work of similar nature of amounting to Rs 40.0 Lakhs (approx.) or above per annum under a single contract in last three (3) years OR (ii) Two works of similar nature each amounting to Rs.20.0 Lakhs or above per annum under a single contract in last three (3) years

MODE OF SUBMISSION:

The sealed tender will have to be submitted by the tenderer in two separate bids. One is 'Technical Bid' and another is 'Financial Bid'. The technical and financial bids shall be submitted separately, super-scribing on the envelopes "Tender for annual service contract for providing security services within INSA Campus" 'Technical Bid' and 'Financial Bid'. The financial bid will be opened when firm qualifies in their technical bid (technically).

1. The offer may be inclusive of latest minimum wages as per Govt. of NCT of Delhi rates (VDA), EPF, ESI, Goods & Service Tax (GST), administrative charges and other charges including uniforms and identity cards etc. (detail given in financial bid).
2. All covering letters and information to be included in the offer shall be submitted in original or attested copies and all the pages of the offers are to be signed and stamped by the authorized signatory.
3. Tenderers are advised to submit their offer strictly according to the terms and conditions, indicated in the **Annexure - I**.
4. In case of any clarifications/doubts, you are advised to contact Assistant Executive Director-II (Estate) on any working day from 10:00 AM to 5:00 PM.
5. The Deputy Executive Director-II (F&A), Indian National Science Academy reserves the right to accept/reject or cancel any or all the tenders without assigning any reason thereof.
6. Tender papers are not transferable.

First Envelope (Technical Bid):

First Envelope should contain details of following:

1. The offer shall accompany your company profile giving details of successfully carried out at least one work of similar nature of amounting to Rs. 40.0 Lakhs (approx.) or two works of each amounting to Rs. 20.0 Lakhs or above per annum under a single contract in last three (3) years in Centre/State Govt./ Semi Govt./Autonomous/Govt. Institutions/ Public Sector Undertakings (PSUs).
2. Annual contract(s) during the last three (3) years to be supported by Performance Certificate (Issued by the Head of Division or by the organization which awarded the work).
3. Details of Registration of the firm with Statuary Body, EPF, ESI registration detail and PAN Number under the Income Tax Act and registered with Goods & Service Tax (GST) Department. Attested copies should be attached with the tender.
4. Valid license under PSARA, 2005

5. The firm should have at least two (2) years' experience in providing the security services in Central/State Govt. /Semi-Govt./Autonomous/ Govt. Institutions/Public Sector Undertakings of repute.
6. Registration with Statutory Body/agencies i.e. Labour Department under contract labour (Regulation & Abolition), Act 1970 to provide services of contract manpower in organizations.
7. List of clients where contract manpowers were deployed on annual service contract for providing security services within INSA Campus.
8. Registration of Company with Statuary Body of State/Central Government
9. Bid security declaration

Second Envelope (Financial Bid):

Second envelope should contain a '**Financial Bid**' as per the terms and conditions **ANNEXURE - I** and scope of work is given in the tender form **APPENDIX - B** respectively.

The tender shall be opened at INSA on **18.01.2021 at 11:00 Hrs.** by a committee appointed by the competent authority. The last date of submission of completed tender document is **15th January, 2021 till 17:00 hrs.**

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TERMS AND CONDITIONS OF CONTRACT:

1. The work shall be carried out as per scope of work as mentioned in APPENDIX-B. Wherever it is mentioned in the scope of work that the contractor shall provide certain facilities/materials, if required. It is implied that the contractor shall do so.
2. The tender form shall be clearly filled in ink legible or typed. The tenderer should quote amount tendered by him/them in figures and as well in words. Each sheet of the tender form should be signed by the tenderer himself. The forwarding letter attached should be signed by the party along with tenderer. Copies of the PAN number and satisfactory performance certificate issued by the concerned agency(s), organizations where such type of work/jobs have been performed by the contractor earlier should also be enclosed.
3. If the quoted amount by the two or more bidders/tenderers matches with each other, then the Academy will decide the successful bidder (lowest one) based on the number of successfully completed works and their contract values in last three (3) years.
4. If any bidder or tenderer quote the administrative charge/ service charge as “NIL or Zero (0)” then the Academy will reject/ cancel the tender as per GFR-2017.
5. Providing of suitable manpowers as and when required in addition to the requirement already mention in the tender.
6. The manpower as mentioned in the tender document may increase or decrease at any time as per the site requirement during the currency of contract.
7. The following information should be indicated on the envelope.
 - a) Tender for annual service contract for providing security services within INSA Campus.
 - b) Name of the firm with complete address, telephone number & email id.
8. The Academy will deduct income tax/ TDS and other taxes as applicable from time to time from monthly bill as per Govt. of India Rules.
9. At the time of award of work from the Academy, the successful firm shall furnish the security deposit of 3% of the total value of annual contract by Pay Order/ Bank Draft in favour of the **Indian National Science Academy** for due performance of the contract. In the event of any breach/violation contravention of any terms and conditions contained herein by the contractor, the said security deposit shall be forfeited by the Academy. No interest shall be paid by the Academy on Security Deposits (SD) deposited by the contractor.
10. The contractor shall prepare an agreement on a non-judicial stamp paper of Rs.100/- after due approval by INSA. The first payment shall be released only after the agreement is signed. The contractor will provide the stamp paper at their own cost.

11. No person (security guard) below the age of 18 years and above the age of 60 years shall be deployed at site. In case of security supervisor (ex-serviceman) the upper age limit will be 65 years. The contractor shall pay not less than minimum wages as provided by Govt. of NCT of Delhi norms to his workers plus EPF & ESI and keep INSA indemnified in this respect. The contractor will submit monthly bill along with copies of bill calculation sheet, challans/ECRs of EPF, ESI and proof of payment made to his employees deployed under the contract at INSA.
12. The security guards provided shall be employees of the Contractor and all statutory liabilities will be paid by the contractor such as ESIC, EPF (if applicable) etc. The list of manpower going to be deployed shall be made available to the INSA and if any change is required on part of the INSA, fresh list of manpower shall be made available by the agency after each and every change.
13. The Contractor shall comply with all the relevant laws and statutory requirements covered under various Laws/Acts such as Labour Act, Minimum Wages Act, Contract Labour (Regulation and Abolition) Act 1970, EPF, ESI and various other Acts as applicable from time to time with regards to the persons engaged by the contractor at INSA. The Academy will reimburse the bill of bonus paid to their employees deployed at INSA.
14. The contractor shall pay the Bonus to his employees in an accounting year in accordance with the provisions of this Act, (Payment of Bonus Act 1965) provided he has worked in the establishment for not less than thirty working days in that year.
15. As far as EPF is concerned, it shall be duty of the contractor to get EPF code numbers (UAN) allotted by RPFC against which the EPF subscription, deducted from the payment of the persons engaged and equal employer's amount of contribution should be deposited with respective EPF authorities within stipulated time in every month. Giving particulars of the employees engaged for the works at INSA, is required to be submitted to the INSA. In any eventuality, if the contractor failed to remit employee/ employer's contribution towards EPF subscription etc. within the stipulated time, INSA is entitled to recover the equal amount from any money due or accrue to the contractor under this agreement or any other contract with RPFC, with an advice to RPFC, duly furnishing particulars of persons engaged at INSA under this contract.
16. The contractor will provide EPF and ESI registration numbers of persons to whom the payments/wages are paid by him at INSA. ECRs of EPF deduction and ESI deduction, wages sheet and ESI/EPF challans, monthly attendance sheet and bill calculation sheet shall be provided by the contractor every month with monthly bill.
17. The contractor will provide EPF statements/Universal Account Number (UAN) and ESI smart cards to his persons deployed in the Academy and contractor will help to their employees if face any difficulty in this regard.
18. The contractor will provide services of manpower whenever is required by the Academy on extra hours duty.
19. The contractor will pay OTA to his workers in case they are retained for extra hours/works. EPF and ESI will be paid on OTA amount as per the Govt. of India rules.

20. The firm will be responsible to guard the premises for maintaining security & safety to the best of their capacity. This will be adjudged by the Academy's supervisory staff and/or head of the Estate Division from time to time.
21. The agency shall be responsible to provide immediate replacement of their staff under intimation to concern officer of INSA who is not available for duty at the place of posting. In case of absence from duty of the worker and if no substitute is provided, the Academy shall make deductions from the monthly bill in accordance with their wages paid to them by contractor keeping in view the total absence of the worker from duty plus suitable penalty as decided by INSA. This exercise should not be repeated frequently otherwise Academy will take appropriate action in the matter.
22. That the agency staff shall be available all the time as per their duty timings/roasters and they shall not leave their place of duty without prior permission of Estate Supervisory staff of the Academy.
23. The agency staff shall work under overall supervision and direction of the Academy's Estate Supervisory staff will be given to the contractor from time to time The attendance register be maintained by the contractor and that shall be produced when required by the Academy.
24. Tender must be unconditional. The conditional tenders shall not be accepted by the Academy.
25. The contractor will provide all their staff/worker who is having adequate experience in the relevant field. The manpower deployed at INSA will be interviewed by dealing officer(s) to know their aptitude before they are deployed to work at INSA.
26. The Academy shall have the right to ask the contractor for the removal of any person of the agency, who is not found to be competent and orderly in the discharge of his duty.
27. The Agency shall not engage any sub-contractor or transfer the contract to any other person in any manner.
28. That the tenders not conforming to these requirements will be rejected and no correspondence thereof shall be entertained whatsoever.
29. The contractor shall provide all the security guards (civil) who have minimum matriculation certificate with a minimum of 3 - 5 years of experience in the relevant field and Security Supervisor to be ex-serviceman. The manpower deployed at INSA will be introduced to dealing officer(s) to know their aptitude before they are deployed to work at INSA, where necessary. The security should be well conversant for operation of fire extinguishers, fire hydrants rescuing of person trapped in lifts etc.
30. The security guards deployed by the contractor will not be allowed to work other places during his tenure to INSA under any circumstances.
31. The Academy reserves the right to withhold the payment in the event of unsatisfactory performance of the work contract. In such eventuality, the Academy further reserves the right to get the work done through other agencies and payment will be recovered from the contractor's monthly bill or his security deposit and same may be forfeited.

32. Any person who is an employee of the Academy shall not be made a partner to the contract by the contractor directly or indirectly in any manner whatsoever.
33. The contractor will pay monthly wages to his workers on or before 10th day of every month positively.
34. The contractor shall disburse/transfer the wages to his employees deployed in INSA every month through RTGS/ECS or by Cheque in the presence of representative of the INSA. The cash payment made by the contractor to his employees will only be allowed in special cases on the basis of prior permission from the Academy.
35. The contractor will provide to INSA name(s) of person/employee/partner authorized to sign the papers/deals with INSA.
36. In case any accidents happen during course of duty of a worker at the site, the contractor will take care to their person(s) in all respects. INSA will not be bound to pay any compensation in this respect.
37. The contractor shall indemnify of the Academy against all other damages/charges and expenses for which the Academy may be held liable or pay on account of the negligence of the contractor or his employees or any person under his control whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demands thereof.
38. If any information furnished by contractor is found to be incorrect at any time, the contract is liable to be terminated without issue any notice and the security deposit is liable to be forfeited by the Academy.
39. The contract can be terminated by giving one month's notice in writing on either side even before the expiry of said contract without assigning any reason.
40. The contractor shall promptly notify to INSA of any subsequent change in the constitution of their firm. It shall be open to INSA to terminate the contract on the death, retirement, dissolution, insanity or insolvency of any person being a partner without the approval in writing of INSA but such option shall not be exercised or withheld unreasonably.
41. The contractor shall adhere to safe maintenance practice and guard against unsafe/hazardous working conditions and shall comply all safety rules.
42. The contractor shall certify in writing that there is no dispute between the contractor and his employees of any sort regarding statutory requirement. The contractor will also certify that persons deployed in the Academy do not have any criminal record.
43. The contractor will rotate his persons from time to time with full knowledge of INSA and provide substitute thereof. The staff engaged by the contractor shall work within the ambit of the scope of work.
44. This is an operation & annual service contract (contractual agreement) and not one of creating any employment. There shall be no employer/ employee relationship between INSA and contractor or his employee(s). The contractor will be liable to discharge statutory liabilities to their employees and furnish photocopies or proof

done so. The contractor shall give an undertaking that the persons so deployed in the Academy are on his pay rolls.

45. INSA will have no liability as far as contractor's staff is concerned.
46. Any claim/compensation will be settled by the contractor directly with his workers without INSA's involvement. In case labour case is filed the expenses shall be borne by the contractor to settle the case.
47. The contractor will provide bio-data duly pasted recent coloured photograph along with valid ID proof i.e. Aadhar Card, voter ID, driving license and proof of age and qualification of all the persons for this job at INSA and after getting clearance from the Academy only such persons will be deployed.
48. The contractor shall deploy his person(s) only after obtaining the INSA approval duly submitting curriculum vitae (CV) of these persons, the INSA shall be informed at least one week in advance and contractor shall be required to obtain the INSA approval for all such changes along with their CVs.
49. The contractor will provide the **Police Verification Report (PVR)** of all his employees before deployment at INSA under this contract.
50. The contractor shall get workers screened for visual, hearing, gross physical defects and contagious diseases and will provide a **Medical Fitness Certificate** to this effect for each person deployed. Only physically and mentally fit personnel shall be deployed for duty.
51. The contractor will provide the **uniform duly labeled or logo** of his firm and identity card duly pasted recent coloured photograph, duly stamped and signed by the authorized signatory to his all employees. No worker shall be allowed to work at site without full or partly uniform on any working day. If any contractor's employee found without full or partly uniform a suitable penalty will be imposed on the contractor on each occasion except any specific reason and habitual offender in this regard shall be removed from INSA.
52. The contractor will ensure that the persons deployed under this contract must have their own vehicle such as bicycle, motor cycle, scooter etc. so that they can attend their duties in shifts and in absence of availability of public transport due to any specific reason.
53. The persons deployed by the contractor under this contract should reside within the distance of 30 Kilometers (approx.) from the premises of the Academy.
54. The contractor shall bear all the expenses incurred on the following items i.e. provision of torches and cells, lathis/umbrellas, raincoats and ammunition and other implement is to security manpower. The stationary for writing Academy's records and registers at security check points keeping as per requirements except duty chart and wage register of guards will be provided by the Academy.
55. The contractor shall get guards and supervisor screened for visual, hearing, gross physical defects and contagious diseases and will provide a certificate to this effect for each person deployed. Only physically and mentally fit persons shall be deployed for duty.

56. The firm will not reshuffle the trained security guards (unskilled category) frequently without notice of the concerned supervisory staff of the Academy. No untrained guards will be deployed in INSA Complex.
57. In case any public complaint is received attributable to misconduct/ misbehavior of contractor's person, a penalty of Rs. 500/- for each such incident shall be levied and the same shall be deducted from contractor's monthly bill. Further the concerned person of the contractor shall be removed from the INSA premises immediately.
58. In case of any security guard either on duty or off time is found drunk or found involved in activities unbecoming to ethics or negligence to be removed immediately and suitable penalty will be imposed on the contractor up to Rs. 500/- (Rupees five hundred only).
59. The person(s) engaged by the contractor must be dressed in neat and clean uniform (including proper name badges and identity cards), failing which invites a penalty of Rs.500/- each occasions and habitual offenders in this regard shall be removed from the INSA. The penalty on this account shall be deducted from the Contractor's monthly bill.
60. In case any of contractor's person(s) deployed under the contract is (are) absent, a penalty equal to double the wages of number of guards/supervisors absent on that particular day shall be levied by the INSA and the same shall be deducted from the contractor's monthly bill.
61. In case any of contractor person(s) deployed under the contract fails to report in time and contractor is unable to provide suitable substitute in time for the same it will be treated as absence and penalty as mentioned in point 61 shall be levied.
62. During the currency of contract, if any person of contractor is found to be indulging in any corrupt or illegal practices causing any loss of revenue to the INSA shall be entitled to terminate the contract forthwith duly forfeiting the contractor's Performance Security.
63. The contract can be terminated at any time by the Academy (INSA) even before the expiry of said term/period as mentioned in NIT without assigning any reasons.
64. The manpower engaged by the contractor shall not take part in any union and association activities.
65. The contract period will be one year from the date of commencement as mentioned in award letter. This contract may be further extended maximum up to four years (two years + two years) on yearly basis by the Academy on same terms and conditions, if the services of company/firm are found satisfactory during the period of previous contract(s).
66. The contractor shall have his own Establishment / Setup/ Mechanism etc. at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.
67. The INSA shall not be responsible for providing residential accommodation to any of the employee of the contractor.

68. The INSA shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The INSA does not recognize any employees-employer relationship with any worker of the contractor.
69. 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 the INSA from the agency.
70. If any underpayment is discovered, the amount shall be duly paid to the agency by the INSA.
71. The contractor should have round the clock control room service in Delhi along with quick response teams to deal with emergent situations.
72. In case any theft is committed in INSA during the currency of annual service contract of security. The security agency will compensate the losses to the Academy due to theft.
73. The contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the INSA.
74. Article(s) shall not be permitted out of INSA premises without Gate Pass to be signed by designated officer. In case lapses are found the cost of article(s) penalty this will invite penalty at the discretion of INSA.
75. Any dispute or differences whatsoever arising between the parties relating to meaning scope, operation or effect of this contract/agreement or validity or branch thereof shall be settled by arbitration of a single arbitrator to be appointed by the president of this Academy (INSA) and the award made in pursuance thereof shall be binding on the parties. The venue of arbitration proceeding shall be in New Delhi. The court at New Delhi shall only have the jurisdiction over the matter in case of any dispute.

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1. SCOPE OF WORK:

The scope of services to be rendered under the contract includes:

- (a) To ensure security of the assets of INSA against theft, pilferage & misappropriation and to implement anti-theft measures at the above mentioned premises.
- (b) To prevent unauthorized persons gaining entry in the premises of INSA.
- (c) To maintain the record of visitors, staff movement as may be directed by INSA from time to time.
- (d) To ensure that no hawkers or vendors are allowed into the INSA campus.
- (e) To maintain law, order and discipline and to check all disturbances or nuisances in the campus.
- (f) To control incoming and outgoing traffic and to keep complete record of their movement in and out of the campus as well as to regulate parking of vehicles in the campus.
- (g) To bring to the notice of INSA any suspicious activity noticed during or after office hours in and around the premises of INSA.
- (h) To lodge complaints with police authorities regarding any unwanted occurrence in and around the Campus during and after office hours in consultation with the competent Authority of INSA.
- (i) To conduct any internal investigation required by INSA in the interest of the Security of the Campus.
- (j) To attend incoming telephone calls received at EPABX in case of telephone operator is not available at reception area.
- (k) To attend to fire-fighting equipment (fire extinguishers) in case of emergencies and to assist in conducting periodic mock drills of fire-fighting in the campus.
- (l) All security guards deployed at INSA should be trained about the fire-fighting system to assist fire-fighting operators/person, in case of fire at INSA.
- (m) Opening of doors of lifts in case someone is trapped inside, OTIS Company/INSA Estate staff will provide a short training for the purpose.
- (n) In the event of any special circumstances including labour unrest or stike, to provide special escorts for essential staff and Senior Officers as and when requested for as well as to deploy additional security personnel at short notice as per requirement of the situation.
- (o) To switch off electrical points, AHU's, computers and xeroxing machines, faxes etc., after office hours in all the four buildings.
- (p) To lock all the doors of each room of the four buildings after office hours and open half an hour before office opening hours.
- (q) One or two security guards on each shift duty should be trained for parking of vehicles. He should be able to move/drive the vehicles.

REQUIREMENT OF SECURITY GUARDS:

1. To provide services of 12 Security Guards (Civil) on round the clock duty and 2 security guards as reliever plus one Ex-serviceman as Head Security Guard (security supervisor) for attending to the daily security duty in the premises (9.00 am to 5.30 pm). The firm shall ensure that the Security Personnel so provided are smart, well-built, disciplined and fully conversant with the job of security, firefighting and vigilance. They should be minimum matriculate and should be able to read and write Hindi and English. Contractor will furnish the particulars viz. name, father's name, age, permanent address, present address, etc., of all security personnel deployed at the premises of INSA and notify changes, if any, in the particulars as and when it occurs. Also, INSA shall be provided with a conduct certificate from a responsible person in respect of each of the Security Personnel deployed under this contract. The firm shall fully responsible for the discipline, conduct as well as for quality of work done by manpower deployed from time to time for fulfillment of the task.
2. The Security deployed should be properly turned out during duty hours. The contractor shall provide them with proper uniforms and name badges/identity cards to be displayed by them in person while on duty. In addition, torches, whistles, jerseys, overcoats, umbrellas and raincoats etc., should be provided by security agency to the security personnel deployed at the premises of INSA.
3. INSA will not be liable or responsible to provide any residential accomodation to the security personnel deplloed at its premises.
4. Security manpower shall be appointed by the contractor and shall be under the direct and exclusive control and supervision of contractor. Contractor shall ensure that all reasonable directions and instructions given by INSA representative in regard to the performance of the services required under this contract are fully complied with by contractor and his manpower, etc.
5. Contractor shall have the exclusive right to interview the guard before being deployed in the Academy premises to adjudge his suitability, if required. He can also terminate the services of any of the manpower appointed by him and deployed at INSA for providing the services and to substitute any other person in place of any person engaged by him for work at INSA, provided, however, INSA shall also be at liberty, with proper reasons to call upon contractor to remove from its premises any person or persons appointed by him for work therein and to appoint/substitute in place of person or persons so removed.
6. Every person engaged by the contractor for work at the premises of INSA shall be the employee of contractor and no such employee shall have any claim or right against INSA for regular absorption in the Academy. None of the employees of contractor will be eligible for employment with INSA for a period of one year after the expiry of this contract unless agreed upon otherwise.
7. Contractor will keep an account of daily attendance of the above personnel deployed from time to time and submit a copy of this attendance sheet along with the monthly bill for claiming contract charges.

FORM-I

CONTRACTOR'S IDENTIFICATION DATA

Affix duly attested
P.P. size photograph
of the tenderer.

1. Name:

2. Firm Type:

3. Registration Data:
Date of registration and name (s) of
Govt. agencies from where registered
(Copy of registration from statutory body
attested or self attested may be enclosed)

4. Specialized work area:

5. Registered office address:

6. Telephone Nos. :
Mobile Nos.:
Email ID:

7. List of names of Partners/directors of your firm:

8. Delhi Office Address:

Note:

1. Please attach separate sheets, if required.
2. If the firm is partnership firm given name and address of both the partners. If it is Pvt. Ltd. Company - give the names and addresses of authorized signatory (s) and directors to act on behalf of your company.

FORM-II

CONTRACTOR'S FINANCIAL DATA

LATEST YEAR 2020-2021:

- a) Total annual turnover-----
- b) Job work turnover-----
- c) No. of clients/organizations-----
- d) ITCC, if issued-----

PREVIOUS YEAR 2019-2020:

- a) Total annual turnover-----
- b) Work turnover-----
- c) Assets. -----
- d) ITCC furnished-----

FOR THE YEAR 2018-2019:

- a) Total annual turnover-----
- b) Maintenance work turnover-----
- c) Assets. -----
- d) ITCC furnished-----

BANKERS

- 1. Name:-----
- 2. Branch address:-----
- 3. Account No. & IFSC Code:

FORM-III

CONTRACTOR'S PREVIOUS EXPERIENCE DATA

I. EXPERIENCE: 2019-2020

- a) Name of the contract-I -----
- b) Client's name-----
- c) Client's address and telephone number-----

- d) Start date-----
- e) Nature of job-----
- f) Completion date-----
- g) Total value of work-----
- h) Supporting documents-----
- i) Number of Person/Manpower Deployed-----

II.

- a) Name of the contract-II -----
- b) Client's name-----
- c) Client's address and telephone number-----

- d) Start date-----
- e) Nature of job-----
- f) Completion date-----
- g) Total value of work-----
- h) Supporting documents-----
- i) Number of Person/Manpower Deployed-----

I. EXPERIENCE : 2018-2019

- a) Name of the contract-I -----
- b) Client's name-----
- c) Client's address and telephone number-----

- d) Start date-----
- e) Nature of job-----
- f) Completion date-----
- g) Total value of work-----
- h) Supporting documents-----
- i) Number of Person/Manpower Deployed-----

II.

- a) Name of the contract-II -----
- b) Client's name-----
- c) Client's address and telephone number-----

- d) Start date-----
- e) Nature of job-----
- f) Completion date-----
- g) Total value of work-----
- h) Supporting documents-----
- i) Number of Person/Manpower Deployed-----

I. EXPERIENCE: 2017-2018

- a) Name of the contract-I-----
- b) Client's name-----
- c) Client's address and telephone number-----

- d) Start date-----
- e) Nature of job-----
- f) Completion date-----
- g) Total value of work-----
- h) Supporting documents-----
- i) Number of Person/Manpower Deployed-----

- II.
- a) Name of the contract-II -----
 - b) Client's name-----
 - c) Client's address and telephone number-----

 - d) Start date-----
 - e) Nature of job-----
 - f) Completion date-----
 - g) Total value of work-----
 - h) Supporting documents-----
 - i) Number of Person/Manpower Deployed-----

Note: Please give details of actual current jobs in hand. Please attach separate sheet, if required.

FORM-IV

CONTRACTOR'S CURRENT EXPERIENCE DATA

I. EXPERIENCE: 2020-2021

- a) Name of the contract-I -----
- b) Client's name-----
- c) Client's address and telephone number-----

- d) Start date-----
- e) Nature of job-----
- g) Completion date-----
- g) Total value of work-----
- h) Supporting documents-----
- i) Number of Person/Manpower Deployed-----

II.

- a) Name of the contract-II -----
- b) Client's name-----
- c) Client's address and telephone number-----

- d) Start date-----
- e) Nature of job-----
- f) Completion date-----
- g) Total value of work-----
- h) Supporting documents-----
- i) Number of Person/Manpower Deployed-----

INDIAN NATIONAL SCIENCE ACADEMY
Bahadur Shah Zafar Marg, New Delhi-110002

Bid Security Declaration

It is hereby accepted that if I/my company or firm withdraw or modify the submitted bids during period of validity etc., I/my company or firm will be suspended for One (01) year.

(Signature of tenderer with seal)
as token of acceptance of above declaration

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INDIAN NATIONAL SCIENCE ACADEMY
Bahadur Shah Zafar Marg, New Delhi-110002

FINANCIAL BID

Sub: Annual Service Contract for providing security services within INSA Campus.

S.N.	Particulars	Qty.	Charges Per Month/ Per Person
1.	Security Guards (Un-skilled) (4 guards in each shift and 2 relievers)	14 Nos.	<ul style="list-style-type: none"> ➤ Minimum wages Rs 15,492/- per person ➤ EPF Contribution @.13% = Rs...1950./- ➤ ESIC @.3.25% = Rs .503.49./- <p align="center">Total = Rs. 17,945.49</p>
2.	Security Supervisor (Skilled) Ex-serviceman	01 No.	<ul style="list-style-type: none"> ➤ Minimum wages Rs 18,797/- per person ➤ EPF Contribution @.13% = Rs 1,950/- ➤ ESIC @ 3.25% = Rs. 610.90/- ➤ Relief/Holiday charges - 1/6 total wages Rs. 3,132.83 <p align="center">Total = Rs. 24,490.73</p>
3.	Total (Item -1 to Item -2)		Rs. 42,436.22
4.	Admin charges @.....% (on Item -3)		Rs. _____/-
5.	Total (Item -3 & Item -4)		Rs. _____/-
6.	GST @%		Rs. _____/-
7.	Any other charges which the contractor may like to indicate/include		Rs. _____/-
8.	Net amount all inclusive (Item -5 to Item -7)		Rs. _____/-

(In words Rupees:
.....)

Name of the contractor: -----

Address: -----

Phone No.: -----

Signature: -----

Affix rubber stamp