

AGRICULTURAL PRODUCE MARKETING COMMITTEE

(Market Of National Importance)

New Office Complex, NFM- Ph.-II, Sarai Pipal Thalla, Azadpur, Delhi-33.

TENDER DOCUMENT

FOR

N/W: Engagement of security /traffic services agency for providing security/traffic personnel for safety, monitoring and surveillance alongwith traffic management at NFM (including Cement Godown Area) Azadpur.

AGRICULTURAL PRODUCE MARKETING COMMITTEE
(Market Of National Importance)
New Office Complex, NFM- Ph.-II, Sarai Pipal Thalla, Azadpur, Delhi-33.

I N D E X

N/W: Engagement of security /traffic services agency for providing security /traffic personnel for safety, monitoring and surveillance alongwith traffic management at NFM Azadpur.

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AGRICULTURAL PRODUCE MARKETING COMMITTEE
(Market Of National Importance)
New Office Complex, NFM- Ph.-II, Sarai Pipal Thalla, Azadpur, Delhi-33.

NOTICE OF E-TENDERING

e-tenders are invited for the under mentioned works on behalf of Secretary, Agricultural Produce Marketing Committee, Azadpur and opened online in the office of Secretary, APMC, Azadpur.

S.No.1. Tender ID No. : 2015_APMC_

Name of Work: Engagement of security /traffic services agency for providing security /traffic personnel for safety, monitoring and surveillance alongwith traffic management at NFM Azadpur

Estimated Cost : Rs. 2.35 Crore

Earnest Money: Rs. 11.80 Lacs

S.No.2. Tender ID No. : 2015_APMC_

Name of Work: Engagement of security /traffic services agency for providing security /traffic personnel for safety, monitoring and surveillance alongwith traffic management at NSM Azadpur

Estimated Cost : Rs. 2.62 Crore

Earnest Money: Rs. 13.10 Lacs

S.No.3: Tender ID No. : 2015_APMC_

Name of Work: Engagement of security /traffic services agency for providing security /traffic personnel for safety, monitoring and surveillance alongwith traffic management at Office Complex, Kela Siding, Azadpur, Tikri Khampur, Sub- Yard Okhla and Sub-Yard Mangol Puri.

Estimated Cost : Rs. 1.36 Crore

Earnest Money: Rs. 6,82,500/-

Last Date/Time for receipt of tenders through e-procurement solution: 09/10/2015 upto 13.00 hrs.

Date of release of tender through e-procurement solution: 24/09/2015

Further details can be seen at website <https://govtprocurement.delhi.gov.in>

Dy. Secretary (Security)
APMC: Azadpur

AGRICULTURAL PRODUCE MARKETING COMMITTEE
(Market Of National Importance)
New Office Complex, NFM- Ph.-II, Sarai Pipal Thalla, Azadpur, Delhi-33.

NOTICE INVITING TENDER

Online tenders are invited through Delhi Govt. e-procurement website <https://govtprocurement.delhi.gov.in>. on behalf of the Secretary, APMC (MNI), Azadpur thereafter referred as Secretary by Dy. Secretary (S), APMC, Azadpur regarding engagement of security /traffic services agency for providing security /traffic personnel for safety, monitoring and surveillance alongwith traffic management at NFM Azadpur from specialized agencies registered for security / traffic services. **(Joint Venture firms are not permitted)**

Estimated Cost:- Rs. 2.35 Crore.

2. Tender Information through e-procurement solutions:

Date of release of tender through e-procurement solution:24.09.2015

Last date and time for downloading/ of Bid documents: 09/10/2015 at 12.00 Noon.

Last date/ time for uploading of Bid: 09/10/2015 at 1.00 PM

Last date/ time for uploading of Bid: 09/10/2015 at 1.00 PM

Date/time of opening of Technical Bids 09/10/2015 at 3.00 PM

Opening of financial Bids shall be opened after opening of the Technical Bid for those tenderers who fulfill the eligibility criteria and the required documents found in order under Technical bid, otherwise the Financial bid shall not be opened. If any of the above dates happens to be holiday, the next working day will be considered for all purposes. Conditional tender shall not be considered.

3 Agency will be required to pay wages to Security/Traffic Guards deployed by them on outsourced basis as per Minimum Wages Act and comply with the provisions of ESI, EPF as applicable. **Successful bidder will be reimbursed the wages of Security Guards & expenditure towards ESI, EPF and service tax, as applicable, by the APMC Azadpur.** When these rates are revised by Labour Department, Govt. of NCT of Delhi from time to time, the APMC will accordingly revise them for reimbursement to the agency selected for the job.

4 **The agency will be required to provide most competitive rates for material cost towards uniform/liveries, stationery & administrative cost etc. along with service charge per month separately in the financial bid as per format given at annexure.** Decision to select the agency will be made on basis of these rates as mentioned in the evaluation criteria of financial bids.

5 An Earnest Money Deposit (EMD) of **Rs.11.80 (Rupees eleven lacs eighty thousand only)** should be remitted by RTGS/NEFT Challan in favour of APMC, Azadpur, Account No.**50276843057** of Allahabad Bank, Azadpur, IFSC Code: **ALLA0210711**, MICR Code: **110010004**.

- 6 The **period of contract** shall be valid for a period of **one year** from the date of start as defined in schedule 'F' (i) from the date of award; and (ii) the APMC, Azadpur would reserve the right to extend the period of contract for a maximum period of **one year** in public interest on the same terms and conditions if the overall work of the agency found satisfactory.

7 Eligibility Criteria

- a. The specialized agencies/ tenderer must have completed the following work during the last 07 years:
- i. 03 similar completed works each costing not less than Rs.94 lacs (40%).
or
 - ii. 02 similar completed works each costing not less than Rs.118 lacs (50%).
or
 - iii. 01 similar completed work costing not less than Rs.188 lacs (80%).
- b. The eligible contractor must have executed at least one similar work (either part of above or a separate one) with some Central/State Govt./Central/State Autonomous body/ Public Sector Undertaking.

[**Note:** Similar work means “**The work of providing Security/ Traffic Services**”]

- c. The average annual financial turn over should not be less than Rs.71 lacs. during last 03 consecutive years period ending 31st March.

[**Note:** The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum calculated from the date of completion to last date of receipt of application for tenders.]

- d. The eligible contractor must have Solvency Certificate of the amount equal to Rs.100 lacs.

[**Note:** This solvency certificate should be obtained from the Bank exclusively for this work.]

- e. Registration Certificate in regards to security agency with Home Department, Govt. of NCT of Delhi.
- f. The eligible contractor must have valid Labour License under Contract Labour (Regulation & Abolitions) Act 1970.
- g. The eligible contractor must have minimum 250 employees on the roll of the agency during current financial year.

8 TECHNICAL BID:

Documents to be uploaded in the Technical Bid:

- (i) Duly filled Technical Bid as per Annexure II.
- (ii) Scanned copy (self attested) of the following documents:
 - a. Copy of RTGS/NEFT Challan for Rs.11.80(Rupees eleven lakh eighty thousand only) towards EMD remitted.
 - b. Registration details / Proof of submission of application for registration Certificate in regards to security agency with Home Department, Govt. of NCT of Delhi.
 - c. Valid Labour License under Contract Labour (Regulation & Abolitions) Act 1970.
 - d. Audited Profit & Loss account and Balance Sheet for the last three financial years. (However, in support of FY 2014-15, a signed copy of provisional balance sheet shall be acceptable).
 - e. Solvency Certificate of Rs.100 lacs obtained from the bank exclusively for this purpose.
 - f. Experience certificate as per Eligibility Criteria in 5(a) page no.4.
 - g. Valid Certificate of Registration of Service Tax.
 - h. Valid Certificate of Registration of Sales Tax / VAT if any.
 - i. Valid EPF registration with EPFO along with proof of having submitted the latest returns, etc.
 - j. Valid ESI registration along with proof of having submitted the latest returns, etc.
 - k. Documentary Proof, in the form of any valid document like ESI/ EPF returns/ Registration in Labour department duly indicating the names of the employees etc, of having minimum 250 employees on the roll of the agency during current financial year.
 - l. Bidders PAN Card.
 - m. An undertaking regarding non execution of similar work on back to back basis.
 - n. An undertaking that firm has not been blacklisted or abandoned.
 - o. An Undertaking regarding disbursement of salaries of employees on minimum wages.

[See Format in **Annexure-I.**]

NOTE:

1. No Financial Bid/ Rate shall be given under Technical Bid. In case, if any agency upload Financial Bid/ Rate with above Technical Bid documents, the tender shall be treated as invalid and would not be considered for Technical Evaluation.
2. The tenderer shall be required to produce definite proof of Experience from the appropriate authority, in line with the above eligibility criteria and it should be to the satisfaction of competent authority of having satisfactorily completed similar work of magnitude specified above. The work executed with the private sector shall be supported by the TDS certificate.
3. Only scanned and uploaded documents through E-tender process shall be considered for eligibility. No other document later on submitted manually shall be considered. The tenderer shall have no claim on this account afterwards.

- 9** Tender documents consisting of Terms & Conditions, scope of work and quantities of the work to be done and the set of terms and conditions of contract to be complied with by the contractor from whose tender may be accepted and other necessary documents can be seen in the office of the Deputy Secretary (Security), APMC, Azadpur on working day except on Holidays.
- 10** Tender document is also available on web site <http://govtprocurement.delhi.gov.in> where they are to be finally up-loaded.
- 11** Submission of tender through e-procurement will be stopped on 09/10/2015 at **13.00** hours and only technical bid will be opened on the same day at **15.00** hours and result of technically qualified tenders will be displayed on web site <http://govtprocurement.delhi.gov.in>
- 12** The financial bids of only eligible tenderers who have **deposited EMD and other documents and has got verified documents from original to the satisfaction of competent authority of APMC and who have technically qualified shall only be opened on specified date and time.**
- 13** **The successful bidder will be required to furnish performance guarantee of 5% (Five Percent) of the awarded amount within the period of 15 days.** This guarantee shall be in the form of Banker's cheque/Demand Draft/ Fixed Deposit Receipts/Bank Guarantee (see format **Annexure - III**) of any scheduled bank.
- 14** If the performance guarantee given by the successful bidder is in the form of Bank Guarantee, then it shall be valid further upto a period of 1 year from the stipulated date of start of the work. Further, the successful bidder shall also be required to submit an undertaking (See Formate **Annexure III**) along with this performance guarantee that the same shall be revalidated in case the contract is further extended. In case the successful bidder fails to extend the bank guarantee/performance guarantee as and when desired by APMC, Azadpur, then APMC shall be at liberty to encash the same.
- 15** In case the contractor fails to deposit the said performance guarantee within the prescribed period as stated in point no. 11 above including the extended period if any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor.
- 16** **Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the site, the means of access to the site and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances like traffic congestions etc., which may influence or affect their tender.**
- 17** A tenderer shall be deemed to have full knowledge of the site of work whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.

- 18** The tenderer shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work.
- 19** Submission of a tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions at which stores, tools, plant, machinery etc., will be required by him & local conditions and other factors having a bearing on the execution of the work.
- 20** All tenders, in which any of the prescribed conditions is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer, shall be summarily rejected.
- 21** The APMC, Azadpur does not bind itself to accept the lowest or any other tender, and reserves to itself the authority to reject any or all of the tenders received without assigning any reason.
- 22** The APMC, Azadpur reserves to itself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the quoted rates.
- 23** Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited, and the tenders submitted by the contractors who resort to canvassing are liable to be rejected.
- 24** The contractor shall not be permitted to tender for works in the APMC, Azadpur in which his near relative is posted as an officer in any capacity. He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any Gazetted officer in the Delhi Agricultural Marketing Board (DAMB) or APMC, Azadpur. Any breach of this condition by the contractor would render rejection of his tender.
- 25** The contractor shall give a list of both, Gazetted and non-gazetted Delhi Agricultural Marketing Board (DAMB) / APMC, Azadpur employees related to him.
- 26** No Officer of gazetted rank or other gazetted officer employed in APMC is allowed to work as a contractor for a period of two year after his retirement from Government service, without the previous permission of VC (DAMB) in writing. This contract is liable to be cancelled and performance guarantee forfeited if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of the VC (DAMB), as aforesaid before uploading of the tender or engagement in the contractor's service.
- 27** The tender for the works shall remain open for acceptance for a period of **90 days** from the date of opening of the **Financial Bid**. If any tenderer withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier or makes any modifications in the terms and conditions of the tender which are not acceptable to the department, then the APMC shall, without prejudice to any other right or remedy, be at liberty to forfeit **100%** of the said earnest money as aforesaid. **Further, the tenderer shall not be allowed to participate in the re-tendering process of the work.**

- 28** This Notice Inviting Tender (NIT) shall form a part of the contract document. The successful tenderer / contractor on acceptance of his tender by the Accepting Authority, shall, within **15 days** from the stipulated date of start of the work, sign the contract consisting:
- a.** The NIT, all the documents including scope of work, General/ Special conditions, if any, forming the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.
- 29** The APMC shall deduct **Income Tax and any other applicable taxes on the value of** work done from each bill of the contractor as per prevailing Government orders. In lieu of above, the APMC shall issue a TDS certificate to the contractor, in relevant form.
- 30** The department shall deduct **Labour CESS @1% on the value of work done** from each bill of the contractor as per prevailing Government instructions/orders if applicable in the contract.
- 31** The tenderer shall ensure to submit his offer only through E- tendering process.

Dy. Secretary, (Security), APMC (MNI) (Azadpur)

For & on behalf of SECRETARY

INSTRUCTIONS TO TENDERERS FOR SUBMISSION OF TENDER:

The present tender is being invited for Security/ traffic Services under which the contractor shall provide uniformed and trained personnel and will use its best endeavours to provide security of building, equipments, materials and staff working in APMC' Azadpur, monitoring and surveillance of the premises and to maintain free flow of security / traffic in NFM Azadpur.

The Contractor submitting the tender should read the schedule of quantities, additional conditions, particular conditions and other terms and conditions given in the NIT. The contractor should also visit the site of work and acquaint himself.

GUIDELINES / PROCEDURE TO BE FOLLOWED IN 'E'- PROCUREMENT SOLUTION

1. **Payment of cost of Tender documents:** - The collection of cost of Tender documents is dispensed away with, as there is no physical supply of tender documents and also to have absolute anonymity of the bidders participating in e-procurement solution. The bidders can view / download the tender documents, from the **<https://govtprocurement.delhi.gov.in>**.
2. **Submission of Bids:** The bidders who are desirous of participating in 'e' procurement shall submit their price bids in the standard formats prescribed in the Tender documents, displayed at **<https://govtprocurement.delhi.gov.in>**. The bidder should upload the scanned copies of all the relevant certificates, documents etc., in the **<https://govtprocurement.delhi.gov.in>** in support of their price bids. The bidder shall sign on all the statements, documents, certificates uploaded by him, owning responsibility for their correctness / authenticity.
3. **Earnest Money Deposit:** An Earnest Money Deposit (EMD) of Rs. 11.80 (should be remitted by RTGS /NEFT Challan in favour of APMC, Azadpur, Account No.50276843057 of (Allahabad Bank Azadpur). IFSC Code: ALLA0210711, MICR Code 110010004.
4. **Only scanned and uploaded documents through E-tendering process shall be considered for eligibility. No other document later on submitted manually shall be considered. The tenderer shall have no claim on this account afterwards**
5. If the documents uploaded by the bidders are found invalid or fake, the tender of the agency concerned shall be rejected by the deptt. without any notice to the agency.
6. **Price Bid Opening:** The Price Bids will be opened online by the Deputy Secretary (Security) at the specified date & time and the result will be displayed on the **<https://govtprocurement.delhi.gov.in>** which can be seen by all the bidders who participated in the tenders.
7. **Processing of Tenders:** The concerned officer/officers will evaluate and process the tenders as done in the conventional tenders and will communicate the decision to the bidder online.
8. **Payment of Performance Guarantee:** The successful bidder shall submit irrevocable performance guarantee of 5% (Five percent) of the tendered amount within 15 days from the date

of issue of letter of acceptance in addition to other deposits mentioned elsewhere in the contract for his proper performance of the contract

9. **Participation of Bidders at the time of opening of bids:** Bidders can come at the place of opening of bids (electronically) as done in the conventional tender process or may see the result online.
10. The bidder shall bear all costs associated with the preparation and submission of his bid and the APMC Azadpur will in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

11. Contents of Tender Documents.

- 11.1. The Tender Invitation Document has been prepared for the purpose of inviting tenders for providing Security Services. The Tender document comprises of:
- (a) Notice Inviting Tender.
 - (b) Terms and Conditions.
 - (c) Undertaking (**Annexure-I**)
 - (d) Tender form for providing Security/ traffic Services(**Annexure-II**)
 - (e) Form of Bank Guarantee of Performance Security (**Annexure-III**)
 - (f) Scope of Work
 - (g) Form of Agreement (**Annexure-IV**)
 - (h) Check list for tenderer (**Annexure-V**)
 - (i) Price Bid for Security Services
- 11.2. The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of his bid.
- 11.3. The bidder shall check the pages of all documents against page number given in indexes and, in the event of discovery of any discrepancy or missing pages the bidder shall inform the Office of **Deputy Secretary (Security), APMC (MNI), Azadpur .**
- 11.4. In case the bidder has any doubt about the meaning of anything contained in the Tender document, he shall seek clarification from the Office of **Deputy Secretary (Security), APMC, Azadpur .**
- 11.5. Except for any such written clarification by the Department, which is expressly stated to be an addendum to the tender document issued by the Office of **Deputy Secretary (Security), APMC (MNI), Azadpur ,** no written or oral communication, presentation or explanation by any other employee of the Department shall be taken to bind or fetter the Department under the contract.
- 12. BID PRICES:-**
- 12.1. Bidder shall quote the rates in Indian Rupees for the entire contract on a 'single responsibility' basis such that the Tender price covers contractor's all obligations mentioned in or to be reasonably

inferred from the Tender document in respect of the Security/ traffic Services at **APMC, Azadpur(as specified in NIT)** . This includes all the liabilities of the contractor such as cost of uniform, lathi and torch etc. and identity cards of personnel deployed by the contractor and all other statutory liabilities like Minimum Wages, ESI, PF contributions, service charges. It should also includes cost of training.

- 12.2. The quoted rates shall be inclusive of all applicable taxes as may be levied by Govt. from time to time (except service tax, which would be payable over and above the quoted amount as applicable). This would be re-imbursed to the agency by APMC after submitting the proof of deposit of same to service tax deptt. by tenderer in r/o amount related to APMC itself only.
- 12.3. The offers of those prospective bidders which do not meet the statutory requirements are liable to be rejected.
- 12.4. Conditional bids/offers will be summarily rejected.

13. Submission of Bids:-

The bidders who are desirous of participating in e-procurement shall submit their technical and price bids in the standard formats prescribed in the Tender documents, displayed at <https://govtprocurement.delhi.gov.in>. The bidder should upload the **self-attested scanned copies of all the relevant certificates, documents etc.**, in the <https://govtprocurement.delhi.gov.in> in support of their technical and price bids.

14. The successful bidder will be required to execute a agreement in the form specified in Annexure-IV within a period of 15 days from the date of issue of Letter of Offer.

**Deputy Secretary (Security)
APMC, Azadpur**

AGRICULTURAL PRODUCE MARKETING COMMITTEE
(Market Of National Importance)
New Office Complex, NFM- Ph.-II, Sarai Pipal Thalla, Azadpur, Delhi-33.

TENDER

I/We have read and examined the Notice Inviting Tender, specifications applicable, Special conditions, and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work within the time as specified in NIT , schedule of quantities and in accordance in all respects with the instructions in writing as are provided for, and in respects in accordance with, such condition so far as applicable.

I/We agree to keep the tender open for **Ninety days only (90)** days from the date of its opening of tender and not to make any modification in its terms and conditions.

A sum of Rs. _____ has been submitted through RTGS as earnest money. If I/ We, fail to furnish the prescribed performance guarantee within prescribed period, I/We agree that the Secretary, without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if I/We fail to commence work as specified, I/We agree that Secretary shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said Earnest Money Deposit and the performance guarantee absolutely, otherwise the said Earnest Money Deposit shall be retained by him towards Security Deposit to execute all the works referred to in the tender documents.

Further, I/we agree that in case of forfeiture of Earnest Money Deposit or both Earnest Money Deposit and Performance Guarantee. I/We may be debarred for participation in the re-tendering process of the work.

I/We undertake and confirm that eligible similar work(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/we shall be debarred for tendering in APMC/DAMB in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Officer-in-charge shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee.

I/We hereby declare that I/We shall treat the tender documents and other records connected with the work as secret / confidential documents and shall not communicate information / derived there from to any person other than a person to whom I/We am / are authorised to communicate the same or use the information in any manner prejudicial to the safety of the APMC.

Dated*

*

Signature of Contractor

Postal Address

*

Witness:

Address:

Occupation:

Telephone No:



Telephone No.

Fax

Email

** To be filled in by the contractor*

SCOPE OF WORK OF THE CONTRACT

1. The rate of the agency shall include the work defined under scope of work and shall also be read in conjunction with terms, conditions, additional conditions, schedule of quantities appended herewith. Nothing extra whatsoever shall be given except the agreed rates.
2. Shall establish the site office within the premises of APMC for effective maintenance of Security/ traffic Services and smooth flow of traffic in Mandi premises. Simultaneously the agency will depute the required Security Supervisor/ Traffic Supervisor along with security/ traffic guards. The Security/ traffic Supervisor of the agency is required to be available at site for 24 hours so as to receive the instruction of department as well to look after the successful security work. **Failure to deploy the indicated staff the recovery @ twice the minimum salary indicated shall be recovered from RA Bills.**
3. The work involved providing security/traffic services in NFM Azadpur.
4. **He shall deploy the following minimum Security/traffic guards (physically fit and well built , security /traffic supervisor (of aged between 18 to 45 years) per day divided in 03 shifts.**

Sr. No.	Period of peak and lean season	Deployment
1	Peak season from 1 st July to 31 December	138 Security/Traffic Guards/11 Supervisor
2	Lean season from 1 st Jan. to 30 th June	79 Security/Traffic Guards/11 Supervisor

5. All required T&P like Torch, Lathi. etc. will be provided by the contractor.
6. The agency shall intimate in writing the daily deployment of above mentioned staff for record of the APMC. Payment will be made on actual number of persons present. In the event if it is noticed that the staff deployed is less than 90% of the required number on any day then penalty of Rs. 10,000/- per day will be imposed.
7. **The following records & register shall be maintained as per direction of the Officer-in-charge:-**
 - i. Duty chart / staff deployment chart daily
 - ii. Visitor's Inspection register
 - iii. Lost or found register
 - iv. Site order book
 - v. Complaint register
8. Walky-Talky shall be provided by the agency to the supervisors deployed at site.
9. The contractor shall have to provide the Security/ traffic Services in the Department of APMC, Azadpur, Government of NCT of Delhi as well as the traffic movement in mandi area. The contractor shall ensure protection of the personnel & property of the Department, prevent trespass in the assigned area with/without arms, 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 into the campus of the Department building and mandi area. They will regulate the traffic movement within / outside the mandi premises to ensure free flow of traffic within the mandi.

DUTIES AND RESPONSIBILITY OF SECURITY/TRAFFIC STAFF:

1. The Security/traffic Supervisor will be responsible for overall security arrangement of the concerned Department covered in the contract.
2. Security/traffic Supervisor will ensure that all the instructions of the administration are strictly followed and there is no lapse of any kind.
3. No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract or authorized by the employer for in-out movement of stores. The specimen signatures and telephone numbers of the above stated officers will be available with the Security personnel.
4. Deployment of Guards/ Supervisors will be as per the instructions of the authorities of the Department and the same will be monitored personally by the concerned authorities from time to time and will be responsible for its optimum utilization.
5. Security /traffic personnel deployed in the premises on holidays and Sundays will be assessed as per actual requirement and the number of personnel will be suitably reduced. This will not be considered violation of point no. 6 of scope of work of the contract.
6. The Security /traffic Supervisor/Guard will also take round of all the important and sensitive points of the premises as specified by the Department.
7. Security/traffic personnel shall also ensure door keeping duties.
8. The Guards on duty will also take care of vehicles, scooters/motor cycles/bicycles parked in the parking sites located within the premises of the Department.
9. Entry of the street-dogs and stray cattles into the premises is to be prevented. It should be at once driven out.
10. 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.
11. It should be ensured that flower plants, trees and grassy lawns are not damaged either by the staff or by the outsiders or by stray cattles.
12. The Security/ traffic Supervisors/guard 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.

13. In emergent situations, security / traffic supervisor deployed shall also participate as per their role defined in the disaster plan, if any, of the Department. Guards/Supervisors should be sensitized for their role in such situations.
14. The security / traffic supervisor are required to display mature behavior, especially towards female staff and female visitors.
15. The security / traffic supervisor on duty shall not leave the premises until his reliever reports for duty.
16. Any other provisions as advised by the Department may be incorporated in the agreement. The same shall also be binding on the contractor.

TERMS AND CONDITIONS OF THE CONTRACT

1. Both the Security and Traffic staff would work as Security cum Traffic staff as per the requirement.
2. The security / traffic supervisor provided shall be the employees of the Contractor and all statutory liabilities will be paid by the contractor such as ESI, PF, Workmen's Compensation Act, etc. The list of staff going to be deployed shall be made available to the Department and if any change is required on part of the Department fresh list of staff shall be made available by the agency after each and every change.
3. The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under Labour Act, Minimum Wages and (Contract Labour (Regulation & Abolition Act 1970), EPF/ESI and various other Acts as applicable from time to time with regard to the Security personnel engaged by him for works. It will be the responsibility of the contractor to provide details of manpower deployed by him, in the Department and to the Labour department.
4. As far as EPF is concerned, it shall be the duty of the Contractor to get PF code number allotted by RPFC against which the PF subscription, deducted from the payment of the personnel engaged and equal employer's amount of contribution should be deposited with the respective PF authorities within 7 days of close of every month. Giving particulars of the employees engaged for the Department works, is required to be submitted to the Department. In any eventuality, if the contractor failed to remit employee/employer's contribution towards PF subscription etc. within the stipulated time Department 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 personnel engaged for the Department.
5. In the event if ESI/EPF pertaining to the employees engaged by the agency / contractor for APMC is not deposited by the agency (proof of having it deposited shall required to be submitted to the department within 30 days i.e. e-challan along with the ECR against whom the ESI/EPF have been deposited with r/o APMC only). In such event the same shall be done by the department for which a penalty of Rs. 25000/- per default shall be deducted from the RA Bills of the agency.
6. The antecedents of security staff deployed shall be got verified by the contractor from local police authority and an undertaking in this regard to be submitted to the department.
7. The Contractor will maintain a register on which day to day deployment of personnel will be entered. Also biometric attendance of staff deployed by agency would be marked at APMC and monthly payment of bill would be released as per biometric attendance only. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown. The Contractor has to give an undertaking (on the format), regarding payment of wages as per rules and laws in force, while submitting the Bill.
8. Adequate supervision will be provided to ensure correct performance of the said Security/ traffic

Services in accordance with the prevailing assignment instructions agreed upon between the two parties. In order to exercise effective control & supervision over the staff of the Contractor deployed, the supervisory staff will move in their areas of responsibility.

9. All necessary reports and other information will be supplied immediately as required and regular meetings will be held with the Department.
10. Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the Department and shall not knowingly lend to any person or company any of the effects of the Department under its control.
11. The contractor shall have his own men power trained at his own cost as per rule 6 of the Delhi Private Security Agencies (Regulation) Rules, 2009 to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.
12. Under the terms of their employment agreement with the Contractor the Security and Traffic staff shall not do any professional or other work for reward or otherwise either directly or indirectly, except for and on behalf of the Contractor.
13. That in the event of any loss occasioned to the Department, as a result of any lapse on the part of the contractor which will be established after an preliminary/summarily enquiry conducted by the Department, the said loss shall be claimed from the contractor up to the value of the loss. The decision of the Secretary, will be final and binding on the agency.
14. The contractor shall do and perform all such Security and Traffic services, acts, matters and things connected with the administration, superintendence and conduct of the arrangements as per the direction enumerated herein and in accordance with such directions, which the Department may issue from time to time and which have been mutually agreed upon between the two parties.
15. The Department shall have the right, within reason, to have any person removed that is considered to be undesirable or otherwise and similarly Contractor reserves the right to change the staff with prior intimation to the Department.
16. The contractor shall be responsible to maintain safely all property and equipment of the Department entrusted to it.
17. The contractor will deploy supervisors as per the need given by the Department. The supervisor shall be required to work as per the instructions of Department.
18. **The personnel engaged by the contractor shall be dressed in neat and clean uniform (including proper name badges), failing which a penalty of Rs.100/- per default per person may be imposed by department and habitual offenders in this regard shall be removed. The penalty on this account shall be deducted from the Contractor's bills.**
19. The personnel engaged have to be extremely courteous with very pleasant mannerism in dealing with the traders and should project an image of utmost discipline. The Department shall have right

to have any person moved in case of staff complaints or as decided by representative of the Department if the person is not performing the job satisfactorily or otherwise. The contractor shall have to arrange the suitable replacement in all such cases.

20. The eight hours shift generally will be from 0600 hrs. to 1400 hrs., 1400 hrs. to 2200 hrs. and 2200 hrs. to 0600 hrs. But the timings of the shift are changeable and shall be fixed by the Department from time to time depending upon the requirements. Prolong duty hours (more than 8 hrs. at a stretch) shall not be allowed. No payment shall be made by the Department for double duty, if any.
21. Security/traffic guards and supervisors to be deployed at side most be in the age group of 18 to 45 years.
22. The personnel will have to report to the Department's security office 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 the Department.
23. The decision of Secretary Shall be final and binding:-
 - (a) In case any of contractor's personnel 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.
 - (b) In case any public complaint is received attributable to misconduct/misbehaviour of contractor's personnel, a penalty or Rs.500/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Further the concerned contractor's personnel shall be removed from the Department system immediately.**
24. The contractor shall ensure that its personnel shall not at any time, without the consent of the Department in writing, divulge or make known any trust, accounts matter or transaction undertaken or handled by the Department and shall not disclose to any information about the affairs of Department.
25. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines. The concerned contractor's personnel shall attend the court as and when required.
26. **The Agency shall provide details of SB A/c of each and every personnel deployed under this Contract to the APMC. Agency will raise the monthly bills along with the copy of the proof of payment of wages to workers made through ECS in their respective SB A/c and payment of ESI and PF contribution of the personnel engaged in the complex for the said services i.e. e-challan along with ECR. The proof of payment shall indicate the deposit against Security and Traffic services of APMC. No General Challan of company in this respect will be acceptable. Payment would be released as per biometric attendance of staff present on duty.**
27. If the contractor is a partnership firm of two or more persons, all such persons shall be jointly and

severally liable to the department for the fulfillment of the terms of the contract. Such persons shall designate one of them to act as leader with authority to sign. The constitution of firm/partnership shall not be altered without the approval of the department.

28. During the course of contract, if any contractor's personnel are found to be indulging in any corrupt practices causing any loss of revenue to the Department, the Department shall be at liberty to terminate the contract forthwith duly forfeiting the contractor's Performance Guarantee.
29. In the event of default being made in the payment of any money in respect of wages of any person deployed by the contractor for carrying out of this contract and if a claim therefore is filed in the office of the Labour Authorities and proof thereof is furnished to the satisfaction of the Labour Authorities, the Department may, failing payment of the said money by the contractor, make payment of such claim on behalf of the contractor to the said Labour Authorities/Contractor's employee and any sums so paid shall be recoverable by the Department from the contractor.
30. If any money shall , as the result of any instructions from the Labour authorities or claim or application made under any of the Labour laws, or Regulations, be directed to be paid by the Department, such money shall be deemed to be payable by the contractor to the Department within seven days. The Department shall be entitled to recover the amount from the contractor by deduction from money due to the contractor or from the Performance Security.
31. The contractor shall indemnify and hold the Department harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the contractor.
32. Security staff engaged by the contractor shall not take part in any staff union and association activities.
33. The Department shall not be responsible for providing residential accommodation to any of the employee of the contractor.
34. The Department shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The Department does not recognize any employee employer relationship with any of the workers of the contractor.
35. 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 Department from the agency.
36. The contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over when ever required by the Department etc.
37. **The contractor shall disburse the wages to its staff deployed in the Department for the preceding month latest 7th day of next month through ECS in their Saving Bank account and statement of salary disbursement with ECS list duly verified by bank giving full details of**

employees shall be submitted to the Department along with the bill by 15th of every month. Subsequently, while depositing of next month bill the agency shall require to enclose Bank Statement of having cleared the ECS amount in respective Saving Bank Account.

38. The contractor should have round the clock control room service in APMC along with quick response teams to deal with emergent situations.
39. Service Tax/ Provident Fund shall be reimbursed only after submission of proper document of having it deposited with the concerned department and also an undertaking that the service tax being claimed from APMC has been deposited with the concerned department. Also the service tax in r/o APMC must be deposited through separate challan only.
- 40. Every employee 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 contractor at his own cost. The contractor shall provide uniform dress code to the employees engaged by him in APMC.**
41. The staff engaged by the contractor shall be available as per their duty roster and shall not leave their place without the prior permission of the authorized officer of the Department. Adequate supervision will be provided by the contractor to ensure correct performance of the said security and traffic services in accordance with the prevailing assignment instructions agreed upon between the two parties.
42. The contractor shall not engage any such sub contractor or transfer the contract to any other person in any manner.
43. The contractor shall be responsible for any sort of accident / mis-happening occurred during the working hour. All liabilities arising due to accident / mis- happening or death of any staff of the contractor or any person while on duty shall be borne by the contractor.
- 44. On revision of the minimum wages by the Govt. of NCT of Delhi, the incremental/decremental wages will be provided to the employees by the agency. The same would be reimbursed/ recovered by the department after submission of proof having paid the respective rate of wages through ECS, as detailed below:-**
- L1 = Minimum wage rate at the time of submission of Tender.**
- L2 = Minimum revised wage rates (current rates)**
- Amount to be re-imbursed/ recovered = (L2-L1) x No.of persons deployed**
- In addition of revised wages the amount so enhanced on A/c of EPF/ESI also be reimbursement after submission of proof of deposit the same.**
45. There would be one unit of Security/ Traffic who would work as per the duty assigned to them by the Department.
46. The bidder should be registered with the concerned authorities of Labour Department under Contract Labour (R&A) Act 1970 and Delhi Works Contract Act (wherever applicable).

47. The contractor shall bear all the expenses incurred on the following items i.e. Provision of torches ,cells and lathis etc. and other implements to Security and Traffic staff, stationary for writing duty charts and registers at security check points and records keeping as per requirements.
48. The APMC (MNI) Azadpur shall be at liberty to terminate this contract at any time before the expiry period of the contract by giving one month written notice, if at any stage it is noticed that the agency is not performing / giving output as per the required clause of agreement and to the satisfaction of APMC.
49. In case the Contractor fails to carry out the work satisfactorily even after pointing out the deficiencies, the APMC reserves the right to get the work carried out from any 3rd party at the risk and cost of the contractor. The payment so made to the 3rd party shall be deducted from the payment to be made by the APMC to the contractor.
50. The Contractors are advised to inspect and examine the site and its surroundings and satisfy themselves with the nature of site, the means of access to the site, the constraints of space for stacking material machinery, labour etc. They should also closely watch the conditions of APMC (MNI), Azadpur before tendering.

OBLIGATION OF THE CONTRACTOR:

- (i). The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Department fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise.
- (ii) Dispute Resolution
 - (a) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the APMC (MNI) Azadpur, Government of NCT of Delhi.
 - (b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.
 - (c) The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Delhi/New Delhi only.

JURISDICTION OF COURT

The courts at Delhi/New Delhi shall have the exclusive jurisdiction to try all disputes, if any,

UNDER TAKING

To,

Secretary,
APMC _____

Name of the firm/Agency _____

Name of the tender _____ Due date: _____

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and understood myself/ourselves abide by the said terms and conditions.
3. I/We abide by the provisions of Minimum wages Act, Contract Labour Act and other statutory provisions like provident Fund Act, ESI Bonus, Gratuity , Leave , Relieving Charges, Uniforms and Allowances thereof and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Minimum Wages Act amended by the Government time to time and shall be fully responsible for any violation.
4. I/We shall provide trained security/traffic workers.
5. I/We do hereby under take that neat and clean environment of the department shall be ensured by our Agency, as well as any other point considered by the deptt. Our security/traffic Service shall be covered under "Fidelity Bond" through insurance Agency for minimum sum of Rs. _____ Lakhs(Rupees _____) .
The Insurances charges for Fidelity Bond shall be paid by me/us. The loss on account of theft, if any, shall be recoverable from me /us through fidelity bond.

(Signature of the Bidder)

Name: _____
Address: _____

ANNEXURE-II

AGRICULTURAL PRODUCE MARKETING COMMITTEE
(Market Of National Importance)
New Office Complex, NFM- Ph.-II, Sarai Pipal Thalla, Azadpur, Delhi-33.

TENDER FORM FOR PROVIDING SECURITY CUM TRAFFIC SERVICES

Affix P.P.Size recent photograph of Prospective bidder.

1	Cost of tender	:	NIL
2	Due date of tender	:	
3	Opening time and date of tender	:	
4	RTGS detail of Earnest money deposited	:	
5	Name, address of firm/Agency and Telephone numbers	:	
6	Registration No. of the Firm/Agency	:	
7	E-mail Address	:	
8	Name, Designation, Address and Telephone No. of Authorized person of firm/ Agency to deal with	:	
9	Please specify as to whether Tenderer is sole proprietor /Partnership firm. Name and Address and telephone No. of Director/ Partner should specified	:	
10	Copy of PAN card issued by Income Tax Department and copy of previous three Financial Year's Income Tax Return.	:	
11	Provident Fund Account No.	:	
12	ESI Number	:	
13	License number under Contract Labour (R&A)Act for 100 person in security/traffic services	:	
14	Details of experience in security work	:	
15	Details of ISO Certification	:	
16	Details of machinery/Equipment owned by the bidder	:	
17	Any other information	:	

Declaration by the bidder

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

(Signature of the bidder)
Name and Address with seal

14.0 FORM OF BANK GUARANTEE BOND FOR PERFORMANCE GUARANTEE

1. In consideration of the SECRETARY, APMC (MNI) Azadpur (hereinafter called "Secretary") having agreed to exempt (Hereinafter called the said contractor(s) from the demand under the terms and conditions of Tender No. invited for the work of

 (Hereinafter called "The said tender") for compliance of his obligations in accordance with the terms and conditions of the said tender, on production of a irrevocable Bank Guarantee for Rs..... (Rupees.....only), we (indicate the name of the bank) (hereinafter referred to as "the Bank) hereby undertake to pay to APMC (MNI) Azadpur (herein after called "APMC") an amount not exceeding Rs. (Rupeesonly) on demand by APMC.
2. We (indicate the name of the bank) do hereby undertake to pay the amounts due and payable under this Guarantee without any demure. merely on a demand from APMC stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However. our liability under this guarantee shall be restricted to an amount not exceeding Rs. (Rupees..... only).
3. We (indicate the name of the bank) the said bank further undertake to pay to APMC any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal.
 The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment.
4. We (indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the said tender and that it shall continue to be enforceable till all the dues of APMC under or by virtue of the said tender have been fully paid and its claims satisfied or discharged or till Secretary, on behalf of APMC certified that the terms and conditions of the said tender have been fully and properly carried out by the said contractor (s) and accordingly discharges this guarantee.

5. We (indicate name of the bank). Further agree with APMC that APMC shall have the fullest liberty without our consent and without effecting in any manner our obligations hereunder to vary any of the terms and conditions of the said tender or to extend time of tender by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by APMC against the said contractor(s) and to for-bear or enforce any of the terms and conditions relating to the said tender and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any for-bearance, act of omission on the part of APMC or any indulgence by APMC to the said contractor(s) or by any such matter of thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).
7. We (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of APMC in writing.
8. This guarantee shall be valid upto unless extended on demand by APMC. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. (Rupees only) and unless a claim in writing is lodged with us within TWELVE Months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.
- Date the day of for
 (indicate the name of Bank).

Agricultural Produce Marketing Committee,
(Govt. of NCT of Delhi)
MNI : OFFICE COMPLEX : NFM PHASE –II SARAI PIPAL THALA :
AZADPUR : DELHI :110033

FORM OF AGREEMENT

THIS AGREEMENT is made on the ___ day _____ (Month) _____(Year) Between the Secretary, APMC (MNI) (hereinafter called “the Department” which expression shall, unless excluded by or repugnant to the context be deemed to include his successors in office and assigns) of the one part AND _____ (Name and address of the contractor) through Shri _____, authorized representative (hereinafter called “the contractor” which expression shall, unless excluded by or repugnant to the context, be deemed to include his successors, heirs, executors, administrators, representatives and assigns) of the other part for providing Security/Traffic services to the _____ (Name of the Department) for providing safety, monitoring and surveillance of the Department.

NOW THIS AGREEMENT WITNESSETH as follows:-

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:
 - a. Letter of acceptance of award of contract;
 - b. Notice inviting Tender;
 - c. Scope of work;
 - d. Terms and conditions;
 - e. Price Bid;
 - f. Any other documents forming part of the contract.
3. In consideration of the payments to be made by the Department to the Contractor, as hereinafter mentioned, the Contractor hereby covenants with the Department to execute the said Security /Traffic services w.e.f _____ as per the provisions of this Agreement and the tender document.
4. The Department hereby covenants to pay the contractor in consideration of the execution and completion of the works/services as per this Agreement and tender document, the contract price of being the sum stated in the letter of acceptance subject to such additions thereto or deductions there from as may be made under the provisions of the contract at the times in manner prescribed by the contract.

IN WITNESS WHEREOF the parties hereto have signed the Agreement
the day and the year first above written.

For and on behalf of the Contractor
Signature of the authorized official

For and on behalf of the Secretary, APMC
(MNI), Azadpur
Signature of the Dy. Secy. (Security)

Name of the official
Stamp/seal of the Contractor

Name of the officer
Stamp/seal of the employer

Witness _____
Name _____
Address _____

Telephone No. _____

Witness _____
Name _____
Address _____

Telephone No. _____

CHECK-LIST FOR TENDERER

S. No.	Documents asked For	Uploaded (YES/ NO)
1.	Bid Security (EMD) remitted through RTGS/NEFT.	
2.	One self-attested recent passport size photograph of the Authorized person of the firm/agency, with name, designation, address and office telephone numbers. If the bidder is a partnership firm, name designation, address and office telephone numbers of Directors/Partners also.	
3.	Registration certificate with Home Deptt. G.N.C.T Delhi.	
4.	Self attested copy of valid Licence No. under Contract Labour (R&A) Act, 1970.	
5.	Self attested copy of valid Registration number of the firm/agency.	
6.	Annual returns of previous three years supported by audited balance sheet [clause 5(c) of NIT]	
7.	Solvency certificate	
8.	Proof of experiences of last 7 financial years as specified in clause 5(a) of the NIT along with satisfactory performance certificates from the concerned employers.	
9.	Self attested copy of Service Tax Registration No.	
10.	Self attested copy of valid Provident Fund Registration number.	
11.	Self attested copy of valid ESI Registration No.	
12.	Self-attested copy of the PAN card issued by the Income Tax Department with copy of Income-Tax Return of the last financial year.	
13.	Undertaking as per format prescribed in Annexure-I).	
14.	Proof of valid DGR sponsorship or proof of being run by an Ex-Serviceman/Ex-Paramilitary man (if available).	
15.	List of employee on roll	

**Signature of the Bidder
(Name and Address of the Bidder)
Telephone No.**

AGRICULTURAL PRODUCE MARKETING COMMITTEE
(Market Of National Importance)
New Office Complex, NFM- Ph.-II, Sarai Pipal Thalla, Azadpur, Delhi-33.

Price Bid (Financial Bid)

Subject.: Engagement of security /traffic services agency for providing security /traffic personnel for safety, monitoring and surveillance alongwith traffic management at NFM Azadpur.

S.No.	Costing Components	Quantity	Unit	Amount(in Rupees)	
				Figures	Words
1	Total Material cost towards uniform/liveries, per annum	1	Year		
2	Total Administrative Cost/service charge of agency per month	12	Month		

Signature of Tenderer with seal

The evaluation criteria for financial bids:-

The bidders shall quote the price in INR. The bids will be evaluated on the basis of TOTAL COST calculated at S.No. 1+2 provided above. The contract will ordinarily be awarded to the lowest evaluated bidder/L 1 whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per terms and conditions incorporated in the bidding document. In case the quoted prices are same for two or more bidders, in that case lottery system will be adopted for selection of the successful bidder from among the L-1 bidders.

i) **Manpower costs per person/perday**

The contractor will be reimbursed expenditure towards costs of personnel at following rates after submitting bills along with proof of disbursement of salary to workers through ECS alongwith wage sheet separate e-challan in respect of EPF and ECR deposited for APMC only apart from any other relevant documents as desire by the APMC. No composite challans will be accepted.

S.No.	Description	Rate per person per day as per minimum wages Act as on date (in Numerals)	
		Security/Traffic Guards (unskilled)	Security/Traffic Supervisor (Semi skilled)
1	Minimum Wages	Rs. 348/-	Rs. 385/-
2	EPF(including EDLI)@ 13.61%	Rs. 47.36/-	Rs. 52.39/-
3	ESI @ 4.75%	Rs, 16.53/-	Rs. 18.28/-
	Sum Total of Rs. (1+2+3)	Rs. 411.89/-	Rs. 455.67/-

- i) Whenever Minimum Wages rates are revised, reimbursement will be at revised rate.
- ii) In addition to above, the Service, Tax as applicable shall be reimbursed to the Contractor after submitting the proof of same to deposit with service tax deptt. Bidder should carefully note that the service tax is not to be included in the Financial Bid.
- iii) There will be deployment of security cum traffic guards as per the peak and lean season during the period of contract as under:-

Sr. No.	Period of peak and lean season	Deployment
1	Peak season from 1 st July to 31 December	138 Security/Traffic Guards/11 Supervisor
2	Lean season from 1 st Jan. to 30 th June	79 Security/Traffic Guards/11 Supervisor

- iv) L1 amongst bidders will be decided on the basis of total cost.
- v) No pro-rate increase in cost components at Sl.No. 1 & 2 will be permitted during the contract period even if the no. of Guards/Supervisors are increased.
- vi) The manpower cost will be reimbursed as on actual number of manpower deployed.

SIGNATURE :

NAME OF THE AUTHORISED PERSON :

DESIGNATION :

NAME OF THE BIDDING FIRM :

DATE :