

NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY
18/2, Satsang Vihar Marg, Special Institutional Area,
(Near JNU Campus), New Delhi-110 067

Tender No. NIPFP/Admin/2016

Sealed Tenders are invited for **outsourcing of Security services** at NIPFP Campus. Interested parties may submit their technical and financial bid separately in sealed envelopes on or before 19.9.2016 upto 4:00 PM only in the office of NIPFP at the above address. For detailed information, terms and conditions, please visit Institute website www.nipfp.org.in

The last date of receipt of sealed tender is 19.9.2016 upto 4:00 PM only.

Estate Officer

TENDER DOCUMENT
FOR
OUTSOURCING OF SECURITY SERVICES
AT

**NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY,
18/2, Satsang Vihar Marg, Special Institutional Area,
(Near JNU Campus)
New Delhi 110 067**

TENDER NOTICE

Tender Reference Number: NIPFP/Admin/2016

Sub: Tender for Security Services at National Institute of Public Finance and Policy

National Institute of Public Finance and Policy, an autonomous body under the Ministry of Finance, Govt. of India invites bids from eligible agencies for Security Services.

For Detailed terms and conditions, refer to the tender document.

Earnest Money Deposit (EMD)	:	Rs.50,000/-
Date of Tender	:	26.8.2016
Last Date for submission of bids	:	19.9.2016 upto 4:00 PM
Technical Bid Opening	:	20.9.2016 at 11.30 a.m.
Financial Bid Opening	:	Informed to successful bidders
Tender Fee	:	Rs. 500/- (Non-Refundable) (Five Hundred only)

Contact Person:

Estate Officer
National Institute of Public Finance and Policy
Special Institutional Area
(Near JNU)
New Delhi – 110 067
Phone : 011 - 26569303
Fax : 011 - 26852548
Email : www.nipfp.org.in

TENDER DOCUMENT FOR OUTSOURCING OF SECURITY SERVICES AT NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY, 18/2 SATSANG VIHAR MARG, SPECIAL INSTITUTIONAL AREA, NEAR JNU, NEW DELHI 110 067

1. Sealed tenders in conformity with detailed tender call notice are invited from Security Agencies Firms having -
 - A. Valid Registration of firm
 - B. Registration with the Regional Labour Commissioner (after award of contract within 45 days for labour license)
 - C. EPF Registration
 - D. ESI Registration
 - E. Service Tax Registration
 - F. PAN Card and
 - G. Similar line of business for **out-sourcing uniformed trained manpower for the security services in Central Govt. Establishments / Semi Govt. Establishments / Govt. Undertaking / Attached offices of Govt. /Autonomous Bodies under Govt. of India / reputed public or private organizations. The service providers should have local Offices at New Delhi to ensure satisfactory fulfillment of contractual obligations.**
2. The Security Agencies/Firms having good track record, manpower capacity and relevant experience are eligible to apply. They should produce satisfactory work completion certificate/ proof of similar nature of work executed / being executed for Central Govt. Establishments / Semi Govt. Establishments / Govt. Undertaking Attached offices of Govt. / Autonomous Bodies under Govt. of India/ reputed public or private organizations.
3. The tender document can be downloaded from NIPFP Website www.nipfp.org.in
4. **The tenders should be submitted in ONE SEALED ENVELOP in the following manner:**

(A) The first sealed cover should be super scribed "Technical Bid' and should contain

- I. Checklist of documents to be submitted. Refer **Annexure-I**.
- II. The Performa at **Annexure-II** duly filled in by the bidder.
- III. Agency profile including previous experience of manpower Services/ Security services to Central Govt. Establishments / Semi Govt. Establishments / Govt. Undertaking/ Attached offices of Govt. /Autonomous Bodies under Govt. of India/ reputed public or private organizations.
- IV. Earnest Money Deposit (EMD) will be accepted in Demand Draft/Pay Order only.
- V. All other required documents.

(B) The second sealed envelope super scribed 'Financial Bid' should contain detailed break-up of wages for the services, which are to be filled as per Performa given at **Annexure-III**.

(C) Both the sealed covers should be placed in the ONE SEALED ENVELOPE super scribed "BID FOR SECURITY SERVICES". This should be addressed to Estate Officer, National Institute of Public Finance and Policy, 18/2, Satsang Vihar Marg, Special Institutional Area, (Near JNU), New Delhi 110 067 and sent by post or hand delivered latest by 4.00 PM only on or before 19.9.2016 and the technical bid shall be opened on 20.9.2016 at 11:30 PM in the presence of the bidders or their authorized representatives (along with authorization letter from the bidder). In the event of office, being closed on the last date of receipt or opening of bids as specified, the bids will be received / opened on the next working day at the same time and venue.

(D) The bidder will be selected on combined evaluation of Technical and Financial performance. 70% weightage will be given to Technical Evaluation and 30% weightage to Financial Bid. It will be Quality cum Cost evaluation. Please refer **Annexure IV**.

5. Tenders received after the due date and time will be summarily rejected.

Incomplete and conditional tenders shall not be accepted.

6. The Technical Evaluation Committee will assess the ability of the agencies to render the requisite services based on its past record, profile and documents submitted as per **Annexure I and Annexure II**. Only those found fit will be considered as responsive and technical evaluation will be carried out for these responsive bids based on evaluation method given in Annexure IV. Further, the bidder securing minimum 35 marks out of Total Scoring Marks (70 Marks) on the criteria fixed will be eligible for financial bid opening. Refer **Annexure IV**.
7. The bidders are required to submit EMD of Rs.50,000/- along with tender fee of Rs.500/-(Non-Refundable) along-with the attested copies of valid Registration Certificate, EPF Registration, ESI Registration, PAN-Card and Service Tax clearance along-with the bid documents, failing which the tender shall be declared as non-responsive and thus liable for rejection.
8. Submission of more than one tender paper by a bidder for a particular work will render the bid liable for rejection.
9. As per the estimation, NIPFP requires 12 Security Guards (**civilians**) and 3 Security Supervisor (**ex-servicemen**) round the clock on all the days. Also additional persons may be deployed on specific request.
10. The rates for different category of manpower that may be required for the proposed services shall be the @ rates of minimum wages prescribed by the Government from time to time under Contract Labour (R&A) Act-1970, the Minimum Wages Act 1948 and the Order issued by Office of the Chief Labour Commissioner (C) New Delhi, M/o Labour & Employment, Govt. of India for Employment of Watch and Ward (Ref. Order No. 1/1 7(7)/2015-LS-II dated 30.3.2015).
11. The charges consisting of wages, statutory dues and other allowances etc. under the labour law and other laws payable by the employer (the bidder) should be indicated in detail in the breakup of the quotes in the financial bid. Additional

Service Charges for the work and applicable taxes are also to be mentioned.

12. The bidders are required to quote their rates both in words and figures and put their signature; they should also sign on any overwriting or any correction made in the tendered rate. The rates filled in figure only and not in words shall be liable for rejection for which no paper cost shall be returned to the bidder(s).
13. The bidders while submitting tender shall furnish an affidavit along with the tender about the authenticity of the tender document including EMD. Conditional tenders will not be accepted under any circumstances by the authority. EMD deposit of unsuccessful bidders will be refunded within 30 days after finalization of Tender without interest.
14. The Bank Draft'/Pay Order produced in relation to this tender should be drawn on any Nationalized Bank in favour of the "National Institute of Public Finance and Policy", payable at New Delhi. The authority reserves the right to reject any or all the tenders without assigning any reason thereof.
15. If the bidder does not accept the offer, after issue of letter of award by NIPFP within 7 days, the offer made shall be deemed to be withdrawn without any notice & EMD will stand forfeited.
16. The successful bidders are required to furnish the performance security amount @ 10% of the contract value within one month on the award of contract in the shape of Bank guarantee in favour of "National Institute of Public Finance and Policy".

17. RIGHT TO ACCEPTANCE OR REJECTION OF TENDERS:

(A) The tender is liable to be rejected, inter-alia, on the following grounds:

- I. If it is not in conformity with the instructions and Proforma mentioned in the tender paper.
- II. If it is not properly signed by the bidder.
- III. If it is received by fax or e-mail.
- IV. If it is received after the expiry of the due date and time.
- V. If it is not accompanied by the requisite EMD and proper documents.

(B) This Institute reserves the right to:

- I. Accept / Reject any of the tender in full or part thereof.
- II. Revise the requirement at the time of placing the order.
- III. Add, modify, relax or waive any of the conditions stipulated in the tender specification wherever deemed necessary.
- IV. Reject any or all the tenders in part or full without assigning any reason thereof.
- V. Award contracts to one or more bidders for the items covered by the tender.
- VI. The manpower mentioned may increase or decrease as per the requirement of the Institute.

18. **SCOPE OF WORK:** To provide Security Services in the National Institute of Public Finance and Policy during the period of contract. Details of the job work are as under:

(A) REQUIREMENT OF SECURITY SERVICES PERSONNEL

It is estimated that the Security Personnel team would consist of 12 Security Guards (**civilians**) and 3 Security Supervisors (**ex-servicemen**) providing their services round the clock on all the days in the NIPFP campus. Accordingly the security agency should deploy the personnel, keeping in consideration the requirements of maximum working hours, relieving requirements, weekly off to be given, etc. to the personnel, as per existing rules and law.

(B) DESCRIPTION OF SECURITY SERVICES TO BE RENDERED

- I. The Security Agency will be responsible for overall security arrangements of the building and personnel at National Institute of Public Finance and Policy.
- II. Security Agency will ensure that all instructions of the NIPFP authorities are strictly followed and there is no lapse of any kind.
- III. In order to adequately protect people and property, security guards must know and enforce rules and regulations to prevent criminal activity before it happens.
- IV. No item should be allowed to be taken out without proper Gate Passes issued by the competent officials.

- V. Deployment of Security Guards will be as per the instructions of NIPFP from time to time and the security agency will be responsible for their optimum utilization.
- VI. Security personnel shall also ensure door keeping duties.
- VII. The Guards on duty will also take care of the security of the vehicles parked in the parking sites located within the premises.
- VIII. The Security Guards 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.
- IX. The Security Guards on duty shall not leave the premises until his reliever reports for duty.
- X. During and after working hours and on holidays, they should maintain surveillance of the building by patrolling the premises.
- XI. They'll investigate and report signs of damage or unlawful entry as it occurs. Such reports may have to be provided to the management in verbal and for written form.
- XII. **The agency providing services of ex-services personnel as security guards will be given preference.**

(C) PROVISION OF TECHNICAL & NON-TECHNICAL PERSONNEL INCLUDING HOUSE KEEPING SERVICES.

The security agency will provide manpower as per job description given by NIPFP from time to time or as on required basis.

19. **PERIOD OF CONTRACT:** The initial period of contract would be for one year, which may be extendable further on satisfactory performance with such amendments as may be mutually agreed to and also subject to the necessary approval of the competent authority.

Service charges / rates quoted by the agency would be fixed for a period of one year and any statutory increase in wages/DA etc. is to be absorbed by the agency. After satisfactory completion of one year of service, the contract may be extended

for further period of one year on renewed terms and conditions with mutual agreement in compliance with statutory regulations. In case performance is not satisfactory, the contract shall be terminated after notice to the party.

GENERAL CONDITIONS OF CONTRACT (GCC)

1. The Security Services by the agency should commence within 7 days of award of contract.
2. The Security persons deployed should be qualified and skilled in performing such services as per the eligibility criteria indicated for each category.
3. The persons supplied by the Agency should not have any criminal record/cases against them in police department. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of persons will be verified by the Service Provider before their deployment through local police, collecting proofs of residence, driving license, bank account details, previous work experience and recent photograph and a certification to this effect submitted to this Institute. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such employees who are not found suitable for the institute for any reasons immediately on receipt of such a request.
4. The service provider shall engage necessary persons as required by this Institute from time to time. The deployment of personnel is to be on monthly basis. Thus deployment/arrangement of the personnel should be in such a manner that there shall be no violations of any leave Rules and weekly off days. The bidder will have to bear cost of providing personnel for this work load/ duty hours or weekly off. The said persons engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their salary every month, as agreed upon.
5. There is no Master and Servant relationship between the employees of the service provider & this institute and further that the said persons of the service provider shall not claim any absorption in this institute.
6. The service provider's person shall not claim any benefit/ compensation/ absorption/regularization of services from/in this office under the provision of Industrial Disputes Act., 1947 or Contract Labor (Regulation & Abolition) Act,

1970. Undertaking from the persons to this effect shall be submitted by the service provider to this Institute.

7. The service provider's personnel shall not divulge or disclose to any person, any details of Institute, operational process, technical know-how, security arrangements and administrative / organizational matters as all are of confidential/secret in nature.
8. The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him. The agency shall be bound to prohibit and prevent any of their employees from being intoxicated while on duty, trespassing or acting in any detrimental or prejudicial to the interest of this Institute. The decision of the officer in charge upon any matter arising under the clause shall be final and binding on the agency.
9. That the persons engaged shall not be below the age of 18 years or above the age of 55 years and they shall not interfere with the duties of the employees of this Institute.
10. The functional control over the personnel deployed by the Agency will rest with this Institute and the disciplinary administrative / technical control will be with the Agency.
11. This Institute may require the service provider to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or for his/ her/their misconduct and the service provider shall forthwith comply with such requirements. The service provider shall replace immediately any of its personnel, if they are unacceptable to this Institute because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from NIPFP.
12. The service provider has to provide Photo Identity Cards to the persons employed by him/her for carrying out the work in NIPFP campus. These cards are to be constantly displayed & their loss reported immediately to his employed agency.
13. The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be the responsibility of the service provider.
14. That the agency will be wholly and exclusively responsible for payment of wages

to the persons engaged by it in compliance with all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund, ESI Act etc. and this Institute shall not incur any liability for any expenditure whatsoever on the persons employed by the agency on account of any obligation. The agency will require providing particulars of EPF, ESI of its employees engaged in this Institute. The Agency will comply with all statutory provisions of law, rules and regulations of Act and keep this Institute informed about any amendment in the law from time to time.

15. The service provider will submit the bills in triplicate to the Estate Officer in respect of a particular month in the first week of the next month and the agency will make the payment of wages to his employee before 7th of each month. The payment will be released by the third week of the following month after subject to certificate given by the Estate Officer and production of documentary evidence towards P.F./ESI/Service tax of its staff for the previous month. Tax if any shall be deducted at source as per the relevant Act.
16. Payments to the service provider would be reimbursed strictly on certification by the officer with whom he is attached that his services were satisfactory and attendance as per the bill preferred by the service provider.
17. No wage/remuneration will be paid to deployed persons for the days of absence from duty.
18. EARNEST MONEY DEPOSIT: The bidders shall enclose with the Tender EMD amounting to Rs 50,000/- (Rs Fifty Thousand only) for the services to be quoted, in the form of Bank draft / Pay Order drawn on any Nationalized Bank in favour of " National Institute of Public Finance and Policy" payable at New Delhi shall be returned to the bidders after the award of contract to the successful bidder.
19. The service provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of this Institute.
20. The service provider shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
21. The service provider shall be contactable at all times and messages sent by

phone/email/fax/special messenger from this Institute shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the Council in fulfillment of the contract from time to time.

22. This Institute shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider.
23. That the Service Provider on its part and through its own resources shall ensure that the goods, materials and equipment's etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff and its employees etc. If this Institute suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the agency, then the agency shall be liable to reimburse to this office for the same. The agency shall keep this office fully indemnified against any such loss or damage. Any accident/ casualty occurred during the course of working to any staff engaged by the Agency, the responsibility will remain with the Agency. For any accident or casualty occurred during the course of working to any staff deployed by the Agency, the liability that will arise out of the accident will be borne by the Agency. The responsibility will remain with Agency and this institute will no way be responsible for it or any other clause mentioned above.
24. The supervisors deployed by the agency will maintain an attendance register in respect of the staff deployed by the agency on the basis of which wages/remuneration will be decided in respect of the staff at the approved rates.
25. The successful bidder will enter into an agreement with this Institute for the offer of services on these terms and conditions on non-judicial Rs. 100/- stamp paper. The above stamp paper will be arranged by the bidder for execution of the agreement.
26. The service provider shall not assign, transfer, pledge or sub contract the services without the prior written consent of this Institute.
27. The agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the Agreement then one month's wages etc. and any amount due to the Service Provider from the Institute shall be forfeited.

28. That on the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.
29. In the event, if any dispute arises touching any of the clauses of the agreement, the matter will be referred to the Director, National Institute of Public Finance and Policy, whose decision shall be binding on both the parties.
30. On award of the contract, the agency would deposit amount equivalent to 10% of the contract value as security deposit with NIPFP. This would be adjustable against any amount found payable by the agency towards, wages, allowances and statutory dues in respect of personnel or any loss to this institute property, and the same shall be adjusted from the security deposit of the extent of the amount so determined reserving right to recover the deficit amount through other modes of recovery including the right to terminate the agreement without further notice.
31. This Institute reserves the right to reject any or all the tenders without assigning any reason whatsoever and the decision of the management shall be final and binding on all the bidders.
32. EPF and ESI contribution to be paid for personnel employed by bidder shall be the responsibility of the bidder.
33. The Courts at Delhi alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender / contract. It is specifically agreed that no court outside and other than Delhi court shall have jurisdiction in the matter.
34. The following undertaking is to be made by the bidder in the technical bid along with the copies of certificates/ documents mentioned in the checklist.

UNDERTAKING 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 with Seal

Name :

Designation :

Address:

Phone no.:

**CHECKLIST OF DOCUMENTS
(MANDATORY TO BE SUBMITTED ALONG WITH TECHNICAL BID)**

Sl. No.	Documents to be submitted	Submitted	Not Submitted	Remarks
1.	Copy of Registration of Firms			
2.	Copy of Registration Certificate of EPF			
3.	Copy of Registration Certificate of ESI			
4.	Copy of Labour License (within 45 days after award of Contract)			
5.	Copy of Income Tax Returns for last 3 years based on Service Tax Challan, one can calculate actual billing done.			
6.	Copy of Service Tax Registration			
7.	Copy of PAN/TAN Card			
8.	List of clients indicating period of work executed for them (Refer Annexure-IV – Table A, Point No.1)			
9.	Proof of experience (Refer Annexure-IV – Table A, Point No.1)			
10.	Details of EMD deposited			
11.	Preferably Audited Statement of Accounts for previous 3 years from Chartered Accountant			
12.	Copy of Registration Certificate of Private Security Agencies Regulation Act, 2005 (PSARA)/Applied for proof.			
13.	Undertaking as per Annexure-VII and Undertaking by bidder at the end of GCC (Sr.No.35 of GCC)			

Signature of Bidder Seal of
Establishment-Full Name of Bidder with
address & date

PROFORMA FOR TECHNICAL BID**ANNEXURE- II**

S.No.	Particulars	To be filled in by the bidder
1	Name of the Agency	
2	Details of EMD	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) issuing Bank	
3	Date of establishment of the agency	
4	Detailed office address of the Agency with office Telephone number, Fax number, Mobile number and Name of the contact person	
5	Registration number for license to provide Security Services agency of the Delhi Government(License to engage in the Business of security agency issued by Home Deptt., Govt. of NCT, Delhi) (Copy to be enclosed) as per Private Security Agencies Regulation (PSARA) Act 2005 or Applied for proof	
6	PAN/TAN Number(copy to be enclosed)	
7	Labour licence can be obtained after award of contract. Client will issue form V and contract copy which the vendor will submit to authority and they will issue licence.	
8	Service Tax Registration Number (Copy to be enclosed)	
9	EPF Registration Number (copy to be enclosed)	
10	ESI Registration Number (copy to be enclosed)	

11	Whether the firm is blacklisted by any Government Department or any criminal case is registered against Firm or its owner/partners anywhere in India. (If no, Certificate is to attach in this regard.)	
12.	Whether a copy of the terms and conditions duly signed, in token of acceptance of the same, is attached. (Sr. no. 35 of GCC)	
13.	Whether agency profile is attached?	
14.	List of other clients, if any (Refer Annexure IV – Table A, Point no. 1)	
15.	Preferably Audited statement for previous year from Chartered Accountant and/or Service Tax Challan as proof.	

(Signature of Bidder)

(Seal of Establishment)

(Full Name of Bidder with address)

Date:

**NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY
18/2 Satsang Vihar Marg
Special Institutional Area
NEW DELHI**

Providing Security Personnel at NIPFP

Financial Bid - Part -II

To be put in separate sealed cover

Date of opening of the Financial bid will be intimated separately only
To the short-listed vendors

**NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY
NEW DELHI**

FINANCIAL BID

**For providing security personnel (ex-servicemen only) at NIPFP
(Schedule of rates for required Manpower)**

Category	Qty.	(A) Monthly minimum wages** per person	(B) EPF 13.36% on minimum wages	(C) ESI 4.75% on minimum wages	Reliever's charges (inclusive of ESI)	Agency Service Charges (fixed), if any	Total monthly charges	Total yearly charges for 12 months
Security Supervisors skilled (ex-servicemen)	3							
Security guards (civilians)	12							
Total								
Service tax								
Grand total								
Grand total in words								

Date:

Place:

**Signature
Name and Address of the Firm**

Note: **Minimum wages fixed by Government of NCT, Delhi (Labour Department) from time to time

The security supervisor & security guards should have a proper uniform with identity cards & name plates

Annexure-IV

EVALUATION METHOD (Quality cum Cost Evaluation)

ONLY FOR THOSE BIDDERS WHO HAVE SUBMITTED ALL THE DOCUMENTS AS PER CHECKLIST GIVEN AT ANNEXURE - I

The Techno-proposal evaluation criteria of eligible bidders are set out below in Table A:

	Description	Score calculation	Max.
1.	Length of Experience (years) (Documentary evidence required)	<ul style="list-style-type: none"> ➤ 3 years - 20 Mar ➤ 2 years - 15 Marks ➤ 1 year - 10 Marks ➤ Less than 1 year - No Marks 	20
2.	Single work order/LOI from reputed company/PSU etc above 50 lacs value.	<ul style="list-style-type: none"> ➤ If Yes : 10 marks ➤ If No : no marks 	10
3.	Average Annual Turnover for financial year 2015-16 (Documentary evidence required)	<ul style="list-style-type: none"> ➤ R. 50 Lakh and above : 20 marks ➤ Rs. 25 Lakh but less than 50 Lakh : 15 marks ➤ Rs. 15 Lakh but less than 25 Lakh : 10 marks ➤ Rs. 10 Lakh but less than 15 Lakh : 5 marks ➤ Less than 10 Lakh : No marks 	20
4.	Compliance financial year 15-16 in term of PF, ESI & Service Tax with proof.	<ul style="list-style-type: none"> ➤ 10% but less than 15% - 10 Marks ➤ 07% but less than 10% - 7.5 Marks ➤ 05% but less than 07% - 05 Marks ➤ 03% but less than 05% - 03 Marks ➤ Less than 03% - No Marks 	10
5.	Zero legal cases in labour court or any court of law (to be submitted via affidavit of Rs. 10)	<ul style="list-style-type: none"> ➤ 10 or more - 00 ➤ Between 05 to 10 - 03 ➤ Less than 05 - 05 ➤ Zero case - 10 	10
		TOTAL SCORING MARKS	70

Note: The minimum proposal score is 35 marks out of total scoring marks (70) for qualifying the technical bid of Price proposal.

Final evaluations of the Price Proposals are set out as below;

The price proposal with lowest quoted total price (LP) amongst the Price proposals will be given a financial score of 100 and other Price proposals shall be given financial scores that are inversely proportional to their quoted total prices (QP).

Financial Score of Firm = $100 \times (LP / (QP))$ Where,

LP = Lowest quoted total Price and QP = Quoted total Price of Firm

The weights given to techno and Price proposals are 70% and 30% respectively. The total score(S) shall be, $S = St \times 0.70 + Sf \times 0.30$.

Where,

S = Total Score

St = Score on Techno Proposal Sf = Score on Price Proposal

Bid with the highest total score(S) shall be considered as highest ranked evaluated bid and the contract shall be awarded to such bidder at their quoted price.

On the basis of the combined weighted score for quality and cost, NIPFP will rank the bidders in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as 1 followed by the proposals securing lesser marks as 2, 3, 4, 5 etc. NIPFP will invite the proposal securing the highest combined marks and ranked 1 for negotiations, if required and shall be recommended for award of contract.

DETAILS OF EARNEST MONEY DEPOSIT

Tender Enquire No.:

Bid Security (EMD) as required by this tender is being submitted in the form of DD favouring “National Institute of Public Finance and Policy” and duly discharged in its favour in advance.

Details of Bid Security attached (DD/Pay Order): _____

Instruments No. _____ Dated _____

Drawn on (Bank) _____

Address of Branch _____

Amount _____

**Signature of the Bidder
Name & Address with
stamp**

INCOME TAX RETURN & PAN

Tender Enquiry No.:

Due for opening on:

As required by this tender the copies of Documents as per details given below are being submitted:-

Details of IT Return: Copy of IT returns of the FY: 2013-14, 2014-2015 & 2015-16

PAN (Attach a photocopy of PAN Card):

Service Tax Registration No:

Note: Bank Statement of new company having monthly billing approx. 05 lacs.

Signature of the Bidder

Name & Address with stamp

UNDERTAKING

Tender Enquiry No.:

Due for opening on:

I/ We M/s _____ hereby declare that:

1. I/ we am/are agency engaged in business of providing Security services have examined the above mentioned tender document including amendment/ corrigendum (if any) the receipt of which is hereby confirmed.
2. I/ we do hereby offer to provide Security services at the prices and rates mentioned in the price bid.
3. I/we do hereby agree to provide to abide by the minimum wages act of Govt. of India/Labour Department, Govt. of NCT of Delhi.
4. I/we have quoted rates inclusive of all statutory taxes, charges & compliance i.e. EPF, ESI etc. as applicable.
5. I/ we agree to abide by my/our offer for a period of 180 days from the date of opening of the tender.
6. I/ we have carefully read and understood all the Terms and Conditions of the Tender and shall abide by them.
7. I/we agree for the all clauses and payment terms and conditions of this tender enquiry. In case any condition put forth by us is against the terms and conditions of tender, the same shall be treated as to be having no affect whatsoever and that the tender terms and conditions shall only prevail upon such conditions, if any.
8. I/ we have necessary licenses/ authorizations for providing the Security services and/or obtain the same at my/our costs and expenses as and when required.
9. I/ we also declare that in case of change constitution of our firm or for any other change, merger, dissolution, insolvency etc. the same shall be immediately brought to the notice of client, in such case continuing partner, successor or

administrator or permitted assign shall be responsible for discharging all the liabilities under this contract/ tender.

10. The tender document has been downloaded from the official website i.e. www.nipfp.org.in bidding purpose is a true copy of the original.

11. Our firm or any other firm with similar type of operation with same or some/one of the partners/proprietors being same as of the tendering firm has not been black listed in the past 3 years by any Government/ private institution except as per the following details:-

(If there is any case please attach the details of the same)

12. I/we also certify that that there is no vigilance/ CBI case pending against the firm/ supplier/ or any other firm with similar type of operation with same or some/one of the proprietors being same as of the tendering firm except as per the following details:-

(If there is any case please attach the details of the same)

13. I/we also certify that there is no pending case for payment/ civil liability pending against us in any of the courts except as per the following details:-

(If there is any case please attach the details of the same)

Signature of the Bidder

Name & Address with stamp