



Unique Identification Authority of India (UIDAI)

Govt. of India, Planning Commission,
Regional Office,
7th Floor, MTNL Exchange, G. D. Somani Marg,
Cuffe Parade, Colaba, Mumbai - 400 005.

TENDER DOCUMENT

HIRING OF PRIVATE SECURITY GUARDS

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OFFICE OF THE UNIQUE IDENTIFICATION AUTHORITY OF INDIA
Regional Office, 7th Floor, MTNL Exchange Building, G.D.Somani Marg, Cuffe Parade, Mumbai-
400005

NOTICE INVITING TENDER

Sealed quotations from registered firms are invited for hiring of private security guards for office building at 7th Floor, MTNL Exchange Building, G.D.Somani Marg, Cuffe Parade, Mumbai-400005.

Sealed quotations with separate Technical and financial bids filled in the specified proforma and addressed to the Assistant Director General (Admn), Office of the Unique Identification Authority of India, Regional Office, 7th Floor, MTNL Exchange Building, G.D.Somani Marg, Cuffe Parade, Mumbai-400005, should reach latest by 3.00 PM on 06.03.2012. Quotations received after the stipulated date and time will not be entertained.

The top of the envelop should be clearly superscribed "Tender for hiring of private security guards in UIDAI RO, Mumbai". The tender must be accompanied with a demand draft of Rs 10,000 (Rs Ten Thousand Only) in favour of DDO, RO, UIDAI, Mumbai.

Specified proforma alongwith all terms and conditions may be collected from Office of the Unique Identification Authority of India, Regional Office, 7th Floor, MTNL Exchange Building, G.D.Somani Marg, Cuffe Parade, Mumbai-400005 on any working day between 11.00 am to 4.00 pm. These are also available on website <http://www.uidai.gov.in>.

The Technical Bids shall be opened first in the Conference room of the UIDAI, Regional Office, 7th Floor, MTNL Exchange Building, G.D.Somani Marg, Cuffe Parade, Mumbai-400005 **at 3 pm on 06.03.2012** by the Committee authorized by this office and in the presence of such tenderers who may wish to be present. The financial Bids of only those tenderers whose Technical Bids have been accepted by the Office of the Unique Identification Authority of India, shall be opened at the same venue and on **08.03.2012 at 3.00 pm** by the Committee authorized by this office and in the presence of those who wish to be present. The Competent Authority reserves the rights to reject any or all the quotations without assigning any reason.

(Gurudutta Ray)
Assistant Director General UIDAI
adg2.romumbai@uidai.gov.in
022-22183489

TERMS AND CONDIATIONS

1. The Unique Identification Authority of India (UIDAI), Regional Office, Mumbai hereinafter referred to as “the Department” intends to hire initially **03 Security Guards** and they should be of the following category:

Sl. No	Type of Guards	Category	No of Guards
1	Security Guards (Unarmed)	Civilian	3
Total			3

2. Security guards are proposed to be hired for an initial period of one year (on 7 days a week basis and in three shifts) with the provision of extending it at the discretion of the Deputy Director General (DDG), Unique Identification Authority of India (UIDAI), Regional Office, Mumbai.

3. Eligibility Criteria

- a. The Applicant Contractor (security agency) should have been in the business of recruitment and supply of civilian security guards for minimum three years.
 - b. The applicant Contractor’s Annual Turnover should not be less than Rs. 20 lakhs during F.Y. 2009-10 and that of Rs. 10 Lakh in A.Y. 2008-09 & 2007-08.
 - c. The Applicant Contactor should be in possession of necessary license from government authorities for running security agency.
 - d. Civilian Guards should have their antecedents verified from the local Police Station, at the instance of the Contractor and a copy of such verification reports should be submitted before commencement of the contract.
 - e. The Applicant contractor should have complied with all the legal provisions pertaining to his/ its line of business.
 - f. The Applicant Contractor should have minimum 100 number of guards on monthly roll and should have supplied civilian guards to minimum 3 PSUs during last 3 years.
4. The Applicant Contractor should be in a position to supply the requisite number of security guards by 01.05.2012
 5. The Contractor shall provide dedicated security guards and any change in the personnel supplied should be made only in very exceptional circumstances. Replacement of security guards should be provided in the event of sickness or in any other circumstances, when the guard is absent. The guards must report to duty strictly for eight hours (in each shift), seven

days of a week as per the roster or duty schedule to be prepared in this regard. This shall exclude the half hour lunch break, turn by turn. In case of weekly off, substitute security guard should be the same person and any change should be made with intimation to UIDAI.

6. Payment of minimum hire charges, as agreed upon and subject to TDS, shall be made on monthly basis on submission of bill after completion of the month.
7. The expenses on uniforms, other accessories, rainy-wear etc. shall be borne by the contractor alone.
8. The liability on account of P.F., gratuity, insurance, medical and other dues as per Labour Laws if any, of the security guard would, solely and wholly, be the responsibility of the contractor and the department will not bear any liability apart from the hiring charges.
9. The security guards will be deployed in three shifts and at the discretion of the controlling officer of the department.
10. The contract for hiring of security guards can be cancelled with a notice period of two months, from either side, without assigning any reason.
11. The Contractor should be registered with the concerned authorities of the State or Central Government and should fulfill the conditions laid down by such authorities.
12. The Earnest Money Deposit/Bid Security (Refundable, if the bid is not successful) of Rs. 10000/- (Rupees Ten Thousand only) in the form of Demand Draft/Banker's Cheque in favor of **DDO,RO,UIDAI MUMBAI** payable at Mumbai, has to be remitted along with bid forms.
13. While bidding, the applicant contractor should submit two sealed envelopes separately super-scribed as '**Technical Bid**' and '**Financial Bid**'.

(i) **Technical Bid:**

The Technical Bid should be as per **Annexure A**. It should be supported by the documents indicated in the said Annexure. The Demand Draft/ Banker's cheque in respect of 'Earnest Money Deposit' should be submitted with the 'Technical Bid'.

(ii) **Financial Bid:**

The 'Financial Bid', should be as per **Annexure B**. **[Initially only the 'Technical Bid' form will be opened. The 'Financial Bid' form will be opened, only if, the applicant contractor fulfills the stipulated conditions for Technical Bid].**

14. The applicants should submit their bids in a sealed larger envelope (Maximum Width of 10 Inch) containing separate Technical bid, sealed envelope & financial bid sealed envelope as per the procedure detailed at para 14.1, in the 'Tender Box' kept at Reception, Unique Identification Authority of India (UIDAI), Regional Office, 7th Floor, MTNL Exchange, G.D. Somani Marg, Cuffe Parade, Colaba, Mumbai-400 005, up to 3.00 PM on or before 06.03.2012. No acknowledgement, in respect to any bid, shall be issued.

14.1. Technical bid envelope should be sealed and financial bid envelop should be sealed. Both these envelopes should be kept inside the larger envelope alongwith other documents.

15. In case of non-compliance of the above terms and conditions of contract, a penalty may be levied on the basis of certificate signed by the Controlling Officer, Regional Office, Mumbai. The penalty for some of the defaults is as under:-

Sl. No.	Nature of default	Penalty in Rs.
1.	Late Reporting	Rs.100 per day
2.	Non reporting	Rs.500 per day
3.	Refusal of duties	Rs. 500 per instance
4.	Non-observance of Dress code	Rs.100 per instance
5.	Change of security guard without prior permission	Rs.1000 per instance

On reporting of default of any type mentioned in this column on more than 3 occasions, the contract is liable to be cancelled and performance security deposits will be forfeited

16. A log sheet, specifying daily reporting and relieving time of security guards shall be maintained for each guard. The contractor should submitted the duly filled in log sheet, signed by the Controlling Officer, Regional Office, Mumbai, along with the bill, on monthly basis.

17. The security guards hired should satisfy the following conditions:-

- a) Guards should wear the uniform neat, clean & ironed, while on duty, prescribed by the contractor.
- b) Guards should have undergone proper training on all security related issues, should be decent and well behaved.
- c) Once the Guard has been allotted a spot/site he/she shall remain in the same position till he / she is shifted.

18. In case of security guard remaining absent from duty, a substitute shall be provided by the contractor immediately. In case a substitute is not provided, proportionate contract charges are liable to be deducted from the contract charges payable. In addition to the above, the

penalty may also be levied for late reporting/ non-reporting of guards as stipulated in Para 13 above.

19. Bid once submitted shall not be allowed to be withdrawn and any default, after acceptance of bid, shall be deemed to be non-compliance of terms of contract and would liable of forfeiture of bid security and / or levy of penalty, as the case case may be.
20. Technical bids will be opened by the 'Tender Committee' constituted by Deputy Director General (DDG), Unique Identification Authority of India (UIDAI), Regional Office, Mumbai on 06.03.2012 at 4.00 PM in Conference Room, Unique Identification Authority of India (UIDAI), Regional Office, 7th Floor, MTNL Exchange, G.D. Somani Marg, Cuffe Parade, Colaba, Mumbai-400 005 in the presence of bidders and /of their representatives. In case of representatives attending the meeting of the 'Tender Committee', they should carry authority letter from the bidder/applicant contractor.
21. The financial bids of only those tenderers whose technical bids have been accepted shall be opened at the same venue and on 08/03/2012 at 3pm by the committee authorized by this office and in the presence of those who wish to be presen
22. In case of failure to supply the stipulated number of security guards for hiring by the contractor for the intended period, the contract may be cancelled by the Department and EMD/bid security may be forfeited.
23. In case of any dispute, during tender process, the decision of the Deputy Director General (DDG), Unique Identification Authority of India (UIDAI), Regional Office, Mumbai would be final and binding.
24. The Agency shall enter into contract with UIDAI, RO, Mumbai as soon as decision in this regard is taken on non-judicial stamp paper of Rs.100/- (Rs. One Hundred Only) and execute an Indemnity Bond on non-judicial stamp paper of Rs.100/- indemnifying UIDAI, RO, Mumbai against all claims disputes, damages, costs etc. more particularly with regard to employees deployed by the Agency.
25. Successful bidder shall be required to furnish Performance Security @ 10 % of the Contract Value. Subject to this, the Bid Security, furnished by the successful bidder, shall be refunded or adjusted, as the case may be.
26. The Unique Identification Authority of India (UIDAI), Regional Office, Mumbai reserves the right to accept or reject any part of the tender or whole of the tender, without assigning any reason.

**Assistant Director General,
Unique Identification Authority of India (UIDAI),
Regional Office, Mumbai**

ANNEXURE A

**TECHNICAL BID FOR HIRING OF
SECURITY GUARDS**

1.	Name, address and telephone number of the Bidder i.e., the Applicant Contractor.	
2.	Permanent Account Number (PAN)	
3.	Whether 100 number of guards available on monthly roll with the Applicant Contractor (Furnish Documentary evidence)	
4.	Annual Turnover during F.Y. 2009-10, 2008-09 & 2007-08 (Furnish Copy of Return of Income along with Audit Report as obtained u/s 44AB of the I.T.Act)	
5.	List of reputed Clients (minimum 3 PSUs in last 3 years) (In case the given space is insufficient, please append separate sheet and enclosed documentary evidence)	
6.	Date of Establishment/Incorporation of the Security Agency	
7.	Copy of License for operating the Security Agency.	
8.	Details of Demand Draft/ Banker's Cheque in respect of Earnest Money (Demand draft/ Banker's cheque should be enclosed)	

Date:

Place:

Stamp/Seal of the Bidder

**Name and Signature of the
Authorized Signatory**

ANNEXURE B

**FORMAT OF TENDER DOCUMENT (FINANCIAL BID) FOR
HIRING OF SECURITY GUARDS**

1. Name, address and telephone No. :
of the Bidder/Applicant Contractor
2. Permanent Account No. (PAN) :
3. Name and address of the Proprietor/
Partners/Directors and their PAN :
4. Rate Chart per Guard
(Exclusive of Service Tax) :

S .No.	Description	Requirement In Numbers	Rate per Guard per month	Total Charges
1	Civilian Security Guards	3		
TOTAL				

5. Agency Charges, if any :
6. Total Charges, including Service Tax :
(Value of Contract)

Date:

Place:

Stamp/Seal of the Bidder

**Name and Signature of the
Authorized Signatory**

Tender will be opened on 06.03.2012 at 4.00 PM in Conference Room, Unique Identification Authority of India (UIDAI), Regional Office, 7th Floor, MTNL Exchange, G.D. Somani Marg, Cuffe Parade, Colaba, Mumbai-400 005 in front of their representatives.

CHECK LIST

S. No.	Documents Enclosed	Yes/No
1.	A brief note on antecedents of the Company/Firm/Business concern.	
2.	Copy of PAN Card	
3.	Documents on Sufficient No. of Guards on the roll of Contractor, including ex-servicemen.	
4.	Whether proper and valid License is available for running security agency and whether the same is valid for next Two Years.	
5.	Copy of Income Tax Return/ITR-V (If e-filed) along with copy of Audit Reports, B/S & Profit & Loss Account for F.Y. 2007-08 to 2009-10	
6.	List of Reputed Clients along with name & contact no. of controlling officer. List of 3 PSUs alongwith documentary evidence.	
7.	Copy of Certificate of Incorporation of Company/Firm/Proprietary Business.	
8.	Copy of Registration Certificate of the Private Security Agency as required under 'The Maharashtra Private Security Guards (Regulation of Employment And Welfare) Act, 1981' AND 'The Private Security Agencies (Regulation) Act, 2005'. OR under any other law, which in force as on date.	
9.	Demand Draft/Banker's Cheque in respect of EMD/Bid Security	

*To be attached with 'Technical Bid' Form

**Name and Signature of the
Authorized Signatories**