



Kendriya Vihar-II Apartment Owners' Association

Community Centre-1, Kendriya Vihar-II, Plot No.3, Sector-82, NOIDA-201304, U.P.

(Website: www.noidakv2.org ; E-mail: noidakv2@gmail.com ; Tel: 0120-2463700)

No.AOA/ Security/2021-22

Dated: 26th December, 2021

Notice for Inviting Tender (NIT) for "Security Services"

Sealed and subscribed quotations are hereby invited on behalf of the President, Board of Management (BOM), Apartment Owners' Association (AOA), Kendriya Vihar, Sector-82, Noida for providing comprehensive "SECURITY SERVICES" inside the Kendriya Vihar-II Residential complex from reputed and registered Security Services agencies with offices established in Delhi NCR and having at least five (5) years of experience in such field in residential complexes; up to **16th January, 2022 by 1600 hrs** and the same shall be opened on **16th January, 2022 at 1700 hrs** in the presence of tender opening committee of the Board and bidders or their authorized representatives who intend to be present as per terms & conditions given at **Annexure-I**.

2. Bidding against this 'Notice for Inviting Tender' does not automatically make an entity eligible for this tender. It is the responsibility of the contractor to prove his eligibility by submitting required documents along with the tender. A tender from ineligible contractor will outrightly be rejected without assigning any reasons.
3. The Board of Management, AOA, KV-II, Sector-82, NOIDA reserves the right to accept the tender bid either in part or full or to reject any tender either in part or full without assigning any reasons thereto. Tenders, in which any of the prescribed conditions are not fulfilled, shall be summarily rejected.
4. The Contractor shall deposit Rs.75,000/- (Rs. Seventy five Thousand only) as Earnest Money (EMD) with the tender in the form of bank draft in favour of "KV-II AOA". The EMD of the unsuccessful contractors shall be returned after award of work to a successful bidder, while the same of the successful bidder shall be kept as a part of the Security Deposit in lieu of performance. Unsuccessful bidders will have to claim the EMD within a period of one month from the date of opening of bid else the EMD will be forfeited. No interest shall be paid by the Association on the EMD for the above said period. The successful contractor should deposit Rs. 1,50,000 as part of the security deposit in the lieu of performance.
5. The offers submitted by the bidders will be evaluated on the basis of rates quoted by them for required number of security guards as mentioned in **Annexure-III**. The award of contract shall be subject to the fulfilment of eligibility criteria.
6. A constituted committee by BOM, AOA KV-II will make a field visit to one or more existing sites of the security agency to assess the quality of services before final selection of firm.
7. Interested firms/entities must submit bids in their official letter head by affixing signature of authorised representative of the firm with seal giving relevant information as required therein as per **Annexure-II**.
8. The detailed Terms & Conditions and Scope of Work is attached herewith at **Annexure-I** and **Annexure-IV** respectively. The bidders are required to furnish acceptability of each and every terms & conditions by signing on each page of the Terms & Conditions enclosed at **Annexure-I**.
9. The bidding security agencies may visit Residential Campus of KV-II, Sector 82, NOIDA for assessment of areas of operation before submitting the tenders. Any clarifications

regarding the scope of work or any other information can be obtained from the office of AOA, KV-II, Sector-82, NOIDA on any working day.

10. The bidder can obtain the tender document from AOA, KV-II office on all working days (1000 hours to 1600 hour) upto **16.01.2022** and by depositing Rs1000/- (Rupees One thousand only) with 18% GST extra in cash/Online which is non-refundable. Tender Documents can also be downloaded from KV-II's website **www.noidakv2.org** for which the bidding agency will have to pay the document charges of Rs. 1000/- (Rupees One thousand only) with 18% GST extra in the form of a crossed Demand Draft/Pay Order drawn in favour of "KV-II AOA" and the same will be attached with the tender at the time of submitting the same.

11. The offer of the tenderer must contain the following:

- (1). Tender Performa each page duly signed and sealed by the tenderer
- (2). List of existing clients/ offices where "Security services (strength of more than 75 Security personnel are employed) currently being provided / or have been provided by the tenderer / contractor (please attach copies of orders/contracts.)
- (3). Copy of PAN/TAN Number.
- (4). Detail Schedule for providing security services in the residential campus of KV-II, Sector-82, and NOIDA.
- (5). GST Registration Number and Registration Number of the Agency under the Companies, Act 1956 /Administration or any other Act for providing manpower
- (6). Registration Certificate of the Agency/Firm under the Delhi and NCR Shop & Commercial Establishment Act 1962.
- (7). Provident Fund Registration No.
- (8). ESI Registration No.
- (9). Licence and Number under Labour Act.
- (10). DD of Rs. 75,000/- as EMD.
- (11). Income Tax Returns for the last 3 years.
- (12). License under Private Security Agencies (Regulation) Act, 2005 (PSARA)
- (13). List of clients having 60+ security guards is last three years.
- (14). Agency's profile.
- (15.) Proof of Ex-servicemen.
- (16). DGR Registration.
- (17) An affidavit is to be affirmed by the Tenderer as follows;
 - (a) That the Tenderer / party of the bidding firm is not involved in any Criminal cases.
 - (b) That the Tenderer / party of the bidding firm is not black listed in any Government Offices.

(c) That the credentials submitted by the Tenderer for this tender (duly self certified) must be genuine.

- (18) Past performance for last 3 years of the firm submitting tender
- (19) A certificate from CA certifying turnover of the firm for the last 3 years.

Mohd Azeem Khan

(Dr Mohd Azeem Khan)
Secretary, AOA



To.

M/s.....

"Security Services" in KV-II, Sector-82, NOIDA
Terms & Conditions

1. Personnel

- 1.1. All the personnel deployed should be trained; experienced and fit. They should be in the age group of 25 years to 40 years with sound health.
- 1.2. The contractor shall ensure that leave reserve personnel are arranged quickly without any loss to the work. No overtime will be allowed after 12 hours of service. It shall also be ensured that security officer/supervisors deployed in the campus are not changed from time to time as far as possible. Any change shall invariably be brought to the notice of the Security In charge KV-II AOA, in advance.
- 1.3. The Supervisor deployed by the Contractor must be qualified for such job having at least two years of experience in supervising / handling manpower of more than 50 & job mentioned in the Scope of Work. He shall plan work in advance and oversee its implementation to the satisfaction of AOA KV-II. Preference will be given to ex-servicemen Security Officer and Supervisor.
- 1.4. The Supervisor shall maintain regular liaison with the Security Incharge of BOM and be available in the KV-II premises during working hours and also as and when required.
- 1.5. The Supervisor shall check attendance of employed persons and submit the same in the AOA office on daily basis.
- 1.6. The Contractor shall furnish to the AOA, the complete details of the personnel employed by him for Security job in the KV-II complex including name, photo, residential and permanent address along with police verification document before actual commencement of the services.
- 1.7. The Contractor shall ensure that all rules/regulations as stipulated under Payment of Wages Act, Employees State Insurance Scheme, Employees Provident funds Act, Child Labour Prevention Act, Laws on prevention of Sexual harassment at workplace, etc., are fully adhered to and no infringement on this account is caused directly or indirectly.
- 1.8. The Contractor will provide uniform with name plate to all its personnel deployed in KV-II, Sector 82. Contractor will also provide all the required stationery items for record keeping in day to day work. It will also be the sole responsibility of the contractor to provide all items such as whistles, torches, batons, walkie talkies etc. required by security guards deployed for security/patrolling duties in the campus of KV-II, Noida.
- 1.9. In the event of any anti-social activity inside the KV-II complex, the security agency contractor will be responsible for lodging complaints/FIRs with the local police/administration with the consent of BOM AOA KV-II and pursue the matter till its final decision.
- 1.10. The security agency must be vigilant on activities of street animals and must ensure to take pro-active action to avoid any menace beforehand.**
- 1.11. The security personnel of the agency must be acquainted with working / operational knowledge of MyGate application with respect to security features.**
- 1.12. The security agency will be sole responsible for MyGate devices provided by the AOA/MyGate, and will borne the amount incurred for repair/ replacement/lost/theft etc. of MyGate devices.**

2. Payment Terms

- 2.1 Payment to the Contractor shall be made through A/c payee cheque after proper verification of bills and ensuring satisfactory completion of work. Tax and surcharge as per the rules in force shall be deducted. It will be the responsibility of the security agency to distribute salary/wages to the security personnel deployed by it in time (by 7th of every month).
- 2.2 The BOM, AOA, KV-II, Sector-82, Noida shall have the right and be entitled to withhold payment to the contractor in the event of any breach of terms & conditions of the agreement. **The opinion of the Board of Management in this regard shall be final.**

3 Other/ General

- 3.1 The bidder shall deposit Bid Security / Earnest Money Deposit of Rs. 75,000/- in the form of an Account Payee Demand Draft/Banker's Cheque/ Pay Order drawn in favor of "KV-II AOA" issued by any Nationalized / Commercial Bank along with the Tender document. Earnest Money / Bid security of the unsuccessful bidders will be returned to them at the earliest after the award of the contract without interest. The bidder shall give particulars of bank account (name of the account holder, type of account, account number, address of the bank) for drawing the cheque EMD amount in case of unsuccessful bidders. EMD in the form of **cheque will not be accepted** in any condition.
- 3.2 The Bidder shall furnish the details regarding total number of executed & successfully completed contracts, as stated in 11(2) of the NIT and enclose copies of contract award letters and experience certificate.
- 3.3 Duration of Contract:
The contract shall be for a period of one year. Board of Management, AOA, KV-II reserves the right to curtail or to extend the period of contract on the same terms and conditions, with mutual understanding.
- 3.4 **The KV-II AOA is not bound to accept the lowest or any bid and may at any time terminate the tendering process without assigning any reason.**

4. Award of Contract:

- 4.1 The BOM, AOA, KV-II will award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.
- 4.2 The BOM, AOA, KV - II through its Authorized representatives will communicate the successful bidder by e-mail letter transmitted by Registered post that his bid has been accepted.(hereinafter and in the condition of contract called the "Letter of Award").
- 4.3 The successful bidder will be required to execute an agreement within a period of 2 weeks from the date of issue of Letter of Award unless extended by the BOM, AOA, KV - II Authorized representatives, up to a maximum of another two weeks.
- 4.4 At present total **42 personnel (38 Security Guards, 2 Security Officer and 2 Supervisors)** will be deployed by the firm regularly without fail. However their requirement may vary from time to time. The strength of the Security Personnel can be increased or decreased at any stage depending upon the actual requirements by the BOM, AOA, KV - II.

- 4.5 ***The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under various laws such as DGR Rates / Minimum Wages Act, Contract Labor (Regulation and Abolition) Act 1970, EPF Act, ESI Act and various other Acts as applicable from time to time with regard to the personnel engaged by the contractor for the KV-II AOA and shall ensure that no infringement on this account is caused directly or indirectly. The contractor shall submit a monthly report containing the details of EPF & ESI deducted and credited into individual's account with appropriate/concerned department as a Proof for release of their monthly payment. If it is noticed at any stage that EPF & ESI of any individual has not been credited properly, this Association will not take any responsibility for this lapse. The tenderer will bear all the consequences, whatsoever, of the same. TDS will be deducted as applicable.***
- 4.6 The character and antecedents of security staff deployed shall be got verified by the tenderer from local police authorities and an undertaking in this regard to be submitted to the Board, KV-II AOA.
- 4.7 The Contractor will maintain an attendance register in which day to day deployment of personnel will be entered. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown. The register shall remain available round the clock for inspection by the authorized representatives of the Board of Management, AOA, KV-II.
- 4.8 All liabilities arising out of accident or death while on duty shall be borne by the contractor.
- 4.9 Adequate supervision will be provided to ensure correct & effective performance of the security services in accordance with the prevailing assignment instructions agreed upon between the two parties. The security personnel shall ensure that there is no unidentified/unclaimed/suspicious objects/person in the buildings/premises. The vehicles that enter into the premises must be identified, noted in the register and parked at designated places. Trolley mirrors will be used for the inspection of four wheelers/other vehicles. Assistant Security Officer must organize surprise visits (during day and night) to check the alertness and attentiveness of the security guards.
- 4.10 Contractor and its staff shall take proper and reasonable precautions to prevent loss, destruction, waste or misuse of the areas of the Board, KV-II AOA premises.
- 4.11 The contractor shall have his own Establishment/Set up/Mechanism to provide training of guards to ensure correct and satisfactory performance of their duties and responsibilities under the contract.
- 4.12 That in the event of any loss occasioned to the Board, KV-II AOA, as a result of any lapse on the part of the contractor as may be established after an enquiry conducted by the Board, KV-II AOA, such loss will be made good from the amount payable to the tenderer. The decision of the Board of Management, KV-II AOA, President, BOM OR any authorized representatives in this regard will be final and binding on the agency.
- 4.13 The contractor shall be responsible to protect all properties and equipments of the Board, KV - II AOA, entrusted to it.
- 4.14 The personnel engaged by the contractor shall be smartly dressed in neat and clean uniform and are required to display photo identity cards, failing which it will invite a penalty of Rs.1,000/- on each occasion. The penalty on this account shall be deducted from the Contractor's bills.

4.15 The offers/bids which are not in consonance of DGR Rates / Minimum Wages Act and any other Labour laws will be treated as invalid.

5. **OBLIGATIONS OF THE CONTRACTOR:**

The bidder shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The bidder shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty, EPF contribution, ESIC contribution etc. of the contractor in respect thereof, which may arise. The contractor shall also comply with all applicable statutory liabilities such as labour laws etc.

6. **Dispute Resolution**

- (a) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorized 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 President, BOM, AOA, KV-II.
- (b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's 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 proceedings and currency of contract, the Contractor shall not 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 Gautam Budh Nagar (UP) only.

7. **JURISIDICION OF COURT**

The courts at Gautam Budh Nagar (UP) shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

SCOPE OF WORK OF THE SECURITY AGENCY
DUTIES AND RESPONSIBILITIES OF SECURITY STAFF

1. The Security Agency will be responsible for overall security arrangements of the KV - II covered in the contract.
2. Security Agency will ensure that all instructions of the administration are strictly followed and there should be 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 KV-II Administration for in-out movement. The specimen signatures and telephone numbers of the above stated officers will be available with the Security personnel.
4. Deployment of Guards/Gunmen/Security Supervisors/SI/ Lady Guard will be as per the instructions of the authorities of the KV - II from time to time and the security agency will be responsible for their optimum utilization.
5. Security 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 / increased.
6. The Security Supervisor/Guard will also take round of all the important and sensitive points of the premises as specified by the KV - II.
7. Security 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 KV - II.
9. Entry of the stray-dogs and stray cattle into the premises is to be strictly prevented. Failure to do so will result in imposition of suitable penalty on the contractor. Decision of the Board, KV-II AOA on this lapse would be final.
10. The Guards on patrol duty should take care of all the water taps, valves, water hydrants, electrical installations/fixtures etc. installed in the open /common areas 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 cattle.
12. The Security Guards/Supervisors 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. The security guards should also be trained in handling lift operations in emergency.
13. In emergent situations, security staff/supervisor/ Security Officer deployed shall also participate as per their role defined in the disaster plan, if any, of the KV - II. Security personnel should be sensitized for their role in such situations.
14. The Security Supervisor/Guards are required to display mature behaviour, especially towards female staff, female visitors and elderly.
15. The Security Guard on duty shall not leave the premises until his reliever reports for duty.
16. Any other duties/responsibilities assigned by the KV-II Administration may be incorporated in the agreement. The same shall also be binding on the contractor.
17. Three Walkie-Talkies be provided to Security Guards posted at three Gates of KV-II and one Walkie-Talkie for AOA Office for fast communication in order to maintain security and safety of the campus in a better manner.

ANNEXURE-II

TENDER FORM FOR PROVIDING SECURITY SERVICES IN
KV – II. AOA SECTOR – 82 NOIDA

Affix duly Attested
P.P. Size recent
photograph of the
prospective bidder

1	Names, address of firm /Agency/ Company and Telephone Numbers	
2	Name, Designation, Address and telephone No. of authorized person.	
3	Please specify as to whether Tenderer is sole proprietor/ Partnership firm/Private or Limited Company.	
4	Name, Address and Telephone No. of Directors/partners	
5	Registration No. under Company's Act. 1956	
6	GST No.	
7	Licence number under Private Security Agencies (Regulation) Act, 2005 (PSARA)	
8	Licence number under Contract Labour (R&A) Act 1970, of the employer for whom the Security Agency is currently undertaking the work.	
9	PAN/ TAN issued by Income Tax Department and copies of previous three years Financial Year's Income Tax Return.	
10	Provident Fund Account No.	
11	ESI Code Number	

12	Details of Bid Security / Earnest Money deposit:	
	(a) Amount:	
	(b) Demand Draft/ Pay Order /Banker Cheque No.	
	(c) Date of issue:	
	(d) Name of issuing Bank	
13	Name, Address and Telephone Numbers of Existing Clients having 75 or more guards (attach separate sheet)	
14	Detail schedule for providing security services in the campus of KV-II, NOIDA	
15	Any other information:	
16	<p><u>Declaration by the bidder:</u></p> <p>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.</p>	

Date:

(Signature of the bidder)
Name and Address
(With seal)

PRICE BIDTENDER FOR SECURITY SERVICES 2022

PRICE BID FOR PROVIDING SECURITY SERVICES IN THE CAMPUS OF KV-II, NOIDA

Sl. No	Type of Personnel	Person Required Number	Rate/Wage per head per month (In Rs.) with 18% GST* Extra		Total Amount with 18% GST* Extra	
			*DGR Rate	*Non DGR Rate	*DGR Rate	*Non DGR Rate
1.	Security Officer (Ex-Serviceman) (DGR Rate)					
2.	Security Supervisor (Ex-Serviceman) (DGR Rate)					
3.	Security Guard* (DGR Rate & Non DGR Rate)					
4.	Any other charges (If applicable)					
5.	Total Value of the Contract					

Note: Rate / Wage per head per month quoted, will be as per existing DGR rates (for Ex-Serviceman) and Minimum Wages rates of State Govt. (Non DGR Rate) and shall be inclusive of EPF and ESI contributions.

(Signature of the Bidder)
Name and Address of the Bidder
(with Seal)

Dated: