

**No. D-11011/1/2007/MF-CGA/Admn/Security/121**  
**Government of India**  
**Ministry of Finance**  
**Department of Expenditure**  
**Office of Controller General of Accounts**  
**8<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market**  
**New Delhi – 110003**

**Dated : 03<sup>rd</sup> May, 2007**

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**Sub.:- Inviting sealed quotations for security/parking arrangement in basement/Gate No.1 to 5 of Lok Nayak Bhavan, Khan Market, New Delhi.**

Dear Sirs,

Sealed quotations are invited for awarding of contract for Security/Parking arrangements in Basement and Gate No.1 to 5 of the Lok Nayak Bhavan.

The details terms and conditions of the contract are as under :

1. Selected firm shall provide the services of 12 guards and one supervisor as per following shifts.

<b>Period of duty</b>	<b>Nos. of Guard</b>	<b>Place of working</b>
From 7 a.m. to 3 p.m.	2 (Two)	Basement
From 3 p.m. to 11 p.m.	2 (Two)	Basement
From 11 p.m. to 7 a.m.	2 (Two)	Basement
From 8.30 a.m. to 6.30 p.m.	2 (Two)	Basement
From 8.30 am.. to 6.30 p.m.	5 (Five) (including Supervisor)	Gate No. 1 to 5

2. All prospective tenderer shall deposit an EMD of Rs.10000/- (Rupees Ten thousand only) by way of Demand Draft to be made in favour of A.O.(CGA), Ministry of Finance. Tenders without EMD will be summarily rejected.

3. Selected firm shall provide additional number of security staff as required by Coordination Committee from time to time on the same terms & conditions as are applicable to this agreement.

4. The Contractor/Agency would be responsible for the protection and security of Government property from any type of encroachment, the service will include the prevention of theft, burglary, trespassing, encroachment and removal of unauthorized person/structures from the premises in liaison with the local Police/Municipal authorities.
4. Selected firm shall ensure that a register is maintained by them for entry and exit of all vehicles at the basement.
6. Selected firm shall ensure proper parking of vehicles in the basement and around the building.
7. Selected firm shall ensure that the guards are trained on fire systems. Certificates of training will have to be provided within two months from the competent authority i.e. Delhi Fire Service.
8. Security/Agency equipment like uniform, Shoes, lathis, whistles, Torch etc. required for the work should be arranged by the Agency at its own cost.
9. In case of involvement of any security guards or any other person associated with the selected firm with theft, pilferage, dishonesty, burglary, loss or damage to Government property, directly or indirectly, the appropriate authority will be compensated by selected firm for loss/damage as determined, and in a manner as decided by the Coordination Committee.
10. Selected firm shall have the right to change or replace any personnel posted as Guard subject to prior approval of the Coordination Committee and Police verification. Selected firm shall further undertake to replace any of the personnel posted on Guard duty if so asked for by the Coordination Committee.
11. It shall be incumbent upon selected firm to ensure that all security personnel so deployed have their antecedents duly verified by the police and necessary documentation in this regard provided to Coordination Committee at the earliest.
12. No security staff shall be deployed at each site continuously for more than 90 days at one site and the Department shall have no involvement in any claim submitted by staff for permanent absorption in the Department on the pleas of working/engaged on Government duty.
13. It shall be incumbents upon the selected firm to comply with all statutory Rules, Regulations and Acts in force from time to time.
- 14 (a) The personnel deployed for the purpose of security and parking arrangement must be paid by selected firm the Minimum Wages notified by the Govt. of N.C.T. Delhi from time to time as per the Minimum Wages Act, 1948. The contracting firm shall undertake to furnish a monthly certificate of the legal requirement. Coordination

Committee will not be responsible or liable for any violation of statutory/local laws and rules.

14 (b). The Agency should register themselves in the Labour Enforcement Departments and should deal with the Labour Department directly and shall meet all requirements of Central Labour (Regulation and Abolition) Central Rules, 1970. Contract Labour (Regulation and Abolition) Central Rules, 1971 and Child Labour (Prohibition and Regulation) Act, 1986. Nothing extra will be paid on this account.

15. Tendering parties must submit copies of last return of Income Tax submitted to I.T. authority.

16. Selected firm will be responsible for proper and disciplined behavior of all personnel employed by them in performance of this contract and shall exercise proper control over them.

17. Firm quoting for providing above mentioned security services should have a minimum of 5 years of experience in providing such security cover to ministries/departments (proper) of the Govt. of India located in Delhi (documentary evidence to this effect must be attached). Their turnover as evidenced by their latest income tax return should have been a minimum of Rs.10 lakh in financial year 2005-2006.

18. Non-compliance with the condition mentioned at para 1 to 14 above including failures to attach necessary documentary evidence, shall result in summary rejection to the firm quotation (s)

19. Quotation for contract for the above work may be furnished latest by **15<sup>th</sup> June, 2007 (Friday) by 4.30 P.M.**

20. For any further information/details you may contact the undersigned on telephone No.24616507 and 24610623 and can inspect the office complex between 10.30 a.m. to 5.00 p.m. on working days. This office reserves the right to cancel all/any quotation received without assigning any reason.

Yours faithfully,

Sd/-  
**(B.K.Dubey)**  
**Accounts Officer (Admn.)**  
**Ph. 24616507**