

GOVERNMENT OF INDIA
Directorate of Film Festivals
Ministry Information & Broadcasting

TENDER DOCUMENTS

Directorate of Film Festivals, Ministry of I&B invites sealed tenders from the interested Agencies, for **OUTSOURCING OF SECURITY SERVICE for Sirifort Auditorium Complex, August Kranti Marg, Khel Gaon, New Delhi**

The Terms & conditions form can be collected from the office of Directorate of Film Festivals, Gate No 01 Siri fort Auditorium, Khel Gaon August Kranti Marg, New Delhi-110049 on all working days during working hours.

The last date of Receipt of tender is 14/09/2017 at 2.00PM. Technical Bids will be opened on the same day at 3.00PM. The terms & condition can also be downloaded from this Directorate website dff.nic.in



GOVERNMENT OF INDIA
Directorate of Film Festivals
Ministry of Information & Broadcasting

File No.30/09/2017-FFD

Date: 22 .08.2017

NOTICE INVITING TENDER FOR PROVIDING SECURITY SERVICES

The Office of the Directorate of Film Festivals, Ministry of Information & Broadcasting, Sirfort Auditorium Complex August Kranti Marg, New Delhi -110049 invites, sealed offers from reputed **PARTIES** engaged in the business of providing **SECURITY Services**, in the Office premises(DFF/SFA) for a period of One Year which may be extended on yearly basis up to three years on satisfactory completion of services. (The effective date of commencing the work will be intimated on finalization of the bidding process).

DETAILS OF SECURITY SERVICES

| Sl.No. | Nature of Security Work | No of persons |
|--------|------------------------------------|---------------|
| 1 | Security Supervisor (Semi Skilled) | 01 |
| 2 | Security Guards (Semi Skilled) | 24 |

SCOPE OF SECURITY SERVICES REQUIRED TO BE PROVIDED BY THE CONTRACTOR

1. The job of providing security services to the DFF shall be carried out by the agency on all week days during the contract agreement period including on all working days, holidays, closed weekly off of DFF, to ensure overall safety & security of the Men, Machine, equipment's and premises of DFF. Shift wise details of manpower to be deployed are given below:

| Shift | Shift timing | Details of manpower/security guards to be deployed |
|---------|---------------|--|
| Shift-1 | 6 AM to 2 PM | 06 |
| Shift-2 | 2 PM to 10 PM | 12 |
| Shift-3 | 10 PM to 6 AM | 06 |

However, manpower can be increased/decreased shift wise as per requirement of this Directorate.

2. The Job shall include, access control to include manning, mustering, entry / exit gates, checking and verifying entries and exit of personnel, material and vehicles to and fro and assets on charges of DFF and permit only authorised personnel entry and exit to the institute premises, round the clock, Proper Registration of visitors while entering and leaving the centre, Preserving material gate passes and handing over to admin every quarter, Timely follow up of outstanding of returnable material.
3. The present scope of work will cover in and around area of operation of the entire premises of DFF/Siri Fort.
4.
 - a. Ensuring issue and receipt of the day to day work includes keys of various section every day.
 - b. Ensure that all security lights are in working condition and should be put on and off every day, by the Security staff on duty. Defective lights to be reported to the Maintenance in-charge immediately.
5. The Agency shall deploy required personnel (including relievers) in all the three shifts on a

regular basis within the scope of operation.

6. The security staff on duty should make necessary Gate Pass entries of non-returnable items in the Non-returnable Register. Register for Returnable material Gate Pass should be shown to Authorised officer of DFF in the first week of every month by the Security Supervisor on duty along with list of unreturned material till that date.

7. Any material / equipment / machine etc. should not be allowed to be of DFF premises taken out by any staff member or other person without the proper material Gate pass duly signed by the authorised officer/s of the Institute.

8. The Security staff on duty should ensure parking of the vehicles at the proper parking place and see that it does not cause inconvenience to the visitors.

9. The Agency should check damage, theft and pilferage of material by manning static security posts by required number of personnel and by regular patrolling in the campus and along boundary wall / fence during day and night.

The Agency should prevent any unwanted / illegal activities and gather intelligence on unauthorised movements / activities. Further report any illegal activities / movement to DFF authorities.

10. To restrain trespassers / intruders and immediately inform the same to the Administration.

11. Receive orders / directions from Administration on Siri Fort security related matters and ensure implementation of proper security measures in the Institute.

12. Static posts to be manned and areas to be patrolled will be shown to the Agency by DFF from time to time.

13. Timely deployment of the required security staff on all the points is the prime responsibility of the Agency.

14. The Agency shall ensure that the Security guards maintain proper communication system so that they can assemble quickly in case of emergent situation.

15. Agency shall render necessary and adequate assistance to DFF Administration in case of strikes, labour unrest and take necessary steps to control the mob / unruly crowd.

16. If the guards find / notice any lights / fans / air conditioners etc. of any room(s) is not switched off, after office hours or any room left unlocked, they should take

appropriate action to safeguard the interest of the organization.

The agency shall in case of any theft during tenure of contract agreement will help to lodge FIR with police, conduct their investigation and submit the report findings to the Administration of DFF. The Agency shall also be responsible to pursue the theft case with police and related authorities.

ELIGIBILITY CRITERIA

CONDITIONS TO BE SATISFIED IN THE QUALIFYING BID

1. The Bidder should have minimum of last **three** years of experience in providing Security services to various organizations like Government offices/Public sector undertaking office etc. Self attested copies of agreement/work order from **two** different departments shall be provided as documentary evidence.
2. The Bidder must have ESI Registration, EPF Registration. They must also have Goods and Services Tax Registration. Copies of Registration Certificates shall be provided.
3. The Bidder must have obtained Permanent Account Number (PAN) under Income Tax Act, 1961. Copy of PAN and copy of last 2 years ITRs shall be provided.
4. **Within one month from the date of awarding the contract the Successful Bidder shall obtain a Licence under the Contract Labour (R&A) Act, 1970.**
5. **Turnover should not be less than Rs. 70,00,000/-.**
6. **The service provider should have valid registration certificate.**

GENERAL CONDITIONS:

1. The agency may be engaged initially for a period of one year which may be extended on yearly basis up to three years on satisfactory completion of services. Agreement will be signed by both the parties within 15 days from the date of issue of work order for which Agency will submit non judicial stamp paper of Rs.100/-.
The contract can be terminated during the operative period by giving one month's notice in writing by either party. Contract may be extended for one more year if services are found satisfactory.
2. Directorate of Film Festivals (DFF) reserves the right to terminate the said contract at any time on the ground of unsatisfactory services rendered by the agency or on any other ground detrimental in the interests of the Directorate. DFF will be the sole judge in this regard. The decision regarding whether the security services is effective / proper / accurate etc., shall rest with DFF.
If the Administration of DFF observes that security services is not up to the satisfactory level, then the contractor has to take extra efforts to maintain the security effective.
3. On termination of the contract, the Agency shall discontinue the use of the premises and handover peaceful possession of the Siri Fort premises together with its fixtures and articles therein in good condition.
4. The Agency shall not transfer or assign or share benefit of this agreement with anyone else without the consent in writing from the DFF.
5. The Agency shall at all time keep the DFF effectually insured against all actions, suits, proceedings, losses costs, damages, claims and demands in any way arising out of any reasons.
6. Any dispute arising out of the terms of this contract on the interpretation of any clause herein shall be settled by mutual discussions between the Nominated authorities of the DFF and the authorized representatives of the agency.

The Director, DFF, will be final authority in resolving such disputes and his decision will be binding on the Agency. In case the Director decision as refer to in clause no.2 is challenged the dispute will be referred to arbitration. Any dispute arising out of the contract agreement shall come under the jurisdiction of the Hon. Courts in Delhi.

7. The Agency will co-operate with all other agencies at campus.
8. The agency should possess the requisite registration Licenses of Shop act, ESI, PF etc., from state / central government departments as applicable from time to time. The agency will have

to maintain registers / records as required under the provisions of various acts and complete the formalities prescribed there under. DFF shall not be responsible in any way for any breach of these rules and regulations by the agency. The contract is liable to be terminated if breach of rules & regulation is found after the award of contract.

- a. The attendance muster cum wages register of persons engaged during the month should be duly signed by the individual employees and countersigned by the representative of the agency & DFF.
 - b. All employees have been to be paid wages, special allowance and HRA at rates, not lesser than the minimum rates prescribed by the Government under relevant rules.
 - c. All the employees have to be extended coverage of EPF as per the eligibility under PF act.
 - d. Appropriate deductions are to be made towards coverage of EPF as per the eligibility under PF act.
 - e. Appropriate deductions are to be made towards Professional Tax and Income Tax from the salary wages paid and remitted to concerned authorities if any.
 - f. All deductions are affected from the salary / wages as per the provision of the payment of wages act.
 - g. The following registers are required under provisions of various acts & to be maintained up to date in the prescribed format, kept available in the premises of the centre for inspection of any statutory authority, on demand for example, Register of Persons Employed, Muster Roll, Register of Wages, Register of Deduction, Register of OT, Register of Fines, Register of Advances etc.
 - h. The License under the provisions of Contract Labour (R&A) act have to be obtained / renewed and kept operative. The half-yearly/yearly returns are to be submitted in time, to the authority as per rules.
9. None of the employees of the Agency will have any right to various facilities offered by the DFF to its staff and participants.
10. The Agency will be responsible for the safety and security of the men machines and buildings belonging to the DFF/Government of India.
11. It will be the responsibility of the Agency to switch on and off lights, fans, etc. as may be prescribed to do so from time to time.
12. The Agency will have to keep all original / duplicate keys of all rooms, campus etc. as required for it's functioning in secured and convenient place.
13. DFF has the right to amend or modify any of the terms and conditions during the period of the contract.

14. DFF has the right to increase or decrease the security points / manpower at any time and it will be binding on the part of the Agency to do so with mutual understanding. The Agency will also have to follow the telephonic instructions given by the authorised DFF representative.
15. Payment of wages and other conditions of employment of workers should not be in any way inferior to the conditions stipulated in the Security Guards (Regulation of employment and welfare) Act. All formalities and procedures prescribed under the Contract Labour (Regulation & Abolition) Act, 1970, payment of Wages Act and other related Act should be strictly adhered to. DFF's responsibility as Principal Employer should be fully protected.
16. **The Agency should have obtained the licences under The Private Security Agencies (Regulation) Act, 2005 should enclose attested copies of the same a proof with quotation, failing which the quotation will be rejected summarily.**
17. The necessary legal registers, forms, returns etc. required as per the law are to be maintained and complied with by the Agency and should be available for inspection to DFF at any time.
18. The Agency must be registered with the Central Labour Commissioner as an Agency carrying out Security Services on Contractual basis, under the Contract Labour (Regulation & Abolition) Act, 1970 and submit a copy of the licence within a month from the date of commencement of the work, at its own cost.
19. A list of the establishments (with their addresses, name of the contact person and telephone numbers) where the agency is presently rendering its services / has rendered its services along with the performance certificate issued by such establishments must be enclosed with the quotation.

EMPLOYMENT OF SECURITY PERSONNEL :

1. The appropriate payment of wages and other benefits to the employees of the agency shall be the Exclusive Responsibility Of The Agency and persons so employed by the Agency shall have No Claim whatsoever on the DFF.
2. The Agency should issue identity cards to their employees, which they should always carry with them and make available for inspection to the DFF at any time.

3. The Agency shall deploy personnel who are courteous, trained, well mannered and disciplined. The security personnel should be educated and conversant in English and should be extremely courteous with the visitors visiting the DFF and should be more alert while on duty dealing with Visitors, employees of DFF/CCW, workers of the other agencies, etc. The security personnel so engaged should observe decency and decorum during the course of their employment in and out of the premises.
4. The security personnel should always be vigilant while on duty to prevent any unhealthy incident. They should be in a position to judge any danger and should immediately report to the Authorised officer of the DFF and the Agency.
5. The Agency will have to follow the norms, rules and regulations, guidelines, security standing order of DFF and instructions given by the Administration from time to time.
6. The agency shall make surprise visits to DFF/Siri Fort complex on a regular basis, to ensure smooth functioning and satisfactory services by their guards.
7. All security personnel to be posted at DFF/Siri Fort complex should be healthy and medically fit. All legal formalities required in engaging them will be the responsibility of the Agency.
8. The Agency should provide proper uniform, woollen clothes, rain coats, gum boots, lathis, torches etc. to their employees. The Agency will ensure that the persons on duty are in neat and clean uniform.
9. The Agency should ensure that no security personnel leave his duty post in unauthorised way without a replacement.
10. The Agency should see that no unauthorised persons shall be permitted to enter the premises of the DFF/Siri Fort or no persons shall enter the premises through the fence or no animals such as cows, buffaloes, goats, dogs etc. shall be allowed in the premises.
11. Any event of accidents injuries / harmful nature such as fire, short circuit, overflowing of water, leakage of water, damage caused to any property of the Government shall be reported immediately by the security personnel to the Administration.
12. In case of lapses on the part of the Agency the DFF may impose appropriate penalty after joint assessment by the in-charge of the agency and DFF authorities.

13. The DFF will not accept any claim in the event of any of the Agency's employees sustaining any injury, damages or loss of life of the person either inside or outside of the DFF's premises.
14. The workers / staff of the Agency will have nothing to do with DFF and shall have no presumptive right of absorption in the services of DFF. In order to give effect to this, the agency shall incorporate suitable clause in the appointment orders to be issued to its security personnel.
15. In case the workers engaged by the Agency have any grievances, they will take it up with the agency without creating any disturbance on the campus. Under no circumstances agitation means are to be resorted to by workers of the agency, on the premises of the DFF/Siri Fort. On the expiry of the contract the agency undertakes to leave the premises in peace with all the workers without creating any disturbances. The agency will be solely responsible if the workers engaged by it misbehave or create problems.
16. Fire protection equipment and facilities have been provided in the campus and it will be the responsibility of the agency to ensure that they are in order and got properly replenished as and when required. The security personnel should be well trained to handle such fire fighting equipment, first aid, snake bite, dog bite kits etc.
17. All employees of the Agency including Supervisors and Security Officers and their bag and baggage shall be liable for physical check both at the time of entry and exit of the Centre.
18. The personnel employed by the Agency as Security Guards should be in age group of 21 – 35 years, Supervisors may be between 30 – 40 years.
19. The security personnel of the Agency shall be only Indian nationals and their character and antecedents should be checked by the Agency without fail.
20. **The security personnel of the Agency shall not involve themselves in any type of discussions or agitations, arguments, quarrel or fighting with any of the DFF staff and shall behave politely and firmly while adhering to their duties. Any matter creating difficulties in their duties shall be brought to the notice of the Administration.**
21. The Contractor shall change the security personnel on demand by the Administration within 24 hrs, if he /she commits unethical acts like while on duty Sleeping, Intoxicating, Negligence in performing duties, Disobedience, theft, Dishonesty, indulging in illegal

TENDER PROCESS

1. Tenders are invited in two parts i.e. (1) Technical bid (2) Financial bid
2. The tender form for Technical bid in Proforma prescribed in **Annexure I** and the tender form for Financial bid in proforma prescribed in **Annexure II**, complete in all aspects, shall be submitted in **two separate sealed covers** addressed to **Dy. Director (Admn), Directorate of Film Festivals, Ministry of Information & Broadcasting, Sirifort Auditoriums Complex, New Delhi-110049** on or before **2.00 PM. of 28.08.2017**. The sealed covers should be super scribed with “**Technical Bid – Contract for providing Security Services**” and “**Financial Bid-Contract for Security Services**” respectively.
3. **Technical bids will be opened on 29.08.2017 at 3.00 PM** in the presence of bidders at the Office of the office of Directorate of Film Festivals, Ministry of I&B, Sirifort Complex New Delhi at .
4. Each page of this tender document and all other enclosures appended to it shall be signed by the bidder by affixing their seal, as a token of having read and understood the terms and conditions contained therein and submit the same along with the Qualifying bid. The bidder would fill up the information in Annexure I and II enclosed at the end of this document in clear and legible terms. The rate quoted shall be written in figures and words as well. Tender quotations are not transferrable.
5. The bidders shall quote their **RATE (in both words and figures)** which should include deduction towards PF and ESI etc. and the same would not be payable over and above the rates thus quoted.
6. **This office reserve the right to postpone/and/or extend the date of receipt/opening of bids or to withdraw the same without assigning any reason thereof.**
7. This office reserves the right to accept or reject any bid and to annul the bidding process at any time, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for such action.
8. Incomplete bid document shall be rejected. The valid technical bids shall be scrutinized by the Department to shortlist the eligible bidders. **The financial bids of the eligible bidders will ONLY be opened later.** Late submission of tenders shall not be accepted. The shortlisted tender along

with documents shall be submitted to the competent authority and upon approval by the competent authority the successful bidders will be intimated about the award of contract to them.

9. Performance Guarantee: The performance guarantee will be 5% of the value of contract and with a validity period of 60 days beyond the completion of contractual obligations of the supplier.
 - 10 **The contract will be in force for a period of 12 months** from the commencement of Contract which will be declared on completion of tender process. However, three months from the date of award of contract will be treated as probation period and if the performance of the contractor is not satisfactory during the period of probation, the services of the contractor will be terminated without further notice. **This office reserves the right to extend the duration of the contract for further period on one year subject to the satisfactory performance and on mutually agreed terms & conditions.** The contract can be terminated by the contractor by giving full 3 months notice.
 11. The tenderer shall abide by the provisions of the Ministry of labour and employment, Govt. of India Order No. 1/7(6)/2008-LSII dated: 27.10.2008, Minimum wages Act 1948/DGR guidelines on the subject, the contract labour (R&A) act, 1970, security guards regulation act 1981 and other Labour laws applicable to him from time to time.
 12. The rate quoted should be inclusive of and in accordance with the provisions of Minimum Wages Act. DGR guidelines on the subject Contract Labour Act and other statutory provisions like Provident Fund Act, ESIC, Bonus, HRA, Gratuity (as applicable), Leave, Uniform Allowance etc.
- (Quoting less, violation of minimum wages act, DGR guidelines, Contract labour act, Govt. of India, Ministry of labour and Employment Order and other statutory provisions shall be liable for disqualification and such tenders shall not be considered and rejected summarily without assigning any reasons. No communication will be entertained in this regards)

IMPORTANT NOTE:

Bidder should ensure that the following documents are part of the

TECHNICAL BID:

1. Annexure -1 (duly filled in)
2. Copy of PAN CARD
3. Copy of Good and Services Tax Registration Certificate
4. Copy of Registration Certificate with EPF
5. Copy of Registration Certificate with ESI
6. Tender Document (all pages signed with seal)
7. Copy of last three years Income tax returns
8. Three years work order and certificate of three years satisfactory service from two different clients
9. Any other proof required in the tender document.

FINANCIAL BID:

- (a) Duly filled in Annexure II and its enclosure.
- (b) Earnest Money deposit (EMD) will be Rs. 1,40,000/- in favour of Pay & Account Officer (MS) Ministry of I&B, New Delhi

RATES AND PRICES: The bidders shall quote their rates for personnel to be employed per month (**in both words and figures**).

- Encl.: i) Annexure I (Technical Bid)
ii) Annexure II (Financial Bid)

ANNEXURE – I

Technical Bid Documents

1. Name of the Party :
2. Address :
(with Tel.No., Fax No.)
3. Name and Address of the Proprietor/
Partners/Directors (with mobile no) :
4. Contact Person(s) (with mobile no) :
5. No. of years of experience in providing
Security services in Govt. and Public Sector
Under taking (enclose proof such as
Performance Reports from clients) :
6. Permanent Account Number (PAN) :
enclose copies of TDS / ITR
7. Details of ESI & EPF Registration along with
Evidence :
8. Details of Goods and Service Tax
Registration along with Evidence
9. Annual Turnover (with proof).The audited
balance sheet duly certified by CA for last
two years. :

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my / our knowledge and I have read and understood the terms and conditions contained in the Tender Document. I understand that in case any deviation is found in the above statement at any stage, I / we will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized signatory with date and seal)

ANNEXURE II

FINANCIAL BID DOCUMENT

1. Name of the Party :
2. Address (with Tel No., Fax No.) :
- Name of the Office/Location for which
3. quoted :

| Sl. No | Nature of Security Work | RATE PER DAY PER PERSON | Extra Hours rate per Hr |
|--------|------------------------------------|-------------------------|-------------------------|
| 1 | Security Supervisor (Semi Skilled) | | |
| 2 | Security Guard (Semi Skilled) | | |

(Rupees in words:

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my / our knowledge and I have read and understood the terms and conditions contained in the Tender Document. I understand that in case any deviation is found in the above statement at any stage, I / we will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized signatory with date and seal)

FINANCIAL BID ENCLOSURE

| Break –up of monthly rate of wage per person quoted | | |
|--|--|--|
| 1. | Basic Pay | |
| 2. | Contractor's Service Charges (Rs.)(per month) Note: Contractor's service charge will be applicable on gross daily wages only and not on other statutory contributions like EPF/ESI etc. | |
| | Add: Statutory Contributions | |
| 3(a) | EPF (12%) | |
| (b) | Pension Fund (1.61%) | |
| (c) | ESI (4.75%) | |
| 4. | Total per person per day | |
| 5. | GST | |
| | Monthly Rate | |

