

No. D. 32018/1/2011-NMRF
Government of India
Ministry of Earth Sciences
NCMRWF

**A-50, Sector 62,
Institutional area,
Phase II, Noida-201307**

Dated: 4th July .2011

**TENDER FOR PROVIDING WATCH AND WARD SERVICES
(SECURITY ARRANGEMENTS) AT NCMRWF, NOIDA**

Sealed tenders in two bid system are invited by the Director, NCMRWF, Ministry of Earth Sciences, A-50 Institutional Area, Phase-II, Sector-62, NOIDA, on behalf of President of India from Security Companies/Organizations/ Agencies holding the appropriate license from the competent authority of Central Govt./State Govt. or registered with Directorate General Resettlement, Ministry of Defense, Govt. of India and having requisite experience of providing security arrangement of 25 guards (Armed and Unarmed both) in a Ministry/Department/PSU/Autonomous body of Central Govt. Security arrangements are required at NCMRWF office complex at A-50, Sector-62 and residential complex at B-9/7, Sector-62, NOIDA. The tender documents, duly filled in and complete in all respect should be addressed to the Director, NCMRWF, Noida and dropped in the sealed tender box, which shall be available in the first floor, main entrance, NCMRWF, Noida latest by 2:30 PM on 29.7.2011. The tenders thus received will be opened at 3:00 PM on 29.7.2011 itself. Tenderers, who wish to be present during the tender opening may do so. Tender document can be obtained from the Section Officer, NCMRWF, Noida on any working day between 10:00 AM to 1:00 PM upto 29.7.2011 on payment of Rs. 500/- towards tender cost. Tender cost should be paid in the form of Demand draft drawn in favour of "DDO, MoES" payable at New Delhi. Cash/Cheque shall not be accepted. Alternatively, the tender document can be downloaded from the NCMRWF website www.ncmrwf.gov.in. Demand Draft towards cost of tender should be enclosed alongwith technical bid in case downloaded tender document has been used. The tenderer will also have to deposit Rs. 40,000/- towards EMD in the form of DD/Pay Order drawn in favour of DDO, MoES, New Delhi alongwith their technical bid.

Deputy Secretary, NCMRWF

File No. _D.32018/1/2011-NMRF
MINISTRY OF EARTH SCIENCES
GOVERNMENT OF INDIA
National Centre For Medium Range Weather Forecasting

A-50 Institutional Area,
Phase II, Sector-62,
Noida-201307

Dated 4th July, 2011

TENDER DOCUMENT FOR PROVIDING WATCH AND WARD SERVICES
(SECURITY ARRANGEMENTS) AT NCMRWF OFFICE AND RESIDENTIAL COMPLEX
(A-50 AND B-9/7) SECTOR 62 NOIDA, DISTT, GAUTAMBUDH NAGAR.

Full Name and Address of Tenderer: _____

Telephone No.
(Land line & Mobile)

Schedule of Date & Time

	<i>Time</i>	<i>Date</i>
01. Date of NIT Publication		07.7.2011
02. Sale of Tender forms up till	10 a.m to 1p.m.	07.07.2011
	to 29.07.2011	
03. Submission of complete Tender up till	2:30p.m.	29.7.2011
04. Opening of Tender on	3:00 p.m	29.7.2011
05. D/D No. & date of Rs. 500/- (Tender form fee)		
06. Estimated cost of tender Rs. 20, 00,000/- (Approximate)		
07. Amount of Earnest money Rs. 40,000/-		
08. D/D No. and date of EMD _____		

Issued in favour of DDO, MoES, CGO Complex, New Delhi-110003

Deputy Secretary to the Govt. of India
NCMRWF, NOIDA

Date: 04 .07.2011

Place: Noida

1.0 **INSTRUCTION TO BIDDERS**

1.1 Sealed tenders are invited by the Director, NCMRWF, Noida Ministry of Earth Sciences, A-50 Institutional Area, Phase-II, Sector-62, NOIDA, on behalf of President of India from Security Companies/Organizations/Agencies holding the appropriate license from the competent authority of Central Govt./State Govt. or registered with Directorate General Resettlement, Ministry of Defence, Govt. of India and having requisite experience of providing security arrangement of 25 guards (Armed and Unarmed both) in a Ministry/Department/PSU/Autonomous body of Central Govt. and annual turnover of at least Rs. 6,00,000/- each during the last three years ending 31.3.2011 are required for providing Watch & Ward Services (Security Arrangements) at NCMRWF office complex at A-50, Sector-62 and residential complex at B-9/7, Sector-62, NOIDA, initially for a period of one year, extendable for further period on year to year basis on mutually agreed terms and conditions and subject to satisfactory performance of services

Name of Work	Services	Estimate Cost of Work/Services	Earnest Money
Security Arrangements (Watch & Ward Services) of NCMRWF office and residential Complex		Rs. 20 lakhs	Rs. 40,000/-

1.2 **Issue of Tender Form:** Tender form can be obtained from Section Officer NCMRWF on payment of Rs. 500/-(Rupees five hundred only) in form of Bank Draft drawn in favour of "DDO, Ministry of Earth Sciences", payable at New Delhi, on all working days, from 07.07.2011 to 29.7.2011 between 10.00-1.00 p.m.. Alternatively, the tender document can be downloaded from the website: <http://www.ncmrwf.gov.in/tender> and payment towards cost of the tender i.e. Rs. 500/- in the form of Demand Draft, drawn in favour of DDO, Ministry of Earth Sciences shall have to be submitted along with the technical bid.

1.3 **EARNEST MONEY:** EMD will be deposited by bidder in form of demand draft payable in favour of DDO, Ministry of Earth Sciences, payable at New Delhi and will be enclosed with the technical bid.

1.4 **SUBMISSION & OPENING OF TENDERS:** The sealed tender in 2 bid system (technical and financial bids) will be addressed to the Director, NCMRWF, A-50, Institutional Area, Phase II, Sector-62, NOIDA and dropped in the tender box at 2.30 p.m. on date 29.7.2011 and will be opened on same day at 3.00 p.m. in the presence of bidders or their authorized representatives who wish to be present at their own cost.

2.0 **CONDITIONS OF CONTRACT**

2.1 The tender in sealed cover in two bid system, technical and financial addressed to the Director, National Centre For Medium Range Weather Forecasting A-50, Institutional Area Phase II, Sector-62, NOIDA should be dropped in the tender box kept in the premises of NCMRF, Noida up to sharp 2.30 p.m. on 29.7.2011. The Technical bid, alongwith EMD should be placed in one sealed cover and superscribed as "Technical Bid" and Financial bid should be placed in another sealed cover superscribed "Financial

bid". Both the covers should be placed in a bigger sealed envelope which should be superscribed as "Quotation for providing Watch and Ward Services (Security arrangements) at NCMRWF, Noida". No Tender shall be accepted after the due date and time of receipt of tenders.

- (i) Opening of Technical Bid: Technical Bid will be opened on the same day at 3.00 p.m. in the presence of bidders or their authorized representatives who wish to be present at the time of opening.
- (ii) Opening of financial Bid: The financial bid of only those bidders who qualify technically will be opened on a subsequent date to be decided later and will be informed to the technically qualified bidders.

2.2 The Earnest Money Deposit of the unsuccessful bidders shall be returned as soon as the tendering process is completed. The EMD of the successful bidder shall be returned on submission of performance security deposit equal to 5% of the total contract value. The performance security deposit shall be deposited in the form of Bank Guarantee/ Term Deposit Receipts. The performance guarantee should be valid for a period of 60 days beyond the period of the contract.

2.3 The tenderer will have to quote the rate in Annexure-A of the prescribed form issued by the department. The rate should be quoted inclusive of all Taxes/Service charges in figures as well as in words in INR based on minimum wages as notified by the Labour Department as applicable at Noida.

2.4 The tenderers are advised not to mutilate or erase the figures. Correction, if any, in the tender form should be signed in full otherwise the tender shall be rejected. In case of corrections/over writings, the amount mentioned in words shall be taken into consideration.

2.5 Conditional and incomplete tenders shall be rejected.

2.6 The tenderers signing the tenders in case of firms should specify whether they are signing as (i) sole proprietor, (ii) partner, (iii) under power of attorney, (iv) Director, Manager, Secretary etc. as the case may be and copies of the documents/constitution of company authorizing the signing authority to sign the tender (in original), shall be attached with the tender form.

2.7 The accepted rates shall be operative for a period of one year from the date of agreement extendable for further period on year to year basis on mutually agreed terms and conditions subject to satisfactory performance of services. The competent authority in NCMRWF/MoES reserves the right to reduce or extend the period of contract to the requirement.

2.8 If any tender is withdrawn before final acceptance of the tenders, the earnest money of the tenderer is liable to be forfeited.

2.9 The contractor shall not engage any departmental employee regular/casual for getting the job executed.

2.10 The Director, National Centre For Medium Range Forecasting, Noida reserves the right to reject or accept, any tender or tenders with assigning reasons and may or may not accept the lowest or any tender.

2.11 National Centre For Medium Range Weather Forecasting shall not take any responsibility for providing any facility to the security personals employed by the contractor.

2.12 TENDERERS QUOTING THE RATES LOWER THAN THE MINIMUM WAGES APPROVED BY COMPETENT AUTHORITY SHALL BE REJECTED.

2.13 Submission of more than one tender under different names is strictly prohibited and in such case all such tenders shall be rejected/not considered.

2.14 The contractor shall be fully responsible for any loss of materials & property of NCMRWF, Noida attributable to the negligence or failure of the security personnel in complying with the prescribed procedure. All losses suffered by NCMRWF, Noida on this account shall be compensated in full by the contractor. The decision of NCMRWF, Noida in this regard shall be binding on the contractor.

2.15 Contractor shall have to change or replace security guards as and when required by the NCMRWF Noida, whether or not such security guards are found guilty or otherwise. It shall not be necessary for NCMRWF, Noida to assign any reason to contractor or the guards or any other person in respect of any such change or replacement required by NCMRWF, Noida.

2.16 The contractor shall deploy only those personnel whose antecedents have been verified by the police authorities.

2.17 The contractor shall not replace the security personnel at random. This shall be done with the prior knowledge of NCMRWF, Noida and full particulars of the security personnel so deployed shall be given to NCMRWF, Noida. In case any of the security staff is found to be posted without the previous knowledge of NCMRWF, Noida, NCMRWF, Noida shall not be liable to pay for such security personnel.

2.18 No leave of any kind for the security personnel shall be sanctioned by NCMRWF, Noida authority. The contractor shall be liable to make substitute arrangements amongst leave reserve in case of absence of the security personnel. Similarly the contractor shall have to make substitute arrangements in case of the weekly offs. No extra payment shall be payable on this account. The contractor shall man all the security check posts and other locations as specified by NCMRWF, Noida on all the weekdays. No short leave or meal relief shall be permitted to the security personnel unless the contractor provided suitable substitute without any extra payment. The contractor has to keep sufficient number of leave reserves. The contractor shall ensure that at no time any security point is unmanned. A register shall be maintained by the contractor at every gate where round the clock duty is performed, (for the purpose of taking/making over the duties by the security personnel).

2.19 NCMRWF, Noida shall arrange to lock/seal the stores, godowns and offices etc. to the satisfaction of the security personnel deployed and show items lying in open to the security personnel. Suitable record of the open items shall be maintained duly signed by the representative of NCMRWF, Noida and the security personnel .

2.20 Opening of the office doors/locks during morning hours for cleanliness and closing the windows/windowpanes/doors and putting locks after office hours shall be the responsibility of the security personnel on duty. The security guards shall ensure that all the lights/fans and others electrical equipments are switched off after the staff has left.

2.21 The administrative buildings and any other building as may be specified by the NCMRWF, Noida authority shall be closed after working hours and locked in presence of the representatives of both, the NCMRWF, Noida and the contractor. The premises in locked condition shall be handed over to the security personnel and shall be taken over on the next working day morning. All the locks shall be opened again in the presence of the representatives of both, the NCMRWF, Noida and the contractor.

2.22 The security personnel shall not be permitted to wear any other uniform. The uniform shall be of uniform colour and design.

2.23 NCMRWF Noida shall not be liable to provide any residential accommodation, Transport, Canteen, Medical facility to the security personnel. No cooking or lodging shall be allowed at the check posts or within the premises.

2.24 The contractor shall ensure that the gunmen deployed by him hold valid license issued by Central/State Govt. agencies for the use of fire arms. The legal implications for use of such arms shall rest with the contractor.

2.25 The contractor shall bear all the expenses incurred on the following: -

- (i) Provision of Torch and cells to the security guards/gunmen on night patrol.
- (ii) Provision of Lathi/Ballam and other implements to the security personnel.
- (iii) Stationary for writing duty charts and registers at the security check points for making entries of the visitors.
- (iv) Provision of arms and ammunition to the Gunmen.

2.26 NCMRWF, Noida has the right to change the place of duty of any security personnel. It also has the right to ask for replacement if a particular security staff is not found to be carrying out the security functions/duties satisfactorily.

2.27 The security staff shall be bound to observe all the instructions issued by NCMRWF, Noida or authorized officers concerning general discipline and behavior.

2.28 The NCMRWF, Noida also has the right to check the various implements. The contractor shall maintain these items to the satisfaction of NCMRWF, Noida.

2.29 The contractor shall comply with all the statutory provisions in regard to security personnel to be deployed by him in respect of minimum wages, Provident fund, ESI etc. The contractor shall maintain all the statutory registers under the law. The contractor shall produce the same on demand to NCMRWF, Noida. In case of violation of statutory provisions under labour law or any other applicable legal provision of Law by the contractor there will not be any liability on NCMRWF, Noida and the contractor shall be fully responsible for it.

2.30 NCMRWF, Noida shall not be responsible financially or otherwise for any injury to the security personnel in the course of performing the security function.

2.31 The contractor shall not be permitted to transfer their rights and obligations under the contract to any other organization/agency.

2.32 In case the contractor wants to terminate the contract he shall have to give three months advance notice to NCMRWF, Noida.

2.33 The strangers/visitors (pedestrians), Scooter/Motor Cyclists or motorists shall be allowed only after entry has been made in the register at the entry gate after verification of the identity of the visitor. This practice is to be followed at each entry gate.

3.0 **SCHEDULE OF REQUIRMENTES**

3.1 THE TENDER NOT ACCOMPANYING THE FOLLOWING DOCUMENTS IS LIABLE TO BE REJECTED AT THE TIME OF TENDER OPENING ITSELF.

- a. DULY SELF ATTESTED COPY OF THE LATEST INCOME TAX RETURN
- b. DULY SELF ATTESTED WORK EXECUTION CERTIFICATE ISSUED BY IN CENTRAL/STATE GOVT./PSU/AUTONOMOUS BODY OF CENTRAL GOVT. FOR EXPERIENCE IN THE SAME FIELD AS PER ANNEXURE 'A' (Technical bid)
- c. DULY SELF ATTESTED REGISTRATION CERTIFICATE FROM EMPLOYEES STATE INSURANCE CORPORATION/EMPLOYEES PROVIDENT FUND COMMISSION.
- d. DULY SELF ATTESTED REGISTRATION CERTIFICATE FROM LABOUR DEPARTMENT.

3.2 The contractor shall provide the security personnel (ex-servicemen only) from Army, Navy, Air Force, BSF, Assam Rifles and ITBP ,CRPF or other Central/State Security Forces up to the age of 50 years only.

3.3 Contractor shall get the verification of character and antecedents of the security guards through the police before placing them with NCMRWF Noida and such verifications have to be communicated to NCMRWF, Noida before actually deploying the personnel.

3.4 Contractor shall supply NCMRWF, Noida the bio-data with photographs of the security personnel to be deployed.

3.5 Contractor will also submit the pension order/discharge certificates of the security personnel who will be posted in Noida, NCMRWF.

3.6 Contractor will also submit the documents in respect of the security guards and others who will be posted with NCMRWF, Noida such as the PF Account, ESI facilities etc. being provided to the security staff.

3.7 Contractor would be liable to furnish certificate of payment of wages and all emoluments and benefits to its employees posted by contractor with NCMRWF Noida. Such certificates shall be furnished regularly by the contractor to NCMRWF Noida before taking the

payment of the next month. The tenderer shall be entitled for consideration payable under the terms & conditions only on furnishing of such certificate alongwith the bills.

3.8 Tenderer will also issue identity cards to the Security personnel who will be deployed with the NCMRWF, Noida.

3.9 Contractor will also not change any Security Personnel without prior permission of NCMRWF, Noida.

3.10 The Director NCMRWF reserves the right to terminate the contract any time before completion of the contract period without assigning any reason after one month notice.

4. SPECIFICATIONS AND ALLIED TECHNICAL DETAILS

4.1 The approximate quantum of each item of work is mentioned in Annexure-A of this tender document. N.C.M.R.W.F, Noida reserves full right to increase or decrease the quantum of work in the interest of department for any or all items of work.

4.2 The contractor will comply with the Police, Municipal and other regulations and orders relating to such works issued by State/Central Government.

4.3 The security personnel deployed shall be in the service of NCMRWF, Noida and shall not be deemed to be employees of the NCMRWF, Noida in any manner.

4.4 If any information furnished by contractor is found to be incorrect at any time, the contract is liable to be terminated without any notice and the earnest money/PERFORMANCE security deposit is liable to be forfeited by the Director, NCMRWF, Noida.

4.5 The contractor shall be fully responsible for the security of NCMRWF, Noida which includes ;

Residential Complex and Office Complex NCMRWF, Noida.

4.6 Besides the normal security, the other functions required to be performed for the safety of all specified National Centre for Medium Range Weather Forecasting Noida:-

- (i) To man security check posts located at the various gates of the establishment and at any other point specified by NCMRWF, Noida .
- (ii) To man the entry points of building specified under item above.
- (iii) Security personnel deployed by the agency shall check the material/property/public subscribers/any other outsider entering/going out of the building through the procedure of the gate pass/visitors register etc.
- (iv) To perform watch and ward functions including night patrol of the residential & office Complex NCMRWF.
- (v) To prevent the entry of stray dogs and cattle & anti social elements unauthorized trespassers into the building/establishment. Not a single dog or cattle head should be seen in the campus. It should be at once driven out.

4.7 The contractor shall compensate in full the loss sustained by NCMRWF, Noida on account of any theft, burglary and any other kind of intrusion in Building/Areas given for security. The amount of loss to be compensated by the contractor, shall be determined by NCMRWF Noida or on his behalf by authorized nominee and the same shall be binding on the contractor.

4.8 NCMRWF, Noida shall be authorised to fix timings of various duty shifts. A single duty shift will have duration of 8 (Eight) hours. The contractor will ensure that security guards are changed after every duty shift and same guards are not allowed to continue in next shift also.

4.9 The contractor shall arrange to dress all the security personnel on duty smartly and neatly with sky blue shirt, navy blue pant & cap and ensure, good behavior with the NCMRWF Noida establishment and visitors. They shall abstain from taking part in any staff union and association activities. The contractor shall provide as a part of dress, appropriate coat, woollens, jersey in navy blue or Khaki colour to the security personnel in winter season.

4.10 In addition to this if services of any of the security personnel deployed is found to be unsatisfactory, even though being an Ex-servicemen, he shall have to withdraw such a personnel within 24 hours from NCMRWF Noida.

4.11 The contractor shall indemnify the Govt. against all damage charges and expenses for which the Govt. may be held liable to pay on account of the negligence of the contractor or his employees or any person under his control whether in respects of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demands thereof.

4.12 The security personnel will not indulge in any criminal activities, malpractices or undesirable acts. In such a case they will be dealt with in accordance with the provisions of law. The contractor will be fully responsible for it.

4.13 In case more than one tenderer quotes same/similar rates, then past performance, experience, infrastructure etc., shall be the major factors in deciding/approving the tenderer (s) for this work.

4.14 In every case in which by virtue of the provisions of workman's compensation act, the Govt. of India is obliged to pay compensation to persons employed by the contractor, then the department shall have the right to recover the same from the contractor, the amount of compensation so paid.

4.15 Duty shifts of the security personnel will be as detailed below:-

SECURITY SUPERVISOR

1st shift from 0800 hrs to 1600 hrs.

2nd shift from 1600 hrs. to 2400 hrs.

3rd shift from 0000 hrs. to 0800 hrs.

GUN MAN & SECURITY GUARD

1st shift from 0800 hrs. to 1600 hrs.

2nd shift from 1600 hrs. to 2400 hrs.

3rd shift from 0000 hrs to 0800 hrs.

4.16 **THE SECURITY SUPERVISOR WILL HAVE THE FOLLOWING RESPONSIBILITIES:-**

- (i) The respective Supervisor will be responsible for overall security arrangements of the concerned NCMRWF, Noida establishment assigned to him.
- (ii) He will ensure that all the instructions of the administration are followed and there is no lapse.
- (iii) He will be available mostly at the main gate. But during the course of his duty, he will take round of the entire campus. His whereabouts while on round should be known to the security guard at main gate. In case of need, he shall have to be available within 10 minutes at the main gate.
- (iv) No outsider is allowed to enter the building without proper entry in the register at the reception/exchange gate.
- (v) No item is allowed to be taken out without proper gate pass. Administration incharge will be issuing authority for gate pass for in/out movement of stores. Specimen signatures will be made available to security personnel posted along with telephone numbers of office and residence at their check post.
- (vi) Departmental officers and official working under NCMRWF Noida will show their identity cards for checking and allowing entry by security.
- (vii) The guards will also take round of the building and all the important points viz. switch room, cooling tower, substation etc.
- (viii) The guards on duty will also take care of all the store items lying in open within the NCMRWF cycle stand, vehicle/Car parking and ensure safety and security of all items.

4.17 The security guards on patrol duty should take care to close all the water taps, valves and water hydrants installed in the open area over the campus.

4.18 It should be ensured that flowers, plants, trees and grass lawns are not damaged either by residents of the campus or by outsiders.

4.19 The contractor will ensure and guarantee that the security guards provided by it under the terms & conditions, are fully trained in FIRE FIGHTING SYSTEM installed in the building/premises of NCMRWF, Noida. The security guards provided by the contractor should be able to control fire in event of outbreak of fire in any part of NCMRWF, Noida with the available fire fighting appliances provided by the NCMRWF, Noida to the extent possible with the said appliances.

4.20 The contractor shall start the security work within SEVEN days of the receipt of work order.

4.21 In case the contractor fails to commence the security work specified in the work order within SEVEN days of the receipt of work order or does not continue to do the work as per the work order than the department shall impose the penalty of up to Rs. 250/- per day subject to the maximum of Rs. 5000/- per month per work order.

4.22 In case the contractor does not perform the work even after imposing maximum penalty of Rs. 5000/- for a month for a work order, then: -

(i) The department shall have the liberty to get the work done through any other agency even at higher rates and the extra cost shall be adjusted from the running bill/security of the contractor.

(ii) The department shall have the liberty to initiate the case for terminating the contract by giving one-month notice to the contractor.

IN CASE THE CONTRACTOR DOES NOT RESPOND FAVOURABLY AND TO THE FULL SATISFACTION OF THE DEPARTMENT, THEN HIS CONTRACT SHALL BE TERMINATED BY THE DEPARTMENT AFTER THE LAPSE OF ONE MONTH FROM THE DATE OF ISSUE OF SUCH A NOTICE.

(iii) However in case, if the NCMRWF, Noida is satisfied based on facts and circumstances of the case, and also based upon any written representation that the contractor may make in this regard, that the delay in the progress of work was due to reasons beyond the control of the contractor, the NCMRWF, Noida reserves the right to waive off the penalty.

4.23 **ARBITRATION**

In the event of any dispute or difference relating to the interpretation and application of the provisions of the contracts, such dispute or difference shall be referred by either party to the Arbitration of one of the Arbitrators in the Ministry of Earth Sciences to be nominated by the Secretary to the Government of India in charge of the Ministry of Earth Sciences. The award of the Arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary/Additional Secretary when so authorized by the Law Secretary, whose decision shall bind the Parties finally and conclusively.

ANNEXURE-A

5.0 NATIONAL CENTRE FOR MEDIUM RANGE WEATHER FORECASTING

Quotations for providing Watch & Ward services (Security arrangements) of NCMRWF Office and Residential Complex, Noida

5.1 TECHNICAL BID FORMAT

Sl.No.	Particulars	
1.	Name of the Firm	
2.	Complete Address	
3.	Contact person with designation	
4.	Telephone Number & other contact details	Office _____ Shop _____ Residence _____ FAX _____ E-mail _____
5.	Date of Establishment of Firm	
6.	PAN No. (self attested copy to be enclosed)	
7.	EPF Code No. (Self attested copy to be enclosed)	
8.	ESI No (self attested copy to be enclosed)	
9.	Service Tax No. (self attested copy to be enclosed)	
10.	Registration certificate from Labour Department (self attested copy to be enclosed)	
11.	Self attested copy of latest Income Tax return for the assessment year 2010-11	
12.	Audited statement of accounts for the last 3 years ending 31.3.2011	
13.	Experience criteria: a) Three similar completed works costing not less than 8,00,000/- each as on 31.3.2011; OR b) Two similar completed works costing not less than 10,00,000/- each as on 31.3.2011; OR c) One similar completed work costing not less than Rs. 16,00,000/- as on 31.3.2011 (Duly self attested work completion certificates to be enclosed)	
14.	Earnest Money Deposit of Rs. 40,000/-	EMD vide No. _____ Dated _____ Amt _____ Bank _____

Date

Signature and Seal

Name

Designation

Address

5.2 **PRICE SCHEDULE (FINANCIAL BID FORMAT)**

The bidders shall quote their price bid in the following schedule:

ANNEXURE - B

FORM FOR QUOTING RATES

Rank of Security Personnel	Approximate Number/day	Rates per month per person including all taxes/Charges.		Total Cost
		(In figures)	(In words)	
1.Security Supervisor	03	Rs.	Rs.	
2.Security Gunman	03	Rs.	Rs.	
3.Security Guards	21	Rs.	Rs.	

5.2 The contractor will submit the bills within 15 days of the execution of the work and the passed amount of the bills of the works shall be paid against preferred bills in support of actual works completed, on certification regarding satisfactory work done.

Note: - Wages/Salary for security personal deployed will be governed by the rules & regulation and in accordance with the rates based on minimum wages as notified by the Labour Department as applicable at Noida.

Date

Signature

Place

Stamp

1.

CONTRACT FORM

CONTRACT AGREEMENT NO. _____

This Agreement made on _____ between National Centre for Medium Range Weather Forecasting (NCMRWF), A-50, Institutional Area, Phase-II, Sector-62, Noida under Ministry of Earth Sciences through its authorized signatory _____ (which expression shall include its administrators, successors, executors) on the one part and M/s _____ (hereinafter referred to as contractor) which expression shall include its administrators, successors, executors and permitted assigns on the other part.

Whereas, NCMRWF is desirous of getting the work of providing Watch & Ward Services (Security arrangements) at NCMRWF office and residential Campus, Noida as mentioned in detailed document and has invited tenders for this work as per tender document sold for this purpose. And whereas _____ had participated in the above referred bidding vide their proposal dated ___ and NCMRWF accepted their aforesaid proposal and awarded the work to M/s _____ vide its award letter No. _____ NCMRWF dated _____ and the documents referred to therein which have been accepted by M/s _____, resulting into a contract.

NOW THEREFORE THIS DEED WITNESSETH AS UNDER

NCMRWF has awarded contract to M/s _____ herein after called the contractor on the Terms and Conditions contained in acceptance letter dated _____ and the documents to therein. The award has been taken with effect as per the aforesaid award letter w.e.f. _____. The terms and expressions used in this agreement shall have the meanings as are assigned to them in the Contract Documents. Name of Documents...

1. Award letter dated _____
2. Set of tender documents sold and quoted in by the contractor with their covering letter

The above contract documents are serially numbered from ___ to ___ and are initialed by both the parties through their representatives.

All the aforesaid contract documents shall form an integral part of this agreement. The contract shall be performed by the contractor strictly and faithfully in accordance with the terms of the agreement. Any modification of the agreement shall be effected only by a written instrument signed by the authorized representatives of both the parties.

It is specifically agreed by and between the parties that all the differences or disputes arising out of the agreement or touching the subject matter of the agreement shall be decided by process of settlement & arbitration as per provision of the Indian Arbitration Act as laid down under Col. 4.24 above.

Notice of default given by either party to the other party under the agreement shall be in writing and shall be deemed to have been duly and properly served upon the party hereto if delivered against acknowledgement duly addressed to the signatories at the addresses mentioned herein above. This is a maintenance & operation contract, which includes supply of skilled and unskilled manpower as per the conditions of the contract.

IN WITNESS HEREOF the Parties through their authorized representatives have executed these present (execution whereof has been approved by the component authorities of both the parties) on day, month and year first mentioned in Noida, UP

For and on behalf of M/s _____	For and on behalf of National Centre for Medium Range Weather Forecasting, Ministry of Earth Sciences, A-50, Institutional Area, Phase-II, Sector-62, NOIDA
Witness	
Witness	