सं0/No.2/224/2005 (Vol.III)/484
भारतसरकार,गृहमंत्रालय /Govt. of India, Ministry of Home Affairs
जनगणनाकार्यनिदेशालय /Directorate of Census Operations,
अण्डमाननिकोबार द्वीप समूह/ A & N Islands
10 चर्चलेन, गोल घर, पोर्टब्लेयर- 744102
10th Church Lane, Goal Ghar, Port Blair - 744 102
दूरभाष एंवफैक्स /Telephone & Fax: 03192-232333
ई–मेल /E-Mail: dco-ani.rgi@censusindia.gov.in

Dated the 05.10.2016

To

All Local Agencies, A & N Islands.
(Hiring of Man power)

The Sealed quotations are invited in a Two- bid System from reputed registered Security Agencies and Out Sourcing of Man Power Agencies for the under mentioned work on contract for a period of **one year** with effect from the date of issue of work order

The Two bid quotation in two separate envelops sealed cover should reach the Deputy Director of Census Operations, A & N Islands, 10 Church lane, Goalghar, Port Blair -744102 on or before 18th **October, 2016 up to 15.00** hrs. The Technical bid will be opened in the presence of quotations if any; therefore, the financial bid will be opened. The date and time will be communicated to the concerned agencies who qualify in the Technical bid.

For the Criteria and other terms and Conditions, Quotation Notice is enclosed and also agencies are advised to download the details from www.censusindia.gov.in/tenders before applying the tender documents.

Yours faithfully,

(R.K.Naik) 5/10/16
Deputy Director &
Controlling Officer

dy/No.3/224/2005 (Vol.III)/484
भारत सरकार/Govt. of India, Ministry of Home Affairs
जनगणना निदेशालय/Directorate of Census Operations,
अंडमान व निकोबार द्वीप समूह/ A & N Islands
10 चर्च लेन, गोल घर, पोर्ट ब्लेयर – 744102
10th Church Lane, Goal Ghar, Port Blair – 744 102
दूरभाष/Telephone & Fax: 03192-232333
ई मेल/E Mail: dco-and-rgi@censusindia.gov.in

2011

Dated the 05.10.2016

Quotation Notice

Sealed quotations are invited in a Two- bid is invited from reputed registered Security Agencies and Out Sourcing of Man Power Agencies for the under mentioned work on contract for a period of one year with effect from the date of issue of work order:-

Sl.No	Work to be done	Break-up rate	
1.	Providing round the clock 3 Nos. Trained Security Guards for watch / ward duty at Census Directorate, A & N Islands **(Rate should be quoted per security guard for 8 hours duty).**	Per Security Guard (8 hours)	Rs.
		Service Tax (in %)	Rs.
		Total	Rs.
2.	Providing Sweeping & Cleaning work of 8 hrs in all Govt. working days in the Directorate of Census Building & Office Premises, Port Blair.	Per Sweeping Staff (8 hours)	Rs.
		Service Tax (in %)	Rs.
		Total	Rs.

Note :- The rates should be submitted Separately in Financial Bid

The Two bid quotation in two separate envelops sealed cover should reach the Deputy Director of Census Operations, A & N Islands, 10 Church lane, Goalghar, Port Blair -744102 on or before 18th **October, 2016 up to 15.00** hrs. The Technical bid will be opened in the presence of quotations if any; therefore, the financial bid will be opened. The date and time will be communicated to the concerned agencies who qualify in the Technical bid.

Terms & Conditions:-

1. Quotation should be in Two bid system (Technical bid & financial bid).
2. The Agency shall have minimum 3 years of work experience in State /Central Govt. office or Defense service.
3. Preference will be given to Ex Serviceman Agencies, for security reason.
4. The Sealed quotation must be accompanied with **EMD of Rs. 15000/-(Rupees fifteen thousand only)** in the form of DD or Banker's Cheque from Nationalized Bank drawn in favour of the Assistant Director (DDO), Directorate of Census Operations, A & N Islands, Port Blair.
5. The Successful Bidder/firm should deposit 10% of total per annum estimated amount in Performance Security Deposit as Bank Amount Guarantee for the period of contract.
6. The Department shall only bear the changes in the Service Tax and other rates to remain fixed during the period of contract.
7. The firm would be ensure that all the payment made through Aadhar linked bank account of the out sourced staff and reimbursement would be made to the firm only after receipt of requisite document providing the actual payment made to outsourced staff by the firm.
8. Confirmation of attendance for each outsourced staff would be done through Aadhar Biometric attendance records/log register.

9. Statutory payment like the EPF, ESIC etc, would be reimbursed to the firm on production of challan towards the remittance as proof of deposited in EPF account of the staff.
10. The statutory obligation like EPF, ESI, Minimum wages are increased by the respective laws during the contract period, the additional cost would have be borne by the firms only.
11. The agency to which work has been awarded will be the principal Employers for the labour law in force. The department will have no liability whatsoever in this regard.
12. The agency shall be responsible for complying with all labour laws in force applicable to the workers.
13. The quotations received after due date/time will not be accepted.
14. The Agency shall carry out the work of Out Sourcing (Sweeper & Security watch & ward duty) of the premises as per the requirement and instructions given to them by the Census Directorate from time to time.
15. No Compensation shall be paid to the Agencies for any injury sustained or any disease caused to the Outsourcing staff while performing the duties.
16. The Agency shall be responsible for any theft or damage or loss to the govt. property that takes place during the duty hours.
17. The Agency should deploy the security guards in proper uniform with torch light.
18. The Agency shall submit their bill every month to honour the same within 15 days from the date of receipt of the bill or soon thereafter as may be possible.
19. Copy of latest EPF Challan showing strength of manpower engaged in such duties.
20. Attested copy of latest Income Tax return and PAN No.
21. Proof of labour License (Current year Valid Certificate) & IT Clearance Certificate
22. Attested Copy of proof of EPF registration.
23. Attested copy of proof of Service Tax Registration.
24. The contract shall remain in force for a period of one **year** and may be extended if both the parties are mutually agreed upon.
25. In case the work of agency is found unsatisfactory, the Controlling Officer of Census Operations, A & N Islands Port Blair may terminate the contract without notice.
26. The Controlling Officer of Census Operations, reserve the right to accept or reject any or all the quotations without assigning any reason thereof.

Yours faithfully,

(R.K.Naik) 11/X/16
Deputy Director &
Controlling Officer

Annexure-I:- Technical Bid-
Part- I

1.	Name of the Firm / Agency	
2.	Full address with Post Box No.	
3.	Constitution of the Firm / Agency(attach copy) a) Indian Companies Act,1956 b) Indian partnership Act,1932 (Please give names of partners) c) Any other act, if any	
4.	For partnership firms whether Registered under the Indian partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender. (ii) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tenders to refer dispute condemning business of the Partnership to arbitration. (iii) If the answer to (i) or (ii) above is in the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a property stamped paper by all partner.	
5.	Name and Full Address of your Banker	
6.	Income Tax No./Ward/Registration number of the firm	
7.	ESI No of the firm	
8.	EPF No. of Firm	
9.	Service Tax Registration No.	
10.	Registration No. under Contract Act/License No. Under private Security Agencies (Regulation) Rules.	
11.	Experience in no. of years (Name and address of client departments may be indicated in chronological order and supporting documents may be attached in said manner.)	
12.	Number of Guards/supervisor registered under ESI/EPF latest ESI/EPF Challan for ascertaining the number of Guards/Supervisor has to be attached.	
13.	Certified copy of bank Solvency certificate to be attached.	
14.	The firm must attach the documentary proof of annual security contract of last three years.	

Note: **The information required at Serial no.1 to 14 must be accompanied with the certified copies of the documents, and attached as per the serial number failing which the tender is liable to be rejected. No other documents need to be attached with the tender form.**

Authorized Signature and Seal of the Company……..

Annexure-II:- Financial Bid

Sl.No			
1	Name of the Agency		
2	Full address with Post Box No.		
3	Work to be done	Break-up rate	
4	Providing round the clock 3 Nos. Security for watch / ward duty at Census Directorate, A & N Islands **(Rate should be quoted per security guard for 8 hours duty).**	Per Security Guard (8 hours)	Rs.
		Service Tax (in %)	Rs.
		Total	Rs.
5	Providing Sweeping & Cleaning work of 8 hrs in all Govt. working days in the Directorate of Census Building & Office Premises, Port Blair.	Per Sweeping Staff (8 hours)	Rs.
		Service Tax (in %)	Rs.
		Total	Rs.