



भारत सरकार
GOVERNMENT OF INDIA

Reference Number: BARC/SEIS/DSU/SECURITY/127/2022

Dated: 14/10/2022

Invitation of quotation for One Year Contract for Providing Security and Allied Services at BARC Unit , R K Puram, Delhi and its field stations at Delhi, NCR.

Quotations are invited for One year contract for providing Providing Security and Allied Services at BARC Unit , R K Puram, Delhi and its field stations at Delhi, NCR.

Bidders are requested to read general guidelines mentioned in Annexure-A of this document, before making their offer. The proposed work-contract will be governed by the Terms and Conditions mentioned in Annexure-B of this enquiry. For detailed scope of work refer Annexure-C.

Quotation in sealed cover, super-scribed with "Quotation for One Year Contract for Providing Security and Allied Services at BARC Unit , R K Puram, Delhi and its field stations at Delhi, NCR." should reach "Officer In-charge, DSU, SD, BARC, Wing-3, West Block-7, R K Puram, New Delhi 110066" on or before, 8/11/2022, 17:00 hrs.

The bids shall be valid for 180 days from the day of opening. The bidder shall submit the quotation along with **Earnest Money Deposit (EMD) of Rs 45,000/-** in the form of demand draft in favor of Accounts Officer, BARC, payable at Mumbai.

Quotations should be delivered by registered post or speed-post only. Quotations received by any other mode like hand delivery, fax, email etc. shall be considered invalid and summarily rejected.

The pre bid meeting will be held on 02/11/2022 at 11:00 hrs.

The bids will be opened on 09/11/2022 at 11:00 hrs.

Bhabha Atomic Research Centre reserves the right to accept and/or reject any/or all the quotations received either in full or in part at its discretion without assigning any reason thereof.


(Amita Srivastava)
SO/E
**Delhi Seismic Unit, Seismology Division, BARC
Wing -3, West Block-7, R K Puram,
New Delhi-66**

Signature of the bidder

Annexure - A

GENERAL RULES & CONDITIONS OF THE CONTRACT BETWEEN CONTRACTOR AND BHABHA ATOMIC RESEARCH CENTRE (BARC), HEREINAFTER REFERRED TO AS 'PRINCIPAL EMPLOYER'

1. The present tender is being invited for 'Providing Security and Allied Services at BARC Unit , R K Puram, Delhi and its field stations at Delhi,NCR.' (referred to as contract, hereafter) , under which the contractor shall provide trained persons for providing security to building, equipment, materials and monitoring and surveillance of the all the sites and their cosmetic maintenance as per the details given in the scope of work (Annexure-C)

2. Eligibility Criteria for the bidding agencies:

i. The agency, with registered office located in Delhi,NCR, may be a proprietary firm/ Partnership / Company who possesses and submits the following statutory documents:

- a) License to engage in the business of Private security agency under Private Security Agency (Regulation) Act 2005 (PSARA-2005) and relevant rules, issued from time to time.
- b) Establishment Registration Certificate
- c) Proof of ESI and PF registration
- d) Registration Copy of Goods and Services Tax (GST)
 - GST shall mean Goods and Service tax- Central, State and Inter State.
 - GST or any other tax applicable in respect of inputs procured by the contractor for this contract shall be payable by the contractor and Government will not entertain any claim whatsoever in respect of the same. However, component of GST at time of supply of service (as provided in CGST Act, 2017) provided by the contract shall be varied if different from that applicable on the last date of receipt of tender including extension if any.
- e) Copy of a valid PAN Card
- f) Last three years Financial Turnover Certificate, Certified by CA
- g) Last three years Profit & Loss Statement, Certified by CA
- h) Latest Bank Solvency Certificate.
- i) An undertaking to the effect that the Agency has not been blacklisted by any of the Departments/Organizations of the Government of India or any other state Government and no criminal case is pending against the said firm/agency.
- j) EMD in the form of Demand Draft. (The bids received without the EMD will be disqualified and rejected.) or provide a proof of registration with NSIC or any other Government Organization which allows exemption from EMD in trade relevant to the scope of this tender.

- ii. Bidder shall submit their quotations on or before 08/11/2022, 17:00 hrs in sealed envelopes.
- iii. Joint Venture Biddings are not allowed. Such bids will be disqualified. Further, the successful bidder/agency shall also not assign or transfer this contract (or any part of it) to anyone without obtaining written consent of the awarding authority.
- iv. Contract shall be governed by Terms and Conditions (T&C), as mentioned in Annexure-B of this document. Bidders are advised to read all the T&C before making their offer. While submitting the quotation, bidder will be deemed to have understood and accepted these Terms & Conditions.

Signature of the bidder

- v. The bidder shall unconditionally agree to all terms and conditions of this work and should be ready to enter into agreement with BARC on the same.
- vi. Bidder, along with their quote, shall submit a declaration on their official letter head in the format given in Annexure-F.
- vii. The bidder should submit a compliance certificate as per Annexure-(G) along with other supporting documents.
- viii. The bidder should have the experience of providing similar works for at least five years in any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or any other State Government or Public Sector Banks or Local Bodies/Municipalities. Document in support of the same should be attached.
- ix. The Bid document filed by the bidder shall be typed or written in indelible ink. No overwriting /cutting shall be permitted.

3. Submitted Quotation / Tender documents should be signed, on each page, with seal by the authorized signatory of the bidder's firm/company.

4. The contractors are advised to visit the sites (with prior approval: send email at amitag@barc.gov.in) at the addresses as given below and see the size and location of the field stations before submitting the quotes.

Field Station 1: Bhabha Atomic Research Centre, located on plot – 1B, sector 3A, IMT, Manesar, Kasan, Gurgaon.

Field Station 2: Bhabha Atomic Research Center, Bhatti Primary School premises, Village Bhatti, New-Delhi-110030.

BARC premises: R.K. Puram, West Block-7, Wing-3 New Delhi-110066

5. BID PRICES:

- i. The bidder shall quote the rates in Indian Rupees as per the **minimum wage rate declared by the Government of India for unskilled and skilled personnel involved in maintenance and operations.** Any quotation not conforming to Minimum wages at the time of submission is liable to be rejected
- ii. The total cost would include all the liabilities of the contractor such as uniform and other expenses (Annexure-C), identity cards and all other statutory liabilities like Minimum wages, ESI, EPF, all kinds of taxes etc.
- iii. The Final amount shall be mentioned in both figures and words. If there is any variation between the amount quoted in figures and words, the rate quoted in words shall be accepted.
- iv. Complimentary quotes are liable to be rejected. Bidders should not quote unrealistically low rates, otherwise it will be assumed that the quality of service so provided will not be up to the mark and all such bids will be rejected. The decision of BARC in this regard will be final and binding on all bidders.

v. Escalation

- The Tenderer shall pay the minimum wages to the personnel as declared by the Central Government.
- If after submission of Tender, the wages of the laborers/workmen increase as a direct result of coming into force of any applicable law or statutory rule or order beyond the wages prevailing at the time of the last stipulated date of receipt of the Tenders including extensions, if any, for the work during the contract period, the Tenderer/Contractor shall be compensated for such increase as per the provision of the law and the amount of contract shall accordingly be raised subject to the condition that such compensation for wages shall be available only for the work done during the stipulated period of contract including the justified period

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extended. Further, the compensation arising out of the revision, if any, will be restricted to the difference in minimum wages including EPF, ESIC but excluding Bonus, Overheads and Profit.

6. Validity of Rates:

Rates quoted in the quotation for the contract shall remain firm and valid for a minimum period of One Hundred Eighty (180) days from the date of the quotation, during which the work order is likely to be finalized and letter of intent issued. The contractor shall be strictly bound by the T&C and provisions of the quotation and execute the work at the quoted rate.

7. EMD money

- a. The contractor shall deposit EMD money (Earnest Money Deposit) for an amount of **45,000/-** in the form of an Account Payee Demand Draft in favor of Accounts officer, BARC, Mumbai) along with the tender document in a separate envelope marked "EMD". (as mentioned in clause 8 below)
- b. The EMD money will remain valid till the time the bid is valid.
- c. Any bid not accompanied by EMD money shall be rejected except the cases where exemption is granted. The bidder registered with NSIC or any other Government Organization which allows exemption from EMD in trade relevant to the scope of this tender can avail the benefits as allowed by the concerned organization subject to production of valid registration and proofs for the same.
- d. EMD money so deposited shall not carry any interest.
- e. EMD money shall be forfeited if the bidder withdraws his bid during the period of Tender validity. However, the bids will be valid for a period of 180 days from the opening of the bids.
- f. Successful bidder has to furnish the acceptance of award of contract issued to him/her within 15 days from date of issue of award of contract.
- g. The EMD without interest shall be returned to all the bidders after finalization of contract.

8. Bid Evaluation Methodology:

The quotation should be in a sealed envelope marked 'Providing Security and Allied Services at BARC Unit , R K Puram, Delhi and its field stations at Delhi, NCR'. The following documents should be kept in this envelope along with the quotation:

- a. EMD in the form of Demand Draft. (The bids received without the EMD will be disqualified and rejected).
- b. Compliance sheet as per Annexure-G along with other supporting documents.
- c. Price bid in Price schedule (Annexure-D).

All the above documents are necessary for evaluation. If all these are found in the envelope, then only the price bid will be opened. The lowest bid will be recommended for awarding the contract **if and only if it meets the criteria laid down in clause 2 of Annexure-A.**

Signature of the bidder

9. IMPORTANT NOTES

- a) Clarifications to the queries, Addendum/Corrigendum will be notified and shall form a part of this tender document, and will not be edited by the bidders.
- b) The competent authority on behalf of the President of India does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidders shall be summarily rejected. However, tenders with unconditional rebate will be accepted.
- c) The notice inviting tender shall form a part of the contract document. The bidder may furnish any additional information which he thinks necessary to establish his/her capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of eligibility criteria documents unless it is called for by the Institute.
- d) Any information furnished by the bidder found to be incorrect either immediately or at a later stage would render him/her liable to be barred from tendering/taking up work in BARC.
- e) BARC reserves the right, without being liable for any damages/obligation , to :
 - i. Amend the scope of work and value of contract
 - ii. Reject any or all the applications without assigning any reason.
- f) Any effort on the part of bidder or his agent to pressurize or exercise influence on BARC authorities would result in rejection of his/her bid without assigning any reason.
- g) The tender documents should be submitted only by registered post through Indian Postal Services.
- h) The bidder should disclose details of arbitration/litigation cases, if any, is pending or in progress. Hiding of such information would result in summarily rejection of his bid without assigning any reason.
- i) **ACCEPTANCE LETTER:**
Immediately on placement of work order, CONTRACTOR HAS TO SUBMIT AN ACCEPTANCE LETTER accepting all conditions of the contract with copies of all the relevant documents as mentioned in the tender. No payment whatsoever related to this contract shall be made unless the acceptance letter is submitted.
- j) **PERFORMANCE BANK GUARANTEE:**
The contractor shall have to submit a Performance Bank guarantee of the value of 5% of the contract amount within 15 days from the issue of work order as bank guarantee in favour of Accounts officer, BARC, Mumbai from a nationalized / reputed commercial bank made in name of contractor firm but hypothecated to Accounts officer, BARC, Mumbai. The performance bank guarantee should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the contractor.
- k) Before submitting Quote bidder should ensure proper compliance by filling in the checklist provided at Annexure – G
- l) The tender will be opened on 09/11/2022 at 11:00 hrs.

Signature of the bidder

Annexure - B

TERMS AND CONDITIONS

1. If contractor refuses to carry out the work after issue of the offer/work order, he must give valid reasons and three months' notice barring which he will be disqualified for submission of quotation in future for a period of minimum three (03) years.
2. If contractor refuses to carry out the work after issue of the offer/Work order without valid reasons, they shall be blacklisted by the Department for three (03) years. The loss to the department, due to withdrawal will be borne by the contractor and appropriate legal action may be taken against them.
3. The contractor shall not be allowed to transfer or assign the contract to any other person / Company / Firm without obtaining written consent of awarding authority.
4. The agency must have strength of five times the required strength so as to ensure continuous supply of the requisite number of personnel in case of absenteeism, leave etc.
5. The agency shall submit the copies of Aadhar card of the personnel deployed at BARC sites, Delhi and other documents such as, proofs of Educational qualification, service discharge Certificate in case of Ex-servicemen etc. A list of personnel to be deployed by the contractor should be made available to the Principal Employer.
6. The contractor has to ensure that the tasks mentioned in the contract are satisfactorily completed for which the total number of personnel should not be less than six (refer to clause c, d and e of Annexure-C,)
7. On behalf of the Principal Employer the Officer-in-charge, Delhi Seismic Unit of Bhabha Atomic Research Centre or his authorized nominee will be the coordinator for day to day working arrangements and to take decisions, if any, in execution of this agreement and his decision will be binding on the contractor.
8. The entire administration of Personnel deployed by the contractor will be contractor's responsibility.
9. The BARC will however expect that the personnel, while working in Field Station of Bhabha Atomic Research Centre at Kasan and Bhatti will be totally loyal to the management of Field Stations and will not give any room for complaint.
10. The Principal Employer has no liability for any disability/accident that occurs to the personnel deployed by the Contractor during the discharge of their duties either within the premises of Field Stations of Bhabha Atomic Research Centre at IMT, Manesar, Haryana/ Bhatti Primary School, Village Bhatti, New Delhi-110030/ the premises of Delhi Seismic Unit (DSU) or at any other place.
11. All disputes arising from this contract in respect of personnel concerning their salaries/wages or any other matter connected with their service conditions are solely and wholly the responsibility of the contractor. The PRINCIPAL EMPLOYER will be free from all encumbrances either from the Government or from any other sources.
12. The contractor is responsible for leave, replacement and other welfare measures of the personnel engaged by him.

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13. The contractor should provide a valid police verification of all the personnel. They should wear name badges at the time of performing duty.
14. The personnel should be well versed in Hindi. They should be able to read, write and understand workable English. It is contractor's duty to train them in fire-fighting techniques, handling the equipment and knowledge of first-aid.
15. Site specific training will be given to all the personnel by a representative of the Principal Employer.
16. All Personnel deployed by the Agency must be medically and physically fit.
17. Age of Personnel deployed should not exceed 50 years.
18. Personnel have to maintain decency and behave politely with the employees of the institution and also with the visitors. They should be neatly and cleanly dressed.

19. Payments

To the contractor

- The Principal Employer will MAKE THE MONTHLY payment to the contractor at the rates quoted in price schedule (Annexure D).
- The payment will be made only when the Principal Employer or its representative issues a certificate of satisfactory completion of tasks by the contractor, every month.
- The documents listed in Annexure-E have to be submitted for the payment to be made to the contractor. An undertaking by the contractor stating payment of minimum wages to the workers and related documents have to accompany the monthly bill, failing which the bill will be held up.
- The payment to contractor will be withheld if the Principal Employer receives any complaint regarding non payment of minimum wages or salary itself to the workers at any of the sites.
- Tax will be recovered from the Contractor's monthly bill as per the Government of India's instructions from time to time.
- The payment to the Contractor by the Centre will be made monthly by way of Demand draft or by any other electronic mode by Asst. Accounts Officer, GSS, BARC, Mumbai on submission of their bill in duplicate along with copies of documentary evidences as stated in earlier paragraphs.
- Name & address of the bank, Account Number, IFS code, MICR number which appears on the cheque leaf, should be quoted on the bill.
- Documentary evidence towards payment of GST (receipt/acknowledgement) for records has to be provided along with the bill.

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- The PAN number, GST number of the firm, work order number and period of contract & payment in respect of month/quarter should be written on the bills. Copy of PAN card is to be submitted for records.
- In case of a National emergency situation viz; natural calamity, curfew, lockdown etc, the contractor will pay the salaries to the personnel irrespective of the delay in receiving his payment.
- The contractor will not be eligible to claim any interest on account of delay in receiving the payment.

To the personnel deployed

The contractor should pay salaries/wages to the personnel employed in accordance with the rates quoted as per Central Government Minimum Wages Act as in force and as amended from time to time. **Since, we are hiring unskilled as well as skilled persons for tasks involving safeguarding and maintenance ,the minimum wages will be as per the central government rates for industrial workers in building operations.**

- The Contractor has to make disbursement of wages/salaries for his personnel deployed at Field Stations of Bhabha Atomic Research Centre in the presence of Principal Employer or his authorized representative.
20. The contractor shall keep the PRINCIPAL EMPLOYER indemnified against all claims whatsoever in respect of the employees deployed by the Contractor at various points. In case any employee of the Contractor so deployed either during the performance of the duty or after removal enters in dispute of any nature whatsoever, it will be prior responsibility of the contractor to contest the same. In case PRINCIPAL EMPLOYER is made party and is supposed to contest the case, the PRINCIPAL EMPLOYER will be reimbursed for the actual expenses incurred towards counsel fee and other expenses, which shall be paid in advance by the contractor to PRINCIPAL EMPLOYER on demand. Further, the contractor shall ensure that no financial or any other liability comes on PRINCIPAL EMPLOYER in respect of any nature whatsoever and shall keep PRINCIPAL EMPLOYER indemnified in this respect.
21. In the event of any question, dispute/difference arising under this agreement or in connection herewith (except as to matters the decision of which is specifically provided under this agreement), the same shall be referred to the sole Arbitration of Director, BARC, Mumbai who will appoint an arbitrator. This award of the arbitrator shall be final and binding on all the parties.
22. The Personnel engaged by the Contractor are solely employees of the Contractor and they have no right to claim for any compensation or regular appointment in Field Stations of Bhabha Atomic Research Centre.
23. No permanent accommodation or departmental transport will be provided at Field to the personnel for security services.
24. PRINCIPAL EMPLOYER does not own any responsibility whatsoever either for absorption/continuation or for regularization of employment of the personnel.
25. The PRINCIPAL EMPLOYER will be free to deploy their existing staff at any security point as they may deem fit.

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26. The Principal Employer reserves the right to request the Contractor to increase or to reduce the number of persons to be deployed at Field Station of Bhabha Atomic Research Centre, IMT, Manesar, Gurgaon (dist.), Haryana, at Bhatti Primary School, Village Bhatti, New Delhi-110030 and at DSU premises R.K. Puram. In case the Contractor is requested to deploy more/additional persons, the charges for such additional persons will be regulated at the existing agreement rates only.
27. The contractor is required to give minimum three months' notice in advance to the Principal Employer, in case they intend to discontinue the services provided by them under this contract.
28. While the contract is valid for a period of one year from the date of award the Principal Employer at its own discretion reserves the right to curtail or extend the contract by another year at the same rate, terms and conditions. In case of cancellation the department will give one month notice without any financial obligations on part of this department and the payment for the services carried out will be made on pro-rata basis.
29. At the end of the contract the contractor should clear the premises and arrange for the disposal of scrap/garbage, redundant stores, debris by adopting "Buy back arrangement" with prior permission from Principal Employer.

30. Penalty Clause

- a) Any damage or loss caused by contractor's persons to the department in whatever form would be recovered from the contractor. In case of severe damage, the quantum of the loss would be assessed and in such cases no ceiling in respect of levy of penalty will be observed.
- b) In case any of contractor's personnel deployed under the contract is (are) absent without prior approval, a penalty of Rs 1,000/- per person absent per day shall be levied in addition to deduction of wages for absent period and both amount shall be deducted from the payment to be made to the contractor and the same shall be deducted from the contractor's bills. However, it will be the sole discretion of 'Principal Employer' whether to impose or not the penalty on the first day of absence itself.

31. CONFIDENTIALITY: No party shall disclose any information to any third party concerning the matters under this contract generally. In particular, any information identified as "Proprietary" in nature by the disclosing party shall be kept strictly confidential by the receiving party and shall not be disclosed to any third party without the prior written consent of the original disclosing party. This clause shall apply to sub-contractors, consultants, advisors or the employees engaged by a party with equal force. "RESTRICTED INFORMATION" CATEGORIES UNDER SECTION 18 OF THE ATOMIC ENERGY ACT, 1962 AND "OFFICIAL SECRETS" UNDER SECTION 5 OF THE OFFICIAL SECRETS ACT, 1923: Any contravention of the above-mentioned provisions by any contractor, sub-contractor, consultant, adviser or the employees of a contractor will invite penal consequences under the aforesaid legislation.

PROHIBITION AGAINST USE OF BARC'S NAME WITHOUT PERMISSION FOR PUBLICITY PURPOSES: The contractor or sub-contractor, consultant, adviser or the employees engaged by the contractor shall not use BARC's name for any publicity purpose through any public media like Press, Radio, T.V. or Internet without the prior written approval of BARC.

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32. While employing the personnel, contractor shall have to comply with the statutory provisions under Minimum Wages Act, and EPF Act 1952, barring which, certificate of completion of work will not be issued.
33. The Personnel deployed at the sites or the contractor/his representative can be asked to visit the DSU office at R.K Puram by the employer for discussions etc. The contractor has to bear the cost of the same.
34. In case of receipt of any adverse character and antecedent remarks/ notification against the Contractor/ Company/ firm/ proprietor and/ or his contract personnel, regarding security aspects, BARC reserves absolute right to terminate the contract forthwith without assigning reason/ show cause notice. Under the circumstance the Contractor will have no right to claim any losses/liability that may be incurred as consequence to the above action initiated by BARC.
35. The BARC shall have the right to omit or add one or more items put in the tender either before or after an agreement for the work is entered into.
36. The designated Officers of BARC are at liberty to conduct surprise checks at the sites to ensure efficiency of Personnel deployed by the contractor.
37. The contractor shall deploy their persons in such a way that the persons get weekly rest for the working hours/leave for which the work is taken from them on the relevant provisions of Shops and Establishment Act. The Contractor shall in all dealings with the persons in his employment have due regard to all the recognized festivals, days of rest and religious or other customs. In the event of the Contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contract Labour (Regulation and Abolition Act, 1970), as amended from time to time or furnishing any information or submitting or filing any settlement under the provisions of the said Regulations and Rules which is materially incorrect, they shall without prejudice to any other liability pay to the PRINCIPAL EMPLOYER a fine of Rs. 1,000/- in each case of default.
38. In case of any injury or sudden illness, to any of the workers, the contractor will provide immediate medical aid and replace the affected person immediately. The Principal Employer will not have any liability in such situations.
39. The contractor should make available a first aid box at all sites for use in situations such as insect/animal bite, or physical injury etc. to the personnel, at his own cost.

Signature of the bidder

Annexure-C

SCOPE OF WORK

A. In broad sense the " scope of work" of the contractor would be to

I. Provide total safety and vigilance required for the three sites of BARC.

- a. All the sites have highly sophisticated instrumental facilities. The personnel deployed must provide full security to the property, buildings, plant and machinery, vehicles etc. by keeping strict vigil on all outgoing materials by physical checking with reference to the gate passes issued by the competent authorities. The contractor is required to carry out any other related duties assigned from time to time.
- b. Site specific tasks will be assigned, and training will be provided for the same.
- c. The total area of Field Station of Bhabha Atomic Research Centre at Kasan is about 1,42,500 sq. ft. This area requires strict vigilance round the clock and is to be manned throughout the currency of the contract. The minimum number of personnel for this station should be four on all days of the week.
- d. The total area of Field Station of Bhabha Atomic Research Centre at Bhatti is about 450 sq. ft. This area requires strict vigilance and is to be manned from 10:00 am to 6.00 pm for all days of the week throughout the duration of the contract. The minimum number of personnel for this station should be one.
- e. DSU premises at R.K. Puram, Wing-3, West Block-7 needs strict vigilance. One skilled person with reliever is required to run a single shift in a day at this site for all days.
- f. The personnel employed by the Contractor shall work in shift duty on 8 hourly basis. They may also be required to operate water supply pump meant for supply of drinking water and the Generator in addition. Shift timings are subject to change if felt necessary by mutual understanding.
- g. Sufficient training will have to be provided to the personnel in all such matters so as to enable them to carry out their duties professionally.
- h. The persons engaged by the Contractor shall integrate and help/co-ordinate security arrangements with the security staff / persons employed directly by Bhabha Atomic Research Centre if required.
- i. The Contractor shall report promptly to the Principal Employer about any theft or pilferage that takes place or where any attempt is made to that effect and loss. If there is any loss at any of the sites, on account of dishonesty, connivance and or due to any cause, the contractor shall take responsibility make up for the loss.
- j. In case any of the persons so deployed by the Contractor does not come up to the mark or does not perform his duties properly or indulges in any unlawful acts or disorderly conduct, the contractor will take suitable action against such employees on the report of PRINCIPAL EMPLOYER in this regard. The contractor shall immediately replace the particular person so deployed on the demand of the Principal Employer in case of any of the aforesaid act on the part of the person so deployed or otherwise.

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- k. The contractor shall ensure that the personnel posted shall maintain a register and record the name and entry/exit timings of each visitor.
- l. The personnel should check all the incoming and outgoing materials/vehicles and record it in respective register. If the need arises they should check the visitors while entering or leaving the premises.
- m. They should ensure that no unauthorized person enters the premises.
- n. The personnel shall carry out any specific task as may be allotted to them by the Principal Employer or by a person authorized by him from time to time related to their work.
- o. The Personnel must wear the photo identity card issued by the contractor on their uniform with details as full name, age, identification marks, signature of the bearer, signature of the issuing authority and their seal. Their identity card numbers should be made available with the Principal Employer.

II. Allied Services: Cosmetic maintenance of Field Stations.

a. Landscape development and maintenance at Kasan Field Station :

- i. The work shall consist of maintaining the lawns, trees, etc. by watering, hoeing, manuring, mowing, weeding by removal of unwanted plants, grass, foliage and other unwanted vegetation. Proper disposal of rubbish should be done to the satisfaction of the Principal Employer. All necessary equipment and tools should be provided by the contractor.
- ii. Fresh grass in 1000sq feet along with 10 seasonal plants should be planted and maintained.

b. Surface Dressing and Desilting at Kasan Field Station:

- i. Removal of wastes such as mud and plastic wastes along with foliage from storm water drains and lawns.

c. Pest control treatment for protection of plants and trees at Kasan Field Station:

- i. The contractor should carry out pest control treatment for snakes, termites and other insects harmful for the plants, twice in a year.

d. Upkeep and cleanliness of Field Stations:

The work includes sweeping, mopping & cobwebs, cleaning WCs, latrines, urinals, wash basins, bathrooms, mirrors, floors etc. in the toilet blocks, including removal of chokes. This work includes cleaning of all glazed tiles of walls with suitable cleaning powders/agent, acid etc. and scrubbed manually with appropriate brush and cleaning with plain water. All strains shall have to be removed in such a manner that no marks are visible. Removal of chokes in wash basins, urinals, outlet point etc. is also included in the scope of this work. Filling of liquid soap to the dispensers attached with the basin are included in the scope of work without any extra payment.

B. The material to be provided by the contractor would include:*

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- a. Uniforms: Two sets of new uniform will be supplied by the contractor at his own cost, to each personnel deployed. Uniform shall include cotton bush shirt, cotton pants, boots, socks, belt, baton, and whistle. Color of the uniform should get approval of the principal employer.
- b. Torches: Two number rechargeable torch light (40W) should be provided.
- c. Seasonal Items: The contractor shall also provide seasonal items like jerseys, umbrella, raincoats, and gumboots as per the instructions of Principal Employer.
- d. Other accessories: A Lathi and a whistle should be given to every Personnel deployed. All these items will be provided on returnable basis. The contractor shall provide one attendance register / visitors logbook book at each site.
- e. Sanitation material and consumables: Floor cleaner, Liquid soap, mops, broom sticks, toilet cleaner and brush, cloth duster, floor wiper, cobs stick etc. of reputed brands have to be provided by the contractor in the beginning of the contract at R.K.Puram premises.
- f. Tools for landscape development and preservation: The contractor shall provide and maintain tools, , hose pipes, sprayers, rollers, insecticides, fungicides, fertilizers, accessories and any other tools, equipment, etc. required for satisfactory maintenance of the site during the period of the contract. The personnel deployed will be responsible for safeguarding all the equipment.
- g. Planting fresh grass and plants: Grass carpets to cover an area of 1000 sq feet and 10 seasonal plants should be provided by the contractor.

***Note: Approved Brands for supply of different cleaning materials:**

- Floor Cleaner: Taski R-II
- Handwash : Dettol, Savlon, Lifebuoy
- Toilet cleaner: Taski R series, harpic,
- Brooms and Mops: Gala Products
- Glass cleaner: RIII

Signature of the bidder

Annexure - D**Rate Schedule**

S. No.	Description	Amount Per year
1.	Providing Security and Allied Services at BARC Unit , R K Puram, Delhi and its field stations at Delhi, NCR. (Minimum 6 personnel)	
2.	GST / year **	
3.	Other expenses: Cost of equipment, material and consumables (Refer Annexure-C , clause B)*	
	Grand Total per Year(₹)	
	Total annual rate in words	

* Rate should be quoted in lump sum inclusive of GST

**GST should be on basic cost (i.e. on item No. 1)

Signature of the bidder

Annexure - E

Documents to be submitted for the monthly payment of the bill claimed by contractor

1. Monthly bill in duplicate (The PAN number, GST number of the firm, work order number and period of contract should be written on the bills)
2. Attendance sheet of the deployed personnel.
3. Undertaking by the contractor stating payment minimum wages to the personnel deployed.
4. BARC form for option of payment with pre-stamped receipt.
5. Proof of submission of GST.
6. Copy of a cancelled cheque.

Signature of the bidder

Annexure - F

DECLARATION

(On firm's official letter head)

In response to your enquiry against BARC/SEIS/DSU/SECURITY/ /2022 Dated: . I/We hereby submit our best offer for consideration.

I/We have gone through the "Terms & Conditions of the contract" as mentioned in Annexure-B of BARC/SEIS/DSU/SECURITY/ /2022 Dated: and its related documents in Annexure/s A, C and D, E very carefully and hereby declare that:

I/We agree to all the terms and conditions stipulated therein.

The information and documents as furnished in our quotation are true to the best of our knowledge and belief.

Dated:

Signature of Bidder

(Stamp & Address of Bidder)

Officer In-charge

Delhi Seismic Unit

West Block-7, Wing No-3

R.K. Puram, New Delhi-110066

Signature of the bidder

Annexure – G**Compliance Check List**

S. No	Description	Annexure Reference	Tick (✓)
1	Name of the agency with full address, telephone, FAX, email id, with proof		
2	Name of the Director/proprietor with full address, phone number, email, FAX		
3	EMD (with details)	A, clause 2(i)(j)	
4	MSME Exemption/NSIC Certificate(if required)	A, clause2(i)(j)	
5	Essential Documents	A, clause 2	
6	Declaration as per Annexure - F	A, clause 2(vi)	
7	Tender Document duly read and signed at each page	-	
8	Envelope and contents	A, clause 8	
9	Price schedule Duly filled ,signed and stamped	D	
10	Other expenses are inclusive of GST	D	

Signature of the bidder