

**HOTEL CORPORATION OF INDIA LIMITED**.

**UNIT: CENTAUR HOTEL, IGI AIRPORT, NEW DELHI.**

##### Sub: Tender Notice inviting quotations for providing of Security Services / Personnel at Centaur Hotel and Chefair Flight Catering, New Delhi.

##### Centaur Hotel, IGI Airport, New Delhi, a unit of Hotel Corporation of India Limited (hereinafter referred to as “Hotel” or “HCI”), a subsidiary of “Air India limited” invites sealed quotations in Two Bid System (Technical and Financial Bids in separate sealed envelopes) for providing of security services/personnel at Centaur Hotel and Chefair Flight Catering, New Delhi offering best possible price. Offers made by theinterested parties(hereinafter referred to as“Bidders” or “Tenderers”), should be best/lowest rate as applicable to public sector, govt. companies or institutional users.

## 1. Tender details:

|  |  |  |
| --- | --- | --- |
| **1.1** | **Tender Enq. No.** | **DEL/07 /2020** |
| **1.2** | **Tender date.** | **03.09.2020** |
| **1.3** | **Tender Subject** | Providing of Security Services/ Personnel at Centaur Hotel and Chefair Flight Catering, New Delhi. |
| **1.4** | **Last date & time of submission of Tender** | **08.10.2020 / 1400 hrs.** |
| **1.5** | **Date&time of opening of TechnicalBid** | **08.10.2020 / 1430 hrs.** |

**DISCLAIMER**

The information contained in this Tender document (“the Tender”) or subsequently provided to the Bidders(s) whether verbally or in documentary or any other form by or on behalf of the HCIis provided to the Applicants / Bidders on the terms and conditions set out in this Tender and such other terms and conditions subject to which such information is provided.

This Tender document is not an agreement and is neither an offer nor invitation by the HCI to the prospective Bidders(s) or any other person. The purpose of this Tender document is to provide interested parties with information that may be useful to them in making their offers pursuant to this Tender document. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the statements and information contained in this Tender document and obtain independent advice from appropriate sources.

The HCI make no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered, on account of anything contained in this Tender document or otherwise including the accuracy, adequacy, correctness, completeness or reliability of this Tender document and any assessment, assumption, statement or information contained therein or deemed to form part of this Tender document or arising in any way in the Tender process.

The HCI also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this Tender document. The HCI may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this Tender document.

Any information / documents including information / documents pertaining to this Tender or subsequently provided to the applicant(s) or Bidders and/or successful Bidders AND information / documents relating to the Tender process; the disclosure of which is prejudicial and/or detrimental to, or endangers, the provision / implementation of Security Services / personnel at Centaur Hotel and Chefair Flight Catering, New Delhi is not subject to disclosure as public information/ documents.

**Tender Document**

Centaur Hotel, IGI Airport, New Delhi, a unit of Hotel Corporation of India(**HCI**) invites proposals in Two Bid System (Technical and Financial bids in separate sealed envelopes) from interested parties (hereinafter referred to as **“Bidders”**) to apply for Providing of Security Services/Personnel at Centaur Hotel and Chefair Flight Catering, New Delhi. The HCI intends to award the contract indicated above to the Bidder(s) selected pursuant to this Tender document (hereinafter referred to as the **“Selected Bidder”**) and therefore, the Bidders are requested to submit their quotations as per the requirements given in the terms and conditions of this Tender document.

Offers from eligible parties are invited as below:

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Details** | **Annexure** |
| 1 | Terms and Conditions of the Tender | **I** |
| 2 | Pre-qualification Criteria | **II** |
| 3 | Scope of Services/Job and General Information. | **III** |
| 4 | Unconditional Acceptance Certificate | **IV** |
| 5 | Format of Technical bid | **V** |
| 6 | Format of Commercial bid | **VI** |

Sealed/closed bids are to be submitted in an envelope as detailed below:

1. **ENVELOPE ONE**- **“Technical Bid - Part A”** shall contain the following:
2. Bidders are requested to submit their Technical Bid in the format as given in **Annexure V**, in a separate sealed envelope super scribed with “Tender Enquiry for Technical Bids for offer of the **“**Providing of Security Services/Personnel at Centaur Hotel and Chefair Flight Catering, New Delhi,IGI AIRPORT, NEW DELHI ”-Tender No. DEL/07/2020 dated 03.9.2020 - TECHNICAL BID “-Closing Date 08.102020 and address to be written at the bottom of envelope for identification.
3. Duly filled in and completed “Technical Bid Form – Part A” (Annexure – V) together with the self attested photocopies of supporting document.
4. EMD by way of original Demand Draft / Pay Order or by Cash receipt (Cash deposited with HCI before submission of Tender) of Rs.35,000/- EMD paid by way of Cheque or in any other form shall not be acceptable.
5. **ENVELOPE TWO: “Price Bid Form – Part B”: shall contain the following:**
6. Bidders are requested to submit their Commercial Bid in the format as given in Annexure VI, in another sealed envelope super scribed with “Providing of Security Services/Personnel at Centaur Hotel and Chefair Flight Catering, New Delhi” “Tender No. DEL/07/2020 dated 03.09.2020 –COMMERCIAL BID “

duly filled & completed “Price Bid Form- Part B” (Annexure VI) and keep in your Second Envelope– Price Bid. The Price Bid must be signed by your authorized representative bearing Company Stamp / seal.

**Note :** The Tenderer(s) may use “HCI” Tender Documents for applying to this Tender and must put their Co’s Stamp on each page duly signed by the authorized signatory of the Tenderer / Company. For submission of Price Bid, **Tenderer can** use their Company letter head for submission of Bid but in this case, it has to be typed in the manner / format shown in our “Price Bid Form- Part B”.

1. **ENVELOPE THREE (MASTER ENVELOPE):**

Both the abovementioned sealed envelopes (The sealed envelope- One containing the Technical Bid and the other sealed envelope- Two containing the Commercial Bid) should be placed in another Master Envelope in sealed condition super scribed with **“**Providing of Security Services/Personnel at Centaur Hotel and Chefair Flight Catering, New Delhi.Tender No. DEL/07/2020 dated 03.09.2020 - “-Closing Date 08.10.2020 The Name of the Tenderer / Company and Address to be written at the bottom of envelope for identification. The Tenders **should be submitted at Centaur Hotel Tender Box at Security Department**, at Centaur Hotel, New Delhi on or before 1400 hrs. No bids will be entertained after the stipulated time.

1. The Tender closes on 08.10.2020 **at 1400 hrs.** The closing date may be extended at the sole discretion of ‘HCI’. The Technical Bids shall be opened on the due date / time of the Tender.
2. The Master Envelope should be duly addressed and deposited / submitted by the Bidder in the Tender box of Centaur Hotel at the address mentioned below:

|  |
| --- |
| Security Dept. |
| Centaur Hotel |
| IGI Airport ,New Delhi-110037, India |
| Phone 91 1125607590 |

1. If the bids are not sealed, closed and marked as instructed above or are found to be damaged/mutilated, the HCIassumes no responsibility for the same or the misplacement or premature opening of the contents of the bids and consequent losses, if any, suffered by the Bidders. Bids submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected. The HCI shall not be bound to disclose the reason(s) for any such rejection.
2. The Bid must be submitted by the Bid Due Date (as mentioned in the beginning of the Tender document). Bids received by the HCI after the specified time on the Bid Due Date shall not be eligible for consideration and shall be summarily rejected and the HCI shall not be bound to disclose the reason(s) for such rejection. However, the HCI may in its sole discretion, extend the Bid Due Date by issuing an Addendum uniformly for all Bidders.
3. The HCI reserves the right to accept or reject any or all of the bids without being bound to disclose the reason(s) thereof to the Bidders.

Your queries, if any, in relation to the Tender may be addressed to the following:

|  |  |
| --- | --- |
| **For Technical Clarification** | **For Clarifications on Terms & Conditions** |
| Name: M.S.Meena | Name : Rajesh Batra |
| Designation: Chief Security Officer | Dy. Manger- Corporate Purchase |
| Centaur Hotel | Centaur Hotel |
| IGI Airport , Near Terminal - 3  New Delhi-110037, India | IGI Airport, Near Terminal – 3  New Delhi-110037, India |
| Phone: 91 11 25607590  Fax: 91 11 25603426 | Phone: 91 11 25607613  Fax: 91 11 25603426 |
| Email: meenaharbhjan1966@gmail.com | E Mail:  [purchasehci7606@gmail.com](mailto:purchasehci7606@gmail.com) |

1. Technical Bids will be opened in the Office of Dy. Manager-CP at the above mentioned address at New Delhi, India on 08.10.2020 at 14:30 Hrs IST.
2. Financial / Commercial bids of only those vendors/parties/bidders, who qualify in the evaluation of the Technical Bids submitted by the Bidders, would be opened at the above mentioned address, for which due intimation would be send in the advance to the successful bidders.
3. Bidders may, if so desire to attend the Tender Opening, depute a representative of their company to be present at the time of opening of Bids. The representative must carry a letter of authority from the Bidder’s authorized signatory for participation in the Tender opening. The name of such representative may also preferably be directly sent to Centaur Hotel in advance (prior to the date of opening of the tenders) by email, to office of Dy. Manager-CP, Centaur Hotel Near T-3, IGI Airport, New Delhi-110037, email [purchasehci7606@gmail.com](mailto:purchasehci7606@gmail.com)

Dy. Manager-CP

**Annexure I**



**HOTEL CORPORATION OF INDIA LIMITED**.

**UNIT: CENTAUR HOTEL, NEW DELHI**

**Terms and Conditions**

##### Sub: TenderNotice inviting quotations for providing of Security Services/personnel at Centaur Hotel and Chefair Flight Catering, New Delhi.

1. ‘HCI’ means Hotel Corporation Of India Limited
2. The “Tenderer/Bidder” and / or “Party / Agency”, as used in the Tender document, shall mean the one who has signed the Tender form and submitted the quotation in response to thisTender.
3. It is further clarified that individual signing the Tender or other documents in connection with the Tender **must** certify whether he signs as:
4. A "Sole Proprietor" of the firm or constituted attorney of such sole proprietor.
5. A partner of the firm if it is a partnership must have authority to refer to arbitration, disputes concerning the business of the partnership either by virtue of the partnership agreement or a power of attorney. In the alternative, the Tender should be signed by all the Partners.

(iii) Constituted attorney of the firm, if it is a Company.

(iv) Authorized signatory of the firm.

**4.** The Tenderer must study the Tender documents carefully. Submission of the Tender shall be deemed to have been done after careful study and examination of the Tender documents with full understanding of its implications

**5. The following are to be noted:**

5.1 In case the Price Bid and the Technical Bid are enclosed in the same envelope

Instead of in two separate sealed / closed envelopes, the Bid / Tender will be rejected.

5.2 On the date of opening of the Tender only the TechnicalBids would be opened, and

The Price Bids would be kept in the custody of ‘HCI’ in the same sealed/closed

condition as received from the Tenderer.

5.3 The Price Bids of only those Tenderers, who qualify in the Technical Bid evaluation, would be opened, the date and time for which would be notified subsequently to the successful Tenderers.

5.4 The Tenderer should sign on all the pages of the TechnicalBid and the PriceBid.

5.5 **The Technical Bid should not contain any indication of the price.**

5.6 In case, the price quoted is indicated in the TechnicalBid, the quotation will be rejectedwithout any reference to the Tenderer. No correspondence will be entertained in this regard.

5.7 The price quoted should remain valid for acceptance of ‘HCI’ for a minimum period of 120 days from the date of opening of the TechnicalBid.

5.8 The Bids should be neatly filled / typed. Corrections, if any, should be duly authenticatedwith full signatures of the person signing the Tender, failing which the Bid / Tender is liable to be rejected.

5.9 ‘HCI’ reserves the right to accept or reject any / all offers without assigning any reasons.

5.10 In the event of default, ‘HCI’ reserves the right to cancel the order and to claim damage/ Penalty from the successful Tenderer and also reserves the right to award the contract to another party at the cost and risk of the successful Tenderer.

* 1. If you are already on rate contract for providing this service with any unit of ‘HCI’ / any other Govt. Department(s), the same should be clearly indicated and rates quoted by you to ‘HCI’ should not be higher than the same.

**6. DEPOSITS:**

**6.1** The Tender closes on 08.10.2020 **at 1400 hrs.** The closing date may be extended at the sole discretion of ‘HCI’. In case of Extension / Amendment, if any, information shall be hosted on HCI web site. Hence, prospective bidder, in their own interest may keep visiting HCI web site: [www.centaurhotels.com](http://www.centaurhotels.com) till Tender is opened.

**6.2 Earnest Money Deposit:**

1. The Tenderer will furnish along with TechnicalBid, an EMD of Rs.35,000/- in the form of DD/ Pay order only in favour of “Centaur Hotel, New Delhi ” payable at New Delhi Or deposit cash with Centaur Hotel, New Delhi and shall enclose original Receipt issued by Centaur Hotel / HCI with the Tender. EMD in any other form shall not be acceptable.
2. The Tenderers seeking exemption of EMD has to enclose valid certificate of single point programme registration with NSIC only. Parties Registered with SSIC are not eligible for EMD exemption.
3. "Tenders" - without EMD shall be summarily rejected.
4. No interest will be payable on EMD.
5. The EMD of unsuccessful Tenderers will be refunded in due course.
6. **Exemption from payment of EMD and Security Deposit (SD):** It may be noted that Exemption from payment of EMD and SD shall be available only to those SSI Units in India which are registered with the NSIC under its single point registration scheme up to the monetary limit as specified by the NSIC in their favour. The Tenderer(s) are required to attach a self attested copy of the NSIC valid certificate granted by the NSIC in their favour wherein the specific production unit/item registered along with the monetary limit for which the SSIC unit has been covered. It may also be noted that this benefit would only be extended to those units which were registered with NSIC as on date of closing of the Tender.
7. **Forfeiture of EMD:** EMD will be forfeited, if the bidder withdraws their bid, within 120 days, from opening of Technical Bid of the Tender**.**
   1. **Security Deposit for Order completion /contract performance guarantee(CPG):**
8. The successful Tenderers shall furnish Security Deposit towards contract performance guarantee/job/services equal to **5% of the value of the PO** within 15 days of receipt of PO / Starting of services. SD may be in the form of Bank Guarantee ……………….or Demand Draft only.
9. In case, SD is in the form of Bank Guarantee (in acceptable form), the BG shall be valid for contract period plus 3 more months.
10. The cost of submission of the SD or BG would be borne by the successful bidder.
11. SD will not carry any interest.
12. SD will be refunded only on successful completion of contract period and all contractual obligations. In case, there is any lapse or unsatisfactory performance affecting the reputation of HCI and / or affecting the regularity and efficiency of its service, the applicable penalties shall be deducted from SD.

**7. Payment:**

* 1. The normal terms of payment are 30 days credit from the date of receipt of services/ bills.
  2. Deduction of Govt. taxes at source shall be done as per Govt. rules as applicable from time to time.

1. **Base for Quoted Price & validity :** 
   1. Your quotation must be valid for at least 120 days from the opening of Technical Bid for our consideration and acceptance.
   2. The agreed rates as mentioned in our PO shall remain fixed for a period of 12 months from the date of PO and no increase in price, due to whatsoever reason, will be allowed except for the change in our requirement.
   3. Further, no price increase will be accepted during the term of the contract, except on account of statutory taxes, if any, that may be imposed by the Govt.
   4. The successful Tenderer would pass on to ‘HCI’, the benefit of reduction in statutory taxes / levies, if any, that may arise during the term of the contract.

1. **Validity of the contract/PO/Services:**
   1. The validity of the PO/ contract would be **one year** from the date of Purchase Order.
   2. The PO/Contract will initially be for a period of one year for services / job mentioned, and can be extended further by one more year or for period / services / job / term as mutually agreed upon.
2. **Exit Clause / Termination of Purchase Order (PO)/Contract:**

The Purchase Order may be terminated under the following circumstances:

10.1 ‘HCI’ reserves the right to terminate the Contract / cancel the PO by giving one month written notice but without assigning any reason.

10.2 In the event of unsatisfactory performance in terms of quality/delivery of services/job etc, ’HCI’ reserves the right to cancel the Contract / PO at a short notice and make alternative arrangement at the cost and risk of the service provider.

10.3 **If there is a change in ‘HCI’ requirement, the PO shall be terminated within one months’ advance notice but without any liability on ‘HCI’.**

1. **Rejection of Tender:**

Bids may be rejected, based on any one of the following reasons: -

11.1 Receipt of offers by fax/email.

11.2 Receipt of offers in an unsealed/open envelope.

11.3 Receipt of offers in an unsigned form.

11.4 Tenders received without EMD (without valid proof of exemption) and receipt of

EMD in any other form as mentioned in the Tender.

* 1. Receipt of offers after the due date and time of the Tender.
  2. Non compliance of Technical parameters.
  3. Non acceptance of General Terms and Conditions of the Tender.
  4. In case the Tender offer is conditional.

**12.** **Corrections / Over writings in Bids:**

Wherever there is any cutting or overwriting in fulfilling of the Tender-specifications/rates/terms& conditions etc. the authorized signatory of the Bidder signing the Tender documents, must sign in full at all these places where overwriting/cutting appears.

13. **Award of PO/Contract**:

The purchase order / contract shall be awarded to the successful Bidder who had quoted L-1 Rates.

14. **Settlement of Disputes:**

14.1 **Arbitration :**

Any dispute or difference whatsoever arising between the parties out of or relating to the construction, interpretation, application, meaning, scope, operation or effect of this contract or the validity or the breach thereof, shall be referred to “SCOPE FORUM OF CONCILIATION AND ARBITRATION” Govt. of India for settlement and the award made in pursuance thereof shall be binding on the parties.

14.2 **Jurisdiction :**

Any dispute whatsoever shall be subject to within the jurisdiction of New Delhi/Delhi Courts

only.

**15. Instructions to Bidders:**

1. **Eligibility:** The Bidder may be a single entity to provide Security Services/Personnel at Centaur Hotel and Chefair Flight Catering, New Delhi.The Bidder may be a natural person, registered company, partnership firm, limited liability partnership or a proprietorship firm. A Bidder who has been blacklisted or de-barred by the Central or State Government will not be eligible to participate in the bidding process.
2. Before responding to this Tender, the Bidders, are requested to carefully examine the complete Tender documents, terms & conditions.
3. The Bids shall be accompanied by the self-authenticated document proofs in evidence, wherever sought by the HCI.
4. The HCI does not bind itself to accept the lowest or any Bid or select any Bidder and reserves the right to refuse any Bid without being bound to disclose the reason(s) thereof to the Bidders.
5. The HCI has the right to amend, and/or re-issue the Tender without the Bidder(s) having any right toobject to such reissue.
6. The Bids shall be valid for a period of not less than 120 days (one hundred twenty days) from the Bid Due Date. The validity of Bids may be extended by mutual consent of the respective Bidders and the HCI.
7. Any queries or request for additional information concerning this Tender shall be submitted in writing or by fax and e-mail to the Officer designated below:

Dy. Manager - Corporate Purchase,

Hotel Corporation of India

I.G.I. Airport, New Delhi-110037

Tele No- 11-25607585

Email: purchasehci7606@gmail.com

The HCI shall endeavor to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive bidding process. However, the HCI reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing contained herein shall be taken or read as compelling or requiring the HCI to respond to any question or to provide any clarification. The HCI may also on its own motion, if deemed necessary, issue interpretation and clarifications to all Bidders. All clarifications and interpretations issued by the HCI shall be deemed to be part of the Tender documents. Verbal clarifications and information given by the HCI, its Officers or its employees or representatives shall not in any way or manner be binding on the HCI. .

1. **Submission of bids:**

1. The Bidder responding to this Tender shall complete the information called for therein, and shall sign and mention the date on each page of the Tender documents.
2. The Bid/Tender response shall contain a name with designation, address, telephone /mobile number, email ID and fax no. for communications required in connection with the Tender process.
3. **Evaluation Process and Criteria:**

1. The Bids will be technically evaluated for their ‘compliance to the requirement’ under this Tender document. The HCI reserves the right to seek whatever clarification, formation, documents, etc. from the Bidder,

as it may consider necessary at its sole discretion for the purpose of evaluation of the bids.

1. The Financial / Commercial Bids of only those bidders will be opened who meet the qualification criteria mentioned in the Tender document. The technically qualified bidders will be informed through email regarding the date, venue and other details of opening of the Commercial Bids.

##### ANNEXURE – II



**HOTEL CORPORATION OF INDIA LTD**.

##### PRE-QUALIFICATION CRITERIA

**AA: PREQUALIFICATION CRITERIA FOR BIDDERS:**  The prospective bidders / Tenderers who fulfill the following pre-qualification requirements and provide information and supporting documents shall be eligible for the above Tender:

1. The Tenderer **must** be experienced Principle / service provider/ security agency – PSARA / Govt. approved / licensed and will not sublet the contract of the services in part or whole and must have experience in providing of security services/personnel for last 2 or more years. A list of clienteles along with PO / Job order copies with satisfactory performance report may be enclosed in support of experience.
2. The agency should have experience for providing security services at least 10 persons or more to three or more Government Ministries/Department, Organization including Universities, Public Sector Undertakings, MNCs during last three years i.e. 2017-18, 18-19 and 19-20. Copies of the satisfactory work order/ work completion certificates on the letter heads of atleast 3 such organizations where working must be attached with the Bid documents along with a complete list of clients where working for the financial year 2019-2020.
3. The agency should furnish attested copies of the following documents :
4. Valid License granted under the provisions of the Private Security Agencies (Regulation)Act, 2005 and Delhi Private Security Agencies (Regulation)Rules, 2009 by the Controlling Authority, Home Deptt. GNCT Delhi, Delhi Secretariat, New Delhi.
5. Registration Certificate of the Firm/Agency (Sole Proprietorship/Partnership/Public Limited or Private Limited).
6. Registration Certificate under Contract Labour (R&A) Act, 1970.
7. ESI/EPF/Income-Tax/Service Tax Registration Certificates.
8. Income Tax Clearance Certificate /copy of Tax returns for last three years and Pan Card.
9. Balance sheet for last three years.
10. The Tenderer **must** have an average turnover of Rs.20.00 Lacs per year forlast three (3) Financial Years, copy of Bank Statements/certificate or Self Certified copy of Balance Sheet, Profit and loss account duly verified by Regd. Chartered Accountant to be enclosed in support with Technical Bid.
11. The Tenderer **must** furnish EMD of Rs.35,000/- by way of DD/Pay Order / Cash Receipt. DD/ Pay order in favour of Centaur Hotel and Payable at New Delhi. In case, EMD is paid in cash, it must be paid to Centaur Hotel, New Delhi before submission of Tender and original receipt to be enclosed with the Tender.
12. EMD in any other form shall not be acceptable and non-compliance of this condition shall lead to rejection of Tender. SSI units seeking exemption of EMD shall have to enclose valid certificate of Registration with NSIC under their single point Regn. Program (Parties Regd. with SSIC are not eligible for EMD Rebate).
13. The Tenderer **must** enclose self certified copies of all necessary documents with the Technical Bid Form-Part A.
14. The Tenderer must also enclose signed copy of undertaking of General Terms & Conditions, work scope along with the Technical Bid Form –Part A, as proof of unconditional acceptance of job specifications, Terms and Conditions of the Tender.
15. Copy of documentary proof as required above must be furnished along with Technical Bid and replies such as “Applied for “or “under process” shall not be acceptable. In such cases and in case of not furnishing required information and documents with the Technical Bid, the Tender shall be rejected.
16. **IMPORTANT NOTES** :

i. The Bidder shall be responsible for complying with the Acts of rules including for provisions and payment of wages not below the Minimum Wages Act etc. Any rate quoted in violation of the minimum wages act shall not be considered. The office will not be liable for payment of any kind of compensation to any worker engaged by the agency under Labour Act or any other acts or laws.

ii. The Bidder **must** confirm that the quoted rates are all inclusive.

iii. The Tenderer(s) in his own interest has to ensure that the rates and other details are filled correctly and completely in the above format. Submission of the above format with arithmetical errors in compilation of the data would be at the Tenderer’s sole risk and the decision of HCI in such cases would be final and binding.

iv Conditional Bids shall not be acceptable and shall be rejected out rightly. Please do not attach any other sheet to the “Price Bid – Part B”.

v. **L-1 CRITERIA :**

L-1 Bidder shall be decided based on the L-1 Rates / Total Amount as quoted.

**11.Certification by the Bidder:**

i. It is also certified that there are no hidden costs to ‘HCI’ over and above the price as indicated above.

ii. It is agreed that the benefit of reduction in statutory govt. taxes/ levies, if any, arising during the term of the contract, if awarded in favour, would be passed on to ‘HCI’.

**12. Responsibility of the Successful Bidder :**

1. The successful bidder must sign a contract with the HCI to abide by all terms and conditions as prescribed in the Tender form.
2. Payment to Security Guards/Supervisors/Female Guards engaged by the Agency must be paid in accordance with minimum wages as prescribed by the Government of Delhi from time to time on or before 7th of each succeeding month through e-transfer/cheque to the bank account of the individual security personnel concerned. Consolidated statement of bank transfer in respect of security personnel engaged for HCI should be submitted along with the bill for each month.
3. Further EPF and ESI contribution of such persons shall also be paid on or before due date of each month in respect of previous month.
4. The agency/contractor shall be responsible for all security measures and arrangement to safeguard the moveable and immovable property of HCI.
5. Prevention of unauthorized entry of personnel including all type of outside vendors in the premises. Getting the particulars of visitors entered in the relevant register.
6. Any other work assigned to him by HCI.

**13. The Tender is subject to the following terms and conditions :**

1. The persons to be deployed as security personnel will have to have training done as per the provision of PSARA Act, 2005 / DGR, as applicable.
2. The Agency should also have been registered under EPF, ESI Act and shall have PAN and service Tax numbers issued by the competent authorities, shall not engage any sub-contractor or transfer the contract to any other person.
3. The clearance of the local police will be obtained by the agency before deployment of the personnel and a copy of the same should be submitted to this office.
4. In normal course, the contract can be terminated by the Company by giving one month’s notice and by contractor by giving three months notice. In case the services of the contractor are not found satisfactory, the contract can be terminated without giving any notice.
5. The terms and conditions contained herein shall form part of and shall be taken as if they were included in contract agreement to be entered into by the agency.
6. The contractor shall take due care to comply with the provisions of the Contract Labor (Regulation & Abolition)Act 1970 including all other legal obligations, like policy changes made by the Government or legal amendments from time to time, during the period of contract.
7. The contract shall remain valid for a period of one year. However, if required the contract can be extended further on mutual agreement after the expiry of the tenure on the same terms and conditions for a period not exceeding another one year.
8. Any personnel engaged by the Agency if found indulging in illegal and intolerable activities will be handed over to the police or any other action deemed fit against him will be taken besides termination of the contract immediately. Agency shall be solely responsible for the contract and behavior of persons deployed by the agency.
9. The agency shall not replace the staff frequently without proper substitute and without prior permission of the HCI.
10. Security personnel should have photo identity card having details of Name, Residential address, Phone no, if any.
11. The agency shall be prompt in making replacement in case any guard is not available on duty or found unsuitable for duty,Agency shall promptly arrange additional staff whenever required by HCI.
12. The agency/contractor shall work under the overall supervision and direction of the Officer authorized by HCI**.**

**BB: TECHNICAL EVALUATION**

**14 TECHNICAL EVALUATION CRITERIA:**

* 1. TechnicalBids of the responding Tenderers shall be evaluated based on the parameters mentioned in the Tender and based on the information and supporting documents submitted by the Tenderers.
  2. In case any of the terms have not been completed by the Tenderer, their offer shall be technically rejected.

**CC: PRICE BID EVALUATION**

1. **PRICE BID EVALUATION CRITERIA:**

13.1 Price Bids of only those Tenderers who qualify in TechnicalBid, shall be opened.

13.2 The price comparison shall be made in respect of Technically qualified Tenderers for the total cost as mentioned in financial Bid form.

13.3 Based on above comparison, the lowest offer would qualify as successful bidder in this Tender.

13.4 Though it is not general practice of HCI to negotiate the rates, however if so felt ,HCI may negotiate rates with the L-1 Bidder, therefore, prospective bidders are required to quote best rates in their own interests.

**ANNEXURE –III**



**HOTEL CORPORATION OF INDIA LIMITED**

**UNIT: CENTAUR HOTEL, DELHI**

**SERVICES / JOB SPECIFICATIONS AND OTHER TERMS AND CONDITIONS GOVERNING THE SECURITY SERVICES/CONTRACT.**

1. **Security Guards:**

Required number is (22) Twenty,Minimum 10th passed or holding its equivalent educational qualification. They should be able to communicate in Hindi and English & have knowledge of Fire Fighting. Smart appearance, physically & medically fit. Age limit – 21 to 45 years. Duties are in shifts and normal hours. However, the management reserves its right to put them in round the clock services as per security requirements.

1. **Security Supervisors:**

Required number (03) three Graduate or equivalent educational qualification. Candidate should have sufficient knowledge about firefighting, fire prevention, gathering intelligence, investigation of cases, preparing security reports etc. They should be smart in appearance, physically & medically fit. Age limit – 21 to 45 year’s. Duties are in shifts and normal hours. However, the management reserves its right to put them in round the clock services as per security requirements.

1. **PHYICAL STANDARD FOR SECURITY GUARDS/SECURITY SUPERVISOR**

1. No person shall be employed or engaged as Security Guard / Security Supervisor unless he fulfills the following physical standard:

* 1. Height : 160 cms for male and 150 cms for females: Provided that a person belonging to the Gorkhs, or Nepalies or Sikkimese or Schedule caste or Schedule Tribe is eligible for relaxation of height by 5 cms.
  2. Weight: according to stand stable of height and weight.
  3. Chest: measurements 80 cms with an expansion of 4 cms ( for females no minimum requirement for chest measurement ).
  4. Eye sight: distant vision 6/6,near vision 0.6/06 with or without correction, free from colour blindness, shall be able to identify and distinguish colour display in security equipment, shall be able to read and understand display in English alphabets and Roman Numerical.
  5. Hearing free from defect shall be able to hear and respond to the spoken voice and the alarms generated by Security equipment.
  6. Free from knock knee and flat foot, able to run one kilo meter in 6 minutes for the age group between 18 to 30 years , 8 minutes fro the age group between 31 to 40 years and should be able to walk one mile in 15 minutes for the age group between 41 to 50 years and in 17 minutes for the age group 51 and above.
  7. Shall not be suffering from a disease, which may limit the physical or mental capabilities in charging the security duties.
  8. Shall not be suffering from any physical handicap or deformity, which hamper in good performance of duties as security guard.
  9. The candidate should have dexterity and strength to perform searches, handle objects and use force for restraining the individuals in case of need; and

2. The agency shall ensure that every guard working under its control undergoes a medical examination from a Government or recognized hospital once in a year for ensuring the physical standard prescribed in sub-rule (1) of this rule.

**NOTE:** - i. The above indicated numbers are indicative for all the categories and are required to provide Security Services on the following pivotal points which are subject to revision upon the actual requirement from time to time as per the requirement of our organization.

**4. Security Services:**

1. Prevention of internal and external pilferages and its detection and related reporting.
2. In case of requirement, use firefighting equipment’s.
3. Safeguarding Corporation Property, Guest Property, Life of the Guest and Employees.
4. Collection of intelligence through the network of Security Personnel deployed by the Agency.
5. The agency has to shoulder responsibility of coordinating with concerned Hotel Authority and related liaison with Police, Fire Authorities, in the event of any such situation.
6. The Security Personnel deployed by the Agency will, with coordination of senior level Hotel Authority, also carryout ‘Surprise Checks’ as and when required.
7. If required, frisking of personnel as per requirement of HCI.

They will also be required to supervise receipts of incoming company materials - idea is to prevent Quantity Pilferage and preventing any unwanted material from coming in the premises and prevent theft of employee’s as well as guest’s property.

**5. Other Terms & Conditions:**

1. **Registration of Tenderer**. HCI is a Public Sector Unit. The Agency will arrange for their necessary Registration under the Contract Labour Act or any other Law in force. Please provide a copy of the document.
2. The security agencies are required to submit the following documents:
3. In case of ex-servicemen security agency, Satisfactory Performance Certificate from the Principal Employer during the last 2 or more years, preferably, if experienced.
4. Further, the following undertaking will be given in an Affidavit of Rs 20/- Stamp Paper duly attested by Notary Public.
5. There are no dues to be paid in respect of any of the persons employed by them during the last 2 or more years, in so far as payments of wages, ESI and PF and other related statutory dues.
6. That there are no cases pending before any judicial/statutory authority in respect of persons employed by them during the last 2 or more years, relating to payment of wages, ESI and PF and other related statutory dues.
7. No criminal court cases are pending against any of the persons to be engaged by them and the persons deployed at this premises should be cleared by the concerned police authorities (Police verification certificate).
8. That they will submit complete muster rolls of all their employees/persons engaged by them with their respective PF Codes and ESI numbers within 45 days of award of contract.

**6. Govt. Statutory Requirements**:

The Agency will bear the legal requirements as given below:

1. Employees State Insurance and such Cards issued to their Personnel within reasonable time. The Agency will comply with the provisions of ESI Act 1948 & its Amendments, if any.
2. The Agency will comply with the provisions of Provident Fund as in force and keep their Personnel informed about their PF No., Amount and such related information to the entire satisfaction of their engaged staff under prevailing provisions of law.

**The Company’s Representative(s)** shall have the right to inspect / examine by prior information, particularly the relevant registers/records maintained by the Agency in connection with the contract as per the provisions of Law, as applicable.

The agency shall be responsible for complying with the Acts of rules including for provisions and payment of wages not below the Minimum Wages Act etc. The office will not be liable for payment of any kind of compensation to any worker engaged by the agency under Labour Act or any other acts or laws.

That on completion of the contractual period in case contractor/agency has not discharged his all legal obligations by making payments to his employees, the Management reserves the right to deduct the said amount from final bill of the agency/contractor.

**7. Security Deposit/Contract Performance Guarantee (CPG):**

1. Security Deposit equal to 5% of the value of the PO/contractwithin 15 days of receipt of PO / from starting of services has to be pledged to us by the agency towards Contract Performance Guarantee (CPG). In case the agency fails to submit the Bank guarantee within 15 days from the date of receipt of formal order, the Accounts Department shall be at Liberty to withhold that much of amount from agency’s monthly bill.
2. SD/CPG may be in the form of Bank Guarantee or Demand Draft only. In case, SD/CPG is in the form of Bank Guarantee, the BG shall be valid for contract period plus 3 more months. The cost of submission of the SD or BG would be borne by the security agency. SD will not carry any interest.
3. SD/CPG will be refunded only on successful completion of the contract period and all contractual obligations on receipt of satisfactory performance report from the indenter. In case, there is any lapse or unsatisfactory performance affecting the reputation of HCI and / or affecting the regularity and efficiency of its service, the applicable penalties shall be deducted from SD.

**8. Antecedents of Agency’s Personnel:**

* 1. Soon upon contract finalization, the Agency will give all antecedents of their personnel with reference to the Police Verification.
  2. Please note that Centaur Hotel and Chefair Flight Catering, New Delhi are prestigious and also sensitive. Hence, all antecedent reports have to come well before deployment. Manning the Work Points (Posting / Positioning / Changing / Replacement):

1. No Security Personnel of Agency will be posted unless they have been interviewed and approved by the Security Manager of the Company on behalf of the Unit Incharge.
2. No Security Personnel, once approved and posted in this premises will be withdrawn without the express sanction of Security Manager of the Company, who works on behalf of the Unit Incharge.
3. If any Security Personnel is required to be changed/replaced by the Agency, the Agency will arrange for their staff to be withdrawn within 24 hours and provide a suitable replacement for the same.
4. The Company is not required to give any reason when the Agency will be asked for replacement of any of their staff posted by them and their staff will also not question the Company’s Authority. In this regard, any such Security Personnel declared unsuitable for employment will not be posted to another Unit of the Company where Security Services are provided by the Agency.
5. The Security Agency will be aware that adequate number of Security Personnel to man the security arrangement is made at all times. It is however, to be noted that in the case of Security Agency not able to provide adequate manpower, then the Company can employ manpower from any other Security Agency at their risk and cost and in such cases, the expenditure incurred shall be debited to the Security Agency
   * 1. **Administrative Controls:**

The Security Personnel posted will be under administrative, disciplinary and functional control of the Security Manager, who works on behalf of the Unit Incharge of the Company and will carry out the duties and functions assigned to them from time to time by the Security Manager or by the Duty Officer duly authorized by him.

* + 1. **Photo Identity Cards:**

The Agency will provide suitable Photo Identity Cards to their Security Personnel posted in these Units. The Agency will also provide to the Security Manager/ Incharge Security, two latest photographs of each of the Security Staff- one of these will be in uniform and the other one in mufti. This is to be done immediately on getting the Security Service Contract.

* + 1. **Labour Law & Duty Hours & Overtime:**

1. As per Labour Law, Overtime will not be allowed, in order to maintain the efficiency of Security Personnel at any time of the Contract period- the Security Agency has to keep this aspect monitored.
2. In exceptional circumstances, only two continuous duties by the contracted Security Agency Personnel will be allowed with the prior express permission of the Security Manager only.
3. If in an exceptional situation, any of the Company’s (HCI Limited) staff is required to do over time on account of absence of the contracted Security Agency’s staff, such overtime will be payable by the Security Agency or such amount will be recoverable from the Agency’s bill.

**12 No Right to Permanent Employment in HCI & Other Related Rights:**

1. The employee of the service provider/bidder shall in no way be treated as employees of HCI.
2. The Contract is for providing of Security Services and not for engagement of any employee deployed for running the Security Department. Such employee/personnel shall be on the duty/ pay roll of the security agency and under no circumstances shall be deemed to be on duty/pay roll of Centaur Hotel and Chefair Flight Catering, Delhi and shall have no relationship or nexus of any kind whatsoever with such employee deployed by the security agency. Such employee/personnel shall not be entitled to claim any right, privilege or benefit from Centaur Hotel and Chefair Flight Catering, Delhi and in the event of any such claim, the security agency undertakes to indemnify Centaur Hotel and Chefair Flight Catering,Delhi for any loss or damage financial or otherwise. The responsibility for discipline of the employees/personnel in case of any complaint by Guest shall be solely that of the Security Agency. The Security Agency shall comply with all the laws, rules, regulations applicable to him in respect of his employees/personnel and any breach thereof shall render the Contract liable for cancellation.
3. Centaur Hotel and Chefair Flight Catering, Delhi are neither responsible nor liable to pay any compensation for injury, death caused to agency’s employees/personnel in the event of any accident while on duty. The Security Agency will make his own arrangements to meet such event of any accident while on duty as per existing Government rules/regulations.

**13. Duty Hours, Weekly Offs, Leaves and related Replacements:**

1. Leaves of the Security Personnel provided by the Agency as per Law will be dealt with by the Agency in consultation with the Security Manager as a matter of Administrative co-ordination. However, leave replacement is to be given by the Agency and for such purpose, they can have a pool of approved security staff i.e. as a reserve force.
2. The manpower requirement as indicated earlier is actual at present. However, the notice will be given to the Agency by the Unit Incharge of any changes in the manpower requirement.
3. If a day, when any of the Agency’s Security Personnel is not available for duty due to any reasons, the Agency will provide suitable substitute at no extra cost to the Company, since the rates for various categories of Security Agency Personnel are inclusive of relievers, leave substitutes and all other charges.
4. The Agency is free to fix the duty hours of their personnel. A difference of one hour before or after the prevailing shift timings of HCI staff in the complex will be maintained.
5. The Agency’s Security Personnel shall report for duty only half an hour before the commencement of their duties. Transport facilities for conveyance shall not be applicable to them.

**14. Stationery/Record Documents:**

All documents/records such as security diaries, log books, etc., which are maintainable during the duty tenure of the Agency’s Security Personnel in Centaur Hotel & Chefair Flight Catering, New Delhi shall be property of the Company.

**15. Uniform of Security Agency Personnel & Equipment:**

1. Two sets of Uniforms including shoes separately for summer and winter seasons suitable for all purposes as per weather conditions will have to be provided by the agency to the manpower deployed. For this purpose the material, design, color will be decided by the Management. The agency shall also look after the washing and cleaning of the Uniforms and its staff should be in proper uniform while on duty. The uniform and other materials like batons, whistles, badges, torches, stationery and other allied equipments for the security staff will be provided by the agency/ contractor.
2. **Uniform**

The Agency will provide proper and presentable uniform with caps to their employees. The Agency should provide Name plates to all their personnel.

**16. Mandatory Weekly Security Report:**

The Agency has to submit Weekly Security Report to the Unit Incharge through the Security Manager of the Company.

**17. Meal Charges while on duty**:

No free food will be provided to your security personnel. However Meals will be provided by the Hotel from its Staff Cafeteria @ Rs.20/- per meal which will be recovered by Accounts Department from agency’s monthly bill. The same can be revised from time to time.

**18. Sickness/Injury:**

Whilst on duty in the HCI Premises, if at any time the Company has to arrange first aid/medicines/hospitalization, ambulance etc., for any of the sick or injured security personnel of the Agency whilst they are on duty in Centaur Hotel & Chefair Flight Catering, Delhi, the expenditure so incurred by the Company on account of the same, will be debited to the Agency and recovered from the Agency’s bill.

**19. Theft, Pilferage, Loss Disabilities:**

1. Guest, so long as they stay in Hotel have their personal belongings in the Hotel and pilferage, loss or theft of their belongings if it happens due to negligence of the Agency’s Security Personnel, will be the responsibility of the Agency and they have to make good such losses.
2. In the case of losses to the Company’s property incurred due to negligence of the Agency’s Security Personnel deployed in Centaur Hotel & Chefair Flight Catering, Delhi, the same will be made good by the Agency in shortest possible time or it will be debited from the Agency’s Bill.

**20. Rotational Deployment & Selection in deployment of Agency’s Personnel:**

Such matter in the case of Security Guards/Security Supervisors/Female Security Guard will be made by the Security Manager or his authorized official in view of administrative control.

**21. Payment of Wages to the Agency Personnel**:

The disbursement of wages shall have to be paid by e-transfer/ cheque by the security agency to the contractual staff/personnel and same will be verified by the Personnel Department.

**22. Searching of Security Agency Personnel by their own Superior Officer of the Agency:**

1. The Security Agency shall invariably ensure that their deployed Security Guards, Supervisors and Female Security Guards are checked by the Agency’s Field Officer ( male or female as the case is ) at least once in each shift so as to ensure that the Security Personnel are in proper Uniforms along with requisite accessories and their equipment in working conditions (whistle, torches, metal detectors, lathies, batons, raincoats/overcoats) are available in their respective Security work points.
2. Security Personnel not wearing Uniform and found not having equipments, are liable to be taken off duty and further action will be taken by the Company.

**23. Validity of PO/ duration of contract/Services:**

The validity of the PO/ contract shall be for one year(subject to related conditions of the Tender) as per the Letter of Intent or Purchase Order. The PO/Contract will initially be for a period of one year for services /job mentioned and can be extended for a further period of another year/services/ job/ term on same mutually agreed terms and conditions.

**24. Exit Clause /Termination of Purchase Order (PO)/Contract:**

‘HCI’ reserves the right to terminate the Contract /cancel the PO by giving one month’s written notice but without assigning any reason. In the event of unsatisfactory performance in terms of delivery of services/job etc, ’HCI’ reserves the right to cancel the Contract / PO at a short notice and make alternative arrangement at the cost and risk of the security agency/service provider. **If there is a change in ‘HCI’ requirement, the PO shall be terminated within one months’ advance notice but without any liability on ‘HCI’.**

**25. Hold Harmless and Indemnity Provisions :**

The Bidder, in the event of being selected under this Tender, assumes responsibility for and shall indemnify and keep the HCI (including its Directors, employees and contractors) harmless from all liabilities, claims, litigation, costs,

expenses, taxes and assessments including penalties, punitive damages, attorney’s fees and court costs which are or may be required to be paid by reasons of any breach of the Bidder’s obligation under the contract for which the Bidder has assumed responsibilities under the Contractincluding those imposed under any contract, local or national law or laws, or in respect to all salaries, wages or other compensation to all persons employed by the Bidder or Bidders in connection with the performance of any system covered by the contract. The Bidder shall execute, deliver such other further instruments to comply with all the requirements of such laws and regulations as may be necessary there under.If required by HCI, Indemnity Bond will be furnished by the service provider.

**26. Force Majeure**

**FORCE MAJEURE**: Neither Party hereto shall be liable for failure to perform or for delay in performing any of its obligations under the contract (other than those of billing and payment thereunder), if such failure or delay is caused or results from a condition or FORCE MAJEURE. The term FORCE MAJEURE shall mean and include Act of God, War, Revolt, Riot, Fire Tempest, flood, earthquake,- lightning, direct or indirect Consequences of war (declared/undeclared), sabotage, hostilities, National Emergency, Civil Disturbances, Natural calamities, Commotion. Embargo (Blockage) or any law or Promulgation, ordinance or Executive order whether Central or State and any other cause beyond the reasonable control of the parties.

**27. PENALTY:**

In case the security agency fails to carry the job as per specified laid down terms & conditions such as poor performance, activities detrimental to the interests of HCI, absenteeism, act of indiscipline etc. or will discontinue work/services due to any reason, a penalty of Rs.500/- per day per person will be imposed, in addition to the normal deduction on the agency/ contractor and also management will be at liberty to engage any other reputed security agency for the said services/job entirely at agency’s cost & risk.

**28. Payment:**

The security agency will submit monthly bill duly certified by Security Manager/ Incharge Security-Centaur Hotel & Chefair Flight Catering, Delhi along with statutory payment challans like ESI, PF and Link Insurance for verification to our Security / Personnel Department, after verification by the Personnel Department, the bill will be forwarded to the Accounts Department for release of payment. The normal terms of payment are 30 days credit from the date of receipt of services/ bills. No advance payment shall be made in any case.Deduction of Govt. taxes at source shall be done as per Govt. rules as applicable from time to time

**29. Notices**

Any notice to be served, the Agency shall be deemed to be sufficiently served, if delivered at or sent by “Registered Post” addressed to the Agency at their Registered Office. Any notice to be served on the Company by the Agency shall be deemed to be sufficiently served, if delivered at or sent by “Registered Post” to the Unit Head of the Company’s registered address.

**30. Arbitration :**

Any dispute or difference whatsoever arising between the parties out of or relating to the construction, interpretation, application, meaning, scope, operation or effect of this contract or the validity or the breach thereof, shall be referred to “SCOPE FORUM OF CONCILIATION AND ARBITRATION” **Govt. of India for** settlement and the award made in pursuance thereof shall be binding on the parties.

**31. Jurisdiction :**

Any dispute whatsoever shall be subject to within the jurisdiction of New Delhi/Delhi Courts only.

**ANNEXURE –IV**



H**OTEL CORPORATION OF INDIA LTD,**

**UNIT:CENTAUR HOTEL NEW DELHI .**

**C E R T I F I C A T E FOR UNCONDITIONAL ACCEPTANCE OF TERMS & CONDITIONS OF THE TENDER (TO BE SUBMITTED WITH TECHNICAL BID- PART A) ON TENDERER’S LETTER HEAD)**

To,

The Dy. Manager – Purchase,

Purchase Section,

Hotel Corporation of India Ltd,

Centaur Hotel,

IGI Airport, New Delhi.

**Dated:**

**Sir,**

**Sub: C E R T I F I C A T E FOR UNCONDITIONAL ACCEPTANCE OF TERMS & CONDITIONS, SPECIFICATIONS/SCOPE OF WORK/JOB OF THE TENDER No.** DEL/07/2020 **Dated:03.09.2020, Due On:08.10.2020** for providing of security services/personnel, at Centaur Hotel & Chefair Flight Catering, New Delhi.

* + 1. It is certified that we have studied and understood and hereby agree for all the terms and conditions and specifications/ scope of work/job of the subject Tender issued by “HCI” for providing of security services/personnel at Centaur Hotel and Chefair Flight Catering, New Delhiand hereby agree to abide by them. In token thereof I/we have signed below and at the end of schedule of quantities. I/we also understand that otherwise this Tender is liable to be rejected.
    2. I/we hereby confirm that only the relevant entries asked for have been made within the Tender documents issued to us. I/we also confirm that in the event of any entry in this Tender document, other than the relevant entry, shall make this Tender invalid.
    3. I/we hereby agree to comply with all the provisions of the applicable laws of Delhi and other enactments and amendments made thereto, from time to time. I /we shall remain exclusively and solely liable for all obligations under all applicable laws such as The Contract Labour (Regulation & Abolition) Act, 1970, The payment of Wages Act 1936, The Workmen’s Compensation Act 1923, The Industrial Disputes Act 1947, The Minimum Wages Act 1948, The payment of Bonus Act 1965, The Employees Provident Funds & Miscellaneous Provisions Act 1952 and The Employees State Insurance Act 1948, The Fatal Accident Act, the Delhi Shops & Establishment Act, any other rules/by laws that are prevalent or may be promulgated and applicable in this matter. I/we shall

also be responsible to comply with all provisions of any other labour laws as or may be in force and applicable in Delhi

* + 1. I/we hereby declare that my/our firm is registered with the GST & Income Tax Departments for works/services contract as applicable. All relevant copies of certificates are enclosed with Tender–Technical Bid.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name & Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Co. Name & Seal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_**

**Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ANNEXURE- V**



**HOTEL CORPORATION OF INDIA LIMITED**

**UNIT: CENTAUR HOTEL DELHI**

#### TECHNICALBID FORM – PART

#### TENDER NO. DEL/07/2020 Dated:03.09.2020 Due On: 08.10.2020

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Name of Contract | Providing of security services/personnel at Centaur Hotel and Chefair Flight Catering, New Delhi. | |
| 2 | Name of the Bidder / Co. |  | |
| 3 | Complete Address of the Bidder/Co. |  | |
|  | 1. Cell Phone number (s) |  | |
|  | 1. Telephone Number(s) |  | |
|  | 1. Fax Number |  | |
|  | 1. Email id |  | |
| 4 | Name of the Firm i.e. whether proprietorship/Partnership/limited. Details of partners etc. |  | |
| 5 | Valid License granted under the provisions of the Private Security Agency (Regulation)Act, 2005 and Delhi Private Security Agencies (Regulation)Rules, 2009 by the Controlling Authority, Home Deptt. GNCT Delhi, Delhi Secretariat, New Delhi. (**MUST)** | PSARA/DGR  No………..date ……….Validity …………  Yes / No | |
| 6 | Status of the Bidder: Whether principal/ authorized Agency/Service provider registered and approved under the Private Security Agencies (Regulation) Act. 2005 (PSARA)/DGR. Please attach valid documentary proof **(Must)** | Yes / No  Detail : | |
| 7 | Whether copy of address proof enclosed such as latest electricity bill/ Water bill/ House tax receipt/Rent agreement/MOU etc. of Bidder / Co. **(MUST**) | Yes / No |  |
| 8 | Whether EMD of **Rs.35,000 /-** enclosed. Original DD/Cash receipt to be enclosed. **(Must)** | Yes/No | DD/Cash Receipt No. ……  Date…………………. |
| 9. | Whether Tenderer is having 2 or more years experience in providing of security services/personnel. **(Must). Note-** A list of clienteles along with PO/ Job order copies with satisfactory performance certificate of concerned customers to be enclosed in support of experience. | Yes / No |  |
| 10 | Whether having PAN/GIR regn No. A self attested copy to be enclosed. (**MUST**) | Yes/No | Regn No……,  Date…. |
| 11 | Whether Tenderer is having an average turnover of Rs.20.00.Lacs per year for last 3 Fin years **(Must)** copy of Bank Account Statement/certificate or Self Certified copy of ITR , Balance Sheet, Profit and loss account duly verified by Regd. Chartered Accountant to be enclosed in support for verification. | Yes/No | 2017-18: Rs………….  2018-19: Rs………….  2019-2020 Rs…………..  Average Rs. ………….. |
| 12 | Whether having GST IN regn.No,,self attested copy to be enclosed**.** (**Must**) | Yes/No | No……………………Validity………. |
| 13 | Whether having license/registration under contract labour, self attested valid copy to be enclosed. (**Must**) | Yes/No | No……………………. Validity …………… |
| 14 | Whether having Contract Labour, PF, ESI registration, self attested valid copies to be enclosed. (**Must**) | Yes/No | Details……………………………………..  ……………………………………………… |
| 15 | Whether Certificate for unconditional acceptance of all the terms and conditions, specifications/scope of services/ job of the Tender on the Bidder’s letter head enclosed as per format **(Must).** | Yes/No |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 16 | Whether details of all applicable Taxes/ GST & other statutory charges as per laws of land mentioned together with the rates quoted in Price Bid form. | Yes/No |  |
| 17 | Are you already doing business with HCI or any of HCI Units in your or under some other name? If so, what name? | Yes/No |  |
| 18 | Has your company been Black Listed by any agency of the Airport or elsewhere? If yes, please give details. | Yes / No | If yes, details. ……………… |

**Undertakings: To be agreed & signed by the Tenderer (S)**

1. It is confirmed that we have the capability & capacity to carry the job/services for which we have quoted rates in the Financial Bid Form – Part –B as per terms & conditions of the Tender.
2. It is also confirmed that we have carefully gone through and have understood and hereby agree to abide by all the General Terms & Conditions and specifications / scope of services/job governing the Tender.
3. It is also confirmed that I am authorized to sign the Tender documents and the information given is true and correct to the best of my knowledge and belief and nothing material is concealed.
4. It is also confirmed that the documents attached in support of the details filled in the Technical Bid Part – (A) above are correct.
5. It is confirmed that the requisite BCAS valid certificate for the security personnel shall be submitted within 15 days from the date of award of the contract.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name & Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Co. Name & Seal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STAMP/SEAL**

**Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*\*\*\*\*\*\*\*\*\*\*\*\***

**ANNEXURE- VI**



**HOTEL CORPORATION OF INDIA LIMITED**

**UNIT: CENTAUR HOTEL, NEW DELHI.**

#### PRICE BID FORM – “PART B”

## Tender No. : DEL/07/2020 dated: 03.09.2020 Due Date:08.10.2020

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Item** | **Requirement of manpower /personnel** | **Rate per person per month Rs.** | **Amount Rs.**  **(numbers x rate)** |
| 01 | Security Supervisor (unarmed) | 03 nos. |  |  |
| 02 | Security Guard (unarmed) | 22 nos. |  |  |
| 03 | Management Fee/Service Charge |  |  |  |
|  |  |  |  |  |
|  | **Total** |  |  |  |
|  | | | |  |

**Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name & Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Co Name & Seal : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Place : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**