

राष्ट्रीय जल विकास अभिकरण
जल शक्ति मंत्रालय, भारत सरकार
(जल संसाधन, नदी विकास और गंगा संरक्षण विभाग)

बोली सं : रा.ज.वि.अ/अन्वेषण प्रभाग/का.अ.(मु)/क्यू & एसओ/2020-21/21251-57 दिनांक: 05.8.2020

बोली आमंत्रण सूचना

अधिशाली अभियंता, अन्वेषण प्रभाग, राष्ट्रीय जल विकास अभिकरण (रा.ज.वि.अ) हैदराबाद की ओर से रा.ज.वि.अ. के भवन सं 5-2-68, प्रयम तल, महात्मागाँधी मार्कफेड भवन, जामबाग, पो. पुत्लीबौली, हैदराबाद स्थित कार्यालय परिसर की 24 X 7 घंटे की सुरक्षा (निःशस्त्र) के लिए अनुबंध के आधार पर सुरक्षा कार्मिकों की सेवाएँ उपलब्ध करने हेतु प्रतिष्ठित पंजीकृत सुरक्षा एजेन्सियों/फर्मों से बोली आमंत्रित की जाती हैं। सुरक्षा कार्मिकों द्वारा किये जाने वाले कार्य **अनुलग्नक-1** में वर्णित हैं।

कार्य का नाम :- हैदराबाद स्थित रा.ज.वि.अ. के तीनों कार्यालयों के लिए एक वर्ष हेतु सुरक्षा प्रदान करना।

जारी करने वाला कार्यालय:- अधिशाली अभियंता, अन्वेषण प्रभाग, राष्ट्रीय जल विकास अभिकरण (रा.ज.वि.अ), भवन सं 5-2-68, प्रयम तल, महात्मागाँधी मार्कफेड भवन, जामबाग, पो. पुत्लीबौली, हैदराबाद- 500095.

बोलीप्रपत्र प्राप्ति :- (i) अधिशाली अभियंता, अन्वेषण प्रभाग, राष्ट्रीय जल विकास अभिकरण (रा.ज.वि.अ), भवन सं 5-2-68, प्रयम तल, महात्मागाँधी मार्कफेड भवन, जामबाग, पो. पुत्लीबौली, हैदराबाद- 500095.

(ii) रा.ज.वि.अ. के वेबसाईट : WWW.nwda.gov.in एवं www.eprocure.gov.in से बोली प्रपत्र डाउनलोड किये जा सकते हैं।

बोली का अनुमानित लागत:- रु. 11,00,000/-

बोली दस्तावेज की कीमत:- रु. 500/- मात्र (अप्रतिदेय)

दरोहर राशि (ई एम डी):- रु. 22,000/- मात्र

केन्द्र एवं राज्य सरकार, ई.एस.आई.सी, कर्मचारी भविष्य निधि, माल एवं सेवाकर, श्रम एवं रोजगार आयुक्तालय तथा रोजगार एवं श्रम से निपटने वाले प्रासंगिक सांविधिक प्राधिकरणों से पंजीकृत इच्छुक अर्हक बोलीदाता बोली दस्तावेज की एक प्रति अधिशाली अभियंता, अन्वेषण प्रभाग, राष्ट्रीय जल विकास अभिकरण (रा.ज.वि.अ), भवन सं 5-2-68, प्रयम तल, महात्मागाँधी मार्कफेड भवन, जामबाग, पो. पुत्लीबौली, हैदराबाद- 500095 से

रु.500/-के नकद बुगतान पर या किसी भी अनुसूचित बैंक से अधिशासी अभियंता रा.ज.वि.अ., हैदराबाद के पक्ष में देय डिमांड ड्राफ्ट / बैंकर्स चेक देकर 05.08.2020 (11.00बजे) से 28.08.2020 (13.00बजे) तक प्राप्त कर सकते हैं ।

यदि बोली डालने वाली फर्म/एजेंसी कार्यालय की वेबसाईट WWW.nwda.gov.in एवं www.eprocure.gov.in से बोली दस्तावेज डाउनलोड करती है तो उससे यह अपेक्षित है कि बोली डालते समय यह सुनिश्चित कर ले कि बोली के साथ आवश्यक बोली दस्तावेज शुल्क रु. 500/- मात्र की रसीद या एकाउंट पेई डिमांड ड्राफ्ट / बैंकर्स चेक संलग्न हो, इसके बिना बोली अपूर्ण मानी जाएगी एवं अस्वीकृति के लिए उत्तरदायी होगी ।

धरोहर राशि के रूप में रु. 22,000/- (रुपए बाईस हजार) मात्र का डिमांड ड्राफ्ट / बैंकर्स चेक "अधिशासी अभियंता, रा.ज.वि.अ." हैदराबाद के पक्ष में देय निविदा के साथ जमा करना होगा । भुगतान के अन्य विधि को स्वीकार नहीं किया जाएगा। धरोहर राशि एवं निविदा दस्तावेज शुल्क से छूट प्राप्त एजेंसी/फर्मों के अलग से छूट के समर्थन में दस्तावेज प्रमाण-पत्र प्रस्तुत करना होगा एवं घोषणा करनी होगी कि उन्होंने छूट की सीमा को पार नहीं किया है। बोली प्रस्तुत करने वाले बोलीदाता को दो सील बंद लिफाफों को एक लिफाफे में सीलबंद कर प्रस्तुत करना होगा। मुख्य लिफाफे के सील बंद दोनों लिफाफे में निम्न लिखित शामिल होना चाहिए :

लिफाफा	कवर पर अंकित	लिफाफे की सामग्री
प्रथम	तकनीकी बोली	धरोहर राशि (EMD), निविदा फार्म की कीमत, चेकलिस्ट (अनुलग्नक -II) एवं तकनीकी बोली (अनुलग्नक -III) के साथ आवश्यक दस्तावेज संलग्न होना चाहिए।
द्वितीय	वित्तीय बोली	वित्तीय बोली (अनुलग्नक -IV)


. बोलीदाता तकनीकी बोली में (I) जमा किए जाने वाले दस्तावेजों की चेकलिस्ट जैसा कि अनुलग्नक -IIमें दर्शायी गई हैं। (II) निविदाकर्ता द्वारा विधिवत भरा हुआ अनुलग्नक-III, (III) फर्म/एजेंसी का केन्द्र/राज्य सरकार के प्रतिष्ठान, अर्ध सरकारी प्रतिष्ठान, सरकारी उपक्रम, सरकारी उपक्रम के साथ संबंधित कार्यालय, सरकारी स्वायत्त निकाय, प्रतिष्ठित सार्वजनिक एवं निजी संस्थानों के साथ कार्य करने के अनुभव सहित प्रोफाइल, (IV) धरोहर राशि का डिमांड ड्राफ्ट/बैंकर्स चेक, (V) बोली दस्तावेज शुल्क की रसीद/डिमांड ड्राफ्ट/बैंकर्स चेक एकाउंट पेई एवं (VI) बोली से संबंधित अन्य आवश्यक एवं उचित दस्तावेज। वित्तीय बोली में केवल अनुलग्नक-IV में दिए गए प्रपत्र के अनुसार सेवा शुल्क भरा जाना है।

दोनों लिफाफों के ऊपर मोटे अक्षरों में तकनीकी बोली एवं वित्तीय बोली लिखा होना चाहिए। दोनों लिफाफे एक गुहर बंद लिफाफे के अंदर, जिसके ऊपर "रा.ज.वि.अ. के कार्यालयों के लिए सुरक्षा सेवाएँ उपलब्ध कराने से संबंधित बोली" लिखा हो, दिनांक **28.08.2020 के 15.00 बजे तक** या उससे पहले अधिशासी अभियंता, अन्वेषण प्रभाग, राजविअ,

महात्मा गाँधी मार्कफेड भवन, जामबाग, पुत्लीबौले पोस्ट, हैदराबाद कार्यालयमें पहुँच जानी चाहिए। तकनीकी बोली उसी दिन 15.30 बजे खोली जाएगी एवं तकनीकी रूप से योग्य बोलीदाता की सूची तैयार होगी। वित्तीय बोली खोले जाने का समय व तिथि की सूचना बोलीदाताओं को उचित समय पर दी जाएगी। बोलीदाता स्वयं या अपने अधिकृत प्रतिनिधि को प्राधिकार पत्र के साथ बोली के खुलने के समय उपस्थित रख सकते हैं।

सफल बोली दाता के पक्ष में कार्य का निर्णय होने के उपरांत असफल बोलीदाताओं को उनके द्वारा जमा की गई धरोहर राशि 15 दिनों के अन्दर बिना ब्याज के वापस कर दी जाएगी एवं सफल बोलीदाता की धरोहर राशि करार के हस्ताक्षरित होने एवं निष्पादन गारंटी जमा करने के उपरांत वापस कर दी जाएगी।

संलग्नक : बोली दस्तावेज


(सीएच.वै.सुब्रह्मण्यम) 5/8/2020.

अधिशायी अभियंता

अन्वेषण प्रभाग, राजविअ, हैदराबाद

दूरभाष सं : 040-29551209

प्रति :

1. मुख्य अभियंता (दक्षिण), रा.ज.वि.अ., हैदराबाद।
2. अधीक्षण अभियंता, अन्वेषण वृत्त, रा.ज.वि.अ., हैदराबाद।
3. निदेशक (ब.उ.ए), रा.ज.वि.अ., साकेत, नईदिल्ली को बोली आमंत्रण सूचना कार्यालय की वेबसाइट पर अपलोड करने के अनुरोध सहित।
4. लेखा विभाग, अन्वेषण प्रभाग, रा.ज.वि.अ., हैदराबाद।
5. सूचनापट्ट।
6. सूचि के अनुसार।

National Water Development Agency
Ministry of Jal Shakti, Government of India
(Department of Water Resources, River Development and Ganga Rejuvenation)

BID NO: NWDA/ID/JE(HQ)/Q&SO/2020-21/2 1251-57

Date:05.08.2020

NOTICE INVITING BID

Executive Engineer, Investigation Division, National Water Development Agency(NWDA), Hyderabad invites sealed bids from reputed registered security Agencies/Firms for providing round the clock (24x7) Security (Unarmed) at the office premises of NWDA situated at H.No.5-2-68, 1st floor, Mahatma Gandhi Markfed Bhawan, Jambagh, Putlibowli PO, Hyderabad-500095 by deploying required numbers of Security Personnel on contract basis. The scope of the work assigned to security personnel is described in **Annexure-I**.

Name of Work	: Providing security personnel for 3 offices of NWDA situated at Hyderabad for one year.
Office of Issue	: Executive Engineer, Investigation Division, National Water Development Agency, H.No.5-2-68, 1 st floor, Mahatma Gandhi Markfed Bhawan, Jambagh, Putlibowli PO, Hyderabad-500095
Bid Forms Available From	:(i) Executive Engineer, Investigation Division, National Water Development Agency, H.No.5-2-68, 1 st floor, Mahatma Gandhi Markfed Bhawan, Jambagh, Putlibowli PO, Hyderabad-500095 (ii) Can also be downloaded from the website: www.nwda.gov.in & www.eprocure.gov.in
Total Estimated Cost of Bid	: Rs.11,00,000/-
Cost of Bid Document	: Rs.500/- only (Non-refundable)
Earnest Money Deposit (EMD)	: Rs.22,000/- only

Intending eligible bidders having registration of Central or State Govt., ESIC, Employee Provident Fund, GST, Labour and Employment Commissionerate and other relevant statutory authorities dealing with employment of labour can obtain a copy of the bid document from the Executive Engineer, Investigation Division, National Water Development Agency, H.No.5-2-68, 1st floor, Mahatma Gandhi Markfed Bhawan, Jambagh, Putlibowli PO, Hyderabad-500095 either on payment of 500/- (Rupees Five Hundred) only in cash or in the form of crossed Demand Draft/Banker's Cheque for 500/- from any scheduled Bank drawn in favour of "Executive Engineer, NWDA" payable at Hyderabad from **05.08.2020 (11.00 hrs) to 28.08.2020 (13.00 hrs)**.

If the bidding firm, downloads the bid documents from the website: **www.nwda.gov.in** or **www.eprocure.gov.in**, it must ensure that requisite bid document fee amounting to 500/- is enclosed in the form of Account Payee Demand Draft/Banker's Cheque with its bid, failing which the bid will be treated as incomplete and is liable for rejection.

Earnest Money Deposit (EMD) of Rs.22,000/- (Rupees Twenty two thousand only) should be paid by Demand Draft/Banker's cheque in favour of "Executive Engineer, NWDA" payable at Hyderabad. No other method of payment shall be accepted. The

agencies/firms exempted from submitting (EMD) and tender cost should separately furnish documentary support and a declaration that they have not exceeded the exemption limit. Bid by each bidder should be submitted in two sealed envelopes placed inside a single sealed main envelope. The envelopes inside the main envelope should contain the following:

Envelope	Marked on the cover	Contents of Envelope
First	Technical Bid	Should contain EMD, cost of tender form, Checklist (Annexure-II) and Technical Bid (Annexure-III) along with required documents.
Second	Financial Bid	Financial Bid (Annexure-IV)

In the technical bid, the bidder will provide; (i) Checklist of documents submitted as referred in **Annexure-II** (ii) The Proforma at **Annexure-III** duly filled by the bidder. (iii) Agency/firm profile including previous experience of security services to Central/State Govt. Establishment/Semi Govt.Establishment / Govt.Undertaking /Attached offices of Govt./Autonomous Bodies under Govt. of India/reputed public or private organisations. (iv) Earnest Money Deposit (EMD in the form of Demand Draft/Banker's cheque only). (v) Bid document fee receipt/Account Payee DD/Banker's cheque and(vi) All other required documents, as deemed appropriate to the bid. In Financial Bid, only service charge is to be filled as per proforma given at **Annexure-IV**.

It should be written boldly on top of both envelopes as "TECHNICAL BID" and "FINANCIAL BID". Both the envelopes should be submitted in a single sealed cover duly addressed and super scribed with words "Bid for providing security services for NWDA offices" on top and should reach Executive Engineer, Investigation Division, NWDA, H.No.5-2-68, 1st floor, Mahatma Gandhi Markfed Bhawan, Jambagh, Putlibowli PO, Hyderabad on or **before 28.08.2020(15:00 hrs.)**. The technical bids shall be opened on the same day at 15:30 hrs and technically qualified bidders will be shortlisted. The time of opening of financial bid will be intimated to the shortlisted bidders at appropriate time. The shortlisted bidders who wish to be present at the time of opening of the bid may present themselves or authorize their representatives with authority letter.

The earnest money will be returned to the unsuccessful bidders within 15 days after award of the contract to the successful bidder without interest and the earnest money of the successful bidder will be released after the Bidder sign the final agreement and furnishes the Performance Guarantee.

Encl: Bid Document.

Ch. Y. Subrahmanyam
 (Ch. Y. Subrahmanyam)
 Executive Engineer
 Investigation Division, NWDA,
 Hyderabad
 Tel. No:040-29551209

Copy to:

- 1 The Chief Engineer(S), NWDA, Hyderabad.
- 2 The Superintending Engineer, IC, NWDA, Hyderabad
- 3 Director (MDU), NWDA, Saket, New Delhi for uploading the bid on departmental website.
- 4 Accounts Branch, ID, NWDA, Hyderabad.
- 5 Notice Board.
- 6 As per list.



राष्ट्रीय जल विकास अभिकरण

जल शक्ति मंत्रालय, भारत सरकार

(जल संसाधन, नदी विकास और गंगा संरक्षण विभाग)

National Water Development Agency

Ministry of Jal Shakti, Government of India

(Department of Water Resources, River Development and Ganga Rejuvenation)

संख्या-राजविअ/अप्र/कअ(मु)/क्यू&एसो/2020-21/2 1251-57

दिनांक: 05-08-2020

No.NWDA/ID/IE(Hq)/Q&SO/2020-21/2 1251-57

Dated: 05-08-2020

BID DOCUMENT

(Non-Transferable)

PRICE OF BID DOCUMENT Rs. 500/- only

**Bid document for providing security services (Unarmed)for the offices of
NWDA situated at Hyderabad.**

CALENDER OF EVENTS

1. Date and Time of sale of bid document : From 05.08. 2020 (11:00 Hrs)
To 28.08. 2020 (13:00 Hrs)
2. Last date and Time of Submission of bid : 28.08. 2020 (15:00 Hrs)
3. Date and Time of opening of technical bid: 28.08. 2020 (15:30 Hrs)
4. Date and Time of opening of financial bid : will be intimated at appropriate time.
5. Venue of Bid opening : O/o the Executive Engineer, Investigation
Division, 1st Floor, Mahatma Gandhi
Markfed Bhawan, Jambagh, Hyderabad-95

**Executive Engineer
Investigation Division
National Water Development Agency
Jambagh, Hyderabad
Phone: 040-29551209
Fax: 040-29551209
Website: www.nwda.gov.in**

This bid document contains twenty pages

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National Water Development Agency
Ministry of Jal Shakti, Government of India
(Department of Water Resources, River Development and Ganga Rejuvenation)

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Cost of Bid Document	: Rs.500/- only (Non-refundable)
Earnest Money Deposit (EMD)	: Rs.22,000/- only

Intending eligible bidders having registration of Central or State Govt., ESIC, Employee Provident Fund, GST, Labour and Employment Commissionerate and other relevant statutory authorities dealing with employment of labour can obtain a copy of the bid document from the Executive Engineer, Investigation Division, National Water Development Agency, H.No.5-2-68, 1st floor, Mahatma Gandhi Markfed Bhawan, Jambagh, Putlibowli PO, Hyderabad-500095 either on payment of 500/- (Rupees Five Hundred) only in cash or in the form of crossed Demand Draft/Banker's Cheque for 500/- from any scheduled Bank drawn in favour of "Executive Engineer, NWDA" payable at Hyderabad from 05.08.2020 (11.00 hrs) to 28.08.2020 (13.00 hrs).

If the bidding firm, downloads the bid documents from the website: **www.nwda.gov.in** or **www.eprocure.gov.in**, it must ensure that requisite bid document fee amounting to 500/- is enclosed in the form of Account Payee Demand Draft/Banker's Cheque with its bid, failing which the bid will be treated as incomplete and is liable for rejection.

Earnest Money Deposit (EMD) of Rs.22,000/- (Rupees Twenty two thousand only) should be paid by Demand Draft/Banker's cheque in favour of "Executive Engineer, NWDA" payable at Hyderabad. No other method of payment shall be accepted. The agencies/firms exempted from

submitting (EMD) and tender cost should separately furnish documentary support and a declaration that they have not exceeded the exemption limit. Bid by each bidder should be submitted in two sealed envelopes placed inside a single sealed main envelope. The envelopes inside the main envelope should contain the following;

Envelope	Marked on the cover	Contents of Envelope
First	Technical Bid	Should contain EMD, cost of tender form, Checklist (Annexure-II) and Technical Bid (Annexure-III) along with required documents.
Second	Financial Bid	Financial Bid (Annexure-IV)

In the technical bid, the bidder will provide; (i) Checklist of documents submitted as referred in **Annexure-II**(ii) The Proforma at **Annexure-III** duly filled by the bidder. (iii) Agency/firm profile including previous experience of security services to Central/StateGovt.Establishment/SemiGovt.Establishment/Govt.Undertaking/Attached offices of Govt./Autonomous Bodies under Govt. of India/reputed public or private organisations. (iv) Earnest Money Deposit (EMD in the form of Demand Draft/Banker's cheque only). (v) Bid document fee receipt/Account Payee DD/Banker's cheque and(vi) All other required documents, as deemed appropriate to the bid. In Financial Bid, only service charge is to be filled as per proforma given at **Annexure-IV**.

It should be written boldly on top of both envelopes as "TECHNICAL BID" and "FINANCIAL BID". Both the envelopes should be submitted in a single sealed cover duly addressed and super scribed with words "Bid for providing security services for NWDA offices" on top and should reach Executive Engineer, Investigation Division, NWDA, H.No.5-2-68, 1st floor, Mahatma Gandhi Markfed Bhawan, Jambagh, Putlibowli PO, Hyderabad on or before 28.08.2020(15:00 hrs.). The technical bids shall be opened on the same day at 15:30hrs and technically qualified bidders will be shortlisted. The time of opening of financial bid will be intimated to the shortlisted bidders at appropriate time. The shortlisted bidders who wish to be present at the time of opening of the bid may present themselves or authorize their representatives with authority letter.

The earnest money will be returned to the unsuccessful bidders within 15 days after award of the contract to the successful bidder without interest and the earnest money of the successful bidder will be released after the Bidder sign the final agreement and furnishes the Performance Guarantee.

Encl: 1. Terms & Conditions of the bid.
2. Annexure-I to VII.

Ch. Y. Subrahmanyam
15/8/2020
(Ch. Y. Subrahmanyam)

Executive Engineer
Investigation Division, NWDA, Hyderabad
Tel. No:040-29551209

Copy to:

- 1 The Chief Engineer(S), NWDA, Hyderabad.
- 2 The Superintending Engineer, IC, NWDA, Hyderabad
- 3 Director (MDU), NWDA, Saket, New Delhi for uploading the bid on departmental website.
- 4 Accounts Branch, ID, NWDA, Hyderabad.
- 5 Notice Board.
- 6 As per list.

TERMS AND CONDITIONS

- (1) The Registered office or one of the Branch offices of the Bidders/Service provider should be located in Hyderabad.
- (2) In the Financial bids, if the service charge per head quoted is less than 2% of the wages (minimum wages +V.D.A), the bid will be rejected outrightly.
- (3) The service provider/firm should be registered with the concerned Govt. Authorities, i.e. Registrar of firms, Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation, authority concerned with the GST etc., and a copy of the registration should be submitted. The service provider shall be responsible for deposition of payment of contribution made towards Provident Fund, Employee State Insurance, GST etc. and bear all other similar financial and statutory liabilities as per provisions of EPF Act, ESIC Act, Minimum Wages Act, Contract Labour (Regulation and Abolition) Act etc. in respect of all deployed personnel in NWDA whenever applicable and provide copies of receipt/challan of deduction/amount deducted deposited with concerned authorities to NWDA on monthly/quarterly basis as applicable.
- (4) The number of security personnel may have to be increased or decreased as per NWDA requirement.
- (5) The Security persons deployed should be 10th pass, medically and physically fit and in the age of above 18 years and below 65 years. They should be well uniformed/ dressed and display a pleasant disposition, always alert and agile in their duty. The security personnel should be disciplined and follow all the rules and regulations.
- (6) The bidder will provide the necessary uniforms to the staff deployed, the cost of which shall be borne by the service provider.
- (7) If at any stage of the processing of the bidding/finalization of the contract during the period of implementation of the contract it is found that the concerned Agency/firm /Bidder has/had furnished false information/document(s) or withheld some vital information/document(s) or the services of the personnel (s) have not been provided to the utmost satisfaction of this Department and as per relevant statutory provisions, the contract will be cancelled and/or the concerned authority shall be requested to take necessary penal action against the Agency/firm /bidder as per relevant/statutory instructions/orders.
- (8) The Department may require the service provider to replace such security person employed by the service provider, who may be incompetent or may not conduct himself properly and service provider shall forthwith comply with such requirements.
- (9) The security man power deployed should be free from evidence of any contagious or infectious disease. He or she should not be suffering from any disease which is likely to be aggravated by service or is likely to render him unfit for service or endanger the health of the officials of NWDA/public.
- (10) The security personnel provided by the Bidder/Service provider should not have any Police records/criminal cases against them. The character and antecedents of each personnel of the service provider will be got verified by the service provider through Police/District Authorities before their deployment and a certification to this effect submitted to NWDA.
- (11) The service provider has to provide the Photo Identity Cards to the personnel employed by him for carrying out the work. These cards are to be constantly displayed & their loss if any, reported immediately.
- (12) The service provider's personnel's behaviour should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will and

- enhance the image of this office. The service provider shall be responsible for any act of indiscipline on the part of personnel deployed by him.
- (13) The service provider shall not assign, pledge or sub contract the performance of services without prior written consent of this office.
 - (14) The service provider's person shall not claim any benefit/compensation /absorption/regularization of services with this office under the provision of Industrial Disputes Act., 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the service provider to this office.
 - (15) The service provider shall ensure deployment of suitable persons from proper background after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.
 - (16) The service provider shall ensure proper conduct of his personnel in the office premises and enforce prohibition of consumption of alcoholic drink, paan, tobacco, smoking etc.
 - (17) The transportation, food, medical facility and other statutory requirement in respect of each personnel of the service provider will be the responsibility of the service provider.
 - (18) The NWDA shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.
 - (19) Bonus in accordance with the Bonus Act shall also be payable by NWDA.
 - (20) Escalation clause shall not be accepted on any grounds during the period the contract is in force except as and when the rate of minimum wages are revised in compliance with the provisions of Minimum Wages Act as notified by the Govt. of India from time to time.
 - (21) The bidder acknowledges that he/she assumes all risks contingent upon the nature of the services to be provided.
 - (22) Bidder/Service provider shall be responsible for any insurance requirements for the man power deployed regarding accidents etc.
 - (23) Earnest Money Deposit (EMD):

The Bidder shall furnish an Earnest Money Deposit (EMD) amounting to Rs.22,000/- together with the technical bid. EMD shall be in Indian Rupees and shall be in the form of Demand Draft/Banker's Cheque from any of the Nationalized Bank/Scheduled Bank in favour of "Executive Engineer, NWDA", payable at Hyderabad, the bids received without earnest money shall be summarily rejected.

The earnest money of unsuccessful Bidder shall be refunded within 15 days after final award of Contract. EMD of the successful Bidder will be released after the Bidder signs the final agreement and furnishes the Performance Guarantee. The EMD shall not carry any interest. The EMD will be forfeited on account of one or more of the following reasons:

- a. Bidder withdraws the Proposal during the validity period specified in Bid document.
- b. Bidder does not respond to request for clarification of his/her Proposal.
- c. Bidder fails to provide required information during the evaluation process or is found to be non-responsive.
- d. In case of successful bidder, if he fails to sign the Agreement in time as per schedule; or furnish the Performance Guarantee.

(24) Period of Contract:

The initial period of contract would be for one year, extendable for further period of two years on satisfactory performance with such amendments as may be mutually agreed to and also subject to the necessary approval of the competent authority. Rates quoted by the agency/firm would be fixed for a period of one year except any statutory increase/decrease in wages/DA etc. by Govt. of India from time to time. After satisfactory completion of one year of service, the contract can be extended for further period of two years on renewed terms and conditions with mutual agreement in compliance with statutory regulations. In case, performance is not satisfactory, the contract will be terminated even before expiry of one year with prior notice of 15 daytime to Bidder/Service provider and the Performance Guaranty will be forfeited.

(25) Submission of Proposal:

- a. The bidder must submit their technical & financial bid in the prescribed format-specified at Annexure-III&IV of this bid document and no other format is acceptable.
- b. Earnest Money Deposit (EMD) of Rs.22,000/- (Rupees Twenty two Thousand) only of unsuccessful bidders will be returned within 15 days after finalization of contract with successful bidder. No interest will be payable on the said amount.
- c. NWDA reserves its right to accept the bid either in full or in part. Conditional, erroneous and incomplete bids will be rejected outright.
- d. NWDA reserves its right to summarily reject the offer received from any agency on national security considerations, without any intimation to the bidder.
- e. While submitting bids, the bidders must submit (i) Technical Bid in one envelope and (ii) Financial Bid in another envelope. It should be written boldly on top of both the envelopes as "TECHNICAL BID" and "FINANCIAL BID". Both the envelopes should be put in a single sealed cover duly addressed and superscribed with words "**Bid for providing security services for NWDA offices**" on top and should reach the **Executive Engineer, Investigation Division, NWDA, H.No.5-2-68, 1st floor, Mahatma Gandhi Markfed Bhawan, Jambagh, Putlibowli PO, Hyderabad-500095** on or before 28.08.2020(15:00 Hrs.).
- f. **An Index must be made for bid documents and for all supporting documents submitted and must be affixed on top of all Annexures submitted. The Index must mention the relevant Page number to facilitate quick reference. If any document reference/page number is not mentioned in the Index, it shall not be considered.**

(26) Opening of Proposal and Selection Process:

- a. The technical bids shall be opened on 28.08.2020 at 15:30 hrs. in the Office of the Executive Engineer, Investigation Division, NWDA, Mahatma Gandhi Markfed Bhawan, Jambagh, Hyderabad in the presence of bidders or their authorized representatives with authority letter who may choose to attend the opening of bids.
- b. The NWDA will assess the eligibility of the agency/firm to render the requisite services based on the documents submitted as per Annexure-II & III. Only those agencies/firms found technically qualified based on the following technical qualification criteria will be considered for opening of their financial bids.
 - i. The experience of Agency/Firm in providing security services to various organisations should not be less than 3 years. The documentary evidence is required (Refer Annexure - II) to be submitted with the bid.

- ii. The Agency/Firm should have ISO Certification ISO 9001: 2008. The documentary evidence is required to be submitted with the bid.
- iii. The Average Annual turnover of last 3 Years (from 2017-18,2018-19& 2019-20) of Agency/Firm should not be less than Rs.50 lakh. The documentary evidence is required to be submitted with the bid. (Refer Annexure -II).
- c. The exact date & time for opening of financial bids will be intimated to the bidders at appropriate time. The work will be awarded to the firm who quoted lowest rates amongst the technically qualified bidders. However, if there is a tie at the lowest rates, the contract will be awarded to the Agency/Firm who has higher average annual turnover based on recent three years turnover.

(27) Other Important Information:

- a. Period of validity of the bid is 90 days from the opening of the financial bid. However, NWDA may at its discretion, extend this period and such extension shall be binding on the bidders.
- b. If the date upto which the Tender is open for acceptance is a holiday, the Tender shall be deemed to remain open for acceptance till the next working day.
- c. Agencies submitting proposal will not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
- d. NWDA reserves its right not to accept bids from agencies resorting to Unethical practices or on whom investigation/enquiry proceedings have been initiated by Government Investigating Agencies /Vigilance Cell.
- e. The service provider shall replace immediately any of its personnel (if they are unacceptable to the office because of incompetence, conflict of interest and breach of confidentiality or improper conduct) upon receiving written notice from office.
- f. The service provider shall engage the necessary personnel as required by our office from time to time. The said personnel engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their salary every month. There is no Master & Servant relationship between the employees of the service provider and this Office. Further, the said worker of the service provider shall not claim any absorption at any stage in NWDA.
- g. The service provider shall provide a substitute well in advance if there is any probability of deputed person leaving the job due to his own personnel reasons or otherwise. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
- h. The service provider shall be contactable at all times and messages sent by phone/e-mail/fax/special messenger from this office shall be acknowledged immediately. The Service Provider shall strictly observe the instructions issued by NWDA in fulfillment of the contract from time to time.
- i. If the bidder does not accept the offer after issue of letter of award by NWDA within 7 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.

(28) RIGHT TO ACCEPTANCE OR REJECTION OF BIDS:

(A) The bid is liable to be rejected inter-alia:

- a. If it is not in conformity with the instructions and proforma mentioned in the bid paper.
- b. If it is not properly signed by the bidder.

- c. If it is received after the expiry of the due date and time.
- d. If it is not accompanied by the requisite EMD and proper documents.
- e. Submission of more than one bid paper by a bidder for a particular work.

(B) This office reserves the right to:

- a. Accept / Reject any of the bid in full or part thereof.
- b. Revise the requirement at the time of placing the order.
- c. Add, modify, relax or waive any of the conditions stipulated in the bid specification wherever deemed necessary.
- d. Reject any or all the bids in part or full without assigning any reason thereof.

(29) Notification of Award of Contract:

Within the validity period of the bid as prescribed in the bid document, the NWDA will notify the successful bidder by fax/email and confirm by letter that the particular bid has been accepted ("Notification of Award of Contract"). This notification of award shall indicate the sum which NWDA will pay to the bidder in consideration of the performance of the scope of work by the bidder as prescribed in the contract. The successful bidder on receipt of "Notification of Award" shall convey his/her acceptance, as per **Annexure-VI**, by return email or fax and to be confirmed through speed post within seven (7) working days through a letter to the Executive Engineer, Investigation Division, National Water Development Agency, Mahatma Gandhi Markfed Bhawan, Jambagh, Putlibowli PO, Hyderabad. The Notification of Award of Contract, bid document and the letter of acceptance shall constitute the formation of the Agreement, as per **Annexure-VII**.

(30) Performance Guarantee:

- a. The successful bidder shall provide a Performance Guarantee for the due and faithful performance of contract for a sum of 5% of the total contract value within seven working days from the date of issuance of notification of award of Contract by NWDA. Performance Guarantee shall be in the form of an irrevocable Bank Guarantee Bond of any scheduled bank or State Bank of India in accordance with the form prescribed or in cash or in the form of Govt. security/fixed deposit receipt etc. in favour of "Executive Engineer, NWDA", payable at Hyderabad. If successful bidder (s) fails to furnish the requisite Performance Guarantee within the specified period, the award of contract will be cancelled, EMD will be forfeited and the bidder will be barred from participating in future bids of NWDA.
- b. This Performance Guarantee shall be returned within 30 days after satisfactory completion of the contract and if there is no breach of contract during the period of the contract.
- c. No interest shall be paid on the Performance Guarantee.

(31) Payment:

- a. The monthly wages of the security personnel for each month shall be credited in to their bank accounts by the service provider by 7th of following month and thereafter, the monthly bill shall be submitted to the Executive Engineer, Investigation Division, NWDA, Hyderabad in duplicate for payment by 15th of the month. The Invoice/bill

should be accompanied by the proof of :i) Certified Attendance sheet of the month for which payment is claimed, ii) Certified copy of the bank scroll showing disbursement of wages in individual accounts, iii) Documentary proof of deposit of EPF/ESI etc. of previous month to the concerned Department, iv) GST deposit challan copy. The payment to the service provider will be made within seven working days after receipt of the bill along with copies of payment of wages and statutory dues/taxes to the satisfaction of the EE subject to availability of fund with the Division. Taxes as applicable will be deducted from every bill.

- b. Payment to the service provider would be strictly on certification by the officer, with whom the concerned person is attached, that his services were satisfactory and availed as per the bill preferred by the service provider. The Agency/firm's deployed security guards will work under the overall supervision and direction of the authorized Officer of the Department.
- c. The payment will be made through RTGS only. Bank details of the service provider may be given for release of payment.

(32) Penalty Clause:

- a. In case any of service provider's personnel(s) deployed under the contract is (are) absent, a penalty equal to 25% the wages of number of security personnel absent on that particular day shall be levied by the Department and the same shall be deducted from the contractor's bills.
- b. In case any of service provider's personnel deployed under the contract fails to report in time and contractor is unable to provide suitable substitute in time for the same it will be treated as absence and penalty as mentioned in point (30) shall be levied.
- c. In case any public complaint is received attributable to misconduct/ misbehavior of contractor's personnel, a penalty of Rs. 500/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Further the contractor's concerned personnel shall be removed from the service immediately.
- d. If security work is not observed upto the satisfaction of the Department, a penalty of a minor fine of Rs.1,000/- per day will be imposed on the contractor depending on the objective criteria as above.
- e. In case the service provider fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, NWDA reserves the right to impose the penalty as detailed below:-
 - i. 0.5% of cost of order/agreement per week, upto four weeks' delays.
 - ii. After four weeks delay the Department may cancel the agreement and get this job to be carried out preferably from other agency from open market. The difference, if any, will be recovered from the defaulter bidder/ service provider and also shall be black listed for a period of four years from participating in such type of tenders issued by the department.
 - iii. The earnest money/performance guarantee of the service provider may also be forfeited, if so warranted.

(33) Termination: NWDA may terminate the Contract of the firm / service provider in case of the occurrence of any of the events specified below:

- a. If the bidder/ service provider becomes insolvent or goes into compulsory liquidation.
- b. If the bidder / service provider in the judgment of NWDA has engaged in corrupt or fraudulent practices in competing for or in executing this Contract.

- c. If the bidder / service provider is found to submit to NWDA a false statement which has a material effect on the rights, obligations or interests of NWDA.
 - d. If the bidder / service provider places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to NWDA.
 - e. If the bidder / service provider fails to provide the quality services as envisaged under this contract, reasons for the same would be recorded in writing. In such an occurrence NWDA shall give a written advance notice of 15 days to the agency before terminating the Contract.
- (34) In the event of any dispute arising in the inference of any of the clauses of the agreement, the matter will be referred to the Chief Engineer(South), National Water Development Agency, Hyderabad whose decision shall be binding on both the parties.
- (35) Wherever there is any difference between the English and Hindi versions of the Bid document, the English version prevails.

1. Scope of Work for security personnel(Unarmed)

- a. The service provider shall provide round the clock (24x7) security service(Unarmed) i.e. 24 hours/ day for 365 days a year. A shift will have normal duration of eight hrs. Normally there shall be three shifts of eight hrs. each. The security services and provision for the required manpower shall be as under.

Shift	Time	Name of the Premises	Number of Security Guards required in each shift
First Shift	09.30 to 17.30 hrs.	All the 3 offices of NWDA located at Mahatma Gandhi Markfed Bhawan, Jambag, Hyderabad.	01
Second Shift	17.30 to 01.30 hrs.		01
Third Shift	01.30 To 09.30 hrs.		01

Job description:

1. Working shifts are eight hour shifts round the clock.
2. Protection of the premises from any unauthorised entry, robbery, theft etc.
3. Protection of manpower, guiding visitors to the concerned officials, regulating entry of unwanted visitors/ salesmen and maintenance of visitors' register.
4. Security persons deployed should be able to read & write Hindi, English and local language Telugu. It is essential that provided manpower must be able to receive and understand both written and verbal instructions and shall be able to undertake, plan and perform assigned without the need for any supervision. It is desirable that the worker has previous experience in an office/establishment, preferably under Central Government.
5. The persons deployed shall, during the course of their duty if privy to certain confidential documents and information, they are not supposed to divulge such information to any third party. To this effect, they shall be required to take oath of confidentiality and breach of this condition shall make Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
6. The security personnel shall report to the office at least 30 minutes in advance of the commencement of the shift for collecting necessary documents/instructions, and to complete all other required formalities'.

Checklist of documents to be submitted along with the Technical Bid

S. No	Documents to be submitted	Submitted	Not submitted	Remarks
1.	Details of EMD deposited (If exempted proof)			
2.	Cost of Bid document if downloaded from website (A/c Payee DD/Banker's cheque enclosed)			
3.	Copy of Registration of firm			
4.	Copy of Registration with Central/State Governments (Home department)			
5.	Copy of Shop and Establishment License Number			
6.	Copy of GST Registration			
7.	Copy of Registration certificate of EPF			
8.	Copy of Registration Certificate of ESI			
9.	Copy of PAN/TAN			
10.	Self-declaration certificate (Annexure – III, Sl. No.10)			
11.	Proof of experience (Refer Annex-V- Table A)			
12.	List of clients indicating period of work executed with them (Refer Annexure V- Table A)			
13.	ISO 9001-2008 Certification			
14.	Last 3 years audited statement from Chartered Accountant			
15.	Copy of Income Tax Return for the last 3 years			
16.	Details of Annual Turnover			

Signature of Bidder Seal of Establishment

Full Name of Bidder with address & Date

TECHNICAL BID

S.N.	Particulars	To be filled in by the bidder
1.	Name of the Agency/firm	
2.	Details of EMD	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
3.	Details of Bid document Fee	
	(i) Amount	
	(ii) Draft No. or Receipt no. if deposited in cash	
	(iii) Date	
	(iv) Issuing Bank	
4.	Registration No. of Central/State Governments.(Home Department)	
5.	Shop and Establishment License Number (copy to be enclosed)	
6.	GST Number (copy to be enclosed)	
7.	EPF Registration Number (copy to be enclosed)	
8.	ESI Registration Number (copy to be enclosed)	
9.	PAN/TAN (copy to be enclosed)	
10.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a self-declaration certificate is to be attached in this regard.)	
11.	Length of experience in the field (with proof). Please arrange in descending order from 2019 (Refer Annexure V- Table A)	
12.	Experience in dealing with reputed organisations (Indicate the names of the organisations and years of dealing with those Departments and attach copies of contracts orders placed on the agency/firm) (Refer Annexure V- Table A)	
13.	Whether agency/firm profile is attached?	
14.	List of clients (Refer Annexure V- Table A)	
15.	ISO 9001-2008 Certification	
16.	Last 3 year audited statement from Chartered Accountant & Income tax returns	
17.	Average annual turnover for last 3 years (Refer Annexure-V – Table B)	

(Signature of Bidder) (Seal of Establishment) (Full Name of Bidder with address)

Date:

UNDERTAKING BY THE BIDDER :

This is to certify that I/we before signing this bid have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature of the Bidder with Seal

Name:

Designation:

Address:

Phone No.

FINANCIAL BID

(To be enclosed in a separate sealed envelope)

To,

The Executive Engineer,
Investigation Division,
National Water Development Agency
H.No.5-2-68, 1st floor, Mahatma Gandhi Markfed
Bhawan, Jambagh, Putlibowli PO, Hyderabad-500095

Sub: Financial Bid for award of contract for providing security services at three offices of NWDA situated at Hyderabad for a period of one year reg.

Sir,

With reference to your Notice Inviting Biddated 05.08.2020 on the subject mentioned above I/we quote the rate for above mentioned work as under:

Sl. No	Component of Rate	Rate per month	
		(Rs. in figures)	(Rs. In words)
1.	Wages per head including VDA (As per prevailing minimum wages act of Govt. of India. The personnel deployed by the bidder/firm shall be required to work in eight hours shifts along with weekly off as per the requirement of the job.(It is fixed and not to be filled by the bidder)	not to be quoted	not to be quoted
2.	Employee Provident Fund as applicable on wages limited to Rs 15000 per month and administrative charges as applicable. (It is fixed and not to be filled by the bidder)	not to be quoted	not to be quoted
3.	Employee State Insurance @3.25% of Sl.No.(1) (It is fixed and not to be filled by the bidder)	not to be quoted	not to be quoted
4.	Payment of Bonus as per Bonus act as applicable	not to be quoted	not to be quoted
5.	GST liability as per extent provision of relevant act	not to be quoted	not to be quoted

Service charges: The bidders shall be required to quote only a percentage of components of wages per head mentioned at Sl.No.1 above as 'service charges' per contract employee which shall be deciding parameter for awarding the contract.

Service charges	In figure (%)	In words (percentage)

Yours faithfully,

Place:

Date:

Signature of Bidder
Full name & seal

Note:(1).All statutory liabilities & payment thereof within given time frame will rest with the bidder.

(2) Each bidder shall be liable to make payments to the contract employees as per the above statutory liabilities and claim the same from the department.

(3) The payment to the service provider will be made within seven working days after receipt of the bill along with copies of payment of wages and statutory dues/taxes to the satisfaction of the EE subject to availability of fund with the Division.

(A) Details of Experience in security services: Total Experience claimed

S. No	Name of Client	Actual Period of Service provided (from - to) in DD/MM/YY	Total Period (In Years / Months / Days)	Proof Attached
1.				
2.				
3.				
4.				
5.				
6.				

(B) Average Annual Turnover

S. No	Financial Year	Turnover (Rs in Crore)	Proof Attached
Total	-----		-----
Average	-----		-----

ACCEPTANCE

The offer, issued vide your letter
No. dated..... is accepted by me
for and on behalf of
.....(Agency/Firm) for a sum of
Rs. (Rupees)/
at a service charge of% age of wages per head including VDA.

Yours faithfully,

Place:

Date:

Signature of Bidder/Service provider
along with the Seal

To

The Executive Engineer,
Investigation Division,
NWDA, Hyderabad.

**(Name of the Department)
FORM OF AGREEMENT**

THIS AGREEMENT is made on the ____ day ____ (Month) ____ (Year) Between the Superintending Engineer, Investigation Circle, National Water Development Agency, Hyderabad hereinafter called "the Department", which expression shall, unless excluded by or repugnant to the context, be deemed to include its successor in office and assigns of the one part AND ____ (Name and address of the Service provider) through Shri ____, the authorized representative (hereinafter called "the Service provider") (which expression shall, unless excluded by or repugnant to the context, be deemed to include its/their heirs, successors, executors, administrators, representatives and assigns) of the other part. Under which the Service provider shall provide uniformed and trained personnel for security services to National Water Development Agency.

NOW THIS AGREEMENT WITNESSETH as follows: -

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
 1. Notice Inviting Bid & Bid documents
 2. Addendums, if any
 3. Technical & Financial bids submitted by the Service provider
 4. Letter of award of contract
 5. Letter of acceptance of award of contract
 6. Any other documents forming part of the contract
3. In consideration of the payments to be made by the Department to the Service provider as hereinafter mentioned, the Service provider hereby covenants with the employer to provide the security services w.e.f. ____ as per the provisions of this Agreement and the bid documents.
4. The Department hereby covenants to pay the Service provider in consideration of the deployment of security personnel for the security services as per the provisions of this Agreement and the bid documents, the contract price of Rs. ____ (____ Rupees in words).
5. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions there from as may be made under the provisions of the contract at the times in manner prescribed by the contract.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

For and on behalf of the Service provider For and on behalf of NWDA, Hyderabad

Signature of the authorized Representative Signature of the authorized Officer

Name of the Person
Stamp/Seal of the Service provider

Name of the Officer
Stamp/Seal of the officer

Agreement signed in the presence of:

Witness _____
Name _____
Address _____

Telephone No: _____

Witness _____
Name _____
Address _____

Telephone No: _____