

दूरभाष : 011-23238542, 23236740
Telephone : 011-23238542, 23236740
फैक्स : 0091-011-23231252
Fax : 0091-011-23231252
E-mail ई-मेल : secretary@dcindia.org
Website : www.dciindia.org.in

ऐवान-ए-ग़ालिब मार्ग
कोटला रोड, नई दिल्ली - 110 002
Aiwan-E-Ghalib Marg,
Kotla Road, New Delhi - 110 002



भारतीय दन्त परिषद

DENTAL COUNCIL OF INDIA

(CONSTITUTED UNDER THE DENTISTS ACT, 1948)

No.Z.34019/1/2016-Admin/ 17148

Dated 22 Jan., 2018

TENDER NOTICE

Sub.: Quotations are invited for engagement of Security Agency for providing Security Services in Dental Council of India, Aiwan-E-Galib Mark, Kotla Road, New Delhi

Sealed quotations are invited on behalf of the Secretary, Dental Council of India for providing Security Services at Dental Council of India, 1st Floor, Aiwan-E-Galib Mark, Kotla Road, New Delhi-110002.


A total of 04 (four) Guards, to look after the Security of the premises of Dental Council of India, New Delhi are required. The break-up of four (4), security guard are required for security services of the Council in 3 shifts, round the clock at Combined Council Building, 1st Floor, Aiwan-E-Galib Mark, Kotla Road, New Delhi.

Sealed Quotation in prescribed form (Annexure-I) duly filled is must be submitted to the Joint Secretary (L&A), Dental Council of India, Aiwan-E-Galib Marg, Kotla Road, New Delhi, **latest by 16.02.2018 at 5.00 p.m.** The envelope should be marked as "Quotation for Security Services at DCI" and the name of the firm should be mentioned on the top of envelope.

General Conditions

1. The agency should be an Indian security agency and should have been in the field of providing security services for at least preceding five years.
2. The rates for security guards and security supervisors should be quoted separately as stipulated in Annexure-I. The rates should be inclusive of and in accordance with the provision of the Minimum wages Act, Contract Labour regulation and abolition act and other statutory provisions regarding Provident Fund, ESI, Bonus, Gratuity, leave, uniform etc. The rates should also inclusive of the charges for weekly off and no amount over and above the rate quoted shall be considered or paid.
3. The agency should please note that it will be his entire responsibility to adhere to the provisions of the statutory Rules/Acts mentioned above in the matter of payment of the EPF subscription ESI subscription, service tax etc. Therefore, the rates should be quoted with explicit understanding of his statutory obligations.
4. The agency must have valid and latest Income Tax clearance certificate issued by Assessing Officer, PAN No. allotted by the Income Tax department which should be quoted and a photocopy should be enclosed.
5. The agency applying for should certify that they will adhere, fulfill and meet the terms of payment of Minimum wages under Minimum Wages Act as declared by Govt. from time to time.
6. The Joint Secretary (L&A) reserves the right to cancel/reject any or all quotations without assigning reasons therefore. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the Quotation.

This issues with the prior approval of the Executive Committee of DCI at its meeting held on 02.12.2017.


(M.L. Meena)
Joint Secretary (L&A)
Dental Council of India

- To
1. Notice Board.
 2. Server Section- to upload the same on DCI website in Public Notice Section.

C.C.:

The President, Dental Council of India

//

TERMS & CONDITIONS

1. The contract shall be awarded for a period of one year only.
2. The Council will deduct Income Tax at Source under section 194-C of the Income Tax Act, 1961, from the Contractor.
3. The Contractor shall be solely liable for payment of service tax and all other taxes and levies as may be subsequently imposed.
4. The Contractor shall provide a non-judicial stamp paper of Rs.10/- for preparing a Contract agreement.
5. The Contractor shall seek instructions from Joint Secretary (L&A) of DCI for any other officer authorized by him for the purpose ("Authorized Officer").
6. The contractor shall be fully responsible for the security/watch in the premises of the Institute.
7. A complete list of the security personnel, engaged by the contractor for deployment in the Council, will be furnished by the Contractor along-with complete addresses and other antecedents. The Contractor shall deploy only those whose antecedents have been verified by the Police Authorities.
8. The Contractor shall not replace the security personnel at random. This shall be done with the prior knowledge of the Joint Secretary (L&A) or the Authorized Officer and full particulars of the security personnel so deployed shall be given to the Joint Secretary (L&A) or the Authorized Officer.
11. The Contractor shall be liable to make alternate arrangements in case of the absence of the security personnel. Similarly, the Contractor shall have to make alternate arrangements in case of National Holiday/ Gazetted Holiday/ Weekly off. The security personnel shall maintain the security check posts and other locations on all weekdays. No short leave or meal relief shall be permitted to the security personnel unless the contractor provides suitable substitute without any extra payment. The contractor shall keep sufficient number of leave reserves.
12. The Contractor shall ensure that no time any security point is unmanned. A register shall be maintained by the contractor at every gate where round the clock duty is performed to record the movements. Double Duty shall not be permitted unless specifically approved by the Joint Secretary (L&A) or the Authorized Officer.
13. The Council shall arrange to provide locks/seal for stores, go downs and offices etc. to the satisfaction of the contractor and show pilfer able items lying in open to the contractor. Suitable record of the same shall be maintained duty signed by the Contractor and the Joint Secretary (L&A) or the Authorized Officer.
14. The main premises, which may be specified by the Council, shall be guarded in all respects. The main building of the Council shall be closed after working hours and locked in the presence of the representatives of the Council. The premises in locked condition shall be unlocked the next morning in the presence of the representative of the Council.
15. The Contractor shall compensate the Council in full for the loss sustained by the Council on account of any theft, burglary and any other kind of intrusion in building/ areas given for security. The amount of loss to be compensated by the Contractor shall be determined by the Joint Secretary (L&A) or the Authorized officer. It shall be binding on the contractor. The contractor shall also be fully responsible for any loss of materials and property etc. of the Institute attributable to the negligence or failure of the security personnel in complying with the prescribed procedure. All losses thus suffered by the Council shall be compensated in full by the contractor. The decision of Joint Secretary (L&A) of the Council in this regard shall be binding on the Contractor.
16. The Council shall fix timings of the various duty shifts. A singly duty shift will have normal duration of Eight Hours (8 hours). In case of any compelling reasons, if the duty shift is to be extended, the same shall not be resorted to by the contractor without the prior consent of the Joint Secretary (L&A) or the Authorized Officer.
17. The Contractor shall arrange to provide dress/uniform to all the security personnel on duty and ensure good behaviour with all the staff of the Council and as well as with the visitors and patients visiting the Council. The contractor shall provide separate dress, for summer and winter seasons. The security personnel shall not be permitted to wear any odd wrappers. The dress shall be of uniform color and design. Each person deployed by the contractor shall wear a badge bearing his name and designation.
18. The Council shall not be liable to provide any residential accommodation to the security personnel. No cooking or lodging shall be allowed in the premises of the Council.
19. The Contractor shall bear all the expenses incurred on the following.
 - (i) Provision of torches and cells to the Security Guards on night patrol.
 - (ii) Provision of Lathis/ Ballams and other implements to the security personnel.
 - (ii) Stationery for writing duty charts and registers at the security check points and for making entries of the visitors
 - (iv) Joint Secretary (L&A) of DCI for frisking.

20. The security staff shall be bound to observe all the Instructions issued by the Council and the Authorized Officer concerning general discipline and behavior. In case, any person employed by the Contractor is inefficient, quarrelsome, infirm, and invalid or indulges in unlawful activity or the like, the Contractor shall replace such person with a suitable substitute immediately.
21. The Council has also the right to check the various implements/torches etc. The Contractor shall maintain these items to the satisfaction of the Council.
22. **The Contractor shall provide at his cost all statutory benefits to the security personnel deployed by it at the Council including, but not limited to weekly off for 6 days work and off on National Holidays. The Council will not entertain any liability whatsoever on this account. The contractor shall comply with all the statutory provisions as laid down under various Labour Laws/ Acts/ Rules in respect of Minimum Wages, Provident Funds, ESI, Labour Legislations. The contractor shall comply with all legal requirements for obtaining license under the Contract Labour (R&A) Act, 1970 at its own cost. In case of any violation of Labour Laws by the Contractor, there will not be any liability on the Council and the contract shall be solely liable. The contractor shall produce for inspection of the Joint Secretary (L&A) or the Authorized Officer payment of wages register and all other registers/records/books maintained by the contractor under different Labour statutes.**
23. The security personnel deployed by the Contractor shall be the employee of the Contractor. The contractor shall bear all expenses in connection with the employment. The Council shall not be responsible financially or otherwise for any injury to the security personnel in the course of performing the security functions.
24. The contractor shall not be permitted to transfer/ assign his rights and obligations under the contract to any other agency or organization or contractor.
25. The duration of the contract shall be one year and after the expiry of the said period of one year, the contract may, at the sole discretion of the director be extended for a further period of one year on the same rate and terms and conditions. The Joint Secretary (L&A) of the Council shall have the absolute right to terminate the contract at any time without assigning any reason thereof, by giving to the contractor 15 days notice of his intention to terminate the contract. Joint Secretary (L&A) will also have the right to extend the contract on the same terms and conditions until such time, the new security agency take over in case fresh quotation is required.
26. In case the contractor wishes to terminate the contract, he shall give three months advance notice in writing to this effect to the Council.
27. In case of failure of the contractor to commence work or in the event of breach of any of the terms of the contract, The Council may after cancellation of the contract get the work done through any other agency for the remaining term of the contract at the risk and costs of the contractor.
28. Duty hours of the security personnel will be as detailed below:
Duty Hours (for all ranks)
 - (i) 1st shift - 07.00 hours to 15.00 hours
 - (ii) 2nd shift- 15.00 hours to 23.00 hours
 - (iii) 3rd shift - 23.00 hours to 07.00 hours

Duty hours may, however, be changed by Joint Secretary (L&A) of the Council or the authorized officer without any prior intimation.

DUTIES AND RESPONSIBILITIES OF SECURITY STAFF

The security staff deployed by the contractor shall perform the following functions:

- (i) The main security / check posts located at the various gates of the Council premises and other sensitive points specified by the Joint Secretary (L&A) or the Authorized Officer.
- (ii) To check the material/ property going out of the building and outsiders entering the building through the procedures of the gate pass etc. as laid down by the Joint Secretary (L&A) of the Authorized officer.
- (iii) To perform watch and wards functions including night petrol on the various points of deployment.
- (iv) To prevent the entry of stray dogs, cattle's antisocial elements, unauthorized persons and vehicles into the building.
- (v) To prevent unauthorized entry. The security personnel should be able to categorize the legitimate visitors without causing any embarrassment to them.
- (vi) To allow entry to visitors, only after an entry has been made in the registrar at the entry gate. This practice is to be followed at each entry gate. Entry of cycles and vehicle such as

- scooters, motor cycles and motors of strangers /visitors shall not be allowed in the premises, unless otherwise permitted by the Joint Secretary (L&A) or the Authorisd Officer.
- (vii) The guards will also take round of the backside of all important and sensitive points as specified by the Joint Secretary (L&A) or the Authorized Officer.
 - (viii) The security guards on patrol duty should take care of all the water taps, valves and water hydrants installed in the open, all over the premises, for horticulture purposes.
 - (ix) Security guards should ensure that the flowers, plants, trees and grassy lawns are not damaged either by the staff or by outsiders.
 - (x) The security guards will also help in extinguishing the fire, if there is a fire or any other natural calamities.
 - (xi) The Security Supervisor will be responsible for overall security arrangement. He will ensure that all instructions of the administration are strictly followed and there is no lapse of any kind.
30. Any other provision as may be deemed appropriate by the Joint Secretary (L&A) or the Authorized Officer shall be incorporated in the arrangement. The same shall also be binding on the Contractor.
31. If any information furnished by the contractor is found to be incorrect at any time, the contract is liable to be terminated without any notice.
32. All disputes and differences of any kind whatsoever arising out of or in connection with this agreement shall be referred to the arbitration of a sole arbitrator to be appointed by the Joint Secretary (L&A). The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The place of Arbitration shall be New Delhi. The courts in Delhi alone shall have jurisdiction to deal with any matter arising out of the arbitration proceedings.

**

ANNEXURE-I

APPLICATION FORM FOR PROVIDING SECURITY SERVICES

1. Names, address of firm/Agency and Telephone numbers. _____

2. Registration No. of the Firm/Agency _____
3. Name, Designation, Address and Telephone No. of Authorized person of Firm/Agency to deal with. _____

4. Please specify as to whether Applicant/ agency is sole proprietor/ Partnership firm. Name and Address and Telephone No. of Directors/ partners should specified. _____

5. Copy of PAN card issued by Income Tax Department and Copy of previous Financial Year's Income Tax Return _____
6. Provident Fund Account No. _____
7. ESI Number _____
8. Licence number under Contract Labour (R&A) Act. _____

9. Proposed rates (Per Month) for per Security guards and Supervisor (ALL INCLUSIVE)

Rs. _____ (Rupees _____)

10. Total rates for 03 (Three Nos) Security Guards and 01 (One) Supervisor / Per Month

Rs. _____ (Rupees _____)

[A total of 04 (Four Nos), security guards are required for security services of the Council in 3 shifts round the clock at Combined Council Building, Kotla Road, New Delhi]

11. Details of experience with regard to Security services (with full details of organization with whom contract(s) was/ were entered into for Providing security services). Copies of the satisfactory reports should be attached. Separate sheet may be used for indicating experience etc.

12. Any other Information _____

13. Declaration by the Contractor:-

This is to certify that I/We before signing this Quotation have read and fully understood all the terms and conditions and instructions contained herein and attached herewith. I undertake myself/ ourselves to abide by the said terms and conditions.

(Signature)
Name:
Designation:
Dated:
Address:
Phone No.(O)
(R)