

Tender No.: SCOPE-MM/GM(T)/23-24/531

Date 17.08.2023

NOTICE INVITING TENDER

1. Online e- tenders are invited by General Manager (Tech. & HR) SCOPE on behalf of Constituents of SCOPE Complex, Lodhi Road, New Delhi – 110 003. For the subject work as per the details given below:-

1.1 Name of the work	Providing Traffic Management, Surveillance and Fire Control Services at SCOPE Complex, 7-Lodhi Road, New Delhi-110003.
1.2 Estimated Cost	Rs. 3,53,05,956/- per annum plus GST@18%
1.3 Earnest Money	Rs 8,34,000.00
1.4 Tender Processing Fee	Rs 7,670.00
1.5 Contract's Duration	2 (Two) years from the date of issuance of LOI
1.6 Cost of Tender	Rs. 1,770/- (non-refundable)
1.7 Commencement of downloading E-Bid	18.08.2023 from 10.00 A.M.
1.8 Last date of downloading of E-Bid	12.09.2023 Up to 10.00 AM
1.9 Last date of E-Bid submission	12.09.2023 Up to 3:00 PM
1.10 Last date of submission of hard copy of EMD	12.09.2023 UP to 3:00 PM
1.11 Tender opening date & time (Technical)	12.09.2023 at 3:30 PM
1.12 Tender opening date & time (Financial)	To be intimated later

2. Bidders have to download the Bid documents from the e-procurement portal i.e. <https://scope.ewizard.in> after registering themselves on portal and submit e-bids after payment of bid processing fee & Bid documents fee before last date & time of downloading the e-bids online. Bidders can also view the NIT, SCOPE of work on www.scopeonline.in (For e tendering support-) 9355030607 and 9355030630.

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3. Bids shall be submitted through e-bidding mode only. No other mode of Bid submission shall be accepted.
4. **Eligibility Criteria:** - Security aspect of the building like SCOPE Complex is of paramount importance. The agency should have sufficient experience of at least fifteen years of standing in the field of Providing Traffic Management, Surveillance and Fire Control Services of **Multi Stories High Rise Govt. building**, (Documentary Proof required). The agency should be able to combat any critical situation, emergency like safe evacuation of high rise building in case of any Bomb scare, Mock drill, Fire hazard or any Terrorist activity.
- 4.1 Tender document shall be accepted only from reputed, specialized agencies/contractor working with CPWD, PWD, MES, Railway/ PSUs/Autonomous Bodies/SCOPE, who fulfill following pre-qualification criteria.

Proof of having successfully completing similar works during last five years ending last day of the month previous to the one in which application is invited.

Three similar completed works of Traffic Management, Surveillance and Fire Control Services, each costing not less than the amount equal to 40% of estimated cost put to tender

OR

Two similar completed works of Traffic Management, Surveillance and Fire Control Services each costing not less than the amount equal to 60% of estimated cost put to tender.

OR

One similar completed works of Traffic Management, Surveillance and Fire Control services which costing not less than the amount equal to 80% of estimated cost put to tender.

Note:

- a. The similar service means Providing Traffic Management, Surveillance including Fire Control Services. The service contract that includes other services like sanitation, housekeeping etc. along with these services shall not be considered unless the value of Traffic Management, Surveillance and Fire Control Services provided can be distinctly quantified.
- b. It is mandatory for agencies which have provided Traffic Management, Surveillance and Fire Control Services during the last five years to furnish satisfactory performance certificate issued by the concerned organization authorities along with technical bid.

The performance certificate to be attached by the bidder issued from the Organization(s)/Clients should be on Organization(s)/Client's letter head.

- 4.2 The Tenderer must be registered under ESI, PF, GST & income tax act and should have PAN number. The copies of registration papers along with details need to be furnished. Latest 3months ESI & PF deposit challan with the authority is also needed.
- 4.3 Certificate from statutory Auditor/ Chartered Accountant of a bidder that there is no pending claim notice/due demand notice/litigation or liability/ default on account of provident fund Act, ESIC or GST. (Attach self-attested copies of the said certificate).

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- 4.4 The average annual financial turn over should not be less than Rs.100 Crores during the immediate last 3 consecutive financial year.
- 4.5 **Balance sheet of the bidder for immediately preceding three financial years with ITR with certificate from statutory Auditor/CA.**
- 4.6 Bank solvency certificate of the amount equal to 50% of estimated cost of work. In any case it should not be older than 12 months from the last date of issue of NIT.
- 4.7 The financial data shall be certified by Chartered Accountant with his stamp and signature.
- 4.8 The bidder should be registered under Private Security Agencies Regulation Act (PSARA) 2005 since last five years **as a private security agency provider from the appropriate authority of Central/ State Government. PSARA license pending for approval/ renewal will not be accepted.**
- 4.9 The agency should have their own infrastructure for training facility of the personnel to train at least 50 guards at a time affiliated with PSARA **controlling authority of home department-Govt. of NCT**, in Delhi/NCR or should have a legally established tie up with registered institute affiliated with PSARA for the training of its personnel. The documents in this regard to be furnished.
- 4.10 The bidder must have Zonal regional headquarters in Delhi-NCR. **Attach self-attested copy of GST certificate.**
- 4.11 The agency should have at least 1000 guards deployed on their role at all times during the last **three years. Attach proof of EPF challan and ECR (Electronic Challan cum return) from the EPF portal.**
- 4.12 The agency should have ISO 9001:2015, **14001-2015, 45001-2018 & SA8000 certification.**
- 4.13 Labour licenses of the previous & present contracts executed in last 3 years under contract labour (R&A) Act. Copy of the same needs to be attached.
- 5.0 The agency should have round the clock control room with adequate staff and well-equipped vehicles with wireless sets, mobile phones etc. to mitigate any emergency. Documentary proof in this regard needs to be attached.
- 5.1 The bidder shall furnish an affidavit on non-judicial stamp paper of Rs.100/- duly notarized affirming that the firm/agency has neither been blacklisted and debarred and nor their services have been banned or suspended due to any reason including corrupt and fraudulent practices in the past by any Govt. departments/ Institutions/Local bodies/ Municipalities/ Public Sector Undertaking/Autonomous Bodies etc. and there is no any vigilance/ CBI case pending against the firm/agency.
- 5.2 The bidder to qualify for award of service contract has to submit a written power of attorney authorizing the signatories of the bid to participate in the bid and also signing the service contract.

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- 5.3 The agency should submit company's profile indicating names of Directors/Partners/Proprietor, & other staff and details of establishment etc.
 - 5.4 The agency should submit the copies of work performance certificate (as desired) along with work order of last 5 years.
 - 5.5 All the above certificate/documents shall be submitted by the firm duly signed & self-attested subject to verification with original documents. If any required information/documents are not submitted, then the bid of concerned bidder will be rejected and shall not be considered. No representation in this regard will be entertained.
 - 5.6 Hard copy of form of tender duly signed and stamped must be submitted along with tender cost and EMD.
- 6.0 The tender shall be submitted through only E-Portal i.e. <https://scope.ewizard.in>.**
7. Earnest Money & tender cost mentioned above should be paid by crossed Demand Draft / Pay order from any Nationalized / Scheduled Bank in favor of "SCOPE Complex MMO Account". Tenders submitted without Earnest Money & tender cost will be summarily rejected and the representative of such tenderers shall not be allowed to attend tender opening.
 8. Pre bid meeting shall be held at 3:00 PM on 06.09.2023, if required.
 9. SCOPE reserves the right to reject any or all tenders without assigning any reasons.

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General Manager (Tech .&HR)

SCOPE OF WORK

The Scope of works includes the following:

1. The traffic staff engaged by the agency for the services shall be round the clock & will take proper and adequate care of traffic management including parking of the vehicles in and around the building. Safety & security of the vehicles is of paramount importance.
2. Personnel employed by the agency would control and keep the common passages in and around the SCOPE Complex clear from all obstacles, so that in case of any emergency or the Fire authorities do not face any difficulty in movement of anywhere in and around the SCOPE Complex.
3. The Fire control team will manage the Fire control room (FCR) equipped with all equipments and panels etc. round the clock. It is also required that the personnel so engaged by the contractor will be versed with the overall fire detection and fighting system of the building. They are expected to handle fire detection and firefighting equipment installed in the building in case of emergency and as when advised by the officer-in – charge.
4. The fire officer/fire man should be trained to extinguish fire with the help of fire extinguishing cylinders and other fire fighting equipments available on the spot. They will also help the fire fighting staff in extinguishing the fire or any other natural calamities.
5. The agency will conduct fire fighting drills and carry out fire safety inspection.
6. The agency will provide courtesy service (assist VIP and special guest in the SCOPE Complex).
7. The agency will provide education and training on current security and fire incidents trends.
8. The guards supplied by bidder will be trained, young, smart and well mannered with proper uniform and as per the qualification, experience and age should not more than fifty years.
9. The agency must have provision for daily day and night checking of alertness of their guards deployed in SCOPE Complex and the same to be recorded in writing.
10. The Guards on duty shall not leave the premises until his reliever reports for duty.
11. The agency should be insured that the property & assets of SCOPE Complex are not damaged either by the staff or by the outsiders.
12. The Traffic & vigilance staff shall not accept any gratitude or reward in any shape.
13. The eight hours shift generally will be from 6:00 hrs to 14.00 hrs. 14.00 hrs. to 22.00 hrs. and 22.00 hrs. to 6.00 hrs. But the timings of the shift are changeable and shall be fixed by the department from time to time depending upon the requirements.



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14. The security services shall be meant for the whole SCOPE Complex building which include Basement, Outer peripheries, Vehicles parking area, DG sets, Terrace level, Sub stations, AC plants, Solar plants, Lift rooms, Water supply tanks, administrative block, Academic Block, Convention Area, Various floors, Emergencies services, Fire services and other assets of the MMO, SCOPE Complex, or as per the direction of client from time to time.
15. Regulate access control at gates, prevent misuse of premises and facilities, preventing tress-passing, unauthorized parking, unauthorized construction, squatting in SCOPE Complex premises, Prevent Vandalism, throwing of Garbage/littering and ensuring cleanliness.
16. The personnel engaged have to be extremely courteous with every pleasant mannerism in dealing with the staff/ visitors/Females/Constituents and should project an image of utmost discipline.
17. The SCOPE shall have right to have any person moved in case of complaints of the staff/ visitors/Females/Constituents or if the person is not performing the job satisfactory or otherwise. The contractor shall have to arrange the suitable replacement in all such case.
18. The company should be able to provide extra competent personnel at one day notice.
19. The personnel should also carry out additional task/duty as found necessary opinion of authorized representatives or Office-In-Charge in the interest of MMO, SCOPE Complex.
20. No personnel can be removed or replaced by the agency without prior information or permission of the Office-In-Charge and providing of suitable substitute.

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General Manager (Tech. & HR)