

## Notice Inviting Tenders

### Orchid Island Resident Welfare Association

Orchid Island Society invites sealed tenders from the **Registered Contractors holding valid PSARA License** with minimum 6 months of validity of expiry period, & also licensed under the Contract Labour (Regulation & Abolition) Act, 1970 under two bid system viz. (a) **Technical Bid** & (b) **Commercial Bid (Price Bid)** for providing **Security, Housekeeping & Horticulture Services** at Orchid Island Society, Sector - 51, Gurugram as per following details: -

1. Name of Work: : Providing Security, Housekeeping & Horticulture Services.
2. **Earnest Money Deposit (EMD)** : Rs. 500000/- (Rupees Five Lakh) to be refunded only after the hiring process of vendor is completed or after 90 days, whichever is later. No interest shall be paid on the EMD.
3. Initial Security Deposit at the time of LOI : 2% of total value of contract subject to a minimum of ₹ 5,00,000/-.
4. **Cost of tender documents** : The tender documents may be collected from Society office for a **nominal amount of 500/-** (non-refundable).
5. **Last date & time of submission of tender.** : **1700 hours on 22/07/23.**
6. Address at which the tenders are to be submitted : Maintenance Office, Orchid Island, Sector 51, Gurugram
7. **Date and time of opening tenders** : **1100 hours on 29/07/23.**
8. Place of opening tenders : Maintenance Office, Orchid Island, Sector 51, Gurugram
9. Email ID/ Contact No : [estatemanager@orchidislandrwa.com](mailto:estatemanager@orchidislandrwa.com)/8448790102

10. The tender documents can be purchased from office on any day between 10:00 a.m. to 5:00 p.m. on payment of non-refundable charges of Rs 500/- only or can be downloaded from our website [www.orchidislandrwa.com](http://www.orchidislandrwa.com) . Those who download the tender document from Website should enclose a DD for Rs 500/- along with their bid in a separate envelop mentioned specifically "DD envelop", falling which tender will not be considered.

**TENDER DOCUMENT FOR PROVIDING SECURITY,  
HOUSEKEEPING & HORTICULTURE SERVICES IN  
ORCHID ISLAND, SECTOR-51, GURUGRAM- HARYANA**

## Conditions

1. Sealed tenders are invited for providing Security, Housekeeping & Horticulture Services from the **Registered Contractors holding valid PSARA license & other statutory registration for Manpower Services** with minimum 6 months of validity of expiry period & also licensed under the Contract Labour (Regulation & Abolition) Act, 1970 under two bid system viz. (a) **Technical Bid** & (b) **Commercial Bid (Price Bid)**. The contractor should deploy physically fit personnel for Security, Housekeeping & Horticulture Services at Orchid Island, Sector 51, Gurugram - 122018, HARYANA, herein referred as 'The Society' on job contract basis on the terms and conditions set out by the Governing Body.
2. Agencies holding valid PSARA license with minimum 06 months of validity of expiry period (License shall not expire before January 2024 i.e. validity of contract period) may only submit the bids.
3. Registration in ESIC, EPF, Shop & Establishment Act, Labour license etc.
4. GST registration certificate & Standing orders of company (certified by Labour commissioner).
5. ESIC & EPF Challans of Last 6 Months.
6. GST Annual Returns, Company/Firm's Annual Turnover - 15 Crore and above for last 3 years consecutively.
7. Minimum 5 Years working experience in providing security manpower with RWA is mandatory.
  - a. The Bidder should have experience in providing similar services in single work order with minimum strength of 50 personnel.
  - b. The Bidder should have successfully completed 3 Years work with single RWA.
  - c. The bidder required to provide such type of two (02) work order/agreement for proof of experience.
8. PSARA registered training center for training of security staff.
9. Affidavit of NON-Blacklisted from any government department.
10. Successful vendor can only retain 25% of existing manpower.
11. If at any point of time, it is found that the contractor has furnished false information the Contract/Tender will be liable to be cancelled without any prior notice and Security deposit will be forfeited.

### Mode of Submission of Tender

The tender shall be submitted in two cover system in accordance with the procedure detailed below.

(a) **Envelope 1 (Technical Bid):** The envelope duly sealed and containing Technical Bid super scribed as “**TECHNICAL BID for providing Security, Housekeeping & Horticulture Services**” should be submitted along with following: -

- (i) DD/Pay Order of the EMD amount (Rs 5,00,000/-).
- (ii) Tender cost (₹ 500/-) if not paid earlier.
- (iii) Copy of PSARA License.
- (iv) Copy of PAN.
- (v) Copy of Registration Certificate for Service Tax.
- (vi) Copy of address of the Registered Office/nearest Branch.
- (vii) Clarification sought by the vendor, if any.
- (viii) Company Profile.

(b) **Envelope 2 (Commercial Bid).** This envelope shall contain only the Commercial Bid as per format attached and super scribed as “**COMMERCIAL BID: TENDER PROVIDING OF SECURITY, HOUSEKEEPING & HORTICULTURE.**”

(c) **Envelope 3.** This envelope shall be of adequate size and shall contain Envelopes **1 & 2** and shall be properly sealed. This envelope shall be endorsed as under on the outside face:-

- (i) “TENDER FOR PROVIDING SECURITY, HOUSEKEEPING & HORTICULTURE AT ORCHID ISLAND SOCIETY, SECTOR - 51, GURUGRAM”.
- (ii) Email ID and contact No of the vendor.

## **Opening of Tender**

(a) The **Envelope No 3** containing the tender documents as per above instructions shall be opened in the office premises of the Society **on 29 July 2023 at 1100 hours** in the presence of authorized representatives of those tenderers, who wish to remain present.

(b) **Envelope No 1** containing Technical Bid will be opened first. The tender shall be rejected if the documents as per para a (i to viii) are not found attached and other sealed envelope will be returned unopened to representative of the concerned tenderer, if present.

(c) After opening of Envelope No 1 and after evaluating the clarifications / conditions, if any, stipulated by the vendor, Envelope No 2 containing Commercial Bid will be opened only for successful bidders.

In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time.

Governing Body of the Society has the right to accept / reject any or all tenders without assigning any reasons what so ever. For any further information on the tender, the office of the President, Orchid Island Society, Sector - 51, Gurugram may be contacted.

## **Validity of Tender**

Tender and rates quoted shall remain valid for a period of 90 days from the last date of submission of tender. The contract shall remain valid for a period of one year from the date of signing of the contract which may be extended based on performance. However the first three months will be treated as a trial. If the performance during trial period is found unsatisfactory, the contract will be terminated without any notice. The decision of the Competent Authority i.e. the Governing Body of the Society shall be final and binding in this regard.

The Governing Body of the Society reserves the right to reject the lowest or any or all tenders without assigning any reason whatsoever. In case the services of the selected contractor is found to be unsatisfactory, the next vendor in the Priority may be given fresh LOI.

## Scope of work for Security

The vendor shall provide total safety, security in the aforesaid premises by deploying physically fit security Personnel. The security personnel so deployed will be responsible for physical and material security. The Governing Body of the Society reserves the right to reject deployment of any security guard who does not appear to be fit for the given guard duty.

### Requirement

S. No.	Staff	Shift (Day/Night)	Education (Min)	Personal Specification		
				Age (Years)	Exp (Years)	Police Verification
1.	Security Supervisors	2 Per Shift	12 <sup>th</sup>	35 - 45	05	Yes
2.	Security Head Guard	2 Per Shift	10 <sup>th</sup>	22 - 40	04	Yes
3.	Security Guard	25 Per Shift	10 <sup>th</sup>	20 – 40	03	Yes
4.	Security Lady Guard	1 in day Shift	10 <sup>th</sup>	25 – 40	03	Yes
5.	Bouncers	1 Per shift	10 <sup>th</sup>	25 - 35	05	Yes

i. The requirement may vary from time to time on need basis. Number of guards could be reduced on increasing electronic security system. The different points have to be manned round the clock by deploying security personnel as mentioned above. All the security points and surrounding areas should be managed in such a way so that all the security supervisors and guards are available / deployed round the clock on all the days including Sundays and holidays. Number of security points may be increased or decreased at the discretion of the competent authority.

ii. The Security will provide services to all apartments, parking areas, common areas and all other buildings of the Society.

iii. The vendor will ensure that the security provided is of a very high order. They will ensure that all entries and exits to the society are properly controlled. They will ensure there are no thefts to the society common area property. In case of any loss/damage, the security vendor will make good the loss/damage including the two/four wheelers, where the loss/theft has taken place due to negligence on part of the security Guards looking after security of the affected place.

iv. The security vendor will ensure that proper documentation is maintained at all the places. The security persons must know their duties and the same must be in possession with them in writing.

v. The security vendor will ensure the security personnel complies with house rules/regulation of society and follow the instructions without any deviation.

vi. **Penalty for Deficiency in Security:** The vendor will be penalized for the deficiency if any during the period of the contract. Some of the common deficiencies which could be shortage of man power, poor performance by the staff, no proper monitoring of the services/man power, absence and non-performance of security duty by the manpower.

vii. The personnel so deployed should be paid minimum wages (MW) as notified by the State Government from time to time for employment of watch and ward (**without arms**). Fulfillment of all statutory compliances is the responsibility of vendor. The vendor will also be responsible for the personal safety of his personnel deployed on security duty of the society.

**Scope of Work for Housekeeping & Horticulture Services:**

The vendor shall provide housekeeping and horticulture staff in the aforesaid premises by deploying physically fit & trained personnel. The Governing Body of the Society reserves the right to reject deployment of any housekeeper or horticulture who does not appear to be fit for the given duty.

- i. Managing the cleaning of society roads, Flats staircase, community parks & other common areas on daily basis.
- ii. Managing the minor mason jobs
- iii. Garbage pickup from the apartment & dispose it in appropriate manner.
- iv. Managing the grass beds on park soil, composting the soil, Pruning of tree branches etc.
- v. Develop the sapling of seasonal flowers and trees inside the society.
- vi. Work out to grow density of greenery of society

Sr. No.	Staff	Shift (Days)	Education (Min)	Personal Specification		
				Age (Yrs)	Experience	Police Verification
1	Supervisor Housekeeping	1/30	12 <sup>th</sup>	30-45	15 Years	Yes
2	Housekeeper	40/1200	8 <sup>th</sup>	25-35	5 Years	Yes
3	Gardner	10/300	8 <sup>th</sup>	25-35	5 Years	Yes
4	Sewerage Cleaner	2/60	8 <sup>th</sup>	25-35	3 Years	Yes
5	Mason	2/60	8 <sup>th</sup>	25-35	3 Years	Yes

**General Terms and Conditions**

1. The vendor shall not sub-let any portion of the contract except with the written consent of the Employer failing which the employer may rescind the contract and the security deposit shall stand forfeited and at absolute discretion of the employer.

2. The vendor must obtain for himself on his own responsibility all the information which may be necessary for the purpose of making a tender and entering into a contract. The vendor is advised to inspect the installations at the site of work and acquaint himself with all local conditions, nature of work and all matters pertaining thereto.

3. The security vendor is required to provide total security round the clock and vigilance of the entire premises of Orchid Island Society herein after referred as The Society.

4. The entire management in respect of the manpower personnel deployed for the captioned work shall be the responsibility of the vendor.

5. The vendor will be responsible for leave, replacement and other welfare measures and keep the Governing Body of the Society informed regarding persons deployed.
6. The vendor will ensure wearing of proper uniform and necessary accessories to be worn with the uniform by all the guards/supervisors/housekeepers/gardeners etc. at the time of performing their duty.
7. The vendor will be held responsible and will make good of all replacements/absentees at the time of deployment on each day/night. Besides deducting the payment of absentees, vendor will be liable to pay penalty to the society for absentees whenever faced by shortages, which shall be mutually decided at the time of contract.
8. Guards will be deployed at various security points in consultation with the Security Officer of the Society. The security officer of the Society or designated authorized official shall be at liberty to carry out surprise checks regarding the security arrangements.
9. In the event of bandh/strike or natural calamity, the vendor will ensure the availability of 80% of manpower on duty.
10. The vendor shall ensure rotation of guards and supervisors at the particular post at least once in 3/4 months with prior permission and intimation to the society management.
11. The Competent Authority will be at liberty to enforce penalty on the vendor for violation or negligence in security due to shortfall including when Guards are found sleeping on duty.
12. Bills shall be raised by the vendor on monthly basis. Payment will be made within 20 working days subject to the receipts of correct bills with relevant documents complete in all respects. The vendor should intimate the Bank details where the payment is to be remitted.
13. The earnest money deposit of ₹ 5,00,000/- paid by the successful vendor shall be adjusted by the employer in the total security deposit money for the execution and fulfillment of the contract. No interest shall be paid on the security deposit. The successful vendor to whom the work is awarded will have to deposit 5% of the total value of the contract, subject to a minimum of ₹ 5,00,000/- by demand draft as security deposit. In case of default on the part of vendor to perform and observe any covenant, conditions and provisions herein contained, it shall be lawful for Governing Body of the Society in its absolute discretion to forfeit the whole of the security deposit or a part thereof without prejudice to any other right or remedy that may be available to it against the vendor under this agreement, for such breach. The security deposit will be refunded only after satisfactory fulfillment of the contract. **In case the vendor abandons the contract or leaves the contract unperformed, the security deposit shall be liable to be forfeited.**
14. All compensation or other sums of money **payable by the vendor** to the employer under the terms of the contract may **be deducted from his security deposit**. The amount so deducted shall be made good by the contractor within 10 days of deduction.
15. The period of contract shall be 12 months from the date of commencement and can be extended under the existing terms and conditions if agreeable to both the parties. The contract can however, be terminated by Governing Body of the Society by giving a notice of 30 days without assigning any reason whatsoever.
16. The successful vendor must co-operate with other contractors engaged by the employer and the work shall proceed smoothly with least possible disturbance and to the entire satisfaction of the employer.
17. The employer shall provide water and electric power from the existing sources free of cost.



18. On award of work, the vendor will furnish to Governing Body of the Society full particulars of the staff deployed on the work and issue / obtain identity cards, which shall be carried by them throughout the time of their duty. The security staff of the Society shall have right to check or interrogate any of the vendor's staff while entering / leaving the premises.

19. The staff provided by the vendor shall be disciplined, polite and courteous. They shall not misbehave with any resident and the society staff and shall not engage themselves in any unlawful activities in the premises. The vendor shall be fully responsible for any theft, burglary, fire or any other mischievous deeds of his staff and shall replace any staff if asked for by Governing Body of the Society.

20. The rates quoted shall be applicable throughout the period of contract.

### **Tender Rejection**

21. Tender received after the scheduled date and time of submission shall not be accepted/opened.

22. Tender documents submitted without the receipt of the tender cost shall not be considered.

23. Tender submitted without requisite documents as specified at para a (i to viii) for Envelop 1 shall not be considered.

24. The Governing Body of the Society reserves the right to reject a tender if it is deviating from the conditions mentioned in the tender documents and if the tender is submitted conditionally.

### **Basis of Selection**

25. Initially only Technical Bids shall be opened. Commercial Bid shall be opened only of those bidders who qualify in Technical Bids and have been found to be valid.

**26. Each page of the tender documents is required to be signed by the person or persons submitting the tender in token of his / their having acquainted himself / themselves with the tender documents in totality.**

## LETTER OF SUBMITTING TENDER

To,

**The President,  
Orchid Island Residents Welfare Association,  
Orchid Island, Sector-51, Gurugram.**

Dear Sir,

1. With reference to the tender invited by you for the work “**Security, Housekeeping & Horticulture services at Orchid Island, Sec. 51, Gurugram – 122018, Haryana**”, I/we do hereby offer to execute the work under contract at the respective rates mentioned in Commercial Bid attached. I/We have seen the site and understood the general conditions. I/We agree to execute the work as per specifications under terms and conditions given in the tender documents.
2. I/We have deposited Earnest Money Rs \_\_\_\_\_/- (Rupees \_\_\_\_\_) by **Demand Draft/Pay Order**. I/We do hereby agree that this sum shall be forfeited by you in the event our tender is accepted and if I/we fail to execute the contract when called upon to do so.
3. I/We understand that you are not bound to accept the lowest or “any tender that you receive”.

Yours faithfully,

(Vendor)

**FORMAT FOR COMMERCIAL BID**

**Name of the work:** Contract for Providing Security, Housekeeping & Horticulture services at Orchid Island Society, Sector 51, Gurugram.

S.No	Description	Duty Hrs/Days	Rates (Rs)	Nos	Amount (In Rs)
<b>SECURITY STAFF</b>					
1	Security Supervisor	12 Hrs 30 Days			0
2	Head Security Guard				
3	Lady Security Guard	12 Hrs 30 Days			0
4	Security Guard	12 Hrs 30 Days			0
5	Bouncer	Per Month			0
6	Torch/Lathi/Search Lights etc	Per Month			0
7	Patrolling Bike	Per Month			0
			<b>Total (A)</b>		<b>0</b>
<b>HOUSE KEEPING STAFF</b>					
1	Supervisor House Keeping	8 Hrs 30 Days			0
2	Drain Cleaner/Sewer Man	8 Hrs 30 Days			0
3	House Keeper	8 Hrs 30 Days			0
4	House Keeping Material (Garbage/Jumbo Bags etc)	Per Month			0
5	Garbage Rikshaw/Cycle Rikshaw	Per Month			0
			<b>Total ( B )</b>		<b>0</b>
<b>HORTICULTURE STAFF</b>					
1	Mali/ Gardner	8 Hrs 26 Days			0
2	Mason	8 Hrs 26 Days			0
3	General Equipment's (Horticulture)	Per Month			0
			<b>Total (C)</b>		<b>0</b>
			<b>Total (A+B+C)</b>		<b>0</b>
			<b>Management Fee (%)</b>		
			GST @ 18%		0
			<b>Total Costing</b>		<b>0</b>

Signature of the Vendor \_\_\_\_\_

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

**Name & Address of the Vendor**