DENTAL COUNCIL OF INDIA
(CONSTITUTED UNDER THE DENTISTS ACT, 1948)

No.Z.34019/1/2016-Admin/10039
Dated 28 Feb., 2019

QUOTATION NOTICE

Sub.: Engagement of Security Agency to provide Security Guards in Dental Council of India, Kotla Road, New Delhi —req.

Sealed quotations in duplicate are invited from reputed agencies for providing Security Guards for round the clock security services (five persons for 12 hours shift) for Dental Council of India at Kotla Road, New Delhi on contract basis for a period of one year be extendable upto three years subject to the satisfaction of the Council.

The interested parties may inspect the premise at any time during office hours on any working day to access the job requirement/ quantum of work involved. They are requested to carefully read the terms and condition of the contract before sending the quotation. The quotation in sealed cover superscribing “Quotation for Security Guards” should reach to “The Secretary, Dental Council of India, Aiwan-E-Ghalib Marg, Kotla Road, New Delhi-110002” on or before 3.00 p.m. on 15th March 2019. The quotation shall be valid at least for 2 months from the date of submission.

The Secretary, Dental Council of India reserves the right to accept or to reject any quotation without assigning any reason whatsoever. Any extension of time, modifications, alterations, addendum etc. to this notice will not be published in news paper and instead notified only through the official website of the Council. All concerned may therefore regularly visit the website for updated information. For further details, please visit DCI website “www.dciindia.gov.in”.

This issues with the prior approval of the Executive Committee of DCI at its meeting held on 13.12.2018 at Agenda Item No.15(3)(8).

Encl.: Annexure-I & II

(M.L. Meeria)
Joint Secretary (L&A)

Copy to:
1. Notice Board, DCI, New Delhi,
2. The President, Dental Council of India
3. Server Section- for uploading in the website.
4. Guard File/ office
ANNEXURE-I

TERMS AND CONDITIONS FOR SECURITY SERVICES CONTRACT

SCOPE OF SERVICES
1. Contractor shall be completely responsible for protecting the properties and assets of the Dental Council of India, New Delhi, checking the incoming and outgoing vehicles, employees and visitors, reception and guiding of visitors, etc., and maintenance of security Registers as per the requirement.

2. The contractor shall ensure that the security guards provided by it manner cause any interference, annoyance, nuisance to the office or work or its officers/employees/visitors.

REQUIREMENT & WORKING HOURS
3. The requirement of DCI at present five (05) guards including one supervisor, from the age group of 18-30 years active and having good health, round the clock on all week days.

4. Contractor shall provide security arrangements for all the 24 hours of the days with a batch of properly trained guards and they shall be sufficiently literate to handle the routine works and attending telephone calls during day time and after office hours uninterruptedly, in an utmost courteous manner as entrusted. The working schedules of security guards will be 12 hours a day per shift covering all the 7 days of the week.

UNIFORMS
5. The Uniforms, raincoats, umbrellas, torch with cells and other kit will be supplied by Contractor to their employees.

MONTHLY CHARGES
6. Rates quoted should be exclusive of service tax as per Rules.

7. Rates quoted should be inclusive of all the statutory payments like EPF, ESI, Bonus, etc.

8. The Minimum wages to the guards including supervisor shall be paid at the rate fixed by the Govt. of NCT of Delhi by its notification under the Minimum Wages Act 1948.

SALARY, WAGES AND OTHER STATUTORY OBLIGATIONS AND AMENITIES
9. The service provider itself shall be responsible to pay the minimum wages, EPF, ESI, Bonus, etc to its workers as per the Minimum Wages Act, 1948. In case, any dispute between the service provider and worker arises, the service provider shall be responsible for any contingencies or any expenditure or any losses, etc in that regard.

The Contractor shall remit all the statutory payments on a monthly basis, directly to the authorities concerned and furnish the proof of remittance on a monthly basis to DCI.

The contractor will obtain license, if any, required under the local or central laws for providing sanitation/ housekeeping services to DCI. The contractor should have PAN, GST and Service Tax Registration.

REPLACEMENT
10. Any Security guard deployed at DCI falling sick or proceeding on leave will be immediately replaced by Contractor at no additional expense to DCI. On occasions when due to paucity of men, it is not immediately possible to provide a suitable relief for an absentee/absentees, Contractor will see that no post is left unmanned.

LIABILITY
1. The contractor will indemnify the Council against any claim, loss, damage occurred, or caused in DCI premises due to willful acts or omissions or carelessness or negligence of the sweeper & cleaners employed by the contractor, while on duty.

WITHDRAWAL OF PERSONNEL
11. Contractor agree to withdraw their men immediately on termination of the contract or otherwise on the instruction of the DCI. Whenever any misconduct is noticed of the personnel engaged by Contractor then the same on report by the DCI shall be looked into the appropriate disciplinary action shall be taken by the Contractor and if necessary such person may be replaced by a suitable hand.
DEPLOYMENT
12. The Deployment of guards will be done by Contractor as directed by the DCI. Attested copies of bio-data with photos and necessary ID of the personnel proposed to be deployed shall be submitted by the agency before entering into agreement.

MODE OF PAYMENT
13. Payment to the agency shall be made on monthly basis on submission of the bill for service after effecting recoveries, if any. No advance payment in any case would be made. The monthly payment will be subject to satisfactory services being rendered.
14. TDS, if applicable shall be deducted from all payments made to the contractor as per rules and regulations in force and in accordance with the income tax act prevailing from time to time. Statutory norms, such as GST, VAT, etc shall be applicable as per Government of India norms.

PERIOD OF VALIDITY OF THE CONTRACT
15. This contract will be valid for a period of one year with effect from the date of signing the agreement. However, the same can be terminated by either side by giving one month’s notice or payment in lieu thereof. This Contract may be extended upto three years, if mutually agreed.

SECURITY DEPOSIT
16. Contractor shall pay an amount equivalent to one month payment to DCI as security deposit, which shall be deposited before commencing his contractual obligation. The security money shall be refunded to the contractor after completion of the contract period after making necessary deduction, if any.

EXECUTION OF AGREEMENT
17. Contractor is required to execute an agreement in Non-Judicial Stamp Paper worth Rs.100/- (Rupees one Hundred only) in the format provided from this office.

DATE & TIME OF SUBMISSION
18. The quotations indicating the item wise breakup of rate quoted and other terms and conditions in a sealed cover superscribed as “Quotation for Security Guards at DCI” should reach to “The Secretary, Dental Council of India, Aiwan-E-Galib Marg, Kotla Road, New Delhi-110002 on or before 3.00 PM on 15.03.2019. The quotation that are vague, incomplete or without information required will be rejected.

ACCEPTANCE & AWARD OF WORK
19. The Secretary, Dental Council of India reserves the right to accept or to reject any quotation without assigning any reason, whatsoever.'
**Annexure-Il**

**QUOTATION FORMAT**

In response to the quotation notice, published by Dental Council of India, Aiwan-E-Galib Marg, Kotla Road, New Delhi-110002, we hereby offer the following rates for providing security personnel at Dental Council of India, Kotla Road, New Delhi-02 subject to the terms and conditions of contract specified by DCI.

I. **Details of the Organization**

1. Name of the Organisation/ Agency
2. Name(s) of the proprietor/ Director
3. Registered address with telephone nos. & email ID
4. Service Tax Registration No. *(self attested copies to be attached)*
5. Permanent Account No. of the firm (PAN) *(self attested copies to be attached)*
6. Provident Fund Number allotted by Provident Fund Officer *(self attested copies to be attached)*
7. ESI Registration Number *(self attested copies to be attached)*
8. Total Staff/ worker of the firm
9. Name(s) of the organisations to whom similar services have been provided by the firm during last five years (please attached the job order/service certificate from the firm)

   Signature with date...........

   seal

(all columns must be filled)

II. **Rate quoted for security guards at DCI**

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<th>S.No.</th>
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<th>Rate per month per person for 12 hours shift</th>
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<td>Supervisor-1</td>
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Name: ___________________________

Address: ___________________________

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Place:

Date: