

**National Highways Authority of India
(Ministry of Road Transport & Highways)**

Notice Inviting Quotation (NIQ) – (Non e-tender mode)

Sealed quotations are invited from established, experienced and reputed Security/Ex-servicemen Agencies for Providing services Traffic Marshals at various Toll Plazas under NHAI, PIU Office at Ahmedabad

Detail Tender/Bid Document is available only on NHAI web site

The terms & conditions are available on NHAI website www.nhai.org in downloadable form from 5.12.2016 to 19.12.2016(10.30 hrs).

The duly filled quotation in sealed envelope should be submitted up to 11:00 hours on 19.12.2016. Quotations will be opened at 11:30 hours on the same day in the presence of intending bidders at the address mentioned below:

GM(Tech.) & Project Director

National Highways Authority of India
PIU-Ahmedabad
Bungalow No. 3A & 3B, Amul Building, Amrut
Baug Society, Near Dena Bank, Vejalpur Road,
Jivaraj Park, Ahmedabad – 380051

Phone: 079-26821062

Fax : 079-26821063

Email : ahd@nhai.org

Website: www.nhai.org

**GM(Tech.) & Project Director
NHAI, PIU- Ahmedabad**

Notice Inviting Quotation

Earnest Money Deposit and Cost of Bid Document

The interested security/ex service man agencies may submit the bid complete in all respect along with Earnest Money Deposit (EMD) of **Rs. 20,000/- and cost of bid document of Rs. 1000/-(non refundable)** in the form of Demand Draft /Pay Order drawn in favour of National Highways Authority of India, Payable at Ahmedabad and other requisite document in sealed envelope addressed to cover **GM(Tech.) & Project Director**, National Highways Authority of India, PIU-Ahmedabad. The earnest money will be refunded after award of work the successful agency.

Conditions regarding Performance Security:

- 1) The successful bidder shall have to submit performance security amounting to Rs.50,000/- (Rupees Fifty Thousand only) in the form of Bank Guarantee / Demand Draft (issued by any nationalized /Schedule Commercial Bank of RBI) in favour of NHAI, PIU-Ahmedabad within 07 days of issue of LOA.
- 2) The performance security shall be refunded in one month after the successful completion of the Contract.
- 3) In case of breach of any of the terms and condition attached to this contract, the Performance security Deposit of the placement Agency will be liable to be forfeited by National Highways Authority of India.

Mode of Submission & Earnest Money Deposit:

1. The complete proposal with the details such as name and address of the firm / agency, Service Tax number, EPF registration number, ESIC registration number has to be submitted up to 11:00 hrs on 19.12.2016 at the following address duly superscribing on the sealed envelope **"Proposal for Providing Service of Traffic Marshals in NHAI"**.
2. **NHAI will not be responsible for any postal delay, if tender / Quotation is submitted through courier /post.**
3. The bid should be submitted in the prescribed format given in the website. No other mode of submission would be acceptable.
4. **The bids would be opened by bid evaluation committee at 11.30 am on same date in the presence of participating bidders who wish/choose to attend**

GM(Tech.) & Project Director

National Highways Authority of India
PIU-Ahmedabad
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Project Director
NHAI, PIU- Ahmedabad

Signature & Seal of the Bidder

NATIONAL HIGHWAYS AUTHORITY OF INDIA
(Ministry of Road Transport & Highways)
PIU-Ahmedabad

Inviting Quotation for selection of Security/Ex-servicemen, Placement Agency for providing service of Traffic Marshals at various Toll Plazas under NHAI, PIU Office at Ahmedabad in the state of Gujarat

Scope of work

Providing service of Traffic Marshals at various Toll Plazas under NHAI, PIU Office at Ahmedabad in the state of Gujarat

Details of Requirement Toll Plaza wise is given below :

Sr. No.	Name of Toll Plaza	NH	State	Location (At Km.)	Nos. of Traffic Marshal required per shift	Total Nos. of Traffic Marshal required	Remarks
1	Ahmedabad Toll Plaza (Ahmedabad Vadodara Expressway)	NE-I	Gujarat	2.6	02	6	For 03 shift of 8 Hrs each.
2	Vadodara Toll Plaza (Ahmedabad Vadodara Expressway)	NE-I	Gujarat	86	02	6	For 03 shift of 8 Hrs each.
3	Raghvanaj(Kheda) Toll Plaza (Ahmedabad Vadodara Section of NH-8)	08	Gujarat	46.05	02	6	For 03 shift of 8 Hrs each.
4	Vasad Toll Plaza(Ahmedabad Vadodara Section of NH-8)	08	Gujarat	92	02	6	For 03 shift of 8 Hrs each.
5	Kathpur Toll Plaza (Ratanpur-Himatnagar-Ahmedabad Section of NH-8)	08	Gujarat	472	02	6	For 03 shift of 8 Hrs each.
6	Vantada Toll Plaza (Ratanpur-Himatnagar-Ahmedabad Section of NH-8)	08	Gujarat	416	02	6	For 03 shift of 8 Hrs each.

TECHNICAL/QUALIFYING REQUIREMENT FOR SELECTION OF SECURITY/EX-SERVICEMEN/PLACEMENT AGENCY

- 1) The Registered office or one branch offices of the agency should be located either in Ahmedabad OR / Gandhinagar
- 2) The agency should be registered with the appropriate registration authority / authorities as per the statutory provision under labour laws
- 3) The applicant firm / placement agency shall have a valid EPF, ESI and Service Tax registration No. ,VAT Registration Certificate, if any etc. [Copy of the same (self authenticated and notarized)] should be submitted].
- 4) The agency have to ensure the statutory compliances in term of NHAI circular no. NHAI/13013/CO/2016-17/Misc../85565 dated 14.7.2016(copy enclosed).
- 5) The agency should have successfully completed similar nature of work for providing traffic marshal/other personnel)to reputed Private companies/Public Sector companies and Govt. Department etc as per following (proof of which should be enclosed.)

Work of similar nature during last 7 years ending last day of month previous to the one in which bids are invited any of the following
Single Work Rs.38 lakh per year/ 9.50 Lakhs for three month Or
Two Works of 24 lacs each/6 Lakhs each for three month Or
Three Works of 20 lacs each/5 Lakhs each for three month

- 6) Copy of PAN card/IT return
- 7) The agencies are required to have private security licence from state policies as per "Private Security Agency Regulation Act, (PSARA Act.)

Information sheet for Bidder(s)

For selection of Security/Ex-servicemen, Placement Agency for providing service of Traffic Marshals at various Toll Plazas under PIU-Ahmedabad

1. Name of Tendering Company/Firm/Placement Agency
(Attach certificate of registration)
2. Name of Proprietor /Director of company /Firm/Placement Agency
3. Full Address of Regd. Office: _____

Telephone No. : _____
Fax No.: : _____
E-mail Address : _____
4. Full address of Operating branch: _____

Telephone No. : _____
Fax No.: : _____
E-mail Address : _____
5. (a) Banker of Company/ Firm/
Placement Agency _____
(Full Address) _____
(Attach certified copy of statement _____
Of A/c for the last three years)
(b) Telephone Number of banker _____
6. PAN/GIR No. _____
(Attach attested copy) _____
7. Service Tax Registration No., if any _____
(Attach attested copy) _____
8. E.P.F. Registration No, if any _____
(Attach attested copy) _____
9. E.S.I. Registration Number, if any _____
(Attach attested copy) _____

10. Give details of the major clients served /presently being served by the tendering Company/ Firm/ Placement Agency in the following format:(If the space provided is sufficient, a separate sheet may be attached)

Sl No.	Details of client along address, telephone and FAX numbers	Amount value of contract (Rs. In Lakhs)	Duration	
			From	To
1				
2				
3				
4				
5				
6				

11. Copy of client satisfaction for completion of works of similar nature (providing traffic marshal)valued not less than Rs. 38 lakh per year/9.5 Lakhs for three months

Sl No.	Details of client along address, telephone and FAX numbers	Amount value		Grading awarded by client		
		of	contract	Excellent	Good	Satisfactory
1						
2						
3						
4						

12. Length of experience of providing traffic marshal services to reputed private companies

Details of physical infrastructure

13. Additional information, if any

Signature of authorized person (s)

Date:

Name:

Place:

Seal:

Note : This sheet is only for information purpose and for better appreciation of the bidder(s) and will not be considered for evaluation purpose

DECLARATION

1. I, _____ son /Daughter/Wife of Shri _____ signatory of the company/agency/form mentioned above, is competent to sign this declaration and execute this tender document
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them
3. I indemnify NHAI against any loss incurred by NHAI due to any act of omission or commission by the manpower deployed in NHAI through my Company/Placement Agency/Firm.
4. My company/Placement Agency/Firm has not been blacklisted/debarred from participating in tender of any Ministry/Department of Government of India and Government of India undertaking in last three years
5. The information /documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information /fabricated document(s) would lead to rejection of my/our tender at any stage besides liabilities towards prosecution under appropriate law:

Signature of authorized person (s)

Date:
Place:

Name:
Seal:

Terms & Conditions of contract:-

(A) General Conditions:

- 1) The contracting placement agency shall not be allowed to transfer, assign, pledge or sub contract its right and liabilities under this contract to any other agency without the prior written consent of NHAI
- 2) The National Highways Authority of India, at present, is in requirement of traffic marshal as per this bid document. The requirement of the National Highways Authority of India may increase or decreases during the period of contract and the bidder would have to provide additional manpower/ reduce surplus manpower , if required on the same rate terms and conditions.
- 3) The Bidders will be bound by the details furnished by it to the National Highways Authority of India, while submitting the tender or at subsequent stage. In case, any document furnished by it is found to be false at any stage, it would be deemed to be breach of terms of Contract making it liable for legal action besides termination of contract
- 4) The National Highways Authority of India, reserve the right to terminate the contract during initial period also after giving thirty days notice to the contracting agency in case of breach of terms of contract without any further correspondence in this regard.
- 5) Duly authorized representative of Bidders will be allowed to participate in the bidding process on production of authorization letter.
- 6) The consolidated wages of manpower supplied should at least as per the rate of minimum wages prescribed by the State Government/Central Government as per the rules and as the case may be .Whenever NHAI revises the remuneration payable to Traffic Marshal , the rate in the Contract and the consequential statutory payments shall be revised pro-rata, but security agency's percentage service charge and other liability /liabilities of traffic marshal provider remain unchanged.
- 7) The National Highways Authority of India, shall verify the actual payment of statutory payment and if not satisfied, shall withhold the payments due to the service provider. If default continues for 30 days, suitable legal remedy will be enforced.
- 8) The deployed traffic marshal shall be required to render services as per terms of engagement. Before deploying the traffic marshal ,agency shall provide the proper training at its own cost
- 9) Photo Identity card will be issued for duty on NHAI/concessionaire Toll Plaza by the security agency duly certified by PIU,NHAI.
- 10) The Security Agency shall furnish the following documents in respect of the individual manpower who will be deployed in or through the National Highways Authority of India, before the commencement of work.
 - A. List of persons deployed;
 - B. Bio- data of the persons;
 - C. Attested copy of the Certificates and documents showing age, educational qualification and experience
 - D. Character certificate from two Group " A" /Class-1 officers of Central / state Government ;
 - E. Certificate of verification of antecedents of persons by local police authority;
 - F. Identity Cards bearing photograph.
 - G. Aadhar number of the persons deployed
- 11) In case the personnel deployed by the successful Agency commits any act of Omission/Commission which amounts to misconduct/indiscipline/legal action against such persons, including their removal from site of work, if required by NHAI.

- 12) The security Agency shall replace immediately any of its personnel who are found unacceptable to the National Highways Authority of India because of security risks ,incompetence etc. The successful agency will be liable to take appropriate desiciplinary/legal action against such person including their removal from site of work, if required by NHAI.
- 13) **The security Agency shall depute a coordinator for a each particular stretch who would be responsible for interaction with the National Highways Authority of India so that optimal services of the persons deployed by the Placement Agency could be availed without any disruption for which the agency should have to bear the expenses of coordinator including their remuneration within their service charge. No separate payment would be made against this head. The list of coordinator (Name,Mobile No etc shoule be funished to PIU at the time of execution of agreement/before commencement of work.The co-ordinator will presently be required to be deployed for each NH-8(Kathpur and Vantada Toll Plaza) and NE-1/NH-8 (Ahmedabad,Vadodara,Kheda & Vasad) toll plaza. The further requirement/reduction of co-ordinator will deployed upon the increase/decrease in the deployment of marshal.**
- 14) The Bidder will be bound by the details furnished by him/her to the National Highways Authority of India, while submitting the tender or at subsequent stage. In case, any document furnished by him/her is found to be false at any stage, it would be deemed to be breach of terms of Contract making him/her liable for legal action besides termination of contract
- 15) The successful agency shall be responsible for compliance of Government rules and instructions on the subject while providing such service and security agency shall be the "Employer" within the meaning of different legislation in respect of traffic marshals so deployed in NHAI..
- 16) NHAI shall not responsible for any damages. losses,claims,financial or injury to any other person deployed by security agency in the course of their performing the function/duties or for payment towards any compensation.
- 17) The security agency shall be solely responsible for the redressal of grievances /resolution of disputes relating to person deployed.NHAI shall in no way be responsible for settlement of such issues whaysoever.
- 18) The contract will be entered initially for a period of **89 days** which can be extended or curtailed as per the requirement of the NHAI with terms and conditions of NHAI policy.
- 19) The agency shall have to maintain attendance register at each toll plaza through co-ordinator of each stretch which is shown as and when demanded by representative of this office and the duly signed copy of the register have to submit along with wage bill
- 20) The agency shall have to submit EPF,ESI and Service tax challan along with wage bill.
- 21) Attendance of the person deployed will be monitored /certified by the agency.
- 22) The security agency shall pay the prescribed wages to the personnel by crediting to their bank account through ECS/RTGS/NEFT which excludes all statutory dues. All manpower supplied will be deemed to be on the pay roll of security agency. The agency shall be responsible for payment of consolidated wages including charges for uniform and other related accessories to the manpower provided and other incidental expenses as mentioned elsewhere in this document .
- 23) The agency will also be responsible for payment of all statutory charges as per applicable Central/State Labour Laws/ Rules such as EPF/ESI Contribution , Bonus etc.. The security agency should submit the monthly bill based on original attendance duly signed by the employees and countersigned by concerned agency along with duly signed attendance sheet, separate document towards deposit of EPF,ESIC & service tax and documentary proof of payment of wages through bank account to the concerned

employees The NHAI will make payment of monthly bills on its submission of wage bill complete in all respect to PIU-Ahmedabad .

- 24) The agency shall be responsible for the timely payment (within 7 days of following months) to the supplied manpower. The agency will not delay the timely payment to their manpower engaged under this contract on excuse of payment not being received from NHAI. The NHAI payment will be subject to submission of bill complete with all the formalities required in this regard as per contractual provisions
- 25) NHAI will not be responsible for any incidental / accidental expenses in respect of employees.
- 26) The firm shall indemnify NHAI against any loss due to accident caused by negligence of the personnel of the firm. The agency has to bear the actual expenses failing which it shall be recovered from the monthly bill of the agency or security deposit.
- 27) Court of Jurisdiction : Suits, if any arising out of the contract can be filed by either party in a court of law within the jurisdiction of Court at Ahmedabad.
- 28) The agency shall furnish the details of the proposed manpower for approval / consent of NHAI before their actual deployment.
- 29) In case of non-satisfactory performance of any deployed person, the same is to be replaced within three working days on request /direction by NHAI.
- 30) The Traffic Marshal deployed should be conversant with Regional Language as well as English & Hindi . The traffic marshal deployed shall have to be provided with 2 sets of uniform in the colour to be specified by NHAI, Cap, Name Plate, Shoulder Title, Rain Coat, Belt ,Umbrellas and Shoes etc. The Traffic Marshal deployed should have proper height (Minimum 5' 6" with health commensurate to perform the duty of marshal), proper uniform ,Cap and other associated requirement and also have a Identity Card duly signed by placement agency and countersigned by representative of this office . The pattern of uniform will have to be approved by this PIU. The agency shall ensure that their personnel wear neat & clean uniform while on duty & also be disciplined and avoid consumption of alcohol smoking etc. while on duty. No separate payment against uniform and its accessories such as shoes, cap, belt, jacket (as required) etc. will be made. This will be included in service charge quoted by agency.
- 31) TDS shall applicable as per Income Tax Act.
- 32) Service Tax will be reimbursed by NHAI only after production of proof of deposit and a certificate from practicing Chartered Accountant.
- 33) An agreement is to be made before commencement of service between the agency and NHAI on a non-judicial stamp paper of Rs.100/-. Cost of stamp paper to be borne by the agency.
- 34) NHAI, PIU Office reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.
- 35) NHAI may increase/reduce the number of marshal required as per NHAI plan. The rate /recovery of payment will remain same as accepted by NHAI for providing service of individual Marshal in case of increase/decrease of requirement and the agency would have to provide additional manpower/reduce surplus manpower on same rate, terms and condition.
- 36) The agency has to ensure the proper/regular attendance of marshals at Toll Plaza. In case of non attendance of Marshal, 1.5 time of his daily payment (calculated proportionately from marshal payment) will be recovered from Agency's bill.
- 37) The agency shall not engage any personnel continuously for 16 hours. The agency has to ensure that the persons deployed on the toll plaza are not involved in criminal activities.
- 38) The firm has to insure the employees at his own cost as per statutory provision . NHAI will not be held responsible for any incidental/accidental purpose.
- 39) The firm shall indemnify NHAI against any loss due to accident caused by negligence of the personnel of the firm. If it is proved that damage to equipment is due to negligence of the traffic marshal, the agency has to bear the actual expenses failing which it shall be recovered from the security deposit

- 40) Agency will save NHAi harmless and indemnity decree/ court order for any court /Statutory Authority/State Government Rules/Laws and undertake to pay any compensation by above said institutions .Agency will submit undertaking as well as Indemnity Bond on stamp paper of Rs. 100 to NHAi in this regard.
- 41) The service charge quoted by the agency shall be in percentage on the total wages paid to all the persons per month. In cases where the bidder has submitted "NIL" charge /Amount over and above the remuneration payable to the traffic marshal , the bid shall be treated as unresponsive and will not be considered in term of GOI policy (OM No. 29(1)/2014-PPD dated 28th January 2014.)**

NATIONAL HIGHWAYS AUTHORITY OF INDIA
(Ministry of Road Transport & Highways)

SEALED QUOTATION DOCUMENT

Name of Work: Selection of Security/Ex-servicemen Agency for providing Service of Traffic Marshals to NHAI, PIU Office at Various Toll Plazas of Gujarat State on purely contract basis

BILL OF QUANTITIES (BOQ) (Price Part)

Sr. No.	Name of Toll Plaza	NH	State	Location (At Km.)	Nos. of Traffic Marshal required per shift	Total Nos. of Traffic Marshal required	Remarks
1	Ahmedabad Toll Plaza (Ahmedabad Vadodara Expressway)	NE-I	Gujarat	2.6	02	6	For 03 shift of 8 Hrs each.
2	Vadodara Toll Plaza (Ahmedabad Vadodara Expressway)	NE-I	Gujarat	86	02	6	For 03 shift of 8 Hrs each.
3	Raghvanaj(Kheda) Toll Plaza (Ahmedabad Vadodara Section of NH-8)	08	Gujarat	46.05	02	6	For 03 shift of 8 Hrs each.
4	Vasad Toll Plaza(Ahmedabad Vadodara Section of NH-8)	08	Gujarat	92	02	6	For 03 shift of 8 Hrs each.
5	Kathpur Toll Plaza (Ratanpur-Himatnagar-Ahmedabad Section of NH-8)	08	Gujarat	472	02	6	For 03 shift of 8 Hrs each.
6	Vantada Toll Plaza (Ratanpur-Himatnagar-Ahmedabad Section of NH-8)	08	Gujarat	416	02	6	For 03 shift of 8 Hrs each.
7	Total Nos. of Traffic Marshal required at 06 Toll Plazas					36 Nos.	-----
8	Rate for Providing of one no. of Traffic Marshal including all expenditure and statutory payments/Contribution as per terms and condition of bid document.					In figures	In words
9	Total rate for providing services of 36 Nos. Marshal					In figures	In words
10	Agency charges (to be quoted in % terms also) on Sr. No. 9 above					In figures	In words

11	Total Rates for providing service of 36 Nos. Traffic Marshal including Agency Charges)	In figures	In words

Name, Signature & Seal of the Bidder

Date:

Place:



**National Highways Authority of India
(Ministry of Road Transport and Highways)
Govt. of India**

Notice Inviting Quotation

The National Highways Authority of India (NHAI) ,Project Implementation Unit(PIU), Ahmedabad hereby invites sealed quotations from established, experienced and reputed Security/Ex-servicemen Agencies for Providing services Traffic Marshals at various Toll Plazas under NHAI, PIU Office at Ahmedabad

For details Kindly visit the website www.nhai.org

The bid document is available for downloading from 5.12.2016 to 19.12.2016(10.30 hrs) from NHAI web site

The last date for online submission of the Bid is **19.12.2016 upto 11:00 Hrs (IST).**

Any addendum/corrigendum/ amendment will be hosted on NHAI web site only.