

DM/HR/COR-OF/062

Dated: 26.09.2019

LETTER OF ACCEPTANCE

To,

**M/s Scientific Security Management Services Pvt. Ltd.,
E-1, Mansarover Garden,
New Delhi – 110015
Ph. 011-49960028
Fax. No. 011-49960054
Email id: smonga@ssmsonline.com**

(hereinafter termed as “Contractor”)

(Kind Attention- Shri Sanjay Monga, Director)

**Sub : Bid No. DM/HR/COR-OF/062 :Providing Comprehensive Security Services at
NCRTC Corporate Office in Delhi and its Project Offices in Delhi and NCR.**

Ref:

- Press Advertisement dated 13.07.2019
- Bid Reference No. DM/HR/COR-OF/062
- Addendum No.1 published on 25.07.2019.
- Technical Bid opened on 06.08.2019.
- Post Bid queries uploaded on 06.09.2019
- Replies to Post bid Queries (Shortfall) downloaded on 13.09.2019.
- Financial Bid Opened on 18.09.2019

Dear Sir,

With reference to the above, this is to inform to the Contractor that the Bid for subject work of “Providing Comprehensive Security Services at NCRTC Corporate Office in Delhi and its Project Offices in Delhi and NCR” has been accepted by National Capital Region Transport Corporation (NCRTC), at a total contract value of **Rs. 1,33,17,112/- (Rupees One Crore Thirty Three Lakhs Seventeen Thousand One Hundred Twelve Only)**, hereinafter termed as “Contract value”, **inclusive of all taxes, duties, royalties etc. excluding GST.** The scope of work, accepted rates and terms/conditions applicable to this LOA are as under:

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Registered & Corporate Office:

7/6, सिरी फोर्ट इंस्टीट्यूशनल एरिया, अगस्त क्रांति मार्ग, नई दिल्ली 110049
7/6, Siri Fort Institutional Area, August Kranti Marg, New Delhi 110049

CIN: U60200DL2013GOI256716

P: +91 11 41066943 F: +91 11 41066953

M: contactus@ncrtc.in

1. SCOPE OF WORK

- 2.1 The scope of work covered under this LOA is stipulated in **Section-II (Scope of Work)** under the bid documents read with amendments referred above, uploaded on Employer's website and submitted by the Contractor with their bid. The work shall be carried out as per the above scope of work.

2. ACCEPTED RATES/ COST

- 2.1. The accepted rates for various items of work covered under this LOA are stipulated in the Bill of Quantities enclosed as **Annexure-A (Bill of Quantities)** to this LOA. The above accepted rates include all costs associated for performing the entire scope of work, all taxes, duties etc. complete **except GST**. GST will be paid extra as applicable on the submission of GST Invoices for first RA bill. The subsequent RA bill shall be processed for payment upon submission of documentary evidence towards payment of GST collected on the previous bill to the GST Authorities. The Final bill payment shall be released on the undertaking by the Contractor for providing evidence within 21 days from the close of month in which payment is released.
- 2.2. Service charge @ 0.01% of the overall CTC and fixed cost, as per actual deployment of Security Guards shall be paid by NCRTC. GST shall be paid by NCRTC on the total bill amount as per prevailing rates and Government guidelines issued in this regard from time to time.
- 2.3. As per Clause 21, Section – IV, Conditions of Contract, Income Tax TDS and GST TDS shall be deducted as per prevailing laws and rates unless the Contractor is exempted from such deduction and valid certificate issued by Tax Authorities submitted to NCRTC.

3. CONTRACT PERIOD

- 3.1. In terms of Clause 22, Section – IV, Conditions of Contract, the period of contract shall be initially for a period of 1 year (12 Months) and the same shall be extended further for a period of 1 year after reviewing the performance of the Security Agency.



4. SUBMISSION OF PERFORMANCE SECURITY

- 4.1. In terms of Clause 10 of Section-III, ITB, the Contractor shall furnish Performance Security equal to 10% of the awarded Contract Period. The Performance Security shall be furnished to NCRTC within 30 days of receipt of LOA (Letter of Acceptance), in any of the stipulated forms mentioned in Clause 10.2, Section – III, ITB.
- 4.2. The Performance Security shall remain valid upto 3 months beyond the date of completion of contract tenure. In case of extension of tenure, the amount and /or validity of Performance Security shall be extended further accordingly.

5. RELEASE OF BID SECURITY

- 5.1. In terms of Clause 9.11 of Section – III, ITB, the bid security submitted by the Contractor with their bid shall be returned upon submission of Performance Security and signing of Contract Agreement by the Contractor.

6. SIGNING OF AGREEMENT

- 6.1. In terms of Clause 20.1 of Section – III, ITB, the Contractor shall be required to execute a Contract Agreement as per Annexure – XV with such modifications as may be considered necessary at the time of finalization of contract within time limits specified therein.

7. PENALTIES

- 7.1. Penalty for various infractions shall be as per Clause 25 of Section – IV, Conditions of Contract.

8. PSARA LICENSE

- 8.1. The Contractor shall have a valid PSARA [Private Security Agencies (Regulation) Act – 2005] license registered with the Government of Delhi. PSARA Licenses for the States of Uttar Pradesh, Haryana and Rajasthan are also registered. If the Contractor does not have PSARA Licenses of the above three States at the time of award of Contract, the Agency would be required to obtain PSARA Licenses for the States of UP, Haryana and Rajasthan within 60 days of award of Contract.
- 8.2. Penalties for non-submission of PSARA Licenses for the States of Uttar Pradesh, Haryana and Rajasthan shall be as per Clause 9.9 of Sec-I, IFB.



9. OTHER TERMS AND CONDITIONS

- 9.1. The execution of this contract shall be governed by the various stipulations in the bid documents and its amendments referred above. Any deviation from the above conditions, submitted by the Contractor in its bid, if any, stands withdrawn.

10. ACCEPTANCE OF THE LOA

- 10.1 This letter of acceptance is being issued in duplicate, in favour of the Contractor. The copy marked as "Duplicate" is required to be returned by the Contractor, duly signed and stamped on each page by the authorized signatory of the Contractor, as a token of Contractor unconditional acceptance of the same so as to reach the undersigned within seven days of issue of this letter. This LOA shall constitute a binding agreement between the Employer and the Contractor till such time a formal agreement is signed between the Employer and the Contractor for the execution of this contract.

Thanking You,

Please acknowledge receipt of the letter.

Yours faithfully,

For & on behalf of
National Capital Region Transport Corporation Limited

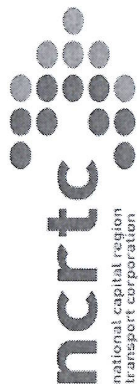

(Tushar Singh)
Sr. Deputy General Manager/Electrical

Encl: Annexure-A (Bill of Quantities: Total 06 pages).

Copy to: GGM/HR, GGM/Finance, GGM/S&T, Sr.DGM/HR, AGM/Finance, GM/Planning.

ANNEXURE-A

NATIONAL CAPITAL REGION TRANSPORT CORPORATION LIMITED



BILL OF QUANTITIES (BOQ)

BID No. DM/HR/COR-OF/-62 “ Providing Comprehensive Security Services at NCRTC Corporate Office in Delhi and Its Project Offices in Delhi And NCR”



ANNEXURE-A

NATIONAL CAPITAL REGION TRANSPORT CORPORATION LIMITED,
7/6, SIRIFORT INSTITUTIONAL AREA,
AUGUST KRANTI MARG, NEW DELHI -110049

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BOQ
PREAMBLE

1	The BOQ shall be read in conjunction with Instruction to Bidders, General Conditions of Contract, Notice for Invitation of bids,
2	The Rates / Amount are inclusive of all taxes, duties, levies, cess, Royalties, insurances & all other incidental charges, required to fulfill the tender conditions including statutory deductions viz. TDS towards Income Tax and TDS towards Goods and Services Tax (GST) etc. except Goods and Services Tax. GST shall be reimbursed extra by NCRTC as per the rates, rules and guidelines of Govt. of India on the total bill value as per para 2.1 of LOA
3	Minimum wages for Areas A, B and C as notified by the Government of India, Ministry of Labour & Employment, Office of the Chief Labour Commissioner (C), New Delhi. The minimum wages, as amended by the Government of India from time to time shall be applicable.
4	Fixed Cost (Y) is to cover the following: i. Expenses for providing proper and neat uniform to all the guards. ii. Provision for Torch, Umbrella, Baton/Stick etc. to Security Guards. iii. Interest on Working Capital. iv. Administrative expenses of the Contractor GST shall be reimbursed extra by NCRTC as per the rates, rules and guidelines of Govt. of India on the total bill value. I/we understand that the services to be provided and number of security guards may vary at contract implementation stage or during the actual execution of the services. I/we shall be bound to carry out / provide additional security guards as per the requirements of NCRTC at the same rate as specified in the Scope of Work / Price Bid, except revision on account of change in Minimum Wages/Tax structure.



**BILL OF QUANTITY
SUMMARY SHEET**

Name of Work: BID No. DM/HR/COR-OF-62 "Providing Comprehensive Security Services at NCRTC Corporate Office in Delhi and Its Project Offices in Delhi And NCR"

NAME OF BIDDER				Scientific Security Management Services Pvt. Ltd.						
1	2	3	4	5	6	7	8	9	10	11
S.No.	Description	Financial Amount	Description	Financial Amount	Description	Financial Amount	Total of All Areas for 1 Month	Total of All Areas for 1 year	Accepted Service Charges in Percentage	TOTAL ACCEPTED AMOUNT FOR 1 YEAR
	Total of Area A for 1 month	₹ 9,60,606	Total of Area B for 1 month	₹ 1,02,405	Total of Area C for 1 month	₹ 46,637	₹ 11,09,648	₹ 1,33,15,780	0.01	₹ 1,33,17,112

BILL OF QUANTITIES

Name of Work:		Providing Comprehensive Security Services at NCRTC Corporate Office in Delhi and its Project Offices in Delhi And NCR									
S. No.	Type of Guards	No. of Guards	Rate per person per shift/Per day Minimum wage	Rate per person per month (E) = D X 26	EPF 13% of (E) or 13% of Rs. 15000/- whichever is lower	ESI 4.75% of (E)	Bonus** 8.33% of (E)	Reliever Charge H= 1/6th of (E+F+G+H)	Fixed Cost(Rs) (I) = 3.75% of (E)	Total (Rs) per Guard K = (E+F+G+H+I+J)	Total(Rs) (l)= (E) x (k)
A	B	C	D	E	F	G	H	I	J	K	L
1	Unarmed Guard	33	710	18480	1950	877	1538	3804	692	27321	901590
2	Armed Guard	2	772	20072	1950	953	1672	4108	753	29508	59016
3	TOTAL										960606

*Monthly wage is arrived at by multiplying daily minimum wage by 26, which includes 4 days of paid off days.

**Bonus to be paid monthly

(i) The overall CTC (incl. ES/EPF, Reliever Charges and other allowances etc.) to be paid per month by the Contractor to the Security Guards is termed as 'X' (Sum of Columns D+E+F+G+H+I=X)

(ii) Fixed Cost @ 3.75% of Monthly Basic Wage is termed as 'Y' (Column J).

(iii) NCRTC shall pay to the contractor (X+Y) and the service charges as quoted by the contractor as per actual deployment of the Security Guards. The service charges shall be calculated on (X+Y) for the purpose of evaluation and payment.



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BILL OF QUANTITIES

Name of Work:		Providing Comprehensive Security Services at NCRTC Corporate Office in Delhi and its Project Offices in Delhi And NCR									
S. No.	Type of Guards	No. of Guards	Rate per person per shift/Per day Minimum wage	Rate per person per month (E) = D X 26	PF 13% of (E) or Rs. 15000/- whichever is lower	ESI 4.75% of (E)	Bonus** 8.33% of (E)	Reliever Charge H= 1/6th of (E+F+G+H)	Fixed Cost(Rs) (I) = 3.75% of (E)	Total (Rs) per Guard K = (E+F+G+H+I+J)	Total(Rs) (I)= (E) x (K)
A	B	C	D	E	F	G	H	I	J	K	L
1	Unarmed Guard	3	645	16770	1950	797	1397	3486	629	25028	75084
2	Armed Guard	1	710	18460	1950	877	1538	3804	692	27321	27321
3	TOTAL										102405

*Monthly wage is arrived at by multiplying daily minimum wage by 26, which includes 4 days of paid off days.

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(i) The overall CTC (incl. ES/EPF, Reliever Charges and other allowances etc.) to be paid per month by the Contractor to the Security Guards is termed as 'X'(Sum of Columns D+E+F+G+H+I+J)

(ii) Fixed Cost @ 3.75% of Monthly Basic Wage is termed as 'Y' (Column J).

(iii) NCRTC shall pay to the contractor (X+Y) and the service charges as quoted by the contractor as per actual deployment of the Security Guards. The service charges shall be calculated on (X+Y) for the purpose of evaluation and payment.



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BILL OF QUANTITIES

Providing Comprehensive Security Services at NCRTC Corporate Office in Delhi and Its Project Offices in Delhi And NCR												
Name of Work:												
S. No.	Type of Guards	No. of Guards	Rate per person per shift/Per day Minimum wage	Rate per person per month *(E) = D X 26	PF 13% of (E) or Rs. 15000/- whichever is lower	ESI 4.75% of (E)	Bonus** 8.33% of (E)	Reliever Charge H= 1/6th of (E+F+G+H)	Fixed Cost(Rs) (I) = 3.75% of (E)	Total (Rs) per Guard K = (E+F+G+H+I+J)	Total(Rs) (l)= (E) x (k)	
A	B	C	D	E	F	G	H	I	J	K	L	
1	Unarmed Guard	1	551	14326	1862	680	1193	3010	537	21609	21609	
2	Armed Guard	1	645	16770	1950	797	1397	3486	629	25028	25028	
3	TOTAL											46637

*Monthly wage is arrived at by multiplying daily minimum wage by 26, which includes 4 days of paid off days.

**Bonus to be paid monthly

(i) The overall CTC (incl. ES/EPF, Reliever Charges and other allowances etc.) to be paid per month by the Contractor to the Security Guards is termed as 'X'(Sum of Columns D+E+F+G+H+I= X)

(ii) Fixed Cost @ 3.75% of Monthly Basic Wage is termed as 'Y' (Column J).

(iii) NCRTC shall pay to the contractor (X+Y) and the service charges as quoted by the contractor as per actual deployment of the Security Gaurds. The service charges shall be calculated on (X+Y) for the purpose of evaluation and payment.

