

No. I-11030/2/2013-Genl.II

Dated the 11<sup>th</sup> June,2013

To,

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**SUBJECT :- BID NOTICE FOR APPOINTMENT OF SECURITY CONSULTANT**

Sir,

The Director General, Films Division, Ministry of Information and Broadcasting, Government of India, 24-Dr. Gopalrao Deshmukh Marg, Mumbai – 400 026 invites sealed bids from reputed Consultants/Consulting Agencies dealing in the field of Security in two bids i.e. Technical Bid containing Consultant/Agency's qualifications and experience etc in Annexure-I and Financial Bid(Consultancy Fee etc.)in Annexure-II. The Consultant/Consulting Agency will advise Films Division for the following

**1. Scope of work for Consultant**

Preparation of comprehensive upto date security plan which includes monitoring of visitors, surveillance equipments, CCTV, installation of sensors such as intrusion sensors, motion sensors in critical areas of Films Division Complex including administrative buildings, Demo Studio, Parking and NMIC, recording of the inputs from CCTV surveillance, monitoring and censoring components as well as deployment of security patrol and guards at key points. The consultant shall provide consultancy for tender process, execution, operation of the security system. The Security plan will cover three parts.

(i) Part I

Existing phase I &II buildings

(ii) Part II

Basement Parking, Gulshan Mahal, Demo Studio

(iii) Part III

New Museum Building

Part I & II have to be done immediately while execution of Part III will be done after the building comes up ( estimated time 2 years). However, the Project report shall cover all three Parts.

## **2. Eligibility**

### **(i) Academic qualification**

- Equivalent degree or diploma of minimum 3 years from a recognized university

### **(ii) Experience required**

- 5 years experience

## **3. Payment terms :-**

- (i) 15% -Submission of Comprehensive detailed Project report (for Part I, Part- II, Part III)
- (ii) 20% -Submission of Tender documents, Market Survey of rates, etc for Part I & Part II.
- (iii) 20% - During Execution of work-site visits, manpower deployment processes to be established for Part I & Part II
- (iv) 20% - Final Report, manual for operation of systems for Part-I & Part-II
- (v) 10% - Tender Document, Market survey of rates for Part-III
- (vi) 10% - Executive of work, site visits, manpower processes for Part III
- (vii) 5% - Final report for Part III

## **4. Tax Deduction at Source:**

Income Tax or any other tax will be deducted, as per the prevailing rules & will be deducted at source before effecting the payment, for which the Department will issue TDS Certificate/s.

## **5. The bid should consist of the following documents:**

- i) Profile of the individuals/company along with copies of PAN, TIN and VAT Certificates and authorization certificates of principals.
- ii) Earnest Money of Rs. 10,000 in the form of Demand Draft, in favour of Accounts Officer Film Division, Mumbai.
- iii) A sealed cover superscribed "Technical Bids", containing information about the consultant, and a proposed concept plan for Films Division.
- iv) A sealed cover superscribed "Financial Bid" should contain the "Consultancy Fee" etc

6. All the above documents should be self attested by an authorized signatory of the bidder and should be on the letter head of the bidder. All the above items should be placed in a cover superscribed "Bid for **APPOINTMENT OF SECURITY CONSULTANT**". The outer cover should bear the bid number and date of closing/opening prominently underlined along with the address of this office but should not bear any information about the bidder or any identifiable mark on the outside.
7. The bid addressed to The Director General, Films Division, Mumbai should be dropped in drop box kept at entrance of (Opp. to Chowki) Films Division 1<sup>st</sup> Phase Building, 24-Dr.G. Deshmukh Marg, Mumbai-400 026 up to **1.00 p.m.** on **02.07.2013**. All outstations bids, if sent by post, should be sent under registered cover. This Organization will not be responsible for the loss of bid or for delay in postal transit. Bidders are advised in their own interest to ensure that their offer reaches this office well before the closing date and time of the bid as the offers received after the closing date and time of the bid will not be considered. The bids (Consultant/Agency's Profile) will be opened at **3.00 pm** on the closing date i.e 02.7.2013 in the presence of the bidders or their representatives who may be present.
8. The Earnest Money(Bid Security) may be forfeited by Films Division in the following events :-
  - i) If bid is withdrawn during validity period or any extension thereon.
  - ii) If bid is varied or modified in a manner not acceptable to this organization during the validity period or any extension thereof.
9. The Earnest Money (Bid Security) of unsuccessful bidders will be returned on finalisation of bid.
10. All leviable taxes/duties, Service Tax etc., if any may be mentioned separately, if not included in the bid quoted.
11. At the first instance the bid "Technical Bids" will be opened by the Department and the same will be evaluated by the Competent Committee or Authority. Bidder will be given an opportunity to present their concept security plan before the Technical committee. At the second stage, Financial bids of bidders recommended by the Technical committee will be opened for evaluation and ranking before awarding the contract.
12. There shall be no negotiations in general. Even in exceptional circumstances, negotiations will be carried out only with the lowest evaluated responsive bidder.
13. The payments will be made/released only in accordance with Para 3 above after successful completion of each stage of the Contract. No advance payment will be made under any circumstances.
14. Right to accept, reject, split the entire Bid or any part thereof without assigning any reason rests with the Director General, Films Division, Mumbai and his decision in this regard is final and binding.

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15. Income Tax or any other taxes will be deducted from the bill at source as per Government orders.
16. Any disputes arising out of the bid notice, process and finalization of this bid shall be subject to jurisdiction of the High Court of Mumbai.
17. The Consultants / Consulting Agencies can visit Films Division for clarification/specification, on any working days viz. Monday to Friday from 11.00 am to 5.00 pm (except Saturday, Sunday & holidays) in the office of Films Division, Ministry of Information and Broadcasting, Government of India, 24-Dr. Gopalrao Deshmukh Marg, Mumbai – 400 026. The details of this bid notice is available on the official website of Films Division i.e. [www.filmsdivision.org](http://www.filmsdivision.org).

Yours faithfully,

( **Bhanumathi V.Narvekar** )  
Sr. Administrative Officer(I/C)  
for Director General

Encls.: As above.

**Technical Bid**

**Name of the Consultant** : .....

|   |  |
|---|--|
| Educational Qualifications  |  |
| Experience in Security Consultant   |  |
| Details of projects completed in last 5 years   |  |
| Please describe the process, including details of studies and tools to be used in completing each stage of consultancy mentioned in para 1 of the bid |  |

Signature of Authorized signatory for

Designation

Stamp

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ANNEXURE-II

FINANCIAL BID

Name of the Bidder : .....

| <b>Project</b>                     | <b>Fee demanded (In Rupees)</b> |
|------------------------------------|---------------------------------|
| Appointment of Security Consultant |                                 |

Signature of Authorized signatory for

Designation

Stamp

