

F. No. 10-24/2005-FIU (Admn.)  
Government of India  
Ministry of Finance  
Financial Intelligence Unit – INDIA

6<sup>th</sup> Floor, Hotel Samrat,  
Kautilya Marg, New Delhi-110 021  
Dated : 27<sup>th</sup> November , 2006

**REQUEST FOR PROPOSAL (RFP) FOR PROVIDING SECURITY SERVICES FOR FIU-IND**

Financial Intelligence Unit-India, Department of Revenue, Ministry of Finance intends to hire a Security Agency for providing 2 (Two) security personnel at the reception of its Office located at 6<sup>th</sup> Floor in Hotel Samrat, Kautilya Marg, New Delhi-110021. The functions assigned to FIU-IND are of very sensitive nature and the reception area of the office of FIU-IND is equipped with access control system and computerized visitor management system. Keeping in view the nature of work of FIU-IND and other relevant factors, it is intended to hire the services of a specialized agency which can ensure security of the office premises of FIU-IND on round the clock basis and manage visitors to the office.

2. The terms and conditions of the contract will be as follows
  - i) The period of contract shall initially be for one year with effect from the date of award of contract.
  - ii) The service provider shall not subcontract any part of the contract without the prior consent of FIU-IND.
  - iii) Two Security Guards will have to be provided round the clock basic on all seven days of the week (out of the two security guard one will be Supervisor from 9 Am to 6 Pm on all working days i.e. Monday to Friday except holidays).
  - iv) Supervisor should be able to handle visitors at reception.
  - v) Either of the parties will have right at their option cancel this contract by giving atleast 30 days prior notice in writing.
  - vi) Director (FIU-IND) will have sole discretion to extend the period of contract beyond one year or terminated the contract prematurely in case of unsatisfactory services.
  - vii) The Security Agency would be responsible for meeting all statutory/ legal obligations in respect of security personnel provided.
3. The service provider should satisfy the following conditions :
  - i) Should be in existence for at least 5 years.
  - ii) Should have at least 100 employees
  - iii) Should be providing security services to at least 20 reputed organizations (like govt. establishments, limited companies, banks etc.)
  - iv) Should be registered with concerned govt. authorities including service tax, EPF & ESI.
  - v) Annual turnover should be at least Rs 1 crore during last financial year.
4. Interested agencies/ service providers having sufficient experience in providing security service may send the sealed quotations with following details:-

**Part-I: Technical Bid**

- i) Detailed profile of the service provider.
- ii) Permanent Account Number (PAN).
- iii) Service Tax Registration number.
- iv) ESI Registration Number and EPF number.
- v) No of employees.

- vi) List of organizations whom security services has been provided in past.
- vii) List of organizations to whom security services are being provided at present.
- viii) Copy of last audited accounts showing annual turnover.
- ix) Declaration letter stating that the service provider has not been blacklisted by any Department/Agency/Undertaking of the Central or State Government.
- x) Earnest money Deposit of Rs 5,000/- in Demand Draft in favour of Drawing & Disbursing Officer, FIU-IND.

## **Part-II Financial Bid**

**Per month** charges for providing following security staff including all taxes.

02 (Two) Security Guards in proper uniform on round the clock basis out of whom one will be Supervisor from 9Am to 6 Pm on all working days. Supervisor should be able to handle the access control system and computerized visitor management system installed at the Reception.

5. The quotations may be submitted in two parts in separate covers indicating “Technical Bid” and “Financial Bid” To the STO (Admn) **latest by 1500 hrs on 11-12-2006 along with an amount of Rs 5000/- Demand Draft in favour Drawing & Disbursing Officer, FIU-IND towards EMD.** The quotations received after this date and time shall not be considered. The quotations shall be opened at 1700 hrs on the same day.

Yours faithfully,

(O.P. SHARMA)  
Senior Technical Officer