

TENDER
FOR
PROVIDING SECURITY SERVICES AT NSIC-
EMDBP, AT ECIL 'X'ROAD,
KAMALANAGAR,
HYDERABAD



THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.
(A Govt. of India Enterprise)
Exhibition-Cum- Marketing Development Business Park,
Module No.- 207,
KAMALANAGAR, KUSHAIGUDA, ECIL P.O., HYDERABAD 500062
Ph: 040-27141422, 27125802, Tele Fax: 27141411.
Website: <http://www.nsic.co.in>

THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.

(A Govt. of India Enterprise)

**Exhibition-Cum- Marketing development Business Park,
Module No.-207**

KUSHAIGUDA, ECIL P.O., HYDERABAD 500062

Ph: 040-27121422, 27125802, Tele Fax: 27130204, Fax: 27122303.

Ref: NSIC/EMDBP(HYD)/Secu. Ser./2011

Date: 19-05-2014

M/s. -----

**Sub: Providing security services at NSIC Exhibition-Cum-Marketing Development
Business Park building at ECIL “X” Road, Kamalanagar, Hyderabad-reg**

Sir,

Tender documents in respect of the above mentioned works containing 13 pages as detailed on page 3 (Index) are forwarded herewith. *Please note that tender is to be delivered in the office of the DGM, NSIC Ltd.-EMDBP, ECIL Post, Kamala Nagar, Hyderabad- 62 up to 3.00 P.M. on 30/05/2014.*

The Tender should be signed, dated and witnessed in all places provided for in the documents, all other papers should be initialed.

The tender should be accompanied by Earnest Money Deposit in the requisite form as mentioned in Appendix. Tenders without earnest money deposit shall be summarily rejected. The bids of all the parties will be opened at 4.30 P.M. on 30/05/2014.

The person, signing the tender on behalf of another person or on behalf of firm shall attach with tender a certified copy of the power of attorney on a non-judicial stamp paper of requisite value duly executed in his favour by such person or all the partners of the firm and must state specifically that he has authority to sign such tenders for and on behalf of other person or firm as the case may be, and in all matters pertaining to the contract including arbitration clause.

This letter shall form part of the **“CONTRACT”** and must be signed and returned along with the tender documents.

Yours faithfully

Encl. 13 Pages

**Deputy General Manager
NSIC- EMDBP, Hyderabad**

Signature of the Contractor

**TENDER NOTICE FOR PROVIDING SECURITY SERVICES AT NSIC – EMDBP, AT
ECIL ‘X’ ROAD, KAMALANAGAR, HYDERABAD**

Ref: NSIC/EMDBP(HYD)/Secu. Ser./2011

Date: 19-05-2014

Sealed quotations are hereby invited from the eligible parties for providing security supervisor and security guards to safeguard the premises of NSIC Technical Services as per the terms and conditions mentioned in the tender document.

S. No.	Name of the work	EMD (Rs)	Issue of Blank Tender Document	Last Date of Submission Tender
1.	Providing and deployment of Security Supervisor-01 no. and Security Guards-09 nos. as given in the Schedule of quantity	10,000/-	19/05/2014 to 30/05/2014	30/05/2014 upto 3.00 PM

2. Blank tender documents (non-transferable) for above work shall be issued from 19/05/2014 to 30/05/2014 on working days from the address given below on payment of required tender fee of Rs. 500/- (Rupees five hundred only) (non-refundable) in form of DD/pay order/bankers cheque in favour of “The National Small Industries Corporation Ltd.”, payable at Hyderabad . The intending tenderers can also down load the complete tender documents available on the web site www.nsic.co.in and submit the same along with tender fee and requisite earnest money deposit by the due date.
3. Intending tenderers should have valid registration with EPF organization, ESI authorities.
4. The intending tenderers should have satisfactorily completed at least two works of similar nature and 85% strength deployed during the last 3 years.
5. Tender documents can be purchased from the office of the Deputy General Manager, NSIC - EMDBP, Module No.- 207, ECIL Post, Kamala Nagar, Hyderabad- 62, on all working days between 10.00 am to 5.00 pm except on holidays and Sundays, after payment of requisite tender cost as mentioned above.
6. The tender documents duly completed along with EMD in form of demand draft/pay order in favour of the “National Small Industries Corporation Ltd.” payable at Hyderabad from any Nationalized Bank will be submitted at the office of the Deputy General Manager, NSIC- EMDBP, Module No.- 207 ECIL Post, Kamala Nagar, Hyderabad- 62, upto 3.00 P M on 30/05/2014 and technical bid of the parties shall be opened on the same day i.e last date of submission at 4.30 PM. ***The tender without EMD shall be summarily rejected.***

7. The EMD amount of all unsuccessful bidders shall be refunded to them and EMD of successful bidder shall be retained and adjusted against the payment.
8. NSIC reserves the right to reject any or all the tender without assigning any reason thereof and also not bound to accept lowest tender. Tenders in whom any of the prescribed conditions are not fulfilled or found incomplete in any respect are liable to be rejected.
9. Canvassing whether directly or indirectly in connection with tender is strictly prohibited and the tender submitted by the contractors who resort canvassing will be liable to be rejected.

Deputy General Manager,
NSIC -EMDBP, Hyderabad

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INDEX OF TENDER DOCUMENTS

S. NO.	DESCRIPTION	PAGES
1	INSTRUCTION TO TENDERERS	4-6
2	GENERAL TERMS AND CONDITIONS	7-10
3	SCHEDULE OF QUANTITIES	11
4	BREAK UP OF RATES	12-13

INSTRUCTIONS TO TENDERERS

1.0 GENERAL

Tenderers are advised to acquaint themselves fully with the description of work, scope of services, terms and conditions including all the provisions of the tender document before framing up their tender.

2.0 SITE PARTICULARS

Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to nature of work, site conditions etc. Non-familiarity with the site conditions will not be considered a reason either for extra claims or for not performing the work in strict conformity with the tender conditions. For site any clarification / information/Assistance, the intending tenderers may contact the **DGM, NSIC- EMDBP, Module No.-207, Kamala Nagar, Kushaiguda,Hyderabad- 62.**

3.0 SUBMISSION OF TENDER

- a) The expression “Tender Notice” referred to in the Tender Documents shall be deemed to include any Notice / Letter Inviting Tender with respect to the work forming the subject matter of the documents and vice-versa.
- b) The tender complete in all respects shall be submitted along with Earnest Money as stipulated in the Notice / Letter Inviting Tender ONLY. Tenders without Earnest Money Deposit will be out rightly rejected.

Tenders shall be submitted in two separate sealed envelopes Super scribing as following: -

ENVELOPE – I

(TECHNICAL BID)

Name of work :

Tender no. :

Due date & time of opening :

Addressed to : Deputy General Manager,
NSIC-EMDBP, Module No.-207, ECIL Post,
Kamala Nagar, Hyderabad- 62

From:

Name & address of the tenderer

This envelope shall contain the following: -

Tender documents duly signed and sealed at the places provided. EMD should be in the form of Demand Draft drawn on a scheduled/nationalized bank in favour of ‘The National Small Industries Corporation Ltd.’ payable at Hyderabad. Cheque will not be accepted.

Details of the two similar natures of works and minimum 85% strength deployed during the last three years,

Valid EPF/ESI registration No.

ENVELOPE – II

(PRICE BID)

Name of work :
Tender no. :
Due date & time of opening :
Addressed to : Deputy General Manager,
NSIC-EMDBP,Module No.-207, ECIL Post,
Kamala Nagar, Hyderabad- 62

From: Name & address of the tenderer

NOTE: This part shall contain the tender document, total price to be charged by the tenderers for providing the personnels, complete in all respect. It is to be noted that the sealed envelope containing this part shall contain only **PRICES** and no conditions i.e. deviations / assumptions / stipulations / clarifications / comments / any other request whatsoever and the conditional offers will be rejected.

4.0 QUALIFYING CRITERIA

Tenderers having following valid documents will be technically qualified and considered for opening of their price bid. Technically qualified parties have no right to claim for award of the work. Corporation reserves the right to cancel or award the work to any party/tenderers.

- i) **Agency is being run by the Ex-serviceman & valid empanelled with DGR.**
- ii) Details of two similar nature of works and 85% of strength deployed during the last three years.
- iii) Copy of Valid EPF/ESI registration No. certificate.

5.0 DEVIATIONS TO TENDER CLAUSES:

Tenderers are advised to submit the tender strictly based on the terms and conditions and specification contained in the Tender Documents and not to stipulate any deviations. Conditional tenders are liable to be rejected.

6.0 VALIDITY OF OFFER

Tender submitted by tenderers shall remain valid for acceptance for a minimum period of 120 days from the date of opening of the tenders. The tenderers shall not be entitled during the said period of 120 days, to revoke or cancel their Tender or to vary the Tender given or any term thereof, without the consent in writing of the Owner. In case of tenderers revoking or canceling their tenders or varying any terms in regard thereof without the consent of owner in writing, Corporation shall forfeit Earnest money paid by them along with their tender without giving any notice.

7.0 ACCEPTANCE / REJECTION OF TENDER

- i). Corporation does not bind itself to accept the lowest tender.
- ii). Corporation also reserves the right to accept or reject any tender in part or full without assigning any reason whatsoever.
- iii). Corporation also reserves the absolute right to reject any or all the tenders at any time solely based on the past unsatisfactory performance by the bidder(s) the opinion/decision of NSIC regarding the same shall be final and conclusive.

8.0 CORRECTIONS

No corrections or overwriting will be entertained in schedule of rates by using correcting fluid. All correction in the schedule of rate should be initialed.

9.0 FIRM RATES

The rates quoted by bidder shall be in conformity with AP Minimum Wages Act & other Statutory Acts like EPF,ESI, Bonus etc. and the same shall be revised as per the notification issued by the concerned Authority from time to time.

- 10.0 It will be obligatory on the part of the tenderer to sign the tender documents for all the components & parts. After the work is awarded, the party has to enter into an agreement on proforma to be provided by the Corporation for work awarded, on a non-judicial stamp paper of requisite value at his own cost within ten days from date of receipt of acceptance order or before the work is undertaken.

Deputy General Manager,
NSIC-EMDBP, Hyderabad

GENERAL TERMS AND CONDITIONS

1. Tender shall be submitted in sealed envelop superscribing “Tender for providing and security services ” and shall be submitted on or before due date of submission.
2. Tender received after due date shall not be considered and shall be summarily rejected.
3. The tender document is also available on our website www.nsic.co.in. The intending tenderers if so desires may download tender document and submit the same along with tender fee and earnest money.
4. No sub-contracting by the Agency shall be allowed for providing the staff.
5. The Agency offering services to undertake the work should be run and managed by the Ex-serviceman.
6. At least 75% strength of security guards deployed shall be Ex-servicemen.
7. Agency shall furnish all the necessary documents to ascertain credentials and genuineness in support of Competency of security guards being an Ex-servicemen deployed at site.
8. The agency while quoting their rates has to ensured that they have to follow the minimum wages act and other statutory requirement like Employees State Insurance Act, Employees Provident fund act and any such other act which are not specified but required to be followed as per the Statutory requirement.
9. The Agency shall provide following staff, who shall be as per the following age group:
 - (a) Security Supervisor -01 No. Ex-serviceman below 60 years
 - (b) Security Guards -09 Nos. - below 55 years.

In case the Corporation needs any staff over and above the aforementioned staff the Agency shall provide the same on the same rate, terms and conditions.

10. The rate for providing the Security Supervisor and security guards has to be submitted separately in sealed envelope marking as “**Price bid**”. The party has to provide break –up of the rate structure quoted along with the offer as per format enclosed with the tender document at page-12.
11. The Agency shall provide to their Security Guards, uniform and all other ancillary items required for the Security Guards viz., Lathi, Torch Light, Whistle etc. The Corporation will not be responsible for the above items.
12. The Corporation shall not in any way be responsible for any disability whether permanent or temporary caused to the security personnel during discharge of their duties.

13. The Corporation of any of its Officer shall be at full liberty to check the number of personnel on duty and whether they are doing their duty/work as instructed, at any time without reference to the Agency. Such checking or monitoring of the Security personnel shall not relieve the Agency from any of its obligations of periodical monitoring, supervising and checking, etc. The Agency shall also submit report of such monitoring and surprise checks to the Corporation from time to time. On account of any default or negligence in performance of the duty of security personnel provided by the agency, if the Corporation incurs any loss or damage by way of theft, pilferage or any type of damage or loss to its property, the same shall be recoverable from the Agency to the extent of double the amount of such loss or damage. Decision of the Corporation in this regard shall be final and binding to the Agency.
14. The Agency shall remain liable to and indemnify the Corporation in respect of all causes of action, claim, damages, compensation or costs, charges and expenses arising out of accident or injury, sustained or to be sustained by the Corporation or by any workman or other person, whether in the employment of the Corporation or not while in the Corporation premises arising out of any act of commission or omission, default or negligence, error in judgment on the part of Agency or guard or servants and agents of the Agency.
15. The corporation does not bind itself to select the lowest party and have all liberty to cancel all or any offer received without assigning any reason thereof.
16. The selected party has to enter into an agreement on non-judicial stamp paper of requisite value and the terms and conditions mentioned in the agreement shall be binding upon both the parties. The Corporation shall be entitled to terminate the agreement by giving one month notice in writing to the Agency without prejudice to other right and remedies available to it because of the breach of any terms of this agreement or if the Proprietor of the Agency becomes insolvent or fails and or neglects to carry out instructions of the Corporation or otherwise arrives at a conclusion to terminate this Agreement. On termination of the Agreement, the liability of the Corporation for payment of any amount shall cease. In case, agency desires to discontinue the services, they have to give three month notice or as such time till the alternate arrangement is made, whichever is later. The contract shall be initially awarded for one year and the same will be extended further based on the satisfactory performance of the agency and as decided by the Corporation.
17. The Agency agrees to the deduction from its monthly service charges an amount not exceeding one percent of the total amount at a time subject to a maximum of five percent of the monthly wage bill towards Contract Performance Guarantee. The amount so deducted shall not accrue any interest and the same shall be refunded after the expiry of the contract or on termination of the same. The agency also agreed for deduction of any such amount which are required to be deducted as per Statutory norms from their monthly bills.
18. The Agency shall pay the wages of the security personnel by 7th positively and shall ensure that no complaints in this regard arise.

19. The Agency shall comply with all Acts, by-laws and statutory regulations applicable from time to time in Hyderabad with regard to performance of work and Corporation shall have no liability in this regard, whatsoever.
20. The Security personnel, employed by the Agency shall be the employees of the Agency and the Corporation have nothing to do with their employment.

Services to be rendered:

21. The Agency shall provide the following services:
 - (a) Security of personnel, property, assets movable and immovable of the Corporation in NSIC-EMDBP and entire campus (Inside as well as outside), at Hyderabad.
 - (b) Regulating and controlling the entry of men, materials etc. and maintaining necessary records as per the directives of the Corporation.
22. Security Guards shall be in uniform and well turned out during the duty.
23. The Agency shall be responsible to provide immediate replacement of any of their staff who is not available for duty and provide such other additional staff as may be required by the Corporation from time to time.
24. The Security Guards whose services are provided by the Agency shall be at all times and for all purpose be the employees of the contracting Agency and the Agency shall also be solely responsible to provide them all fringe benefits viz., Bonus, Provident Fund, ESI facilities, Gratuity, etc. to its employees as per provision of law applicable from time to time.
25. That the security staff shall carry out other duties as are entrusted to them from time to time.
26. The Agency shall pass on all wages/benefits to the security personnel as per AP Government Minimum Wages Act.
27. Miscellaneous
 - (a) The Corporation shall provide registers, writing materials, passes to be used in regulating the entry into the NSIC Complex. The sentries will also be provided with sentry posts in their areas wherever they are posted.
 - (b) The Corporation shall not be responsible for any injury to security personnel.
 - (c) In case any staff is found in intoxicated condition or drunken state, he shall be removed from duty immediately and suitable replacement (s) shall be provided by the Agency forthwith. Further, such a person shall not be deployed with the Corporation thereafter.

28. If any dispute or difference arises between the parties under or in relation to this agreement the same shall be referred to the Sole Arbitrator to be appointed by the Chairman-cum-Managing Director of the Corporation. The Award of such Arbitrator shall be final and binding on the parties. The venue of the Arbitration shall be at Hyderabad and the Court at Hyderabad shall have exclusive jurisdiction to decide the matter relating to the Arbitration referred to above.
29. **All communication should be addressed to DGM, NSIC-EMDBP, Module No.-207, Kamala Nagar, Kushaiguda, Hyderabad- 62.**

Signature and seal of party

**Deputy General Manager,
NSIC-EMDBP, Hyderabad**

SCHEDULE OF QUANTITY
(PRICE BID)

Sl No	Description	No.	Rate Per No. per month (Rs.)	Amount (Rs)
1	Deployment of Security Supervisor, an Ex-serviceman, not exceeding 60 years of age	01		
2	Deployment of security guards, not exceeding 55 years of age	09		
	Total amount per month			

Total amount in words – Rupees _____

**Deputy General Manager,
NSIC-EMDBP**

Signature and seal of party

Wages sheet for Security Services as per the A.P Minimum Wages and other statutory Dues

<u>Security Supervisor (Ex- Serviceman) -Skilled</u>			
S.No	Description	Unit	Amount(Rs.)
1.	Basic including VDA	As per the latest A.P Gazette Notification	
2.	PF	As per EPF Act	
3.	HRA	As per the latest A.P Gazette Notification	
4.	ESI	As per ESI Act	
6.	Bonus	As per Bonus Act	
7.	Uniform Outfit allowance	As per DGR guidelines	
8.	Washing Allowance	As per DGR guidelines	
9.	Total	Sl.01 through Sl.08	
10.	Weekly off	As per DGR guidelines	
11.	Total cost per head	(Sl.09 + Sl.10)	
12.	Service charges	Minimum of 1% on Sl.11: In Percentage: In Rupees	
13.	Grand total per head	(Sl.11+ Sl.12)	
14.	Service Tax	@12.36% on Sl.13	
15.	Grand total per head	(Sl.13 + Sl.14)	

Wages sheet for Security Services as per the A.P Minimum Wages and other statutory Dues

<u>Security Guard (Ex- Serviceman) – Semi-Skilled</u>			
S.No	Description	Unit	Amount(Rs.)
1.	Basic including VDA	As per the latest A.P Gazette Notification	
2.	PF	As per EPF Act	
3.	HRA	As per the latest A.P Gazette Notification	
4.	ESI	As per ESI Act	
6.	Bonus	As per Bonus Act	
7.	Uniform Outfit allowance	As per DGR guidelines	
8.	Washing Allowance	As per DGR guidelines	
9.	Total	Sl.01 through Sl.08	
10.	Weekly off	As per DGR guidelines	
11.	Total cost per head	(Sl.09 + Sl.10)	
12.	Service charges	Minimum of 1% on Sl.11: In Percentage: In Rupees	
13.	Grand total per head	(Sl.11+ Sl.12)	
14.	Service Tax	@12.36% on Sl.13	
15.	Grand total per head	(Sl.13 + Sl.14)	