



भारत सरकार
केन्द्र विद्युत प्राधिकरण
दक्षिण क्षेत्रीय विद्युत समिति
29, रेस कोर्स क्रॉस रोड
बेंगलूर - 560 009



Government of India
Central Electricity Authority
Southern Regional Power Committee
29, Race Course Cross Road
BANGALORE - 560 009



[ISO:9001:2008]

Phone:080 -2228 0402;

FAX:080-2225 9343;

e-mail: mssrpc@yahoo.com;

web site: www.srpc.kar.nic.in

No. SRPC/CEA/26/Security/2015/L/5028-5035

Date : 06/07/2015

Sub.: Notice Inviting Tender for "Providing Security Guard Services to SRPC Staff Quarters Campus at Kodigehalli Main Road, Sahakaranagar, Bangalore 560092" – reg.

IMPORTANT DATES AND INFORMATION

Sl.No.	Details of Schedule	Date, Time and Information
1	Receipt of Sealed Tenders	30/07/2015 upto 12.00 noon
2	Opening of Sealed Tenders	30/07/2015 at 12.30 pm
3	Earnest Money Deposit	Rs.5000/-(Rupees five thousand only). EMD to be deposited one hour before opening of the tender. The Agency registered under Micro & Small Enterprises are exempted from payment of EMD and preference will be given as per prevailing rules.
4	Validity of Tender	8 weeks from the date of tender opening
5	Contract Period	One year
6	Amount of Security Deposit	10% of the tendered amount for one year



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Dear Sir,

Sealed Tender is invited on behalf of President of India from registered and licensed standard/reputed/competent security agencies for "Providing round the clock Security Guard Services to SRPC Staff Quarters Campus, Kodigehalli Main Road, Sahakaranagar, Bangalore 560092" as per the following specification and terms and conditions on the format given at Annexure-I.

Sl.No.	Description	Quantity	Period	EMD in`	Remarks
1	"Providing round the clock Security guard Services to SRPC Staff Quarters Campus, Kodigehalli Main Road, Sahakaranagar, Bangalore 560092" in 3 shifts.	1 security guards in each shift.	One Year	5000/-	Round the clock in 3 shifts

Note:

1. The sealed envelope containing the quotation should be super-scribed as "Tender for Security Guards" and addressed to the Assistant Secretary,SRPC, CEA, No.29, Race Course Cross Road, Bangalore 560009.
2. The contract is for a period of One year from the date of commencement of contract.
3. If necessary, the agency may visit this office/ contact over phone and get clarification in any issue regarding this tender to have clear information, during the office hours between 10.30 AM to 5.00PM.
4. You are requested to submit your offer latest by 1200 hrs. on 30.07.2015 The Tender received shall be opened at 1230 hrs on the same day in the presence of bidder or their duly authorized representatives, whoever choose to be present.
5. The tender without EMD shall be rejected. However, the Agency registered under Micro & Small Enterprises are exempted from payment of EMD and preference will be given as per prevailing rules..

Terms and Conditions:**TECHNICAL**

1. The agency/contractor should be well established having registered with competent authority of Central / State Government with valid license. It should also be registered with EPF and ESI authorities.
2. The contractor/agency must have a registration with the Karnataka Police and State Govt. appointed Controlling Authority as per PSAR Act 2005 and submit a photocopy of the R.C. with the Tender.
3. The agency/contractor should have experience for carrying out similar jobs in reputed Government / Public Sector / multinational undertakings for at least 3 years and details of such jobs done on hand shall be stated in the offer with supporting documents.
4. The agency/contractor shall furnish the particulars of the past performance with supporting documents.
5. The Agency/Contractor should be filing income tax returns at least for the past 2 years. As a supporting document a copy of the same be enclosed.
6. The Agency registered as Micro & Small Enterprises with the body specified by Ministry of Micro, Small & Medium Enterprises should enclose a copy of supporting document.
7. The successful tenderer shall execute the contract directly and they shall not be permitted to give any sub-contract or part or whole of the work to others.
8. It shall be the responsibility of the agency/contractor to ensure that their security guards are in proper dress/uniform along with their identity cards.
9. The agency/contractor should ensure that the work is carried out at the desired standards. The service rendered will be monitored continuously & reviewed from time to time by SRPC.
10. The attendance register in which the arrival and departure time of the security guards deployed will be entered daily. This attendance register shall be put-up to the officer-in-charge of SRPC daily.
11. Monthly duty roster for the up-coming month is to be prepared and a copy of the same should be submitted to this office before the last day of the current month.
12. The agency /contractor shall be responsible for any loss, damages & liable to the property of this office due to negligence of their employees. The loss/damage will be recovered from the monthly payment/deposit. Adoption of safe working practices shall be the responsibility of the agency/contractor.
13. SRPC shall have their discretion to ask for increase/decrease the number of staff as per its requirement. Any increase or decrease in the payment shall be on pro-rata basis. The tenderer should, therefore, quote their rates personnel wise.
14. The agency has to ensure that personnel deployed by the agency shall be allowed to stay in the place of work beyond their duty hours if required by SRPC.
15. It shall be the responsibility of the agency to provide suitable alternative/substitute in case of leave/absence etc., of staff deployed.
16. SRPC reserves the right to visit the office of the tendering agency to satisfy itself about the competency of the agency to carry out the job as per specific requirement mentioned in this tender document.

17. The following points shall be attended by the agency/contractor on regular basis.
- a. Provide round the clock security/surveillance to SRPC staff quarters campus for complete security coverage to Buildings, Installations, Materials, Equipments, Residents etc., in the SRPC campus.
 - b. The staff deployed should have good general health.
 - c. Full attendance in each shift as per the agreement.
 - d. Proper uniform and turn out in accordance with the agreement.
 - e. Only bonafied security guards whose antecedence has duly been verified shall be deployed.
 - f. Security staff will ensure to make entry of all visitors/vehicles in the register provided at campus.
 - g. Prevent theft and /of damage of the properties of the SRPC as well as that of the residents/personnel of the campus.
 - h. Report in respect of any unauthorised / suspicious activity of anybody within the SRPC campus.
 - i. Assist in rescue activities in case of any major accident, natural calamities such as fire, earthquake and civil disturbance.
 - j. The security guards to be deployed by the agency must have passed at least class 10 and must have working knowledge of Hindi/English.

VALIDITY

1. The offer should be valid for at least 8 weeks from the date of opening of price bid.

Terms and Conditions:

FINANCIAL

1. The Agencies should quote their price in the Annexure-1 given in Tender notice.
2. **The rate should be indicated in both figures and words.**
3. The amount per month to be quoted by tenderer include EPF/ESI contribution and any other statutory provision and liabilities to be discharged by the contractor (including service charges but excluding service tax)
4. All other charges if any payable by the Agency/contractor under contract shall be included in the total price.
5. The rate of Service Charges /other charges should be quoted clearly."If an agency quotes 'Nil' charges / consideration, the bid shall be treated as unresponsive and will not be considered.
6. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost etc. SRPC shall not bear any extra charge on any account whatsoever i.e. EPF contribution, ESI contribution, Uniform, Liveries, OTA, etc.
7. This Office implements provisions of the RTI Act 2005. The information provided is liable to be disclosed
8. The Tenderer need to abide by all the provisions of the minimum wages Act, Child Labour Act and /or other Labour Acts in force on tenderer in providing services to the Office.

9. It shall be the sole liability of the agency/contractor to pay the wages in tie, provident fund, ESI, gratuity, leave benefit, bonus, medical facilities, uniforms, etc., as applicable under relevant rules, to the security guard deployed in SRPC. The agency/contractor has to give an undertaking in this regard in the form of an indemnity bond that it is following all the labour laws including the payment of minimum wages. In case it is ascertained that the agency / contractor has not paid a due amount to the personnel engaged for the work, the difference of such amount not paid to the employee shall be deducted by SRPC from the subsequent payment due to them. If the agency/contractor fails to render any or all the services for any period during the contract, the SRPC shall be at liberty to get the work done from other agencies and deduct charges incurred on this account from amount payable to the tenderer.
10. The ESI and EPF Acts as applicable will also have to be followed by the tenderer. On requirement of SRPC, the successful tenderer will have to deposit/submit the ESI and EPF numbers of the staff working under this contract and also submit the receipts on account of deposit of the money in the office of ESI and EPF in respect of the staff working under this contract at SRPC.
11. The tenderer shall make payment of wages in accordance with minimum wages Act to his personnel engaged by him by 10th of the following month so that there is no disruption in the performance of duties of deployed personals. Wages should be according to Minimum Wages Act and other Statutory Acts applicable from time to time. This Office reserves the right to check periodically the status of payment of wages made to personnel deployed.
12. The tenderer will discharge all his legal obligations in respect of the guards to be employed/ deployed for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified this Office from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of the Member Secretary, SRPC, CEA, Bangalore shall be final and binding on the contractor.
13. No interest on Performance security deposit and earnest money deposit shall be paid by the Office to the Tenderer.
14. The price should be inclusive of maintenance and all related expenses of the security personnel during the period of contract. Any damage occurred during this process should be borne by the agency itself.
15. No accommodation / no living place will be provided by SRPC to the personnel deployed by the firm.
16. Under no circumstances, the guards of the Contractor shall be treated, regarded or considered or deemed to be the employees of the SRPC and the Contractor alone shall be responsible for their remuneration wages and to their benefits service conditions and welfare of all the guards deployed by the agency/contractor and shall indemnify against any claims that may arise in respect of the guards act/omissions leading to the losses to SRPC by the personnel deployed the contractor.
17. Under no circumstances, SRPC shall be made liable or additional monetary involvement other than what has been mutually agreed upon. In case of any of the contingencies, SRPC Bangalore will have the right to terminate this agreement forthwith without notice and will not be liable to any damages and/or loss which may be suffered by the Contract Agency on account of termination of this agreement.

18. The security staff shall follow the codal formalities of security system while on duty.
19. The quoted price shall be fixed for the entire period of contract. Requisition for addition or alterations of price at a later period will not be accepted.
20. SRPC will not be responsible for any kind of expenditure arising out of all kinds of emergencies like accidents/ breakdowns/ other unforeseen maintenance/expenses.

EMD

EMD of Rs.5000/- (Rupees Five thousand only) in the form of cash/DD shall be deposited with the Assistant Secretary SRPC, Bangalore. The EMD should be deposited 30 minutes before the opening of the Tender on 30/07/2015. The Tender without EMD shall be rejected. The bid security of the unsuccessful tenderers shall be returned after award of work to the successful bidder.

Earnest money may be in the form of Cash / Demand Drat of Rs.5000/- (Rupees five thousand only) drawn in favour of PAO,CEA, Bangalore.

SECURITY DEPOSIT

Performance security deposit (10% of Contract value /year) in the form of Bank guarantee to be deposited by the Selected Agency/Successful Tenderer only after receiving a communication from this office. In the event of non-deposition of the same, the earnest money deposit will be forfeited.

CHARGES:

- a. Rates for each personnel on daily/monthly basis shall be given by the agency as per respective schedule. The Service charges/wages quoted by the agency shall be fixed for a period of one year and no request for any change/modification shall be entertained before expiry of one year of service.
- b. The prices have to be indicated only as per the pro-forma given with this document.
- c. Lump sum charges on per man/month and daily basis as per the minimum wages act notified from time to time shall be quoted and these charges will also include the ESI, EPF, BONUS, Service charges, Etc., as applicable under labour laws.
- d. The agency also has to furnish an undertaking in the form of indemnity bond to pay minimum wages and other admissible benefits like ESI,EPF,BONUS etc., as applicable under Labour laws up to date.

Terms of Payments;

- a. Full payment on monthly basis on the expiry of each month shall be payable after successful completion of the job and on submission of following documents:
- b. Pre receipted bill in triplicate on expiry of each month.
- c. List of personnel deployed for the job indicating names, age, date of deployment, amount deposited for ESI and EPF etc.
- d. An undertaking that all the personnel deployed have been paid wages not less than the wages as per the Minimum Wages Act.
- e. The payment will be made by cheque /e-payment.
- f. TDS/Surcharge or any other tax applicable deducted at source as per rules in force.

- g. Please note that if the agency fails to deploy the requisite number of personnel on regular basis SRPC shall be at liberty to deduct 1.5 times the pro-rata charges or the actual expenditure whichever is higher from the monthly payment due to the agency. Continuous default on the part of agency may result in termination of the Contract.

TERMINATION OF THE CONTRACT

- a. If the agency fails to provide satisfactory services or is found to violate statutory requirement, SRPC shall be at liberty to get the job completed from alternative source at the risk and cost of the agency and deduction on this account shall be made from the security deposit or the balance due to the agency.
- b. SRPC reserves the right to terminate the contract for reasons of unsatisfactory/non-performance/non-compliance after giving 30 days notice.

TECHNICAL DETAILS :

(To be furnished in separate sealed envelope superscribed with "TECHNICAL BID")

- a. Tender Proforma
- b. Details of similar contracts during the last three years.
- c. Details of regular staff who are working continuously with the agency for more than 2 years.
- d. Schedule of deviation.

COMMERCIAL DETAILS :

(To be furnished in separate sealed envelope superscribed with "COMMERCIAL BID")

- a. Schedule of charges
- b. List of personnel to be deployed

General Terms and Conditions:

1. Person during the period of illness shall not be deployed on the job, in place of the person falling ill/leave suitable replacement shall be provided.
2. The agency shall furnish required information as and when required for official purpose.
3. There should be no criminal cases pending either with the agency or the staff deployed.
4. The income tax payment of the agency will be up to date.
5. The agency shall furnish the declaration that they have not been black listed in the past.
6. Only Indian National should be deployed for the job.
7. The agency should be owned by the Indian National.
8. The agency shall provide First Aid kit for use by their guard deployed in case of need.

9. The successful bidder will enter in to an agreement with SRPC office for providing suitable personnel as per the requirement and the terms and conditions agreed upon. The agreement will be valid for a period of one year from the date of signing the agreement, shall continue to be in force in the same manner, unless terminated..
10. The quotation shall remain valid for a period of not less than 8 weeks from the date of opening.
11. The contract shall be initially for one year. However, SRPC reserves the right to terminate the contract in-between without assigning any reason or for reasons of unsatisfactory/non performance or non-compliance to statutory requirement of minimum wages with the notice of 30 days from the date of issue of letter. SRPC also reserves the right to extend the term of the contract on the terms and conditions mutually agreed upon with the approval of the Member Secretary, SRPC.
12. This office will evaluate and compare the quotations determined to be substantially responsive i.e. which are properly signed; and conform to the terms and conditions and specifications and also with all relevant supporting documents.
13. The contract will be awarded to the bidder whose tender has been determined to be substantially responsive and who has offered lowest evaluated price.
14. Notwithstanding any, this office reserves the right to accept or reject any or all quotations and cancel the bidding process at any time prior to the award of the contract without assigning any reasons thereof.
15. The agency, whose tender is accepted, will be notified of the award of the contract by this Office prior to the expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the contract order.
16. If any dispute arises in this regard, the same will be referred to the Member Secretary, SRPC, CEA, Bangalore and his decision shall be final and binding on both the parties.

An early response in this regard is highly appreciated.

Yours sincerely,



(V.P.GANGAREVANNA)

Assistant Secretary

Information to be furnished along with the tender:

The following information is submitted ;

- 1 Name of Agency/Contractor :
- 2 Address :
- 3 Telephone Number :
- 4 Registration No. of Agency/Contractor (copy to be attached) :
- 5 PAN No. of Agency/Contractor (copy to be attached) :
- 6 EMD details :
 - Amount :
 - DD No. and date/ Bank guarantee details :
 - Name of the Bank :
- 7 Details of service rendered to Government sector in the past (copy to be attached) :

Place:
Date:

Signature
Name and seal

**Government of India
Central Electricity Authority
Southern Regional Power Committee**

Schedule of Rates

Name of Work: Providing Security guards (round the clock) to SRPC Staff Quarters Campus at Kodigehalli Main Road, Bangalore.

Sl.No	Description of works	Rate /person / month
A	Providing Security Services (round the clock) to SRPC Staff Quarters Campus Kodigehalli Main Road, Sahakaranagar, Bangalore 560092. (3 personnel per day for one Year)	
1 a	Wages per month (as per Minimum Wages Act) (Basic +VDA)	
B	EPF	
C	ESI	
D	Gratuity	
E	Uniform	
	Sub total -1 (a to e)	
	Service Charges & Other benefits charges	
F	Bonus	
G	Other Benefit	
H	Service Charges	
	Sub total -2 (f to h)	
	TOTAL (1+2)	
	Service tax as applicable	
	Grand Total	

(Rupees)

Certified that I have read and understood all the terms and conditions and my rate and supply are subjected to all these conditions.

Name and signature of the Contractor

Agency seal and address

Tel No./Mb.No.

Date:
Place:

Note: Only the Tender fully confirming to minimum wages, other statutory acts etc., will be considered for evaluation.

Southern Regional Power Committee
Central Electricity authority
Bangalore

Details of Similar Contracts for last 3 years
(Data to be furnished as on 30/06/2015)

Sl.No.	Name of the Organisation	Contract Period		Value of Annual Contract (in Rs.)
		3	4	
1	2	3	4	5

In case numbers of contracts are more than 10, please indicate the details of only top ten contracts based on the value of annual contract value.

Signature of Tenderer

Name

Official Seal

Date

Place

Annexure – IV

Southern Regional Power Committee
Central Electricity authority
Bangalore

Details of Staff working with the agency
(Data to be furnished as on 30/06/2015)

Sl.No.	Name of the staff	Designation	Qualification	Whether regular or temporary	Date of appointment with the firm

Signature of Tenderer

Name

Official Seal

Date

Place