

**THE STATE TRADING CORPORATION OF INDIA LIMITED**  
**(A GOVT. OF INDIA ENTERPRISE)**

**BHARATPUR HOUSE, CIVIL LINES, MG ROAD, AGRA-282002.**

**Telephone No. 0562-2529212, 285603, Fax: 0562-2850622,**

**E-Tender Notice**

**NO: STC/AG/SECURITY/2017-2018/01**

**DATED: 20.03.2018**

**Sub:-Security work at The State Trading Corporation of India Limited,  
Bharatpur House, Civil Lines, MG Road, Agra-282002.**

**1. Request for Quotation (RFQ) :**

**STC** invites online bids (E-Tender) under two bid system (Technical & Financial) from the contractors registered with DGR for Security work and have executed similar type of works in Government of India office and/or Public sector undertaking based on the terms & condition/instructions attached herewith.

The agencies/parties interested in responding to this RFQ must submit their bids online using e-Procurement portal of NIC ([eprocure.gov.in](http://eprocure.gov.in)) in the prescribed formats along with all necessary documents and information requested herein.

**The bids may be submitted latest by 03:00 PM On 19/04/2018.**

Financial bids for only those bidders will be opened who are declared qualified in technical evaluation. The date and time for opening of financial bids shall be separately notified on NIC's e-Procurement Portal ([www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app)). STC may seek any further clarification or documents as feel necessary but not obliged to do so.

All details regarding the subject RFQ are available on websites: [www.stclimited.co.in](http://www.stclimited.co.in) and [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app). Any changes/modifications/corrigendum in connection with this RFQ will be intimated through one or more of these websites only. Prospective bidders are therefore requested to visit above mentioned websites regularly to keep themselves updated. STC shall not be liable to send any individual information or issue a public notice.

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**02. Electronic Submission of Bids**

- i. Bids against this RFQ shall be received only electronically through the e-Procurement Portal of NIC (eprocure.gov.in). No bids shall be accepted in hard copy or in any other form.
- ii. For submission of e-bids, bidders are required to get themselves registered with www.eprocure.gov.in/eprocure/app website using Digital Signature Certificate (DSC) essentially having signing certificate.
- iii. Earnest Money Deposit (EMD) is required to be submitted in the form of a Banker's Cheque/Demand Draft from a nationalized bank, which must reach STC before closure of the e-tender in the manner prescribed herein.
- iv. The details of EMD (Banker's Cheque/Demand Draft) uploaded during bid submission, and those submitted physically in EMD Box at **The State Trading Corporation of India Limited, Bharatpur House, Civil Lines, MG Road, Agra**, should tally. Otherwise, the bid is liable to be rejected.
- v. Bids should not contain any alterations/cuttings/mark of erasure etc. Such cuttings/alteration/mark of erasure etc. even if accompanied by signature shall be liable to be rejected on such grounds.

**The bidders are required to upload soft copies of the following:**

- Technical Bid (prepared on Company's Letter head).
- Copy of PAN No. and GST No.
- Scanned copy of Banker's Cheque/Demand Draft submitted towards Tender Document Cost of Rs. 590/- as mentioned in Technical Bid.
- Scanned copy of Banker's Cheque/Demand Draft submitted towards Earnest Money Deposit of Rs. 5000/- as mentioned in technical bid.
- Registration certificate from D.G.R., New Delhi.
- Copy of required Experience Certificate (Satisfactory Completion Certificate) as per S. No. I Request for Quotation (RFQ).
- Certificate/undertaking that the firm has not been blacklisted/debarred by any Govt. Department.
- Complete tender document (Page 1- 9) duly signed and stamped on each page by the bidder in token of having understood and agreed to the terms and conditions mentioned.
- Financial Bid (prepared on Company's Letter head).

For any queries relating to the process of online bid submission or queries relating to CPP Portal (eprocure.gov.in), Bidder may contact CPP Portal Helpdesk on Tel No's: 0120-4200462, 0120-4001002, 0120-4001005, 0120-6277787, E-Mail: support-eproc[at]nic[dot]in

**03. Earnest Money Deposit (EMD)**

- (a). All Bidders are requested to furnish an EMD of Rs. 5000/- (Rupees Five Thousand Only) by way of Banker's Cheque/Demand Draft drawn in favour of "The State Trading Corporation of India Limited", payable at **Agra**.
- (b). The bidders who are registered with either NSIC or DGS&D are exempted from submitting the EMD. However, in place of EMD the bidder will have to submit Registration/Exemption certificate.
- (c). The envelope containing the EMD along with Covering Letter mentioning the details of Bidder Company on the company's Letterhead, should be sealed and super-scribed as "Security work at The State Trading Corporation of India Limited, Bharatpur House, Civil Lines, MG Road, Agra-282002".
- (d). Bids for which EMD is not received (other than the exempted cases) in the prescribed manner shall be rejected summarily.
- (e). STC shall not be responsible for non-receipt/non/delivery/delayed receipt of the EMD due to any reason whatsoever. EMD shall not carry any interest.
- (f). EMD shall not carry any interest and EMD of unsuccessful bidders shall be returned after Award of Contract to the Successful Bidder. EMD of the successful bidder shall remain with STC and shall be refunded after expiry of the contract without interest within a period of two months.

**04. Bid Details**

Bidders are required to furnish the rates including all taxes etc., strictly in the prescribed Performa of Financial bid. Financial bid shall contain price only and no other documents shall be enclosed with the financial bid.

**05. Scope of Work: (As per Annexure-A).**

**06. Location**

Security service, are to be provided at the following office:-

**BHARATPUR HOUSE, CIVIL LINES, MG ROAD, AGRA-282002.**

**07. Deployment**

The present requirement is for 3 (three) Security Guards to be deployed at The State Trading Corporation of India Limited, Bharatpur House, Civil Lines, MG Road, Agra round the clock. **(One guard for 8 hours duty-total 3 guards for 24 hours).**

**08. Wages**

The STC will pay wages to the security guards deployed for the jobs as per guidelines of DGR, Ministry of Defense, Government of India, New Delhi and in addition to this, the contractor is entitled for service charges.

**09. Validity**

The validity of this contract will be for a period of one year from date of commencement & extendable for another year at the sole discretion of STC on the same rates and terms and conditions, from the date of award of contract subject to satisfactory performance of the obligations under the contract by the contractor. However, if the performance is not found to be satisfactory during the contract period, the contract can be terminated at any time by serving one month's notice in writing. Even otherwise minimum one month's notice is required for of the contract from either side. In case of notice of termination given by the contractor, STC will try to make efforts to appoint a new contractor within the notice period. In case STC is unable to appoint a new contractor during the notice period, the contractor will be required to continue with the job till such time new arrangement is made.

**10. Escalation**

No escalation will be permitted in the service charges after the submission of the tender and during the currency or extended period of the contract, except any escalation on account of increases in wages/grants of increase in DA by DGR to the workers deployed for the job. No SERVICE CHARGE shall be payable on increased wages.

**11. Documents Verification**

The original of all documents attached with the tender will have to be submitted for verification before the award of the contract.

**12. General Terms and Conditions**

- i) The successful Bidder shall issue proper appointment letter to the personnel employed by him with copy thereof furnished to STC. Security Guards should be of strong healthy physique and below 50 years of age. All guards should be ex-servicemen and drawn from combatant group.
- ii) The contractor shall not engage any such sub-contractor or transfer the contract to any other person in any manner.
- iii) The successful Bidder shall provide uniform and Identity cards to all personnel at his own cost and expense and also to provide for welfare, health and all other facilities as required under the Contract labour. Regulation & Abolition Act, 1970 and rules framed there under. **Torches with batteries, whistle and batons (lathis) should be provided to the guards on duty at no cost to the Corporation.** The successful tenderer shall provide the list of Security personnel along with their permanent and present address, photographs and discharge certificates. Character verification of all personnel should also be done by him from police at his own cost and the certificates issued by police to the effect be submitted to STC before deployment.
- iv) The successful tenderer shall abide by all laws, rule regulation and statutory requirements, such as wage rate approved by DGR, PF & ESI Acts, Shop's and Establishments Act, Contract Labour (Regulation & Abolition) Act, 1970, Workmen's Compensation Act and any other labour laws in force from time to time The EPF registration number of all guards deployed shall be submitted to STC before deployment.
- v) The successful tenderer shall make regular and full payment of wages at rates not less than the rates approved by DGR, through NEFT/RTGS to the security guards' account on or before the 7<sup>th</sup> of each month irrespective of whether he has received payment from STC against his bills by that date or not and will submit documentary proof to STC to this effect. In no case the cash disbursement of wages to security guards will be allowed.

- vi) In case of any dispute about the interpretation of any clause, the decision of STC shall be final and binding on all parties.
- vii) The security personnel should be reasonably educated, polite, courteous and well behaved and must have good moral character. They should be deployed by the security agency only after they are found medically fit for performance of their duties.
- viii) In case of any loss, damages caused to the property of the STC/employees and business visitors due to negligence on the part of Security personnel the successful tenderer shall be fully responsible and liable for making good such loss/damages as may be decided by the STC. STC's decision in this regard including amount of such loss/damages for recovery shall be final conclusive and binding on the contractor.
- ix) The successful tenderer shall be responsible for safety and security of all the items/property/equipment's, etc. belonging to STC of India Limited, Bharatpur House, Civil Lines, MG Road, Agra in case of any loss or damage the tenderer shall have to compensate for the same.
- x) The Corporation shall reserve the right to recover from the successful tenderer or deduct such amount from his monthly bills and security deposit in case the Corporation is put to any financial loss of any nature, whatsoever directly or indirectly by the action of any of the tenderer's employees. In the event of deduction from security deposit the tenderer shall immediately deposit further amount of security deposit at the prescribed level.
- xi) **Security Deposit:** The successful tenderer will be required to make an interest free security deposit equivalent to 10% of the annual contract value in the form of Demand Draft/Banker's Cheque/Pay Order drawn in favour of "The State Trading Corporation of India Limited" and payable at Agra. This deposit must be made within 7 days of award of the tender. Apart from other remedies available under Law, the Security Deposit submitted by the Successful Tenderer shall be liable to forfeited by STC as per the provisions of the Tender Documents."
- xii) The successful tenderer's representative shall maintain daily record of attendance of deployed employees and submit the report of the same to the authorized Manager of STC.

All security personnel must sign in the attendance record personally which should be submitted along with their monthly bills failing which the bills shall not be processed for payment. The authorized Manager of STC shall countersign the attendance register of each day in proof of his having checked the attendance on that date.

- xiii) The successful tenderer shall comply with all instructions given by the authorized Manager of the STC from time to time. The STC shall conduct surprise checks of the Security personnel deployed at any time, and the successful tenderer shall facilitate this check.
- xiv) The successful tenderer shall attend all complaints of the authorized Managers of the STC and take appropriate action at the earliest. He will also be required to take disciplinary action against any personnel for any type of misconduct of lapses.
- xv) The successful tenderer shall ensure full discipline.
- xvi) The deployment of security personnel in the premises will be made only after getting clearance from the respective Managers. In case, any Guard is not found suitable for the work, the successful tenderer shall remove the Guard as per instructions of the authorized Managers and provide replacement of such guard. In case, the tenderer fails to transfer/remove the unfit security personnel from the premises, action will be taken against the tenderer as decided by the authorized Managers.
- xvii) The successful tenderer will ensure that no double duties are allowed. A Guard will be allowed **only one shift of 8 hours in a day**. No payment shall be made for double duties.
- xviii) Only the Guards on duty should remain in the Building and no unwanted or unauthorized person should remain/stay in the Building at any time. No Guard will be allowed to cook food while on duty or off duty.
- xix) GST/ Service Tax payable under this tender shall be reimbursed to the tenderer on furnishing a copy of the challan (s) evidencing deposit with the concerned statutory authorities.
- xx) The contractor shall submit copies of challans of payments made to authorities for payment of PF and ESI contributions every month for our record.

- xxi) On award of the contract, STC shall issue Form V as per Contract Labour (Regulation & Abolition) Act, 1970 to the successful tenderer, who in turn shall obtain a license from the Labour Commissioner in respect of personnel deployed for STC within one month from the date of issue of Form V failing which the contract shall be terminated by STC.
- xxii) The contract shall stand terminated :
  - (a) With immediate effect in case of any negligence or violation of tender terms on the part of the tender and/or
  - (b) After expiry of one month's notice period by STC for reason other than (a) above.
- xxiii) In case of mishap with any of the employee of the successful tenderer, the tenderer would be solely responsible for any sort of compensation.
- xxiv) Each and every page of tender document must be duly signed and stamped by the tenderer as a token of his/their acceptance of the Terms & Conditions mentioned in the Tender Documents.
- xxv) The documents as mentioned at Sl. No.02 must be submitted with the technical bid. Failure to submit all the required documents or submission of incomplete document will render the quotation liable to rejection.
- xxvi) In case the selected party backs out to the contract midstream or does not provide service to the full satisfaction of STC, the security deposit shall stand forfeited.
- xxvii) Information relating to evaluation of bids and recommendations concerning awards shall not be disclosed to the parties submitting the offers or to other persons not officially concerned with the process, until the contract is entered into with the selected bidder.
- xxviii) In case of the bidder being a Micro or Small Enterprise (MSE), relevant registration certificate to that effect should be mandatorily submitted. It should also be clearly indicated whether the MSE is owned by SC or ST entrepreneur, wherever applicable. MSEs producing valid certificate of registration will be provided the tender documents free of cost and will also be exempted from payment of EMD. If the price quoted by an MSE is within L1+15%, it will be allowed to supply a portion (at least 20 percent of total tendered quantity) of requirement provided the enterprise is able to match the L1 price and the L1 price is from a bidder other than an MSE. In case of two or more MSEs quoting price within L1+15%, order may be divided as deemed fit by STC.



**13. Indemnity Clause**

The Contractor shall at all times indemnify and keep STC indemnified against any claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by its employees/workmen or by any other third Party resulting from or by any action, omission or operation conducted by or on behalf of the Contractor.

The Contractor shall at all times indemnify and keep STC, indemnified against any and all claims by workmen etc. employed engaged or otherwise working for the Contractor, in respect of wages, salaries, remuneration, compensation or the like.

All claims regarding indemnity shall survive the termination or expiry of the Contract and shall be recoverable from Security Deposit in addition to any other means.

**13. Right To Accept Any Bid And To Reject Any Or All Bids**

STC reserves the right to accept or reject any bid, and/or annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability from the affected bidder or bidders nor shall STC have any obligation to inform the affected bidder or bidders of the grounds for STC's action.

**14. Jurisdiction**

The Courts at Agra shall have exclusive jurisdiction to try all disputes, if any, arising under or in connection with this Tender Documents.

**(AJAY RAWAT)  
BRANCH MANAGER**

## Annexure-A

### SCOPE OF WORK TO BE ATTENDED BY SECURITY TENDERER

1. To check all out-going items of office equipment and other articles and not allow, exit of any item/articles belonging to STC without proper authority/ challan to be issued by STC.
2. To check all Gate Passes and keep record for security as and when required.
3. To keep watch on all the incoming and outgoing persons and to check that no undesirable person enters the STC's premises.
4. To maintain order and peace in the premises.
5. To check Identity Cards and Admission passes, if any.
6. To report any unusual occurrence, if any, to the Management/Authorized person immediately which may be at any time of the day or night. They should also ensure that only authorized vehicles enter the premises and to ensure that such vehicles are not parked haphazardly.
7. To bring to the notice of Management any emergency due to fire or any other cause in the premises and effectively to assist in such operation at any time of the day or night. In this connection, the Agency should also be responsible to contact the Management/Authorized person and their own Control Room to manage such eventuality by calling for more personnel, if required, for the operation.
8. To ensure that all the doors, windows and locks are properly closed and locked after officer hours.
9. To ensure that all power/light switches are switched off in the whole office while the office is closed. The main switches should be switched off.
10. To bring to the notice of the Management any suspicious activity noted either during the office or after working hours and take appropriated action and inform the Management/Authorized person or their own Control Room.
11. The Security staff will ensure that all visitors fill all the columns in the Register at the Reception properly and sign the Register before they are allowed to proceed to meet the Manager(s) concerned.
12. The Security staff should be well experienced and trained with the operation of latest security devices/equipment.
13. The agency should have all the requisite qualification, experience, registrations, etc. as applicable by law in UP /India.

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**UNDERTAKING**

I/WE

.....

....., DO HEREBY UNDERTAKE

AND DECLARE

1. THAT I AM THE PROPRIETOR/DIRECTOR OF  
M/S.....ADDRESS.....

.....

2. AND THAT THE M/S .....HAS NOT BEEN  
DEBARRED/BLACKLISTED BY ANY GOVERNMENT DEPARTMENT OR PSU'S AND/  
OR ANY OTHER DESIGNATED/NOMINATED AGENCY FOR ANY REASON.

PROPRIETOR/ DIRECTOR  
SEAL OF THE COMPANY

**Quotation for Security work at  
The State Trading Corporation of India Limited,  
Bharatpur House, Civil Lines, MG Road, Agra-282002.**

**PART-A: TECHNICAL BID**

The Branch Manager,  
STC of India Limited,  
Bharatpur House Civil Lines,  
Agra-282002.

Sir,

With reference to your Tender NO: STC/AG/SECURITY/2017-2018/01 Dt.: 20.03.2018, we submit below our Technical bid in response to the same.

1. Organization's Information:

Organizations'

Name: \_\_\_\_\_

Office Address : \_\_\_\_\_

Telephone : \_\_\_\_\_ Fax: \_\_\_\_\_

Email : \_\_\_\_\_

Contact Person Name & Cell No. : \_\_\_\_\_

Main line of Business: \_\_\_\_\_

**2. We are enclosing the following:**

<b>Sl. No.</b>	<b>Documents</b>	
i.	Cost of tender document of Rs. 590/- in form of Demand Draft/Pay Order in favour of "The State Trading Corporation of India Limited, Agra".	Yes/No
ii	Earnest Money of Rs. 5000/- in form of Demand Draft/Pay Order in favour of " The State Trading Corporation of India Limited, Agra.	Yes/No
iii	Copy of PAN Number.	Yes/No
iv	Copy of GST Number.	Yes/No
v	Copy of DGR Registration.	Yes/No
vi	Certificate/undertaking that the firm has not been blacklisted/debarred by any Govt. Department.	Yes/No
vii	Complete tender document (Page 1- 9) duly signed and stamped on each page by the bidder in token of having understood and agreed to the terms and conditions mentioned.	Yes/No
viii	Copy of required Experience Certificate (Satisfactory Completion Certificate) as per S. No. Request for Quotation (RFQ).	Yes/No
ix	Financial Bid (In separate envelop)	Yes/No

We agree to abide by all the terms and conditions of the STC's tender documents for Security work at The State Trading Corporation of India Limited, Bharatpur House, Civil Lines, MG Road, Agra-282002.

The offer is valid for 90 days from the date of closing of tender.

Signature: \_\_\_\_\_

Name \_\_\_\_\_

Rubber Stamp of the Organization: \_\_\_\_\_

NOTE : The sealed quotation should be super scribed "PART-A: TECHNICAL BID Providing Security work at The State Trading Corporation of India Limited, Bharatpur House, Civil Lines, MG Road, Agra-282002.

**FOR REFUND/PAYMENT THROUGH RTGS/NEFT**

Tenderer's Bank Name & Address \_\_\_\_\_

Tenderer's Account No. \_\_\_\_\_

Bank's IFC Code No. \_\_\_\_\_

**Quotation for Security work at  
The State Trading Corporation of India Limited,  
Bharatpur House, Civil Lines, MG Road, Agra-282002.**

**PART-B: FINANCIAL BID**

The Branch Manager,  
STC of India Limited,  
Bharatpur House Civil Lines,  
Agra-282002.

Sir,

With reference to Tender No.: STC/AG/SECURITY/2017-2018/01, we submit below our Financial bid in response to the same.

S.No	Description	Rates (Basic Pay & DA)	EPF	ESI	Bonus	Sub Total	Service Charge	Service Tax	Total	Number Of Person	Total Annual Amount
01.	Security Guards to be provided at STC, Agra.										

Tender Cost and Earnest Money have been submitted along with the Technical Bid.

We agree to all the terms & conditions specified in your Tender No. STC/AG/SECURITY/2017-2018/01 dated 20.03.2018

Your faithfully,

Signature : \_\_\_\_\_

Name \_\_\_\_\_

Rubber Stamp of the Organization : \_\_\_\_\_

Mobile No. \_\_\_\_\_

Landline No. \_\_\_\_\_