

THE STATE TRADING CORPORATION OF INDIA LIMITED

"Jawahar Vyapar Bhawan, Tolstoy Marg, New Delhi-110001.

TENDER FOR APPOINTING A SECURITY AGENCY

(Tender Ref. No: STC/GAD/SECURITY/1/2016)

TERMS & CONDITIONS

Two Bid System

1. LOCATION

Security services are to be provided at the following office premises/residential apartments:

Office Premises

- "Jawahar Vyapar Bhawan", Tolstoy Marg, New Delhi-110 001.

Residential Apartments

- STC Housing Colony, Mehrauli Road, New Delhi-17. (Nos. 141)
- Asian Games Village, Siri Fort Road, New Delhi. (Nos. 8 Flats)
- Dir.(RC) At Karkardooma, Delhi. (No.01 Flat)

2. Elegibility criteria

The bidder should have following valid Registrations:

- EPF Registration;
- ESI Registration;
- Service Tax Registration;
- PAN Card No.
- Discharge Certificate of the owner of the Agency.
- Sponsor ship letter issued by the DGR.

Documents to be attached with Technical Bid

- Self-attested photocopy of EPF Registration;
- Self-attested photocopy of ESI Registration;
- Self-attested photocopy of Service Tax Registration;
- Self-attested photocopy of PAN Card No.
- Self-attested photocopy of Discharge Certificate of the owner of the Agency.
- Self-attested photocopy of Sponsor ship letter issued by the DGR.
- Bid documents in original signed and stamped on each page.

3. **LAST DATE/OPENING OF TENDER**

Last date for submission of Bids is 9TH December, 2016 upto 2.00 PM and opening of Bids is at 3.00 PM on same day.

4. **ESCALATION**

No escalation will be permitted after the submission of the tenders during the currency or extended period of the contract except any such increase notified by DGR.

5. **DOCUMENTS VERIFICATIONS**

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

6. **DEPLOYMENT**

The present requirement of Security Guards to be deployed at various sites of STC and its assets are 66 including 6 Supervisors. The number of personnel to be deployed may vary from time to time.

7. **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, terms and conditions, subject to satisfactory performance of the obligations under the contract by the contractor. If, however, 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 termination of the contract from either side. In case notice of termination given by the contractor, STC will try to make efforts 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.

8. STC reserves the right to accept or reject any or all tenders without assigning any reason thereof. STC's decision in this regard shall be final.

9. **GENERAL TERMS**

- i) The successful tenderer shall issue proper appointment letters to the personnel employed by him with copy thereof furnished to STC. Security Guards/Supervisors should be as per norms of DGR, strong and healthy physique and below 50 years of age. All guards should be ex-servicemen and drawn from combatant groups.
- ii) The successful tenderer shall provide uniform and Identity cards to all security personnel at his own cost and expense and also provide welfare, health and 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 all security personnel along with their permanent and present addresses, photographs and discharge certificates. Character verification of all personnel should also be got done by him from police at his own cost and the certificates issued by police to the effect submitted to STC before deployment.

- iii) The successful tenderer shall abide by all laws, rules, regulations and statutory requirements, such as Minimum Wages Act, PF & ESI Acts, Shops and Establishments Act, Contract Labour (Regulation & Abolition) Act, 1970, Workmen's Compensation Act and other labour laws in force from time to time. The EPF registration number of all guards and supervisors deployed shall be submitted to STC before deployment. The security guards will be given the annual statutory form indicating their balance/deposit with EPF office (External evidence)
- iv) The successful tenderer shall make regular and full payment of wages to the personnel deployed at rates not less than that prescribed by DGR, on or before the 7th of each month irrespective of whether he has received payment from STC against his bills by that date or not. Payment should be made by cheques/through RTGS to all the security personnel in case of RTGS payment, he will submit the necessary proof. Cash disbursement to the security personnel is not permissible under any circumstances.
- v) In case of any dispute about the interpretation of any clause, the decision of STC shall be final and binding on all parties.
- vi) 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
- vii) In case of any loss, damages caused to the property of the corporation/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.
- viii) The successful tenderer shall be responsible for safety and security of all the items/property/equipments, etc. belonging to STC and its tenants in JVB and in case of any loss or damage the tenderer shall have to compensate for the same.
- ix) The Corporation shall reserve the right to recover from 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 employee(s). In the event of deduction from security deposit the tenderer shall immediately deposit further amount to keep the amount of security deposit at the prescribed level.
- x) Security Deposit: The successful tenderer will be required to make an interest free security deposit equal to 10% of one month bill as per DGR norms in the form of Demand

Draft/Banker's Cheque/Pay Order drawn in favour of "STC of India Limited" and payable at New Delhi. This deposit must be made within 15 days of the award of the tender.

- xi) The successful tenderer representative shall maintain daily record of attendance of security personnel and submit the report of the same to the authorized Manager of STC on daily basis. 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 successful tenderer shall comply with all instructions given by the authorized Managers of the Corporation from time to time. The Corporation shall conduct surprise checks of the security personnel deployed at any time, and the successful tenderer shall facilitate this check.
- xii) The successful tenderer shall attend to all complaints of the authorized Manager(s) of the Corporation and take appropriate action at the earliest. He will also be required to take disciplinary action against any security personnel for any type of misconduct or lapses.
- xiii) The deployment of security personnel in the premises will be made only after getting clearance from the respective Manager(s). In case any Guard is not found suitable for the work, the successful tenderer shall remove the Guard as per instructions of the authorized Manager(s). 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 Manager(s).
- xiv) The successful tenderer shall ensure full discipline.
- xv) 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.
- xvi) 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. Guards on duty may however, avail of STC's cafeteria services on payment of tariff applicable to non-STC employees
- xvii) 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.
- xviii) The contractor shall submit copies of challans of payment made to authorities for payment of PF , ESI and Service Tax contributions every month for our record.
- xix) 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 licence 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.
- xx) Jurisdiction clause : the contract shall stand terminated:
 - The courts at New Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this contract between the parties;

- with immediate effect in case of any negligence or violation of tender terms on the part of the tenderer; and
 - after expiry of one month's notice period by STC for reason other than (a) above.
- xxi) In case of mishap with any of the employee of the successful tenderer, the tenderer would be solely responsible for any sort of compensation.
- xxii) The tenderer will give an undertaking to STC that in case of contract being awarded, an office will be opened in the sponsored state.
- xxiii) The tenderer shall indemnify the STC against all losses/damages and/or liability arising out of or during the course of its employing person or out of his relation with his own employees.

(Raj Kumar)
Manager (GAD)
For & on behalf of STC of India Ltd.

New Delhi
Dated:

Technical Bid

A The details of required registrations with the authorities are as under:

1. EPF Registration No. _____
(Self attested photocopy to be attached)
2. ESI Registration No. _____
(Self attested photocopy to be attached)
3. Service Tax Registration No. _____
(Self attested photocopy to be attached)
4. PAN No. _____
(Self attested photocopy to be attached)
5. Discharge Certificate of the owner of the Agency
(Self attested photocopy to be attached)
6. Sponsorship letter issued by the DGR
(Self attested photocopy to be attached)
7. Bid Documents (in original duly signed and stamped on each page)
(Self attested photocopy to be attached)

B. Banker's Details

Bank Account No. _____

Type of Account. _____

Name & Add. of the Bank _____

IFSC Code No. _____

Place : _____ Signature of authorized person _____

Date _____ Name _____

Designation _____

Financial Bid

Provision of Security Services for STC’s premises at Jawahar Vyapar Bhawan, Tolstoy Marg, Residential Apartments at STC Housing Colony, Mehrauli Road, 5 Residents Flats at Asian Games Village Complex and 01 Residents at Karkardooma of Directors at Delhi/New Delhi.

Sl.No.	Details of Scope of work	Service Charges (To be indicated as percentage of total cost per head as per DGR Norms)
	Providing Security Services by deploying 6 (Six) Security Supervisors & 60 (sixty) Security Guards at locations indicated above.	_____ percentage (in words _____)

Note : Service Tax, as applicable from time to time, shall be paid extra.

Place _____

Dated _____

Signature of authorized person _____

Name _____

Designation _____

Seal _____