

THE STATE TRADING CORPORATION OF INDIA LIMITED

BHARATPUR HOUSE, CIVIL LINES, BESIDES ANJNA CINEMA, MG ROAD, AGRA-282002.

TENDER NOTICE

NO : STC/AG/SECURITY/2013-2014

DATED : 24/12/2013

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

Sealed tender in two Bid system (Techno commercial/financial Bid) are invited from the reputed contractors of appropriate class, registered with DGR/Govt./Ex. Servicemen for Security work. Sealed tenders based on the terms & condition attached along with cross **bank draft for Rs. 5000/- in favour of “The State Trading Corporation of India Limited”, payable at Agra towards EMD.** The Techno commercial Bid and financial Bid should be enclosed in two separately sealed envelope and both of these envelope shall put in one envelope. Complete Tender in all respects will super scribing “**Tender for Security services**” should be furnished & put in the tender Box kept at Branch Office Agra on or before **16/01/2014** by 3.00 pm. The technical bid shall be opened at 4:00pm on the same date in the presence of tenderers who may wish to present. The EMD deposit of unsuccessful tenderers shall be refunded after finalization of tender and no interest will be paid on it.

The rates (inclusive all charges) quoted by tenders should be firm and valid for a period of 90 days from the date of opening of tender. Conditional bid will not be accepted. In the event of the tender being submitted by a partnership firm. It must be signed by each partner thereof & further it must also disclose that the firm is duly registered under the Indian partnership Act. 1932.

The tender documents can be downloaded from STC’s website www.stc.gov.in Those who download the Tender documents should deposit a Bank Draft for **Rs. 500/- in favour of “The State Trading Corporation of India Limited”, payable at Agra** as the cost of Tender form along with Tender documents. Tender Documents can also be purchased from Branch Office, STC Agra on any working day from **24/12/2013** (10.00 am to 05.00 pm) on payment of a non refundable fee of Rs. 500/- in the shape of demand draft/cash in favour of “**The State Trading Corporation of India Limited**”, payable at Agra till 12.00PM on **16/01/2014**.

**(AJAY RAWAT)
SUB-BRANCH MANAGER**

THE STATE TRADING CORPORATION OF INDIA LIMITED

BHARATPUR HOUSE, CIVIL LINES, BESIDES ANJNA CINEMA, MG ROAD, AGRA-282002.

TERMS & CONDITIONS

01. LOCATION

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

**OFFICE PREMISES :-BHARATPUR HOUSE, CIVIL LINES,
MG ROAD, (BESIDES ANJNA CINEMA),
AGRA-282002.**

02. REGISTRATIONS

- **Registration with DGR**
- **EPF Registration**
- **ESI Registration**
- **Service Tax Registration**
- **PAN No.**
- **Details of Bank Account**
- **Any other certificate**

03. LAST DATE/OPENING OF TENDER

Tender documents i.e. both the technical bids and financial bids should be submitted on company letterhead in two separate sealed covers. The duly completed technical bid sealed in an envelope along with EMD and other enclosures should be superscribed “**TECHNICAL BID**”. Similarly, the duly completed Financial Bid should be sealed in an envelope and superscribed “**FINANCIAL BID**”. Both the envelopes should then be put into a third envelope, should be deposited in the Tender Box kept, at the Bharatpur House, Civil Lines, Besides Anjna Cinema, MG Road, Agra-282002 latest by 3:00 pm on 16/01/2014. The technical bid shall be opened at 4:00pm at Branch Manager Office on the same date in the presence of the Proprietor/Director of company or authorized representative.

The selection will be made in a two step process. Firstly, only technical bids will be opened and evaluated by a committee. Financial bids of only those bidders will be opened who qualify in the technical evaluation and who have furnished the required EMD. Time and venue of opening of financial bids shall be informed separately to the technically qualified bidders.

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04. ESCALATION

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

05. DOCUMENTS VERIFICATION

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

06. DEPLOYMENT

The present requirement of 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 a 8 hours duty-total 3 guards for 24 hours).**

07. 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, (maximum period three years from the date of award) 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 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.

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

09. GENERAL TERMS

- i) The successful tenderer 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 successful tenderer shall provide uniform and Identity cards to all 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 provided the list of Security personnel along with their permanent and present address, photographs and discharges 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 submitted to STC before deployment.
- iii) The successful tenderer shall abide by all laws, rule regulation and statutory requirements, such as Minimum Wages Act, 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.
- iv) The successful tendered shall make regular and full payment of wages to the personnels deployed at rates not less than the minimum wages Act in the presence of representative of the STC, who will certify the wage sheet as proof of having made the payment, 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.
- v) In case of any dispute about the interpretation of any clause, the decision of STC shall be find 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 STC/employees and business visitors due to negligence on the part of Security the successful tenderes 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 Bharatpur House, Civil Lines, MG Road, Agra 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 the successful tenderers 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.
- x) 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 in the form of Demand Draft/Banker's Cheque/Pay Order drawn in favour of "STC of India Limited" and payable at Agra. This deposit must be made within 7 days of award of the tender.
- xi) The successful tenderer's representative shall maintain daily record of attendance of tendering 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.
- xii) 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.
- xiii) 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 or lapses.
- xiv) The successful tenderer shall ensure full discipline.
- xv) 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. 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.
- xvi) 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.
- xvii) 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.

- xviii) 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.
- xix) The contractor shall submit copies of challans of payments made to authorities for payment of PF and ESI contributions every month for our record.
- xx) 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.
- xxi) 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.
- xxii) In case of mishap with any of the employee of the successful tenderer, the tenderer would be solely responsible for any sort of compensation.

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SCOP 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 or 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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(TO BE REPLICATED ON LETTERHEAD)

The Branch Manager,
STC of India Limited,
Bharatpur House,
Civil Lines, MG Road,
AGRA-282002.

Sub: Security services at STC's Office/Building at Agra.

Dear sir,

I/We hereby tender for the execution of the captioned work on the rates specified by us on monthly basis in accordance with the terms & conditions.

I/We hereby distinctly and expressly declare and acknowledge that before the submission of my/our tender, I/We have clearly studied the general instructions and detailed terms & conditions of the tender.

I/We have seen the location where that said work is to be done and made such investigations as regard to the operation of the above mentioned work.

I/We fail to commence the work by the specified date as per Memorandum, I/We agree that my/our EMD shall stand forfeited.

I/We agree to keep the offer open for 90 days (3months) from the date of closing of tender.

Should this tender be accepted, I/We agree to abide by the fulfill and the terms and conditions set forth in this tender documents (s).

Thanking you,

Yours faithfully,

(Tenderer)
(SEAL)

Tele: Office

Res:

Mobile :
Fax

TECHNICAL BID

The following documents in respect of required Registration with the Authorities and experience with details are enclosed.

A REGISTRATIONS :

1. Registration with DGR
2. E.P.F. Registration No.
3. E.S.I. Registration No.
4. Service Tax Registration No.
5. PAN Number
6. EPF Registration Nos. of Guards
 - 1.
 - 2.
 - 3.
7. Any other certificate

B. FINANCIAL POSITION

1. Proof of financial health of the party, duly Certified by chartered Accountant are attached
2. Any other.

C. EXPERIENCE

S.No. Name of Company/Organization

Period	Value Of Work	Proof Attached
From To	done per annum	

D. BANKER'S DETAILS

Bank A/c No &Type of A/c

**Name of the Bank & Address
of Bank's Branch.**

**Tenderer
(SEAL)**

Annexure-II

FINANCIAL BID

S.NO	DESCRIPTION	RATES PER GUARD PER MONTH	SERVICE CHARGES	ANNUAL AMOUNT (Rs.)
01.	Security Guards To be provided at STC, Agra.			

SERVICE TAX AS PER RULES

Tenderer
(seal)
