



MSME TOOL ROOM , AHMEDABAD INDO GERMAN TOOL ROOM, AHMEDABAD

(A Govt. of India society under ministry of MSME)
Plot 5003, Phase IV, Vatva GIDC, Mehmedabad Road, Ahmedabad -382445, Gujarat
Web : www.igtrahd.com

TENDER DOCUMENT FOR E-TENDERING FOR PROVIDING SECURITY SERVICES ON CONTRACT BASIS

Bidder should read the tender documents carefully. Submission of tender shall mean that the Bidder has read and understood all the terms and conditions of the tender(including corrigendum issued if any , at later stage of publication of the Tender) and agrees and binds himself/themselves to the same.
Bidders must submit 'TENDER ACCEPTANCE LETTER' with their signature and Official Seal.

TENDER REF NO. : IGTR-Ahd/Admin-Security/0820 Dated 28.06.2020
(In communication, please quote this number & date)

From : General Manager,
Indo German Tool Room, Plot No. 5003, Phase iv,
GIDC, Mehmedabad Road, Vatva, Ahmedabad 382 445.

To : Messers _____

Sub : Notice Inviting Tender for providing Security Service on Contract Basis

A. General Information

1. Online digitally sealed tender under Two cover bidding System is invited on behalf of Indo German Tool Room (IGTR) , Ahmedabad by General Manager through Central Public Procurement Portal Govt. of India website (<https://eprocure.gov.in/eprocure/app>) from reputed, well established Security Agencies, registered under the Private Security Agencies (regulation) Act 2005 and meeting eligibility criteria mention in this Tender, for providing Security Guards without Arms for Indo German Tool Room Vatva GIDC, Ahmedabad and its extension centers in Gujarat . Tentative requirement of Guards are mentioned below :

S.No	Location of IGTR centers in Gujarat	No. of Security Guard (Tentative)
1	Ahmedabad	10
2	Sanand	2
3	Bhavnagar	2

(Note : Number of Security Guards and Location of Centers in Gujarat shown above , may undergo change depending upon the requirement of such service in future. This also includes inclusion of new centers /exclusion of existing centers in Gujarat. Bidders are requested to take note of this)

To participate in this Tender , Bidders are required to deposit EMD & Tender Fee in IGTR's Bank Accounts by way of RTGS / NEFT , as per details mentioned below:

- *(i) Tender Fees : Rs.500/- Five Hundred (non Refundable)
- *(ii) Interest Free Earnest Money Deposit(Bid Security) : Rs 10,000/- Ten Thousand (Refundable)

Bank Detail of Indo German Tool Room (IGTR) Ahmedabad:

Bank	AXIS BANK LTD MANINAGAR, AHMEDABAD-380008(GUJ)
IFC Code	UTIB0000080
IGTR's C/A No.	080010200004268

*Micro and Small Enterprises(MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises(MSME) or registered with the Central Purchase Organization for relevant goods /Service (for which this particular Tender is floated) are exempted from depositing Tender Fee & Earnest Money on submission of proof of registration Certificate along with Technical Bid of tender.

2. The scanned copy / soft copy of RTGS/NEFT acknowledgement of such deposit shall be uploaded along with the technical Bid.
3. The online tenders shall be submitted on e-Procure CPP Govt. of India portal <http://eprocure.gov.in> up to **14:00 pm on 17.09.2020** (if no corrigendum is issued in this regard).
4. Technical Bid and Financial Bid should be submitted in prescribed format only . **No tender will be accepted by hard copy, fax or e-mail or any other such means .**
5. In case the contractor accepts IGTR's offer, but does not turn up to take over the contract within the stipulated time then the EMD money may be forfeited /debarment of Agency or any other action as office found deem fit may be initiated.
6. The Bidders shall be solely responsible for checking the website <http://eprocure.gov.in> for any corrigendum issued related to this tender and take into consideration the same while preparing and submitting the bids.
7. Tender submitted in accordance with the terms & conditions and complete in all respect & as per Performa only will be considered.
8. Representative(s) of the applying firms/agencies are at liberty to be present at the time of opening of tender.
9. Bidders should submit all the documents asked in this Tender. Merely submission of application to required document to issuing authority will not be entertained. Bidders must have license at the time of Bid submission and should be valid at the time of Bid opening.
10. The successful Bidder after Tender Evaluation with whom order shall be placed, required to submit Security Deposit Rs. 1, 00,000/- (One Lakh) . Security Deposit shall be returned after completion of the Contract without any interest.

11. Do not submit unnecessary documents which are nowhere asked in the Tender document /not support your eligibility criteria as per this Tender.

B. ELIGIBILITY CRITERIA FOR BIDDERS :

1. Agency should have license, granted under the provisions of the Private Security Agencies(Regulation) Act, 2005 . It should be valid at time of Tender opening.
2. Agency should have administrative office in Ahmedabad (Guj) , contact detail to be provided in the Technical Bid.
3. The agency should have experience for providing security service to Minimum 5 Organizations . Out of which at least **Two** organizations should be Government Organization/Govt. institution /Public Sector Units and should have served in last 3 years. Copies of the work order, work completion certificates to be attached.
4. Security agency should have a sound financial record. It should not have incurred Loss in any years in FY 2017-18, 2018-19, 2019-20
5. The **Average Turnover** of Security Agency for the three financial years (FY 2017-18, 2018-19, 2019-20) should not be less than 50 Lakhs . (i.e. TO of FY (17-18) + (18-19) + (19-20)/3)

C. Guide Line for Technical Bid:

1. Technical Bid must be submitted as per format provided in this Tender document.
2. Supporting documents to be provided along with Technical Bid, for which it is asked in the Tender document.
3. The agency should furnish copies of the following documents along with Technical Bid:
 - (a) Valid license granted under the provisions of the Private Security Agencies (Regulation) Act, 2005
 - (b) ESI/EPF/GST /PAN registration certificate
 - (c) C.A. certified documents in support of Turnover & Profit/Loss for Points mentioned above B(4) & B(5) to be attached with Technical Bid .
4. Please Fill each parameter of Technical Bid (only mentioning therein “As per Attachment “not Acceptable, such Tender may be Rejected)

D. Guide Line for Financial Bid Submission and Evaluation Method to be adopted:

(I) The financial bids of those bidders shall be opened only who are qualified at pre-qualification and technical bid stage.

(II) **In Financial Bid Agencies are required to quote only Percentage Service Charge on Minimum Wages.**

Financial Bids shall be evaluated on the basis of agency commission as a percentage not exceeding two decimal place e.g. 9.50, 10.90

Please note that No wage need to be quoted in the financial bid.

(III) **If bidder has quoted “0(Zero)” service charge Bid will be treated as unresponsive and will not be considered for Financial Evaluation/comparisons, i.e. Such Bids will be REJECTED.**

(IV) Method to be adopted for Award of Bid :

Step-1: Bid will be awarded to L1 (overall Lowest Bid) Agency. Except as mention (III) above .

In case of two or more Security agencies have quoted same rate and are L1 then Award of Bid will be decided in below mentioned sequence (i.e. if L1 is decided in step-1 stage itself then step-2 will not be considered, if L1 decided in Step-2 stage then step-3 will not be considered and so on) :

Step-2: If it happens that Two or more Bids found L1 then , Bid will be awarded to Agency which have Registered as Micro - Small Enterprise prior to Bid submission and have valid certificate.

Step-3 : If it happens that Two or more L1 Agencies are Micro -Small Enterprise as mentioned in Step-2 then Bid awarded to Agency which is owned by Ex-Serviceman or at least one partner is Ex-Serviceman.

Step-4 : If it happens that Two or more L1 agencies as mentioned in Step -3 are owned by Ex-Serviceman or at least one partner is Ex-Serviceman , then Bid will be awarded to Agency which has higher Average Turn Over of Three F.Y. 2017-18, 2018-19, 2019-20

E. Scope of work, Duty and Responsibility of the Successful Bidder:

1. Scope of work

The scope of work is to effectively & efficiently cater to the security needs of the IGTR and therefore involves jobs such as :

- Watch and ward
- Preventing entry of unauthorized persons & vehicles
- Regulating entry and exit of vehicles
- Regulating entry and exit of materials
- Prevention of theft, loss and damage to IGTR properties.
- Vigilance
- Keeping constant patrolling of the premises
- Driving away stray animals
- Safety of movable and immovable property
- Regular checking of all office rooms and switching off lights, fans, power points, air conditioners etc.
- Attending telephone calls when office is closed and keeping record of telephone message/communication.
- Record keeping like, visitors register, gate pass file, patrolling register, punching cards, make necessary entry of incoming and outgoing material, duty register of security guards and housekeeping staff, record of newspapers and magazine record, monitoring of casual labour's movement, surprise checking of employees and trainees etc.
- Any other work assigned to them by time to time.

And all other functions essential to meet security needs of IGTR in a foolproof manner. The scope of work also includes induction, deployment of trained security personnel, constant monitoring of check posts, survey, surprise checks, reporting and review of security matters by handling all security requirements of IGTR independently and recommend measures to improve the security arrangements.

The contract rate shall also include any work of incidental & contingent nature although not specifically mentioned in the tender, but necessary for its completion in an efficient manner.

2. GENERAL TERMS & CONDITIONS.

2.1 The contractor shall be fully responsible in all respect to effectively take care of security needs of IGTR by deploying personnel with adequate experience of having worked in this line in the organization of repute in all the shifts to ensure foolproof security arrangements.

2.2 The contractor shall be fully responsible for complete watch and ward of entire IGTR Campus.

2.3 The contractor shall also make special security arrangements involving deployment of additional manpower if and when required, for which additional payment in accordance with the minimum wages shall be claimed by the contractor on pro-rata basis and be paid by IGTR. Deployment of additional guards will not be permitted without IGTR's written advance approval.

2.4 The contractor shall ensure that no theft, pilferage, damage or any such similar act is committed or omitted with regard to properties and assets of IGTR. The contractor shall be responsible for any loss or damage cause to property of IGTR or its employees at IGTR premises and will compensate to IGTR towards the actual cost of the loss or damage. Decision of the GM, IGTR, Ahmedabad about the extent of such loss and compensation thereof shall be final and binding on to contractor.

2.5 The contractor shall be responsible to check, restrict and regulate the movements/entries of vehicles and persons and prevent unauthorized persons and vehicles from entering the premises. Necessary registers shall be maintained and all entries made therein. They should make ensure that all the vehicles are parked in order at the parking place and not anywhere else in the campus.

2.6 The contractor shall keep a check on materials moving in and out of the campus. No material shall be allowed to be taken away by anyone without proper authority and entry in the material gate pass register to be maintained for this purpose.

2.7 The contractor shall co-ordinate and liaise with the State Police Department immediately in case of breach of peace/theft and shall assist IGTR in lodging complaints with Police for loss, damage, destruction, pilferage or any of the properties in IGTR or staff members.

2.8 The contractor shall ensure regular attendance and proper performance of duties by security staff deployed by him at the respective points.

2.9 The contractor shall ensure that the alertness and patrolling in the campus is very effective particularly on holidays and after office hours to prevent/ detect theft, pilferage or any other damage to IGTR.

2.10 The contractor shall not allow any of the personnel deployed at IGTR to work in more than one shift in a day. IGTR shall have the right to impose a suitable penalty if security personnel are posted in more than one shift without sufficient reason and intimation to the concerned officials of IGTR.

2.11 The contractor shall not assign or sublet or transfer the job awarded to them in favour of any other contractor or agency.

2.12 The contractor shall strictly check the authenticity and identity of the persons visiting the campus and shall keep the records of all persons entering in and leaving the campus.

2.13 The contractor shall make their own arrangements for accommodation, transport, canteen and any other facility for their personnel deployed at the respective points.

2.14 Within 15 days of the award of the contract, the contractor will be required to register them self with Labour Office as the contractor with IGTR and shall produce one copy of license to IGTR.

2.15 The contractor shall provide uniforms, shoes, socks, belts, badges, raincoats, gumboots, weather uniforms, whistle, lathies, torches etc. to his security staff at his own cost.

2.16 The contractor shall deploy experienced, smart, well-disciplined, intelligent, hardworking personnel at his own risk and cost on the basis of shift and their weekly off shall be allowed as per the statutory provision. The personnel must be trained in first aid, fire fighting and conversant with Hindi/English. The contractor shall further ensure that the personnel are of high integrity and their credentials must be verified with reference to the pending police case etc.

2.17 The contractor shall be fully responsible for all disputes, issues, claims and matters related to employment, non-employment and terms of employment as far as employees engaged by him are concerned. The contractor shall indemnify IGTR for all appointment of his personnel under him and that they shall have no claim for permanent employment at IGTR.

2.18 The work should be carried out as per the instructions of General Manager/ - Admin. Officer. The contractor shall be required to ensure maintenance of IGTR's decorum by him and by all the persons deployed by him.

2.19 The contractor shall not allow any unauthorized person to enter or sit at the main gate.

2.20 In case of dispute on the interpretation of terms and conditions of the contract, the decision of GM, IGTR, Ahmedabad shall be final and binding on both the parties.

2.21 If any of the person of the contractor is found to commit any misconduct or misbehaves, IGTR may restrain such person from entering the premises.

2.22 The contractor shall maintain a fully equipped medical first aid box, which should be easily available to the persons deployed by him.

2.23 If any time, IGTR finds any of the security personnel is unfit, the contractor will be required to replace the same by another security person of the same rank and status immediately. The decision of the officer-in-charge in this regard shall be final and binding on the contractor.

2.24 All security personnel to be deployed by the contractor for providing security service should possess sound health and physique, clean shaved and they should be in uniform only, which should be maintained in neat and clean condition and well pressed at all times while on duty.

2.25 The tenderer should have its own Administrative office with their own telephone Nos. at Ahmedabad.

2.26 IGTR reserves its right to change/alter any of the terms and conditions without any notice.

2.27 The contractor will be required to provide identity cards to his security personnel under applicable labour laws.

2.28 The contractor will give photo identity and full temporary and permanent contact details of all his employees deployed at IGTR to concerned police station as per rules.

2.29 All the matters concern to and not covered herein above, the decision of General Manager, IGTR Ahmedabad shall be final & binding on the parties.

2.30 The General Manager reserve the right to accept or reject any tender , whole or any part of the Tender, at any stage of the Tender. The decision of the General Manager will be final in all such cases.

3. COMPLIANCE WITH VARIOUS ACTS :

3.1 The contractor shall be fully responsible for complying with all the relevant statutory obligations as applicable from time to time including :

- Contract Labour (Regulation and Abolition) Act
- Minimum Wages Act
- Payment of Wages Act
- Employees Provident Fund Act
- ESI/Workmen's Compensation Act
- Bonus Act
- Fatal Accident Act
- Gratuity Act
- Any other act, as applicable from time to time.

Consequences arising out of the non-compliance with statutory requirements shall be entirely borne by the contractor.

4 PAYMENT :

4.1 Payment to Security Guards engaged by the agency must be paid in accordance with minimum wages as prescribed by O/o. Regional Labour Commissioner (Central), Ahmedabad from time to time on or before 7th of each succeeding month through e-transfer to the bank account of the individual security guard concerned . Consolidated statement of bank transfer in respect of security guards engaged for IGTR shall be submitted along with the bill for each month.

4.2 Further EPF and ESI contributions of such persons shall also be deposited with the concerned departments on or before 7th of each month in respect of previous month and the copy of challan to be given to IGTR along with next month's bill.

4.3 Each such person must also be issued a salary slip every month on or before 7th of each month.

5. **DURATION :**

The tenure of contract shall be for **one year** with 3 months trial period. The trial period of contract will be evaluated during three months from the commencement of the contract and if needed, the same can be extended for a further period of three months or more at some discretion of IGTR. IGTR reserves the right to terminate the contract during the trial period/extended trial period without assigning any reason whatsoever.

IGTR also reserves the right to extend the contract beyond one year on the same terms and conditions and also to discontinue the contract by giving one month's advance notice at any time during the pendency of the contract. IGTR reserves the right to revise the scope of work, if necessary, during the pendency of the contract.

In case the contractor wants to discontinue the contract, he will be required to give three months advance notice to IGTR in writing stating reason for the same.

6. **COMMENCEMENT OF THE WORK.**

The security work will be commenced from the date from which the contract is awarded. In case the contractor fails to commence the work within the stipulated time the contract will be cancelled automatically and will be awarded to another party.

7. **DAMAGES FOR LOSS, DESTRUCTION, THEFT AND PILFERAGE.**

It shall be the duty of the contractor to ensure that no property, assets, instruments, machineries of IGTR are damaged, destroyed, pilfered or taken away by any person. In case, any such damage, destruction, loss, theft or pilferage arises due to negligence/lapse on the part of the persons deployed by the contractor, the contractor shall be fully accountable, responsible and liable for making good the loss.

F. JURISDICTION

Dispute, if any, arising out of the Contract, shall be settled by mutual discussion and decision of General Manager is final or alternately by legal recourse under jurisdiction of Ahmedabad courts only.

ANNEXURE -I
TECHNICAL BID

TENDER REF NO. : IGTR-Ahd/Admin-Security/0820

Tender Title : e-tender for providing Security Service on Contact Basis

Sr. No.	Particulars	Details to be given by Bidder	
1	Name of the Security Agency		
2	Postal Address of Registered Office		
3	Do you have Administrative Office at Ahmedabad (Yes/No)		
4	Postal Address of Administrative office at Ahmedabad		
5	Licence No. under the provision of Private Security Agencies Regulation Act 2005		
6	Date of issue and Expiry date of Licence as mention in 5 above		
7	Detail of PAN		
8	Detail of GST Registration		
9	Detail of ESI Registration		
10	Detail of EPF Registration		
11	Is your agency is registered as Micro or Small Enterprise (Yes/No) , If Yes provide details of Registration No. (Scan copy to be attached with Technical Bid)		
12	Please mention nature of the firm i.e. Proprietorship/Partnership etc.		
13	Is Security Agency is owned by Ex-Servicemen? or in case of Partnership Agency whether at least one Partner Ex-Serviceman ? (Yes/No) Is Yes , Name of Ex-Serviceman . Copy of Relieving/ Retirement letter to be attached with Technical Bid		
14	Turn Over (Rs) of FY 2017-18		
15	Turn Over (Rs) of FY 2018-19		
16	Turn Over (Rs) of FY 2019-20		
17	Average Turn Over of FY 2017-18, 2018-19, 2019-20		
18	Have incurred loss to Agency in any FY out of 2017-18, 2018-19, 2019-20 (Y/N)		
19	Have you served to at least 2 different Government organization /Govt. Institution / PSU in last 3 Years (Y/N)	1.Organisation , Name of person & Phone No	

	If Yes provide name of organization and mention starting date of contract & date of expiry of contract. Please provide name of concern person and Phone No. ,responsible for security services in that organization	Served date from- To	
		2.Organization , Name of person & Phone No	
		Served date from-To	
		3.Organization , Name of person & Phone No	
	Served date from- To		
20	Have you served to at least 5 organizations (Y/N) If Yes provide name of organization and mention starting date of contact & date of expiry of contract. Please provide name of person and Phone No., responsible for security services in that organization	1.Organization , Name of person & Phone No	
		Served date from-To	
		2.Organization , Name of person & Phone No	
		Served date from-To	
		3.Organization , Name of person & Phone No	
		Served date from-To	
		4.Organization , Name of person & Phone No	
		Served date from-To	
		5.Organization , Name of person & Phone No	
		Served date from-To	
		6.Organization , Name of person & Phone No	
		Served date from-To	
Please provide copy of documents in support of details mentioned by you			

It is certified that the particulars given above are true to the best of my knowledge and I/We have read the terms and conditions and duties/ responsibilities of the Security Staff to be engaged for the purpose and have also understood the same and do hereby undertake to abide by the same without any reservations on any ground whatsoever. In case of any breach of the said conditions, I/We shall be responsible for the consequences of the same.

Full Name & Signature of Authorized Signatory
With rubber stamp of the Agency affixed

Place:

Date:

(To Be submitted with Technical Bid)

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

To,
General Manager
Indo German Tool Room
5003, Ph4, Vatva G.I.D.C,
Ahmedabad - 382445

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No : : IGTR-Ahd/Admin-Security/0820

Dear Sir,

I/ We have downloaded / obtained the tender document(s) for the above mentioned ‘Tender/Work’ from the web site(s) namely: **Tender Reference No: : IGTR-Ahd/Admin-Security/0820 ; Tender Title : “e-tender for providing Security Service on Contact Basis”** published on Central Public Procurement Portal Govt. of India website (<https://eprocure.gov.in/eprocure/app>) as per your advertisement, given in the above mentioned website(s).

1. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. 1 to 11 (including all documents like annexure(s), schedule(s), etc .,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.
3. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
4. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
5. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)