

TERMS AND CONDITIONS FOR TENDER FOR DEPLOYMENT OF SECURITY GUARDS-2018-19

1. Sealed tenders are invited from experienced security agency for "Deployment of Security Guards" at the following locations of Tobacco Board: -

Sl. No	Name of the Offices
1	APF No.1, H.D.Kote, Mysuru Dist
2	APF No.65, H.D.Kote, Mysuru Dist
3	APF No.2, Hunsur, Mysuru Dist
4	APF No.3, Hunsur, Mysuru Dist
5	APF No.64, Hunsur, Mysuru Dist
6	APF No.61, Kamplapura, Mysuru Dist
7	APF No.62, Chilkunda, Mysuru Dist
8	APF No.4, Periyapatna, Mysuru Dist
9	APF No.5, Periyapatna, Mysuru Dist
10	APF No.6, Periyapatna, Mysuru Dist
11	APF No.7, Ramanathpura, Hassan Dist
12	APF No.63, Ramanathpura, Hassan Dist

2. Sealed tenders are invited in 2 bid system i.e. Technical Bid and Financial Bid which shall be submitted in prescribed tender forms and kept in two separate sealed envelopes superscribed as above and both covers shall be kept in separate envelope superscribed as "Deployment of Security Guards". The **cost of tender form is Rs.1,000/-**. The tenders shall be dropped in the Tender box provided in the Directorate of Auctions, Tobacco Board, Bengaluru on or before **30.07.2018** at **03.00 PM** and Technical Bid will be opened on the same day at **03.30 PM** in presence of the tenderers.
3. **EARNEST MONEY DEPOSIT: -**
- An amount of **Rs.2,25,000/-** as Earnest Money Deposit (EMD) drawn in favour of Director(Auctions), Tobacco Board, Bengaluru, obtained on any nationalized banks payable at Bengaluru should be enclosed along with the Technical Bid.
 - EMD shall not carry any interest.
 - Tenders received without EMD and after stipulated time shall not be considered.
 - EMD shall be refunded to the successful tenderer after the receipt of Performance Security Deposit.
 - The receipt towards cost of Tender / form also shall be enclosed along with Technical bid.

Signature of the tenderer

4. **PERFORMANCE SECURITY DEPOSIT: -** The successful tenderer has to submit Performance Security Deposit of 5% of the total contract value by way of DD drawn in favour of Director (Auctions), Tobacco Board, Bengaluru obtained on any nationalized bank payable at Bengaluru.
5. Terms and Conditions shall be signed on each page as a token of acceptance and enclosed along with the Technical Bid.
6. Unreasonable tenders are liable for rejection as it is unlikely that the contractor shall not be able to meet the requirement of Minimum Wages Act prescribed by Govt. of India. Decision of Tobacco Board is final in this regard.
7. After opening the Technical Bid, the tenderers who qualify in the Technical Bid shall be intimated to participate in Financial Bid the date, which will be decided by Competent Authority.
8. The Financial Bid consists of all elements of costs which are statutory to be paid by the tenderer. The tenderer has to quote only the service charge in Rupee in the space provided and calculate the total cost per Security Guard per month per calendar month for 28/30/31 days (to be mentioned both in figures and words). Accordingly, L1 tenderer shall be finalized based on minimum service charges quoted. If two tenderers quote the same rate of service charge, the maximum of average turn over of last 3 years (for the financial years 2015-16, 2016-17, 2017-18) in providing Security Guard shall be considered for awarding the contract.
9. Value of Security Guard Contract successfully executed in past 3 years (with documentary proof and satisfactory completion): The contractor should have successfully completed at least 1 work of 50% of the present contract value taking 6 months of auction period for taking into consideration.
10. Copy of Certificate issued by Labour Commissioner (Central) shall be enclosed.
11. A copy of the certificate issued from Police Department regarding license to engage in the business of Private Security Agency (PSA(R)ACT-2005 must be enclosed.
12. **RESPONSIBILITIES OF SUCCESSFUL TENDERER: -**
 - a) The Security Agency shall have no right to demand revision of the rate agreed upon during the period till this agreement remains in force and any request for revision if made shall be summarily rejected.
 - b) The successful tenderer has to provide a total of 48 Security Guards and 2 Supervisors during auction period. The Security Guards have to be on 8 hours duty. The Contractor has to deploy one supervisor in each region i.e. Mysuru and Periyapatna who shall be responsible for day to day supervision of jobs and accountable to Regional Manager of concerned region.
 - c) Employment of Ex Servicemen to the tune of 25% is desirable. Accordingly, minimum 14 no's are to be ensured by the Contractor.

Signature of the tenderer

- d) No. of Security Guards/ Supervisors to be deployed and deployment pattern is placed at **Annexure-A**.
- e) **The successful tenderer should furnish name, permanent address, Aadhar number of Security Supervisor & Security Guards within 7 days from the date of issue of Work Order. The phone number of Security Supervisor may be made available during execution of contract.**
- f) If the performance of a particular Security Guard/Supervisor are found un-satisfactory at any time the contractor shall be intimated to replace without assigning any reason and same shall be replaced by a new Security Guard/Security Supervisor.
- g) The successful tenderer should ensure the coverage of Insurance under W.C., policy for Individual men or total.
- h) The Security Agency shall be solely responsible to follow all applicable laws, rules, notifications, etc. of the Central and State Government Municipality or Local Body while engaging the labourers for Tobacco Board' works. Any liability on account of statutory violations shall be to the account of the service provider.
- i) The Security Guards should regulate entry and exit of people/material in the auction floor.
- j) The Security Guards should ensure that trucks of growers/traders are kept in order in the premises and regulate the vehicular movements inside the premises.
- k) The Security Guards should perform watch and ward duties to protect the tobacco at auction hall and godown, etc. and the property of the Board round the clock.
- l) Children below 18 years and disabled/mentally retarded persons shall not be engaged / appointed by the Security Agency for the works and the age of the persons should not exceed 35 years. Proof of age may be asked during currency of contract.
- m) Local persons shall not be employed for Security Guards. The agency shall furnish a list of Security Guards and Supervisors deployed at the platforms to Directorate along with address/EPF No./ESIC No, etc and also give an undertaking that 25% Security Guards from Ex-Serviceman are to be provided for effectiveness of Contract.
- n) The Agency should provide Lantern/Torch/Emergency Light to the Security Guards who are working in night shifts.
- o) The Security Guards should be provided with Uniform & shoes and stick/lathi.
- p) If any Security Guard is on leave, substitution has to be provided immediately so that work shall not suffer.

Signature of the tenderer

- q) The Agency shall maintain following registers / records under Central Rules made there under and produce the same to Tobacco Board as and when required for verification.
 - i) Register of persons employed by Contractor shall be maintained in respective offices.
 - ii) Register of wages being paid.
 - iii) Attendance register of persons employed should be maintained at the respective offices and a certified copy of the same have to be produced at the time of claim.
- r) **The Successful tenderer should attend meeting at Directorate of Auctions, Tobacco Board, Bengaluru every month till the conclusion of contract period. The authorized Officer should attend to Regional Managers meeting every fortnight to get directions regarding execution.**
- s) **During non-auction period, 1 Security Guard at each auction platform totaling 12 Security Guards shall continue to work as Night Watchman till the commencement of next auction season.**

13. **PAYMENT: -**

- a) The security agency should ensure payment of wages is made as per the Minimum Wages fixed by Government of India vide Order No.1/10(6)/2018/LS-II, dated 3.04.2018 issued by the Chief Labour Commissioner, New Delhi @ Rs.494/- basic pay + Rs.28/- VDA totaling Rs.522/- per day per security guard.
- b) **The payment to the Security Personnel shall be effected through Bank account only within 7th of succeeding month.**
- c) **The wages as per Minimum Wages Act with EPF, ESIC and GST has to be paid by the successful tenderer every month within stipulated date and the same shall be claimed from Tobacco Board on production of proof of payment to the individual security guard through bank account. EPF, ESIC and GST component shall also be paid by contractor within stipulated date as per Act and claim along with bill preferably within 15th of succeeding month. Violation of these shall be considered as a breach of Contract and action to be taken accordingly as per Contract conditions.**
- d) **Income Tax shall be deducted from the bills payable to the agency as per the rules in force.**

14. **PENALTY: -**

- a) The agency shall not sub-lease the contract. If it is sub-leased, the contract shall be cancelled at the risk and cost of contractor and PSD amount shall be forfeited.
- b) **For poor performance as per the report submitted by the Regional Manager / Auction Superintendent, a penalty of 10% will be deducted from the monthly bill.**

Signature of the tenderer

15. ARBITRATION: -

- a) In case of dispute the matter shall be referred to Executive Director, Tobacco Board for appointing arbitrator whose decision shall be final & binding on the contractor.
- b) In case of any dispute or discrepancies arising while executing the work, the decision of the **Executive Director, Tobacco Board, Guntur** shall be final and binding on both the parties.

16. TERMINATION: - The Board may at its discretion terminate the agreement at any time without assigning any reason and in the event of such termination, the contractor shall have no claims for compensation and the agency shall be blacklisted from any future contracts in addition to forfeiture of Performance Security Deposit.

Place:

Date:

Signature of the Tenderer

JOB CHART FOR SECURITY GUARDS

1	To Regulate entry of people/material into the auction floor
2	To Keep the trucks of growers/traders in order in the premises.
3	To Regulate the movements of trucks/carts inside the premises
4	To perform watch and ward to protect the Tobacco at auction hall, Godown etc and property of the Board round the clock.
5	To restrict the entry of unauthorized persons inside the premises.
6	Any other duties entrusted by the Auction Superintendent related to watch and ward.

Signature of the Tenderer

**DEPLOYMENT PATTERN OF SECURITY GUARDS TO BE PROVIDED DURING THE
2018-19 AUCTION PERIOD**

1. During auction season four Security Guards have to be provided to each Auction Platform viz., H.D.Kote complex (two offices), Hunsur Complex (three offices), Periyapatna Complex (three offices), Kampalapura Complex (one office), and Ramanathapura Complex (two offices), Chilkunda (One office) totaling **48** Security Guards.
2. One Supervisor each for Mysuru and Periyapatna region i.e. **2 Nos.**
3. During non-auction period, 1 Security Guard at each auction platform totaling 12 Security Guards shall continue to work as Night Watchman till the commencement of next auction season.

Signature of the Tenderer

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**DEPLOYMENT PATTERN OF SECURITY GUARDS TO BE PROVIDED DURING THE
2018-19 AUCTION PERIOD**

Sl No	Name of the Complex and Floor	No. of Security Guards required
1	APF No.1, H.D Kote	3+1
2	APF No.65,H.D Kote	3+1
3	APF No.2, Hunsur	3+1
4	APF No.3, Hunsur	3+1
5	APF No.64, Hunsur	3+1
6	APF No.61 Kampalapura	3+1
7	APF No.62 Chilkunda	3+1
8	APF No.4, Periyapatna	3+1
9	APF No.5, Periyapatna	3+1
10	APF No.6, Periyapatna	3+1
11	APF No.7, Ramanathpura	3+1
12	APF No.63, Ramanathpura	3+1
13	Supervisors (Mysuru & Periyapatna regions)	2
Total Security Guards		50

Signature of the Tenderer

TOBACCO BOARD :: DIRECTORATE OF AUCTIONS :: BENGALURU**TECHNICAL BID**

SI No.	Particulars	
1	Name of the Firm & Office Registration No.	
2	Address for Communication with Telephone Number, Mobile Number, e-mail ID and fax number	
3	Pan No. (copy to be enclosed)	
4	GST No.	
5	Copy of the registration certificate obtained from Provident Fund Department to be enclosed	
6	Copy of the registration certificate obtained from ESIC to be enclosed	
7	Whether the firm is registered with State/Central Labour Department (If so enclose the copy)	
8	Experience (List of the clients to whom guards are provided with certification of the clients during past 3 years)	
9	Value of Security Guard Contract successfully executed in past 3 years (with documentary proof and satisfactory completion): The contractor should have successfully completed at least 1 work of 50% of the present contract value taking 6 months of auction period for taking into consideration.	For 2015-16 Rs. For 2016-17 Rs. For 2017-18 Rs.
10	Details of the EMD enclosed. Demand Draft No. : Date : Name of the Bank : Amount in (Rs.) : Amount in words :	

Note: - The Agency to whom the Tender is awarded by the Tobacco Board should ensure the coverage of Insurance under Workmen Compensation policy for individual men or total.

DECLARATION

I have gone through the terms and conditions issued by the Tobacco Board and agree to abide by all terms and conditions. The above information furnished by me is true to the best of my knowledge. If the information is found false at any stage, Performance Security deposited by me may be forfeited including cancellation of contract.

Place:

Date:

SIGNATURE OF THE TENDERER

TOBACCO BOARD :: DIRECTORATE OF AUCTIONS :: BENGALURU**FINANCIAL BID**

Sl No.	Particulars	Rate per month (for 28/30/31 days) per security guard (in Rs.)
1	Basic pay (As per Government of India vide Order No. 1/10(6)/2018/LS-II, dated 3.04.2018 issued by the Chief Labour Commissioner, New Delhi) which is Rs.494/- per day	14,820.00
2	VDA @ Rs.28/- per day	840.00
Sub Total – A		15,660.00
3	EPF @ 13.16% on Basic + VDA	2,061.00
4	ESI @ 4.75% on Basic + VDA	744.00
Sub Total – B		18,465.00
5	Service charge (Lumpsum in Rupee terms) In figures In words	
Sub Total		
6	GST (presently @ 18% on subtotal)	
GRAND TOTAL		
		(in figures) (in words)

NB:-The Security agency will quote only the service charges in Rupee terms and add to the existing monthly rate as per statutory provisions. Presently GST is 18% which is to be added to subtotal and also grand total has to be mentioned. The Security Agency will be decided based on the minimum service charges quoted by the tenderer.

Note: In case two or more tenderers quote the same rate of service charge, the maximum average turnover of last 3 financial years shall be considered for awarding the Contract. Hence, all tenderers are requested to give the work order copy of Security Guard Contract successfully executed during past 3 financial years. The decision of the Tobacco Board based on the information provided by tenderer is final and binding.

SIGNATURE OF THE TENDERER

Addresses of Auction Platforms in Karnataka and Phone Numbers

Sl. No	Name of the auction Platform	Address of the Auction platform	Mobile & Land No's
1	H.D.Kote-1	Office of the Auction Superintendent, Tobacco Board, Platform No.1, H.D.Kote-571114, Mysore Dist.	9448495505 08228-255361
2	H.D.Kote-65	Office of the Auction Superintendent, Tobacco Board, Platform No.65, H.D.Kote-571114, Mysore Dist.	9448496631 08228-255765
3	Hunsur-2	Office of the Auction Superintendent, Tobacco Board, Platform No.2, MTC Complex, Kattemalavadi Post, Hunsur-571134,Mysore Dist.	9448495506 08222-252118
4	Hunsur-3	Office of the Auction Superintendent, Tobacco Board, Platform No.3, MTC Complex, Kattemalavadi Post, Hunsur-571134, Mysore Dist.	9448495515 08222-252231
5	Hunsur-64	Office of the Auction Superintendent, Tobacco Board, Platform No.64, MTC Complex, Kattemalavadi Post, Hunsur-571134, Mysore Dist.	9448495658 08222-252119
6	Periyapatna-4	Office of the Auction Superintendent, Tobacco Board, Platform No.4, Kaggundi Village, H.H.Bagilu Post, Periyapatna-571107,Mysore Dist.	9448495508 08223-274143
7	Periyapatna-5	Office of the Auction Superintendent, Tobacco Board, Platform No.5, Kaggundi Village, H.H.Bagilu Post, Periyapatna-571107,Mysore Dist.	9448495509 08223-274149
8	Periyapatna-6	Office of the Auction Superintendent, Tobacco Board, Platform No.6, Kaggundi Village, H.H.Bagilu Post, Periyapatna-571107,Mysore Dist.	9448495510 08223-274951
9	Kampalapura-61	Office of the Auction Superintendent, Tobacco Board, Platform No.61, Kampalapura Village & Post, Kampalapura-571136, Mysore Dist.	9448495511 08223-210403
10	Kampalapura-62	Office of the Auction Superintendent, Tobacco Board, Platform No.62, Kampalapura Village & Post, Kampalapura-571136, Mysore Dist.	9448495512 08223-210048
11	Ramanathpura-7	Office of the Auction Superintendent, Tobacco Board, Platform No.07, Ramanathpura Village & Post, ArkalgudTq,Hassan Dist-571133.	9448495513 08175-225536
12	Ramanathpura-63	Office of the Auction Superintendent, Tobacco Board, Platform No.63, Ramanathpura Village & Post, ArkalgudTq,Hassan Dist-571133.	9448495514 08175-225022
Addresses of Regional Managers Office			
1	MYSURU REGION	Regional Manager, TobaccoBoard, H.No:CA-5673/C,14 th main,2 nd Stage, Near Yoganarasimha Swamy Temple, Vijayanagara, Mysore-570017	9448495502 0821-2543357
2	PERIYAPATNA REGION	Regional Manager, Tobacco Board, No.4, Housing Board, Gonikoppa Road,PERIYAPATNA-570017	9448280151 08223-273089