

TOBACCO BOARD:: DIRECTORATE OF AUCTIONS :: BENGALURU
TERMS AND CONDITIONS OF TENDER FOR DEPLOYMENT OF SECURITY
GUARDS DURING 2024-25 AUCTIONS IN KARNATAKA

1. Sealed tenders are invited from experienced security agencies 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.2, Hunsur, Mysuru Dist |
| 3 | APF No.3, Hunsur, Mysuru Dist |
| 4 | APF No.64, Hunsur, Mysuru Dist |
| 5 | APF No.62, Chilkunda, Mysuru Dist |
| 6 | APF No.4, Periyapatna, Mysuru Dist |
| 7 | APF No.5, Periyapatna, Mysuru Dist |
| 8 | APF No.6, Periyapatna, Mysuru Dist |
| 9 | APF No.7, Ramanathpura, Hassan Dist |
| 10 | APF No.63, Ramanathpura, Hassan Dist |
| 11 | APF No.08, Shimogga(for security purpose of the property and premises) |

2. The tenders will be 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 super scribed as above and on both the covers it shall be mentioned as "Deployment of Security Guards". The **cost of tender form is Rs.1,000/-+GST**. The tenders shall be dropped in the Tender box provided in **the Regional Manager, Tobacco Board, H.No:CA-5673/C, 14th main, 2ndStage, Near Yoganarasimha Swamy Temple, Vijayanagara, Mysuru** on or before **25.07.2024** by **3.00 PM** and Technical Bid will be opened on the same day at **3.30 PM** in presence of the tenderers.

3. **EARNEST MONEY DEPOSIT: -**

- An amount of **Rs.4,00,000/-** as Earnest Money Deposit (EMD) drawn in favour of 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. Terms and Conditions shall be signed on each page as a token of acceptance and enclosed along with the Technical Bid.
5. Unreasonable tenders are liable for rejection as it is unlikely that the contractor shall be able to meet the requirement of Minimum Wages Act prescribed by Govt. of India. Decision of Tobacco Board is final in this regard.
6. After opening the Technical Bid, the tenderers who qualify in the Technical Bid shall be intimated to participate in Financial Bid and the date will be decided by the Competent Authority.
7. 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 turnover of last 3 years (for the financial years 2021-22, 2022-23, 2023-24) in providing Security Guard shall be considered for awarding the contract.
8. Value of Security Guard Contract successfully executed in past 3 years (with documentary proof and satisfactory completion): The contractor should have successfully completed either of the following works.

The total estimated cost is Rs.79,63,171/-(payment made during 2023-2024 auction season):-

- a) 3 similar works costing not less than **40%** of the estimated cost (i.e. Rs.31,86,000 /-) **or**
 - b) 2 similar works costing not less than **50%** of the estimated cost (i.e. Rs.39,82,000/-) **or**
 - c) 1 similar works costing not less than **80%** of the estimated cost (i.e. Rs.63,71,000 /-) .
9. Copy of Certificate issued by Labour Commissioner (Central) shall be enclosed.
10. 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.
11. **RESPONSIBILITIES OF SUCESSFUL TENDERER: -**
 - a) The successful tenderer has to submit Performance Security Deposit of 5% of the total contract value by way of DD drawn in favour of Tobacco Board, Bengaluru obtained on any nationalized bank payable at Bengaluru. **The contractor shall not claim any interest on PSD.**
 - b) 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.

- c) The successful tenderer has to provide a total of 42 Security Guards 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.
- d) Employment of Ex-Servicemen to the tune of 25% is desirable. Accordingly, minimum 10 no's are to be ensured by the Contractor.
- e) No. of Security Guards to be deployed and deployment pattern is placed at **Annexure-A**.
- f) **The successful tenderer should furnish name, permanent address, Copy of Aadhar Card 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.**
- g) 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.
- h) The successful tenderer should ensure the coverage of Insurance under W.C., policy for Individual men or total.
- i) 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.
- j) The Security Guards should regulate entry and exit of people/material in the auction floor.
- k) 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.
- l) 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.
- m) 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.

- n) 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.
- o) The Agency should provide Lantern/Torch/Emergency Light to the Security Guards who are working in night shifts.
- p) The Security Guards should be provided with Uniform & shoes and stick/lathi/Mask.
- q) If any Security Guard is on leave, substitute has to be provided immediately so that work shall not suffer.
- r) 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.
- s) **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 of contract.**
- t) **During non-auction period, 1 Security Guard at each auction platform totaling 10 Security Guards and 2 Security Guards at Shimogga platform premises shall continue to work as Day/ Night Watchman till the commencement of next auction season.**

12. **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. **1/7(6)/2023-LS-II dated 01/04/2024** issued by the Chief Labour Commissioner, New Delhi @ Rs.494/- basic pay + Rs.240/- VDA totaling Rs.734/- per day per security guard.
- b) **The payment to the Security Personnel shall be effected through Bank account only within 7th of succeeding month.**

Signature of the tenderer

- c) **The wages as per Minimum Wages Act with EPF and ESIC 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 and ESIC 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.**

13. 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.**

14. ARBITRATION: -

- a) In case of dispute the matter shall be referred to the 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 contract, the decision of the **Executive Director, Tobacco Board, Guntur** shall be final and binding on both the parties.

- 15. TERMINATION: -** The Board may at its discretion to 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

NUMBER OF SECURITY GUARDS TO BE DEPLOYED DURING 2024-25 AUCTION PERIOD IN TOBACCO BOARD AUCTION PLATFORMS IN KARNATAKA.

| Sl No | Name of the Complex and Floor | No. of Security Guards |
|------------------------------|--|------------------------|
| 1 | APF No.1, H.D Kote | 3+1 |
| 2 | APF No.2, Hunsur | 3+1 |
| 3 | APF No.3, Hunsur | 3+1 |
| 4 | APF No.64, Hunsur | 3+1 |
| 5 | APF No.62 Chilkunda | 3+1 |
| 6 | APF No.4, Periyapatna | 3+1 |
| 7 | APF No.5, Periyapatna | 3+1 |
| 8 | APF No.6, Periyapatna | 3+1 |
| 9 | APF No.7, Ramanathpura | 3+1 |
| 10 | APF No.63, Ramanathpura | 3+1 |
| 11 | APF No.08, Shimogga(for security purpose of the property and premises) | 2 |
| Total Security Guards | | 42 |

DEPLOYMENT PATTERN OF SECURITY GUARDS TO BE PROVIDED DURING THE 2024-25 AUCTION PERIOD

1. During auction season four Security Guards have to be provided to each Auction Platform viz., H.D.Kote complex (one office), Hunsur Complex (three offices), Periyapatna Complex (three offices), Ramanathapura Complex (two offices), Chilkunda (One office) and Shimogga Platform premises(One office) totalling **42** Security Guards.
2. During non-auction period, 1 Security Guard at each auction platform (10 Platforms and 2 at Shimogga Platform premises totalling 12 Security Guards shall continue to work as Day/Night Watchman till the commencement of next auction season.

Signature of the Tenderer

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ANNEXURE – B**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 one work of Rs.53.20 Lakhs. | For 2021-22 Rs. For 2022-23 Rs. For 2023-24 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

ANNEXURE – C**TOBACCO BOARD :: DIRECTORATE OF AUCTIONS :: BENGALURU****FINANCIAL BID**

| Sl No. | Particulars | Rate per month (for 28/30/31 days) per security guard (inRs.) |
|--|---|--|
| 1 | Basic pay (As per Government of India vide Order No. 1/7(6)/2023-LS-II dated 01/04/2024 issued by the Chief Labour Commissioner, New Delhi) which is Rs.494/- per day | 14,820.00 |
| 2 | VDA @ Rs.240/- per day | 7,200.00 |
| Sub Total – A | | 22,020.00 |
| 3 | EPF @ 13.00% on Basic + VDA | 2,863.00 |
| 4 | ESI @ 3.25% on Basic + VDA | 716.00 |
| Sub Total – B | | 25,599.00 |
| 5 | Service charge (in Rupee) In figures In words | |
| GRAND TOTAL (in figures) (in words) | | |

Note:-The Security agency will quote only the service charges in Rupee terms and add to the existing monthly rate as per statutory provisions. 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 | Mobile & Land No's |
|-------|---|--------------------------|
| 1 | Office of the Auction Superintendent, Tobacco Board, Platform No.1, H.D.Kote-571114, Mysore Dist. | 9448495505 9483226115 |
| 2 | Office of the Auction Superintendent, Tobacco Board, Platform No.2, MTC Complex, Kattemalavadi Post, Hunsur-571134, Mysore Dist. | 9448495506 9448495523 |
| 3 | Office of the Auction Superintendent, Tobacco Board, Platform No.3, MTC Complex, Kattemalavadi Post, Hunsur-571134, Mysore Dist. | 9448495515 9448495527 |
| 4 | Office of the Auction Superintendent, Tobacco Board, Platform No.64, MTC Complex, Kattemalavadi Post, Hunsur-571134, Mysore Dist. | 9448495658 9448495659 |
| 5 | Office of the Auction Superintendent, Tobacco Board, Platform No.4, Kaggundi Village, H.H.Bagilu Post, Periyapatna-571107, Mysore Dist. | 9448495508 9448495528 |
| 6 | Office of the Auction Superintendent, Tobacco Board, Platform No.5, Kaggundi Village, H.H.Bagilu Post, Periyapatna-571107, Mysore Dist. | 9448495509 9448495529 |
| 7 | Office of the Auction Superintendent, Tobacco Board, Platform No.6, Kaggundi Village, H.H.Bagilu Post, Periyapatna-571107, Mysore Dist. | 9448495510 9448495640 |
| 8 | Office of the Auction Superintendent, Tobacco Board, Platform No.62, Chilkunda Village & Post, Chilkunda-571105, Mysore Dist. | 9448495512 9448495642 |
| 9 | Office of the Auction Superintendent, Tobacco Board, Platform No.07, Ramanathpura Village & Post, Arkalgud Tq, Hassan Dist-571133. | 9448495513 9448495643 |
| 10 | Office of the Auction Superintendent, Tobacco Board, Platform No.63, Ramanathpura Village & Post, Arkalgud Tq, Hassan Dist-571133. | 9448495514 9448280156 |

Addresses of Regional Manager Office Mysore and Periyapatna and Phone Numbers

| Sl.No | Name of the Office | Mobile & Land No's |
|-------|---|-----------------------------|
| 1 | Regional Manager, Tobacco Board, H.No:CA-5673/C, 14 th main, 2 nd Stage, Near Yoganarasimha Swamy Temple, Vijayanagara, Mysore-570017 | 9448495502 0821-2543357 |
| 2 | Regional Manager, Tobacco Board, No.4, Housing Board, Gonikoppa Road, Periyapatna-570017 | 9448280151 08223-2543357 |