

**HSCC (India) Ltd  
E-6(A), Sector-1  
Noida (U.P)-201301**

HSCC/HRM/NIT/09

03.12.2009

**Notice Inviting Tender for Providing Security Services**

Sealed tenders are invited from the security agencies in Delhi/NCR for providing security services. The last date of submission of tenders is **21/12/2009 02:30 p.m.** For forms and other details please visit our website at [www.hsccltd.co.in](http://www.hsccltd.co.in). Prospective bidders are advised to visit HSCC website as corrigendum/amendments etc., if any, will be notified on the company's website and separate advertisement will not be made for this.

CGM (HRM & Legal)

Total No. of pages (including Tender Form and documents attached) \_\_\_\_\_

(Signature of the Tenderer)

**HSCC (INDIA) LTD**  
**(A Govt of India Enterprise)**  
**E-6(A), Sector-1, Noida**

**TENDER INVITED FOR THE ENGAGEMENT OF PRIVATE SECURITY AGENCY FOR A PERIOD OF ONE YEAR FOR HSCC(INDIA)LTD.**

HSCC/HRM/NIT/09

14.12.2009

**TENDER FORM**

**SCHEDULE OF RATES**

Description	Nos	Duty hours	Rate (Not Less than Minimum Wages) per person per month (Rs)	Total Amt (Rs) per month
(1)	(2)	(3)	(4)	(5)
Supervisor	01	8.30 AM to 8.30 PM		
Guards (during Office hours)	02	8.45 AM to 5.45 PM		
Electrician	02	8.00 AM to 8.00 PM		
Gunman	03	8.00 PM to 8.00 AM		
*Guards	12	12 hrs		
Provident Funds	All			
ESI	All			
Bonus	All			
Uniform	All			
All other charges (including admin charges, Workmen's Compensation etc)	All			
Service Charges	All			
Service Tax	All			
Total				

\* 03 guards from 8.00 AM to 8.00 PM and 03 guards from 8.00 PM to 8.00 AM

Date : Signature :  
Name and Designation :  
Seal of the Company :

Note-The bid shall be rejected if any row under column 4 & 5 of the rate format of the bid document is kept blank. All statutory requirements PF,ESI, Service Tax, etc. mentioned in the Rate Format should be duly filled in by the bidder.

:2:

SN	Document Name	Whether attached or not	Page No
1.	Registration No. of the Bidder _____	Yes/No	_____
2.	PAN _____	Yes/No	_____
3.	EPF Registration No. _____	Yes/No	_____
4.	ESI Registration No. _____	Yes/No	_____
5.	Service Tax Registration No _____	Yes/No	_____
6.	DGR Registration No _____	Yes/No	_____
7.	EMD of Rs.5000/- DD No. _____ Date _____ and Issuing Bank _____	Yes/No	_____
8.	Address for Communication along with Phone, Fax & Mobile :..... .....		
9.	Address of Regd. Office along with Phone, Fax & Mobile :..... .....		
10	Specify as to the bidder is a sole Proprietor/Partnership firm/ Company _____	Yes/No	_____
11	In case of the application is being made by a partnership firm the application should be accompanied by an attested copy of Partnership Deed : _____	Yes/No	_____
12.	In case private limited company, an attested copy of Memorandum & Articles of Association to be attached with the tender form _____	Yes/No	_____
13	In case of the application on behalf of a Company/firm furnish an authority letter empowering the applicant to apply for engagement as security _____	Yes/No	_____

- 14 A declaration stating as the payment of wages to the personnel deployed should be made as per the recent notification under the payment of Minimum Wages Act, 1948 should be attached With the tender document by the bidder. \_\_\_\_\_ Yes/No\_\_\_\_\_
- 15 The bidder should fill up the format as noted in the Sl. No. 2 of the Tender Form (Every row under the column 4 & 5 including statutory requirement should be filled. \_\_\_\_\_ Yes/No \_\_\_\_\_
- 16 The tender should be valid for six months from the date of opening of the tender. \_\_\_\_\_ Yes/No \_\_\_\_\_
- 17 Performance Report from Govt. organizations or reputed firms \_\_\_\_\_ Yes/No \_\_\_\_\_
- 18 Non-Conviction Certificate that the bidder has not been convicted/black listed by any Govt. agency/PSU or Institution \_\_\_\_\_ Yes/No \_\_\_\_\_
- 19 List of Institutions with period, to whom similar services are being provided \_\_\_\_\_ Yes/No \_\_\_\_\_
- 20 Organizational set up clearly indicating the ratio between daily wages and permanent staff \_\_\_\_\_ Yes/No \_\_\_\_\_
- 21 Performance report or commendable certificate obtained from the police authorities \_\_\_\_\_ Yes/No \_\_\_\_\_
- 22 An attested photo copy of the agreement already/ ongoing contract with any Govt./PSU/Institution \_\_\_\_\_ Yes/No \_\_\_\_\_
- 23 Copy of the list of recognition/approval of the statutory authorities. \_\_\_\_\_ Yes/No \_\_\_\_\_
- 24 A certificate that the agency has verified the antecedents of all the persons before deploying them. \_\_\_\_\_ Yes/No \_\_\_\_\_

We as a bidder .....(Name of the bidder) accept all terms and conditions of the bid document and it supercedes all other terms and conditions given in the tender by the bidder.

Signature of the bidder  
Name and Designation of the Signatory  
Date  
Seal of the Company

## **JOB DESCRIPTION**

1 To provide the security services at the HSCC Registered Office & Store at Delhi Corporate Office and Office located at Kribhco Bhawan, Noida.

2 The agency shall be responsible for all security measures and arrangements to safeguard the movable and immovable property and prevention of theft within the premises.

3 Protection of persons in the premises.

4 Evacuation of persons in case of fire or natural calamities.

5 Prevention of unauthorized entry of personnel including all types of outside vendors in the premises of the company.

6 Fire fighting.

7 Any other work of similar nature assigned to the agency by HSCC from time to time.

8 The agency staff shall work under the supervision of the Chief General Manager (HRM & Legal) and/or any other officer authorized by him. The agency shall provide round the clock security on shift basis as specified and deployment done in consultation with the officer authorized by Chief General Manager (HRM & Legal) shall be final. The supervisor shall submit the attendance of the personnel by 9.30 AM daily to the above mentioned Officer for verification.

9 The agency will provide uniform to all security personnel, and Torch Light for staff on night duty.

10 The agency will be fully responsible for the performance and fitness of their personnel (Guards and Supervisors).

## **TERMS AND CONDITIONS**

1. Tenderer should provide the security services to HSCC for a period of one year.
2. The bidder shall quote the rate of wages as per the revision of D.A. in scheduled employment under the Minimum Wages Act, 1948. If the rates quoted are below the minimum wages prescribed under the Minimum Wages Act, 1948, the tender of the agency shall be rejected.
3. The bidders must attach copies of the certificates of Registration under ESI, PF, Service Tax, DGR, etc duly signed by the bidder, failing which the tender will be rejected.
4. The Agency should be approved or recognized by competent statutory authority, duly registered with Directorate General of Resettlement (DGR) should have provided such services to Govt./Public Sector/Private companies at least for one year and should have its headquarters in the NCR Region failing which the tender will be rejected outright.
5. That the Agency shall be responsible for all security measures and arrangement to safeguard the movable and immovable property and also for providing the services as per details indicated above in job description.
6. That the Agency will indemnify the property under security cover for preventing theft, loss, pilferage, riots, arson, fire from the areas entrusted to its control and shall be responsible for all such lapses.
7. That the Agency shall provide the services of trained Security Supervisors and Security Guards. That the Agency will furnish a certificate stating that the security guards are trained and none of the security guards was discharged from any service on the ground of criminal charges, theft & unreliability.
- 8 That Security Supervisors shall be Ex-servicemen having sufficient supervisory experiences in this line. Security Guards shall be fully trained civilian and their age shall not be above 45 years and less than 25 years. The gunman should be trained and must hold valid license. The Electricians must hold minimum valid ITI certificate/Diploma.
9. That the Agency staff shall be available all time at the place of their duties as per duty roster and they shall not leave their place of duty without prior permission of the authorized Officer.
10. That the Agency shall deploy the full complement of the personnel all the time and shall maintain a list of the reserves to provide the replacement and supplement the strength.

11. That the Agency staff shall check the movement of materials and to maintain systematic and upto date records and keep proper log book/control of movement of personnel entering or leaving the premises.

12. That the Agency staff shall be responsible to provide immediate replacement to take place of any Security Guards/Gun Man/Security Supervisor who is not available on duty at the place of posting and such other additional staff as may be required for additional areas for which prior information will be given.

13. That the Agency staff shall work in proper uniform under the overall supervision and direction of the Chief General Manager (HRM & Legal) or any other officer authorized by him.

14. That the Security Supervisor, Security Guards, Gunman, Electricians whose services are provided by the Agency shall at all times and for all purposes be regarded as employees of the contracting Agency which shall also be responsible for necessary service benefits due to the Security Supervisor & Security guards as per rules/Laws applicable in such cases.

15. That HSCC Authorities shall have the right to ask for the removal of any person of the Agency who is not considered to be orderly in discharge of his duties.

16. That the Agency staff shall carry out such other legitimate duties as are entrusted to them from time to time.

17. That the Agency shall not engage any sub-contractor or transfer the contract to any other person. The contract will be immediately cancelled if found otherwise.

18. The names of the workers appointed/employed by the security agency shall be made known to HSCC before commencing deployment. Frequent changes in the manpower deployed will not be allowed, the changes will be allowed only with the specific approval of Chief General Manager (HRM & Legal), or an officer authorized by him.

19. The bid shall be rejected if any row under column 4 & 5 of the rate format of the bid document is kept blank. All statutory requirements PF,ESI, Service Tax, etc. mentioned in the Rate Format should be duly filled in by the bidder.

20. The Security Guards/ Security Supervisors will be treated as unskilled/ semi-skilled for the purpose of computation of their wages. Separate rates should be quoted for security guards and Security Officer inclusive of all charges both in words and figures.

21. The Agency shall make the payment to their Guards and Supervisors as quoted, in the premises of HSCC, and in the presence of authorized representatives of HSCC and the necessary certificates in this regard will be submitted by the Agency every month.

22. The Agency shall within three weeks of becoming due, submit the proof of deposit of PF, ESI and other deduction to HSCC.

23. The Agency shall claim their commission in the form of Service Charges for providing services at a rate fixed.

24. The staff appointed by the contractor/Agency for this purpose shall conduct as per orders of the officer authorized by him. In case of any sort of lapse, misbehavior and misconduct of any person so appointed, the responsibility shall be upon the Contractor /Agency.

25.(a) In case of any loss/theft of HSCC property, the Chief General Manager (HRM & Legal) or any officer authorized by him will consider the circumstances leading to the loss/theft and if the responsibility is fixed upon the agency by the above mentioned officer, the agency will make good the loss within a specified period or else deduction of the cost will be made from the following month's bill.

26. The contract will be awarded for a period of one year, which may be extended further with mutual agreement or curtailed at discretion of HSCC.

27. The tender shall be submitted in sealed cover envelop marked "Tender for Security arrangement" on top by **14.30 hrs on 21.12.2009**.

28. It is the responsibility of the Tenderers to see that the completed bidding documents are submitted by the time and date stipulated for opening of tender failing which the tender would be considered late and rejected.

29. The tender would be valid for a period of 6 months subsequent to the date on which the tender are opened. The tender will be opened at 03:30 p.m. on 21.12.2009.

30. The bidders are advised to read the terms and conditions of the Tender as indicated in this form and satisfy themselves about their fulfilling these conditions as also meeting with the requirements of documents and other issues as mentioned in the Tender form before submitting the Tender.

31. The authority (HSCC (India) Ltd.) reserves the right to accept or reject any bid and amend the bidding process and reject all the bids at any time prior to award of contract without thereby incurring any liability to the affected bidder/bidders or any obligation to inform affected bidder/bidders on the ground of the action of the authority. The authority is not bound to accept the lowest or any bid.

**32. The tender documents along with enclosures should be page numbered. The total no. of pages of all documents including the tender document should be indicated clearly on the first page of the Tender document. The tender not fulfilling these requirements will be rejected outright.**