

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

HSCC/HRM/NIT/09

29.09.2009

Notice Inviting Tender for Providing Security Services

Sealed tenders are invited from the security agencies in or around NCR for the providing house keeping services. The last date of submission of tenders is **15/10/2009 02:30 p.m.** For forms and other details please visit our website at www.hsccltd.co.in. Prospective bidders are advised to scan through 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 FORM FOR THE ENGAGEMENT OF PRIVATE SECURITY AGENCY

1. Period of Contract: The period of contract will be initially for one year from the date of signing of the agreement which may be extended further with mutual agreement or curtailed at discretion of HSCC.
2. Rate quoted

SCHEDULE OF RATES

Description	Nos	Duty hours	Rate per month (Rs)	Total Amt (Rs) (Please provide breakup)
(1)	(2)	(3)	(4)	(5)
Supervisor	01	8.45 AM to 5.45 PM		
Guards (during Office hours)	02	8.45 AM to 5.45 PM		
Electrician	02	8.00 AM to 8.00 PM		
Gunman	01	8.00 PM to 8.00 AM		
*Guards	06	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

3. Last date of submission: **14.30 hrs on 15.10.2009**

4. Date and time of opening: at **15.30 hrs on 15.10.2009** at HSCC Office, E-6(A), Sector-1, Noida
(TENDERER OR THEIR AUTHORISED REPRESENTATIVE MAY BE PRESENT AT THE TIME OF OPENING OF TENDER)

:2:

5. Registration No. of the :
Agency (enclosed attested copy)

6. Permanent A/c No. of Income Tax. Deptt. :
(enclose attested copy)

7. EPF A/c No. and authority with whom :
registered (enclose attested copies)

8. ESI Registration No. and authority with :
whom registered(enclose attested copies)

9. Service Tax Registration No. and :
Authority with whom registered
(enclose attested copies)

10. Please specify as to whether tenderer is :
recognized/ approved by the Govt. and
registered security agency

11. Please specify as to whether : Sole Proprietor/Partnership firms/company
tenderer is a sole Proprietor/ (Strike of whichever is not applicable)
Partnership firm/ Company
In case of firm/company, give names of the proprietor or partners (as the case may
be) with address (both existing and permanent) residential:-

(i) In case of the application being made by a partnership firm, the application
should be accompanied by an attested copy of Partnership Deed.

(ii) In case of Private Limited Company, an attested copy of the Memorandum and
Articles of Association should be enclosed with Tender Application form.

(iii) In case of company, whether the applicant is authorized to apply on behalf of the
Company/Firm and if so, what is the status of applicant in the Company/Firm. Also
furnish an authority letter empowering the applicant to apply for engagement as Security
Agency by this Institution.

12. Registered Office with Telephone
No./Fax No./Mobile No.

13. DGR Registration No (enclose copy) :

14. Experience in providing security personnel to
Govt/PSU with periods of contract
(Please attach attested copy of Documentary Evidence)

:3:

15. Details of Earnest Money Deposit of Rs.5,000/-

D.D/Banker's Cheque No. _____ Dated _____

Issuing Bank

Branch _____

(Please attach the Draft/Banker's Cheque with this Form

16. Address for communication

along with Phone No./Fax

Mobile

Signature of the Tenderer

Seal: _____

Date: _____

:4:

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. 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.
2. 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.
3. 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.
4. 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.
- 5 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.

:6:

11. 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.

12. 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.

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

14. 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.

15. 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.

16. The rates should be quoted as per details given at item no. 2 on page 1 of the Tender Form. Bidders must mention the amount in column 4 & 5 against all the heads indicated in column 1. Bids not mentioning any amount in col 4 & 5 or leaving col 4 & 5 blank will be rejected and also tenders not providing for statutory requirements as mentioned there at will not be considered and will be rejected outright.

17. 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.

18. 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.

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

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

21. 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.

:7:

22.(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.

23. 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.

24. The tender shall be submitted in sealed cover envelop marked "Tender for Security arrangement" on top by **14.30 hrs on 15.10.2009**.

25. 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.

26. The tender would be valid for a period of 6 months subsequent to the date on which the tender are opened.

27. 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.

28. Tenders should have a permanent income tax account number (PAN) and shall have to submit the certified copies of the Income Tax return filed for last three years along with the tender form. The tendering party must also submit certified copy of registration with ESI/EPF/Service Tax/DGR Registration. **Bids not accompanied by these documents will be rejected outright.**

29. **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.**

30. LIST OF DOCUMENTS TO BE ATTACHED ALONG WITH THE TENDER FORM

1. Performance report preferably from Govt. Organization or well reputed firms.
2. List of the Institution with period, to whom similar services are being provided.
3. Organizational set up which may clearly indicate the ratio between the daily wage staff and permanent staff.
4. Performance report or commendation certificate obtained from the Police authorities, if any.
5. An attested photocopy of the agreement already with any Govt/ PSU.
6. Copy of Registration Certificate.
7. Copy of the list of recognition/approval of the statutory authorities.
8. A certificate that the Agency has not been blacklisted by any Govt. Agency, undertaking or institution.
9. A certificate that the Agency has verified the antecedents of all the persons before engaging them as security guard/security supervisors.
10. Certified copies of the latest Income Tax Return & PAN.
11. Attested copy of agreement relating to an on going contract.
12. Attested copies of Registration with ESI/ EPF/ Service Tax/DGR Registration.
13. Index containing list of documents attached with the tender document containing itemwise page numbers.
14. Other Documents as referred to in the Tender Form.

The tender will be rejected outright if any of the above mentioned documents is not attached with the tender form submitted by the bidders. The tender is also liable to be rejected if the bidders do not fulfill any of the terms and conditions as mentioned in the Tender form.
