

Gujarat State Land Development Corporation Ltd.



Balram Bhavan, Sector-10/A, Gandhinagar. -382010

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Tender Document for Rate Contract for providing Security Services

1.	Last Date of Receipt of Tender	05-12-2013	till 17-00 Hrs
2.	Physical Submission of Tender Fee, E.M.D. and supporting documents of Technical Bid on or Before :	06-12-2013	till 17-00 Hrs
3.	Online submission of Financial Bid on or before	05-12-2013	till 17-00 Hrs
4.	Date of Opening of Technical Bid	07-12-2013	at 12-00 Hrs
5.	Date of Opening of Financial Bid		at 13-00 Hrs
6.	Bid Validity Period	150 days	

**Tender Fee Rs. 2000/-
by D.D. Non refundable**

General Terms & Conditions

1. For the purpose of this tender the following terms shall be used :

- (a) GSLDC : Gujarat State Land Development Corporation Ltd
- (b) Tenderer : Proprietary firm, organisation or the company submitting tender in response to the Tender notice
- (c) Approved Agency : The tenderer whose rates are approved under this tender process.
- (d) Man-power : Security Guard,

2 Scope of Work

2.1 GSLDC is a State Government owned Corporation set up under Indian Company Act, 1956

2.2 GSLDC invite Tenders for Rate contract for providing approximately 26 Security Guards for security services at the various locations situated in Zone-I & Zone-II as mentioned in Annexure-A.

This number may vary as per the requirement of GSLDC. However the approved agency shall have to provide 6 additional men power during the contract period if required.

2.3 Job Requirement:-

To watch and safeguard of campus building, workshop, vehicles, machineries, dead stock, materials, furniture, garden trees, street light and assets of the offices and institutes restrict the entry of unauthorized persons to the office campus by the security agency.

2.4 Minimum Qualification (Eligibility):-

The man power supplied should be Standard VIII passed with strong and stout body. The man power supplied should be below the age of 50 years.

2.5 Leave

Weekly off - The Approved Agency Shall grant one weekly off to the manpower deployed by him for which the Approved Agency Shall not be entitled for any wages. The Approved Agency shall arrange the replacement for which no wage will be payable to the Approved Agency.

Terms of tenders :

Approved Agency shall be in force for 18 (eighteen) months
of the man-power.

5.2 If require the contract may be extended at the discretion of GSLDC for further 3 months at the same rates, terms and conditions of the tender. It is categorically pointed out that the approved agency shall have no right to refuse the work that may be assign during the extended period.

4 Submission of Tender Fee, EMD, Technical bid and Financial bid

4.1 The Tenderer shall fill the required details/ data/information in the prescribed form of tender document.

4.2 Physical Submission of Tender in **two copies (A & B)** having serially page numbers in both copies of tender document along with tender Fee, E.M.D. should be sent **in separate envelopes with Superscription "Tender for Rate Contract of providing security services"** So as to reach on or before **06-12-2013, 17.00 hours** only at the **Inward Registry Branch, Head office, Gandhinagar at above address. Any tender submitted after that time limit will not be treated as a valid tender.**

4.3 The Tender Fees and EMD received after the prescribed time limit shall not be taken into consideration.

4.4 ***The Technical bid and the Financial bid as prescribed in Annexure "B" and Annexure "C" respectively should only be submitted online.***

4.4 The Technical bid and the Financial bid sent in physical form shall not be considered.

5 Tender Fee and Earnest Money Deposit (E.M.D.)

5.1 The Tenderer have to submit the following in separate sealed envelope quoting "C" for

- Demand draft for Tender fee &
- Fixed deposit receipt or Demand draft for E.M.D.

5.2 The non-refundable Tender fee of Rs. 2000/- should be sent in form of demand draft of nationalized bank or authorized bank of IDBI,AXIS,HDFC and ICICI only in favour of Managing Director, Gujarat state land development corporation Ltd., Gandhinagar.

Refundable E.M.D. of Rs 40,000/- should be sent in form of FDR or **Demand Draft of Nationlised Bank or authorized bank of IDBI, AXIS, HDFC, and ICICI only in** favour of "Managing Director, Gujarat State Land Development Corporation Ltd." at Gandhinagar other than these shall not be accepted.

5.3 No interest shall be paid on the E.M.D.

which no tender fees or E.M.D. has been deposited with the
ed.

his offer between the period of submission of EMD and
refund thereof his E.M.D. shall be forfeited.

5.6 EMD of the tenderers other than L-1 tenderer shall be refunded within 60 days
from the opening of the tenders or after completion of tender process.

The demand draft of EMD which is submitted with tender, **the same demand
draft will be refunded to other than L-1 tenderer.**

The EMD of L-1 tender shall be refunded only after depositing security deposit
of Rs. 80,000/-.

5.7 No EMD shall be adjusted against security deposit to furnished.

5.8 Security Deposit of Rs. 80,000/- shall be deposited in form of fixed deposit of
Nationalised Bank or authorized bank of IDBI, AXIS, HDFC, and ICICI only in
favour of Managing Director, Gujarat State Land Development Corporation Ltd.
at Gandhinagar by the approved agency within 10 days of the intimation in this
regard failing to which the EMD shall be forfeited.

5.9 Deployment of man power:

The approved agency shall provide the security guards round the clock on 8
hours shift basis and such number of man power at the various places following
in Zone-I and Zone-II in the State of Gujarat as intimated by the GSLDC time to
time. The approved agency shall provide security guards as per instruction of
GLDC competent authority.

6 Rates of the tender :

6.1 The tenderer shall quote the rates considering the provisions of the Notification
No. LABOUR AND EMPLOYMENT DEPARTMENT Notification KHR-2006-82-
MWA-1090-1096-M(2) dated 14th August, 2006 issued by the Labour and
Employment Department Government of Gujarat under the Minimum Wages
Act. 1948 for "Private Security Guard Services" and applicable rates for Special
Allowance; the Employees' Provident Fund and Miscellaneous Provision Act
1952; The Employees State Insurance Act.1948 and other applicable laws.

6.2 The tenderer shall quote the rates for both zones considering the aspect that
he shall have to provide manpower round the clock and a weekly off is to be
given to the manpower deployed as mentioned in Annexure "A" .

Partial rates shall not be considered.

6.3 ***"The tenderer shall quote rate considering basic Minimum wages as per
the rate analysis while quoting the rates and quoted rates for both the***

The Basic minimum wages rate effective upto 30-09-2013 is as under and such calculation is given only for information while quoting the Zone wise rate.

If the tenderer quote the rate below and equal to the basic maximum wages rate analysis as on 30-09-2013 in each zone -I and zone - II shall not be consider.

		Zone-1	Zone-2	**This information is only for calculating the minimum wages as on 30-9-13
**	Basic Rate Rs. Per Day Person	222.60	221.30	
	Special allowance Rs Per Day Person	14.60	14.60	
	Sub Total per day Rs per Month(30days) Per person	7116.00	7077.00	
	EPF 12.0%			
	ESI 4.75%			
	EDLI 0.5%			
	EPF Adm. 1.10% EDLI Adm. 0.01%			

6.4 The rates quoted by the tenderer shall be firm & binding to him during the contract period even in case of any change in any law or introduction of any new law. However, in case of any incremental charges against present rate (i.e. special allowance rate) effective after 30-09-13 under liability of EPF, ESI EDLI, Adm.charges act shall be paid accordingly by the GSLDC & it is adjusted only after submitting the paid copies of previous month's challans and copy of Government resolution of incremental charges for the same.

6.5 The rates quoted by Tenderer shall be **exclusive of Service Tax** and other applicable taxes.

6.6 The list of acts and laws as well as statutory benefits covered under the offer should be given in the technical bid.

7 Payment Terms :

7.1 Payment by the Approved Agency

7.1.1 The Approved Agency shall make the payment through Account Payee cheque to the man-power supplied with in 7 days from the end of the month.

7.1.2 The other statutory payment shall be made within the prescribed time limit of the said act.

7.1.3 The tenderer shall make all statutory payment irrespective of his pending bills from Gujarat State Land Development Corporation Ltd.

7.2 Payment to the Approved Agency

Approved Agency shall be made on reimbursement basis by cheque and this reimbursement shall be admissible on deposit by the same.

7.2.2 Payment shall be made within 15 days of the duly submitted bill by the tenderer, subject to the fulfillment of the following requirements. :

- (a) Certificate confirming the presence and satisfactory work of the security guards provided by the party.
- (b) Copy of the payment receipt from the man-power deployed
- (c) Copy of the challans for having deposited the amount of ESI, EPF etc. (i.e. statutory deductions of State Government and Central Government) including Service Tax in respect of the previous month's payment contributions towards the person deployed at assign location in their respective names before submitting the bill for the previous month. Otherwise, the payment will not be made.

7.2.3 GSLDC shall be entitled to deduct the amount if it is required to pay as the principal employer on account of the Approved Agency's default in respect of any liability of the Approved Agency.

7.2.4 Income Tax and other taxes, if applicable shall be deducted at source from the bill.

7.2.5 The term month shall be construed as 30 days

8 Opening of the tender :

8.1 Tenderers or his authorized representative can remain present at the time of opening Technical Bid & Financial Bid. The Corporation shall take note of the present tenderers / their representatives and proceed further which will be binding to the all the tenderers.

9. Acceptance of the Tender :

9.1 The written intimation regarding sanctioning the rates mentioned in the tender shall be made to the Approved Agency by R.P.A.D./fax/email.

9.2 Managing Director GSLDC shall have absolute right to accept any tender or to reject all the tenders without assigning any reason. This also includes to accept or to reject a tender of the lowest rates.

10. Security Deposit:

10.1 Security Deposit in form of Fixed deposit of a Nationalised Bank or authorized bank of HDFC, AXIS, IDBI and ICICI bank should be submitted by the tenderers.

10.2 Security Deposit amount of Rs. 80000/- should be deposited in form of Fixed Deposit in favour of Managing Director, Gujarat State Land Development

hinagar shall have to be furnished by the Approved Agency from the date of written intimation about the approving of

- 10.3 After the sanction of the tender if Approved Agency fails to furnish the Security Deposit within the prescribed time limit, the EMD shall be forfeited and any additional expenditure that may have to be incurred due to such failure, shall be recovered from the Approved Agency.
- 10.4 Fixed Deposit Receipt shall be endorsed in favour of Approved Agency after the satisfactory completion of the contract and payment of all the bills payables to the Approved Agency.
- 10.5 GSLDC shall be entitled to adjust the amount of the Security Deposit along with the interest receivable thereon if any amount was paid by GSLDC as the principal employer on account of the Approved Agency's default in respect of any liability of the Approved Agency.

11 Risk Clause:-

- 11.1 If the successful bidder does not furnish prescribed Security Deposit or does not perform the assigned work or abandoned the assigned work during contract period. The approved agency's right for the work (job) will be terminated and in that situation, GSLDC may offer the work to L-2 onwards for the rest of tender time limit period after taking voluntary concurrence and depositing the prescribed security deposit from the party.
- 11.2 The terminated party shall be liable to indemnify the loss that may be occurred due to termination of contract under this tender and retender.
- 11.3 The working out of the loss, the following formula will be applied
- $$\text{Loss} = (C \times A) - (B \times A)$$
- A : unexecuted works
B : Old Rate
C : New rate

12 Termination of Contract:-

- 12.1 Not withstanding anything contained herein above the Managing Director GSLDC may at his sole discretion, by 15 days notice, terminate the contract given under this Tender in the following circumstances.
1. Non adherence to the schedule of time for the awarded work.
 2. Timely non deployment of security guard.
 3. Frequent absence of the security staff or misbehavior of the security staff.
 4. Non compliance of the instruction of the competent authority of GSLDC.

12.2 The Approved Agency shall have no right to get any compensation.

13. Other Terms & Conditions

13.1 Financial bid will be considered on the basis of zonewise rate in Col. C or D of Annexure-C

13.2 The zone wise rate quote by the Tenderer must that be less than the tenders obligation to fulfill has all liabilities under the tender for both the zones.

13.2.1 The tenderer must not be pay the amount less than the minimum wages to the security guards considering tenders obligation to fulfill his all legal liabilities under the tender for both the zones

13.3. The contractor shall be solely responsible for any violation of provision of the labour laws or any other statutory provision.

13.4 The tenderer shall have required registration license under various acts and laws included license to engage in the business of Private Security Agency from Inspector General of Police (Law and Order) Gujarat State and he will keep them valid during the contract period.

13.5 The Tenderer shall ensure that all the provisions of relevant laws are complied with and GSLDC shall not be liable for any breach thereof. The Tenderer shall have to bear all costs and consequences of breach of any laws and he has to indemnify the Gujarat State Land Development Corporation Ltd for that.

13.6 The contractor shall be required to maintain permanent attendance register/roll within the building premises which will be open for inspection and checking by the authorized officers of GSLDC.

13.7 Any other document as required by the GSLDC shall have to be produced within 10 days from the receipt of communication in this regard.

13.8 It is categorically made clear that there would not be any employer and employee relationship between the GSLDC and the man power supplied by the Approved Agency.

13.9 The tenderer must be having 3 Years experience in the field of Guards supply.

13.10 The tenderer must have minimum turnover of Rs. 65,00,000/- (65 Lacs) in the year 2012-2013.

Only difference due to increase in dearness allowance by Labour Department of Government of Gujarat shall be eligible as and when such increase occurs.

13.11 Incase of two or more L-1 in tender the offer selection will be made to a party on the basis of higher turnover for the financial year 2012-13.

- responsibility of the work assigned, the approved agency mechanism and duty assignment of work to its personnel in Managing Director, GSLDC or his nominee. Subsequently, the contractor shall review the work assigned from time to time and shall further be bound by and carry out the direction/instructions given to him by Managing Director or the officer designated by the Managing Director in this respect from time to time.
- 13.13 The contractor shall deploy medically and physically fit persons with having high integrity and good conduct, preferably below the age of 50years. The contractor shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty.
- 13.14 In case any of the persons so deployed by the contractor does not come up to the mark or remain absent or does not perform his duties properly or commits misconduct or indulges in any unlawful riots or disorderly conduct, the contractor shall immediately withdraw and take suitable action against such persons on the report of the GSLDC in this respect. The contractor shall immediately replace the particular person.
- 13.15 In case of absence of man power deployed the proportionate amount from the bill payable to the tenderer shall be deducted.
- 13.16 The contractor shall submit details, such as names, parentage, residential address, age, etc. of the persons deployed by him. For the purpose of proper identification of the employees of the contractor deployed for the work, he shall issue identity cards bearing their photographs/identification etc. and such employees shall display their identity cards at the time of duty.
- 13.17 In case of any theft of the Property of GSLDC the man power on duty shall intimate, in writing, to the GSLDC at the earliest.
- 13.18 (a) In case of theft of the property of the Corporation, the approved agency shall be liable to indemnify to the GSLDC. The necessary amount will be recovered from the any sort of amount payable by the GSLDC to the Approved Agency. The GSLDC shall have the power to withheld any amount for this purpose.
- (b) In case of loss of lives or damages to the persons due to attack or counter attack to / by the security guards, all legal or financial liabilities will be on the head of security guards.
- (c) Approved agency will have to take up the matter in all police matter for filing FIR & prosecution after consultation with the consult GSLDC official. In case of court matter, advocate facility will be provided by the GSLDC.

- conditions of this tender are violated, GSLDC can fully or partially forfeit the Security Deposit and interest receivable thereon towards as well as suffer a loss on account of any dues of the tenderer without prejudice to its right to take any other legal action. The agency shall have to remit the forfeited amount, if necessary.
- 13.20 Any request from the tenderer for change in any condition shall not be considered
- 13.21 Any dispute and /or difference arising out of the work concerning this contract shall be referred to the Managing Director GSLDC and his decision shall be final and binding on the Tenderer.
- 13.22 GSLDC shall be entitled to initiate any legal proceeding for the any outstanding dues from the Approved Agency
- 13.23 The Approved Agency shall have to complete the required legal formality within 15 days from the date of the work assigned.
- 13.24 The managing Director, GSLDC shall have sole discretion to assign, approve or reject the said job in part or fully.
- 13.25 It is presumed that on submission of the tenders, the tenderers have thoroughly gone through all the details, requirements and conditions of the tender document and they are binding to the tenderer to execute the work accordingly
- 13.26 If, any dispute arise about this tender, its jurisdiction shall be Gandhinagar.

Signature and Designation of tenderer /
Authorized representative
of the tenderer

Seal of the
Company

Tender for Rate Contract for Providing Security Services

Annexure - A

Zone wise number of Security Guards to be supplied.

	Zone - I	Zone - II
Total No of Security Guards - 26	17	09
Places	Gandhinagar, Vadodara, Rajkot, Junagadh	Morbi , Amreli, Thasara,

Tender for Rate Contract for providing security services

Annexure - B

Technical bid Company Profile

1	Name of Organisation	
2	Address	
3	Telephone No. (s)	
4	Fax No.	
5	Mobile No.	
6	Email Address	
7	Website	
8	Type of body (Proprietorship / Partnership/ Company /Others, please specify :)	
9	Are you registered under prevailing Provident Fund Act? Yes / No If yes, give registration number & attach certificate thereof.	
10	Are you registered under prevailing Employees State Insurance Act? Yes / No. If yes, give registration number & attach certificates.	
11	Are you registered under office of IGP (law & order), Gujarat state to engage in the business of Private Security Agency? Yes /No. If Yes, give the license No. & attach certificate.	
12	Registration No and date of Service Tax With the office of central Excise and Customs Deptt. (Attach true copy of Registration)	
13	Permanent Account Number (Income-Tax) (Attested photocopy of the PAN must be attached)	
14	list of Acts considered while quoting the rates	
15	Turn over of last three years	
	From 1-4-2010 to 31-3-2011	
	From 1-4-2011 to 31-3-2012	
	From 1-4-2012 to 31-3-2013	
	(Attach true copy the contract deals and audited copy of balance sheet & copy of Income Tax return for the year 2012-13)	

	ing at present :	
	erved	
	State Government/Central Government offices	
	State Government/Central Government owned Boards/Corporations/Undertakings	
	Limited Company/ Private Limited Company	
18	Number of locations at which the tenderer has provided manpower (List out the location)	

Date: -

Place: -

Signature and Designation of tenderer / Authorized representative of the tenderer



Note - This Annexure should not be sent in physical form.

Contract for providing security services

Annexure - C

FINANCIAL BID

Sr.	Particulars	Rate Without Service Tax (Pl. refer clause - 6.5 of the tender) Per month per person (in Rs.)	
		Zone - I	Zone - II
A	B	C	D
1	Security Guards		

Note : This annexure should not be sent in physical form.

Place :

Signature & Designation of tenderer /Authorized
representative of the tenderer

Date :

Seal of the
Company