

Tender No. T-1621

Dated : 11.09.2018

## Notice Inviting Tender

### Supply and deployment of Security Supervisors and Guards

Sealed Tender in single stage two envelope bid system is invited from reputed and experienced agencies for Supply and deployment of Security Supervisors and Guards at The Institution of Engineers (India), 8 Gokhale Road, Kolkata-700020.

Tender document with terms and conditions is available on our website [www.ieindia.org](http://www.ieindia.org). Each offer must accompany a **Demand Draft of Rs.10,000/-** in favour of “The Institution of Engineers (India)”, payable at Kolkata as Earnest Money Deposit.

The sealed Tender is to be submitted in prescribed format duly stamped and signed and dated on each page of Part ‘I’ as their unconditional acceptance to the terms prescribed by the Institution.

The Tender shall be in **two parts** i.e., Technical Part (Part ‘I’) and Financial Part (Part ‘II’). Part - I and II with the content shall be clearly marked on the top of the envelopes separately. Both cover - **Part -I & II** shall be put in third envelope and sealed.

Tenders duly completed and sealed with requisite Earnest Money Deposit and other required documents addressed to the Director (Administration) is to be dropped in the “**TENDER BOX**” at **The Institution of Engineers (India), 8 Gokhale Road, Kolkata-700020** latest by **1600 hours on 28.09.2018**. Tender received after due date and time and /or without Earnest Money Deposit will be rejected.

The Institution of Engineers (India) reserves the right to reject the Tender in part or full without assigning any reason whatsoever.

Sd/-  
(Shukla Das)  
Director (Administration)

**Part - I****TENDER DOCUMENT****A. NAME OF THE WORK**

Supply and deployment of Security Supervisor/Guards at The Institution of Engineers (India), 8, Gokhale Road, Kolkata 700 020.

**B. APPROXIMATE WORK VALUE : Rs.9.62 lakh****C. QUALIFICATION REQUIREMENT**

- 1) The contractors not having P.F., GST, Security Service License and E.S.I. registration will not be considered for selection.
- 2) The contractors not having at least 5 years experience in this field will not be considered for selection.
- 3) The contractors not having at least Rs.30.00 lakh annual turnover for last three financial years will not be considered for selection.

**D. GENERAL TERMS & CONDITIONS OF CONTRACT**

The broad function and duties of the Security Supervisor and Security Guards and terms & conditions of the deployment will be as under :

- 1) The Contractor will depute one Security Supervisor in one shift, six security guards (in 3 shifts 2+2+2) at our premises at The Institution of Engineers (India), 8 Gokhale Road, Kolkata 700 020 and thus take up the responsibilities of entire security of our property therein. The guards to be deployed must adhere to the following requirements:
  - All the security personnel should possess sound health, good moral character, cool temperament, integrity and will not have any vices and/or bad habit.
  - The security personnel to be deployed by the Agency preferably should be of minimum 160 cm in height having minimum weight of 50 Kg and chest of 80 cm (plus 4 cm on expansion).
  - The security personnel should not be suffering from any chronic ailments. They should have sound physical and mental health and should be free from any physical disability which would interfere in the normal discharge of their duties.

*Signature of the bidder with date & seal*

- The security personnel should be free from eyesight and hearing defects.
  - The Agency shall ensure physical fitness of all security personnel deployed in the Company with physical training/drills etc. taking place at regular intervals.
  - The preferred age group of the security guards would be between 25 years to 50 years.
  - The security personnel to be deployed by the Agency preferably should have passed at least Matriculation or equivalent examination and must have working knowledge of English/Hindi/Bengali. The Agency shall be required to submit proof of educational qualification of the security guards at the time of finalization of contract.
  - Only trained and experienced Security Guards will be deployed by the Security Agency. The Agency shall deploy security guards trained in all facets of security work, including fire fighting and the Agency shall provide necessary documentary evidence in this regard.
  - The Agency shall deploy trained Security personnel during each shift who in addition to their regular duties should be able to handle and operate all fire extinguishing equipment and fire-fighting arrangements to combat fire hazards. The Agency shall ensure that minimum one of the Security personnel to be deployed in any shift is required to be trained as per approved course for their deployment. Agency shall provide necessary documentary evidence in this regard.
- 2) Guards will be in 'Shift Duty' and no one will leave duty place on completion of his shift unless properly and physically relieved by another person. Shift timing for Security Supervisor will be common office hours; six security guards will be from 0600 hours to 1400 hours, from 1400 hours to 2200 hours and from 2200 hours to 0600 hours. For any unusual observation and incident you are requested to inform us immediately. The Security Agency shall ensure that full strength of personnel is maintained at all points in time. All personnel engaged should have adequate training in first aid service and should make themselves available to meet any emergency service at any point of time.
- 3) You must ensure that no unauthorized person enters or occupies / uses the said premises or tamper with any fittings/fixtures or pilfer the office belongings or theft of any kinds occurs within the specified premises. You will be responsible for any loss/damage/theft of our properties caused by the negligence/carelessness of your Supervisor & Guards.

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- 4) Every Tenderer shall be expected to have studied the nature of site, scope of the work, local conditions etc. in respect of the job for which the tender is being submitted. Working experience in the use of security equipment and devices like Access Control, CCTV monitoring & reporting, Visitors Management System and Material Movement - Checking of documents like Challan / Gate Pass of incoming & outgoing materials on authorized Gate Pass or letters and keeping records of the same. Attending telephone during office hours / after office Hours / Sundays / Holidays and passing important messages on to the concerned staff promptly.
- 5) The Agency shall specifically ensure compliance of various Laws/ Acts, including but not limited to the following and their re-enactments/ amendments/modifications :
  - Contract Labour [Regulation & Abolitions] Act 1970
  - Employees Provident Fund & Miscellaneous Provision Act 1952
  - Employees State Insurance Act 1948
  - Minimum Wages Act 1948
  - Payment of Wages Act 1936
  - Payment of Bonus Act 1965
  - The West Bengal Labour Welfare Act 1974
  - Private Security Agencies (Regulation) Act 2005
- 6) The persons so deployed will be employees of the contractor and not of the Institution. As such the IEI will not be responsible for non-payment of their salaries or any other compensation in this regard. IEI will not be responsible for any injury or loss of life of the persons deployed on duty at the sites. The contractor will have proper insurance against any injury or loss of life of his personnel (directly or indirectly originated from their assignment with IEI).
- 7) The contractor will be obliged to change any person if not found suitable or desirable by IEI and maintain effective liaison with Police and State Authorities.
- 8) Each Security Guard and the Security Supervisor to be posted should be verified by the Police.
- 9) The contractor will be obliged to change/rotate the Supervisor and/or Security Personnel so that they must not work continuously in any case for more than 90 days in a year. The Security Agency shall be responsible for dealing with the grievances of its employees to ensure their speedy redresses. All union related matters connected with its employees shall be wholly and exclusively be dealt with the Security Agency. It shall be the responsibility of the Security Agency to ensure that such issues do not affect the performance of its employees nor shall in any way be an impediment in effective discharge of duties by the security personnel.

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- 10) The persons so deployed must report for duty in proper uniform with Cap, Belt and Shoes in smart turn out with all implements required for their duties such as Gumboot, Torch Lights and Cells, Stick etc. at your cost and responsibility.
- 11) The contract will be made for one year with a provision for renewal for another similar period with the same terms & conditions and can be terminated by giving one month's notice from either side. But if the services are not found satisfactory by IEI then the same can be terminated forthwith by IEI.
- 12) During the tenure of this contract period, no extra charges on whatever grounds are to be admitted by IEI. Your service charges shall be firm and shall not be subject to any escalation due to any reasons whatsoever. In case of any enhancement in 'Minimum wages' only the enhanced amount will be reimbursed. The Tenderer must be acquainted with 'Minimum Wages Act' and while filling up Part-II, their rate shall never be below the minimum Wages for the particular persons.
- 13) The Agency must submit to us well in advance names and antecedents of the personnel to be deployed at our premises. For any change of the personnel, the Agency must submit their particulars well in advance.
- 14) No accommodation shall be provided to the personnel of the Agency beyond duty hours.
- 15) All administrative responsibilities relating to assignment and personnel will be of the Agency yours and the Agency will abide by all rules, regulations and obligations in this respect.
- 16) Every tender duly filled in must accompany a Bank Draft of Rs.10,000/- with Part-I of the Tender as Earnest Money Deposit in favour of "The Institution of Engineers (India)" payable at Kolkata. While unsuccessful Tenderer's Earnest Money Deposit will be refunded, the same of the successful Tenderer will be kept with the IEI. The successful Tenderer will have to submit a 'Security Deposit' of Rs.10,000/- within 10 days on receipt of the work order and on compliance to this, his EMD will be refunded without paying any interest. Security Deposit will not accrue any interest.
- 17) The payments will be made on monthly basis by Account Payee cheque/ NEFT only. In the event of any breach of terms and conditions of the contract the 'Security Deposit' shall stand forfeited in full. The same will only be refunded after the successful expiry of the contract period.
- 18) Tenderers will be disqualified unless they furnish the particulars and enclose authentic copies of documents as asked for in the form of particulars.

*Signature of the bidder with date & seal*

- 19) A tender being submitted by a Firm or a Company or a Partnership Firm must be signed by an authorized signatory or each of the partners thereof and in the event of absence of any of the authorized signatory/partners it shall be signed on his behalf by a person holding a power of attorney authorizing him to do so. Certified copies of Registration Certificates, Partnership Deed and Power of Attorney shall have to be furnished when the tender is to be considered for acceptance (not with the tender).
- 20) We reserve the right to test/interview your guards, if required.
- 21) Tenders are to be submitted in two separate envelopes marked "PART-I" and "PART-II".
- 22) **"PART-I" will contain the following:**
  - a) Draft of Tender (duly signed).
  - b) Acceptance of our General Terms & Conditions of the Tender (duly signed).
  - c) 'Form of Particulars' of the Tender duly filled-in with details of the Firm's organizational set up, experience and credentials etc. as asked for.
  - d) Bank Draft for the requisite Earnest Money of Rs.10,000/-.
  - e) Required documents as asked for in "Form of Particulars"  
**(Please do not enclose unnecessary documents).**
- 23) **"PART-II" will contain 'Rates' only.**

Sealed envelopes must be superscribed "TENDER FOR SECURITY GUARDS - PART-I" at The Institution of Engineers (India), 8 Gokhale Road, Kolkata 700020 and "TENDER FOR SECURITY GUARDS - PART-II" at The Institution of Engineers (India), 8 Gokhale Road, Kolkata-700020. Both sealed envelopes of PART-I and Part-II are to be kept in one bigger envelope duly sealed and superscribed "TENDER FOR SECURITY GUARDS" at The Institution of Engineers (India), 8 Gokhale Road, Kolkata-700020.
- 24) Sealed cover addressed to Director (Administration), The Institution of Engineers (India), 8 Gokhale Road, Kolkata 700 020, must be dropped in the tender box at 2<sup>nd</sup> Floor of this Office on or before 1600 hrs. on 28.09.2018.

We agree to abide by the above terms & conditions.

.....  
SIGNATURE WITH SEAL  
(STAMP OF THE FIRM/AGENCY)

**PART - I****“FORM OF PARTICULARS”**

**(To be filled in by the Tenderer and to be sent with their Tender along with self attested copies of the documents, as asked for)**

1. Name of the Firm and full Postal Address with telephone number.
2. Constitution of the Firm (whether Ltd. Co., Partnership or Proprietary concern) and year of constitution.
3. Name of the Proprietor/ Partners/Managing Director/Manager of the Firm.
4. Please attach copies of Work Orders of your 5 reputed customers.
5. Please enclose documents in support of your 5 years experience in this field.
6. Please attach copy of Trade License or Shop and Establishment Registration.
7. Please attach a copy of your latest Professional Tax Clearance Certificate.
8. Please attach a copy of your PAN Card and indicate PAN Number.
9. Please enclose copies of your last 3 years Income Tax Return and also a copies of your Profit & Loss account in support of your turn over during last 3 Financial Years.
10. Please enclose copy of your P.F. Registration document.
11. Please enclose copy of your ESI Registration document.
12. Please enclose copy of License issued by the Controlling Authority [As per the Private Security Agencies (Regulation) Act, 2005 and Rules framed there under].
13. Please enclose copy of Service Tax Registration document.
14. Name of your Banker.
15. Details of the attached Bank Draft.

I/we hereby certify that my/our Firm has not been disqualified by any Office / State or Central Government Department / Undertaking of the Government of India / Government of West Bengal at any time for providing services of any description.

Date:

Place:

.....  
SIGNATURE WITH SEAL  
(STAMP OF THE FIRM/AGENCY)

**PART - I**

**Format of letter for submission of Tender**

Director (Administration)  
The Institution of Engineers (India)  
8 Gokhale Road  
Kolkata 700 020

Dear Sir,

**Sub: Tender for supply and deployment of Security Supervisor / Guards  
at your office premises at The Institution of Engineers (India),  
8 Gokhale Road, Kolkata-700020**

Enclosed please find the Tender for the above mentioned work invited by you duly completed in all respects. We now hereby submit that the several parts of the Tender including terms and conditions of contract and specifications were carefully read and understood by us.

We do hereby tender to execute all the work comprised in the said Tender in accordance with the terms and conditions at the all inclusive rate (except Service Tax) enclosed herewith.

Thanking you,

Yours faithfully,

Signature with Seal  
(Agency/ Contractor)



**PART - II**  
**(Price Bid)**

Particulars	Security Guard (Unskilled)	Security Supervisor (Skilled)
Basic including VDA for 26 days		
Leave reliever wages		
PF (13.16%)		
ESI (4.75%)		
Bonus (8.33%)		
Uniform		
Sub Total		
Service Charge (%)		
Total		
Rate per Security Guard per Month		
Rate per Security Supervisor per Month		
Total for deployment of 1 Security Supervisor & 6 Security Guards		
Grant Total		

\* GST extra as applicable.

Date:

Place: Kolkata

.....  
SIGNATURE WITH SEAL  
(STAMP OF THE FIRM/AGENCY)

Address :

Tel. No. :

E-mail :