



NEW MINERVA MILL : HASSAN

Unit of NATIONAL TEXTILE CORPORATION Ltd.,(A Government Of India Undertaking)
KIADB Plot No. 51, 52 & 53, Hanumanthapura Post & Village,Textile S E Z, HASSAN-573 128
Phone: 08172-243891, E-Mail ID: nmmhassan@yahoo.in

BID DOCUMENT

TENDER FOR RUNNING SECURITY SERVICE AT NEW MINERVA MILL, HASSAN, KARNATAKA-573128

Tender No.NMM/HRD/Sec.Service/2015-16/3003

Notification date 14.07.2015,

Tender opening date :14.08.2015 at 3.30pm

Last date of Collection of Tender Form 14.08.2015 before 02.30pm

For further Information & Queries:

Contact: New Minerva Mill: 08172-243891
Mr.N.K Srivastava:09483533318
Smt. Nithyavathi. B:09483507334

Issued to: _____

Signature of the Tenderer

TENDER DOCUMENTS DETAILS/INDEX

SECTION	DESCRIPTION	PAGE NO.
	Tender Document details/Index	2
Section- I	Issue details of tender form	3
	Documents to be submitted by Tenderer / Check List	4
Section- II	Tender conditions(Technical Bid)	5-10
Annexure - I	Financial BID form	11
Annexure - II	Certificate	12
Annexure - III	Pro forma for Experience Certificate	13
Annexure - IV	No Relative working in NTC	14
Annexure – V	Bidder Personal Information	15
Annexure – VI	Form of Conditions & Agreement	16

Signature of the Tenderer

Section I

ISSUE Details of Tender Form

TENDER ITEM	TENDER FOR RUNNING SECURITY SERVICE AT New Minerva Mill, Hassan
TENDER NOTIFICATION NO & DATE:	NMM/HRD/Sec.Service/2015-16/3003 Notification date 14.07.2015,
COST OF THE TENDER DOCUMENT:	Rs. 1000/-
AMOUNT EARNEST MONEY DEPOSIT: (BID SECURITY)	Rs. 100000/-
SALE OF BLANK TENDER FORMS	14.07.2015 to 14.08.2015(02:30pm)
Validity of Tender Quotation(Tender BID)	Up to 1 month from the date of tender open
Validity of Tender	Up to 1 month from the date of tender open
LAST DATE AND TIME FOR RECEIPT OF TENDER DOCUMENTS:	14.08.2015 (02:30pm)
TENDER OPENING TIME & DATE OF	14.08.2015 (03:30pm)
VENUE	New Minerva Mill, Plot no. 51,52,53 KIADB, Textile SEZ, Hanumanthapura Hassan, Karnataka-573128

Tender document may be collected from Cashier, New Minerva Mill, Hassan of this office in the form of DD/Cash. In case of DD, it must be drawn in favour of New Minerva Mill, Hassan till 14.08.2015 working hours. **The tender document also can be downloaded from website www.ntcltd.org.** The downloaded document should be submitted along with the tender document cost of Rs.1000/-in the form of DD drawn in favour of New Minerva Mill, Hassan.

General Manager
New Minerva Mill, Hassan

Signature of the Tenderer

DOCUMENTS TO BE SUBMITTED BY TENDERER / CHECK - LIST

Eligibility Criteria and documents to be submitted along with the tender form

(To be furnished with the tender)

Envelope – A (Technical Bid)

SL NO	Documents to be submitted in the technical bid envelope.	Enclosed (Yes or No)
1.	EM D Rs. 100000/-	
2.	Cost of the Tender Document Rs.1000/-	
3.	Experience Certificate(Minimum 5-8 years)	
4.	Registration Certificate of Establishment issued by the department of labour.	
5.	License to engage in the business of private Security Agency Act – 2005 and Karnataka Private Security Agency Rules – 2008.	
6.	Company PAN Number.	
7.	The Security agency must submit the relevant experience certificates/work orders for last 5 years and also a list of works in hand. Preference will be given to those having 5 years of experience in Security Services.	
8.	The Tender Document signed on all the Pages	
9.	Service Tax Registration No.	
10.	PF/ ESI Registration Certificate..	
11.	The interested Agencies must be approved/ recognized/ registered by competent statutory authority and should have provided such services to Govt./ Public sector/ Private Companies.	
12.	Declaration to be given that the company is not blacklisted/ debarred by any power utilities.	

Note; - 1. All the enclosed above documents should be attested by GAZETTED OFFICER/ NOTARY.

2. All documents to be shown in original before the award of Tender.

Envelope – B (Financial Bid)

SL NO	Documents to be submitted in the financial bid envelope.	Enclosed (Yes or No)
1	Financial Bid Cover (Filled Annexure-I) Page Nos. _____	

Both the above Envelopes (Technical & Financial Bid) should be put in another big envelope and it should be closed with PVC tape/wax.

Signature of the Tenderer



NEW MINERVA MILL :: HASSAN

Unit of NATIONAL TEXTILE CORPORATION Ltd.,
(A Government of India Undertaking)
KIADB Plot No. 51, 52 & 53, Hanumanthapura Post & Village,
Textile S E Z, HASSAN-573 128 Phone: 08172-243891
E-Mail ID: nmmhassan@yahoo.in

Ref: NTC/NMM/Sec. Service/2013-14

Tendered to _____ **under Receipt No.** _____ **Dated:** _____

Tender opening Date: 14.08.2015 at 3.30PM

Terms and conditions of contracting: Providing **security services** for New Minerva Mill, Unit of National Textile Corporation Ltd., (A Govt. of India Undertaking), KIADB Plot No. 51, 52 & 53, Hanumanthapura Post & Village, Textile SEZ, Hassan – 573201 (Ph. No. 08172 – 243891), on lump sum charge per month per Ex – Serviceman Security Guard/ Ex – Serviceman Supervisor per 08 hours/day/ person.

1. Indenting parties may contact the following for any information in regard to contracting out the job of providing security services for New Minerva Mill, Hassan.
Smt. Nithyavathi B AM (LW)
Sri N.K Srivastava, DM (HR)
2. The company desires to entrust certain works, which are neither incidental to and nor necessary for its core activity of manufacturing yarn and cloths etc and was on the lookout for Organizations, who would carry out the contracting job of providing Ex – Servicemen Security Services belonging to the company within its premises.
3. The intending party shall have the requisite expertise, manpower and resources of providing adequate & trained Ex – Servicemen to carry out the above mentioned job of providing efficient and effective Ex- Servicemen security services to the company.
4. The approved bidder should have registered under Contract Labour (Regulation & Abolition) Act, 1970 & have valid license from the Competent Authority under the said Act, before agreement comes in to force. The contractor shall ensure that all others applicable labour laws are implemented from time to time.
5. **The indenting bidder should have obtained license from Director General of Police, Bangalore as required for Private Security Agencies (Regulation) Act - 2005 and Karnataka Private Security Agencies Rules, 2008. This is a mandatory requirement.**
6. The indenting party should ensure his personnel deployed to mills should have knowledge of SEZ rules and regulation towards safety and security.

7. The indenting party should have minimum of 5yrs of experience in running the service in relevant field.
8. The party shall produce the experience certificate in relevant field with 2 valid references.
9. The security personnel being provided by the successful party will report to HRD & seek timely instructions for carrying out an effective security guarding.

10. Scope of the Work:

- i. The successful party/agency shall arrange to safeguard the properties of the company & posting adequate staff as per the requirement of the company from time to time at vulnerable points, so that it covers full security of the mill property.
- ii. The successful party/agency shall also arrange for surprise inspection of the premises to ensure that persons are alert at all times & make entries in the inspection book available at the main gate to assess the performance of the security team provided by the party.
- iii. Company reserves the right to depute its own staff also for conducting surprise checks.
- iv. The security personnel deputed for protecting the property should be routed point to point & shift to shift at least on weekly basis.
- v. The successful party will maintain the security arrangement by employing security personnel round the clock with a maximum time of 8hrs per personnel. The actual time schedule will be decided by the Company. The party shall have adequate number of relievers to ensure that adequate number of security personnel is working on any one shift and maintain the manning of security personnel as decided by the Company, per shift.
- vi. The party will replace in case any security personnel employed by him falls sick or absents immediately at no cost, without causing any dislocation of security arrangement.
- vii. The party will be responsible for the safety of the premises & both movable & immovable assets, materials etc. belonging to the Company.
- viii. The party will carry out prompt investigations in the event of any theft, loss or pilferage & to trace the missing articles and culprits. If it is proved on investigation that the theft, loss or pilferage is due to negligence on the part of the security personnel employed by the party, in such event, the party agrees to make compensation to the loss determined by the Company. The fixing of the responsibility shall be final & binding on the party.
- ix. The party shall be responsible for the up keeping of the fire fighting equipments installed at the factory premises belonging to the Company. For the said purpose, the Company will give a list of fire fighting equipments at the time of assuming charge for providing security services/ arrangements by the party. The party will be responsible for safe custody, use & maintenance of the said fire fighting equipments & will return the equipments at the time of termination of this agreement.
- x. The party shall be responsible for conducting “search” of employees and workers of the factory and all the visitors of the factory at the time of entry and at the time of leaving the factory premises. The party will carry out the search strictly in accordance with instructions issued by the Company & rules laid down by the Company from time to time.
- xi. The services shall inter – alia cover the following specific aspects.
 - (a) The party should provide the list of personnel engaged with supervisor in charge of the shift to GM / DM (HR)
 - (b) Security including protection of premises/ company/ property/ personnel security to the company employees and workers in the premises & check nuisances in the Company premises.

- (c) Maintenance of law & order, discipline in the premises.
 - (d) To ensure that unauthorized persons do not enter the premises.
 - (e) To ensure that the vehicles parked in the premises are safe.
 - (f) To ensure movement of vehicles restricted inside the mills premises as per guidelines (within 16km/hr)
 - (g) Security guard should be provided at the time of load and unload
 - (h) To ensure that the domestic animals/ stray dogs do not enter the forestation area/ township.
 - (i) To ensure that no encroachment attempts would take place at land belonging to the company. Any such attempts of encroachments of land & disturbance to peace/ danger to the company's property etc. should be informed immediately to the management & to the police authorities.
 - (j) The security personnel should ensure workers with alcoholic influence / intoxication drugs should not be entered in to the factory premises
 - (k) The security personnel should ensure workers should not enter the factory premises with any hazardous items (knife, match stick, acids etc) which brings damage/ danger to the men, material and assets of the company.
 - (l) The security personnel should ensure worker should not carry mobile phones inside the factory. For which a provision of safety locker can be utilized by security personnel and ensure disobedience of the rule be highlighted to concerned authority.
 - (m) To engage healthy and energetic Ex – Servicemen with good Physique and not over aged (below 50yrs of age), Lady Security (below 35yrs of age)
 - (n) The appropriate penalty will be levied by the Company, for non-performance of personnel engaged by the party and absent to duty without prior intimation to concerned (at least 2 days intimation to HR), on the basis of compliant & the amount so levied as penalty will be deducted from the corresponding monthly bill of the party.
 - (o) The contractor should ensure.
- xii. The party shall provide identification badges to their security personnel, so that they can be identified by the management. The party should provide the security personnel with adequate summer & winter clothing, shoes etc.
 - xiii. The entire security personnel engaged by the party should be thoroughly trained in security, watch & ward duties. The party shall conduct unit training to their security staff deployed at regular intervals.
 - xiv. The party shall provide security related equipment to guards (Torch, Lathi, Breath Analyzer, walkie-talkie etc.)

11. Code of Conduct:

The contractor shall hire the Ex - Servicemen who are sincere, obedient, honest, smart, physically fit, trustworthy and medically fit. Any such person found to be weak, incompetent or negligent in performance of his duty or of any doubtful character shall be replaced upon the receipt of complaint / information from the designated officer of the company.

12. The security personnel engaged by the party shall not be deemed to be the employees of the company and that they shall not have any claim, directly or indirectly, for employment or service conditions & other such benefits as many be enjoyed by / or available to the regular employees of the company. The security personnel of the party shall abide by the rules & regulations as enforced by the company from time to time. The company shall not, in any manner, be responsible for any act, omission of the security personnel engaged by the party & no claims in this respect shall lie against the company. The security personnel shall refrain from any trade union activities and shall not mingle / socialize with the employees of the company.

13. STATUTORY LIABILITIES :

Deductions under the income Tax Act & other statutory provisions, in force from time to time, wherever applicable, shall be from the bills payable to the contractor. The contractor shall comply with all the relevant statutory requirements that are in force from time to time. The contractor shall ensure that statutory obligations applicable to his security personnel viz., payment of wages Act, Minimum wages Act, Factories Act, ESI, Bonus, EPF, Gratuity, Welfare fund, weekly – off, Leave, Contract Labour (Regulations & Abolition) Act, 1970, etc. are complied with & shall keep the company indemnified against all such liabilities of any kind for breach of any statutory obligations, committed by the party.

14. WAGES AND MODE OF PAYMENT :

The Contractor shall ensure that security personnel engaged by him are paid their wages on or before 10th of every following month. Such payment shall be made in the presence of the representative of the company. The payment of subsequent monthly bills shall be made by the company only on production of documentary evidence for having paid wages to their employees / workmen and remitted the previous month's ESI & PF contributions to the concerned authorities by the contractor & complied with all other statutory obligations.

15. TRANSPORT & CANTEEN FACILITIES :

The Contractor party shall make his own arrangement for facilities like Transport, canteen etc. to his security personnel & the company shall have no responsibility to these facilities.

16. CLAIMS FROM THE CONTRACTOR:

The contractor shall submit to the management every month his bill including the following documents:

- (a) Attendance of the personnel deputed for the period bill claimed
- (b) Day-wise Trip details for the period bill claimed
- (c) Previous month Wages paid to his workmen
- (d) Previous month EPF contribution paid
- (e) Previous month ESI contribution paid, if not applicable, the contractor shall ensure that his personnel are covered under Workmen Compensation Act, as per statute.

Payment shall be arranged by the company within a fortnight of receipt of the bill. The contractor shall allow three paid National holidays Viz. republic Day, Independence Day, and Gandhi Jayanthi) to his personnel (vide Government of India Office Memo No. 28/11/69/LRI dated 11-11-1971 and also one day leave with wages for every twenty days of work (as per provisions of Sec. 73(3) of Factories Act, 1948).

- 17.** The contractor shall ensure the strict compliance of all the relevant provisions applicable to him under various labour laws, the non – compliance of which will lead to termination of the contract, as per law & rules of the company in force.
- 18.** The contractor shall furnish a copy of the Acquaintance Roll / Muster Roll in respect of payment made to the personnel engaged every month to the company.
- 19.** The contractor himself or his authorized representative shall directly supervise the work and the designated Supervisor shall supervise the security arrangements & to have control over security staff deployed by party. He shall maintain liaison with the DM(HR) or any authorized representative of the company.
- 20.** It shall be the responsibility of the contractor to provide safety equipment to the security guards. The contractor shall take all precautionary steps to avert any untoward incident failing which the Contractor shall be liable for penalty and compensation to be paid to his / their security guards. The company shall not be liable for any damages or compensation in respect of any accident or injury to any security guards engaged by the contractor. The contractor shall also report forthwith all accidents to the Factory Manager / DM(HR) and the Competent Authority under the Workmen's Compensation Act / policy and other authorities concerned in accordance with the relevant enactments, as applicable to both the Company and the Contractor.
- 21.** The contractor carryout various work that is entrusted to him by the company. Defects in work / quality / service , if any , shall be brought to the notice of the Contractor by the Company shall at once take necessary steps to set right the defects immediately and satisfactorily . For the work which is not satisfactorily completed by the contractor, the company reserves the right to deduct from the bills the amount proportionately for the work not done as assessed by the Department representative concerned.
- 22.** The contractor shall inform the assessing income Tax Officer concerned (within one month from the date of work order) about the contract awarded to him.
- 23.** The company shall recover livable percentage of tax as per Section 194 (C) of the Income Tax 1961 such other percentage as may be necessary from the Contractor's monthly billing. A challan to the effect of payment of income tax can be collected from the Accounts Department every month by the contractor to avail rebate from the Income Tax Authorities.
- 24.** The Contractor shall not sublet or assign the work entrusted to any other party or parties without the prior written permission from the Company.
- 25.** The Contractor or his personnel or his agent, as a security measure shall be liable for search / check at the entrance or exit of the Company's premises. The General Manager / Officer In-charge authorized by the Company may issue the Identity Cards /Temporary passes to such persons, for entry in to the premises of the Company. This will be in addition to the identity cards issued by the Contractor for his personnel and others employed by him.

26. SECURITY DEPOSITE OR SURETY:

The contractor shall make an interest free security Deposit of Rs. 1,00,000/- in DD favoring, _____ which will be refunded / returned on satisfactory completion of the contract.

27. VALIDITY OF THE AGREEMENT :

- (i) This agreement shall be valid for a period of One year from the date of the agreement comes in to force.
- (ii) This agreement can be extended for a further period of one year or more by mutual consent of the parties here in, by writing.
- (iii) If the agreement is not extended for further in writing, the same will automatically expire on completion of one year from the effective date, without any notice thereof.
- (iv) This agreement can also be terminated during its tenure by either party by giving three months notice in writing to the other party and it will continue to be in force till alternate arrangement is made by the company.

28. SETTLEMENT OF DISPUTES :

Any dispute arising out of this Agreement shall be resolved by referral to an Arbitrator who shall be the General Manager of the company or any other senior officer nominated by the Executive Director.

General Manager

ACCEPTANCE:

I/We, the undersigned, do hereby accept to abide by all the above terms and conditions.

Signature of Tenderer

ANNEXURE – I

TENDER Quotation Form (Financial BID) (To be submitted in a SEPARATE ENVELOPE MARKED AS FINANCIAL BID)

To:
The General Manager
New Minerva Mill, Hassan

Dear Sir,
Having examined the tender, terms and conditions stipulated therein, I/We the undersigned offer our desired item wise rates as follows:

List of Securities.

Sl. No.	Type of Security	Numbers	Quoted rate per person
1	Security Supervisor	1	
2	Lead Security Guard	1	
3	Security Guard (for all 3 shifts)	18	
	Total	20	

Signature of Tenderer
with Name & Seal

ANNEXURE - II

CERTIFICATE

Certified that I have gone through the tender conditions specified vide **Tender No.9/TENDER/SECURITY SERVICES /2015-16/3003 Dated 14.07.2015** and I abide by all the tender conditions and abide by the rates quoted by me. I am enclosing Bank DD No_____dated_____ for Rs.1000/- drawn on_____ Bank or by Cash.

(The tenderer should sign on all the pages of the tender document and write the rates against each item in annexure-I and submit)

Signature of the Tenderer

ANNEXURE - III

PROFORMA FOR EXPERIENCE CERTIFICATE
[TO BE ISSUED BY THE COMPETENT AUTHORITY]

Letter no. dated _____ at it is certified that M/s _____
[name of the contractor /Firm / Agency] has provided Security service to our organization
_____ and performance of M/s _____ during
the below period was observed to be satisfactory.

Sl. No.	Period of performance from 1st Jan. 2010 onwards	Name & Location of the organization / College / Educational Institute / Hospitals / Malls etc. where the Security Service was Provided.	Yearly work Worth amount (Rs.)
1	2011		
2	2012		
3	2013		
4	2014		
5	2015		
6	2016		

[The above pro forma is given only as a specimen. The certificate issuing authority may issue certificate in any other suitable format, the details of experience however must be as required in the above table].

Date :

Signature & Seal of Issuing Authority
[Rank not below the rank of Divisional Engineer/ Manager level]

Signature of the Tenderer

ANNEXURE-IV

Near Relative Certificate

Certificate on Non participation of near Relatives in the Tender called for Tender for Security Service at New Minerva Mill or its any of the unit in NTC Ltd on dated 14.08.2015 as required under Clause____ of the document and mentioned in eligibility condition in page no__.

CERTIFICATE

I-----S/o -----

R/o -----hereby certify that none of my relative(s) as defined in _____item no____. of Bid document is/are not employed

in NTC unit as per the details given in Bid document. In case at any stage it is found that the information given by me is false / incorrect New Minerva Mill shall have the absolute right to take any action as deemed fit / without any prior intimation to me .

Signed-----

For & on behalf of the Service Provider

Name (capital)-----

Position-----

Hassan :

DATE :

Signature of the Tenderer

ANNEXURE-V

BIDDER / FIRM / AGENCY – DETAILS

Affix Passport size
recent color Photo of
the Bidder / Owner
of Firm with
Attestation

1	Name of the Bidder /Firm / Agency	
2	Proprietor/ partnership (With supporting documents)	
3	Complete Correspondence Address	
4	Contact NOs : (a) Owner / Proprietor : Landline <div style="margin-left: 100px;">Mobile :</div>	
	<div style="text-align: right;">(a) Office : Landline :</div> <div style="text-align: right;">(a) Mobile :</div> <div style="text-align: right;">(b) Email ID :</div>	
5	PAN NO. :	
6	Sales Tax NO.	
7	Service Tax NO.	
8	Bank Branch Name	
9	Bank Address	
10	SB A/c NO.	
11	Bank Branch Code	
12	IFSC Code	

Signature of the owner of the Firm
OR
Authorized Signatory as per Power
of Attorney of the Firm

Signature of the Tenderer

ANNEXURE –VI

FORM OF CONDITIONS AND AGREEMENT

I/WEService Provider/Agency here by agree to the following :

1. I/We agree that terms and conditions mentioned in clauses in the Tender Notice, form part of this agreement and I am bound to abide by the Terms and conditions thereof.
2. I/We agree to indemnify the New Minerva Mill against any loss, damage or risk caused during the work for which necessary precautions will be taken by me /us.
3. I/We will be responsible for any claim arising out of any accidents.
4. I/We will handle the work carefully according to the instructions of the in charge of the work and agree to make good any loss or damage to the New Minerva Mill Property .
5. I/We agree to carry out work under New Minerva Mill Supervision according to the directions of the officer in charge or the person who is authorized by him, whose decision is final and binding on me.
6. I/we will be responsible for completing and shall pay any compensation to the workmen payable under the 'Workmen Compensation Act, 1923' for injuries or disability or death caused to them in the process of execution of the work.
7. I/We accept that accepted Rates will be valid up to One Year with right for the NEW MINERVA MILL, HASSAN to have it extended for a period of three months with mutual consent. The period is liable for alteration at the discretion of the undersigned. The NMM reserves the right to terminate the contract at short notice of one month.
8. I/We will strictly adhere to the statutory regulations, for payments to the EX-SERVICEMEN engaged for running the Security Service, ESI scheme and workers compensation act and Service Tax.
9. I agree to submit monthly (I) list showing the details of labourers /employees engaged. (II) Duration of their engagement.

Place

Date

Signature of the

Tenderer:-----

Name and address-----

Witness Signature Name & address

1. -----

2. -----

Telephone No.-----

Signature of the Tenderer