

DIRECTORATE OF ESTATE AND SERVICES

No. E&S/Security/2015-16

Date: 08/10/2015

CORRIGENDUM

Directorate of Estate and Services notified the Tender Notice bearing No. E&S/Secuirty/2015-16 dated 23/09/2015 published through KVIC web site i.e. www.kvic.org.in for inviting tender for providing security guards on contract basis for the KVIC premises as well as staff quarters situated at Vile Parle (W), Juhu, Andheri and Bhandup.

The said Tender Notice was scheduled to be opened on 12/10/2015 which has been extended till 19/10/2015.

The revised date and timing of upload the said Tender Notice on KVIC website till date 19/10/2015 upto 3.30 p.m.

Encl:- As above

Civil Engineer,I/C
Estate & Services

To,
The Director (IT)
KVIC, Mumbai – 56.

DIRECTORATE OF ESTATE & SERVICES
KHADI AND VILLAGE INDUSTRIES COMMISSION
IRLA ROAD, VILE PARLE (WEST), MUMBAI – 56

Website: www.kvic.org.in

NOTICE INVITING TENDER
FOR PROVIDING SECURITY GUARDS ON CONTRACT BASIS

TENDERING NOTICE

The Directorate of Estate & Services, Office of the Commissioner for Khadi & Village Industries, 3 Irla Road, Vile Parle (W), Mumbai-56, invites sealed tenders for providing Security Guards on contract basis, for the KVIC premises as well as Staff Quarters situated at Vile Parle (W), Juhu, Andheri and Bhandup. The prescribed Tender documents can be collected from the office at above mentioned address on working days between 11.00 a.m. to 3.00 p.m. from **24.09.2015 to 12.10.2015 up to 03.00 p.m.** on payment of non-refundable tender cost of **Rs.1,000/-** (Rupees one thousand Only) by way of Demand Draft drawn in favor of **Chief Executive Officer, KVIC, Mumbai-56.**

The sealed Tender duly filled in should reach to this office (in tender box) on or before 12-10-2015 by 3.30 p.m. along with **Earnest Money Deposit(EMD) of Rs. 50,000/- (Rupees fifty thousand Only)** in form of Demand Draft drawn in favor of Chief Executive Officer, KVIC, Mumbai – 56. The technical bid will be opened on the same day i.e. on **12.10.2015 at 4.00 p.m.** and financial bid of qualified bidders will also be opened on same day. The Envelopes containing tender documents should be super scribed with the word "TENDER FOR PROVIDING SECURITY GUARDS ON CONTRACT BASIS IN CENTRAL OFFICE AND STAFF QUARTERS".

The interested party may also download the blank tender forms from KVIC website i.e. www.kvic.org.in and apply duly quoting the rates. The cost of tender documents of Rs.1,000/- (non-refundable in the form of D.D.) shall be submitted separately along with the Technical Bid.

Civil Engineer, I/c.
(Estate & Services)

**DIRECTORATE OF ESTATE & SERVICES
KHADI AND VILLAGE INDUSTRIES COMMISSION
IRLA ROAD, VILE PARLE (WEST), MUMBAI -56**
website www.kvic.org.in

A. ELIGIBILITY CRITERIA

The Contractor should submit attested copies of following valid Documents/Certificates along with tender documents:

- i) The Contractor should have Registration Certificate under Shops & Estt. Act.
- ii) The Contractor should have registration of his employees under ESIC/EPF.
- iii) The Contractor should have PAN/TAN No. and submit Income Tax Returns for last 03 years.
- iv) The Contractor should have Registration with Labour Commissioner for supplying number of Security Guards.
- v) The Contractor should have minimum 03 Years' experience in this line as on 31.07.2015 and submit experience certificates received from various Govt. Organizations as well as reputed Companies/Pvt. Organizations.

B. LABOUR LAWS

Contractor should comply with all the relevant Labour Laws governing with the Contract Labour. **It will be sole responsibility of Contractor to pay minimum wages as per Minimum Wage Act, including ESIC/EPF etc. to their guards.** The successful bidder has to submit undertaking that he will pay/paying wages to his Security Guards as per labour laws in force. Observance of provisions of Labour Laws and other relevant laws are responsibility of the Contractor solely.

1. **Qualification Criteria:** - The Firm shall be based in Mumbai the Bidder should have an average minimum turnover of Rs. 50.00 lakhs in the last 3 financial years ending 31.03.2015. The firm should have experience of having undertaken similar type of works in the past.

2. KVIC may like to visit the place(s) where the firm may be providing the services before finalizing the firms for technical evaluation. Only the technically qualified firms would be called for opening the financial bids.

3. **CHECK LIST:** The following documents must be enclosed along with the duly filled in tender form so as to consider it eligible for services (for technical bid):-

Sr. No.	Eligibility Criteria	Documents to be Submitted	Remarks
1.	The firm shall be based in Mumbai and the bidder should have an average minimum turnover above Rs. 50 lakhs in each year in the last 03 financial years, and should have experience of having undertaken similar type of works in the past.		
2.	Registration Certificate:- valid Registration Certificate of the firm under Ministry of Home, Defence, and other Govt. Agencies of State Govt. and as well as Central Govt.		
3.	Copy of Work Orders:- Work /Supply Orders in support of Minimum Annual Turnover of the Agency / Firm in the last 03 years and also in support of continuous experience of the firm in the field of providing such services in Central Govt. Establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/Govt. of Maharashtra/Corporate Offices/reputed public or private organizations must be enclosed.		
4.	Certificate for turnover: Certificate for turnover of the firm for the last 03 financial year. This turnover certificate should be issued by registered Chartered Accountants , failing which tender is liable to be rejected.		
5.	IT and Balance Sheet: Income Tax Return and balance sheet of the Firm / Agency for the last 3 years, and a copy of the PAN Card.		
6.	Experience – Cum – Satisfactory Services Certificate: Duly certified copies (minimum three) of the satisfactory performance where the tenderer has provided satisfactory services during the last three years.		
7.	Client List: A list of clients where the Firm has undertaken similar works.		
8.	EPF Certificate: Valid Employee EPF registration certificate issued by local govt. etc.		
9.	ESIC Registration: ValidESI registration certificate issued by local Govt. etc.		
10.	Service Tax (ST) Certificate: Service Tax (ST) registration certificate issued by the local Govt. etc.		

11.	Labour License : The contractor / agency must have to produce a Registration Certificate with the contract labour (Regulation & Abolition) Act, 1970.		
12.	No legal Suit / Criminal Case against the Agency / Firm : Whether the firm has any legal suit / criminal case pending against it for violation of PF/ESI, Minimum Wages Act or other law (give details).The firm/agency must enclose an undertaking mentioning that there is no criminal/legal suit pending or contemplated against it.		
13.	Tender Cost & EMD Amount:- The Tender Cost amounting to Rs. 1,000/- may be paid by way of Demand Draft drawn in favor of Chief Executive Officer, KVIC, Mumbai -56. And also EMD amounting to Rs. 50,000/- may be paid by way of Demand Draft drawn in favor of Chief Executive Officer, KVIC. Mumbai – 56.		
<p>(Note : Documents in support of above mentioned items of the Check List must be enclosed along with the Technical bid in the same sequence as mentioned above. Each document must be properly flagged with title of the document clearly written on it)</p> <p>i. Successful tenderer will have to enter into a detailed contract agreement on non-judicial stamp paper of Rs.100/-.</p> <p>ii. The Technical bid and financial bid must be submitted in Two Separate Envelopes to be sealed and put in a main Envelope/Cover.</p>			

C. PLACE OF DUTY :

Sr. No	Place	No. of Supervisor/ Security Guards required	Total No. of Security Guards	Timing
1.	Central Office, Gramodaya, 3, Irla Road, Vile Parle (West), Mumbai-56	01 Head Guard in each shift	03	
		05 Guards in each shift	15	7.00 a.m. to 3.00 p.m. 3.00 p.m. to 11.00 p.m. 11.00 p.m. to 7.00 a.m.
2.	Khadi Niwas, Staff Quarter buildings located at Juhu, Andheri.	01 Guard in each shift	03	-Do-
3.	Juhu Kutir, Staff Quarter buildings located at Versova Link Road.	01 Guard in each shift	03	-Do-

4.	JuhuSadan 'A', Staff Quarter buildings located at Juhu Scheme.	01 Guard in each shift	03	-Do-
5.	JuhuSadan 'B', Staff Quarter buildings located at Juhu Scheme.	01 Guard in each shift	03	-Do-
6.	Gramodaya K-2,3,4,JVPD Scheme, Juhu, Mumbai-49	01 Guard in each shift	03	-Do-
7.	K-2, Khadi Sadan, D.N. Nagar, Andheri (W), Mumbai - 53.	01 Guard in each shift	03	-Do-
8.	Aram Nagar, Versova Link Road, Andheri (W), Mumbai.	01 Guard in each shift	03	-Do-
9.	Khadi Darshan, A,B,C,D. Bhandup (E), Mumbai.	01 Guard in each shift	03	-Do-
Total			42	

D: Nature Of Works:-

1. The Security Staff must report for their duties at least 15 minutes early, so as to take charge properly.
2. The Security Staff shall be in proper and clean uniform and cleanly shaved while on duty.
3. The Security Staff shall behave politely, attentively and in disciplined manner while on duty.
4. No Security Guard shall leave his respective check post unless/otherwise asked by his immediate Superior in the Shift, failing which the Superiors shall be held responsible.
5. The Security Staff shall preserve their Identity Cards, while on duty and while coming to the Office of the Board.
6. No Security Guard shall leave his duty unless the reliever or the next shift Security Guard relieves him.
7. No Security Guard shall proceed on leave or remain absent without prior sanction or intimation to the Management.
8. Leave application shall be forwarded to the agency/employer in prescribed form for their recommendation for sanction.
9. Leave application for more than four days shall be submitted through Unit In charge and Management, such application with their recommendation should be sent to the agency/employer at least seven (7) days in advance, so as to make necessary arrangement for substitute. The Security Guard shall proceed on Leave only after confirming sanction of his leave.
10. No Security Guard shall be permitted to report for duties under the influence of the Alcohol. Such case should be reported to the Secretary of the Board forthwith.
11. The Security Staff shall not keep any contact or develop rapport with the direct employees or the official of Office.

12. The Security Staff shall not accept gifts either in cash or in any other kind from the Parties visiting the Company.
13. The concern shift In charge shall take rounds at certain intervals during his duty hours and shall enter his findings/observations in occurrence or Log Book maintained by the Factory.
14. The Security Staff shall follow the instructions given by the Unit In charge/Superiors and act as per his instructions.
15. Security Guards on duty shall not quarrel or misbehave with anybody. Any act of misbehavior or misconduct will be viewed seriously by the Board and suitable disciplinary action will be taken against the concerned Security Guard.
16. The Security Staff should carry out their duties in accordance with the directions and instructions given by the authorized representative of the Employer.
17. The Security Guards will operate the water pump for filling water in the overhead water tank and in the event of shortage of water from BMC supply line the same should be brought to the notice of the concerned officials in the Directorate of E&S. In case, of Staff Quarters same should be informed to convener of the said Staff Quarters.
18. The Security Guards of Concerned Staff Quarters as well as the Office should maintain the Visitors Register.
19. The Security Head Guard should be well conversant with basic computer operation required for ensuring physical security requirements of this office i.e. such as making entry in the computer for the visitor, managing access control devices, trained in identification of hazardous materials.

E. OTHER TERMS AND CONDITIONS

- i) The period of contract will be for 3 (three) years. Initially the contract will be given for one year and if the services are found satisfactorily, the same will be renewed for 2nd and 3rd year. No increase in the Contract amount will be entertained for any reason during this period.
- ii) The Contractor should give undertaking on stamp paper valued Rs.100/- that; he will fully comply with all relevant labor laws governing the Contract Labor.
- iii) If the Security Guards duty provided by the agency is not found satisfactory, the contract shall be terminated without any notice. In case the services of a particular Security Guard is found to be unsatisfactory that security guard should be replaced immediately on being intimated by KVIC.

- iv) The Contractor should mention his full name, name of his firms/organization, address, telephone number, Mobile Number, e-mail address, experience certificate, registration number with Labour Commissioner etc.
- v) The Contractor will be fully responsible for safety/security of Office Premises and Staff Quarters. If, any theft occur during the duty of the security guards then he will be responsible for the same. And value of the stolen articles may be recovered from the agency.
- vi) No travelling allowance or daily allowance will be paid to Head Guards /Security Guards.
- vii) Payment of the Head Guards/Security Guards will be made after the completion of month.
- viii) All the Guards employed by the Contractor and deployed in attending the work at KVIC shall be employees of the contractor only and there shall be no employee-employer or any other relationship between the KVIC and Guards so deployed by the contractor. All the employer employee dispute between the contractor and the Guards shall have to be settled by the contractor only and the K VIC shall not in any way responsible for the same.
- ix) The Contractor should provide proper uniforms to his employees with batch displaying "**Organization Name**".
- x) The Security Agency shall indemnify the KVIC for any loss caused to it due to the negligent action of the Security Guards deployed on duty.
- xi) The Contractor shall submit Demand Draft of Rs.50,000/- (Rupees Fifty Thousands Only) as earnest money deposit drawn in favor of "**Chief Executive Officer**", **KVIC**, Mumbai-56, which will be refunded in case tender is not accepted, and EMD of successful contractor will be refunded on expiry of contract without any interest.
- xii) No work under this contract should be sublet.
- xiii) In case of dispute, the parties agreed either to seek an amicable settlement of that dispute by reconciliation under the ICADR Conciliation Rules, 1996 or to submit that dispute to Arbitration under the ICADR Arbitration Rules 1996.
- xiv) The authority to appoint Conciliator/Arbitrator shall be the International Centre for Alternative Dispute Resolution.
- xv) The International Centre for Alternative Dispute Resolution will provide administrative service in accordance with the ICADR Conciliation/Arbitration Rules 1996. The place of conciliation/arbitration proceedings shall be Mumbai.

- xvi) Duly filled in quotations along with EMD amount of Rs.50,000/- (Rupees Fifty Thousands Only) in the form of Demand Draft drawn in favour of Chief Executive Officer, KVIC, Mumbai-56 should reach to this office on or before 12.10.2015 up to 3:30 p.m. which will be opened on the same day at 4:00 p.m.
- xvii) The quotations without EMD will not be considered.
- xviii) KVIC reserves the rights to accept or reject any tender without assigning any reasons.
- xix) The selected agency has to enter in to an agreement with KVIC governing the terms and condition of contract.
- xx) The KVIC can accept the tender in full or part, the bidder have no claim on this account.

Civil Engineer I/c.
(Estate & Services)

I/We

Understood the above terms and conditions and hereby agree to abide by the said terms and conditions.

**Signature of Contractor with
Sealand date**

Address of Contractor

TECHNICAL BID**(To be enclosed in a separate sealed envelope)**For providing services Security Services to FIU-IND

Sr. No.	Particulars	
1.	Name of Tendering Company/ Firm/Agency (Attach Certificate of Registration)	
2.	Name of the Proprietor/Director/ Partner of the Agency	
3.	Full Address of Registered Office a) Telephone No. b) Fax c) Email	
4.	Full Address of Operating /Branch Office a) Telephone b) Fax c) Email	
5.	PAN NO. (Attach Attested copy)	
6.	Service Tax Registration No. (Attach attested copy)	
7.	EPF Registration No. (Attach attested copy)	
8.	ESI Registration No. (Attach attested copy)	
9.	License under Private Security Act. 2005	
10.	Details of Earnest Money Deposit (DO/PO NO./Date/Drawn on Bank)	
11.	List of Security Guards along with proof of filling return to EPF for last three years. Attach a list	

12.	The bidder must have been providing security services to at least 3 Government/Semi Government/Autonomous Organizations/PSUs and reputed Private Organization during last from these Government/Semi Government/Autonomous Organizations/PSUs/reputed Private organizations as per the proforma enclosed.	
13.	The bid shall be for skilled Security guards in respect of supervisor and security guards in respect of guards as the duties to be performed by them include knowledge of basic computer operation required for ensuring physical security requirements of this office such as making entry in the computer for the visitor, managing access control devices, handling metal detectors, trained in identification of hazardous materials.	
14.	Details of the similar contract handled by the bidding company/firm/Agency for Government/Semi Government/Autonomous Organizations/PSUs during the last three years in the following format. Copies of the work order should be provided in support of the claim.	

Sr. No.	Details of Clients along with address, telephone and Fax No.	Approx. total amount of contract (Rs.)	Duration of Contract	
			From	To

15. If the establishment is registered with the Government as per the prevailing statute like Private Security Agencies (Regulation) Act, 2005/Private Security Agencies Rules of any other state. Please give details with document/evidence.

16. Additional information, if any

(Attach separate sheet, if required)

Date:

Signature of Authorized Person

Place:

Name:-

Seal:-

DECLARATION

1. I, _____ Son/Daughter/Wife of Shri _____ Proprietor/Director/authorized signatory of the service provider, mentioned above, am competent to sign this declaration and execute this tender document.
2. I have carefully read the tender document and have understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:-

Signature of authorized person

Place:-

Name :-

Seal :-

ANNEXURE - II
APPLICATION – FINANCIAL BID
(TO BE ENCLOSED IN A SEPARATE ENVELOP)

(For Providing Security Service to Khadi & Village Industries Commission,
Vile Parle (W), Mumbai -56.)

1. Name of tendering Service Provider:-
2. Rate per person per month inclusive of all statutory liabilities, taxes, levies, cess etc.

Sr. No.	Manpower Type	Year	Monthly Rate per person						
			Take home remuneration	EPF	ESI	Other Statutory dues if any	Service Charge /Commission of Service Provider	Service Tax	Total per person
1.	Security Head Guard/Supervisor (Skilled)	1 st Year							
		2 nd Year							
		3 rd Year							
2.	Security Guard (Skilled)	1 st Year							
		2 nd Year							
		3 rd Year							

Summary of total wages for 3 years.

Sr. No.	Manpower Type	No. of Person	1 st Year (in Rs.)	2 nd Year (in Rs.)	3 rd year (in Rs.)
1	Security Head Guard/Supervisor (Skilled)	3			
2	Security Guard (Skilled)	39			
	Total				

Date :-

Signature of the authorized person

Place :-

Name :-

Seal :-

Notes:-

1. The Remuneration of security guards quoted above should not be less than the rate prescribed as per Govt. laws/labor laws.
2. The total rates quoted by the tendering Service Provider should be inclusive of all statutory/taxation liabilities in force at the time of

entering in to the contract. The Authority will have no liability in relation to any statutory or other dues.

3. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each person as certified by the Authority.