



BHAVNAGAR ENERGY COMPANY LTD.

TENDER FOR SECURITY AT SITE

Terms and conditions for providing security Services

Refer our Tender notice No: Adm/Sec/01/2011-12

I. Tender for providing Security Services:

Sealed Tenders are invited from reputed, registered and licensed agencies The tender should be submitted as per enclosed Annexure 'A' in Sealed envelope duly marked as "Tender for Supply of Security Services" – Commercial Bid and Annexure 'B' "Tender for Supply of Security Services – Technical Bid" who fulfill the eligibility criteria and who can take on the work as mentioned below for a period of one year which can be extended on the basis of performance and mutual agreement for further period.

II. Eligibility Criteria:

- (1) The Agency should have experience of providing ex-servicemen security guards and ex-servicemen/ paramilitary Gun Men in reputed organizations preferably Govt. and Public Sector for at least 3 years. Attach list of clients as above along with satisfactory performance certificate from such client.
- (2) The security agency having not less than 150 security guards on their rolls only eligible to apply.
- (3) The agency must have office in Gujarat.
- (4) The agency should provide 100% Ex-servicemen security supervisors and 100% Ex-servicemen / Ex-paramilitary Personnel as security guards
- (5) The minimum qualification of guards/supervisors should be VII class passed/ X Class passed.
- (6) The Agency should furnish attested copies of following documents:
 - (a) Registration Certificates as under:
 - (i) Contract Labour (R&A) Act, 1970
 - (ii) ESI, EPF, Income Tax and Service Tax
 - (iii) Bombay Shop and Establishment Act
 - (iv) DGR
 - (b) Income Tax / Service Tax clearance Certificate for last 3 years.
 - (c) ESI/EPF Payment Challans for last 4 months
 - (d) Audited Balance Sheet for last 3 years
 - (e) EMD

III. Scope of Work

Three Security Guards, **One** Gun Man and **One** Security Supervisor per shift (8 hours) are to be deployed at our Site Office at Village: Padva, Taluka: Ghogha, District: Bhavnagar. The number of security guards may vary (increase and decrease) according to the need and progress of the project site and may be decided by BECL

IV. General Instructions:

1. Tender form alongwith detailed terms and conditions can be obtained from our registered office at Block No 8/ 3rd Floor, Udyog Bhavan, Sector -11, Gandhinagar on payment of Rs 250 (Cash or DD in favour of BECL)
2. Tender should be submitted complete in all respect alongwith documents at 3 (a) to (e)
3. Last Date with Time:
 - (a) Sale of Tender Forms : From 5th December 11 to 15th December 11
(During Office Hours)
 - (b) Receipts of Tenders : up to 5.00 pm of 15th December 11
4. Tenders will be opened on 29th December 11 at 3.00p.m in the presence of Tenderers /representatives
Who choose to attend?
5. Tenders without all / any documents as above are liable to be rejected.
6. Tender with false / misleading documents / information will lead to disqualification of tender.
7. BECL reserves the right to accept / reject any offer without any reason thereof.

V. Wages payable to Security Guards/ Gun Man / Supervisors:

The agency should provide only Ex-servicemen as security guards and security supervisors, who will be paid wages at the rates approved by DGS, MOD, and GOI. The agency should provide services of security guards round the clock including holidays.

The agency should make arrangements to disburse wages to the security guards through BECL in the name of the security guard/security supervisor and evidence of such disbursement should be submitted with the bill for the following month alongwith photo copies of paid ESIC / PF challans. The agency should also submit copies of returns submitted to ESIC/PF for the relevant contribution period duly identifying the names of the security guards/security supervisors provided to BECL.

VI. Selection Criteria:

Tender will be finalized based on the suitability of the agency with reference to the prescribed criteria and other competitiveness. Preference shall be given to agencies approved / recognized by DGR.

VII. Qualification of Security Guards / Gun Men / Security Supervisors

The Guards provided should be Ex-servicemen with good character, conduct and behavior, competent & qualified to perform the security duties for which they are deployed. They shall not be beyond the age of 55 years. BECL shall have the right to ask the security agency to remove any person considered incompetent or found unsuitable or for any other reason. Person removed for the above reason shall not be deputed again without the consent of BECL.

VIII. Duties of Security Services:

1. The Person ought to be Polite, Courteous but Firm, Disciplined, Physically Fit, and Alert and smartly dressed in uniform.
2. To attend with compliments the distinguished visitors, VIPs and Officers.
3. Check, control and restrict entries to staff/workers/authorized personnel of organization/firms and others by valid passes or searching, if required and movement of vehicles and Incoming / Outgoing material (Gate Passes / Challans) and time keeping.
4. Maintain strict security of men, material and premise and maintain diary to note all important events/happenings/information received / passed to the management. To be entirely responsible for thefts of easily moveable items such as bathroom fittings, fans, exhaust fans, telephone instruments, fire extinguishers or fire fighting systems etc
5. Will stand by management during emergency like Gherao, Picketing, Strike etc and security staff from any assaults whatsoever.
6. Not to leave the place of duty under any circumstances until and unless properly relieved i.e signing in handing / taking over register etc.
7. Prevent misuse of electricity.
8. In case of fire, the security guard will immediately alert the staff on duty and assist in fire fighting operations and also inform the Managing Director. In case of fire accident before or after office hours, the guards shall inform the nearest Fire Station and Managing Director, BECL.
9. The security guard must watch that there are no unidentified / un-claimed /suspicious objects / persons in the building/plant/premises.
10. The security guard shall ensure that all the electrical equipments/instruments/lights/fans etc are switched off at the time of closure of office / plant /portion of any plant /parking area and other premises or parts of offices/departments.
11. The security guards should ensure that all the officers' chambers are locked at the close of office and opened at the beginning of officer hours and maintain a safe for custody of keys in duplicate.
12. The security personnel must be properly dressed in neat and tidy uniform.
13. The names of the security guards/supervisors should be properly and neatly displayed by them on their uniform by way of Name Tabs for the purpose of identification.

14. The agency should arrange for surprise checks (during day and night) to check the alertness and attentiveness of the security guards/supervisors.
15. The security guards/supervisors should check the bags/briefcases of the visitors, if considered necessary and all the workmen/staff, their vehicles entering/leaving office/plant as per instructions from BECL authority. They should also ensure proper parking of staff/visitors vehicles.
16. The security guards/supervisors should ensure that the staff/workmen/visitors etc should enter /leave the factory premises only through main gate/authorized gate/entrance/exit.
17. The security guards/supervisors should at all times comply with all the instructions given by BECL authority from time to time and promptly implement them.

IX. Duties and responsibilities of the Agency:

1. The Agency should provide a whistle, torch and lathy / baton, proper uniform including leather shoes, raincoats/umbrellas and head dress to the guard on duty.
2. The Guards must be rotated from their deployment at an interval of six months.
3. If it is found that any property of BECL is lost or damaged due to negligence or connivance of the security guard/supervisor, the same shall be made good from the security agency's bill.
4. The agency shall furnish names, addresses, photographs of the security guards/supervisors posted at BECL. Any change due to sickness/leave etc should also be intimated to BECL authority immediately and furnish requirements as sated above.
5. The agency should submit a monthly report to MD, BECL duly mentioning compliances and happenings in the premises.
6. The agency shall be responsible for payment of wages and other dues and compliances of all labour laws as applicable to them.
7. The agency on award of contract, should execute an agreement on Rs 100/- stamp paper with BECL incorporating the above terms and conditions.

x. Performance Guarantee:

The successful bidder shall be required to furnish a performance security in the form of security deposit within 15 days of receipt of Letter of Award for an amount of Rs 2 Lakhs in the form of Account Payee DD/Pay Order in favour of BECL, payable at Gandhinagar. The performance security deposit shall be returned before expiry of six months from the date of termination/expiry/completion of contract and after fulfilling all contractual obligations. In case the contract period is extended, the validity of performance security shall stand automatically extended.

XI. Other Conditions:

1. The contract which is initially for a period of one year from **1st February, 2012** to **31st January, 2013** can be extended further, if the agency agrees to provide the services on the same terms and conditions and the services

provided by them are found satisfactory. BECL reserves the right to pre-maturely terminate the agreement without assigning any reason thereof by giving one month's notice before the expiry of the contract period.

2. The agency should be willing to provide additional security guards on certain contingencies on payment of proportionate wages. BECL may also increase the number of required guards depending upon the future requirement.

XII. Jurisdiction of the Court:

The courts at Bhavnagar shall have the exclusive jurisdiction to try all the disputes, if any, arising out of this agreement between the parties.

SUPPLY OF SECURITY SERVICES – COMMERCIAL BID

Rates for supplying the Security Services on contract are as given below.

Sl. No.	Rate per Security Guard / Gun Man / Security Supervisor per month Rs.	Service Tax Rs.	Total Rs. (2+3)	No. of Security Guard being offered	No. of month service being offered	Grand Total (4X5X6)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
01.						

It is certified that all the terms and conditions of Tender Document have been understood by me/us and ready to accept the same without any variation.

(Signature of Tenderer with Seal)

Name : -

Address : -

Capacity : -

Tele No (Office) –

Cell No -

SUPPLY OF SECURITY SERVICES – TECHNICAL BID

Sl No	Tech qualification requirements	State Yes or No	State Proof Attached or Not Attached
1	Experience of providing ex-servicemen security guards and ex-servicemen/ paramilitary Gun Men in reputed organizations preferably Govt. and Public Sector for at least 3 years.		
2.	150 Guards on Roll		
3.	Can provide 100% EXM		
4.	Attested copy of Registration under Contract Labour Act		
5	Attested copy of ESI registration		
6	Attested copy of EPF registration		
7	Registration under Bombay Shop & Estt Act		
8	DGR Approval		
9	Income Tax Clearance Certificate – 3 yrs		
10	Service Tax Clearance Certificate – 3 yrs		
11	Last 4 month's challans ESI & PF		
12	Audited Balance Sheet last 3 yrs		

It is certified that all the terms and conditions of Tender Document have been understood by me/us and ready to accept the same without any variation.

(Signature of Tenderer with Seal)

Name : -

Address : -

Capacity : -

Tele No (Office) –

Cell No -

- A. Must have provided services to Government/Semi Govt. / Govt of Gujarat PSUs
- B. Must have provided at least 100 guards/Supervisors/Gunmen in Govt./Semi. Govt/PSUs etc.
- C. The Agency must have office in Gandhinagar/Ahmedabad/Bhavnagar
- D. The Agency shall provide the services of Supervisors and Guards
- E. The Agency must provide 100% Ex-Serviceman Supervisors and 100% Ex-service men/Ex-paramilitary personnel as Security Guards.
- F. All persons provided by the agency should be below 58 years of age, with sound health and having minimum VIII standard for Security Guard and X standard pass education. Character and Antecedent must be verified from the concerned authority and submit to BECL before deployment.
- G. The Agency shall not engage any sub-contractor or transfer the contract to any other agency.
- H. The approximate no of persons required to be engaged will be 3 Supervisors, 9 Guards and 3 Gunmen, for our Project Site at Village Padva, Distt : Ghogha, Bhavnagar.
- I. The Agency will deploy security guards/supervisors after medical examination at its own cost and submit the medical fitness certificate to BECL.
- J. The list containing names, verified address, affixing photograph, Bio-data, along with signatures of each employees appointed by the agency shall be made available to BECL authorities before commencing the contract.
- K. The Agency shall pay wages to Supervisors/Guards as per DGR approved rates, make its own arrangements for disbursement of wages and provide evidence with the bill for the following month along with photocopies of ESIC/WC/EPFO for the relevant period.
- L. The Agency shall claim Admin Charges/Agency Charges on the fixed % of total bill amount for the required number of security guards & supervisors.
- M. The security deposit of Rs 1 lakh will have to be furnished by the selected agency in the form of Bank Draft, pledged and placed in the custody of MD, BECL
- N. The bill of each month shall be presented in triplicate by the agency by 3rd of every following month duly pre-receipted. The Agency will pay the wage bill to their employees latest by 07th of every month.
- O. The contract shall come into force from the date of Agreement signed by both the parties. In case the agency fails to execute the agreement, security money deposit will be forfeited. The contract can be terminated by giving three months notice by either party.
- P. The agency shall comply with the Labour Laws as applicable to the Factory and BECL shall not be responsible for any litigation/de-fault from Agency side. The Agency shall obtain License under Contract Labour (R&A) Act, 1970 from the appropriate authority and shall produce the same within 3 months after commencement of contract. The Agency shall also submit certificates under ESI /EPF/INCOM TAX / SERVICE TAX, Bombay Shop & Establishment Act.
- Q. The agency will change/replace any guard/ gun man / supervisor on the direction of the BECL authority without assigning any reason.

3. Selection Criteria

Tender will be finalized on the suitability of the agency with reference to the prescribed criteria and other competitiveness.

4. Penalty Clause:

For any breach of contract, terms and conditions and with regard to Job Responsibilities of Agency and Duties of Security Supervisor, Gun Man and Security Guards (as available at our web site: www.becl.in) BECL or any authority designated will impose penalty at the sole discretion or by forming a committee (as deemed convenient) and the agency will make good the loss/penalty money within the specified period or re-cover the same through following month's bill.