



CIN NO. L51909DL1963GO1004033

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Ref . No. MMTC /BBL/Admn/Security/1/15-16

Date: 10.02.2016

Open tender No. MMTC/BBL/Admn(Security Service/1/15-16

MMTC Limited A Govt. of India Enterprise having Regional Office at Alok Bharati Complex- Sahid Nagar Bhubaneswar with Sub-Regional Office at Barbil PO- Barbil Dist-Keonjhar, Odisha, Pin- 758035 invites sealed bids from Registered Security agencies, for providing security Service on three shifts at Sub-Regional Office, Barbil. Tender documents can be down loaded from MMTC website [www.mmtclimited.gov.in](http://www.mmtclimited.gov.in) or from Govt of India procurement Portal <http://e-procure.gov.in>. The tender documents consist of 2 bids, Technical bid and price bid. The bidders shall submit their bids both Technical and price in two separate envelopes and super scribe on the envelopes, Name of the Company, contact person phone Fax/email address tender No. and closing date the bidders shall put their sealed bids in the tender box kept in the office of MMTC Limited Barbil. Bidders shall send the bids addressed to the Addl. General Manager, MMTC Limited, Barbil, The technical bid shall be opened on 02.03.2016 at 15.30.hrs and the price bid of technically qualified bidders shall be opened subsequently. **The bidders have to sign each & every pages of tender documents as a token of acceptance of terms & conditions.**

(1)Eligibility Criteria:-

The bidders shall submit the following documents in the technical bids along with EMD.

- (a) Self attested copy of proof of valid registration with statutory authorities for security service.
- (b) Self attested copy of valid labour license.
- (c) Self attested copy of registration with Employees Provident Fund(EPF) authority
- (d) Valid self attested copy of registration with ESI authority
- (e) Self attested copy of Pan card/Service Tax registration certificate.
- (f) EMD of Rs 5000/- in form of DD/Banker cheque/ pay order drawn in favour of MMTC Limited, payable at Barbil.
- (g) KYC details (Know your customer) in case of Company
  - i) I D proof & address proof of Directors.
  - ii) MOA & articles of association.

In case of partnership

- i) Partnership Deed
- ii) I D of Firm & Address proof of partner.

In case of proprietorship

- i) Copy of proprietor ship & Identity proof of the sole proprietor
- ii) Address & ID proof of proprietor DL/Votor ID card/Addhar card etc.

( h) Letter for submission of tender on tenderer's own letter head addressing to Addl. General manager, MMTC Limited, Sub-Regional Office , Barbil.

(2) Scope of work

The successful Bidders shall provide 3( three) numbers of security guards at SRO Barbil on 3(three) shifts that is 06.00to 14.00hrs , 14.00hrs to 22.00hrs and 22.00hrs to 06.00hrs. @ one in each shift. The security guards engaged by the agency shall maintain register of visitors entering in to premises and timing of their exist. The contractor agency shall provide proper uniform and all protective equipments to their security guards to be deployed for he said Job.

(3) Rates:- Quoted rates shall include the consolidated rate for complete Job inclusive of all charges/statutory obligation. The rates include component of provident fund, statutory charges. These shall be payable by contractor on due dates to the concerned authorities without fail and the contractor will furnish to MMTC the documentary evidence of all deposits. The service tax shall be reimbursed with monthly bills on actual basis on production of documentary proof of deposit.

Income tax plus duties at the prevailing rate as applicable from time to time shall be deducted from contractors bills as per IT rules and quoted rates shall be deemed to include this.

(4) **Period of contract-** The period of contract shall be of **two years** from the date of work order. The same shall be extendable only at the discretion of the MMTC Limited subject to satisfactory completion of work during contract period/extended contract period. The decision of the MMTC is final and binding to the contractor.

(5) Payment of wages by the contractor:-

i) The agency shall pay wages to the security guards directly to their bank account, not less than the minimum fixed by the Govt. of India, as per Minimum Wages Act 1948 as amended from time to time and shall duly and properly comply with all legislation laws, rules or regulation relating to the employment of labor. A violation of this clause also is deemed to be breach of contract. If the employer is called upon to make any payment towards wages etc of the guards employed by the agency, the same will be done by deducting from the outstanding payment or against pending future bills of the contractor or from the security deposit

ii. If during the contract period wages of labor increases by the statutory authorities, such increase become operative after time of submission of tender and reimbursement and of increase in wages as applicable shall be made by MMTC to extent of actual increase. Whoever, agency shall have to submit the documentary proof, accounts books etc for verification by MMTC to substantiate the claim.

iii. The contractor shall submit his monthly bills in triplicate after payment of wages to security guards, to administration In-charge of SRO Barbil for processing of payment along with proof of payment of wages, and proof of payment of statutory dues(E-Passbook of individual workers,PF/ESI challan etc), within seven days of the ensuing month. Payment shall be released after necessary deduction of taxes Cess, absenteeism through online directly at the bank account of the contractor.

(6) **Security Deposit:** - Rs 50000/- shall be deposited as security deposit by the contractor.

(7) Inspection of work:-

The work is subject to inspection at all time by MMTC limited. The contractor shall carry out all instructions given during inspection and shall ensure that the work is being carried out accordingly to the specification of this tender.

(8) Termination of contract:-

In the event the contractor fails to execute the work with due diligence or shall refuse or neglect to comply with any orders given to him in writing by the MMTC within the Scope of the contract or shall contravene the provision of the contract, MMTC may give notice in writing to the contractor calling upon him to make good the failure, neglect or contravention, compliance of within such time as may be deemed reasonable not exceeding 15 days and in default of the compliances, MMTC without prejudice to its right under contract may rescind or cancel the contract holding the contractor liable for the damages that

MMTC shall consider reasonable. MMTC shall have the option to complete the work either departmentally or may re-contract at a minimum possible price available at the risk and loss of contractor and the amount so incurred shall be recoverable from the dues of his work or from the security deposit with MMTC.

(9) **Arbitration:-**

Any dispute or differences whatsoever arising between the parties relating to the meaning/Scope /operation/effect of this contract or the validity or the breach thereof shall be settled by Arbitration by a sole arbitrator to be nominated by CGM RO BBSR of MMTC whose decision shall be final and binding on the parties hereto. The provisions of Arbitration & conciliation act-1996 as amended up to date shall apply to such arbitration. The Venue of such arbitration shall be at Bhubaneswar.

10. **General Conditions**

The contractor is responsible for compliance of the points given below which shall form part of this agreement once executed upon acceptance of this tender.

- i) The contractor shall have his own PF code No. with the RPFC as required under Employee PF and Miscellaneous provisions ACT 1952.
- ii) It shall be the sole liability of the contractor to obtain and to adhere by all necessary licenses permissions from the concerned authorities as provided under the various labour legislations including the labour license obtained as per provisions of the contract labour (Regulation and Abolition) Act 1970.
- iii) The contractor shall be responsible for required contribution towards PF, pension, ESI or any other statutory payments to be made in respect of worker employed on work under the contract and shall deposit the amounts on or before the prescribed dates. The contractor shall submit the proof of depositing the employees and employers contribution. The contractor shall submit all relevant records for verification by MMTC as asked for.
- iv) The contractor shall be solely responsible for payment of wages and other dues to the personnel deployed by him latest by the 7<sup>th</sup> of the following month. MMTC reserves the right to check periodically payment of wages made by contractor to which personnel so engaged. The contractor shall be directly responsible and indemnify the company against all charges, dues, claims etc arising out of the disputes related to the dues and employment of personnel deployed by him. The contractor shall indemnify MMTC against all losses or damages if any caused to it on account of acts of the personnel if any deployed by him.

**MMTC LIMITED, SUB-REGIONAL OFFICE. BARBIL**

(A Government of India Undertaking)

Tender No. 1/MMTC/BBL/Admn(Security Service/1/15-16

**Price Bid Part-2.**

SL. No.	Head	Rate of charge in %age as per statutory norms, where applicable categories	Categories Skilled (as per price bid part-1) (Rs)	Categories Semi-skilled (as per price bid part-1) (Rs)	Unskilled (as per price bid part-1) (Rs)
1	Basic Minimum wages including VDA (as per Govt. norms)				
2	ESI				
3	EPF				
4	Bonus				
5	Uniform and washing allowance				
6	Any other (Pl. specify				
7	Cost per head per month (A)				
8	Profit/service charges per head per month(B)				
9	Total cost per head per month (A+B)				
10	No. of tentative person required				
11	Total cost per month				
12	Bid value per month				

The payment shall be made by the following formula with relevant charges as per above. The contractor shall also pay to his personnel by this formula. This formula takes care of all the paid weekly holidays, national holidays and other gazetted holidays.

Formula:- Wages payable individual=(Total monthly wages as above, No. of working days in the month)

\*No. of days worked in the particular month by the individual.

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Section-III  
Annexure-1

We propose to depute/deploy the following workmen for executing work specified in the contract as per the terms agreed by us.

SI No.	Category	General shift	Morning shift	Evening shift	Night shift	
1	Skilled Electrician/pump operator.	NIL	NIL	NIL	NIL	
2	Sweeper/cleaner(unskilled)	NIL	NIL		NIL	
3	Plumbing/Gardener/grass cutter(semi-skilled	NIL	NIL		NIL	
4	Security Round the Clock	NIL	1	1	1	

We also undertake that above is only indicative and additional staff for emergency shall be arranged as and when required upon the quantum of work within the quoted rates.

Signature of the Tenderer/ Agency/Firms.  
With date and stamp