

NOTICE INVITING TENDER

1. Name of the Work **Providing Security Personnel** for

1)MMTC BHAVAN, MMTC Limited ,
RO-Visakhapatnam,AP-530035

2)SRO,Kakinada. D/No.16-37-4/B,Ayodhya
Nagar,Kakinada-533003 (Warehouse)
2. EMD. :Rs.10,000/-(Ten thousand only) in the form of DD in
favour of ,MMTC Limited,Visakhapatnam.
3. Commencement
of Work :.01/04/2014
4. Last date time
for receipt of tender : 25/03/2014 – 15.00 hrs.
- 5: Opening of tender : 25/03/2014—16.00 hrs.
- 6: Address for
communication : Sr.Manager,(Admn.), MMTC Limited,
Port Area,Visakhapatnam-35
7. Mode of Submission: Sealed envelope containing two separate covers containing

A) Price bid
B) Technical bid alongwith certificates & DD

to be dropped in the tender box kept in MMTC Bhavan. The envelop should be seale and
title of the tender has to be superscribed on the envelop.
8. Tender received after 15.00 hrs. on dt.25/03/2014 Will be treated late and are
liable to be ignored summarily.

For MMTC Limited.

(J.K.Rao)
Sr.Manager(Admn.)

NOTICE INVITING TENDERS FOR SECURITY PERSONNEL

MMTC Limited, A government of India Enterprise intends to invite in the prescribed proforma given below tenders from the registered agencies for providing security at the following places

- (1) Regional Office, MMTC Bhavan,Port Area,Visakhapatnam-530035 and
- (2) Sub Regional Office, D/No.16-37-4/B Road No-3, Ayodhya nagar, Kakinada-533003 for deployment at the Warehouse at Kakinada Port.

REQUIREMENT OF SECURITY PERSONNEL AT:-

- | | | |
|----|---------------------------|--|
| 1. | RO / VISAKHAPATNAM | I) UN-ARMED SECURITY GUARD – 01
II) ARMED SECURITY GUARD --02 |
| 2. | SRO / KAKINADA | I) UN-ARMED SECURITY GUARD --04 |

SALIENT FEATURES:-

1. Offer submitted in the prescribe proforma should be competitive/reasonable and drawn in lumpsum(all inclusive). It should be inclusive of statutory liabilities/taxes and the management will not pay any amount other that the amount stipulated except when statutory payments are revised by the government. In such case, proof of relevant notification will be submitted by the security agency for sanctioning of revision claim.
2. Term and conditions which form crucial part of the tender are enclosed as Annexure – A which should be submitted alongwith the proforma duly affixing signature on all pages.
3. Alongwith the Technical bid of tender, EMD for Rs.10,000/- in the form of DD drawn in favour of MMTC Limited , Visakhapatnam shall be submitted . Tenders not accompanying by EMD shall be rejected. The EMD of the successful tenderer will be converted into security deposit and will be payable within a month after expiry of the contract. The EMD will not carry any interest . The EMD of unsuccessful tenderers shall be refunded to them within two months.

Signature of tenderer

4.MMTC reserves the right to reject any or all offers received and may cancel the tender at its discretion without assigning any reason thereof.

Interested parties may send their offer in accordance with the above, in a sealed cover duly superscribing” TENDER FOR SECURITY PERSONNEL” and addressed to Sri J.K.Rao, Sr.Manager(Admn.) , MMTC Limited, MMTC Bhavan, Regional Office, Visakhapatnam,Port Area,-530035. duly dropped in the tender box provided at Ist. Floor of MMTC Bhavan on or before 15 hrs on 25.03.2014.

Any queries with respect to above tender shall be enquired with Sr Manager (Admn) at tel no. 2562108

The bidders shall affix their signature on all tender pages & certificates without fail.

All the offers received within the stipulated date and time will be opened on the same date at 16.00 hrs.. Interested bidders may present themselves for witnessing the same.

Signature of Tenderer

PROFORMA FOR PRICE BID :-

	Armed Security Guard. 2 persons for 12 hours shift (Rs.)	Un-armed Security Guard 1 persons for 12 hours shift.& 4 persons for 08 hours shift (Rs.)
Consolidated Charges per month		/

Signature of Tender participant with seal

TECHNICAL BID

ANNEXURE-A

TERMS AND CONDITIONS.

1.The security agency shall engage 1) 01 Un-Armed security and 02 Armed personnel at RO-Visakhapatnam & 04 Un-Armed security at SRO-Kakinada per day and provide security services to the full satisfaction of the organization. The agency shall provide one un-armed security guard during day-time i.e. from 06.00 hrs. to 18.00 hrs and two armed security guard each during day and night to RO-Visakhapatnam. For SRO-Kakinada, one un-armed security guard each during first shift, second shift & third shift at warehouse and one un-armed security guard to SRO-Kakinada office from 09.30 hrs. to 17.30 hrs. The details time table are given below..

2.TIME TABLE UN-ARMED SECURITY GUARD (RO-VISAKHAPATNAM)

DAY-TIME 06.00 HRS to- 18.00 HRS

ARMED SECURITY GUARD

DAY 07.00 HRS to- 19.00 HRS.

NIGHT 19.00 HRS to- 07.00 HRS.

TIME TABLE UN-ARMED SECURITY GUARD (KAKINADA/WAREHOUSE)

FIRST SHIFT 06.00 HRS to- 14.00 HRS

SECOND SHIFT 14.00 HRS TO- 22.00 HRS

THIRD SHIFT 22.00 HRS TO- 06.00 HRS

TIME TABLE UN-ARMED SECURITY GUARD (KAKINADA/OFFICE)

DAY-TIME 09.30 HRS TO- 17.30 HRS.

3.The security agency will arrange for surprise inspection of the premises, minimum times in a month to ensure that the security personnel deployed are alert at all time.

4.. The office will pay the bills in this regard on monthly basis. Such bills shall be submitted by the security agency before 5th of the succeeding calendar month which shall be cleared by the office within 5 working days subject to satisfactory performance of the duties assigned.

5.The security agency shall engage its own security personnel for providing security/watch and ward services to the organization. The security agency shall suitably instruct the security personnel and ensure that 1) they don't divulge or make

Signature of tender
participant with seal

known any information on trust, accounts, office matters, transactions or business affairs handled by MMTC to any person/persons/organizations which may be detrimental to or jeopardize the interest of MMTC & 2) they don't involve themselves in any activities which are likely to affect the interest of MMTC office/organization and shall maintain high order of trust and confidence at all times.

6. It is specially agreed that there will be no relationship of master and servant between MMTC and security agency or between the MMTC and the security personnel engaged by the security agency. The security personnel engaged by the security agency will have no right or claim of whatsoever nature against MMTC.,
7. The security agency shall provide all necessary amenities/liveries to the security personnel such as uniform, shoes, stockings, raincoats, whistles, lathis, torchlights, winter clothings etc. and the guard will use them while on duty. The security personnel on duty shall wear proper uniform as provided by the security agency.
8. The security agency shall follow and abide by the legal formalities including the employment and working conditions of the security personnel engaged by them. The agency shall also comply with all statutory obligations such as payment of EPF, ESIC, AETS , payment of wages Act etc., The agency shall also comply Contract labour regulation and abolition act and all other provisions of labour laws as may be applicable from time to time.
9. The security agency shall maintain records as required under various statutes such as payment of wages act, central labour act, workmen compensation act, ESI act EPF act and any other similar act in force for the period of operation of the services of the security agency with MMTC. The security agency shall obtain necessary permission, licence and make necessary deposits as may be required from time to time in this regards at their own cost to the statutory authorities. The security agency shall also forward every month to MMTC copies of challan alongwith a statement of proof of deposit of EPF and ESI contributions in respect of all the security personnel engaged by the security agency with MMTC limited.

Signature of tender
participant with seal

10. The security guards provided by the agency shall be physically fit shall have minimum educational qualifications, shall preferable be conversant with the minimum of telugu,hindi and English and should be trained in the industrial security, fire –fighting,first-aid etc. and should have knowledge on all such qualifications as are required for security personnel.
11. The armed security guards/Gunman should possess a valid licence from the appropriate government authorities towards possession/renewal of weapons.
12. The security agency shall remove and replace any of the security personnel on whom the organization loses confidence and/or considers not suitable for any reason whatsoever and the organization need not disclose the reason for such contingency.

THE DUTIES OF SECURITY PERSONNEL IN GENERAL ARE:-

13. Regular checking, recording and reporting as applicable in respect of incoming and outgoing personnel including visitors etc.
14. Security of property, building, plants, technical equipments, vehicles, show-room, gold chest and other adjoining and annexes existing within the office premises.
15. Restricting the entry of unauthorized persons into the office premises.
16. Keeping vigil on such information which is vital from the point of security of the premises and reporting the same to management in time.
17. Performing any other duty that may be assigned from time to time by the management .
18. Receipt of postal /courier dak at the office premises during closed holidays. The same is to be handed over to the earmarked official on the immediate next working day.
19. Keeping a record of vehicles of customers and employees and inform MMTC authorities of any doubtful circumstance in this regard.
20. Ensuring that no official equipment / machinery/furniture/aircondition etc. are not taken out of the building premises without proper official authorization.
21. Security guards posted at warehouses should be alert at all times and guard the ware house premises as also the cargo/materials existing therein in a meticulous manner and report to the management any incidence such as theft, damage and convey any relevant/important information to the assigned of MMTC. At Kakinada warehouse, the in and out movement of trucks to be recorded without fail.

Signature of tender
participant with seal

ARMED SECURITY GUARD / GUNMAN.

22. The gunman deployed with weapon should be vigilant to guard the entire office premises, the building with its paraphernalia and ensure total night security to prevent intrusion of unwanted elements and entry of unauthorized persons into the office. He should take all precautions, preventive measures in this direction for ensuring utmost care and total safety and security of the premises and the building and its annexes.
23. In case of any theft, pilferage suffered by MMTC during the tenure of the services of the security agency shall be liable to reimburse in full to a minimum of 100% charges, if it is proved that the theft/loss is the result of negligence of the security personnel after through investigation conducted jointly by MMTC Limited and the security agency.
24. The security agency shall deposit **one month of their payment** as security deposit immediately after award of contract.
25. MMTC Limited reserves the right to award a contract to any other security agency or any person or persons or to their employees directly at its discretion in addition to or as replacement to the services of the security agency by giving one month advance notice without paying any compensation to the security agency.
26. The security guards provided by the security agency shall perform their duties punctually with due diligence and perform all such duties as are required by them. They shall also comply with the instruction given to them by their concerned officers from MMTC from time to time.
27. The security agency shall be fully responsible for any liability arising under the Workmen' Compensation Act/ESI act or for any accident or injury caused to the security personnel provided by the agency and MMTC shall not be responsible for the same. The security agency shall also be responsible for any liability arising under PF act or contract labour (Regulation & Abolition) act or any other acts applicable in respect of the persons provided to the MMTC by them. In the event of the organization made liable or is made to pay any amount or to pay any such claim or demand for any reason, MMTC shall be entitled to adjust the same from the bills payable to the security agency or from any such dues by the organization to the security agency or otherwise the security agency shall reimburse such amount together with all legal expenses with 18% interest to the organization. The security agency shall fully indemnify the organization from the claims of the aforesaid nature.

Signature of tender
participant with seal

28. MMTC Limited has no obligation/liability to pay any additional amount or compensation for engaging any security guard(s) or any other employee by the security agency. Salary and any other liability including EPF and ESIC if any and all other expenditure connected there to shall be borne by the security agency and be paid by them.
29. It is the responsibility of the security agency to ensure alternate arrangement in case any security person does not turn up on time or fall sick. If the security agency fails to provide security personnel in any shift for any reason, or if the same person continues for the next shift the security agency shall be liable to pay a penalty of Rs.500/- per security person per shift to MMTC Limited.
30. MMTC has the right to terminate the agreement with the security agency by giving one month's notice.
31. The security agency will be responsible for successful completion of the contract and in the event of breach of any of the terms or conditions of this agreement, MMTC shall be at liberty to terminate the agreement forthwith without any notice and without any compensation.
32. The age of the security personnel shall normally be maximum 50 years.
33. The period of contract shall be initially for a period of one year from the date of agreement in this regard.
34. The management reserves the right to extend the contract for further period of one year at its discretion.
35. Any clarifications/disputes arising out of or relating to any points or clauses of this agreement including interpretation of terms if any shall be resolved through joint discussion of the authorized representative(s) of both the parties. However, the decision(s) of the General Manager, MMTC Limited, Visakhapatnam, would be final and binding.

Signature of tender
participant with seal

36. All the tender documents to be signed by the tender participant.
37. The tender participant is required to submit copy of the following documents along with the technical bid.
- a). Copy of the Registration certificate of firm.
 - b). Copy of the Service Tax Registration Certificate.
 - c). Copy of the PAN
 - d). Copy of the VAT
 - e). Copy of the Work experience certificate
 - f). EMD amount of Rs.10,000/- in the form of DD in favour of MMTC Limited, payable at any nationalized bank, Visakhapatnam.
 - g) Bank Particulars

Signature of tender
participant with seal