



उप-क्षेत्रीय कार्यालय, कर्मचारी राज्य बीमा निगम, नाशिक
Sub Regional Office, E.S.I Corporation, Nasik
पंचदीप भवन, एम.आई.डी.सी एरिया, प्लॉट नं पी/4, त्रिंबक रोड, सातपुर, नाशिक- 07
Panchdeep Bhavan, MIDC Area Plot No. P-4, Triambak Road, Satpur Nasik-07
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TENDER FORMS

1.TENDER NOTICE FOR PROVIDING SECURITY SERVICES

Sealed quotations under two bid system (Technical Bid & Financial Bid) are invited from reputed, registered, professional security agencies having experience of at least three years of providing security services in Central Government / State Government Departments, Public or Private Sector Companies / Undertaking Autonomous Bodies for providing round- the-clock security services in the ESI Corporation, Nasik on contract basis for a period two years under two bid systems.

Prescribed Tender documents containing Terms and Conditions can be obtained in person on submission of written request along with demand draft of Rs. 250/- (non-refundable) in favour of “**ESIC Fund Account No.1**” from the Joint Director (General Branch), Sub Regional Office, ESI Corporation, Nasik office on all working days except Saturday/Sunday / Public holidays between 10:00AM to 06:00 PM up to 05/11/2014 at above address. The Tender Documents can also be down loaded from the website www.esicmaharashtra.gov.in The bidder who download Tender form from website shall enclose the requisite **Tender cost of Rs. 250/-** in the form of demand draft / Pay order in favour of “**ESIC Fund Account No.1**” at the time of submitting the Tenders. Sealed Tenders duly filled in along with **Earnest Money of Rs. 20,000/- (Rs. Twenty thousand only)** in the form of demand draft issued by any nationalized bank should be dropped along with bid in Tender Box kept in the Sub Regional Office, ESI Corporation, Nasik from **10:00 AM to 03:00 PM between 21-10-2014 to 06-11-2014**. Technical bids of the Tender will be opened on **06-11-2014 at 4:00 PM** in the presence of the Bidders or their authorized representatives who may wish to be present. The Joint Director I/c, ESI Corporation, Nasik reserve the right to accept or reject any / all Tenders without assigning any reason whatsoever.

2. GENERAL INSTRUCTIONS TO BIDDERS

The tender is being invited for Security Services under which the contractor shall provide preferably Ex-Serviceman personnel to safeguard ESIC Sub Regional Office Nasik properties (i.e. building, equipments, materials) and staff working in ESIC Sub Regional Office, Nasik including prevent trespassing with/without arms, perform watch an ward functions including night patrol on the various points and to prevent the entry of stray dogs and cattle and anti-social elements, unauthorized persons and vehicles inside the campus of Sub Regional Office. monitoring and surveillance of the premises.

The bids should be submitted in two separate covers. First envelope will cover “Technical Bid in the format Annexure –II, along with EMD and other documents. Second envelope will cover “Financial Bid” as per Annexure -VII should be sealed in separate envelope. Both envelope super scribed as “Technical Bid “ and “Financial Bid” on respective envelope and then both envelope should be sealed in third envelope and super scribed as “ Bid for providing Security guards at ESIC-SRO Nasik”.

3. ELIGIBLE CRITERIA AND QUALIFICATION FOR BIDDERS:-

- The Agency should have during the last two years at least three running contract and must have experience of handling the work in reputed organisation including Govt., & Public Sector for At least 3 years. A certificate of satisfactory performance from such clients is also to be submitted.
- Certified copy of IT return for last 03 years also to be attached.
- The Agency must be registered with the following statutory authorities and also to furnish self attested copies of the documents:-

- i) ESI, EPF, Income Tax & Service Tax
- ii) Contract labour (R&A) Act, 1970.
- iii) Private Security Agency Act, 2005 of the State of Maharashtra/Authority
- iv) Director General Resettlement, New Delhi.(desirable)
- v) Any other registration which is mandatory for running such agency prescribed by the concerned authority from time to time.
- vi) All the column in financial Bid are to be filled up in terms of Rupees and not in kind. The rates to be based on Monthly Rates and not in daily rates.
- vii) The Bidder, to qualify for the award of contract, shall submit a written power of attorney authorizing the signatories of the bid to participate in the bid.
- viii). The bidder shall furnish full details of his Agency / Firm or, if the bidder is proprietor / partnership or a Private Limited Company, full details of ownership and name of the directors.
- ix) Bidders must have PAN card No. under the Income Tax Act.
- x) Bidder must submit copies of all documents asked for in this tender, duly self attested, along with technical bid of the tender.

4. TENDER DOCUMENTS:-

The Tender document comprises of:

- a) Notice of Invitation of Tender.
- b) Terms and Conditions. (Annexure-I)
- c) Tender form for providing security services (Annexure-II)
- d) Scope of Work (Annexure-III)
- e) Check list for Pre-qualification Bid (Annexure-IV)
- f) Check list for Technical Evaluation (Annexure-V)
- g) Undertaking (Annexure-VI)
- h) Financial Bid (Annexure – VII)
- i) Pre-receipt to be used for refund of Earnest Money (Annexure VIII)

4.1. The bidder is expected to examine all Instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of his bid.

4.2. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender document.

5. BID PRICES:-

- a. Bidder shall quote in the price bid, rates of wages for security personnel not less than the minimum wages as per current rates by giving break up of basic wages, including VDA, allowances, relieving charges, other statutory liabilities as applicable & service charges etc. The prospective bidders who do not meet the statutory requirements are liable to be rejected.
- b. Conditional bids/offers will summarily be rejected.

6. DURATION OF CONTRACT:-

The contract shall be valid for two years subject to review after one year for satisfactory performance. The Joint Director I/c, ESI Corporation, Nasik reserves the right to curtail or to extend the validity of contract for further period on the same terms and conditions.

7. BID SECURITY:-

- a. Any Tender not accompanied by **Bid Security / Earnest Money Deposit of Rs.20,000/-** shall be rejected.
- b. Bid securities of the unsuccessful bidders will be returned to them at the earliest without interest.
- c. Bid Security shall be forfeited if the bidder withdraws his bid during the period of Tender validity.
- d. Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to deposit the security deposit within the time frame specified i.e. within a fortnight of award of contract which can be extended by the Joint Director I/c, ESI Corporation, Nasik up to a maximum of further two weeks on the written request of successful bidder.

8. TECHNICAL BID: The agency should submit the technical bid in prescribed form (Annexure-II) along with documents required as per Para-3 of tender form and also submit the following documents-

- a. Earnest Money Deposit for an amount of **Rs. 20,000/-** in the form of an Account Payee Demand Draft, drawn in favour of **ESIC Fund Account No. 1** payable at Nasik issued by any Nationalized/Commercial Bank.
- b. Self attested copy of PAN No. card under Income Tax Act;
- c. Self attested copy of Service Tax Registration Number;
- d. Self attested copy of Registration No. of the Agency/Firm/Company in regard to ownership.
- e. Self attested copy of the labour License issued under Contract Labour (R&A) Act 1970, valid as on 31.3.2015 for Security Services.
- f. Self attested copy of Provident Fund Registration Number;
- g. Self attested copy of ESI Registration Number along with copy latest return filed.
- h. Proof of Annual turnovers duly certified by the Chartered Accountant during last three financial years 2011-12, 2012-13 and 2013-14.

9. FINANCIAL BID:-

The bidders should submit the financial bid in prescribed proforma as per Annexure VII in separate envelope.

10. BIDS OPENING

- a. The Technical Bid will be opened by a Tender Opening Committee in the presence of the Bidders or of their representatives who may wish to be present at scheduled time.
- b. The Financial Bid will be opened on same day in respect of Bidders who qualify for Technical Bid.

11. AWARD OF CONTRACT

- a. The Joint Director I/c, ESI Corporation -Nasik will award the contract to the successful evaluated bidder whose bid found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.

- b. In case more than one price bid quoting the same rates are received, the award of the contract will be decided on the basis of evaluation by committee constituted by the Joint Director I/c, ESI Corporation, Nasik. The committee shall decide after verifying the premises, infrastructure, training facility and years of experience etc.
- c. The successful bidder will be informed by Registered post that his bid has been accepted (hereinafter and in the condition of contract called the “**Letter of Award**”)
- d. The successful bidder will be required to execute an agreement within a period of 2 weeks from the date of issue of Letter of Award until extended by the Joint Director I/c, ESI Corporation, Nasik up to a maximum of another two weeks.
- e. The successful bidder shall be required to furnish a **Performance Security** within 15 days of receipt of “Letter of Award” for an amount of **Rs. 50,000/- (Rs Fifty Thousand only)** in the form of an Account Payee Demand Draft issued from any Nationalized /Commercial Bank., in favour of “**ESIC Fund Account No. 1**”. The successful bidder can also apportion the Earnest Money towards the security deposit subject to payment of the balance amount. The Performance Security / Security Deposit shall be returned within two months after the expiry of contract and completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall stand automatically extended.
- f. Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of Bid Security/EMD.
- g. Contractor shall provide uniformed and trained personnel and use its best endeavor to provide Security services to the ESI Corporation for providing safety, monitoring and surveillance. (DGR Rates quoted for Ex-Serviceman Security Guards will include basic wages, including VDA, break up of allowances, relieving charges, other statutory liabilities service charges and Service Tax etc.). The agency will quote the rates for per shift of eight hours per person per day. In case of revision in wage structure of Ex-Serviceman Guards by the Director General Resettlement, Government of India, the incremental wages as applicable, will be payable on being claimed by the Bidders).
- h. The offers/bids which are not in consonance of Minimum Wages Act and any other Labour laws will be treated as invalid.
- i. At present about 06 guards are required to be deployed, however their requirement may vary from time to time. The strength of the Security Personnel can be increased or decreased at any stage depending upon the actual requirements by the Sub Regional Office, Nasik.
- j. All the columns shall be clearly filled in ink legibly or typed. The Bidders should quote the rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the Bidders shall disqualify the tender. The Bidders shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection.

TERMS & CONDITIONS FOR PROVIDING SECURITY SERVICES

1. The security guard provided shall be the employees of the Contractor and all statutory liabilities will be paid by the contractor such as ESI, PF, Minimum wages, Bonus etc. The list of security guard going to be deployed shall be made available to the ESIC and if any change is required on part of the ESIC fresh list of security guard shall be made available by the agency after each and every change.
2. The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under various laws such as Private Security Agencies(Regulation) Act, 2005 and Private Security Agencies (Regulation) Rules, Minimum Wages Act, Contract Labour (Regulation and Abolition) Act 1970. EPF Act, ESI Act, Bonus Act and various other Acts as applicable in the State of Maharashtra from time to time with regard to the personnel engaged by the contractor.
3. The antecedents of security staff deployed shall be got verified by the Bidders from local police authorities and an undertaking in this regard to be submitted to the ESIC Administration. The Bidders shall submit copies of the discharge books of ex-servicemen to ESIC administration, before their deployment.
4. The Contractor will maintain an attendance register in which day to day deployment of personnel will be entered. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown. The register shall remain available round the clock for inspection by the authorized representatives of the ESI Corporation, Nasik.
5. The contractor should ensure correct & effective performance of the security services in accordance with the prevailing assignment instructions agreed upon between the two parties. The security personnel shall ensure that there is no unidentified/ unclaimed/ suspicious objects/person should enter in the ESIC buildings/premises. The vehicles that enter into the premises must be identified, noted in the register and parked at designated places. Trolley mirrors will be used for the inspection of four wheelers/other vehicles. Assistant Security Officer must organize surprise visits (during day and night) to check the alertness and attentiveness of the security guards.
6. The Contractor and its staff shall take proper and reasonable precautions to prevent loss, destruction, waste or misuse the areas of the ESI Corporation premises.
7. The contractor shall have his own Establishment/Set up/Mechanism to provide training of guards to ensure correct and satisfactory performance of his duties and responsibilities under the contract.
8. That in the event of any loss occasioned to the ESI Corporation as a result of any lapse on the part of the contractor as may be established after an inquiry conducted by the ESI Corporation, such loss will be made good from the amount payable to the Bidders. The decision of the Joint Director I/c in this regard will be final and binding on the agency.
9. The contractor shall do and perform all such Security services, acts, matters and things connected with the administration, superintendence and conduct of the arrangements as per the directions enumerated herein and in accordance with such directions, which the ESI Corporation may issue from time to time and which have been mutually agreed upon between the two parties.
10. The ESI Corporation shall have the right, within reason, to have any person removed that is considered to be undesirable or otherwise and similarly Contractor reserves the right to change the staff with prior intimation to the Joint Director I/c , ESI Corporation, Nasik.
11. The contractor shall be responsible to protect all properties and equipments of the ESI Corporation entrusted to it. Any damage or loss caused by contractor's persons to the ESI Corporation in whatever form would be recovered from the contractor.
12. The personnel engaged by the contractor shall be smartly dressed in neat and clean uniform and are required to

display photo identity cards, failing which it will invite a penalty of Rs.500/- on each occasion. The penalty on this account shall be deducted from the Contractor's bills.

13. The personnel engaged should be of robust physique and project an image of utmost discipline. They have to be extremely courteous with pleasant mannerism in dealing with the Staff/Officers/Visitors. The ESI Corporation shall have right to have any person removed in case the security personnel is not performing the job satisfactorily. The contractor shall have to arrange the suitable replacement in all such cases.
14. The eight hours shift will normally commence from 6.00 AM to 2.00 PM, 2.00 PM to 10.00 PM and 10.00 PM to 6.00 AM. But the timings of the shift are changeable and can be fixed by the ESI Corporation from time to time depending upon the requirements. Prolonged duty hours (more than 8 hrs. at a stretch) shall not be allowed. No payment shall be made by the ESI Corporation for double duty, if any.
15. The security guards deployed by the Contractor shall work under overall supervision & direction of the ESI Corporation administration. The ESIC administration shall specify the services of guards to be obtained in each shift. The payment would be made on monthly basis for actual shifts manned/operated by the personnel supplied by the contractor and based on the attendance sheets duly verified by the Caretaker of the ESI Corporation and other supporting documents. No other claim on whatever account shall be entertained by the ESI Corporation. The Contractor will ensure that workers engaged by him must receive their entitled wages on time. In view of this, the following procedure will be adopted.
 - a. Contractor shall pay their entitled wages on the last day of month. It shall not be linked to the payment of the bill.
 - b. Payment to such workers must be made by the contractor in the bank account through ECS/NEFT. Under no circumstances payments will be made in cash. To ensure this, service providers will get a bank account opened for every engaged worker.
 - c. The service provider must ensure that entitled wages of the workers are credited to their bank account on the last working day of the month. Service provider will not be given any relaxation in this matter.
 - d. While submitting the bill for the next month, the services provider must file a certificate certifying the following along with copy of form 7 of ESIC
 - i) Wages of workers were credited to their bank accounts on _____ (date)
 - ii) ESI Contribution relating to workers amounting to Rs. _____ was deposited on _____ (date) (copy of form 7 and the challan enclosed)
 - iii) EPF Contribution relating to workers amounting to Rs. _____ was deposited on _____ (date) (copy of the Challan enclosed)
 - iv) We are complying with all statutory Labour Laws including Minimum Wage Act.
 - e. The contractor should submit the bill in accordance with the above time schedule. In case, he fails to submit the bill in time, even then he has to make the payment to the workers on the last working day.
 - f. The contractor shall compulsorily issue the salary slip to every security guard duly indicating the salary particulars and deductions.
16. The Sub Regional Office will brief the contractor about the security perception and its sensitivity to the personnel to be deployed by the contractor under the contract 2 to 3 days prior to the commencement of Contract and this period will not be counted as shift manned by contractor's personnel for the purpose of payment under the contract.
17. (a) In case any of contractor's personnel(s) deployed under the contract is (are) absent, a penalty equal to (double) the wages of number of guards/supervisors absent on that particular day shall be levied by the Corporation and the same shall be deducted from the contractor's bills.

- (b) In case any of contractor's personnel deployed under the contract fails to report in time and contractor is unable to provide suitable substitute in time for the same it will be treated as absence and penalty of Rs. 500/- per vacant point per shift be deducted from the contractors bill.
- (c) In case any public complaint is received attributable to misconduct/misbehavior of contractor's personnel, & is assessed as true by Corporation administration, a penalty of Rs.500/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Besides the Security Guard found involved in the incident shall be removed from the ESI Corporation immediately.
- (d) In case the contractor fails to commence/execute the work as stipulated in the agreement or gives unsatisfactory performance or does not meet the statutory requirements of the contract, ESI Corporation reserves the right to impose the penalty as detailed below:-
- i) 1% of annual cost of order/agreement per week, up to four weeks delays.
 - ii) After four weeks delay the ESI Corporation reserves the right to cancel the contract and withhold the agreement and get this job carried out from other contractor(s) in open market. The difference, if any, will be recovered from the defaulter contractor and his earnest money/security deposit may also be forfeited.
18. The contractor shall ensure that its personnel do not, at any time, without the consent of the ESI Corporation in writing, divulge or make known any trust, accounts matter or transaction undertaken or handled by the ESI Corporation and shall not disclose any information about the affairs of ESI Corporation. This clause does not apply to the information, which becomes public knowledge.
19. In the event of any breach/violation or contravention of any terms and conditions contained herein by the Contractor, the Security Deposit of the Agency shall stand forfeited.
20. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines. The concerned contractor's personnel shall attend the court as and when required.
- 21. Force Majeure:** If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to, if any, or seven days, whichever is more, either party may at its option terminate the contract.
22. If the contractor is a Registered Company / partnership of two or more persons, all such persons shall be jointly and severally liable to the ESI Corporation for the fulfillment of the terms of the contract. Such persons shall designate one of them to act as authorized signatory with authority to sign. The Company / partnership shall not be altered without the approval of the ESI Corporation.
23. During the course of contract, if any contractor's personnel are found to be indulging in any corrupt practices or causing any loss of property in the ESI Corporation, the Regional Director/Joint Director I/c, ESI Corporation, Nasik shall be entitled to terminate the contract forthwith duly forfeiting the contractor's Performance Guarantee (Security Deposit).
24. The contractor shall not engage any such sub contractor or transfer the contract to any other person in any manner.
25. The contractor shall indemnify and hold the ESI Corporation harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the contractor.

26. The bidder should submit attested copy of registration for security services only under the Contract Labour (R&A) Act 1970 valid as on 31.3.2015.
27. The security agency shall not employ any person below the age of 18 yrs. and above the age of 55 yrs. Manpower so engaged should be trained for providing security services and fire fighting services.
28. The bidder shall ensure to provide female security guards also on need basis.
29. The bidder shall get guards and supervisors screened for visual, hearing, gross physical defects and contagious diseases and will provide a certificate to this effect for each personnel deployed. ESI Corporation will be at liberty to get anybody re-examined in case of any doubt. Only physically fit personnel shall be deployed for duty.
30. Security staff engaged by the contractor shall not take part in any staff union and association activities at ESIC Premises.
31. The contractor shall bear all the expenses incurred on the following items i.e. Provision of torches and cells, lathis / ballams and other implements to security staff, stationary for writing duty charts and registers at security check points and records keeping as per requirements.
32. The ESI Corporation shall not be responsible for providing residential accommodation to any of the employee of the contractor.
33. The ESI Corporation shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract.
34. If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by the ESI Corporation from the agency.
35. If any underpayment is discovered, the amount shall be duly paid to the agency by the ESI Corporation.
36. The bidder shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over when ever required by the ESI Corporation etc.
37. The bidder will have to enclose the proof / copies of the challans showing payment of statutory dues for the previous month along with monthly bills.
38. The bidder should have it own supervisory and quick response team in Nasik to deal with emergent situations.
39. OBLIGATIONS OF THE CONTRACTOR:

The bidder shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The bidder shall submit copies of acknowledgments evidencing filing of returns every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise. The contractor shall also comply with all applicable statutory liabilities such as labour laws etc.

40. DISPUTE RESOLUTION

- (a) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorized representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Joint Director I/c, ESI Corporation, Nasik
- (b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.

(c) The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceedings and currency of contract, the Contractor shall not be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Mumbai/Nasik only.

41. JURISDICTION OF COURT:- The courts at Nasik shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

TECHNICAL BID FORM FOR PROVIDING SECURITY SERVICES IN ESI CORPORATION

1. Names & address of Regd. Office/
Head Office/ Branch Office of
Company/firm/Agency in Nasik
Telephone Nos/
Mobile No
E-mail
2. Registration No. Company/firm/
Agency in regard to ownership
- Name, Designation, Address
and Telephone No./Mobile No. of
Authorized person.
- 3 Please specify as to whether
Bidders is sole proprietor/
Partnership firm/Private or Limited
Company.
- 4 Name, Address and
Telephone No. & Mobile No. of Directors/partners (please attach separate sheet.)
- 5 PAN card No issued by
Income Tax. _
- 6 Provident Fund Account No.
- 7 ESI Code Number:
- 8 Service Tax No:
9. Registration No. under
PSA(Regulation) Act 2005
10. Registration No./Licence number Under Contract Labour (R&A)
Act1970, for providing security services only, through contract
workers valid as on 31.7.2014
11. . Details of Bid Security/Earnest Money deposit:
- (a) Amount:
- (b) Demand Draft/ Pay Order /
Banker Cheque No.
- (c) Date of issue:
- (d) Name of issuing Bank:

12 Any other information: _____

13 Declaration by the bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature of the Bidder
(Name and Address of the Bidder) _____

Telephone No. _____

SCOPE OF WORK OF THE SECURITY AGENCY

The contractor shall have to provide round-the-clock security services in the ESI Corporation, Sub Regional Office Nasik. The agency shall ensure protection of the personnel & property of the Corporation, prevent trespass with/without arms, perform watch and ward functions including night patrol on the various points and to prevent the entry of stray dogs and cattle and anti-social elements, unauthorized persons and vehicle inside the campus of the ESI Corporation, Nasik.

DUTIES AND RESPONSIBILITIES OF SECURITY STAFF

1. The Security Agency will be responsible for overall security arrangements of the ESIC Office covered in the contract.
2. Security Agency will ensure that all instructions of the administration are strictly followed and there is no lapse of any kind
3. No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract or authorized by the ESI Corporation for in-out movement of stores. The specimen signatures and telephone numbers of the above stated officers will be available with the Security personnel.
4. Deployment of Guards/Gunmen/Security Supervisors will be as per the instructions of the authorities of the ESI Corporation from time to time and the security agency will be responsible for their optimum utilization.
5. Security personnel deployed in the premises on holidays and Sundays will be assessed as per actual requirement and the number of personnel will be suitably reduced.
6. The Security Supervisor/Guard will also take round of all the important and sensitive points of the premises as specified by the ESI Corporation.
7. Security personnel shall also ensure door keeping duties.
8. The Security Guards should also have knowledge and should be well versed with the operation and usage of Security Checking Equipments.
9. The Guards on duty will also take care of vehicles, scooters/motor cycles/bicycles parked in the parking sites located within the premises of the ESI Corporation.
10. Entry of the street-dogs and stray cattle into the premises is to be prevented. They should be at once driven out.
11. The Guards on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed in the open all over the premises.
12. It should be ensured that flower plants, trees and grassy lawns are not damaged either by the staff or by the outsiders or by stray cattle.
13. The Security Guards/Supervisors should be trained to extinguish fire with the help of fire extinguishers and other fire fighting material available on the spot. They will also help the fire fighting staff in extinguishing the fire or in any other natural calamities.
14. In emergent situations, security staff/supervisor/Assistant Security Officer deployed shall also participate as per their role defined in the disaster plan, if any, of the ESI Corporation. Security personnel should be sensitized for their role in such situations.
15. The Security Supervisor/Guards are required to display mature behavior, especially towards female staff, female visitors, patients and elderly.
16. The Security Guard on duty shall not leave the premises until his reliever reports for duty.

17. The Security personnel must watch that there is no un-identified/unclaimed/suspicious objects/person in the Building/Premises
18. The vehicles that enter into the premises must be identified, noted in the register and parked at designated places. Trolley mirror, wherever required may be provided for the inspection of four wheelers/other vehicles.
19. The visitor should be allowed inside the office building, only with proper passes to be issued by the reception personnel including entry in visitor's Register. The pass should be returned to the reception personnel with signature of the officer who has been visited and departure time of the visitor. Visitor include retired staff and officers and of branch offices visiting Sub Regional Office.
20. Office files/papers/equipment or machinery may be allowed to take out of the building only with proper gate pass under the signature of competent authority.
21. Any other duties/responsibilities assigned by the ESI Corporation Administration may be incorporated in the agreement. The same shall also be binding on the contractor.
22. The present requirement of Security personnel are as follows:

S.No	Designation	No. of persons required
1	Security supervisor	0
2.	Security guards	5
However the number of security guard can be enhanced/curtailed on the basis of requirement.		

CHECK-LIST FOR PRE-QUALIFICATION BID FOR SECURITY SERVICES

1. Earnest Money Rs 20000/-& Cost of tender form Rs 250/-(if form is downloaded.) Both Demand Draft is payable in favour of ESIC fund A/c No.1.
2. One self-attested recent passport size photograph of the Authorized person of the firm/agency, with name, designation, address and office telephone numbers. If the bidder is a partnership firm/private or limited company, name, designation, address and office telephone numbers of partners/ Directors also.
3. Undertaking on a letter head (as per format prescribed in Annexure-V).
4. Self-attested copy of the PAN card issued by the Income Tax Department.
5. Self attested copy of Service Tax Registration No.
6. Self-attested copy of ISO Certificate if available .
7. Self attested copy of valid Registration number of the Sole Proprietor/firm/agency/ company in regard to ownership.
8. Self attested copy of the License number under Contract Labour (R&A) Act 1970, valid as on **31.3..2016**. for providing security services .
9. Self attested copy of Provident Fund Registration number.
10. Self attested copy of ESI Registration No.
11. Proof of experiences of three years as on **31.3.2014** specified in clause 2.(a) of the tender document along with satisfactory performance certificates from the concerned employers.
12. Audited Balance sheet, P & L Account /Income Expenditure statement of financial years 2011-12, 2012-13 and 2013-14 duly certified by the Chartered Accountant.
13. Copy of a license under Private Security Agencies (Regulation) Act 2005 and Private security Agencies (Regulation) Rules as applicable in Maharashtra.
14. Any other documents, if required.

Signature of the Bidder

(Name and Address of the Bidder)

Telephone No

CHECKLIST FOR TECHNICAL EVALUATION

1. Average annual Turnover during three financial years i.e.2011-12, 2012-13 and 2013-14 duly certified by the Chartered Accountant.
2. Manpower on roll (as on 30/09/2014):
3. Experience of running Security services (in years)
4. No. of Supervisory staff and Ex- Servicemen/civilian guard on roll (as on 30/09/2014).

Ex-Servicemen/civilian Guards =

Supervisory Staff =

Note: Photocopies of all necessary documents duly self attested must be attached for verification of the information provided.

Signature of the Bidder
(Name and Address of the Bidder)

Telephone No./Mobile No

(TO BE TYPED ON A LETTER HEAD OF THE SECURITY AGENCY)

UNDERTAKING

To
The Joint Director I/c
Sub Regional Office,
ESI Corporation,P-4 Panchdeep Bhawan
Satpur, Nasik-422007

SUBJECT: TENDER FOR PROVIDING SECURITY SERVICES

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We abide by the provisions of DGR rates/ Minimum Wages Act, **Private Security Agencies (Regulation) Act 2005 and Private Security Agencies (Regulation) Rules**, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI Act, Bonus, Gratuity, Leave, relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time in State of Maharashtra. I/We will pay the wages to the personnel deployed as per DGR rates/ Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.
4. I/We do hereby undertake that complete security of the ESI Corporation SRO Nasik premises shall be ensured by our Security Agency, as well as any other assignment considered by the ESI Corporation,Nasik

Signature:

(Name and Address of the Bidder)

Telephone No./Mobile No.

FINANCIAL BID

(TO BE PUT IN A SEPARATE SEALED ENVELOPE SUPERSCRIBING” Financial Bid FOR SECURITY SERVICES”)

SUMMARY OF RATES

Sr.No.	Particulars	Ex- Servicemen	Civilian
1	Rate per Guard per month		
2	Rate per Supervisor per month		

Detailed Wage Structure may be enclosed.

Note:-

- a. ESIC, EPF contribution and Bonus etc.as per respective Act will be also applicable. Hence such rate shall be quoted accordingly.
- b. The Service charges quoted shall neither be too low to meet incidental expenses like TDS, Cost of torches and Cells, lathi, ballams etc., nor it shall be too high. In case it is found abnormally low or high, the ESIC SRO Nasik reserves the right to reject the same.
- c. In case of monthly rates, per day rate is to be calculated by dividing monthly rate by 26 days.
- d. Firm should quote the amount of taxes and levies in full figures Firm should not quote rate in fraction. The fraction is to be rounded of to next higher rupee i.e. if amount is Rs. 50.12s, it is to be rounded of to Rs.51.00

(Signature of the bidder)

Name & Address (with Seal)

Dated:

ANNEXURE – VIII
(Incase of refund of Earnest Money Deposit)

PRE-RECEIPT

Received Rs. 20000/- (Rupees Twenty thousand only) towards refund of earnest money vide Demand Draft No. _____ dated _____ drawn on _____ deposited for tender published in newspaper dated _____.

(Signature of the Bidder) with stamp.

Revenue Stamp