



**INTERNATIONAL ADVANCED RESEARCH CENTRE
FOR POWDER METALLURGY AND NEW MATERIALS (ARCI)**

Balapur PO, Hyderabad – 500 005, Telangana, India
Tel: 040-24452326 Fax: 040-2444269; Email : stores@arci.res.in
URL: www.arci.res.in

Tender No CL20160177/WO

Date 29.12.2016

<p style="text-align: center;">TENDER DOCUMENT</p> <p style="text-align: center;">PROVIDING OF ROUND-THE-CLOCK SECURITY COVER AT ARCI, BALAPUR, HYDERABAD</p>

Tender Documents	:	Documents can be downloaded from www.arci.res.in
Address for Submission of the Tender	:	International Advanced Research Centre for Powder Metallurgy and New Materials , Balapur Post, Hyderabad – 500 005, Telangana, India
Date of Publication of Tender Notice	:	5 th January 2017
Cost of Tender Document	:	Rs. 1000.00
Last Date for Submission of Tender	:	27 th January 2017
For any enquiry	:	Tel : +91-40-24452326 and +91-40-24452358 and 24452464 Fax No. +91-40-24442699 email : stores@arci.res.in



**INTERNATIONAL ADVANCED RESEARCH CENTRE
FOR POWDER METALLURGY AND NEW MATERIALS (ARCI)**

Balapur PO, Hyderabad – 500 005, Telangana, India
Tel: 040-24452326 Fax: 040-2444269; Email : stores@arci.res.in
URL: www.arci.res.in

TENDER NOTICE

International Advanced Research Centre for Powder Metallurgy and New Materials (ARCI) is an Autonomous Research and Development Centre of Department of Science and Technology (DST), Government of India with main campus at Balapur, Hyderabad and with operations in Chennai and Gurgaon

Service: PROVIDING OF ROUND-THE-CLOCK SECURITY COVER AT ARCI, BALAPUR, HYDERABAD

- Tender Enquiry No: (Case No.) CL20160177/WO date 29.12.2016
- Last date of submission of Tender (Both Technical and Price Bid): 27th January 2017
- Tender document will contain three parts : Part-I: Technical bid. Part-II: EMD and Part-III: Price Bid.
 - a) Part-I: The technical bid should contain documents required in support of fulfilling all the eligibility criteria, certificate of experience, satisfactory performance certificate, undertakings as per instructions, work plan and list of the equipments, tools and tackles required for the job.
 - b) Part-II: Price bid should contain the rates quoted for the services to be provided as per instructions given in price bid schedule.
 - c) Part-III: EMD
- The Services are to be provided at : INTERNATIONAL ADVANCED RESEARCH CENTRE FOR POWDER METALLURGY AND NEW MATERIALS, OPP. BALAPUR VILLAGE, HYDERABAD-500 005

Interested parties are advised to visit the premises at the above address from 9th January 2017 onwards between 10 AM and 5 PM on working days to assess the security requirements and to seek any clarifications

IMPORTANT NOTE: Amendment, Corrigendum if any to this tender document, WILL BE HOSTED ONLY ON ARCI WEBSITE and no separate Press Notification will be issued. Bidders are advised to visit our website regularly to know such details.

DIRECTOR, ARCI

**INSTRUCTIONS TO TENDERERS FOR
SUBMISSION OF TENDERS**

1. GENERAL INSTRUCTIONS :

Director, International Advanced Research Centre for Powder Metallurgy and New Materials (Herein after referred to as the Director) will receive tenders in respect of the work mentioned in the advertisement. Tenders received after the closing date as indicated in the advertisement are liable to be rejected. The Director takes no responsibility for delay, loss or non-receipt of tenders sent by post.

The Director is not bound to accept the lowest or any tender or to assign reasons for non-acceptance of any tender.

The tender shall be submitted in English language only.

Unsealed, unsigned and incomplete tenders or tenders not accompanied by the prescribed Tender Document Fee, EMD and or tenders otherwise considered defective are liable to be rejected.

The Director reserves the right to accept the tender either in whole or in part and the prices quoted by the tenderer shall be deemed to hold good even if the tender is accepted in part by the Director.

Tenders with rates quoted in units different from the ones prescribed in the tender schedule are liable to be rejected.

2. CAPACITY OF THE TENDERER

2.1 Any person signing the tender shall submit documentary evidence that his signature on the tender, submitted by him is legally binding upon himself, his firm or company, as the case may be.

2.2 The tenderer shall produce satisfactory proof that he is financially in a position to fulfill the contractual obligations offered to be undertaken by him. The tenderer shall indicate the name of his banker

Contd...2....

3 TENDERER TO INFORM HIMSELF FULLY

- 3.1 The tenderer is required to carefully examine the documents enclosed and get fully aware himself as to all conditions and matters which may in any way affect the works or the cost thereof, before submitting his offer.
- 3.2 If the tenderer finds any discrepancies, omissions or contradictions in the documents or is in doubt as to the true meaning of any part, he shall at once contact in writing for an interpretation/clarification to the Director.
- 3.3 The tenderer shall however not be entitled to any extension of time for submission of his tender on such account, unless the Director extends the due date.

4. ACQUAINTANCE WITH SITE CONDITIONS & NATURE OF WORK

- 4.1 Tenderers are advised to inspect and examine the work site, its surroundings, nature and scope of the work, requirement of equipment, materials, tools and instruments necessary for the faithful performance of the work before submission of tenders. The tenderer is also advised to obtain all information as to risks, contingencies, responsibilities and other circumstances which might influence or affect his tender. It shall be assumed that the tenderer to have taken into account all conditions and difficulties that may be encountered during progress and performance of the work. All tenders shall be deemed to have complied with these requirements. Failure to do so shall not absolve him of his responsibility about proper execution of contract work. No claims for extra payment due to any special site conditions shall be entertained after acceptance of the tender.

5. STATUTORY OBLIGATION:

- 5.1 The price to be quoted by the tenderer shall include all incidences of taxes, and duties (State Govt./Central Govt.) which may be applicable to the items he is quoting for and wages (not less than the minimum wages) to be paid to the Supervisors/Guards by fulfilling statutory obligations towards payment of Employees Provident Fund, Insurance and ESI etc., and also the obligations to be discharged under Contract Labor (Regulation & Abolition) Act 1970
- 5.2 The tender must be accompanied by earnest money deposit in the form of a demand draft drawn in favor of the Director, ARCI International for an amount of Rs.2,00,000/- (Rupees Two Lakhs only). The EMD shall not earn any interest. If the tenderer, after submitting his tender revises from his offer or modifies the terms and conditions thereof in a manner not acceptable to the

Director, the EMD shall be liable to be forfeited. Tenders not accompanied by EMD shall be liable for rejection. On finalization of the tender and award of work order, the EMD shall be returned to the unsuccessful tenderers. The EMD amount will be adjusted against security deposit in respect of successful tenderer and the difference amount towards security deposit will be paid in the form of Demand Draft drawn in favour of the Director, ARCI. Further a Demand draft for an amount of Rs.1000/- (Rupees one thousand only) drawn in favour of Director, ARCI International towards Tender document fee shall also be enclosed with the Tender document which is non-refundable.

6. SUBMISSION OF TENDER:

The tenders may be submitted either through post or courier or in person to reach ARCI by the due date.

Tenders shall be submitted in three envelopes in a manner mentioned below.

PART-I OF THE TENDER

Part-I of the tender must contain the following :-

- (a) Profile of the security agency detailing the manpower, infrastructure, training facilities available, proposed scheme/plan of operation for providing security services,
- (b) Conditions of the contract, each page duly signed by the tenderer as token of acceptance. If any deviation is proposed by the tenderer, the same must be clearly indicated and enclosed as deviation list but tenders with significant deviations and/or merely enclosing tenderer's printed conditions of their own terms and conditions will make the tender liable for rejection.
- (c) Copy of the price schedule but without mentioning the prices.
- (d) List of major security services works/works executed during the previous five years along with copies of work orders/references and details of contact persons.
- (e) Statement showing the turnover during the past three years supported by balance sheets or Income Tax Returns
- (f) Solvency certificate from any nationalized bank at least for 50% of the tendered value.

Contd4....

- (g) Copies of APGST/VAT/WCT/Service tax/EPF/ESI registration certificates and PAN card.
- (h) License from Central Labour authorities for providing security services.
- (i) List of qualified supervisors preferably with computer knowledge employed by the contractor.

All the above documents forming Part-I of the tender shall be kept in one envelope which shall be sealed and super-scribed with as
“Technical Bid Part-I : SECURITY SERVICES”

PART-II OF THE TENDER

Part-II of the tender shall contain only the price schedule with prices (both in words and in figures) strictly in accordance with the price schedule format of the tender document. The price Schedule of Part-II should also be supported by wage structure i.e. Basic, DA, VDA, HRA, ESI, PF, EDLI, Uniform Allowance etc., on the company letterhead duly signed. Departure from the price schedule format may render the tender liable for rejection.

Price schedule format in Part-I & Part-II must be identical except that Part-I should not contain any price figures. This price schedule forming the Part-II of the tender shall be kept in another envelope which shall also be sealed and super scribed as “PRICE BID – PART-II – SECURITY SERVICES”

PART-III OF THE TENDER

Part-III – Earnest Money Deposit (EMD) as laid down in the instructions to tender. The EMD shall be Rs. 2,00,000/- (Rupees Two lakhs only). The EMD is to be submitted by way of DD drawn in favor of “Director, ARCI” payable at Hyderabad. The envelope containing the EMD should be super-scribed:
“EMD – PART-III – SECURITY SERVICES”.

The above three separate sealed envelopes i.e. Part-I, Part-II and Part-III shall be kept together in another cover which should also be sealed and super-scribed
“Tender for security services”.

The cover should be addressed to :-

THE DIRECTOR,
INTERNATIONAL ADVANCED RESEARCH CENTRE FOR
POWDER METALLURGY AND NEW MATERIALS,
OPP : BALAPUR VILLAGE, RR DISTRICT,
HYDERABAD-500005. .

TERMS & CONDITIONS

1. The terms as per the contract shall be governed by ARCI's general rules and regulations.
2. The contractor shall employ the security personnel depending upon the quantum of job with trained Security Guards and Security Supervisors in a manner to provide security cover to ARCI premises Round-the clock. The contractor should ensure that his personnel carry out the work in an appropriate manner. Incomplete/unsatisfactory work or loss of property may attract penalty as decided by the Director.
3. The contractor shall employ only Indian Nationals and Ex-servicemen as Security Guards and Security Supervisors after proper verification of their antecedents and shall ensure that no person of doubtful antecedents and nationality is in any way be associated with the work.
4. The contractor shall obtain a valid license under the Contract Labour (R&A) Act, 1970 and rules framed there under before the commencement of the work and continue to hold it till the completion of the contract.
5. The contractor shall maintain the following registers as per the Contract Labour (Regulation and Abolition) Act, 1970.
 - (a) Register of workmen as per form XVI of Rule 75
 - (b) Employment cards as per form XIV of Rule 76
 - (c) Muster roll register as per form XVI of Rule 78
 - (d) Register of wages as per form XVII of Rule 78
 - (e) Any other registers as required under any statutory authority of the Country.

Contd...6....

6. The contractor shall comply with the statutory provisions of various acts governing the nature of work like Payment of wages Act, 1936, Minimum wages Act, 1948, Employment Liability Act, 1938, Workmen's Compensation Act, 1923, Industrial Disputes Act, 1947, Maternity Benefits Act, 1961 and Contract Labour (Regulation & Abolition) Act, 1970 or the modifications thereof and any other laws relating thereto and the rules made thereunder from time to time.
7. Notice showing the rates of wages, hours of work etc. shall be submitted to the office of the labour enforcement officer.
8. The contractor on receiving any complaint from the Director shall attend to it and complete the job immediately to the satisfaction of the Director. In case of non-compliance, a penalty of Rs. 500/- shall be imposed on each occasion. If the work is not found satisfactorily in a particular area and is not up to the expected standards, an amount as decided by the Director shall also be deducted from the Contractor's bill and the amount so deducted shall be final.
9. The contractor has to make arrangements for carrying out the emergency jobs such as strikes, dharna, gherao or any other law and order problems by mobilizing additional personnel.
10. The contractor shall not be entitled to any additional payment during the tenure of the contract due to escalation on any account except for any statutory provisions.
11. The contract shall remain valid for a period of 12 months. On expiry of the term, the contract may be renewed on mutually agreed terms.
12. The agreement shall be liable for termination on giving two months' notice by either side. During the period of notice both the parties shall continue to discharge their duties and obligations.
13. All the personnel and their bag and baggage connected with the contract shall be liable to physical check both at the time of entry in to campus and passing out at security gate. The contractor's personnel shall not stay beyond the specified working hours unless they are authorized in writing by the Director.

14. The contractor's personnel shall be in a neat uniform for which cost will be borne by the contractor. The contractor shall furnish the list of personnel engaged and they are to be issued with proper identity cards.
15. Any breakages/damages caused by the contractor's personnel shall be borne by the contractor.
16. The contractor will not allow or permit the personnel to participate in any trade union activities or agitation in the premises of ARCI.
17. The Director shall pay the amount of monthly bill through Electronic Transfer mode for the manpower deployed during the month after duly checking of the log books, attendance registers in contractor's name and not to his personnel directly. As such the contractor shall own the full responsibility for regular payment of wages to his personnel. The disbursement of wages by the contractor shall be made latest by 7th of each month. The Contractor shall provide proof of remittance of the wages to the laborers duly acknowledged by the bank.
18. The successful contractor shall provide a security deposit to the extent of 5% of total value of annual contract by way of DD drawn on a Nationalized /Scheduled bank favoring Director, ARCI payable at Hyderabad. The EMD amount will be adjusted against Security deposit and the contractor shall deposit the difference amount in the manner stated above.
19. The Director shall not be responsible for any injury or loss of limb or life of any worker/workers of the contractor that may take place while on work. The contractor has to obtain a Workmen Compensation Policy from any Nationalised Insurance company. Any compensation or expenditure towards treatment for such injury or loss of life shall be the sole responsibility of the contractor.
20. Any question, dispute or difference arising under the contract shall be referred to arbitration of sole arbitrator to be appointed by the Director of ARCI. The award of the Arbitrator shall be final and binding on both the parties.
21. It is the responsibility of the contractor to bring to the notice of his personnel that they have no right whatsoever to claim employment in ARCI by virtue of their engagement under this contract. The contractor has to obtain an undertaking to the effect from his personnel and submit the same to the ARCI.

Contd...8....

: 8 :

22. Income Tax (TDS) will be recoverable from the contractor's monthly bill as per Income Tax provisions.
23. After finalization of the contract, an agreement has to be signed by the successful bidder within ten days.

PART-II

PRICE BID

Sl. No.	Nature of the Manpower to be Deputed	Number of persons to be deputed Per shift	Number of persons for three shifts	Rate per month permonth person per shift	Amount per
(1)	(2)	(3)	(4)	(5)	(6)
1.	Security Guard	06	18+1@	**	
2.	Security Supervisor	01	03		
Total			22		
(Add taxes. Please Specify the type of Tax)					
Total including taxes					

@ One Lady Guard in General Shift only from 0900 hrs to 1730 hrs.

** Please refer Part-II of the tender document Para-1 Page No.4 for Wage Structure details.

Signature of the contractor/Rep of security agency
with stamp and address and cell no.

Contd...9...

ELIGIBILITY CRETERIA FOR SECURITY AGENCY TO PARTICIATE IN THE TENDER

ESSENTIAL:

1. Should have experience of not less than 10 years in similar field.
2. The contractor should have PF & ESI registrations, PAN, Service tax registration, valid labour license for providing Security Services from concerned statutory authorities.
3. The contractor should have enough manpower, say not less than 500 guards, including EX-SERVICEMEN/SUPERVISORS so that additional manpower, whenever desired by the Director, ARCI can be supplied even at short notice.
4. Security Guards/Supervisors must be Ex-servicemen only. Hence, the contractor should have adequate number of ex-servicemen on the rolls.
5. The security guards of the security agency should be well trained in fire fighting and first-aid so as to act during emergencies.
6. The security agency should have in-house training facility for security guards
7. The Security agency Should have completed (a) one work of Rs. 65 lakhs or above, (b) two works of Rs. 40 lakhs each or above and (c)three works of Rs. 32.50 lakhs each or above.

DESIRABLE :

1. Multi-city presence of the Security agency i.e., having branches and clients in Metros of India.
2. A control room to monitor the security services provided.
3. A patrolling team who monitors the site at frequent and regular intervals and also conducts surprise checks.
4. In-house Intelligence Wing to assist the Director, ARCI for collecting confidential reports and In-house surveillance capabilities.

Contd...10...

5. Experience in providing security services to a Government institution and/or an institution of similar infrastructure as that of the Director.
6. Experience in dealing with demonstrations, dharnas, strikes, gheroas, civil disturbances, civil commotions, similar mob-driven agitations, mob control, local area problems, etc.,

EDUCATIONAL QUALIFICATIONS

(1) Security Guard: Should be an ex-serviceman with Intermediate/Degree with fluency in Hindi & English. He should be below 40 years, should be well trained in fire fighting operations and first-aid.

(2) Security Supervisor: Should be an ex-serviceman with Degree/Post Graduate with fluency in Hindi & English. Computer knowledge and operation is a must. He should be below 40 years and well trained in fire fighting operations & first-aid.

SCOPE OF WORK

1. Safeguarding the properties of the Director from theft, burglary, pilferage, fire etc.
2. Monitoring of the vehicle movements like recording the vehicle numbers entering into the premises, the entry/exit time, name of the visitor.
3. Monitoring the visitors like entering the name of the visitor to the premises, the entry/exit time, name of the official whom the visitor desires to visit, purpose etc., issue of computerized visitor's pass.
4. Maintaining of gate pass register for the employees who leave the premises on gate pass and monitoring of their return.
5. Maintaining of the separate registers for consultants, research fellows, GTP/PGTP, students of project work, recording of their entry/exit timings.
6. Safe custody of the keys and maintaining of the key chest and key register.
7. Monitoring of the material – Inward and outward through the computerized system meant for the same either through returnable and non returnable gate passes and keeping track of the returnable materials and submitting monthly reports to the Director.
8. Maintaining of Tender Box kept at the gate after due entry in the register.
9. Checking of incoming and outgoing vehicles from the premises.
10. Patrolling of the premises at frequent and regular intervals.
11. Conducting of periodical fire fighting drills.

:11:

12. Maintaining of liaison/rapport with the jurisdictional police authorities and revenue authorities so that their help can be sought in case of need and in emergencies.
13. Ensuring that all the buildings are closed and locked properly after the working hours and electrical points are switched off wherever not required.
14. Rotation of guards at regular intervals at the same time ensuring no disruption of work is caused to the Director.
15. Regulate the parking areas and ensuring proper parking of vehicle in the earmarked parking lots.

Contd...12...

:12:

DECLARATION

I,..... Son / Daughter of Shri
..... Proprietor / Partner / Director /
Authorized Signatory of am competent to
sign this declaration and execute this tender document.

2.I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

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.

Signature of Authorized Person

Full Name:

Company's Seal:

Place:

Date
