TENDER DOCUMENT

TENDER No.: BHI/PI(S)/665/1081

FOR


VOLUME – I

Notice Inviting Tender (NIT), Scope of work and Terms & Conditions.

ENGINEERING PROJECTS (INDIA) LIMITED
(A GOVT. OF INDIA ENTERPRISE)

B- 32, Phase-II
Surya Vihar, Bhilai

Engineering Projects (India) Ltd. invites the sealed offer for the above work for Bhilai Steel Plant at Chhattisgarh from eligible vendors for the following work.

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<th>Sl. No</th>
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1. **Eligibility Criteria**

   a. The agency should have experience for providing service of security to reputed organization in PSU’s / Central Government / State Govt. / PSB’s for at least two years. Attach list of clients as above along with satisfactory performance certificate from 2 such clients.

   b. The agency should furnish attested copies of the following documents:
      i) Copy of latest income –tax returns filed.
      ii) Registration certificate under Contract Labour (R & A) Act, 1970, if applicable.
      iii) ESI / EPF / Income-Tax / PAN CARD / Service Tax Registration Certificates.
      iv) Details of manpower available with organizational setup.
      v) Registration Certificate / Memorandum of Association / Partnership Deed / proprietor ship documents (if any).
      vi) Indicate the names of Key Personnel of the company with designation and qualification.
2. Tender documents comprising of the following are available on the website of EPI: www.epi.gov.in and www.cppp.gov.in

   i) Notice Inviting Tender (NIT)  
   ii) Scope of Work  
   iii) Terms & conditions  
   iv) Price Bid  
   
   - Vol.-I  
   - Vol.-II

3. **Time schedule of tender activities**

   i) Last Date & Time of Submission of Tenders  
      upto 21.03.2016 by 03:00 PM

   ii) Date & Time of Opening  
      On 22.03.2016 at 11:30 AM

4. The complete Tender documents are available on the website and the same can be downloaded by the intending bidders directly from EPI website. The tender fees (Non-Refundable) of Rs. 5,000 (Rupees Five Thousand only) by crossed Demand Draft favouring 'Engineering Projects (India) Ltd.' payable at Bhilai, shall be submitted by the bidder along with their Bid. The Bidder has to produce original documents for verification at the time of opening of tender or as and when demanded. The Tender of any Bidder shall be rejected if on detailed scrutiny of the documents submitted along with the tender are found unsatisfactory. The decision of EPI in this regard shall be final and binding on the Bidder.

5. All Tenders shall be accompanied with Earnest Money Deposit (EMD) of Rs. 44,000.00 (Rupees Forty Four Thousand only) in the form of crossed Demand Draft or Pay Order favouring "Engineering Projects (India) Ltd." payable at Bhilai or in the form of BG from any Nationalized Bank/Scheduled Bank Valid NSIC certificate/ relevant copies of the registration letter (in the form of Memorandum-2 with the concerned DIC) under MSME Act shall be submitted against EMD, if applicable. Tenders submitted without EMD or with inadequate amount of EMD, non-submission of NSIC certificate/ relevant copies of the registration letter (in the form of Memorandum-2 with the concerned DIC) under MSME Act shall be rejected. PSUs are exempted from submitting the EMD.

6. The Terms & Conditions contained in this NIT and tender documents shall be applicable for the services.

7. All safety measures as applicable with in plant premises need to be strictly complied with.

8. EPI shall have right to verify any or all documents submitted by the bidder from the issuing authority for its correctness. If found false/ forged the offer will be summarily rejected.

9. The corrigendum, extension, cancellation of this NIT, if any, shall be given on the EPI's website www.epi.gov.in and www.cppp.gov.in only. The intending Bidders are requested to visit the EPI's website regularly for this purpose.
10. All the above documents shall be submitted duly signed, stamped by the authorized signatory of bidder.

The tender documents shall be issued by and submitted to:

**Group General Manager**
ENGINEERING PROJECTS (INDIA) LTD.
B-32, Phase – II,
Surya Vihar,
Bhilai- 490020 (C.G)
Mobile No. +91 9425551817, 7772889111
E-mail: epibhilai61@gmail.com
Scope of Work

Description of Works:

1. To provide the Security Services at the work site at “Augmentation of Raw Material Receipt and Handling Facilities for New OHP, Part-B (Package No.-061) & Augmentation of Fuel & Flux Crushing Facilities (Pkg-064), for Bhilai Steel Plant at Chhattisgarh”.

2. The agency shall be responsible for all security measures and arrangements to safeguard the movable and immovable property and prevention of theft within the premises.

3. Prevention of unauthorized entry of personnel including all types of outside vender in the premises of site.

4. Any other work of similar nature assigned to the agency by the Employer from time to time.

5. The agency shall not engage any sub-contractor or transfer the contract to any other person.

6. The agency staff shall work under the control of the Employer’s Site Incharge or any other officer authorized by him. The agency shall provide round the clock security on shift basis as specified and deployment done in consultation with the Employer’s officer shall be final. The supervisor shall submit the attendance of the personnel by 9:30 a.m. daily to the Employer’s officer for verification.

7. The agency will provide uniform to all security personnel and torch light for staff on night duty.

8. Opening the locks of premises at commencement of office, electrical buildings / utility buildings at site & applying the locks when the office closes.

9. The agency will be fully responsible for the performance and fitness of their personnel (Guards & Supervisors).
TERMS AND CONDITIONS

1. The Agency shall arrange for round the clock watch and ward for the work site of Employer located at OHP Project, Bhilai site. The Agency shall arrange for posting of well experienced and trained security guards (including reliever) round the clock throughout all the seven days a week.


3. The Agency shall deploy well experienced & trained one no. Security Supervisor in each shift. He will be responsible for allotment of duties of Security Guards, control their work and ensure effective security measures. The Supervisor should ensure that all moveable articles are intact. During this period he will oversee the work of all cleaning and conservancy staff from security angle, so that no pilferage or loss takes place. Further he will see on all working days, that the guards on duty are alert, smartly dressed and no article of significance is taken out without a written permission from Site Incharge or the official authorized by him. Every item received and taken out should be recorded in a register and the number of the Gate Pass, date, time etc. items.

4. The agency shall be entirely responsible for the safety and security of office furniture, fixture, electronic equipment, fittings, materials and equipment in site store, material and equipment outside the store at open area of the working front and surrounding area of the store, working front and office. Agency shall be held responsible for any loss, damages or theft of any of the above items or other miscellaneous items

5. The security personnel deployed by the Agency shall perform duty honestly and diligently. Your organization shall take action for removing from duty any of your staff if they are found to be lethargic, ineffective, and unsuitable or in the event of any complaint against them. 24 hrs notices will be sufficed for such replacement.

6. Security staff the Agency will act according to law to protect the right of private defense of persons and properties to the best of their abilities and before the arrival of police in case of necessity.

7. The Agency shall abide by and follow all statutory requirements, such as PF/ESI deduction, labour laws, Shops & Establishment Act, Bonus Act, ESI Act, Minimum Wages Act (Central Govt.) etc. in so far as they are applicable to your personnel deployed for our work. The successful bidder will maintain all registers related to Contract Labour Rules and Abolition Act as applicable at work site. The Agency will deduct PF / ESI from salary of the deployed staff and deposit the same with relevant authorities. Proof of the same will be submitted with bills of next month. Entire responsibility of the same will be with the Agency. Any penalty / legal action whatsoever will be to the Agency.
8. The Agency shall be responsible to provide full security uniform and other instruments like lathis, torches, whistle etc. required performing duty effectively by the security guards and the guards shall be on duty with neat and clean uniform.

9. The Agency shall ensure that security guards deployed, are having standard physical fitness and free from any contagious or infectious disease in terms of clause 6 of the Private Security Agencies Central Model Rules, 2006. If it is found by the Employer that any of the security personnel provided by you is unsuitable on good and reasonable grounds you shall take action for his replacement as early as possible.

10. Agency security staff shall ensure that no unauthorized person enters into premises or loiter at the entrance or make any nuisance. The doors and windows of all the floors of our office premises have to be closed and electric lights fittings and other electrical connections have to be switched off by the security guards deployed by you after closing of the work site. It shall also be the duty of your security staff to lock the main entrance doors of work sites.

11. The security guards deployed by the Agency shall be trained and well experienced in the use of fire fighting equipment and shall be able to handle such equipment in the event of occurrence of fire in the around our premises.

12. The Agency shall ensure that under no circumstances our work site premises be left unguarded wholly or partially due to the sudden absence from duty of any of your security staff.

13. Agency’s security staff shall immediately intimate Site Incharge in case of occurrence of any untoward incidents arousing suspicion or apprehension of theft or burglary or outbreak of fire or of movement of unauthorized persons in the around the work site premises.

14. The Agency shall arrange for daily checking of guards deployed on duty at night and frequently at day time and arrange for intelligence services at time of apprehending trouble and render free liaison services between Employer and police.

15. The Agency shall be responsible for any loss or damage caused to our property by the negligence and/or misconduct of your personnel. Such loss or damage will be borne by the Agency. You will also take follow up action on our behalf with the Police, Insurance Company in case of theft or accident like fire and shall render necessary assistance.

16. The Agency shall arrange to take fidelity guarantee policy in respect of your personnel deployed in this premises for a sum of Rs. 2.00 Lakh each.

17. The PARTY shall take the labour license at their own cost and comply with all the requirements as per labour laws / acts. All the records in this regard shall be maintained by PARTY as per statutory requirements and rules and shall be produced by the PARTY on demand if required.
18. **Payment terms:**

   i) 95% payment shall be released within 10 working days after submission of bill.
   ii) 5% payment shall be deducted from each monthly bill as retention money and this will be released after 60 days from the date of contract completion.

19. Rate shall be inclusive of all taxes and duties, statutory obligation and overhead except service tax, which shall be paid actual against documentary evidence.

20. The wages will have to be revised as and when minimum wages are revised.

21. The agency shall arrange office premises for supervisory and keeping records purpose at own cost. Office area shall be provided by EPI after getting approval from client.

22. The Agency shall arrange police verification of the personnel deployed in this premises and certificate of police verification (Original) of each personnel deployed be submitted to Employer. Copy of the same shall be submitted with each bill.

23. The Agency shall arrange for leave entitlement / sickness / weekly off of the guards without any extra cost of the Employer. Agency shall also arrange for effective and adequate supervision of the guards to ensure good service by moving inspection of the agency on Saturdays and holidays. The officer will visit our EPI site offices periodically to check the duties / performance of the guard and co-ordinate with the management.

24. Deployment of guards shall be as per the instructions of the Employer. Agency will provide hand-picked personnel and as far as possible having military bearing and good / strong physique and experienced in establishment security.

25. The agency shall also arrange training for guards at site and a certificate to be submitted duly signed by your training officer and EPI representative.

26. The Agency shall replace the security guards including Security Supervisor as and when instructed. Redeployment of replaced security guard / supervisor may be made with the permission of the Employer.

27. The payment of total charges for services tendered during a month taking into account any deductions as is necessary, shall be made by the Employer within 10 days of the receipt of bill. The bill shall be raised by you at the first working day of next month for which you have rendered the services along with deposit receipt of EPF, ESI and other statutory fee. To be deposited in respect of personnel deployed for the previous month.

28. The contract shall be for a period of Six(6) months.

29. Employer shall have right to cancel the contract without assigning any reasons by giving one month’s notice to the Agency. However, if the agency desires to terminate the contract before expiry of contract period will give three month notice to EPI for cancellation of the contract.
30. In case of any violation of agreed terms and conditions or imposition or threat of imposition of any new terms and conditions not contained in this work order by one party and not agreed to in writing by other party the latter may and the work by giving on month’s notice or charge the other party and penalty of one month wages / fee if any due to lack of notice.

31. The Agency will deposit an amount of **Rs. 2,00,000/- (Rupees Two Lakh only)** towards Security Deposit with the Company in form of demand draft / pay order in favour of Engineering Projects (India) Ltd. Bhilai.

32. The above terms & conditions must be known to the security guards when you / your organization shall provide the security guard at Employer’s work site premises for duty.

33. The Agency shall be responsible to lodge police / fire complaint to proper authority (any occurrence / incident / fire / theft etc.) at Employer’s work site premises and the same to be intimated to the Employer for further course of action.

34. Insurance shall be covered by your Agency in individual security guards and supervisor.

35. Each Guard / Supervisor will be provided with a mobile phone.

36. **Penalty Clause:**

   A penalty of sum equal to damage to EPI per instance shall be imposed and deducted from the contractor’s / Agency’s bill, if:

   i) The Security Guard is not found in proper uniform and displaying photo identity card.
   
   ii) The Security Guard is found indulging in smoking/drinking at the time of duty hours and such security guard shall not be allowed to enter in the office premises in future.
   
   iii) The Security Guard is found sleeping during duty hours.
   
   iv) The Security Guard is found missing from the place of duty, for any reason.
   
   v) The behavior of Security Guard is found harsh / rude and non – cooperative towards the staff.
   
   vi) The Security Guard is found performing the duty by submitting fake name & address.
   
   vii) The Security Guard does not perform his assigned duty properly

37. Employer may increase / decrease the number of Guards as per requirement site.

38. **In case of non-approval of PARTY’s association with EPI for this work by the Owner / Client due to any reason, the tender submitted by them shall be rejected and the PARTY shall have no claim / liability on EPI.**