

(UNDER JURISDICTION OF KOLKATA)

ANDREW YULE & COMPANY LIMITED

(A Government of India Enterprise)

ENGINEERING DIVISION

“YULE HOUSE”

8, DR. RAJENDRA PRASAD SARANI

KOLKATA-700 001

Phone: 2242-8210 / 2242-2414 / 2242-2118 / 2242-7722 / 2242-8550 / 2242-5139

Fax : 2242-2525 E-mail : yule_2182@yahoo.co.in

NOTICE INVITING TENDER

REF: ENG/SECURITY GUARD/KW/09-10/ 01 Dated: 15/03/2010

LAST DATE OF BID SUBMISSION : 29 MARCH 2010

TENDER FEE: Rs. 500/-

EARNEST MONEY: Rs. 20,000/-

1. Sealed tenders are invited by Andrew Yule & Company Limited, Engineering Division, from eligible registered organization having experience to provide independently “Round The Clock” (24 Hours) security services by deployment of security personnel for watching , guarding, and safe keeping of company’s properties of Kalyani Works situated at Plots No.16A&16B,Block–D, Kalyani. Dist. Nadia, WB as per following

Security Supervisor	= 4 Persons
Gun Man	= 2 Persons (From 10.00 PM of each night to 6.00 AM of next morning)
Security Guard	= <u>16 Persons</u>
Total	- 22 Persons

2. The offer is invited for a period of 2 Years with effect from 01.05.2010 and a provision to extend further six months on mutual agreement.
3. Your offer should be Per Person / Per Month basis considering 8 hours per day for 26 days a month. The details of services required are given in Annexure-I.

TYPE OF TENDER - TWO PART BID

4. The Bids must be received on or before 3.00 P.M. (INDIAN STANDARD TIME) of **29th MARCH 2010**
5. The Techno-commercial Bids shall be opened at 4-30 P.M. (IST) on the same day in the presence of the representatives of the bidders who choose to remain present.

In case scheduled date of opening of tenders happens to be a holiday, the tenders shall be opened at 4-30 P.M. (IST) on the next full working day.

6. METHODOLOGY FOR THE SUBMISSION OF TENDERS:

- 6.1 There will be no physical sale of Tender Document. Tender Document to be Downloaded from our Website www.andrewyule.com
- 6.2 Offers must be submitted in two sealed COVERS as per details shown at Para 6.3 below. Failure to follow the instructions will render the tender unacceptable. The bids should be submitted to the office of Senior Manager (Commercial), **Andrew Yule & Co. Ltd., 'Yule House', 8 Dr. Rajendra Prasad Sarani, Kolkata - 700 001.** Incomplete offers and / or offers received after the due date and time of submission of tenders is liable for rejection and shall not be opened without assigning any reasons.

Offer received through FAX, TELEGRAM or E-mail will not be considered.

- 6.3 The bidders must submit their offer in two separate sealed COVERS and these two covers should be put in an outer cover super scribing there on Tender No and Date, and Date of opening of the tender.
- PART-I will contain requisite Earnest Money & Tender Fee deposit , Terms and Conditions (Annexure - I) and Informations (Annexure – II) duly signed by the tenderer super scribed by **“Techno-commercial Bid”**.
 - PART-II will contain rate quotation (Annexure-III) super scribed by **“Price Bid”**. Price bid will be opened only for technically suitable parties.

Bidders are required to submit Tender Fee of Rs. 500.00 in the form of A/C Payee Demand Draft / Bankers Cheque in the name of ANDREW YULE & CO LTD drawn on any Nationalized Bank of India. In case such tenderers claim exemption for payment of tender fee, the envelope should contain self-certified copy of documents, proving entitlement for exemption from payment of tender fee. Tender Documents not accompanied with the tender fee / exemption document as specified above will be rejected. The Tender Fee is non-refundable.

- 6.4 In case of all tenders, **Earnest Money Deposit (EMD)** is mandatory. Earnest Money shall be deposited in the form of D.D. drawn in favor of ANDREW YULE & CO LTD drawn on any Nationalized Bank of India. EMD of unsuccessful tenderers will be refunded after the finalization of the tender. No interest will be paid for the amount deposited as EMD.
- 6.5 All envelopes containing the tenders shall be properly stamped and sealed. Envelopes stapled shall not be accepted. Offers, erased and over-written will be summarily rejected unless corrections are made by crossing out the part in error and the rewritten / corrected part is authenticated with the bidder's signature.

- 6.6 The Terms and Conditions, as enclosed in Annexure – I and Informations as enclosed in Annexure - II would be applicable in the event of any offer being accepted.
- 6.7 All the papers in the tender and terms and conditions must be signed with the seal of the bidders. Offers received without signature and seal on all pages shall be liable for rejection.
- 6.8 The tenderers are advised to inspect the works in their own interest before submission of Tender. The works can be inspected during office hours on any working day with prior appointment.
7. In the event of non execution of work after issue of P.O., tenderer's EMD would stand forfeited and any other action which deemed fit may be taken against the tenderer.
- 8. AYCL RESERVES THE RIGHT TO ACCEPT OR REJECT ANY TENDER EITHER IN WHOLE OR IN PART WITHOUT ASSIGNING ANY REASONS WHATSOEVER.**
9. Sealed offer should reach us positively on or before Due Date at following address:

M/s. Andrew Yule & Co. Ltd.
Engineering Division
'YULE HOUSE'
8, Dr. Rajendra Prasad Sarani
Kolkata - 700 001
Under attention of Mr. Shankar Ghosh. Sr.Manager (Commercial)

Tenders received after Due Date and time will be treated as cancelled.

Annexure – I

Terms and Conditions for round the clock Security Services in the factory

1. Duty

To provide security guards for performance of 24 hours duty with the responsibility of safeguarding the Company's immovable and movable properties, furniture and fixture, machinery, equipments, documents etc at our factory.

The guards shall be responsible for

- i) Checking of goods, vehicle register and documents incoming and outgoing of the factory under proper written authority during performance of duties at the factory gate from time to time and maintain incoming and outgoing requisitions and register.
- ii) Ingress and egress of visitors, employees during your duties at the factory gate under our supervision and guidance in the matter.
- iii) All miscellaneous work related to security at Works as per advise from our Works.

2. VALIDITY OF THE CONTRACT & DUTY HOURS

i) Validity : Valid for 2 years with effect from 01.05.10. Contract for the security services with you would be initially for two years with option to renew. The contract may be terminated any time by one month's notice from either side for the whole of the contract or for the part of it.

ii) Duty hours of guards including armed guards will be distributed shift-wise i.e. guards from 6 a.m to 2 p.m., guards from 2 p.m. to 10 p.m. and guards which include armed security from 10 p.m. to 6.a.m.

iii) The Security Agency should ensure that there should always be at least one gunman on the night shift i.e. from 10-00 p.m. on each days to 6-00 a.m. of the next day. Contractor should also ensure that the Gunmen possess required/valid license from the appropriate authority

3. ROTATION OF DUTIES

i) The Security Agency should ensure that rotation of duties is effected on a regular basis. Transfer /replacement of security personnel may be made after a certain interval and also in a routine manner without causing any disruption in the security system/arrangement at the works

ii) The Security Agency should, after due discussion, provide the detailed composition of security personnel in each shift to the head of works and should also ensure that arrangement for replacement duty against any absenteeism in any shift is made with a

view to keep the total strength of security personnel intact in that shift and no duty post should fall vacant due to shortage of manpower for whatever reasons.

4. FACILITIES

i) You shall provide all equipment/uniform except that we shall provide facilities to stay inside the Works, if required on chargeable basis(to be finalized on mutual discussion) which will be recovered from your bills.

ii) Liveries, Shoes, Gumboot, Whistle, Lathis, Rain Coat with Cap, etc have to be arranged/provided by the contractor to the security personnel engaged by the contractor for use of the same during work at the factory.

iii) The Security Agency should provide required no.of Torch lights to the security people at the factory. Charges for battery may be reimbursed by the contractor through their monthly bill duly supported by the cash memo for such expenses.

iv) Personal Safety Protective Equipment should be arranged/provided by the the Security Agency to the security personnel engaged by him. Strict observance of the usages of Personal Safety Protective Equipment by the security personnel has to be ensured by the Agency.

5. IDENTIFICATION OF GUARDS

i) You are to furnish a list of guards who will be working in our Works at Kalyani and also fresh identity cards with photo affixed in respect of your employees. You shall also furnish credentials of your employees.

ii) The Security Agency should ensure that Supervisors deployed are from Ex-service men people. Security guards/ Gunmen are also desired from Ex-service men.

iii) You shall furnish daily attendance register of your employees to the Administration/ Personnel Department of our Works.

6. LAW RELATING TO EMPLOYEES

i) All the liabilities in respect of your employees according to law will be to your account. The Company reserves the right to inspect the paid salary sheet in respect of your employees working in our premises, which should be shown to the factory administrative authority as and when called for.

ii) The Security Agency shall pay wages in accordance with the minimum wages fixed by the Govt. of West Bengal and revised from time to time. The payment should be made on or before the specified date under the Payment of Wages Act /Minimum Wages Act.

iii) You must execute the subject contract smoothly and trouble free in compliance with Labour Laws – PF ,ESI, Contract Labour Registration etc.

iv) The Security Agency should ensure that security personnel having due coverage under ESI, PF are deployed at the factory. Intimation regarding ESI & PF of each security personnel has to be given immediately on deployment at the factory.

v) Licences has to be taken under Contract Labour (Regulation & Abolition) Act, 1970 and rules made thereunder. A photocopy of the said licence has to be furnished to the Works. Renewal and /or modification, if required, should also be made by the contractor in due time.

7. SUBMISSION OF BILLS

i) Bills have to be submitted by the Security Agency duly supported by the copies of ESI & PF challans of previous month. Return of ESI & PF in respect of the security personnel deployed at the factory have to be submitted to the respective authorities in due time and a copy of such document duly acknowledged by the authorities may be furnished to Accounts Deptt on each occasion. The Security Agency should also provide a copy of sheet showing details of payment made to security personnel alongwith the bill.

ii) Payment will be made after 30 days from the date of receipt of Bill along with above documents.

8. BONUS

Bonus should be paid every year by the Security Agency to the security personnel engaged by him.

9. LETTING OUT OF SERVICES

You shall not let out the guards' services to any other establishments.

10. LOSS OF GOODS

i) We have got our properties insured against fire, theft, burglary, robbery and other risks but you shall ensure security of our property by your employees.

ii) You have to report to Administration / Personnel Department immediately on detection of any theft, burglary, robbery and also contact local police station in case of emergency situation, if required. You are to report to higher Authorities for all other important happenings.

iii) The security supervisor should maintain Security Log book for each shift and should produce the Log book to Administration/Personnel department for inspection. The night shift supervisor should report immediately on joining the post with all facts and figures to the above referred person.

11. RESPONSIBILITIES FOR LOSS

You shall be responsible for any loss or damage that would cause to our property under your guard and supervision and shall be liable to reimburse the value of the loss or damage, if its proved that the same has concurred due to your fault and negligence.

12. LAWS OF THE LAND

Performance of all the laws of the land covering employer and /or labour will be the responsibility of the Security Agency and any payment in this respect will be to the account of them only.

13. VALIDITY OF THE OFFER

Your offer should be valid for acceptance for a minimum period of 90 days from the date of Tender opening.

ANNEXURE – II

Informations (to be furnished by the tenderer)

- 1) Name of the firm :
- 2) Address, telephone / fax / E-mail number of Reg. Office with name of contact person
- 3) Status of the company (Limited / Pvt. Ltd / Proprietary /partnership/ Reg./Non-Reg. and date of inception)
- 4) Strength of Security Guards / Gunmen / Security Supervisors
- 5) Service Tax Registration No.
(Please enclose photocopy of Reg.)
- 6) Income Tax permanent account number & assessed up to (latest clearance certificate to be attached)
- 7) Trade License No.
(Please enclose photocopy of License)
- 8) ESI Code No. & Copy of Challan for amount last remitted.
- 9) PF Code No. & Copy of Challan for amount last remitted.
- 10) Name of banker and branch and address
- 11) Turnover in last three financial years
- 12) Name of present customer (photocopy of few contracts may be enclosed)

I / we, hereby certify that the particulars furnished by me / us above are true to the best of my / our knowledge and belief and misrepresentation of facts will render me / us liable to my / our action as may be deemed fit by Andrew Yule & Company Ltd (Engineering Div.) have the sole discretion to reject or accept my / our candidature.

Signature of tenderer
with Seal and date

Place:

Annexure III

- PRICE BID

Rate shall be offer as per following and break up to be submitted as detailed below:

Security Supervisor - @ Rs. Per head / person per month for 8 hours per day for 26 days a month

Security Guard - @ Rs. Per head / person per month for 8 hours per day for 26 days a month

Gun Man - @ Rs. Per head / person per month for 8 hours per day for 26 days a month

Service Tax and Other Taxes & Duties if any :

Rate break up :

Type of Personnel	Wages as per minimum Wages Act	P.F Cotribution as per act	E.S.I. as per act	Bonus @ 8.33%	Service Charge	Total
Security Supervisor						
Security Guard						
Gun Man						

The rates shall be for duties on all days of the month and no extra payment will be made for duties on weekly off days / public holidays.

The company will deduct Income tax at the prevailing rates