

ANDREW YULE & COMPANY LIMITED
(A Government of India Enterprise)
Electrical Division
Chennai-Operation
5/346 OLD MAHABALIPURAM ROAD
PERUNGUDI, CHENNAI: 600 096

TENDER DOCUMENTS FOR PROVIDING SECURITY SERVICES

ANDREW YULE & CO. LTD. invites e-Tender under single stage two part system **(Part I: Techno-Commercial Bid and Part II: Price Bid)** for providing security services, **"Scope of Work other general conditions as** specified in this tender document.

Tender document may be downloaded from MSTC website www.mstcecommerce.com/eprochome/aycl. Corrigenda or clarifications, if any, shall be hosted on the above mentioned websites only.

AYCL reserves the right to accept or reject any tender.

We request you to submit your offer for providing security services to our Chennai operation.

Any clarification or additional information if required, the tenderer should call on us to get those things clarified.

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

The buyer reserves the right to accept or reject any or all the tenders or to waive any informality, minor deviation or omission without assigning any reasons whatsoever.

Schedule of Tender

1.	TENDER NO.	<u>T-08/2016-17</u>
2.	MODE OF TENDER	e-Procurement System Online submission of Part I - Techno-Commercial Bid and Part II - Price Bid through www.mstcecommerce.com/eprochome/aycl The intending bidders are required to submit their offer electronically through this e-tendering portal. No physical tender is acceptable by AYCL/MSTC
3.	E-Tender No. / Event No.	AYCL/Electrical Division CO/18/16-17/ET/63
4.	Date of publication of e-Tender through publication MSTC/AYCL websites and Central Public Procurement Portal	13.07.2016
5.	Date of availability of NIT to the Vendors for downloading	13.07.2016
6.	Earnest Money Deposit	<ul style="list-style-type: none"> • Earnest Money Deposit” of Rs.20,000 (Rupees Fifty Thousand only) should be paid by thro'NEFT/RTGS • Other document as described in Annexure II & II A
7.	Date of Starting of e-Tender for submission of Online Techno-Commercial Bid and Price Bid at www.mstcecommerce.com/eprochome/aycl	13.07.2016 -03.00 PM
8.	Date of closing of Online e-tender for submission of Techno-Commercial Bid & Price Bid at www.mstcecommerce.com/eprochome/aycl	27.07.2016 -11.00 AM
9.	Last date of submission/ uploading details of EMD & other documents at www.mstcecommerce.com/eprochome/aycl	27.07.2016 -11.00 AM
10.	Date & time of opening of Part-I (Techno-Commercial Bid)	27.07.2016 – 11.15 AM
11.	Date & time of opening of Part-II (Price Bid)	To be intimated to the eligible vendor separately by email.

List of Annexure

Important Instructions for E-procurement -	Annexure-I
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Important Instructions for E-procurement

This is an e-procurement event of **ANDREW YULE & COMPANY LTD Ltd.**

You are requested to read the Terms & Conditions (Annexure- II,III,IV) of this tender before submitting your online tender. Tenderers who do not comply with the Conditions with documentary proof (wherever required) will not qualify in the Tender for opening of Price Bid.

1. Process of E-tender:

A) **Registration:** The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Techno-Commercial Bid as well as Price Bid over the internet will be done. The Vendor should possess Class III signing type Digital Signature Certificate. Vendors are to make their own arrangement for bidding from a PC connected with Internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

SPECIAL NOTE: THE PRICE BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT www.mstcecommerce.com/eprochome/aycl

- 1) Vendors are required to register themselves online with www.mstcecommerce.com → e-Procurement → PSU / Govt. depts. → Register as Vendor under AYCL- Filling up details and creating own user id and password → Submit.
- 2) Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form.

In case of any clarification, please contact MSTC/AYCL (before the scheduled time of the e-Tender).

Contact person (ANDREW YULE & COMPANY LTD):

- | | |
|---|---|
| 1. Mr. A T E Pandian
Manager (Materials)
Ph. No: (044) 2496-0793
Email: atepandian@andrewyule.com | 2. Mr Kingsley Rueben
Technical Assistant (EDP)
Mobile No: 91 9884446378
Email: reuben@andrewyule.com |
| 3. Mr. R. Tamilselvan
Engineer (Materials)
Mobile. No: 91 9788520864
Email: tamilselvan@andrewyule.com | |

Contact person (E-Commerce, MSTC Ltd):

- | | |
|---|---|
| 1. Mr. Arindam Bhattacharjee | 2) Mr. Sabyasachi Mukherjee |
| Deputy Manager (E-commerce) | Assistant Manager (E-commerce) |
| MobileNo: 09330102643 | Mobile- 07278030407 |
| Email: arindam@mstcindia.co.in | Email: smukherjee@mstcindia.co.in |
| Landline: (033) 22901004 | |

Ms Sumona Maity
Management Trainee (E-Commerce)
Mobile-09831155225
Email: smaity@mstcindia.co.in

System Requirement:

- i) Windows XP-SP3 or above / Windows 7 Operating System
- ii) IE-7 or above Internet browser.
- iii) Signing & Encryption type digital signature
- iv) JRE 7 update 79 software to be downloaded and installed in the system. Security level should be medium
- v) To enable ALL active X controls and disable 'use pop up blocker' under Tools → Internet Options → custom level (Please run IE settings from the page www.mstcecommerce.com once)

2. Part-I: Uploading of EMD & other Documents:

Within specified Date & time the vendor must submit the documents as per the Annexure. (Annexure II & II (A))

Bidding in e-Tender:

- a. No interest will be paid on EMD. EMD of the unsuccessful bidder(s) will be refunded by ANDREW YULE & COMPANY LTD. EMD to be paid along with the Document within the last date as mentioned in SOT.
- b. The process involves Electronic Bidding for submission of Techno Commercial Bid as well as Price Bid.
- c. The bidder(s) should submit their Techno Commercial Bids , upload payment details of tender fee, EMD & other documents and Price Bid through online in MSTC website www.mstcecommerce.com → e-procurement → Psu / Govt depts. → Login under AYCL → My Menu → Auction Floor Manager → live event → Selection of the live event.

- d. The bidder should allow to run an application namely en Apple by accepting the risk and clicking on run. This exercise has to be done twice immediately after opening of Bid floor. Then they have to fill up Common terms /Commercial specification and save the same. After that clicking on the Techno-Commercial bid, if this application is not run then the bidder will not be able to save / submit his Techno-Commercial bid.
- e. After filling the Techno-Commercial Bid, bidder should click 'save' for recording their Techno-Commercial bid. Once the same is done, the Price Bid link becomes active and the same has to be filled up and then bidder should click on "**Save**" to record their Price Bid. Then once both the Techno-Commercial bid & Price Bid has been saved, the bidder can click on the "**Submit**" button to register their bid.
- f. Vendors are instructed to use link in **My Menu** to **Upload Documents** in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 5 MB.
- g. Once documents are uploaded in the library, vendors can attach documents through *Attach Document* link against the particular tender. For further assistance please follow instructions of vendor guide.
- h. In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.
- i. During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.
- j. The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
- k. Techno-Commercial bid will be opened electronically on specified date and time as given in the NIT. Bidder(s) can download Technical Comparative statement.
- l. Price bid will be opened electronically on specified date and time given in the NIT. Bidder(s) can download Price Comparative statement.
- m. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
- n. All electronic bids submitted during the e-tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Buyer will form a binding contract between Buyer and the Bidder for execution of supply. Such successful tenderer shall be called hereafter **SUPPLIER**.
- o. It is mandatory that all the bids are submitted with Digital Signature Certificate otherwise the same will not be accepted by the system.

- p. Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
- q. No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the tender.
- s. Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/tender document.

E-tender cannot be accessed after the due date and time mentioned in NIT.

All notices / corrigendum and correspondence to the bidder(s) shall be sent by email only during the process till finalization of tender by ANDREW YULE & COMPANY LTD/MSTC LTD. Hence the bidders are required to ensure that their corporate email I.D. provided is valid and updated at the stage of registration of vendor with MSTC. Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).

Any order resulting from this open e-tender shall be governed by the terms and conditions mentioned therein.

No deviation to the technical and commercial terms & conditions are allowed.

ANDREW YULE & COMPANY LTD has the right to cancel this e-Tender without assigning any reason thereof.

The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website www.mstcecommerce.com/eprochome/aycl of MSTC Ltd.

The bidders must upload all the documents required as per terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.

The bid will be evaluated based on the filled-in technical & commercial formats.

Bidders are requested to read the vendor guide and see the video in the page www.mstcecommerce.com/eprochome/mstc of MSTC Ltd. to familiarize them with the system before bidding.

**ANDREW YULE & COMPANY LIMITED
Electrical Division
Chennai-Operation**

General Information

Ref. Tender No.: T-08/16-17

(This document should be uploaded along with EMD)

The applicants are required to furnish full information to the queries included in this form. In giving the particulars, the supporting documents/certificates as called for per queries at places, must be tagged with the application for evidencing the information furnished in the application.

1. Name of the firm in full :

2. Address, Telephone No.,

Fax No. & E-mail :

a) Address :

b) Telephone No. :

c) Fax No. :

d) E-mail ID :

3. Status of the organization :

4. Trade License No.

**(Please attach a photo
copy of the license)** :

5. Banker's name

(a) Name of the Bank :

(b) Name of the Branch :

(c) Account No. :

Note : A copy of Banker's Certificate to be attached.

6. Sales tax Registration No.

(a) Central :

(b) State / VAT :

7. I. T. Permanent Account No.:

8. Financial Capacity : Year (2014-2015)

(a) Fixed capital :

(b) Working capital :

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

(Signature of the Applicant)
Office Stamp/Seal.

Place :

Date ;

List of attachments:

Annexure-II (A)

The following documents are to be uploaded online at

www.mstcecommerce.com/eprochome/aycl

1. EMD : Rs. 20,000/= *
* Bidders may request for exemption from submitting EMD (Refer details given in General terms & conditions)
2. Tender fee Rs: 500 /= should be paid by way of RGTS/ NEFT *
* Bidders participating in the tender should upload the UTR details towards cost of tender document.
3. Bidders should have a minimum turnover of Rs: 20 crores per annum in last three financial years (2012-13, 2013-14 & 2014-15). Proof (Profit & Loss Account) to be uploaded.
4. The tenderer should have minimum continuous experience of 15 (Fifteen) years in providing independently round the clock security services by deployment of security personnel in any reputed manufacturing company of medium size or above and or sponsored by Directorate General of Resettlement (DGR) .Proof for having continuous service of minimum 15 years to be uploaded.
5. The tenderer should have a minimum 6 (six) running contracts for providing security services in a reputed manufacturing industry of medium size or above at the time of tendering; the name and addresses of the clients where running contracts are in existence are to be uploaded.
6. The tenderer should have strength of not less than 150 Security guards in Chennai at the time of tendering, proof to be uploaded.
7. The bidding firm should have registered the firm under relevant law – proof of registration (certificate of incorporation/Firm registration Certificate to be enclosed; for partnership firm certificate copy of registered partnership deed to be uploaded).
- 8 The firm should have valid ESI & PF registration numbers. Copy of allocation letter and copy of latest remitted challan shall be uploaded.
9. Undertaking by tenderer that security deposit shall be furnished on awarding of contract to be uploaded.
10. The firm should have valid Service tax registration Number and PAN numbers. Copy shall be uploaded
11. License to engage in the business of Private security agencies (Form VI) as per Tamilnadu Private Security Agencies Rules 2008 to be uploaded.

GENERAL TERMS AND CONDITIONS

- 1) EMD: Rs. 20,000.00 (Rupees Twenty thousand only), should be paid by way of RTGS/ NEFT.

For bidders already enlisted with AYCL- T&S Unit, having outstanding amount more than the EMD amount or who have already submitted the EMD against our earlier tenders or those who have security deposit with Andrew Yule may apply for adjustment of the same. The total EMD should be Rs: 20,000/=

Bidders whose turnover is more than Rs: 50 crores may apply for exemption from furnishing EMD by making a specific request in writing and enclosing the necessary document in support of the same

If reason for non-submission of EMD or adjustment against the outstanding balance for EMD is not mentioned in Techno-commercial bid of tender, the tender will be rejected.

Our Bank details for making RTGS payment.

Bank Name and Address	ALLAHBAD BANK CHENNAI ADYAR BRANCH 19,1ST STREET, PADMANABHA NAGAR CHENNAI 600 020
IFSC Code	ALLA0211103
Account No	20276303182
Account Name	ANDREW YULE & COMPANY LIMITED

ELIGIBILITY CONDITIONS:

1.a) The tenderer should have minimum continuous experience of 15 (Fifteen) years in providing independently round the clock security services by deployment of security personnel in any reputed manufacturing company of medium size or above and or sponsored by Directorate General of Resettlement (DGR) .Proof for having continuous service of minimum 15 years to be enclosed.

b) The tenderer should have a minimum 6 (six) running contracts for providing security services in a reputed manufacturing industry of medium size or above at the time of tendering; the name and addresses of the clients where running contracts are in existence are to be furnished.

c) The tenderer should have strength of not less than 150 Security guards in Chennai at the time of tendering (proof to be given). Security provided in the residence/guest house of industrial manufacturing unit will not be considered for the eligibility purpose.

2. The bidder should have a minimum turnover of Rs: 20 crores per annum for the last three financial years. The bidder should submit Audited Balance Sheet for three financial years (2012-13, 2013-14 & 2014-15).

3. The bidding firm should have registered the firm under relevant law – proof of registration (certificate of incorporation/Firm registration Certificate to be enclosed; for partnership firm certificate copy of registered partnership deed to be enclosed).

4. The bidding firm should strictly adhere to the provisions of the Industrial Disputes (Amendment) Act 2010 (No.24 of 2010); the appropriate Government being Central Government eff. 15.09.2010.

5. The firm should have valid ESI & PF registration numbers. Copy of allocation letter and copy of latest remitted challan shall be enclosed.

GENERAL CONDITIONS

1. AGE, QUALIFICATION& LANGUAGES TO BE KNOWN

A) Assistant Security Officer.

- a) Age: Between 25 yrs. & 45 yrs. (age should be strictly adhered to)
- b) Qualification +2 pass.
- c) Languages to be known: Should be able to read & write in Tamil & English.
- d) Number of ASO required: 1(I Shift) + 1(II Shift) + 1(III Shift) = 3

B) Security Guards:

- a) Age: Between 21 yrs. & 40 yrs. (age should be Strictly adhered to)
- b) Qualification: good physique and literate.
- c) Languages to be known: Should be able to read & write in Tamil & English.
- d) Number of SG required: 4(I Shift) + 5(II Shift) + 5(III Shift) = 14

2. The Contractor shall not appoint any sub-contractor or sublet or assign or transfer any of his rights under the agreement to other persons. In the event of any such transfer or assignment, the agreement shall, at the option of company, stand terminated and security deposit deposited by the contractor will be forfeited.

3. The security guards and ASO shall be rotated at frequent intervals without affecting the work so that familiarity can be kept to the minimal to deliver the duty effectively.

4. Firm should provide the uniforms, other accessories, arms, etc to the Security Personnel deployed and good turnout is to be maintained. This aspect has to be strictly adhered to. A regular supervisory night checkup is to be carried out. Details regarding such process and report to be furnished.

5. If Service Tax is applicable, the same is to be specified by you including the rate at which Service Tax is paid. In that case, bidder has also to enclose latest valid registration certificate under service tax.

SECURITY DEPOSIT:

The successful bidder shall furnish a security deposit of Rs.4, 00,000/- (Rupees Four lakhs only) towards performance of this contract. The EMD paid by the successful bidder will be converted into SECURITY DEPOSIT. For the balance amount, the successful bidder shall deposit Security Deposit by a crossed DD or in the form of Bank Guarantee. If the contract is not performed as per the terms and conditions, then the Security Deposit will be forfeited.

The tenderer whose tender is accepted should commence the work with effect from the date as notified by the company. If he fails to do so within the stipulated time, the Earnest Money deposited by him will be forfeited.

RIGHTS OF THE COMPANY

Bidders who have quote other payment terms & condition having financial implication will be loaded as per Andrew Yule's norms.

The company reserves the right to accept any tender irrespective of whether it is lowest or otherwise or to reject any or all tenders without assigning any reason thereof. Affordability of the rates is also a criterion in finalizing the offer.

ARBITRATION

If any dispute arises between the company and the contractor, as to the terms and conditions of the agreement or method of compliance thereof, the procedure as laid down in Indian Arbitration & Consolidation Act 1996 will be adhered to.

FORCE MAJEURE

In case of strike, accident, natural calamity, acts of god and other unforeseen contingencies causing stoppage of production at Andrew Yule Factory, Andrew Yule reserves the right to cancel and/or modify this contract without liability for compensation and/or claim of any description.

TENDER EVALUATION

Tenderers who have not met the bid qualification and those bidders who have not enclosed the EMD as per tender specification will be rejected.

Other things being equal preference will be given to security agencies operating with CPSU and empanelled with DGR.

While evaluating the Price Bid, the total cost for ASO & Security Guards will be taken together and compared.

While, the bid qualification requirements are the minimum basic requirements to get the Techno Commercial bids accepted, the capability of the bidder will be assessed by Andrew Yule and based on the assessment, the company shall accept or reject the techno commercial bid, even though they meet the minimum bid qualification. Andrew Yule assessment in this regard will be final.

The bidder should enter the basic pay per day, DA per day, service charges in % and applicable service tax in %. Evaluation of bid will be carried out as detailed below,

Basic pay per Month	
DA per month	
Sub Total-1	
ESIC	4.75 %
PF (Incl of admin)	13.36%
BONUS Restricted to 8.33% of Rs:7000/= (Basic + DA only)/Rs:583/= Maximum.	
GRADUITY	4.81 %
SUB TOTAL-2	
Service Charges	%
SUB TOTAL-3	
Grand Total	
SERVICE TAX	%

Annexure-IV

**TECHNO-COMMERCIAL TERMS FOR PROVIDING SECURITY SERVICES
(To be filled online in mstc portal).**

SL NO	TERMS & CONDITIONS	VENDOR RESPONSE
1	<p>REQUIREMENT <i>E-Tender offers are invited for Entering into Contract for Providing security services to our Chennai operation and details given below,.</i></p> <p><u>AGE, QUALIFICATION& LANGUAGES TO BE KNOWN</u></p> <p>C) <u>Assistant Security Officer.</u></p> <ul style="list-style-type: none"> a) Age: Between 25 yrs. & 45 yrs. (age should be strictly adhered to) b) Qualification +2 pass. c) Languages to be known: Should be able to read & write in Tamil & English. d) Number of ASO required: 1(I Shift) + 1(II Shift) + 1(III Shift) = 3 <p>D) <u>Security Guards:</u></p> <ul style="list-style-type: none"> a) Age: Between 21 yrs. & 40 yrs. (age should be Strictly adhered to) b) Qualification: good physique and literate. c) Languages to be known: Should be able to read & write in Tamil & English. d) Number of SG required: 4(I Shift) + 5(II Shift) + 5(III Shift) = 14 	AGREE
2	Validity period of the offer: Your offer should be valid for acceptance for a minimum period of 90 days from the date of tender opening.	AGREE
3	<p>ARBITRATION If any dispute arises between the company and the contractor, as to the terms and conditions of the agreement or method of compliance thereof, the procedure as laid down in Indian Arbitration & Consolidation Act 1996 will be adhered.</p>	AGREE
4	<p>FORCE MAJEURE In case of strike, accident, natural calamity, acts of god and other unforeseen contingencies causing stoppage of production at Andrew Yule Factory, Andrew Yule reserves the right to cancel and/or modify this contract without liability for compensation and/or claim of any description</p>	AGREE
5	The bidding firm should strictly adhere to the provisions of the Industrial Disputes (Amendment) Act 2010 (No.24 of 2010);the appropriate Government being Central Government eff. 15.09.2010.	AGREE

6	SECURITY DEPOSIT: The successful bidder shall furnish a security deposit of Rs.4,00,000/- (Rupees Four lakhs only) towards performance of this contract. The EMD paid by the successful bidder will be converted into SECURITY DEPOSIT. For the balance amount, the successful bidder shall deposit Security Deposit by a crossed DD or in the form of Bank Guarantee. If the contract is not performed as per the terms and conditions, then the Security Deposit will be forfeited.	AGREE
7	Any increase in minimum wages & other statutory payments only allowed. Service charges, other overheads etc will Remain firm during currency of the contract.	AGREE
8	The Contractor shall not appoint any sub-contractor or sublet or assign or transfer any of his rights under the agreement to other persons. In the event of any such transfer or assignment, the agreement shall, at the option of company, stand terminated and security deposit deposited by the contractor will be forfeited.	AGREE
9	The security guards and ASO shall be rotated at frequent intervals without affecting the work so that familiarity can be kept to the minimal to deliver the duty effectively.	AGREE
10	Firm should provide the uniforms, other accessories etc to the Security Personnel deployed and good turnout is to be maintained. This aspect has to be strictly adhered to. A regular supervisory night checkup is to be carried out. Details regarding such process and report to be furnished.	AGREE
11	The tenderer should have minimum continuous experience of 15 (Fifteen) years in providing independently round the clock security services by deployment of security personnel in any reputed manufacturing company of medium size or above and or sponsored by Directorate General of Resettlement (DGR) .Proof for having continuous service of minimum 15 years to be enclosed. UP LOADED	Remarks
12	The tenderer should have a minimum 6 (six) running contracts for providing security services in a reputed manufacturing industry of medium size or above at the time of tendering; the name and addresses of the clients where running contracts are in existence are to be furnished. UP LOADED	Remarks
13	The tenderer should have strength of not less than 150 Security guards in Chennai at the time of tendering (proof to be given). Security provided in the residence/guest house of industrial manufacturing unit will not be considered for the eligibility purpose. UP LOADED	Remarks
14	The bidder should have a minimum turnover of Rs: 20 crores per annum for the last three financial years. The bidder should submit Audited Balance Sheet for three financial years (2012-13, 2013-14 & 2014-15). UP LOADED	Remarks

15	The bidding firm should have registered the firm under relevant law – proof of registration (certificate of incorporation/Firm registration Certificate to be enclosed; for partnership firm certificate copy of registered partnership deed to be enclosed). UP LOADED	Remarks
16	The firm should have valid ESI & PF registration numbers. Copy of allocation letter and copy of latest remitted challan shall be enclosed. UP LOADED	Remarks
17	Service Tax Registration No. Proof to be UP LOADED	Remark field
18	Income tax Pan number to be UP LOADED	
19	License to engage in the business of Private security agencies (Form VI) as Per Tamilnadu Private Security Agencies Rules 2008. Proof to be UP LOADED	Remark field
20	EMD : Rs. 20,000/= * UP LOADED * Bidders may request for exemption from submitting EMD (Refer details given in General terms & conditions	Remark field
21	Tender fee Rs: 500 /= should be paid by way of RGTS/ NEFT * UP LOADED * Bidders participating in the tender should upload the UTR details towards cost of tender document.	Remark field
22	SECURITY DEPOSIT: * UP LOADED Undertaking by tenderer that security deposit shall be furnished on awarding of contract	Remark field

OPERATING PROCEDURE

1. The security personnel being deployed by the bidder shall be in proper uniform. Supply of uniform, whistle, lathis, torchlight's and required accessories to the security personnel is the responsibility of the bidder.
2. The duty personnel deployed at main gate/factory gate shall report for respective shift duty, 30 minutes ahead of the duty shift time.
3. The reliever shift guard of a particular shift shall report to the security incharge of the company and ensure that his arrival is documented in the duty roster at the main gate.
4. The Security Agency should ensure that no duty post should fall vacant due to the shortage of manpower for whatsoever reason it may be and should ensure proper turnout of their security guards.
5. The relieving shift guards shall collect all necessary information that need to be collected from the shift guards of the previous shift before they take charge of their respective duties.
6. The reliever shall make necessary entries in the duty roster and take over the duty charges.
7. The duty shift guards on assuming morning shift shall ensure that the various department keys are drawn only by authorized personnel and relevant entries of key withdrawal is recorded in the key register. Likewise relevant entries should be made, when night shift duty personnel of various departments deposit the key for safe custody, at the gate.
8. The main gate guard shall ensure that the main gate is kept open and closed as per the shift schedule timing of the company.
9. The shift guard at the main gate shall note down the particulars of the late coming employees and ensure that their entry are restricted to the grace time as specified by the management.
10. The gate duty personnel shall entertain the visitors as per the instructions given to them. However, the government agencies or officer's on duty can be allowed to meet the HRD or Administrative Officers after checking up over telephone with the HRD/Admin. Department.
11. The visitors shall be allowed only after getting concurrence from the concern management official and such visitor shall carry visitor pass. Relevant entries are made in the visitor register whenever the visitor makes entry and exit. The visitor pass shall be collected back and their signature shall be obtained during exit time also.
12. The visitors must be allowed only during the specific time as notified by the management.
13. Visitors shall not be permitted with candid cameras, cell phone with cameras, guns, explosive, children, pets etc. No personal belonging of visitor shall be taken under custody especially cash etc. at the security office.
14. The gate duty personnel shall ensure that the vehicle bringing material to the company shall accompany all supporting documents.
15. The vehicle shall be permitted inside only on confirmation from the respective official, store, and addressee. Once the vehicle being allowed inside the factory on conformation, the guard on duty shall make relevant entries in the material incoming register and endorse at the back of the supporting document with the particulars of the entry number, date, time and official seal.

16. If the part of the material is to be unloaded, the guard should detail one escort to accompany vehicle up to the unloading point.

17. The out going material shall be thoroughly checked for supportive documents, and the authorized signature shall be verified at the gate. The gate guard shall make relevant entries in the material outgoing register and endorse the supporting documents with particulars of date, time, vehicle number with office seal etc. He shall retain the quadruplicate copy at the security office.

18. The gate personnel shall thoroughly check the out passes of employees those who tend to go out either for official job or personnel job during shift time.

19. The duty personnel shall not engage in conversations with employees or outsiders during shift duty time.

20. No drunken employee shall be allowed inside for duty.

21. Dismissed, suspended employees, Employees of other AYCL units, Employees of group companies and for such other employees specified by the management if any, shall not be permitted inside the premises without concurrence from the management.

22. The main gate lights shall be switched on at dusk and switched off at dawn.

23. The duty personnel shall be well versed with the phone numbers of senior official, security official, police, fire and ambulance service for meeting any emergency situations.

24. The main gate guard shall ensure that the all the keys are deposited in time and relevant entries are made in the key register.

25. If any section working hour is extended, official intimation in that regard shall be obtained from the management.

26. The keyboard shall be locked latest by 22.30 hours and sealed off. If any of the keys is to be drawn for emergency purpose during odd hours the duty personnel at gate shall entertain such request only with official letter from the company authorized person. Security personnel shall accompany for witnessing the opening and closing of the particular section.

27. The duty personnel shall note down any message that needs to be passed on to any official, duly in the message register and action taken shall be passed on to the next shift guard at the time of shift change over.

28. At no point of time the security personnel shall leave the security post unmanned.

29. The main gate shall be locked and sealed off latest by 22.15 hours everyday and shall be opened at 05.00 hours next morning. The relevant entries must be made in appropriate register.

30. No night shift employee shall be allowed to go out during shift time at odd hours.

31. Permitting of private vehicle for unloading at late hours shall not be encouraged by the security personnel. Only on emergency situation, these vehicles shall be permitted after prior permission from management.

32. All registers and records must be sent to HOD Security of the company for endorsement every day.

TERMS AND CONDITIONS OF DEPLOYMENT

1. The contractor shall comply with all the provisions as required under the appropriate acts of Government and also statutory requirements as applicable.
2. The contract will be for a period of twelve months with a provision to extend by one more year, on mutual discussion.
3. The security personnel shall perform the duties round the clock on all days of the month & year.
SHIFT TIMINGS: I shift :6 a.m. to 2 p.m.
II shift :2 p.m. to 10 p.m.
III shift :10 p.m. to 6 a.m.(next morning)

The shift timings shall be strictly adhered to and no guard shall be allowed to continue beyond their stipulated shift timings, for whatsoever reason it may be. Any absenteeism on duty, has to be made up by the firm by deploying guards at their resources. The contractor will ensure that after every 6 days of work, a weekly off (for full day) is given to his ASO & guards and this aspect has to be strictly adhered to.

4. The bidder shall submit the residential addresses and Physical measurements of the security personnel proposed to be deployed by him within one week from the date of award of contract.
5. The requirement of Security Guards and ASO may vary subject to requirement of security services for Andrew Yule & Co. Ltd., Electrical Division, Chennai Operation, Chennai.
6. Income-Tax as applicable will be deducted from the wage /salary bills payable. The tenderer on awarding contract, shall produce the firm's PAN No.
7. Payment will be made on monthly basis after receipt of pre-receipted invoice along with proof (Challan copy) of ESI & PF contribution paid and with attendance particulars duly certified by the personnel department. Subject to this compliance only monthly payment shall be released. The monthly payment for a particular month will be made by overlapping the payment by one month. eg. July month payment will be made by 10th September.
8. The contractor should ensure submission of periodic returns as required under Contractor Labour (R & A) Act,1970, with respect to Industrial Disputes(Amendment)Act 2010 (No 24 of 2010), the appropriate Government being Central Government eff. 15.09.2010, Employees' Provident Fund & Miscellaneous Provisions Act, 1952, ESI Act,1948 etc. and copy of each of the return submitted should be made available to Principal Employer and enforcement officer under each statutory Act.

9. SALARY COMPONENTS:

You have to quote the monthly charges per duty for each duty (8 hrs.) for ASO and security guards strictly as per Central Government Minimum Wages Act, applicable to Industries classified as Urban Agglomeration (UA) falling under Area A, in your Price bid. Your Price bid will contain item by item, details, split up like Basic Pay, Dearness

Allowance, ESI, PF, Bonus[Restricted to 8.33% of Rs:7000/=(Basic + DA only)as ceiling limit for payment], gratuity etc.

You have to quote your service charges and Service Tax separately (both components, to be quoted separately), without mixing up with salary components, mentioned in the above paragraph.

In case of any increase in minimum wages during the operation of the contract, the management will pay the increase in wages subject to your producing relevant proof for increase in salary (giving the revised offer) as well as payment made by you on the basis of the revised salary. There will be no other increase in rates (including **service charges etc**) other than the minimum rates notified by the central government.

No reliever charges will be paid separately.

10. Advance information will be given in writing to the contractor about the daily requirement of security personnel. The contractor shall provide the required number of workmen every day. Whenever there are less contract security personnel than the required strength, the company shall employ personnel at the risk and cost of the contractor.

The necessary supervision and control of security personnel will be with the contractor alongside the company's officer incharge.

Any amount which becomes due to the company on account of the above shall be settled either by way of direct payment of such amount through cheque to the company by the contractor or recovery from the bill/s due to the contractor or Bank guarantee. The contractor should not stop supply of any of his employees abruptly; the contractor before change of any employee should give atleast a minimum notice of one week. This is important from the point of view of continuity of work

11. The company reserves the right to terminate the contract by giving one month notice without assigning any reason thereof.
12. The firm can visit our campus site on any working day between 15 hrs. to 17 hrs. for discussions if any.

Annexure VII

PRICE FORMAT FOR PROVIDING SECURITY SERVICES

SI. NO	DESCRIPTION	BASIC PAY PER DAY IN Rs	DA PER DAY IN Rs	SERVICE CHARGES in %	WAGES PER MONTH in Rs $((a*30+b*30)*(1+0.0475+0.1336+.0481)+583)*(1+c/100)$
		A	B	C	
1	ASSISTANT SECURITY OFFICER (ASO)				
2	SECURITY GUARD				