

**ENQUIRY NO: AYCL/ENGINEERING DIVISION/50/18-19/ET/139**

**ANDREW YULE & COMPANY LIMITED**  
(A GOVERNMENT OF INDIA ENTERPRISE)  
ENGINEERING DIVISION  
KALYANI, NADIA

**APPOINTMENT OF SECURITY AGENCY AT ENGINEERING DIVISION**

ANDREW YULE & CO. LTD. invites offer from reputed Security Agency for deployment of security personnel at Engineering Division located at Kalyani.

**Tentative requirement OF SECURITY PERSONNEL:-**

- (a) SECURITY GUARD : 09 NOS
- (b) SECURITY SUPERVISOR : 03 NOS
- (c) GUNMAN : 01 NO

We request you to submit your offer for security personnel at our Engineering Division as follows -

E-Tender under single stage two part system (**Part I** : Techno-Commercial Bid, **Part II**: Price Bid).  
"Scope of work / Technical specification" as specified in this tender document.

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

**Validity of Contract** – 1<sup>st</sup> October 2018 to 30th September 2020

**Estimated value of Tender : 96 Lacs**

**Validity of Offer** - Your offer should be valid for acceptance for a minimum period of 90 days from the date of opening of tender.

**THE RIGHTS OF THE COMPANY**

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

We reserve 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.

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**ENQUIRY NO: AYCL/ENGINEERING DIVISION/50/18-19/ET/139****Schedule of Tender**

1.	E-TENDER NO.	AYCL/Engineering Division/50/18-19/ET/139
2.	MODE OF TENDER	e-Procurement System - Online submission of <b>Part I</b> - Techno-Commercial Bid and <b>Part II</b> - Price Bid through <a href="http://www.mstcecommerce.com/eprochome/aycl">www.mstcecommerce.com/eprochome/aycl</a> The intending bidders are required to submit their offer electronically through this e-tendering portal. No physical tender is acceptable by AYCL/MSTC
3.	Date of publication of e-Tender through publication MSTC/AYCL websites and Central Public Procurement Portal	28/07/2018
4.	Date of availability of NIT to the Vendors for downloading	30/07/2018
5.	Earnest Money Deposit and uploading of documents	As described in Annexure I & IV
6.	Date of Starting of e-Tender for submission of Online Techno-Commercial Bid and Price Bid at <a href="http://www.mstcecommerce.com/eprochome/aycl">www.mstcecommerce.com/eprochome/aycl</a>	30/07/2018 – 3.00 PM
7.	Date of closing of Online e-tender for submission of Techno-Commercial Bid & Price Bid at <a href="http://www.mstcecommerce.com/eprochome/aycl">www.mstcecommerce.com/eprochome/aycl</a>	13/08/2018 -3.00 PM
8.	Last date of submission/ uploading details of EMD & other documents at <a href="http://www.mstcecommerce.com/eprochome/aycl">www.mstcecommerce.com/eprochome/aycl</a>	13/08/2018 -03.00 PM
9.	Last date for submission of documents in sealed envelope at AYCL office.	13/08/2018 -03.00 PM
10.	Date & time of opening of Part-I (Techno-Commercial Bid)	13/08/2018 – 04.00 PM

**List of Annexure**

Important Instructions for E-procurement  
 General Information  
 Eligibility Conditions  
 General Terms & Conditions  
 Terms and Conditions of Deployment  
 Operating Procedure  
 List of documents to be submitted physically at AYCL office  
 Online Submission of Techno-Commercial Bid  
 Online Submission of Price Bid

Annexure-I  
 Annexure-II  
 Annexure-III  
 Annexure-IV  
 Annexure-V  
 Annexure-VI  
 Annexure-VII  
 Annexure-VIII  
 Annexure-IX

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# **Annexure-I**

## **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) of this tender before submitting your online tender. Bidders 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 II 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 ONLINE AT [www.mstcecommerce.com/eprochome/aycl](http://www.mstcecommerce.com/eprochome/aycl)

- 1) Vendors are required to register themselves online with [www.mstcecommerce.com](http://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):**

Mr. Rajib Giri  
Sr. Manager (Materials)  
Mobile No: 9831461611      Email: [rajib.giri@andrewyule.com](mailto:rajib.giri@andrewyule.com)

Subhankar Saha  
Engineer (Purchase)  
Mobile. No: 9434605933      Email: [subhankar.saha@andrewyule.com](mailto:subhankar.saha@andrewyule.com)

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**Contact person (E-Commerce, MSTC Ltd):**

1. Mr. Arindam Bhattacharjee  
Deputy Manager (E-commerce)  
MobileNo: 09330102643  
Email: arindam@mstcindia.co.in  
Landline: (033) 22901004

2) Mr. Sabyasachi Mukherjee  
Assistant Manager (E-commerce)  
Mobile- 07278030407  
Email: smukherjee@mstcindia.co.in

3. 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](http://www.mstcecommerce.com) once).

**2. Part-I: Uploading of Documents:**

**Bidding in e-Tender:**

- a. The process involves Electronic Bidding for submission of Techno Commercial Bid as well as Price Bid.
- b. The bidder(s) can submit their Techno Commercial bids and price bid through internet in MSTC website [www.mstcecommerce.com](http://www.mstcecommerce.com) → e-procurement → PSU / Govt depts. → Login under AYCL → My Menu → Auction Floor Manager → live event → Selection of the live event.
- c. 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.

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- d. 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.
- e. 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.
- f. 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.
- g. In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.
- h. During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else
- i. The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above
- j Techno-Commercial bid will be opened electronically on specified date and time as given in the NIT. Bidder(s) can download Technical Comparative statement.
- k Price bid will be opened electronically on specified date and time given in the NIT. Bidder(s) can download Price Comparative statement.
- l. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity
- m. 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 bidder shall be called hereafter SUPPLIER.
- n. 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.

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- o. 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.

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](http://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](http://www.mstcecommerce.com/eprochome/mstc) of MSTC Ltd. to familiarize them with the system before bidding.

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## **Annexure-II**

### **General Information**

#### **1. Particulars to be submitted by the FIRM in their Letterhead**

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 :  
(Attach a photo copy of the license)
5. Banker Details  
a) Name of the Bank :  
b) Name of the Branch :  
c) Account No :
6. Sales Tax Registration No.  
a) Central :  
b) State / VAT :
7. I.T. Permanent Account No :
8. Annual Turnover in 2016-17 :
9. No. of years the Firm is engaged in Security Service :

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. & have the sole discretion to reject or accept my / our candidature.

Place & Date:

(Signature of the Applicant)

Office Stamp / Seal

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2. **Earnest Money Deposit:** - Rs. 50,000 (Rupees Fifty Thousand only) by way of Pay Order / Demand Draft drawn in favour of M/s ANDREW YULE & CO.LTD Payable at KOLKATA.

If any vendor has any due from AYCL- Switchgear Unit Kolkata, EMD may be adjusted against such dues on the basis of specific request of the vendor in writing in this regard.

Bidders who are SSI/MSMED registered 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.

3. **Tender Fee:** Cost of Tender document - Rs. 500 (Rupees Five Hundred only) to be paid by cash / Pay Order/ DD drawn in favour of Andrew Yule & Co. Limited payable at Kolkata.

4. **Tender Evaluation :**

Bidders who have not met the Eligibility conditions and bidders who have not submitted EMD / adequate request for waiver as per Tender Specification will be rejected.

While the bid qualification requirements are the minimum basic requirements to get the Commercial bids accepted, the capability of the bidder will be assessed by AYCL. Based on assessment, AYCL shall accept or reject the Commercial bid, even though they meet the minimum bid qualification, AYCL's assessment in this regard will be final and binding. Other things being equal, preference will be given to those bidders who have exclusively agreed to deploy Ex-Serviceman.

**The Comparative statement generated by MSTC E-commerce is provisional. Final CSQ to be generated by AYCL and L1 will be determined on the basis of total cost of Security Guards - 09 nos., Security Supervisor - 03 nos. and Gunmen - 01 no. taken together.**

**NOTE**

- (1) The firm can visit our campus sites on any working day between 14.00 hours to 16.00 hours for discussions if any.
- (2) 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.

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## **Annexure-III**

### **ELIGIBILITY CONDITIONS**

1. Bidders should have minimum continuous experience of 05 (Five) years in providing independent, round the clock security services by deployment of security personnel in reputed organizations. Documents bearing proof towards this to be submitted along with offer. **However this clause is not applicable for DGR empanelled security agencies.**
2. Bidders should have a minimum 5 (Five) running contracts for providing Security services in reputed organizations. Placements in Government Departments, public sector organizations will be considered with higher priority. Name and address of the clients where running contracts are in existence need to be furnished. The said contracts should be of at least one year. No temporary contract shall be considered.
3. Bidders should have a strength of not less than 300 (Three Hundred) Security guards in Kolkata / West Bengal at the time of tendering (proof to be given). Security guards provided in residential Complex / Guest House / Departmental Stores / Shop / ATM shall not be considered for eligibility purpose. **However this clause is not applicable for DGR empanelled security agencies.**
4. Security Agencies should have a minimum annual turnover of Rs. 4.00 core. Annual report for financial year 2016-17 to be submitted along with offer. **However this clause is not applicable for DGR empanelled security agencies.**
5. Bidders should have valid E.S.I. and P.F. registration numbers. Copy of latest valid remitted challans should be enclosed.
6. The Bidder must have license under the Private Security Agency (Regulation) Act 2005 / The West Bengal Private Security Agencies (Regulation) Rules 2007 to work in the District of Nadia West Bengal.

## Annexure-IV

### GENERAL TERMS & CONDITIONS

#### 1. AGE, QUALIFICATION AND LANGUAGES TO BE KNOWN BY THE SECURITY PERSONNEL

**Age** - Between 25 years and 45 years (Age should be strictly adhered to). For DGR empanelled agencies, relaxation of age can be granted as per norms.

**Qualification** - At least Madhyamik pass for Security Guards, Gunman and Security Supervisor with good physique.

**Languages known:** Should be able to read and write in Bengali, Hindi and English.

2. The contract as will be entered into by and between the Company and the Security Agency will not be transferable or in any way can be subcontracted. Such act will be ultravires.
3. The labourers deployed by the Security Agency must be rotated regularly without affecting the security function. **Under no circumstances any contract labourer should work for more than 85 days.**
4. Firm should provide the Uniforms and other accessories like lathi, torch, battery, whistles, gumboot, raincoat, umbrella, arms etc. free of cost to the security personnel deployed and good outlook is to be maintained. This aspect has to be strictly adhered to. A regular Supervisory Night check-up is to be carried out. Details regarding such processes and report to be furnished.
5. The Security Agency will be liable and duty bound to maintain all registers and submit them to the respective authority as required under the Contract Labour (Regulation & Abolition) Act 1970, The Employees' Provident Fund and miscellaneous provisions Act 1952, The Employees' State Insurance Act 1948, The payment of bonus Act 1956, The payment of wages 1936, The minimum wages Act 1948 and all other labour laws having applicability with due intimation to the principal employer.
6. **Earnest Money Deposit:** - Rs. 50,000 (Rupees Fifty Thousand only) by way of Pay Order / Demand Draft drawn in favour of M/s ANDREW YULE & CO.LTD Payable at KOLKATA.

If any vendor has any dues from AYCL- Engineering Division, EMD may be adjusted against such dues on the basis of specific request of the vendor in writing in this regard.

Bidders who are SSI/MSMED registered 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.

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7. **Wage Payment:** - The Security Agency will be liable and duty bound to pay minimum wages in terms of the notification as would be issued by the Ministry of Labour and Employment, Government of India.

Disbursement of wage in respect of the defined wage period to be in accordance with the provisions of the payment of wages Act, 1936 and rules made there under in conjunction with the provisions of the Contract Labour (Regulation & Abolition) Act, 1970.

Changes in minimum wages will be implemented at the Company by the Security Agency on submission of the text of the notification as will be issued by the Ministry of Labour and Employment, Government of India.

In case of any increase in minimum wages during the operation of the contract, the management will pay the increase in wages subject to the submission of relevant proof for increase in salary (giving the revised circular) as well as payment made by the Security Agency on the basis of revised salary. There will be no other increase in rates other than the minimum rates as notified by the Central Government.

Security Agency has to ensure that under no circumstance the wage payable to the Security personnel engaged at the factory is delayed.

**It is necessary to quote the service charge applicable (ON LUMP SUM BASIS PER SECURITY PERSON) as in Annexure – IX (Price Bid) of the e-tender.**

8. **Security Deposit:-** The successful bidder shall furnish a Security Deposit of Rs. 1,00,000 (Rupees One lakh only) towards performance for this contract. The E.M.D. paid by the successful bidder will be converted into Security Deposit. For the balance amount, the successful bidder shall deposit Security Deposit of balance amount by another DD or in the form of Bank Guarantee of equivalent amount. If the contract is not performed as per the terms and conditions, then the Security Deposit will be forfeited.

The bidder 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 the firm, will be forfeited.

9. **Income Tax :** - Income Tax will be deducted from the wage /salary bills payable, if applicable. The bidder on award of contract, shall produce the Firm's PAN No

10. **Payment :** - To 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 e.g. **July month payment will be made by 10th September.**

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11. **Period of Contract :-** The contract shall remain valid for a period of 24 months from the date of issuance of the order and same may be renewed subject to mutual discussion for another 12 months only. However, the Company reserves the exclusive right to terminate the contract at any point of time with one month's notice for any reason whatsoever and under any circumstances.
12. **Dispute :-** In case of any dispute arising out and in course of the Agreement the appropriate Court of Law at Kolkata shall have the jurisdiction. However, recourse may be taken to alternative dispute resolution as envisaged in the Arbitration and Conciliation Act, 1996.
13. **Force Majeure : -** In case of strike, accident, natural calamity, acts of God and other unforeseen contingencies causing stoppage of production at Andrew Yule's Factory, Andrew Yule reserves the right to cancel and / or modify this contract without liability for compensation and / or claim of any description.

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## **Annexure-V**

### **TERMS AND CONDITIONS OF DEPLOYMENT**

- (1) The Security Agency shall comply with all the provisions as required under the appropriate Acts of Government and also statutory requirements as applicable, including maintenance of Registers, Forms, getting verification and signature of appropriate authority etc.
- (2) The Security personnel engaged at the factory should not be from local area. The residence of the engaged Security personnel should be at least 30 - 35 Km away from Kalyani.
- (3) The Security personnel shall perform the duties round the clock on all days of the month and year. 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 Security Agency will ensure that after every 6 (six) days of work, a weekly off (for full day) is given to his guards and Gunmen 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, Gunman & Security Supervisors may vary from time to time, subject to requirement of security services for various Unit of Andrew Yule & Co Ltd, Engineering Division. Advance information will be given in writing to the Security Agency about requirement of security personnel from time to time.
- (6) Advance information will be given to the Security Agency about the daily requirement of security personnel. The Security Agency shall provide the required number of workmen every day. Whenever there are less security personnel than the required strength, the company shall employ personnel at the risk and cost of the Security Agency.

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 Security Agency or recovery from the bills due to the Security Agency.

The Security Agency should not stop supply of any Security abruptly. The Security Agency before change of any Security should give at least a minimum notice of one week. This is important from the point of view of continuity of work.

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- (7) The Security Agency will be required to settle all the dues of the Security Personnel either at the time of expiration of the contract or determination thereof. The principal employer will not be liable for any such payment for any reason whatsoever and under any circumstances.
- (8) The Security Agency will be under obligation to undertake necessary supervision in regard to the Security Personnel deployed by them.
- (9) The company will not and never be responsible for any future liability in respect of the instant agreement under any circumstances and for any reason whatsoever.
- (10) The company will not and never be responsible for absorption of any Security Personnel deployed by the Security Agency for any reason whatsoever and under any circumstances.
- (11) The Security Agency will be duty bound and liable for maintenance of all the prescribed registers under different statutes having applicability with intimation to principal employer.

## **Annexure-VI**

### **OPERATING PROCEDURE**

1. Security Agency should provide the Uniforms and other accessories like lathi, torch, battery, whistles, gumboot, raincoat, umbrella, arms etc. free of cost to the security personnel deployed and good outlook is to be maintained. This aspect has to be strictly adhered to. A regular Supervisory Night check-up is to be carried out. Details regarding such processes and report to be furnished.
2. The Security Agency will be liable and duty bound to maintain all registers and submit them to the respective authority as required under the Contract Labour (Regulation & Abolition) Act 1970, The Employees' Provident Fund and miscellaneous provisions Act 1952, The Employees' State Insurance Act 1948, The payment of bonus Act 1956, The payment of wages 1936, The minimum wages Act 1948 and all other labour laws having applicability with due intimation to the principal employer.
3. The visitors must be allowed only during the specific time as notified by the Management.
4. The duty personnel deployed shall report for respective shift duty, 30 minutes ahead of the duty shift time.
5. The reliever shift guard of a particular shift shall report to the security in charge of the company and ensure that his arrival is documented in the duty roster at the main gate.
6. 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.
7. 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.
8. The reliever shall make necessary entries in the duty roster and take over the duty charges.
9. 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 recorder 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.

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10. The main gate guard shall ensure that the main gate is kept open and closed as per the shift schedule timing of the company.
11. 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 management.
12. The gate duty personnel shall guide the visitors as per the instructions given to them. However, the government agencies or officers on duty can be allowed to meet the HRD or Administrative officers after checking up over telephone with the HRD / Admin. Department.
13. The visitors shall be allowed only after getting concurrence from the concern management official and such visitor shall carry visitors 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.
14. 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.
15. The gate duty personnel shall ensure that the vehicle bringing material to the company shall accompany all supporting documents.
16. 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 confirmation, the guard on duty shall make relevant entries in the material incoming register and endorsed at the back of the supporting document with the particulars of the entry number, date, time and official seal.
17. If the part of the material is to be unloaded, the guard should depute one escort to accompany vehicle up to the unloading point.
18. The outgoing 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.
19. 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.
20. The duty personnel shall not engage in conversations with employees or outsiders during shift duty time.



21. No drunken employee shall be allowed inside for duty.
22. Dismissed, suspended, 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.
23. The main gate lights shall be switched on at dusk and switched off at dawn. Unnecessary use of electricity and water should be taken care off.
24. 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 situation.
25. The main gate shall ensure that the all the keys are deposited in time and relevant entries are made in the key register.
26. If any section working hour is extended, official intimation in that regard shall be obtained from the management.
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 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. No shift worker / staff shall be allowed to go out during the shift time at odd hours without proper gate pass.
30. 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.
31. All registers and records must be sent to HOD Security of the company for endorsement every day.

## **Annexure-VII**

### **LIST OF DOCUMENTS TO BE SUBMITTED PHYSICALLY AT AYCL OFFICE IN SEALED ENVELOPE ON OR BEFORE LAST DATE OF SUBMISSION OF BID**

1. Documents bearing proof that bidders have minimum continuous experience of 05 (Five) years in providing independent, round the clock security services by deployment of security personnel in reputed organizations. However DGR empanelled security agencies are exempted from submission of these documents.
2. Order copies of at least 5 (Five) running contracts for providing Security services in reputed organizations.
3. Bidders are required to submit adequate evidence (order copies / PF or ESI challan copies) in support of the minimum manpower strength of 300 (Three Hundred) Security guards in Kolkata / West Bengal at the time of tendering. Security guards provided in residential Complex / Guest House / Departmental Stores / Shop / ATM shall not be considered. However DGR empanelled security agencies are exempted from submission of these documents.
4. Annual report for financial year 2016-2017 to be submitted as a proof for minimum annual turnover of Rs. 4.00 crore. However DGR empanelled security agencies are exempted from submission of this document.
5. Copy of latest valid E.S.I. and P.F. remitted challans.
6. DD / Pay Order / Exemption Letter for Rs. 50,000 towards EMD amount
7. Copy of Money Receipt / DD / Pay Order of Rs. 500 towards TENDER FEE
8. Declaration by bidder on Letterhead that security deposit of Rs. 1.00 Lac would be furnished on awarding of contract.
9. Service Tax Registration details
10. Copy of PAN Card
11. General information to be submitted in Letter head as per prescribed format in Annexure – II.

Contd.....

## Annexure-VIII

### TECHNO - COMMERCIAL TERMS FOR PROVIDING SECURITY SERVICES (To BE FILLED ONLINE IN MSTC PORTAL)

SL NO	TERMS & CONDITIONS	VENDOR RESPONSE
1	Acceptance to all General Terms & Conditions 1 to 13 as per Annexure IV.	AGREE
2	Acceptance to all Terms & Conditions of deployment 1 to 10 as per Annexure V.	AGREE
3	Acceptance to all Operating procedure 1 to 31 as per Annexure VI.	AGREE
4	Acceptance to submit all documents 1 to 11 as per Annexure VII physically at AYCL office in SEALED ENVELOPE on or before last date of submission of bid	AGREE
5	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
6	Dispute - In case of any dispute arising out and in course of the Agreement the appropriate Court of Law at Kolkata shall have the jurisdiction. However, recourse may be taken to alternative dispute resolution as envisaged in the Arbitration and Conciliation Act, 1996.	AGREE
7	E.M.D. of Rs. 50,000 - Please furnish payment details (DD No. & Bank details on which drawn) or Request for exemption.	REMARKS
8	Service Tax Registration No. <Proof to be submitted as in Annexure VII>	REMARKS
9	Pan No. <Proof to be submitted as in Annexure VII>	REMARKS
10	Cost for Tender documents of Rs. 500 – Please furnish payment details	REMARKS
11	Declaration by bidder that security deposit of Rs. 1.00 Lac would be furnished on awarding of contract.	AGREE
12	<b>Payment : -</b> To 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 e.g. <b><u>July month payment will be made by 10th September.</u></b>	AGREE

Contd.....

## Annexure- IX

### PRICE FORMAT

Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7
Type of labour	Daily wage as per notification issued by the O/o Chief Labour Commissioner (C), Ministry of Labour & Employment, Govt. of India	ESI @ 4.75% of basic wage	E.P.F. @ 13.36% of basic wage	Bonus @ 8.33% on Rs.7000/-	Sub Total in Rs.	Service Charge applicable *  (on Lumpsum Basis per Security personnel)
Security Guard 9 nos.	673	31.96	89.91	22.42	817	X
Security Supervisors 3 nos.	732	18.53	53.08	22.42	732	Y
Armed Guard 1 no.	732	20.43	58.52	22.42	732	Z

Note – Contribution @ Rs. 1 (One) to be paid as per provision of the West Bengal Labour Welfare Fund Act.

Professional Tax will be paid as applicable.

Col 1 – Col 6: Values would vary as per are notification issued by the O/o Chief Labour Commissioner (C) from time to time.

Col 7: Lumpsum amount payable to the bidder as service charge for each person every month. Service charge should be inclusive of all charges pertaining to any agency. **Service charge would remain unchanged during the contract period. No other charge under any head would be entertained.**

**The Comparative statement generated by MSTC E-commerce is provisional. Final CSQ to be generated by AYCL and L1 will be determined on the basis of total cost of Security Guards - 09 nos., Security Supervisor - 03 nos. and Gunmen - 01 no. taken together (Total = 9X+3Y+1Z).**