



## Kandla SEZ Authority (KASEZA)

(Government of India)

Ministry of Commerce & Industry,  
Kandla Special Economic Zone,  
Gandhidham-Kutch-370 230

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No. KASEZ/EM/III/227/2017-18/

Dated: 27/06/2017.

Tender No. & Date – KASEZ/EM/III/215/2016-17  
dated 22/06/2017  
Tender closing date/time – 21-07-2017 at 1300 hours (IST)  
Tender opening date/time – 21-07-2017 at 1600 hours (IST)

Kandla SEZ Authority, Government of India, Ministry of Commerce & Industry, having responsibility of development of Kandla Special Economic Zone, invites bids from Licenced/Authorized Security Service Providers for supply of 06 (six) Gunmen who will be ex-servicemen and 06 (six) Lady Security Guards for 8 hours duty, six days a week, inclusive of all applicable taxes i.e. service tax, etc. Terms and conditions for supply of 06 (six) Gunmen and 06 (six) Lady Security Guards for 8 hours duty, six days a week is given below:-

1. The service provider should have minimum 3 years' experience in the relevant field. Personnel deployed also should have sufficient experience.
2. The Gunmen and Lady Security Guards are proposed to be hired for an initial period of two years with the provision of extending it for another two year at the discretion of the Chairman, Kandla SEZ Authority.
3. **The educational qualification of security personnel should be minimum 10<sup>th</sup> pass.**
4. The height of the Gunmen shall not be less than 5'5" and should be sound health. For Lady Security Guards, the height shall not be less than 5'2".
5. The personnel should have at-least one year experience of security work.
6. The bidder shall submit the bio-data of gunmen/lady security guards with full details i.e. name of the person, full residential address, qualification, experience along with 2 recent photos and shall also submit the Police verification report of these security personnel at the time of actual deployment.
7. The bidder's Annual Turnover should not be less than Rs.2 crores during any of financial year 2013-14, 2014-15 & 2015-16. In this regard, CA certified accounts for three years shall be provided.

8. The bidder shall provide a Bank Solvency Certificate of Rs.5.00 lakhs from any Nationalized Bank.
9. The Bidders PF Contribution shall not be less than 10 lakhs in the last year (2015-16). A CA certificate in this respect be attached.
10. The ESIC contribution shall not be less than Rs.2 lakhs in the last year (2015-16). A CA certificate in this respect be attached.
11. In case the work of any security personnel is found not satisfactory, the same would be conveyed in writing and the service provider shall not deploy him again and shall provide a replacement.
12. The Gunmen will be deployed mainly during night shift (10.00 p.m. to 06.00 a.m) at Kandla Special Economic Zone. However, if need arises, they may be deployed during 1<sup>st</sup> (0600-1400 hrs) and 2<sup>nd</sup> shift (1400-2200 hrs) as required by the Security Officer, KASEZ. A Guard has to be deployed for 8 hours duty only.
13. The Lady Security Guards will be deployed in two shifts. They will not be deployed in night shift.
14. Each bid shall be accompanied by a demand draft of Rs.50,000/- (Rupees fifty thousand only) towards earnest money deposit, payable in favour of "Kandla SEZ Authority" payable at Gandhidham without which the bid will not be considered valid.
15. While bidding, the bidder should submit two sealed envelopes separately super-scribed as "Technical Bid" and "Financial Bid" and these envelopes should be submitted in one big envelope marking Tender for Supply of Gunmen and Lady Security Guards. No conditions should be added to the tender.

**(i) Technical Bid:**

The Technical Bid should be as per Annexure-A. It should be supported by the documents indicated in the said Annexure. The Demand Draft/Banker's cheque in respect of the Earnest Money Deposit should be submitted with the "Technical Bid".

**(ii) Financial Bid:**

The "Financial Bid" should be as per Annexure-B. **(Initially only the "Technical Bids" will be opened. The "Financial Bids" will be opened, only if, the bidder fulfills the stipulated conditions of Technical Bid).**

16. The bids should reach this office on or before 1300 hours on 21<sup>st</sup> July, 2017. The Bids received thereafter will not be considered. No acknowledgement, in respect of receipt of any bid, shall be issued. The bid can be dropped in Tender Box placed near reception of Kandla SEZ.

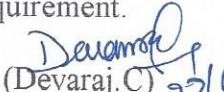


17. The bid should not be written with pencil. Such bids will be rejected. Each page of the bid should be signed by the authorized signatory/owner/Managing Director of the Agency. There should not be any overwriting/cutting, etc.
18. The bids will be opened on 21/07/2017 at 1600 hrs. at Kandla Special Economic Zone Administrative Office building. Bidders who wish to remain present at the opening of bids may do so. Bids will be opened in Conference Hall of Kandla SEZ.
19. The Chairperson, Kandla SEZ Authority, reserves all rights to reject any one or all tenders without assigning any reason.
20. On getting intimation from KASEZ Authority, the successful bidder shall execute an agreement as per Annexure-C and furnish a bank guarantee or FDR from a scheduled bank equivalent to 10% of the total amount of the contract as Performance Security Deposit within 15 days of award of contract. This will be released only after one month of successful completion of the contract period. EMD, however, will be returned on receipt of the performance security deposit.
21. A declaration from the bidder as per Annexure-D that they are not blacklisted by any Central/State Government/Public Undertaking, etc.
22. In case of non-compliance of the terms and conditions of the contract, a penalty may be levied on the basis of certificate signed by the Security Officer. The penalty for some of the defaults are as under:-

Sr.No.	Nature of default	Penalty Rs.
1	Late Reporting	Rs.100/- per day
2	Non reporting	Rs.250/- per day
3	Refusal of duties	Rs.250/- per day
4	Non-observation of dress-code	Rs.100/- per day
5	Change of security guards without prior permission	Rs.500/- per day

23. The bidder shall be responsible for complying with all statutory requirements for providing its personnel with requisite facilities such as payment of minimum wages as per Govt.'s Minimum Wages Act, liability of weekly rest and leave, etc.
24. Since the persons engaged by the service provider shall be employees of the service provider, it shall be his/her duty to pay their wages every month and the service provider is responsible for all statutory payments/obligations. In so far as statutory deduction from wages of security personnel like PF and ESIC are concerned, the service provider shall provide proof of deposit of the same with concerned Govt. authorities
25. Bidder shall ensure daily attendance of above said number of security personnel on 8 hours duty and also responsible for providing accommodation, transport, etc. as may be required and shall provide replacement of security personnel on leave or absent for any reason immediately.
26. KASEZ Authority may at any time have increased requirement upto 50%.

27. Service provider shall furnish a medical fitness in respect of all the personnel deployed, duly certified by a Registered medical practitioner.
28. Service provider shall ensure that the personnel deployed are not below the age of 18 years and not above the age of 58 years.
29. The employees deployed in Kandla SEZ shall not have any right to claim employment under Kandla SEZ Authority. The service provider shall indemnify and keep indemnified Kandla SEZ Authority against such claims, if any.
30. The service provider shall be responsible for any injury to its personnel. Furthermore, the service provider shall not claim any damage or compensation or reimbursement of any expense which has been incurred by them in compensating the persons employed by them and that necessary insurance cover will be taken by them in respect of any accident, injury or death in the course of performance of duty by any person deployed by them. In the event of any employee deployed by the service provider making any claim against Kandla SEZ Authority in relation to death or personal injury sustained by any person, then, the service provider shall undertake to effectively indemnify and keep Kandla SEZ Authority indemnified against any such claims. This clause shall be applicable till the expiry and/or earlier termination of the Agreement. The total liability of Kandla SEZ Authority under the Agreement under any circumstances shall not exceed the amount actually due and payable to the service provider as per the monthly charges for security personnel mentioned above, for the services actually provided.
31. The Service Provider/Service Provider's personnel shall not divulge or disclose to any person any details of this office, operational process, technical know-how, security arrangements and administrative/organizational matters.
32. In case the service provider fails to perform or its performance is found to be unsatisfactory, the contract may be terminated by the Chairperson, KASEZ Authority giving one month's notice and the performance guarantee in that case shall be forfeited without assigning any reason. No termination compensation or any other amount shall be payable by Kandla SEZ Authority.
33. There should be regular and proper checking of the performance of the personnel by the service provider.
34. KASEZ Authority will not pay any other charges.
35. The successful bidder shall provide name, address, e-mail ID & telephone number of his local representative who can be contracted any time in case of any requirement.

  
(Devaraj.C) 27/6  
Secretary,  
Kandla SEZ Authority.



ANNEXURE-A

TECHNICAL BID FOR HIRING OF GUNMEN AND LADY SECURITY GUARDS

Sr.No.	Subject	Yes/No	Page No.
01	A sheet containing Name, address, telephone number and e-mail ID of the Bidder (signed by MD/Partner/Proprietor/Authorized signatory)		
02	Permanent Account Number (PAN) (provide copy signed by MD/Partner/Proprietor/Authorized signatory)		
03	Annual Turnover during F.Y. 2013-14, 2014-15, 2015-16 (Furnish copy of CA certified accounts)		
04	Amount of PF Contribution shall not be less than Rs.10 lakhs during 2015-16 (A CA certificate in this respect be attached)		
05	ESIC contribution shall not be less than Rs.10 lakhs during 2015-16 (A CA certificate in this respect be attached)		
06	List of reputed clients		
07	Date of Establishment/ Incorporation of the Security Agency with a self-certified proof.		
08	Whether proper valid licence is available for keeping Arms & Ammunition and whether the same is valid for next two years (provide copy signed by MD/Partner/Proprietor/Authorized signatory)		
09	Copy of Registration Certificate of Private Security Agency as required under relevant Private Security Guards (Regulation of Employment and Welfare) Act and The Private Security Agencies (Regulation) Act or under any other Law, which in force as on date		
10	Declaration as per Annexure-C that the bidder is not black listed by any Central/State Govt./Public undertaking, etc.		
11	Service tax registration no. (provide copy signed by MD/Partner/Proprietor/Authorized signatory)		
12	Details of Demand Draft/Banker's cheque in respect of EMD (Demad draft/banker's cheque should be enclosed)		

\*Note: In case of any dispute about any document, decision of Chairman, Kandla SEZ Authority shall be final.

Date:

Place:

Stamp/Seal of the Bidder

Name and signature of the  
Authorised Signatory.

## ANNEXURE-B

## FORMAT OF TENDER DOCUMENT (FINANCIAL BID) FOR HIRING OF 6 GUNMEN AND 6 LADY SECURITY GUARDS

1. Name, address and telephone No. :  
of the Bidder.
2. Rate Chart per Gunman and Security Guard (Applicable taxes will be paid and not to be included).

				in Indian rupees
Sr. No.	Description	Qty.(nos)	Monthly rate for a person	Total Amount *{Col.(3) x Col.(4)}
(1)	(2)	(3)	(4)	(5)
01	8 hour duty per person per day for six days a week for <b>Gunmen</b>	06		
02	8 hour duty per person per day for six days a week for <b>Lady Security Guard</b>	06		
			Grand Total	

\*Product of column (3) & (4).

Date:

Place:

Stamp/Seal of the Bidder

Name and Signature of  
Authorised Signatory

Tender will be opened on 21/07/2017 at 4.00 p.m. in the Conference Room, o/o the Development Commissioner, Kandla Special Economic Zone, Gandhidham-Kutch 370 230 in front of the bidders or their representatives.

ANNEXURE-C

(To be executed on Rs.100/- stamp paper)

AGREEMENT

This Agreement is made on this \_\_\_\_ day of \_\_\_\_ 2017, between the Kandla SEZ Authority (hereinafter called the first party) on one part and M/s. \_\_\_\_\_ on the other part (hereinafter called as the second party) for supply of 06 (six) Gunmen and 06 (six) Lady Security Guard.

Whereas the second party has agreed to follow the terms and conditions enumerated in the Tender document No.KASEZ/EM/III/215/2016-17 dated 22/6/2017.

In witness whereof the first party, through its Secretary and second party through \_\_\_\_\_ have set their hands and seal on the day first above written.

Signed & sealed by  
For Chairperson  
Secretary  
Kandla SEZ Authority

Signed & sealed by  
For service provider  
(Proprietor/Partner/Director)

In the presence of

- 1.
- 2.

ANNEXURE-D

Declaration

We are not black-listed by any Central/State Government/Public Sector undertaking,  
etc.

The facts and information furnished by us are true to the best of our knowledge.

Sign:

Name/Designation  
Proprietor/Partner/Director  
(Attach authorization letter if signed by authorized signatory)

Date: