



Kandla SEZ Authority (KASEZA)

(Government of India)

Ministry of Commerce & Industry,

Kandla Special Economic Zone,

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No.KASEZ/EM/III/215/2016-17/

Dated: - 16/05/2019

TENDER FOR CONTRACT SECURITY SERVICE PROVIDERS

Kandla SEZ Authority, Government of India, Ministry of Commerce & Industry, having responsibility of development of Kandla Special Economic Zone, invites Sealed Tenders in TWO BID FORMAT (Separate Technical Bid and Financial Bid) from Licensed/Authorized Security Service Providers for supply of following personnel for 8 hours shift duty on monthly contract basis :-

- | | |
|---------------------|-----------|
| (a) Security Guards | - 32 Nos. |
| (b) Gunmen | - 08 Nos. |
| (c) Firemen | - 07 Nos. |

Tender No.	No.KASEZ/EM/III/215/2016-17/
Tender Date	16/05/2019
Last Date & Time for Submission of Tender	24/06/2019 17.00 P.M.
Estimated Cost	Rs. 1,30,00,000/-
Date & Time of Opening of Technical Bids	25/06/2019 at 3.00 P.M.
Date & Time of Opening of Financial Bids	To be intimated
EMD	Demand Draft of Rs. 1,00,000/-

The Bidder is requested to quote rates in the 'Financial Bid' keeping in view the terms and conditions of this Tender Document and the tender is liable to be rejected if any change in the terms and conditions is proposed. **Rate quoted by the bidder will be final and no amount will be paid over and above the quoted rate.** The Bidder has to submit Earnest Money Deposit of Rs. 1,00,000/- through Demand Draft only (payment by cheque or any other mode is not acceptable) in favor of "Kandla SEZ Authority" payable at Gandhidham along with the Technical Bid. Tenders without the Earnest Money Deposit (through Demand Draft Only) will be deemed rejected.

The Tender Document can also be downloaded from the website www.kasez.gov.in. The Kandla SEZ Authority, reserves the right to reject all or any tender without assigning any reason, whatsoever.

Eligibility Criteria

1. The service provider should have a minimum experience of three years as on 31/03/2019 in the field of providing Security Services. Self-attested photo-copy of work orders for at least 03 years shall be provided.
2. The service provider should have completed three similar works (at least one of them should be in Central Govt./Central Autonomous Bodies/Central Public Sector Undertakings/reputed corporations in the private sector) costing not less than the amount equal to 25% of estimate cost put to tender,

OR

Two similar completed works, each costing not less than the amount equal to 50% of the estimated cost put to tender

OR

One similar completed work of aggregate cost not less than the amount equal to 80% of the estimated cost.

Self-attested photo-copy of work orders as proof shall be provided.

3. The service provider's Annual Turnover should not be less than Rs.1.00 crore during any of the financial year 2016-17, 2017-17 & 2018-19. In this regard, Statement of annual turnover of three years, from a registered practicing Chartered Accountant, CA certified accounts for three years shall be provided.
4. The service provider should be registered as 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. Attach self-attested copy of registration shall be provided.
5. The service provider should not be black listed by any Central/State Govt./Public undertaking, etc. Declaration as per Annexure-D shall be provided.

General Terms & Conditions

1. The tenure of contract is initially for period of two years with a provision of extending it for two more years at the discretion of the Chairman, Kandla SEZ Authority.
2. The deputed security personnel should be at least matriculated.
3. The height of the deputed security personnel shall not be less than 5.5" and should be of sound health.
4. The deputed security personnel should have at-least one year experience of security work.
5. The bidder shall submit an undertaking for gunmen as per Annexure-E.
6. The bidder shall submit the bio-data of gunmen/security guards/firemen 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 of these



security personnel at the time of actual deployment to the Security Officer, Kandla SEZ Authority.

7. In case the work of any of the security personnel is not found to be satisfactory, the same would be conveyed in writing and the service provider shall not deploy concerned security personnel and shall provide a replacement.
8. The security personnel will be deployed in three shifts as per requirement.
9. Each bid shall be accompanied by a demand draft of Rs.1,00,000/- (Rupees one lakh only) towards earnest money deposit, payable in favor of "Kandla SEZ Authority", payable at Gandhidham without which the bid will not be considered valid.
10. While bidding, the service provider should submit two sealed envelopes separately super-scribed as "Technical Bid" and "Financial Bid". 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.

11. As per Integrated Goods and Service Tax (IGST) Act, 2017, s 16 (1) (b), Supply of goods or services or both to a Special Economic Zone developer or to a Special Economic Zone unit is at "**zero rated supply**". Kandla SEZ Authority being a Special Economic Zone developer, no taxes including GST shall be levied. Thus all the rates quoted under Financial Bid should be exclusive of GST or any other taxes and Kandla SEZ Authority is not liable to pay any taxes. Service provider shall be responsible for all the compliances under GST.
12. 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.
13. The bids should reach this office on or before 17.00 hours on 24th June, 2019. 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 office of Development Commissioner, Kandla SEZ Authority.
14. The technical bids will be opened on 25/06/2019 at 1500 hrs. in the Conference Hall of Kandla Special Economic Zone Administrative Office building. Bidders who wish to attend may remain present at their discretion.
15. The bid should not be filled in with pencil. Such bids will be rejected. Each page of the bid should be signed by the authorized signatory/owner/Managing Director of the service provider. There should not be any overwriting / striking out, etc.
16. The Chairman, Kandla SEZ Authority, reserves all rights to reject any one or all tenders.




17. 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. The Bank Guarantee/FDR shall be valid for a period of 24 months, which will be extendable as per the requirement of Kandla SEZ Authority. This will be released only after successful completion of the contract and also meeting the condition at Sr.No.22. EMD, however, will be returned on receipt of the performance security deposit.
18. 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

19. 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 Central Govt.'s Minimum Wages Act, liability of weekly rest and leave, etc.
20. **The services are required round the clock i.e. for 24 hours and 7 days a week. The security agency should always ensure manning of all posts and maintaining services at all the time. Kandla SEZ Authority will only be liable for 01 weekly rest day to the deputed personnel. Any other leaves i.e. casual leave, sick leave etc. shall be managed by service provider. The service provider has to provide reliever in case of deputed personnel avails casual leave, sick leave etc. and no extra charges for reliever shall be provided thereof.**
21. 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.
22. The performance security deposit shall be released after submission of proof of deposit of PF, ESIC and NOC from Labour Commissioner and Kandla SEZ Authority.
23. Bidder shall ensure daily attendance of above said number of security personnel/gunmen/firemen for 8 hours duty and also responsible for providing accommodation, transport, etc. as may be required.
24. KASEZ Authority may at any time have increased requirement up to 50%.
25. Service provider shall furnish a medical fitness in respect of all the personnel deployed, duly certified by a Registered medical practitioner.
26. Service provider shall ensure that the personnel deployed are not below the age of 18 years and not above the age of 58 years.

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27. 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.
28. 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 premature 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.
29. 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.
30. In case the service provider fails to perform or its performance is found to be unsatisfactory, the contract will 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 the Kandla SEZ Authority.
31. There should be regular and proper checking of the performance of the personnel by the service provider.
32. KASEZ Authority will not pay any other charges.
33. The successful bidder shall provide name, address, e-mail ID & telephone number of his local representative who can be contacted any time in case of any requirement.
34. KASEZ Authority will have right to cancel posting of any security person/personnel without assigning any reason.



16/05/19

(Satyadeep Mahapatra)
Jt. Development Commissioner,
Kandla Special Economic Zone &
Member, Kandla SEZ Authority.

ANNEXURE-A

TECHNICAL BID FOR HIRING OF GUNMEN, SECURITY GUARDS & FIREMEN

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	Certificate having successfully completed work during last three years.		
04	Certificate having completed THREE similar works (at least one of them should be in Central Govt./Central Autonomous Bodies/Central Public Sector Undertakings and reputed Corporations in the private sector) costing not less than the amount equal to 25% of the estimate cost put to tender OR		
	Certificate having completed TWO similar works each costing not less than the amount equal to 50% of the estimate cost put to tender OR		
	Certificate having completed ONE similar works costing not less than the amount equal to 80% of the estimate cost put to tender		
05	Annual Turnover during F.Y. 2015-16, 2016-17 & 2017-18 (Furnish copy of CA certified accounts)		
06	List of reputed clients.		
07	Date of Establishment/ Incorporation of the Security Agency with a self-certified proof.		
08	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		
09	Declaration as per Annexure-C that the bidder is not black listed by any Central/State Govt./Public undertaking, etc.		
10	GST registration no. (provide copy signed by MD/Partner/Proprietor/Authorized signatory)		
11	Details of Demand Draft/Banker's cheque in respect of EMD (Demand draft/banker's cheque should be enclosed)		
12	Declaration for Gunmen as per Annexure-E		

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 8 (EIGHT) GUNMEN, 32 (THIRTY TWO) SECURITY GUARDS AND 7 (SEVEN) FIREMEN

Name, address and telephone No. :
of the Bidder.

Rate Chart per Gunman and Security
Guard

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 experienced Gunmen	08		
02	8 hour duty per person per day for experienced Security Guard	32		
03	8 hour duty per person per day for experienced Firemen	07		

Date:

Place:

Stamp/Seal of the Bidder

Name and Signature of
Authorised Signatory

* As per Integrated Goods and Service Tax (IGST) Act, 2017, s 16 (1) (b), Supply of goods or services or both to a Special Economic Zone developer or to a Special Economic Zone unit is at "**zero rated supply**". Kandla SEZ Authority being a Special Economic Zone developer, no taxes including GST shall be levied. Thus all the rates quoted under Financial Bid should be exclusive of GST or any other taxes and Kandla SEZ Authority is not liable to pay any taxes. Service provider shall be responsible for all the compliances under GST.

ANNEXURE-C

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

AGREEMENT

This Agreement is made on this ____ day of ____ 2019, between the Chairperson, 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 08 (six) Gunmen, 32 Security Guards and 07 Firemen.

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 16/05/2019.

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:

ANNEXURE-E

Declaration

Deputed Gunmen will be holding valid Arms & Ammunition Licenses issued by competent authority and will remain valid (to be renewed timely, if expired) till the contract period.

Sign:

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

Date: