



सत्यमेव जयते

## Kandla SEZ Authority (KASEZA)

(Government of India)

Ministry of Commerce & Industry,

Kandla Special Economic Zone,

Gandhidham-Kutch-370 230

Phone (02836)-253300, 252475, 252273

Fax (02836) - 252250 & 252194

E-mail [adm.kasez-gj@gov.in](mailto:adm.kasez-gj@gov.in)

Website: [www.kasez.gov.in](http://www.kasez.gov.in)



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

Dated: - 03/01/2020

# 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     | - 82 Nos. |
| (b) Gunmen              | - 08 Nos. |
| (c) Firemen             | - 07 Nos. |
| (d) Lady Security Guard | - 06 Nos. |

Tender No. & Date	No.KASEZ/EM/III/215/2016-17/Vol.III dated 03/01/2020
Last Date & Time for Submission of Tender	03/02/2020 upto 1.00 P.M.
Base Tender Price*	Rs. 2,95,00,000/- per year
Date of Pre-bid meeting	16/01/2020 at 3.30 P.M.
Date & Time of Opening of Technical Bids	03/02/2020 at 4.30 P.M.
Date & Time of Opening of Financial Bids	07/02 /2020 at 4.00 P.M.
EMD	Demand Draft of Rs. 1,00,000/- (refundable in case the firm is disqualified)

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 & will be inclusive of all taxes/liabilities or any other financial add on 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](http://www.kasez.gov.in). The Kandla SEZ Authority, reserves the right to reject all or any tender without assigning any reason, whatsoever.

*\*Base Tender price is arrived at as per 7<sup>th</sup> Central Pay Commission.*

### Eligibility Criteria

1. The service provider should have a minimum experience of ten years as on 31/03/2019 in the field of providing Security Services. Self-attested photo-copy of work orders for at least 10 years shall be provided.
2. The security agency should have at least 05 years experience for providing security in reputed Central Government/Central Autonomous Bodies/Central Public Sector undertakings/reputed corporations in the private sector.
3. The service provider's Annual Turnover should not be less than Rs.4.00 crores during financial year 2016-17, 2017-18 & 2018-19. In this regard, Statement of annual turnover of three years, from a registered practicing Chartered Accountant, CA certified accounts for three years should 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/or The Private Security Agencies (Regulation) Act or under any other Law, which is in force as on date. Self-attested copy of such registration needs to be provided.
5. The service provider should not be black listed by this office or 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. Pre-bid meeting for seeking any clarifications will be held on 16/01/2020 at 3.30 P.M. in the Conference Hall of Kandla Special Economic Zone. All queries related to the tender should be submitted in advance. The minutes of the pre-bid meeting can also be assessed on website [www.kasez.gov.in](http://www.kasez.gov.in) subsequent to the meeting.
3. The deputed security personnel should be at least 10<sup>th</sup> Pass. However, at-least 10 Security Guard should have the knowledge of Data Entry Operation/should be in a position to operate basic computer software in addition to providing security services.
4. Out of 82 Security Guards, the service provide shall provide three supervisors in each shift, with a differential proposed minimum pay structures (in consonance with minimum pay i.e. 33% higher than that of the pay of Security Guard).
5. The height of the deputed security personnel shall not be less than 5'6" and should be of sound health. For Gorkhas and guards from North East, the height shall not be less that 5'3".
6. The deputed security personnel should have ability to read Hindi & English. Additional knowledge of Gujarati will be desirable criteria. They should also be able to store/retrieve and analysis the patterns based on CCTV footage.
7. The bidder shall submit an undertaking for gunmen as per Annexure-E.

8. 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. There must not be any civil/criminal case pending against these personnel. Security Agency needs to provide an undertaking to this effect.
9. 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. The Agency will be responsible for the behavior and discipline of the deployed security personnel. They must conduct periodic training to keep them physically and mentally agile as well as to induct in them proper sense of discipline.
10. The security personnel will be deployed in three shifts as per requirement.
11. 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.
12. 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. **In case of non-submission of all mandatory documents along-with the bids, such bids will be rejected.** 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.

13. 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.
14. Initially only the "Technical Bids" will be opened. The technical bids will be examined by a Committee constituted for the purpose. The bidder will have to make a power point presentation and display all documents/credentials before the Committee on 03.02.2020 at 4.30 P.M. to be successful bidder in the technical bid, which will be conveyed to them in writing. **The "Financial Bids" will be opened, only if, the bidder fulfills the stipulated conditions of Technical Bid.**
15. The bids should reach this office on or before 1.00 P.M. on 03.02.2020. 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.

16. Financial bids of the successful bidders will be opened 07.02.2020 at 4.00 P.M.
17. 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.
18. The Chairman, Kandla SEZ Authority, reserves all rights to reject any one or all tenders.
19. 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.24. EMD, however, will be returned on receipt of the performance security deposit.
20. 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

21. 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. **The bidders should quote as per Central Government's Minimum Wage and any financial bid is found below the Minimum Wages, such bids will be rejected.**
22. **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. The deputed security personnel will be entitled to one (01) weekly rest day while performing duty. 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 an immediate replacement in case the security personnel deserts his duty and no extra charges for reliever/replacement shall be provided thereof to the successful bidder.**
23. 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.

24. 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.
25. Bidder shall ensure daily attendance of above said number of security personnel/gunmen/firemen for 8 hours duty and will also be responsible for providing accommodation, transport, etc. as may be required to the security personnel.
26. KASEZ Authority may at any time increase/decrease requirement not exceeding 50% of the total number on pro-rata basis.
27. Service provider shall furnish a medical fitness in respect of all the personnel deployed, duly certified by a Registered medical practitioner. They will also be responsible to provide medical insurance/medical care to the security personnel at their cost.
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 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.
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 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.
33. There should be regular and proper checking of the performance of the personnel by the service provider. This include physical & mental fitness as well as quality of services being rendered.



**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 contacted any time in case of any requirement.

36. KASEZ Authority will have right to cancel posting of any security person/personnel without assigning any reason.

*Dey*  
03/01/2020

(Dipak Zala)  
Dy. Development Commissioner,  
Kandla Special Economic Zone.

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	Self-attested copy of work orders for last 10 years		
04	Certificate having successfully completed work during last five years in reputed Central Government/Central Autonomous Bodies/Central Public Sector undertakings/reputed corporations in the private sector		
05	Annual Turnover during F.Y. 2016-17, 2017-18 & 2018-19 (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, 82 (EIGHTY TWO) SECURITY GUARDS, 06 (SIX) LADY 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 <b>Gunmen</b>	08		
02	8 hour duty per person per day for experienced <b>Security Guard</b>	82		
03	8 hour duty per person per day for experienced <b>Firemen</b>	07		
04	8 hour duty per person per day for experienced <b>Lady Security Guard</b>	06		
	Total			

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.300/- stamp paper)

AGREEMENT

This Agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ 2020, 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 Gunmen, 82 Security Guards, 06 Lady 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/Vol.III dated 03/0/2020.

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:

*B*

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: