



deZpkjh jkT; chek fuxe

EMPLOYEES' STATE INSURANCE CORPORATION

{ks=h; dk;kZy; Regional Office,

iapfni Hkou] b-Mh-lh lykV ua 23] ikVks lk.kth xksok
403001

Panchdeep Bhawan, EDC Plot no 23, Patto Panaji Goa. 403001

Tel – 0832-2438870/63/74/67, Fax – 0832-2438858, Email – rd-goa@esic.nic.in, rd-goa@esic.in, Website- www.esicgoa.org.in

Date: 29/05/2012

TENDER NOTIFICATION

Terms & conditions for the Tender for Provision of Security Guards (Ex-Servicemen/without arms)

Tender for Security Guards:

Sealed Tenders are invited from DGR registered Security Agencies for providing Seven Security Guards (Ex-Servicemen/without arms only) on contract basis (Three for Regional Office, E.S.I. Corporation, Patto Panaji, Goa, Two for Branch Office, Margao, One for Branch Office, Vasco and One for ESIC Quarters at Taligao, Panaji for a period of 1 year from 01/07/2012 TO 30/06/2013. Tenders may be submitted in wax sealed envelope super scribed “**Tender for Security Guards due on 01/07/2012**” by registered post addressed to the **Regional Director** E.S.I. Corporation, Panchdeep Bhavan, Patto, Panaji Goa- 403001. Tenders can be deposited in Tender Box kept in the Administration section third floor of the Regional office.

The Ex-Servicemen should be paid wages at the rates approved by Govt. of India, Ministry of Defence and Directorate General of Resettlement which is presently Rs 6656/- (Basic including VDA). Tender along terms & conditions of the tender can be obtained on request from the Administration section, fourth floor, Regional Office, E.S.I. Corporation, Patto, Panaji, and Goa by giving a request letter in letterhead/plain paper.

Last date for issue of Tender Forms : – 14/06/12 at 3 pm.

Last date for submission of Tenders : – 21/06/12 at 3 pm.

Date for opening of Tender : – 21/06/12 at 3.30 pm.

Eligibility Criteria for Tenderers:

1. Estimated annual cost for the year would be around 961716/- (for 07 security guards) The Agency should have during the last two years at least one running contract equal to 75% or two running contracts equals to 50% or the three running contracts equals to 35% of the estimated annual cost of the work to be awarded.
2. Total turnover of the Agency must not be less than Rs. 05 cores per annum or this turnover to be commensurate with the annual estimated value of the contract.
3. The Agency must be registered with the following statutory authorities and also to furnish attested copies of the documents:-
 - i) ESI, EPF, Income tax & Service Tax
 - ii) Contract Labour (R&A) Act, 1970.
 - iii) The Agency must be registered and to submit valid registration under Private Security Act of the respective State / Authority. If no such Act is applicable in some of the States, the position has to be clarified specifically before issuing tender notice.
4. Any other registration which is mandatory for running such Agencies prescribed by the concerned authorities from time to time.
5. The following documents are also required:-
 - i) Income Tax returns for the last 3 years along with Income Tax clearance Certificate.
 - ii) ESI & EPF upto date (cut off date to be mentioned) payments details for the last 2 years.
 - iii) Balance sheet for the last 03 years.
 - iv) EMD (2-5%) and performance security amount (5-10%) of the total annual turnover is to be deposited. EMD amount is adjustable towards the Performance Security in case of Successful tenderer.
- 6 Security Agencies having less than 200 Security Guards on their rolls only are eligible to apply.

- 7 The Agency should be registered with EPFO & ESIC.
- 8 Preference will be given to agencies approved/ recognized by Directorate of Resettlement, Govt. of India and Ministry of Defence.

EMD/Security Deposit:

Tenderers should furnish EMD of Rs. 20000/- (2-5% of the total annual turnover) by demand Draft in favour of ESI Fund A/c. no.1 payable at Panaji, Goa drawn on any nationalized/scheduled bank which will be refunded to the unsuccessful tenderers. The EMD will be retained as Security Deposit in the case of successful Tenderer on whom contract is awarded.

Wages payable to the Security Guards:

The agency should provide only Ex-servicemen as Security Guards (without arms) who should be paid wages at the rates approved by the Directorate of Resettlement, Ministry of Defence, and Govt. of India which is presently Rs. 6656/- (Basic including VDA). The agency should provide the services of Security Guards round the clock including holidays.

The agency should make arrangements to disburse wages to the Security Guards through bank account in name of the Security Guards and evidence of such disbursement should be submitted along with bill for the following month. Photocopies of payment towards ESI & EPFO should also be submitted along with the bill for the following month. The agency should also submit copies of returns submitted to the ESIC/EPFO for the relevant Contribution periods duly identifying the names of the Security Guards provided to ESIC.

Services Charges:

Tender will be finalized based on the suitability of the agency with reference to the prescribed criteria and competitiveness of the service charges quoted. Tenderers are advised to quote service charges at competitive rates. (Not less than 14% of total cost per head, as per DGR Notification)

Qualification of Guards:

The guards provided should be Ex-servicemen with good character, conduct & behavior, competent & qualified to perform the security duties for which they are employed. They shall not be beyond the age of 55 years. This office shall have the right to ask the surety agency to remove any considered incompetent or found unsuitable or for any other reason. Persons removed for the above reasons shall not be deputed again to our premises without the consent of ESIC.

Duties of the Security Guards:

1. The Personnel supplied ought to be polite but firm, disciplined, Physically Fit and Alert, smartly dressed in uniform.
2. To attend with compliments to distinguished visitors, VIP'S and officers.
3. Check, Control and Restrict entries to Staff/Workers/Authorized Personnel of Organization/Firm and others by valid passes or searching if required and movement of vehicles and incoming/outgoing Materials (with gate passes, challan) and time keeping.
4. Maintain strict security of Men, Material and Premises and maintain Diary to note all important events/happenings information received/passed to the management. Entirely responsible for thefts of easily movable items such bathrooms fittings, fans, Exhaust Fans, Telephone instruments, Fire Extinguishers or Fire Fighting Systems etc.
5. Will stand by management during emergency like Gherao, Picketing, Strike etc. and Security of ESI Staff from any assaults whatsoever.
6. Not to leave the place of duty under any circumstance until and unless properly relieved. Sign accordingly in handling taking over Register etc.
7. In case of fire, the Security Guard will immediately alert the Staff on duty and assist in Fire Fighting Operation and also inform the Regional Director. In case of Fire Accident before or after Office hours and Guards shall inform the nearest Fire Station and Regional Director.
8. The Security Guard must watch that there is no unidentified unclaimed/ suspicious objects/ persons in the building/premises.
9. The security personnel must be in proper neat and tidy uniform.
10. The names of the Security Guards should always be displayed by them on their uniforms for identification purpose.
11. The Agency should arrange for surprise checks (during day and night) to check the alertness and attentiveness of the Security Guard.
12. The Security Guard should check the bags/briefcases of the visitors if considered necessary.
13. The Security Guards shall at all times comply with all directions and instruments of ESIC. Non-compliance of instructions can lead to termination of agreement.

General Instructions to Agency:-

- i) In order to ensure that the persons deployed by you for the above purposes get their entitled wages on the last working day of the month and the following schedule will be adhered to:
 Monthly Bill Cycle will be from 24th day of the previous month to 23rd day of the current month. The bill by the Agency to be submitted upto 3rd and the bill to be cleared before 7th of each month. However the Agency has to make payment to the workers on or before 7th of every month and payment of wages is not linked to the clearance of the bill by the respective ESI office.
- ii) Your agency must ensure that entitled wages of the workers are credited to their bank account on the last working day of the month, No relaxation shall be given in this matter.
- iii) While submitting bill for the subsequent month, your agency must file a certificate certifying the following:-
 - a. Wages of workers were credited to their bank accounts on (date)
 - b. ESI Contributions relating to workers amounting to Rs. ----- was deposited on (date) (copy of Challan enclosed).
 - c. EPF Contributions relating to workers amounting to Rs. ----- was deposited on (date) (copy of Challan enclosed).
 - d. We are complying with all statutory Labour Laws including Minimum wages Act.

Duties and Responsibilities of the Agencies:

- 1) The Period of service is for one year from 01/07/2012 to 30/06/2013 only.
- 2) To make compliance to all the provisions of Labour Laws applicable.
- 3) Workers to get wages on or before 7th of each month. This payment of wages is not linked to payment of the bill by ESIC. However, endeavour shall be made to make the payment to the agency in time.
- 4) All the payment to the workers to be made by the Agency through Bank transactions only. Cash payment is strictly prohibited. Agreement with the agencies, which does not make payment to its workers, through Bank is liable to be terminated and fresh tender process is to be initiated.
- 5) Bill to be submitted upto 3rd of the each month for the previous month, along with all the Certificates/documents.
- 6) All the Guards to be Ex-serviceman, and below 55 years of age with sound mind and good health.
- 7) Uniforms, name plates, Whistle, torch and lathe and other gear is to be provided by the Security Agency to the Security Guards.
- 8) List of all the Security Guards, Supervisors along with the name of the Agency to be displayed in the Security post / Hut.
- 9) To follow the instructions of the administrative authority of the office.
- 10) Check, Control and Restrict entries to Staff/Workers/Authorized Personnel of Organization/Firm and others by valid passes or searching if required and movement of vehicles and incoming/outgoing Materials (with gate passes, challan) and time keeping.
- 11) The names of the Security Guards should always be displayed by them on their uniforms for identification purpose.
- 12) No Bonus will be paid by ESI Corporation to the deployed persons and that will be decided by the agency.
- 13) The agency must forward the certified that the persons, who are deployed in this office, are medically/mentally/physically fit to work in public for working hours.
- 14) The Security Guard shall ensure that all the electrical equipments/instruments/lights and fans should be switched off at the time of closure of the office who are part of the office.
- 15) The Security Guard should ensure that all the Officers rooms are locked at the close of office and opened at the beginning of office hours and there is safe keeping of the keys.
- 16) The Agency to ensure to minimize the wastage of electricity, water & other resources by taking round of the building.
- 17) The overall responsibility of the security agency is to safeguard the property, life and to help in maintaining peaceful office environment.
- 18) The security personnel must watch that there is no unidentified / unclaimed/ suspicious objects / person in the buildings / premises.
- 19) The vehicles that enter into the premises must be identified, noted in the register and parked at designated places.
- 20) The security personnel must be in proper neat and tidy uniform and have a whistle, a touch and lathe and the movement of the security guards must be arranged in such a way

that no part of the building remain unnoticed/unattended. It is needless to emphasize that the security guards should be positioned at strategic places.

- i) The security guards must have telephone number of the nearest Police Station, Fire Station, Fire Station and Ambulance, Estate Officer of ESIC, etc.
- ii) The names of the security guards should always be displayed on their uniform for identification purpose.
- iii) The security guards must be rotated from their locations time to time.
- iv) Any loss caused to the life & property due to negligence or dereliction of duty of the engaged agency is to be indemnified by the Agency upto the entire satisfaction of the concerned office.
- v) The clearance of local police in respect of persons deployed will be obtained by the agency before deployment of the staff.
- vi) The ESIC will not be responsible for any injury for loss of the life of persons deployed by the contractor which may take place in the course of or connected with the deployment.

- 21) The agency should maintain attendance register and registers of all the workers deputed to this office, as required under the ESI/PF and other Labour enactments separately.
- 22) The agency should submit to this office, a copy of the attendance register duly certified by the Deputy Director (Admin) /Branch Manager concerned, every month.
- 23) The persons supplied by your agency shall be the workers of your agency only and they cannot claim any regularization, continuance in office or any other benefits from the ESI Corporation. If any person raises any dispute in this regard, your agency would defend the case, pay necessary compensation etc. as its own cost.
- 24) Replacement of persons is to be done only with the prior consent of the Director (Admin) of this office/ Branch Manager, concerned.
- 25) The Income Tax will be deducted as per rules.
- 26) A copy of acquittance should be submitted along with the claim for the month and service tax remittance Challan also should be submitted for verification, for every quarter.
- 27) In case of any doubt/dispute on any matter related to this work, decision of ESI Corporation shall be final and binding on your agency.
- 28) Number of persons to be provided by your agency may increase or decrease, according to the requirement to this office. It will be obligatory for your agency to supply persons as per requirement conveyed to your agency form time to time.
- 29) The Security Guards must be rotated from their deployment at an interval of 6 months.
- 30) If it is found that any property of ESIC is lost/damages due to the negligence or connivance of the Security Guards the same shall be made good on the depreciated value of the property damaged/lost from the security agencies bill.
- 31) The agency shall furnish the names and addresses of the Security Guards posted in the premises of ESIC and also when there is any change in Security Guards.
- 32) The Security Guards deployed will be deemed for all purposes and the agencies shall be fully responsible for payment of wages and other dues and compliance of all labour loss applicable to them.
- 33) The Agency, on award of contract should execute on agreement in 50 Rupees stamp paper with ESIC incorporating the above terms and conditions.

Tender Opening:

Tenders will be opened on 21/06/12 at 3.30 p.m. in the chamber of Regional Director at third floor Regional office of ESIC Panaji, Goa in the presence of the tenderers who may like to be present and witness the tender opening.

Other Conditions:

- 1) The contract is initially for a period of 1 year from 01/07/2012 to 30/06/2013 can be extended further if the agency agrees to provide the services on the same terms & conditions provided the services provided by them and satisfactory, ESIC reserves the right to pre-maturely terminate the agreement without assigning any reason by giving one month notice before the expiry of the contract period.
- 2) The agency should be willing to provide additional security guard on certain contingencies on payment of proportionate wages. ESIC may also increase or decrease the number of security guards required depending upon future requirement.

(N.M.Ojha)
Regional Director I/c

Sl. No. -----

ISSUED TO:-----

TENDER FORM FOR PROVISION OF SECURITY GUARDS AT THE REGIONAL OFFICE AND BRANCH OFFICES OF ESI CORPORATION, PANAJI, AND GOA.

Name and Address of the Tenderer :

Name of the Proprietor & contact Telephone No. :

ESI Code No. :

EPFO Code No. :

Registration Number under the Shops & Estt. Act :

PAN Number :

Number of Security Guards on Rolls :

(Proof in the form of copy of latest ESIC R.C.to be attached)

Details of EMD (Demand Draft No., Date & Amount) :

Amount Quoted per Security Guard :

(Details of break-up for the amount quoted & Percentage of service charge quoted may be Furnished in separate sheet)

Signature
(Name with seal)

Regional Director