भा.क.नि.

CCI

भारतीय कपास निगम लिमिटेड

THE COTTON CORPORATION OF INDIA LTD.

(A Govt.of India Undertaking-Ministry of Textiles)

(भारत सरकार का उपक्रम – वस्त्र मंत्रालयरूड़ा बिल्डिंग (, पाँच वी मंजिल, जामनगर रोड, राजकोट360001-

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सूचना का अधिकार

No. CCI/RJT/Mktg./Security Guard/2020-21/ **दिनांक : 04.06.2020**

TENDER NOTICE

FOR SECURITY GUARD ON CONTRACT BASIS FOR GODOWNS/CENTRES

Sealed Tenders in prescribed format are invited from reputed, experienced Private Security Agencies for ″Deployment of Private Security Personnel″ in 2 Bid System for our Godowns/Centres under the jurisdiction of Branch Office, Rajkot at different places. The tender documents can be obtained from this office on any working day during office hours on or before 2:00 p.m. on 06.06.2020. The tender document completed in all respects should reach this office on or before 3:00 p.m. on 06.06.2020 which shall be opened at 3:30 p.m. on the same day. Tender form along with terms and conditions can also be downloaded from our website www.cotcorp.gov.in Govt. tender portal www.eprocure.gov.in.

General Manager

TERMS AND CONDITIONS FOR ENGAGEMENT OF SECURITY GUARDS

01) Appointment of Security Guard for watch and ward shall be made from the first day of storage of bales in godown till **requirement** on the terms and conditions of the Corporation for providing such security guards in the various godowns situated within Saurashtra–Kutch region. Appointment of the security provider under this tender will commence immediately after completion of tender process remain valid till October 2021 and may be extended for further period of one year on the same terms and conditions and thereafter on annual basis on the same terms and conditions if mutually agreed upon. However, all the bales stored may be lifted in between at any time or godown may be taken over by the CWC/GSWC for management or services of security guards/Security provider are found unsatisfactory and in that case, services of Security Guard for that particular godown and G&P factory may be discontinued in part or in whole.

02) Valid license of providing security services should be available with the security provider.

03) Security Service Provider/Company should have minimum 3 years' experience in the field of providing Security Guards.

04) The Security Guard should be preferably Ex-Serviceman and age limit shall be from 23 years to 55 years. Proof of age to be given at the time of appointment of Security Guard.

05) Branch Office of the Company may be located in Rajkot. However, any Manager/Supervisor must be present in Rajkot for proper management.

06) Security personnel shall be deployed at our godowns for 24 hours starting from 8 am to 8 pm/8 pm to 8 am and this shift period can be changed at the discretion of the Management at any time. Each guard should have adequate equipments such as lathi, torch, whistle, proper uniform, identity card and also police verification certificate. He should have mobile phone or any other means of communication so that he may be contacted at any time.

07) The security service provider should enter into an agreement with the CCI in the prescribed format after finalization of the tender.

08) Rate should be quoted on monthly basis for 12 hour's daily duty (i.e. for 1 Guards at one Godown /G&P factory) which should be inclusive of all expenses such as PF, ESI, Bonus, gratuity etc.

09) GST tax on bill amount, however, may be paid extra as per rules provided the security agency hold the GST Registration No. and also mention the same on each bill.

10) Security Service Provider should also quote PAN Number/Registration Number/Labour License Number/GST Number/EPF Number/ESI Number and list of the clients.

11) The Security Services shall be governed by various Statutory Labour Laws of the State and Central in force and amendments thereto from time to time, such as -

a. Minimum Wages Act;
b. Workmen's Compensation Act;
c. Contract Labour Registration & Abolition Act;
d. Telangana State Private Registration & Abolition Act (Regulation of Employment & Welfare Act);
e. The Employees' Provident Funds and Misc. Provisions Act;
f. ESI Act;
g. The Payment of Bonus Act;
h. The Payment of Gratuity Act.

Cont …2

It shall be the total responsibility of the Service Provider to observe and follow all State/Central Govt. Rules and Regulations in this regard.

The Security Service Provider shall have to maintain all required registers and records upto-date as stipulated in the above Laws and produce the same for inspection whenever required by any inspecting officer of the Government or the officers of the CCI.

12) Monthly payment shall be made within 10 days after receipt of bill from the Security guard provider duly endorsed by our Centre Incharge/Godown Incharge and satisfying over mandatory obligations of state/central government.

13) CCI shall not provide any accommodation and meals to the Guard deployed under this contract.

14) The Security Services are required in the Districts of Saurashtra-Kutch area. There is no guarantee of minimum or maximum work.

15) All legal compliance shall be fulfilled by the Service Provider.

16) The company should have its own training school and also on-job training should be provided to the Security Personnel.

17) The Security Personnel should periodically be supervised by the senior officer of the Security Provider from time to time and proper record of such supervision shall be maintained which can be checked by the CCI Limited at any time.

18) The security guard engaged should be paid his wages latest by 10th of every month by the Company.

19) Final decision for work order to L-1 Company shall be communicated within 7 days from the date of opening of tenders. However, location of Godown and G&P factory where Security Personnel are to be appointed shall be given as and when required.

20) The Corporation reserves its right to accept or reject any bid or all the bids without assigning any reason.

Signature of the Tenderer: ----------

Name of the Tenderer : ----------

Address & Seal : ----------

Cont …3

OTHER TERMS

1) Last date for receipt of tender form

From Branch Office, Rajkot : Date: 06.06.2020 Time: 2.00 p.m.

2) Last date for submission of tender : Date: 06.06.2020 Time: 3.00 p.m.

3) Date of opening of tender : Date: 06.06.2020 Time: 3.30 p.m.

4) Mode of Submission of tender:

The tenders shall be submitted in 2 Bid System as under:

i) Technical Bid-I:

a. In Technical Bid, details of the Security Guard Provider/Company should be furnished along with D.D. for **Rs.20,000/- drawn in favour of "The Cotton Corporation of India Limited," payable at Rajkotwwwwwwwwwwwwwww** being security deposit. This Bid should be in a closed envelope Marked 'A' (Technical Bid-I). If the tenderer does not furnish security amount, the tender shall be rejected.

b. Valid license for providing security services.

c. Service provider must have GST Regn. No, PAN and EPF Code No. otherwise tender shall be rejected.

d. In case the tenderer does not have min. 3 years' experience in the same field, the tender shall not be considered.

ii) Financial Bid-II:

In Financial Bid-II, rate of 1 security guard on monthly basis for 12 Hrs. services at our godown and G&P factory be submitted which should include all the expenses such as ESI, EPF, Bonus, gratuity etc. and no extra charges in any account shall be paid by CCI. However, GST shall be given extra on bill amount. Rates be given considering service on all the 7 days a week as godown and G&P factory cannot be left unattended on any day. This Financial Bid should be submitted in a closed Envelope marked as 'B' (Financial Bid-II.)

Both the above Bids, i.e. Envelope 'A' and 'B' should be put in another envelope marked as 'C' super scribing on it "**TENDER FOR SECURITY GUARD**". Name and address of the tenderer should be shown on each envelop.

05) Both the above Bids should be signed by the authorized person of the Security Guard Provider/Company.

Cont ….4

06) The tender forms so received shall be **opened on 06.06.2020 at 03.30 Hrs.**
Envelope 'A' containing Technical Bid-I will be opened first and envelop 'B' (Financial Bid-II) shall be opened in respect of only those tenderers who qualify as per Technical Bid-I.

07) Tenders containing false, incomplete and/or inadequate information are liable to be rejected.

08) Tender shall strictly be accepted only on The CCI Limited's terms and conditions and no conditional tender shall be accepted.

09) Tenders must be submitted in the tender in the original information/tender form downloaded from the CCI's website www.cotcorp.gov.in or Govt. tender portal www.tenders.gov.in or taken from our office and there should not be any addition or any deletion or any alteration to the content of the tender documents. In the event of this being different from the original tender documents, tender documents may be rejected by the Corporation.

We agree on all the terms and conditions of the tender document.

Signature of the Tenderer: ----------

Name of the Tenderer : ----------

Address & Seal : ----------

TENDER FORM FOR SECURITY GUARD

TECHNICAL BID : I

(SPECIFICATIONS)

1) Whether the Company has office in Rajkot.
(If yes, furnish the following details:) : Yes/No

i) Contact person
ii) Address of office (with Phone Nos, Fax Nos & E-mail Id)

2) Furnish following details of Registered Office of the Company under whose jurisdiction our Branch Office falls. :

a. Contact person : ----------
b. Address of office (with Phone Nos, Fax Nos & E-mail Id) ---------- ----------
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3) Whether the Company has 3 years' experience in dealing with Govt.Agencies/Companies/Firms : Yes/No

If yes, please furnish the list of such clients

(Separate list be annexed)

4) Valid license of Securty Agency :_____

5) Whether Company having In house Training Centres (If yes, location of such training centre) : Yes/No

6) Whether On-job training arrangements are available : Yes/No

7) Permanent Account Number of the Security Service Provider/Company : ----------

8) GST Registration Number : ----------

9) EPF Code Number : ----------

10) Details of Security Deposit of Rs.20,000/- : D.D.No._____ / Date:_____
: Drawn on: _____ (Name of the Bank)

Signature of the Tenderer :

Name of the Tenderer :

Address & seal :

TENDER FORM FOR SECURITY GUARD

FINANCIAL BID : II

1)	**Name of the Company with complete address** **Phone No.:----------** **E-mail Id : ----------**	**:**	**----------** **----------** **----------** **----------** **----------**
2)	**Name of the Contact Person with Mobile No.**	**:**	**----------** **----------**
3)	**Monthly charges for Security Services (on 12 Hrs. Service basis i.e. 1 Guard on 12 hours duty) inclusive of all-such as ESI, EPF, Bonus, gratuity, uniform, Adm. charges etc.**	**:**	**Rs.----------** **(Excluding GST only)**

Note:- L-1 shall be decided on the basis of lowest rates quoted per month for daily 12 hours service on all 7 days a week basis per godown / G&P factory (one guards having 12 hours duty). There will not be any holiday and alternative arrangement will have to be made by the Service Provider in case of absence of any individual.

Signature of the Tenderer: ----------

Name of the Tenderer : ----------

Address & Seal : ----------