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# भारतीय कपास निगम लिमिटेड
## THE COTTON CORPORATION OF INDIA LIMITED
(भारतसरकारकाएकउपक्रम) (A Government of India Undertaking- Ministry of Textiles)
CIN: U51490MH1970GOI014733
शाखाकार्यालय: भवननारायणनिलयमनिवास, होटलज्योतिमहलकेपास ,कॅनवेन्टरोड,रायगडा765001 –
BRANCH OFFICE: BHAVAN NARAYAN NILYAM NIVAS, NEAR JYOTI MAHAL HOTEL,CONVENT ROAD, RAYAGADA-765001, ODISHA.
दूरभाषसंख्या , Tel No: 06856-224616, फैक्ससंख्या Fax No: 06856-226013,वेबसाइट Website: www.cotcorp.org.in ,
ईमेल, e-mail:rayagada@cotcorp.com,Ministry of Textiles (Govt. of India) website : www.ministryoftextiles.gov.in

RIGHT TO INFORMATION

**Ref: CCI/RGDA/ADMN/SECURITY GUARD/30/2020-21/** **Date: 17.05.2021**

## सुरक्षा गार्ड के लिए लघु अवधि पुण: निविदा सूचना
## SHORT TERM RE-TENDER NOTICE FOR SECURITY GUARD

The Cotton Corporation of India Ltd, Branch Office Rayagada is invited Sealed Tenders in prescribed format 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, Rayagada at different places. The re-tender documents can be obtained from this office on any working day during office hours on or before 3.00 p.m. on 20.05.2021. The tender document completed in all respects should reach this office on or before 3.30 p.m. on 20.05.2021 which shall be opened at 4.00 p.m. on the same day. Tender form along with terms and conditions can also be downloaded from our website www.cotcorp.org.in or Govt. Portal www.eprocure.gov.in.

**सहायक महा प्रबंधक**
**ASST. GENERAL MANAGER**

## TERMS AND CONDITIONS FOR ENGAGEMENT OF SECURITY AGENCY

1) a) Last date for receipt of tender form:Date: 20.05.2021 Time :3.00 p.m. from Branch Office, Rayagada

   b)Last date for submission of tender : Date: 20.05.2021 Time : 3.30 p.m.

   c)Date of opening of tender : Date: 20.05.2021 Time : 4.00 p.m.

2) Tenders must be submitted in the tender in the original information/tender form downloaded from the CCI's website www.cotcorp.org.in or Govt. tender portal www.eprocure.gov.inor 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.

3) Envelope 'A' should contain Technical Bid-I and envelope 'B' should contain Financial Bid-II.

4) Both the Bids, i.e., Envelope 'A' – Technical Bid and 'B' – Financial Bid should be put in another envelope marked as 'C' superscribing on it "RE-TENDER FOR SECURITY GUARD for the year 2021-22". Name and address of the tenderer should be shown on each envelope.

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

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

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

8) Evaluation of Technical Bid-I shall be as per technical eligibility criteria and Financial Bids-II shall be opened of those tenderers who qualifies technically as per Technical Bid-I.

9) Earnest Money deposit amounting to Rs. 10,000/- (Rupees Ten Thousand only) by way of Demand Draft/Pay Order drawn on any scheduled Bank in favour of "The Cotton Corporation of India Ltd." payable at Rayagada must be attached with Technical Bid-I. The EMD of the unsuccessful bidders will be refunded without any interest.

10) In case the EMD of the party is already lying with the Corporation, they need not to enclose EMD again. However, detail of EMD already paid may be given.

11) If the tenderer is registered under MSEs (micro and small enterprises) or MSEs owned by SC/ST entrepreneurs should encloses If attested Copies of their registration. Such tenderes need not pay earnest money deposit. A Copy of the valid registration shall be enclosed with Technical Bid I.

12) If the tenderer neglects or refuses for their rates quoted after submission of their tender to comply with the terms and conditions or any of them, the earnest money deposit paid shall be forfeited. Further, if the successful tenderer refuses to supply or do not execute the supply order the earnest money deposit paid shall be forfeited and party shall be black listed for future business dealings.

13) The tenderer should enclose self-attested copies of their PF, PAN No, ESIC and GST registration certificate with Technical Bid.

14) The duration of Appointment of Security Guard Agency for watch and ward shall be for period of one year. The Corporation may extend the term for another one year at same rate & Terms and Condition if the work is found satisfactory based on the requirement of the Corporation.

15) Cotton season generally starts in October and shall be completed in September of next year. However, in case all the bales/stock stored is lifted in between at any time then in that case, services of Security Guard for that particular godown shall be discontinued.

16) Security Service Provider / Company should have valid license of providing security services. Self-attested copy of the same to be enclosed with technical bid.

17) Security Service Provider / Company should have minimum 3 years' experience in the field of providing Security Guards. Experience certificate/relevant document to be enclosed with technical bid.

18) The Security Guard should be physically fit, preferably Ex-Serviceman.

19) Branch Office of the Company must be located in Odisha.

20) Security personnel shall be deployed at our each godown for 24 hours (3 shifts of 8 hour per day) and the shift period can be changed at the discretion of the Management at any time. Each guard should have adequate equipment's 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.

21) The security service agency shall have to enter into an agreement with the CCI in the prescribed proforma after finalization of the tender and issuance of work order.

22) Rate should be quoted on monthly basis for 24 hour's daily duty (i.e., combined for 3 shifts of 8 hrs each at one godown) which should be inclusive of all expenses such as PF, ESI, Bonus, gratuity etc. (excluding GST).

23) Rate should be given considering service on all the 7 days of a week as godown cannot be left unattended on any day.

24) Taxes on bill amount, however, may be paid extra as per Rules provided the security agency hold the GSTN No. and also mention the same on each bill.

25) Security Service Provider should also quote PAN Number/Registration Number/Labour License Number/GSTN No./EPF Number/ESI Number and list of the clients.

26) 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 -

i. Minimum Wages Act;
ii. Workmen's Compensation Act;
iii. Contract Labour Registration & Abolition Act;
iv. Odisha State Private Registration & Abolition Act (Regulation of Employment &Welfare Act);
v. The Employees' Provident Funds and Misc. Provisions Act;
vi. ESI Act;

vii. The Payment of Bonus Act;
viii. The Payment of Gratuity Act.

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

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

28) 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.

29) The Security Service Provider is to submit proof of deposit of EPF along with name of person and ESI amount to the EPF/ESI account of the candidate concerned along with the claim bills for the EPF & ESI. No payment shall be released unless documentary evidence of deposit of EPF/ESI is attached to the claim bill.

30) The Security Service Provider should submit a copy of receipt of Payment made to watchman along with invoice.

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

32) The Security Services are required in the Districts of Rayagada, Kalahandi, Nuapada, Gaaapati etc. Corporation gives no guarantee of minimum or maximum work allocation to the Security Agency.

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

34) 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.

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

36) The Corporation reserves its right to accept or reject any bid or all the bids. However, tenderer may seek the reasons for the same.

37) In case of any dispute or difference arising out of or in relation to the agreement, the same will be referred to arbitration of an Arbitrator (other than an employee of the Corporation) to be appointed by the Branch Manager of the Corporation and whose decision shall be final and binding upon the parties hereto. The arbitration will be governed by the provisions of the Arbitration & Conciliation Act, 1996.

38) Any dispute arising shall be subject to Jurisdiction of Courts of Rayagada only.

I/We agree all the terms and conditions of the tender document.

Name of the tenderer: _____

Seal & Signature of the Tenderer: _____

## TENDER FORM FOR SECURITY GUARD

**TECHNICAL BID:1**
**(SPECIFICATION)**

1) Furnish following details of Registered Office of the Company under whose jurisdiction our Branch Office Falls.
   a. Name of the Company _____
   b. Contact person _____
   c. Address of office (With Phone Nos, Fax Nos & E-mail Id) _____
2) Whether the company has office in Rayagada Yes/No
   (If yes, furnish the following details)
   i) Contact Person name _____
   ii) Address of office (With Phone Nos, Fax Nos & E-mail Id) _____
3) Whether Agency is registered under
   i) MSEs, (Attached valid certificate) _____Yes/No
   ii) If yes, MSEs owned by SC/ST, (Attached valid certificate) _____Yes/No
   iii) Whether MSEs owned by Woman, (Attached valid certificate) _____Yes/No
4) 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 along with experience Certificate / relevant documents)
5) Valid license of Security Agency (Attach self-attested copy) _____
6) Permanent Account Number(PAN)of the Security Provider/Company (Attach self-attested copy) _____
7) GSTN Number, (Attach self-attested copy) _____
8) EPF Code Number (Attach self-attested copy) _____
9) ESIC Number, (Attach self-attested copy) _____
10) Details of Security Deposit of Rs.10,000/- DD. No._____
    DD Date: _____
    Drawn on: _____
    Name of the bank: _____

Signature of the Tenderer: _____
Name of the Tenderer: _____
Address & seal of the Tenderer: _____

## TENDER FORM FOR SECURITY GUARD

**FINANCIAL BID: II**

(1) Name of the Company with complete address _____

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|---|---|
| **(2) Monthly charges for Security Services** (on 24 Hrs. Service basis. i.e., 3 shifts of 8 hour each per day)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 24 hours service on all 7 days a week basis per godown (on 24 Hrs. Service basis i.e., 3 shifts of 8 hour each per day) 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 : ----------