

MMTC LIMITED
(A Govt of India Enterprise)
General Manager
MMTC Limited
2, Nagindas chambers
Usmanpura, Ashram road
Ahmedabad 380014 Gujarat
email mmtcahm@mmtclimited.com

**TENDER FOR PROVIDING SECURITY SERVICES & OTHER SERVICES AT
MMTC OFFICE AT ASHRAM ROAD FOR THE PERIOD 01/05/2015 to
30/05/2016**

PART - A : GENERAL INSTRUCTIONS
PART - B : SPECIAL TERMS & CONDITION
PART - C : TENTATIVE REQUIREMENT
TENDER REFERENCE : MMTC/AH//SECU.CONT.TNDR/14-15
LAST DATE OF
RECEIVING TENDER
DOCUMENT : 15/04/2015 before 15.00 hrs.
CONTRACT PERIOD : 1 Year
ADDRESS FOR
COMMUNICATION : VijayW.Singh
Sr. Manager(P&A)
MMTC Limited
2, Nagindas chambers
Usmanpura, Ashram road
Ahmedabad 380014 Gujarat
email: vijaywsingh@mmtclimited.com

WORK: NIT FOR ANNUAL CONTRACT FOR PROVIDING GUN MEN /OFFICE BOYS/ HOUSEKEEPING SERVICE IN MMTC OFFICE PREMISES, AHMEDABAD

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Abstract

Following documents are required to be furnished in the TECHNICAL BID complete in all respects.

- (i) Certified copy of satisfactory services where the tenderer is providing/provided the services for the last 3(three) years.
- (ii) Proof of valid registration with statutory authorities for work contract tax/VAT, TIN, Service Tax.
- (iii) Copy of PAN card issued by Income Tax Department
- (iv) Proof of valid registration with Employees Provident Fund (EPF) authority.
- (v) Proof of valid registration with ESIC authority

- (vi) Proof of valid License issued by Labour Commissioner for contracting labour under Contract Labour Act.
- (vii) Self-certified copies of annual turn-over details for the last three years (balance sheet, IT returns,) certified by C.A. signed and sealed by tenderer.
- (viii) DD for prescribed EMD of Rs.50,000/- (Fifty thousand only) in favour of MMTC Limited payable at Ahmedabad.
- (ix) Undertaking as per Annexure-1(on tenderers letter head)
- (x) Information about tenderer(Annexure II)
- (xi) Arbitration cases pending against the tenderer, if any submit details
- (xii) Whether black-listed by any clients in the last 5 years, if any. Give details.
- (xiii) Details of Bank account e.g. Name of Bank, name of branch, type of A/c alongwith copy of cheque leaf. Duly filled in e-payment proforma/format & duly certified by the Bankers to be enclosed(optional)

| S.No. | Particulars | Details |
|-------|--|------------------------------------|
| 1. | Procurement/downloading of tender document | Upto 17.00 hrs, 14/04/15 |
| 2. | Earnest Deposit Money(EMD) | Rs.50,000/-(Rupees Fifty thousand) |
| 3. | Due date of tender(two bids) submission | Upto 1500 hrs, 15/04/15 |
| 4. | Technical bid's [physical bids] opening date | 1530 hrs 15/04/2015 |
| 5. | Period of contract | One year |
| 6. | Interest free Security Deposit | Rs. 50,000/- incl. EMD |

NOTICE INVITING TENDER

No. MMTC/AH/SECU.CONT.TNDR/2014-15

Dated : 25/03/2015

To,

M/s.....

.....

.....

.....

Sub: NIT for annual contract for providing Security & Office Boys & House Keeping Services in MMTC office premises, Ahmedabad .

Dear Sir,

MMTC Limited, Ahmedabad invites you to submit your most competitive offer for the subject work as per the terms and conditions of the tender document given herewith;

1) Sealed e-tender in two bid system are invited on behalf of MMTC Limited from Gujarat based EXPERIENCED contractors who have successfully completed annual housekeeping service in Govt. Department/Semi-Govt .Department/ PSU/MNC/reputed offices.

2) **ELIGIBILITY :**

a) The agency should have overall turnover of minimum Rs.50.00 lakhs (Rupees Fifty lakhs only) in housekeeping services during the last three years i.e. 2011-12 & 2012-13 & 2013-14..

b) The agency should have minimum experience of three years in providing housekeeping services in Govt. Department/Semi- Govt. Department/ PSU/MNC/reputed offices.

3) Tender Documents may be downloaded from MMTC & Government websites (www.mmtclimited.com & <http://eprocure.gov.in>. Prescribed EMD of Rs.50,000/-(Rupees Fifty thousand only) in favour of 'MMTC Limited' payable at 'Ahmedabad', must be enclosed. (DD/Cheque in favour of MMTC Ltd. payable at Ahmedabad)

4) The signed and sealed TECHNICAL BID portion (for all pages) of the tender documents with prescribed DD/P.O. for both EMD and tender fee in a sealed Envelop bearing the name and address of the bidder, should reach to the office of General Manager at 2, Nagindas Chambers, Ashram Road, Usmanpura, Ahmedabad - 14 on or before 1500 hrs on due date. Please note that the tenders submitted without the requisite amounts of EMD shall be rejected.

5) TECHNICAL BID shall be opened on schedule date/time in the office of GM in the presence of tenderers who wish to be present on the date of opening.

6) The TECHNICAL BIDS shall be scrutinized/ verified by MMTC in terms of tender and subsequently the eligible PRICE BIDS shall be opened, preferably within 15 working days.

7) The Tender should remain valid for a period of 60 (sixty) days from the date of opening of the PRICE BID.

8) Tenders(technical bid portion) with any additional conditions/deviations by the tenderers, whatsoever, shall be summarily rejected . Corrections, alterations shall disqualify the offer.

9) Tenderers are advised to visit office to acquaint themselves with requirement and quantum of work, facilities available to understand the tender requirement fully before submission of their tender/ bids. No claim shall be entertained later on the grounds of lack of knowledge. It is understood that the tenderers / contractor has satisfied himself as the information and knowledge required before tendering.

10) Preference will be given to parties registered under MSME Scheme or approved under DGR guidelines.

For MMTC Limited.
(Vijay W.Singh)

Sr. Manager

2, Nagindas Chambers,
Ashram Road, Usmanpura,
Ahmedabad – 380014

ANNEXURE- A

(Letter for submission of tender on tenderer's own letterhead)

No.

Dated:

General Manager
MMTC Limited
2, Nagindas Chambers,
Ashram Road, Usmanpura,
Ahmedabad – 380014

Subject: E-Tender for annual contract for providing Gunman Security and House Keeping Services in MMTC office premises, Ahmedabad.

Ref: Tender No. MMTC/AH/SECU.CONT.TNDR/14-15

Dear Sir,

1. That we M/s. _____ is registered under _____ Act with _____ and our Registration No. is _____.

I/we the undersigned certify that I/we have carefully gone through and clearly understood the site conditions, terms and conditions of the tender documents, the work requirements and undertake to comply with them.

2. I/we further undertake to execute and complete the works as per tender's terms and conditions and the bids submitted by us. We have signed every page of the tender documents as token of our acceptance of all terms and conditions of the tender.

3. I/we enclose herewith the Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees Fifty Thousand only) by demand draft/pay order Nos.-----dt-----drawn on -----favouring 'MMTC Limited' and payable at 'Ahmedabad'.

4. I/we also undertake to comply with all the labour laws/acts/enactments/modifications including minimum wage act etc, and to deposits with Provident Fund authorities and pay ESI contributions for the workers employed by me/ us on regular basis and applicable service tax, etc. I/we will be responsible for proper health of the labourers and injury, if any, caused to the

workers while working and for the behavior & conduct of the workers. I/we certify that no criminal/ income tax/ service tax/ black-listing case is pending against my/our firm/company.

5. My/our offer includes component of applicable wages not below statutory limit)to my/our workmen, cost of required tools, Provident Fund, statutory charges, ESI contribution, duties, royalties, octroi/levies, bonus, charges for ID and uniforms, etc. and applicable service tax. All the statutory payments will be paid by me/us to concerned authorities on due dates whereafter we shall produce proof of such statutory remittances to MMTC and a copy for their record also. I/we understand that the 'service tax' component shall be reimbursed to me/us with monthly bills on actual basis only on production of documentary proof of deposits with concerned authorities for the previous month.

6. My/our offer shall be valid for a period of 60 days from the date of opening of the price bid.

Thanking you.

Yours faithfully,

For M/s. _____

Signature _____

Date _____

Name _____

Address _____

Seal of contractor

ANNEXURE-B

INFORMATION ABOUT TENDERER

1. Name of Tenderer

2. Address with telephone/faxNos.
 - (a) Head office

 - (b) Branch Office

3. Telegraphic Address/E-Mail Address

- 4.(a) Is your firm registered under the Indian Partnership Act 1932
If so, give the name & address of the partners alongwith the
Registration No.

- (b) Is your concern a proprietary concern? If so, give
Name and Address of the proprietor.

- (c) Is your concern incorporated under the Companies Act
Or any other law in India?

5. Have your concern changed its name at any time?
If so, when and the reasons thereof.

6. Date of commencement of Business

7. Details with registration with statutory authorities for:

(i) PF

(ii) ESI

(iii) Service tax

Please furnish certified copies of Registration and latest returns as filed with their authorities failing which Tender is liable for rejection.

8. Income Tax Assessment Certificate for the last three years.

9.. Name & address of Principal Bankers.

10. Details of Places where Security / Office Boys and Housekeeping Services are being provided to Govt. /Public sector undertaking/Educational Institutions/Public Limited co., in the past three years?

| Security/Office Boys/ Housekeeping job carried out during the last 3 years | Organization | Nature of Job | Value | Area covered | Manpower deployed | Contact Person at such orgn with tel. No. and his designation |
|--|--------------|------------------|-------|-----------------|----------------------|--|
| | | | | | | |
| | | | | | | |

12. *Details of infrastructure:- Please furnish complete details of various types of machinery/equipment/qualified manpower etc., available justifying your case.

13. Turnover (last 3 years)

| 2011-2012 | 2012-2013 | 2013-2014 |
|-----------|-----------|-----------|
| | | |

Please enclose copy of latest balance sheet and profit and loss Account.

14. Any other relevant information.

Signature of the tenderer(s)

Name and Designation of authorised person signing the tender on behalf of the tender(s)

with Stamp.

Full Name and address of the tenderer(s).

SECTION - 1

GENERAL TERMS & CONDITIONS:

1. The period of this contract shall be one year starting from the date of work order/ award letter. The same may be extended solely at the discretion of the MMTC subject to satisfactory completion of work during contract period/ extended contract period. The decision of the MMTC shall be final and binding to the contractor in this regard.

2. MMTC Limited, Ahmedabad invites sealed offer in duplicate from the reputed security services agencies in Ahmedabad, Gujarat .

3. Tender should reach the MMTC Limited, Ahmedabad on or before 15.00 hours on 15/04/15. The duly signed Technical Bid portion alongwith DD/PO of EMD in original are to be submitted before due date and time. If submitted by post, it shall be sent as 'REGISTERED POST ACKNOWLEDGEMENT DUE' and shall be posted with due allowance for any postal delay. The same received after the due date and time is liable to be rejected.

4. The tenderer shall quote the rates in English Language and International numerals. These rates shall be entered in figures as well as in words. In case of difference in rates between words and figures, Rates mentioned in words shall be treated as valid.

5. Tender received in any forms other than one issued, shall not be entertained.

6. Tender should be put in double cover. The tenders should be with duly signed by tenderer in each pages should be sealed and superscribed with tender no and last date. The outer cover should bear only address of the MMTC Limited, Ahmedabad stating "SECURITY TENDER-2015"

5. MMTC Limited, Ahmedabad reserve the right to ignore any tender which fails to comply with the above instruction.

7. QUOTED RATES:

- a. shall include all applicable wages and allowances, etc. to workmen and the supervisors.
- b. the rates include component of Provident Fund, statutory charges/duties, ESI contribution, statutory bonus.
- c. The quoted prices shall be inclusive of all taxes, applicable Service Tax, duties, work contract tax, etc., if any. TDS and other statutory taxes shall be deducted at source from the monthly bills.
- d. shall include all costs of equipments/tools.
- e. shall include cost of uniform and Identity cards to workers. Nothing extra is payable on this account.

8. The security tenderers/Security /Office Boys & Housekeeping Agencies are requested to quote their rates on their letter heads along with the tender form. Security tenderers/Security & Housekeeping Agency are requested to submit P.F. Registration certificates, ESI Certificate, Security Contractor registered license, Service tax, Certificate No. alongwith the tender form.

9. The Earnest money may be forfeited in the event of

- i) If a tenderer withdraws its tender during the period of tenders validity.
- ii) In the case of successful tenderer, if the tenderer fails to commence the work, as required.

10. The Earnest money of unsuccessful tenderers shall be, save as herein provided, returned within reasonable time without any interest. The EMD of successful Tenderer shall be retained & converted as part of interest free Security deposit, to be refunded after successful completion of the contract.

11. The tenderers must comply with all terms and conditions.

12. Preference will be given to the organization/society which has been formed by SC/ST people having work knowledge and experience in the field and fulfill the terms and conditions of the tender.

13. The Security & Housekeeping tenderers/Security & Housekeeping Agency will obtain requisite licenses under The labor laws act as a licensed contractor.

14. The Security & Housekeeping tenderers/Security & Housekeeping Agency shall not sub-let the contract to any other party without our prior permission and any breach of this condition shall result in forfeiture of your security deposit and termination of your contract without notice..

15. If the tenderer is found to be give wrong/false/untrue information in his tender MMTC reserves the right to reject such tender at any stage or to cancel the contract if awarded and forfeit the EMD /Security Deposit/any other moneys due.

16. In case of any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or validity or breach thereof arising hereunder whether during the currency of agreement or afterwards the matter shall be settled by referring the matter to the sole arbitrator to be appointed by MMTC Ltd & subject to Ahmedabad Jurisdiction. The proceeding shall be held at Ahmedabad.. The provision of arbitration & conciliation Act 1996 with its statutory modification & amendments so far as consistent herewith shall be deemed to be incorporated there in and all provisions of the said act shall apply to the references here under contemplated The award made by the arbitrator shall be final & binding on the parties to this contract.

SECTION II

SPECIAL TERMS AND CONDITIONS

1. The security & Housekeeping tenderers/Security & Housekeeping Agency shall be responsible for providing armed gunmen security service round the clock for 24 hours(in three shifts) and for all days of the week at the MMTC Ashram Road office for all the shifts or as may be asked by the MMTC Limited, Ahmedabad as per its requirement.
2. The contractor shall ensure the regular supervision and control by the contractor himself or by his supervisor on the personnel deployed by him/her for the works and necessary direction should flow from the contractor/supervisor to his workforce for undertaking the contractual obligations.
3. The Security & Housekeeping services agency shall get the antecedent of its workmen verified and the certificate to that effect should be submitted before their deployment at MMTC office. The agency shall also submit the names,

present and permanent residential addresses and two copies of their passport size photographs to MMTC.

4. The contractor shall ensure that workmen deployed by him behave decently and do not indulge themselves in any such activities which are unbecoming on the part of a person working in a Government Office.
5. The staff employed by the Contractor for performance of the contracted jobs, shall be of sound health, be mentally alert and physically fit. The Contractor shall be bound to change the personnel deployed if any of them is considered unsuitable by MMTC and decision of the MMTC in this regard shall be final and binding on the Contractor without any questioning.
6. The tenderer/Contractor shall indemnify MMTC under Labour's Compensation Act, Personal Injuries Act, Insurance Act etc. and or other Industrial Legislation in force from time to time. The contractor shall be responsible for any violation/non compliance of the Labour Laws and MMTC shall stand indemnified against any claim or compensation of whatsoever nature in this regard by the tenderer/contractor.
7. In the event of any accident occurring during the course of work, which may result in any mishap, injury to person(s), the responsibility of settlement of their claims, medical treatment etc will fully rest with the contractor and expenditure incurred thereon will be borne entirely by the tenderer/contractor. MMTC shall be totally indemnified of any liability whatsoever.
8. The contractor shall be responsible for any injury caused to persons or things (fittings/fixtures/furnishings etc.) any damage caused to any property of MMTC etc, which may arise from the operations or neglect of any person of the tenderer/contractors team or any person engaged by him for any purpose related to the execution of this contract. The tenderer/contractor shall indemnify MMTC of all liabilities arising out of his operations in any way under any acts of the Government and also in award of any compensation or damaged consequent upon any claim arising out of the above.
9. The security & Housekeeping tenderers/Security /Office Boys / Housekeeping Agency will be required to make their own arrangement for the stay of security personnel in Ahmedabad at their own cost.
10. The security /Office Boys & Housekeeping tenderers/Security /Office Boys & Housekeeping Agency shall be responsible for the internal security of the buildings properties, finished goods, office premises stores & stock vehicles and all the assets of the MMTC Limited, Ahmedabad at the said premises offices and shall be other responsible for the external security of the office of MMTC Limited, Ahmedabad , Ashram Road. In case of any eventuality or emergency, the security help in running the water and electric supply.

11. The security /Office Boys & Housekeeping tenderers/Security /Office Boys & Housekeeping Agency shall be responsible for loss or damage to goods block assets and property of the MMTC Limited, Ahmedabad , Ashram Road arising out of theft, pilferage, larceny, mischief, looting, robbing etc. Even in case of lodging of any complaint with police department the MMTC Limited, Ahmedabad will not be concerned with the result of investigation done by the police & without assigning any reasons MMTC shall straight way recover the amount of loss/damages from the amount payable by the unit to the security & Housekeeping tenderers/Security & Housekeeping Agency. In the other words MMTC Limited, RO Ahmedabad will be entitled to recover the amount of such loss or damages caused to the MMTC Limited, RO Ahmedabad from their bills payable to Security tenderers/Security Agency or from security deposit. Security Guards provided will be responsible for stoppage of tress passing, unauthorized entry to work place at MMTC Limited, Ahmedabad , Ashram Road , exhibition sites If any irregularities observed contact will be liable to be terminated.
12. The actual number of armed security gunman required and their deployment will be as per actual requirement and decision of the MMTC Limited, RO Ahmedabad from time to time.
13. Age of the security armed gunman should be between 25 to 45 years. Photo-age proof will needed to be submitted. The security & Housekeeping tenderers/Security & Housekeeping Agency will employ only his personnel in the age group of 25 to 45 and this Security & Housekeeping tenderers/Security & Housekeeping Agency have to produce the concerned persons Date of Birth Certificate
14. Security Armed Gunmen should have good health and physique and not having any type of criminal cases against them of any nature.
15. Minimum education & qualification of the guard should be SSC.
16. The security & Housekeeping tenderers/Security & Housekeeping Agency shall provide security gunman/guards, as may be required by the MMTC Limited, RO Ahmedabad from time to time at various places as, may be indicated to them Additional gunman/guards should be provided as per requirement with immediate notice from MMTC .
17. The official duty of individual gunman should not be more than 8 hours. The same gunman should not be repeated in next immediate shift. In case of repetition of same person payment will not be admissible for the shift. The security & Housekeeping tenderers/Security & Housekeeping Agency should also provide reliever gunman as may be

indicated by the MMTC Limited, RO Ahmedabad. The said security & Housekeeping staff provided by the security & Housekeeping contractor will also be responsible for proper & thorough investigation of thefts, pilferage and fire etc. The security & Housekeeping contractors should also provide intelligence, information to the MMTC Limited, RO Ahmedabad .

18.The armed gunmen will maintain records of inward/outwards visitors/assets as directed by MMTC & Assist MMTC in handling emergencies like fire, flood, earthquake etc

19.The security & Housekeeping tenderers/Security & Housekeeping Agency will provide Uniform, Authorised Guns/arms, Authorised bullets/Ammunition , Lathi, Torches, Bicycles / Motorcycles etc. for their own staff, they will also be liable to pay salary, wages and employment, Provident Fund, Insurance & Safety norms ESI Contributions and other statutory dues in respect of their own staff. In accordance with the rules in force or that may be enforced by the authorities in time, including the wages as per minimum wages Act. The Security & Housekeeping tenderers/Security & Housekeeping Agency will be responsible for observing Provident Fund Regulations, ESI Regulations Insurance & Safety Norms, and all other Labour Laws in respect of their own staff and MMTC Limited, RO Ahmedabad will not be responsible in any manner for the staff provided by the security tenderers/Security Agency.

a. For the purpose of this agreement, the Security & Housekeeping tenderers/Security/Office Boys & Housekeeping Agency will be deemed to be an independent agency and in case the MMTC Limited, RO Ahmedabad required to meet any liability in respect of the staff provided by the the Security & Housekeeping tenderers/Security & Housekeeping Agency shall keep the MMTC Limited, RO Ahmedabad identified against any such liability. In case any one of the staff of the security contractors suffer any injuries in the course of employment, the security & Housekeeping tenderers/Security & Housekeeping Agency will be liable to pay compensation thereof. As per the provision of P.F. the contractor will maintain eligibility register of P.F. and he will produce the same every month to the MMTC Security Officer. The Security & Housekeeping Contractor will maintain all registers under provision of various labour Laws, submitting regularly returns to the concerned authorities and copy must be marked to MMTC . The security /Office Boys & Housekeeping tenderers/Security & Housekeeping Agency will keep all records pertaining to security contract at its office and security / Office Boys & Housekeeping tenderers. Security / Office Boys & Housekeeping Agency shall produce the above registers, returns etc. at the time of Inspection by various authorities and also as and when demanded by MMTC.

20.The security / Office Boys & Housekeeping tenderers/Security / Office Boys & Housekeeping Agency shall be responsible for all/any Central Government/State n Government taxes. He has to produce evidence that he has cleared all/any Governments dues. In case, the security & Housekeeping tenderers/Security / Office Boys & Housekeeping Agency fail to produce necessary documentary evidence regarding payment of Government dues the amount shall be deduced at source from the bill.

21.The security & Housekeeping tenderers/Security / Office Boys & Housekeeping Agency shall make payment to their personnels appointed by the agency keeping in view the wage Acts, as applicable.. The security contractor shall be entitled to engage personnel of their choice except the local people. The security / office Boys & Housekeeping tenderers/Security & Housekeeping Agency shall not employ Ex.employee or any personnel whose case is pending against/before any authorities as against MMTC Ltd. The security guard employed should have minimum five years experience of similar work. In case MMTC Limited, RO Ahmedabad objects in writing to deployment of any individual at it's premises the security / Office Boys & Housekeeping tenderers/Security / Office Boys & Housekeeping Agency shall forthwith replace him. The procedure of deployment as stated, in the foregoing clauses will also be made applicable in case of such replaced personnel. Prior approval of MMTC has to be obtained while employing/terminating duties of any security personals by the security contractor.

22.The security & Housekeeping tenderers/Security / office boys & Housekeeping Agency will maintain a register of attendance of security staff as may be prescribed by the MMTC Limited, RO Ahmedabad this should contain full details of deployment and incidents records during the day. This should be presented to MMTC or its officers daily for inspection and check. All the security staff provided by security / office boys & Housekeeping tenderers/ Security / office boys & Housekeeping Agency will work in close co-operation and liaison with our security officer or with such officers as may from time to time be designated by the MMTC Limited, RO Ahmedabad in this behalf and the security officer shall periodically report all important incidents of the .MMTC Limited, RO Ahmedabad and in case of any incident involving loss or damage to the property of the MMTC Limited, RO Ahmedabad the same shall forth with be reported to MMTC or/and if required to the local police. The security & Housekeeping tenderers/ Security / office boys & Housekeeping Agency shall be solely responsible for all and any liability which may arise in respect of its security guards due to any legislation whatsoever and the same shall be exclusively borne by the security & Housekeeping tenderers/ Security / office boys & Housekeeping Agency and MMTC shall not be responsible for payment of compensation or other payment that is required to be made by the

security & Housekeeping tenderers/ Security / office boys & Housekeeping Agency to its staff.

23. In case of any incident pertaining to the period for which service of security / office boys & Housekeeping tenderers/ Security / office boys & Housekeeping Agency were engaged and whenever the security & Housekeeping / office boys tenderers/ Security & Housekeeping Agency or their staff are called as witnesses in any proceedings, the security / office boys & Housekeeping contractor shall arrange to attend the court or the office at which the proceedings are being held and otherwise render all assistances to MMTC in respect of such incidents.

24. PAYMENT TERMS: The contractor shall submit his monthly bills, in triplicates to Administration Division. The Payment shall be released through E-payment after necessary deductions of security, prevalent taxes, cess, etc. duly certified by Admn. Division. The payable amount will be released through e-payment system only in the bank account of the Contractor.

25. COMPLIANCE WITH LABOUR LAWS: The contractor is responsible for compliance of the points given below:

- a) It shall be the sole liability of the contractor (including the contracting firm/ company) to obtain and to adhere by all necessary licenses/ permissions from the concerned authorities as provided under the provisions of the contract Labour (Regulation & Abolition) Act 1970.
- b) The contractor shall discharge obligations as provided under various statutory enactments including the employees provident fund and Miscellaneous Provisions Act, 1952., the Employees State Insurance (ESI) Act, 1948, the Contract Labour (R&A) Act, 1970, , Minimum Wages Act, 1948, Payment of Wages Act, 1936, Workman Compensation Act, 1923, The Payment of Bonus Act, 1965 and other relevant acts, rules and regulations enforced from time to time.
- c) The contractor shall be responsible for required contributions towards PF, ESI or any other statutory payment shall deposit these amounts on or before the prescribed dates. The contractor shall submit the proof of depositing the employee's and employer's contributions. The contractor shall also be responsible to pay any administrative/ inspection charges thereof, wherever applicable, in respect of the personnel employed by him for the work of MMTC. The contractor shall be solely responsible for the payment of wages and other dues to the personnel deployed by him latest by 7th of the following

month in the premises of MMTC in presence of MMTC officials. The contractor shall be directly responsible and indemnify the company against all charges, dues, claims, etc, arising out of the disputes relating to the dues of personnel deployed by him.

26.INSPECTION OF THE WORK:

The work is subject to inspection at all times by the Admn. Incharge/MMTC. The Contractor shall carry out all instructions given during inspection and shall ensure that the work is being carried out according to the terms & conditions, specifications of this tender. The contractor is advised to take the prior approval of all the materials used for this work.

27. EARNEST MONEY: Tenderer are required to furnish earnest money of Rs. 50,000/- (Rupees: Fifty thousand only) by Bank D.D. in favour of MMTC Limited, Ahmedabad , with their tender failing which offer may not be considered. The earnest money of unsuccessful tenders will be refunded on final decision of tenders and that of successful tenders the same will be adjusted against security deposit payable by them. MMTC shall not be liable to pay interest on EMD

28.SECURITY DEPOSIT

The successful tenderer shall be required to Deposit . 50,000/- (Rupees Fifty thousand only) as a SECURITY DEPOSIT. This amount will remain with the MMTC Limited, RO Ahmedabad till contract is in force. EMD will be adjusted as security Deposit.

29.PENALTY: In the event of failure to maintain the security / office boys and housekeeping services on any day as per terms and conditions of this tender in part or in full, the Security / office boys & Housekeeping service agency shall be liable for payment of damage charges @ Rs.1,000/- besides proportionate deduction which shall be recovered from monthly bills. If MMTC finds the agency is misusing the facilities provided by MMTC for the services for other purposes not covered under the contract , MMTC will be free to levy damages which may extend upto Rs.1,000/- per event. This will be in addition to recoveries on account of short deployment of manpower mentioned in clause (3) Section III.

30.In case of any breach of contract or any loss or damages consequent to any default/lapse on the part of Security & Housekeeping Contractor amount of loss / damages shall be recovered from the security deposit and/or from their bills. The decision of the MMTC as to quantum of loss damages shall be final conclusive and binding on the contractors. No interest shall be payable on security amount deposited with the MMTC Limited, RO Ahmedabad .

31.Security /office boys & Housekeeping contractor will have to mention their rates inclusive of service tax & surcharge in the tender for necessary consideration. The rates quoted should be per month.

32.Once the tender is accepted the tenderer will have to execute an agreement bond entering into contract such successful tenderer will take over the entire security arrangements within 15 days from the date of intimation to the effect of accepting of the tender.

33.MMTC Limited Ahmedabad reserves the right to reject any or all tenders without assigning any reason whatsoever.

34.Presently we required only 6 Nos. Armed Gunmen/Security Guards (8 Hrs. duty each) It is compulsory that Valid & Legal & Authentic Gun/Arm License is required to Jurisdiction Ahmedabad City /Gujarat State . Proof to that effect will be will needed to be submitted.

35.We required gun man license with I/Card & complete details registered by Police Dept..

36.The Successful Security & Housekeeping tenderers/Security & Housekeeping Agency to strictly follows safety norms as per factory act.

37.As per the P.F. Rules. The contractor have to deposit P.F. Contribution of there staff posted in our office in every month, on the first of the day of the month for all staff and evidence to be provided. The Contractor must also submit ECR for every month. Payment will be made to the contractor only after due receipt and verification of ECR.

Signature by tenderer
With Rubber Stamp & Address

The total tentative requirement of the security staff is as follows:

| S.No. | Requirement | Destination | Nos. |
|-------|-----------------|--|------|
| 1 | Security gunmen | MMTC Limited, 2 Nagindas Chambers Ashram Road Ahmedabad | 3 |
| 2 | Office Boys | MMTC Limited, | 2 |

| | | | |
|---|-----------------------|--|---|
| | | Nagindas Chambers Ashram Road Ahmedabad | |
| 3 | House keeping/sweeper | MMTC Limited, 2 Nagindas Chambers Ashram Road Ahmedabad | 1 |

in “COVER-B”

PRICE BID (Part C)

I/We hereby quote our rates for providing security services for MMTC Ahmedabad Ashram road office keeping in view the terms and conditions notified in the bid document:

| S.No. | Category | Particulars | Rate | Rate |
|------------------------|---|------------------------|-------|------|
| Security guards | (Gunmen License holder of Ahmedabad City / Gujarat State) | Wages (8 hrs per day). | | |
| | | +EPF | | |
| | | +ESI | | |
| | | +Service Charges | | |
| | | + Service tax | | |
| | | + Surcharge | | |
| | | + others | | |
| | | | Total | |
| Office boys | | Wages (8 hrs per day). | | |
| | | +EPF | | |
| | | +ESI | | |
| | | +Service Charges | | |
| | | + Service tax | | |
| | | + Surcharge | | |
| | | + others | | |
| | | | Total | |
| House Keeping /Sweeper | | Wages (8 hrs per day). | | |
| | | +EPF | | |
| | | +ESI | | |
| | | +Service Charges | | |
| | | + Service tax | | |
| | | + Surcharge | | |
| | | + others | | |
| | | | Total | |

I/We agree that the above quoted rates include the wages and allowances payable as per Minimum Wages Act rules existing from time to time including E.P.F. weekly offs, incidental administrative charges, service tax and all statutory obligations and relief of guards etc.

The MMTC Limited, RO Ahmedabad reserved the right to increase or decrease the number/strength of

Security staff for the requirement. the above charges includes uniform, leave salary, replacement for leave, ESI, PF, Insurance, Gratuity, Bonus, Safety Acts Service Tax, Surcharge and all other benefits enjoyed upon us by law and rules of the security tenderers/Security Agency which is our own responsibility.

- Note : 1. Details of similar jobs carried out during last three years are to be attached with the offer.
2. MMTC Limited Ahmedabad reserves the right to reject any or all tenders without assigning any reasons whatsoever and the we agree to bind /obey by the decision of MMTC .

Signature by tenderer
With Rubber Stamp & Address

MMTC LIMITED
(A Govt of India Enterprise)
2, Nagindas chambers Usmanpura, Ashram road Ahmedabad 380014 Gujarat
email mmtcahm@mmtclimited.com

QUOTATION FOR PROVIDING SECURITY SERVICES (2013)

in “COVER A”

From

To
Sr.Manager (P&A),
MMTC Limited
Ahmedabd
Gujarat

Sir,

Sub : Quotation for providing security services - Reg.

...
PART - I : COMMERCIAL DETAILS

- Name and address of the security :
Agency/Firm/Company _____
- Telephone Nos. : _____ Cell No. : _____
Fax No. : _____ E-mail address : _____
PAN No. : _____
- Date of Registration of the Agency
with the appropriate authority _____
- Validity of Registration., the date
upto which the Registration is valid: _____
- Month and year of establishment: _____

6. Details of personnel in various grades of employment:

| | Grade/Post | Name | Age | Educational | Period of Employment with the Agency | Qualifications |
|----|-------------|------|-----|-------------|--------------------------------------|----------------|
| 1. | Gun Men | | | | | |
| 2 | Office Boys | | | | | |
| 3 | Sweeper | | | | | |

7. List of clients in Govt. offices:

a) Present: 1)

2)

3)

4)

5)

b) Past: 1)

2)

3)

4)

5)

8. Please attach copies of:

| | | |
|----|--|--------|
| a) | Provident Fund Registration Certificate | yes/no |
| b) | ESI Registration Certificate | yes/no |
| c) | No.of employees in the roll of the organization. | yes/no |
| d) | Whether they are registered for EPF and details of account numbers | yes/no |
| e) | Income Tax Clearance Certificate | yes/no |
| f) | Testimonials and certificates if any, from clients | yes/no |
| g) | Any other certificate (Service Tax Registration, etc | yes/no |

9. Service Tax No. and Code No.

10. Any other relevant information

11.

| | | Annual Turn Over during | Attached Copies of Annual Returns of Income Tax | Attached Copies of Annual Returns of Service Tax |
|---|---------|-------------------------|---|--|
| 1 | 2012-13 | | Yes/No | Yes/No |
| 2 | 2011-12 | | Yes/No | Yes/No |
| 3 | 2010-11 | | Yes/No | Yes/No |

12. EMD details :

| | | |
|---|---|----------|
| 1 | DD No. | |
| 2 | Bank (Branch) (Commercial Bank Only) | |
| 3 | Drawn on | |
| 4 | For | 50,000/- |

| | | |
|---|------|--|
| 5 | Date | |
|---|------|--|

SIGNATURE OF THE
BIDDER & STAMP

Encl : DD No _____ drawn on _____ For 50,000/-
dated _____ is enclosed

Annexure C

E-PAYMENT PROFORMA

Details to be furnished on Vendor/Customer Letter Head

Vendor Code

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
|--|--|--|--|--|--|--|--|

The Banking/Account details are as furnished below:

We request you to give our payments by crediting our account directly by E-Payment mode as per account details given below. We hereby undertake to intimate MMTC in case of any change in particulars given below and will not hold responsible the company for any delay/default due to any technical reasons beyond company's control.

| | |
|---|--|
| 1 Bank Account No. | |
| | |
| 2 RTGS/NEFT IFSC Code | |
| 3 Bank Name | |
| | |
| | |
| 4 Bank Branch Name | |
| | |
| | |
| 5 Branch code | |
| 6 Account Type (Saving/Current)(SA/CA) | |

7 E-mail ID(if any)
Of Vendors

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |

A blank cancelled cheque is enclosed herewith

Thanking you,

Certified by Bank regarding Banking Details

(Vendor's Signature & Seal) (Bank Seal & Signature of Bank official)

N.B. All the above (including Annexure A, B & C) form part of TECHNICAL BID portion issued by MMTC, which needs to be submitted by tenderers duly signed/sealed before scheduled date/time physically (including DD for EMD) as a mark of acceptance of terms and conditions of e-NIT. However, all the required /attested enclosures mentioned in Technical bid portion must be submitted thru' e-mode. The Price Bid also must be submitted thru' e-mode. This is an e-NIT in two bid system.