

**TENDER DOCUMENT**

**(Total 13 Pages)**

**TENDER FOR SECURITY SYSTEM FOR GOLD JEWELLERY  
EXHIBITION**

**TENDER NO: MMTC/DG&JD/380/002/EXH/2015**

WORK: SECURITY SYSTEMS ARRANGEMENTS & SECURITY FOR GOLD JEWELLERY EXHIBITION TO BE HELD AT **CONVENTION HALL, HOTEL THE ASHOK, NEW DELHI – FROM 27.10.2015 TO 04.11.2015 AND 07.11.2015 TO 10.11.2015..**



MMTC Ltd.,  
Core-1, "SCOPE COMPLEX",  
7, Institutional Area,  
Lodhi Road,  
New Delhi – 110 003 INDIA

## **NOTICE INVITING TENDER**

### **TENDER NO: MPMC/DG&JD/380/002/EXH/2015**

Tenders are invited for providing security system arrangements and security for gold jewellery exhibition to be held at **CONVENTION HALL, HOTEL THE ASHOK, NEW DELHI – FROM 27.10.2015 TO 04.11.2015 AND 07.11.2015 TO 10.11.2015** under TWO-BID SYSTEM.. Tenderers can submit their e-tender (Technical Bid - Part- I and Price Bid – Part- II ) in electronic mode.

#### **1. Scope of work**

- To Provide security to the exhibition cum sale venue
- To install CCTV cameras in and around the exhibition hall

#### **2. Duration of Work**

- **27.10.2015 TO 04.11.2015 AND 07.11.2015 TO 10.11.2015 (Excluding 5<sup>th</sup> Nov, 15 & 6<sup>th</sup> Nov, 2015).**

#### **3. Earnest Money Deposit**

- a. Rs.50, 000/- in form of a Demand Draft/ Pay Order favoring MPMC Limited, payable at Delhi. To be deposited to GM (PMD-Retail), 7<sup>th</sup> Floor, Precious Metal Division, MPMC Limited, Core -1, Scope Complex, 7 Institutional Area, Lodhi Road, New Delhi -110 003.

#### **4. Place of Tender Submission**

- a. Through e-Tender on MPMC e-procurement website <https://mpmc.eproc.in>.

#### **5. Dealing Division**

- a. GM (PMD-Retail), 7<sup>th</sup> Floor, Precious Metal Division, MPMC Limited, Core -1, Scope Complex, 7 Institutional Area, Lodhi Road, New Delhi -110 003.

**6. Last Date of Submission: 29<sup>th</sup> Sep'2015 (1500 Hours).**

**7. Date of Opening of Technical Bid: 29<sup>th</sup> Sep'2015 (1530 Hours).**

**8. Date of opening of Price Bid: 30<sup>th</sup> Sep'2015 (1500 Hrs.).**

## **THE PROPOSED STALLS FOR GOLD JEWELLERY EXHIBITION**

MMTC Limited Gold jewellery exhibition scheduled from 27.10.2015 to 04.11.15 and 07.11.15 to 10.11.15 at Convention Hall, Hotel The Ashok, New Delhi. The security ( cameras, cctvs etc )in the Stalls and all exhibition area ( wherever installed) will have to be constructed on 26.10.2015 and dismantled on 04.11.2015. The entire security arrangement shall have to be again reconstructed on 06.11.2015(midnight) which will continue till 10.11.2015.

**Previous layout of the exhibition cum sale is enclosed in tender.**  
**The proposed stall layout dimensions:**

<b>DIMENSION (L*B*H) Meters</b>	<b>H=2.5</b>	<b>STALL NAME</b>	<b>NO. OF STALLS</b>
12*3		West Bengal, DELHI, BRIDAL,TAMIL NADU	FOUR
20*3		Maharashtra	ONE
9*3		Odisha, GOA, GOLD MEDALLION	THREE
6*3		Shuddhi, Gujrat, Karnataka, Silver Medallion	FOUR
13*3		Andhra Pradesh-Vizag	ONE
5*3		Telangana-Hyderabad, India Gold Coin	TWO
36 sqm		Shuddhi	ONE
51 Sqm		Sanchi Silverware	ONE
33 sqm		Rajasthan	ONE

## 9. Qualifying Criteria

- a. The bidder should be registered in India. Certificate of Incorporation, Copy of PAN, Service Tax Registration, Sales Tax Registration (CST/LST as applicable if any), Memorandum of Association, Copies of Articles of Association & Bye Laws (in case of registered firms) and certificate of registration (in case of registered co-operative societies), Partnership deed (in case of Partnership firm) should be submitted **in Technical bid**.
- b. The bidder should have a minimum of three years' experience in providing security and CCTV cameras.
- c. The bidder should have an Annual Turnover Rs. 50 Lakhs or more and should have made profits in last 3 financial years (Proof of Balance Sheet/IT return duly certified by Chartered Accountant to be submitted).
- d. Audited annual accounts and IT Return for the last 3 years duly certified by Chartered Accountant .
- e. Should submit notarized affidavit that they have not been blacklisted or suspended by MMTC/ any other PSU/ Central or State Govt. Departments and have not been held guilty by any Court of Law for any offence involving fraud, dishonesty and moral turpitude.(To be submitted in physical form along with EMD)

Tender Documents can also be downloaded from MMTC website ([www.mmtclimited.com/](http://www.mmtclimited.com/) [www.eprocure.gov.in](http://www.eprocure.gov.in) ). Last date of submission of tenders is 29.09.2015 upto 1500 hrs.

The technical bids submitted will be opened on 29.09.2015 at 1530 hrs in the presence of tenderer or their authorized representatives. One representative from one supplier with authorization letter will be allowed to be present during opening of tenders.

Bidders qualifying in the technical bids will only be considered for price bid. Price bid will be opened on 30.09.2015 at 1500 hrs of successful bidders who qualify in technical bid. Bidder should have valid license/valid permission to function as contractor for providing security/security system. Security agency should be reputed, well known and in security business for last 3 years.

## 10.E-Tender

- i. E-tender shall be submitted in two parts:
- ii. Technical Bid. (Documents to be attached: As per annexure-II.
- iii. Price Bid.

### b. Submission of e-bid (s):

- i. e-Tender is available on MMTC e-procurement website <https://mmtc.eproc.in> for online bidding process. For this, Bidder is required to obtain minimum Class III Digital Signature (meant for e-tendering) from any of Certifying Authority recognized by Controller of Certifying Authority ([www.cca.gov.in](http://www.cca.gov.in)) and have to register with e-procurement portal <https://mmtc.eproc.in> (a one-time activity) independent of each other as detailed below.
  - ii. **Procedure for obtaining Digital Certificate:** Bidder should obtain digital certificate to participate in the e-Tender. The procedure for obtaining Digital certificate is given in the web site <https://mmtc.eproc.in>. In case of any difficulty either mail or talk to the Technical Support Engineer, whose contact details are given below.
  - iii. **Procedure for Registering in E-Procurement portal:** Bidder has to register with our E-procurement portal. For registering, please go to <https://mmtc.eproc.in> and follow the directions. In case of any difficulty either mail or talk to the Technical Support Engineer, whose contact details are given below.
  - iv. For any assistance on e-bidding process, please contact Mr. Pankaj Verma, Technical Support Engineer – email [pankaj.verma@c1india.com](mailto:pankaj.verma@c1india.com), mobile phone +91-7210027839 or 0120-4888888.
  - v. Last date for submission of e-bids is **1500 Hours on 29<sup>th</sup> Sep,2015**.
- c. Earnest Money Deposit to be submitted in physical form and should reach MMTC office at per address given in Clause '5' on or before 1430 hrs on 29.09.2015 .

## **11. Arbitration**

- i. Any disputes or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this Contract or the validity or the breach thereof shall be settled by Arbitration by a Sole Arbitrator to be nominated by the Chairman & Managing Director (CMD) of MMTC Limited. The provisions of Arbitration and Conciliation Act 1996 shall apply to such Arbitration proceedings
- ii. The venue of Arbitration shall be New Delhi.

## **B. Documents required to be furnished for Price bid (e- mode)**

1. For Security services/Security equipment both item wise and lump-sum rates to be quoted inclusive of all taxes as per annexure-2.
2. For Security lump-sum rates to be quoted inclusive of all taxes. Bidders are requested to provide the break up of price per equipment, officials, guards/gunman, CCTV, Camera etc. to have broad idea about pricing and requirement can be adjusted in case of changes.

## **Qualification of Guards/Gunman**

The guards provided should be physically fit 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 50 years. This office shall have the right to ask the security agency to remove any person considered incompetent or found unsuitable or for any other reason. Persons removed for the above reasons shall not be deputed again to exhibition venue without the consent of MMTC.

### **Duties of the Security Guards**

1. The Personnel supplied ought to be polite but Firm, Disciplined, Physically Fit ,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 incoming/outgoing Materials (with invoices, challan).
4. Maintain strict security of Men, Material and Premises.
5. Not to leave the place of duty under any circumstance until and unless properly relieved. Sign accordingly in attendance register etc.
6. In case of fire, the Security Guard will immediately alert the Staff on duty and assist in Fire Fighting Operation.
7. The security guard must watch that there is no unidentified/ unclaimed/ suspicious objects/ persons in or near the exhibition hall.
8. The security personnel must be in proper neat and tidy uniform
9. The names of the security guards should always be displayed by them on their uniforms for identification purpose.
- 10 The Agency should arrange for surprise checks (during day and night) to check the alertness and attentiveness of the security guard.
- 11 The security guard should check the bags/ briefcases of the visitors if considered necessary.

### **Duties and Responsibilities of the Agency**

1. The agency should provide necessary equipment to the security guard on duty.
2. The security guards must be rotated from their deployment
3. If it is found that any property of the MMTC 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.
4. The agency shall furnish the names and addresses of the security guards posted in the exhibition premises of MMTC and also when there is any change in security guards.
5. 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.
6. Guarding MMTC's property against any theft/loss etc.
7. Liaison with local police, assist MMTC in case of theft/ loss in lodging FIR and follow up lodging of insurance claim etc.
8. Agency will appoint a co-ordinator (at their own cost), who will stay at the exhibition premises during the exhibition. The co-ordinator will conduct regular periodic check during night hours after sealing of exhibition premises so that security guards are alert and perform their duty.

**ANNEXURE-1**  
**Technical Bid**

TENDER NO. MMTC/DG&JD/380/002/EXH/2015

01	NAME & NATURE OF THE COMPANY / FIRM / APPLICANT ( PROPERITORSHIP, PARTNERSHIP, PVT.LTD., HUF)	
02	ADDRESS OF THE COMPANY / FIRM	
03	NAME & ADDRESS OF THE DIRECTORS / PARTENERS / PROPERITOR	
04	PAN CARD NO. OF THE COMPANY / FIRM ( Copy to be attached)	
05	YEAR OF REGISTRATION / INCORPORTION ( PROOF TO BE ATTACHED)	
07	SERVICE TAX, VAT REGISTRATION No. ( proof to be attached)	
08	COPY OF THE LICENCE / VALID PERMISSION	
09	TURNOVER LAST THREE YEARS ( AUDITED BALANCE SHEET OF LAST THREE YEARS TO BE ATTACHED)	
10	DETAILS OF GOVT. DEPTTS. / PSUS TO WHOME SERVICES WERE PROVIDED DURING LAST THREE YEARS ( PROOF TO BE ATTACHED)	
11	TELEPHONE NO./ MOBILE NO OF THE COMPANY	
12	TELEPHONE NO / MOBILE NO & NAME OF THE CONTACT PERSON.	
13	E-MAIL ADDRESS OF THE COMPANY/FIRM	
14	E-MAIL ADDRESS OF THE CONTACT PERSON	

**Date:**

**Signature of Authorized Signatory of bidder**  
**With name, address & seal**



## **ANNEXURE-II**

### **PRICE BID**

**TENDER NO. MPMC/DG&JD/380/002 /EXH/2015**

### **REQUIREMENTS**

- a. Installation of 8 Colour CCTVs / Cameras 100 Nos / 10 cameras with night vision capable of recording HD video in dark/05 cameras with wide field of vision/adequate VCRs/recording systems for recording of installed cameras, security system etc., to cover the entire exhibition premises including sales counter, passage etc and daily recording to be maintained for all days of exhibition for minimum 60 days from the date of close of exhibition.
- b. Gunman 8 Nos (4 per shift of 12 hrs), 16 Nos Security Guards (8 per shift of 12 hrs), Lady Searchers – 2 nos (during exhibition timing), Security Officers 2 nos (one in each shift of 12 hours) Security Guard officers 10 nos (During exhibition timing on daily basis including lady guard) to provide vigilance and to control movements and conduct of undesirable elements. Technicians -4 (2 in each shift of 12 hrs) for monitoring /supervising CCTVs.  
Recording will be required for 24 hours during the period of exhibition. However number of security officials may decrease or increase according to situation.
- c. Six zone security Control panel and Photo electric infrared Beams (PEIR & PIR) to be provided.
- d. Magnetic sensors at all entry/ exit doors.
- e. DFMDs – 01 no, HHMDs – 01 no
- f. One sniffer dog for checking entire exhibition area from explosive point of view well before start of exhibition everyday.
- g. 4 Boxers for opening day or celebrity visiting day(Will be informed later)

SI No	Officials/Equipment	All Inclusive price per officials/Equipment
1	Gunman	
2	Security Guards	
3	Boxer	
3	CCTV Camera	
4	Sniffer dog	
5	Lady searcher	
6	DFMD	
7	HHMD	
8	PEIR & PIR	
9	Technicians	
10	Others	

**ALL INCLUSIVE PRICE QUOTED FOR TOTAL SECURITY SYSTEMS & SECURITY ARRANGEMENTS:: RS.....  
( IN WORDS.....)**

Number of above mentioned equipments/officers will be subject to last minute changes by MMTC according to the situation and so bidders are requested to provide the break ups of total price for guards/gunman etc so that requirement can be adjusted accordingly.

(with full company name)

## **GENERAL TERMS & CONDITIONS OF TENDER WITH INSTRUCTIONS**

1. The price once quoted is not allowed for any subsequent price revision/adjustments/ revamping, as such tenderers are advised to ensure that their offers are most competitive, in full conformity to our tender specifications and final.
2. The offer should remain valid for the above exhibition only.
3. The tenders received, up to the date specified for submission and before the scheduled time will be opened as per the tendering programme in the, MMTC Office, Core I, Scope Complex, 5<sup>th</sup>.floor, by the committee constituted for the purpose.
4. The tenders will be opened in presence of tenderers or their authorized representative who chose to remain present on the opening date at the scheduled time.
5. MMTC reserves the right to add or delete any part of scope of work if situation demands.
6. If the tenderer deliberately gives wrong information in his tender, MMTC reserves the right to reject such tender at any stage or to cancel the contract, if already awarded.
7. The successful tenderer shall not sub-contract any part or complete work as detailed in the tender specifications without written permission of MMTC.
8. No deviations to the tender conditions shall be accepted whatsoever.
9. Any dispute or difference whatsoever arising between the parties relating to the work allotted or effect of this contract/ tender or the validity or the breach thereof shall be settled by arbitration by a sole arbitrator or be nominated by Chairman and Managing Director (CMD) of MMTC. The provisions of Arbitration and Conciliation Act – 1996 shall apply to such arbitration proceedings.
10. The court of competent jurisdiction at Delhi, shall have exclusive jurisdiction in regard to all disputes in respect of this tenders.
11. Timely completion of the work is essence of the contract.
12. The work as detailed in this tender shall be executed and completed in all respects in accordance with the tender document and to the complete satisfaction of MMTC.
13. The quoted rates shall include all costs including transportation of material to and from the site as and when required. Nothing extra is payable on this account. Transportation of any wastage, exchange of rejected or defective material, surplus material etc. shall have to be arranged by the tenderer at his own risk and costs. Also any material brought inside or taken out of the premises shall have necessary prior permission to do so.

14. The contractor shall be responsible for any injury caused to persons or things any damage caused to any property of MMTC/ Exhibition venue which may arise from the operations or neglect of any person of the tenderer team or any person engaged by him for any purpose related to the execution of this contract. This clause shall include inter-alia, any damage to buildings, space etc. adjacent to or otherwise to the premises. The tenderer 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 damage consequent upon any claim arising out of the above. The tenderer shall further make good all damage caused thus either to MMTC or any third party.
15. The contractor shall ensure the regular supervision and control by the tenderer himself or by his authorised representative on the personnel deployed by him for MMTC work and necessary direction should flow from the tenderer to his workforce for undertaking the tender obligations.
16. The tenderer shall comply with labour/industrial laws.
17. The contractor shall submit for verification all relevant records/ documents to MMTC as asked for.
18. The contractor shall indemnify MMTC against all losses or damages, if any, caused to it on account of acts of the personnel, if any, deployed by him.
19. All Statutory taxes/TDS at the prevailing rates as applicable from time –to- time shall be deducted from Contractor’s bills as per rules.
20. The tenderers shall have total responsibility for all items / equipment/ materials in his custody, stores, loose, semi-assembled and /or erected by him at venue.
21. In the event tenderer fails to execute the work with due diligence or expedition or shall refuse or neglect to comply with any orders given to him in writing by the MMTC or on behalf of the MMTC within the scope of the contract, or shall contravene the provisions of the contract, the MMTC may give notice in writing to the tenderer for termination of the contract. Tenderer shall be responsible for all losses due to this
22. MMTC reserves the right to modify or cancel the whole tender process or award the tender to other than L1 bidder at the sole discretion of MMTC without making reference to any other party and without assigning any reason whatsoever.
23. No advance payment shall be made in this tender/work order.
24. EMD of Successful bidders will be refunded after the exhibition.
25. Rates shall be quoted for each of the items separately.
26. In case of failure on the part of approved supplier to supply the above mentioned items as per the supply order within the stipulated period, MMTC shall be at liberty to purchase of said items from other source and the approved supplier shall be

liable to pay the excess amount which MMTC may have to incur being the difference of actual amount of purchase minus the amount as per approved rate.

27. The tenderer to Provide CCTV coverage at the sale counters and the general public and keep constant vigil for undesirable elements.
28. The tenderers to provide cabling for complete security system at exhibition venue.
29. Bidder may also give presentation on their security system/arrangement if required.
30. All the bills/payments due of successful bidder as per rates and terms accepted by MMTC will be submitted within one month of close of exhibition for the work performed under this tender.
31. Tenderer will arrange a room for their co-ordinator at their own cost. Food and snacks to the security officials deployed at exhibition venue will also be provided by security agency.