


NOTICE INVITING TENDER

1. Name of the Work **Providing Security Personnel for**
1)MMTC BHAVAN, MMTC Limited ,
RO-Visakhapatnam,AP-530035
2)SRO,Kakinada. D/No.16-37-4/B,Ayodhya Nagar,Kakinada-
533003 (Warehouse)
2. EMD. :Rs.50,000/-(Fifty thousand only) in the form of DD in
favour of ,MMTC Limited,Visakhapatnam.

Shortlisted and successful bidder would have the option
of submitting Performance Bank Guarantee (PBG)
with MMTC for Rs.50,000/- in lieu of cash deposit.
3. Commencement
of Work :.1/10/2015
4. Last date time
For receipt of tender : 30/09/2015 – 1500 hrs.
- 5: Opening of tender : 30/09/2015—1600 hrs.
- 6: Address for : J.K.Rao
communication : Chief Manager(Admn.),
MMTC Limited,
Post Box No.132,
Port Area,Visakhapatnam-530 035.
7. Mode of Submission : In Sealed three (3)envelops
 - 1) Envelop no I superscribing TECHNICAL BID signed and stamped on Annexure –
A in all pages along with documents required mentioned in point no 24 of technical
bid
 - 2) Envelop no 2 ; superscribing PRICE BID duly signed and stamped
 - 3) Envelop no 3 ; should be sealed containing both No –I and No 2 and should be
superscribed as TENDER for providing security personnel and drop in the tender box
provided in mmtc Bhavan ,visakhapatnamas per date and time mentioned above
 - 4)
8. Tender received after 1500 hrs. on dt.30/09/2015 will be treated late and are
liable to be cancelled summarily.

For MMTC Limited

(J.K.Rao) CHIEF MANAGER (ADMINI)


जे. को. राव / J. K. Rao
मुख्य प्रबंधक / Chief Manager
एम एम टी सी लिमिटेड / MMTC Limited
विशाखपट्टणम / Visakhapatnam

NOTICE INVITING TENDERS FOR SECURITY PERSONNEL

MMTC Limited, A government of India Enterprise intends to invite bids for security services in the prescribed proforma from registered agencies for Regional Office at MMTC Bhavan, Port Area, Visakhapatnam-530035 and Sub Regional Office at D/No.16-37-4/B, Road No-3, Ayodhya nagar, Kakinada-533003. For Kakinada, deployment would be at godown in Kakinada Port and in Office.

REQUIREMENT OF SECURITY PERSONNEL AT:-

1. **RO / VISAKHAPATNAM** I) UN-ARMED SECURITY GUARD – 2
II) ARMED SECURITY GUARD --2
2. **SRO / KAKINADA** I) UN-ARMED SECURITY GUARD --04

SAILENT FEATURES:-

1. Offer submitted in the prescribe proforma should bring out statutory liabilities/taxes and the management will not pay any amount other than the amount stipulated except when statutory payments are revised by the government. In such case, proof of relevant notification will be submitted by the security agency for sanctioning of revised claim.
2. Term and conditions which form crucial part of the tender are enclosed as Annexure – A which should be submitted in envelop NO-1, duly signed and stamped on all the pages along with certified copy of documents mentioned in point no 24 .
3. Alongwith the tender, EMD for Rs.50,000/- in the form of DD drawn in favour of MMTC Limited , Visakhapatnam shall be submitted . Tenders not accompanied by EMD shall be rejected. The EMD of the successful tenders will be converted into security deposit and will be payable within a month after expiry of the contract. The EMD/SD will not carry any interest. The EMD of unsuccessful bidder shall be refunded within a month of finalizing the tender.
4. MMTC reserves the right to reject any or all offers received and may cancel the tender at its discretion without assigning any reason thereof. Interested parties may send their offer in accordance with the above, in a sealed cover duly superscribing " TENDER FOR SECURITY PERSONNEL" addressed to Sri J.K.Rao, Chief.Manager(Admn.) , MMTC Limited, MMTC Bhavan, Port Area, Visakhapatnam-530035. duly dropped in the tender box provided at Ist. Floor of MMTC Bhavan on or before 30.9.2015 (1500 hrs.).

The bidders shall affix their stamp and signature on all tender papers without fail.

All the offers received within the stipulated date and time will be opened on the same date at 1600 hrs.. Interested bidders may be present at the time of opening of tender.

Signature of Tenderer with
seal

PROFORMA FOR PRICE BID

	Armed Security Guard for 12 hours. (Rs.)	Un-armed Security Guard For 12 hours. (Rs.)	Un-armed Security Guard For 08 hours (Rs.)
Consolidated charges per person including statutory payments			

Signature with the seal
Of company

TECHNICAL BID

ANNEXURE-A.

TERMS AND CONDITIONS.

1. MMTC's requirement of guards for its offices are as under:-

<u>TIME TABLE</u>	<u>UN-ARMED SECURITY GUARD (RO VISAKHAPATNAM)</u>			
DAY	06.00 HRS	to-	18.00 HRS	
NIGHT	18.00 HRS	to-	06.00 HRS	
<u>ARMED SECURITY GUARD</u>				
DAY	06.00 HRS	to-	18.00 HRS.	
NIGHT	18.00 HRS	to-	06.00 HRS.	

<u>TIME TABLE</u>	<u>UN-ARMED SECURITY GUARD (KAKINADA WAREHOUSE)</u>			
DAY	06.00 HRS	to-	18.00 HRS	
NIGHT	18.00 HRS	to-	06.00 HRS	

<u>TIME TABLE</u>	<u>UN-ARMED SECURITY GUARD (KAKINADA OFFICE)</u>			
DAY	09.30 HRS	TO-	17.30 HRS.	

- The security agency to carry out surprise inspections in such a way that the security personnel deployed are found alert at all time.
- The office will pay the bills in this regard on monthly basis. Such bills shall be submitted by the security agency before 5th of the succeeding calendar month which shall be cleared by the office within 5 working days subject to satisfactory performance by the guards of their duties assigned along with the proof of statutory payments, and submission of required document as mentioned below at point 8
- The security Guards engaged by the security agency shall not involve themselves in any activities which are likely to affect/jeopardize the interest of MMTC office/organization and shall maintain high order of trust and confidence.
- It is specially agreed that there is no relationship of master and servant between MMTC and security agency or between the MMTC and the security Guards engaged by the security agency. The security guards engaged by the security agency will have no right or claim of whatsoever nature against MMTC.
- The security agency shall provide all necessary amenities/liveries to the security guards such as uniform, shoes, stockings, raincoats, whistles, lathis, torchlights with batteries, winter clothings etc. and the guard will use them while on duty. The security guards on duty shall wear proper uniform as provided by the security agency.
- The security agency shall follow and abide by the legal formalities including employment and working conditions for the guards engaged by them. The provision of EPF, SIAETS, Contract Labour Regulation and Abolition Act

EPF, SIAETS, Contract Labour Regulation and Abolition Act and all other provisions of labour laws as may be applicable from time to time and shall comply with all statutory obligations

8. The security agency shall maintain all the records as required under various statutes such as payment of wages act, central labour act, workmen compensation act, ESI act EPF act and any other similar act in force for the period under the agreement applicable to them. The security agency shall obtain necessary permission, licence and make necessary deposits as may be required from time to time in this regard at their own cost with the statutory authorities. Agency should comply with and submit the following:-

a) Proof of payments of employees under the PF code allotted to the agency along with copy of ECR and E-Challan in respect of each employee showing PF wages and contribution etc.

b) Copies of salary/wage register signed by the employees engaged in MMTC indicating the allotment of PF account number.

c) Soft copy of separate E-challan in respect of employees deploying by the security agency to MMTC.

9. The security agency shall be fully responsible for any liability arising under the Workmen' Compensation Act/ESI act or for any accident or injury caused to the security personnel provided by the agency and MMTC shall not be responsible for the same. The security agency shall also be responsible for any liability arising under PF act or contract labour (Regulation & Abolition) act or any other act s applicable in respect of the persons provided to the MMTC by them. In the event of the organization made liable or is made to pay any amount or to pay any such claim or demand for any reason, MMTC shall be entitled to adjust the same from the bills payable to the security agency or from any such dues by the organization to the security agency or otherwise the security agency shall reimburse such amount together with all legal expenses with 18% interest to the organization. The security agency shall fully indemnify the organization from the claims of the aforesaid claims.

10. The security guards provided by the agency shall be physically fit , shall have minimum educational qualifications, shall be conversant with telugu, hindi and English and should be trained in the industrial security, fire -fighting, first-aid etc. that are required for security guards for discharging their duties effectively.

11. The armed security guards/Gunman should possess a valid licence from the appropriate government authorities towards possession of weapons and should be regularly renewed.

12. The security agency shall remove and replace any of the security guard/guards on whom loses confidence and/or considers not suitable for any reason whatsoever and need not disclose the reason for the same if it is considered that it will be against the interest of the organization and this will be at the sole discretion of the organization.

13. Typical duties of security personnel will be

- Regular checking, recording and reporting as applicable in respect of incoming and outgoing personnel including visitors, any stock of inventory etc.
- Security of property, building, plants, technical equipments, vehicle, show-room, gold chest and other adjoining and annexes existing within the office premises.
- Restricting the entry of unauthorized persons into the office premises.
- Keeping vigil on such information which is vital from the point of security of the premises and reporting the same to MMTC management in time.
- Performing any other duty that may be assigned from time to time by the Admn.Division .
- Receipt of postal /courier dak at the office premises during closed holidays. The same is to be handed over to the concerned official on the immediate next working day.
- Keeping a record of vehicles of customers and employees and inform to the management anything that is suspicious.
- Ensuring that no official equipment / machinery/furniture/ airconditioner etc. are not taken out of the building premises without proper authorization.
- Security guards posted should be alert at all times and guard the office/ware house premises as also the cargo/materials existing therein in a meticulous manner and report to the management any incidence such as theft, damage and convey any relevant/important information to the assigned of MMTC. At Kakinada warehouse, the in and out movement of trucks to be recorded without fail.

14. In case of any theft, pilferage suffered by MMTC, the security agency shall be liable to reimburse in full to a minimum of 100% charges, if it is proved that the theft/loss is the result of negligence of the security personnel. The investigation to be conducted by MMTC team and the decision of MMTC to be final in this regard.

15. MMTC Limited reserves the right to award a contract to any other security agency or may withdraw at its sole discretion. There would not be any other compensation payable to the security agency.

16. It is the responsibility of the security agency to ensure alternate arrangement in case any security person does not turn up on time or when a security guards on duty fall sick etc. Failure to comply would be viewed as major breach of the terms of contract and appropriate action would be taken as deemed by MMTC.

17. MMTC has the right to terminate the agreement with the security agency by giving one month's notice.

18. The security agency will be responsible for successful completion of the contract and in the event of breach of any of the terms or conditions of this agreement, MMTC shall be at liberty to terminate the agreement forthwith without any notice and without any compensation.

19. The age of the security guards to be deployed shall be maximum 50years of age
20. The period of contract shall be initially for a period of one year from the date of agreement in this regard.
21. The management reserves the right to extend the contract for further period of one year at its discretion.
22. Any disputes arising out of or relating to any points or clauses of this agreement including interpretation of terms if any shall be resolved through joint discussion of the authorized representative(s) of both the parties. However, the decision(s) of the General Manager, MMTC Limited, Visakhapatnam, would be final and binding.
23. All the tender documents to be signed by the tenderer.
24. The tender participant is required to submit certified copy of the following documents alongwith the technical bid.
- a). Copy of Registration of firm.
 - b). Copy of the Service Tax Registration Certificate.
 - c). Copy of the PAN & TIN
 - d). Copy of the Work experience certificate
 - e). EMD amount of Rs.50,000/- in the form of DD in favour of MMTC Limited, payable at any nationalized bank, Visakhapatnam.
 - f) Bank Particulars
 - g) Allotted No.of EPF of the firm & ESIC.
 - H) registration with statutory authorities ,copies thereof

