**TENDER FOR SECURITY SERVICES IN THE PREMISES**

**OF BUS TERMINAL AT VYTTILA**

**Tender no. VMHS/A1/475/2014**

**TENDER DOCUMENT**

Vyttila Mobility Hub Society

“Sreevalsam”, 2nd floor,

RSAC Road, Opp. Mobility Hub

Vyttila-682019.

Phone 0484-2306511

www.vyttilamobilityhub.com

email:vyttilamobilityhubsociety@gmail.com

**TENDER NO. VMHS/A1/475/2014**

**TENDER FOR “SECURITY SERVICES IN THE PREMISES**

**OF THE BUS TERMINAL AT VYTTILA MOBILITY HUB”**

Tender Document No. : VMHS/A1/475/2014

This tender document is issued to:

Tenderer’s name :……………………………………………………….

Tenderer’s Address :……………………………………………………….

………………………………………………………..

………………………………………………………..

………………………………………………………..

Telephone No. :……………………………………………………….

Fax No. :……………………………………………………….

Fee for this tender document is Rs. 3,000/- + tax @ 5% ( Rupees Three Thousand + tax @ 5%)

Sale of this tender document is against cash.

Official receipt no.:…………………………………..dated…………………………………………..

Issued by : Managing Director,

Vyttila Mobility Hub Society,

2nd floor, Sreevalsam,

RSAC Road, Off Kaniyampuzha Road,

Vyttila P.O., Kochi- 682019.

Phone: 0484 2306611

www.vyttilamobilityhub.com

email: vyttilamobilityhubsociety@gmail.com

**VYTTILA MOBILITY HUB SOCIETY**

**TENDER FOR “SECURITY SERVICES IN THE PREMISES**

**OF THE BUS TERMINAL AT VYTTILA MOBILITY HUB”**

**Tender Document No. : VMHS/A1/475/2014**

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**BID SYNOPSIS**

|  |  |  |
| --- | --- | --- |
| 1. | Tender no. | VMHS/A1/475/2014 |
| 2. | Name and address of Owner | Managing Director, Vyttila Mobility Hub Society, Vyttila P.O., Kochi- 682019 |
| 3. | Name of the work | Tender for “Security services in the premises of Bus Terminal at Vyttila” |
| 4. | Place of Service | Vyttila, Kochi |
| 5. | Scope of Service | Tender for “Security services in the premises of Bus Terminal at Vyttila” |
| 6. | Period of service | One year |
| 7. | Cost of Tender document | Rs. 3000 + (tax @ 5%) |
| 8. | Date of Issue of tender document | All working days from 28.11.2014 to 12.12.2014 during office hours |
| 9. | Pre bid meeting | N. A. |
| 10. | Tender document issuing authority | Managing Director, Vyttila Mobility Hub Society, Vyttila P.O., Kochi- 682019 |
| 11. | Last date of receipt of tender | 16.12.2014 on or before 3.00 pm and opening will be on the same day at 3.30 pm. Completed tender forms should be submitted through Indian govt. Speed post or Registered post |
| 12. | Place of Submission of tender | Vyttila Mobility Hub Society, 2nd floor, Sreevalsam, RSAC Road, Off Kaniyampuzha Road Vyttila P.O., Kochi- 682019 |
| 13. | Tender receiving authority | Managing Director, Vyttila Mobility Hub Society, Vyttila P.O., Kochi- 682019 |
| 14. | Earnest Money Deposit | Rs. 25,000/- in form of Crossed Demand draft from a Nationalised/Scheduled Bank in favour of the “Managing Director, Vyttila Mobility Hub Society” payable at Ernakulam |
| 15. | Validity period of tender | 120 days from the date of opening of the bid |
| 16. | Security Deposit | 5% of the total annual value of the contract inclusive of EMD by way of Crossed Demand Draft from a Nationalised/Scheduled Bank drawn in favour of "Managing Director, VMHS" payable at Ernakulam |
| 17. | Method of submission | By Speed post or Registered Post of Postal Department at the address given above. Tenders will not be accepted directly or through courier service. |
| 18. | Mobilisation period | 7 days from the date of letter of award of work |

Sd/-Managing Director

**NOTICE INVITING TENDER**

The Bus Terminal at Vyttila is located in around 25 Acres of land at Vyttila, Kochi and one of the state of the art bus terminal in the state. Sealed Tender in prescribed format is invited from reputed firms for providing "Security Services in the premises of Bus Terminal at Vyttila" for a period of one year.

Applications are invited from professionally managed, financially sound,   
resourceful and experienced Security Service Providers. The applicants are expected to thoroughly study the security needs by visiting the terminal, the gates, the facilities to be managed round the clock on all days. No consideration will be given after issue of LOI on the ground that the applicant did not envisage the volume of work that has to be managed.

Sealed Tenders in prescribed format are invited from reputed, experienced and   
professionally managed security firms for providing and facilitating "Security   
services in the premises of Bus Terminal at Vyttila" as per requirement indicated in the Bid document on Contract Basis.

Interested party may obtain the Bid documents on payment of cost of bid document from the office of Vyttila Mobility Hub Society, 2nd floor, Sreevalsam, RSAC Road, Off Kaniyampuzha Road, Vyttila from 28.11.2014 to 12.12.2014. The cost of bid document is Rs.3000+ tax 5% (Rupees Three thousand only + tax 5%). The last date for submission of tenders is 16.12.2014 at 3.00 PM. The Technical bids shall be opened on the same day at 3.30PM in the presence of the bidder's representative who chooses to attend at the office of Vyttila Mobility Hub Society. The Owner reserves the right to reject any or all bids without assigning any reason.

The Managing Director, VMHS reserves the right to accept or reject request from any applicant for issue of tender without assigning any reason. VMHS reserves the right to short list the applicants who meets the pre-qualification criteria depending on their resources, experience and past records of successful operation.

The tender shall be submitted along with earnest money deposit of Rs.25,000/- (Rupees Twenty five Thousand Only) in the form of demand draft favouring "Managing Director, VMHS" payable at Ernakulam. Tenders without the EMD will be summarily rejected.

Eligibility Criteria

1. The bidder should have experience of providing Security Service for Government/ Public Sector undertakings or reputed private organization by employing a minimum of 25 security personnel per shift not exceeding 8 hours, for a minimum period of one year within the last three years.
2. The bidder should be presently engaged in providing security services for   
   Government undertakings, PSUs or reputed Private organization or IT Firms or Airports and should have at least 3 years experience in the field.
3. Annual turnover of the tenderer during the last financial year should not be   
   less than Rs. 30 lakhs. Copies of Balance sheet and profit and loss account audited by chartered accountant shall be submitted along with the tender as proof of turnover.
4. The bidder should have valid license as per Private Security Agencies

( Regulation) Act, 2005.

1. Those agencies black listed or debarred either by Government or any PSUs or Government undertaking will not be eligible for tendering.
2. The tenderer should have PF, ESI, Service Tax and other applicable statutory registrations.

Tender forms in the prescribed format will be available from the Office of Vyttila Mobility Hub Society, on any working day mentioned above. The completed tender documents shall be submitted to the office of the undersigned before the date and time specified above.

The filled tender documents should be submitted by Indian Speed post or Registered post. Tender will not be accepted directly or through Courier service. The tenders will be opened on 16.12.2014 at 3.30 pm, in the office of Vyttila Mobility Hub.

Managing Director

VMHS

**Conditions of Contract**

No joint bid will be accepted. Tender documents are not transferable.

1. **Earnest Money Deposit**:

The tenderer shall deposit Earnest Money of Rs.25,000/- specified in the Bid Synopsis. The earnest money deposit will be refunded to the tenderers whose offers have not been accepted after finalization of the tender/completion of validity of offer. Earnest Money Deposit of the tenderer whose offer is accepted will be kept as interest free security deposit till successful completion of the contract. Earnest money will not be accepted in any other form. The bids without EMD will be summarily rejected.

**2. Security Deposit:**

The successful tenderer shall deposit security money @ 5% of the total annual value of the contract (inclusive of EMD) by way of demand draft drawn in favour of "Managing Director, VMHS" payable at Ernakulam within a period of one week from the acceptance of work order. Security money will be refunded after satisfactory completion of the contract.

**3.** **Tender procedure:**

3.1 Tenders must be submitted in a cover super scribed as **"Tender for Security Services in the premises of Bus Terminal at Vyttila"**

3.2 **Technical Bid :**

3.2.1 Tenderers must produce the self attested copies of documents such as License, Registration, work orders, balance sheets, employer's certificate to prove their conformity to pre qualification criteria and shall also furnish copies of Income Tax return for last three years, Copy of Service Tax return of last one year, Copy of PAN card and Copies of latest PF and ESI returns filed. Originals shall be presented when called for verification. However to prove experience, the original Experience certificate itself should be produced. The technical bids, which are not accompanied with documents prescribed above and EMD are liable for rejection forthwith.

3.2.2 The technical bid consisting of the following documents shall be submitted by the tenderer:

3.2.3 Technical Bid Form

3.2.4 Details of experience in security services, original experience certificates issued by the Employer as specified in the eligibility criteria supporting their claim of experience.

3.2.5 Signed Tender Document

3.2.6 EMD as specified.

3.2.7 Man power schedule with details of their responsibilities and area to be granted.

**3.3 Financial Bid:**

3.3.1 The financial bid enclosed to the tender shows cost per month for each Security Supervisor and Security Guard per 8 hours shift. The rate quoted shall be inclusive of PF, ESI, Reliever costs, other allowances and all other statutory obligations. The tenderers will be the responsible for all other obligations like PF, ESI, Gratuity, Training & Supervision, Bonus, Uniform, Leaves, Reliever Cost, any Special Allowances, any other Statutory obligations, Administrative Charges, if any, Overheads & Profits. The selection shall be made on the basis of total monthly amount quoted. VMHS will deduct Income Tax TDS at the prescribed rate from the payment. The price quoted shall be exclusive of Service Tax, as applicable. The Price bids shall be valid up to 120 days from the date of opening of tenders.

3.3.2 The tender documents should be signed on every page by the tenderer and enclosed with technical bid as an unconditional acceptance of the terms and conditions mentioned therein. Tenders with conditions will be summarily rejected.

**4. Tender Evaluation Procedure:**



The tenders will be received up to the date and time specified. Technical bids will be evaluated and those who are found eligible will be shortlisted on the basis of eligibility criteria and price bids of only those short listed tenderes alone will be considered.

4.1 An agreement shall be signed within 7 days from the date of acceptance of the offer from Managing Director, Vyttila Mobility Hub Society as per the format furnished by the VMHS. The cost of the stamp paper shall be borne by the tenderer.

The tender should be accompanied by a preliminary agreement duly filled & signed by the tender in stamp worth Rs.I00/-.lf the selected tender fails to execute. The agreement as directed, the EMD furnished by him will be forfeited & the work will be rearranged at the risk & cost and the loss sustained to the VMHS will be recovered from him.

The selected tenderer on award will be liable to execute an agreement under Kerala Stamp Act. The selected tenderer will have to bear the expenses of stamp paper. If required by VMHS the tenderer should be prepared to extend the validity of the agreement, at the rate quoted by him till the new tenderer taken over the charge of site for user fee collection, after the expiry of contract period without reduction of rate/compensation for this extension.

**5. Scope of work** **:**

The security agency shall carry out the security and watch and ward of the Bus Terminal at Vyttila as per the requirements and instructions given to them by the authorities of VMHS for a period of one year unless extended by VMHS. Sufficient security guards should be provided round the clock on 24x7 basis in three shifts to watch and safe guard the properties in the terminal. This includes all buildings/structures/terminal with its furniture, landscaping, all electrical and sanitary installations, water distribution installation, communication network, fire fighting equipments, display/advertisement sign boards in the terminal,   
and the vehicles parked in the idle parking area and premises of the terminal. The Agency shall

1. Oversee the entry, parking, exit and movement of buses

2. Oversee the Security arrangements of contractors in the premises

3. Controlling of public smoking, open urination and littering of premises.

4. Prevent unauthorized vending and begging inside the Mobility Hub premises.

5. Report to VMHS/Police any theft or physical violence in the area specified.

6. Maintain surveillance in the Terminal against unauthorized persons, vehicles entering the Terminal.

7. Vehicles shall be checked for preventing any objectionable materials to be brought inside the Terminal.

8. To maintain necessary records of articles taken out of the VMHS premises, case of theft/loss, damage to VMHS property etc. The Security guards should be polite to passengers/staff and give necessary directions.

9. To assist VMHS in handling emergencies like fire, flood, earthquake etc.

10. Providing round the clock security guards at the premises of the bus terminal at VMH.

11. Providing Security services round the clock and seven days a week.

However these are only guidelines. Additional jobs or modifications in the job will be carried out as directed by the authorities of VMHS.

The scope of work may change during the period of the contract.

6.0 **Terms and conditions:**

**6.1** The security agency shall render the services on contract basis at the amount and rates quoted in price bid which includes service charges of Security Agency, wages & allowances payable to security guards/supervisors, providing full uniform, whistle, badges, Identity Cards, torches, etc. required for performing the duty by security guard/supervisors, premium for insurance of guards/supervisors, PF contribution, ESI contribution and any other statutory provisions and liabilities to be discharged by the security agency.

**6.2** Security guards to be deployed shall be eligible as per the Private Security Agencies Rules 2010 and fulfill the physical fitness conditions laid down therein. They shall preferably ex-servicemen with robust health and clean record preferably within age group of 25 to 50 years. The guards deployed shall have sufficient command in the local language (Malayalam).The watch and ward will be round the clock and 7 days of the week. Biodata Supervisors & guards proposed to be engaged shall be submitted to VMHS before engaging them in the Terminal. In case there is any change in employment of the security guard, such change shall be intimated by the security agency in writing well in advance.

**6.3** The security agency shall employ only their own staff/employees as may be required for the purpose of execution of the work and shall be qualified under Private Security Agencies ( Regulation) Act, 2005 and related rules. The contractor shall ensure that his personnel shall have Identity Cards   
provided by the contractor which shall be worn in such a way that it is   
prominently displayed and visible so that any person can identify the individual representing the contractor.

**6.4** The security agency agrees to discharge all their legal obligations to their employees in respect of their wages and other services conditions including those concerning emigrant workmen. The Contractor shall specifically ensure compliance of various laws, including but not limited to the following and their re-enactments, amendments or modifications.

1. Private Security Services (Regulation) Act, 2005

2. Payment of Wages Act, 1936.

3. Employees Provident Funds Act, 1951.

4. Contract Labour (Regulation) Act, 1970.

5. Payment of Bonus Act, 1965.

6. Payment of Gratuity Act, 1972.

7. Employees State Insurance Act, 1948.

8..Employment of Children Act, 1938.

9. Motor Vehicles Act, 1988.

10. Minimum Wages Act, 1948.

11. Workmen Compensation Act, 1923.

12. All other applicable labour, industrial and economic laws in force, during the currency of this Contract.

The security agency agrees to indemnify and keep indemnified VMHS from any claims, loss or damages that may be caused to VMHS on account of the security agency' s failure to comply with their obligations under the various law towards their staff/employees employed by them or any loss or damage to VMHS due to acts/omissions of tenderer. The agency shall be responsible to produce all relevant documents/details/receipts etc. in this connection to the VMHS as and when called upon by the VMHS to do so. In the event, the Contractor fails to comply with any of the provisions of the applicable to them, and if the VMHS happens to incur any expenditure including but not limited to defend any litigation or in compounding the default on the part of the contractor in complying with the said provisions, the Contractor shall indemnify the VMHS to the extent of such expenditure and all other damage, losses as may be estimated by the VMHS, and the VMHS shall have the right to recover any such sum from the payments of VMHS to be made or his security deposit or to the Contractor or may take appropriate action to recover from the contractor.

**6.5** The stationery items like registers, scales, writing pads, pens, pencils, staplers etc. shall be provided by the security agency. The security personnel shall wear clean, neatly pressed uniform, shoes and cap during duty. Uniforms will not be allowed to be washed in VMHS premises. The uniform of the security personnel's and other related items as mentioned above will be provided by the security agency.

**6.6** VMHS shall pay only the amount, which has been agreed by VMHS & the agency.

**6.7** The security agency shall submit their bills after the completion of each month during the first week of the following month of' the service rendered for previous months to Managing Director, VMHS. Vyttila Mobility Hub Society shall pay the agreed monthly amount on production of monthly bill within 30 days from the date of submitting the same with all relevant documents. No other charges of any kind, including interest or loss of any nature for delay in payment shall be payable. The contractor will maintain a muster roll to record the presence on duty of workers. No other charges of any kind, including interest or loss of any nature for delay in payment shall be payable. In case, the services are not provided up to the satisfaction of the authorities, suitable penal deduction will be made from the payment at the discretion of Managing Director, VMHS whose decision shall be final and binding on the security agency. Income tax & surcharge as applicable will be deducted from the bill- amount. The security agency will pay the wages to the Supervisor/security Guards engaged at VMHS on or before the 10th day after completion of each month without waiting for VMHS to make payment of their bill submitted for settlement. The contractor shall be solely liable for all payments and dues of the workers employed by it. The contractor shall fully indemnify Vyttila Mobility Hub Society against all payments, claims and liabilities, what so ever incident or directly arising out or for compliance with or enforcement of the provisions of any labour or other laws, to extent of their applicable for the work under this contract.

**6.8** The security agency is liable and agrees to get all the security staff members and their employees insured against any liability arising under the workman's compensation act or under the common law. The security agency agrees to indemnify against any claim that VMHS may have to meet in respect of their staff embers and/or workman/employees on account of any accident or for any other reason.

**6.9** It is further clarified that under no circumstances, the staff members and/or the workmen/employees of the security agency shall be treated, regarded or considered or deemed to be the employees of VMHS and the security agency alone shall be responsible for their remuneration, wages and to their benefits and service conditions of all the employees deployed by the agency and shall indemnify and keep indemnified VMHS against any claim that may have to meet towards the employees of the security agency.

**6.10** The security agency will ensure that no theft or damages to VMHS property takes place during the tenancy of the service contract of the security agency. In case any theft or damage to VMHS property occurs during the service contract period the cost such as loss/ damages/repairs will be deducted from the security agency for their bill or from the Security Deposit. Decision of the Managing Director, VMHS will be final and binding on the Security Agency. The security agency shall attend all the police cases from time to time during the contract period, if required. The security agency shall hand over the assets of the Mobility Hub on termination of the contract after combined verification.

**6.11** The security agency will provide the security services at the rates mentioned in the foregoing paragraph round the clock in three shifts. The officer of the security agency shall periodically supervise overall security work invariably during all the shifts.

**6.12** The security staff on duty is required to inform immediately regarding fire, theft, accident etc. to the fire station, police station, VMHS Officials as the case may be so as to initiate action fast.

**6.13** If any question or dispute arise between the parties hereto or their representatives with respect to the meaning or effect of any clauses of this agreement or about the rights of liabilities of the parties hereto, then such a question or dispute shall be referred to the arbitrator and such arbitrator shall be appointed by VMHS. The award shall be governed by the provision of the Arbitration & Conciliation Act 1996 at the time being in force in Indian Union and shall be binding on both the parties hereto.

6.14 It is expressly agreed and understood that VMHS at its sole discretion will terminate the agreement in case of following contingencies:

6.14.1 If the security agency fails to execute the work entrusted to the satisfaction of VMHS of which VMHS shall be the sole judge.

6.14.2 If the security agency fails to discharge their legal obligation towards the employees security personnel employed at VMHS's premises

6.14.3 If for any reason whatsoever, the security agency is not able to perform their part under this agreement for continuous period of ten days or more.

6.14.4 If the security agency commits breech of any of the clauses of the agreement.

6.14.5 If VMHS is required to pay any damages and/or compensation and/or any payment to their customers/visitors on account of any negligent action and/or misbehavior on part of the security agency.

6.14.6 If the security agency is unable to give proper account of tools, equipment's etc. entrusted to them for their custody and fails to return when demanded for the execution of work under this agreement.

6.14.7 The personnel assigned are found to be indulging in unlawful activities, drunk or not obeying instructions.

6.14.8 If the security agency does not remit the statutory remittance to different bodies.

6.14.9 VMHS will have the authority to terminate the contract at his risk and cost at any time if the performance of the contractor is not found satisfactory or breach of any of the terms and conditions of the tender.

6.15 **Statutory Obligation:**

6.15.1 The security agency shall have License issued by competent officer under the Private Security Agencies (Regulation) Act. The agency shall also obtain Registration by the Government of India/State Govt. to operate as private security guards agency under Regulation of Employment and Welfare Act 1981 or any other Act/law applicable. The security agency shall obtain the licence under section 12 of the contract Labour (Regulation and Abolition) Act 1970 from the competent authority. The Security Agency shall produce certificate of registration from Central Board of Excise for the purpose of collection and depositing of Service Tax and also shall keep them registered with any other concerned authority as required by any other law. During the currency of agreement security agency shall have license under section 12 of the Contract Labour (R&A) Act 1970. In default this agreement will be liable to be terminated.

6.15.2 VMHS will not be made liable to answer to the controlling Authority under any statute Governing the conduct of Private Security Services.. It shall be the sole responsibility of the security agency to satisfy all the requirements under the law.

6.15.3 Under no circumstances, VMHS shall be made liable for additional monetary involvement than what has been mutually agreed.

6.15.4 The Managing Director of VMHS may at his/her discretion extend the period of contract for a period up to one year or less after the expiry of first year at the same rate and the agency shall be bound to accept the same.

**7.0 PENALTY CLAUSE**

7.1 The security supervisors and security guards on duty must possess cap, proper uniform, whistle, torch light, name, badge, shoes and identity card.

7.2 No security supervisors/security guards should perform double duty. In case if they are found performing double duty or remain absent from the duty a penalty of Rs.1000/-in each case shall be recovered from the security bill.

7.3 A daily list of security supervisor and security guards on the duty should be maintained in a Register and provided to the Office as and when required.

7.4 A detailed list of security supervisors and security guards along with their photographs attested by the agency indicating their permanent address and police verification should be provided to the office for record before taking over the charge of security.

7.5 In case of any of the above contingencies, VMHS will have the right to terminate this agreement forthwith without notice and will not be liable to any damages and/or loss which may be suffered by the security agency on account of termination of this agreement.

7.6 The security agency shall pay damages to VMHS or to any third party for the loss caused or damage suffered due to the lapse or failure in the security service provided and MD,VMHS shall be the sole judge for the quantification of damages to be paid and the agency shall abide by it.

7.7 Any injury or loss suffered by VMHS or any 3rd party due to any commission or omission on the part of the security personnel in violation of the concept of security services shall be made good by the security agency. The damages to be paid shall be fixed by the M.D., VMHS and the same shall be binding on the security agency. The vicarious liability for any commission or omission on the part of the supervisor or guards engaged by the agency shall be limited to the agency and the agency shall under all circumstance keep VMHS indemnified against, any such claims.

**8.0 TERMS AND CONDITIONS FOR THE SECURITY CONTRACT**

8.1 The guard should be healthy, possess good physique and must have proper experience as per Private Security Services (Regulation) Act. The minimum number of personnel per shift is 9 including one supervisor and eight guards including two lady guards.

8.2 The maximum age for the security staff shall not be more than 50 years. Proof of age shall be produced when asked for by the VMHS.

8.3 The agency shall submit, to the VMHS on a monthly basis, the remittance certificate of the EPF/Gratuity/ESI and other allowance along with the salary slip of each staff being employed for the project.

8.4 The security staff should be polite and should help/guide the passengers wherever required.

8.5 The guard have minimum communication ability in Malayalam or English.

8.6 The guard should perform one shift per day. Double duties are not allowed.

8.7 The guard should be provided with uniforms, whistle, torch etc.

8.8 The guard should be wearing neat uniform while on duty along with Identity cards.

8.9 They should not leave the station unless and until the reliever comes for shift duties.

8.10The security supervisor will maintain all the registers which are kept at main gate and other points.

8.11They have to verify all the office building, rooms after 5.30 P.M. to ensure that all buildings are locked properly.

8.12 One security supervisor must be on patrolling duty in 'the Terminal and the

surrounding areas by rotation and while patrolling he/she should check all the

buildings locks including Service Yard.

8. 13 They should not give lenient or casual impressions in the duties and they should be alert and attentive.

8. l4 They should observe movement of all the staff, laborers, visitors, office vehicle and office materials etc. They should patrol along the idle bus parking area to avoid undesirable practices by the bus crew.

8.15 They should not allow anybody with vehicles to office or inside the Terminal without proper entry in the visitors registers.

8.16 All the vehicles are to be parked in the Terminal only. The vehicle should be checked by the security guard on duty while coming inside and while going out also.

8.17 Proper entries are to be made while handing over key to any staff of VMHS/Companies and while taking over too.

8.18 The security personnel should follow strict attendance and alternative arrangements are to be made by the agency whenever any security supervisor/security guard is absent or proceeds on leave, under intimation to this office.

8.19 Changing the security supervisor/security guards should be intimated to the Officer -in-Charge of the Security, VMHS in writing.

8.20 Patrolling to the identified stations as per details given in the scope of work to be carried out every hour day and night.

8.21 The security staff should follow atmost discipline and formalities of security system while on duty.

8.22 The security personnel should ensure that proper gate pass has been issued by the competent officers for the items taken out of the Terminal. In case of any doubts, they should immediately contact Officer in-charge of the security.

8.23 The security should maintain proper decorum, good behavior and discipline for performing their duty and dealing with guests/visitors and Officers/Staff of the VMHS.

8.24 The agency shall issue to the personal engaged Identity cards as per relevant rules.

**Managing Director**

**VMHS**

**TENDER FOR SECURITY SERVICES   
TECHNICAL BID**

1. Name of the Tenderer’s :
2. Office Address :
3. Tel. No :
4. Fax No. :
5. E-mail address :
6. PAN No :
7. Name of authorized

representive(s) :

1. Registration Certificate for

PF : Enclosed/Not enclosed

ESI : Enclosed/Not enclosed

Income Tax : Enclosed/Not enclosed

Service Tax : Enclosed/Not enclosed

1. Turnover during last three years:

|  |  |
| --- | --- |
| Year | Turnover in Rupees (in words and figure) |
| 2011-12 |  |
| 2012-13 |  |
| 2013-14 |  |

Please enclose documentary proof for the above.

1. Earnest Money deposit :
2. Details of experience in Government/Public Sector Undertakings/registered societies during the last three years as per attached format.

**AFFIDAVIT**

**(To be given on a non-judicial stamp paper)**

The undersigned do hereby certify that all the statements made in the attachments are true and

correct.

The undersigned hereby authorises and requests any Bank, person, Firm or Corporation to furnish pertinent information deemed necessary and requested by VMHS.

The undersigned understands and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of VMHS.

The undersigned further affirms that we have not been blacklisted by any Govt. or Public Sector Unit.

The undersigned also hereby certifies that neither our firms/companies have abandoned any work in India nor any contract awarded to us for such work has been rescinded in the past five years.

The undersigned also hereby authorises VMHS and their authorised representative to conduct any enquiries or investigation to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical capability. This will also serve as authorisation to VMHS representative to contact in person or otherwise, any individual or authorised representative of any institution referred to in the supporting information and obtain such information as may be required by him to verify statements and information provided in this application, or with regard to the resources, experience and competence of Applicant.

The undersigned understands that furnishing of false information could result in disqualification.

…………………………………………

(Signed by an Authorised Signatory of the tenderer)

…………………………………………

Title of Officer

………………………………………….

Name of tenderer

………………………………………....

Date

Encl : Requisite power of attorney

**PROFORMA OF PRELIMINARY AGREEMENT**

(To be executed on stamp paper of value Rs.100/- and submitted along with tender).

Preliminary agreement entered into on this………. day of November 2014 Between ………………………………………….Managing Director, Vyttila Mobility Hub Society (Hereinafter called VMHS on one part) and Shri …………………………………………………………………. (name and address of the Contractor) (Hereinafter called the Contractor) on the other part for the execution of the agreement as well as the execution of the"Tender for Security Services in the premises of Bus Terminal at Vyttila" and where as the notice inviting tenders it is stated as follows. Before commencing the work of within a week of the date when the acceptance of tender has been intimated to him, the tenderer shall deposit a sum of Rs. …………………… (@ 5% of the total annual value of the contract -inclusive of EMD-)) which shall be treated as security for the proper fulfillment of the same and he shall execute an agreement for the work in the scheduled form of agreement. If he fails to do this or fail to maintain a specified rate of progress, the security deposit shall be forfeited to VMHS and fresh tenders shall be called for or the matter otherwise disposed. If as a result of such measures due to the default of the tender to pay the requisite deposit sign contracts to take possession of the work any loss to the VMHS results, the same will be recovered from him as arrears of revenue but should it be a saving to VMHS the original contractor shall have no claim whatever to the difference. Recoveries to this or any other account will be made from the sum that may be due to contractor on this or any other contracts or under the Revenue Recovery Act or otherwise as VMHS may decide.

Now therefore these present witnesses and it is mutually agreed as follows:

1. The terms and condition for the said contract having been stipulated in the said tender form to which the contractor has agreed, a copy of which is appended, and which forms part of this agreement, it is agreed that the terms and conditions stipulated there in shall bind the parties to this agreement, except to the extent to which they are abrogated or altered by express terms and conditions herein, agreed to and in which respect the express provisions herein shall super cede those of the said tender form.
2. The Contractor hereby agree and under take to perform and fulfill all the operation and obligations connected with the execution of the said contract work "Tender for Security Services in the premises of Bus Terminal at Vyttila"
3. If the Contractor does not come forward to execute the original agreement after the said work is awarded and letter of acceptance issued in his favour or commits breach of any of the conditions of the contract as stipulated in clause 4.1 of the General Instruction to Bidders as quoted above within the period stipulated, VMHS may rearrange the works otherwise or get it done otherwise at the risk and cost of the contractor and the loss so sustained by VMHS can be realising from the contractor under the Revenue Recovery Act as if arrears of land revenue as assessed, quantified and fixed by an adjudicating authority consisting of VMHS or any other officer or officers authorise by VMHS into consideration the prevailing rates and after giving due notice to the Contractor.
4. The contractor further agrees that any amount found due to VMHS under or by virtue of this agreement shall be recoverable from the Contractor from his EMD and his properties, movable and immovable as arrears of land revenue under the provision of the Revenue Recovery Act for the time being in force or in any other manner as VMHS may deem fit in this regard.

In witness where of …………………………………………………….. Managing Director of Vyttila Mobility House Society and Sri.………………………………………………………………………………

Contractor, have set their hands on the day and year first above written,

Signed by:

Sri. ………… …………………………. (Name of VMHS.)

In the presence of witness

1. ……………………………………………….
2. ………………………………………………

**FINANCIAL BID**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the work | | Security services in the Vyttila Mobility Hub Society for One year | |
| Name and address of the tenderer | |  | |
| Cost of Security personnel per month for eight hour shift | | | |
| Sl. No. | Security Personnel | | Amount |
| 1 | Security Supervisor | |  |
| 2 | Security Guard | |  |
| Monthly quoted amount | | | |
| 1 | Cost of Security Supervisor\* 3 | |  |
| 2 | Cost of Security Guards \* 24 | |  |
| 3 | Administrative Cost, if any | |  |
| 4 | Total Amount  Total amount in words: | | Rs. |

Details of amount quoted per month which is inclusive of all subscriptions towards Labour Welfare Funds and Social Security Schemes such as Provident Fund, Employees State Insurance, etc and exclusive of Service Tax.

I/We hereby offer a monthly rate of Rs………………/- ( Rupees …………………….................................. …………………………………………………………………………………………………………………………………………………………………………………………………………………...) for above work as detailed above. We have gone through the terms of the tender documents and Notice Inviting Tender as well as details of the service to be provided and we hereby agree to undertake the same at the quoted amount.

Signature of the tenderer with seal

Name of the tenderer:

Date:

**VYTTILA MOBILITY HUB SOCIETY**

**TENDER FOR SECURITY SERVICES IN THE PREMISES**

**OF BUS TERMINAL AT VYTTILA**

**Tender number VMHS/A1/475/2014 dated .11.2014**

**Check list –Please verify the following before the submission of the tender.**

1. The tenderer has gone through all documents and read each page of the bid documents and various conditions therein.
2. The tenderor has visited the site and collected data before quoting rates.
3. Enclosures: Ensured that the following documents are enclosed with the tender.
4. EMD : Rs. 25000 in the form of demand draft bearing number……………………… dated ……../07/2014 drawn on …………………………………………………………. Bank, ……………………………………… Branch in favour of the Managing Director, Vyttila Mobility Hub Society payable at Ernakulam.
5. The sealed bid documents including price bid duly signed and dated in every page.
6. Original experience Certificate.
7. Self attested copy of license as per Private Security Services (Regulation) Act, 2005.
8. Self attested copies of Balance Sheets, Profit and Loss account and Income Tax Returns for the last 3 year.
9. Self attested copy of Service Tax return of last one year.
10. Self attested copy of valid PAN and Service Tax Registration Certificate.
11. Self attested copies of PF, ESI registration certificates and latest returns.
12. Power of Attorney in case of signature by authorized representatives.
13. Self attested copy of partnership deed if the tenderer is a partnership firm.
14. Self attested copy of Memorandum of Association and Article of Association and certificate of incorporation if the tenderer is a Company and copy of constitution in case of other body corporate.
15. Affidavit in non – judicial stamp paper of value Rs. 100 duly signed and dated in each page.
16. Preliminary agreement in non – judicial stamp paper of value Rs. 100 duly signed and dated in each page.
17. Ensured that the cover containing all the above documents and cover containing financial bid are sealed and put into another suitable envelope to be superscribed “"Tender for Security Services in the premises of Bus Terminal at Vyttila"” and addressed to Vyttila Mobility Hub Society, “SREEVALSAM” 2ND FLOOR, RSAC ROAD, VYTTILA P.O., ERNAKULAM- 682019, Phone 0484-2306511
18. Ensured that arrangements have been made to submit the tender on or before 3.00 pm on 16.12.2014 through India Government Speed Post /Registered post at above address.

Date: Signature :

Name :