

SPORTS AUTHORITY OF INDIA  
Training Centre, Aquatic Complex, Thrissur-680020

SAI/STC/TCR/SECURITY-MTS/26/2017

TENDER NOTICE

Sealed tenders are invited from reputed agencies for providing security personnel-2 Nos. and work out sourcing (Multi Tasking Staff – 3 nos etc. to Sports Authority of India, Training Centre, Aquatic Complex, Thrissur -680020.

Eligibility Criteria:

1. Agencies need to submit the proof of rendering security/work out sourcing services to reputed organizations may be specified.
2. They must have Trade License, Labour License, Professional Tax clearance, Service Tax Registration, EPF Registration, ESI, PAN, TAN etc.

Requirements:

1. SECURITY GUARD:-Two Security Guard for 12 Hrs/8 hrs. duty . Security personnel should be medically & physically fit for performing the duty as night watchman and preferably below 60 years of age.
2. Multi Tasking Staff for Hostel & Mess:- 4 Nos. They should be medically and physically fit for performing duties as Multi Tasking Staff .Educational Qualification–VIII pass

Terms and Conditions:

1. Tenders will be accepted only in the prescribed form which can be available in the office of the undersigned on all working days on payment of Rs.300/-till 11.a.m of 15.5.2017.
2. Last date of submission 15.5.2017 at 3.00 p.m., Date of opening – 15.5.2017 at 4 p.m.
3. Any tender received after the specified date, time and place mentioned will not be entertained under any circumstances.
4. EMD of 10000/-by Demand Draft only should be attached with Technical Bid Form(Envelope-A)
5. The EMD shall be forfeited if Tenderer withdraw the tender after having submitted the same. EMD of the unsuccessful bidders will be refunded within three months.
6. The Agency shall be solely responsible for the payment of salaries, perks, other benefits and discharge legal obligations, if any in respect of the personnel posted.

7.As and when the conduct and service of the staff posted are found to be unsatisfactory, the staff will have to be replaced with suitable hands immediately by the agency.

8.The payment will be made on the last working day of the particular month which the services rendered, for which the agency shall submit their bills of services one day prior to the payment to SAI Office.TDS as per the prevailing rates will be applicable on the payment.

9.The agency shall be selected on the basis of their reliability, reputation, market stability, experience etc. in the similar field and not only on the basis of the rates quoted .The committee constituted by the competent authority may, if necessary, verify their credentials and credibility.

10.The agency shall be responsible for substitute/replacement of the staff falling ill, proceeding on leave or otherwise remaining absent In case of absence of the staff ,a proportionate amount for the total number of absence will be deducted from the payment.

11. In case of any dispute between the employees and successful Tenderer , SAI will have no responsibility and shall not be responsible for any compensation in any form to such employment to any of such employees during the currency of and/or after the expiry of these agreements.

12.The successful bidder has to deposit an amount of Rs.25000/- as Security Deposit in advance and an agreement on stamp paper worth Rs.100/- shall have to be executed agreeing to various terms and conditions within seven days from the award of the contract .The EMD of the successful bidder will be adjusted to the above security deposit.

The security personnel, Multi Tasking Staff provided shall be the employees of the Contractor and all statutory liabilities will be paid by the contractor such as ESI, PF, Workman`s Compensation Act, etc. The list of staff going to be deployed shall be made available to the Department and if any change is required on part of the Department fresh list of staff shall be made available by the agency after each and every change.

13.The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under Labour Act, Minimum wages and (contract labour (Regulation &Abolition Act 1970), EPF etc with regard to the security personnel engaged by him for works. It will be the responsibility of the contractor to provide details of manpower deployed by him in the Department and to the labour department.

14.The antecedent of security/Multi Tasking staff deployed shall be verified by the contractor from local police authority and an undertaking in this regard to be submitted to the department and department shall ensure that the contractor complies with the provision.

15.All liabilities arising out of accident or death of Security Guard/Multi Tasking Staff , while on duty shall be borne by the contractor.

16.That in the event of any loss occasioned to the Department as a result of any lapse on the part of the contractor which will established after an enquiry conducted by the Department ,the said loss can claim from the contractor up to the value of the loss. The decision of the head of the department will be final and binding on the agency.

17.The department shall have the right, within reason, to have any person removed that is considered to be undesirable or otherwise and similarly contractor reserves the right to change the staff with prior intimation to the department.

18.The contractor shall be responsible to maintain all property and equipment of the department entrusted to it.

19.The personnel engaged by the contractor shall be dressed in neat and clean uniform, failing which invites a penalty of Rs. 100/- each occasions and habitual offenders in this regard shall be removed from the department. The penalty on this account shall be deducted from the contractor's bills.

20.The personnel engaged have to be extremely courteous with very pleasant mannerism in dealing with the staff/ inmates and should project an image of utmost discipline. The department shall have right to have any person moved in case of staff/inmates complains or decided by representative of the department if the person is not performing the job satisfactorily or otherwise. The contractor shall have to arrange the suitable replacement in all such cases.

21.The personnel will have to report to the department security office at least 15 minutes in advance of the commencement of the shift for collecting necessary document /instruction, and to complete all other required formalities as approved by the department .

22.The contractor shall abide by and comply with all the relevant laws and statutory requirement covered under ESI and various law such as Labour Act ,minimum wages act ,contract Labour Act ,EPF ,ESI and various other Acts as applicable from time to time with regard to personnel engaged by the contractor for the department.

23.The payment would be made at the end of every month based on the actual shift manned/ operated by the personnel supplied by the contractor and based on the documentary proof jointly signed by the representative of the department and the contractor/his representative/personnel authorized by him. No other claim on whatever account shall by the department.

24.Any damage or loss caused by the contractor person to the department in whatever form would be recovered from the contractor.

25.Any liability arising out of any litigation those in consumer court. Due to any act of contractor personnel; shall be directly borne by the contractor including all expense/ fines. The concerned contractor personnel shall attend the court as and when required.

26.The contractor shall have his own established /setup / mechanism, etc at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.

27.If the contractor is a partnership of two or more ; persons shall be jointly and severally liable to the department for the fulfillment of the terms of the contract. Such Persons shall designate one of them to act as leader with authority to sign. The partnership shall not be altered without the approval of the department.

28. The contract period is 12 months from the date of the commencement.

29. In the event of default being made in the payment of any money in respect of wages of any person deployed by the contractor for carrying out of this contract and if a claim there of is filed in the office of the labour Authorities and proof thereof is furnished to the satisfaction of the labour authorities, the department may, failing payment of the said money by the contractor, make of such claim on behalf of the contractor to the said Labour authorities and any sums so paid shall be recoverable by the department from the contractor.

30. The centre Incharge reserves the right to reject or accept any or all the tender without assigning any reason.

31. If any money shall as the result of any instruction from the Labour authorities or claim or application made under any of the Labour laws or regulation be directed to be paid by the department such money shall deemed to be payable by the contractor to the department within seven days. The department shall be entitled to recover the amount from the contractor by deduction from money due to the contractor or from the performance security.

32. The contractor shall not engage any such sub contractor or transfer the contractor any other person in any manner.

33. The contractor shall indemnify and hold the department harmless from and against all claims, damages, losses and expenses arising out of or resulting from the works/services under the contract provided by the contractor.

34. The contracting agency shall not employ any person below the age of 18 years. Manpower so engaged shall be trained for providing security service and fire fighting services before joining.

35. The Contractor shall get Security guard and Multi Tasking Staff screened for visual, hearing, gross physical defects and contagious diseases and will provide a certificate to this effect for each personnel deployed. Department will be at liberty to get anybody re-examined in case of any suspicion. Only physically fit personnel shall be deployed for duty.

36. Security staff and Multi Tasking Staff engaged by the contractor shall not take part in any staff union and association activities.

37. The contractor shall bear all the expenses incurred on the following items i.e. Provision of torches and cells, lathis and other implement to security staff, stationery for writing duty charts and registers to security check point and record keeping as per requirement..

38. The Department shall not be responsible for providing residential accommodation to any of the employee of the contractor.

39. The Department shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The department does not recognize any employee employer relationship with any of the worker of the contractor.

40. The contractor will have to deposit the proof of depositing employee's contribution toward PF/ESI etc of each employee.

41. The contractor shall disburse the wage to its deployed in the department every month through ECS or by cheque in the presence of representative of the department.

Procedure for submission of bids

The Bids shall be submitted in two separate sealed envelopes as under:

- a) Envelop A – Should contain “Technical Bid Document”, Bank Drafts for the EMD and Tender Document duly signed by the bidder on each page and all necessary documents.
- b) Envelop B – Should contain the ‘Financial Bid Documents’

All the two envelopes should be submitted in one single envelop duly sealed, addressed to The Centre In-Charge, Sports Authority of India, Training Centre, Aquatic Complex, Thjrissur-680020 and super scribed “Tender Form for providing Service of Security Staff, MTS for one year”. The cover should also bear the name and address of the bidder including telephone number.

The bidder must put his seal and signature on each page of the bid as well as supporting documents and also attest all cuttings or corrections etc., if any, under his seal and signatures.

Interested agencies may submit their Tender in the prescribed format to the Centre In-Charge, Sports Authority of India, Training Centre, Aquatic Complex, Thrissur-680020 with full details and quote the rate as per the norms for rendering the services.

Dated:

SIGNATURE OF THE BIDDER  
(Seal)

SPORTS AUTHORITY OF INDIA  
Training Centre, Aquatic Complex ,Thrissur-680020

photo

TECHNICAL BID FORM  
(TO BE SUBMITTED IN ENVELOP" A"

1. Name of the Firm/Agency
2. Full Postal Address with  
Tel.No.& Fax No.
3. Name Address & Tel. No of the Director/ Proprietors & Chief of the firm.
4. Registration No. of firm (copy to be enclosed)  
Labour License
5. Income Tax return certificate of the last three years that is F.Y 2013-14,2014-15 & 2015-16) copy to be enclosed.
6. PAN No (copy to be enclosed )
7. Service Tax No.(copy to be enclosed)
8. EPF Registration No.(copy to be enclosed)
9. ESI Registration No.(copy to be enclosed)
10. Details of other client to whom the MTS & security services were provided by the agency along with copies of award letter.
11. Details of EMD amount of Rs.10000/- Attached (DD No, Date, Name of Bank etc.)  
absence will be deducted from the payment .In case of any dispute between the employees and successful Tender , SAI will no responsibility and shall not be responsible for any compensation in any form to such employment to any of such employees during the currency of and/or after the expiry of these agreements.

DATED:

SIGNATURE OF THE BIDDER  
WITH ADDRESS & SEAL

**SPORTS AUTHORITY OF INDIA**  
Training Centre, Aquatic Complex ,Thrissur-680020

**FINANCIAL BID FORM**  
**(TO BE SUBMITTED IN ENVELOP" B"**

1. Name of the Tenderer.....
2. Address of the Tenderer
3. Rates:

S. NO	PARTICULARS	RATE PER MONTH PER PERSON (INCLUSIVE OF ALL TAXES & STATUTORY LIABILITIES)	REMARKS
1.	Security Guard	Rs. (8 hrs duty)  (Rupees _____ _____ only)  Rs.....(12 hrs duty)	Total rates quoted for a month should be inclusive of all charges (i.e taxes including service tax as applicable from time to time, EPF, ESI, Agency charges etc.,) and no any extra payment Will be entertained
2.	Multi Tasking Staff	Rs.  (Rupees _____ _____ only)	

Certified that, the rates quoted above are as per Minimum Wages Act fixed by the Labour Dept. Govt. of India/Govt. of Kerala and further certified that I/We have studied, read and understood all clauses of the tender and in case of award of contract, undertake to abide by all the terms and conditions mentioned in the same.

Note: In case of discrepancy in the amount quoted in figure and words, the amount written in words will be taken into consideration.

Dated:

SIGNATURE OF THE BIDDER)  
(Seal)