



**GOVERNMENT OF INDIA  
MINISTRY OF COMMERCE & INDUSTRY  
OFFICE OF THE DEVELOPMENT COMMISSIONER  
VISA KHAPATNAM SPECIAL ECONOMIC ZONE  
Administrative Building, Duvvada  
Visakhapatnam – 530 049 A.P. (INDIA)  
Ph: 0891-2753312 Fax: 0891-2587352,**



**TENDER SCHEDULE**

To,

Dear Sir,

Sub: Tender for security services in Administrative Building and surroundings, main security entrance at VSEZ and VSEZ premises for the year 2016-17.

Ref: 1.T.N.No: 9/VSEZA/AMC/2016-17

2. Paper Eenadu, Visakhapatnam Edition on dt: 13.03.2016
3. Paper The Indian Express, A.P. State Edition on dt: 13.03.2016

Tender enquiry for Security services in Administrative Building and surroundings, main security entrance at VSEZ and premises for the year 2016-2017 is forwarded herewith. The scope of work, terms and conditions are as follows:-

**TENDER DUE DATE & TIME** : 04.04.2016 (03.00 PM)

**TENDER OPENING DATE & TIME** : 04.04.2016 (04.00 PM)

For Development commissioner, VSEZ  
& Chairperson VSEZ Authority

For Contractor

## **1.Scope of work:-**

The agency should provide minimum 27 security guards & 3 nos.of Head guards & 1 Nos. of Driver/ Guards and 7 Nos. of Ex-Service man per day.

## **2.Tender Qualification:-**

The Tenderer should furnish the following attested documents along with tender schedule.

1. The Proprietor/Partner/any one of the Director of the firm should be a retired Gazetted Police Officer or any Retired Commissioned Officer of Defense Services.
2. The firm should produce a certificate obtained from the Government under Andhra Pradesh Private Security Agency (Regulation) Rules, 2008.
3. Firms Registration Certificate with A.P Government.
4. Work experience certificate for similar nature of work for a period of not less than 5 years in any government or semi government organizations. Must have experience of providing not less than 45 Security Guards to any organization.
5. Service Tax Certificate.
6. Registration certificate from PF Commissioner Office.
7. ESI Registration certificate.
8. Should give an Undertaking that the agency will follow all the rules and regulation from time to time as per Contract Labour Regulations and Adoption Act.
9. The rates of wages quoted shall not be less than the rates of wages applicable to watch and ward staff (without arms) as notified by Government of India, Ministry of Labour & Employment, from time to time.
10. Copies of the last preceding three months challans for ESI,PF and Service Tax challans should be enclosed along with tender Schedule.

For Development commissioner, VSEZ  
& Chairperson VSEZ Authority

For Contractor

### **3.Tender requirement :-**

1. Rs.1,20,000/- is fixed as EMD for tender to provide security services.
2. While submitting the tender, the contractor should deposit E.M.D of Rs.1,20,000/- in the form of DD in Favour of Development Commissioner (Chairperson) VSEZ Authority, VSEZ, Duvvada, Visakhapatnam and the same will be returned to the unsuccessful bidders after the agreement with successful bidder.
3. The contractor should sign and put date in the appropriate place in the document, with name of signatory clearly mentioned.
4. Corrections, if any, in the tender schedule submitted must bear the initials of the signatory.
5. Security contract shall be for a period of 11 month from 01.05.2016 to 31.03.2016 and can be extend for a further period of one year if the services are satisfactory.
6. Your quotation should be valid for a minimum period of 4 months. Your quotation should include all taxes, (excluding of services tax) duties etc., in rupee terms. Please do not write "As applicable" or "actual at your cost" and indicate the same as percentages. **You are required to note amount both in figures as well as in words.**

For Development commissioner, VSEZ  
& Chairperson VSEZ Authority

For Contractor

### **Executing the Work:-**

1. The security agency shall be responsible to provide total security Coverage on round the clock basis for the entire area of VSEZ and Administrative Building.
2. The guards deputed should be hale and healthy and free from physical Deficiencies.
3. The security guards deputed for the security purpose should have clean record and should be men of integrity and sincerity in their duties, having minimum knowledge in safety and security and watch and ward arrangements.
4. The security guards on duty should bestow full and complete attention and take all preventive actions against pilferage, theft, burglary, arson, fire, accident etc., and shall inform immediately the office of the Development Commissioner/Police, the instance of any mishaps well within time, date and particulars of loss and damage caused to the property, if not the agency is liable.
5. The security guards shall have an idea of vulnerable points and possible areas for ingress into the premises and take special and particular care to guard these areas and points by making bent point duties along with other area, which is under their watch and ward. They will check up closed doors and locked rooms before and after duty shifts.
6. The attendance of the guards should be prompt and punctual and continuous without break and even in cases of exigency the continuity of the security should not be less and in any such event the agency shall become liable and the damages claimed by The Development Commissioner (Chairperson) VSEZ Authority on account of their absence shall be reimbursed.
7. The security guards posted shall not liaise or canvas for any cause, detrimental to the interest of the Office of the Development Commissioner, VSEZ and befriend with the staff and customers but always ready to pay respects and compliments and watch the erring staff and shall maintain forthright and upright behavior.
8. The guards deputed by the Agency should be free from Alcoholic effect while attending to the duty and restrain themselves from indulging in such unmannerly habits during duty timings and if any such instances are notices, The Development Commissioner, VSEZ is free to report to the Police without notice to the Agency deployed.

For Development commissioner, VSEZ  
& Chairperson VSEZ Authority

For Contractor

9. The security guards will take note of the items, if any left outside the premises and ensure regular handing over to the successor till the item is removed from the open premises.
10. The security guards during the duty periods should maintain cordial relationship among themselves and do not enter into quarrels among themselves and with others at the cost of VSEZ Security and in such cases anything untoward incident happens of whatsoever nature The Development Commissioner shall have no responsibility and it shall be only to the account and liability of the Security Agency.
11. The Chairperson, VSEZ Authority shall not take any responsibility in Cases where the guard sustains injury and damage to the limbs and loss of life while on duty and it should be the sole responsibility of the security Agency.
12. There shall be no claim of employment from the duty guards by their deployment and no payment and incentives whatsoever from The Development Commissioner (Chairperson) VSEZ Authority.
13. The Head of office or any official during the inspection if found any slackness on the part of security duties, the Security Agency shall replace such guards forthwith with a reliable substitute immediately
14. The Security Agency shall be responsible for the payments to security guards employed for the performance or carrying out the said work and the VSEZ shall in no event be liable and the agency shall keep the VSEZ indemnified against the same and from all proceedings in respect of thereof.
15. All the statutory obligation under PF.ESI Contract Labour Act and It Act etc., shall be strictly adhered to and compliance should be submitted to Development Commissioner, VSEZ.
16. The security guards who may be employed by the agency will have to work in shift duty, on 8 hours basis, if required.

For Development commissioner, VSEZ  
& Chairperson VSEZ Authority

For Contractor

17. The security agency shall provide uniform at their own cost for the security guards. The uniforms provided by the agency should be kept neat and clean at all times to keep up with the office decorum.
18. The security guard who may be engaged by the agency from time to time must carry the photo identity card which have to be issued by the agency for the said purpose. The identity cards should be worn by each security guards on his uniform, which shall in turn give details regarding their full name, age, identification marks, signature of the bearer and also of the issuing authority and seal.
19. The security agency have to provide one lathi and whistle to each one of the security guard on duty and during night shift torch lights with cells also be provided to each of them.

#### **4. Submission:-**

The tender should be sent in a sealed cover like the required documents as per tender qualification and tender requirement in schedule in Cover A, and tender schedule in Cover B, separately and the both covers (A+B) put in Cover C and sealed cover clearly marked with superscription “ Tender for security services in Administrative Building and surroundings form fly over bridge to main security entrance and inside of VSEZ premises.” The tender submitted without sealed cover may be summarily rejected and not taken into cognizance. The Tenderer wants to submit the tender in person, same can be submitted to Secretary (I/C),VSEZ Authority Administrative Building ,Duvvada, Visakhapatnam-530049.

1. The tenders that do not fulfill all or any of the above conditions or incomplete in any respect are liable to be rejected. Acceptance or rejection of the tender is at the sole discretion of the Development Commissioner & Chairperson VSEZ Authority Duvvada. No, further correspondence will be entertained in this regard.

For Development commissioner, VSEZ  
& Chairperson VSEZ Authority

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## **5.Termination of Agreement:-**

1. If the services of the contactor are not found satisfactory they will be issued 21 days notice by this office. If satisfactory improvements is not found even after this notice Three weeks (final notice) will be issued to the contractor by this office to terminate the contract without prejudice to any right acquiring to either party prior to such termination. During the period of notice both the parties shall continue to discharge their duties and obligations.
2. In case of termination of this agreement and or discharge of the contractor as hereinafter stipulated, this office is at liberty to appoint a new contractor, of their choice.
3. This office shall be at liberty to terminate this agreement at any time for reason of any act of negligence, misconduct or breach of duty on the part of contract or on the part of contractor as on account of any act of indiscipline without giving notice and no claim for loss (or) compensation in the event of termination will be accepted.
4. This office shall be at liberty to terminate this agreement and discharge the contract in case the contractor does not fulfill the terms and conditions mentioned in the agreement and no claim for loss (or) compensation in the event of termination will be accepted.
5. This office shall be at liberty to cancel the contract in case the terms and conditions mentioned in the agreement including those mentioned scope of work and terms and conditions are not fulfilled by the contractor to the satisfaction of this office and no claim for loss (or) compensation in the event of termination will be accepted.

For Development commissioner, VSEZ  
& Chairperson VSEZ Authority

For Contractor

## **6. Payment:-**

1. The contractor should submit the bills in I st week of every month.
2. The Contractor should submit the payment challans copy for PF and ESI along with bill for release of payment failing which the office will deduct the amount to be contributed towards Pf & ESI.
3. The bills for the services will be cleared by the Development Commissioner (chairperson) VSEZ Authority, by way of A/c payee cheque within 7 days from the date of submission of bill.
4. Pending payment to any concerned department, any penalties due to deviating of agreement conditions shall be deducted from contractor monthly billing.
5. Any increase in wages, PF,ESI are to be immediately brought to the notice of the Development Commissioner (Chairperson) VSEZ Authority along with the copies of notification for any enhancements in payments

## **7. Note:-**

1. The Commissioner is at the sole discretion to award or cancel the tender without assigning any reasons and his decision is final and no correspondence is entertained.
2. The tender will be rejected if the tenderer do not take into consideration minimum rates of wages etc. As notified by Government of India. Ministry of Labour & Empolyment,for watch and ward staff ( without arms).

For Development commissioner, VSEZ  
& Chairperson VSEZ Authority

For Contractor



**PRICE BID**  
(TO BE FILLED BY THE AGENCY)

1. We agree to security services in Administrative Building and surroundings from fly over bridge to main security entrance and inside of VSEZ premises as per the scope of work as mentioned:-
  
2. Amount for providing security services including PF,ESI and minimum wages etc., as per Labour Act.

Estimation Value per Annum:

a). Per Month Rs. (In words:

b). Per Annum Rs. ( In words:

**Note:-**Service tax amount should not be added, as the same is exempted works with in the VSEZ.

Name & Address:

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Signature with Seal

(For use by tender opening board of members only)

For Development commissioner, VSEZ  
& Chairperson VSEZ Authority

For Contractor