

E-mail: rd.ser@mca.gov.in

Website: www.mca.gov.in

PHONE: (040) 29802127

(040) 29803127

FAX: (040) 29808127



GOVERNMENT OF INDIA
MINISTRY OF CORPORATE AFFAIRS
OFFICE OF THE REGIONAL DIRECTOR, SOUTH EAST REGION
3rd Floor, Corporate Bhawan, Near Central Ground Water Board, Bandalaguda, Thatti
Annaram, Hayath Nagar Mandal, Nagole, Hyderabad-500 068.

Ref.No.1/ (165)/RD (SER)/Security Services/2017

Dated: 05.06.2017

NOTICE INVITING FRESH TENDER FOR HIRING OF CONTRACTOR FOR SECURITY SERVICES/SECURITY MEASURES FOR CORPORATE BHAWAN CONSISTING OF CELLAR, GROUND + 4 FLOORS & TERRACE IN 2 ACRES OF LAND AT SURVEY NO. 127/1, TATTIANNARAM VILLAGE, HAYATNAGAR MANDAL, RANGA REDDY DISTRICT, TELANGANA

Office of Regional Director (SER), Ministry of Corporate Affairs, Govt.of India, Bandlaguda, Nagole, Hyderabad – 500 068 invites sealed Tender from reputed Registered Security Service Agencies Registered under the Private Security Agencies (Regulations) Act, 2005 and is having a valid license as required under Section 4 of the Act for rendering Security Services at the office premises of Corporate Bhawan, Tattiannaram Village, Hayatnagar Mandal, Ranga Reddy District, Telangana. Tender form along with the terms and conditions marked as per Annexure I to III which can be obtained from the Office of the Regional Director (SER), 3rd Floor, Corporate Bhawan, Bandlaguda, Hayath Nagar Mandal, Nagole, Hyderabad-500 068 on payment of Rs.1000/- (Non Refundable) by Demand Draft / Bankers Pay order of Scheduled Bank drawn in favour of Pay and Accounts Officer, Ministry of Corporate Affairs, Chennai payable at Chennai. The details can be obtained from the website www.mca.gov.in and the last date for receipt of filled in tender form is 16/06/2017 before 4.00 PM.

The quotations received will be opened on 19/06/2017 at 11.00 AM in the office of the Regional Director, 3rd Floor, Corporate Bhawan, Bandlaguda, Hayath Nagar Mandal, Nagole, Hyderabad-500 068 by the Regional Director (SER).

The intending bidders may inspect the premises between 11.00 A.M to 04.00 P.M. with prior permission from the office of Regional Director (SER) on any working day from 14/06/2017 to 15/06/2017.

(S.CHANDRASEKARAN)
JOINT DIRECTOR
O/o REGIONAL DIRECTOR (SER)

Encls: Annexure-I to III

E-mail: rd.ser@mca.gov.in

Website: www.mca.gov.in

PHONE: (040) 29802127

(040) 29803127

FAX: (040) 29808127



GOVERNMENT OF INDIA
MINISTRY OF CORPORATE AFFAIRS
OFFICE OF THE REGIONAL DIRECTOR, SOUTH EAST REGION
3rd Floor, Corporate Bhawan, Near Central Ground Water Board, Bandlaguda, Thatti Annaram,
Hayath Nagar Mandal, Nagole, Hyderabad-500 068.

Ref.No.1/ (165)/RD (SER)/Security Services/2017

Dated: 05.06.2017

NOTICE INVITING FRESH TENDER FOR HIRING OF BIDDER FOR TAKING UP SECURITY SERVICES FOR CORPORATE BHAWAN, MINISTRY OF CORPORATE AFFAIRS, BANDLAGUDA, HYDERABAD.

The undersigned invites quotations on behalf of Ministry of Corporate Affairs, Government of India in the form of sealed tenders for the under mentioned work :

- a) Taking up security service activities at Corporate Bhawan, Ministry of Corporate Affairs, Govt.of India, Bandlaguda, Nagole, Hyderabad – 500 068.
- b) Quotations in sealed cover addressed to the Office of the Regional Director(SER), 3rd Floor, Corporate Bhawan, Bandlaguda, Hayath Nagar Mandal, Nagole, Hyderabad-500 068 should be submitted to the undersigned on or before 16/06/2017 by 4.00 PM for Technical and Commercial bids separately.
- c) Sealed Tenders will be opened in the Chamber of RD(SER), 3rd Floor, Corporate Bhawan, Bandlaguda, Hayath Nagar Mandal, Nagole, Hyderabad-500 068 on 19/06/2017 at 11.00 AM.

TERMS AND CONDITIONS:

1. The bidder / applicant should be registered security agency under the Private Security Agencies (Regulation) Act, 2005 having experience in performing security service activities at least 5 years, and is engaged in such security services in at least two esteemed / reputed organizations (of which at least one should be a Government Organization / Public Sector undertaking) as on 31/03/2017 with a minimum bill of Rs.2 lakhs per month. The bidder /applicant should furnish necessary copies of the work orders / Government Order along with the tender application evidencing allotment of such Security Service work by the said organization;
2. The bidder to whom Security Services is allotted, shall be completely responsible for the security of entire premises including Corporate Bhawan located at Bandlaguda, Nagole, Hyderabad-500 068 and shall safeguard entire premises, building, structures, movable and immovable assets of Ministry of Corporate Affairs throughout the period of contract;
3. The Bidder to whom security services of Corporate Bhawan, Ministry of Corporate Affairs, Govt.of India, Bandlaguda, Nagole, Hyderabad – 500 068 are entrusted shall engage 15 efficient security guards for providing 24 hours security services in the premises / building at Bandlaguda, Hyderabad including Saturday and Sunday under three shift timings from 6AM to 2 PM, 2 PM to 10 PM and 10 PM to 6 AM allotting 5 security guards in each shift in addition to 1 (one) supervisor cadre, who shall be available on all days;
4. The bidder to whom the security service contract is allotted shall be well versed with the security measures to be taken for the safety of the premises including building structures movable and immovable assets etc and should take up all necessary precautions / steps with utmost care and diligence and the persons employed shall be properly trained for the Security Services;

Contd. Page -2

5. The committee appointed for this purpose or any other officer authorized may make inspections at regular intervals and the successful bidder to whom contract is awarded should fully cooperate during such inspections;
6. The Bidder to whom security service contract of Corporate Bhawan, Bandlaguda, Nagole, Hyderabad-500068 is entrusted shall comply with all labour laws including EPF & Misc.Provisions Act, 1952, ESI Act, 1948, Payment of Bonus Act, 1965, Payment of Gratuity Act, 1972, Payment of Wages Act, 1936, Maternity Benefit Act, 1961, Minimum Wages Act, 1948 etc.
7. The financial bid shall quote the contract amount with the break up as follows;

Name of the bidder	M/s.	
	For 1 (One) Supervisor	For 15 (fifteen) Security Guards
Basic pay per month (Rs.)		
VDA		
ESI		
EPF		
Bonus		
Gross Salary per person		
Service Charge		
Material Cost		
Total Amount quote of the bidder for month		

8. The technical bid shall mandatorily contain the following:-
 - a) The Agency shall furnish the registration details and the license renewal details with documentary proof.
 - b) The agency shall furnish the five years minimum experience details with the documentary proof.
 - c) The Agency shall furnish the service details in two esteemed organization as on 31.03.2017 with a minimum bill of Rs.2,00,000/- with documentary proof.
 - d) The agency shall furnish the details of man power as 15 security guards and one supervisor is mandatory.
9. The Bidder to whom Security service contract is allotted, shall allow the persons to be employed in the Corporate Bhawan in a proper uniform including proper cap and shoes.
10. The Bidder, shall give advance intimation when any one of the 15 security guards are changed/replaced due to one reason or other;
11. The bidder should also be prepared to retain their personnel or deploy their personnel for security purpose of the building / premises even at short notice on certain important occasions;
12. The bidder should make necessary arrangements for security of the premises;
13. The successful bidder is responsible for replacement of any of the property of the Ministry of Corporate Affairs, Govt.of India, Bandlaguda, Nagole, Hyderabad – 500 068 if at any time it is noticed that such damage occurred on account of negligence of the security personnel of the appointed Agency. In this regard, the successful bidder has to execute an undertaking and an Indemnity Bond as per Law;
14. The successful bidder should ensure that their security personnel should be deployed for a minimum of 12/8 hours a day in 2/3 shifts. The Agency should engage their security guards 24 hours a day throughout the day;
15. The persons employed by the successful bidder shall have no claim for any Government job and the successful bidder is solely responsible for their service conditions including compliance with Labour laws and regulations, if any.



16. The representative of the Ministry of Corporate Affairs, Govt.of India, Bandlaguda, Nagole, Hyderabad – 500 068 will enter into a contract with the successful bidder and the contract will be valid for a minimum of two years subject to the terms and conditions contained in the detailed agreement.
17. The Regional Director(SER), Hyderabad is empowered to cancel the agreement with the Security Agency at any time, if it is found that the performance of the job is not up to the satisfaction of the Ministry of Corporate Affairs or the behavior of the personnel of the Contractor with Ministry officials of the offices of Corporate Bhawan is not good ;
18. The successful bidder has to submit a security deposit of Rs.1,00,000/- (Rupees One Lakh only) with the representative of the Ministry of Corporate Affairs, Govt.of India, Bandlaguda, Nagole, Hyderabad – 500 068 at the time of entering into agreement. The security deposit will be refunded after three months upon successful completion of the contract after adjusting the dues, if any, which are to be recovered from the bidder for the losses/lapses as determined ;
19. The successful bidder is required to execute performance guarantee to the extent of 5% of the total contract value for the period of contract in favour of Regional Director (SER), Hyderabad from any Nationalized Bank. The Regional Director is empowered to invoke the performance guarantee, if it is found that the performance of the job is not up to the satisfaction of the Ministry of Corporate Affairs, Govt.of India, Bandlaguda, Nagole, Hyderabad – 500 068
20. In the event of termination of the contract by the successful bidder before the expiry of agreed period of contract, the security deposit of Rs.1,00,000/- is liable to be forfeited.
21. Payments in respect of this service contract are subject to Tax Deduction at Source as per the provisions of the Income-tax Act, 1961.
22. The work relating to security measures will be entrusted to the successful bidder. Further, the Regional Director has the power to cancel the contract without assigning any reasons.
23. The Regional Director reserves his right to withdraw/cancel the contract at any later stage either before or after enter into contract without arising any reason.
24. The successful bidder shall bring to the knowledge of the undersigned whenever the minimum wages are raised by the office of the Chief Labour Commissioner, M/o Labour & Employment, Govt.of India, New Delhi. The revised wages will be paid from the subsequent month from the date it was brought to the knowledge of the undersigned.


(S.CHANDRASEKARAN)
JOINT DIRECTOR
O/o REGIONAL DIRECTOR (SER)

TECHNICAL BID

(To be sealed and placed in separate cover superscribed Technical Bid)

Having read and accepted all terms and conditions in the tender document and scope of activities, I/we submit the details for the Security Services as follows:

Sl.No.	Particulars	Details		
1	Name and Address of the Registered office of the agency/firm			
2.	Name of Owner / partner with contact number, address			
3	Registration details (attach photocopy of documents)			
	a. Registration/License Number			
	b. PAN Number			
	c. Service Tax Reg.No.			
	d. ESI Number			
	e. PF Number			
4	List of Institutes/offices where the firm is providing / provided clearing services (enclose copy of order)			
	Name of the Organization	Duration		Contract Value
		From (DD/MM/YY)	To (DD/MM/YY)	

DECLARATION

I/We hereby certify that the information furnished above is full and correct to the best of my / our knowledge. I/We understand that in case any deviation is found in the above statement at any stage, I/We will be blacklisted and will not have any dealing with the Ministry in future.

Signature of the Tenderer with date
Name of address of the tenderer with office stamp

Note: All the above columns may be filled by Tenderer without leaving any column blank with supportive Documentary evidence as stated in point No.7 of the Terms and Conditions.

Service Head	Lump sum rate per month in Rupees
Security Services / measures for Corporate Bhawan consisting of Cellar, Ground + 4 Floors in 2 Acres of Land at survey No.127/1, Tattiannaram village, Hayatnagar Mandal, Bandlaguda, Nagole, Hyderabad as per scope of work stated in the Tender Notice inviting tenders for Security Services	

Service Tax if any will be paid as per norms.

Signature of the Tenderer with date
Name of address of the tenderer with office stamp

Note: The break-up for the lump-sum rate per month in rupees may be given as stated in point No.8 of the terms and conditions.

