



DREDGING CORPORATION OF INDIA LIMITED
(A Government Of India Undertaking)
Dredge house, Port Area, Visakhapatnam-530001
E Mail: mnochn@dcil.co.in

Ref: DCI/MNO/ADMN/SECURITY/T- 01/2018-19/

Date: 06-11-2018

To,

Dear Sir,

Sub: Providing Security Services at MNO Office cum Stock Godown of DCI Ltd., at Chennai.

Reference is invited to the letter No.2112/SA/DCIL/2018/Tamil Nadu/3259/3716/4086/Emp dated 04/09/2018 of Director General Resettlement, New Delhi, duly sponsoring your establishment providing security services at Office premises and Stock Godown at Chennai.

2. In this connection, we intend to evaluate the suitability of your agency for providing the Security Services under **Two Bid System**. Accordingly, we are enclosing the following documents which are to be submitted by you duly filled-in wherever required.

- | | | |
|----|-------------|---|
| 1. | Section-I | ... Scope of Work |
| 2. | Section-II | ... General & Special conditions of contract |
| 3. | Section-III | ... Technical Conditions of Security Services |
| 4. | Section-IV | ... Wage structure of Security Personnel |
| 5. | Section-V | ... Technical Bid |
| 6. | Section-VI | ... Price Bid |

3. The Technical Bid as at Section-V and other documents as at Section-I to IV duly signed on all pages and enclosing the supporting documents should be submitted in one cover duly to indicating "**Technical Bid for providing security services at DCI**". The **Price Bid as at Section-VI** should be filled in a separate cover duly indicating "**Price Bid for providing security services at DCI**".

Both the covers (**Technical Bid Cover & Price Bid Cover**) are to be placed in separate cover and submitted to the undersigned on or before **20.11.2018 at 1500 Hrs.** The Technical Bids of the parties will be opened on the same day i.e. on **20.11.2018 at 1530 hrs.** in presence of the said parties, who are present at that time. On evaluation of the Technical Bids, the Price Bids of the technically qualified parties will be opened under intimation to the technically qualified parties.

4. In this context, you are requested to keep in view the latest guidelines of the DGR on the subject. The wages payable to the security personnel in various categories are given at Section-IV for your reference and record.

5. Any security agencies subject to submission of clearance certificate from DGR to participate in this tender for the development of security guards for MNO Chennai Office cum Massey Godown premises for the safe custody of material can submit the offer. The clearance from DGR to be submitted along with tender document to qualify.

6. You are requested to submit your tender both Technical and Price Bids before the stipulated date and time as mentioned above.

Thanking you,

Yours faithfully,
For DREDGING CORPORATION OF INDIA LTD.,

INCHARGE-MNO
DCI LTD, CHENNAI

Encl: As above

SECTION - I

SCOPE OF WORK

The scope of work/type of services required are as indicated below:

1. The tenderer will provide security services round the clock on all the 7 days in a week, at the Godown hired by Dredging Corporation of India Limited, Chennai and at our Office premises on general shift basis. The deployment plan of Security Guards for our Corporation **shall be as per Clause No.10 of Section-III**. The tenderer is also required to post additional security guards, if any, at short notices, as intimated by the Corporation on the same rates, terms and conditions of this service contract.
2. The tenderer will provide trained ex-servicemen with strong, energetic and able-bodied Guards with proper uniforms, shoes, lathies, torch-lights etc. Aged people and medically unfit personnel will not be posted as Guards for carrying out the Security Services.
3. The tenderer will also provide for effective supervision of the security guards from time to time, as per deployment plan at **Section-III**.
4. The Security personnel will safe-guard all the security interests of the Corporation's properties, personnel etc., and will immediately bring to the notice of the management, any suspicious incidences or persons, any property missing/tampered etc. and any matter likely to cause loss or damage to the Corporation.
5. The tenderer will also provide services for collecting intelligence reports, co-ordination with Police and other authorities, regarding any likely law and order problems, problems of theft, pilferage and damage to the property etc., prevention/investigation of such offences.
6. The tenderer will also pursue all the claims on cases of theft, pilferage etc., with requisite follow-up on matters with Police/Intelligence and other agencies. The tenderer will also file FIRs with concerned Police authorities in case of any theft/loss of property of the Corporation as required, with the knowledge and approval of DCI.
7. The tenderer is also required to represent DCI in the Courts of Law, at enquiries or before any other competent authority, as may be required by the Corporation, with regard to safety/security of property of DCI, from time to time. However, before filing any papers etc., the same will be vetted and approved by DCI only in regard to security aspects.

SIGNATURE OF THE TENDERER WITH SEAL

SECTION – II

GENERAL AND SPECIAL CONDITIONS

1. The Tender cover should be sealed and super scribed as "Providing Security Services at DCI Office premises and at our Stock Godown at Chennai, covered under Letter No.DCI/MNO/ADMN/SECURITY/T-01/2018-19 Dt 06-11-2018.
2. The sealed tender completed in all respects may either be submitted by post before the stipulated time and date AS INDICATED IN OUR LETTER No. DCI/MNO/ADMN/SECURITY/T-01/2018-19 Dt. 06-11-2018 or the same may be dropped in the tender box placed at DCI Office, Dredge house, Port Area, Visakhapatnam-530001. In case the tenders are sent by post, DCI will not be responsible for any postal delays. Unsealed tenders will be summarily rejected.
3. The tenders will be opened at 1530 hours on the due date **i.e.** on **20.11.2018** in the presence of such tenderers/representatives who are present at that time.
4. Tenders received after specified time and date will not be accepted.
5. All tenders must be absolutely clear, failing which the same will not be considered.
6. All columns would be properly and legibly filled in. No column would be left blank.Any correction in the rates etc. would be duly attested by the tenderer. Alterations, if any, not authenticated with attestation may result in the rejection of the tender.
7. Rates quoted by the tenderer in item rate tender in figures and words will be accurately filled in so that there is no discrepancy in the rates written in figures and words.
8. Special care should be taken to write the rates in figures as well as in words and the amounts in figures only, in such a way that the interpolation is not possible. The total amount would be written both in figures and in words. In case of figures words Rs. would be written before the figures of Rupees and words paise after decimal figures viz., Rs.2.15 Ps. And in the case of words, the word Rupees should precede and the words paise would be written at the end. Unless when the rate is in whole rupee and followed by the words only, it would be invariably be up to two decimal places.
9. The rate will be quoted in decimal coinage and will be noted in words and figures. The amount for each item would be worked out and the requisite total given.
10. If the amount of an item is not worked out by the tenderer, it does not correspond with the rate written either in figures or in words, then the rate quoted by the tenderer in words will be taken as correct.

SIGNATURE OF THE TENDERER WITH SEAL

11. Where the rate quoted by the tenderer in figures and words tallies but the amount is not worked out correctly, the rate quoted by the Tenderer will be taken as correct and not the amount.
12. Item rate tender bearing any inscription either to increase or decrease the rate quoted, they will not be considered and such tender will be rejected summarily.
13. The tenderer should sign on all pages of the tender documents including schedule attached with the tender while tendering for the work.
14. The rate quoted in the tender will remain firm during the currency of contract including the extended period if any. Escalation on any account is not admissible.
15. When a tenderer signs a tender in an Indian Language, the rates and the total amount tendered would also be written in the same language. In the case of illiterate contractors, the rates or the amounts tendered would be attested by witness.
16. Sales Tax, or any other taxes in respect of this contract shall be payable by the tenderer and Dredging Corporation of India Limited shall not entertain any claim whatsoever in this respect.
17. Towards Service Tax in respect of this contract shall be reimbursed on production of receipt/proof remittance from the Central Excise Department by the tenderer.
18. The tenderers should acquaint themselves with the work and the working conditions of the site and locality and no claim will be entertained on this issue.
19. The tender should be valid for a period of 90 days (ninety) days from the date of opening.
20. DCI reserves the right to cancel/withdraw the tender at any stage without assigning any reason.
21. Conditional tenders and additional conditions of the tenderer shall not be considered.
22. In the event of any breach of contract on the part of the contract, the Corporation reserves the right to forfeit the entire security deposit including converted EMD amount. Corporation also reserves the right to get the balance work executed by some other sources at the risk and cost of the tenderer.
23. All rules and regulations governing the Dredging Corporation of India Limited shall be applicable.
24. If as a result of any post audit, any amount is found to be recoverable from the tenderer, the same will be recovered first from any sum due to the tenderer against any current bill of the tenderer and/or from their security deposit and/or from any other amount due from the Corporation and/or on demand.

SIGNATURE OF THE TENDERER WITH SEAL

25. All claims of the Dredging Corporation of India Limited against this contract or any other transactions whatsoever shall be recovered from the amounts due to the tenderer under this account
26. Wages will be paid by the tenderer to the workmen, directly without intervention of any Jamadarsor chowkidars and that the contractor shall ensure that no amount by way of commission or otherwise is deducted or recovered by the Jamadarsor from the wages of the workmen. The tenderer shall also strictly comply with the various provision of the labour welfare statues like:
 - i) Contract Labour (Regulation and Abolition Act, 1970)
 - ii) Inter-state Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979.
 - iii) Industrial Dispute Act, 1947
 - iv) Payment of Gratuity Act, 1972
 - v) Equal Remuneration Act, 1976.
 - vi) Employees Provident Fund and Misc. Provisions Act, 1952
 - vii) Minimum Wages Act, 1948
 - viii) ESI Act, 1948 and
 - ix) Laws applicable to women, wherever applicable and any other relevant statues, together with the amendments, thereon. The contractor shall maintain various registers as required under the statues and produce to the officer of the Corporation nominated for the purpose, every month/as and when required for verification. No child labour should be engaged.
27. All liabilities such as compensation under Workmen's Compensation Act, PF Act and other regulations of the Govt. prevailing and as amended from time to time will be to the tenderer's account and the tenderer must indemnify the DCI against such liabilities.
28. If the tenderer makes default in proceeding with the work with due diligence, due to lack of resources or organization or work operated is not up to the expected standards, the Corporation reserves right to cancel the contract at 3 (three) days notice at any time during the currency of the contract. If the tenderer fails to execute the work as per conditions of the contract the Corporation reserves the right to cancel the contract and to get the work executed through other agencies at the risk and cost of the tenderer. The Corporation would be entitled to with-hold any sum due and payable to the tenderer towards the sum as a result of the said breach or default. The contractor will not have any claim for compensation or otherwise on this account.
29. The tender is non transferable and if transferred, it is liable for rejection.

SIGNATURE OF THE TENDERER WITH SEAL

30. **ARBITRATION:** Should any dispute or difference arise between the Corporation and the contractor in connection with this contract, or as to the rights and liabilities of the parties hereto, it will be referred to Arbitration by a Sole Arbitrator, a person to be appointed by the Chairman-cum-Managing Director, Dredging Corporation of India Ltd., Visakhapatnam and the award of the Arbitrator shall be final and binding upon the parties hereto, subject to the provisions of the Arbitration and Conciliation Act, 1996 (Act 26 of 1996). The Arbitrator will give a reasoned award. It will be in accordance with the provisions of the Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof. The Arbitrator may from time to time with the consent of the parties enlarge the time for making and publishing the award. The Sole Arbitrator is prohibited from awarding any interest in the award either for the pre-reference period or pendelite. The venue of the Arbitration will be Visakhapatnam, and the courts at Visakhapatnam will have exclusive jurisdiction on all matters with reference to this contract.
31. The tenderer will furnish a certificate that he is not related to any officer of Dredging Corporation of India Limited or any officer of the rank of Asst. Secretary or above in the Ministry of Surface Transport, Government of India. The tenderer should give a declaration along with their tender about the names of the relatives, who are employed in Dredging Corporation of India Limited. Proforma of declaration attached (**Annexures**).
32. Canvassing in connection with tenders is strictly prohibited and the tender submitted by the Contractor who resorts to canvassing will be liable for rejection.
33. Tenders which do not fulfill all or any of the above conditions or are incomplete in any respect, are liable for summary rejection.
34. The work will be commenced and completed as per the time schedule mentioned. In the event of delay in commencing the subject work, as stipulated in the work order, the work order issued to the party will be cancelled and Security Deposit will be forfeited.
35. If tenderer fails to complete the work, DCI reserves the right to execute the work from the other sources at the risk and cost of the tenderer and Security Deposit submitted will be forfeited.
36. The tenderer shall make their own arrangements for the transportation of all materials. The same shall be kept under their safe custody till they are utilized on the work and DCI will not be held responsible for any loss etc.

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37. The tenderer shall take all precautionary measures not to cause damage to the existing equipment/installations, etc. If any damages are caused they would be made good as directed by authorized representative of DCI
38. The tenderer shall see that no disturbance/obstruction is caused to the normal working of DCI and its employees.
39. Post- tender negotiations are banned, except in the case of negotiations with L-1 (i.e. lowest tenderer).
40. In case the tenderer fails to execute and complete the works within the stipulated period, liquidated damages @ 1% per week or part thereof up to a maximum of 10% of the contract value for delay in the completion of work will be levied.
41. The tenderer is responsible for taking all precautionary measures for the safety of the lives of all workmen working under them. The responsibility arising due to any mishap during the execution of work and the payment of any compensation etc., thereof lies entirely on the part of the tenderer.
42. The Security Deposit Performance Guarantee will be submitted before the award of the work. The Security Deposit amount will be returned only after completion of the contract.
43. The Tenderer will study all conditions of contract, site conditions, local conditions and regulations, rules with regard to labour, materials etc., which has a bearing on their bid and the rates quoted will be deemed to cover all such requirements and contingencies

SIGNATURE OF THE TENDERER WITH SEAL

SECTION-III

TECHNICAL CONDITIONS FOR SECURITY SERVICES

1. This service contract shall be for a period of Two year extendable for another one year on the same rates, terms and conditions.
2. In the event of the tenderer, committing any breach of any of the terms and conditions of this contract or if the services provided by the tenderer are considered to be unsatisfactory by the Corporation or for any other reason, considered by the Corporation as insufficient, the Corporation is entitled to terminate this contract, by giving one month's notice in writing and the tenderer shall not claim any compensation for such termination. The decision of the Corporation regarding the termination shall be final and binding on the contractor. In case of non-compliance of any statutory payments to the security personnel such as PF, ESI, EDLI, PF Admn. Charges, Minimum Wages, Bonus etc., during the period of contract, the service contract shall be liable to be terminated forthwith, without assigning any reasons. Similarly, the tenderer may also terminate this contract by giving 3 months notice in writing to the Corporation.
3. Extension of the service contract beyond TWO year shall be considered, at the discretion of the Corporation, for one more year, subject to submission of application before the expiry of the existing contract and satisfactory performance and fulfillment of the terms and conditions and the same shall be communicated, in writing, by the Corporation. In the event of extension of the Contract, the tenderer will provide the services, as per same rates, terms and conditions.

4. PAYMENT TERMS

- i. The Corporation will pay the rates as indicated in Price Bid (Bill of Quantities) taking into account the number of Security Guards deployed in a month, on submission of the bills by the contractor. Monthly running account bills are to be submitted before 7th day of the month, covering the period of service rendered for the preceding month. Bills shall be prepared strictly as per the agreed rates. The Corporation arranges to make payments against the bill, within a period of Fifteen days, unless delayed for reasons beyond the control of the Management.
- ii. No escalation claims for damages, claim for compensation etc., shall be allowed for any reasons or any ground whatsoever, save that, if minimum wages and other statues are revised by the appropriate government, during the currency of the contract, the differential amount will be allowed in case of non-compliance of requisite procedure, the bill is liable to be rejected.
- iii. The Corporation is under no obligation to make payments directly to the Security Guards and the payments shall be made only to the contractor
- iv. No interest is payable on the payments to be made by the Corporation to the Contractor.

SIGNATURE OF THE TENDERER WITH SEAL

5. The tenderer shall comply with the following:
- i) Minimum wages as fixed by the appropriate Government and as revised or enhanced from time to time, shall be paid to the various categories of workers engaged by the contractor.
 - ii) PF, ESI, Bonus as per the relevant statutes respectively, should be computed on the entire basic wage for the month or part thereof, for which period the worker was deployed. These amounts shall be paid appropriately to the personnel employed or to the authorities as the case may be concerned by the Contractor. In the event of the failure to pay the amounts or submission of proof of PF Code number etc., issued by the local RPF, an amount equal to 25.61% of the wage bill, shall be recovered by the Corporation towards the PF contributions of both the employee's and employer's contributions and administrative charges and remitted to the appropriate authorities.
 - iii) The short fall amounts on the above accounts, if any, shall be made good from the Security Deposit/Performance Guarantee.
 - iv) The tenderer should ensure for paid weekly offs and the Corporation shall not be liable for the payments towards weekly offs, or overtime, if any, paid to the worker.
 - v) Leave rotation to the personnel employed for the subject contract services has to be provided by the tenderer.
 - vi) The tenderer shall be responsible for Fidelity Insurance, Workmen's Compensation etc., as per the relevant statutes in respect of the personnel deployed, or other personnel utilized for injuries/death etc.
 - vii) The tenderer shall maintain scrupulously all the relevant records, registers, etc., and shall also liable to produce such records as and when required by the Corporation/PF Commissioner/Labour Commissioner/ESI Authorities or any other appropriate authority.
 - viii) The wages etc., shall be paid by the tenderer to the Security personnel directly without the intervention of any middlemen, Jamadarsor or Thakedars and that, the tenderer shall ensure that no amount by way of commission or otherwise is deducted or recovered by the Jamadarsor etc., from the wages of the security personnel
 - ix) The wages shall be paid by the contractor to the security personnel posted at DCI premises and at Stock Godown in their respective individual Bank Account and no hand payment shall be made. Proof of having monthly wages and other components paid should submit in duplicate along with Bank account remittances/acquittance to the Corporation for monthly reimbursement of their bills.

SIGNATURE OF THE TENDERER WITH SEAL

6. The Security Guards (Semi-skilled and un-skilled) deployed for carrying out the service contract shall be on the rolls of the tenderer only. They shall not be on the rolls of DCI and the Corporation shall not be responsible for their leave, medical benefits, etc., by virtue of the service contract. The personnel deployed for security services shall also not have any claim/right whatsoever for employment in DCI and these facts have to be clearly appraised by the tenderer to all the security personnel deployed by them
7. The tenderer shall ensure that no security personnel provided by them are a member of the Trade Union of the Employees of the Corporation or take any interest in Trade Union activities of the employees of the Corporation.
8. The tenderer shall arrange to obtain/collect Annual PF slips in respect of the security personnel from PF Authorities and distribute/handover the same to the concerned security personnel under acknowledgement and copies of the same shall be submitted to the Corporation for record.
9. The tenderer shall file the requisite Annual PF Returns/Reports to the concerned PF Authorities and a copy of such Annual Return/Report should be endorsed to the Corporation for record.
10. The deployment of security personnel shall be as under:

S. No.	EX-SERVICEMEN SECURITY SUPERVISORS	EX-SERVICEMEN SECURITY GUARDS	TOTAL REQUIREMENT OF EX.SERVICEMEN GUARDS
1.	0	03	03

11. As per DGR guidelines dt:09.07.2012, the Tenderer shall submit CPG (Contract performance guarantee) or bank guarantee up to a maximum limit not exceeding 10% of one month's wage bill. The SD may be submitted by way of RTGS/NEFT Order drawn in favour of Dredging Corporation of India Limited, Chennai or by way of Bank Guarantee valid for a **period of 28 months**, before placing the work order.
12. The tenderer shall only engage the Ex-Servicemen Security Personnel below the age of 58 years.
13. The tenderer shall give an undertaking that they have not made any payment or illegal gratification to any person/authority connected with the bid process so as to influence the bid process and have not committed any offence under the Prevention of Corruption Act in connection with the bid. **(As per Annexure)**
14. The tenderers shall disclose any payments made or proposed to be made to any intermediaries (agents, etc.) in connection with the bid. **(As per Annexure)**

SIGNATURE OF THE TENDERER WITH SEAL

SECTION- V
TECHNICAL BID

1.	Name of the Party	
2.	Address & Phone No.	
3.	Contact Person	
4.	DGR Registration No. (Attach Documentary proof)	
5.	Labour Registration No. (Attach Documentary Proof)	
6.	PF Code No. (Attach Documentary Proof)	
7.	ESI Code No. (Attach Documentary proof)	
8.	FINANCIAL TURNOVER (Attach Documentary Proof P&L Accounts statement duly signed by Chartered Accountant/ Service Tax	
9.	Certificate of registration issued by Central Excise Authorities for Service Tax	
10.	Details of security jobs carried out during last 3 years including value of each job. (Attach Documentary Proof)	
11.	Please furnish an undertaking that the "Price Bid Cover" does not contain any counter conditions	
12.	Whether Annexure-I, II of Genl. & Spl. Conditions & Tech. Specifications of the tender signed by the tenderer	
13.	e. Bank Account No.	

Place:

Date:

SIGNATURE OF THE TENDERER WITH SEAL

SECTION-VI

PRICE BID

(BILL OF QUANTITIES)

<p><u>SERVICE CHARGES</u></p> <p>To be quoted by the Tenderer for the services rendered for providing Security Services as sponsored by DGR in PERCENTAGE</p>	
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NOTE:

1. The total No. of Security Guards to be engaged at present is as follows:

(a) Security Guards - Ex. Servicemen ... 03 Nos.

2. Income Tax/other statutory deductions from the bills as per the rates Applicable from time to time will be deducted.

SIGNATURE OF THE TENDERER WITH SEAL

THE DEPLOYMENT OF SECURITY PERSONNEL

S.No.	Location	No. of Security Guards
1.	DCI Office & Godown premises round the clock each one Guard in a shift	3
	Total	3

SIGNATURE OF THE TENDERER WITH SEAL

PROFORMA

Dated:

To,
M/s. Dredging Corpn. of India Ltd.,
Dredge House, Port Area,
Visakhapatnam,-530001

Dear Sir,

Sub:- Providing Security Services at DCI Office/Other Offices at Chennai – Reg.

-:oOo:-

With reference to your Tender No. DCI/MNO/ADMN/SECURITY/T- 01/2018-19/ dated 06-11-2018 and as per Clause No.13 & 14 of Section-III - Technical Conditions of the Contract, we hereby certify that we have not made any payment or illegal gratification to any person/authority connected with the bid process so as to influence the bid process and have not committed any offence under the Prevention of Corruption Act in connection with the bid.

Thanking you,

Yours faithfully,

ANNEXURE-II

PROFORMA

Date:

To,
M/s. Dredging Corpn. of India Ltd.,
Dredge House, Port Area,
Visakhapatnam,-530001

Dear Sir,

Sub: Providing Security Services at DCI Office/Other Offices at Chennai – Reg.

With reference to your Tender No. DCI/MNO/ADMN/SECURITY/T-01/2018-19/ dated 06-11-2018. we hereby certify that, we are not related to any Officer of Dredging Corporation of India Ltd., or any Officer of the rank of the Asst. Secretary or above in the Ministry of Shipping, Government of India and also certify that we do not have any relatives employed in the Dredging Corporation of India Ltd.

Thanking you,

Yours faithfully,

SECTION-IV

WAGE STRUCTURE OF SECURITY PERSONNEL AS PER DGR(subject to revision of Minimum Wages by DGR, New Delhi)

Sl. No.	Particulars	Percentage(This is to be read in conjunction with latest rules/acts/regulations and policies promulgated by Competent Govt. Authority	Ex-Servicemen Security guards without arms in INR.	Remarks
(a)	Basic Wages (BW) plus Variable Dearness Allowance (VDA)		17,498.00	
(b)	Employees State Insurance (ESI)	4.75% of Basic plus VDA		
(c)	Employees Provident Fund (E.P.F)	12% of Basic plus VDA		
(d)	Employees Deposit linked Insurance (EDLI)	0.5% of Basic plus VDA		
(e)	Administrative Charges	0.65% of Basic plus VDA		
(f)	House Rent Allowance (HRA)	24% of Basic plus VDA or Rs.5400/- (Whichever is less)		
(g)	ESI/Medical allowances on HRA	4.75% of HRA		
(h)	Bonus	8.33% p.m.(Basic +VDA)		
(i)	Uniform Outfit Allowance	5% of Basic plus VDA		
(j)	Uniform Washing Allowance	3% of Basic plus VDA		
(k)	TOTAL	Sum of (a) to (j)		
(l)	Relieving Charges	1/6 th of total of serial (k) ^{***}		
(m)	Total Cost per Head	Sum of (k) to (l)		
(n)	Service Charge	Max. of 14%		
(o)	Sum total	Sum of (m) and (n)		
(p)	GST	As per GST ACT Taxes As Applicable		Or as notified from time to time
(q)	Final Total	Sum of (o) and (p)		

SIGNATURE OF THE TENDERER WITH SEAL