

**THE FERTILIZER CORPORATION OF INDIA LIMITED  
SINDRI UNIT, SINDRI  
(A GOVERNMENT OF INDIA UNDERTAKING)**

**Regd. Office :**  
**7, Institutional Area,**  
**SCOPE Complex, Core – III,**  
**Lodi Road, New Delhi – 100 003.**



**P.O.: Sindri**  
**Dist.: Dhanbad**  
**Jharkhand – 828 122.**

**TENDER DOCUMENT**  
**(Not Transferable)**

[TO BE SUBMITTED ALONGWITH TENDER DULY SIGNED ON EACH AND EVERY PAGE  
IN TOKEN OF ACCEPTANCE OF CONDITIONS MENTIONED IN THIS DOCUMENT.]

Ref: FCIS/SECURITY/2024

Date: 09.01.2024

NAME OF WORK : ROUND THE CLOCK SECURITY OF PDIL  
CAMPUS AT SINDRI

WORK/JOB LOCATION : PDIL CAMPUS AT SINDRI

TENDER FEE : Rs.1500/-

EARNEST MONEY : Rs.86,925/-

LAST DATE OF SALE OF  
TENDER DOCUMENT : 31.01.2024 up to 4:00 PM

LAST DATE/TIME FOR  
TENDER SUBMISSION : 01.02.2024 up to 3:00 PM

DATE AND TIME OF OPENING  
OF COMMERCIAL BID : 01.02.2024 at 4:00 PM

PLACE OF RECEIPT OF TENDER : Office of the In-charge  
F.C.I.L Sindri Unit, Sindri.

**(V.K. Choudhary)**  
**In-charge**  
**FCI Ltd., SINDRI UNIT**

ISSUED TO:  
M/S. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To  
 The Incharge Unit  
 Fertilizer Corporation of India Ltd.  
 Sindri Unit  
 Dhanbad. Pin No.828122

**Sub: Notice Inviting Tender No.... dated .....**

Sir,

I/we hereby submit my/our tender for executing job against the above NIT in the prescribed Performa.

I. /we certify that the quoted rates will remain valid for a period of one year from the commencement of the contract and in no case I/we demand any increase in Service Charge on any ground whatsoever. The terms & conditions as detailed in the tender paper are unconditionally acceptable to me/us. Demand Draft /Bankers cheque issued by State Bank of India Sindri in favors of The FCIL, Sindri Unit payable at SBI Sindri only/ voucher No and date against cash deposit with Consultant Gr.II (Fin.), FCIL, Sindri Unit No ..... dt. .... towards Tender fee and Earnest Money is kept in the envelope 'A' super-scribed as COMMERCIAL BID alongwith the tender document duly signed on each page with seal as a token of acceptance of the terms & conditions.

ONLY PRICE BID is kept in ENVELOP 'B' Super scribed as PRICE BID. Both envelopes 'A' and 'B' are kept and sealed in a big envelop superscribed as NIT No., date and job Description with BIDDER'S NAME AND ADDRESS.

I/we understood that tender opening committee would open the COMMERCIAL BID first. Only after techno-commercial bid is found in order, the PRICE BID will be opened on a suitable date and time. Such date will be displayed on the Notice Board of FCI Ltd. Sindri Unit and communicated to the bidders through E-Mails or over telephone.

Yours faithfully

Date

Seal

Signature of the Tenderer  
 Name:  
 Position:  
 Address:  
 Mob. No.  
 E-mail ID.

**ENCLOSURES (TO BE SUBMITTED)**

1. DD/Banker's cheque /Cash deposit Vr. No.....Dt..... for Rs.....  
 In favour of FCI Ltd. Sindri Unit
2. Solvency certificate of an amount not less than Rs. 25.0 Lakhs, issued by a nationalized commercial bank within the last six months.
3. EPF Registration No.
4. GST Registration Certificate.
5. Service Tax Return for last three years
6. Income Tax Returns for three years.
7. Copy to PAN Card.
8. Experience certificate conforming eligibility criteria for filling tender.
9. PSARA Registration

## **1.0 ELIGIBILITY CRITERIA FOR BIDDERS**

1.01 The Bidder should be an experienced and Licensed Security Agency/Contractor / firm/ company under contract Labour (Regulation and Abolition) Act, 1970 for providing Security Services at FCI Ltd, PDIL Campus, Sindri Unit, Sindri on contract basis.

1.02 The bidder should have successfully carried at least three similar works of 40% value or two similar works of 50% value or one similar work of 80% value of our annual estimated value of the job which is Rs.1.52 Crore in any organization/establishment of Govt. /Semi Govt./PSUs/ Autonomous Bodies/Organization of Repute.

1.03. The bidder should have a valid license number to engage in the business of Private Security Agency in the Distract of Dhanbad of Jharkhand State issued by PSARA

1.04. The bidder Company must be registered with statutory bodies, viz., EPF, ESI, GST, etc.

### **REFERS TO NOTE SPECIFICALLY:**

- i. Submission of the Tender by the Tenderer implies that he has read and accepted the instructions, terms & conditions for the contract, etc., and made himself aware of the particulars of the works/jobs to be done, site conditions and other factors having bearing on execution of the work.
- ii. If the tenderer deliberately gives wrong information in his Tender to create circumstances for acceptance of his Tender, the FCIL reserves the right to reject such Tender at any stage.
- iii. Tender Documents are not transferable.
- iv. Not more than one Tender for the work shall be submitted by one Security Agency.
- v. All documents of the tender submitted shall bear full signature with date & seal of the Tenderer at the foot of every page on right hand corner.
- vi. Telegraphic/Telex/Fax offers shall not be entertained.
- vii. The tender should be written legibly and free from errors, over-writing & corrections. Any correction(s) wherever unavoidable, shall be made by crossing out and re-writing with dated signature.
- viii. Conditional tenders are liable to be rejected.
- ix. The price Bid quoting “Nil” or “Zero” or its derivatives as Service Charge will be rejected summarily”. Minimum of Service Charge should not be less than 3.85%.**
- x. In case service charges quoted by two or more agencies are same, L-1 will be decided by considering the highest amount of valid works executed by the bidders, which is submitted by the Bidder in a separate sheet.**
- xi. Service Charge quoted by the bidder shall be calculated at the time of Work Order and fixed amount would be paid for the entire period of contract, irrespective of the fact that the rates of wages are revised by the Central Government vide gazette notification.**

## **2.00 SCOPE OF WORK**

2.01 The contract is required to provide ‘Round The Clock Security Service in PDIL Campus, Township, etc., located at FCIL, Sindri, Dist. Dhanbad, Jharkhand on contractual basis as per requirement.

## **2.02 Tentative Requirement of Security Personnel**

The total requirement is 39 unarmed Security Guards on 365 days in a year.

Apart from the above, the strength can be increased or decreased as per the requirement.

## **2.03 Basic Service Requirements**

The Security Agency shall, in particular, render the following services and shall make all arrangements incidental thereto towards undertaking the primary responsibilities:

- a) The Agency will take all measures deemed to be necessary for the protection of the premises moveable and immovable property.
- b) The Agency will take all measures deemed to be necessary to check theft, pilferage, robbery, unauthorized use or trespassing of company's properties in PDIL campus at Sindri.
- c) Ensuring thorough checking and introducing gate pass systems and records of incoming and outgoing visitors, goods/materials, office equipments, plants properties and machineries etc.
- d) Maintaining records of entry and exit of contractual employees and vehicles of visitors.
- e) Security personnel will allow entry of visitors inside the campus with visitors pass only to ensure that no unauthorized person enters into the campus and creates nuisance or disturbance. While allowing entry, prior confirmation needs to be obtained from the officer concerned.
- f) Locking and opening of office rooms or any other room/premises as directed and switching on and off of premises lights, fans, air conditions, heaters etc.
- g) Keeping vigilance inside the campus and in the township.
- h) Lodging complaints with the Police Authorities and following up the cases with them in respect to any untoward occurrences in the PDIL campus with prior consent of FCIL, Sindri Unit Authorities
- i) Attending telephone calls, receiving courier/Dak related to PDIL Campus.
- j) The whole activities of the security will be supervised by the Security Officer including co-ordination, reporting and getting instructions from the concerned official of FCIL Sindri on routine basis.
- k) Hoisting/displaying of National flag in the campus daily in the morning and bringing down the same in the evening, before sunset.
- l) Advising FCIL Sindri authorities regarding any issue related to safety and security of the premises.
- m) The security personnel will work in shifts to ensure round the clock availability in posts. However, labour rules related to weekly off, holidays, leaves etc must be followed by the agency and sufficient manpower must be kept on roll to take care of these rules.
- n) It will be the responsibility of the Security Agency to provide mess arrangement for their personnel living in the barrack. FCIL Management will provide such Barracks with free water, Sanitation and light. Tools and tackles, such as, lathi, torch, mobile and other incidental needs of the security personnel are to be met by the agency.
- o) Agency will provide two sets of uniforms including shoes and Jackets to the security personnel in one year. Such cost will be met by the Agency through the service charge quoted by them. Such expenditures must be considered by the bidder while quoting the tender.
- p) The Security Officer will be required to submit daily reports on vital event/observations/incident to FCIL authorities assigned to get such reports.
- q) Agency has to issue photo Identity cards bearing the photographs and other details of identity. Uniform depicting the logo/ monogram of the security services are to be issued to all security personnel within seven days of deployment in the campus.

#### **2.04. Eligibility Criteria of Security Personnel**

- a) Security Personnel shall be of sound health, mentally alert and physically fit. They should not have any criminal record/background. Bio-data of all such personnel should be forwarded to FCIL Management for scrutiny and approval before their deployment.
- b) The Security Agency will be bound to replace forthwith the personnel deployed, if any of them is consented unsuitable by the management and the decision of FCIL Management shall be final and binding to the security agency without any questioning.
- c) The Security officer and Supervisors must be capable of maintaining records, preparing and submitting daily reports on vital events/ observation/ incidents related to safety and security of the campus.

#### **3.0 WAGE & BENEFITS TO THE CONTRACT WORKMEN**

Manpower provided shall not be paid less than the rate prescribed vide Central Government Notification No.1/8(1)/2023-LS-II dated 26.09.2023 (Table given below) and amendments made from time to time under The Minimum Wages Act, 1948.

##### **Rate of Minimum Wages**

<b>Particulars</b>	<b>%age of Allowances</b>	<b>Rate per day (Unskilled) (Rs.)</b>
Basic + VDA	-	832.00
P.F. (subject to a ceiling of Basic pay plus DA of Rs.15000/-)	<b>12</b>	69.23
E.S.I. (subject to a ceiling of Rs.21,000/-)	<b>3.25</b>	0.00
Min. Bonus (subject to a ceiling of Basic Pay plus D.A. of Rs.21,000/-)	<b>8.33</b>	0.00
EDLI (subject to a ceiling of Rs.15,000/-)	<b>0.5</b>	2.88
Admn. Charges (subject to a ceiling of Rs.15,000/-)	<b>0.5</b>	2.88
<b>Total per man day</b>		<b>906.99</b>
Total expenditure per day for 39 persons		35,372.61
Total expenditure for 39 persons for 365 days		1,29,11,002.65
GST @ 18%		23,23,980.48
Total expenditure inclusive of GST		1,52,34,983.13, <b>say 1,52,34,983</b>
<b>Service charge (not less than 3.85% of tender value) of Security Agency (Fixed amount throughout the contract period)</b>		

3.02 **Group Insurance** : Group Insurance Policy is to be taken by the contractor covering security personnel for sailable amount. This amount will be reimbursed by FCI Ltd., Sindri Unit, Sindri, on production of relevant document.

#### **4.00 TENURE OF THE CONTRACT:**

The Contract will be placed for a period of one year. On satisfactory performance of the Agency the contract may be extended for another one year with same rates, terms & conditions.

#### **5.00 EXECUTION OF THE CONTRACT**

5.01 The Contract envisages deployment of 39 Security personnel on all the 365 days of the year. Since weekly offs and leaves/ holidays are to be provided as per the labour laws, suitable numbers of relieving staff are also to be kept on bench.

5.02 The contract envisages deployment of unarmed security guards apart from security officer and supervisors. The number of security personnel may be reviewed and may be increased or curtailed as per requirement.

5.03 Agency shall have to chalk out detailed security arrangement in consultation with the representative of FCIL, Sindri Management.

5.04 Job is not divisible. In case more than one bidder quote the same rate, work order will be placed to those, who have got the maximum turn- over during the last three years.

5.05 No portion of the Contract shall be sublet without proper approval of FCIL Management.

#### **6.00 QUOTATION**

6.01 The bidder has to quote percentage of Service Charge above the scheduled rate of security guards considering the fact that the minimum wage recommended by the appropriate government authority must be protected. Service charges quoted must not be less than 3.85% of the scheduled rate. The contractor has to quote his rates in the 'Rate Schedule' format attached with this NIT. Present minimum wage recommended by the government is shown in this tender. Any escalation due to revision of minimum wages of workmen by the government authority will be met by FCIL, Sindri Unit through an amendment of work order value.

6.02 Service charge quoted by the bidder envisages profit to the agency and also expenditure towards perks & amenities to the workmen, tools & tackles, gadgets, over & above mentioned in the tender and any other expenses as a part of the execution of work.

6.03 Rates are to be quoted both in figures and words and shall be valid for a period for 3 months from the date of opening of techno commercial bid.

6.04 Overwriting, use of whitener etc. will not be accepted and the quotation may be cancelled in such cases. **For correction, matter should be neatly cut with an initial signature of the bidder.**

6.05 Bidders are not supposed to write any conditions for the contract. **Conditional tenders are liable to be rejected.**

6.06 Each and every page of the tender document must be signed with seal by the bidder as a token of acceptance of the terms and conditions laid in that page.

## **7.00 GENERAL TERMS & CONDITIONS**

### **7.01 Execution of the agreement:**

The successful bidder shall be required to execute an agreement on the format approved and supplied by FCIL, Sindri Unit on stamp paper of appropriate value.

### **7.02 EMD:**

- (i) Tenderers shall have to deposit requisite Earnest Money to the Consultant Gr.II (Fin), FCI Sindri. They shall submit either through Bank Draft/Banker's Cheque drawn on State Bank of India, Sindri Branch in favour of "FCI Ltd. Sindri Unit" and proof of the same is to be submitted in commercial bid.
- (ii) Co-operative Societies not registered for the tendered job/or not having the valid Registration Certificate shall also be required to submit proof of Earnest Money deposit.
- (iii) Earnest Money (EM) will not bear any interest and will be refunded to the unsuccessful tenderer after the tender is finally decided. Earnest Money receipt in token of the said deposit should accompany each tender without which tenders will be liable for rejection. Earnest Money shall offset the security deposit in case of the successful tenderer.
- (iv) Security Deposit @ 3% of the Contract Value shall be deposited by the successful bidder before starting the job. No interest shall be paid on the Security Deposit (SD). Earnest Money deposit of successful tenderer will be retained as Security Deposit.
- (v) EM & SD will bear no interest. However, FCIL Sindri reserves the right to forfeit both if tenderer fails or neglects to take up the job and do not fulfill the terms and conditions of the contract and do not execute the work satisfactorily.
- (vi) EM & SD shall be returned after satisfactory completion of job subject to
  - a) Satisfactory completion certificate obtained from concerned department/Area Head or his authorized nominee.
  - b) No demand certificate from all concerned sections.

### **7.03 Commencement of work:**

The contractor is required to commence the work w.e.f. 1.3.2024. In exceptional cases, the contractor may be required to take up the job on short notice also (even two hours). In the event of failure, a penalty @ 1% of the monthly value of contract per day shall be imposed for non commencement of work, subject to the condition that in no case it shall exceed 10% of total monthly value of the contract cost. Incharge unit shall have the power to condone the delay, reduce or remit the penalty so imposed to any extent, on the written application of the contractor, justifying such delay.

### **7.04 Payment of Bills**

Bills in quadruplicate on monthly basis will be submitted to the concerned department of the FCI. Ltd. Sindri Unit, Sindri with following enclosures:

- a) Labour payment certificate. Since payment to the security staff is to be made through the bank account of the individual, the bank statement must be enclosed showing the name of individuals explicitly.
- b) Certificate of GST deposited by the Agency.  
Without deposition of GST (for the billed month), Bill will not be processed.
- c) EPF Contribution deposit Challan.

A statement showing all the details related to such EPF deposit must be attached alongwith the bill. A copy of Form-3A and 6A submitted to Regional PF Commissioner is also to be submitted.

#### **7.05 PAYMENT OF WAGES, LEAVE/HOLIDAYS**

The Contractor has to protect in all cases the minimum wage to his Security personnel, as per the recommendations of Central Government, Department of Labour and Employment. If there is a revision of minimum wage by the Government; it will be the responsibility of the Agency to put it into the notice of FCIL Management along with the copy of Notifications and immediately implement the revised wage to its personnel. FCIL Management, after receiving such notice from the Security Agency may amend the work order value to take care of such wage revision. .

- a) The contractor shall have to pay wages to its security staff not less than the scheduled minimum wages prescribed under the provision of the minimum wage Act: 1948 and contract labour (R& A) Act 1970 and rules made therein from time to time. No wage period shall exceed one month and payment has to be made latest by 7<sup>th</sup> day of every month positively irrespective of his submission of bills to the FCIL, Sindri Unit Sindri
- b) All payments to the workmen are to be made through account transfer only. Relevant certificate for such account transfers must be enclosed with the bill as a proof of deposit.
- c) The contractor shall have to provide Bonus, Leave and holiday to their workmen as provided in the Acts and adopted by the FCIL, Sindri Unit for contract workmen working in the premises. The contractor will notify list of such holidays applicable to the workmen during the contract period and submits a copy to the concerned deptt.
- d) The contractor shall have to deduct P.F. Contribution at the rate applicable, together with the matching amount from contractor side and this amount is to be deposited to the account of the workmen in a suitable fund of EPF organization. It is relevant to point out here that the contractor must have relevant registration with EPF organization.
- e) The contract shall have to issue employment card to each of his employee engaged for the contract in the prescribed format on assumption of contract indicating tenure of contract and will issue service card to the workman on termination of the contract.
- f) Payment slip must be issued every month to the workmen showing all details of attendance, leave, payment etc.
- g) The contractor has to issue attendance card as per the provisions of Contract Labour (R&A) Act to each of his employee incorporating therein that his services are liable for termination without assigning any reason, if the workman is engaged specifically for this contract.
- h) The contractor has to abide by all the relevant labour laws and will maintain all statutory documents related to the job
- i) The contractor will return all the gate passes issued to his workmen after completion of the job. Final Bill of the contractor will not be released unless such gate passes are not returned.

#### **7.06 TAX/GST/ANY OTHER TAX/TDC**

GST or any other tax (except income tax), payment of which is the liability of the principal employer, as applicable shall be reimbursed to the contractor on production of appropriate document along with the monthly bill. Since, it will be a reimbursement; it must be deposited prior to submission of bill to FCIL, Sindri Unit, Sindri for processing payment.

Income Tax shall be deducted from the bills of the contractor at source at the rates as applicable from time to time, in accordance with the instructions/ rules applicable in this regard. Income Tax at



applicable rate will be deducted from the total sum paid against the monthly bill of the contractor including all reimbursements, such as, EPF, GST, etc.

#### **7.07 LIABILITY OF THE CONTRACTOR TO INDEMNITY**

The contractor shall keep FCIL, Sindri Unit, Sindri indemnified against any loss caused to the FCIL's property by way of theft, mishandling or otherwise and the claims whatsoever in respect of the employees deployed by the contractor. Contractor shall be responsible for payment of any loss caused to the property of FCIL, Sindri Unit. In case any employee of the contractor enters into a dispute of any nature, whatsoever, it will be the sole responsibility of the contractor to contest the same. In case FCIL Sindri Unit is also made a party, the cost, if any or the actual expenses incurred towards counsel fee and other expenses shall be paid to the FCIL, Sindri Unit by the contractor in advance or on demand.

#### **7.08 DEFFICIENCY IN SERVICE/ DISOBEDIENCE BY STAFF/ INDEMNIFICATION**

In case of any deficiency in service of disobedience by the staff so deployed by the Contractor, the In-charge or head (security) shall be at liberty to impose a penalty as may be deemed fit up to Rs.500/- for each such lapse after giving an opportunity of being heard in person. The decision of the In-charge Unit FCIL, Sindri Unit shall be final and binding on the Contractor. Incharge unit shall have the right to adjust, readjust, or deduct any of the amounts as aforesaid from the payment to be made to the Contractor under this Contract or out of the Security deposit of the Contractor.

All Security posts must be manned as per the schedule. Any absenteeism of manpower with respect to said agreement/ scope of work shall be fined by Rs.300/- per man day, per shift. The penalty amount will be deducted from the Contractor's bill.

Further, the Contractor shall keep FCI Ltd. Sindri Unit indemnified against all claims whatsoever in respect of the Security Personnel deployed in the Campus. Any dispute in this regard will be settled by the contractor and in no case FCIL, Sindri unit will be involved in such disputes in any manner.

#### **8.00 SOLVENCY CERTIFICATE**

The bidder has to submit a solvency certificate of an amount not less than Rs.25.0 Lakhs issued by a nationalized commercial bank within the last six months.

#### **9.00 TERMINATION OF CONTRACT**

The FCIL, Sindri Unit reserves the right to amend/reduce modify or terminate the contract at any time without assigning any reason thereof at its sole discretion and no claim whatsoever shall be entertained from the contractor on this account. Such amendment/ modification/ termination etc. can be done with one months notice period.

#### **10.00 ACCEPTANCE/REJECTION OF TENDERS**

The acceptance of tender will rest with the FCIL, Sindri unit who do not bind themselves to accept the lowest or any other tender and reserves to themselves the right to reject in part or full, any or all the tenders received or split the entire job amount into two or more tenders without assigning any reason thereof and shall bear no liability whatsoever, consequent upon such a decision.

Late or incomplete tender are liable to be rejected. Change in the tendered rates, if any, should be limited to two decimal digits only

### **11.0 SETTLEMENT OF DISPUTE**

Amicable efforts shall be made to settle disputes/ claim, if any by direct negotiations with In-charge, Sindri Unit and in case the same is not acceptable, it shall be referred to the Advisor, FCIL, Central Office, NOIDA. The decision of the Incharge Unit will be final and binding in all matters to the parties pertaining to execution of this contract.

### **12.0 JURISDICTION OF COURT**

The Contract shall be deemed to have been entered into at Sindri and a course of action in relation to this contract will therefore, be deemed to have arisen within in relation to this contract will therefore, and be deemed to have arisen within the Jurisdiction of Dhanbad Court in the district of Dhanbad in Jharkhand State.

### **13.0 General:**

13.1 Other terms & conditions of the General directions and conditions of contract in the FCIL, Sindri Unit will also be applicable to this contract.

13.2 The contractor is required to furnish bank account with local banker as well as permanent and local address in the document.

13.3 Tender shall be submitted in two envelopes duly sealed. Both Envelopes shall be put in one envelope and sealed NIT No. and job titles shall be superscribed on all three envelopes. Envelop-I marked as ENVELOPE 'A' Commercial Bid shall contain following documents.

- i. Tender document (other than format of rate schedule) duly signed on each page by the tenderer in token of acceptance of the terms and conditions included in the document.
- ii. Valid certificate of registration under Shop & Establishment Act, Co-operative Act as applicable.
- iii. Photo copy of Income Tax permanent Account No.
- iv. Proof of earnest money deposit/bankers cheque cash deposit Vr. of Consultant Gr.II (Fin.) FCIL Sindri Unit Sindri towards earnest money.
- v. Proof of registration with E.P.F organization in accordance with E.P.F. Act 1952
- vi. Solvency certificate of an amount of minimum value Rs.25.0 Lakhs issued by a nationalized commercial bank within the last six months.
- vii. Proof of registration with GST Deptt. /GST Regn. No.
- viii. Proof of registration with PSARA to do the business in the District of Dhanbad of Jharkhand State.

13.4 Tender that does not fulfill the prescribed conditions as given in the Tender document is liable to be rejected.

13.5 The job is clearly spelt out in paragraph 2.00 & 3.00 above. However, the intending tenderers in their own interest are advised to visit the site and get acquainted with the modus operandi of the contract and actual nature/volume of work before participation in the tender, so that the job is performed as per specifications without any day to day interference by the FCIL, Sindri Unit. They may contact the concerned department/area head or his authorized nominee on any working day during

General shift hours, if they so desire. Any claim put forward about the contract due to ignorance in this account shall not be admitted.

**(V.K. Choudhary)**  
**In-charge Unit**  
**The Fertilizer Corporation of Limited**  
**Sindri Unit Sindri**

**RATE SCHEDULE**  
**(TO BE FILLED IN BY THE BIDDER. )**  
**(FOR ENVELOP- II, PRICE BID)**

NIT No. FCIS/SECURITY/2024

Date.....

**Job: Round the Clock Security at PDIL Campus FCIL Sindri**

**FORMAT FOR RATE SCHEDULE**

I/ We have carefully read all the provisions/terms & conditions of the above NIT/Tender Document and are satisfied. I/we do hereby tender to execute the under mentioned job as per specifications embodied in the NIT/ Tender Document at the rates quoted below:

Details of Manpower	Scheduled rate as indicated in the NIT at 3.01 per man day	Service charge above the scheduled rate in % figures & word
Un-armed Security Guard per man day	906.99	_____ % (Rupees_____)

The rate quoted shall be “Net” inclusive of GST and other taxes, if any.

Should the tender be accepted I/we agree to abide by and fulfill the conditions as per the specifications (Attached) which has been read by me/us and explained to me/us so far as applicable and in default and thereof agree to pay to the FCI Ltd. Sindri compensation/ penalty as laid down in the Tender Document without any prejudice to any other rights.

Signed and sealed tender submitted in token of acceptance of all terms and conditions of NIT/Tender Document.

Earnest Money Receipt

Signature of Tenderer.....

Bank Draft Details:

Full Name .....

No: .....

Address – 1. Local-  
2. Permanent

Drawn on

Bankers Name, Address &amp; Account No.

Mobile No.

## NIT NO. FCIL/SINDRI/GM/2024-25

**IMPORTANT CHECK LIST**

The tenderer submitting bids should attach self-certified scanned **copy** of following documents:-

S. No	Eligibility Criteria	Following documents required to submit with Technical bid	Submitted	Not Submitted
			Please Tick appropriate column whether submitted or not	
01	Cost of Tender Fee	DD in original should reach before opening of technical bid		
02	EMD Amount	DD in original should reach before opening of technical bid		
03	Integrity Pact	Send with DD of EMD		
04	PAN No.	Attach proof		
05	GST No.	Attach proof		
06	EPF Registration no.	Attach proof		
07	ESI Registration no.	Attach proof		
08	Sealed and Signed Tender Acceptance Letter	On their letter head to be submitted		
09	Affidavit stating that the service provider has not defaulted in payment of EPS/ESI/GST/Income Tax and all statutory dues.	Affidavit to be submitted		
10	Registration Certificate of firm/Partnership firm/ Co-operative societies/individual	Attach proof		
11	Registration certificate under Contract Labour (R&A) Act,1970	Attach Certificate /affidavit		
12	Self-Certificate of not being blacklisted by any PSU / Central Government / any State Govt..	Attach Self Certificate in this regard .		
13	Income Tax Returns/Clearance certificate	Proof of ITRs/Clearance Certificate/ Signed Balance sheet		
14	Experience Certificates / Completion Certificates	Similar work experience proof		
15	Turnover Details	Proof in support of turnover		
16	Jobs in Hand	Any Proof regarding jobs in hand		
17	<b>PSARA REGISTRATION</b>	<b>Attach Registration Certificate</b>		

**IMPORTANT:-**

01- **Tenderer should ensure that all the above items are ticked before uploading the bid.**

02- Failing to submit any supporting/relevant documents of the above eligibility criteria of bid is liable for **REJECTION.**

**APPENDIX-I****Special Terms And Conditions For Supply Of Manpower**

1. The agency should be registered and bonafide Service Providers/Agencies/Parties having adequate experience and should have a **valid labour license** issued by the Controlling Authority (labour department) or an affidavit of the effect that if the firm is successful bidder in that case the firm will produce labour license to FCIL within a period of 21 days from the date of issue of the work order.
2. The Service Provider /Agency is required to provide required manpower per day at PDIL Campus FCIL Sindri or at any place at the discretion of the management given above for safety & security. Arrangements for necessary Reliever should be made by the Service Provider to ensure deployment of 10 manpower per day.
3. The Security Guards provided will be required to perform duties as assigned to them by the FCIL Management.
4. The firm/agency/company will have to submit labour license issued by Central regional labour commissioner within a period of 21 days from the issue of the work order.
5. Normal duty hours shall be 8 hours in general with one day weekly-off. However, outsourced labour shall have to work on holidays, if necessary based on demand of work.
6. Only competent persons are required to be engaged for carrying out the jobs. Any personnel engaged and subsequently not found to be suitable shall be replaced immediately. Any undue delay in providing/replacing the requisite manpower will be considered as breach of contract and will be dealt with accordingly. In case manpower is not provided/replaced within a period of two days, an amount of Rs.1,000/- per day per vacancy will be deducted from the amount payable to the Service Provider/ Agency.
7. The Contractor or his authorized representative would be present at the work site to supervise and control the personnel deployed by him to ensure that the job is carried out as per job specifications.
8. The FCIL, at its sole discretion, depending upon the workload may, at any point of time, extend or curtail the contract, or make changes in the requirement of jobs.
9. The Service Provider/Agency must be registered with the ESIC, Provident Fund and GST Departments and must be in possession of Permanent Account Number (PAN), TIN No. and Labour License. The documentary proof of registration should be attached.
10. The personnel thus engaged shall be the employees of the contractor exclusively and shall have no claim whatsoever for employment in the FCIL on the basis of this assignment.
11. All rules and regulations relating/pertaining to Labour Laws such as PF, Gratuity, Minimum Wages, Payment of Wages, Contract Labour, Bonus, etc. will be followed by the contractor.
12. GST will be reimbursed after submission of proof of deposition and the same appearing in GSTR-2A of the Company of respective month.
13. Statutory Deduction such as TDS etc. and other taxes as applicable will be deducted from each bill.
14. You have to make payment to the Security Guards engaged by you through their bank accounts directly and cash payment is prohibited. You should supply payment sheets containing bank a/c number, PF A/c No. and UAN No. every month to the finance department.
15. All the payment sheets along with attendance register copy and proof of PF payment has to be submitted to Finance Department every month duly verified by the In-charge, FCIL, PDIL Campus FCIL Sindri Division.

SIGNATURE OF TENDERER

16. The service provider /Agency shall maintain all statutory records under the applicable law. Service provider /Agency shall produce such records on demand, to the concerned authority of this office or any other authority under law.
17. Failure by the Service Provider /Agency to comply with any statutory requirement and terms of agreement during the period of contract shall result in termination of the contract and subsequent disqualification for participation in any future tender in the FCIL. The Security Deposit shall also be forfeited.
18. The Service Provider /Agency shall not assign, transfer, pledge, or sub-contract the performance of services without the prior written consent of the FCIL.
19. The personnel deployed by the contractor shall be paid at the rate specified by the FCIL in Table-2, which at any future date shall not be less than the rates notified under The Minimum Wages Act, 1948. In case of increase in minimum wages, the contractor shall submit the bill with increased minimum wages immediately with a copy of gazette notification. In case of delay, separate arrear bills shall be submitted. However, the margin of the contractor shall not be increased as it remains constant throughout the period of contract.
20. The Service Provider/Agency's personnel shall not claim any benefit/compensation/absorption/regularization of services with the FCIL under provisions of 'The Industrial Disputes Act, 1947' or The Contract Labour (Regulation and Abolition) Act, 1970. Undertaking from the personnel to this effect shall be required to be submitted by the Service Provider /Agency to the FCIL.
21. Such persons provided by the Service Provider /Agency shall be the employees of the Service Provider/ Agency and it shall be the duty of the Service Provider/ Agency to pay their salary of each month on or before 7<sup>th</sup> day of next month for the work executed by their Employees.
22. Contractor shall be capable to pay monthly wages up to one month from his own resources in case of delay in payment and submission of bills by the contracting firm/company/agency.
23. The contractor should ensure payment of minimum wages to his employees in reference to the Government of India Gazette and / or letter of competent authority of Ministry of Labour as revised from time to time and the contractor shall be solely responsible for this. The Contractor needs to quote the service charge to be claimed by contractor. **The lowest bidder is to be evaluated on the service charge.**
24. **Payments:-** E-Payment/Payments by crossed cheque will be made on monthly basis normally within 15 days of the submission of Bills in duplicate addressed to the Incharge, FCIL, PDIL Campus FCIL Sindri duly pre-receipted and duly verified by the In-charge.
  - I. Penalty will be leviable at the rate of Rs.1,000/- per day in case of non-payment of Salary and bonus by 7<sup>th</sup> day of each month.
25. Bills for payment should be sent directly to the In-charge, FCIL, PDIL Campus FCIL Sindri Division.
26. All bills should be verified and authenticated in all respects from your side as well from In-charge, FCIL, PDIL Campus FCIL Sindri by 15<sup>th</sup> day of each month.
27. In case of delay in submission of bills, a penalty of Rs.1000/- per day will be levied.
28. Payment of each month shall be released on submission of the following documents to FCIL for the preceding month:-
  - a) Self-Attested Monthly attendance sheet of Security Guards.
  - b) Self-Attested details of disbursement made to each personnel indicating the amount of remuneration paid, amount deducted on account of statutory deductions such as EPF including EDLI and ESI, etc.
  - c) Proof of payment of statutory obligations such as EPF including EDLI and ESI, etc. towards remittance of statutory dues with a certified list of contributors against the challan with description of employees' and employer's contribution and administrative charges.
  - d) Bonus @ 8.33% of basic salary shall have to be paid on monthly basis.
  - e) The contractors will have to provide Pay Slip to every labour/worker every month at the time of payment indicating PF A/c no. with PF deduction amount & amount of overtime as per Labour Laws & Factory Act. The firm will also submit one copy of Pay Slip of each labour every month to FCIL.
29. Bill for the subsequent month will be paid only after submission of certificate of disbursement of wages of previous month.

30. The FCIL also reserve the right to terminate the contract with a notice of 30 days to the Service Provider/Agency without assigning any reasons. The service provider/ agency may, if it desires so, terminate the contract by giving three (03) months notice.
31. If contractor fails to pay monthly wages of their labours for the respective month in the succeeding month, FCIL will pay the monthly wages to their labours on behalf of the contractor and also pay the statutory payments to respective departments and same will be adjusted against their bills.
32. Initially, the Service Provider /Agency shall be entrusted the contract for a period of one year.
33. The FCIL shall not be liable for any loss, damage, theft, burglary or robbery of any personal belonging, equipment or vehicles of the personnel of the Service Provider /Agency. Further, the FCIL shall also not be responsible for any mishap during the course of duty or any liability on that account.
34. In case of any loss, theft, sabotage, etc. caused by or attributable to any of the personnel deployed by the Service Provider /Agency, the FCIL shall have the right to claim damages from the Service Provider /Agency.
35. The bids must contain the information as required in the format prescribed. The bids which do not contain the information as desired and are not supported by necessary documents, will not be considered for evaluation.
36. The rates are to be quoted in the prescribed format in Indian Rupees only.
37. Tenders in any other form, including E-mail, will not be entertained
38. **The work will be awarded on L-1 (Lowest rate) Service charge basis. In case service charges quoted by two or more agencies are same, L-1 will be decided by considering the highest amount of valid works executed by the bidders which is submitted by the Bidders in a separate sheet.**
39. **Service Charge quoted by the bidders should not be less than 3.85%.**
40. The service charges quoted in the tender will be fixed and accepted by the FCIL for the entire period of the Contract including the extended period if any.
41. In case the minimum wages of the employees are increased by the CLC, the proportionate increase will be imparted in the work order but the service charges per head will remain the same as finalized at the time of tender.
42. The bids shall be valid for a period of not less than 90 days after the deadline for submission of bids.
43. The Contractor shall abide by the General Directions & Conditions of Contract (GDCC) and Labour Health Regulation which forms part of this NIT. The Contractor shall abide by all labour laws in vogue, like Contract Labour (Regulation & Abolition) Act, W.C. Act, etc.

SIGNATURE OF TENDERER