

UTKARSHA ALUMINIUM DHATU NIGAM Ltd
(A JV of NALCO&MIDHANI)
C/o. MIDHANI, PO: KANCHANBAGH, HYDERABAD- 500058. T.S

NOTICE INVITING TENDER

| | | |
|---|---|---|
| 1 | NAME OF WORK | PROVIDING (NON-DGR) SECURITY SERVICES WITHOUT ARMS AT UADNL PLANT SITE, IP, BV PALEM, NELLORE DISTRICT. |
| 2 | TENDER NO. | MDN/UADNL/HR/SECURITY/01/2023 Dt: 13.02.2023 |
| 3 | ESTIMATED MANPOWER | 6 Guards + 1 Supervisor per day |
| 4 | COMPLETION TIME | 12 Months. |
| 5 | PLACE OF SUBMISSION OF TENDER DOCUMENT | DGM (HR), Nellore Plant UADNL Office, C/o MIDHANI, P.O: KANCHANBAGH, HYDERABAD -500058. |
| 6 | LAST DATE FOR SUBMISSION OF DULY FILLED IN TENDER DOCUMENTS | 28.02.2023 , at 10.30 A.M |
| 7 | TENDER OPENING DATE AND TIME | <u>01.03.2023</u> , at 11.00 AM |

NOTE: The Tenderer shall sign and put seal on all the pages, after duly filling the tender document.

SUBMISSION OF TENDER DOCUMENT

**Utkarsha Aluminium Dhatu Nigam Ltd,PO: Kanchanbagh,Hyderabad.
Tender Document for
PROVIDING(NON-GDR) SECURITY SERVICES WITHOUT ARMS
AT UADNL PLANT SITE, IP BODDUVARI PALEM,NELLORE DIST.**

TWO PART BID

Part – I Technical cum Commercial Bid

Part – II Price Bid

Note: 1) Part – I: To be submitted in a separate sealed cover superscribing Technical cum Commercial Bid.

2) Part – II: To be submitted in a separate sealed cover super scribing Price Bid.

3) Part-I, Part-II covers should be put in another Envelope and super scribing the Tender enquiry No.,
Name of work, and Name & Address of the Tenderer.

PART-I
TECHNICAL-CUM-COMMERCIAL BID
(TO BE FURNISHED BY THE BIDDERS)

(A) GENERAL INFORMATION

| | | |
|-------|---|--|
| 1 | NAME OF THE WORK | PROVIDING (NON DGR) SECURITY SERVICES WITH OUT ARMS AT UADNL PLANT SITE, BV PALEM, NELLORE |
| 2 | COMPLETION PERIOD | 12 MONTHS |
| 3 | NAME OF THE BIDDER | |
| 4 | ADDRESS WITH Email ID & PHONE NO. | |
| | (A) OFFICE | |
| | E-MAIL ID: | |
| | PHONE NO. | |
| 5 | (a) SCOPE OF WORK | UNDERSTOOD/ NOT UNDERSTOOD |
| | (b) ACCEPT TO EXECUTE IN TOTAL | YES/ NO |
| 6 | AVERAGE ANNUAL FINANCIAL TURNOVER DURING THE LAST 3 YEARS, ENDING 31ST MARCH OF THE PREVIOUS YEAR | YES/NO |
| 7 (a) | WHETHER REGISTERD WITH DEPARTMENT OF LABOUR, GOVT. OF AP | YES/NO |
| (b) | IF YES, VALIDITY OF REGISTRATION/DETAILS | COPY ENCLOSED/NOT ENCLOSED |
| (c) | IF NOT, THEN AGREED TO GET REGISTERED WITH DEPARTMENT OF LABOUR, GOVT. OF AP / STATE GOVT , ON RECEIPT OF AWARD OF WORK | YES/ NO |
| 8 | SECURITY DEPOSIT CLAUSES | ACCEPTABLE /NOT ACCEPTABLE |
| 9 | WHETHER AGREEABLE TO MAKE NECESSARY STATUTORY PAYMENTS AS PER TERMS | YES/NO |
| 10 | MENTION THE APPLICABLE GST RATES IN PERCENTAGE AS PER SAC CODE | GST @% |

NOTE: IF ANY OF THE ABOVE-MENTIONED CRITERIA IS NOT COMPLIED, THE BID WILL BE REJECTED

B)ELIGIBILITY CRITERIA:

The Bidder shall meet all the below mentioned criteria:

| Sl. No. | Eligibility Criteria | Documents to be submitted for eligibility criteria |
|----------------|---|---|
| 01 | Should have been established and operating for a period of at least 05 years prior to the date of Tender. | Certificate of Incorporation issued by Registrar of Companies (OR) Certificate of registration by registrar of Firms (OR) GST certificate in case of Proprietary firms (OR) Labour Registration with State Govt. |
| 02 | PAN Registration No. | Copy of PAN registration no. in the bidder's name issued by Income Tax Authority |
| 03 | GST Registration no. | Copy of GST registration no. in the bidder's name enrolled in any state Govt. |
| 04 | Solvency Certificate | Latest Bankers Solvency Certificate for Rs 1.8 lakhs issued by Nationalized / Scheduled Bank issued not earlier than 06 months from the date of tender in Original. "OR" Bidder shall have positive net worth in each of the three previous financial years (supported by Audited annual accounts). |
| 05 | Experience of Bidder successfully completed one similar works in last 5 years from the date of this tender notice. Similar works means single service contract deploying minimum 8 manpower for one year. | The detailed work order and completion certificate / proof of completing the work successfully shall be enclosed by the bidder. |
| 06 | Registration of ESI & PF | A copy of ESI & PF registration details in the name of bidder. |
| 07 | Unconditional acceptance of all Technical, commercial terms and conditions along with corrigendums if any. | Self certified documents by the bidder |
| 08 | Bidder shall have office established in Nellore | Supporting document for established local office |
| 09 | PASARA Certificate | Copy of the certificate |

Note: If any of the above-mentioned criteria is not complied , the bid will be rejected

INSTRUCTIONS TO TENDERER

1. The Company is desirous of engaging Security Agency for providing Security services to its Plant site, situated at Industrial Park, BVPalem (Chandra sekarapuram), Nellore Dist.
2. Tenders should be addressed to the DGM (HR)-Nlr plant, UADNL Corporate office, C/o MIDHANI, P.O:Kanchanbagh, Hyderabad. “Technical cum Commercial Bid” and “Price Bid” should be in separate sealed covers and both the covers shall be placed in an outer envelope, super scribing Tender Enquiry No., the Name of work, Name and address of the contractor.
3. The local (Nellore) address of the contractors, the name of the person to whom all the correspondence are to be addressed shall be indicated, with telephone number (both office and residence).
4. Contractors shall fill in all the required particulars in the blank space, provided in the tender documents and also sign in each and every page of the tender document.
5.
 - 5.1. The contractor should have a valid Registration Certificate of Establishment.
 - 5.2. The contractor should be able to deploy specified number of trained security personnel at UADNL plant site with adequate reliever arrangements.
 - 5.3 The contractor shall submit a copy of ESI and PF contribution remittance challans and ECR copy bearing individual contribution details wherever applicable every month along with the monthly bill in respect of the personnel deployed by him at UADNL plant site.
 - 5.4 The contractor should obtain the License under Private Security Agencies (Regulation) Act and copy of the same shall be submitted along the tender document.
 - 5.5 Contractor shall submit Audited Turnover & balance sheet.
 - 5.6 UADNL reserves the right to reject any or all the bids at any time without assigning any reason whatsoever. The opinion / decision of UADNL regarding the acceptance or rejection of the bid shall be final and conclusive.
6. (a) Unit rate should be quoted in figures as well as in words in Indian Currency only i.e. Rupees and Paisa with reference to each item and for the items shown in the attached schedule. Amount of each item and total on each sheet & also the grand total amount of the whole contract shall be filled by the contractor.

(b) The rate quoted should be Basic Rate. The GST as applicable shall be quoted separately. If UADNL is required to discharge the liability of any taxes on the transaction like TDS(IT), GST under reverse charge mechanism or any other similar taxes, which is or becomes payable by UADNL, the same shall be deducted from the bills of the contractor.

In case the rate quoted in figures differs from those quoted in words, the lower of the rates quoted will be taken as the tendered rate and shall be binding on the contractor

(c) GST Compliance is mandatory. The GST paid will be reimbursed after verification of uploading of the details on GST Portal.

7. **SCOPE OF WORK**

7.1. Providing security services round the clock including relievers at UADNL plant site, IP BV Palem, Nellore dist.AP

7.2. The security personnel employed by contractor are to be issued required security uniform including belts whistles, lathies, caps, line yards etc.

The proposed deployment is as below

Security Supervisor: - 01 No.

Security Guards:-06 Nos.

1stShift – 02 Guards

2nd Shift -02 Guards

3rd Shift – 02Guards

7.3 The contractor is to note that the age of the personnel deployed under this contract shall not exceed 60 years as on date of commencement of contract. During execution period of contract suitable replacement for personnel crossing 60 years of age shall be provided in consultation with in-charge, UADNL.

The Contractor shall ensure the following on a day to day basis during the contract

8.1 Deploying adequate security personnel at the premises / office for ensuring security of movable / immovable property / plant & machinery/ employees / other authorized persons visiting Place of work.

- 8.2 Ensuring to conduct a physical check/inspection of the area whenever necessary and prevent trespassing/encroachment on the premises/land belong to UADNL.
- 8.3 The Security Contractor should adhere to THE ANDHRA PRADESH PRIVATE SECURITY AGENCIES RULES.
- 8.4 Detection of / tracing out of outsiders intruding into the premises including tracing suspects in case of theft or any untoward incident, and submitting necessary reports to UADNL Management and to the appropriate authorities on such incidents.
- 8.5 Maintenance of necessary registers / forms / formats to record all incoming and outgoing men, vehicles, and materials as per UADNL Management's directions time to time.
- 8.6 Taking over all the documents / articles / materials belonging to UADNL from the previous contractor, ensuring its safe and secure custody and handing over of the same to the next contractor on expiry of the contract.
- 8.7 Seizure of goods suspected to be stolen and to hand them over to the designated personnel of UADNL.
- 8.8 Maintenance of record of entry and exit of all vehicles and to carry out search both while entering and exit using security gadgets provided for the same.
- 8.9 Equipping security personnel with Lathies, Torch Lights, shoes, etc
- 8.10 Maintenance of a duty registers comprising names of the security personnel, which should be available for inspection at the main gate of the premises.
- 8.11 To take all possible steps, including the usage of fire fighting equipments, to protect the properties at UADNL.
- 8.12 Supply of uniforms (two sets of uniforms including shoes in each calendar year) to the security personnel and ensuring its upkeep. Also, to ensure that they wear the same while on duty.
- 8.13 Providing welfare measures for the security personnel deployed by the Contractor at the UADNL premises.
- 8.14 Immediate replacement of individual guards / supervisors if the work or conduct of his/theirs is found to be unsatisfactory by UADNL Management.
- 8.15 Security personnel shall perform any other safety & security related responsibilities given by UADNL Management time to time.
- 8.16 Conduct surprise checks periodically by field officer of the Contractor. To supervise the performance of the security personnel and maintain discipline amongst the security personnel.
- 8.17 The officer In-charge, UADNL shall at liberty to carry out any surprise check on the working of the persons so deployed by the contractor, in case any person on duty found non-

performance, indulge any unlawful acts or disorderly conduct the contractor shall take suitable actions against such persons or replace them.

9 Wages & Payment terms

9.(a) The wages should be paid by the successful contractor to the bank account of security personnel deployed at UADNL Plant site on or before 7th of every month without fail.

9.(b) Any revision of wages as per State minimum wages notified time to time during execution of contract shall be implemented which is reimbursable to contractor by UADNL

9.(c) The Contractors should comply with applicable labour laws including Payment of Bonus Act 1965

10.1 *The rate quoted should be all-inclusive i.e. the rates quoted are to be inclusive of all types of payment / facilities / amenities given to the security personnel.*

10.2 *GST rates should be shown separately in the quotation. Any variation in the GST rates shall be to UADNL's account.*

10.3 Payment will be made to the bank account of the Contractor on monthly basis on the disbursement of wages and submission of the following documents. And payment will be made within 30 days from the date of submission of bills.

- a. Invoice
- b. Attendance details
- c. Wage details
- d. ESI Challan
- e. PF Contribution

11 Successful bidder should execute the work strictly in accordance with the tender schedule.

12 In the event of the tender being submitted by a firm, the tender must be signed separately and legibly by each partner or member of the firm or in their absence, by the person holding the Power of Attorney on behalf of firm concerned. In the later case, a copy of the power of Attorney duly attested by the Gazetted Officer must accompany the tender.

13 OTHER CONDITIONS

a.

UADNL bank details are as below:

Account Name: UTKARSHA ALUMINIUM DHATU NIGAM LIMITED

Account No: 38754989786

Branch Name : SBI, Chandrayanagutta

IFSC Code: SBIN0003026

- b. SECURITY DEPOSIT: The successful tenderer should furnish Security Deposit@ 10% of contract value before commencement of work on line or in any one of the following forms
 - c. Demand Draft in favour of UADNL
 - d. Local cheques of Scheduled Banks, subject to realization
 - e. Bank Guarantee from Scheduled Banks / Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of UADNL.
 - f. The Security Deposit shall not carry any interest.
 - g. Security Deposit will be refunded to the contractor on satisfactory completion of the contract on submitting all the required documents / Returns / Proof of compliance to all applicable statutes.
 - h. The security deposit will be forfeited and credited to UADNL, in the event of breach of any of the terms and conditions of this contract by the contractor.
14. The Contractor shall comply with the provisions of Employees' Provident Fund and Miscellaneous Provisions Act 1952 and Rules, Regulations and other Orders issued there under. The Contractor, as the employer, shall be liable to pay Employer contribution together with the Employee contribution (collected through deductions from monthly wages) towards PF in accordance with the provisions of the Employees' Provident Fund and Miscellaneous Provisions Act, 1952, as amended from time to time in respect of all Security personnel deployed by him for the execution of this contract.
- The contractor should obtain PF Registration if he has not obtained the same at the time of submitting the bid.
- The Contractor shall produce a copy of the receipt of PF contribution remittance every month in respect of the personnel deployed by him, along with bill of the subsequent month as a necessary document for processing payment.
- 15 (a) The Contractor should get himself registered with the ESI as an Independent Employer; obtain a separate code number and remit the dues in respect of the Security personnel

deployed by him for the work and shall produce the Challans/Receipts of remittance of ESI contributions made under ESI Act as a necessary document to UADNL for processing the payment.

- (b) The contractor shall furnish copies of ESI Returns as are due to be submitted to Authorities under the Act, for the entire contract period to UADNL.
 - (c) The contractor shall mandatorily obtain suitable/ required workmen compensation insurance/policy cover to all his workers who are not covered under ESI act, to ensure employees compensation and accidental cover as may be applicable. A documentary proof for the same shall be submitted to UADNL within 15 days of commencement of work. The contractor shall also enclose along with his monthly bill, a valid documentary proof for having taken workmen compensation insurance/policy for his workers who are not covered under ESI act. These documents are necessary for processing the bills.
 - (d) The Insurance premium paid by the contractor to cover workers who are not covered under ESI Act shall be reimbursed to the extent to 3.25% of Basic OR Workmen compensation policy/ EC Policy Cost whichever is less on submission of documentary proof.
- 16 The contractor shall produce necessary records, documents, and explanation whenever he is called upon to, by any Government Agencies like ESI, PF, Tax authorities, etc. or by UADNL for whatsoever reasons.
- 17 UADNL reserves the right to deduct the Income Tax (TDS) from the bills payable to the contractor, as required under Section 194 (C) of the Income Tax, 1962 and Finance Act, 1962. A copy of the Contractor's PAN card should be enclosed with the TechnoCommercial Bid.
- 18 If UADNL is required to discharge the liability of any taxes on the transaction like TDS(IT),TDS as per GST or any other similar taxes, which is or becomes payable by UADNL, the same shall be deducted from the bills of the contractor.
- 19 The contract shall commence from the date of awarding the contract or at a later date as decided by UADNL Management and shall remain in force for a period of ONE years. The contract is extendable depending upon the requirement of UADNL and performance of the contractor.
- 20 The UADNL reserve the right to reject any or all the tenders received or accept any tender or part thereof without assigning reason thereof. In the case of acceptance of a part of tender, the time for completion may also be reduced to the extent considered necessary by the accepting authority.

- 21 Conditional and Unsigned tenders, tenders which are incomplete or otherwise considered defective, tenders which are not in accordance with the tender conditions laid down by the accepting officer and tenders not submitted in the prescribed forms are liable to be rejected.
- 22 If any action is brought in by P.F. Commissioner /ESI authorities on UADNL for the PF/ESI amount due, short remittances, non-remittances etc. in respect of the Security personnel engaged for the work, the contractor shall defend the case on behalf of UADNL and/or reimburse the expenses which may be so incurred by UADNL.
- 23 The contractor should indemnify UADNL against all the irregularities, frauds etc. committed by the security personnel deployed by them.
- 24 The contractor should indemnify UADNL against all losses / penal actions due to noncompliance of extant statutes in execution of this Contractor from any previous or running contracts undertaken by them.
- 25 The contractor should be solely responsible for any accidents and / or compensation payable to the personnel engaged by him under this Contract. He shall provide relief as per the requirement and shall keep UADNL fully indemnified against any claims in this regard.
- 26 The successful contractor has to execute an indemnity bond with regard to clause. 23 to 26 mentioned above.
- 27 UADNL shall be at liberty to terminate the contract by giving one months' notice in writing to the contractor.
- 28 Notwithstanding anything contained in any other clause, UADNL reserves the right to terminate the contract forthwith by giving a notice to the contractor 24 hours in advance due to any failure on the part of the contractor in discharging his obligations under the contract or in the event of his becoming insolvent or going into liquidation. The decision of the UADNL about the failure on the part of the contractor shall be final and binding on the contractor.
- 29 If there is any stoppage of service in any area referred under scope of the contract due to any reason, the contractor is liable for penal action as deemed fit by UADNL.
- 30 In the event of any failure on the part of the contractor in performing his duties, UADNL shall have the right without any prejudice to get the work done through any other alternate agency at the risk and cost of the contractor. The additional cost, loss, if any incurred by UADNL on

account of such alternative arrangement will be recoverable from the Contractor. Under such circumstances, the security deposit paid by the contractor shall stand forfeited.

- 31 The contractor's responsibility under this contract shall commence from the date of receipt of the order or acceptance of the tender.
- 32 If proprietor or partner of a firm expires after the submission of tender or after the acceptance of the tender, UADNL reserves the right to cancel the contract if the character of the firm undergoes a substantial change.
- 33 UADNL will not be bound by any power of Attorney granted by the contractor or changes in the composition of firm made subsequent to signing of the contract. They may however recognize such power of Attorney and changes after obtaining proper legal advice.
- 34 The expenses for completing the stamping agreement if any shall be paid by the contractor.
- 35 The offer will be valid for 90 days from the date of tender opening.
- 36 In case the contractor have any queries/clarification regarding this tender, they may feel free to contact T.J.Rao, DGM(HR)-Nellore plant on mobile no.9100120042

CHECKLIST

| Sl.NO. | Description /Item | Enclosed |
|--------|--|----------|
| I. | Techno-Commercial Bid (Part –I) sealed envelop | |
| 1. | Filled up Techno-Commercial Bid (Part –I) | Yes / No |
| 2. | Original tender document comprising “Instructions to Tenderer”, “General Conditions of Contract” and GSTN Compliance “Checklist”, duly signed by the Contractor as token of acceptance | Yes / No |
| 3. | Copy of the Registration Certificate of Establishment, Department of labour, Govt. of AP | Yes / No |
| 4 | Copy of the Certificate issued as per PSARA Act 2005 | Yes / No |
| 5 | AUDITED turnover for previous three years (Enclose Documents) | Yes / No |
| 6 | SOLVENCY (Rs. 1.8 lakhs) Certificate from the Bank not older than One Year from date of opening of tender to be furnished | Yes / No |
| 7 | EXPERIENCE CERTIFICATE successfully completed security works for last 5 years (Copy of completion certificate to be enclosed) | Yes / No |
| 8 | Copy of PF & ESI Regn. Certificate (Enclose Documents) | Yes / No |
| 9. | Copy of registration under GST & GSTIN. (Enclose Documents) | Yes / No |
| II. | Price Bid (Part-II) sealed envelope | Yes / No |
| 1. | | Yes / No |

PRICE BID

(To be submitted in a separate sealed cover)

NAME OF WORK: PROVIDING (NON DGR) SECURITY SERVICES WITHOUT ARMS AT UADNL PLANT SITE

- 1) Providing security services in the UADNL plant site round the clock including relievers with cost of all payments to Guards, Security supervisors with required uniform and leave facility, security equipment such as shoes, security belt, whistle, lathi, badges, security cap, line yard, Torch, etc. complete required for execution of security services.
- 2) *The Current requirement is 06 No. Security Guards (2 each in 3 shifts) and 01 No. Security Supervisor. However, the number is subject to change according to the requirements of UADNL from time to time.*
- 3) The wages, allowances and other statutory components should be as per the AP Govt. wage notification/ circulars issued from time to time, *except the profit/Service Charges of the contractor. While quoting the rates the contractor may strictly follow the wages notification/ circulars of AP Govt and quote his price.*
- 4) *While determining the lowest price, the profit/ service charges quoted by the contractor will be taken into consideration. However, in case the lowest party quotes are of same rate of service charges in that case total wage & allowance including service charges will be taken into consideration. Hence the parties are required to quote total components of wage/allowances including service charges in separate sheet.*
- 5) Contractor is to quote his Contractor's profit/service charges in percentage only.

PRICE TO BE QUOTED

| Description of work | Contractor's Profit/Service Charge (In percentage) |
|---|---|
| Contractor's Profit/Service Charges to carry out the work as per terms/scope of work given in the tender. |% |
| GST rate to be quoted |% |

The Service Charge amount derived from % quote shall be firm during the tenure of the order/contract and unchanged during the contract period irrespective of changes in payments, if any, in compliance of statutory provisions from time to time by him. Quotation with vague and inconclusive expressions and not clear in all respects is liable to be rejected.

CONTRACTOR SIGNATURE & SEAL

