

GOVERNMENT OF INDIA
MINISTRY OF CORPORATE AFFAIRS
OFFICE OF THE REGIONAL DIRECTOR (SOUTH EAST REGION)
2ND FLOOR, KENDRIYA SADAN, SULTAN BAZAR, HYDERABAD-500 195

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

Regional Director(SER), Ministry of Corporate Affairs, Hyderabad invites sealed quotations from reputed Registered House Keeping Contractors for rendering House Keeping services at the office premises of Corporate Bhawan, Tattiannaram Village, Hayatnagar Mandal, Ranga Reddy District, Andhra Pradesh. Tender form along with the terms and conditions can be obtained from office of the Regional Director, 2nd Floor, Kendriya Sadan, Sultan Bazar, Koti, Hyderabad on the payment of Rs.1000/- (Non Refundable) by Demand Draft / Bankers Pay order of Scheduled Bank drawn in favour of Pay and Accounts Officer, Ministry of Corporate Affairs, Chennai payable at Chennai. The details can be obtained from the website www.mca.gov.in and the last date for receipt of filled in tender form is 28-10-2013 before 4.00 PM.

The quotations received will be opened on 30-10-2013 at 11.00 AM in office of the Regional Director, 2nd Floor, Kendriya Sadan, Sultan Bazar, Koti, Hyderabad by the Regional Director(SER).

The intending bidders may inspect the premises between 11.00 A.M to 04.00 P.M. with prior permission from the office of Regional Director(SER) on any working day from 14-10-2013 to 18-10-2013.


(P A RAMAIAH)
DEPUTY DIRECTOR

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Ref.No.1/ (32)/RD (SER)/Corporate Bhavan/2013

Dated: 04.10.2013

NOTICE INVITING TENDER FOR HIRING OF CONTRACTOR FOR TAKING UP
SECURITY SERVICES/SECURITY MEASURES AT CORPORATE BHAVAN,
MINISTRY OF CORPORATE AFFAIRS, BANDLAGUDA, HYDERABAD.

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

- a) taking up security service activities at Corporate Bhavan, Ministry of Corporate Affairs, Govt.of India, Bandlaguda, Nagole, Hyderabad – 68.
- b) Quotations in sealed cover addressed to the Office of the Regional Director(SER), 2nd Floor, Kendriyasadan, Sultanbazar, Hyderabad should be submitted to the undersigned on or before 28-10-2013 by 4.00 PM (separately for 'Technical' and 'Financial' bids).
- c) Sealed Tenders will be opened in the Chamber of RD(SER), 2nd Floor, Kendriyasadan, Sultanbazar, Hyderabad on 30-10-2013 at 11.00 aM.

TERMS AND CONDITIONS:

1. The bidder / applicant should be registered security agency under the Private Security Agencies (Regulation) Act, 2005 having experience in performing security service activities at least for 5 years, and is engaged in such security services in at least two esteemed / reputed organizations (of which at least one should be a Government Organization / Public Sector undertaking) as on 30-09-2013 with a minimum bill of Rs.2 lakhs per month. The bidder /applicant should furnish necessary copies of the work orders / Government Order along with the tender application evidencing allotment of such house keeping work by the said organization ;
2. The bidder to whom security services is allotted, shall be completely responsible for the security of entire premises including Corporate Bhavan located at Bandlaguda, Nagole, Hyderabad – 68 and shall safeguard entire premises, building, structures, movable and immovable assets of Ministry of Corporate Affairs throughout the year;
3. The bidder to whom security services of Corporate Bhavan, Bandlaguda, Hyderabad are entrusted, shall engage 3 efficient security guards for providing 24 hours security services in the premises / buildings at Bandlaguda, Hyderabad shift wise of 2/3 shifts a day, in addition to 1(one) supervisor cadre for the day.
4. The bidder to whom the security service contract is allotted, shall be well versed with the security measures to be taken for the safety of the premises including building, structures, movable and immovable assets etc and should take up all necessary precautions / steps with utmost care and diligence ;
5. The committee appointed for this purpose or any other officer authorized may make inspections at regular intervals and the successful bidder to whom contract is awarded should fully cooperate during such inspections;

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6. The bidder should also be prepared to retain their personnel or deploy their personnel for security purpose of the building / premises even at short notice on certain important occasions;
7. The bidder should make necessary arrangements for security of the premises;
8. The successful bidder is responsible for replacement of any of the property of the Department, if at any time, it is noticed that such damage occurred on account of negligence of the security personnel of the appointed Agency. In this regard, the successful bidder has to execute an undertaking and an Indemnity Bond as per Law.
9. The successful bidder should ensure that their security personnel should be deployed for a minimum of 12/8 hours a day in 2/3 shifts. The Agency should engage their security guards 24 hours a day throughout the day.
10. The persons employed by the successful bidder shall have no claim for any Government job and the successful bidder is solely responsible for their service conditions including compliance with Labour laws and regulations, if any.
11. The department will enter into a contract with the successful bidder and the contract will be valid for a minimum of two years subject to the terms and conditions contained in the detailed agreement.
12. The Regional Director(SER), Hyderabad is empowered to cancel the agreement with the Security Agency at any time, if it is found that the performance of the job is not to the satisfaction of the department or the behavior of the personnel of the Agency with department officials is not good ;
13. The successful bidder has to submit a security deposit of Rs.50,000/- (Rupees Fifty thousand only) with the department at the time of entering into agreement. The security deposit will be refunded after three months upon successful completion of the contract after adjusting the dues, if any, which are to be recovered from the bidder for the losses/lapses as determined ;
14. The successful bidder is required to execute performance guarantee to the extent of 5% of the total contract value for the period of contract in favour of Regional Director(SER), Hyderabad from any Nationalised Bank. The Regional Director is empowered to invoke the performance guarantee, if it is found that the performance of the job is not upto the satisfaction of the Department.
15. In the event of termination of the contract by the successful bidder before the expiry of agreed period of contract, the security deposit is liable to be forfeited.
16. Payments in respect of this service contract are subjected to Tax Deduction at Source as per the provisions of the Income-tax Act, 1961.
17. The work relating to security measures will be entrusted to the successful bidder from the date of occupancy by respective offices. Further, the Regional Director has the power to cancel the contract without assigning any reasons.
18. The Regional Director reserves his right to withdraw/cancel the contract at any later stage either before or after enter into contract without assigning any reason.


(N.K.BHOLA)
REGIONAL DIRECTOR

Technical cum Financial bid

1. Name of the Bidder:
2. Address of the Bidder:
3. Details of registration as security agency:
4. Name & Address of the Partners/Directors
with mobile no. (in case of firm / company) :
5. Contact person(s)(With mobile number) :
6. No. of years of experience in security service
activities :
7. No. of concerns to whom security
services are provided (Enclose the list) :
8. Permanent Account Number :
9. Service Tax Registration Number :
10. No. of supervisors/security guards proposed to be
employed and charge for the proposed security guards
(minimum number required to be deployed has been
clearly mentioned in the Tender Notice) :
11. Please specify applicable taxes and rate of tax:
12. The work relating to security services will be entrusted to the successful bidder from
the date of taking possession/occupancy by offices of Ministry of Corporate Affairs.
Further, the Regional Director had the power to cancel the contract without assigning
any reasons.

DECLARATION

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

(Signature of the authorized signatory with the date)