

# SPORTS AUTHORITY OF INDIA

## LNCPE – THIRUVANANTHAPURAM

### TENDER

For

**FOR PROVIDING COMPLETE**

**&**

**COMPREHENSIVE SECURITY**

**AT**

**LNCPE, THIRUVANATHAPURAM**

**2013- 2014**

1. A Pre-bid meeting will be held at 1530 hrs on 30/10/2013 at LNCPE, Tvm.
2. Date of Receipt of sealed tender at LNCPE before: 11.00 hrs on 31/10/2013.
3. Date & Time of opening of technical bid at LNCPE: 15.30 hrs on 31/10/2013
4. Date & Time of opening of financial bid at LNCPE 15.30 hrs on 04/11/2013
5. Earnest Money Deposit Amount : Rs. 1,00,000/- (Rupees One lakh only)
6. Cost of Tender Document : Rs. 500/- (Rupees Five hundred only)
7. Sealed tenders should be dropped in the Tender Box of Admn Section, LNCPE, Kariyavattom, Thiruvananthapuram or by post/courier

SPORTS AUTHORITY OF INDIA  
LNCPE, THIRUVANATHAPURAM

~~Tender Form for providing complete & comprehensive security Persons, Property, safety and monitoring of Incoming and Outgoing movements etc.~~

1. ~~INVITATION OF BIDS~~

1.1 Sports Authority of India-LNCPE invites sealed tender from reputed agencies/ firms having minimum annual turnover of Rs.20 lakhs during last 3 financial years in providing complete & comprehensive security arrangements including persons, property, safety and monitoring of Incoming and Outgoing movements etc. for one year from start of the services. ~~The detail of requirement is attached as Annexure – I in this form.~~ Format for submission of tender is placed at Annexure – II, III & IV and requisite documents referred thereof be enclosed along with the tender.

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Complete tender document can be obtained from Assistant Director (Infra), LNCPE, Kariyavattom, Thiruvananthapuram. Tender Document can also be downloaded from SAI-LNCPE Web site [www.lncpe.gov.in](http://www.lncpe.gov.in) and Sports Authority of India Web site [www.sportsauthorityofindia.nic.in](http://www.sportsauthorityofindia.nic.in) and used for submitting the bids along with tender document fee of Rs. 500/- in the form of D.D. Tenders received through e-mail, fax etc. will not be considered under any circumstances. Tender received without EMD and tender fee cost shall be rejected summarily.

- 1.2 The bidders are required to accept all terms & conditions mentioned in the Tender Document.
- 1.3 It is the responsibility of the bidders to read all terms & conditions of the Tender Document before filling the tender. Incomplete Tender Documents or bids are liable to be rejected.
- 1.4 Tender documents are neither transferable nor cost of tender documents is refundable under any circumstances.

Dated:

(SIGNATURE OF THE BIDDER)  
with address and seal

- 1.5 Any tender received after the specified date, time, and place mentioned in the advertisement will not be entertained under any circumstances.

## ~~2. EARNEST MONEY DEPOSIT (EMD)~~

- 2.1 Earnest money of Rs.1,00,000/- (Rupees One lakh only) by the bidder through demand draft in favour of Principal LNCPE, Kariyavattom, Trivandrum, Payable at Trivandrum from any nationalized bank. In case of downloading from website the bidder will have to submit tender cost in the form of demand draft separately along with EMD. Cheques are not acceptable. ~~OFFERS NOT ACCOMPANIED BY THE REQUIRED EMD WILL BE REJECTED~~
- 2.2 The Earnest Money deposit will be returned to the unsuccessful bidders within three months. The EMD of the successful bidder will be liable to be forfeited, if he does not fulfill any of the following conditions of the tender.
- The successful tender will furnish SECURITY DEPOST equivalent to 10% (Ten percent) of total annual bid amount rounded off to next Hundred Rupees within seven days of the receipt of the award of contract.
  - Execution of the agreement on Stamp Paper worth Rs. 100/- (Rupees one hundred only) within 7 days of the receipt of award letter.
  - To undertake services from specified date mentioned in the award letter.
- 2.3 The earnest money of the successful bidder will be refunded or adjusted against security deposit after completion of the above-mentioned formalities.

## ~~3. SCHEDULES OF TENDER~~

- 3.1 The Tender Document will be available between 10.00 hours to 16.00 hours on all working days up to 30.10.2013. The intended bidders may purchase the same from the office of Sports Authority of India by making payment of Rs 500/- (Rs. Five hundred only) through Account Payee Demand Draft/Pay order drawn in favour of Principal, LNCPE, Kariyavattom, Thiruvananthapuram payable at Thiruvananthapuram or by cash.
- 3.2 The bidders who download the tender documents from given website are required to pay Rs. 500/- (Rs. Five hundred only) in the form of separate Demand Draft as cost of tender documents. In case the bid is received without the cost of tender documents, the same would not be considered.

Dated:

(SIGNATURE OF THE BIDDER)  
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3.3 Technical & Financial bids shall be received up to 31/10/13 by 11.00 am. The technical bids will be opened on 31/10/13 at 3.30 pm.

3.4 Technical Bid will be opened, if the EMD along with tender cost (in case of downloading from website) is found in order. The Financial Bid of only those bidders, whose Technical bid the Competent Authority accepts will be opened. The date, time and venue for opening of Financial Bids shall be communicated to the qualified bidders if there is any change in the already notified dates. However, SAI reserves the right for not inviting the unqualified bidders while opening the financial bids.

3.5 Any tender received after the date and time given above will not be entertained under any circumstances.

3.6 The competent authority reserves the right to reject any or all tender without assigning any reason.

3.7 A pre bid meeting will be held as notified in the tender document, which can be attended by intended bidders in which the bidders can be allowed to clarify their relevant doubts.

#### 4. ~~PROCEDURE FOR SUBMISSION OF BIDS~~

4.1 The Bids shall be submitted in three separate sealed envelopes as under:-

- a) Envelop A- Should contain the Bank Drafts for the EMD & Receipt/Bank Draft of Tender Cost along with details in (Annexure-II)
- b) Envelop B- Should contain the Technical Bid Document, (Annexure-III). Tender Document duly signed by the bidder on each page and all necessary documents to be submitted along with the Technical Bid.
- c) Envelop C Should contain the Financial Bid Documents (Annexure-IV)

4.2 All three envelopes along with covering letter (Format –Annexure-V) should be submitted in one single envelop duly sealed, addressed to Principal, LNCPE, Kariyavattom, Thiruvananthapuram and superscribed "Tender Form for providing complete comprehensive and full proof security including persons, property, safety and monitoring of incoming and Outgoing movements etc, for one year". The cover should also bear the name and address of the bidder including telephone number.

4.3 The bidder must put his seal and signatures on each page of the bid as well as supporting documents and also attest all cuttings or corrections etc., if any, under his seal and signatures.

4.4 The bid duly completed in all respect should be inserted in a sealed box placed in the office of Sports Authority of India, LNCPE, Kariyavattom, Thiruvananthapuram

Dated :

(SIGNATURE OF THE BIDDER)  
With address and seal

## 5. BIDDER QUALIFICATION

- 5.1 The bidder should have minimum three years experience of providing security to reputed Organizations for awarding contract to provide complete & comprehensive security. The bidder should enclose list of clients to whom services have been provided during the last 3 years in support to the experience.
- 5.2 The minimum annual turnover of the bidder (agency) should be Rs. 20.00 Lakhs Rupees Twenty Lakhs) per annum during the last three preceding years.

## 6.0 PAYMENT PROCEDURE

- 6.1 The agency will submit the bill for Security arrangement by the first week of every month for preceding month. The payment of the bills will be made within 10 days from the date of submission the bill through Electronic Payment System, if services are found satisfactory and all required documents are enclosed.
- 6.2 The agency will be responsible to deposit EPF & ESI subscription as per rules under labour law and copy of challan to be submitted along with the bill for payment.

## 7.0 TERMS & CONDITIONS & DUTIES OF SECURITY STAFF

- 7.1 The bidder should sign each page of the tender. Individual signing the tender papers must indicate whether he is the sole proprietor or/partner of the agency/firm constituted attorney of the firm.
- 7.2 The Security agency should have qualified and experienced Security Guards, Supervisory staff ~~from Ex-Servicemen category~~ for deployment.
- 7.3 The security personnel should be medically fit and aged between 30-65 years.
- 7.4 The issuing of tender document shall not constitute that the tenderers are automatically qualified.
- 7.5 TDS etc. will be applicable as per rules.
- 7.6 If, even after award of contract, information/facts submitted by the tenderer are found misleading/incorrect/false etc. SAI reserves the right to disapprove the contract.
- 7.7 In case of any dispute between the employees and successful tenderer, SAI will have no responsibility and shall not be responsible for any compensation in any form to such employment to any of such employees during the currency of and/or after the expiry of these agreements.

Dated :

(SIGNATURE OF THE BIDDER)  
With address and seal

- 7.8 In case of any dispute, the matter shall be under the jurisdiction of the courts situated in Thiruvananthapuram.
- 7.9 The agency shall not be entitled to claim any additional amount for any reason whatsoever during the currency of contract period.
- a. Payment of minimum wages to the personnel is mandatory.
  - b. The wages mentioned in the contract will be increased in accordance with the increase in notified minimum wages by labour dept., Govt. of India provided that the change in wages will be limited only to the notified minimum wages.
- 7.10 The agency would give an undertaking that the staff deployed at the Centre in terms of this contract at all time will be employees of the agency exclusively and they shall not be entitled to claim employment or permanency of job in SAI, and any other direct or indirect claim on SAI.
- 7.11 These terms and conditions mentioned herein are also proposed draft terms and conditions of agreement and can be modified, changed or added to at the time of finally concluding and the signing the agreement.
- 7.12 Quotation should be valid for minimum six months from the date of opening of tender documents and no revision will be allowed to the successful tenderer during the contract period.
- 7.13 The Security agency will monitor regularly, control and check all incoming and outgoing movements of staff, outsiders and suppliers on round the clock basis.
- 7.14 The Security staff shall check the identity cards of various members, officials, players & campers issued by the Authorities as deputed by In-charge, and will not allow any unauthorized person to enter the premises or any restricted areas. A visitor register will be maintained near the Reception/Main Gate for this purpose.
- 7.15 The security agency will provide specially trained staff for protecting the senior executives/functionaries of the SAI from any unauthorized/objectionable activity or any untoward incident either from any other SAI employee or outsider.
- 7.16 The security agency will cooperate with the watchman/Chowkidars, if any, on the regular rolls of SAI for ensuring the complete safety of the SAI property, equipment and belongings including the property, equipment and belongings brought inside the premises by any outsider or sports persons.
- 7.17 The security agency will check and verify and isolated or any accompanied bag or package or articles lying at any place in or immediately near/around the premises, for ensuring that there is no damage or loss to person or property by any terrorist or disruptive activity.

Dated :

(SIGNATURE OF THE BIDDER)  
With address and seal

- 7.18 In case of incoming and outgoing stores at the gate, the same will be checked for quantity/corroboration challan/valid gate pass issued by the competent authorities or as decided by In-charge. A stores register both incoming/outgoing will be maintained at the gate and submitted at such intervals as may be directed by the In-charge.
- 7.19 The security agency will bring to the notice of in-charge of the centre, the suspicious activity of any person noted during or after office hours on working and non-working days.
- 7.20 The security agency will familiarize itself with all the rules and regulations regarding the premises and use of sports facilities and play ground at different times of the day, and eligibility of sports persons/outsideers to use the same, and will ensure that the same are carried out in a orderly manner.
- 7.21 Besides Security duties, the personnel should have basic knowledge of fire prevention and handling fire fighting appliances.
- 7.22 The security staff deployed by the security agency shall ensure that the vehicles of the employees of SAI and of visitors/licensees and parked in the area marked for parking and ensure their safety, and that there is no blockage/impediment to free movement throughout the premises.
- 7.23 The security personnel should be properly turned out during working hours. The security staff deployed by the agency shall be provided proper uniform with name plate by the security agency. In additions, torches with cells, gum boots, rain coats, overcoats will also be provided as on requirement basis by the security agency to its security personnel employed.
- 7.24 The Security staff deployed by the agency shall be on duty as per details mentioned in the enclosed Annexure or as directed by the competent authority from time to time. The Principal, LNCPE reserves the right to direct security agency to remove any security staff for their unsatisfactory performance on duty. Further if at any time of checking, any security staff is found not alert and/or attentive and/or missing, then by way of penalty, the payment in respect of such number of persons for the day (calculated on the basis of minimum Wages Act) shall not be paid to the agency. As and when there is any change in the security personnel deployed on duty, it should be informed by the Agency to the In-charge at least one day in advance along with the reasons thereof.
- 7.25 The security agency will be responsible for preserving good order, discipline and decorum in and around the premises, on day to day basis, and also at the time of any special functions/events.

Dated :

(SIGNATURE OF THE BIDDER)  
With address and seal

- 7.26 The security agency shall be solely responsible for observing and complying with all employment regulations, labour laws as applicable from time to time and laid down in this behalf in respect of all its employees (Ex-serviceman and civil man) during the period of security contract including any additional obligations that may arise on account of the contract being performed at SAI premises.
- 7.27 In case of theft, pilferage and otherwise loss or damage to stores and property in the premises, the security agency will be fully responsible and they shall undertake to make good the losses/damages in financial terms as may be decided by the In-charge.
- 7.28 On special functions and need the agency will provide additional security services on receipt of written order from the In-charge at a short notice and ensure that they are properly briefed and turned out as required by the In-charge. The payment of the additional deployment will be paid on prorata basis calculated on the basis of monthly rates as quoted by the tenderer.
- 7.29 The contract shall be for a period of one year. The contract shall be terminated by either side on one months notice or payment in lieu thereof without assigning any reasons.
- 7.30 The contract can be extended for three months and for a further period of three months, if needed, subject to satisfactory performance and willingness of the successful bidder.
- 7.31 In case, any security points are found to be not properly covered during the entire 24 hrs. or any staff or personnel of security agency is found to be neglecting duty or showing improper demeanor or and/or bearing, or found including in misbehavior or unruly improper conduct or is found to be not dressed in uniform or poor quality or shabby performance of duty, then for each such incident there may be a fine of Rs. 200/- per each instance as per the discretion of competent authority which will be without prejudice to the right of the SAI to terminate the contract for unsatisfactory work and execution of the clause no.7.24 above.
- 7.32 The contract shall be for a period of one year. The contract shall be terminated by either side on one month's notice or payment in lieu thereof without assigning any reasons.

Dated :

(SIGNATURE OF THE BIDDER)  
With address and seal



- 7.33 The successful tenderer through its security staff shall ensure that all the offices, stores, toilets, entries, windows and doors are properly closed and locked after office hours and on holidays. The lights etc. of the toilets and other places where it is not required are to be switched off by the security staff before, they lock it. They will also see that no taps are left open leading to water wastage.
- 7.34 The successful bidder will have to give an undertaking that the character and antecedents of each individual deployed by the agency in the premises of SAI have been verified from the concerned authority and record maintained to this effect and that it will ensure that all security personnel provided by them to the SAI are duly verified by the Police Authorities in so far their character and antecedents are concerned. Besides, successful bidder shall provide a list of particulars of all such security personnel deployed by them, including additions or deletions, well in time to SAI in the following format for the purposes of identifications and security purpose.
- a) Full Name
  - b) Father's Name
  - c) Permanent Address
  - d) Local Address
  - e) Identity card copy
  - f) Copy of Discharge Certificate ( Ex-service personnel)
  - g) Phone No residence
  - h) Phone No Mobile
- 7.35 In case of any injury /mishappening of any employee of the agency or any third party, the tenderer shall be responsible to compensation and/or damages as per law. In case of any court case or challan by the police or any local authority or any other party competent to take such action, the tenderer shall be solely responsible for defending the cases in a court of law and /or to ensure compliance with the summons or challan so served in this behalf.

Certificate to be given by the Tenderer:

Certified that I/We have visited site and gone through the above terms & conditions and undertake to abide by these.

Dated: 08/10/2013

Sd/- x x x  
Deputy Director  
LNCPE, Thiruvananthapuram

Dated :

(SIGNATURE OF THE BIDDER)  
With address and seal

ANNEXURE: I

**Requirements :**

1. Chief Security Officer - 01
  2. Supervisors - 02 Nos (Day & Night Shift duty)
  3. Security Guards - 27 Nos(7 x 3 Shift + 1 x 2 Shift + 4 x 1 Shift)  
(from Ex-serviceman category)
- 

## Sensitive Points (Deployment of Security Guards)

S. No	Security Point	Requirement
1	Gate 1, 2, 3 & 4	4 Points x 3 Shifts (round the clock)
2	Boys Hostel 1 & 2	2 Points x 3 Shifts(round the clock)
3	Health and Fitness Centre	1 Point x 2 Shifts(round the clock)
4	Swimming Pool	1 Point x 1 Shift
5	Library	1 Point x 1 Shift (Day)
6	Play ground	1 Point x 1 Shift
7	Principal Office	1 Point x 1 Shift (Day)
8	Security Supervisor	1 Point x 3 Shifts (round the clock)

(SIGNATURE OF THE BIDDER)  
With address and seal

Dated :

ANNEXURE : II

SPORTS AUTHORITY OF INDIA  
LNCPE, KARYAVATTOM, THIRUVANANTHAPURAM

To

The Principal  
LNCPE, Kariavattom,  
Thiruvananthapuram

~~Sub: Tender for providing complete & comprehensive security including persons, property, safety and monitoring of incoming and outgoing movements etc. at LNCPE, Karivattom, Thiruvananthapuram.~~

(EARNEST MONEY DEPOSIT )

(TO BE SUBMITTED IN ENVELOPE "A")

In response to the tender published in the .....  
On ....., I am enclosing herewith demand draft no.....  
dated .....for Rs... .....(Rupees .....  
drawn on .....Bank in favour of Principal, LNCPE,  
Kariavattom, Thiruvananthapurampayable at Thiruvananthapuram on account of  
Earnest Money Deposit (EMD).

AND

\*In response to tender floated on website [www.SportsauthorityofIndia.nic.in/](http://www.SportsauthorityofIndia.nic.in/)  
[www.lncpe.gov.in](http://www.lncpe.gov.in) I have downloaded the tender document and depositing herewith  
Demand Draft of Rs.....(Rupees .....drawn only)  
on..... Bank in favour of Principal, LNCPE, Kariavattom,  
Thiruvananthapuram payable at Thiruvananthapuram on account of Tender.

Dated :

(SIGNATURE OF THE BIDDER)  
With address and seal

\*Strike off if not applicable

ANNEXURE : III

**SPORTS AUTHORITY OF INDIA**  
LNCPE, KARYAVATTOM, THIRUVANANTHAPURAM

~~Tender for providing, safety and monitoring of incoming and outgoing movements etc.at LNCPE, Thiruvananthapuram~~

**TECHNICAL BID FORM**

(TO BE SUBMITTED IN ENVELOP "B")

1	Name of the Firm/ Agency	
2	Full Postal Address with Tel. No.& Fax No.	
3	Name, Address & Tel. No. of the Director / Proprietors & Chief Executive of the firm.	
4	Registration No. of Firm(copy to be enclosed)	
5	Income Tax return Certificate of the last three Years I.e. F.Y 2010-11 & 2011-12 & 2012-13	
6.	PAN No (Copy to be enclosed)	
7.	Service Tax No. (Copy to be enclosed)	
8.	EPF Registration No.(Copy to be enclosed)	
9	ESI Registration No.(Copy to be enclosed)	
10	Certified / Audited Balance Sheet by CA of last three financial years confirming turnover of minimum Rs.20 lakhs per annum.(,2010-11, 2011-12 & 2012-13) In case the balance sheet for the year 2012-13 is not finalized, for the year 2009-10 should be enclosed)	
11.	Details of other clients to whom the security services were provided by the agency along with copies of award letter	

Dated :

(SIGNATURE OF THE BID  
With address and seal

Proforma containing details of other organization where such or similar contracts were undertaken

Sl. No	Name & Address of the organization, contact no.	No of Personal Supplied	Period of Contract	Whether Govt/ Semi Govt./Autonomous bodies/PSUs/industries etc(PI specify)	Amount of Contract	Reason for termination (if any currently not valid )
1						
2						
3						

This information to be given in "Envelope No. 'B' Technical Bid

Dated :

(SIGNATURE OF THE BIDDER)  
With address and seal

ANNEXURE : IV

**SPORTS AUTHORITY OF INDIA  
LNCPE, KARYAVATTOM, THIRUVANANTHAPURAM**

Tender for providing, safety and monitoring of incoming and outgoing movements etc.at  
LNCPE, Thiruvananthapuram

~~FINANCIAL BID FORM~~ TO BE SUBMITTED IN ENVELOPE "C")

1. Name of the Tenderer : .....
2. Address of the Tenderer : .....
3. TOTAL RATES QUOTED FOR A MONTH SHOULD BE INCLUSIVE OF ALL CHARGES, TAXES (excluding 12.36% service tax) etc. (eg. EPF,ESI,AGENCYCHARGESINCOMETAXES etc.), for providing comprehensive security including persons, property, and safety and monitoring of Incoming and Outgoingmovements etc. at SAI-LNCPE,Kariyavattom, Trivandrum. The applicable service tax on the total monthly claim will be paid by SAI LNCPE as per rule above the actual cost (presently 12.36%).

Sl.No.	Particulars	Total Requirement	Rate per month per person (inclusive of all taxes & statutory Liabilities) but Excluding 12.36% service tax Eight hrs per day.		Total Amount
			In figure	In word	
1.	C.S.O	01			
2.	Supervisor	02			
3.	Security Guard	27 Nos			

Certified that, the rates quoted above are as per Minimum Wages Act fixed by the Labour dept. Govt. of India. And further s certified that I/ We have studied site, read, and understood all clauses of the tender and in case of award of contract, undertake to abide by all the terms and conditions mentioned in the same.

Note : In case of discrepancy in the amount quoted in figure and works, the amount written in words will be taken into consideration.

The breakup of the monthly charges of a security guard is as follows:

- a) Basic wage per month -
- b) Agency Commission per month -
- c) Other if any (specify) -

Dated.....

(SIGNATURE OF THE BIDDER)  
With address and seal

**COVERING LETTER BY THE BIDDER ON LETTER HEAD**

1. Please refer to your advertisement for security services published in  
.....dated ..... 2013.
2. I hereby submit following documents for the tender.
  - (a) EMD.....
  - (b) Technical bid with all relevant documents
  - (c) Details of past experience with supporting documents
  - (d) Financial bid
  - (e) Tender document duly signed by the bidder and all necessary documents
3. I have carefully read and understood all the terms -and conditions of the tender and hereby convey my acceptance of the same.
4. The information / documents furnished along with the above declaration are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any vague / false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date :

Place:

Signature of authorized person  
Full Name:  
Company's Seal:

N.B. The above declaration duly signed and sealed by the Bidder/Agency in token of their acceptance should be enclosed with Technical bid.