

UTI INFRASTRUCTURE TECHNOLOGY AND SERVICES LIMITED

Name of the Bid: Agency for Supply of Manpower for providing Security service at Ahmedabad

General Information

UTI Infrastructure Technology And Services Limited (UTIITSL) advertises regarding tenders/ invitation to bids/ invitation of Expression of Interest and other information on the website regularly. We request you to visit the website www.utiitsl.com daily for updates and download the details and respond to the tenders on a regular basis.

The Tender documents can be downloaded free of cost from the website www.utiitsl.com.

Any information to the bidders on these tenders/ invitation to bids/ invitation of expression of interest and any other information will be uploaded on this website only.

Similarly, any corrigendum's or extension of dates or change in specifications or any other information will be uploaded for the information of the public on this website only. No individual letters / emails are sent regarding this.

The tender document consists of 3 parts:

I) General Conditions

II) Special Conditions

III) Bid Form

Signature of the Bidder

PART – I

General Conditions

1. **Name of the Bid:** Agency for Supply of Manpower for providing Security service at Ahmedabad

2. **Important Dates :**

Last Date of receipt of sealed tender bids: The last date of receipt of sealed tender bids is upto 3:00 pm on **20th January, 2015**. After this time, no bids will be accepted.

Date of opening of the tender bids: The tenders will be opened on 20th January, 2015 at 3:30 pm at **UTI Infrastructure Technology And Services Limited, Plot No. 3, Sector 11, CBD Belapur, Navi Mumbai 400614**. All the bidders are invited for the tender opening. In case, if due to a holiday or an emergency or due to some extra ordinary reasons, if the tenders remain unopened on this date, then the tenders would be opened on the next working day at the same time and at the same venue.

2A. **Prebid Meetings / Queries :**

The Pre-bid Meetings for this would be held on 12th January, 2015 between 10.30 AM to 5:00 PM at our UTI ITSL office, Ahmedabad. The queries should be address to the person to whom the tender has to be submitted as given below. However, all queries should be addressed to the email id isw.ahmedabad@utiitsl.com No telephonic discussion or personal meeting would be entertained.

3. **Name and Address for the submission of the bids:** The bids should be addressed to “UTI Infrastructure Technology And Services Limited , Plot No. 3, Sector 11, CBD Belapur, Navi Mumbai 400614, and deposited in the specified Tender Box at this address by the due date and time.

4. **Superscription:** The envelope containing the tender must be superscribed as “**Bid for Supply of Manpower for providing Security Guards at Ahmedabad**. If the tender is not superscribed then there are chances of accidental opening and for liable for rejection of the tender, therefore it is advised that the tender be superscribed as above and deposited in the tender box kept for the purpose at the address given.

5. **Earnest Money Deposit (EMD):** The tender should be accompanied by a Demand Draft / Pay Order as Earnest Money Deposit (non-interest bearing) of Rs.10,000/-- (Rupees Ten Thousand Only)

The Earnest Money Deposit should be paid by way of Demand Draft/ Pay Order in

favour of “UTI Infrastructure Technology And Services Ltd, Mumbai.

For unsuccessful bidders, the same instrument may be returned without encashing. However, the EMD of successful bidder will be returned on the receipt of a Bank Guarantee as specified by UTIITSL either through the same instrument or through the cheque issued in their favour by UTIITSL.

If the EMD in the form of DD / Pay Order is to be placed in a specified envelope, and if the EMD is enclosed in the envelope other than the specified envelope or enclosed along with Price Bid, the bid will be considered valid only if the requisite amount of EMD is found in the form of Demand Draft / Pay Order.

If the EMD is not enclosed then UTIITSL reserves the right to reject the bid.

The EMD may be forfeited if the bidder fails to honor the terms and conditions of work order placed on the basis of the tenders or does not start the work or does not supply the goods or does not render the services, or fails to provide the requisite Bank Guarantee or fails to enter into an agreement, as the case may be, which in the opinion of UTIITSL may delay or adversely affect the contract.

6. **Tender Fee:** A non refundable tender fee of Rs.500/- (Rupees Five hundred only) should be paid by way of Demand Draft / Pay Order in favour of “UTI Infrastructure Technology And Services Ltd Mumbai”.

This tender fee should be in a separate cover **superscripted as “Tender Fee”** and should be enclosed in Technical Bid cover.

7. **Bank Guarantee:** For successful bidder/s a Bank guarantee of appropriate amount as decided by UTIITSL will have to be given by the bidder at the time and date specified by UTIITSL. The EMD would be returned thereafter.
8. **Validity of the bids:** Generally, the bids will be valid for a period of ninety days (90 days) from the date of opening of the financial bid for acceptance, subject to increase in the validity of rates by mutual consent. However, in case of rate contract, the rates will be valid for a period of minimum one year, extendable by mutual consent for one more year. The agreement which would be entered into with the bidder / vendor or the work order which would be issued to the bidder / vendor would define the validity of the rates more specifically and that would be overriding this clause. In case of rate contract, the Purchase Order will be issued as and when the requirement arises.

9. **Authorized Signatory:** The bid can be forwarded by bidder or bidder's representative. Representative will have to enclose the Letter of Authority/ the Power of Attorney along with this offer or when demanded by UTIITSL, otherwise the offer is liable to be considered null and void at any stage as per the decision of UTIITSL.
10. **Conditions for tenders sent by post/courier:** The tenders may also be sent by post/courier to reach before the scheduled date and time as indicated above. The following are essential conditions to be followed for the tender sent by post, failing which the tender may not be opened and not considered or may be treated invalid:
- A. Tender should be preferably sent by Speed Post or Registered Post if it is not possible to deposit the tender in the specified Tender Box.
 - B. Tender should be sent only to the address as given above in the name of the person / designation specified.
 - C. Acknowledgement will be given to Department of Post only for tender sent by Speed Post and Registered Post.
 - D. Tender should be superscribed as advised above. The tenderer has to necessarily superscribe the envelope, failing which the tender may not be considered and may remain unopened, or be opened with some other tender or may be accidentally opened before due date rendering it to be treated invalid as per the discretion of UTIITSL.
 - E. UTIITSL takes no responsibility for any tender not reaching in time.
 - F. UTIITSL takes no responsibility for tender not reaching at all.
 - G. UTIITSL takes no responsibility for tenders received in torn, opened or mutilated conditions. Such tenders may not be accepted at all and are liable for rejection.
 - H. In case of tenders sent by post or any other mode, if it reaches the address given for submission, duly superscribed, then the role of UTIITSL is limited and restricted to put it in the appropriate tender box if the aforesaid tenders are received in time as stipulated in the conditions laid out.
 - I. It is, therefore, advised that prospective bidders should deposit the tender directly in the tender box to avoid any delay in submission of the tender or to avoid any tearing / accidental opening during sending by post. Tenders, which are not super

scribed or which are not addressed properly, are liable to be not considered.

11. **Taxes, Cess, Duty, VAT, Excise, Sales Tax, WCT, Service Tax and other taxes:** The bid should be inclusive of all the applicable taxes, Cess and any other outgoing payable to any authority. The rates should be inclusive of any other present or future outgo (for the period of contract) by whatever name called. The Service Tax, GST, if applicable now, or if made applicable in future, would be on account of the bidder/vendor. TDS as applicable will be deducted by UTIITSL.

It is clarified that the vendor should clearly indicate the base price and other taxes/all outgoing/cess as applicable thereon. These outgoing like taxes, cess, etc. should be specified with the percentage applicable at the time of submitting the tenders so that there is clarity on the base rates and the taxes, cess, etc.

UTIITSL reserves the right to call for the clarification on the break-up of the base rate, taxes, cess and other outgoing (and their percentages, etc.) with proof, if required, as and when needed to aid to evaluate the bids. However, the original quoted overall value would remain as quoted in the original tenders.

In any case, the bid should be inclusive of all the outgoing, by whatever name called, unless specifically indicated by UTIITSL.

12. **Central Excise:** Only in case of the applicability of the excise duty, the bidder/vendor merely by filling the tender form confirms that the payment to the central excise would be on his account and that if required under the applicable government law, they would get registered with Central Excise. Merely by filling in this tender, the bidder indemnifies UTIITSL of any liability from Central Excise by virtue of this contract coming into force.
13. **Insurance:** The insurance for the work carried out upto the stage of handover or insurance for the goods to be supplied upto the stage of handover and the requisite insurance policy as required by law for the personnel involved in the services to be rendered would have to be necessarily be taken by the bidder. In addition to this, the bidder should take insurance for any liability towards Third Party. Merely by filling in this tender, the bidder indemnifies UTIITSL of any liability on the part of UTIITSL.

UTIITSL may at its discretion take insurance policy and deduct the amount from the payment to the bidder/vendor. However, this does not absolve the bidder of his responsibility of not taking the requisite insurance policy as

required. To clarify, the bidder is responsible for taking the insurance policy and is also responsible for the consequences of not taking it.

14. Only if applicable the liability of the work carried out or the goods supplied would remain with the bidder / vendor till such time UTIITSL takes possession of the work / goods in writing. The bidder / vendor would be responsible for any loss before taking over by UTIITSL.
15. **Safety Norms:** The bidder hereby undertakes to follow all the safety norms as specified in the law for the assignment awarded to him through this tender. The bidder, merely by filling in this tender, indemnifies UTIITSL of any consequences due to non-adherence of the safety norms as prescribed by the law. It is also clarified that any order, whether verbal or written, given by any official / representative of UTIITSL, would not be valid if it is in contravention of any safety norms prescribed by law and the bidder is advised to follow the prescribed safety norms.
16. **Agreement:** A suitable agreement would have to be entered into with UTIITSL, failing which the EMD/ the Bank Guarantee as given may be forfeited or the work order would not be issued. If the terms and conditions of the agreement are not acceptable to the Vendor, then UTIITSL reserves the right to reject the tenders or forfeit the EMD / revoke the Bank Guarantee. In the absence of any specific agreement, any offer made in response to this tender, when accepted by UTIITSL, will constitute a contract between UTIITSL and vendor / bidder.
17. **Right of Rejection:** UTIITSL reserves the right to reject all / any bids / quotations without assigning any reasons thereof and without entitling the tenderer to any claim whatsoever.
18. UTIITSL reserves the right:
 - i) To accept in its sole and unfettered discretion any tender for whole or part quantities/ part work.
 - ii) To award the contract to one or more number of bidders / vendors, either on lowest price, equal price or on different prices.
 - iii) To enter into parallel contracts simultaneously or at any time during the period of the contract with one or more tenderer(s) as UTIITSL may deem fit.
 - iv) To place adhoc order simultaneously or at any time during the period of the contract with one or more tenderer(s) for such quantity and for such jobs as UTIITSL may deem fit.
 - v) UTIITSL does not bind itself to accept the lowest or any tender to assign any reason for non-acceptance of the same.

- vi) The order would be place with L1 vendor.
- vii) If L1 vendor not agreed at L1 Rate then the EMD amount will be forfeited, and UTIITSL reserves the right to place the order with L2 vendor at L1 rate only. If L2 Vendor not agreed to match L1 rate, the order would be place with L3 vendor at L1 rate.
- viii) If L2, L3 vendor not agreed to match L1 rates then this tender would be cancelled till new tender is floated and finalized.
- ix) The idea is to obtain the most beneficial rates for UTIITSL.
- x) The decision of the Tender Evaluation and Awards Committee Would be final in this case.

19. **Negotiation:** Generally, no negotiations would be carried out. However, if deemed fit, negotiation may be carried out only with the lowest bidder and if the order has to be split to more than one bidders then it could be done on L1 or negotiated rates with L1, whichever is lower.

20. **Eligibility:** The bidder should adhere to the eligibility criteria. In any case, they should have prior experience of **not less than three years** in the same area as put to bid, for supply/service to other organizations of repute. UTIITSL reserves the right to check their credentials with the organizations they have been associated with and if found incorrect, the tender is liable to be rejected

21. **Availability of requisite permissions and licenses and compliance with the statutory provisions:** The bidder/agency/contractor is required to follow all the statutory acts as may be applicable for such type of work / supply / services for which they are bidding through this tender.

For manpower Tender contract, then the bidder merely by filling the tender confirms that the bidder has all the requisite permissions and licenses to carry out all the works as stipulated by this tender. Further, merely by filling the tenders, the bidder reconfirms that the bidder has complied with all the statutory provisions of the central, state, local and municipal laws inforce including manpower. The bidder also confirms merely by filling the tenders, to comply with any future laws that may be enforced upon by the statute.

Agencies which do not have requisite permissions / licenses or who do not comply with the statutory provisions are requested to fill in the tenders only if they are eligible in this respect.

Valid registrations viz., Sales Tax / VAT / Central Excise and with any other

authorities as per requirement should be available with the vendor and be produced as and when required.

Consequences of insufficient permissions / licenses or compliances on the part of the vendor would be to the vendor's account and the vendor merely by filling in the tender indemnifies UTIITSL of any or all such consequences.

22. **Blacklisting/Debarring:** The bidder merely by filling the tender confirms that the bidder has not been blacklisted / debarred by any government department / agency, Reserve Bank of India, nationalized bank, or any Public Sector Unit or body. The bidder is advised not to fill in the tenders if they have been disqualified by any of the government agencies.
23. **False Information:** In case if it is found that the vendor has not given the correct information and flouted any condition or the vendor does not have all the appropriate licenses and all the statutory permissions, whatsoever required, to carry out the activity as required in these tenders and allied works then UTIITSL reserves the rights to cancel the work order issued to him and award his quantum of work in the manner as deemed fit. This can be done at any stage.
24. **Indemnity:** Further, by submitting this bid, the vendor/bidder indemnifies UTIITSL for any of the consequences arising out of non availability of any of the requisite permissions/ licenses / insurances / any other statutory permission whatsoever required for carrying out this work. Also by submitting this bid, the vendor/bidder indemnifies UTIITSL for any of the consequences arising out of noncompliance of any of the conditions laid by the statute for vendors/bidders or their representatives/ officials in carrying out this work.
25. **Claim for increase in rates:** Any claim for increase in rates on account of any reason whatsoever will not be entertained for the period as stipulated in the agreement.
26. **Extension of contract:** As stipulated by UTIITSL, after the period of expiry, the agreement can be extended on mutual consent for a further period of one year or upto the period till new contract comes in force. However this option can be exercised only by UTIITSL.
27. **Readiness:** The Agency should ensure that the manpower/ machine/materials are procured well in time to ensure quality of work and adherence to the time period and the work / supply / service is not interrupted / delayed irrespective of volume assigned.

28. **Delay:** If the agency does not start the work or if it is felt at UTIITSL that the pace of work is slow and is likely to delay the work/ service / supply, UTIITSL reserves the right to terminate the contract, levy the penalty and also reserves the right apart from legal remedies available, to carry out such work / service / supply at the risk and cost of the contractor / bidder.
29. **Right to reject the work/ service which is not as per the specifications or the terms:** UTIITSL has right to reject the work/ services if they are not found to meet the specifications laid out or are not as per the terms of the tender / work order. No Charges will be paid for the defective work. UTIITSL reserves the right to reject the items of brand other than specified. This can be done at any stage of the work.
30. **Penalty:** UTIITSL reserves the right to levy penalty at its discretion for the delay in execution of the work/ delay in supply/ delay in service. The penalty amount would be one percent of the amount put to tender per week subject to a ceiling of 10%. This penalty would be more clearly specified in the agreement to be entered into.
31. **Termination of Contract:** In case it is found that the work/supply/service is not as per requirement / standards, time lines, or the frequency of corrective measures required is high then UTIITSL retains the right to terminate the Contract with the selected vendor and in such case, the Vendor will not be entitled to claim any damages from UTIITSL or make any claim for fees in respect of such unsatisfactory / substandard services / supply / work.

As also UTIITSL reserves the right to terminate this contract if it is established on the basis of price discovery that it would be beneficial for UTIITSL to go in for a fresh contract.

32. **Volume/Quantity of work:** Volume/Quantity is only indicative and the same may vary as per the requirement of UTIITSL. The volume indicated is for one year or the period specified in the work order / tenders. The work order would be more specific and binding.
33. **Confidentiality:** The Agency shall maintain strict confidentiality of all the documents, information, data coming in possession of the Agency as a result of awarding the contract and also any oral, written or other information disclosed for evaluation or for any other purposes shall be considered as confidential information passed on to the Agency.

Only if applicable to this tender, the Agency should certify in writing that the

design / colour scheme of any document being printed/ processed for UTIITSL is not used / shall not be used by the Agency for any other Organization / Entity under any circumstances. Any violation of the same will be liable for action under the law which shall entitle UTIITSL to claim damages apart from taking action under the appropriate Law.

Only if applicable to this tender, the Agency will delete the data on daily basis, once the same is not legally required further. In short, no data / document of UTIITSL should be with the agency once the work is over on a daily basis.

34. **Usage of data / documents / information : Only if applicable** to this tender, the Agency shall ensure that the documents , data, information etc if imparted by UTIITSL or if come to the knowledge of the bidder, are / is not used or permitted to be used in any manner (directly or indirectly) incompatible or inconsistent with that authorized by UTIITSL in writing. The confidential information will be safeguarded and the Agency shall take all necessary actions to protect UTIITSL's, its customers, and Government of India's interest against misuse, loss, destruction, alterations or deletions thereof. Any violation of the same will be liable for action under the law which shall entitle UTIITSL to claim damages from the vendor apart from taking action under the appropriate Law. This is an irrevocable condition and it will continue to be in force even if the agreement between the vendor / bidder/agency is terminated with UTIITSL.
35. **Breach of clause:** In the event of any breach or threatened breach of any clause by the Agency / bidder and/or individual assigned by the Agency for the performance of the services, the Agency shall be liable to pay damages as may be quantified by UTIITSL. Apart from the above, UTIITSL shall have the right to proceed against the Agency and/or its assigned person/s under appropriate law.
36. **Essence of contract:** The Vendor shall carry out the work / provide the services/ complete the supply as per the specifications and standards laid out within the stipulated time. **It is clarified that carrying out the work or providing services as per specified quality in specified quantity in specified time is the essence of the contract.** Not adhering to above shall entail UTIITSL to rescind the contract and forfeit the security deposit and in which case, there shall not be any claims for damages against UTIITSL by the Vendor. Further the UTIITSL shall have the right to get the unfinished services done/supply made, if any by virtue of the said revocation of the contract, through other sources and the expenses incurred thereof shall be borne by the Vendor in default. The Vendor shall also indemnify UTIITSL against any loss, damage, expenses, costs etc, incurred by UTIITSL as a result of the said delay in timely completion of the said services / jobs, by

the Vendor.

37. **Jurisdiction:** All matters pertaining to the present bid / tender / quote, shall be subject to the jurisdiction of the courts in Mumbai only.
38. **Submission of bills:** The Vendor shall submit the bills correct/accurate in all respects with required challans / receipts and with all relevant documents as specified by UTIITSL from time to time, by 2nd of every month (or any other date specified) for the work carried out / services rendered / material supplied in the previous month and the same shall be settled by UTIITSL by the end of the month or earlier. Applicable TDS, etc. will be deducted at source as per rules. The bidder may choose to send the bills early if they decide to do so and UTIITSL will take required steps to settle the bill if it is complete in all respect and the goods/ services covered by it are rendered to the satisfaction of UTIITSL.

The bidders/agencies / contractors/vendors are advised to submit the bills complete in all respects for immediate clearance.

39. **Inspection:** Wherever required, UTIITSL reserves the right to depute its Officers, Auditors, other officials as it may decide etc. to visit the office / commercial / manufacturing site/s of the selected vendor/s for checking their infrastructure, man power and other related documents mentioned and for checking stock records, quality controls, work processes without advance intimation and the vendor/s will have to provide the necessary documents etc to UTIITSL to help UTIITSL ensure presence of appropriate and adequate controls on various processes. Inspection will be done, if so decided by UTIITSL on periodic basis also.
40. **Nomenclature:** In the said tender, the bidder or the agency or the vendors or the contractor or the supplier and the service provider have the same meanings with reference to the context. As also, reference to any gender covers both the genders and reference to singular also covers plural also.
41. **Corrections:** All the corrections made anywhere in the tender form will have to be authenticated. The corrections without authentication are liable to be rejected. This is an important condition as the correction may have a bearing on the rate/amount quoted resulting in altering L1 or L2 or L3 or any other position. Decision of UTIITSL will be binding in this case. The bidder/Vendor/ Agency merely by filling in this tender agree to this delegation of power to UTIITSL to decide in this matter.
42. UTIITSL reserves the right to give preference to Public Sector Enterprises/

Government undertakings.

43. The Bidder must stamp and initial all pages and sign all forms at the end. The Bidder's participation in the bid shall be deemed to imply unqualified acceptance of the Terms and Conditions.
44. UTIITSL reserves the right to call for further information / documents/ break-up of rates, taxes, etc. to decide on the tenders.

UTI INFRASTRUCTURE TECHNOLOGY AND SERVICES LIMITED

Name of the Bid: Bid from Agencies for providing security services at our Ahmedabad office Premises.

PART II

Special Conditions:

- A. Specifications and Quantity**
- B. Right to place the orders**
- C. Eligibility**
- D. Validity of Bids**
- E. Unit Rate**

A. Specifications and Quantity:

Specifications: Scope of Work and Other Conditions

Methodology:

- a** At present UTI ITSL, Ahmedabad requires guard in Aahmedabad City only. The number may vary depending upon the requirement. It is expressly made clear, and the applicants understand, agree and accept that this is merely an invitation of financial bids. UTIITSL are under NO obligation to allot any jobs/projects/work to the empanelled/ short listed (L1) Security Agency / contractors. The discretion exercised by the UTIITSL, in allotting or refusing to allot any jobs/projects/work to the empanelled Security Agency / contractors is final and binding on all (L1) empanelled / short listed parties. Allotment of any jobs / work to the agency will entirely depend upon the requirement of UTIITSL
- b** The exact place of deployment of manpower would be conveyed to the agency / bidder.
- c** The requisite skill set / experience / qualifications etc. would be conveyed to the agency / bidder.
- d** The salary will be paid based on the **MINIMUM WAGES ACT** at Ahmedabad only to the Agency.
- e** The approximate period of deployment of each of the manpower would be One year initially.
- f** The agency would arrange for required Manpower within a week time after the work order issued by fulfilling the eligibility conditions.

- g The necessary verification of credentials, health check up and police verification would be carried out by the agency/ bidder for each selected candidate within 15 days.
- h The agency should be able to provide copies of Form -16 issued to its employees, deposit challans of Provident Fund Contribution and ESI subscription every month.
- i The Agency shall submit the bills correct/accurate in all respects with required challans / receipts duly verified for attendance by the person authorized by UTI ITSL and any relevant documents as specified by UTI ITSL from time to time, by 2nd of every month for the manpower supplied in the previous month and claim reimbursement of the same. The Agency shall charge a fixed amount of Service Charges as per the terms of Agreement entered into between the parties thereof.
- j All payments would be subject to the deduction of TDS.
- k The agency will keep the record of attendance duly certified by the authorized staff and should be produced as and when UTIITSL or its clients demand for the same.
- l The onus of verification of attendance is on the agency/ bidder. The reimbursement bill would be considered complete and payable only after the verification and submission to paid PF and ESIC challan for the previous month of the salary paid by UTIITLS to the agency from the authorized personnel as decided by UTI ITSL.
- m The agency/ contractors would essentially advise UTI ITSL so that it is ensured that minimum wages etc. are paid as per the applicable laws.
- n All the applicable taxes, cess, service tax, and any other applicable tax under Minimum Wages Act by whatever name called levied on the salary/ emoluments payable to any authority at actual, would be payable by UTI ITSL either directly or through reimbursement to the bidder/ agency on submission of the documents like Service Tax registration numbers/ challans etc.
- o At present the deployment of manpower will be at Ahmedabad city only.
- p The manpower deployed at one station/branch could be posted to another station.
- q The agency would have to agree to take manpower from other agencies as and when required.
- r If UTI ITSL decides not to continue with a particular candidate or all candidates the same would be conveyed to the agency / bidder and the agency / bidder would withdraw their candidate/ employee from the project / UTI ITSL site.
- s If UTI ITSL decides not to continue with the employee of the agency within the period specified in the appointment letter then UTI ITSL would give

- one month notice to the agency.
- t In such cases either by efflux of time or sooner determination of the agency/ bidder would take all the steps for smooth exit of the employee.
 - u The agency undertakes to return all the goods/ equipments /documents/office papers etc./ cash issued to the employee on removal of the employee.
 - v The agency merely by filling in the tender indemnifies UTI ITSL of any legal action by the employee engaged by them.
 - w UTIITSL would reimburse the agency within 10 working days of submission of bills along with PF/ESIC payment challans of the previous month and copy of attendance sheet for verification & release of payment on monthly basis. Government taxes if payable will be paid / reimbursed by UTIITSL on production of required documents.
 - x No Tender terms and conditions should be changed / added / deleted. Any change addition / deletion in the tender terms and conditions UTIITSL reserves the right to disqualify the tender submitted by the agency in cases of any deviation of our terms and conditions.
 - Y **Period of contract:** This contract would be for a period of one year

B : Comparison of bids and placing of orders: Right to place the orders in parts

- i. The Financial bid will be compared on the basis of **SERVICE CHARGES ONLY** quoted by the manpower service provider/ bidder in the Financial Bid.
- ii. The bids most favorable to UTI ITSL i.e. with the **lowest service charges (L1) would be selected for implementation.**
- iii. Such lowest bids would be declared as the basic rates for each category on which the order would be placed to the bidders.
- iv. UTI ITSL reserves the right to reject any or all the tenders without specifying any reason thereof.
- v. Bid documents should be sent only to the address as given above in the name of the person specified i.e. UTI Infrastructure Technology And Services Limited, Plot No. 3, Sector 11, CBD Belapur, Navi Mumbai 400614.

C : Eligibility: The agency should adhere to the eligibility criteria. In any case,

they should have prior experience in the same area for supply of manpower to other organizations of repute and UTI ITSL reserves the right to check their credentials with the organizations they have been associated with.

1. Security Agencies, Manpower service provider, autonomous bodies, firms, companies and societies are eligible to participate in the bidding process.
2. The agency should have EPF code, ESI registration no., PAN, Service tax registration and registration under applicable labour laws and should submit copy of the same.
3. Consortium bidding shall have sustainable documentation otherwise liable to be rejected at any stage.
4. The agency should be able to provide copies of Form -16 issued to its employees, deposit challans of Provident Fund Contribution and ESI subscription whenever asked for.
5. Experience certificate of the areas as above of which award of contract is to be made by UTI ITSL, of at least 03 years continuously must be submitted by the parties.
6. The agency should submit the satisfactory performance report from their existing clients from Govt. / PSUs / Reputed organizations.
7. The agency should ensure before deploying an outsource resource personnel regarding his satisfactory character & antecedent records duly verified by the police authorities.
8. Agency / service provider must be in a position to supply Security Guards in case of UTIITSL or its clients consequent on business expansion.

IMPORTANT NOTE FOR PRICE BID SUBMISSION

The Financial bid form consists of Service Charges only which are to be filled by the Agencies.

The salary would be paid as per the Minimum Wages Act in Ahmedabad.

Specific work at the site for providing Security services:

a	Nature of Duties.
b	Vetting and verification of visitors at the gate.
c	Guiding the genuine visitors to the intended destinations
d	To register and check the material going in and out of the premises.
e	To enforce strong watch and ward at the gates of the complex to restrict entry to unauthorized and anti social elements.
f	To cover and secure the perimeter of the complex.
g	To monitor, plan and direct the procedures for efficient parking facility for the use of visitors.
h	To maintain sharp watch on the staff, workers and the visitors to prevent unwarranted activities within complex.
i	To help educate and spread awareness to the occupants of fire prevention, control and fighting
j	To execute disaster management plans.
k	Conduct evacuation plans for the occupants in case of disaster and hazards.
l	Produce periodic reports on fire audit, security functional audit, danger speculations for the premises.
m	Maintain records of incidents.
n	Maintain contacts of important emergency action agencies like fire departments, police, hospitals etc.
o	Preparation of emergency evacuation guidelines.
p	Adequate strong programmed on various aspects such as technical, safety and good security.

q	The service provided will ensure availability to the deputed security personnel at the site the minimum equipments and items to ensure efficient vigilance to protect the premises against external threats, thefts, fire hazards, natural disasters, unauthorized persons and detectors.
r	The minimum equipments available and possessed by the security guards must be: Battery Torch / Whistle / Batson /License Arms & Ammunition. The security staff shall be constantly stationed at various posts/duties in the premises as per the direction of the Head guard / UTIITSL or its clients.
s	No. of employees proposed to be employed with break up details for the following at the above site.
t	Detailed Estimated requirement of guards and head guard for each of the following location is as follows. The number may vary as this is an estimated requirement.

No	Location	Services Required
1	Ahmedabad	UTI Infrastructure Technology And Services Ltd, G-3 Chitra-Ami Apartment, Opp. Old RBI, Near Times Of India Bldg., Ashram Road, Ahmedabad – 380009

D : Validity of Bids : Bids will be valid for a period of 90 days from the date of opening of quotes.

E. Unit Rate : Rate to be quoted per guard per month for service charges only.

PART III

Bid Form
(To be submitted on the letter head of the Agency)

(Annexure VI)

To,
Assistant Vice President
UTI Infrastructure Technology And Services Limited ,
Plot No. 3, Sector 11,
CBD Belapur,
Navi Mumbai 400614Sir,

Date:

Sub: Agency for Supply of Manpower for providing Security service at Ahmedabad

This is with reference to your tender due on 20th January, 2015. We are in the Manpower outsourcing business. We have provided adequate number of manpower to various government/ Public Sector Undertakings / Private Organizations. We are agreeable to provide the copies of work orders. We are interested in getting our Company / firm empanelled in your organization for supply of Security Guards / Security Supervisor in Ahmedabad.

We understand that UTIITSL is not bound to accept any proposal they may receive and that the evaluation would be verified based on the applicable eligibility criteria and the supported specific documents submitted by us.

We have read and understood the details as given in the tender information (Part I and Part II) regarding the Scope of Work and Terms and Conditions for the selection of vendors for this tender and bidding for the contract. The tender conditions are acceptable to us. We have been given all the required information to UTIITSL. We certify that we are eligible and qualified as per the said Terms. The duly signed copies of the terms are attached herewith. We understand that separate cost comparative statement will be prepared for items and L1 will be decided by UTIITSL.

In case of any ambiguity between arithmetic calculations, the rates will be considered correct and the amount will be derived on the basis of the rates quoted and the quantity originally mentioned in the Tender.

Signature of the Bidder

Comparison of bids and placing of orders:

- i. The Financial bid will be compared on the basis of service charges quoted by the manpower service provider/ bidder in the Financial Bid for Region.
- ii. The bids most favorable to UTIITSL i.e. with the lowest service charges would be selected for implementation in each Region.
- iii. Such lowest bids would be declared as the basic rates for each Region on which the order would be placed to the bidders.
- iv. After fixation of rates for each of the Region through the lowest rates received, the orders would be placed to the agency who has quoted that lowest rate. On his (lowest bidders) inability to provide the required manpower either number wise or location wise or experience/qualification wise, within the specified time frame of 03 days/10 days for interview as per Clause A(b)(vii) of Part II then UTIITSL reserves the right to offer the assignment to any other agency/ bidder on the lowest rates so quoted for the said category.
- v. UTIITSL reserves the right to reject any or all the tenders without specifying any reason thereof.

In case of difference in price quoted, the price in words will be taken as final.

The Agency /Bidder has to bid only his Service Charge (inclusive of Service Tax) per candidate per month for comparison of financial bid as per the Table below :-

Sr. No.	Particulars	Only <u>Service Charges</u> to be quoted (Rate quoted per month per man power (in Numerical and in words]
1.	Service Charges /person/month	Rs.(in Figure) _____ (Rupees in Words) _____ _____ _____)

Yours faithfully

Authorized Signatory [In full and initials]:

Name and Title of Signatory:

Name of Firm:

PAN Number of the agency:

Address:

Location: _____ Date: _____

Signature of the Bidder

Check list for submission of Bids

Forms for Submitting Bids	Yes / No
1 Superscription on the envelope	
2 Tender fees – check if the tender fees is applicable and if it has been enclosed in form of Bankers Cheque / DD	
3 EMD of the required amount	
4 Signature on all the pages conveying the acceptance of all terms and conditions	
5 Check if all the required documents have been enclosed.	
6 Bid Form (Tender Document)	
7 In case the bidder is a non-individual, then the letter authorizing the signatory to sign the tender documents must be enclosed. This letter would be on the Bidders Letter Head	
8 Price Bid (Part - III) Price bid should be submitted only in the relevant format duly signed	

DETAILS OF THE BID

SR. No.	PARTICULARS	DETAILS
1	Name of the Company and Address	UTI Infrastructure Technology And Services Ltd, G-3 Chitra-Ami Apartment, Opp. Old RBI, Near Times Of India Bldg., Ashram Road, Ahmedabad – 380009
2	Date of the Bid Document	06.01.2015
3	Last date and Venue of Submission	20.01.2015 (Upto 3.00 PM) at UTI Infrastructure Technology And Services Limited, Plot No. 3, Sector 11, CBD Belapur, Navi Mumbai 400614.
4	Date, Time and Venue of Pre-Bid meeting	12.01.2015, between 10.30 AM to 5:00 PM UTI Infrastructure Technology And Services Ltd, G-3 Chitra-Ami Apartment, Opp. Old RBI, Near Times Of India Bldg., Ashram Road, Ahmedabad – 380009
6	Tender Fee	Rs.500/-
7	EMD Amount	Rs.10,000/-

Please note carefully the requirements for submitting bids as set forth in this bid document, and the date and time for submission of bids. Late or delayed bids shall not be considered for evaluation and shall either not be received or returned unopened.

UTIITSL reserves the right to reject any or all bids without assigning any reason thereof at anytime.