TENDER FORM

For

Providing & Managing Security Services/ Guards for AICTSL, Indore (M.P).

ATAL INDORE CITY TRANSPORT SERVICES LIMITED
Plot No. 30, Residency Area, A.B. Road,
Opp. M.G.M. College, Indore - 452001
Ph.: +91-731-2499888, 2904488

Procedure for participating in the e-tender:

i) For participation in e-tendering module for any department, it is mandatory for prospective bidders to get registration on website www.mpeproc.gov.in . Therefore, it is advised to all prospective bidders to get registration by making on line registration fees payment at the earliest.

ii) Tender documents can be purchased only online and downloaded from website www.mpeproc.gov.in by making online payment for the tender documents fee.

iii) Service and gateway charges shall be borne by the bidders.

iv) Since the bidders are required to sign their bids online using class – III Digital Signature Certificate, they are advised to obtain the same at the earliest.

v) For further information regarding issue of Digital Signature Certificate, the bidders are requested to visit website www.mpeproc.gov.in . Please note that it may take upto 7 to 10 working days for issue of Digital Signature Certificate. Department will not be responsible for delay in issue of Digital Signature Certificate.

vi) If bidder is going first time for e-tendering, then it is obligatory on the part of bidder to fulfill all formalities such as registration, obtaining Digital Signature Certificate etc. well in advance.

vii) Bidders are requested to visit our e-tendering website regularly for any clarification and / or due date extension.

viii) Bidder must positively complete online e-tendering procedure at www.mpeproc.gov.in

ix) Department shall not be responsible in any way for delay /difficulties /inaccessibility of the downloading facility from the website for any reason whatever.

x) For any type of clarification bidders can / visit www.mpeproc.gov.in and held desk contract no. 18002588684 Mail id : eproc_helpdesk@mpsdc.gov.in Support timings: Monday to Saturday from 10:00 AM to 7:00 PM.

xi) Interested bidders may attend the free training programme in Bhopal at their own cost. For further query please contact help desk.

xii) The bidder who so ever is submitting the tender by his Digital Signature Certificate shall invariably upload the scanned copy of the authority letter as well as submit the copy of same in physical form with the offer of particular tender.

AICTSL» ATAL INDORE CITY TRANSPORT SERVICES LIMITED, INDORE

Plot No. : 30, Residency Area, A.B. Road, Opposite M.G.M. College, Indore, M.P. Telephone No. 0731-2499888,2904488

NOTICE INVITING E-TENDERS

AICTSL/2018/NIT/EPROC/No.250 **Indore, Date: 23/01/2018**

Atal Indore City Transport Services Ltd. (AICTSL) is a special purpose vehicle in the form of a Public Limited Company set up to operate and manage Public Transport in the city of Indore. AICTSL invites online tenders from reputed agencies/ companies. Important dates for tender processing are as under:-

Name of Work	**Providing & Managing Security Services in AICTSL, Indore (M.P).**
Pre-bid date at AICTSL Office	12/02/2018 at 1700 hrs.
Last date for online purchase of E-tender document	26/02/2018 till 1730 hrs.
Last date for online submission of E-tender technical and financial document	27/02/2018 till 1730 hrs.
Last date for submission of hard copy tender with technical bid submission.	28/02/2018 till 1530 hrs.
Earnest money and technical bid will be opened online.	28/02/2018 at 1600 hrs.

1. Tender document purchase, submission, detailed terms and conditions, specification and other eligibility criteria details shall be available on Website :- **www.mpeproc.gov.in** and NIT can be seen on AICTSL official **Website :- www.citybusindore.com.**
2. Cost of tender form Rs. 5,000/- (non-refundable).
3. Earnest money deposit Rs. 1,00,000/- (One Lac only) in the form of DD/FDR in favour of **Atal Indore City Transport Services Limited, Indore.**
4. The bidder fulfilling the criteria as per NIT are eligible to participate in the tenders.

AICTSL reserves to itself the right to reject any or all the tenders or extend the date and time of its sale, submission or opening under its sole discretion without assigning any reason whatsoever.

Managing Director
Atal Indore City Transport Services Limited

Providing & Managing Security Services/ Guards for AICTSL, Indore (M.P).

1. Instructions to the bidder:

- **Any changes, additions or deletions in the tender will be available on the website/ www.citybusindore.com & www.mpeproc.gov.in. No written communication will be circulated.**

- **AICTSL has issued another tender notice for appointment of agency to supply unskilled/semi-skilled/skilled/highly-skilled manpower to the department. If anyone bidding for both the works ie. For supply of security guards & for manpower, then the agency will be given only one work as decided by AICTSL.**

- **Firms/ agencies black listed from any government/ Semi – Govt. organizations are not allowed to participate in the tender & if participated than the tender shall be rejected without further technical evaluation.**

- Online tenders in prescribed form are invited from registered Security Agencies. The Agency should be registered in the Department of Police in state of Madhya Pradesh.

- Printed form of tenders consisting of the schedule of the services and the set of conditions of the contract to be complied by the person whose tender may be accepted is enclosed.

- **Earnest Money Deposit:**

  A bank draft/ FDR/TDR of Rs.5,00,000/- (Rupees Five lac Only) drawn on any scheduled bank/ Nationalized Bank in favour of Atal Indore City Transport Services Limited Indore payable at Indore, shall be submitted towards Earnest Money Deposit and should be placed in separate envelope.

  No other mode of payment of the earnest money will be accepted.

- AICTSL reserves the right to reject any or all tenders without assigning any reasons thereof.

- The tender shall remain valid for a period of 120 days from the date of opening the tenders. If any tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions which are not acceptable, AICTSL shall without prejudice to any other right or remedy, be at liberty to forfeit the said Earnest Money absolutely.

- The AICTSL does not bind itself to accept the lowest or any tender and reserves the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at quoted rates.

- Before tendering, the contractor should visit the site and satisfy himself as to the conditions prevalent at the site. No claim on this account shall be entertained by AICTSL.

- The details of services (Personnel) required is placed at Annexure to this tender document.
- The tenderer should ascertain all his obligations under the contract before making his price bid.

2. Tax & other duties:

Tax on materials/services in respect of this contract shall be payable by the Contractor and AICTSL will not entertain any claim whatsoever in this respect. GST will be paid extra as applicable.

If the contractors fails to make the payment of wages to the employees engaged by it by the 7th of the following month, he shall be liable to pay to AICTSL penalty @ 1% per week or part thereof of the total wages bill of that month subject to a maximum of 10% of the total wages of the month.

Agency shall be paid GST, EPF contribution & ESI contribution other than Approved service charges to agency by the department. The Agency shall comply with all statutory provisions like ESIC and Provident Fund etc.

The agency shall at all times indemnify the AICTSL against all claims, damages or compensation under this contract under the provisions of,

- Payment of Wages Act, 1936;
- Minimum Wages Act, 1948;
- Employers Liability Act, 1938;
- The Workmen's Compensation Act, 1923;
- Industrial Dispute Act, 1947;
- Indian Factories Act, 1948; and
- Maternity Benefit Act, 1961
- Any other relevant Act

Or any modifications thereof and rules made there under time to time or as a consequence or any accident or injury to any workman or other persons in or about the operations, and also against all cost, charges and expenses of any suit, action or proceedings arising out of such accident or injury and against all sum or sums which may with the consent of the bus operator be paid to compromise or compound any such claim without limiting his/her obligations and liabilities.

3. Monthly bill Payment Condition

(i) The contractor is liable to pay wages to his staff on or before 7th of every month.

(ii) Agency has to enclose the current month's i.e. billing month Employee Provident Fund (EPF) & Employee State Insurance Corporation (ESIC) challans, ECR. Agency has to deposit separate Employee Provident Fund (EPF) & Employee State Insurance Corporation (ESIC) challans. Consolidated challan will not be accepted by the company.

(iii) Agency has to enclose the current month's i.e. billing month Employee Salary Sheet. Agency also submit the bank statement showing the clearance of salary of employees. (Format will be provided with work order).

(iv) Agency has to enclose the current month's i.e. billing month GST Challan along with C.A. Certificate (it's should be letter head on C.A.) of payment of GST.

(v) Failing to submit any one of the above, AICTSL will not process the payment of monthly bill.

(vi) The income tax will be deducted from the monthly claims of the contractor at the rates prescribed by the Government from time to time and remitted to Government. Form 16A will be provided against such deductions.

4. Minimum Scope of Work for Security Guards

The minimum requirement of security staff/ guard is for job shall have minimum following qualification.

- Security person should be Minimum 10th pass as the is required for the Work. The age should be between 20 years to 50 years.

A. Documents regarding Police verification of the prospective person to be deputed for the work will be a "MUST".
B. AICTSL shall check all the documents of the security and AICTSL decision shall be final.
C. Tentative Duties of the persons shall be as under:-
   i) There shall be 24 * 7 securities at the depots of AICTSL.
   ii) The ibus station shall always be in the security 24*7.
   iii) Female passengers should be treated very respectfully. And for any complaints the call centre number could be shared.
   iv) The security staff/ guard shall be responsible for all the assets, equipment, etc.
   v) Security staff shall be responsible of all the ITMS equipment's installed at ibus stops.
   vi) Security staff shall be trained for smart card access at the stations.
   vii) The security staff/ guard shall ensure the discipline and law and order at the project site.
   viii) The security staff/ guard should always be in uniform and ensure the

safety of the site and public.

ix) Always whistle when required and manage the passenger footfall.

x) Note down the incoming and outgoing visitors on the register.

xi) Catch those who are smoking/ drinking alcohol inside the site.

xii) Make sure the buses are parked as per the plan given and instructed by the AICTSL.

xiii) Report to police / AICTSL if any criminal offence takes place.

xiv) Do not allow any suspected person inside the site without any proper identity.

xv) Monitor all the work and movements and react if any suspicious act is going on.

xvi) Security staff/ guard at the station will have special rights to check the tickets of the passengers and monitor if any theft is being done.

xvii) Every week there shall be parade of the security staff/ guard and instructions shall be given to them by AICTSL.

xviii) The security agency shall be responsible for any of the police complaints to be made.

xix) Any other instructions given by AICTSL time to time.

xx) The equipment (tools) and necessary consumable items will be brought by the contractor. This includes the staff whistle, uniform, handle bar, torch, etc.

xxi) In case any of the staff employed by the agency is found to be indulging in any subversive activities or is found under the influence of alcohol or any other intoxicants while on duty or the conduct and integrity is found to be doubtful or performance is not found to be satisfactory, he shall be removed from duty immediately at the instance of the AICTSL Decision of the AICTSL shall be final and binding on the agency.

xxii) Other materials like Ticket checking machine, Sitting Stool, Whistle, Rain coat, Stationery etc. were provided by contractor to their employee.

xxiii) Any case of Incident/Accident at BRTS Corridor, Station & junctions, related responsible for Police complaint.

xxiv) The agency shall ensure that the workmen of the agency must rigidly follow all the rules and orders regarding entry, exit and safety precautions, conduct discipline as is desirable in the campus of AICTSL ' and will have to maintain strict law and order.

xxv) The contractor shall provide uniform including shoes and identity cards to the persons employed by him at his own cost.

xxvi) Any case of Incident/Accident at BRTS Corridor, Station & junctions, then security staff near that point will be responsible for Police complaint.

5. Other requirements:

- Security personnel deployed by Agency should not below 20 year & working for Seven day of week i.e. Monday to Sunday. Any leave provided by the agency to the security staff/ guard shall not affect the work provided by AICTSL.

- AICTSL field staff shall make the attendance and the AICTSL total attendance shall be final. The list of the security personnel shall have to be provided to AICTSL field staff daily and the duties shall be provided by AICTSL field staff.

- The agency has to deploy 2 supervisors in 40 security personnel i.e to be deputed at its own cost. If supervisors are not found on the field than penalty shall be implemented. Also the agency needs to maintain the supervisor's attendance in AICTSL office only.

- The agency has to take the communication system arranged by AICTSL at its own cost. It is mandatory for the field supervisors to have the communicating device. The ratio of the supervisors shall remain same for increase in the number of the security personnel.

- The entire penalty shall be provided in a consolidated format by the end of the every month to the agency and same shall be deducted from the monthly bill. As per schedule of penalty.

- The number of security staff/ guard could be increased or decreased by the AICTSL as per the requirement. I.e. if not required than the counting of the security shall not be done in attendance. Only duty security staff/ guard shall be marked as present.

- No security staff/ guard / officials shall come to AICTSL for any issue and the agency shall be responsible for any of the mutual issues or concern with the security personnel.

- The wages to the security staff/ guard shall not be linked with the bill payment of the agency by AICTSL.

- Security staff/ Gunman deputed by the agency shall be paid as per the manpower rules/ rates finalized by District Magistrate.

- If any change in the rules are being furnished by District Magistrate than the agency needs to fulfil the same and manpower shall be paid accordingly.

  That attendance register of duty staff will be maintained by the first party and counter-signed by the second party authority whenever required. That the first party will not change its staff frequently. For less than 100% attendance of staff in a month,

proportionate deduction based on man-days will be made from the monthly bill submitted by the first party.

6. Dispute Resolution-

Amicable Resolution ;

a) Save where expressly stated otherwise in this Agreement, any dispute, difference or controversy of whatever nature howsoever arising under, out of or in relation to this agreement between the Parties and so notified in writing by either Party to the other (the "Dispute") in the first instance shall be attempted to be resolved amicably by the Parties, in accordance with the procedure set forth in sub-article (b) below.

(b) Either Party may require the Dispute to be referred to the Managing Director (MD), AICTSL for amicable settlement. Upon such reference, both the Parties and the MD or his nominee (who may or may not be an employee of AICTSL shall meet at the earliest mutual convenience and in any event within 15 (fifteen) days of such reference to discuss and attempt to amicably resolve the Dispute. If the Dispute is not amicably resolved within 15 (fifteen) days of such meeting, either Party may refer the Dispute to arbitration in accordance with the provisions of Article below.

7. Arbitration

(a) Arbitrators

Any Dispute which is not resolved amicably as provided in Article 8.1 shall be finally settled by binding arbitration under the Arbitration and Conciliation Act, 1996. The arbitration shall be by a committee of 3 (three) arbitrators. 1 (One) arbitrator is to be chosen by each Party and the third to be appointed by the 2 (two) arbitrators chosen by the Parties. If either Party fails to choose its arbitrator, the other Party shall take steps in accordance with Arbitration and Conciliation Act, 1996.

(b) Place of Arbitration

The place of arbitration shall be Indore.

(c) Procedure

The procedure to be followed within the arbitration, / arbitral tribunal and the rules of evidence which are to apply shall be in accordance with the Arbitration and Conciliation Act, 1996.

(d) Enforcement of Award

Any decision or award resulting from arbitration shall be final and binding upon the Parties. The Parties hereto hereby waive, to the extent permitted by law, any rights to appeal or to review of such award by any Court or Tribunal. The Parties hereto agree that the arbitral award may be enforced against the Parties to the arbitration proceedings or their assets wherever they may be found and that a judgment upon the arbitral award may be entered in any Court having jurisdiction thereof.

(e) Fees and Expenses

The fees and expenses of the arbitrators and all other expenses of the arbitration shall be initially borne and paid by respective Parties equally subject to determination by the arbitrators. The arbitrators may provide in the arbitral award for the reimbursement to the prevailing party of its costs and expenses in bringing or defending the arbitration claim, including legal fees and expenses incurred by the said Party.

(f) Performance during Arbitration

Pending the submission of and/or decision on a Dispute, difference or claim or until the arbitral award is published; the Parties shall continue to perform all of their obligations under this Agreement without prejudice to a final adjustment in accordance with such award.

8. Withdrawal and modification of Bid:

The bidder may withdraw its bid after bid's submission, provided that written notice of the withdrawal is received by the competent authority prior to the deadline prescribed for submission of bids. There shall be no provision for modification of bid.

9. Performance Security:

The contractor whose tender is accepted will be required to furnish Performance Security Deposit for the due fulfilment of his contract for Rs. 20 Lakh at the time of executing an agreement in the form of FDR/ Bank Guarantee.

The performance Security Deposit shall be refunded to the agency after completion/termination of the contract subject to such deductions/recoveries that may be made by the AICTSL authority for loss or damage to its properties.

10. Termination/ Extension:

The agreement may be extended for further period or periods by mutual consent on the same terms and conditions of the contract.

The agreement can be terminated by AICTSL upon giving one month's notice in advance in writing, except in the event of failure of providing services on the part of the agency in which event the agreement shall be terminated without giving any notice, what so ever by the AICTSL authorities and the AICTSL authorities shall not be responsible for any payments thereafter. The decision of the AICTSL authorities as to what constitutes failure of the services shall be final and binding on the agency and shall not be questioned by him in any manner.

11. Force Majeure:

None of the parties shall be liable to for any loss incurred due to natural calamities, act of God, War, riot & such other acts which are beyond the control of any of the parties: Provided, however, that at the cessation of the above circumstances, the either party shall give a 15 days' notice in writing to other party to perform their area of activities.

Consortiums are allowed.

No sub-contracts are allowed.

12. Sealing & marking of bids:

The bidders shall submit the EMD, technical bid (Containing the technical specifications offered, literature, leaflets etc and the technical deviation if any along with the RFP document). No need to submit the commercial/ financial bid in hard copy to AICTSL (Financial bid to be submitted only via online.)

Conditional bids are liable to be rejected.

13. Terms & Conditions:

A. The agency has to give minimum wages to the specified security guard and the same shall be randomly audited by AICTSL.

B. The AICTSL shall pay the contractor is bill each month at rates as accepted by the AICTSL after ensuring satisfactory performance of the contract by the AICTSL authorities & subject to fulfilment of provisions under clause mentioned in the RFP.

C. In case any staff employed by the contractor is absent and no substitute is provided by the Contractor then it will be treated as a default on the part of the Contractor for which he shall be liable to pay penalty at double the rate of daily wages of the absentees and the same shall be deducted from the monthly account bill.

D. Contractor shall provide the services on seven-days a week (Monday to Sunday). The security staff shall work in the three shifts of minimum 8 hrs.

E. AICTSL property by the contractor's labour shall be the responsibility of the agency / staff deputed and in case he fails to maintain the same then the losses shall be recovered from his dues including security deposit.

F. The staff must not be less than 20 years age and shall be in good health. Regular health check-up shall be done by the agency and report shall be submitted to AICTSL.

G. The agency shall not change the staff frequently without prior permission of the AICTSL authorities.

H. The agency shall ensure that the workmen of the agency must rigidly follow all the rules and orders regarding entry, exit and safety precautions, conduct, discipline as it is desirable in the campus of AICTSL and will have to maintain strict law and order.

I. AICTSL will not provide any residential accommodation/medical facilities, transport and canteen to the personnel deployed by the contractor for this work.

J. The contractual staff will be bound to observe all instructions issued by AICTSL authority (i.e.) concerning general discipline and behaviour.

K. The Agency shall comply with all statutory provisions like Minimum Wages, ESIC and Provident Fund etc. The Agency will have to get all the employees deputed to AICTSL Campus, covered under various labour Acts applicable to the Agency. AICTSL shall have no liability whatsoever in respect of these employees. They shall not be deemed to be workmen of the AICTSL under any law relating to their employment. AICTSL authority will not be responsible financially or otherwise for any injury to the agency's personnel in the course of performing their duties. AICTSL shall not be treated as principle employer on any platform any stage.

L. The number of duty hours for staff should be as per provisions in the Labour Laws and in no case shall exceed 12 hours in times of emergency as otherwise extra fatigue will speak on the mental/physical health and the performance of the staff. However, infringement of Labour Laws, if any, will be sole responsibility of the contractor. The contractor/Agency shall comply with all provisions of minimum wages Act, 1948, Contract Labour (Regulation & Abolition) Act, 1970 and rules framed there under and other labour laws affecting contract that may be brought into force from time to time. Office helpers shall be available half an hour before opening & half an hour after closing of the office.

M. Increase/Decrease in minimum wages shall be the reimbursed/recovered as per law.

N. That the personal provided by the first party will not be the employees of the second party and there will be no relationship of employer and the employee between the second party and the personnel so provided/to be provided by the contractor. The personnel so provided will not be entitled to any claim, any benefits pecuniary or otherwise from the second party.

O. That the first party will be under obligation to supply additional personnel if any required by the second party, at the same rates as quoted by them and specified in the contract for that category of personnel. Similarly AICTSL will be at liberty to reduce the requirement of ticketing staff as per requirement.

P. That in the event of any accident etc. resulting in death or injury to any person of the first party during the course of their employment in the premises of the second party, the first party shall pay them such compensation as may be payable under the law and the first party shall not raise any claim, whatsoever its nature may be, in respect of such payment to their employees, on the second party.

Q. That attendance register of duty staff will be maintained by the first party and counter-signed by the second party authority whenever required. That the first party will not change its staff frequently. For less than 100% attendance of staff in a month, proportionate deduction based on man-days will be made from the monthly bill submitted by the first party.

R. That if any dispute or differences at any time arise between the second party and the first party in connection with this contract or regarding the rights and the liabilities of the party hereto, the matter shall be resolved through mutual discussion. If the mutual discussion fails, the matter shall be referred to collector, District Indore, for decision whose decision shall be final and binding on both the parties.

S. AICTSL field staff shall make the attendance and the AICTSL total attendance shall be final. The list of the security staff shall have to be provided to AICTSL field staff daily and the duties shall be provided by AICTSL field staff.

T. The entire penalty shall be provided in a consolidated format by the end of the every month to the agency and same shall be deducted from the monthly bill. As per schedule of penalty.

U. The number of security staff could be increased or decreased by the AICTSL as per the requirement. Only duty security personnel shall get the attendance.

V. No security personnel / officials shall come to AICTSL for any issue and the agency shall be responsible for any of the mutual issues or concern with them. Monthly meeting shall be conducted by AICTSL to instruct the supervisors and staff is required.

W. The wages to the security staff shall not be linked with the bill payment of the agency by AICTSL.

MEMORANDUM

a)	Description of works	Providing & Managing Security Services/ Guards for AICTSL, Indore (M.P).
b)	Amount of E/M	Rs. 5,00,000/-
d)	Period of contract	3 years

Pre-bid date at AICTSL Office	12/02/2018 at 1700 hrs.
Last date for online purchase of E-tender document.	26/02/2018 till 1730 hrs.
Last date for online submission of E-tender technical and financial document	27/02/2018 till 1730 hrs.
Last date for submission of hard copy tender with technical bid submission.	28/02/2018 till 1530 hrs.
Earnest money and technical bid will be opened online.	28/02/2018 at 1600 hrs.

CONDITIONS OF ELIGIBILITY: -

Minimum pre-qualification criteria, documentation to be obtained and submitted. – If not qualified than the tender is liable to be rejected thereof & financial bid will not be opened.

(i) The bidder should have valid registration certificate with M.P. Police Department, the Regional P.F. Commissioner (RPFC) and ESIC office of the area, Single LABOUR LICENSE of minimum 200 People, SECURITY LICENSE (PASARA).

(ii) Minimum average turnover of providing security services only for last 3 financial years should not less than 5 Cr.

(iii) The bidder should either have an office established in the state of MP (attach copy of MPST/CST/TIN issued by M.P commercial Tax department) or give an undertaking / affidavit to open office in the state of Madhya Pradesh within 60 days of being selected for this work.

(iv) The agency/ company should be working at least for last three years for the specified work.

(v) Agency should have the experience (as required in RFP) of minimum in 3 no. of any Govt. / venture or MP Govt department/ Venture or any scheduled Bank projects. (In last five years).

(vi) Self-certificate/ declaration for not being black-listed/ banned from any Govt/ Semi-Govt organization is required to be submitted.

Note: The financial bid shall only be opened via E- tender only after the technical eligibility of the agency. If not found eligible the financial will not be opened in any case of the particular agency.

Evaluation & marking of Technical bid:

The technical Bid will be examined by AICTSL on the basis of responsiveness of evaluation criteria. The bidder will required to submit the details of their experience, turnover & other details as required. The Eligible bidders will be provided with a marking system which is as follows:-

The following is the marking criteria.

S.No	Description	Slab	Marks
1	Agencies work Experience.	3 to 5 years. More than 5 years	20 30
2	Last three financial year turnover	Rs. 5 Cr. to Rs. 10 Cr. More than Rs. 10 Cr.	30 45
3	Experience with any state/ central Govt./ PSU/ Banking Organisation of similar (Works in last five years.)	3 to 5 work orders More than 5 work orders	15 25

Note:

In case bidders submit the same price bid then the bidder getting the highest marks in technical evaluation shall be awarded the work.

Annexure – A 1. SCHEDULE OF PENALTY

The following is the detail out of the penalty for the deployed security guard.

S.No	Clause	Penalty details
1	If not found present twice when checked at the given location	Marked absent
2	If not found in full uniform in all the days from Monday to Sunday. And any other necessary equipment.	Marked absent or 100 Rs. Fine or both
3	If found misbehaving/ abusing/ or found in illegal activities.	Penalty of Rs. 500 and replacement of the security guard immediately.
4	If found drinking alcohol/ smoking/ tobacco	Rs. 1000 Fine and the replacement of the security staff/ guard/ guard Immediately.
5	Found in theft / or any other related to this	Police complaint by the agency itself against the security staff/ guard/ guard and penalty of 1000 Rs. 2% deduction of the monthly bill or both.
6	If not found with necessary stationary/ equipment	Penalty of Rs. 500 shall be deducted
7	Any staff found sleeping at the station/ bus	1000Rs. Penalty
8	Any damage to the AICTSL property at station	Penalty of the item deducted from the monthly bill/ invoice
9	Any loss/ damage to the AICTSL property other than station.	Rs. 1000 penalty and cost of the item.
9	If found doing exchange of duties	Penalty of Rs. 1000 and the security staff/ guard/ guard shall be marked absent.
10	Spitting at the station, corridor or in AICTSL campus	Rs. 1000 Penalty
11	Supervisor not found on the field	Rs. 1000 Penalty

Note:

If penalty on the agency shall be imposed than the decision of the same by AICTSL shall be final and no further corrections shall be entertained.

APPENDIX TO BID

(Contract Data)

S.No.	ITEMS	PARTICULAR CONDITIONS FOR THIS CONTRACT
1	Authority	Atal Indore City Transport Service Ltd., Indore
2	The Start Date	30 Days from the date of issue of the work order i.e. letter to proceed with the work.
3	Name of the work	Providing & Managing Security & Manpower Services in AICTSL, Indore (M.P) for different projects
4	Work Programme	**7 days** from the issue of Letter of Acceptance.
5	Amount of Performance security	Rs. 20 Lakh (In the form of FDR/ Bank Guarantee)

Annexure – B SCHEDULE OF RATES

Providing & Managing Security Services/ Guards for AICTSL, Indore (M.P).

S. No	Description	Manpower required	Rate per manpower per shift (in figures)	Rate per manpower per shift (in words)
1	Security staff/ guard (Unskilled)	100	Rs. 323.05	Rs. Three Hundred and Twenty Three Rs. and Zero Five Paisa only
2	Armed Guard (Skilled)	10	Rs.424.44	Rs. Four Hundred and Twenty Four Rs. and Forty Four Paisa only

Above Rates are inclusive of Minimum wages vide letter no. 3927439445 dated 28-09-2017 of labour commissioner, Indore(M.P.) and EPF@13.15%,ESIC@4.75%.

***No minimum guarantee of manpower shall be provided.**

Financial BID:

I/WE HEREBY TENDER FOR THE WORK OF PROVIDING & MANAGING SECURITY & MANPOWER SERVICES IN AICTSL, INDORE (M.P) FOR DIFFERENT PROJECTS AND WILL CHARGE FOR @_____%IN FIGURE_____IN WORDS ABOVE PERSENTAGE TOWARDS SERVICE CHARGES ON RATES STATED **IN SCHEDULE OF REQUIRED MAN POWER & RATES ON PAGE NO 17 OF THIS** TENDER DOCUMENT.

Note:

(1) Rates should be inclusive of Minimum wages, EPF, ESIC, agency Commission etc. and All other requirement of AICTSL,

(2) In case of variation of rates in words & figures, the lesser quote will be considered as valid.

(3) The number shown is only approximate and may increase/decrease according to the requirement for which agency will not have any claim whatsoever. No minimum guarantee of manpower shall be provided.

(4) Tender can be awarded to two or more agency for better implementation Of work. Decision in this regard AICTSL will be final.

(5) Rates should be excluding of GST. GST will be paid extra to agency by AICTSL,

(6) Service charges quoted below 5 % shall not be accepted & tender shall be rejected.

Tender's Signature

Name _____

Address & Seal of the Tender