

NIT Ref: HMT/MBX/SC/106

Date : 06.08.2024

NOTICE INVITING TENDER (NIT) FOR SUPPLY OF SECURITY GUARDS AND SECURITY SUPERVISORS ON CONTRACT BASIS

Tenders are invited in two bid system in properly sealed envelopes on all the joints from security agencies / contractors having registration under GOVT. OF KARNATAKA DEPT. OF LABOUR / EPFO/ ESI / PAN / GST enclosing relevant documents along with technical bid for supply of Security Guards and Security Supervisors for HMT Machine Tools Limited, Bengaluru Complex, Jalahalli, Bengaluru – 560 013 for a period of two years from the date of contract (Extendable if performance found satisfactory at discretion of the company).

- Note:
1. Detailed scope of work and other instructions are indicated in terms and conditions of the tender.
 2. Earnest money Rs 30000/-(thirty thousand only) will be accepted by DD drawn in favour of HMT Machine Tools Limited, Bengaluru with Technical bid only. However the DD of EMD amount deposited by unsuccessful Tenderer will be returned after finalization of the contract.
 3. Technical Bid, Commercial Bid and another single cover consisting both the covers should be duly sealed all the three joints of cover (Top, Middle and Bottom) by wax / Tape with bidders logo / Stamp (Stapled / Pinned covers , window covers shall be rejected).
 4. If any of the tenders back out after opening of bids, the EMD deposited by such Party will be automatically forfeited.
 5. The contractor must have registration under the Private Security Agencies (Regulation) Act. 2005 / Karnataka Pvt. Security Agencies (Rules) 2008.
 6. Contractor who has been black listed by the Company is not entitled.

Date for issuance of Blank tender forms	06.08.2024
The last date for submission of filled Tender forms	26.08.2024 up to 1.00 PM
The date of opening Technical Bid	27.08.2024 at 11.00 AM
EMD amount	Rs. 30,000/-
Tender form fee (non refundable)	Rs.500/-

Tender forms are available in HR Department on all working days between 9.00 AM to 3.00 PM on payment of Rs.500/-(Rupees five hundred only) per form to be deposited in cash or through demand draft in favour of M/s HMT Machine Tools Ltd, Bengaluru. In case tender form is downloaded from website <https://eprocure.gov.in> / <https://www.hmtindia.com> / <https://www.hmtmachinetools.com> DD for Rs.500/- (Rupees five hundred only) has to be deposited (Non Refundable) and earnest money as indicated above along with technical bid. The successful tenderer has to deposit sum of Rs. 1,00,000/- (Rupees One Lakh only) as security deposit with HMT Machine Tools Limited. Bengaluru Complex, Jalahalli, Bengaluru and the earnest money deposited Rs. 30,000/- by the tenderer shall become the part of security deposit of Rs.1, 00,000/- (Rupees one lakh only).The security deposit will not carry any interest and shall be refunded only after successful completion of the contract.

The Technical Bid as per Annexure- I & Commercial Bid as per Annexure-II in separate sealed envelopes put together in another single sealed cover addressed to the undersigned super scribing clearly on the envelope “**Tender for supplying of Security Guards and Security Supervisors** “ Indicating Tender opening Date. Should be dropped in Tender Box kept for the purpose at CMS section of HMT Machine Tools Limited, Bengaluru Complex, Jalahalli, Bengaluru – 560 013 or alternately should reach us on or before **26.08.2024** up to 1.00 PM if sent by Post. The envelopes containing technical bid & commercial bid should also be super scribed as “ **Technical bid for supplying of Security Guards and Security Supervisors** and “ **Commercial bid for supplying of Security Guards and Security Supervisors** “

The tenders will be opened by the Tender Opening Committee on **27.08.2024 at 11.00 AM** in the presence of the available tenderers or their authorized representatives. On tender opening date only technical bids will be opened.After evaluation of the technical bids, the commercial bids will be opened only of those tenderers whose offers are found technically suitable. The date of Opening of commercial bids will be intimated later on by email..The Contract will be awarded for a period Two years and shall be extended further at discretion of company, if the performance is found satisfactory.

However conditional / e mail tenders and tenders without earnest money Rs. 30,000/- and tender form fee Rs. 500/- along with technical bid will not be accepted. HMT Machine Tools Ltd Bengaluru reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

(Usha H J)
Deuty Manager (HR&L)

(TO BE TYPED ON A LETTER HEAD OF THE SECURITY AGENCY)

UNDERTAKING

The. General Manager,
HMT Machine Tools Limited,
Bengaluru Complex, Jalahalli,
Bengaluru – 560 013

Dear Sir,

Subject: Supply of Security Guards and Security Supervisors on contract basis.
Ref: NIT HMT/MBX/SC/106 Date: 06.08.2024

I / We hereby agree to abide by all the terms and conditions laid down in tender document.

1. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
2. I/We abide by the provisions of Minimum Wages Act, **Private Security Agencies (Regulation) Act 2005 and Karnataka Private Security Agencies (Rules) 2008**, Contract Labour Act and other statutory provisions like EPFO, ESI Act, etc., Uniform and Allowance thereof and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.
Further please note that the contractor shall not liable to recover or deduct unauthorized deduction from the contract security person wages other than statutory deduction.
3. I/We shall provide security services through Ex-Servicemen / civilian Security Guards, Security supervisors,

Signature:

(Name and Address of the Bidder)

Telephone No. / Mobile No.

CHECK LIST FOR TECHNICAL BID.

While filling tender form please ensure the following.

1. Technical Bid, Commercial Bid should be properly sealed and both bids to put in another single cover and properly sealed..
2. Undertaking for supplying of security guards and Security Supervisors
3. Copies of Registration of firm and Memorandum of Association, Partnership Deed etc whichever is applicable to the Agency / Firm / Company in regard to ownership to be submitted along with technical bid.
4. Copies of the labour License issued under Contract Labour (R&A) Act 1970, valid for "Security Services (License providing services other then security services will not be entertained).
5. Self attested copy of Registration of the Agency / Firm / Company under Karnataka Private Security Agencies Rules, 2008 / Private Security Agencies (Regulation) Act, 2005.
6. Copies contracts executed in the last 3 years in support of experience for doing the similar jobs.
7. Self attested copy of PAN No. card under Income Tax Act, along with copy of IT returns filed;
8. Self attested copy of ESI Registration details..
9. Self attested copy of EPFO Registration details
10. Self attested copy of GST Registration details.
11. Documentary evidence in case doing any other work/having contract in HMT Ltd or its subsidiaries.
12. Earnest Money Deposit for an amount of Rs **30,000/- (Rupees thirty thousand only)** in the form of Demand Draft, drawn in favour of "HMT MACHINE TOOLS LIMITED Bengaluru Complex to be submitted in technical bid otherwise offer will be rejected.
13. In case of download of tender forms, an amount of **Rs 500/- (Rupees five hundred only)** in the form of DD drawn in favour of "HMT MACHINE TOOLS LIMITED Bengaluru Complex towards tender form cost non refundable to be submitted in technical bid other wise offer will be rejected.

CHECK LIST FOR COMMERCIAL BID

While quoting prices please ensure the following.

1. Commercial Bid should be properly sealed.
2. Every over-writing or cutting should be signed / authenticated.

HMT MACHINE TOOLS LIMITED
Bengaluru complex, jalahalli, Bengaluru – 560 013

NIT Ref: HMT/MBX/SC/106_Date: 06.08.2024

TECHNICAL BID FORM

Supply of Security guards, Security Supervisors on contract basis to HMT Machine Tools Limited, Bengaluru complex, jalahalli, Bengaluru – 560 013

Sl. No.	Description	Details to be filled by tenderer
1	Name of the contractor / firm / agency with address	
2	Whether individual / partnership firm Memorandum of Association, (Enclose details of partnership firm, Memorandum of Association)	
3	Govt. of Karnataka dept. of labour registration certificate (Form 'C'). Please attach copy.	
4	Details of work experience from last three years (Similar work executed)	
5	Registration details under Pvt. Security Agencies (Regulation) Act 2005 & Karnataka Security Agencies Rules, 2008. Please attach copy	
6	Income tax returns from last 3 years (Please attach copies)	
7	PAN NO details. Please attach the copy of PAN Card	
8	ESI Registration details. Please attach the copy of Registration certificate	
9	Employees' Provident Fund Organisation Registration details. Please attach the copy of registration.	
10	GST Registration Please attach copy of GST Certificate	
11	Please specify, if doing any other work contract in HMT Ltd./ Sister concern Please attach documentary evidence	
12	Telephone No. / Mobile No.	
13	Email id.	
14	Earnest Money Deposit Rs. 30,000/- (Rupees thirty thousand) Payment details	DD NO..... Date :..... Bank Name
15	Tender form fee Rs. 500/- (Rupees Five hundred Payment details	DD NO..... Date :..... Bank Name

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Date:

Bidder Signature with co stamp/seal

HMT MACHINE TOOLS LIMITED
Bengaluru complex, jalahalli, Bengaluru – 560 013

Ref: HMT/MBX/SC/106 Date: 06.08.2024

COMMERCIAL BID FORM

Supply of Security guards, Security Supervisors on contract basis to HMT Machine Tools Limited, Bengaluru complex, Jalahalli, Bengaluru – 560 013

QUOTATION, AFTER GOING THROUGH & UNDERTAKING ALL TENDER TERMS AND CONDITIONS, I/WE QUOTE SERVICE CHARGES for Supply Security guards and Supervisors in percentage only on minimum wages i.e Basic and VDA (Excluding of Over Time wages, EL wages, ESI, PF, GST etc.). Percentage (In Number) (In words) per security contract person per working day.

Whenever Management offers any rise in wages / production incentives / allowances etc., during the contract period the same has to be disbursed by the Contractor immediately on information by the Management and same shall be reimbursed by the Management after duly certified by the User / HR Department and no separate service charges will be paid for such disbursements. All the above payment will attract TDS and hence contractor should keep this in mind while quoting service charge per day per Contract person. The Contractor has to ensure that the payment of wages should not be less than minimum wages in respect of contract labours engaged in security dept. as notified by the appropriate Government of Karnataka or decided by the Management for time to time whichever is higher. Further please note that the contractor shall not liable to recover or deduct unauthorized deduction from the contract security person wages other than statutory deduction. No. of persons indicated are approximate. It may change up to +/- 15%. Contractor should be ready to supply security persons as per company requirement as and when required. ANY INCREASE OR DECREASE OF MINIMUM WAGES, EMPLOYER'S CONTRIBUTION TOWARDS EPFO. ESI / LEAVE WITH WAGES ETC., SHALL BE MADE BY HMT MACHINE TOOLS LIMITED.

In case the service charges quoted is different in number and words, the least among them will be reckoned for considering the tender. Contractor should issue photo ID Cards to all Contract persons engaged.

Date:

Signature of Contractor (s) seal & Address

HMT MACHINE TOOLS LIMITED, BENGALURU

Ref: NIT HMT/MBX/SC/106 Date: 06.08.2024

TERMS AND CONDITIONS FOR SUPPLY OF SECURITY GUARDS AND SECURITY SUPERVISORS ON CONTRACT BASIS.

1. That the security agency will be responsible for the security of materials, residents and building, fittings and installation in the premises & and outpost if any to the best satisfaction of the Company's Management.
2. The present wages as per the contract labours engaged in security dept. as notified by the Government of Karnataka paid needs to be protected and at no circumstances the labourers should be paid lesser than the present wages indicated below:

Particulars	Security Supervisor	Security Guard
a. Basic	617.63	605.47
b. VDA	85.52	85.52
Total	703.15	690.99

Note : GST and other statutory payments extra at actual payable if any

3. Approximate requirement of Security guards, Security Supervisors per day are as follows

SI No	Group of Category	No. of contract persons required approximately
1	Security Supervisor	3
2	Security Guard	21
	Total	24

Note: No. of persons indicated are approximate. It may change up to +/- 15%. Contractor should be ready to supply security persons as per company requirement as and when required.

4. Working hours as per Factory Timings (subject to change from time to time)

A Shift	06.00 Hrs to 14.00 Hrs
General Shift (D)	08.00 Hrs to 16.00 Hrs
B Shift	14.00 Hrs to 22.00 Hrs
C Shift	22.00 Hrs to 06.00 Hrs

5. Only trained and well experienced security guards and security supervisors (drawn preferably from Ex-servicemen / NCC/ Home Guards/ Paramilitary Forces /Territorial army etc.) should be posted at the premises of company. Security agency to produce the persons before the security officer / chief of security officer of the company along with the bio-data, testimonials. Photo, proof of address, experience proof, references etc. of the staff before deploying at the premises of the company.
6. The Guards and Supervisors should be physically well built, medically fit, energetic and should be in the age group 18- 58 years. The turn-out of the guards and supervisors

should be good so they always appear smart. They should be properly briefed on daily basis and supervised of their duties from time to time by the agency.

7. The Guards should have basic training in industrial in industrial security, First Aid, Fire Fighting and Traffic regulating duties and to submit certificates of the same to our office prior to reporting duty.
8. The security agency / Contractor personnel will not claim directly or indirectly , regarding employment or service condition and other such benefits as may be enjoyed by available to the company 's employees. They shall not form or join any trade union / association, or to participate or indulge in any such activities, grievances. If any shall exclusively be brought to the notice of the security agency for talking needful action by the security agency. The agency will replace / remove the particular contractual guards immediately , on receipt of oral or written complaint from CSO. (Who are indulged in an undesired / objectionable activities or under perform his assigned duties in the opinion of management.
9. The party has to provide Security Supervisors, Security Guards as per Company's need from time to time. The work offered through this contract is purely on temporary basis depending upon the requirement of the company and there is absolutely no claim for regular employment for any of your Personnel in the company.
10. 20% Ex-serviceman of total Security guards have to be provided. Other security personnel (non ESM) should be having minimum 2 years experience of working with recognized security agency and minimum qualification metric pass. Security Supervisors should be Ex-servicemen and not less than the rank of JCO or equivalent if from other para military forces.
11. Party has to provide one torch, one whistle and one Baton to all security personnel while on duty and other items if any as per the said Act.
12. In case the party fails to provide the requisite nos. of personnel to execute the work as entrusted from time to time, we reserve the right to make alternate arrangements at the party's risk and cost. All such additional expenditure incurred in this account will be recovered from party.
13. Party has to comply with ESI/PF/FPS/WELFARE FUND/GST and other statutory requirements in respect of its security guards, security supervisors as laid down by the respective Govts. from time to time.
14. Party has to comply with the rules and regulations as framed by the Govt for implementation in the Contract Labour (R&A) Act 1970 as applicable.
15. Party has to comply with Minimum Wages Act as applicable in Karnataka respectively. In case of any increase or decrease in the minimum wages, the same shall be paid by the party to its security guards, security supervisors, submit the bills accordingly. Party has to provide monthly salary slip in advance to their employees.
16. Earnest Money Deposit Rs.30,000/- (Rupees thirty thousand only) along with the Technical

bid. After submission of tender, incase bidder withdraws the tender/ quotation in such case EMD will be forfeited. Further successful bidder has to deposit Rs.1,00,000/- (Rupees one lakh only) as a security deposit. EMD paid will be adjusted to security deposit. Total amount Rs. 1,00,000/- will be the security deposit. The Security deposit will not carry any interest and shall be refunded only after successful completion of the contract.

16. Any guard /supervisor of security agency whose work or conduct, if found unsatisfactory by the authorized officer of the company will be replaced by the security agency immediately. Penalty of 20/- per hour shall be recovered from the bills of the security agency for lackness/ absence / improper turnout of any of the security guards /supervisors from his place of duty.
17. Extra personnel if required shall be supplied by the security agency during the period of contract. However, extra payment shall be made for the additional/extra manpower.
18. Security agency will make surprise checks to supervise the performance throughout the contract.
19. The guards on duty at gates shall not allow ingress to unauthorized / undesirable elements in the works/township or any place of posting required by the company from time to time and shall keep the Security Chief informed of any information of security interest, which comes to their notice while on duty.
20. Should there be the theft in the township or at our Unit at Bengaluru due to the connivance; negligence or direct involvement of security guards , the Security Agency shall compensate the company's loss incurred as decided or investigated by the authorized officer of the company. The amount of loss will be adjusted from the bills of the security agency. Earnest money will not be refunded till the losses are made good by the security agency.
21. Security agency will provide accommodation / uniforms to their guards. This is the responsibility of the Security agency. Every guard / supervisor /driver will be issued an identity card with photograph counter-signed by our Security Chief.
22. The security agency shall be responsible for any claim / liabilities arising out of various labour laws as also for omission or commission by their security guards /supervisors while on duty and shall indemnify the company against all such liabilities. The company shall not be responsible for any accident, injury that may be caused to the security agency or to its security guards/ Security supervisors in the course of discharge of duties / responsibilities under the agreement / contract.
23. The Company reserves the right to extend the term of the contract or to short close the contract at any time, without assigning any reasons or the contract can be terminated by giving three months advance notice from either side.
24. In case the contractor suspends the work assigned to him without notice, his contract shall stand cancelled from the date he leaves the work and the outgoing contractor shall be liable to pay the extra cost, the company may have to incur due to the higher rates demanded by the new contractor and forfeiture of Security deposit.
25. However, in the event of subversive or prejudicial activities against the interest of the company by any person of the security agency, company has right to terminate the contract without assigning any reason and without any notice to the security agency. The security agency shall have no right whatsoever in lieu of, premature termination of the contract.

26. PAYMENT TERMS: The security agency shall be paid against bills submitted in duplicate duly verified by Security Chief or his authorized representative. Security agency bill should be supported by a certificate from our Security chief for having made the payment to security guards/supervisors by 7th of every month in the presence of his authorized representative. The security agency shall submit the pay roll of its guards/supervisors for check up every month so that the discrepancy if any can be pointed out well in advance. The bills of security agency shall be paid after 30 days (Thirty days) through crossed bank cheque/RTGS/ NEFT after submission of the same. The Security agency has to ensure that the payment/wage are paid by 7th of every month.
27. SUPERVISION: It will be contractor's responsibility to ensure proper supervision and co-ordination of the work entrusted to him.
28. ARBITRATION: Any dispute arising out of this Contract shall be subject to the decision of the Arbitrator, who shall be appointed by the Chief of HMT Machine Tools Limited Bengaluru and shall be of the rank of DGM/JGM and the decision of the said Arbitrator shall be final and binding on both the parties.
29. Bidders can quote for service charges 1% (one percent) or above for supply of Security Guards and Security Supervisors on contract only on minimum wages i.e Basic and VDA (Excluding of Over Time wages, EL wages, ESI, PF, GST etc.). Offers received for Service charges less than 1% will be rejected.
30. If the quoted prices are same (More than one) then the bidder will be selected through lottery for awarding the supply of Security Guards and Security Supervisors on contract.
31. After bidding / awarding the contract, if L1 bidder backs out then the company reserves the right to negotiate with L2 bidder subject to that L2 bidder matches with L1 bidder price for awarding supply of Security Guards and Security Supervisors on contract.
32. If contractor fails to fulfill the agreed period for supply of Security Guards and Security Supervisors on contract and request for pre closure of contract, in such case security deposit will be forfeited.
33. Awarding criteria: Award of contract for supply Security Guards and Security Supervisors on contract will be on lowest quoted offer.
34. JURISDICTION: Any dispute arising out of this contract shall be subject to the exclusive jurisdiction of Civil Court Bengaluru of Karnataka.
35. The firms which are registered under MSME and NSIC, Government of India and on submission of such valid registered documents, such firms will be exempted from payment of tender form fee and EMD.

(Usha H J)
Deputy Manager (HR&L)