

HINDUSTAN CABLES LIMITED

RUPNARAINPUR UNIT



AN ISO 9001 : 2000
IS ISO 9001 : 2000
COMPANY

HALF - YEARLY ENGAGEMENT OF SECURITY AGENCY

SHORT TENDER NOTICE

TENDER NO – PSG 433



AN ISO 9001 : 2000
IS ISO 9001 : 2000
COMPANY

HINDUSTAN CABLES LIMITED
(A Govt of India Undertaking)
Rupnarainpur Unit
Commercial Department

Ref: PSG - 433
Date: 19th October 2016

Short Tender Notice

Sealed Tenders are invited from the established reputed & resourceful Security Agencies for undertaking following jobs inside and outside of factory premises for six months

Job Description

Engagement of Security Agency for deployment of 139 Nos of Security Personnel of various ranks as mentioned below:-

- No of Supervisor 04 (Four) Nos.
- No of Gunmen 63 (Sixty Three) Nos.
- No of Security Guard 72 (Seventy Two) Nos. However it may be increased or reduced based on actual needs

Estimated Order Value	:	Rs 90.00 Lacs
Earnest Money	:	Rs 1.80 Lacs
Cost of Tender Set	:	Rs 500/-

1. Tender sets will be available against application from Cash Department / Rupnarainpur & Regional Office, Kolkata at 116A, Rashbehari Avenue, Kolkata – 29 Ph. (033) 246 45373
2. Tenderers are requested to submit the complete Tender Sets duly filled in alongwith the necessary "Earnest Money Deposit in Draft" in favour of "Hindustan Cables Limited" and other documents & credentials in a sealed envelope. The envelope should be submitted in the Tender Box at our Commercial Department in Rupnarainpur
3. EMD will be converted and adjusted against Security Deposit, being 10% of the Order Value
4. Last date of Sale of Tender : 04/11/2016 up to 12-30 Hrs
5. Last date & time of submission of Tender : 05/11/2016 up to 11-30 AM
6. Date & Time of opening of Tender : 05/11/2016 at 12-00 Hrs
7. The Company reserves the right to accept / reject any Tender either in full or in part or offer the Tender to more than 1(one) bidder without assigning any reason thereof whatsoever.

For more details please visit our website www.hindcables.gov.in and Tender documents can be downloaded from the website (If downloaded, the cost of Tender Sets must be paid separately through Demand Draft)

Dy. Commercial Manager
Rupnarainpur Unit



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Engagement of Security Personnel on Contract Basis

1. Company :- The term "Company" hereinafter referred to mean the Hindustan Cables Limited, Po. Hindustan Cables, Dist. Burdwan, West Bengal.
2. Party / Agency :- The "Party / Agency" shall mean the individual or Firm or Company whether incorporated or not, undertaking the works and shall include the legal personal representative or such individual or the persons composing such firm or company or the successors of such firm or company and the permitted assigns of such individual or firm or company.

At the beginning of execution of the contract and also in case of change during the tenure of contract names of authorised supervisors / persons will have to be forwarded in writing to the company by the Party / Agency.

3. The Party / Agency should register his firm with the statutory authorities for engagement of labour maintaining statutory register relating to engagement of labour and payment to them. Preference will be given to the agencies who are empanelled with DGR (Director General of Resettlement, MOD)
4. Provident Fund : The Party / Agency should strictly comply with all statutory provisions of the Provident Fund & M.P. Act wherever applicable.
5. Payment to Party / Agency : The Party / Agency after having paid dues to the labourers, will submit bills within the next fortnight of each month (on monthly basis). Payment will be made within 60 days from the date of submission of the bill duly certified by the concerned departmental officer, The Chief Security Officer and Officers related to Security Department. The bills will have to be submitted alongwith the provident fund deposition slip & master roll copy (Xerox), if applicable, of the preceding month without which the bill will not be accepted by the concerned Deptt for certification.
6. All statutory requirements under various labour enactments should be strictly followed by the Party / Agency in respect of persons employed by him as an immediate employer whenever applicable from time to time and not mentioned hitherto.
7. The Party / Agency will be required his deposition of Security Money by way of DD or Bank Guarantee in favour of M/s Hindustan Cables Limited, Rupnarainpur Unit covering the contractual period if the contract is awarded to him. The amount of Security Deposit will not exceed 10% of the estimated value.
8. The Company shall not be liable for any damages or compensation payable in consequence of any accident or injury to workmen or other persons in the employment of the Party / Agency.
9. Arbitration : All disputes and differences whatsoever arising between the parties out of or relating the construction, meaning of operation of effect of the contract or the breach thereof shall be referred to the Dy. General Manager (Unit Head), Hindustan Cables Limited, Po. Hindustan Cables, Dist. Burdwan or his nominee who will act as the sole Arbitrator.

It will be no objection that the Arbitrator is an Officer of Hindustan Cables Limited, or that he had to deal with the matters to which the contract relates or expressed his view of any of the matters in dispute or difference. The award of the arbitrator shall be final and binding on the parties to the contract. In the event of Arbitration, dying, neglecting or refusing the act or resign or being unable to act for any reason or his award being set aside by the court for any reason it shall be lawful for the Dy. General Manager(Unit Head), Hindustan Cables Limited, Po. Hindustan Cables, Dist. Burdwan to appoint another Arbitrator in place of the out going Arbitrator in the manner aforesaid.

The Arbitrator may from time to time with the consent of the Parties to the contract enlarge the time for making the reward. Subject to the provisions as mentioned aforesaid. The Arbitration & Conciliation Act 1996 and the Rules framed thereunder or any statutory modification thereof for the time being in force shall be deemed to apply to the Arbitration Proceedings under this clause. The venue of the Arbitration shall be Hindustan Cables Limited, Po. Hindustan Cables, Dist. Burdwan, West Bengal or such other place as the arbitrator at his discretion may determine.

10. Jurisdiction : All disputes arising in connection with quotation execution of contracts will be subject to the jurisdiction of the Court in Asansol.

Dy. Commercial Manager
Rupnarainpur Unit



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Terms & Conditions for engaging Private Security Agency

1. Above contract will be awarded for a period of six months. On satisfactory execution of the said tenure it may be extended for a further period of Six months However, it depends on Management discretion.
2. Either of the parties to the contract hereby reserves the right to terminate the contract by giving one month's written notice.
3. The parties to the contract must not indulge in any corrupt or unlawful practice while executing the contract. If any such case is reported against and established, the Hindustan Cables Ltd shall have the full right to terminate the Contract. The work should commensurate with the norms of Industrial Security System and guideline from vigilance organisation / deptt. if or and any, prescribed by Competent authority from time to time.
4. If any loss or damage is caused by such other means including fire etc. to any material, item, goods belonging to Hindustan Cables Ltd which is caused / attributable to the Party because of negligence, lack of appreciation for the cause etc. then the party shall be held solely responsible for such losses or damages, so caused any they shall have to indemnify the Company appropriately.
5. The Party shall submit a list mentioning names and permanent address of their Security Personnel assigned to Guard the premises to the Chief Security Officer, HCL within a week of signing this contract.
6. The security Personnel assigned to Guard the premises should be fully physically and mentally fit and have sound health so that they can cope with any emergent situation and the rigorous of duty schedule that may arise while guarding the premises. Such Security Personnel should preferably be Ex-Servicemen.
7. The Chief Security Officer of HCL on his behalf any other Officer looking after the Security Deptt. and duly assigned by competent Authority will be the Co-ordination Officer between Hindustan Cables Limited and Party and that he is to be kept posted of any changes whatsoever including deployment schedule, staffing pattern and other allied information.
8. The Chief Security Officer or any Officer of Security Department so assigned shall conduct supervision, visit the sites / locations of duty at any time twenty four hours to ensure that the premises is properly guarded. Any lapse, if found, on the part of the Security Personnel on duty will be taken seriously and they would be reported to the Party for appropriate actions and that actions taken by the Party in this regard are to be communicated forthwith to ensure safety and security of the place. Any person deployed by the Agency must be removed from the contingent whose deployment is unwarranted by the company for any reason whatsoever, in the establishment of the company.
9. The arms and ammunition of the Security Personnel posted at the site will be of their own and kept at their self custody and the same should have valid license. Hindustan Cables Ltd will have no responsibility in case of any untoward incident in respect of the usage of the same arms and ammunition. A list of arms and ammunitions provided to the Security Personnel posted at the duty site will have to be given to the Chief Security Officer within Seven Days of Signing this Contract. Details of Usage , if any of the arms and ammunitions given to the Security Personnel will have to be informed at once to the Chief Security Officer for Security reasons. Also the Officers concerned of the Party should visit the armoury of the Security Personnel regularly to ensure that the arms and ammunitions are in good condition and can be utilised in times of need.
10. During duty hours if the Armed Guard opened gun firing on genuine ground , the Company will reimburse an amount of Rs 50/- (Fifty) per Cartridge subject to production of Bills duly certified by the competent authority.
11. That the medical expenses, if any arising out of physical injury or otherwise of the Security Personnel including Supervisor deployed by the Party at the premises will have to be borne by them. However, subject to the availability, Hindustan Cables Ltd, may be rendered primary medical care whatsoever possible. The Agency shall bear the responsibility of taking out and maintain insurance coverage for their men and fulfil requirements under the Workmens' Compensation Act 1923 and rules framed thereunder.

12. The Security Personnel deployed at Site will wear standard uniform and maintain the same and that the entire expenses with regard to uniform and its maintenance to the Security Personnel deployed at the site will be borne by the Party. The number of manpower may be increased and or reduced at the prerogative of HCL Management according to necessity. Agency shall supply Torch Light, Rain Coat / Umbrella, Mosquito repeller, general winter garments etc. for their men in duty.
13. The Security Personnel will be provided temporary accommodation by Hindustan Cables Ltd which is to be vacated forthwith upon cessation of this contract. All the Security Staff so deployed should stay at the site accommodation provided by HCL according to necessity.
14. That the Security Personnel Deployed at the Site for Security Reasons do not develop any close relation with the local people.
15. That the site and material lying therein to be guarded by the Security Personnel deployed by the Party for 24 Hours.
16. That in case of absenteeism because of sickness, leave or for any other reasons whatsoever the full manning has to be ensured by the Party by maintaining a contingent to meet such requirements.
17. Manpower as worked out by the company to be deployed by the Agency for covering the Agency is mandays per day. These mandays will constitute the following:-
 - i) Security Supervisor : 04 (Four) Nos
 - ii) Armed Guard : 63 (Sixty Three) Nos
 - iii) Security Guard : 72 (Seventy Two) Nos Tentatively & may be reduced or increased as per actual need
18. The Agency undertaking the Service Contract must have good credential and the staff deployed by it should be experienced or trained to do Security Job in factory and Industrial Establishment. They should be competent to intercept vehicles, Check Invoice and other papers, Check entry permits etc. as part of their duties.
19. Security Agency must have a Trade License, Registered with Employees P.F., ESI (Wherever applicable), Service Tax Department and it should follow and implement all provisions prescribed under law of the land applicable to their staff. The Agency must prescribe under law of the land applicable to their staff. The Agency must follow minimum Wages Act in particular for their men. The Agency should be preferably empanelled with DGR, MOD.
20. The Security Agency will depute only those persons to the Establishment of the Company who have positive antecedent report, who possess required physical standard, academic qualification, sound health, high morale to perform security job. The Security Agency shall inform the company the retirement age of their men concerned in their Tender Documents. The men deployed under their contract shall be young in age, energetic and performing.
21. The Security Staff residing in Company's accommodation should lead a regimented life, maintain discipline even beyond duty hours. They are expected to fulfil social commitments also during and beyond duty hours for protecting civil rights of the society.

Payment including Statutory Coverage should be clearly mentioned. That the above rate per month is inclusive of everything and that no other claim whatsoever as part emoluments is admissible.

Service Tax as per rules of Govt of India and other taxes of Govt. of West Bengal, if applicable, will be charged extra

Dy. Commercial Manager
Rupnarainpur Unit