

**ALCOCK ASHDOWN (GUJARAT) LIMITED**

(A Gujarat Govt. Unit)

**SHIP BUILDERS, SHIP REPAIRERS & ENGINEERS**

Regd. Office : Old Port, Bhavnagar 364 001 (Gujarat)

Tel: (0278)2426326, 2426305, Fax: (0278) 2428342

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**TENDER FOR**

**PROVIDING SECURITY SERVICES AT BHAVNAGAR/CHANCH/NEW PORT**

- PART - A : SCOPE OF WORK
- PART - B : GENERAL TERMS & CONDITION
- PART - C : RATE SCHEDULE
- TENDER REFERENCE : ALK/SECU.CONT.TNDR/07
- LAST DATE OF  
RECEIVING TENDER  
DOCUMENT : 26-12-07 before 15.00 hrs.
- CONTRACT PERIOD : 1 Year
- ADDRESS FOR  
COMMUNICATION : The Managing Director  
ALCOCK ASHDOWN (GUJ) LTD  
(GUJ. GOVT. UNIT)  
OLD PORT  
BHAVNAGAR – 364 001
- TENDER FEES : You can down load tender documents and submit  
alongwith tender fees of Rs. 500/- each by demand  
draft in favour of Alcock Ashdown (Gujarat) Ltd.,  
Bhavnagar. The tender documents submitted  
without tender fees will not be accepted.

**MANAGING DIRECTOR**  
**ALCOCK ASHDOWN (GUJ) LTD.**  
BHAVNAGAR

ALCOCK ASHDOWN (GUJARAT) LIMITED  
BHAVNAGAR

SCOPE OF WORK

Providing security arrangement at Chanch/New Port/Company.

Part – B

GENERAL TERMS & CONDITIONS:

1. MD, AAGL invites sealed offer in duplicate from the reputed security services agencies.
2. Tender should reach the MD, AAGL Bhavnagar on or before 15.00 hours on 26-12-07.
3. Tender received in any forms other than one issued, shall not be entertained.
4. Tender should be put in double cover. The inner cover with duly signed by tenderer in each pages should be sealed and superscribed with tender no and last date. The other cover should bear only address of the AAGL stating **“SECURITY TENDER”**
5. MD, AAGL, Bhavnagar reserve the right to ignor any tender which fails to comply with the above instruction.
6. The security contractors are requested to quote their rates on their letter heads along with the tender form. Security contractors are requested to submit P.F. Registration certificates, ESI Certificate, Security Contractor registered licence, Service tax, Certificate No. alongwith the tender form.
7. The Security Contractor will obtain requisite licences under The labour laws act as a licensed contractor.

8. The Security contractor shall not sub-let the contract to any other party without our prior permission and any breach of this condition shall result in forfeiture of your security deposit and termination of your contract without notice..
9. The security contractor shall be responsible for providing security service round the clock for 24 hours and for all days of the week at the Chanch New Port Company for all the shifts or as may be asked for the Chanch, New Port and Company as per its requirement.
10. The security contractor will be required to make their own arrangement for the stay of security personnel outside the Chanch, New Port and Company at their own cost.
11. The security contractor shall be responsible for the internal security of the buildings properties, finished goods, office premises stores & stock vehicles and all the assets undelivered charge of the Company, New Port & Chanch at the said premises offices and shall be other responsible for the external security of the goods in the building open space.

In case of any eventuality or emergency, the security help in running the water and electric supply and nourishing plantation.

12. The security contractors shall be responsible for loss or damage to goods block assets and property of the New Port, Company, Chanch at the open space arising out of theft, pilferage, larceny, mischief, looting, robbing etc. Even in case of lodging any complaint with police department the New Port, Chanch will not be concerned with the result of investigation done by the police & losses or damage occurs without assigning any reasons management straight way deduct the amount of loss/damages from the amount payable by the unit to the security contractor. In the other words company will be entitled to deduct the amount of

such loss or damages caused to the company from their bills or deposit. Security Guards provided will be responsible for stoppage of trace passing , unauthorised entry to work place at Chanch/New Port/Company. If any irregularities observed contract will be liable to be terminated.

13. The actual number of guards required and their deployment will be as per actual requirement and decision of the company from time to time.
14. The total nos. of guard i.e. 42 Nos (tentative) to be required. This strength may be increased or decreased.
15. Age of the guards should be between 25 to 45 years. Photo-age proof will needed to be submitted.
16. Guards should have good health and physique and not having any type of criminal cases against them any nature.
17. Minimum education & qualification of the guard should be SSC.
18. The security contractors shall provide security guards, as may be required by the company from time to time at various places as, may be indicated to them additional guards should be provided as per requirement with immediate notice from the Security Officer .
19. The official duty of individual guard should not more than 8 hours. The same guard should not be repeated in next immediate shift. It is required then permission of AAGL Security & Safety Officer will be needed else payment will not be admissible for the shift.

The security contractor should also provide reliever guards as may be indicated by the company the said security staff provided by the security contractor will also be responsible for investigation of thefts, pilferage and fire etc. The security contractors should also provide intelligence, information to the company.

20. The security contractor will employ only his personnel in the age group of 25 to 45 and this Security Contractor have to produce the concerned persons Date of Birth Certificate.
  
21. The security contractor will provide Uniform, Lathi, Torches etc. for their own staff, this will also be liable to pay salary, wages and employment, Provident Fund, Insurance & Safety norms ESI Contributions and other statutory dues in respect of their own staff. In accordance with the rules in force or that may be enforced by the authorities in if time, course including the wages as per minimum wages Act. The Security Contractor will be responsible for observing Provident Fund Regulations. ESI Regulations Insurance & Safety Norms, and all other Labour Laws in respect of their own staff and the Company will not be responsible in any manner for the staff provided by the security contractor. For the purpose of this agreement, the Security Contractor will be deemed to be an independence agency and in case the company required to meet any liability in respect off the staff provided by the Security Contractor, the Security Contractor shall keep the company identified against any such liability. In case any one of the staff off the security contractors offer any injuries in the course of employment, the security contractor will be liable to pay compensation thereof. As per the provision of P.F. the contractor will maintain eligibility register of P.F. and he will produce the same every month to the Security Officer.

The Security Contractor will maintain all registers under provision of various labour other Laws, submitting regularly returns to the concerned authorities and copy must be maked to Personnel Deptt. The security contractor will keep all

records pertaining to security contract at Alcock Ashdown (G) Ltd and security contractors to produce the above registers, returns etc. at the time of Inspection of various authorise and also as and when demanded by the Personnel Deptt.

22. The security contractor shall be responsible for all/any Central Government/State Government taxes. He has to produce evidence that he has cleared all/any Governments dues. In case, the security contractor fail to produce necessary documentary evidence regarding payment of Government dues the amount shall be deduced at source from the bill.
23. The security contractor shall make payment to their personnels appointed by the agency keeping in view the wage Acts, as applicable..

The security contractor shall be entitled to engage personnel of their choice except the local people. The security contractor shall not employ Ex.employee or any personnel whose case is pending against/before any authorities as against Alcock Ashdown (Guj) Ltd. The security contractor shall not employ Ex-personnel appointed by previous security agency.

The guard employed should have minimum five years experience of similar work.

In case company objects in writing to deployment of any individual at it's premises the security contractor shall forthwith replace him. The procedure of deployment as stated, in the foregoing clauses will also be made applicable in case of such replaced personnel. Prior approval of Security Officer has to be obtained while employing/terminating duties of any security personals by the security contractor.

24. The security contractors will maintain a register of attendance of security staff as may be prescribed by the company this should contain full details of deployment

and incidents records during the day. This should be presented to other company or its of officers daily for inspection and check.

All the security staff provided by security contractors will work in close co.operation and liaison with our security officer or with such officers as may from time to time be designated by the company in this behalf and the security officer shall periodically report all important incidents of the .company and in case of any

incident involving loss or damage to the property of the company the same shall forth with be reported to the security officer of the company the local police.

The security contractor shall be solely responsible for all and any liability which may arise in respect of its security guards due to any legislation whatsoever and the same shall be exclusively borne by the security contractor and the unit shall not be responsible for payment of compensation or other payment that is required to be made by the security contractor to its staff. The security contractor shall obtain the registration licences under labour/Law Contract Labour Act and Rules of Safety & Taxes duties.

25. In case of any incident pertaining to the period for which service of security contractor where engaged and whenever. The security contractor or their staff are called as witnesses in any proceedings, the security contractor shall arrange to attend the court or the office at which the proceedings are being held and otherwise render all assistances to the Unit in respect of such incidents.
26. In case of any difference or disputes arising hereunder whether during the currency of agreement or afterwards the matter will be referred to a committee appointed by the Managing Director, Alcock Ashdown (Guj) Ltd, Bhavnagar & subject to Bhavnagar Jurisdiction. The proceeding shall be held at Bhavnagar.

27. **EARNEST MONEY:**

Tender are required to furnish earnest money of **Rs. 30,000/-** (Rupees: Thirty thousand only) by D.D. in favour of Alcock Ashdown (Guj) Ltd, Bhavnagar with their tender failing which offer may not be considered. The earnest money of unsuccessful tenders will be refunded on final decision of tenders and that of successful tenders the same will be adjusted against security deposit payable by them.

28. **TENDER FEES :**

You can down load tender documents and submit alongwith tender fees i.e. Rs. 500/- each by Bank Demand Draft in favour of Alcock Ashdown (Gujarat) Ltd. Bhavnagar. The tender documents submitted without tender fees will not be accepted.

28(A). **SECURITY DEPOSIT**

The successful tenderer shall be required to Deposit Rs. 30,000/- (Rupees Thirty thousand only) as a **SECURITY DEPOSIT**. This amount will remain with the Company till contract is in force.

In case of any breach of contract or any loss or damages consequent to any default/lapse on the part of Security Contractor amount of loss / damages shall be recovered from the security deposit and/or from their bills. The decision of the Managing Director as to quantum of loss damages shall be final conclusive and binding on the contractors. No interest shall be payable on security amount deposited with the company.

29. Security contractor will have to mention there rates inclusive of service tax & surcharge in the tender for necessary consideration. The rates quoted should be per month.

30. Once the tender is accepted the tenderer will have to execute an agreement bond entering into contract such successful tenderer will take over the entire security arrangements within 15 days from the date of intimation to the effect of accepting of the tender.
31. Managing Director, Alcock Ashdown (Guj) Ltd, Bhavnagar reserves the right to reject any or all tenders without assigning any reason whatsoever.
32. Presently we have required only 4 Nos. Gunman, Security Guards (8 Hrs. duty each) It is compulsory that Gun/Arm License is required to Jurisdiction Bhavnagar Dist. & Amreli Dist. Proof will be needed to be submitted.
33. We require gun man license with I/Card & complete details registered by Police Dept. of Companion Authority.
34. The Successful Security contractor to strictly follow safety norms as per factory act.
35. As per the P.F. Rules. The contractor has to give P.F. Contribution in start the first of the day for all staff and evidence to be provided.

Signature by tenderer  
With Rubber Stamp & Address

PART – C

(Price Bid)

The total tentative requirement of the security staff is as follows:

S.No.	Nos. of Sec. Guard	Destination	Requirement
1.	Security guards (8 hrs. duty)	At Chanch Shipyard Dist. Amreli	21 Nos.
2.	Security guards (8 hrs. duty)	At AAGL Bhavnagar Shipyard	21 Nos.
3.	Security Gunman guards (8 hrs. duty)	At Chanch Dist. Amreli	02 Nos.
4.	Security Gunman guards (8 hrs. duty)	At AAGL Bhavnagar Shipyard	02 Nos.

**PRICE BID**

S.No.	Category	Particulars	Rate Per day	Rate
1.	Security guards (8 hrs. duty)	Wages per day		
		+ Service tax		
		+Surcharge		
		+Others		
		Total	Rs.	Rs.
2.	Security guards (Gunman) (8 hrs. duty) License holder of Amreli Dist. & Bhavnagar	Wages per day		
		+ Service tax		
		+Surcharge		
		+Others		
		Total	Rs.	Rs.

The Company reserved the right to increase or decrease the number/strength of Security staff for the requirement.

The above charges includes uniform, leave salary, replacement for leave, ESI, PF, Insurance, Gratuity, Bonus, Safety Acts Service Tax, Surcharge and all other benefits enjoyed upon us by law and rules of the security contractor which is our own responsibility.

- Note :
1. Details of similar jobs carried out during last three years are to be attached with the offer.
  2. Managing Director, Alcock Ashdown (Guj) Ltd, Bhavnagar reserves the right to reject any or all tenders without assigning any reasons whatsoever.

Signature by tenderer  
With Rubber Stamp & Address