

**BURN STANDARD COMPANY LIMITED**  
**(A Subsidiary of BBUNL)**  
**(A Govt.Of India Undertaking)**  
**SALEM-636 005**

Phone: 2341402

FAX.No: 2341407

**INVITATION TO TENDER FOR SUPPLY OF SECURITY GUARDS FOR OUR COMPANY**  
**(FACTORY) (2 PART SYSTEM)**

Tender No. : S/T03/2010-11 dt.21.05.10  
Due date of Submission: 11.06.2010 at 09.00 AM  
Due date of Opening : 11.06.2010 at 12.15 PM(Techno-Commercial Bid only)  
Earnest Money Deposit : Rs.25,000/-  
Tender Fees: DD for Rs.500/- to be enclosed in case of down loading the tender documents.  
Also Tender can be obtained from our company at Salem by paying Rs.500/- per Tender  
(Rs.550/- per Tender by courier).

To

Dear Sirs,

**Sub: Tender for Supply of Security Guards for our company (Factory) –Reg.**

1) Sealed Tenders are invited for supply of the following items/services as per details given below: -  
(Description, Quantity as per Annexure –A)

NOTE: - I) Contracts made under this tender will be governed by BURN Standard's General Conditions of Contract for supply/purchase and invitation to tenderer and instructions therein as per Annexure-'General Conditions of Contract' Enclosed.

2) **SUBMISSION OF TENDER: -**

The Tender is required to be submitted to Chief Manager (Commercial), Burn Standard Co.Ltd.Salem-636 005 in Triplicate in Two Parts:

- i) Technical and Commercial Bid (Part-I)
- ii) Price Bid (Part-II)

The Techno Commercial Bid (Part-I) should contain the following:

- i) Detailed Technical Specifications.
- ii) The List of Customers with complete Address, Phone No. etc., to whom the Tenderer have supplied the material,.
- iii) Existing Orders
- iv) Technical Literature
- v) Income Tax and Sales Tax Clearance Certificates etc.,
- vi) Any deviations in Commercial Terms and Conditions to Tender Terms

No price details should be given in this bid (Part-I). Earnest Money Deposit should be enclosed in Part-I bid. The Part-II should contain price only.

The Part-I and Part-II bids should be enclosed in a separate envelope and particulars marked on the face of the envelope and properly sealed. Both the envelopes should be placed in a third envelope and sealed. The tender number, date of opening should invariably be indicated on the face of the envelope.

3) **VALIDITY OF THE OFFER:-**

The Offer shall remain valid for 90 days from the date of opening of tender.

4) **EARNEST MONEY DEPOSIT: -**

An Earnest Money Deposit required to be submitted along with the offer as per the details below for tender value exceeding Rs.50,000/-

<b><u>VALUE OF TENDER</u></b>	<b><u>EMD (Rs.)</u></b>
Up to 5 Lacs	5,000/-
Above 5 Lacs to 10 Lacs	10,000/-
Above 10 Lacs to 25 lacs	25,000/-
Above 25 Lacs to 50 Lacs	45,000/-

Contd...2.....

Above 50 Lacs to 1 Crore	1,00,000/-
Above 1 Crore to 2 Crore	1,50,000/-
Above 2 Crores	2,50,000/-

Government Undertaking and Firms Registered with DGS&D and NSIC will however be exempted against proof of Registration Certificate. EMD to be deposited in the form of DD or Pay Order in favour of Burn Standard Co.Ltd., payable at Salem.

Tender without EMD in the desired manner/amount is liable to be rejected. EMD will be returned to the unsuccessful tenderers after finalisation of the order. For successful tenderer, EMD shall be converted to Security Deposit.

5) SECURITY DEPOSIT:-

Successful Tenderer should deposit a sum of 2% of the value of the contract as a Security Deposit , after adjusting EMD by Demand Draft/Pay Order or Bank Guarantee to be sent within 15 days on receipts of our order which will be retained with us as interest free towards performance guarantee till final execution of the contract. This will be returned after successful execution of the contract issue of No-Objection Certificate by the purchaser.

6) PAYMENT TERMS: -

Our Terms Of Payment is 30 days from the date of submission of the bill to our Accounts Department against supply/service.

7) PRICE & VALIDITY: -

Tenderer must confirm in Techno-Commercial Bid that their quoted price is firm and Valid from July'2010 to June'2011 and no escalation of price will be considered during pendency of the contract.

8) RIGHT OF ACCEPTANCE: -

This office does not pledge itself to accept the lowest or any other tender and reserves to itself the right of acceptance of the whole or any part of the tender or portion of the quality offered and you shall supply the same at rate quoted above.

9) COMMUNICATION ACCEPTANCE: -

Acceptance by the purchaser will be communicated by FAX, express letter of acceptance or formal" Acceptance of Tender". In case where acceptance is communicated by FAX or express letter, the formal acceptance of tender will be forwarded to you as soon as possible but the instruction contained in the telegram or express letter should be acted upon immediately.

10) This tender is not transferable.

11) BSCL reserves the right to accept or reject any tender in full or part without assigning reasons thereof.

ENCLOSURE: -

- 1) Techno-Commercial Bid(Part-I) (Annexure-A)
- 2) Price-Bid (Part-II)-(Annexure-B)
- 3) General conditions of Contract for supply

For BURN STANDARD COMPANY LIMITED,

(C.S.Ta)  
General Manager

We agreed to the above Terms and Conditions.

Signature of the Tenderer with Address

**TECHNO-COMMERCIAL BID (PART-I)**

**ANNXURE-‘A’ TO TENDER NO: S/T03/2010-11/ 21.05.10**

**SPECIAL TERMS AND CONDITIONS FOR SUPPLY OF SECURITY GUARDS FOR OUR COMPANY (FACTORY) ON CONTRACT:-**

- 1) The number of Security Guards required per day and Security Supervisors will be as per the Management discretion. You have to provide a minimum 40% of the Guards from Ex-Service men.
- 2) Agency should provide trained guards with age group of 30 to 40 years and shall be in good physique. The minimum educational qualification of the Security Guards is 10<sup>th</sup> standard.
- 3) The Security Guards should be well trained and possess sound health and good personality. Should be from Ex-Servicemen/police/home guard. Ex-Servicemen preferred.
- 4) Uniform and other security materials to the guards will be provided by you at the appropriate time and colour of uniform should be decided in consultation with the management.
- 5) Your workmen should not form any union.
- 6) The security guard is responsible to safe guard men materials and all other properties of the company. He should also carry out the instructions of Manager (Security) and or Security supervisors in connection with the security matter.
- 7) You should pay the minimum wages and allowances as in force to the security guards as per Govt. rules.
- 8) You should cover all the security guards under ESI and PF in your own ESI & PF Code and to pay Statutory Bonus as per Provisions of Payment of Bonus Act and agency is responsible for compliance of all other statutory obligations.
- 9) Canteen Facility will be provided to your employees at the prevailing company's rates.
- 10) Income Tax, ESIC, PF, Bonus liability and other statutory deduction etc., will be deducted at source from your bills at the time of payment. Otherwise, you will have to produce proof to the effect wherever applicable.
- 11) The Management shall not be responsible for any other payment/claims statutory or otherwise inclusive of Bonus, Provident Fund, Gratuity etc., in respect of your workers. You should obtain a license from the concerned authority under Contract Labour (Regulation and Abolition) Act 1971.
- 12) Disciplinary action against the erring workmen will be taken by you at the appropriate time.
- 13) Your workmen will not have any claim for company's service in future by virtue of this contract.
- 14) It shall be your responsibility to take care of the discipline of your workmen while on work in our factory/company premises. In case if, we find any of your workmen acting subversive to the interest of the company, he will not be permitted to work in our premises and you will have to provide alternative manpower.
- 15) You will comply with all statutory obligations in respect of your workers under various Laws/ Rules applicable.
- 16) You should make your own arrangements for the accommodation of the aforesaid security guards/supervisors.
- 17) You shall also ensure that the security guards turn out properly dressed and do their duties to the full satisfaction of the Manager (Security) and/or that of his representatives.
- 18) You shall also ensure that the security guards should abide by the rules and regulations of the company in force from time to time.

Contd.....2

- 19) You should disburse the wages to the security guards only in the presence of Chief Manager (Security) and or his representatives duly authorized by him.
- 20) All security guards should always be in a possession of Identity Card issued by you.
- 21) Your security supervisor will supervise the functions of guards and he will be responsible for their discipline, punctuality conduct and behavior. He will directly report to I/C Security or company's security supervisors on the above.
- 22) EMD of Rs.25,000/- is to be remitted by means of a DD in favour of Burn Standard Company Ltd., Payable at Salem. EMD is to be sent along with your offer.
- 23) You should make the payment to your security guards before 10<sup>th</sup> of the following month irrespective of receipt of your bill amount from the company.
- 24) Security Deposit: - In case if order is given for the supply of security guards, Security Deposit to be made by means of DD as per the Clause 6 of the terms and conditions of the Tender Form on the reverse (Enquiry).
- 25) Age relaxation will be given to Ex-Servicemen Guards.
- 26) Agency Contractor should have experience in Industrial Establishments for not less than 5 years.
- 27) You should have sound financial position to make timely wages payment to Guards on a specified date even if payment from the company is delayed due to unavoidable circumstances.
- 28) You should produce Registration Certificate for ESI, PF Registration etc.,
- 29) You must be an Income Tax Assesses. Please attach Xerox copy of your PAN CARD.
- 30) Performance Bank Guarantee: - You should give performance Bank Guarantee Equivalent to one month's monetary involvement, in the event of placement of order.
- 31) Tea will be supplied to you guards by the company during night hours. Flask, Torch Light, Whistle, Lathi etc., should be provided by the Agency Contractor.
- 32) Meals token to avail canteen facilities (Subsidy Meals) will be issued only to those who are on duty. Extra token will not be issued to them.
- 33) Offer Validity:- Your offer should be valid for acceptance for 60 days from the tender opening date.
- 34) Payment:- Will be made on 13<sup>th</sup> of the succeeding month after receipt of your bill duly certified by official concerned.
- 35) Period of Contract:- Contract period shall be for One Year (July'2010 to June'2011).
- 36) Right of Acceptance:- The company reserves the right either to accept or reject any part or full tender without assigning any reasons thereof.

I/We hereby agree to the above terms and conditions.

Name:

Signature of the Contractor with Seal

Address:

Telephone Number

Date:-

**PRICE BID(PART-II)**

**ANNEXURE-‘B’ TO THE TENDER NO: S/T03/2010-11 DT.21.05.10**

Tender No: S/T03/2010-11 dt.21.05.10

Item Description:- Tender for Supply of Security Guards for our company (Factory) on contract basis as and when required subject to requirement.

S.No.	Description of Work	Unit	Quantity Reqd.Per Month	Rate / Per Shift (8 Hour shift) (Rs. P.)	Rate / Per Shift (Over Time 8 Hour shift) (Rs. P.)
1	Charges for Supply of Security Guards Per Shift (8 Hours Shift)	Nos.	1040 Shift		
2	Charges for Supply of Security Supervisors Per Shift (8 Hours Shift)	Nos.	91 Shift.		

Signature of the Tenderer with Seal

Date: