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COMPANY

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

Ref: PSG – 433/Vol-II  
Date:20.07.2020

**TENDER DOCUMENTS**

For providing Security Services comprising of Security Guards/ Armed Guards / Supervisor at M/s Hindustan Cables Limited, Rupnarainpur Unit, Po. Hindustan Cables, Dist. Paschim Bardhaman, West Bengal, Pin 713335

Date of Issue of Tender Document		21.07.2020
Last Date & Time for submission of Tender Document		12.08.2020 up to 12-30 P.M
Date & Time for opening of Tender Document		
Technical Bids		12.08.2020 at 02-30 P.M
Financial Bids		To be opened for successful Technical Bidders

**CONTENTS OF TENDER DOCUMENTS**

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

Ref: PSG – 433/Vol-II  
Date:20.07.2020,

**A. TENDER NOTICE**

1. Tenders are invited by M/s Hindustan Cables Limited, Rupnarainpur Unit, Po. Hindustan Cables, Dist. Paschim Bardhaman, West Bengal, Pin 713335 in two bid system (i.e. Part-1 Technical Bid and Part – II : Financial Bid) from reputed, experienced and financially sound Companies / Firms / Agencies for providing services of Security Guards / Armed Guard / Supervisor at M/s Hindustan Cables Limited, Rupnarainpur Unit, Po. Hindustan Cables, Dist. Paschim Bardhaman, West Bengal, Pin 713335 initially for a period of one year which is extendable for further period subject to mutual consent / agreement on the same terms and conditions after satisfactory performance.
2. Complete Tender Documents can be downloaded from the website [www.hindcables.net](http://www.hindcables.net) from 21.07.2020 at free of cost.
3. The interested firms may submit the tenders in two bid system in the prescribed proforma. Tenders are to be submitted at the TENDER BOX at Cash Department of M/s Hindustan Cables Limited, Rupnarainpur Unit, Po. Hindustan Cables, Dist. Paschim Bardhaman, West Bengal, Pin 713335 . All documents in support of eligibility criteria etc are to be enclosed alongwith the Tender Documents. Quotation of any Bidder disclosing its price bid in any document other than the price bid (BOQ) shall be summarily rejected.
4. The Earnest money deposit of Rs 1,50,000/- (Rupees One Lakh Fifty Thousands Only) in the form of a Account Payee Demand Draft in favour of "Hindustan Cables Limited" has to be deposited along with Tender Documents.
5. The Technical Bids will be opened on **12.08.2020. at 02-30 PM** at the Cash Department of M/s Hindustan Cables Limited, Rupnarainpur Unit, Po. Hindustan Cables, Dist. Paschim Bardhaman, West Bengal, Pin 713335. At the first instance the technical bids shall be evaluated by M/s Hindustan Cables Limited. At the second stage, the financial bids will be opened of only those bidders who qualify in the technical bid.
6. The competent Authority of M/s Hindustan Cables Limited, reserves the right to cancel the tender at any time or amend / withdraw any of the terms and conditions contained in the tender document without assigning any reason, thereof.
7. M/s Hindustan Cables Limited 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.

Consultant  
Hindustan Cables Limited



## ANNEXURE - I

### **B. GENERAL INSTRUCTIONS FOR TENDERERS**

1. M/s Hindustan Cables Limited, Rupnarainpur Unit, Po. Hindustan Cables, Dist. Paschim Bardhaman, West Bengal, Pin 713335 requires the services of reputed well established and financially sound "service providers" of Security Services for job in the M/s Hindustan Cables Limited, Rupnarainpur Unit, Po. Hindustan Cables, Dist. Paschim Bardhaman, West Bengal, Pin 713335.
2. The contract shall be initially for a period of one year from the date of award which is extendable for a further period of one year at a time (up to a maximum of two years) or as may be decided by the competent authority after review of performance.
3. Tenderers have to pay "Earnest Money Deposit" for an amount of Rs 1,50,000/- (Rupees One Lakh Fifty thousands Only) in the form of a Account Payee Demand Draft in favour of "Hindustan Cables Limited"
4. EMD of Successful bidder will be converted and adjusted against Security Deposit, being 10% of the Order Value. The balance amount of security deposit is to be deposited by the successful bidder in the form of A/C payee Demand draft within 30 days of award. The same can be forfeited by Hindustan Cables Limited in case the service provider refuses to provide service for the department during the contract period, or in the case of any deficiency in the service or non compliance with the terms and Conditions. The Security Deposit shall be returned to the selected bidder without any interest on the successful completion of contract period.
5. Conditional Bids shall not be considered and will be rejected summarily
6. All entries in the Tender Form should be legible and filled clearly. If the space provided for furnishing information is insufficient, a separate sheet duly signed by the authorised signatory may be submitted. The tenderers are to submit the information of the technical bid given in Annexure V and copies of all the documents along with it in the technical bid. Quotation of any tenderer disclosing its price bid at the technical bid stage shall be summarily rejected and price bid has to be made only in the financial bid (BOQ) proforma.
7. The technical Bids shall be opened on the scheduled date and time i.e. on **12.08.2020 at 02-30 PM.**
8. The financial bids of only those tenderers will be opened who qualify in the technical bid. The schedule time for opening of financial bids will be intimated later. The financial bid shall be valid for acceptance for a period of 120 days from the date of opening of the financial bid.
9. All relevant documents alongwith Technical Bids should be submitted in a sealed envelope superscribing the Envelope "**PART –I TECHNICAL BID**". Financial Bid only to be submitted in a separate sealed envelope super scribing the envelope "**PART-II FINANCIAL BID**". Both the envelope should be submitted inside a separate Big envelope super scribing the Envelope "**TENDER NOTICE NO: PSG -433 / Vol-II**"
10. The bidding firm has to give a self certificate to the effect that it has not been blacklisted by any Central Ministry / Department, PSUs or Banks etc. The certificate has to be submitted with the Tender documents. If it is subsequently established or found that the bidding firm has given any false information or facts or has suppressed facts or manipulated the documents etc, the earnest money deposit or the security deposit as the case may be, will be forfeited and no excuse whatsoever will be entertained therefore.
11. No bidding firm will be allowed to withdraw its bids after technical bids have been opened. If any firm intends to withdraw after opening of technical bids its EMD will be forfeited.
12. The site for the work is available and can be seen on any working day during office hours by contacting concerned officials of M/s Hindustan Cables Limited, Rupnarainpur Unit. The tenderer should quote his price taking into account all factors which may affect the work and cost.

Signature of Tenderer with Seal





**C. Scope of Work, Duties and Responsibility and Eligibility Criteria****a. Scope of work:-**

- (i) The Place of duty shall be M/s Hindustan Cables Limited, Rupnarainpur Unit, Po. Hindustan Cables, Dist. Paschim Bardhaman, West Bengal, Pin 713335 but their services can be utilised at any other locations of M/s Hindustan Cables Limited at the discretion of M/s Hindustan Cables Ltd.
- (ii) The firm is required to protect the entire Estate of Rupnarainpur, HCL consisting of 947.23 acres .
- (iii) The firm is required to deploy security guard at the following posts on 24 hours x 30 days(monthly) basis:
  - (a) Factory gate (b) Administrative building (c) Girl's School (d) Guest Houses

The security staff shall also be posted at other locations of estate depending on necessity which will be informed by the unit from time to time
- (iv) The firm is required to do patrolling for two times in each day around the entire Estate by cycle (for saving green environment) and at no extra cost to company to prevent further encroachment or unauthorized occupation.
- (v) Not to leave the place of duty under any circumstances until and unless properly relieved.
- (vi) To prevent misuse of Electricity / Water and other property.
- (vii) The firm is required to submit a copy of Aadhar Card / Voter Card of the Security Guards / Armed Guard / Supervisors whom it will employ to concerned officials of M/s Hindustan Cables Limited, Rupnarainpur Unit. They should be polite but firm in nature, disciplined, physically fit and alert, smartly dressed in uniform while in duty.
- (viii) It will be duty of the contractor to have the credentials of the Security Guards / Armed Guard / Supervisors checked by the Police.
- (ix) It must be noted that number of Guards / Armed Guards may be increased or decreased at any time at the sole discretion of M/s Hindustan Cables Limited. In that case payment will be increased / decreased proportionately.
- (x) Any other work of similar nature assigned by M/s Hindustan Cables Limited.
- (xi) No of Person to be actually deployed on any day (considering 24hours )

Security Supervisor	:	01	No
Armed Guard	:	08	Nos
Security Guard	:	21	Nos

**b. Duties and Responsibilities**

- (i) Any unauthorized intrusion, theft, pilferage, damage, new unauthorized construction/ new encroachment/ new unauthorized occupancy or its attempt must be reported immediately in writing to the Rupnarainpur Unit with a copy to Estate Officer and Corporate Office of the Company.
- (ii) They should attend to distinguished visitors, VIPs and Officers in a pleasing manner.
- (iii) The security of person and property of the officials of M/s Hindustan Cables Limited at Rupnarainpur Unit or elsewhere as deployed.
- (iv) Evacuation of officials of M/s Hindustan Cables Limited at Rupnarainpur Unit or elsewhere as deployed in case of fire or other natural calamities and to assist the relief operation.
- (v) Protection of equipments, fixtures, plants, greenery and other movable / immovable property of M/s Hindustan Cables Limited at Rupnarainpur Unit or elsewhere as deployed. To keep a check on all incoming and outgoing property / goods to ensure that the same are carried by authorised person(s) for bonafide purpose with proper gate pass.
- (vi) Collecting intelligence about subversive elements / activities in the campus and promptly informing the concerned authorities.





- (vii) To maintain "Round the Clock" security services and not to leave the place of duty under any circumstances until and unless properly relieved. It is the responsibility of the party/agency to take care to protect the Land, Buildings, Company Quarters by conducting patrolling two times daily around the estate to prevent further encroachments.
- (viii) To prevent misuse of Electricity / Water and other property.
- (ix) To record in a given vehicle register details like Registration No of Vehicle, Time of entry / exit and the purpose of visit especially during off hours / closed holiday.
- (x) To keep strict vigil on suspicious looking persons / objects and take immediate action as deemed suitable.
- (xi) To check / block the access to the premises of loitering / unlawful persons and vagabonds.
- (xii) To maintain highest order of integrity, moral and social responsibilities especially towards ladies and senior officials.
- (xiii) To act as a reliable informer to the authorities for safeguarding the interest of M/s Hindustan Cables Limited.

c. Eligibility Criteria

- (i) The Agency applying, needs to be registered with the **State / Central Government for providing Security Services** and should be having income tax PAN No and GST Registration No. The Agency should have an Annual Turnover of at least Rs 75,00,000 (Rupees seventy five lakh) each year during the last 3 (three) years and should have a minimum experience of 3 (Three) years in providing Security Guards / Armed Guards / Supervisors in Central Govt / State Government Department / Public Sector Undertakings / Autonomous Bodies. Possession of valid ISO certificate / DGR (MOD) Registration Certificate in the same field may be an added advantage.
- (ii) **Copies of the following documents should be submitted with the technical bid.**
  - A. A certificate showing a minimum annual turnover of Rs 75,00,000/- Per annum during last Three Years.
  - B. Copy of Registration under PSARA Act 2005 with relevant State / Central Govt.
  - C. Copy of GST Registration Certificate
  - D. Income Tax PAN No
  - E. Income Tax Return for the last 3 (Three) Years
  - F. ISO Certification (Optional)
  - G. DGR Certificate (Optional)
  - H. Latest Return of EPF
  - I. Latest Return of ESI
  - J. Latest Return of GST
  - K. Experience certificate of 3 Years in providing service of Security Guards / Armed Guards / Supervisors in Central Govt / State Government Department / Public Sector Undertakings / Autonomous Bodies. Etc.
  - L. The earnest money deposit of Rs 1,50,000/- (Rupees One Lakh fifty thousands Only) in the form of a Account Payee Demand Draft in favour of "Hindustan Cables Limited"

Signature of Tenderer with Seal



**D. OTHER TERMS & CONDITIONS**

1. The Competent authority has 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.
2. There is no obligation on the part of M/s Hindustan Cables Limited to inform the unsuccessful tenderers of the outcome of the tender process.
3. Company :- The term "Company" hereinafter referred to mean the Hindustan Cables Limited, Po. Hindustan Cables, Dist. Burdwan, West Bengal.
4. 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.
5. 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.
6. 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)
7. Provident Fund : The Party / Agency should strictly comply with all statutory provisions of the Provident Fund & M.P. Act wherever applicable.
8. 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 Unit Head of HCL, Rupnarainpur Unit or on his behalf any other nominee looking after Security Department. The bills will have to be submitted alongwith the provident fund deposition slip, Copy of GST Return & master roll copy (Xerox), if applicable, of the preceding month without which the bill will not be accepted by the concerned Deptt for certification. In case of any complaint of non –fulfillment or any obligation under this contract, the Hindustan Cables Limited reserves the right to deduct the payments due from the service provider from monthly bills.
9. 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.
10. The Party / Agency will be required to deposit of Security Deposit towards performance of contract by way of DD in favour of M/s Hindustan Cables Limited, Rupnarainpur Unit if the contract is awarded to him. The amount of Security Deposit will not exceed 10% of the yearly contract value.
11. 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.
12. Arbitration : Any dispute arising in connection with the interpretation or implementation of these terms and conditions shall be resolved by arbitration under Arbitration and Conciliation Act, 1996 and the CMD, Hindustan Cables Limited or his nominee shall be Sole arbitrator to whom a request in writing shall be made by the aggrieved party within 30 days of such dispute and proceedings shall be conducted by Arbitrator Tribunal in English language. The place of arbitration shall be Kolkata, India. All dispute covered under this arbitration clause shall be referred to the CMD, HINDUSTAN CABLES LIMITED for adjudication by him or by his nominee.
13. In case of pecuniary loss suffered by M/s Hindustan Cables Limited on account of negligence attributable to the contractor, M/s Hindustan Cables Limited will have the right to forfeit the Security Deposit and in case the security deposit falls short to match the pecuniary loss being insufficient, such balance will be recovered from the payments due to the contractors.
14. Under no circumstances shall the successful firm appoint any sub contractor or sub lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice.

15. TDS and any other Govt Levies applicable on bill as per Government of India instruction issued from time to time shall be deducted.
16. Premature withdrawal of the Tender by the Tenderer shall forfeit the earnest money / security deposit.
17. It will be the sole responsibility of the contractors to ensure that full payment is made to the workers as per the minimum wages or statutory wages / rate fixed by Govt of West Bengal and EPF / ESI for the employee. M/s Hindustan Cables Limited will not be responsible for any lapse of the contractors in such matters.

Signature of Tenderer with Seal





**E. SPECIAL TERMS & CONDITIONS**

1. M/s Hindustan Cables Limited hereby reserves the right to terminate the contract by giving one month's written notice.
2. 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.
- 3 **Overall responsibility and damage to the Company** : If any loss or damage is caused by such other means including fire etc. to any material, item, goods, immovable property 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 and they shall have to indemnify the Company appropriately. The agency will be overall responsible for any damage caused to Company. The agency will be responsible for safety and security of the properties. The loss suffered by the Company due to negligence, non discharging of responsibility properly by the agency and non reporting of events harmful to the company, will be recovered from the agency.
3. The Party shall submit a list mentioning names and permanent address of their Security Personnel assigned to Guard the premises to the Unit Head, HCL, Rupnarainpur Unit within a week of signing this contract.
4. 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.
5. The Unit Head of HCL, Rupnarainpur Unit or on his behalf any other nominee looking after the Security Deptt. and duly assigned by competent Authority will be the Co-ordination Official 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.
6. The Unit Head of HCL, Rupnarainpur Unit or on his behalf any other nominee looking after 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.
7. 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 Unit Head of HCL, Rupnarainpur Unit or on his behalf any other nominee looking after the Security Department 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 Unit Head of HCL, Rupnarainpur Unit or on his behalf any other nominee looking after 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.
8. 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.
9. 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. The Agency shall bear the responsibility of taking out and maintain insurance coverage for their men and fulfil requirements under the Workmens' Compensation Act 1923and rules framed thereunder.

**Signature of Tenderer with Seal**




**Annexure – V****F. TECHNICAL BID**

TENDER FOR PROVIDING SECURITY GUARDS / ARMED GUARDS / SUPERVISOR FOR SECURITY WORK AT M/S HINDUSTAN CABLES LIMITED, PO. HINDUSTAN CABLES, DIST. PASCHIM BARDHAMAN, PIN 713335

SI No	Description	Information to be Given / Documents to be attached
1.	Name, Address & Telephone number of the Agency / Firm	
2.	Name, Designation, Address and Telephone No. Of Authorised Person	
3.	Please specify as to whether Tenderer is Sole Proprietor / Partnership Firm / Private or Limited Company.	
4.	Name, Address and Telephone No of Directors / Partners Fax No E-mail Address.	
5.	A certificate showing a minimum annual turnover of Rs 75 lakhs per annum during last three years.  2016 -17 _____  2017 -18 _____  2018 – 19 _____  (Please attach proof in the form of Profit & Loss Account)	A certificate from CA showing a minimum annual turnover of Rs 75 lakhs per annum during last three financial years must be attached.
6.	Copy of Registration with State / Central Government for providing Security Services.	A copy of registration for providing Security Services must be attached
7.	Valid ISO Certificate (optional)	A copy of Valid ISO certificate may be attached.
8.	Valid Registration Certificate with DGR MOD (Optional)	A copy of Valid DGR Registration certificate may be attached.
9.	GST Registration NO	A copy of GST Registration must be attached.
10.	Latest Return of EPF	A copy of latest return of EPF must be attached.
11.	Latest Return of ESI	A copy of latest return of ESI must be attached.
12.	Latest Return of GST	A copy of latest return of GST must be attached.
13.	Experience Certificate of 3 years in providing services of Security Guards / Armed Guards / Supervisors in Central Government / State Government / Public Sector Undertaking / Autonomous Bodies	Experience Certificate of 3 years signed by the appropriate officer in providing services of Security Guards / Armed Guards / Supervisors must be attached.
15.	Details of Earnest Money Deposit:- a) Amount :- b) Demand Draft No:- c) Date of issue :- Name of issuing Bank :-	Demand Draft must be attached.

Declaration by the Bidder:-

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

**Signature of the Tenderer with seal**

**Note:-** Please indicate the page numbers where documents attached. The entire tender documents should be serially page numbered including enclosures.





Previous experience(s) of the Security Services provided by the Agency to the Govt / Semi Govt Department and reputed / Ltd Companies (minimum three years experience is essential)

SL No	Name	Billing Amount (in Rs)	Period	Status

It is certified that the particulars given above are true to the best of my / our knowledge / behalf and I / We have read terms / conditions and duties / responsibilities of the Security Staff to be deputed for the purpose and have also understood the same and do hereby undertake to abide by the same without any reservations on any grounds whatsoever. In case of any breach of the said conditions, I / We shall be responsible for the consequences arising out of such situation(s).

Name & Signature of the  
Authorized Signatory of the Agency  
(With Seal of the Agency Affixed)

Date :-

Place :-





**ANNEXURE – VI****G. FINANCIAL BID**

Charges per month per Security Guards / Armed Guards / Supervisor for Security Work at M/s Hindustan Cables Limited, Po. Hindustan Cables, Dist. Paschim Bardhaman, West Bengal, PIN 713335

DETAILS	Security Guard (Rs)	Armed Guard (Rs)	Security supervisor (Rs)
	(1)	(2)	(3)
Rate per monthly per Head inclusive of all cost, complying with all statutory provisions ( like PF, ESI, Minimum wages, Leave salary / holidays, reliever's cost etc)			
No of Manpower to be deployed	21	08	01
Total monthly charge category wise			
Sub total – Monthly charges (1+2+3)			
GST as per statute, as applicable on date			
<b>Total (Rs)</b>			

Name & Signature of the  
Authorised Signatory of the Agency  
(With Seal of the Agency Affixed)

Date :-

Place :-





H.

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

To

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Sub : Acceptance of Terms &amp; Conditions of Tender

Tender Reference No:-

Name of Tender / Work :-

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Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned Tender / Work from the web site(s) namely:

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as per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from page No \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexures(s), schedule(s) / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organisation too have all been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. In case any provisions of this tender are found violated, then your organisation shall without prejudice to any other right or remedy be at liberty to reject this tender / bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully

(Signature of the Bidder, with Official Seal)

