

CLOSURE GROUP OF HINDUSTAN CABLES LIMITED (CGHCL)

(Address : 167/A, Ajoy Nagar (5 th Road), Kolkata – 700075, West Bengal, India)

Ref : HCL/RUPNARAINPUR/PSG/2024-25

Date: 29.10.2024

Sealed tenders are invited by the Closure Group of Hindustan Cables Limited (CGHCL) from established Security Service Providers (SSPs) for deployment of security staffs comprising of armed and unarmed Security Guards/ supervisor at the premises of M/s Hindustan Cables Limited, Rupnarainpur Unit, Po. Hindustan Cables, District – Paschim Bardhaman, West Bengal, Pin 713335 on monthly basis

Buyer of services	Closure Group of Hindustan Cables Limited (CGHCL)
Type of tender	Open and two stage bidding
Type of contract	Monthly fixed rate contract for security supervisor and armed/unarmed guards
Availability of tender document	From CGHCL office at as above and also can be downloaded from HCL's web site www.hindcables.net from 30.10.2024
Services to be provided by Security Service Provider (SSP)	Security services comprising of armed and unarmed security guards and security supervisor for deployment at the premises of M/s Hindustan Cables Limited, Rupnarainpur Unit, Po. Hindustan Cables, District – Paschim Bardhaman, West Bengal, Pin 713335
Last Date & Time for submission of Tender Document and place of submission of Bid.	up to 12-30 Hrs of 03.12.2024 at 167/A, Ajoy Nagar (5 th Road), Kolkata – 700075, West Bengal, India
Technical Bids opening Date, time & venue	Date : 03.12.2024 Time : 3.00 PM Venue : 167/A, Ajoy Nagar (5 th Road), Kolkata – 700075, West Bengal, India
Financial Bids opening Date, time & venue	To be opened only for the successful Technical Bidders. Date & time for opening of Financial bids will be intimated subsequently. Venue of opening of Financial bid will be 167/A, Ajoy Nagar (5 th Road), Kolkata – 700075, West Bengal
Amount of EMD to be Deposited	Rs1,50,000/- (Rupees one lakh fifty thousand only) in the form as stipulated in Notice Inviting Tender (NIT)
Duration of contract	One year from the date of award of contract. However, the same may be further extended on yearly basis on same rates, terms & conditions, for an additional period of 3 years subject to satisfactory performance during previous years or as may be decided by the competent authority after review of performance.
Cost of Tender Document	Nil
Minimum Validity of tender offer	120 days from the date of opening of Technical Bid


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CONTENTS OF TENDER DOCUMENTS

Sn	Description of Contents	Remarks
I.	Notice Inviting Tender (NIT)	
II.	General Instruction for Tenderer	Annexure - A
III.	Scope of Work, Duties & responsibilities	Annexure - B
IV.	Other Terms & Conditions	Annexure - C
V.	Special Terms & Conditions	Annexure - D
VI.	Proforma for Technical Bid	Annexure - E
VII.	Proforma for Financial Bid	Annexure - F
VIII.	Self-certificate by the bidder to the effect that it has not been blacklisted by any Central /State Government Department, PSUs or Autonomous bodies	Annexure - G
IX.	Tender Acceptance Letter	Annexure - H

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I) Notice Inviting Tender (NIT)

1. Tenders are invited by Closure Group of Hindustan Cables Limited 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 Unarmed Guards / Inspector at the premises of M/s Hindustan Cables Limited, Rupnarainpur Unit, Po. Hindustan Cables, District – Paschim Bardhaman, West Bengal, Pin 713335. for a period of one year which is extendable on yearly basis on same rates, terms & conditions, for an additional period of 3 (three) years subject to satisfactory performance during previous years or as may be decided by the competent authority of CGHCL after review of performance.
2. Complete Tender Documents can be downloaded from the website www.hindcables.net from **30.10.2024** at free of cost .
3. The interested firms may submit the tenders in two bid system in the prescribed proforma in the following address at Kolkata between 11:00 hrs. to 17:00 on all working days before the closing date on **03.12.2024** and between 11.00 hrs to 12.30hrs on **03.12.2024 (closing date)**. Tenders are to be submitted at the **TENDER BOX at Hindustan Cables Limited, 167/A, Ajoy Nagar, (5 th Road), Kolkata – 700075, West Bengal, India.**

All documents in support of eligibility criteria etc. are to be enclosed along with the Tender Documents.
4. The **Earnest money deposit** (EMD) of Rs 1,50,000/- (Rupees one lakh fifty thousand only) in the form of a Account Payee Demand Draft / Banker's Cheque in favour of "**Hindustan Cables Limited**" payable at **Kolkata** has to be deposited along with technical bid of Tender Document. Tenders without earnest money deposit will be summarily cancelled. EMD of the unsuccessful bidders will be refunded, as such.
5. The Technical Bids will be opened on **03.12.2024 at 03-00 PM** at Hindustan Cables Limited, 167/A, Ajoy Nagar, (5 th Road), Kolkata – 700075, West Bengal, India. Each bidder may authorize one representative to attend the bid opening at **3.00PM on 03.12.2024**. At the first instance the technical bids shall be evaluated by the officials of closure Group of Hindustan Cables Limited. At the second stage, the financial bids of only those bidders who qualify in the technical bid will be opened. Date & time of opening of Financial

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bid will be intimated subsequently. Venue of opening of Financial bid will be 167/A, Ajoy Nagar (5 th Road), Kolkata – 700075, West Bengal.

- 6 The Closure Group of 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 Closure Group of 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.
- 8 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 authorized signatory of the tenderers may be inserted and submitted. The tenderers are to submit the information of the technical bid given in Annexure E and enclose 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. Price bid has to be submitted only in the financial bid proforma (Annexure-F)
- 9 The financial bids of only those tenderers will be opened who qualify in the technical bid. The financial bid shall be valid for acceptance for a period of 120 days from the date of opening of the technical bid.
- 10 The Technical Bid along with all relevant documents should be submitted in a sealed envelope super scribing the Envelope **"PART –I TECHNICAL BID-Rupnarainpur"**. Financial Bid only to be submitted in a separate sealed envelope super scribing the envelope **"PART-II FINANCIAL BID-Rupnarainpur"** should be submitted inside a separate large envelope super scribing the Envelope **"TENDER NO: HCL/RUPNARAINPUR/PSG/24-25"**
- 11 The bidder has to give a self-certificate to the effect that it has not been blacklisted by any Central / State Government Department, PSUs or Autonomous Bodies. The certificate has to be submitted with the Tender documents as per prescribed format. If it is subsequently established or found that the bidder has given any false information or facts or has suppressed facts or manipulated the documents etc. the earnest money deposit / the security deposit, will be absolutely forfeited and no excuse whatsoever will be entertained therefor.

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12 No bidding firm will be allowed to withdraw its bids after technical bids have been opened. If any firm intends to withdraws after opening of technical bids its EMD will be forfeited.

13 Conditional Bids will not be considered and will be rejected summarily

14 The site for the work is available for inspection and can be seen on any working day during office hours by contacting concerned officials of Closure Group of Hindustan Cables Limited, Rupnarainpur Unit. The tenderer should quote his price taking into account all factors which may affect the work and cost.

15 **Eligibility Criteria**

15.1 The Agency applying needs to be registered with the **State / Central Government for providing Security Services** and should be having valid income tax PAN Number and GST Registration Number. The bidder should have minimum Annual Turnover of at least Rs 50,00,000/- excluding GST (Rupees Fifty Lakhs) in each year for FY 2020-21,2021-22 and 2022-23 and same should be supported by complete Income Tax Returns. The Bidder should have a minimum experience of 3 (Three) years in providing Security Guards / Inspector in Central Government / State Government / Public Sector Undertakings / Autonomous Bodies.

15.2 **Copies of the following documents should be submitted with the technical bid.**

- Complete Income Tax Returns (ITRs) for the financial years 2020-21, 2021-22 and 2022-23 showing minimum annual turnover of Rs 50,00,000/- (excluding GST) during each year
- Copy of Registration under PSARA Act 2005 with relevant State / Central Govt.
- GST Registration Certificate Number
- Income Tax PAN Number
- EPFO and ESI Returns not earlier than May 2024
- Experience certificate of 3 Years in providing Security Guards /Inspectors in Central Government / State Government Department / Public Sector


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Undertakings / Autonomous Bodies.

- **EMD:** Rs1,50,000/- In the form as stipulated in Notice Inviting Tender(NIT)
- Self-certificate by the bidder to the effect that it has not been blacklisted by any Central /State Government Department, PSUs or Autonomous bodies
- Tender document signed and sealed at all pages as a token of acceptance
- Signed Tender Acceptance form

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ANNEXURE - A

II. GENERAL INSTRUCTIONS FOR TENDERERS

1. Closure Group of Hindustan Cables Limited (CGHCL), requires the services of reputed well established and financially sound "Security Service Providers" (SSP) for deployment of security staffs at the premises of M/s Hindustan Cables Limited, Rupnarainpur Unit, Po. Hindustan Cables, District – Paschim Bardhaman, West Bengal, Pin 713335, which is an industrial unit closed in 2017 and non- operational since then.
2. **Security Deposit** : EMD of Successful bidder will be converted and adjusted against Security Deposit, which is 10% of the yearly Order Value (excluding GST). The balance amount of security deposit is to be deposited by the successful bidder in the form of A/C payee Demand draft / Banker's Cheque in favour of "Hindustan Cables Limited" payable at Kolkata within 7 days of placement of Letter of Intent. No exemption whatsoever will be granted by the purchaser from deposition of security deposit. The same can be forfeited in case the service provider refuses to provide service for Closure Group of Hindustan Cables Limited during the contract period or in the case of any deficiency in the service or breach of the terms and Conditions by the security service provider. The Security Deposit shall be returned to the successful bidder without any interest after successful completion of contract period.
3. It must be noted that number of Guards may be increased or decreased at any time at the sole discretion of Closure Group of Hindustan Cables Limited. In that case payment will be increased / decreased proportionately.
4. **Penalties:-**
The Service Provider shall be responsible for faithful compliance of the terms and conditions of this tender, failing which penalty will be levied as stated below :-
 - 4.1 If the Service Provider violates any of the terms and conditions of this agreement or commits any fault or the service is not to the entire satisfaction of officer authorized by CGHCL, a penalty leading to a deduction of 1% (one percent) of the total amount of bill for a particular month will be imposed.


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- 4.2 In the event of absence of security service personnel, Service Provider may provide alternate arrangement, otherwise Rs 200/- (Rupees two hundred only) per incident will be recovered from the Security Service Provider as penalty.
- 4.3 In case any of Service Provider's personnel deployed under the contract fails to report in time and Service Provider is unable to provide suitable substitute in time for the same it will be treated as absence and penalty as mentioned in above point shall be levied.
- 4.4 In case any complaint is received attributable to misconduct/ misbehavior of Service Provider's personnel, a penalty of Rs.500/- for each such incident shall be levied. Further the concerned Service Provider's personnel shall be removed from the CGHCL system immediately.
- 4.5 In case a security personnel is not adhering to the uniform it will be treated as non-conformance and the an amount of Rs.100/- (Rupees one hundred only) per person per day will be deducted from the Service Provider's payment
- 4.6 In case a Security Guard with Gun is found without gun during Duty hours a penalty of Rs.500/- for each such incident shall be levied. Further the concerned Service Provider's personnel shall be removed from the CGHCL system immediately.
5. **Termination of Contract** : Closure Group of Hindustan Cables Limited reserves the right to terminate the contract.

The Agreement shall be come to an end either on completion of the Contract Period or can also be terminated for the following reasons and the service provider will have no objection to such termination:

- 5.1. **Mutual consent**: The contract may be terminated based on mutual consent in case the services are no longer required. Termination based on mutual consent will not attract any deductions or shall not be liable for any extra payments other than payment of invoices raised till the time of termination.
- 5.2. **Breach of contractual obligations**: Any incidents considered as the breach of contract will result in immediate termination of services. CGHCL shall have the right to terminate the Contract immediately by giving written notice to the Service Provider if, the Service Provider breaches a material provision of this Contract; or if the Security Service Provider breaches any provision of this Contract and fails to remedy the breach within 7 days after receiving notice


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requiring it to do so.

- 5.3. **Risk Purchase** : In the event of any breach of the agreement, the contract may be terminated and further the remaining work may be got done through another Service Provider at the risk and cost of the present Service Provider.
- 5.4. **Notice Period for termination of contract and Risk Purchase**: 30 days notice in writing.
6. **Jurisdiction** : Competent court having jurisdiction on 167/A, Ajoy Nagar (5 th Road), Kolkata – 700075, West Bengal, India
7. **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 Chairman and Managing Director (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 the said Arbitration Tribunal in English language. The place of arbitration shall be Kolkata, India.
8. In case of pecuniary loss suffered by M/s Hindustan Cables Limited or CGHCL due to negligence of the security service provider (SSP) , CGHCL will forfeit the Security Deposit of SSP 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 SSP.
9. Under no circumstances shall the successful security service provider(SSP) appoint any sub contractor or sub lease the contract. If it is found that the SSP has violated these conditions, the contract will be terminated forthwith and the SSP will not have any objection.
10. 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 CGHCL shall have the full right to terminate the Contract. The work should commensurate with the norms of Industrial Security System and guideline from vigilance organization / dept. if or and any, prescribed by Competent authority from time to time.


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ANNEXURE – B

III. Scope of Work, Duties and Responsibility

1. Scope of work:-

- 1.1 The place of duty shall be the premises of M/s Hindustan Cables Limited, Rupnarainpur Unit, Po. Hindustan Cables, District – Paschim Bardhaman, West Bengal, Pin 713335. but their services can be utilized at any other locations in West Bengal at the discretion of CGHCL.
- 1.2 The security service provider is required to protect the entire Estate of HCL Rupnarainpur consisting of 947.23 Acres of land, residential quarters, administrative building, HCL girls schools, factory premises including factory gates, two guest houses, different buildings etc.
- 1.3 The security service providers is required to deploy security guards at the following posts on 24 hours X 30 days X 12 months 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 CGHCL to SSP from time to time
- 1.4 The security service provider is required to do patrolling for two times in each shift around the entire Estate by cycle (for saving green environment) and at no extra cost to company to prevent and report (to CGHCL) further encroachment or unauthorized occupation.
- 1.5 The security service provider is required to deploy security guards/inspector on round the clock basis i.e.24 hours for 365 days a year.
- 1.6 Any other work of similar nature assigned by Closure Group of Hindustan Cables Limited.
- 1.7 Number of Person to be deployed by the security service provider:

Number of security staffs to be actually deployed on any day (considering 3 shifts X 8hours= 24 hours, inclusive of reliever)

Security Supervisor : 01 (One) No
Security Guard (un armed) : 21 (Twenty one) Nos
Sucurity Guard (armed) : 08 (Eight) Nos

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1.8 Tentative security post wise deployment schedule and duty, which may change as per necessity, at the sole discretion of CGHCL:-

SL No	Security Post	Deployed in A-shift of 8 hrs.	Deployed in B-shift of 8 hrs.	Deployed in C-shift of 8 hrs.	Duty of Security Guard.
1	Administrative building	Unarmed-03 Armed- 01	Unarmed-03 Armed- 01	Unarmed-02 Armed- 02	Restrict/monitor the movements of persons and protect the records/files of the Unit
2	Factory Gate	Unarmed-01 Armed- 01	Unarmed-02 Armed -01	Unarmed-02 Armed- 02	Railway Bund 300 mtrs. In length in HCL Factory campus. Surveillance of entire factory area.
3	Girls High School	Unarmed-01	Unarmed-02	Unarmed-02	Protection of building & school materials.
4	VIP Guest House	Unarmed-01	Unarmed-01	Unarmed-01	Protection of building
	Total	Unarmed-06 Armed- 02	Unarmed-08 Armed- 02	Unarmed-07 Armed- 04	

2. Duties and Responsibilities of security service provider :

- 2.1 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 of CGHCL with a copy to Kolkata office, CGHCL and Estate Officer of the Hindustan Cables Limited.
- 2.2 They should attend to distinguished visitors, VIPs and Officers in a pleasing manner.
- 2.3 The security of person and property of M/s Hindustan Cables Limited or CGHCL at Rupnarainpur Unit or elsewhere as deployed.
- 2.4 Evacuation of officials of M/s Hindustan Cables Limited or CGHCL at

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Rupnarainpur Unit or elsewhere as deployed in case of fire or natural calamities and to assist the relief operation.

- 2.5 Protection of equipment's, fixtures, plants, greenery and other movable / immovable property of M/s Hindustan Cables Limited at Rupnarainpur Unit or CGHCL elsewhere as deployed. To keep a check on all incoming and outgoing property / goods to ensure that the same are carried by authorized person(s) for bona fide purpose with proper gate pass.
- 2.6 Collecting intelligence about subversive elements / activities in the campus and promptly informing the concerned authorities. Keeping surveillance and close watch in nearby areas and to detect the presence of unscrupulous elements like burglars etc.
- 2.7 To maintain "Round the Clock" security services and not to leave the place of duty under any circumstances until and unless properly relieved.
- 2.8. It is the responsibility of the party/agency to take care to protect the Land, Administrative Building, other buildings, Company Quarters, HCL girl's school, factory gate and two guest houses by conducting patrolling two times in each shift around the estate to ensure safety and security and to prevent further encroachments. Continuous vigil is required for the HCL Land
- 2.9 The security should prevent occupation of company quarters by unauthorized persons by patrolling six times daily around and inside the township area.
- 2.10 To prevent misuse of Electricity / Water and other property.
- 2.11 The guards on duty should maintain movement register at the administrative building entrance/ Guest House/ Factory Gate/ Girl's school to control/regulate the entry of groups or persons comprising of ex-employees/outsideers /others, material and vehicles.
- 2.12 To keep strict vigil on suspicious looking persons / objects and take immediate action as deemed suitable.
- 2.13 To check / block the access to the premises of estate from loitering / unlawful persons and vagabonds and animals
- 2.14 To maintain highest order of integrity, moral and social responsibilities especially towards ladies and senior officials.


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- 2.15 To act as a reliable informer to the authorities for safeguarding the interest of M/s Hindustan Cable Limited and CGHCL
- 2.16 Regular monitoring to be done by the Supervisor/field officers/night patrolling officers of SSP
- 2.17 Responsible for frisking and checking of visitors during and after office hours.
- 2.18 Ensuring the complete safety and security of men and materials of CGHCL, HCL, official Visitors and service provider.
- 2.19 Effective involvement during the crisis management like fire accidents and bomb threats
- 2.20. Physical guarding of entry / exit points
- 2.21 Screening / directing the visitors.
- 2.22 Assisting the occupants during the Emergency Evacuation of the building.
- 2.23 Complete Disaster Management in case of Emergencies/ Disasters
- 2.24 Providing of Adequate Security as per the Requirement.
- 2.25 Liaison with appropriate agencies in case of emergencies/Disaster & well equipped with their update contact numbers.
- 2.26 Lodging of complaints/GD/FIRs with local police station/other appropriate authority in case of theft/ unauthorized intrusion/ new encroachment/ new construction/emergency/disaster/ accident / rape/murder / unlawful activities etc with intimation to CGHCL, Rupnarainpur


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ANNEXURE – C

IV 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 Closure Group of Hindustan Cables Limited to inform the unsuccessful tenderers of the outcome of the tender process.
3. Buyer of services :- Closure Group of Hindustan Cables Limited (CGHCL), 167/A, Ajoy Nagar, (5 th Road), Kolkata – 700075, West Bengal, India
4. Security Service Provider(SSP) :- shall mean the individual or Firm or Company whether incorporated or not, undertaking the works for providing security services 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 Inspectors / guards will have to be forwarded in writing to the CGHCL by the security service provider
6. The security service provider (SSP) should register his firm with the statutory authorities for engagement of security staffs.
7. Provident Fund & ESI : The SSP should strictly comply with all statutory provisions of the Provident Fund & M.P. Act, ESI Act wherever applicable. The service provider should comply with all applicable laws of the Central/State government and any other law for the time being in force. M/s Hindustan Cables Limited or CGHCL will not be responsible (as M/s HCL was closed in the year 2017) for any dispute that may arise in connection with the security services, between the SSP and any state/ Central Govt. Department viz. statutory authorities dealing with EPF, ESI, Labour Laws, GST, Income Tax or any other local body.

The service provider shall make regular and full payment of labour charges, wages and other payments as due, as per the ESI, EPF & labour laws and shall furnish necessary proof thereof whenever required by CGHCL, failing


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which CGHCL reserves the right to withhold payments and/or forfeit the Security Deposit and terminate contract.

8. **Monthly fixed rate contract for security supervisor and armed/ unarmed guards** : Monthly rates of each security supervisor and each security guard (both armed and unarmed) quoted by the SSP and finally accepted by CGHCL, will remain fixed during the entire period of contract without any price escalation whatsoever. CGHCL has right to increase or decrease the deployment of number of security supervisor/ security guards (both armed and unarmed) during the contract period but the monthly rates of each security supervisor and each security guard (both armed and unarmed) will remain fixed during the contract period.

9. **Payment to Security Service Provider (SSP)** : The SSP after having paid dues to the labourers and after payment of PF/ ESI/ GST, will submit invoice (in duplicate) to Closure Group of Hindustan Cables Limited, Rupnarainpur.

The Invoice should be raised in favour of "Closure Group of Hindustan Cables Limited, A/C- Hindustan Cables Limited"

The SSP will submit the invoice on monthly basis within 25th of the subsequent month for the security services rendered during the previous month. Payment will be made after 60 days from the bill date (if the services rendered are found to be in order) at accepted rates on actual attendance after deductions as applicable (including penalty for default imposed on SSP by CGHCL). The bills will have to be submitted along with the following documents in respect of the **billed month** :

- i) EPFO Challan and Payment Receipt ii) ESI Challan Payment iii) GST Payment Receipt iv) Attendance sheet for the Billed month v) Payment of Wage Sheet and vi) Bank details and copy of cancelled blank Cheque of SSP.

It is clarified that without the above documents, the bill will not be accepted by the CGHCL, office for necessary certification by the Head of CGHCL, Rupnarainpur, which is essentially required for processing of payment of bills.

10. All statutory requirements under various labour enactments should be strictly followed by the SSP in respect of persons employed by him as an immediate employer whenever applicable from time to time.
11. The CGHCL shall not be liable for any damages or compensation payable in


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consequence of any accident or injury to workmen or other persons in the employment of the SSP.

12. TDS and any other Government Levies applicable on bill as per Government of India instruction issued from time to time shall be deducted.

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ANNEXURE - D

V. SPECIAL TERMS & CONDITIONS

1. **Overall responsibility and damage to CGHCL or HCL** : If any loss or damage is caused by fire, theft, unauthorized occupancy, burglary etc. to any material, item, goods, movable/ immovable property belonging to Hindustan Cables Ltd or CGHCL which is caused because of negligence, lack of appreciation etc. by the Security Service Provider (SSP), then the SSP shall be held accountable and liable for such losses or damages, so caused and SSP shall have to indemnify the CGHCL appropriately. The SSP will be responsible for safety and security of the properties of CGHCL and HCL. The loss suffered by the Hindustan Cables Limited or CGHCL due to negligence, non discharging of responsibility by the SSP and non reporting of events harmful to the CGHCL or HCL will be estimated and recovered from the SSP and SSP will not have any objection in this regard.

- 2 The SSP shall submit a list mentioning names and permanent address along with Aadhard/ Voter card of their Security Personnel deployed to Guard the premises to the CGHCL, Rupnarainpur within a week of placement of Letter of Intent.

The SSP is required to deploy his personnel only after obtaining the Buyer approval (from CGHCL). The Buyer (CGHCL) shall be informed at least one week in advance for any change and Service Provider shall be required to obtain CGHCL's approval for all such changes .

They should be polite but firm in nature, disciplined, physically fit and alert, dressed in uniform while in duty along with ID cards.

- 3 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.

- 4 The authorized official of Closure Group of Hindustan Cables Limited (CGHCL), Rupnarainpur Unit or on his behalf any other nominee looking after the Security Dept. and duly assigned by competent Authority will be the Co-ordination Official between CGHCL and SSP and that the said representative of purchaser is to be kept posted of any changes whatsoever including


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deployment schedule, staffing pattern and other allied information.

- 5 The authorized officer of Closure Group of Hindustan Cables Limited, Rupnarainpur Unit or on his behalf any other nominee looking after Security Department so assigned shall conduct supervision, will visit the sites / locations of duty at any time twenty four hours (round the clock) 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 SSP for appropriate actions and that actions taken by the SSP in this regard are to be communicated to CGHCL forthwith to ensure safety and security of the place. Any person deployed by the SSP must be removed from the contingent whose deployment is unwarranted by the CGHCL for any reason whatsoever, in the establishment of Hindustan Cables Limited.
- 6 That the medical expenses, if any arising out of physical injury or otherwise of the Security guards including Inspector deployed by the SSP at the premises will have to be borne by SSP. The SSP shall bear the responsibility of taking out and maintain insurance coverage for his men and fulfill requirements under the Workmen's' Compensation Act 1923 and rules framed there under.
- 7 Age, minimum qualification and responsibility of unarmed security guards & security inspectors deployed at the premises of Hindustan Cables Limited, Rupnarainpur should be as follows :

Role	Age	Skill Level	Minimum Qualification	Responsibilities
Security supervisor	30-50	Semi - Skilled	Should have knowledge of Security related matters, industrial safety and allied functions Minimum 10th pass Should have ample knowledge in firefighting functions. Minimum Experience 5 years in Security. Medically fit, Good physique and personality is required	Should also carryout or supervise protocol activities of receiving, escorting, seeing off VIPs to and to liaise with police and other investigating agencies as and when required. Should be available in general
Security Guard without	25-50	Unskilled	Should have knowledge of Security related matters, industrial safety and allied functions Minimum 8th	Work in shifts round the clock.


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Gun			pass with 3 years' experience in security. Medically fit, good physique and personality is required	
Security Guard with Gun	30-50	unskilled	Should have knowledge of Security related matters, industrial safety and allied functions Minimum 8th pass with 3 years' experience in security. With valid firearm license and experience in handling gun. Medically fit, good physique and personality is required	Work in shifts round the clock.

8. Service Provider Obligations

- 8.1. The Security Service Provider will provide a log book register for making entries by the security personnel of their presence at duty site.
- 8.2 The Security Service Provider shall provide at his own cost (i) proper clean uniform and badges (ii) photo identity cards to all security guards/ inspectors deployed by him.
- 8.3 The Security Service Provider shall have his own Establishment/ Setup/ Mechanism, etc. at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.
- 8.4 The Security Service Provider shall get guards and supervisors screened for visual, hearing, gross physical defects and contagious diseases and will provide a certificate to this effect for each personnel deployed. CGHCL will be at liberty to get anybody re-examined in case of any suspicion. Only physically fit personnel shall be deployed for duty.
- 8.5 The Security Service Provider shall bear all the expenses to be incurred on the following items

Provision of torches and cells,

lathis/ballams, cycles and other equipment to security staff,

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stationary, pen for writing duty charts and registers at security check points and record keeping as per requirements.

Adequate mobile phones with paid subscription

- 8.6 The Security Service Provider has to provide basic amenities like water (including drinking water), mosquito coils /nets etc. at work station for consumption/use of the security guards/ supervisors
- 9 The antecedents of security staff deployed shall be verified by the Security Service Provider from local police authority and an undertaking in this regard to be submitted to CGHCL.
10. The Service Provider will maintain a register on which day to day deployment of personnel will be entered. While raising the bill, the deployment particulars of the personnel engaged during billed month, shift wise, should be shown.
11. Adequate supervision will be provided to ensure correct performance of the said security services in accordance with the prevailing assignment instructions given to SSP. In order to exercise effective control & supervision over the staff of the SSP deployed, the supervisory staff will move in their areas of responsibility.
12. All necessary reports and other information will be supplied immediately as required and regular meetings will be held with CGHCL.
13. The security staff shall not accept any gratitude or reward in any form.
14. Under the terms of their employment agreement with the Service Provider the Security staff shall not do any professional or other work for reward or otherwise either directly or indirectly, except for and on behalf of the Service Provider.
15. The Service Provider shall do and perform all such Security services, acts, matters and things connected with the administration, superintendence and conduct of the arrangements as per the direction enumerated herein and in accordance with such directions, issued by CGHCL from time to time
16. The Service Provider will deploy supervisors as per the need given by the CGHCL. The supervisor shall be required to work as per the instructions of CGHCL.


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17. The personnel engaged have to be extremely courteous with very pleasant mannerism in dealing with the CGHCL and should project an image of utmost discipline. CGHCL shall have right to have any person removed in case of its staff complaints or as decided by representative of the CGHCL if the person is not performing the job satisfactorily or otherwise. The Security Service Provider shall have to arrange the suitable replacement in all such cases.
18. The eight hours shift generally will be from 0600 hrs. to 1400 hrs., 1400 hrs. to 2200 hrs., and 2200 hrs. to 0600 hrs. But the timings of the shift are changeable and shall be fixed by the CGHCL from time to time depending upon the requirements. No payment shall be made by CGHCL for duty exceeding 8 hours, if any, allotted by the SSP to his staffs.
19. The personnel will have to report to the CGHCL security office at least 15 minutes in advance of the commencement of the shift for collecting necessary documents/instructions, and to complete all other required formalities as approved by the Buyer Department.
20. Security staff engaged by the SSP shall not take part in any staff union and association activities.
21. Security Service Provider has to make arrangement for effective communication from time to time among guards and inspector at his own cost on regular basis. The inspector must also be provided mobile phone(s) with paid subscription at the cost of SSP so that regular communication with CGHCL, Rupnarainpur unit can be maintained.
22. The arms and ammunition of the Security Personnel posted at the site will be kept at their own in their self-custody and the same should have valid license. CGHCL or HCL will have no responsibility in case of any untoward incident which may occur during the usage of the said arms and ammunition. A list of arms and ammunitions provided to the Security Personnel deployed/ to be deployed at the duty site will have to be given to the CGHCL, Rupnarainpur Unit within Seven Days of issuing Letter of Intent (LoI). Details of usage, if any of the arms and ammunitions given to the Security Personnel will have to be informed at once to the CGHCL, Rupnarainpur Unit. Also, the Officers of the SSP should visit the armory of the deployed Security Personnel regularly to ensure that the arms and ammunitions are in good condition and can be utilised in times of need and also are under safe and secure condition.


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23. During duty hours if the Armed Guard opened gun firing on genuine ground, the Company will reimburse an amount of Rs 100/- (Hundred) per Cartridge subject to production of Bills duly certified by the competent authority of CGHCL

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ANNEXURE – E

VI. TECHNICAL BID

TENDER FOR DEPLOYMENT OF SECURITY GUARDS / INSPECTOR AT THE PREMISES OF M/S HINDUSTAN CABLES LIMITED, RUPNARAINPUR UNIT, PO. HINDUSTAN CABLES, DISTRICT – PASCHIM BARDHAMAN, WEST BENGAL, 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 Authorized 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.	Copy of Income Tax Return (ITR) – complete set showing annual turnover of Rs 50, 00, 000/- (excluding GST) during each year for the following financial years 2020-21 _____ 2021-22 _____ 2022-23 _____	Complete set of Income Tax Returns (FY 2020-21, 2021-22 and 2022-23) must be submitted
6.	Copy of Registration with State / Central Government for providing Security Services. (Under PSARA Act 2005)	A copy of registration for providing Security Services must be attached
7.	GST Registration Number	GST Registration number must be disclosed
8.	PAN	PAN number must be disclosed
9.	EPF return not earlier than May 2024	A copy of stipulated return of EPF must be attached.
10.	ESI return not earlier than May 2024	A copy of stipulated return of ESI must be attached.


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11.	Experience Certificate of 3 years stating that SSP has provided Security Guards / Supervisors/ inspectors in Central Government / State Government / Public Sector Undertaking / Autonomous Bodies	Experience Certificate of 3 years signed by the appropriate officer of respective organization.
12.	Details of Earnest Money Deposit:- a) Amount : - b) Demand Draft No:- c) Date of issue :- d) Name of issuing bank :-	Demand Draft must be attached.
13	Self-certificate by the bidder to the effect that it has not been blacklisted by any Central /State Government Department, PSUs or Autonomous bodies	Must be submitted
14	Tender document signed and sealed at all pages as a token of acceptance	Must be submitted
15	Signed Tender Acceptance form	Must be submitted

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.

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

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Previous experience(s) of the Security Services provided by the SSP to the Central Govt / State Govt / Public Sector undertaking / Autonomous bodies

SL No	Name (Central Govt / State Govt/ Public Sector Undertaking / Autonomous bodies)	Billing Amount (in Rs)	Period	Copy of the certificate

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
Authorised Signatory of the Agency
(With Seal of the Agency Affixed)

Date :-

Place

*Rajesh Consultant
CGHCL/RNPR*

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ANNEXURE – F

VII. FINANCIAL BID

Charges per month for deployment of Security Guards / Inspector at the premises of M/s Hindustan Cables Limited, Rupnarainpur Unit, Po. Hindustan Cables, District – Paschim Bardhaman, West Bengal, Pin 713335.

DETAILS	SUPERVISOR (Rs)	ARMED GUARDS (RS)	UNARMED GUARD (Rs)
	(1)	(2)	(3)
Rate per month 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	01	08	21
Total monthly charge category wise			
Sub total – Monthly charges (1+2+3)			
GST as per statute, as applicable on date			
Total (Rs in figure)			
Total (Rs in words)			

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

Date :-

Place :-


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ANNEXURE - G

VIII. SELF-CERTIFICATE BY THE BIDDER TO THE EFFECT THAT IT HAS NOT BEEN BLACKLISTED BY ANY CENTRAL /STATE GOVERNMENT DEPARTMENT, PSUS OR AUTONOMOUS BODIES (TO BE GIVEN ON LETTER HEAD OF SECURITY SERVICE PROVIDER (SSP))

To
Closure Group of Hindustan Cables Limited
167/A, Ajoy Nagar (5 th Road),
Kolkata – 700075
West Bengal, India

Sub : Self-certificate to the effect that the bidder has not been blacklisted by any Central /State Government Department, PSUs or Autonomous bodies

Tender Reference No:- HCL/RUPNARAINPUR/PSG/2024-25

Name of Tender / Work : - Security services comprising of unarmed security guards and security inspector for deployment at the premises of M/s Hindustan Cables Limited, Rupnarainpur Unit, Po. Hindustan Cables, District – Paschim Bardhaman, West Bengal, Pin 713335.

Dear Sir,

1. I / We certify that we have not been blacklisted by any Central /State Government Department, PSUs or Autonomous bodies
2. Further, I / we undertake that if it is subsequently established or found that I/We have given any false information or facts or has suppressed facts or manipulated the documents etc. the earnest money deposit and the security deposit will be forfeited absolutely and I / We shall have no objection whatsoever on such fore feature.

Yours faithfully

(Signature of the Bidder, with Official Seal)


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ANNEXURE - H

IX. TENDER ACCEPTANCE LETTER

(To be given on Letter Head of Security Service Provider (SSP))

To
Closure Group of Hindustan Cables Limited
167/A, Ajoy Nagar (5 th Road),
Kolkata – 700075
West Bengal, India

Sub : Acceptance of Terms & Conditions of Tender

Tender Reference No:- HCL/RUPNARAINPUR/PSG/2024-25

Name of Tender / Work : - Security services comprising of unarmed security guards and security inspector for deployment at the premises of M/s Hindustan Cables Limited, Rupnarainpur Unit, Po. Hindustan Cables, District – Paschim Bardhaman, West Bengal, Pin 713335.

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned Tender / Work from the web site(s) namely: www.hindcables.net as per your advertisement, given in the above mentioned website(s).
2. I/We here by 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 organization shall without prejudice to any other right or remedy be at liberty to reject this tender / bid including the forfeiture of the earnest money deposit absolutely.

Yours faithfully

(Signature of the Bidder, with Official Seal)


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Signature of Tenderer with Seal