

ADA

AERONAUTICAL DEVELOPMENT AGENCY

(Ministry of Defence, Govt. of India)
P.B. No. 1718, Vimanapura Post, Bangalore-560 017, India.

ADA/SEC/510/1/Security

11th June 2018

Addressees in the list enclosed

ENQUIRY- PROVISION OF LADY SECURITY PERSONNEL

Dear Sir/Madam,

1. Aeronautical Development Agency is an autonomous body under Ministry of Defence, Government of India. ADA HQs is situated at Vibhuthipura, Bangalore-560 017. Tenders are invited from reputed & well established Security Agencies, registered under the Private Security Agencies (Regulation) Act 2005 for providing the services of 8 Lady Security personnel (without Arms) at ADA.

2. The details of Qualitative requirements for Lady Security Personnel are given in Annexure I. The duties of the Lady Security Personnel and other terms and conditions are given in Annexure II.

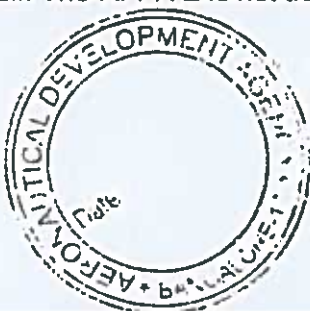
3. The wages required to be paid to the lady security personnel is fixed as enumerated at para 26 of Annexure-II.

4. Your offer in two bid format i.e. Technical bid & Commercial bid giving the requisite details and information should be submitted in separate envelopes for Technical & Commercial bid duly super scribing the envelopes as Technical bid or Commercial bid (Annexure III & IV) and the name of Enquiry viz Provision of Lady Security Personnel and these envelopes should be put in another envelop duly super scribing the name of Enquiry and last date of submission of the tender and should be forwarded to the following address so as to reach on or before 1530 hours on 01/07/2018. You must quote only your monthly Service Charge for providing 08 lady security personnel in the commercial bid format in Annexure IV. For any clarifications, please contact the undersigned in person or phone.

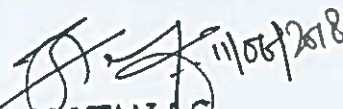
Aeronautical Development Agency
PB No 1718, Vimanapura Post
Bangalore-560 017
Phone No. 9844446957/080-25087577/080-25087002

5. The submission of a tender by a tenderer implies that he/she has read and understood the terms and conditions and shall make himself/herself aware of the scope of work, local conditions and other factors on the execution of work. The tenderer may visit ADA before submitting the quote to get acquainted with the working conditions at ADA between 0830 hours and 1600 hours on any working day.

6. If you are not interested to take up work, all the documents forwarded to you may be returned to this office for record super scribing "Blank Tender" prominently written on the cover itself. The RFP/TE is not transferrable.



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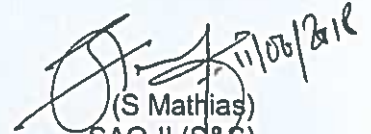

S. MATHIAS
Senior Administrative Officer (S & S)
Aeronautical Development Agency
(Ministry of Defence, Govt. of India)
P.B. No. 1718, Vimanapura Post
Bangalore - 560 017

7. The tenderers are requested to return the tender documents in original duly signed with company seal on all pages for having read and understood the conditions.

8. Tender without documents as above and as per para 16 of Annexure II / Technical bid or incomplete tenders are liable to be rejected.

Thanking you,

Yours faithfully,


(S Mathias)

SAO-II (S&S)

S. MATHIAS

Senior Administrative Officer (S & S)
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P.O. No. 1718, Viranagur Post
Bangalore - 560 017

Encl: As stated above



QUALITATIVE REQUIREMENTS FOR PROVISION OF
LADY SECURITY PERSONNEL

QUALITATIVE REQUIREMENTS OF LADY SECURITY PERSONNEL

- a) Should be able bodied with sound mind and between the age of 18 years to 60 years.
- b) Should be a Graduate with basic computer knowledge.
- c) Should be conversant in Hindi, English & local language
- d) Should be able to carry out frisking of lady staff/visitor at entry/exit point.
- e) Should be able to scan baggage/handbags and identify objectionable items and maintain documents at the reception.
- f) Should be able to take/pass messages over a telephone set.
- g) Should be able to assist in the Vehicle/Visitor Management and X-ray Baggage Scanner
- h) Should be able to prepare passes and maintain records of the same.
- i) Should be able to print Access cum Identity Cards & maintain the records of the same.
- j) Should be able to generate swipe reports as required.
- k) Should be able to handle Access Control System, CCTV & Solar Power Fence System.
- l) Should be able to man the Reception and be able to handle the EPABX board.
- m) Any other security assignment as per the requirement.



S. Mathias
11/06/2018

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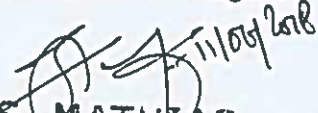
1. The said job shall be extended by the Service Provider at Aeronautical Development Agency, PB NO. 1718, Vimanapura Post, Bangalore- 560017 to ensure Security of ADA HQ, ADA Campus II & P-63 (ADE) shall include but not limited to the following:-

(a). The Lady Security Personnel are detailed to perform General Shift duties from 0830 hours to 1700 hours.

(b). The duties to be performed by the Lady Security Personnel, working in close conjunction under the overall supervision of the SAO-II (S&S) will include the following:-

- (i). Reporting for duty 10 minutes before commencement of the duty.
- (ii). Guiding the visitors at reception and issue the visitor Passes/Badges and collecting back the same after visit and maintain records.
- (iii). Man Reception & Maintain registers in connection with movement of visitors.
- (iv). Checking of unauthorized electronic gadgets, mobile phones of all the ladies seeking entry into the establishment.
- (v). Checking the Entry Passes/ Identity Card of Female visitors/Female Staff while mustering IN at the gate.
- (vi). Checking of bags of Female labourers/visitors while mustering IN and OUT of ADA.
- (vii). Ensure bags of lady Officers/Staffs/Visitors/Contract staff/Trainees/etc are scanned while mustering IN and OUT and no prohibited / forbidden items are permitted entry/exit.
- (viii). Proper accounting of Mobiles Phones and other items deposited by the Visitors/Contract Employees/Trainees/Labourers.
- (ix). If any problem being faced during performing the duty, immediately report to SAO-II (S&S) for further action/guidance.
- (x). Check all female visitors by using the Door Frame Metal Detector/ Hand Held Metal Detector while mustering IN and OUT.
- (xi). Shall be aware of Security related Do's and Don'ts.
- (xii). Recording of attendance of Temporary staffs on system.
- (xiii) Proper handing / taking over are to be carried out.




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2. In case any personnel deployed at ADA by the Service Provider proceeds on emergency leave, fall sick or is absent from duty, the Service Provider shall provide replacement by detailing able bodied and experienced lady whose police verification has already been done and credentials established.
3. Access Control to include manning entry / exit gates, checking and verifying entry and exit of personnel and material from the establishment and permit only authorized by the ADA authorities.
4. Check Sabotage, theft and pilferage of information and material by manning static security posts and to prevent any untoward activities and for gathering intelligence on unauthorized movement / activities.
5. Operate installed security / electronic surveillance equipment on need basis. Carryout search of personnel of items being taken out and frisking at the time of mustering out.
6. To retain trespassers / intruders and immediately inform the SAO-II (S&S) / Addl. Dir/Director (Admin & HR).
7. Receive Orders/ Directions from the Director/Addl. Dir/SAO-II(S&S)/authorized representative / Security Officer for day to day performance of job and ensure implementation of proper security measures.
8. The Service Provider on receipt of any complaint from ADA shall attend the job immediately and complete it to the satisfaction of the Director ADA/ SAO-II (S&S) or his authorized representative.
9. The Service Provider shall ensure that the employed Lady Security Personnel shall abide by the policy and procedure of the ADA in vogue from time to time.
10. They should not have any adverse police record. A police verification certificate/report to this effect issued by the office of the concerned Dist police head should be furnished by the Successful Contractor in respect of each personnel deployed. Any expenses to be incurred towards this should be payable by the Contractor.
11. All statutory charges as applicable towards EPF, etc are payable by the Service Provider.
12. The Service Provider shall produce educational qualification certificates in respect of the Lady Security Personnel including Police verification certificate, along with photograph and Bio-Data to the SAO-II (S&S), before deployment. His decision in accepting or rejecting any person shall be final and binding.
13. The Lady Security Personnel shall not become members of any trade union.
14. The successful tenderer shall at all times maintain full strength of 08 Lady Security Personnel as specified above.
15. Each Lady Security Personnel deployed by the Service Provider shall be issued with ID card bearing photograph of the individual.



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Documentary Proof by the Service Provider

16. The Service Provider shall produce the following documents along with their tenders (Technical bid):-

- a) License under Private Security Agencies (Regulation) Act 2005
- b) EPF Registration
- c) GST Registration
- d) Registration under shops & Establishment Act or any other Act to run the business.
- e) PAN details with copy of PAN.
- f) License under Contract Labour (Regulations & Abolition) Act 1970 for supply of Manpower/Labour.

Payment to Lady Security Personnel / Statutory Agencies

17. The wages to be paid to the Lady Security Personnel and the quantum to be paid to the statutory agencies shall be calculated based on Central Minimum Wages Act (Skilled category).

18. Separate wage sheets to be furnished for regular duties and overtime duties.

19. All the running bills will be processed on production of proof of payment to the Lady Security Personnel and the statutory bodies as stated in clause 25 here under.

20. Payment to the Lady Security Personnel should be made through bank by RTGS on or before 7th of every month by the Service Provider irrespective of payment schedule from ADA. Consolidated Statement of Bank Transfer to Lady Security Personnel engaged for ADA shall be submitted along with bill for each month.

21. Lady Security Personnel should be provided with a copy of the pay slip on or before 7th of each month and PF balance every quarter indicating complete credit and debit and the net payment credited to Bank A/C of the individual concerned.

EPF

22. It shall be the responsibility of the Service Provider to carry out necessary statutory remittances in respect of the lady security personnel deployed at ADA by the agency like PF etc and ADA shall not be responsible for any lapses arising out of non-payment of such statutory remittances by the Service Provider. However, proof of remittance of EPF has to be submitted along with bills presented for payment to the service provider as stated in clause 25 here under.

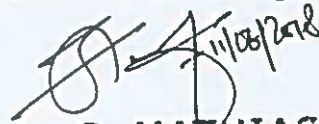
Mode of Payment of Wages to Lady security Personnel

23. All payments of Lady Security Personnel to be made directly to the bank account of the individual, and proof of such payment should be submitted to SAO-II (S&S) along with the monthly bills to admit the payment to service provider as stated in clause 25 here under.

Payment to the Service Provider

24. The payment to the Service Provider shall be released by ADA on monthly basis for the actual deployment of Lady Security Personnel as per the Work Package.

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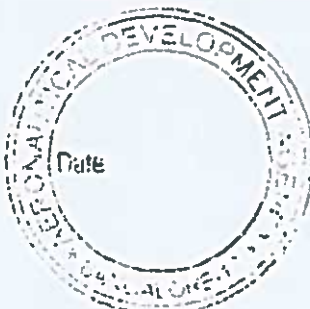


25. The Service Provider shall submit the monthly running bills to the SAO-II (S&S) for the due amount along with the following documents.

- (a). Actual deployment of personnel and their attendance from respective sites.
- (b). Proof of payment by Service Provider to its Lady Security Personnel for previous month.
- (c). Challans/ receipts of EPF contributions for the previous month.
- (d). However in the case of bill for the first month, proof of payment to Lady Security Personnel and paid challans / receipts of EPF contribution need not be submitted.
- (e). The Service Provider shall submit the bill in triplicate along with necessary documents / certificates. The payments of bills will be made only after making recoveries if any for fulfillment of all statutory requirement / obligations / procedures within 7 days of receipt of complete bill.
- (f). Income tax as per the Indian Income Tax Act shall be deducted at source from the running bills of the Service Provider.
- (g). In case the challan/receipt includes EPF contributions of other employees employed in other organizations, a breakup of the amount indicating the names of employees included in the challan may be furnished to verify the actual remittance of the EPF for the Lady security personnel.
- (h). The Service Provider shall intimate to the SAO-II (S&S), the individual PF account numbers of all employees within 60 days of commencement of services.

26. The fixation of the salary for the Lady security personnel are as under.

Serial No	Nomenclature	Components	Per month
a	Basic plus VDA	As fixed by GOI	17,498.00
b	Employees Provident Fund (EPF)	12% maximum of Rs. 15,000/-	1800.00
c	Employees Deposit Linked Insurance (EDLI)	0.5% maximum of Rs. 15,000/-	75.00
d	Administrative Charges	0.65% maximum of Rs. 15,000/-	98.00
e	Bonus	8.33% per month of Rs.7000/- or (Basic+VDA) whichever is higher	1458.00
f	Dress Allowance	Rs. 5000/- Per Year	417.00
g	Total		21,346.00



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[Handwritten Signature]

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a) The above rates of wages are fixed based on the present rate of Basic plus VDA fixed by the ministry of labour & Employment for Watch and Ward without arms category (skilled), vide order no 1/10(6)/2018-LS-II dated 03rd April 2018.

(b) Any further Revision in Minimum Wages/Variable Dearness Allowance (Skilled) by the competent Government authority/Ministry of labour & employment and any revision of wages by the competent Government authority/Ministry of labour & employment will be considered for payment to the lady security personnel at ADA accordingly.

Observance of Labour Laws and Service Provider's Liability

27. The Service Provider shall strictly comply with all the rules / regulations etc., as per the law in force including, but not limited to, the contract labour (R&A) Act, Shops and Establishment Act, Employees Provident Fund Act, etc., as applicable during the currency of the work package in respect of all Lady Security Personnel employed by it.

28. The Service Provider also shall comply with all the rules and regulations of the local authorities during the performance of the work package. For any violation of rules / regulations and / or non compliance of any or all the statutory requirements / obligations / procedures, the Service Provider shall be solely responsible without any liability to ADA.

29. All registration and statutory fees, if any in respect of Service Provider's work under the work package shall be payable by the Service Provider.

30. The Service Provider shall be liable to make payment to all the deployed Lady Security Personnel and shall comply with the provisions of labour laws. If Establishment is held liable as principal employer to pay compensations / contributions etc, under any act or court decision in respect of the employees of the Service Provider, then the Service Provider shall reimburse the amounts of compensations to ADA.

31. The Service Provider / his authorized representative is required to attend regularly the review meetings as desired by the SAO-II (S&S) from time to time at ADA.

Arbitration

32. Any dispute with regard to the meaning, effect or interpretation of any clause of the work package or any matter connected therewith or arising out of the Service Provider shall be discussed mutually and a possible solution is found. Those issues which could not be settled as above shall be referred to the sole arbitration of an arbitrator appointed by Director (Admin & HR) for that purpose. The arbitration shall be conducted in accordance with the provisions of the Indian Arbitration Act 1940.

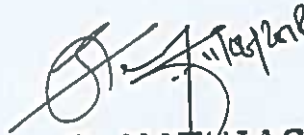
33. The verdict of the Arbitrator will be final and binding on both the parties.

34. The costs incidental to the arbitration shall be borne by respective parties. The arbitration shall be conducted at ADA, Bangalore-560017 or as decided by the Arbitrator.

35. Notwithstanding any dispute between the parties, the Service Provider shall not be entitled to withhold, delay or defer his obligations under the work package and the same shall be carried out strictly in accordance with the terms and conditions herein.



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GST

36. GST as applicable must be paid by the Service Provider and proof of the same must be made available with the bill for the following month, without which the bills will not be considered for payment

Penalties / Deductions for Non-observance of Terms

37. In case there is any shortage on account of non-deployment of Lady Security Personnel on any day, a deduction as per the contract rates shall be made for the absence of the deployed personnel.

38. The penalty leviable on the Service Provider for non-deployment of Lady Security Personnel at any location shall, however, not be less than the amount equivalent to that would have become payable to the Service Provider had the locations been manned by the Service Provider as per the deployment schedule.

39. In the event of continuous non-deployment of Lady Security Personnel by the Service Provider, ADA shall be at liberty to make alternative arrangements for manning the locations/posts with security personnel from any other agency at the risk and cost of the Service Provider.

40. The penalty / deductions for non-deployment / non-observance of the Service Provider obligations imposed by the Dir. (A & HR) shall be final and binding on the Service Provider.

Variation in Requirement of Deployed Personnel

41. The strength of Lady Security Personnel shall be increased or decreased depending upon exigencies of service by giving 7 days notice to the Service Provider. The Service Provider shall provide any increased manpower for the required duration. The payment for increased manpower shall be regulated depending upon the actual deployment of the Lady Security Personnel as per the specified payments terms and unit rates.

Liquidated Damages

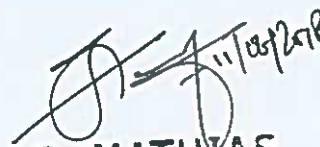
42. Recoveries will be made from the Service Provider in case of damages/ loss to the property at ADA HQ; ADA Campus-II & P63 building is caused due to negligence of the Lady Security Personnel of the Service Provider. The amount of such recovery shall be equal to the value of the damaged property.

Special Condition

43. The Service Provider should also have registered his firm/ Service Provider with State as per PSA (R) Act 2005. Any deviation from the rules and regulations of PSA(R) Act 2005 and conditions put forth herewith by the Service Provider shall entail termination of the work package. Under no circumstances, the Service Provider shall 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 without any notice.



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Validity of the Bid

44. The bid shall be valid for 120 days from the date of opening of the bid.

Duration of the work package

45. This work package shall remain in force for a period of Two year from 01st August 2018 to 31st July 2020. Based on satisfactory performance of the Service Provider, ADA may at its discretion, renew the period of the contract on mutually acceptable terms & conditions for a period of one more year.

Security Deposit

46. The Service Provider is required to remit a Security Deposit of 5% of the total work order (Annual value) in the form of Bank Guarantee from a nationalized bank before commencement of work. The bank guarantee must be valid for a period of two months beyond the completion of the contract period ie 30/09/2020 and must be replaced / renewed by the Service Provider if the duration of the work package is extended.

Evaluation of Commercial bid:-

47. The Commercial bids of those bidders only shall be opened who qualify the technical parameters as per the Technical bid. The wage details need not be quoted by the Service Provider in the Commercial bid and the L1 will be determined on the basis of the agency commission (service charges) as a percentage.



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11/08/2018

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TECHNICAL BID

Sl. No	Particulars	Details to be given by the Bidder
1	Name of the Firm	
2	Full Postal Address	
	a) Cell Phone Number(s)	
	b) Telephone Number (s)	
	c) Fax Number	
	d) Email id	
3	Date of Establishment of Firm	
4	Nature of the firm i.e. whether proprietorship/ Partnership/ limited. Details of partners etc. (Attach Certified photocopy)	
5	Valid Lincense granted under the provisions of the Private Security Agencies (Regulation) Act, 2005 and Karnataka Private Security Agencies (Regulation) Rules. (Attach Certified photocopy)	
6	If your firm Registered under Labour act, Factories act etc give details of Registration No. (Attach Certified photocopy)	
7	Give details of Government contracts executed during the last two years (append extra page if necessary):	
8	Any others information which you consider necessary to furnish:	
9	Permanent Account No. of Income Tax- Department (attach photocopy)	
10	EPF Registration No. (Attach photocopy)	
11	ESIC & PF Account No. (Attach photocopy)	
12	Name and Address of your Bankers stating the name in which the Account stands.	
13	Whether copies of documents as per Para 16 of Annexure II is enclosed.	

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It is certified that the particulars given above are true to the best of my knowledge and I/we have read the terms and conditions and duties/responsibilities of the Security Staff to be engaged for the purpose and have also understood the same and do hereby undertake to abide by the same without any reservations on any ground whatsoever. In case of any breach of the said conditions, I/we shall be responsible for the consequences of the same.

Full Name & Signature of Authorized Signatory
with rubber stamp of the Agency affixed.

Date _____ Place _____



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COMMECIAL BID

Monthly Charges for Lady Security Personnel for six days a week.

Sl.No	Particulars	Rate in percentage
1	Agency Commission	

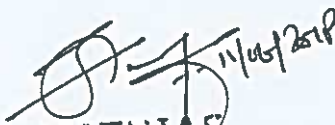
Date:-

Place:-

Full Name of Tenderer:

Signature and the seal of tenderer




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