



**THE HARYANA STATE COOPERATIVE SUPPLY
AND MARKETING FEDERATION LIMITED**

CORPORATE OFFICE, SECTOR 5, PANCHKULA HARYANA (INDIA)

TEL: 2590520-24, FAX: 2590711 E-mail: hafed@hry.nic.in

Web-site: www.hafed.gov.in

Notice for Inviting fresh tender for Empanelment of Security Agencies

The Haryana State Cooperative Supply and Marketing Federation Limited, (HAFED) invites fresh tender for empanelment of security agencies for deployment of Manpower/Security Guards/Personnel round the clock for various locations of Hafed Godowns, offices, premises, plants and Mills etc.

The bidders may send their offers to the Managing Director, Hafed on the aforesaid address upto **2.00 PM on 26.3.2014**. The tenders will be **opened at 3.00 PM** on the same day in the presence of tenderers who may wish to be present. The tender documents can be had from the Hafed Corporate Office on any working day free of charge. Tender document can also be downloaded from the Hafed Website www.hafed.nic.in. The offers should also be accompanied by earnest money of Rs. 50,000/- in the shape of demand draft payable to the Haryana State Cooperative Supply and Marketing Federation Ltd. on any scheduled bank at Panchkula/Chandigarh. Offers without the earnest money will not be considered.

The terms and conditions/ documents to be attached with tender documents may be seen at Hafed Website www.hafed.nic.in.

MANAGING DIRECTOR



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**DETAILED NOTICE INVITING FRESH TENDERS FOR EMPANELMENT OF
SECURITY AGENCIES**

Sealed offers are invited under 2 stage bid system from the Security Agencies/ Companies for empanelment of Security Agencies for deployment of Manpower/Security Guards/ Personnel round the clock for security services at various locations of HAFED Godowns/ Offices/ Premises/ Plants and Mills etc.

Earnest Money Rs.50,000/- (Rs. Fifty thousand only) In the shape
of Demand Draft .

Closing date and time for

Receipt of offer 26th March, 2014 **upto 2.00 P.M**

Date and time for opening

Of offer 26th March, 2014 **at 3.00 P.M.**

Venue for opening of offer Hafed Corporate Office, Sector-5, Panchkula,
Haryana - 134109.

Submission of Bid:- The tenderer shall submit the pre-qualification technical Bid having minimum technical parameters in a separate cover and the Financial Bid in another sealed cover duly super-scribed and both these 2 sealed covers are to be put in a bigger envelop which should also be sealed and duly super-scribed.

The price bid of only those tenderers would be opened who qualify all the technical parameters as contained in the technical bid.

The sealed cover of technical Bid having minimum technical parameters must consist of the following documents:-

1. The agency should be registered with the Police Department of Haryana under the **Private Security Agencies (Regulation) Act, 2005 notified in Haryana on 31.08.2009**. Copy of registration indicating the number & date of

registration duly self attested must be submitted with the offer otherwise offer shall not be considered and will be summarily rejected.

2. The security Agencies must have been providing similar kind of services for at least three last consecutive years.
3. **The turnover of the agency must not be less than 4 Crores** in each year for the last 3 financial years in its books of accounts supported by audited balance sheets:-

Sr. No.	Year	Turnover
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4. The offer should be accompanied by an Earnest Money of Rs.50,000/- in the shape of Demand Draft in favour of **“The Haryana State Cooperative Supply and Marketing Federation Limited”** payable at Panchkula. Offers without the Earnest Money will not be considered. However, the firms who has already submitted the Earnest Money of Rs.50,000/- to Hafed against our EOI dated 10.02.2012 and tender dated 27.06.2012 need not submit the same again. They will submit the details of their earlier Demand Drafts. But these firms shall submit their bids again.
5. The Agency must submit copies of the following:-
 - (i) Self attested copy of PAN No. card under Income Tax Act.
 - (ii) Self attested copy of Service Tax Registration number.
 - (iii) Self attested copy of Valid Registration of the Agency/Firm.
 - (iv) Self attested copy of the Valid Provident Fund Registration Number.
 - (v) Self attested copy of the Valid ESI Registration Number.
 - (vi) Self attested copy of Valid Labour License from the Labour Department.
 - (vii) A self attested copy of Registration Certificate from the Police Department of Haryana.
6. To qualify, the bidder will also have to produce a certificate which shows their satisfactory job performance from at-least 3 Governments/ Public Sector/ Autonomous Bodies. It will also include the certificate issued by the Private

Sector Bodies/ Private Companies who have an annual turnover of at-least Rs.50 Crores and above in the financial years relevant to the certificate. If the bidders are already working with HAFED then the certificate of the concerned District Manager or Incharge of the HAFED Plants shall be enclosed with the offer.

7. The concerned Security Agency must possess immoveable **property of more than Rs. One Crore other than its own house/ houses**, so that in case of any dispute/ failure, the defaulted amount can be recovered from the agency. The property should be in the name of Proprietor/Share Holder/Director or in the name of the Firm and latest status of the property with documents is to be submitted with the offer with evaluation from the evaluator.
8. The tenderers have to give names and details of at-least 10 security guards who possess arms licenses for use during the security operations. Arms licenses number of all these security guards will have to be given.
9. Consolidated detail of payment proofs of statutory levies (EPF, ESI & Service Tax) in respect of security personnel deployed by the Agency / Company for the last 2 years certified by a Chartered Accountant has to be furnished.
10. Proof of payment of Income Tax for the last 3 years– Income Tax Returns have to be attached.

Terms & Conditions of the Contract /Scope of Work

1. The contract of Security Agency will be initially for a period of 1 year. The performance of all the Security Agencies will be reviewed after every 6 months and if the performance of any Security Agency is found unsatisfactory, the contract of that Security Agency will not be extended further. If during the period of 6 months, the performance of any of the Security Agencies is found/ reported unsatisfactory, the contract of that agency will be liable to be terminated.
2. The successful Tenderer / Agency will have to **deposit a sum of Rs. Two Lacs per District** or Rs. One Lac per Hafed Mill/Unit as security with the concerned District Office or GM/Incharge of Hafed plant within 3 days which will be returned after completion of Service Agreement on production of No Dues Certificate from the concerned offices of EPF, ESI and Service Tax, HAFED etc. No interest will be paid on this amount.
3. A Service Agreement will also be executed with the successful empanelled agencies which are annexed herewith. The notice inviting tender, all the schedules, appendices and annexures to the tender document and terms and conditions enumerated therein are to be read and construed as part of this tender and shall be binding on the tenderer.
4. Hafed may terminate the contract in the event the successful Bidder fails to furnish the Performance Security or fails to execute the agreement.
5. Self attested one recent passport size photograph(s) of the authorized person(s) of the firm/Agency with name, Designation, Office/Residential Address and office Telephone numbers indicating that whether the Bidder is a Sole Proprietor/Partnership Firm and if Partnership Firm, Names, Addresses and Telephones numbers of Director/Partners be also given.
6. A comprehensive plan of operation/ deployment of Security personnel for the Districts have to be given by the bidder.
7. The Security Guards to be provided by the agency should be of **minimum age of 18 years upto the maximum age limit of 50 years**.
8. The Security Guards should have minimum **educational qualification of Middle pass (8th standard)**, however, the minimum educational qualification for the security guards who will be maintaining the Inward/ Outward gate registers etc. shall be **Matric pass(10th standard)**.
9. The agency will have to ensure that at-least **40% of the total manpower provided to HAFED shall be ex-servicemen upto the upper age limit of 55 years**. Such ex-servicemen shall all time bear a proof of their being ex-servicemen.
10. The minimum height of the **Security Guards should preferably be 5'.7"** and they should have sound health.

11. The Security Guards to be provided by the Security Agency will be screened before their deployment by the District Manager/General Manager HAFED and AGM Accounts/ SO Accounts of the concerned Office of HAFED in association with the Security Agency concerned. **Security Agency must get done the police verification of Security Guards** before their deployment in HAFED. No Private Security Agency can engage any person without verifying his character and other antecedents. Any person convicted by the Court or not trained to perform the job, shall not be engaged. If the agency is found defaulter in this, recoveries will be effected from it.
12. The security personnel so deputed shall bear an identity card issued to them by the concerned security agency. The name of the person so deputed shall also be displayed on the chest of the person all the time. It is emphasized that no person shall be deputed by the agency without proper identity card and the name tag.
13. The security agency shall provide whistle, lathi and torch to the security guards.
14. The wages will be paid to the Security Guards by the Security Agencies in different Districts as per DC Rates/ Labour Commissioner rates whichever is higher as amended from time to time in that District. The wages plus Gun allowance @ Rs.6000/- (Rs. Six Thousand only) per month is fixed for Gunmen which will be amendable as per DC Rates/ Labour Commissioner Rates from time to time in that District. The Security Agency will be paid service charges as per rates finalized against this Tender.
15. The Security Agency will make the payment to his staff in the shape of account payee cheques only.
16. Security Agency shall submit the proof of deposit of EPF of each watch and ward staff deputed every month otherwise District Manager HAFED shall be authorized to deposit the EPF on this account. In case the service provider agency is a company, his service tax liability is on monthly basis, but in case the service provider is a person other than a company, his service tax liability is on quarterly basis.
17. A Group Insurance Policy for Security Guards employed in the District where there is no ESI facility will be obtained and the Insurance Cover will be taken by the concerned Security Agency and the amount will be reimbursed by HAFED in lieu of savings on ESI account.
18. A new reliever shall be provided by the Security Agency without exceptions.
19. The Security Agency shall submit bills on a monthly basis for the services rendered to enable HAFED to verify and process the same. 100% payment of the bill so submitted will be released by HAFED after submission of copy of challan of EPF/ ESI/ Service Tax proof of previous month. A copy of challan will consist of the details of Security Guards i.e. name, father's name, address, EPF No. and amount. After submission of this detail, the payment will be made to the agency by the concerned District Office/ Unit of HAFED on the same day or latest by the next working day. If the agency does not submit this full bill within 7 days of its becoming due, then it will be warned in the first instance. Next month, if the same thing is repeated, its contract shall be cancelled immediately by the District Manager/ GM/ Incharge of the Unit.

20. The tender shall remain Valid and open for acceptance for a period of 120 days from the last date of submission of tender.
21. The Bid of any Tenderer who has not complied with one or more of the condition prescribed in the Terms & Conditions/minimum technical parameter will be summarily rejected.
22. Conditional Bids will also be summarily rejected.
23. Financial Bids of only the technically qualified Bidders will be opened in the presence of qualified Bidders who will be present there.
24. In case of any dispute the matter shall be referred for the sole arbitration to the Managing Director, Hafed or his representative whose decision shall be final and binding on both the parties. The fact that Hafed may be one of the contesting parties shall not be raised by the tenderer in any forum/court in any litigation or proceedings. The tenderer cannot question the arbitration proceedings/award on this ground.
25. HAFED reserves the right to accept or reject any or all tenders without assigning any reason/ notice whatsoever and is not bound to accept the lowest tenderer. HAFED also reserves the right to scrap the tender enquiry at any stage without assigning any reason and HAFED will not be liable for any costs and consequences incurred by the intending tenderer.
26. The details of this tender are also available on the website of HAFED www.hafed.gov.in.

TECHNICAL BID FORM

BID FOR EMPANELMENT OF SECURITY AGENCIES FOR HAFED DUE ON 26.03.2014

I/we hereby state that we have read all the terms and conditions of the technical bid carefully.

This technical bid contains page No.____ to ____.
I/ we have signed each & every page.

Sl. No.	Particulars													
1	Name													
2	Complete Address													
3	E.mail ID													
4	Website, if any													
5	Phone Nos./ Mobile Nos.													
6	Contact Person	Name: _____ Designation: _____ Phone No./ Mobile No. _____												
	Documents asked for	Page number at which document is Placed												
7	A self attested copy of Registration Certificate from the Police Department of Haryana under the Private Security Agencies (Regulation) Act, 2005 notified in Haryana on 31.08.2009.													
8	Detail of the turnover of the agency which must not be less than 4 Crores in each year for the last 3 financial years in its books of accounts supported with audited balance sheets as under:- <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <th style="width: 10%;">Sr. No.</th><th style="width: 20%;">Year</th><th style="width: 70%;">Turnover</th></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </table>	Sr. No.	Year	Turnover										
Sr. No.	Year	Turnover												
9	The offer should be accompanied by an Earnest Money of Rs.50,000/- in the shape of Demand Draft in favour of "The Haryana State Cooperative Supply and Marketing Federation	Details of EMD _____ _____ D.D. No. _____ Dated: _____												

	Limited” payable at Panchkula. Offers without the Earnest Money will not be considered.	Drawn on _____ Amount of Rs. 50,000/-
10	Self-attested copy of the PAN card issued by the Income Tax Department with copy of Income-Tax Return of the last financial year.	
11	Self attested copy of Service Tax Registration No.	
12	Self attested copy of valid Registration number of the firm/agency.	
13	Self attested copy of valid Provident Fund Registration number.	
16	Self attested copy of valid ESI Registration No.	
17	Self attested copy of valid Labour License from the Labour Department.	
18	To qualify, the bidder will also have to produce a certificate which shows their satisfactory job performance from at-least 3 Governments/ Public Sector/ Autonomous Bodies. It will also include the certificate issued by the Private Sector Bodies/ Private Companies who have an annual turnover of at-least Rs.50 Crores and above in the financial years relevant to the certificate. If the bidders are already working with HAFED then the certificate of the concerned District Manager or Incharge of the HAFED Plants shall be enclosed with the offer.	
19	The concerned Security Agency must possess immovable property of more than Rs. One Crore other than its own house/ houses , so that in case of any dispute/ failure, the defaulted amount can be recovered from the agency. The property should be in the name of Proprietor/Share Holder/Director or in the name of the Firm and latest status of the property with documents is to be submitted with the offer with evaluation from the evaluator.	
20	The tenderers have to give names and details of at-least 10 security guards who possess arms licenses for	

	use during the security operations. Arms licenses number of all these security guards will have to be given.	
21	Consolidated detail of payment proofs of statutory levies (EPF,ESI & Service Tax) in respect of security personnel deployed by the Agency / Company for the last 2 years certified by a Chartered Accountant has to be furnished.	
22	Proof of payment of Income Tax for the last 3 years– Income Tax Returns.	
23	Any other documents, if required.	

I/ we hereby verify that all the details and documents given above and attached with this technical bids are true to the best of my knowledge and belief. If any, discrepancy is found at a later stage then I/ we are fully liable for that. I/ we understand that the above technical qualifications are minimum and they have to be fulfilled by me/ us to be eligible to participate in the price bid.

I/we hereby agree to abide by all the terms & conditions laid down in the detailed notice inviting tender documents.

Signature of Tenderer/ : _____
Authorized Signatory .

Full Name and address of Signatory:

Full Name and address of Tenderer:

(Company /Firm Seal)

The offers fulfilling above conditions and documents in support of it be submitted at the following address on or before 26.03.2014 upto 2.00 PM:

The Secretary,
HAFED Corporate Office,
Sector-5, Panchkula (Haryana)
Pin Code : 134109

Place :

Date :

‘FORMAT OF FINANCIAL BID’

(To be submitted in a separate cover)

(Format of the price bid of only those bidders will be opened who pass all the technical parameters)

The rates should be offered in the following format. There should be no cutting/ over-writing in the price bid.

Descriptions	Unskilled (Civil Guards)	Semi Skilled (Ex-serviceman)	Skilled (Ex- serviceman with Gun)
Wages			
Relieving charges			
EPF			
ESI			
Service Charges (Minimum 5%)			
Total			
Service Tax			
Grand Total			

1. The contractor/ bidder shall provide uniformed and trained personnel and use its best and endeavor to provide security services to the Hafed for providing safety, Monitoring and surveillance. Rates quoted will include all statutory obligation of the contractor under minimum wages Act, contract labour (R&A) Act, weekly-off replacement charges, cost of uniform of personnel deployed by the contractor, all kinds of taxes, service charges, etc. of the agency. The rate quoted will be for per shift of eight hours per person per day.
2. The offers/bids which are not in compliance of Minimum Wages Act and any other Labour laws will be treated as invalid.
3. The bidders may quote the rates in Indian Rupees.
4. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection.

Signature of Tenderer/ : _____
Authorized Signatory _____.

Full Name & address of Signatory: _____
Full Name & address of Tenderer: _____

(Company /Firm Seal)

Place :

Date :

District-wise preference

The agencies may give District-wise preference in which they would like to provide Security Guards to HAFED in the following format:-

Sr. No.	Name of the District	Remarks
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Signature of Tenderer/ : _____
Authorized Signatory

Full Name of Signatory: _____

Full Name of Tenderer: _____