

**Tender for the
Appointment of an Agency
for providing Security Manpower at
MMCEC and The Leela Gandhinagar
(A unit of GARUD)**



E-1 Wing, Block No. 3, 3rd Floor,
Karmayogi Bhavan, Sector - 10 A,
Gandhinagar – 382010, Gujarat.

INDEX

S. No.	Particulars	Page No.
1.	Notice Inviting Tender	3 – 4
2.	Introduction	5 – 6
3.	Submission letter	7
4.	Technical Qualification	8 – 9
5.	Compliances	10
6.	Tender submission format	11
7.	General Conditions	12 – 15
8.	Scope of Work	16 – 19
9.	Qualification Method/ Selection Criteria	20
10.	Price Bid	21 – 22

SECTION - 1 - NOTICE INVITING TENDER

**MAHATMA MANDIR CONVENTION AND EXHIBITION CENTER AND THE LEELA
GANDHINAGAR - A UNIT OF GARUD**

**TENDER NOTICE FOR PROVIDING SECURITY MANPOWER AT THE LEELA
GANDHINAGAR AND MMCEC, GANDHINAGAR, GUJARAT**

Tenders are invited from service providers for providing Security Manpower at The Leela Gandhinagar and MMCEC.

The details of tender are as below:

1.	Name of the project	Providing Security manpower at The Leela Gandhinagar and MMCEC, Gandhinagar, Gujarat
2.	Project duration	12 months from the date of issuance of LoA Further can be extended for other 12 months on same terms & condition
3.	Date of Issue of Invitation	13.02.2025
4.	Type of tender	e-tender on https://tender.nprocure.com/
5.	Pre - bid Meeting	19.02.2025@ 12:30 Hrs @ E-1 Wing, Block No. 3, 3rd Floor, Karmayogi Bhavan, Sector - 10 A, Gandhinagar - 382010, Gujarat.
6.	Bid Due Date	05.03.2025 before 16:00 hours For Submission of Technical Bid (hard copy) @ E-1 Wing, Block No. 3, 3rd Floor, Karmayogi Bhavan, Sector - 10 A, Gandhinagar - 382010, Gujarat. & For submission of Financial Bid on https://tender.nprocure.com/ portal
7.	Estimate (Excluding GST)	Rs. 1.35 Cr. Per Annum.
8.	Date and Time of Opening of Technical Bid	05.03.2025 at 16:45 hrs @ E-1 Wing, Block No. 3, 3rd Floor, Karmayogi Bhavan, Sector - 10 A, Gandhinagar - 382010, Gujarat.
9.	Opening of Financial Proposal	Will be inform to technically qualified bidders.

10.	Authorized Representative	Managing Director, GARUD
11.	Email correspondence for	garud.gandhinagar@gmail.com and hr.tlgn@theleela.com
12.	Address for submission of Technical Bids	E-1 Wing, Block No. 3, 3rd Floor, Karmayogi Bhavan, Sector - 10 A, Gandhinagar – 382010, Gujarat.
13.	Tender Fees (Non-refundable)	Rs. 15,000/- (by Demand Draft in favour of Gandhinagar Railway and Urban Development Corporation Limited)
14.	Earnest Money Deposit	Rs. 4,05,000/- (by in form of Bank Guarantee or Demand Draft or FDR in favour of Gandhinagar Railway and Urban Development Corporation Limited). The Earnest Money will be returned to the unsuccessful tenderers. The Earnest Money of successful bidder will be returned after he furnishes security deposit and acceptance of LoA/Work order.
15.	Security Deposit	The performance Bank Guarantee of Nationalized/Schedule Bank of 5% of work order amount (for total 1 year) valid for 15 Months in favour of M/s Gandhinagar Railway and Urban Development Corporation Limited (GARUD).

Section: 2 Introduction

About GARUD

A SPV named Gandhinagar Railway & Urban Development Corporation Limited (GARUD) has been formed with equity contribution of Government of Gujarat (GoG) (74%) and Ministry of Railways (through IRSDC) (26%) which is as a Joint Venture Company for redevelopment of Gandhinagar Capital Railway Station, development of Hotel on the Airspace above Railway Station and Management of Mahatma Mandir Convention & Exhibition Centre and Exhibition Centre at Helipad Ground, Gandhinagar.

The project involves:

- Development of a 318 room five-star business hotel
- Redevelopment of Gandhinagar Capital Railway Station
- Approach ramps to the hotel 937 m long and of 22 m height
- Construction of 18 m wide underpass connecting East & West of the railway line (Mahatma Mandir and Hotel main entry)

Entire new development of Railway Station and the hotel in airspace is in alignment of the central axis drawn from the Vidhan Sabha of Gujarat. The Redeveloped Gandhinagar Railway Station has been inaugurated by Hon'ble Prime Minister on 16 July 2021.

About The Leela Gandhinagar (318 room five-star business hotel)

- Blending modern splendour with the vibrant old-world traditions of Gujarat, The Leela Gandhinagar is located atop the concourse of the Gandhinagar railway station, near the Mahatma Mandir Convention and Exhibition Centre managed by The Leela. This elegant hotel, India's first-ever luxury hotel built over a railway station.
- From flooring inspired by vav or the archaeological stepwells to traditional textiles and beadwork, local crafts and architectural elements find a home here. Coupled with the renowned Leela hospitality and signature services, this iconic hotel promises to become the quintessential stopover for the most sophisticated global traveller to this multifaceted state.
- The hotel offers a myriad of facilities, from a world-class spa, a swimming pool, and a state-of-the-art fitness center, to exceptional dining venues spanning a host of cuisines in an idyllic setting.
- With the legendary Leela hospitality and signature services, this iconic hotel promises to become the quintessential stopover for the sophisticated global traveller to this multifaceted state. It is in operation w.e.f. 1 September 2021.
- The hotel is a part of a 43-acre complex, which houses the Mahatma Mandir Convention and Exhibition Centre and the Dandi Kutir museum and hotel.
- The Leela Gandhinagar is a 318 room 5-star hotel with a distinctive sense of arrival - 15 acres of lush landscaped lawn, water bodies and an elevated driveway to access the hotel. It stands on the concourse of the Gandhinagar

Rail Station. It is approximately 40 minutes' drive from the international airport. The state of art meeting rooms and the banquet area of over 666,000 sq ft, 03 spectacular dinning outlets include the Citrus Junction our all-day dining, Diya our Indian specialty and Moksha our Tea lounge makes the hotel stand out.

Section 3

LETTER FOR SUBMISSION OF TENDER FOR SECURITY MANPOWER

To,

The Tender Authority
GARUD
E-1 Wing, Block No. 3, 3rd Floor,
Karmayogi Bhavan, Sector - 10 A,
Gandhinagar – 382010, Gujarat.

Sir,

In response to the Tender dated 13.02.2025 issued on behalf of the Gandhinagar Railway & Urban Development Corporation Limited, Gandhinagar hereinafter mentioned as the GARUD for the works Security Manpower and in conformity with the terms and conditions, laid down herein.

I/We do hereby submit my/our tender duly signed by me/us for the supply of products/ services/etc.

- 1) I/We agree to execute all the supplies/services at the rates quoted by me/us within a specified period.
- 2) I/We undertake to effect the supplies/services at the Leela Gandhinagar, Gandhinagar Railway Station, Gandhinagar in all respects on receipt of the order from Leela Gandhinagar/MMCEC/GARUD.
- 3) In the event of the whole supplies/services as tendered by me/us is not given to me/us, I/we do agree to accept and carryout such portions of the supplies/provide services included in my/our tender or may be allocated to me/us.
- 4) We are enclosing herewith following documents as desired.

Signature of the Tenderer with Stamp

- 1. Tender Fee of Rs. 15,000/- (Rupees Fifteen thousand only) in form of Demand Draft in favour of Gandhinagar Railway and Urban Development Corporation.**
- 2. EMD of Rs. 4,05,000/- (Rupees Four Lakh Five Thousand only) in form bank guarantee or Demand Draft or FDR in favour of Gandhinagar Railway and Urban Development Corporation.**

Eligibility Criteria

Section 4: Technical Qualification:

Bidders must qualify the below specified criteria for technical proposal consideration. The bidders are supposed to provide the supporting documents and compliances as mentioned below. Any deviation from the same will lead to the disqualification.

Sr. No	Qualification Points	Minimum Criteria	Supporting Docs. to be sent in technical proposal
1	Bidder Turnover	The bidder must have atleast average annual revenue turnover of INR 5 crore in last three financial year 2021-22, 2022-23 & 2023-24	Attached the balance sheet of the company of the FY 2021-22, 2022-23 & 23-24 duly signed by Chartered Accountant. Else share the proof for turnover.
2	Similar nature of work	<p>The bidder should have supplied 50 number security manpower (on monthly basis) to following:</p> <ul style="list-style-type: none"> • Five – star category hotels or • Airports (Domestic/ International) or • Large convention Centre or • Large IT Campus 	<p><i>“The bidder should have 1 work order of supplying 50 security manpower for minimum period of 12 months”</i></p> <p>Or</p> <p><i>“The bidder should have 2 work order of supplying 25 security manpower for minimum period of 12 months”</i></p> <p>Attach the copy of contract/work order/LOA issued by the hotel or centre and its work completion certificate.</p>
3	Experience (In years)	At least 5 years in similar business	Attach Company Incorporation / Registration Certificate (self-attested)
4	Employee Strength in Pan India	The bidder must have more than 500 active personnel in Facility services across the state or national level.	Attach the PF/ESIC challan, ECR with Payment receipt of the latest month showing the strength of active employees

5.	Requisite Certification	Certification & PSARA License	Attach the copy of the said certificates/ licenses (self - certified)
6.	Capabilities of bidder	The bidder should be able to mobilize at least 0-100 manpower on 48-hour notice and 101-300 manpower on 96-hour notice.	Bidder should Attach Undertaking on Company Letter head duly sealed and signed.

Section 5: Compliances:

The bidder should possess and attach a copy of below stated registrations, certificates & other compliances.

Sr. No	Description	Qualification Requirement	Supporting Docs. to be sent in technical proposal
1	Contract Labour Registration.	The bidder should possess the CLR license under the guidelines of Contract Labour Act 1970.	Attached the copy of CLR License for any existing /ongoing contract.
2	PF Registration	The bidder must be registered with EPFO & possess as per the EPF Act 1952.	Attached the copy of PF Registration Certificate.
3	ESIC Registration	The bidder must be registered with ESIC under as per ESIC Act 1948.	Attached the copy of ESIC Registration Certificate.
4	Professional Tax	The bidder must possess the PT certificate as per the state govt. guidelines	Attached the copy of PT Certificate
5	Shops & Establishment License	The bidder should possess the S&E License from the local municipal authorities.	Attached the copy of S&E Certificate
6	GST Compliance	The bidder must possess the GST Number from the tax authorities	Attach the GST Certificate of the company
7	Medical Insurance	The bidder must possess the medical insurance policy for his employees over and above ESIC coverage.	Attach the copy of Medical Insurance Policy

Section 6: Tender submission format:

The Tenders are to be submitted as per two bid system i.e.- Technical Bid and Financial Bid. The technical bid should contain the papers to fulfil all the eligibility criteria, certificate of experience, satisfactory performance certificate, undertakings as per instructions.

A. Technical documents to be submitted in hard copy at GARUD's office:

- i. The agency must submit the Tender Fees and EMD as per section 3 in hard copy at the office of GARUD (E-1 Wing, Block No. 3, 3rd Floor, Karmayogi Bhavan, Sector - 10 A, Gandhinagar – 382010, Gujarat)
- ii. The agency must submit the tender document duly signed and sealed.
- iii. Turnover certificate certified by Chartered Accountant for the last 3 Financial years.
- iv. Attach the copy of contract/work order/Purchase order/ LOA.
- v. Attach Company Incorporation/Registration Certificate.
- vi. Attach the PF/ESIC challan, ECR with Payment receipt of the latest month showing the strength of active employees.
- vii. Attach undertaking – As per point no. 4 of technical qualification.
- viii. Attach the copy of the concerned licenses as per section 5.
- ix. Any other relevant document/s, if required.

“The authority reserves right to call for any documents or clarification during the stage of technical evaluation”

B. Financial bid to be submitted on <https://tender.nprocure.com/> only

The financial bid to be submitted online only as per the tender format.

Section 7: GENERAL CONDITIONS

1. The tender should be submitted in the prescribed form at Purchase office, The Leela Gandhinagar, Airspace above Gandhinagar Railway Station, Sector – 14, K-Road, Gandhinagar- 382016, Gujarat.
2. The selection of the bidder will be done on L1 basis only.
3. The supplies/services shall be made as per the order.
4. Any additional supplies/services made by the suppliers without written authority of the authorized officer, will not be paid for.
5. If the bidder fails to provide supplies/services in the agreed time, he has to pay to authority the cost of damage and loss occurred due to his delay. If he fails to pay this sum in time, such sum arrived at shall be recovered from his pending payments/EMD/SD/from any other dues.
6. Authority has the right to order the supplies/services to any other bidders in connection with this contract at any time, if found necessary. In case the bidder refuses to accept the award or refuses to comply with any of the terms and conditions for the award of contract, the EMD/Security deposit/SD/from any other dues shall be forfeited.
7. The successful bidder shall complete all necessary formality & obtain permission/licence etc. as per rules before delivering the supplies/services to our premises.
8. The Authority reserves the right to modify one or more or any of the terms and conditions of this tender on genuine grounds.
9. Payments will be made based on the acceptance of the conditions in tender.
10. Authority has the power to terminate the contract at any time, if found unsuccessful, and to award the contract to another agency, which cannot be questioned anywhere. Authority reserves the right to negotiate for reduction in the rates or to reject any or all tenders without assigning any reasons.
11. In case of dispute or differences between the two parties arises during the course of contract, the same shall be referred to Civil Courts of Gandhinagar (Gujarat) and the jurisdiction of such matter will be at Gandhinagar (Gujarat) Courts only.
12. The Authority reserves the right to call upon the supplies/services to continue the supplies/services at the contractual rates & bidder is bound to provide supplies/services at the same rate and Terms & Conditions.

13. The successful bidder must give an undertaking that the bidder will make supplies/services will be provided as per GARUD's/Leela's requirement and as per the scope of the rates offered.

14. Deleted

15. If the bidder fails to provide supplies/services of any of the items as per rates, the security deposited/any other due amount will be forfeited, in addition to other legal remedies available including termination of the contract & purchase of supplies/services at bidder's risk & cost.

16. In case any losses/damages/theft/embezzlement in transit of goods, GARUD/Leela shall not be responsible. Thus, suppliers advised to take Transit Insurance.

17. The successful tenderer will deliver the supplies/services to the Hotel & MMCEC at Gandhinagar on demand of requirements.

18. Force Majeure

- a. Neither party shall be liable to the other for any loss or damage occasioned/caused by or arising out of act of God and in particular "Unprecedented floods", volcanic eruption, earthquake or other convulsion of nature and other acts, such as but not restricted to invasion, the act of foreign countries, hostilities or war like operations before or after declaration of war rebellion military or usurped power (but excluding strikes and lockouts) which prevent performance of the contract and which could not have been foreseen or avoided by a prudent person.

Note: "Unprecedented flood" means the flood crossing the highest observed flood level which is on the available record.

- b. If any loss or damage happens to the works, or any part thereof, or materials or plant for incorporation therein, during the period for which the contractor is responsible for the care thereof, from any cause whatsoever, other than the risk defined in the clause 30 (a) as above, the contractor shall at his own cost, rectify such loss or damage so that the permanent works conform in every respect with the provision of the contract to the satisfaction of Owner.

19. Damages

If the Supplier/Service provider or his workmen, or servant if break, deface, injure or destroy or damage any part of the work in question in / on which they may be working or any building, road, fence, enclosure or grassland or cultivated ground continuous to the premises on which the work or any part thereof is being executed or if any damage shall occur to the work from any cause; Employer's Representative, or such other officer as he may appoint and the estimates of the

Employer's Representative, subject to the decision of the Employer, on appeal, shall be final and the Supplier/Service provider shall be bound to pay the amount of the assessed compensation on demand, failing which the same will be recovered from the Supplier/Service provider as damages in the manner as decided by the Employer's Representative and deducted from any sums that may be due or become due from the Employer to the Supplier/Service provider.

20. Extension of Contract (if required):

The contract of Supplying items/Services will be initially for 1 year from the contract and same can be extended for further one more year on the same terms and condition with mutual consent.

21. Deleted

22. Insurance

The selected agency should obtain third party liability insurance during the contract period at The Leela Gandhinagar/MMCEC.

23. Deleted

24. Confidentiality

The vendor shall not use any blueprint, drawings, designs, manufacturing data of specifications received for the manufacture or supply of the material for The Leela Gandhinagar in any manner whatsoever, or by anyone on the vendor's behalf for the purpose of sale.

25. Deleted

26. Deleted

27. Deleted

28. Payment

Payment will be made within 90 days from receipt of bill or as may be otherwise specified in Purchase order for the material supplied by the vendor and received and accepted by Authority. The selected agency has to submit an undertaking with an acceptance regarding the payment terms.

The format of undertaking is attached.

29. Deleted

30. Deleted

31. Disputes

Any disputes arising out of this order will fall under the jurisdiction of competent court at Gandhinagar District court only.

32. Deleted

33. GST Registration number

GST Registration number must be shown on each tax invoice.

34. The Vendor shall not offer or give or agree to give to any person in the Authority any gift or consideration of any kind as an inducement or reward for doing or for bearing to do or for having done or forborne to do any act in relation to the obtaining or execution of this or any other order or for showing or for bearing to show favor or disfavor to any person in relation to this or any one employed by him or acting on his behalf whether with or without his knowledge shall entitle the Authority to terminate the order forthwith and to recover from the Vendor the amount of loss or damage suffered by the Authority.

35. The Leela Gandhinagar & MMCEC may/will interview the candidates/staff to be deployed by the selected agency. If found satisfactory during the interview, candidates will be deployed/ deputed at The Leela Gandhinagar & MMCEC. The selected agency is bound to co-operate and abide in this process.

36. Penalty: If the bidder fails to deliver supplies or services (here manpower) within the agreed time frame, The Leela Gandhinagar is entitled to get the manpower from the market and the difference amount will be debited from the selected agency.

If the such instances arise more than twice/thrice in a month, The Leela Gandhinagar/MMCEC is entitled to initiate the process of black listing the agency and forfeiting the Security Deposit/Earnest Money Deposit/any pending payment. The agency will have to abide by the decision of The Leela Gandhinagar.

Section 8: SCOPE OF WORK

1. The personnel deployed by Service Provider at Premises should be fully trained and experienced in their job. They should be able to handle Fire Fighting Equipment. The educational & other qualification criteria along with the training standards are given below:

Minimum	S/G	L/G	HG/SS
Height	5'6" and above	5'4"	5'8"
Weight	As per chart	As per chart	As per chart
Age	20 to 35 yrs.	20 to 35 yrs.	Less than 45 yrs.
Qualification	SSC & above	SSC & above	HSC & above
English	Read, write & Speak	Read, write & Speak	Read, write & Speak

Manning Nos. Requirement – Daily Basis			
Category	Working Hours	Nos. required	Reliever
Security Guard (male & female)	12 hrs.	40-50 (as per requirement)	No
Security Supervisor	12 hrs.	2-4(as per requirement)	No

2. The Service Provider shall provide specialized and comprehensive security services round the clock. The Service Provider shall provide such security services by engaging its own workforce, independently, without any intervention or interference whatsoever of the MMCEC & TLGN. All persons engaged or employed by the Service Provider for providing the security services under this agreement shall work directly under the administrative, operational, management and supervisory control of the Service Provider.
3. The Service Provider shall deploy only those persons as security staff at Premises whose background check has been found good in terms of character & who do not have any criminal prosecution going on/or in the past against him. MMCEC & TLGN reserves the right to verify antecedents, check documents/files maintained with Service Provider if required. The Police Verification shall also be done by Service Provider of each person to be deployed at MMCEC & TLGN, Gandhinagar.
4. The Service Provider are obligated to adhere strictly to the grooming and discipline policies outlined by TLGN and MMCEC grooming and discipline policy, The service provider acknowledges and agrees that its staff members shall maintain the highest standards of grooming and discipline as required by TLGN and MMCEC. This includes but is not limited to dress code compliance, personal hygiene standards, punctuality, and adherence to behavioral guidelines, will Any violation of TLGN and MMCEC grooming and discipline policies by service provider staff members will result in appropriate disciplinary action, up to and including termination of the service agreement.

5. The Service Provider will keep all relevant licenses, permits, registrations and insurance policies to cover its personnel also need to have liability insurance to cover any damages due to carelessness of deployed staff at the MMCEC and / or TLGN up-to-date, during the tenure of this Agreement.
6. In the event of any notice served to the MMCEC and / or TLGN from any authority or court, or any loss accrued or suffered by the MMCEC and / or TLGN for any non-compliance of statutory provisions by the Service Provider, the Service Provider shall indemnify the MMCEC and / or TLGN in respect of any such loss or damage suffered by the MMCEC and / or TLGN.
7. The persons employed or engaged by the Service provider shall have no right whatever to raise or put any claim on the MMCEC and / or TLGN. It is only the Service Provider, which shall remain responsible for all claims, if any, of persons engaged or employed by it for discharging its obligations under this Agreement.
8. Duties of Security Guards
 - a. To regulate the points of entry and exit round the clock in order to prevent entry of unauthorized persons, vehicles and unauthorized removal of any property from the premises of the MMCEC and / or TLGN and any instruction given by management .
 - b. To man the static posts and patrolling beats, covering all strategic points and vulnerable areas. The posts and beats currently are as mentioned in the deployment schedule in this chapter; however, it may get revised as per the requirement of the owner / Police Department, Government of Gujarat / India.
 - c. To man the CCTV control room and to immediately inform to the security officer in charge about any unusual, unauthorized, suspicious persons / activities noticed.
 - d. To protect MMCEC and / or TLGN property and personnel on duty at MMCEC and / or TLGN round the clock.
 - e. To ensure no unauthorized person enters the premises and creates any kind of disturbance.
 - f. To monitor and check vehicular traffic at gate and inside the MMCEC and / or TLGN.
 - g. To monitor and check baggage through baggage scanners.
 - h. To take proper steps to ensure full safety and security of all Guests, employees and property including installations at MMCEC and / or TLGN in case of any unrest/strike/natural calamity etc.
 - i. Carry out other tasks allotted by the management in the interest of security.
 - j. To carry out search of staff and vehicles of MMCEC and / or TLGN as directed from time to time.

- k. To guard against thefts, pilferage, fire and other damage to the property of MMCEC and / or TLGN including protecting MMCEC and / or TLGN and its personnel against terrorist/ rioters/ saboteurs/ calamities etc.
- l. Carry out internal perimeter and link patrolling in and around the MMCEC and / or TLGN Render First Aid Services and support in managing any crisis or calamities.
- m. Conduct exercises in Fire Fighting and First Aid for the staff of MMCEC and / or TLGN in case ordered to do so.
- n. Control the movement of goods inside and outside the institute and monitor loading and unloading of the materials within the premises.
- o. The entire security personnel should be thoroughly trained in security duties as below. The Service Provider also undertakes to carry out regular drill practice for its person.
 - Follow the security SOP of MMCEC and / or TLGN.
 - Access control of man & material
 - Guarding of all gates at MMCEC and / or TLGN.
 - Frisking of people through hand handled metal detector.
 - Visitor check through door frame metal detector
 - Vehicle checking physically/under belly mirror
 - Baggage screening with help of baggage scanner.
 - Maintaining record of In-Out entry of staff/visitor & vendors
 - Maintaining record of all goods entry
 - Maintaining record of all returnable/non-returnable items.
 - Key handling and maintaining record on daily basis
 - Vigilance of MMCEC and / or TLGN through patrolling of premises & periphery of MMCEC and / or TLGN.
 - Managing parking on day-to-day basis.
 - Monitoring CCTV round the clock
 - Fire Fighting & basic auditing of fire extinguisher on day to day.
 - Every guard undergoes training being conducted at MMCEC and / or TLGN by contractor.
 - The training syllabus will be as per the monthly planner projected by Contractor.
 - MMCEC and / or TLGN site familiarization training program will be incorporated in the training syllabus.
 - All guard force will be given refresher training quarterly to enhance the knowledge on all the subjects.
 - Training Record will be present to site security manager and training manager of MMCEC and / or TLGN

9. Duties of Security Supervisor :

- a. He will be responsible for checking, reporting and maintaining presence of all the personnel at their respective places.
- b. He will brief all the guards before they take on their respective duties.
- c. He will accompany the patrolling party time to time to carry out the assessment of the situation.

- d. He will ensure the timely training of the security guards in firefighting, mob control, efficient checking of the vehicles and personnel, escorting valuables, parking space management, etc.
- e. He will be responsible for the training of staff MMCEC and / or TLGN if the management desires so.
- f. He will assist Security Service provider to coordinate in carrying out day to day operation at sites.
- g. He will be responsible for the control over all the Security Guards as well.

10. Supply of Security Manpower – The service Provider will supply regular/ additional manpower as per written requirement given by the Operator/Management, keeping in mind of quality as requested as per section: 4.

11. Tender LOA – The tender may be awarded to more than 1 agency as decided by the management.

Confidentiality

Vendor will strictly maintain the confidentiality of TLGN & MMCEC and will not disclose:-

- Information on meetings and conference schedules.
- Visit programs of VIPs / VVIPs.
- Site plans of TLGN&MMCEC.
- Any other information concerning TLGN&MMCEC

Review Meetings:

A fortnight review meeting will be held at TLGN&MMCEC to discuss outstanding security issues if any and exchange feedback. This meeting will be attended by the Branch Manager of VENDOR and the TLGN&MMCEC Site Security Manager, on the date and time mutually decided and agreed by them. Minutes of the meetings will be recorded and follow up action will be monitored closely.

Section 9: Evaluation Criteria

Once agency has submitted required documents as per the requirement of RFP, technically qualified agency will be shortlisted based on evaluation criteria. The brief parameters of technical evaluation will be based on Turnover, Similar nature of work, Experience, Employee Strength and Presentation/Deployment plan by the agency.

The total marks for the technical evaluation will be 100 and agency should secure atleast 60 marks for opening of its Financial Bid.

The selection of the bidder will be done on L1 basis only from the Financial Bid opened of technical qualified bidders.

Financial Bid – To be submitted Online on <https://tender.nprocure.com/> portal only

Annexure - I (Financial Proposal) for Regular manpower							
Sr. No	Manpower Category	No. of Staff (approx.)	Monthly Cost Per employee excluding Service Charge	Service Charge in %	Service Charge Amount	Total Cost per month i.e. Monthly Cost + Service Charge	Remarks
Security Manpower							
1	Security Guard	44					11+1 hrs. shift, 26 days/month
2	Security Supervisor	1					11+1 hrs. shift, 26 days/month
							GST extra

Kindly note:

- (i) **The quoted CTC shall be as per Minimum Wages Act and should be complied with all statutory norms including the bonus charges 8.33%, uniform charges & etc.*
- (ii) *The selected bidder has to submit the breakup of CTC employee category wise.*
- (iii) *The above required manning is tentative and order will be issued as per the actual requirement at the unit. This may vary from 10% - 20% +/- of the required quantity.*

Other note:

The GST will be charged as per the actual.

Annexure - II (Financial Proposal) for Adhoc/Casual Security manpower			
Sr. No	Manpower Category	Per Day Cost/Per Employee including service charges for Adhoc/Casual Security manpower	Remarks
1	Security Guard		11+1 hrs. shift
2	Security Supervisor		11+1 hrs. shift
3	Security Guard		8+1 hrs. shift
4	Security Supervisor		8+1 hrs. shift
			GST extra

- The adhoc/casual security manpower requirement will be made on need basis and the selected agency will be notified/informed on time regarding requirement.
- The selected agency has to provide the required number of manning.
- In case, selected agency fails to provide the required adhoc/casual security manpower. The authority reserves right procure the additional adhoc/casual security manpower from other agency/vendor and if the additional amount to be paid to other agency the additional amount will be debited from the selected agency.

Other note:

The GST will be charged as per the actual.