

THE BRAITHWAITE BURN AND JESSOP CONSTRUCTION CO. LIMITED
(A Government of India Undertaking)
27, Rajendra Nath Mukherjee Road
Kolkata-700 001(West Bengal)

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Sealed Tenders are invited from reputed Security Agencies for deployment of Security Personnel for the following work:

1.	TENDER NOTICE NO.	NIT/DGM(P-II)/SECURITY/2137/3117
2.	DATE	17.05.2012
3.	NAME OF THE WORK	DEPLOYMENT OF SECURITY PERSONNEL AT KATHJODI BRIDGE SITE, CUTTACK (ORISSA).
4.	PERIOD OF CONTRACT	4 (FOUR) MONTHS;
5.	COST OF TENDER DOCUMENT (NON REFUNDABLE)	Rs.500/= (RUPEES FIVE HUNDRED ONLY) BY CASH/ PAY ORDER/DEMAND DRAFT FROM A NATIONALIZED BANK IN FAVOUR OF "THE BRAITHWAITE BURN & JESSOP CONSTRUCTION COMPANY LIMITED" PAYABLE AT KOLKATA.
6.	EARNEST MONEY DEPOSIT	Lump sum amount of Rs. 10,000.00 (Rupees Ten thousand only) in form of account payee Demand Draft/Pay Order from a Nationalised Bank in favour of "The Braithwaite Burn & Jessop Construction Company Limited" payable at Kolkata. Unsuccessful bidders will be refunded the Earnest Money deposit after the award of the contract to the successful bidder.
7.	ISSUE OF TENDER DOCUMENT	Between 17.05.2012 to 29.05.2012 during office hours.
8.	LAST DATE & TIME OF SUBMISSION OF TENDER	Receipt up to 1.00 PM on 30.05.2012
9.	OPENING OF TENDER	On 30.05.2012 at 3-00 P.M at BBJ H.O..

(SUNDAR BANERJEE)
DGM(P-II)

INSTRUCTION TO BIDDERS

1.	SUBMISSION OF BID - All the pages of the tender document to be signed with Company's seal by the bidders. The rates in the appropriate space in the SCHEDULE OF RATE should be properly filled, both in figures and words. No overwriting, using of correction fluid will be allowed. Any correction will be done by scoring out the incorrect entry and inserting the new entry in a legible manner. Both the correction and new entry to be signed and sealed with Company's seal. In the event of any difference between figure & words of the quoted rates, the rate in word shall be considered for evaluating the tender. The bid documents should contain the following: -
a)	<u>ELEIGIBILITY CRITERIA:</u> Agency's experience certificate pertaining to similar nature of job. The Agency should enclose relevant documents showing experience in executing similar types of work in past.
b)	INCOME TAX CLEARANCE CERTIFICATE/PAN
c)	SERVICE TAX REGISTRATION CERTIFICATE
d)	P.F. REGISTRATION CERTIFICATE
e)	The bidder must fill the SCHEDULE OF RATE (vide SOR-1) with the appropriate column being duly filled-in, signed and sealed.
2.	Conditional tenders shall be straightway rejected and no additional clause will be entertained.
3.	BBJ administration reserves the right to accept/reject any or all of the tenders and split the scope of work to more than one agency /agencies without assigning any reason whatsoever. No claim will be entertained on account of this.
4.	All duties, taxes, fees and other levies payable by the Sub-Agency under the contract or any other cause shall be included in the quoted prices.
5.	Validity of Tender - 90 (Ninety) days from the date of opening of tender or for a further period if mutually accepted

(S.BANERJEE)
DGM(P-II)

SPECIAL CONDITION OF CONTRACT

1. LOCATION OF THE SITES:

Mahanadi and Kathjodi Bridge site, Cuttack (ORISSA).

2. MANPOWER REQUIREMENT:

a) SECURITY SUPERVISOR :

04 (Four) & 02 (Two) for two months each, SECURITY SUPERVISOR - 8 HOUR SHIFT per English calendar month including Sundays and Holidays as per requirement & direction of E-I-C/BBJ, Kathjodi Bridge Site, Cuttack. No Security Supervisor should work more than 12(twelve) hours in a day.

b) SECURITY GUARD:

18 (Eighteen) & 8 (Eight) for two months each SECURITY GUARD - 8 HOUR SHIFT per English calendar month including Sundays and Holidays as per requirement & direction of E-I-C/BBJ, Kathjodi Bridge Site, Cuttack. No Security Guard should work more than 12(twelve) hours in a day.

c) SECURITY GUNMEN:

01 (One) for two months SECURITY GUNMEN - 8 HOUR SHIFT per English calendar month including Sundays and Holidays as per requirement & direction of E-I-C/BBJ, Kathjodi Bridge Site. No Security Gunmen should work more than 12(twelve) hours in a day.

3. GUARDING HOURS/ NOS. OF SHIFTS PER DAY/ LOCATION OF POSTING:

Round the clock i.e. 24 hours per day depending on shifts as per direction of E-IC/ BBJ, Kathjodi Bridge Site, date of commencement will be from the date of joining at site. Regarding shifts, location of posting & other working arrangements, E-I-C/BBJ, Kathjodi Bridge Site, decision will be final and binding on you. E-I-C/BBJ, Kathjodi Bridge Site, has the right to take suitable punitive action if any lapses are found at the location of posting.

4. ATTENDANCE REGISTER:

To be maintained by your company and required to be certified by E-I-C/ Kathjodi Bridge Site, Cuttack or his nominated representative for each shift.

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5. IDENTITY CARDS & OTHER REQUISITE ACCESSORIES FOR SECURITY GUARDS, GUNMEN & SECURITY SUPERVISORS:

Identity cards with recent photograph (one copy of which to be deposited in BBJ SITE OFFICE), uniforms, torches, batten, umbrella, rain coat, shoes and other personal requirements of Security Guards & Security Supervisor as prescribed by BBJ will be provided by your company free of cost. No Security Guards/ Supervisor will be allowed to attend duty without identity card, uniform and other requisites as mentioned above. Copy of License and other requisite documents of gunmen should be submitted to the E-I-C/BBJ, Kathjodi Bridge Site.

6. JOB DESCRIPTION:

a) In connection with the execution of regarding work at Mahanadi and Kathjodi Bridge Site, Cuttack, at Yard and at Kathjodi Bridge Head, your company shall be solely responsible for safeguarding the safety and security of men, materials, equipment of BBJ at Store, Yard, Bridge Head of Kathjodi Bridge Site and Mahanadi site yard, under control of BBJ.

Your company has to abide by the relevant terms & conditions while discharging the duties as per norms of BBJ, West Bengal State Government. Your security personnel will keep close watch and control at all points of entry and exit including the location of posting, check all incoming and outgoing personnel and vehicles. Any negligence and lapses will make the concerned guard responsible and accountable and invite punitive action as will be deemed fit by BBJ.

c) Any change of security personnel should be done with the prior approval of E-IC/ BBJ, Kathjodi Bridge Site, Cuttack.

d) The Security Personnel, while on duty, will come under the administrative control of E-I-C/BBJ, Kathjodi Bridge Site, Cuttack.

e) In case of any complain against any Security Guard, E-I-C/BBJ, Kathjodi Bridge Site, Cuttack, has the right to ask for immediate replacement of such Security Personnel.

f) Security Personnel will maintain a register for the incoming & outgoing vehicles and also a register for the men & materials. No materials/equipment will be allowed to be taken out of the gate of the

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project site unless accompanied by requisite gate pass duly signed by the authorized representative of E-I-C/BBJ, Kathjodi Bridge Site, Cuttack.

g) In case of any theft, robbery, burglary and matter allied with the security of the project site, the concerned Security Personnel will prepare F.I.R. and submit the same to the S-I-C/BBJ, Kathjodi Bridge Site, immediately after such incident, duly certified by the local Police Authority along with a Police Verification Report for the purpose of Insurance claim etc.

h) The security guard will also maintain a register accordingly and submit the same to the S-I-C/BBJ, Kathjodi Bridge Site, as and when required. The cost of missing materials towards theft/burglary/robbery would be recovered from your bill.

i) Your security personnel will keep close contact with local Police Station as and when required.

j) No residential accommodation/ boarding and food will be provided by BBJ to your security personnel.

k) The security personnel provided by you are not to be involved in trade union activities in any manner.

7. STATUTORY OBLIGATION:

a) **YOUR COMPANY MUST OBSERVE THE MINIMUM WAGES ACT, NOTIFIED BY DY. CHIEF LABOUR COMMISSIONER (CENTRAL). YOU SHOULD PAY TO YOUR SECURITY PERSONNEL THE PREVAILING MINIMUM WAGES, PF, ESI INCLUDING OTHER STATUTORY BENEFITS UNDER WORKMEN'S COMPENSATION ACT, CONTRACT LABOUR REGULATION & ABOLITION ACT 1970 & SUBSEQUENT AMMENDMENTS & OTHER ACTS IN FORCE. BBJ WILL HAVE NO RESPONSIBILITY IN THIS REGARD.**

b) In case of receipt of order, you have to submit within 7 days to E-I-C/BBJ, Kathjodi Bridge Site, a copy each of the following documents:

- I) Valid registration received by your company from the competent authority for providing security services in Orissa State Government.
- II) Valid insurance certificate for your security personnel to be engaged at our Kathjodi Bridge Site.

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- III) Valid P.F.REGISTRATION & ESI REGISTRATION certificate for your security personnel to be engaged at our Kathjodi Bridge Site.

8. PAYMENT TERMS:

a) The rates to be quoted by you for your security personnel are for per 8 hour shift per English calendar month basis. The above rates are inclusive of your contribution for P.F., ESI, weekly offs, National Holidays and service charges. Moreover, you have to furnish a Certificate as per proforma attached as ANNEXURE-I in this Tender Document.

b) IN CASE OF ANY INCREASE IN MINIMUM WAGES / BENEFITS OF YOUR SECURITY PERSONNEL DUE TO REVISION IN MINIMUM WAGES ACT BY DY. CHIEF LABOUR COMMISSION (CENTRAL), THE SAME WILL BE REIMBURSED BY BBJ (DIFFERENCE IN MINIMUM WAGES, P.F., ESI, And BONUS ONLY) DURING THE TENURE OF THE CONTRACT ON SUBMISSION OF DOCUMENTARY EVIDENCE.

c) Service Taxes as applicable as per Government Notification on the total bill will be reimbursed by us on only after payment of the same by you to the Statutory Authorities on production of documentary evidence.

d) Monthly attendance Statement of your security personnel to be submitted in triplicate to the S-I-C/BBJ, Kathjodi Bridge Site, Cuttack for certification and certified copy of the attendance statement should be attached with your monthly bill for payment from BBJ Head Office.

e) Your monthly bill will be paid within 30 days from the date of submission duly supported by requisite documents and certified by SIC/BBJ, Kathjodi Bridge Site, Cuttack. The requisite documents include proof of payment of wages, PF contribution and ESI contribution of your security personnel engaged at our site OR You must **Furnish** a certificate (As per Format given by BBJ- ANNEXURE-I) regarding COMPLIANCE OF STATUITORY OBLIGATION as per prevailing act for the subject work.

9. TERMINATIN OF CONTRACT:

In case of failure to discharge the duties as per our requirement, BBJ reserves the right to cancel the order, either in part or full as the situation demands and get the work done by deploying other agency /agencies.

SCHEDULE OF RATE

SL. NO.	DESCRIPTION	UNIT	Rate (Rs.)
	To supervise, Control and implement Security arrangement for surveillance of bridge materials, departmental store materials, labour hutments etc., at Jagatpur Fabrication Yard, bridge head and yard of Kathjodi Bridge Site, with your Security Supervisor, Security Guard and Gunmen as per instruction of Engineer-in- Charge / BBJ, Kathjodi Bridge Site, Cuttack for a period of 12 (TWELVE) months as per terms and conditions detailed in the Special Conditions of Contract of this Tender Document		
1.	<p>SECURITY SUPERVISOR per 8 hour shift per English calendar month including Sundays and Holidays.</p> <p>No Security Supervisor should work more than 12(twelve) hours in a day.</p>	PER HEAD PER 8 (EIGHT) HOUR SHIFT PER ENGLISH CALENDER MONTH	
2.	<p>SECURITY GUARD per 8 hour shift per English calendar month for round the clock duty including Sundays and Holidays.</p> <p>No Security Guard should work more than 12(twelve) hours in a day.</p>	PER HEAD PER 8 (EIGHT) HOUR SHIFT PER ENGLISH CALENDER MONTH	
3.	<p>SECURITY GUNMEN per 8 hour shift per English calendar month for round the clock duty including Sundays and Holidays.</p> <p>No Security Gunmen should work more than 12(twelve) hours in a day.</p>	PER HEAD PER 8 (EIGHT) HOUR SHIFT PER ENGLISH CALENDER MONTH	

(S. BANERJEE)
DGM(P-II)

CERTIFICATE

(On Company Letter Head)

Ref:

Date:

SUB: DEPLOYMENT OF SECURITY AGENCY AT KATHJUDI BRIDGE
SITE

REF: BBJ ORDER NO. DATED

This is to certify that we have complied with all the Statutory Obligation for our Security Personnel engaged for the subject work which includes payment of Minimum Wages, PF and ESI contribution and other benefits as per as per prevailing Rules till This is also to state that we have maintained all other documents as per requirement of prevailing Labour Laws.

We hereby indemnify our employer M/s. The Braithwaite Burn & Jessop Construction Company Limited regarding compliance of all statutory requirement of Labour Laws and any other prevailing Laws as stated above. M/.s The Braithwaite Burn & Jessop Construction Company Limited will have no responsibility in this regard.

Signature with Office seal