

Tenders
Security Guards Service

THE MAHARASHTRA STATE CO-OPERATIVE BANK LTD MUMBAI
(Incorporating The vidarbha Co-operative Bank Ltd.)
Regional office, Aurangabad.

We invite sealed quotation for providing three security Guards at our Regional Office, Aurangabad, Interested service providers may submit their separate quotations on accordance to below mentioned procedure and schedule.

Tender forms are available from date 06/02/2018 to dt.26/02/2018 During office hours I.e 10.15 am to 5.15 pm (Mon to Sat.) excluding the bank holidays. on the following address.

A) The Tender shall be in two bid system. The tender should be submitted to Manager, The Maharashtra State Co-op Bank Ltd., Mumbai Regional Office Aurangabad During office hours I.e 10.15 am to 5.15 pm (Mon to Sat.) dt.06/02/2018 to 26/02/2018

B) The tender forms fee shall be Rs.500/- + G.S.T. by cash (Non refundable.)

C) The tender should have two sealed envelopes marked over as Part A.-Technical Bid; Part. B- Commercial Bid. Both the envelopes should bear the Name, Address and contact No. of the service provider submitting the Tender. Both the sealed envelopes shall be placed inside a larger envelope. super scribed " **TENDER FOR SECURITY GAURD SERVICES** " with Address/ Contact details of the party thereon separately.

D) The Tenders (Technical Bid) shall be opened on date 27/02/2018 at 11.00 A.M. at the following address in presence of representatives of authorized tender at the time of opening of bids . Representative of tender should bring an authority letter in this regard with his proper identification.

E) The Commercial Bid shall be opened on date 27/02/2018 at 2.00 P.M. of only those service providers shall be considered for further evaluation who would qualify the tender & conditions of technical Bid. All relevant technical details to be duly filled and supporting documents wherever required should be duly attached. The technical details shall be typed and presented in proper folder with index.

F) Please feel free & get clarification of any doubts. If any you have, from the following authority.

For details please contact on following address.

The Manager,
The Maharashtra State Co-op Bank Ltd., Mumbai
Regional Office, Plot No.10 Town Center.
CIDCO Aurangabad- 431003.

TERMS & CONDITION

1. The Service Providers should be a proprietorship Firm/Partnership Firm / Pvt. Ltd., Company/Public Ltd., Company and should have proper Office Address with gumastha, License.
2. The Service provider/s should have at least Three Years experience.
3. The service provider/s should submit Balance sheet for last two financial years (Enclose Certificate) & should be in profit.
4. The service provider should submit an undertaking declaring that there is no legal dispute/any legal matter relating to the service, pending with any Honourable Court of Law.
5. The security Guard shall be in uniform, supplied by the service provider and shall be in possession of the identity Card issued by the service providers/s on all working days.
6. The Service Provider having permission from Police Commissioner to engage in the business of private security Agencies as well as Company/ Agencies.
7. In case of any deficiency in service, the Bank will be entitled to levy damages as deemed fit or get the work done from any other person and recover the cost with penalty. The Bank's decision in the matter will be final & win be binding upon the service provider.
8. The service provider/s shall be required to maintain a register of attendance of personnel deployed at various sites. The service provider should also have adequate service personnel and Back-up plan to cater to leave absence of Service personnel deployed.
9. The bill for the completed month should be submitted to the Bank latest by 7th of the following month.
10. The Service provider shall indicate all deductions, statutory and otherwise.
11. The Service provider shall comply with the payment of wages and benefits as per minimum wages Act, applicable in The State of Maharashtra for this category of personnel.
12. Depending on the Bank's requirements the bank may ask the service provider to increase/ decrease number or service personnel or discontinue any existing service or add new services for which payment of charges. If any will be decided accordingly with mutual consent & in writing.
13. period of Contract :-Contractor should submit the quotation for 3 years.
14. Jurisdiction of Dispute Redressed :-All disputes are subject to Aurangabad jurisdiction area.
15. The Service provider shall be required to enter into an agreement with the Bank.
16. Service provider shall have record of the personnel deployed by him with their contact details such as photograph, address and contact No. This must be made available to the Bank as and when required.

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17. The Service provider has to submit EMD of Rs.5000/- by way of D.D. Nationalised Bank favouring. 'The Maharashtra state Co-op. Bank Ltd.'" payable at Aurangabad. Demand Draft of EMD should be enclosed with the Technical bid. The Technical Bid without the EMD will be liable to rejected.

a. The EMD of those service provider/s whose bid will be found successful and awarded contract will be retained with the Bank for till the continuance of the contract period.

b. The EMD of the bidders, whose bid will be found unsuccessful will be returned without any interest within one month from the date of opening the Tender.

c. EMD of contractor will be forfeited who rejects the ordered work and will be black listed for next three years.

17. The Bank reserves the right to reject any or all the tender/s without assigning any reason thereof.

Schedule of Tender Process is as Under :-

Sale of Tender form	06/02/2018 to 26/02/2018 during office hours i.e 10.30 A.M. to 5.00 P.M.
Last date of submission of Tender form	On or before during office hours i.e. 10.30 A.M. to 5.00 P.M. dt.26/02/2018
Opening of Technical Bid	On 27/02/2018 1.00 P.M. to 2.00 P.M.
Opening of Financial Bid	On 27/02/2018 2.00 P.M. to 3.00 P.M.
Place of Submission of Tender and Opening of Tender	The Maharashtra State Co-op Bank Ltd., Mambai Regional Office, Aurangabad Plot No.10 Town Center. CIDCO Aurangabad- 431003.

I / We have read the Terms & Condition in this regard.

I / We agreed accepted the same as mentioned above

(Signature of Tenders)

TENDER FORM

" COMMERCIAL BID "

B. Service Provider /s are required to quote Rates for providing Security Guard without weapore,
(Dandukdhari)

Sr. No	Particulars	Rate	working hours	Rate Including GST (Three years)
			8 hours	
Total				

TENDER FORM
" TECHNICAL BID"

SR NO	DESCRIPTION OF THE INFORMATION	DETAILS
1	Name of the firm/ Company	
2	Status of the firm (Whether Public Ltd., Co./ Private Ltd., Co./ Partnership firm/ Proprietorship firm.	
3	Address	
4	Telephone	
	Fax Nos.	
5	Date of Establishment	
	Date of Registration	
6	Pan Number	
7	Provident Fund Registration No.,	
8	ESIC Registration No.	
9	Permanent Account No. of Income Tax Furnish copies of Income Tax Clearance Certificate.	

I/ We hereby confirm that there is no Legal dispute/ any legal matter relating to my/ our firm/ company , pending with any Honorable Court of Law, I read all the terms & condition & are accepted by me.

Note :- Please ensure that all columns are filled with relevant details and no column should be left blank. In the absence of any of the required information the Bid of the service provider is liable to

be reject , all relevant supporting documents should be enclosed in respect of each description of information.

Signatures :-

Name Of the Signatory :

Seal of the Firm/ Company :-

Date :-

Place :-

