



**INDIAN STRATEGIC PETROLEUM RESERVES LIMITED  
OIDB BHAWAN,  
PLOT NO 2, SECTOR 73,  
NOIDA 201301(UTTAR PRADESH)**

**LIMITED TENDER  
ISPRL/MM/SECURITY/MANGALORE/DGR/1  
Dated 10.02.2015**

**LAST DATE FOR SUBMISSION – 25/02/2015 BY 1300 HRS**

**FOR**

**SECURITY, SURVEILLANCE & VIGILANCE SERVICES  
TO STRATEGIC STORAGE OF CRUDE OIL PROJECT,  
CHANDRHAS NAGAR, PERMUDE,  
P.O.MANGALORE-574509 (KARNATAKA)**

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## NOTICE INVITING TENDER

### Notice inviting tender for “SECURITY, SURVEILLANCE & VIGILANCE TO ISPRL STRATEGIC STORAGE OF CRUDE OIL PROJECT AT MANGALORE”.

Sealed item rate competitive bids are invited from the competent agencies for the following items.

SL NO	CATEGORY	Nos. Required to Cover General Shift and Three Shifts
1	Supervisor	1
2	Armed Guard	3
3	Unarmed Guard	17
<b>TOTAL:</b>		<b>21</b>

Bids will be received on or before **13.00 hrs. on 25.02.2015** in the office of **Indian Strategic Petroleum Reserves Limited, OIDB Bhawan, Plot No. 2, Sector 73, NOIDA 201301 (Uttar Pradesh)**. The bid will be opened at **1500 Hrs on 25.02.2015** in the presence of authorized representatives of attending Bidders.

ISPRL takes no responsibility for delay, loss or non-receipt of Bids sent by post and Bids received after the due date & time due to any reasons whatsoever, shall be rejected. Fax/SMS/E mail offers shall **not be** accepted. ISPRL reserves the right to reject any or all bids received without assigning any reason(s) thereof. ISPRL also reserves the right to award the works to more than one agency.

**CHECKLIST FOR SUBMISSION OF TENDER**  
**(MARK / in appropriate box as applicable)**

- 1) Confirm original tender signed on each Page & included in the offer Yes
- 2) Confirm all items rates has been filled without a Condition, deviation and submitted in sealed envelope Marked "Price Bid" Yes
- 3) Bidder to Confirm that the quoted rates are in confirmation of the latest DGR Circular No. 2112/SA/MINIMUM WAGES/EMP Yes
- 4) **EMD/BID SECURITY MONEY DETAILS:**  
**Amount Rs.**  
**Demand Draft No.** \_\_\_\_\_ **Dated** \_\_\_\_\_  
**Bank and Branch on which drawn** \_\_\_\_\_

(In case you are exempted from submission of EMD/Bid Security Money, please provide an attested photocopy of the document confirming exemption)

Date:

Signature of the tenderer  
with seal

## INSTRUCTION TO BIDDERS

### **1.0 INTRODUCTION:**

ISPRL is a wholly owned subsidiary of OIIB comes under the Ministry of Petroleum & Natural Gas under Government of India. The registered office is located at 301, World Trade Centre, Babar Road, New Delhi - 110001.

ISPRL – MANGALORE office is located at MANGALORE, KARNATAKA. Sealed item rate Bids are invited from competent security agencies for “**SECURITY, SURVEILLANCE & VIGILANCE TO MANGALORE STRATEGIC STORAGE OF CRUDE OIL PROJECT.**”

### **2.0 VALIDITY OF BIDS**

2.1 Bids submitted by Bidder shall remain firm and valid for an acceptance for period of 3 month from the date of opening the offer. Bidders shall not be entitled to revoke or cancel the Bids or revise the price during the above said price validity period of 3 months.

### **3.0 EARNEST MONEY DEPOSIT (EMD)/BID SECURITY**

3.1 Bidder shall furnish, as part of its Bid, EMD 2% of the contract value subject to a maximum of Rs 1.0 Lac (Rupees One Lac only). The Bids not accompanied with EMD shall be considered as non-responsive and such Bids shall be rejected. ISPRL shall not pay any interest on EMD furnished. **In case you are exempted from furnishing EMD, please attach a photocopy of the relevant document, so specifying.**

3.2 **The EMD shall be in the form of DD in favour of Indian Strategic Petroleum Reserves Limited, payable at New Delhi.**

3.3 Cheques will not be accepted as EMD.

3.4 Bid securities of unsuccessful bidders will be returned upon award of Contract. However, EMD of the successful Bidder will be returned upon the Bidder's executing the Contract, and furnishing the Initial Security Deposit/ Security Deposit.

3.5 The EMD may be forfeited:

- i) if a Bidder withdraws its bid during the period of Bid Validity or does any breach of tendering terms and conditions, or
- ii) if a Bidder modifies his bid during the period of Bid Validity except if such modification is solicited by ISPRL in writing, or
- iv) If the Information/ documents forming basis of evaluation submitted by the bidder in the bid is found to be false/ forged.
- v) In case of a successful Bidder, if the Bidder fails, within the specified period:
  - a. to sign the Contract.
  - b. to furnish the Initial Security Deposit
- vi) On our issuing a letter of Intent, the successful tenderer, before signing the Agreement (Draft enclosed) , will have to furnish us a Demand Draft or a Bank Guarantee of 10% of total value of contract from a Nationalized Bank as Security Deposit for performance of the Contract which should be valid of 3 months more than the contact period. No interest will be paid on security deposit.

#### **4.0 TRANSFER OF BIDDING DOCUMENT**

4.1 Transfer of Bidding Document issued to one Bidder to another Bidder is not permissible.

#### **5.0 SUBMISSION OF BIDS**

- 5.1 Bids shall be submitted in sealed cover superscripted **BIDDING DOCUMENT DO NOT OPEN.**
- 5.2 Only the Schedule of Rates (SOR) issued herewith, with all rates and amounts filled in, and without any conditions. No corrections in item Description are permitted. All corrections in quoted prices must be stamped and signed.

#### **6.0 PLACE & ADDRESS FOR SUBMISSION OF TENDERS**

The sealed Cover having signed/stamped tender documents along with the rates and amounts dully filled in Schedules of Rates (SOR) issued herewith shall be submitted to **INDIAN STRATEGIC PETROLEUM RESERVES LIMITED, OIB BHAWAN, PLOT NO 2, SECTOR 73, NOIDA 201301 (UTTAR PRADESH)** before **13.00 hrs. on 25.02.2015.**

#### **7.0 MODE OF PAYMENT:**

- 7.1 Payment shall be made by ISPRL, MANGALORE within 30 days from the date of certification of the Invoice. The mode of payment will be through RTGS or crossed cheque in favour of the successful bidder on whom Purchase Order is placed/ agreement executed and services delivered.
- 7.2 The invoice for Payment shall be certified only after submitting the attendance and other supporting documents like inspection record/reports as directed by ISPRL, proof of submission of previous months PF/ESI and other statutory documents.

#### **8.0 PRICE EVALUATION**

- 8.1 The items quoted in annexure-A (Schedule of Rates from item no, 1 to 3) will be taken into consideration for arriving at the lowest bidder for services. If the quoted bidding price is same by all security agencies, then the rank of service agency available in the DGR web site will be considered for selection. If the rates quoted by bidder are less than minimum wages, then that bidder will be disqualified. The bidder has to consider the minimum wage as the higher value out of the DGR wages and state minimum wages. **The bidder must attach the supporting circular on minimum wage based on which the rates are quoted in the price bid.**

#### **9.0 LANGUAGE OF BID**

The bid prepared by the Bidder including all correspondence etc., relating to their offer/bid shall be in ENGLISH language only.

#### **10.0 SUBMISSION OF TENDER DOCUMENT:**

- 10.1 The rate should be filled up both in words and figures.
- 10.2 Overwriting should be avoided (Any correction should be made by striking off with single line and re-write with a signature).
- 10.3 All pages of tender documents should be signed and stamped by the tenderer.
- 10.4 Along with the bid documents EMD shall be enclosed

#### **11.0 AWARD OF CONTRACT**

11.1 OWNER'S RIGHT TO ACCEPT OR REJECT ANY BID : The ISPRL reserves the right to accept or reject any Bid and to annul the Bidding process and reject all Bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or without any obligation to inform the affected Bidder or Bidders of the grounds or the reasons for the OWNER'S action

## **12.0 NOTIFICATION OF AWARD**

12.1 The Bidder, whose bid is accepted by ISPRL shall be issued Letter/Fax of Acceptance(LOA/ FOA) prior to expiry of bid validity. Bidder shall confirm acceptance by returning a signed copy of the LOA/FOA.

12.2 ISPRL shall not be obliged to furnish any information/ clarification/ explanation to the unsuccessful Bidders as regards non acceptance of their bids. Except for refund of EMD to unsuccessful Bidders, ISPRL shall correspond only with the successful Bidder.

## **13.0 CONTRACT AGREEMENT**

13.1 The Contractor shall execute a formal contract with ISPRL as per the format, which shall be provided with Detailed Letter of Acceptance, within specified period from the date of issue of Detailed Letter of Acceptance on a non-judicial stamp paper of appropriate value. The cost of non-judicial stamp paper shall be borne by the Contractor.

13.2 The final Contract documents for agreement shall be prepared after the acceptance of bid. Until the final contract documents are prepared and executed, this Bidding Document together with the annexed documents, modifications, deletions agreed upon by ISPRL and bidders acceptance thereof shall constitute a binding contract between the successful Bidder and ISPRL based on terms contained in the aforesaid documents and the finally submitted and accepted Rs.

31.3 The Contract document shall consist of the following:

- i) Original Bidding Document.
  - ii) Amendment/Corrigendum to original Bidding Document issued, if any.
  - iii) Letter of Intent/ Fax of Acceptance.
  - iv) Detailed Letter of Award/Acceptance along with enclosures
  - v) Initially the contract will be for a period of One Year. It can be extended for a further period of up-to one year subject to the requirement of ISPRL and the performance of the security services provider.
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## TERMS AND CONDITIONS

### 1.0 SCOPE OF WORK:

#### 1.1 General

The scope of work for this tender is providing Security, Surveillance and Vigilance Services to **STRATEGIC STORAGE OF CRUDE OIL PROJECT, P.O.MANGALORE, KARNATAKA.**

#### 1.2 Manpower requirement and conditions

- The total manpower required in three shifts is shown below.

SL NO	CATEGORY	Nos. Required to Cover General Shift and Three Shifts
1	<b>Supervisor</b>	<b>1</b>
2	<b>Armed Guard</b>	<b>3</b>
3	<b>Unarmed Guard</b>	<b>17</b>
<b>TOTAL:</b>		<b>21</b>

- The successful tenderer also has to provide leave coverage, weekly off etc as per DGR guideline.
- The party has to quote the rates exclusively based on DGR structure or minimum wage structure applicable in the State of Karnataka approved by Regional Labour Commissioner of Karnataka.
- If the tenderer has taken the exemption on EPF, the party is required to submit the letter received in this regard from appropriate authority along with tender document.
- If the tenderer has taken the exemption on ESI, the party is required to submit the letter received in this regard from appropriate authority along with tender document.
- The party has to quote the rate as per the format (Annexure A) provided, which are based on DGR wage structure. (please specify the circular number with date based on which you quoted these rates)
- Conditional tender will be treated as rejected.
- Additional information in the details of exemption duly supported with valid proof should be attached in a covering note addressed to the signer.
- State Ex Service Security Corporation has to submit approval of their participation issued from DGR , failing which we will not be able to consider the tender and it will liable for rejection.
- The successful tenderer will provide security, surveillance and vigilance services to **STRATEGIC STORAGE OF CRUDE OIL PROJECT, P.O.MANGALORE KARNATAKA.** The security staff will be deployed as such to provide complete surveillance and security cover to our facility round the clock. However, the manpower requirement can be



increased / decreased at the sole discretion of the ISPRL. The successful tenderer will be fully responsible for the safety and security of the premises of MANGALORE Crude Cavern site.

- All the Security personnel deployed by successful tenderer should be ex-serviceman as per the norms laid-down by Directorate General of Resettlement, Ministry of Defence. It will be his responsibility to ensure that the personnel always render proper and alert duty and are in proper uniform to the satisfaction of the Officer In- charge nominated by ISPRL.
- All Security Guards armed/unarmed should be ex-Servicemen and proof for this should be given to us before deployment and they should be below 50 years only. The Security Agency shall also submit a list of workmen engaged by it along with their father's name and address. The Security Agency shall be fully responsible for the verification of the reliability of each individual deployed by it in the company's premises. Security agency has to issue identity cards, name plates and uniform to each guard as prescribed by ISPRL. The successful tenderer shall ensure proper uniforms/amenities to the security staff at all times during their working at location premises.
- Necessary training of Fire Fighting operation & DG operation will be provided by us to the Security staff before induction in to the system. However, you shall not claim any remuneration for period of training. Your staff shall be inducted after successful completion of training.
- The Guards deployed once will not be removed until unless found guilty on the security lapses without prior permission of the Officer In- charge nominated by the ISPRL and the replacement will also be done with full satisfaction of the Officer In-charge of the Location.
- Contract will be for the period of One Year from the date of LOI, which can be further extended for another period of One Year on ISPRL's discretion, subject to satisfactory performance, on the same rates, terms & conditions. The wage structure will remain firm during this period except revision notified by DGR, Ministry of Defense or Karnataka State Minimum wages.
- Rates quoted by you should at least cover the cost of deployment of required manpower, which in any case, cannot be less than the rates periodically stipulated by the State Govt. under the Minimum Wages Act. Provision for escalation in the Minimum Wages as per Govt. notification, would be considered.
- Payment for services rendered would be made on monthly basis on production of bills with necessary supporting documents such as duly certified Attendance details of manpower deployed issued by your site Supervisor. The proof of ESI, EPF deposit's stamped receipts and service tax payment receipt etc. to be produced along with the monthly bills. The payment will be done on the basis of the attendance sheet and the above mentioned documents.
- Payment will be made on monthly basis, by Electronic Fund Transfer, within 15 days from the receipt of your bill and the recovery, if any, shall be effected from your bills payable. If DD is required then the bank charges will be borne by you. In case of delay due to any reason whatsoever, no interest will be paid by ISPRL.
- The payment for the services shall be made upon disbursement of the wages to the staff engaged by you for the previous month duly witnessed by a company official at our premises after proof of effecting statutory benefits.
- Income tax, WCT as applicable from time to time at source shall be deducted while releasing the payment.

- The successful tenderer will accept full and exclusive liability for the Wages, PF, ESIC, Medical, Bonus, Gratuity, Leave, staff welfare, uniform etc. for the personnel deployed by him and any other obligations referred under the law now and thereafter imposed by the Government / Local bodies. The successful tenderer will also have to comply with statutory bodies like Labour laws, factories Acts etc and maintain records as per required by Govt. bodies.
- The successful tenderer shall be providing the surveillance and vigilance to our location round the clock at our premises in three shifts each of eight hours starting from 0600 hrs. to 1400 hrs, 1400 hrs. to 2200 hrs. & 2200 hrs. to 0600 hrs. in the morning. General shift timing is 0900 to 1700 hrs. However, the aforesaid manpower requirement can be increased/ decreased at the sole discretion of ISPRL. The successful tenderer will be fully responsible for the safety and security of Crude Cavern facilities, equipment and buildings and other assets located at MANGALORE Site. Shift timings may change, if required by the ISPRL. If required, your guards may be deployed for accompanying company vehicles/staff car purely on need basis.
- The successful tenderer shall comply with all acts, Laws of the Land or other statutory rules, regulations, bye-laws applicable with regard to the performance of the work, included herein or touching this contract, but not limited to Minimum Wages Act, 1946, Industrial Disputes Act, 1947, Workmen Compensation Act, 1928, ESI Act, Provident Fund Act, and from time to time such steps as may be deemed necessary in this regard. The successful tenderer shall keep the ISPRL indemnified against all penalties, claims and liabilities of every kind for any violations of such Acts, Laws and Regulations etc. by you or your employees deployed at the site.
- ISPRL will have no liability whatsoever concerning the persons deployed by the successful tenderer for the purpose. The successful tenderer shall keep ISPRL indemnified against all losses, damages, liability, claims arising out of or imposed by actions of their employees deployed for rendering the services.
- The successful tenderer should provide the Mobile Phones to their Supervisors in General Shift & Shift In-charge in other shifts. Where one of the Security Guard will be nominated as Shift In-Charge.
- The successful tenderer should visit our ISPRL, MANGALORE office at least once in a month, preferably by Head of the Organization/Agency.
- The successful tenderer shall submit a Police Verification Report of the personnel to whom they are intending to deploy for the subject job.
- The successful tenderer shall ensure the upkeep of security related facilities i.e. Metal Detectors, Mirror Trolley, Safety Torches, Safety Shoes, VHF sets, Page Phones, spark arrestors, First Aid Box etc.
- In case of theft or loss of ISPRL property takes place , the successful tenderer will be responsible and shall make good the loss after due assessment by the ISPRL Officials failing which the ISPRL will not be having any option then to deduct the amount from the monthly wage bill.
- Arbitration clause and jurisdiction will be applicable as per our agreement clause terms and condition.
- If, at any time during the period of contract, it is observed by the Corporation or its authorized representative, that the services rendered by the successful tenderer and his personnel are not to the satisfaction of ISPRL or any terms of the contract are violated, ISPRL reserves the right to terminate the contract without any notice. You can also terminate the contract after giving three month's prior notice.

- If any of the deployed employees conduct any illegal / unlawful or undesirable act in the premises, keeping in mind the sensitivity of the location, we will advise you to terminate those personnel and the same would be reported to you immediately for you to take action including providing necessary replacement. Such replacements should be met on Rush basis without fail. No wages in this regard will be paid by the principle employer to the successful tenderer.
- Additional charges such as field allowance, remote or disturbed area allowance etc. will not be paid by the ISPRL.
- All the staff shall be allowed a weekly off once in a week, Holidays and at all times the strength at our premises shall be always maintained as per requirement.
- All clauses as per the general conditions (attached) of our tender shall also be applicable.
- The successful tenderer shall abide by the charter of duties and operating instructions as given by officer in-charge from time to time.

## **2.0 CHARTER OF DUTIES:**

- Manning of Plant Gate and Licensed Area Gate and patrolling the licensed premises on round the clock basis.
- To check identity of employees / visitors / vehicles and its crew entering the premises.
- Checking and keeping record of the incoming and outgoing materials based on gate passes. Making entries (in/out) in the register (manual register/computer) our SAP system, of vehicles as required.
- Checking/controlling/searching/frisking of all personnel which includes ISPRL staff & staff engaged by various contractors, as per the policy of the management.
- The security guards should have thorough knowledge of operating fire-fighting equipment installed in the cavern facilities, as petroleum products are highly inflammable .They should also be able to operate our DG and make power changeover during off-shift hours or as required.
- To inform and assist in operating fire-fighting equipment kept in the cavern facilities premises.
- To frisk/search all staff, visitors and vehicles entering the site for any explosives or objectionable material/item.
- To report any untoward incident immediately to the officer concerned.
- To check any pilferage of products and implement anti-theft measures.
- To maintain visitors, staff and vehicle movement records, if desired by the management.
- Recording of all In and Out of the Man/Material and product and the same shall be readily available for verification by the officer in-charge.
- Any other work relating to ISPRL as instructed by the officer in-charge from time to time.

## **3.0 VALIDITY:**

The rates quoted by the bidder shall remain firm and valid for a period of 3 months from the date of opening of the tender.

## **4.0 MODE OF PAYMENT:**

- 4.1** Payment shall be made by ISPRL, MANGALORE within 30 days from the date of submission of the bill. The mode of payment will be through RTGS or DD / crossed cheque payable at MANGALORE in favour of the successful bidder on whom Purchase order is placed.

## **5.0 GOVERNING LAWS AND JURISDICTION:**

The term and conditions of the Purchase Order shall be governed and interpreted in accordance with the laws of India in force and is subjected to and referred to the court of law situated at New Delhi which shall have exclusive jurisdiction.

**Signature of the Bidder with Seal**

**ANNEXURE-A**

**SCHEDULE OF RATE FOR**

**“SECURITY, SURVEILLANCE & VIGILANCE SERVICES TO MANGALORE CRUDE  
CAVERN SITE, MANGALORE”**

<b>Item No</b>	<b>Description of item</b>	<b>No.</b>	<b>Unit Price /Month (Rs)</b>	<b>Total Amount /Month (Rs)</b>
<b>1</b>	SECURITY SUPERVISOR	1		
<b>2</b>	SECURITY GUARD WITH ARMS	3		
<b>3</b>	SECURITY GUARD WITHOUT ARMS	17		
	<b>TOTAL AMOUNT PER MONTH</b>			
<b><u>TOTAL EXPECTED ANNUAL BILLING</u></b> <b><u>IN FIGURES – Rs.</u></b>				
<b>IN WORDS - RUPEES</b>				

**Note:-**

The bidder must attach/mention the supporting circular on minimum wage based on which the rates are quoted in the price bid.

**Signature of the Bidder with Seal**