

# KONKAN RAILWAY CORPORATION LIMITED

(A. Govt. of India Undertaking)

## TENDER DOCUMENT

Name of work : Providing round the clock security services at Konkan Railway stores, godowns, yards Karbude TVCR or other nominated locations & Office of the Regional Railway Manager & its premises in MIDC at Ratnagiri .

Last date of receipt : 15.00 hrs. on 05 .04. 10

Tender No. : KR/RRM/RN/Security/02 dated. 02 - 03 - 10

Sl. No. of tender form : \_\_\_\_\_

Issued to (Name and address) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of issue : \_\_\_\_\_

Signature of KRCL official : \_\_\_\_\_  
\_\_\_\_\_

- Note:
1. The tender documents are not transferable.
  2. The tender documents should be submitted intact without detaching any pages.
  3. The tender documents & other conditions are displayed on web site [www.konkan railway.com](http://www.konkan railway.com).

**KONKAN RAILWAY CORPORATION LTD.**  
**TENDER FORM**

To

The Regional Railway Manager,  
Konkan Railway Corporation Ltd..

Ratnagiri

I/we \_\_\_\_\_

have read the various conditions to tender hereto attached and hereby agree to abide by the said conditions. I/We also agree to keep this tender open for acceptance for the period of 90 days from the date fixed for opening of the same and in default thereof, I/we will be liable for forfeiture of full amount of my/our EMD. I/we offer to do the works relating to tender no. KR/RRM/RN/Security/02 dated: 02-03-2010 for the work of providing security service.

1. I/we here by bind myself/ourselves to provide security services specified in the conditions of tender.
2. I/we also here by agree to abide by the regulation for Tender and contracts for works General conditions of contract. 1991 of the Konkan Railway Corp. as amended up to date. And the standard special conditions of contract annexed to the tender and to carry out the works according to the specifications for security.
3. I/we acknowledge that regulation for tender and contracts for works. General conditions of contract and standard special conditions of contract as issued by KRCL will form part of the tender /contract documents even though they are not attached to the same. This can be purchased at KRCL office on payment basis.
4. I/we here by declare that I/we shall deploy security supervisor on monthly salaries for each shift of working as indicated in tender document, to the entire satisfaction of corporation.

5. I / We declare that I / We have due registration / license number issued under The Contract Labour ( Regulation & Abolition ) Act 1970 & The Provident Fund act by appropriate authority under the said act.
6. A Sum of Rs.12,000/- is remitted herewith as EMD in the form of crossed demand draft in favor of KRCL Ratnagiri payable at Ratnagiri without prejudice to any other rights of remedies available to the corporation the said full amount of EMD shall stand forfeited if.
  - a) I/we do not keep the offer open for a period of 90 (ninety) days from the date , fixed for opening of the tender or resile from my/our offer or modify the terms and conditions there of in manner not acceptable to the KRCL.
  - b) I/we don't execute the contract agreement within 15 days after receipt of acceptance letter/letter of intent issued by corporation that such document is ready. OR....
  - c) I/we do not commence the security within 15 days after the receipt of order to that effect.
7. Until a formal agreement is executed, letter of acceptance of this tender shall constitute binding contract between us subject to modifications as may be mutually agreed to between us and indicated in the letter of acceptance of my/our offer for this work.

Signature of Tenderer

Date :

Name :

Address:

Seal :

Signature of witness :

- 1.
- 2.

## **SCOPE AND GENERAL DESCRIPTION OF WORK**

Name of work : Providing round the clock security services, at Konkan Railway Stores , Godown, yards, Karbude TVCR or other nominated locations & at the office of Regional Railway Manager, & its premises in MIDC, Ratnagiri.

### **INSTRUCTIONS TO TENDERERS**

The details of service which are required to be executed under this tender are detailed below for the guidance of tenderers.

1. The main scope of work consists of :  
Providing round the clock security services at Konkan Railway stores , godowns, yards, Karbude TVCR or other nominated locations & providing security services for the office of Regional Railway Manager & its premises in MIDC, Ratnagiri & any other location as directed within KRCL office at RN.
2. The tenders must be enclosed in sealed covers super scribing thereon the name of the work as mentioned in tender notice & must be deposited in tender box in the Konkan Railway Stores Depot. MIDC, Ratnagiri. The tenders will be opened at the stipulated time in presence of such of those tenderers or their authorized representatives who may choose to be present. Tenders received after the due date and time specified, are liable to be summarily rejected.
3. Tenders containing overwriting, additions, alternations, erasures, obliterations, and other defects are liable to be rejected. All corrections made by the tender should be properly attested by the tenderer. If the tenderers want to specify any special conditions or furnish any additional information by way of clarifications. applications etc. they may do so in a covering letter only and in no case make any alterations or corrections in the tender documents.
4. The tenderer(s) shall sign on every page of tender document and submit the tender document intact.
5. The tenderer shall quote rates, based on the manpower to be deployed. Wherever there is difference between the rates quoted in figures and in words, the rate quoted in words only will prevail.
6. The tenderer shall visit the locations and ascertain for himself of all the aspects of site conditions.

7. The tenderer(s) shall also send along with the tender attested photo state copies of documents like deed, articles and memorandum of association, certificate of incorporation, memorandum of understanding in respect of consultancy / collaboration proposal, Partnership deed etc. In case relevant records are not submitted at the time of applying for pre qualification, the corporation may demand production of, the original document as may be considered necessary.
8. Unless otherwise mentioned, the General condition contract 1991 of the Konkan Railway Corporation Ltd. , shall be applicable to this contract.
9. The successful tenderer(s) has/have to deposit the security deposit in such manner as specified in the tender document.
10. Tenderer shall submit the list of security service provided at other locations with their contract value.
11. Non compliance with any of the conditions set forth in this tender document is liable to result in the tender being rejected.
12. The tenderer should indicate the total value at the appropriate place in the schedule and rates and/or in summary sheet of tendered amount as the case may be.
13. These, "instructions to the tenderers" shall be deemed to form a part of tender documents.
14. The term "Correction slip" wherever mentioned in the tender document shall include any Addendum slip/Corrigendum slip as well.
15. Any condition stated by the tenderer in the covering letter submitted by him along with the tender shall be deemed to be a part of contract only to such an extent as has been explicitly accepted by the corporation.

For Regional Railway Manager,

Signature of Tenderer

Konkan Railway Corpo. Ltd. Ratnagiri

Date :

Name :

Address :

Seal :

## **CERTIFICATE**

I/we hereby declare and certify that I/we have inspected/Investigated the location of areas of work and have fully familiarized myself/ourselves with all aspects of security service such as accessibility, working condition & other conditions mentioned in this tender document.

Signature of Tenderer

Date & Address :

## **SPECIAL CONDITIONS OF CONTRACT**

1. Cancellation of Documents:

The cancellation of any document such as power of attorney, Partnership deed etc. Shall forthwith be communicated by the contractor to the corporation in writing failing which the corporation shall have no responsibility or liability for any action on the strength of such document.

2. Dissolution of contractor's firm.

If the contractor's firm is dissolved due to death or retirement of any partner or for any reason whatsoever before completion of the contract period or any part of it as undertaken by the principal agreement, the partner shall remain jointly, severally and personally liable to complete the whole contracted work to the satisfaction of the corporation and to pay compensations for loss sustained if any, by the corporation and to pay compensations for loss sustained if any, by the corporation due to such dissolution.

3. It shall be clearly understood that the contractor is personally responsible for any commissions and omissions on the part of men deployed, by him in case of any damages to Railway/public property or injuries to the traveling public on account of failure of contractor to adhere to safety or resulting in an accident, the cost of damages will be recovered from the contractor from this work or other on going works, in addition the contractor will also be liable for criminal prosecution.

4. Income tax deduction from bills as per extant orders of the Government of India. A deduction at source as per prevailing rate towards Income tax together with surcharge thereon as per extent rules will be made from the gross payable amount of all bills under this contract.

5. Sales Tax , service tax or any other taxes

The contractor shall bear in full any sales tax and / or other taxes levied by the state Government and / or Central Government from time to time. This would be entirely a matter between the contractor and state Government or central Government and no claim what so ever on this account shall be entertained by the corporation.

6. If the work is cancelled before commencement or terminated during execution in accordance with the condition prescribed in the General conditions of contract corrected up to date, The corporation reserves the right to invite fresh tenders for the whole or any portion of the work and no claims will be entertained in this respect.
7. The security deposit for the work required to be remitted by the contractor shall be 10% of the value of the contract subject to a maximum of Rs. 50,000/-. EMD of the successful tenderer will be retained as security deposit.

Signature of Tenderer

For Regional Railway Manager,  
Konkan Railway Corpo. Ltd. Ratnagiri

Date :

Name :

Address :

Seal :

## **ADDITIONAL SPECIAL CONDITIONS**

1. Scope of work. :  
Providing round the clock security services at Konkan Railway stores , godowns, yards, Karbude TVCR or other nominated locations & providing security in the office of Regional Railway Manager & its premises at MIDC ,Ratnagiri. However, subsequently, requirement may increase / decrease as per the requirement of KRCL & rates so approved shall be applicable for such increase / decrease.
2. Security personnel will have to keep an eye on the movement of any persons in the area / premises where he is working & protect the location premises from theft / damage etc. The agency should nominate one literate / educated Supervisor , who will co-ordinate with Security Guards & KRCL on day to day basis . However, no payment will be made for this Supervisor by KRCL. The owner / proprietor / partner or any authorized person of the agency can also do this.
3. Maintenance of accurate record of vehicles. visitors crossing the gates and conducting checks is a must. The formats of records & checks to be maintained will be given by KRCL after the award of contract.
4. At stores depot RN the security guard will have to check / monitor all types of vehicles at RRM/RN office / Executive Colony (i.e. Railway & visitors) & the movement of materials inside and outside the gates of the depot. No materials are to be allowed to go out without proper issue voucher issued by the stores department. It has to be ensured that the material so going out is tallying with the description & quantity of material indicated in the Gate Pass / issue voucher. The receipt of materials also have to be checked at the gate with documents. No outside persons should be allowed inside depot premises unless accompanied by stores department staff of KRCL.
5. In case of theft or loss to any KRCL material or property the cost of the same will be recovered from the security agency. The financial loss will be assessed by KRCL, which will be binding on the contractor / agency.
6. The Security Agency should also take further action of lodging FIR, if instructed by KRCL. The security agency should also co-ordinate with RPF. The agency shall keep liaison with the nearest police station, local authorities & Fire services etc. so that help could be sought from them in case of any emergency.

7. Attendance of security guard is a must to ensure regular attendance as well as payment. An identity card should be made available with the concern security guard every day which will be countersigned by KRCL's nominated representative.
8. Continuous round the clock (24 hrs ) security is strictly compulsory and any gap in between may result non-payment of the bill, besides termination of contract . Periodical checks will be conducted by KRCL every day & an absence / in-alertness of security guard even for a small duration will be liable for non-payment / termination of contract or as decided by KRCL.
9. A security guard shall not work more than 12 hrs. a shift & another guard will be strictly required as replacement .Payment will be made per person as mentioned in the schedule & based on 12 hrs. shift. The security guard shall be in proper uniform with a stitched badge having name on it.
10. If any security guard is found making any suspicious / unpleasant movements or indecent behaviour in the campus, then he shall be replaced by the agency & no payment shall be made for the shift.
11. The security guards provided must be preferably energetic , physically fit & without any health problem in the age group of 25-50 & minimum height of 152 cms.
12. 10% of bill amount will be recovered by KRCL every month and kept as security deposit same will be refunded on the successful completion of the contract.
13. The payment of the security guards is the sole responsibility of security agency and KRCL shall not be responsible for any taxes etc and / or dealing with Assistant Labour Commissioner.
14. Security personal will protect the assets & patrol the complete premises of RRM office & including colony. It is a responsibility of the security people to prevent trespassers (outside persons- Non-Rly.) & other types of people as informed by KRCL. The security guards shall help staff members in maintaining law & order problem. They shall be responsible for regulating the visitors if any shown to them.
15. The agency should supply an identity card with photograph , address, permanent address, father's name & same will be approved by KRCL's authorized representative. KRCL shall not allow any security guard without photo identity card.

16. The agency should submit the details of security guards with bio-data & take approval of KRCL before deploying the same. Required qualification of security guards should be minimum VIII th standard & a certificate of a medical practitioner for his medical fitness should be attached to his bio-data. Security agency shall also submit a character certificate of each guard with his bio-data. It is the sole responsibility of the security agency.
17. KRCL shall not provide accommodation , transport, food & any other item & the agency should bear the same. However, office infrastructure like chair, table etc. can be used by the agency. All the consumables & other expenses of cells / lathis/torches shall be borne by the agency.
18. The agency should provide a suitable uniform, shoes, cap to security guards & take prior approval of KRCL. The security guards should behave decently & should not smoke / drink alcohol or any other prohibited item while on duty. Any violation of this by any security guard shall result in termination of contract & non-payment.
19. KRCL shall have the right to remove the security person / agency if found unsuitable due to any reason & contractor shall not ask any reason for the same & decision of KRCL shall be final & binding.
20. KRCL means Asstt. Materials Manager , Ratnagiri of KRCL or any other authorized KRCL representative as decided by RRM/RN. The security guard shall be courteous , well behaved & maintain a good personal hygiene with good communication skills.
21. KRCL may also conduct a minimum required medical test, of security guards deployed during the contract period & minimum charges towards the test will be recovered from bills.
22. The security person should adhere to ,the instructions given by KRCL from time to time & perform other duties connected with security also as & when required. Non-compliance of their instructions shall be liable for termination of contract & / or non-payment as decided by KRCL.
23. At any point of time, KRCL can terminate the contract without assigning any reason.
- 24.a) The contractor / agency should be fully responsible for all labour related issues like PF, Insurance, Workmen compensation act, salary or any other labour related issue & KRCL is not responsible for violation of any labour rules / acts/ circulars of Central / State Govt. etc.
  - b) KRCL is not responsible for any accident / mishap / casualty / injury or any other related problems of security guards, when they are on duty at KRCL premises & who have been deployed by the agency for KRCL security & the agency shall be fully responsible for the same.

- c) The contractor shall provide all related tools, plants, working materials, working cell phones, Uniforms to security persons etc. to perform their duties.
  - d) The contractor shall have a valid license under, The Contract Labour (Regulation & Abolition) Act 1970.
  - e) The contractor should have a valid registration number issued by The Provident Fund authority under the Provident Fund Act.
25. The security guard should also be able to maintain records / files & also be aware of other KRCL office related works.
26. During any point of time if security guard is found to be incompetent or violating any condition of contract or creating any panic or threatening KRCL personnel or not wearing uniform shall attract a penalty of Rs.500/- in the first instance & / Rs.1000/- in the second instance or termination of contract.
27. Payment shall be made by cheque, (for e-payment, necessary information shall be submitted in the prescribed format) - on the production of bill in the subsequent month based on the certificate & verification by authorized representative of KRCL.
28. If any security guard found sleeping / inactive / negligent in duty / non-compliance of instructions, then he shall be considered as absent from duty and no payment shall be done for the shift by KRCL. If this repeats, then the security guard shall be required to replace.
29. The Security Guards employed by the agency shall not be the employees of KRCL in any form & after the contract is completed the security guards employed by the agency shall not have any claim on KRCL what so ever. KRCL can increase / decrease the man power strength (Security guards) during the contract period & any extras shall be paid at the same rates. Also, if the strength is decreased by KRCL no compensation shall be payable to the agency.

Signature of Tenderer.

Date  
Address

For Regional Railway Manager

Konkan Railway Corporation Ltd.  
Ratnagiri.

## KONKAN RAILWAY CORPORATION LIMITED

### SCHEDULE

Name of work :

Providing round the clock security services at Konkan Railway stores , godown, yards, Karbude TVCR or other nominated locations & office of the Regional Railway Manager & its premises in MIDC at Ratnagiri .

Slno.	Description of item	Unit	Qty.	Rate in Rs. For	
				Ex-servicemen	Non Ex-servicemen
01.	Stores open yard & Godowns (Night-01 Day-01)	Nos.	2		
02.	Karbude TVCR at night	Nos.	1		
03.	RRM/RN's Office premises	Nos.	2		

I/We offer to do the work at (in figure) Rs. \_\_\_\_\_  
In words Rs. \_\_\_\_\_

Note : Ex-servicemen security guards are preferred .

Signature of Tenderer  
Name & address

For Regional Railway Manager  
Konkan Railway Corpo. Ltd.  
Ratnagiri

No.KR/RRM/RN/SECURITY/02

Dt.: 02/03/2010

KONKAN RAILWAY CORPORATION LTD. RATNAGIRI

NOTICE INVITING TENDER

To,

\_\_\_\_\_  
\_\_\_\_\_

Sealed tenders are invited for the work cited as per the following details .: Necessary tender documents may be obtained from this office from 10.00hrs. of 02/03/2010 upto 12.00hrs. of 05/04/2010 on payment of tender form fee as mentioned by crossed demand draft in favour of KRCL payable at Ratnagiri. Tenders without EMD are liable for rejection.

Name of work : Providing security services at Konkan Railway Stores, Godowns / yards, Karbude TVCR or other nominated locations & Office of Regional Railway Manager & premises at MIDC Ratnagiri .

Tender no. : KR/RRM/RN/SECURITY/02 dated 02/03/2010

Contract Period : 01 Year (Initially)

Earnest Money Deposit : Rs.12,000/-.

Last date & time for depositing sealed tenders in the tender box : 15.00 hrs. on 05/04/2010.

Place of depositing /opening of tender : Office of AMM/RN.

Time & date of opening : 15.30 Hrs. on 05/04/2010

Cost of tender form : Rs.100/- + Rs.12.5/- (Sales Tax)

The contractor has to remit the total amount of EMD in the form of DD in favour of KRCL payable at RN from any nationalized / scheduled bank.

Tenders will be opened at 15.30 hrs. on 05/04/2010 in the office of the RRM Ratnagiri in the presence of all the tenderers or their authorized representatives.

Corporation reserves the right to accept / reject one or all tenders without assigning any reason. Tender notice as well as tender documents are available on KRCL web site - [www.konkanrailway.com](http://www.konkanrailway.com).

For Regional Railway Manager ,  
Konkan Railway Corpo. Ltd., Ratnagiri.