

**MAHARASHTRA CRICKET ASSOCIATION  
Gahunje, Tal-Maval, Dist- Pune**

**Tender for providing Security Services at  
Maharashtra Cricket Association Stadium at Gahunje, Tal-Maval,  
Dist-Pune, Maharashtra**

Eligible and Interested Bidders are invited to submit their bid in sealed envelope for providing Security Services at **Maharashtra Cricket Association Stadium at Gahunje, Tal-Maval, Dist-Pune, Maharashtra. Submission Date 20th April 2024, before 04:30 PM at MCA's International Cricket Stadium at village Gahunje, Tal. Maval, Dist. Pune.**

Place:- Gahunje, Pune

(HON. SECRETARY)

## **BID ON MCA PORTAL FOR SECURITY SERVICE**

### **1. Requirement of Services**

1.1. The following Security Manpower Services are required at MCA:

Sl.No.	Description	No. of Security Personal Required	Area
01.	Security Guards	20	MCA Stadium Campus & Main Gate
02.	Security Supervisor	3	MCA Stadium Campus & Main Gate
03	Kennel Assistant	3	MCA Stadium Campus

### **2. Eligibility Criteria**

2.1. Agencies having sufficient experience as per bid requirement of providing Security Services in reputed organizations.

2.2 The Agency must be registered with the following statutory bodies such as ESI, EPF, PSA (Regulation) Act,2005, and GST.

2.3. The Bidder must have an average annual turnover of minimum One Crore during the last three financial years (2023-2024, 2022-2023, 2021-2022). Bidder has to submit Audited Balance Sheet/Audited Income and Expenditure statement/Audited Profit and Loss Account/Certificate of CA showing turnover of last three financial years.

2.4. The Agency should have compulsory license under the Maharashtra Private Security Agencies (Regulation) Rules, 2009 (i.e. in pursuance of the Private Security Agencies (Regulation) Act, 2008).

2.5. The bidder firm should not have been indicted for any criminal, fraudulent or anti competition activity by any Government Departments. Undertakings in below mentioned format must be uploaded with bid duly ink signed & dated with stamp of agency after the date of tender publication.

“The bidder firm M/s.....has not been indicted for any criminal, fraudulent or anti competition activity by any Government Departments/Public Sector Undertaking/Private Sector/or any other Agency. No criminal case is pending against the firm or its partners/directors.”

**2.6. Past Experience of Similar Services:** The Bidder must have successfully executed /completed at least one single order of 100% of the Estimated Bid Value or 2 orders each of 50% of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for providing Security staff in last three financial years (2023-2024, 2022-2023, 2021-2022) to any Central/State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services (providing security services) along with names, address and contact details of clients shall be submitted with the bid for verification by the Buyer.

2.7 Undertaking regarding compliance of statutory dues like ESI/PF/GST must be uploaded in below mentioned format duly ink signed & dated with stamp of Agency after the date of tender publication.

“I/We hereby confirm and declare that, M/s....., is not a defaulter of ESIC/PF/GST/Profession Tax/ Income tax or any other statutory dues to any state government or central government. I/We confirm that we shall pay all the statutory dues/Taxes on time & ensure compliance of all statutory dues.”

2.8. Bidder has to submit bid EMD of Rs.50000/- in form of Electronic Earnest Money Deposit (e-EMD). In Bank of Maharashtra, Deccan Gymkhana Branch, Pune 411004. Account Number : 60010718910, IFSC Code : MAHB0000003.

2.9. The Agency should not have been blacklisted by any organization. An undertaking in this regard duly ink signed & dated with stamp of Agency after the date of tender publication must be furnished by bidder as per below mentioned format.

“I/We hereby confirm and declare that, M/s....., Is not blacklisted/De-registered/debarred by any Government department/Public Sector Undertaking/Private Sector/or any other Agency for which we have Executed/Undertaken the works/ Services.”

- 2.10. The Bidder is expected to examine all instructions, eligibility criteria, forms, General terms and conditions and Special Terms and Conditions in the MCA tender document. Failure to furnish complete information as required with reference to the tender document shall result in rejection of the bid.
- 2.11. Bidder has to submit all the undertakings as per bid requirement duly ink signed & dated with stamp of Agency after the date of tender publication.

3. **SCOPE OF WORK**

There are two posts which are required to be manned 24x7 all days by security guards.

The Contract shall be valid for 3 years. However, the performance of Agency shall be reviewed at the end of every year and the contract may be continued / terminated on the basis of the performance. The contract may be extended for another one year at same rate and Terms & Conditions subject to the satisfactory performance. There is possibility of hiring additional security guards (including female security guards) which would be provided by the Agency as per same rate and terms & conditions.

4. **TERMS AND CONDITIONS**

4.1. **Commencement of Contract.**

- a. The contract will commence from **01.05.2024** or from the date MCA notifies to the successful bidder. The MCA will send an intimation letter to successful bidder. The successful bidder shall acknowledge the same and will revert with the letter of acceptance of the contract within 7 days of issue of intimation letter. Subsequently Work Order would be issued.
- b. The successful bidder shall arrange the Performance Security in accordance with the Terms and Conditions.
- c. The successful bidder shall prepare a list of the workers to be deployed with their details of Designation, Complete Qualification, total experience, EPF (if applicable), Bank Account number, Aadhar number and Status of Police Verification to be produced at the time of execution of contract.
- d. Subject to fulfillment of condition, successful bidder shall execute the contract on non-judicial stamp paper of Rs. 100/- Denomination within 07 days of issue of work order for commencement of contract. Non fulfillment of the condition of executing a contract by the contractor would constitute sufficient ground for annulment of the award and forfeiture of Earnest Money.

#### 4.2. **Workmen Safety**

- a. The contractor shall deploy only such adult workers who are physically and mentally fit and a general medical certificate to that effect should be enclosed with the bio-data of the workers at the time of commencement of contract and deployment of the persons.
- b. The service provider shall ensure the Health and Safety measures of the employees and it shall alone be fully responsible for wellbeing, safety, security and insurance of their personnel.
- c. The institute shall not be liable for any damage and /or compensation payable to any worker of contractor or to the contractor in case of any fatal injury/death caused to or by any manpower while performing/discharging their duties or otherwise, The contractor shall indemnify ESIC for all such damages, compensation and expenses whatsoever in respect thereof or in relation thereto.

#### 4.3. **Payment Procedure**

- a. Based on the attendance as verified by the designated Official/Officer, the Agency shall disburse the monthly salary directly into bank account of its employees by 4th of next month and this payment should not be linked to the payment of the bills by the MCA.
- b. For payment of the salary/wages, the Agency will have to submit the bill in duplicate complete in all respects endeavor to MCA by 7<sup>th</sup> of the subsequent month to make the payment to the Agency within seven working days from the date of submission of the bill, if found, complete in all aspect.
- c. While submitting the bill for the month, the service provider must enclose the following documents:-
  - (i) Details of payment of wages credited to their Bank Account of workers along with details of deduction and payment in respect of ESI/EPF/PTAX along with attendance verified by authorized person of the NICF.
  - (ii) Proof of payment of ESIC contribution employee-wise along with challan.
  - (iii) Proof of payment of EPF contribution employee-wise along with challan.
  - (iv) Details of GST payments of the last month/cycle along with Challan.
  - (v) A certificate that he is complying with all the applicable Statutory Dues.
  - (vi) Photocopy of the Attendance Sheet duly verified by authorized person of MCA in respect of the persons deployed for the billing month, along with salary sheet for the billing month as and when enforced.
  - (vii) All the payment to the workers to be made by the Agency through bank

transactions only. Cash payment shall be treated at par with non-payment of wages.

(viii) The contractor shall maintain such other records as per scope of work or prescribed by the MCA from time to time.

5. **GENERAL CONDITIONS OF CONTRACT (GCC)**

- 5.1 The Agency should engage all existing employees working at present.
- 5.2. The rate quoted shall be responsive and the same should be inclusive of all statutory obligations such as Minimum wages, ESI, PF contributions, bonus, service charges and all kind of taxes etc. The offers of those prospective bidders which do not meet the statutory requirements of applicable minimum wages, ESI & PF and Bonus are liable to be rejected.
- 5.3 Minimum wages as fixed and revised from time to time by the Competent Authorities.
- 5.4. The Agency shall comply with PF provisions, ESI provisions, Payment of Bonus Act etc. whichever applicable and all other statutory payments will be the liabilities of the Security Agency, applicable from time to time.
- 5.5. The Contractor must provide standard liveries (uniform) at his own cost to the Security staff. The staff shall be in proper uniform as approved by MCA and with their identity card properly displayed.
- 5.6. Weekly Day of Rest: An employee (Security Guard) in a scheduled employment in respect of which minimum rates of wages have been fixed under the Act, shall be allowed a day of rest every week (hereinafter referred to as “the rest day”).
- 5.7. Attendance of personnel will be maintained by the Service Provider and copy of the same shall be provided along with the monthly bill to the office of the MCA on the 1<sup>st</sup> working day of the following month.
- 5.8. On any given day, if any of contractor’s personnel(s) deployed under the contract is (are) absent or fails to report in time, the contractor must provide a suitable substitute in time, for this purpose the contractor must monitor on a daily basis the sanction of leave to the staff deployed.
- 5.9. The administrative issues like leave, weekly off, discipline etc., of the Security personnel are responsibility of the contractor and if failed to comply above compliance the appropriate action will be taken.
- 5.10. The Agency shall deploy security personnel after medical examination at its own cost and medical certificate is to be submitted to the NICF authorities at the time of deployment.

- 5.11. The list containing the names, verified addresses, affixing a photograph along with the signature of each employee appointed by the Agency shall be made available to the MCA with their Bio-data before commencing the contract.
- 5.12. The Agency will submit the proof of deposit of EPF and ESI within week from the disbursement of wages every month, to the ESIC authorities. Copy of the Challans vouchers in relation to ESI & EPF subscription deposit with the Bank should be submitted every month with certified copy of list of deployed security guards against whom the amount is deposited. Certified copy of returns submitted to the ESI & EPF authorities should be produced periodically.

**Technical bid:**

**The following documents are required to be submitted for Technical Bid in separate sealed envelope.**

- A. Individual Firm or Proprietor or Company Registration/Incorporation Certificate as applicable.
- B. Details of Agency,  
(a) Name of Contract Person  
(b) Mobile Number  
(c) Telephone/ Fax No(s)  
(d) e-mail address
- C. Statutory Details (copy to be uploaded)
1. License under Maharashtra Private Security Agencies (Regulation) Rules, 2009
  2. Registration No. of the Firm
  3. PAN No.
  4. EPF Registration No.
  5. ESI Registration No.
  6. MLWF Registration
  7. GST Registration No.
  8. Profession Tax Registration No
- D. Details of previous experience (Completion Certificate issued & signed by the competent authority of the client entity along with the supporting documents such as Work order/Purchase order OR Contract clearly highlighting the scope of work, Bill of Material and value of the contract/ order.)
- E. Income Tax Returns of last three financial years i.e., 2021-21, 2021-22 and 2022-23.

- F. Audited financial statements of last three financial years i.e., 2021-21, 2021-22 and 2022-23.
- G. Scanned copy of EMD, if submitted physically.
- H. Start-up/MSME certification in case of seeking the MSME exemptions.
- I. Blacklisting Undertaking.
- J. Undertaking with respect to “not having been indicted for any criminal, fraudulent or anti competition activity by any Government Departments.
- K. Undertaking regarding compliance of statutory dues like ESI/PF/GST.
- L. last 2 years bank statement in which payments are received and made in respect of requisite ongoing work order.

**Submit Financial Bid in separate envelope mentioning detailed bifurcation of salary break-up and Agency fees/Service charges of Vendor.**

Signature of Authorized Representative of Agency with seal and date.