



## **SHIVSHAHI PUNARVASAN PRAKALP LIMITED**

(A Company fully owned by Government of Maharashtra)

CIN: 70200MH1998SGC116664

Griha Nirman Bhavan, 5<sup>th</sup> Floor, Bandra (EAST)

Mumbai – 400 051.

Tel. no. 69206920

Email. [sppl\\_mumbai@rediffmail.com](mailto:sppl_mumbai@rediffmail.com) ,Website : [www.sppl.biz](http://www.sppl.biz)

**No. SPPL/Adm/SG/1776/2024**

**Date: 23.12.2024**

## **TENDER FOR SECURITY GUARD ON CONTRACT BASIS FOR SPPL**

Shivshahi Punarvasan Prakalp Ltd. (SPPL) a Company owned by Govt. of Maharashtra having registered office at 5<sup>th</sup> Floor, Griha Nirman Bhavan, Bandra (East), Mumbai – 400 051 invited Sealed Tenders in prescribed format from reputed, experienced Private Security Agencies for “Deployment of Private Security Personnel” in 2 Bid System for our SPPL under jurisdiction of Regd. Office, Bandra and at different places. The tender documents can be obtained from this office any working day during hours on or before 4.00 pm on 02/01/2025. The tender document completed in all respects should reach this office on or before 4.00 pm on 02/01/2025 which shall be opened on 03/01/2025 at 4.30 pm on the same day. Tender form along with terms & conditions can be downloaded from [www.sppl.biz](http://www.sppl.biz) can be obtained at Mumbai, during the business hours.

sd/-  
MANAGER (Admin)  
Shivshahi Punarvasan Prakalp Ltd.

Date: 23.12.2024

Place: Mumbai

## **TERMS & CONDITIONS FOR ENGAGEMENT OF SECURITY GUARDS.**

1. Appointment of Security Guard for watch and ward shall be made from the first day of issue of work order for One Year and the same may be extended for further period for 6months on the same terms and conditions based on the requirements of the company and also as mutually agreed. Generally starts in 03/ 01/2025 in shall be competed in 31/12/2025.of next year. However, all the bales stored may be lifted in between at any time and in that case, services of Security Guard for that particular SPPL may be disconnected.
2. Valid License of providing security services.
3. Security Service Provide/Company should have minimum 5 years' experience in the field of providing Security Guards.
4. Branch Office of the Company must be located in Mumbai Metropolitan Region.
5. Two Security Personnel shall be deployed at our each SPPL for 24 hours starting from 8 AM to 8 PM and this shift period can be changed at the discretion of the Management at any time. Each guard should have adequate equipment's such as lathi, torch, whistle, proper uniform, identity card and also police verification certificate. He should have mobile phone or any other means of communication so that he may be contracted at any time.
6. Rate should be quoted on monthly basis for 24 hours daily duty (i.e. combined for 2 guards at Managing Director/SPPL office) which should be inclusive of all expenses such as PF, ESI, Bonus, gratuity etc.
7. Applicable Service tax on bill amount however, may be paid extra as per Rules provided the security agency hold the GST Tax Registration No. and also mention the same on each bill.
8. The Security Services shall be governed by various Statutory Labour Laws of the State and Central in force and amendments thereto from time to time such as:-
  - a. Minimum Wages Act.
  - b. Workmen's Compensation Act.
  - c. Contract Labour Registration & Abolition Act.
  - d. The Employees; Provident Funds and Misc. Provisions Act.
  - e. ESI Act.
  - f. The Payment of Bonus Act.
  - g. The Payment of Gratuity Act.
  - h. Any other Applicable Law/Act.
  - i. Goods and Services Tax Act.

It shall be the total responsibility of the Service Provider to observe and follow all State/Central Govt. Rules and Regulations in this regard.

The Security Service Provider shall have to maintain all required registers and records upto date as stipulated in the above Laws and produce the same for inspection whenever required by any inspecting officer of the Government or the officers of the SPPL.

9. The successful tenderer / bidder shall within 7 days from the date of intimation of Acceptance their tender deposit with an impress free 'Security Deposit' of Rs. 48,000/- (In words Rupees Forty Eight Thousand only) by way of demand draft on any nationalized schedule bank in favour of "Shivshahi Punarvasan Prakalp Ltd. payable at Mumbai being Security deposit.
11. The Security Deposit will not bear any interest whatsoever & it shall be refunded after completion of the contract.
12. Monthly payment shall be made within 10 days after receipt of the bill from the Security Guard provider duly endorsed by our Centre Incharge/SPPL Incharge and satisfying over mandatory obligations of the state/central government.
13. SPPL shall not provide any accommodation and meals to the Guard deployed under this contract.
14. The Security Services are required in the Districts of Maharashtra State. There is no guarantee for minimum or maximum work.
15. All legal compliances shall be fulfilled by the Service Provider.
16. The Security Personnel should periodically be supervised by the senior officer of the Security Provider from time to time and proper record of such supervision shall be maintained which can be checked by the SPPL at any time.
17. Final decision for work order L-1 Company shall be communicated within 7 days from the date of opening of tenders. However, location of SPPL and Mumbai where Security Personnel are to be appointed shall be given as and when required.
18. The Company reserves its right to accept or reject any bid or all the bids without assigning any reason.

Signature of the Tenderer:.....

Name of the Tendered:.....

Address & Seal:.....

## **OTHER TERMS**

- 1) Last date for receipt of tender from Branch Office, Mumbai: Date 02/01/2025 Time 4.00 PM.
  
- 2) Last date for submission of tender : Date 02/01/2025 Time 4.00 PM
  
- 3) Date of Opening : Date 03/01/2025 Time 4.00 PM

4) **Mode of Submission of tender:-**

The tenders shall be submitted in 2 Bid systems as under:-

**i) Technical Bid – I:-**

- a. Service provider must have PAN TAN, GST, ESIS and EPF Code No. Otherwise tender shall be reacted. Copy of the same to be attached otherwise tender will be created cancelled.
- b. In case the tenderer does not have min. 5 years' experience in the same field, the tender shall not be considered.

**ii) Financial Bid- II:-**

In Financial Bid-II, rate of combined two security guards on monthly basis for 24 Hrs. Services at our SPPL office to be submitted which should include all the expenses such as ESI, EPF, Bonus, gratuity etc., and no extra charges in any account shall be paid by SPPL. However, GST tax as per Rules shall be given extra on bill amount. Rates be given considering Service on all the 6 days a week as SPPL office cannot be left unattended on any day. This Financial Bid should be submitted in a closed Envelope marked as “B” (Financial Bid-II).

Both the above Bids, i.e. Envelope “A” and “B” should be put in another envelope marked as “C” super scribing on it “TENDER FOR SECURITY GUARD for the year 2024-25. Name and address of the tenderer should be shown on each envelope.

- 5) Both the above Bids should be signed by the authorized person of the Security Guard Provider/Company.
- 6) The tender forms so received shall be opened on 03/01/2025 at 4.00 PM.

Envelope "A" containing Technical Bid-I will be opened first and envelope "B" (Financial Bid-II) shall be opened in respect of only those tenderers who qualify as per Technical Bid-I.

- 7) Tenders containing false, incomplete and/or inadequate information are liable to be rejected.
- 8) Tender shall strictly be accepted only on the SPPL terms & conditions no conditional tender shall be accepted.
- 9) The authority of acceptance of this tender / bid rest the Managing Director, Shivshahi Punarvasan Prakash Ltd. office at 5<sup>th</sup> Floor, Griha Nirman Bhavan, Bandra (East), Mumbai – 400 0519.
- 10) The right is reserved to revised or amend the tender documents fully or in part before the deadline for submission & deviation, amendments if any, shall be committed in the form of Corrigendum.
- 11) Tenders must be submitted in the tender in the original information/tender form downloaded from the SPPL website [www.sppl.biz](http://www.sppl.biz) taken from out office and there should not be any addition of any deletion or any alternation to the content of the tender documents. In the event of this being different from the original tender documents, tender documents may be rejected by the Company.

**We agree all the terms & conditions of the tender document.**

Signature of the Tenderer:.....

Name of the Tendered:.....

Address & Seal:.....



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### **Technical Bid-I** **Tender form for Security Guard** **(SPECIFICATIONS)**

Sr. No.	Particulars	Details
1.	Whether the Company has office in Mumbai (If yes furnish the following details) i) Contact Person  ii) Address of office (with phone No's & E-mail ID)	YES/NO
2.	Furnish following details of Registered Office of the Company under whose jurisdiction our Branch Office falls i) Contact Person  ii) Address of office (with phone No's & E-mail ID)	
3.	Whether the Company has 5 years' experience in dealing with Govt. Agencies/Companies/Firms. If yes, please furnish the list of such clients in Separate list be annexed.	YES/NO
4.	Permanent Account Number of the Security Service Provider/Company	

5.	GST Tax Registration Number	
6.	EPF Code Number	

Signature of the Tenderer:.....

Name of the Tendered:.....

Address & Seal:.....



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Mumbai – 400 051.

Tel. no. 69206920

Email. sppl\_mumbai@rediffmail.com ,Website : www.spl.biz

### Financial Bid-II

### Tender for Security Guard

Sr. No.	Particulars	Details
1.	Name of the Company with complete address	
	Phone No. E-Mail ID	
2.	Name of the Contact Person with Mobile No.	
3.	Monthly charges for Security Services (on 24 Hrs. Service basis i.e. 2 Guards on 12 hours duly) inclusive of all such as ESI, EPF, Bonus, Gratuity, Uniform, Adm. Charges etc.	Rs..... (Excluding GST tax only)

**NOTE:- L-1 shall be decided on the basis of lowest rates quoted per month for daily 24 hours service on all 6 days a week per SPPL Office. (Two guards having 12 hours duty each). There will not be any holiday and alternative arrangement will have to be made by the Service Provider in case of absence of any individual.**

Signature of the Tenderer:.....

Name of the Tendered:.....

Address & Seal:.....



