

Request for Proposal for Invitation of Price Bid

Price Bid Ref No: ALAMADHI SS/PUR/ENQ/01/2025-26 Dt : 24-06-2025

Dear Sir,

Subject: INVITATION OF PRICE BID FOR HIRING SECURITY SERVICE

The Alamadhi semen station (NDDDB Dairy Services), Avadi having its Office at Edapalayam Post, Ponneri (TK), Thiruvallur District, invites price bid for Hiring Security Service on monthly basis as per following terms and conditions:

1. You are invited to submit your most competitive quotation for the following respects.

Sl No.	Item	Service required	Remarks
1.	As Per List Attached	As per attached <u>Annexure -A</u>	

Location and Area:

Nearest Railway Station: Avadi (Bangalore/Mumbai/Kerala to Chennai) & Chennai.

Nearest Airport: Chennai.

Nearest Major Town: Chennai.

Access Major Town: SH-114 (Red Hills Town-Thiruvallur).

1. BID PRICE

- The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- The price bid shall be submitted in the format enclosed at Annexure-1.
- The rates quoted by the bidder shall be fixed and shall not be subject to adjustment on any account.
- The prices shall be quoted in Indian Rupees only.
- NDDDB Dairy Services may issue "C" form to the Bidders
- No price negotiation will be done with any bidder. The purchase order will be issued to the lowest responsive bidder.

3. Each bidder shall submit only one quotation. Bidder shall not contact other Bidders in matters relating to this Quotation.

4. Validity of Quotation

Quotation shall remain valid for a period not less than 30 days after the deadline date specified for submission.

5. **Specifications:** As per attached **Annexure - I**

6. **Evaluation of Quotation**

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) are properly signed ; and
- (b) Conform to the terms and conditions, and specifications.

Sales tax, Packing, Forwarding, Freight & Insurance charges in connection with sale of goods shall be taken into account in evaluation

7. **Award of contract**

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

7.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

7.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order.

8. **TERMS OF PAYMENT: 100%** payment shall be made after 30 days after Submitting/ acceptance of the invoice.

9. You are requested to send your offer on or before 14th JULY 2025, 12 pm to NDDB Dairy Services, Alamadhi Semen station, Alamadhi Village, Ponneri (TK) , Thiruvallur District, Chennai-600052 in a sealed envelope inscribing **“Offer for Hiring Security Guard Services”** at Semen Station, Alamadhi, Chennai”.

10. We look forward to receiving your quotations and thank you for your interest in this project.

Thanking you!

Yours faithfully

For Alamadhi Semen Station,



Purchase

FORMAT OF PRICE BID

Bid Ref No.: ALAMADHI SS/PUR/ENQ/01/2025-26 Dt: 24-JUNE-2025

Name of Contract:

To
NDDDB Dairy Services
Alamadhi Semen Station
Upparapalayam Road,
Edapalayam (post)
Redhills – Chennai-600052

Dear Sir:

With reference to your invitation of the price bid, the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the Goods and associated services in full conformity with the invitation for price bid, for the sum of Rs. _____ (hereinafter called “the Total Bid Price”). The above amounts are in accordance with the Price Schedules attached herewith and are made part of this bid.

We undertake, if our bid is accepted, to deliver the Goods and associated services in full conformity in accordance with the delivery schedule and consignees indicated in your invitation for the price bid.

We undertake that, in competing for (and, if the award is made to us, in executing) the above Agreement, we will strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act 1988”.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

We understand that you are not bound to accept the lowest or any bid you may receive.

We confirm that there is no change in our eligibility and no adverse change in qualification information submitted during the first stage bidding.

Dated this [*insert: **number***] day of [*insert: **month***], [*insert: **year***].

Signed: _____

Date: _____

In the capacity of [*insert: **title or position***] Duly authorized to sign this bid for and on behalf of [*M/S.*

PRICE SCHEDULE (Hiring for Security Guards Services Bid Ref No. ALAMADHI SS/PUR/ENQ/01/2023-24)
Dated, 24 JUNE 2025

1	2		3	4	5	6
S No.	Type of work	No of Required	Rate	Unit	Total 12 month (Rs.)	
1.	ASO- (As per chart)- 1 duty per day for 12 hrs	01 Nos		Shift		
2.	Security Guard (As per chart)-1 duty per day for 12 hrs	07 Nos		Shift		

Note: In case of discrepancy between unit price and total price, the unit price shall prevail.

Total bid price in Rs. (In words): _____

Signature of Bidder: _____

Name _____

Business address _____

Place:

Date

Deployment would be as per the following chart.

Service from 01-08-2025 to 31-07-2026							
Requirement of Security Guard - 12 hours							
Shift		Main Gate	Time Office	HTLT & Admin Office	Quarantine Section	Night RoundsGuard	Total
Security Officer	7am to 7pm	0	1	0	0	0	1
Security Guard	7am to 7pm	1	0	1	1	0	3
	7pm to 7am	1	1	0	1	0	3
	7pm to 7am	0	0	0	0	1	1
Total		2	2	1	2	1	8

Job Description:

- 1) 100% adherence to SOP for the security personnel.
- 2) Time office management.
- 3) Switching on the gen set as and when required.
- 4) Switching on the motor for garden for watering during night time.
- 5) Night rounds every two hours in vulnerable places as per the schedule given by this office.
- 6) Verification at shower cap area during early morning.
- 7) Watch and ward for all the assets in the campus.

Major Terms & Condition:

1. The company shall deploy trained personnel and shall use its best endeavours to operate the services. The personnel should be physically fit, technically sound, neat & tidy. The security guards shall be literate and able to read and write English, so that they can take care of the mandatory register entries.
2. The personnel should be able, to perform all necessary tasks assigned. If personnel deployed are not upto the satisfaction of the Management, the company shall have that person replaced by some other suitable person.
3. The security guards deployed shall be less than 45 years of age. ID proof shall be provided to the HR Dept. before deploying.

OBLIGATIONS OF THE CONTRACTOR

1. The Contractor will provide the Security Service with due care and skill and in accordance with all prevailing relevant legal requirements.
2. The Contractor directly and/or through the personnel deployed by him should ensure that all the duties and responsibilities as enlisted below, but not limited to; is performed without fail as a part of this agreement:
3. All security posts or locations are adequately manned and the security office at the Main Gate, Time office & Quarantine are never deserted.
4. The Main Gate of Alamadhi Semen Station and the Gate for the entry to Yellow Zone and Red Zone are always kept closed to prevent unwanted and unwarranted entry of personnel and Animals to the respective areas.
5. No unauthorized personnel, Man or Animal is entering the premises and Precincts of Alamadhi Semen Station
6. No unauthorized vehicles are entering the premises and Precincts of Alamadhi Semen Station.
7. Proper entries as mandated by the Company is made in the vehicle register when a vehicle without permanent or temporary Vehicle pass issued by the Company is permitted inside the premises and Precincts of Alamadhi Semen Station
8. Visitors to Alamadhi Semen Station are permitted inside the premises only with due authorization of the officials of the Company.
9. Details of the Visitors including their photographs are duly entered in the visitor management software before allowing them to enter yellow zone.
10. The employees, visitors, laborers of Alamadhi Semen Station is treated with courtesy and respect.
11. The visitors are allowed after the green zone only after issuing visitor tags according to the zones which they are going to visit with prior approval of the competent authority.
12. The visitors are allowed in yellow zone only with shoe cover and/or visitor foot wear.
13. The employees and laborers are entering the yellow zone only after changing their foot wears.
14. The security personnel deployed should be thorough with the biosecurity protocols to be followed in the company.
15. The employees and visitors entering the yellow zone follow the biosecurity protocols (Foot Dip, Hand Washing using 4% Sodium Carbonate and Raw Water, Cleaning the hand with hand wipes provided)
16. To ensure biosecurity protocols scrupulously the security personnel deployed at the Quarantine Security Post should never be interchanged with security personnel of any other post or vice versa.
17. The vehicles entering the yellow zone are thoroughly washed and disinfected as per the protocols mandated by the company.
18. The vehicle dip and foot dip is maintained as per the stipulated protocols.
19. Material, animals and any other vehicle carrying anything out of Alamadhi Semen Station is permitted to proceed only after due verification and only on producing a valid Gate Pass
20. Thorough physical Checkup of the transport and passenger vehicles are done before allowing entry to the premises of Alamadhi Semen Station
21. No arms or explosives bearing person or vehicle is allowed to enter the premises and Precincts of Alamadhi Semen Station
22. No vehicle bearing animal excreta or dead animals are allowed to enter the premises and Precincts of Alamadhi Semen Station
23. The log entries of the vehicles hired under contract with the company is duly maintained in the vehicle log register as mandated by the Company.
24. Through checks of the bags of laborers and employees are done for tobacco products, alcoholic drinks and other unauthorized items before they are permitted inside the Company for work.

25. Frisking of the personnel working in the company is done before they are allowed to enter inside the company on a daily basis. The bags are checked and frisking is done before allowing a laborers or employee to exit the yellow zone.
26. Security rounds / Beat is done by the personnel working during his night duty in the entire company premises twice during his duty hours between 7.00pm to 7.00am
27. The route map to be followed for beat patrolling is as provided in Annexure 2 of this agreement and the security personnel should be present at that particular location at the time specified during beat patrolling. The location wise timings are given in Annexure 3 of this document.
28. The security personnel have to use whistle during his beat patrolling.
29. Company will install QR code scanners at various locations in the route of beat patrol which the security personnel has to scan to record his presence in that location. For scanning the QR Code the personnel should carry a smart phone with internet connectivity.
30. Check all the doors are properly locked and all electrical fittings and accessories are tuned off after office hours and after the employees have left the offices
31. Suggest and implement any improvements in security protocols followed or to be followed in the company which is deemed fit with approvals from the Company officials.
32. Prudently ensure the safety and protection of the assets and personnel of the Company to prevent from any losses, damages, fire, theft, arson or burglary.
33. Submit a monthly report to the Company on any critical security issues if any that might have arisen during the preceding month.
34. Any other duty pertaining to security management specifically assigned by the Company from time to time.
35. All Security guard should be known to write English & Tamil and should be able to use smart phones.
36. ASO Should be able to handle Android phone & post the Complaint in Mobile App.
37. HTLT & Admin office guard will be used as multi - purpose, he should know two wheeler driving with valid License.
38. The Contractor will be liable for due observation & implementation of the statutory conditions or requirements of labour law as applicable to it as well as to its workers. The manpower deployed by the Contractor would be as per annexure 1 attached.
39. The Contractor shall execute and efficiently handle the work of providing security services to the Company and its staff as entrusted to it in accordance with the specifications given by the Management.
40. The Contractor shall deploy only trained personnel for providing security services for the Company. A copy of the training certificate of the personnel deputed by the contractor to work at the Company should be shared with the HR department before commencement of duty by any new personnel.
41. The personnel deputed by the contractor should be physically fit, technically sound, well-groomed and should be always seen neat & tidy in uniform while on duty. The personnel should be able, to perform all necessary tasks assigned within the preview of this agreement. A physical fitness certificate of the personnel deputed by the contractor to work at the Company should be shared with the HR department before commencement of duty by any new personnel.
42. The personnel deputed by the contractor should not be more than 48 years old and should be at the least having an educational qualification of Plus two with a working knowledge in English and Computer. The copies of the educational qualifications of the personnel so deputed by the contractor should be submitted to the Manager HR as and when a new personnel is deputed by the contractor. Any relaxation in the educational qualifications may only be considered if the personnel deputed by the Contractor is an Ex Service Personnel and it is done at the sole discretion of the General Manager Alamadhi Semen Station.

43. If the personnel deployed by the Contractor is not meeting the age/educational qualification or any other criteria stipulated as per the agreement, the Company may deduct the payment for the personnel so deputed from the final bill to the Contractor.
44. The Personnel deputed by the contractor should at no circumstances have any pending criminal cases against him or should not have punished by a Court of Law for criminal offences.
45. The personnel deputed by the Contractor should at no circumstances have a history of maiming animals or at no circumstances tried by a Court of Law for theft or as an accomplice in Theft /burglary/ Arson.
46. If personnel deployed are not up to the satisfaction of the Company, the Contractor shall have that person replaced by a suitable person before next duty.
47. The mobile numbers of the personnel deputed by the Contractor should be voluntarily shared with the Company by the Contractor as and when the personnel are deployed by the Contractor.
48. The Contractor shall make own arrangement for communication, Uniform, Shoes, stationary and transport of its employees deputed to work at the company.
49. The personnel/employees deputed by the Contractor shall observe and comply with all the procedures, rules, regulations and policies of the Company. The Contractor shall ensure that its employees deputed to work at the Company shall:

49.1 Act diligently, ethically, honestly and conduct themselves properly;

49.2 Wear the prescribed identification badges and shall be in uniform:

49.3 Comply with all occupational health, biosecurity and safety policies of Company;

49.4 Comply with all procedure, rules, regulation and standards of conduct and lawful direction of the Company in respect of use of its premises, equipment, business ethics or methodology, or contact with its officials and staff.

50. The Contractor and / or employees shall not, during the course of this agreement and any time thereafter indulge in any unfair, unethical and/ or corrupt practices designed to influence any government or public office to obtain unjust gains or advantage for Company's work.
51. The Contractor shall ensure that the required strength of the personnel is in position whenever some of its personnel are on weekly – off, regular – off, holiday, sickness or otherwise absent without any additional cost to the Company.
52. In case of any change of any personnel deployed by the Contractor to work at the Company, it must be informed to the Company 24 hrs. in advance and the Contractor or its authorized representative should personally introduce the new person deputed to the HR Manager of the Company.
53. The contractor should be able to assign additional security personnel in the events of emergency situations if any and upon the request from the Company. The requests shall be made 24 hours in prior to the requirement.
54. The Contractor shall not subcontract or assign this agreement to any third party without the express written consent of the Company.
55. The Contractor or the personnel deployed by him should not have any existing relationship with the Company or its associates as Contractor / vendor / customer / employer / employees and should not have any of his relatives either by blood or

marriage should be working with the company. The only exception permitted being the Contractor having relationship as a security service provider with any of the parent/subsidiary/associate Company of NDDDB Dairy Services.

56. The Contractor should voluntarily intimate the company in writing if any of his relatives by blood or marriage is taking up an employment with NDDDB Dairy Services or its parent/subsidiary/associate Companies.
57. The Contractor shall indemnify and agrees to keep indemnified the Management and its employees, from and against any and all claims, causes of action, liabilities and consequences (including reasonable attorney's fees) which arise directly or indirectly from any breach of this Agreement or any negligent or willful act, omission or misconduct of, or by the Contractor or any of its personnel or agent.
58. The Contractor shall be solely responsible to fulfill all the obligations related to its employees to provide the services, as agreed between the parties, under various labour enactments; such as but not limited to Wage Act; Payment of Wages Act; Payment of Bonus Act; Payment of Gratuity Act; ESI Act; Employees' Provident Fund etc.
59. The Contractor shall be responsible to maintain records of its employees as required in terms of the various labour enactments.
60. The Contractor shall pay at least Minimum wages, as applicable under Payment of Wages Act, Minimum Wages Act, to its employees.
61. The Company shall not in any manner be responsible for any act, omission or commission of the workers engaged by the Contractor and no claim in this respect will be maintainable against the Company. If any claim is made against the Company by any worker or his heirs engaged/employed by the Contractor, the Contractor shall be liable to indemnify/reimburse the Company all the money paid by the Company on this account inclusive of legal/arbitration/litigation charges if any.
62. The Company is free to depute or hire any other Company/party/officials/agency/s to monitor/supervise/assist/audit the security services/records/efficacy of the services provided by the Contractor.
63. The Company at its sole discretion may enter in to an agreement with an agency/ Company/ party/ for providing additional security services to any of its areas/offices or for a specific function / period with or without intimation to the Contractor.
64. The decision made by the General Manager, Alamadhi Semen Station supersedes any decision in security management / deployment of security personnel / any management decisions pertaining to the Company taken by the Contractor.

TENURE

The Agreement is effective from 01-08-2025 and will remain in effect for a period of 1 (one) year i.e. till 31 JULY 2026. The tenure can be extended for further period as may be mutually agreed between parties in writing.