



महाराष्ट्र शासन



TENDER DOCUMENT FOR

**"Outsourcing of Premise Security Services"**

FOR

Maharashtra Film, Stage & Cultural Development  
Corporation Limited (MFSCDCL)

Department of Cultural Affairs, Govt. of Maharashtra

Dadasaheb Phalke Chitranagri, Goregaon (East), Mumbai – 400065

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## SECTION-I: BRIEF TENDER NOTICE

Aspiring Bidders who have not enrolled/registered in e-procurement should enrol/register before participating through the website <https://mahatenders.gov.in>.

Interested bidders may submit their quotation online on <https://mahatenders.gov.in> as per the tender document in the websites <https://mahatenders.gov.in>. Bidders are requested to follow the instructions carefully as per the tender document and the instructions given in the above said website.

Any corrigendum/addendum regarding this tender will be available on the above said website only. Bidders are requested to pay online at the time of bid submission.

The duly filled in tender documents shall not be accepted if Tender fee and the requisite bid security (EMD) are not paid in time.

### 1. BRIEF TENDER NOTICE

No.	Information	Details
1.	Project Name	Selection of agency for providing security services at filmcity premises (Dadasaheb Phalke Chitranagari, Goregaon (E), Mumbai) for 3 years
2.	RFP reference No. and Date	
3.	Tender Fee	Rs.16,800/- (15000+1800) including GST
4.	Earnest Money Deposit	INR 1,00,000
5.	Website to download RFP	<a href="https://mahatenders.gov.in">https://mahatenders.gov.in</a>
6.	Bid validity period	120 days from the date of opening the bid
7.	Bid submission start date	22/04/2021
8.	Last date for submission of written queries for clarifications	28/04/2021
9.	Date & time of pre-bid meeting	28/04/2021, 11:00 AM
10.	Last date (deadline) for receipt of proposals in response to RFP notice	14/05/2021
11.	Place, time and date of opening of technical proposals received in response to RFP notice	17/05/2021, 10:00 AM
12.	Place, time and date of opening of financial proposals received in response to RFP notice	TBN
13.	Presentation / demo on technical solution	TBN

	by bidders	
14.	Contact person for queries	Mr Nivrutti Marale, +91 9967436199, filmcitycao@gmail.com
15.	Submission type	Online
	Bidders having experience in similar type of works	The Company should have executed minimum 3 project contracts of similar nature (Security and Surveillance Services) and size (value of each project must be greater than INR 1Cr), must be running or completed in the last 5 financial years. Bidders must also note that at least one amongst the 3 projects should be with any govt/ semi govt./apex organisation /company/institution etc.
	Note	The Bidding process shall be conducted in an online (e-tendering) manner. Please visit <a href="https://mahatenders.gov.in">https://mahatenders.gov.in</a> for further details regarding the e-Tendering process. All the notification & details terms and conditions regarding this tender notice hereafter will be published online on website <a href="https://mahatenders.gov.in">https://mahatenders.gov.in</a> If any assistance is required regarding e-Tendering (registration / upload / download) please contact GoM e-Tendering The 24 x 7 Toll Free Telephonic Help Desk Number 1800-3070-2232. Mobile: +91-7878107985, +91-7878107986, +91-7878007972 and +91-7878007973 Email : <a href="mailto:eproc.support@maharashtra.gov.in">eproc.support@maharashtra.gov.in</a> All the clarifications / corrigendum to the queries would be emailed to the bidders who have purchased the RFP document. Right to reject any or all tenders without assigning any reason is reserved by the component.
For any tender related query, please contact Filmcity on number 022- 28497514/524.		

## SECTION–II: Introduction and Background

The Maharashtra Film, Stage and Cultural Development Corporation, popularly known as Filmcity was established in the year 1977 with the objective of accelerating the growth of cinema, drama, folk arts, music and other cultural arts activities as well as giving impetus to regional cinema. The premise of the corporation is spread across 521 acres and there are 15 indoor studios and about 60 outdoor shooting locations in Filmcity.

Apart from round the clock shootings within Filmcity, pre-production and post-production facilities are also available to the production houses. Many well-known dignitaries from the industry including actors, producers and directors often visit Filmcity to conduct their businesses. General public across all age groups in the Indian society have a distinct fascination for Filmcity and filmmaking. Therefore, a constant traffic of domestic and foreign tourists can always be seen visiting the campus. Considering all the above-mentioned factors it would be precise to state that, from the point of view of security, the area of Filmcity is sensitive. To cater to this, Filmcity premises surveillance is covered through 104 CCTV cameras.

**The Geographical position of the Corporation:** - The geographical map of Filmcity is as per Annexure III. Maharashtra Film Stage and Cultural Development Corporation covers an area of 521 acres, adjoining to the boundaries of forested areas like Sanjay Gandhi National Park and Aarey. Apart from this, there are some tribal areas/slum pockets which are situated within the jurisdiction of Filmcity area.

For the purpose of simplification and deployment of manpower for security, Filmcity premises has been divided into the following zones:

Zones	Names of the locations for deploying security personnel in Filmcity premises	Description
Zone 1	Gate No.1 to BNHS Gate and outskirts	Josh Maidan, Joker Maidan, Welcome Maidan, Sunil Maidan, Habale Pada, Devi Pada, Nimbar Pada, Whistling Woods Institute, Gurukul High School, Mali Nagar, Nagarmodi Pada
Zone 2	Gate No. 2 to Admin Block	Processing Laboratory, Prime Focus Office, Gautam Nagar, Administration complex, Studio No. 1, 2, 3, 4, 5, 7, Staff quarters, Back gate, Kaliya Maidan 1, 2, 3 and Stage, and adjacent jungle

Zone 3	Office Gate to Helipad	Mukti bandhan, Link Road 1, Khandala Ghat, Temple, Helipad, Pump house, Bapunagar and adjacent jungle area, MD Bungalow, Reservoir Garden
Zone 4	Studio No. 8 to 16	Studios 8-16 and Prime Focus Studio, Wada village set location, NF Gate, Aarey unit no. 30 (Moracha Pada)

Refer to the Annexure III for the map of the premises with zone divisions for greater clarity.

**1. Challenges/potential threats for security of the premise**

Keeping in mind the fact that around 5000 people visit the Filmcity Premises daily for varied purposes like shooting, set construction, as tourists or as students. Potential challenges before the security of this area include:

- I. Law and order issues due to unrest amongst unorganised workers and their Unions.
- II. Slums within the corporation and attempts for unauthorized construction/expansion by the residents.
- III. Constant threat from wildlife due to contiguous boundaries with Sanjay Gandhi National Park.
- IV. Small/big fires on locations.
- V. Presence of goons/ dalals in the area who threaten Filmcity's Clients i.e. the production houses for work allotment.

**2. Project Objectives:**

Mumbai is home to Indian film industry. Filmcity provides infrastructure facilities to cinema and TV industry and numerous famous personalities visits the campus on regular basis. Taking this into account, best standards of security services are needed in the campus 24\*7.

- 3. Bid Invitation:** The Managing Director, MFSCDCL invite bidders to submit their technical proposals and financial offers for the project 'Selection of agency for providing Premise Security Services for Filmcity premises for Three Years. Dadasaheb Phalke Chitranagari, Goregaon East, Mumbai-400065', from the Bidders who have experience of similar nature of work (Security and Surveillance) executed in atleast three projects in last five years, each having cost of Rs. 1 Cr (Rupees One Crores only) in accordance with conditions and manner prescribed in this bid document. All the bidders are suggested to carefully go through brief tender notice of this document for important dates/ information pertaining to the 'Request for Proposal of Selection of agency for providing Security Services for filmcity premises for

Three Years at Dadasaheb Phalke Chitranagari, Goregaon East, Mumbai-400065. Blank Offer document at the cost of Rs.16,800/- (Rs.15,000+1800 including GST) per copy can only be downloaded from the website by online net banking mode only from **22/04/2021 to 14/05/2021 up** to 17:30 PM on all working days.

### Pre-Qualification Criteria

S. No.	Pre-Qualification criteria	Proof documents required
	<b>COVERING LETTER ALONG WITH CHECKLIST –EXPRESSING INTENTION TO PARTICIPATE IN THE BID</b>	
<b>1</b>	The Bidder shall be a Company registered in India under the Companies Act 1956 / Partnership Firm/ Sole Proprietorship Firm or a Government entity registered under Societies Act and existing for the past 5 years as on 31/03/2020  Note: Sub-Contracting/ Consortium/ JV of companies/ firms etc. is not allowed	Certificate of Incorporation for registered companies OR Partnership Deed for partnership firms OR Good Service Tax (GST) Registration Certificate for Sole Proprietorship Firms and/ or Shop& Establishments Act license
<b>2</b>	The bidder should possess valid Income Tax Permanent Account number (PAN)	Copy of valid PAN card issued by Income tax department of India
<b>3</b>	Bidder should possess a valid Goods Service Tax (GST) registration, as applicable and other such necessary trade / business registrations	Copy of valid GST registration certificate issued in India
<b>4</b>	The bidder should have an Annual Turnover of more than Rs. 5 crores, for each of the past 3 financial years (FY 17-18, FY 18-19, FY 19-20). The bidder should have an annual net worth of INR 1 CRORES in last 3 years.	<b>FORMAT II</b> Copy of letter/ certificate from the Chartered Accountant (CA) for the past 3 financial years (FY 17-18, FY 18-19, FY 19-20) Audited Balance sheets for the past 3 financial years (FY 17-18, FY 18-19, FY 19-20)
<b>5</b>	The bidder must have minimum 2500 workers (Security Guards/ Armed Guards/ Security Officers/Supervisors) on its payroll as on date	<b>FORMAT III</b> Certificate from the Company Secretary (CS) or Head HR on company's letterhead Professional Tax challan and Return paid for all employees of the company or labour license.
<b>6</b>	The Company should have executed minimum 3 project contracts of similar nature (Premises Security and Surveillance Services) and size (value of each project must be greater than INR 1 Cr per annum), must be running or completed in the last 5 financial years. Bidders must also note that at least one among the 3 projects should be with any govt/ semi govt. apex organisation /company/institution etc.	<b>FORMAT IV</b> Copy of following documents to be submitted: 1. Work Order 2. Clients contact details with the contact details of the relevant client person 3. Completion Certificate
<b>7</b>	The bidder should not have been blacklisted by any other Government/ semi-Government/ PSU/ Government corporations	<b>FORMAT V</b> The declaration form should be enclosed
<b>8</b>	Registration under ESIC/PF/WALEFARE FUND CONTRIBUTION /Shops and Establishment	Copy of registration of the said documents to be submitted.



	Act	
<b>9</b>	Licence under Private Security Agencies (Regulation) Act, 2005 stated by Ministry of Home Affairs	Copy of the valid licence certificate to be submitted.
<b>10</b>	“No near relative” of the bidder firm/company be working/employed in MFSCDCL	<b>FORMAT VI</b> The declaration form should be enclosed
<b>11</b>	Proof of EMD submission	Screenshot from the <b>mahatenders.gov.in</b>

### **SECTION—III: INSTRUCTIONS TO BIDDERS**

#### **1. GENERAL:**

1.1 The Tenderer must read carefully all the terms, conditions and specifications before filling up the tender schedule and his financial bid. The Tenderer shall be bound by all terms, conditions and specifications as detailed in this tender document. The tenderers who are confident of executing the contract in time by employing the required resources, manpower and materials need only participate in this tender.

1.2 In respect of the matters pertaining to this contract, tenderer shall not directly or indirectly bring or attempt to bring any political or outside influences or intervention through any association, union or organization. All disputes, differences, clarifications etc. arising out of this contract will be represented by tenderer himself or by his legal representative at Mumbai only.

1.3 The Tenderer shall be bound by all terms, conditions and specifications as detailed in this tender document.

1.4 Conditional bid shall not be considered and will be rejected outright.

1.5 If any firm quotes "Nil" charges / consideration, the bid shall be treated as unresponsive and will not be considered. Service charges should be adequate to meet statutory deductions towards TDS and such other levies laid by Government. In case of the quoted service charge is less than such statutory deductions, then the bid will be summarily rejected.

1.6 It may be noted that the tender notice is only for fixing a contract and shall not be construed as invitation to bid for providing the job i.e. there is no guarantee for award of work without assigning any reason whatsoever may be.

1.7 Any tenderer participating in this tender should make sure that he/she will be able to carry out the work in the contract.

1.8 It is implied that the tenderer has obtained all necessary information directly or indirectly affecting the contract such as legal stipulation, possible delays and hindrance or interference in executing the contract and has satisfied him/her before making the offer. Unexpected difficulties or expenses shall NOT be considered excuses for difficulties in performing the contract. The rate quoted should take all factors into consideration.

1.9 The tenderer acknowledges that he/she assumes all risks contingent upon the nature of the contract to be actually encountered by him in executing the contract, even though such actual conditions may result in the tenderer performing more or less work than that originally anticipated.

1.10 The tenderers who are confident of executing the contract in time by employing the required resources, manpower and materials should only participate in this tender offer.

1.11 The tender schedule shall be read in conjunction with Specifications, General Instructions, Special Terms and Conditions, Conditions of Contract and Additional Conditions. The tenderer shall be deemed to have carefully examined all these documents. It is further understood and agreed that the tenderer by careful examination satisfied him with the terms and conditions of the tender document.

1.12 The quantities indicated in tender may increase or decrease in each category depending on the future office requirement.

1.13 The tender shall contain the name, address of residence and place of business of tenderer and shall be signed by the tenderer with his usual signature. Partnership firms shall furnish full names and addresses. In case of the partnership firm, Self-Attested true copy of the partnership deed must

be submitted along with the tender. Similarly, in case of company the Self Attested copy of Memorandum of Article & Association.

1.12 Interest shall NOT be payable on the Earnest Money deposit and security deposit

1.13 The Earnest Money of the successful tenderer will be adjusted towards security deposit and of the unsuccessful tenderer will be refunded without interest within reasonable time after final decision of the tender, normally within six months from the date of opening of tenders.

1.14 Corrections, if any, in the technical bid of application must be counter signed by the person authorized to sign the tender bids.

## **2. DEFINITIONS:**

2.1. The CONTRACT means the documents forming the tender and acceptance thereof and the formal agreement executed between MFSCDCL and the AGENCY together with the documents referred to therein including TENDER NOTICE, GENERAL INSTRUCTIONS, GENERAL CONDITIONS, CONDITIONS OF CONTRACT, ADDITIONAL CONDITIONS, TENDER SCHEDULE, instructions issued from time to time by the Competent Authority and all these documents taken together shall be deemed to form one contract and shall be complimentary to one another.

2.2. In the CONTRACT, the following expressions shall unless where the context otherwise required, have the meaning hereby respectively assigned to them :The expression "WORKS" or "WORK" shall unless there be something either in the subject or context repugnant to such construction, be construed and taken to mean the works by or by virtue of the contract contracted to be executed whether temporary or permanent and whether original, altered, substituted or additional.

2.3 "Change" shall mean a substitution for or omission of any work or other requirements within the general scope of the work; the performance of or compliance with which is contemplated by the contract documents.

2.4 "Extra work" shall mean any work or compliance with any requirements, other than a change which is not, expressly or impliedly contemplated by the contract documents, and which is necessary to be performed for the proper completion of the contracted work. For the purpose of clarifications, it is declared that, any work or operation which shall be necessarily incidental to the proper performance of any item of work or part thereof shall be deemed to have been by implication provided for in the relevant item of work or part thereof and shall not constitute extra work.

2.5 The "SITE" shall mean the location wherein the work is to be executed under the contract.

2.6 The "MFSCDCL" means Maharashtra Film Stage & Cultural Development Corporation Limited, and its subsidiaries.

2.7 The "COMPETENT AUTHORITY" means the Managing Director, Maharashtra Film, Stage & Cultural Development Corporation Limited.

2.8 "ELIGIBLE BIDDERS" for the purpose of this tender means:

- a. Bidder must be a firm/ agency/ company that should be registered with appropriate authorities and attested copy of registration must be attached.
- b. Licensed under Private Security Agencies (Regulation) Act, 2005
- c. Bidder must have GST registration certificate issued by competent authority.
- d. Bidder must have EPF and ESI registration with competent authority.
- e. Bidder must have PAN/TAN.
- f. Bidder should have at least 5 years' experience and work executed for at least 3 projects amounting to more than Rs. 1 crore in one year during last three years in Central Govt./State Govt./PSU/ in similar work of Premises Security Services

- g. Bidder should have previous 3 years income tax return certificate.
- h. "No near relative" of the bidder firm/company be working/employed in MFSCDCL.
- i. Presently blacklisted or debarred firms are not eligible to participate in the tender.
- j. Any firm/company registered in the same address/operating in the same premises as that of blacklisted or debarred company, will not be eligible and the bid will be rejected.

### **3. COST OF BIDDING**

Bidders shall bear all costs associated with the preparation and submission of the bid. MFSCDCL will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

### **4. THE BID DOCUMENTS**

The Bid Documents include:

- Notice Inviting Tender
- Bid Form
- Tenderer Profile & certificates
- Instructions to Bidder
- General Conditions of Contract
- Specifications & Schedule of Works
- Performance Security Bond Form
- Document Check list for Bidders
- Financial Bid Form

Bidders are expected to examine all instructions, forms, terms and conditions in the Bid documents. Failure to furnish all information required as per the Bid documents or submission of bids not substantially responsive to the Bid documents in every respect will be at the bidder's risk and may result in rejection of the bid.

### **5. CLARIFICATION OF BID DOCUMENTS**

5.1. Bidders requiring any clarification on the Bid Documents shall notify office of MFSCDCL, by e-mail [filmcitycao@gmail.com](mailto:filmcitycao@gmail.com) or in writing to the mailing address indicated in the invitation of Bid. The office of MFSCDCL shall respond by email/in writing to any request for the clarification of the Bid Documents which he receives not later than 2 days prior to the date of opening the Tenders. Copies of the clarification sought for by the bidders and Clarifications by the MFSCDCL shall be sent to all the prospective bidders who have received the bid documents.

5.2. The clarifications made as above shall form part of the Bid document and will be treated as amendment to the Bid document. These clarifications will also be made available in the website and bidders who have down loaded Bid document from internet are to submit the bid document accordingly after considering all the clarifications issued.

## **6. AMENDMENT OF BID DOCUMENTS**

6.1. At any time prior to the date of opening of bids, MFSCDCL may, for any reason, whether on its own initiative or in response to any clarification received from a bidder, shall modify bid documents by amendments and the same will be uploaded on the portal and these amendments will be binding on them.

6.2. In order to afford prospective bidders a reasonable time to take the amendment into account in preparing their bids, the MFSCDCL may, at its discretion, shall extend the deadline for the submission of bids suitably. Any amendment to the Bid document shall also be uploaded in the web site as and when it is made any amendment clarification to this bid will be integral part of tender document.

6.3. Bidders who download the Bid document through internet are to take care of these amendments while submitting their bids.

## **7. BID FORM**

The Bidder shall complete the Bid form, Tenderers Profile with Certificates and prices as per Financial Bid Form, furnished in the Bid documents.

## **8. BID PRICES**

Separate rates are to be quoted based on the Schedule of work for each type of manpower – Armed, Unarmed; as per the need of the corporation.

## **9. DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATION**

The following documents must be submitted along with tender document, any tenderer submitting bid without documents specified below, is liable to be summarily rejected.

9.1 Tenderer's profile duly filled as per Annexure I.

9.2 Bidder must be a firm/ company that should be registered with appropriate authorities and Self Attested copy of registration may be attached.

9.3 The registered office or one of the Branch offices of the Bidder's company/firm should be in Mumbai.

9.4 Bidder must have GST registration number issued by competent authority. Bidder must have PAN/TAN.

9.5 Bidder should have EPF registration with competent authority.

9.6 Self-Attested Copy of experience certificate of at least Five years (in part or full) Experience and work executed amounting to at least Rs 1 crore per project during last three years in central Govt. /State Govt./PSU/ in similar work of office/premise Security.

9.7 Bidder should have previous 3 years income tax return certificate.

9.8 Declaration of "No near relative" of the bidder firm/company is working / employed in MFSCDCL to be submitted.

9.9 Declaration of "BLACKLISTING / DEBARRING "of bidder firm/company to be submitted.

9.10 Self-Attested copy of Partnership Deed or affidavit in original regarding sole proprietorship in case of proprietorship firm/ Memorandum of Association/ Articles as applicable.

9.11 All the tender document pages should be stamped and signed.

9.12 Authorization letter from appropriate authority of the firm/company in case person other than the tenderer has signed the tender documents.

9.13 The successful bidder must produce all the relevant original documents as and when directed.

9.14 The successful bidder must obtain and submit the labour office registration certificate within the period specified by this office.

9.15 The documents submitted by the successful bidder may be verified from sources.

#### **10. BID SECURITY / EARNEST MONEY DEPOSIT (EMD)**

10.1. Earnest Money Deposit of Rs. 1,00,000/- (One Lakh Only) shall be paid by online portal at mahatenders.gov.in. Earnest Money in cash or in the form of cheque or in any other form will not be accepted.

10.2. Interest shall NOT be payable on the Bid Security / Earnest Money deposit.

10.3. The successful bidder's Bid Security/ EMD shall be converted as part of Performance Security (Security Deposit) (or) in case Performance Bank Guarantee is furnished for the full amount towards Performance Security Rs 1,00,000/-(One lakh only) the Bid Security will be discharged upon the bidder's acceptance of the contract. Bid Security/ Earnest Money of the unsuccessful tenderer will be refunded without interest after final decision of the tender.

10.4. The Bid Security deposit minimum 3% of work order in form of DD is required to protect MFSCDCL against the risk of bidder's conduct, which would warrant forfeiture of Bid Security. No interest will be paid on security deposit during the contract period to successful bidder.

10.5. A Bid (Tender) not accompanied by the Bid Security shall be rejected by MFSCDCL as being nonresponsive at the bid opening stage itself.

10.6 Bid Security (EMD) will be forfeited and the bidder will be blacklisted or debarred at the discretion of MFSCDCL

10.7 If the bidder withdraws his bid after the bids have been opened.

10.8 If the bidder fails to execute the Agreement or fails to remit the required security deposit (Performance Bank Guarantee) within fifteen working days of being called upon to do so.

10.9 Further, if the agency fails to deploy manpower against the initial requirement within fifteen days from the date of placing work order, the EMD as well as the PSD shall stand forfeited without further notice.

#### **11. PERIOD OF VALIDITY OF BID**

The tender submitted by tenderer will remain valid for acceptance for a period of 120 (One twenty) days from the date of opening of the financial tender. Tenderer shall not be entitled during this period of one twenty days, without the consent in writing of MFSCDCL to revoke or cancel his tender or to vary the tender submitted or in terms thereof. The MFSCDCL shall communicate the acceptance of tender to the successful tenderer(s). Due to administrative reasons, extension of the

time period, if requested by the MFSCDCL in writing, the tenderer shall accede to such request for extension.

## **12. SUBMISSION OF BIDS**

The bid along with the necessary documents should be uploaded in the mahatenders.gov.in portal as per the guidelines mentioned in the portal. **Method of preparation of bid:**

12.1 FINANCIAL BID: Rate of agency service charges for outsourcing of “Premise Security Services” should be quoted clearly in the financial bid. The agency shall be responsible for providing all statutory benefit to the manpower employed by him like EPF, ESI, leave, bonus etc, as per the applicability in context with the relevant laws in nation.

12.2 Any tender with conditions other than those specified in the tender documents, is liable to be summarily rejected. Uploading of missing document/correcting the mistake in the document, etc. and changing the quotation in the financial bid is normally allowed only before opening of bid.

12.3 Tender with any unfilled values or incomplete in any manner will be summarily rejected.

12.4 No person is permitted to bid for tender whose relative(s) is (are) working in MFSCDCL. The tenderer thus should give certificate along with tender document that none of his/her relative is working in MFSCDCL. Near relative for this purpose is defined in Annexure I, Format VI.

i. All the notification & detailed terms and conditions regarding this tender notice hereafter will be published online on the e-tendering web site.

ii. Bidding documents can be seen, downloaded and submitted in electronic format on the website. The deadline for submission of bid is specified in section brief tender notice of this document.

iii. Bids must be accompanied with scanned copies of online receipts/ screenshot of the EMD submitted through e-tendering website

iv. Bid shall be treated as invalid if scanned copies are not submitted online along with the bid.

v. The bidders are required to submit screenshot of EMD receipt of payment towards as along with the documents as per timelines specified in Section brief tender notice of this document.

vi. Technical bids will be opened online on the website. The Details pertaining to time, date and place can be found in section brief tender notice of this document.

vii. Bidder should submit information & scanned copies in PDF format in Pre-Qualification section as mentioned in the Bid Document.

viii. Bidder should submit original documents (if asked for) along with scanned copies for verification during Technical bids opening.

ix. Time and date of opening of financial bids will be informed over the email to all technically qualified bidders.

x. An authorized representative of the bidder should have valid class II / III Digital Signature Certificate (DSC) obtained from any Certifying Authority. The authorized representative of the Bidders shall digitally sign the original Technical Proposal and Commercial Bid. Further, all the pages need to bear the official seal and signature of the authorized representative. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign.

xi. MFSCDCL reserves the right to accept or reject any or all the tenders without assigning any reason. Moreover, if no intimation is provided by MFSCDCL then the documents submitted cannot be deemed as accepted.

xii. Bidders should follow all the rules and regulations laid down by the e-tendering portal while preparing and submitting their bids. In case of any issues and clarifications, the bidders should get in touch with the Helpdesk for necessary support.

### **13. LATE BIDS:**

Tenders should be uploaded before the last date and time of the online submission. It is the sole responsibility of the tenderer that he should ensure timely submission of tender.

### **14. MODIFICATION AND WITHDRAWAL OF BIDS**

The Bidder may modify or withdraw his bid after submission provided that the written notice of the modification or withdrawal is done prior to the deadline prescribed for submission of bid.

### **15. BID OPENING**

Bid opening and finalization will be according to e-procurement procedures. Bidder's name, bid price, modifications, withdrawals and such other detail, as deemed fit by the authorized authority will be notified. The financial bid will be evaluated only for technically qualified bidders.

### **16. BID EVALUATION**

Prior to the detailed evaluation of Technical and Financial bids MFSCDCL will determine the substantial responsiveness of each bid to the Bid document.

16.1 Substantially responsive bid is one which confirms to all the terms and conditions of bid document without material deviation. The MFSCDCL's determination of bid's responsiveness shall be based on the contents of the bid itself without recourse to extrinsic evidence. However, the experience certificates/ other documents submitted by the bidders may be verified from issuing authorities/ sources.

16.2 A bid determined as substantially non-responsive will be rejected by MFSCDCL and shall not after the bid opening be made responsive by the bidder by correction of the non-conformity.

16.3 However, the MFSCDCL may waive any minor infirmity or non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or effect the relative ranking of any bidder.

16.4 The financial bids of those bidders whose technical bid has been satisfactorily evaluated and found substantially responsive, will be opened subsequently after due notice.

Technical Evaluation of the bids would be carried out on 4 broad parameters as given below:

**Bidder's Competence** (30% of total Weightage)

**Technical Competence** (30% of total Weightage)

**Manpower details** (20% of total Weightage)

**Technical Presentation** (20% of total Weightage)



## **17. REJECTION OF TENDERS**

The authority inviting tenders, at his sole discretion shall reserve the right to reject or cancel consideration of any or all tenders:

17.1 If the requisite Earnest Money Deposit / Bid Security in the manner does not support the tender provided therein.

17.2 If the Bid Validity is less than the period prescribed (120 Days).

17.3 If the tender is not duly signed, or not found proper or complete to the satisfaction of MFSCDCL in any of the requisite matters, particular(s) or formalities or for any reason(s) which shall not be disclosed to the tenderer(s).

17.4 If the eligibility condition is not met and/or if documents prescribed to establish the eligibility is not submitted while submitting the bid.

17.5 If the tenderer seeks changes in terms and conditions, specifications or time limits as envisaged in the contract.

17.6 If tender consists of unwarranted comments, conditions, deviations in specification or any other omissions or commissions compared to documents.

17.7 If prices are not filled properly in the Financial Bid.

17.8 Without assigning any reason thereof.

## **18. CONTACTING THE MFSCDCL**

Subject to Clause 5, no bidder shall try to influence MFSCDCL authorities on any matter relating to his bid from the time of bid opening till the time of award of contract. Any effort by any bidder to modify his bid or influence the bid process shall result in rejection of his bid without any notice. The decision of MFSCDCL will be final in this regard.

## **19. PLACEMENT OF ORDER**

MFSCDCL shall consider placement of work order on the bidder whose technical and financial bid has been successfully considered and decided as highest ranked.

## **20. MFSCDCL'S RIGHT TO ACCEPT OR REJECT ANY BID**

Tender will be accepted, and Contract will be finalized only with those of the tenderer(s), who in the opinion of MFSCDCL shall have capacity and resources to execute the contract assigned in the prescribed time as per the time schedule.

MFSCDCL reserves its right to accept or reject any bid and to annul the bidding process and reject all or any bid at any time prior to award of contract without assigning any reason whatsoever. MFSCDCL does not bind himself to accept the lowest tender and reserve the right

(i) To reject any or all tenders

(ii) To accept any portion of the tender offered without assigning any reason and he can also reduce or extend the period of contract without assigning any reason.

## **21. LETTER OF INTENT (LOI)**

The MFSCDCL will issue an LOI which constitute the intention of the MFSCDCL to enter into contract with the bidder. The bidder shall within 7 days of issue of the LOI, give his acceptance along with Performance security Deposit in DD form in conformity with Clause 10 of Section III and submit the Agreement form as per Annexure I duly completed in all aspects. No Interest will be payable on Security Deposit

## **22. SIGNING OF CONTRACT AGREEMENT**

The successful Tenderer shall be required to execute an Agreement within 7 (Seven) working days of being called upon on a non-judicial stamp paper of Rs. 100/-(One hundred only) at his own cost to the effect that the tenderer and MFSCDCL are bound by the terms and conditions of agreement which in turn, will be the same terms and conditions of tender document.

Submission of the Tender document duly signed on all pages shall bind the bidder to all the terms and conditions of this Tender document and as well as the Agreement to be signed by him. A copy of the complete set of this Tender document shall also become enclosure to the agreement as an annexure.

The MFSCDCL reserves the right to cancel the agreement executed without any compensation whatsoever to the agency any time before the award of the work. The action of MFSCDCL under this Clause shall not construe the breach of contract. After the selection of a bidder by the competent authority, the successful bidder will be formally notified of the award by order prior to expiration of validity period. The letter called "Award of Contract" (AOC) will state the contract price that the TIA will have to pay to the bidder towards the execution/completion of the tender, subject to furnishing a performance security within the stipulated date.

## **23. ANNULMENT OF AWARD**

Failure of the successful bidder to comply with the requirement of Clause 21, 22 shall constitute sufficient ground for the annulment of the contract and the forfeiture of the Bid Security in which event the MFSCDCL may award the contract to second ranked bidder at its discretion or call for new Tender.

## **24. DURATION OF CONTRACT**

Three Years from the date of award of contract. However, the same may be further extended for one more year on same terms & conditions based on the requirements of this office. Decision of MFSCDCL is final in this regard.

## **25. PRE-BID CONFERENCE**

Pre-bid conference open to all prospective tenderers who have downloaded tender form before the date of Pre-tender Conference, will be held at MUMBAI on 28/04/2021 at 11:00 Hrs in the office of the Maharashtra Film, Stage and Cultural Development Corporation Ltd., Dadasaheb Phalke Chitranagari, Goregaon (East), Mumbai - 400 065.

All the Bidders or their representatives with valid authorization are requested to confirm their participation by sending an e-mail to filmcitycao@gmail.com on or before 27/04/2021 17:00 hrs.

All enquiries from the bidders relating to this Bid Document must be submitted to the designated contact person as mentioned in brief tender notice via email one day prior to Pre-bid meeting date. The queries should necessarily be submitted in the following format:

Sr.No.	Company name	Bid document reference (page no.)	Bid document reference (section number)	Bid document reference (section name)	Content of the bid document requiring clarification (original clause)	Clarification sought / query

**26. Site Visit**

The bidders may visit the site and obtain additional information at their own cost and responsibility. However, a prior appointment needs to be fixed by the bidder for the same by sending their requests over the email mentioned in the pre-bid notice.

## **SECTION-IV: GENERAL TERMS & CONDITIONS OF CONTRACT**

### **1. INTERPRETATION OF THE CONTRACT DOCUMENT**

The Competent Authority and the Agency shall in so far as possible by mutual consultation try and decide upon the meaning and intent of the Contract Document. In case of disagreement the dispute will be referred to the Sole Arbitrator as provided in the Contract. Any change in the Contract Document shall be set forth in writing by the representative of the parties hereto. It shall be the responsibility of both the parties to this contract to thoroughly familiarize all their supervisory personnel with the contents of this Contract Document.

### **2. VALIDITY PERIOD OF RATE**

The rates quoted should be firm and valid from the date of submission of bid up to the validity of contract agreement and during extension if any, after finalization of tender for all work order without any change.

### **3. TAXES AND DUTIES**

Agency shall pay all levies, fees, royalties, taxes and duties payable or arising from out of, by virtue of or in connection with and/or incidental to the Contract or any of the obligations of the parties in terms of the Contract Documents and/or in respect of the works or operation(s) or any part thereof to be performed by the Agency and the Agency shall indemnify and keep indemnified the MFSCDCL from and against the same or any default by the Agency in the payment thereof.

### **4. PRICE ESCALATION**

The MFSCDCL shall not be responsible for any escalation in prices of labour or materials, machinery, equipment etc. what-so-ever or any increase in any duties, levies, or taxes in respect thereof whatsoever and the Agency rates and Agency's obligation shall remain unaffected by such escalation and/or increase.

However, during the period of contract, as and when the minimum wages for state of Maharashtra are revised by the labour commissioner, then the rates payable for each category of manpower shall be revised to the new minimum wages.

### **5. NOTIFICATION BY AGENCY**

The Agency shall give in writing to the proper person or authority with a copy to the Competent Authority such notification as may be mandatory or necessary in connection with the commencement, suspension, resumption, performance and/or completion of the contracted work. All notices shall be given sufficiently in advance of the proposed operation to permit proper co-ordination of activities and the Agency shall keep proper persons or authorities involved regularly advised of the progress of operations throughout the performance of the work together with such other information and/or supporting figures and data from time to time as directed or required.

### **6. QUALITY OF WORK**

The MFSCDCL shall be the final judge of the quality of the work and the satisfaction of the standards in respect thereof set forth in the contract documents. Laxity or failure to enforce compliance with the contract documents by the Competent Authority and/or its representative shall not manifest a change or intent of waiver, the intention being that, notwithstanding the same, the Agency shall be and remain responsible for complete and proper compliance with the contract documents and the specification therein. The Competent Authority has the right to prohibit the use of men/women and any tools, materials or equipment which in its opinion do not produce work or performance meeting the requirement of the Contract Documents.

## **7. GUARANTEE**

In addition to any and all other guarantee and warranty mentioned in the contract documents the Agency guarantees that the entire work will be done in a satisfactory manner.

## **8. INSURANCE**

Without limiting any of his other obligations or liabilities, the Agency shall, at his own expense, take and keep comprehensive insurance from Director Insurance, Government of Maharashtra including third party risk for the plant, machinery, materials, etc. brought to the site and for all the work during the execution. The Agency shall also take out workmen compensation insurance as required by law and undertake to indemnify and keep indemnified the MFSCDCL from and against all manner of claims and demands and losses and damages and cost (including between attorney and clients) charges and expenses that may arise in regard to the same or that the Department may suffer or incur with respect to and/or incidental to the same. The Agency shall have to furnish originals and/or attested copies as required by the Competent Authority of the policies of insurance taken within seven days of being called upon to do so together with all premium receipts and other papers related thereto which the Competent Authority may require.

## **9. INDEMNITIES**

The Agency shall at all times hold the MFSCDCL harmless and indemnify from against all actions, suits, proceedings, works, cost, damages, charges, claims and demands of every nature and description brought or procured against the MFSCDCL, its officers, and officials and forthwith upon demand and without protest or demur to pay to the Department any and all losses and damages and cost (inclusive between attorney and client) and all costs incurred in endorsing this or any other indemnity or security which the MFSCDCL may now or at any time have relative to the work or the Agency's obligations or in protecting or endorsing its right in any suit or other legal proceedings, charges and expenses and liabilities resulting from or incidental or in connection with injury, disease or disablement to or death of any man power(s), including employees of the Agency or damage to property resulting from or arising out of or in any way connected with or incidental to the operations caused by the contract documents. In addition the Agency shall reimburse the MFSCDCL or pay to the MFSCDCL forthwith on demand without protest or demur all costs, charges and expenses and losses and damages otherwise incurred by it in consequence of any claims, demands and actions which may be brought against the MFSCDCL arising out of or incidental to or in connection with the operation covered by the contract. The Agency shall at his own cost at the MFSCDCL's request defend any suit or other proceeding asserting a claim covered by this indemnity, but shall not settle, compound or compromise such suit or other finding without first consulting the MFSCDCL.

10. Whenever any claim, against the Agency for the payment of a sum or money arises out of or under the contract, Competent Authority shall be entitled to recover such sum by appropriating in part or whole, the security deposit of the Agency. In the event of the security being insufficient the balance or the total sum recoverable as the case may be, shall be deducted from any sum then due or which at any time thereafter may become due to the Agency under this or any other contract with MFSCDCL. Should this sum be not sufficient to cover the full amount recoverable, the Agency shall pay to Competent Authority on demand the balance remaining due.

## **11. INSOLVENCY OR DEATH OF AGENCY**

In the event of the Agency being adjudged insolvent or going voluntarily into liquidation or having received order or other order under Insolvency act made against him or, in the name of a Company or, the passing of any resolution, or making of any order for winding up whether voluntarily or

otherwise, or in the event of the Agency failing to comply with any of the conditions herein specified the MFSCDCL shall have the power to terminate the contract without previous notice.

12. Agency's heirs/representatives shall, without the consent in writing of the MFSCDCL, have the right to continue to perform the duties or engagements of the Agency or under the contract in case of his death. In the event of the Agency, with such consent aforesaid, transferring his business, and in the event of the Agency being a company and being wound up any time during the period of this contract for the purpose and with the object of transferring its business to any persons or a company, the Agency shall make it one of the terms and stipulations of the contract for the transfer of his properties and business, that such other person or company, shall continue to perform the duties or engagements of the Agency under this contract and be subject to his liabilities there under. Proof of Death and other relevant documents to this effect shall be submitted to the MFSCDCL, in writing.

13. Without prejudice to any of the rights or remedies under this contract, if the Agency dies, the MFSCDCL shall have the option of terminating the contract without compensation to the Agency, which does not amount to Breach of the contract.

#### **14. SUB-CONTRACTS**

The Agency shall not assign, sub-contract or sublet the whole or any part of the work covered by the contract.

15. MFSCDCL reserves the right to refuse or permit any person to participate in the works covered by the contract. Agency shall be and remain primarily and principally liable to the MFSCDCL in terms here of and for the due fulfilment of the contracted works.

16. The Agency shall indemnify, and save harmless the MFSCDCL from and against all actions, suits, proceedings, costs, damages, charges, claims and demands what so ever, either in law or in equity and all costs (inclusive between attorney and client) and charges and expenses that the MFSCDCL may sustain/suffer or incur arising from or out of or incidental to (in connection with any act(s) or commission) of the Agency, his agents, employees, assignee. The provision shall also apply to the assignee as the case may be.

#### **17. INFERIOR QUALITY OF WORK: -**

For inferior quality or incorrect execution of work, the Corporation will be empowered to deduct from bills 5% amount of W.O. in addition to excess payment made to rectify any defective work. No payment will be made for such execution.

18. The manpower deployed shall be required to report for work as per schedule mentioned in Section V. In case, manpower deployed is absent on a particular day or comes late / leaves early on three occasions, one day wage shall be deducted. If the work is not performed by any or all the manpower on any day in a month deduction shall be made proportionately (per day basis) from the bills of the agency and a penalty shall be imposed by the corporation as deemed fit.

If the quality of the work is continuously poor and or agency fails to abide to any of the term and conditions of the contract, the contract is likely to be terminated and/or blacklisted or debarred and/or Performance bank guarantee may be forfeited.

19. The accountability and responsibility for maintaining & secrecy of the data will be with the agency.

20. If any of the information furnished by the agency is found to be incorrect the contract is likely to be terminated and/or blacklisted or debarred.

21. MFSCDCL will not be liable to pay any interest on the Earnest Money or Security Deposit Money. If the successful tenderer withdraws tender before formal approval after tender or after contract fails to comply with any of the terms and conditions act out above, the MFSCDCL reserve the rights to forfeit Earnest Money /Security Deposit.

22. Rate for outsourcing of "Premise Security Services" in MFSCDCL, should be quoted clearly in the Commercial bid (Annexure II).

23. The agency shall be responsible for providing all statutory benefit to the personnel employed by him like EPF, ESI, leave, bonus etc, as applicable.

24. The manpower engaged by the agency for executing jobs is purely responsibility of the agency and they will not have any claim/liability on the MFSCDCL. The agency will intimate to the local police station regarding identity and permanent address of the manpower employed. A copy of the acknowledgement received from local police station should be submitted to this office.

25. The agency shall ensure that any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters are not divulged or disclosed to any person by its personnel deployed in this office and utmost secrecy and confidentiality must be maintained.

26. It will be the responsibilities of the agency to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (Agency) in this office and MFSCDCL will have no liabilities in this regard.

27. For all intents and purposes, the agency shall be the "Employer" within the meaning of different Labour Legislations in respect of manpower Operator so employed and deployed at this office. The manpower deployed by the agency at this office shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against MFSCDCL.

28. The agency shall be solely responsible for the redressal of grievances / resolution of disputes relating to manpower deployed. This office shall, in no way, be responsible for settlement of such issues whatsoever. This office shall not be responsible for any damages, losses, claims, financial or other injury to any manpower deployed by agency in course of them performing the functions/duties, or for payment towards any compensation.

29. The manpower deployed by the agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad hoc, regular / confirmed employees of this office during the currency or after expiry of the contract.

30. Where the Agency is a partnership firm, the previous approval in writing of the MFSCDCL, shall be obtained before any change is made in the constitution of the firm. Where the Agency is an individual concern such approval as aforesaid shall likewise be obtained before the Agency enters into any partnership agreement where under the partnership firm would have the right to carry out the work hereby undertaken by the Agency. If previous approval as aforesaid is not obtained, the contract shall be deemed to have been assigned in the contravention of clause- (17) hereof and the same action may be taken, and the same consequence shall ensue as provided in the said clause-(17)

31. LABOUR WELFARE MEASURES AND WORKMAN COMPENSATION: obtaining license before commencement of work:

The agency shall obtain a valid labour license as per requirement under the contract labour (R & A) Act 1970 and the contract labour (Regulation and Abolition) Central Rules 1971 before commencement of the work. The agency shall also abide by the provisions of the Child labour (prohibition and regulation) Act 1986. Any failure to fulfil this requirement shall attract the penal provisions of this contract arising out of the resultant non-execution of work.

32. The Security Agency shall be liable regarding compliance of all the laws, regulation, rules and directions given by any statutory authority with regard to safety, labour laws or any other laws in force in the State of Maharashtra.

### **33. INSPECTION OF BOOKS AND RECORDS**

The agency shall allow inspection of all the prescribed labour records to any of his manpower or to his agent at a convenient time and place after due notice is received or to the labour officer or any other person, authorized by the Central/ State Government on his behalf for Submission of Returns. The agency shall submit periodical return as may be specified from time to time.

34. Dispute if any arising out of Security Services Contract should be mutually resolved within a period of 30 days from the date of receipt of the , failing which either party could reach out to the arbitrator appointed by MFSCDCL as per the provisions of Arbitration and Conciliation Act, 1996 and the Rules framed thereunder.

### **35. SECURITY PERSONNEL REGULATIONS**

35.1 Security personnel should have desired skills and certifications as mentioned against every job role in Section V. They should also have working knowledge of English to be able to carry on day to day work but should be mandatorily proficient in writing and reading in English.

35.2 The agency shall provide the security personnel with proper uniform, badges, whistle, torch and arms etc. The contract workers deployed shall always carry Identity Card issued by the agency.

35.3 The agency must provide profiles of all the security personnel deployed with details about their verified backgrounds and all other relevant details listed out by the MFSCDCL officials

35.4 If at any point of time it come to the notice of the MFSCDCL that the contract personnel deployed are different from the list provided (with attested photographs), MFSCDCL will be well within its right to impose penalty to agency for each such personnel identified

35.5 No persons under the age of 18 should be employed by the Bidder. Upper Age limit is 58 years for guards and supervisor.

### **36. FORCE MAJEURE**

If any time, during the continuance of this contract, the performance in whole or in part by either party or any obligation under this contract shall be prevented or delayed by reason of any War, or Hostility, Acts of the public enemy, Civil commotion, Sabotage, Fires, Floods, Explosions, Epidemics, Quarantine Restrictions, Strikes, Lockouts or Act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the MFSCDCL as to whether the works have been so resumed or not shall be final and conclusive, provided further that if the performance, in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option, terminate the contract.

36.1 Provided also that if the contract is terminated under this clause, the MFSCDCL shall be at liberty to take over from the agency at a price to be fixed by the MFSCDCL which shall be final, all unused, un-damaged and acceptable materials, bought out components and stores in the course of



manufacture in possession of the agency at the time of such termination of such portions thereof as the purchaser may deem fit excepting such materials bought out components and stores as the contracts may with the concurrence of the MFSCDCL elect to retain.

### **37. BREACH OF CONTRACT**

The breach of contract is the failure or refusal to perform it. Any breach of contract by one party to it gives the other party an immediate cause of action and a right to damages as compensation for loss following from the breach of contract. A breach occurs where a party to the contract repudiates or fails to perform one or more of the obligations imposed upon him by the contract. The failure to perform may take place when the time for performance has arrived or even before that. Thus, the "Breach of Contract" mentioned above covers (a) the Anticipatory Breach and (b) the Present Breach.

38. MFSCDCL may without prejudice to his right against the Agency in respect of any delay or inferior workmanship or otherwise or to any claims for damage in respect of any breach of the contract and without prejudice to any rights or remedies under any of the provisions of this contract or otherwise and whether the date for completion has or has not elapsed by notice in writing absolutely determine the contract in any of the following cases:

38.1 If the Agency having been given by the Competent Authority a notice in writing to rectify any defective work or that the work is being performed in any inefficient or otherwise improper workmen like manner, shall omit to comply with the requirements of such notice for a period of seven days thereafter or if the agency shall delay or suspend the execution of the work so that either in the judgment of the Competent Authority (which shall be final and binding) he will be unable to secure completion of the work by the date for completion or he has already failed to complete the work by that date.

38.2 If the Agency being a company shall pass a resolution or the court shall make an order that the company shall be wound up or if a receiver or a manager on behalf of a creditor shall be appointed or if circumstances shall arise which entitle the court or creditor to appoint a receiver or a manager or which entitle the court to make a winding up order.

38.3 If the agency commits breach of any of the terms and conditions of this contract.

38.4 If agency commits any fraud with the MFSCDCL, or any fraudulent motive is detected in his action.

38.5 If agency demands undue charges not stipulated in this contract.

### **39. Terms of Payment:**

No advance payment will be made. Payment will be made on monthly basis after satisfactory completion of work.

39.1 The agency shall submit the pre-receipted bill (three copies) and attendance sheets for every month by the first day of next month. No interim bills will be entertained. All attempts would be made to pay the bills through ECS only within 20 days from the date of submission of bill provided there is no dispute in respect of rates, quantity and quality of work and on the basis of endorsement made by the respective MFSCDCL official. The payment is subject to TDS applicable as per Income Tax Act, 1961.

39.2 In case of any complaint of non-fulfilment of any obligation under the contract, MFSCDCL reserves the right to deduct the payments due from the agency from monthly bill (s),

39.3 Proof of challan / receipt for the payment made towards wages to each employee should be furnished to this office along with the monthly charges bill to be submitted for reimbursement.

39.4 The agency shall strictly comply with the provisions of the Employee Provident Fund Act, 1952 and the provisions of Employees' State Insurance Act, 1952. The agency shall deposit Employees and Employer Contributions in the designated account with the designated authority every month. The agency shall furnish along with each running bill, the challan / receipt for the payment of Provident Fund and ESI made on account of the workers for the preceding month together with their ESIC Ins. No. / EPF subscriber No.

**Note: These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between MFSCDCL and the Agency and any non-compliance shall be deemed as breach of the Contract/Agreement.**

## SECTION V: SCOPE OF WORK

### Appointing agency should Perform following activities

1. Providing adequate staff for perimeter security of the premises
2. Security to all production houses (Clients) of Filmcity
3. Strict Control and Vigil on Entry and Exit points
4. Emergency response in case of fire, accident, natural calamities and attack by animals
5. Prevention of encroachment or any illegal occupancy
6. Prevention of any harm to wildlife in the area i.e. check on Poaching / Traps for animals
7. Liasoning with the Local Police
8. Prepare and Submit Periodical reports as envisaged under the Standards of Procedure promulgated by Filmcity
9. Any other responsibility as directed by the administration from time to time.

### DEPLOYMENT:

	General Shift	First Shift	Second Shift	Third Shift
Timings	10:00 to 18:00	07:00 to 15:00	15:00 to 23:00	23:00 to 07:00

The following set of registers should be maintained at all times:

- i) Visitor register (Inward/ Outward)
- ii) Agency labour register/ Attendance
- iii) Vehicle movement register
- iv) Stock/ Maintenance Register
- v) Running station diary

The registers will be supplied by MFSCDCL.

### Roles and Responsibilities

MFSCDCL has developed **Standard Operating Procedures (SOPs)** for security at Filmcity premises. The SOPs are available with all the production houses and other parties operating within the campus.

The incoming agency shall be responsible for monitoring that these SOPs are strictly followed by all the parties.

### Mandatory Qualifications

S.No.	Name of the Post	Prescribed Qualification
1	Senior Security Officer	<ol style="list-style-type: none"><li>i) Should have completed minimum 3-year service as Assistant Security Officer in the corporation or a junior commission officer of the armed Forces</li><li>ii) Possesses degree from a recognized university</li><li>iii) Not exceeding 40 years of age (relaxable by 3 years for defence personnel)</li><li>iv) Possesses certificate in MSCIT or equivalent Certificate</li><li>v) Must possess valid license for Arms/ weapon</li><li>vi) Must read, write and speak- English, Hindi and Marathi</li><li>vii) Must have 5 years of experience in administrative capacity</li></ol>

		viii) Physical standards: a. Height: Minimum 165 Cms b. Weight: Minimum 50 Kgs c. Chest: Minimum 84 Cms and with expansion minimum 89 Cms
2	Junior Security Officer	i) Should have completed minimum 5-year service as Inspector/ Shift Incharge/ Supervisor or a Defence personnel not below the rank of Havildar ii) Possesses degree from a recognized university; if not iii) Minimum 12 <sup>th</sup> standard passed iv) Not exceeding 40 years of age (relaxable by 3 years for defence personnel) v) Possesses certificate in MSCIT or equivalent Certificate vi) Must possess valid license for Arms/ weapon vii) Must read, write and speak- English, Hindi and Marathi viii) Certificate of knowledge in industrial security ix) Graduate or equivalent certificate from Armed Forces x) Physical standards: a. Height: Minimum 165 Cms b. Weight: Minimum 50 Kgs c. Chest: Minimum 84 Cms and with expansion minimum 89 Cms
3	Security Guards/ Armed Guards	i) Ex-serviceman from Armed Forces or minimum 2-year of experience as Security guard ii) Possesses educational qualification of upto 10 <sup>th</sup> standard iii) Literate ability to read, write and speak- Marathi, Hindi and English iv) Not exceeding 35 years of age (relaxable by 3 years for defence personnel) v) Robust physique to perform required duties. No mental or physical disability vi) Absence of any serious or contiguous disease vii) Normal vision of 6/6 without glasses viii) Must possess valid license for Arms/ weapon ix) Trained in fire-fighting and first-aid x) Physical standards: a. Height: Minimum 165 Cms b. Weight: Minimum 50 Kgs c. Chest: Minimum 84 Cms and with expansion minimum 89 Cms

## Duties & Responsibility

### A. Senior Security Officer:

- 1) Holding responsibility for all security matters at MFSCDCL
- 2) To work under the general supervision, direction and control of the management of MFSCDCL and the Chief Security Officer
- 3) To plan the strategy for security and to maintain highest standards of efficiency.
- 4) To collect intelligent data to keep himself and management informed of the internal and external developments which could affect security measures.

- 5) To formulate policies based on the guidelines issued by the management and making sure of code of conduct for security staff, specific trainings, checks on arms and ammunition.
- 6) Enforcing preventive, rectifying measures against various situations like pilferage, fire outbreak, encroachment, sabotages and subversive activities, allotting responsibilities to his subordinates under these situations
- 7) Establishing intelligence, crime prevention, vigilance, traffic control, firefighting squads within the security department
- 8) To maintain close liaison with the local Police, fire department and other central/ state government authorities, so as to secure their co-operation and co-ordination.
- 9) To prepare disaster management plan and take responsibility for its implementation
- 10) To generate various security related reports and documents required from time to time for perusal of the management.
- 11) Responsible for management of security staff including deployment and replacement of men, if recommended by the administration.
- 12) In addition, other duties and responsibilities issued by the management of MFSCDCL

**B. Junior Security Officer/ Supervisors**

- 1) Conducting necessary trainings and drills for the security staff
- 2) Ensuring discipline, attendance, functioning of the security staff deployed and effectiveness in implementation of their duties
- 3) Ensuring proper maintenance of different log registers like inward/outward, vehicle movement etc by the security staff
- 4) Ensuring that all firefighting equipment and other tools/appliances are always in serviceable condition
- 5) Periodic check of the compound and the perimeter fencing to ensure no trespassing and other illegal activities are in place
- 6) Ensuring the access control of the Filmcity premises
- 7) Ensuring regular patrolling of the premises by the designated personnel
- 8) Taking necessary action against any person or party indulging in illegal construction within the Filmcity premises
- 9) Action against entry of unauthorized person and vehicles in the form of penalty/legal action.
- 10) Making sure that the staff deployed take care of the assets of the Filmcity and no harm is brought to any physical space or persons within the premises.
- 11) Ensuring proper record maintenance and reporting of all the incidents
- 12) Maintaining law and order in the premises of the Filmcity
- 13) Providing necessary support and security to the production houses and the corporation officials in case of requirements.

**C. Security Staff/ Armed Guards**

- 1) Ensuring only the authorized persons and vehicles enter/ exit the premises of the Filmcity only after checking the proper ID cards/ passes issued by the Corporation
- 2) They should follow the guidelines issued by their supervisors and should execute without any compromises
- 3) Prompt and timely reporting of all incidents and happenings across the premises to their supervisors
- 4) Proper maintenance of records in the registers at their respective areas of duty
- 5) The staff will remain alert and watch for suspicious activities and persons and must take appropriate action at the right time

- 6) Should be prompt at attending the cases of accidents, encroachments or other matters of urgent attention
- 7) Must be thorough with the Standard Operating Procedures and guidelines issued by the corporation to the Security Agency.
- 8) They should make sure that all the Studio complexes, other shooting assets of the corporation are secure, and no unauthorized usage takes place by a person or a party
- 9) They should at all points support and carry out their duties in accordance with the Chief Security Officer of the Corporation.
- 10) They should be well trained to deal with firefighting, drowning incidents, wild animals in the production areas or administration complex
- 11) Security men on patrolling will ensure proper check on the boundary walls for any unauthorized entry or untoward incidents and encroachment

## Evaluation Criteria

### Technical Bid Evaluation : (TS = TOTAL 100 MARKS)

No	Parameter & Sub-Parameter	Marks Allocation	Max. Score	Supporting Document Type
<b>A</b>	<b>Bidder's Competence</b>		30	
<b>A1</b>	Financial turn over from similar services for the past 3 financial years ending March 2021		20	as mentioned, under pre-qualification criteria on page no. 8
<b>A2</b>	Net worth of organisation for the past 3 financial years ending March 2021. (In case audited and certified data of financial year ending March - 2021 not received, Net worth of organisation for the past 3 financial years i.e. 2017-18, 2018-19, 2019-20 will be considered)		10	as mentioned, under pre-qualification criteria on page no. 8
<b>B</b>	<b>Technical Competence</b>		30	
<b>B1</b>	The Company experience of implementation of Projects (P) of similar nature and size. (total value more than INR 1 Cr. for each project) in last 5 financial years ending March 2021 *P = Project	P=3; 20 marks  For every additional 1 project over 3 projects, bidder will get 2 point.		as mentioned, under pre-qualification criteria on page no. 8, along with work orders for each project
<b>C</b>	<b>Manpower Details</b>		20	
<b>C1</b>	The Bidder must have on their roll staff strength of minimum 2500 Professionals ES- Enrolled Staff			as mentioned, under pre-qualification criteria on page no. 8,
<b>D</b>	<b>Technical Presentation</b>		20	
<b>D1</b>	Technical Presentation must cover the following aspect: 1. Overall Approach 2. Manpower deployment estimate/plan at premises 3. Any unique point/Innovative projects. 4. Orientation towards process automation. <i>Extra marks will be allotted for use of technology in order to bring in efficiency to the existing system.</i>			

Evaluation shall be done based on the information provided in the technical proposal (& subsequent clarification, if any) and clarifications / answers given by the bidders to the queries raised by MFSCDCL, if any.

**Bidders would have the freedom to recognize the workforce deployment plan and make use of technology/ innovative methods for optimum utilization of the same. This should be presented to the corporation during technical presentations for scrutiny.**

**Notes:**

For any project citations submitted by the bidder under technical qualifications section, must be awarded under a single work order.

Bidder to submit work order and end client work in-progress / completion certificate as supporting documents for each project.

**Opening of Commercial Bid:**

The bidders who have secured a minimum of 70% of total marks in technical evaluation will be eligible for Commercial Bid.

**Evaluation of Commercial Bid:**

Each proposal will be assigned a Financial Score FS (100 marks).

$$FS = 100 \times LFS/FS_{quoted}$$

**FS<sub>quoted</sub>** – total cost indicated in the commercial bid by the respective bidder

LFS – lowest cost indicated in the commercial bid by the bidder

Bidder who quotes the lowest in the commercial bid will be given FS of 100 marks.

**Award Criteria – COMBINED AND FINAL EVALUATION**

**Bids received will be evaluated according to their combined Technical Score TS and Financial Score FS as per the formula below :**

$$S = 0.6 \times TS + 0.4 \times FS$$

**Where the weights assigned to Technical Score and Financial Score are 0.6 and 0.4, respectively.**

**Bidder having the HIGHEST SCORE 'S' will be declared as SUCCESSFUL BIDDER for this Tender.**

**Notifications of Award and Signing of Contract**

Prior to the expiration of the period of proposal validity, the bidder will be notified in writing or by fax or email that their proposal has been accepted.

MFSCDCL shall facilitate signing of the contract within the period of 30 days of the notification of award. However, it is to be noted that the date of commencement of the project and all contractual obligations shall commence from the date of issuance of Work Order/ Letter of Acceptance, whichever is earlier. All reference timelines as regards the execution of the project and the payments to the Implementation Agency shall be considered as beginning from the date of issuance of the Work Order/ Letter of Acceptance, whichever is earlier.

The notification of award (LoI/Work Order) will constitute the formation of the contract. Upon the bidder's executing the contract with MFSCDCL, it will promptly notify each unsuccessful bidder and return their EMDs.

At the time MFSCDCL notifies the successful bidder that its bid has been accepted, MFSCDCL will send the bidder the Pro forma for contract, incorporating all clauses/agreements between the parties. Within 15 days of receipt of the contract, the successful bidder shall sign and date the contract and return it to MFSCDCL.



## Responsibilities of different stakeholders

### Agency

- 1) The security Guards / Supervisor engaged should be in good health and physique having no disability and bad habits, should be sane and well behaved, should be able to keep records of events. Copy of discharge book / police verification of all guards to be submitted to MFSCDCL. The person should be preferably below 40 years of age.
- 2) All persons should have Police character verification certificates
- 3) The Endeavour of the agency should be to give preference to ex-servicemen as the staff / guards.
- 4) Sufficient manpower/Reliever should be planned to take care of leaves /weekly offs.
- 5) Weekly offs should be given to all staff/guards
- 6) Sufficient uniforms should be provided to each guard.
- 7) Uniforms, Safety Shoes, Gumboots, Torch, Raincoats, Umbrellas, Motorcycles etc. and other accessories required for security should be arranged by the agency. No payment shall be made by MFSCDCL on this account.
- 8) The deployment of Security Supervisor/Guards at Filmcity will be on round the clock basis and enforce strict monitoring/ surveillance on all the activities. Any incident must be reported to Security supervisor, CSO of the Corporation.
- 9) The agency should submit the EPF code; EPF challan and Insurance certificate for security guards already engaged in Govt. / Semi Govt. Private Firms, along tender form.
- 10) The Contract will be valid for the period of three years preferably w. e. f. 01.06.2021, can be terminated with a Notice of one month on either side in writing.
- 11) The security guard should have a working knowledge of English, Hindi, Marathi and should be able to read and understand documents etc.
- 12) The agency will be responsible if any theft occurs at premises during their staff duty hours and the corporation reserves right to recover damages after due investigation.
- 13) The agency should abide by the provisions of all related laws and rules of the land viz labour and insurance laws etc.
- 14) No additional payment of Weekly Off, National Holidays, Public Holidays, service charges, bonus etc. will be made & they should quote their fees keeping in view of this aspect.
- 15) The payment to the guards to be made on or before 7th of the month by NEFT/RTGS and proof of the disbursement to be submitted for clearing the bill payment for the respective month.
- 16) Party must submit PF Challan and individual PF challan along with monthly bills.
- 17) The agency will submit invoices every month along with the above payment details to the staff.
- 18) The agency must submit the document evidence fulfilling the above-mentioned conditions.
- 19) Any change in security personnel such as new inductions, the party needs to take prior approval from Management of MFSCDCL and CSO
- 20) Copy of GST payment should be submitted for our records
- 21) Proprietor/ Director of the agency should visit our office and meet the management once a month positively. Power of Attorney/ representative of Proprietor/ Director will not be accepted.

### MFSCDCL

- 1) Any guard /supervisor if found involved in malpractice, breach of security will be dismissed without any notice.
- 2) Basic amenities like furniture, sitting place lighting etc. shall be provided by MFSCDCL.
- 3) The Identity Cards for the security guards should be issued & copy of same should be kept with the Corporation.
- 4) MFSCDCL shall finalize the final deployment plan through its Chief Security Officer, in consultation with the successful bidder.



## ANNEXURE I

### FORMAT I: Formats for Pre-Qualification Bid

Pre-Qualification Cover Letter

Date: dd/mm/yyyy

To,

The Managing Director,

Maharashtra Film, Stage & Cultural Development Corporation Limited, Mumbai

**Sub:** RFP for Selection of agency for providing Security Services for Filmcity premises for three years. Dadasaheb Phalke Chitranagari, Goregaon East, Mumbai

**Ref:** Tender No: <No> Dated <DD/MM/YYYY>

Dear Sir,

Having examined the Bid Document (and the clarification / corrigendum issued thereafter, if any), the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the professional services as required and outlined in the Bid Document for the Appointment of Vendor for the Project **“RFP for Selection of agency for providing Security Services for filmcity premises for three years. Dadasaheb Phalke Chitranagari, Goregaon East, Mumbai”**.

We attach hereto our responses to pre-qualification requirements and technical & commercial proposals as required by the Bid Document. We confirm that the information contained in these responses or any part thereof, including the exhibits, and other documents and instruments delivered or to be delivered to the Corporation, is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its short-listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the selection process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

We agree for unconditional acceptance of all the terms and conditions set out in the Bid Document (& subsequent clarification/ corrigendum, if any) and agree to abide by this tender response for a period of 120 days from the date fixed for bid opening. We hereby declare that in case the contract is awarded to us, we shall submit the contract security deposit bond in the form prescribed in the Bid Document.

We agree that you are not bound to accept any tender response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ services specified in the tender response.

It is hereby confirmed that I/We are entitled to act on behalf of our company/ corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.

---

Signature of Authorized Signatory (with official seal)

Name:

Designation:

Address:

Telephone & Fax:

Email:

**Checklist for the documents to be included in the Pre-Qualification Folder:**

<b>S. No.</b>	<b>Documents Required</b>	<b>Submitted (Y/N)</b>	<b>Document Proof</b>
1	Proof of Registration under The Company's Act 1956.		
2	Proof of consolidated turnover of more than Rs. 5 Crore for each of the past 3 financial years.(C.A. certified )		
3	The Bidder should have on their Roll staff strength of minimum 2500 Professionals		
4	The Company should have executed minimum 3 contracts of similar nature and size, must have been running or executed in the last 5 financial years (project value must be greater than INR 1 Cr)		
5	Proof of annual net worth Rs. 1 Crore For each of pas 3 financial year. (C.A. certified )		
6	GST, PAN Registration, as applicable and other such necessary trade/ business registrations		
7	The firm should not have been blacklisted by Central Government or any State Government organization/ department in India at the time of submission of the Bid		
8	Self-Declaration regarding the participation in the tender as per format included in Format V		
9	Registration under ESIC/PF/WALEFARE FUND CONTRIBUTION		
10	License under Private Security Agencies (Regulation) Act, 2005 stated by Ministry of Home Affairs		
11	Declaration Letter of "No-near Relative" employed with MFSCDCL		
12	Screenshot of the EMD submission		

## FORMAT II: Bidders turnover, and net-worth over last 3 FY

Date: dd/mm/yyyy

To,

The Managing Director

Maharashtra Film, Stage & Cultural Development Corporation Limited, Mumbai

Sir/Madam,

I have carefully gone through the Terms & Conditions contained in the RFP for Selection of agency for providing Security Services for Filmcity premises. Dadasaheb Phalke Chitranagari, Goregaon East, Mumbai.

I hereby declare that below are the details regarding Overall Turnover, Net Worth and Profit and Loss of our company.

S. No.	Details	FY 2017-18	FY 2018-19	FY 2019-20
1	Over Turnover			
2	Net Worth			
3	Profit			

Contact Details of officials for future correspondence regarding the bid process:

Details	Authorized Signatory	Secondary Contact
Name		
Title		
Company Address		
Mobile		
Email		
Fax		

**\*Please attach documents as per pre-qualification criteria**

I further certify that I am competent officer in my company to make this declaration.

Signature of Authorized Signatory (with official seal)

Name:

Designation:

Address:

Telephone & Fax:

E-mail address:

**FORMAT III: Undertaking for number of professionals on company's payroll**

Date: dd/mm/yyyy

To,

The Managing Director,

Maharashtra Film, Stage & Cultural Development Corporation Limited,

Mumbai

Sir/Madam,

I have carefully gone through the Terms & Conditions contained in the RFP Document for Selection of agency for providing Security Services for filmcity premises. Dadasaheb Phalke Chitranagari, Goregaon East, Mumbai.

I hereby declare that my company <name has to specify by bidder> has <number to be defined by bidder>experienced manpower as on <bid submission date>.

I further certify that I am the competent officer in my company to make this declaration.

Signature of Authorized Signatory (with official seal)

Name:

Designation:

Address:

Telephone & Fax:

E-mail address:

**FORMAT IV: Details of similar work in hand undertaken**

Date: dd/mm/yyyy

To,  
The Managing Director  
Maharashtra Film, Stage & Cultural Development Corporation Limited, Mumbai

Sir/Madam,

I have carefully gone through the Terms & Conditions contained in the RFP for Selection of agency for providing Security Services for filmcity premises. Dadasaheb Phalke Chitranagari, Goregaon East, Mumbai.

I hereby declare that below are the details regarding relevant work that has been taken up by our company.

NOTE: To be filled for separately for each project undertaken

<b>Name of the Project</b>	
<b>General Information</b>	
Client for whom the project was executed	
Name of the Client Contact Person	
Designation of the Client Contact Person	
Contact details of the Client Contact Person	
<b>Project Details</b>	
Description of the Project	
Scope of work	
Deliverables	
<b>Other Details</b>	
Total cost of the project	
Total cost of the service provided	
Duration of the project (number of months, start date, completion date, current status)	
Other relevant information	
Mandatory Supporting documents:	
Work order/ project contract	
Client Certificate highlighting present status of the project and view of the quality of services by the Bidder	

I further certify that I am competent officer in my company to make this declaration.

Signature of Authorized Signatory (with official seal)

Name :

Designation :

Address :

Telephone &Fax :

E-mail address :

**FORMAT V: Self Declaration – No Blacklisting**

Date: dd/mm/yyyy

To,  
The Managing Director  
Maharashtra Film, Stage & Cultural Development Corporation Limited,  
Mumbai

Sir/Madam,

In response to the Tender Ref. No. \_\_\_\_\_ dated \_\_\_\_\_ for Bid Document for “RFP for Selection of agency for providing Security Services for Filmcity premises. Dadasaheb Phalke Chitranagari, Goregaon East, Mumbai” as an owner/ partner/ Director of \_\_\_\_\_, I/ We hereby declare that presently our Company/ firm \_\_\_\_\_ has unblemished record and is not declared ineligible for corrupt and fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU.

We further declare that presently our Company/ firm \_\_\_\_\_ is not blacklisted and not declared ineligible for reasons other than corrupt and fraudulent practices by any State/ Central Government/ PSU on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Signature of Authorized Signatory (with official seal)

Name :

Designation :

Address :

Telephone &Fax :

E-mail address :

Date :

Place :



**FORMAT VI: Self Declaration – No Near Relative Employed**

Date: dd/mm/yyyy

To,

The Managing Director

Maharashtra Film, Stage & Cultural Development Corporation Limited,

Mumbai

Sir/Madam,

In response to the Tender Ref. No. \_\_\_\_\_ dated \_\_\_\_\_ for Bid Document for “RFP for Selection of agency for providing Security Services for Filmcity premises. Dadasaheb Phalke Chitranagari, Goregaon East, Mumbai” as an owner/ partner/ Director of \_\_\_\_\_, I/ We hereby declare that none of my relative(s) as defined in the Tender document is/are employed in MFSCDCL unit as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, MFSCDCL shall have the absolute right to take any action as deemed fit/without any prior intimation to me.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Signature of Authorized Signatory (with official seal)

Name :

Designation :

Address :

Telephone &Fax :

E-mail address :

Date :

Place :

**Annexure II: Commercial Bid Formats**

<b>S. No.</b>	<b>Rank/ Cadre</b>	<b>No. of Security Personnel Deployed</b>	<b>Chargeable rate per Rank per month</b>	<b>Max charges Payable (Per month)</b>
<b>1</b>	<b>Senior Security Officer</b>			
<b>2</b>	<b>Junior Security Officer</b>			
<b>3 (a)</b>	<b>Security Staff (Armed)</b>			
<b>3 (b)</b>	<b>Security Staff (Unarmed)</b>			
	<b>Total</b>			
	<b>Applicable Taxes</b>			
	<b>Grand Total</b>			

I/We \_\_\_\_\_ Firm/ Bidder am / are hereby quoting lump sum per year rate for the said service as per scope of work, terms and contract conditions covered in bid Rs. \_\_\_\_\_ (Amount in words \_\_\_\_\_). (inclusive of salaries and allowances, PF, ESIC, Labour Welfare Fund contribution, bonus, perquisites as may be applicable of the security staff & every other cost including materials cost escalation)

The rates quoted above (in **Total Amount to be Paid on yearly basis**) should be all including of all applicable taxes and cannot be escalated for any reason during the contract period. All prevailing Labour Acts and Rules should be taken into consideration while quoting the rate.

Company Name :

Bidder Full Name :

Designation:

Address:

Email:

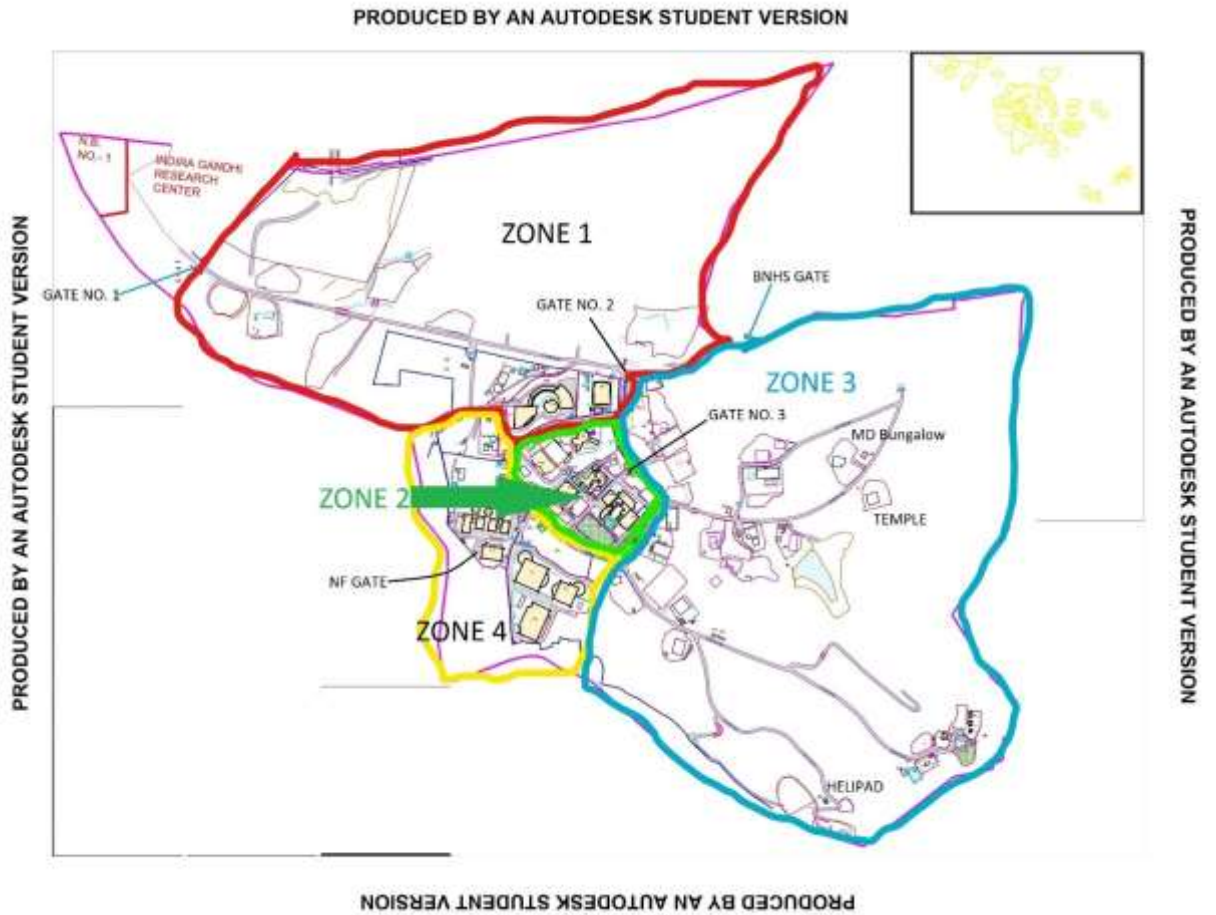
Contact:

Fax:

**\* BIDDERS SHOULD SUBMIT DETAILED BIFURCATION/ RATE ANALYSIS**

**FOR THE QUOTED RATE SEPARATELY. \***

### Annexure III: Filmcity Premise Map



**Annexure IV: Deployment of Manpower (Suggestive)**

Zone	Point of deployment	Jr. Security officer	Guard	Lady Guard	Total (3 shifts)	
					Jr.SO	Guard
1	Gate No. 1	1	6 + 1(Armed)	1	3	23
	Sunil Maidan		2			6
	Whistling Wood		2			6
2	Gate No. 2	1	2		3	6
	Control Room	Sr.Security Officer-1	2	1	1	9
	Admin bldg..main entrance		1			3
	Back gate		1			3
	Jt. MD Bunglow		1			3
3	Gate No. 3	1	2		3	6
	Bapunagar		2			6
	Lake		1			3
	Saltanat Valley		1			3
	MD Bunglow		1 + 1(Armed)			6
4	Court		2			6
	NF Gate	1	2	1	3	8
					<b>13</b>	<b>97</b>

\* Lady Guard not required for night shift at Gate No. 1 and NF Gate

\* Sr. Security Officer will be overall controller of security agency and reporting to the Chief Security Officer of the Filmcity. In Control Room, CCTV and Control Room Helpline Mobile to be monitored. Two points viz: Gate No: 1 and MD Bunglow needs one armed guard.

\* The above deployment plan is indicative. Bidders would have the freedom to reorganize the workforce and make use of technology/ innovative methods for optimum utilization of the same. This may be presented to the corporation during presentations for technical scrutiny.