

Code No.: T-5

**TENDER FOR
SECURITY SERVICES**

At

Pragati Maidan, New Delhi

For

PLAST INDIA –2012

1st – 6th Feb-2012

ORGANISER :-

PLASTINDIA FOUNDATION

401-B- Landmark, Opp.Cinemagic,209A,

Suren Road, Andheri –Kurla Road,

Andheri (East), Mumbai- 400 093.

Tel:++91 –22 – 2683 2911 –14

Fax: ++ 91 –22- 2684 5861

E-Mail ; Plastindia@vsnl.com/info@plastindia.org

Website: www.plastindia.org

Plastindia foundation is the Apex body of Major Association Organisation & Institution connected with Plastics with common objective to promote the development of Plastic Industries & to assist the growth of Plastic related material & their products.

In order to enhance the image & growth of Indian Plastic Industry, the foundation organized a Triennial International Exhibition in India.

Plastindia 2012 has become one of the largest International Exhibitions in plastics & is spread over an area of 94,000 sqmt at Pragati Maidan, New Delhi from 1st – 6th February 2012.

Now Plastindia Foundation is inviting quotation for providing **SECURITY SERVICES** on rental basis for the duration of exhibition i.e. 1st – 6th February 2012 at Pragati Maidan, New Delhi. Terms & Conditions/ Specifications or Instructions for the said job is attached herewith along with the schedule of quantity specification.

General Terms & Conditions:

1. Contractor / Agency must read the specification / terms & conditions carefully.
2. The Contractor / Agency must have sufficient material to execute the job in 1 or 2 days at Pragati Maidan & shall also submit the following:
 - Name & address of the ware house where the material is stored.
 - The ware house/ workshop will be inspected by the Plastindia Foundation Officials or their representative.
3. The contractor shall submit the details of their executing staff with their contact details.
4. Contractor / Agency shall give detail of logistic support for transportation of material & man power owned by them or exclusively hired by them for this show.
5. List of equipment owned by them for executing the job.
6. List of similar work executed by them in the past in one/ two days time with the contact detail of organizers
7. If the contractor is out sourcing their material the name of the sourcing agency shall be provided.
8. The contractor shall not take any job 15-20 days before the start of the fair & during the fair.
9. The contractor for printing should provide the in house facilities of their plant, machinery & technical staff details.
10. Plastindia Foundation reserves the right to allot tender at its sole discretion
11. All disputes subject to jurisdiction of courts in Mumbai.

Date: _____

Authorised Signature
(Name of the Contractor with Seal)

Criteria for Qualification

Vender / Agencies shall submit for qualification of the following details:

1. List of material available (Detail)
2. Man power (Detail)
3. Ware house (Location & Area)

1. ELIGIBILITY

- a) The security agency must have experience of handling such exhibitions & must have been in the business for 10 Years minimum.
- b) The security agency must have registration with Delhi Police & the deployed guard's details registered with the local police station.
- c) The security agency must be registered as agency to provide security services at Pragati Maidan on panel of ITPO
- d) The security agency must have sufficient strength of personnel preferably ex-service man & should be in a position to deploy 1000 or more guards per day.
- e) The security agency should have strength to set up control room at Pragati Maidan so that they can be contacted for assistance as the situation warrants.
- f) The security agency shall also have detective personnel to check the movements of suspicious persons particularly pick pockets & bag lifters, etc.
- g) The security agency should be able to arrange for metal detector frame / inverter mirror / hand metal detectors / sniffer dogs / CCTV all over Pragati Maidan etc. if / whenever / where ever require.
- h) The security agency must be able to provide informal report on day to day basis to Plastindia Foundation / Fair management consultant.
- i) The security agency should have enough First – aid kit ready to use in case of emergency.
- j) The security agency must have their own fleet of vehicles to rush the security personnel to their destination.
- k)

2. INSTRUCTIONS / DUTY OF SECURITY AGENCIES:

- a) You will also discuss & will co-ordinate with our architect & Fair Management Consultant the dos & don'ts as well as explain in deft the guidelines pertaining to the duties that you would be executing before, during & after the exhibition as well as the other general documentation / form which the exhibitor would be expected to follow.
- b) It may be noticed that your appointment as an official security service contractor will certainly not debar Plastindia Foundation & / or the managing committee members from appointing one or more contractors for providing similar services, making suggestions or expressing their views in connection with the decisions pertaining to the services you are required to execute / render.
- c) Any security personal found misbehaving / sleeping / not on duty or found to have any misconduct will be seen off & replaced immediately. Such problems, absentism, careless,

missing from duty will be punished by deduction in the bills by the authorized committee chairman.

The terms of contract shall be as below:

- 1) The Security Guards, Supervisors, Security Officers, Officers – Hall Securities, Lady Guards and Co-ordinators provided and deputed by you should be fully conversant with all aspects of security, fire fighting, first aid, self-defense, Night Vigilance and any other social disorders created by the public which would effect the smooth functioning of the exhibition and conference.
- 2) The officially appointed Security Agency will also be responsible for controlling and supervising the Car Parking Space, movement of mini-buses and other vehicles within the Pragati Maidan during the show.
- 3) To make arrangements for the Metal Detector Frames / Inverter Mirror and Hand Metal Detector as and when require. Charges towards the same will be paid to you separately.
- 4) To ensure that a first aid kit is kept ready for use with your Security Guard in case of an emergency.
- 5) To make arrangements to have Identity cards for all your employees as well as your goodself during the Plastindia 2012 exhibition and the same will have to be prominently displayed in order to prove individual identity.
- 6) To maintain an attendance register showing the names of men and women the points at which they are on duty on day-to-day basis and such attendance register should be endorsed by our authorized officer there and then and on daily basis. No payment shall be made to you without the proof of attendance register being endorsed by our authorized representative.
- 7) Any injury or any other act of mishap caused to the Security Personnel so deputed by you while on duty will be your sole responsibility. Plastindia Foundation will not be responsible for any kind of injury or even death to your Security Personnel due to any negligence on their part during their duty hours.
- 8) The overall insurance cover of all the Security Personnel so appointed by you, if required, shall again be your responsibility.
- 9) The services to be provided by you will be as agreed upon by us and if you fail to execute the same for any reason whatsoever, we will on our own undertake and arrange to provide to the concerned exhibitor / s the services so desired by them and charges towards the same will be adjusted / deducted from the final bill.
- 10) To agree and undertake to ensure that no claim whatsoever either from Government / Quasi Government or by your employees or ITPO or any other person or Agency falls

on us and in the event of any such claim coming on us, subject to bonafides of such claims, we will deduct the values of such claims from your final bill and pay only the balance of the money if any.

Since your company has been appointed as sole agency to provide security services inside Pragati Maidan, it will be entirely your responsibility to safeguard the property and belongings of the exhibitors and organizers in the said halls. **Value of any item found missing or lost in these halls will be deducted from your final bill, or if the amount is higher than the total amount of the final bill, the additional amount will have to be paid by you.**

- 11) You will also discuss & will Coordinate with our Architect cum Fair Management Consultant the Do's & Don't's as well as explain in depth the guidelines pertaining to the duties that you would be executing before, during and after the exhibition as well as the other general documentation / form which the exhibitor would be expected to follow.
- 23) It may please be noted that your appointment as an official Security Services Contractor will certainly not debar PLASTINDIA FOUNDATION and / or the Managing Committee Members from appointing one or more Contractors for providing similar services, making suggestions, or expressing their views in connection with decisions pertaining to the services you are required to execute / render.

This appointment is executed subject to Rules and Regulations of ITPO.

- 24) The contact details of our Official Architect cum Fair and Show Management Consultant appointed will be overseeing the deployment as well as routine of the security personnel in the halls so allotted to you. You will assist the official Architect, Show Management and Technical Consultant as well as the Organizers by extending co- operation to them for the efficient management of the fair as a whole.

The vender/ agency if selected to provide services/ execution of work as stated shall submit Bank Guarantee for sum of **Rs. 2,00,000/-** (Rupees: Two Lac Only) as performance guarantee to Plastindia Foundation.

Also submit the statutory details such as:

1. Registration Service Tax.
2. Registration with VAT.
3. Income Tax PAN no.
4. Registration with ESIC
5. Registration with Provident Fund
6. Registration with ITPO
7. Registration with approved association.

Terms of payment shall be as under:

1. 10% of the work order as advance against equivalent amount of Bank Guarantee.
2. 80% of the payment on satisfactory completion of work & getting the measurement / quantity checked & verified by the authorized person of Plastindia Foundation.
3. 10% of the balance payment with in 10 days of removing the material from site i.e. Pragati Maidan.

5.0 SECURITY SERVICES

5 Providing Security Services during Plast India –2012 Exhibition to be held at Pragati Maidan for 1st – 6th Feb-2012

General Information / Instruction for the Security Agency.

1. The Security Guards, Supervisor & Security officers provided & deputed by you should be fully conversant with all aspects of security, fire fighting, First aid , Self defence and any other social disorders created by the public which would effect the smooth functioning of the exhibition and conference.
2. To provide smart, sober, well- behaved, courteous, alert and physically fit security personnel with neat clean and duly ironed uniforms, whistles & batons.
3. **The Security agency must have registration with the Delhi Police and the deployed guard's details registered with the local Police Station .**
4. Security agency must be registered as such agency to provide services at Pragati Maidan on panel of ITPO .
5. The agency must have sufficient strength of personnel **preferably ex –servicemen.**
6. The security personnel will be responsible for security / safety of men, machine and material as well as exhibits at Plast India 2012 exhibition.
7. The security guard must be equipped with ancillary equipment.
8. The security agency must survey the sites at Pragati Maidan & make known the security requirement for all the halls at Pragati Maidan.
9. All security personally thus deployed at Pragati Maidan shall be aware of the services provided by them, such as fire Fighting handing of mob, night guarding, vigilance.
10. The security agency should setup control room at Pragati Maidan so that they can be contacted for assistance as the situation warrants.
11. Security agency shall have extra man power to be made available in a short span of time.
12. The security agency must have their own fleet of vehicles to rush the security personnel to their destination.

13. The agency must provide informal report on day to day basis to Plast India Foundation/ Fair management Consultant.
14. The contractor shall obtain Photo Identity Card for all their employees, employers during Plast India Exhibition & show the identity card at the entrance of hall to the security guard.
15. The security Agency is also responsible for controlling the car park, Mini shuttle Buses, movement of vehicles within the Pragati Maidan.
16. The security Agency shall also arrange metal detector frame / inverter mirror & hand metal detector as and when required.
17. The security agency shall also arrange detective personnel to check the movement of suspicious persons particularly “ Collar Thieves “ and “ Bag lifters “
18. Any dispute with the security personnel deployed by the security agency will be the responsibility of the security agency. Plastindia is not responsible for any such labour act or any other act which is in force in the state of Delhi.
19. Agency is also responsible for paying the minimum wages as per the Delhi labour act to the temporary personnel deployed by the security agency.
20. Security agency will submit the plan indicating the deployment of security guards for the approval of Plast India Foundation / Fair Management Consultant.
21. Security agency will maintain a Muster roll of attendance with name of the security personnel employed on day to day basis for the information / record of the Fair Architect / Plast India Foundation & for checking & approval.
22. Security agency shall also arrange female security guards as and when required.
23. Security guard shall make available First Aid Kit ready to use in case of emergency
24. There is no Lunch or Tea Break for Security Personals. Therefore additional security personal shall be disposed or reliever for Security Guard posed for duty

Date: _____

Authorized Signature
(Name of the Contractor with Seal)

Annexure I

BOQ for Security Deployment

S.No.	Description	Duty Hours	Rate		
			Shift		
			Shift I 1000-1800 Hrs	Shift II 1800-0200 Hrs	Shift III 0200-1000 Hrs
1.	Security Guard Male	8 Hours Duty			
2	Security Guard Female	8 Hours Duty			
3	Security Officer Male	8 Hours Duty			
4	Security Officer Female	8 Hours Duty			
5	Detective personnel Male	8 Hours Duty			
6	Detective personnel Female	8 Hours Duty			
7	Traffic Warden Male	8 Hours Duty			
8	Traffic Warden Female	8 Hours Duty			
9	Car attendant / Driver	8 Hours Duty			

The Security Agency shall quote their daily wages inclusive of all charges, Taxes, etc. for 8 hours duty (Round the clock) i.e. 24 hours a day for providing Security Guard / Supervisor/ Detective / Traffic personnel deployed by the agencies as per general Information / Instruction attached herewith.

Annexure II

BOQ for Supplying of Rental Equipments

Specification / Description	Qty	Unit	Rate Only	Amount
Hand Metal detector		per day		
Inverter Mirror		per day		
Metal frame		per day		
Sniffer Dogs		per day		
Gun Man		per day		
Bouncers		per day		
Vigilance Supervisor		per day		
Detective		per day		
Cashier for cash collection/ deposit		per day		

Date: _____

Authorised Signature
(Name of the Contractor with Seal)

