



Reference no.- MAHAPREIT/ADMIN/Security/01/2025

Dated: 27/3/2025

QUOTATION NOTICE

Ensuring the safety and security of the Mahapreit office premises is crucial to protect both physical assets and sensitive business information. 24/7 security services will provide a safe working environment for all employees and protect against theft, vandalism, and unauthorized access. A well-managed security presence not only secures office property but also helps in creating a sense of safety and well-being among staff, thereby improving overall productivity.

The scope of work: -

1. SCOPE OF SERVICES

The Service Provider shall supply and accept the following security services:

1.1 Security Personnel

- Guarding Services:
 - Providing uniformed and trained security personnel (guards) to monitor and protect the premises 24/7.
 - Guards shall conduct routine foot and mobile patrols in and around the property, including critical areas like entrances, exits, sensitive areas, and high-risk zones.
- Supervision:
 - Supervisors will oversee the security team to ensure compliance with security protocols and provide leadership.
 - Supervisors will conduct periodic audits to monitor the effectiveness of the security operations.
- Gate/Access Control:
 - Guards will manage access points, monitor visitor logs, and verify the credentials of employees and guests.
 - Access control can include handling biometric systems, ID cards, etc.
- Emergency Response:
 - The Service Provider will respond to any emergency or security breach. This can include intrusions, fire, medical emergencies, etc.
 - Guards are trained to handle such situations in collaboration with the local law enforcement or fire department, if needed.
- Surveillance:
 - Guards will monitor surveillance cameras and report any suspicious activity.
- Patrols:
 - Regular patrolling of both interior and exterior premises of the Company's facility.
 - Randomized patrolling schedules to deter potential criminal activity.

1.2 Equipment Provision

- Security service providers will supply necessary equipment, including:
 - Uniforms
 - Communication devices (radios, phones)
 - Flashlights
 - Access control systems (if specified)
 - Surveillance equipment (if required)

1.3 Training and Certifications

- The Service Provider will ensure that all security personnel:
 - Are trained in physical security techniques, emergency response protocols, and fire safety.
 - Hold the necessary certifications as per local laws and regulations.
 - Undergo regular drills and refreshers to stay updated on security practices.

1.4 Requirements:

- 1) Experience: Security guards in government/private/professional establishment to the contractor organization Service work requires at least 3 years of experience.
- 2) Turnover in the financial year: The annual estimated agreement of the contractor's organization is equal to the as mention in Eligibility Criteria.
- 3) Office: The branch office of the contractor organization should be in the city of Mumbai. Address, telephone number and give the office details with the fax number.
- 4) Registration Certificate/License from Legal Organization: ESI, EPF, Minimum Wage, etc. registration certificate of such statutory organizations is required.
- 5) Registration Certificate/License - Registration Certificate of Registration Certificate of Organization PAN card number and GST number required.
- 6) Institutional Information: The details of the contractor organization must be submitted by the organization. All contract responsibilities and labour laws must be followed by the organization.
- 7) Work time: 3 security guards will be served in 2 shifts. (2 for Day and 1 for Night)
The time of one of their shifts will be 12 hours. (8am to 8pm) every day.

Terms & Conditions

- Quotation language should be in English or Marathi only.
- Quotations should be in one folder with the title of "Quotation for Rate Contract of service of Security Agency for Mahapreit Office."
- Applicant Organization must submit the Quotation for the above before **7th April 2025 by 12.00 PM** by **Post or Courier or by hand**.
- Quotation must include all taxes. There should not be any other hidden cost.

Eligibility Criteria

- Applicant Organization must be an Enterprises/ Private Limited/LLP /Limited Company with a valid GST Registration Number.
- Applicant Organization must have experience of minimum 3 years providing security services to Private/ Government organisations.
- Average Turnover of agency should be Rs.10 lacs in last 3 Financial Year.
- The agency should not be declared ineligible/ blacklisted/ banned/ debarred by the Procuring Organisation or its Ministry/ Department from participation in its Tender Process.

Other Terms: -

1. Quotation should be submitted along with Annexure I – Company Profile (with signed certified photocopies of relevant supporting documents) related to eligible criteria in Technical Envelope and Annexure II Financial bid (signed and sealed on official letterhead). Send it by post or courier superscripted as **“Quotation for Rate Contract of service of Security Agency for Mahapreit Office.” to before 7th April 2025 by 12.00 PM at the given address. Quotations sent through email will not be considered.**
2. Quotation should be strictly submitted as per the format given in Annexure I, and Annexure II on the official letterhead of the firm. Any alteration of the bid format will result in the disqualification of the quotation.
3. The rate should be quoted including all costs. No other extra charges will be entertained under any circumstances over and above the total cost quoted in the financial bid.
5. Participating vendors can contact to DGM Admin at 08879770691 if they have any technical doubts.
6. The Managing Director, Mahatma Phule Renewable Energy and Infrastructure Technology Ltd. has the power to reject any quotation or all quotations or extend the date of opening of tender without citing any reasons. The decision of The Managing Director, MAHAPREIT Ltd. will be final and binding to all bidders.
7. Arbitration of all disputes related to the RC/ Procurement/ delivery, and service of the goods would be done in the Mumbai jurisdiction, Maharashtra.

Sd/-
Executive Director (Admin)

Annexure-I- Technical Envelope

COMPANY PROFILE

“Quotation for Rate Contract of services of Security Agency for Mahapreit Office”

Reference no.:

Date.....

THE FOLLOWING DETAILS ARE TO BE FURNISHED BY THE BIDDING FIRM

1. Name of the Firm:
2. Address of the Firm:
3. Contact no:
4. Email address:
5. Registration details:
6. Permanent Account Number:
7. GST details:
8. Bank Account details including:
9. RC experience:
10. Working Experience with Government/ Private Organizations:
11. Number of projects completed as per mentioned application specification:
12. Turnover of agency for the last Financial Year i.e. 2023-24.
13. Self-declaration on the agency should not be declared ineligible/ blacklisted/ banned/ debarred by Ministry/ Department from participation in its Tender Process.

Account Number: -

Bank name: -

Branch name: -

IFSC code: -

Note: - Kindly attach the relevant documents mentioned above for scrutiny of technical bids.

Declaration:

I/We hereby declare that I/We have read & understood all the terms & conditions mentioned in the quotation notice and I/We undertake myself/ourselves to abide by them. I/We further declare that all the information given above is true.

Name:

Designation:

Signature:

[Official Seal]

Place:

Date:

ANNEXURE II - FINANCIAL QUOTATION- On Letterhead

THE FOLLOWING DETAILS ARE TO BE FURNISHED BY THE BIDDING FIRM

To,
Managing Director,
Mahatma Phule Renewable Energy and Infrastructure Technology Ltd.
BKC, Bandra (East)

Subject: -Rate Contract for One year.

Sr no.	Service Type	Rate
1	Security Guard (₹/per guard)	
2	Service charge (in %)	
3	Taxes (Inclusive/extra)	

Declaration:

I/We hereby declare that I/We have read & understood all the terms & conditions mentioned in the Quotation Notice and I/We undertake myself/ourselves to abide by them. I/We further, declare that all the information given above is true.

Name:

Designation:

Signature:

[Official Seal]

Place:

Date: