

# Ind-Swift Laboratories Ltd: Chandigarh

## Tender Notice: Covering Note For Inviting Quotations of Security Services

**Ref:** ISLL/HR/TN/2018/1

This tender is to invite applications for providing quotations of “Security Services” at various locations (Factories/Offices) of our Organization.

Ind-swift Laboratories Ltd is a global manufacturer of APIs/Formulations. We have 8 sites spread across Chandigarh, Panchkula, Mohali and Jammu. For these sites we are in requirement of a competent centralized agency to provide security staff as per below chart. The details of application procedure and eligibility conditions may please be referred in this document or the applicants may send “Query Mail” to [akashdeep.sharma@indswiftlabs.com](mailto:akashdeep.sharma@indswiftlabs.com).

Detailed application procedure and eligibility conditions will be mailed in revert of query. Mailed queries will be accepted till 25<sup>th</sup> June 2018.

Quotations are to be sent in accordance with requirements by 30<sup>th</sup> June 2018. Invitation to meet will be sent based upon quotations from 1<sup>st</sup> July 2018 onwards.

Site	Nature of Site	Security Guards	Security Supervisors
Jammu	Factory	17	3
Chandigarh	Office	2	0
Vill Bhagwanpur, Derabassi	Factory	27	4
Vill Jawaharpur, Derabassi	Factory	13	2
Focal Point, Derabassi	Factory	6	3
Mohali	R&D	8	1
Total		73	13

The quotations are to be sent through E-Mail or as “Hard Form” in a sealed envelope on the address specified below. Queries may also be directed to provided contact numbers/E-Mail IDs.

### Contact Persons-

**Mr Akash Deep Sharma**  
Manager- Corporate HR  
[akashdeep.sharma@indswiftlabs.com](mailto:akashdeep.sharma@indswiftlabs.com)  
Contact No: 0172-5061850-53 (406)

**Atul Kumar Cahueby**  
Group HR Head  
[atul.chaubey@indswiftlabs.com](mailto:atul.chaubey@indswiftlabs.com)

### Address-

Ind-Swift Laboratories Ltd. SCO-849, Shivalik Enclave, NAC Manimajra, Chandigarh – 160101, India

# Ind-Swift Laboratories Ltd: Chandigarh

## Detailed Tender Notice

### For Inviting Quotations of Security Services

Ref: ISLL/HR/TN/2018/1

22.05.2018

This is detailed specification documents pertaining to the Tender to invite the proposals of Centralized Security Services for all sites of our Organization.

The document describes details of covering note for Tender No: ISLL/HR/TN/2018/1 published in " \_\_\_\_\_ " on " \_\_\_\_\_ "

Ind-Swift Laboratories Ltd is in requirement of Security staff as per following details-

Site	Nature of Site	Security Guards	Security Supervisors
Jammu	Factory	17	3
Chandigarh	Office	2	0
Vill Bhagwanpur, Derabassi	Factory	27	4
Vill Jawaharpur, Derabassi	Factory	13	2
Focal Point, Derabassi	Factory	6	3
Mohali	R&D	8	1
Total		<b>73</b>	<b>13</b>

In accordance with above details, competent security agencies are invited to send the quotations of manpower.

The quotations are required to be sent for 8 hour duty deployment for both security Guards and Security Supervisors. The format of submitting the quotation is prescribed below-

		Security Guards	Security Supervisor
		Location	Location
		Amount	Amount
		8 hour Duty	8 hour Duty
<b>Basic</b>			
<b>Other Components</b>			
<b>Total Monthly Wage</b>			
<b>Employer Statutory Contributions</b>	<b>PF</b>		
	<b>ESI</b>		
	<b>Other</b>		
<b>Service Charge</b>			
<b>Total Cost</b>			

#### Mandatory Eligibility criteria to send the quotation-

The Security agency sending quotation for the tender must qualify following criteria to be eligible for participation-

1. The security agency should have scale of operation at National/International Level
2. Applicant agency should be actively handling the security needs of large scale organizations in Manufacturing or Service Sectors. It should also have a recognized list of active clientele in regions of applying the services.
3. The agency should have following mandatory documents ready to be send along with quotations. Any application without following documents will not be accepted/considered in process.
  - Constitution of the firm
  - Certificate of Incorporation / Registration
  - Company profile
  - Address proof of registered office
  - PAN Number of owner/director and Firm
  - TAN of Firm
  - PF Code
  - ESI Code
  - Proof Total employee strength of Organization (Security Staff)
  - Services continuity plan
  - GST Registrations certificate
  - Valid License to operate as security agency
  - Valid labor License
4. The minimum acceptable criteria of security staff are described below. Therefore, only those agencies need to apply who are competent to provide the staff as per the following specifications.

	<b>Security Supervisor</b>	<b>Security Guard</b>
<b>Qualification</b>	At Least 12th and Above + Ex Service Man	10th and above
<b>Experience</b>	Minimum 3 Years of Industrial Exp	More than 2 Years and trained from an Ex SM
<b>Abilities</b>	Well Trained to Control Manpower and Gate Management	Loyal towards Duty, Well behaved and Responsible
<b>Expertise</b>	<ul style="list-style-type: none"> <li>• Maintain Record as required by plant management and control his subordinates</li> <li>• Watch the activities of factory workers and report to HR/Management on suspecting anything wrong.</li> <li>• Maintain law and order in the factory premises.</li> <li>• Ensure strict security search of employees and being border area always remain alert</li> <li>• Implement and execute order and instruction issued by HR</li> <li>• Good networking with senior officials of factory and trained in fire control as well as first aid</li> </ul>	<ul style="list-style-type: none"> <li>• Will Remain alert on duty and will take extra precautions to safeguard the company property/material.</li> <li>• Will strictly carry out checking at main gate</li> <li>• Will ensure sealing of offices, stores</li> <li>• In Time and Out Time tracking, recording of Casual Manpower</li> <li>• Regular fire drills and training</li> <li>• Daily reporting to security supervisor</li> <li>• Sufficient knowledge to understand and comply with security SOPs</li> <li>• Competent to handle entry and exit of visitors, auditors, Govt Officials.</li> </ul>

5. Before accepting any security staff, the agency will be required to provide all satisfactory proof of education, domicile, national identify and employment history of staff to HR department of organization.

### **Process flow of tender-**

The tender is announced to be open from the date of its publishing in newspaper/website (22<sup>nd</sup> May 2018) and will remain open till 30<sup>th</sup> June 2018. Therefore the quotations will be received till 30<sup>th</sup> June 2018.

The quotations can be sent over the mail or in hard form to company's registered office (address details are mentioned in last section of this paper).

The quotations are to be sent along with the mandatory document's checklist as prescribed above in this paper.

After receiving the quotations, organization will start sending "Invitation to Apply (ITA)" to selected service providers. ITA will provide a date and time to vendor on which meeting with Organization's HR Head will be conducted to discuss the preposition.

On qualifying all the criteria, Security Agency and Organization will run in a formal agreement valid for 1 year (with renewable clauses). All terms and conditions pertaining to the deployment of staff, billing of services and arbitration will be written in Agreement.

Only the most competitive quotations (economically) and most competitive vendors (credentials) will be sent ITAs to discuss the preposition with us, therefore the vendors are required to send rational and optimal quotations for best chances of selection.

### **Send quotations on following IDs**

Mr Akashdeep Sharma  
Manager- Corporate HR & OD Interventions  
[akashdeep.sharma@indswiftlabs.com](mailto:akashdeep.sharma@indswiftlabs.com)  
Contact Number – 9915752168 , 0172-2730504 (Ext-406)

Mr Atul Kumar Chaubey  
Group HR Head  
[atul.chaubey@indswiftlabs.com](mailto:atul.chaubey@indswiftlabs.com)  
Contact Number – 9814001246

### **Address to send Hard Copies of Quotations –**

Akash Deep Sharma  
Manager - Corporate HR & OD Interventions  
Ind-Swift Laboratories Ltd.  
SCO-850, Shivalik Enclave, NAC Manimajra, Chandigarh – 160101, India  
Direct Line : 9915752168, 0172-5061850-53 | Fax : 0172-2730504

**Issued by Ind-Swift Laboratories Ltd for open vendor from Registered office of Chandigarh  
on 22<sup>nd</sup> May 2018**