

MAHARASHTRA STATE SECURITY CORPORATION

**Address: 616, Regus Business Center, 6th Floor, Vaswani
Mansion, Opp. K. C. College, Churchgate, Mumbai-400 020.
Telephone No: - 022-22914333
Email id: vcmd.mahasecurity@gmail.com
gm@mahasecurity.com**

Tender Document for Empanelment of Training Institutes

Maharashtra State Security Corporation.
616, Regus Business Center, 6th Floor, Vaswani Mansion,
Opp. H.R. College, Churchgate, Mumbai 400 020
Tel . 022 2291433 email:vcmd.mahasecurity@gmail.com

GENERAL INSTRUCTIONS FOR THE TENDERER

1. Sealed tenders are invited for

a) Reorientation Training of 2 Weeks duration for Ex-Service Personnel / CPO or Police personnel/ Guards of the Security Guards Board/ Home Guards.

b) Basic Training of 06 weeks duration for fresh Security Guards

c) Basic Training of 07 weeks duration for Security Supervisors/Officers.

Tenderer should be equipped for (a) or (b) or (c) or all the above.

2. Period of Contract: Three Years, extendable by mutual consent.

3. Last Date for Submission : 4 P.M. on 01/08/2011

4. Price of Tender Form : Rs. 2,000/- by DD/PO

5. Earnest Money Deposit : Rs.1,00,000/- by DD/PO

6. Date and Time of Opening Sealed Tenders:

(A) Part-I: Technical Bid- 02/08/2011 (11 AM)

(B) Part-II: Commercial Bid- Date will be intimated later by SMS/
E-Mail.

7. Tender form may be downloaded from the official website of the Corporation i.e. “www.mahasecurity.com” or purchased from MSSC

office, located at the above address. In case of download, the tenderer shall attach a DD/PO for Rs.2000/- along with the tender document towards the cost of the tender form.

8. Sealed tenders should be submitted at the same address.

Part-I and Part-II should be kept in two different envelopes, and the descriptions 'Technical Bid' and 'Commercial Bid' should be clearly mentioned on the respective envelope. Both envelopes should be kept in the main envelope. All the three envelopes should be sealed and the tenderer's address should be clearly written on all the envelopes.

9. The minimum requirement for qualifying to be considered shall be as follows:

A	Land	Sufficient to have an Open Ground for 150/200 trainees for PT/ drill/ games etc. (attach proof of ownership/rental/lease etc.)
B	Equipment	Usual Field Training, Security and Communication Equipments, electronic product lab, available for training (attach list) <input type="checkbox"/>
C	Trained Instructors	Attach the bio-data of the core faculty. Experienced Instructors from Services/CPOs / Police, who can teach in Marathi /Hindi will be given preference. <input type="checkbox"/>
D	Class rooms	Number of class rooms and their capacity. Whether air-conditioned ?
E	Teaching aids	Audio- visual aids, Presentations, case studies, power-point presentations, models etc.
F	Hostel	Lodging, boarding & entertainment
G	Willingness to adopt	Yes/ No

	MSSC syllabus.	
H	Experience	An existing Training Institute with a minimum experience of two years in training security guards/officers will be given preference. Specimen Training Certificates should be attached and Client Testimonials/ Recognition from renowned Industrial Bodies, if any, should be made available on demand.

Note: The above requirements may be taken on rent/lease. But proof should be attached. Different facilities may be provided by different members of a consortium. But, the no. of members in the consortium should not be more than three.

10. Point System for Assessing the Suitability of Training Institutions: The following parameters will be used in the assessment of suitability of training institutions who are taking part in the tender process. The Institutions shall be graded on the following parameters:

Sr. No.	Parameters	Points
1	Qualification and experience of Instructors	05
2	Infrastructure Facilities	05
3	Security related equipments/models/ lab	05
4	Track record in security training	05
5	Scalability	05
6	Degree of tender participation	05
7	Quality of lesson plan/presentation/content up gradation/delivery technique	05
8	Background of Promoter/ Directors/ Advisors	05
	Total	40

Grades shall be awarded to the Institutions as follows:

Points	Grade
31-40	A
21-30	B
≤ 20	C

The Tenderer is requested to attach proof of possession of the above parameters, along with the Tender Forms.

11. A Copy of the Training Institution License obtained from the Dy. Comdt. General, Home Guards for running a Security Guards Training Institute should be available with the tenderer.

12. The Corporation will evolve its own method for examining the suitability of the training facility, including a visit to the Institute by MSSC officials or representatives, if needed.

13. Part-II will be opened after verifying the actual availability of training infrastructure and the training faculty, the tenderer claims to have in Part-I.

If the Tenderer can give more than one type of training, for each type a separate copy of Part-II must be submitted. If the claim is not found to be correct, the bid will be rejected forthwith and no further request shall be entertained.

14. Right to reject any or all quotations shall lie with MSSC. Conditional quotations are liable to be rejected.

15. Sealed tenders should be addressed to “The Vice Chairman & Managing Director, Maharashtra State Security Corporation (MSSC), 616, Regus Business Center, 6th Floor, Vaswani Mansions, Opp. KC College, Dinshaw Vacha Road, Churchgate, Mumbai-400 020”.

16. No tender will be accepted beyond the prescribed time limit.
17. Tenderer should sign on each page of the tender.
18. Validity of the offer should be three months from the date of opening, extendable by mutual consent.
19. Rate should be quoted both in figures and words. All alterations made while filling the tenders must be authenticated by the signature of the tenderer.
20. The tenders submitted by the training institute shall be signed by the proprietor, in case of proprietorship concern, or by all the partners of the firm, or by one partner who has the necessary authority on behalf of firm, in the case of partnership /consortium, to enter into the proposed contract. In the case of a company registered under the Indian Companies Act, 1956, it should be signed by the authorized person. Letter / document / resolution to this effect has to be submitted, along with the tender. If the Institute is an Educational Trust, the Tender can be signed by the Administrator In charge, duly authorized by the Board of Trustees.
21. The MSSC does not bind itself to accept the lowest tender. The type and quality of the training facility / infrastructure and the qualifications of the trainers will be the main criteria in deciding in favor of a training contractor.
22. Intending tenderer shall deposit a sum of Rs.1,00,000/- (Rs. One lakh only), as earnest, money in the form of demand draft / pay order drawn on a scheduled bank, in favor of the Vice-Chairman and Managing Director, Maharashtra State Security Corporation, payable at Mumbai. This amount will be refunded to the tenderer, within one month of opening the tenders, if the tender is not accepted. The earnest money deposit of the successful tenderer shall be retained

with the MSSC, as a security deposit, for ensuring the efficient fulfillment of the terms and conditions agreed by the tenderer. This deposit will be interest free. It will be forfeited if the training institute commits any serious violation of the terms and conditions of the contract. Whether the violation is serious will be decided by the VC & Managing Director of MSSC, and shall be binding on the Training Institute.

23. On receipt of intimation from the VC & MD of the MSSC, about the acceptance of the tender, the successful tenderer shall be bound to execute the contract latest within 14 days thereof, or on the date as specified by the MSSC. Otherwise the earnest money deposit will be forfeited.

TENDER FORM

PART-1: TECHNICAL BID

Place: -----

Date: -----

To
The Vice-Chairman and Managing Director,
Maharashtra State Security Corporation,
Mumbai.

Dear Sir,

Subject: Tender for Providing Security Training for the Security Personnel of MSSC.

I / we have examined your requirement and the related specifications and instructions on providing re-orientation / basic trainings to your security personnel.

2. I / we agree to abide by the terms and conditions of these tender forms, including the condition on the earnest money deposit.

3. I / we have deposited a sum of Rs.1,00,000/- (Rs. One lakh only), as earnest money deposit, vide demand draft /pay order no. _____, dated _____ in favour of the Vice-Chairman and Managing Director, Maharashtra State Security Corporation, drawn on _____ Bank, _____ Branch, payable at Mumbai. I am /we are aware that this deposit will not bear any interest. If I / we fail to execute the contract when called upon to do so, or when terms of agreement are violated, I / we do hereby agree that this sum shall be forfeited.

Signature of the Tenderer:

No. of. Corrections

M.S.S.C

4. Nature of the firm; company / proprietorship / partnership (Attach document).

5. Name of Training Institute:

6. Address of the Training Institute:

7. Telephone nos.

8. Name and address of the tenderer;

9. Particulars of available logistic support and training equipments:

(a) Facilities:

(b) Land area (attach proof of ownership / rental):

(c) Area of parade/ sports ground:

Signature of the Tenderer:

No. of. Corrections

M.S.S.C

(d) Field training/ Security /communication equipments (attach list):

(e) Trained Instructors (attach list of names of core faculty and their Bio-Data)

(f) Number of class rooms and their capacity.

(g) Facilities / amenities (attach list):

(h) Training equipments, like audio-visual aids (attach list):

(i) Willingness to adopt the syllabus of MSSC:

10. PSARA License no. (If any) & date / valid up to:

Signature of the Tenderer:

No. of. Corrections

M.S.S.C

11. License No. & date of validity of license given for security guards training by the Dy. Commandant General of Home Guards, for running the Training Institute.

12. Date of establishing The Training Institute and number of Trainees passed out and placed till date:

13. PAN/ TAN number:

14. Service Tax number:

15. Professional Tax number;

16. Employees Provident Fund number:

17. Registration number of ESIC:

18. Detail of lodging/ boarding facilities:

Rooms/ Capacity	
Dorms/ Capacity	
No. of Toilets	
No. of Bath Rooms	
Common Room	
Kitchen	
Dining Hall capacity	
Any other amenities	

PART - II: COMMERCIAL BID

(Please Submit separate sheet for every training course)

Name of the Course : _____

Max. Batch size : _____

1. Tuition fees per head : _____

2. Hostel fees per head : _____

3. Total charges per head : _____
(Without hostel facilities)

4. Total charges per head : _____
(With hostel facilities)

(All rates must be quoted in actual numbers + taxes to be shown separately)

Signature of the tenderer:

No. of. Corrections

M.S.S.C