



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
LARGE TAXPAYER UNIT

1775, Jawaharlal Nehru Inner Ring Road,
Anna Nagar West Extn., Chennai 600101
Phone No. 26159000 Fax No. 26155282

C. No.I/22/11/2016 Part File

Dated: 23/02/2016

**TENDER DOCUMENT FOR OUTSOURCING SECURITY SERVICES FOR
LARGE TAXPAYER UNIT CHENNAI**

GENERAL INSTRUCTIONS:

1. The Large Taxpayer Unit Chennai invites sealed offers from reputed / authorised firms / companies engaged in the business of providing security services for engaging 7 security personnel on monthly basis for providing security to its office located at 1775, Jawaharlal Nehru Inner Ring Road, Anna Nagar West Extn., Chennai 600101 for a period of one year from the date of award of contract.

2. The tender form in the proforma prescribed in Annexure-I, (Technical Bid) and Annexure II (Financial Bid), enclosed to this document, complete in all respects shall be submitted to the Joint Commissioner, LTU Chennai, 1775, Jawaharlal Nehru Inner Ring Road, Anna Nagar West Extn., Chennai- 600 101 on or before 1400 hrs on 18.03.2016. Tenders will not be accepted after the time and date fixed for the receipt of tenders. The sealed covers are to be superscribed 'Bid for Provision of Security Services'. The tenders will be opened at 1600 hrs on 18.03.16 in the presence of tenderers who wish to be present. The terms and conditions of the tender are enclosed as Annexure III.

3. The tenderer shall sign and stamp each page of this tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the bid. The tenderer shall fill up the information in Annexure I & II in clear and legible terms. Necessary documents of proof should be

attached. Prices wherever quoted should be written both in figures and words. The rates quoted shall be exclusive of Service Tax. The annexure shall be signed and stamped by the firm as mentioned above.

4. Inspection of the premises can be made between 10 a.m and 4 p.m on 16.03.16 and 17.03.16.

(SRINIVASU.S)
JOINT COMMISSIONER (IT)
LARGE TAXPAYER UNIT
CHENNAI

Place : Chennai
Date : /02/2016

ANNEXURE – I

1. Name of the Registered Firm / Company :
2. Address of the company
(with Tel No., Fax & E-mail) :
3. Status of ownership :
(Proprietary/Partnership/Company-
attach proof)
4. Name & Address of the Partners / Directors :
(With Mobile No.)
5. Contact Person(s) (with mobile number) :
6. Licence No. obtained from the controlling
authority under section 7(5) of "The Private
Security Agencies (Regulation) Act, 2005"
(attach photocopy of the licence) :
7. Date of establishment of the firm :
8. List of clientele along with certificate of
appreciation from at least two important
clients :
9. PAN No. :
- 10 a. Service Tax Registration No. :
- b. Amount of Service Tax paid during the
 Year 2015-16 (Attach proof) :
11. No. of persons employed (Attach proof) :
12. Annual turnover for 3 years
(attach Balance Sheets) :
13. Details of Registration with PF authorities
and ESI authorities (attach proof) :
14. Details of EMD :

DECLARATION

I/we hereby certify that the information furnished above is full and correct to the best of my / our knowledge. I/we understand that in case any deviation is found in the above statement at any stage, the company/firm will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)

ANNEXURE – II

1.Total Bid Amount per month for providing
Security services (Exclusive of Service Tax) :Rs.

2.Bid Amount for 1 Security Guard for
Providing Security services (Exclusive of Service Tax) :Rs.

(Signature of Authorized Signatory with date)

Name of the Registered Firm/Company:

Address of the company

(with Te.No.,Fax & E-mail)

ANNEXURE- III

TERMS AND CONDITIONS:

The agency, shall be considered for award of contract only if it agrees to abide by the following terms and conditions:

1. **EARNEST MONEY DEPOSIT:** Earnest Money Deposit of 15,000/- (Rupees Fifteen thousand only) per application in the form of Demand Draft / Banker's Cheque of Scheduled Bank drawn in favour of the Pay and Accounts Officer, Central Excise, Chennai should accompany the tender. Tenders received without Earnest Money Deposit will be rejected. EMD will be forfeited in case the eligible bidder withdraws during the tender selection process.
2. The agreement will be in force for a period of one year from the date of award of contract. This Office reserves the right to extend the duration of the contract for a further period of 12 months subject to satisfactory performance and on mutually agreed terms and conditions.
3. Conditional tenders, late tenders, tenders incomplete or not meeting all the tender conditions hereinafter specified will be rejected.
4. This Office reserves the right to accept or reject any tender in part or full, without assigning any reasons thereof.
5. The agency shall have a minimum experience of three years in providing round the clock security services by deployment of security personnel. Copies of Agreement/Work Order from clients as documentary evidence shall be provided.
6. The agency should have obtained a license from the controlling authority under Section 7(5) of "The Private Security Agencies (Regulation) Act, 2005 [No.29 of 2005]". The agency should preferably have an all India network.

7. The agency should have registered with Service Tax & should have paid Service Tax of Rs. 15 lakhs or above in the financial year 2014-15.

8. Performance Guarantee: The successful tenderer shall submit a Performance Guarantee either by way of Fixed Deposit or Bank Guarantee Receipt @ 5% of the value of contract within three days from the day of obtaining the contract. It will remain valid for a period of forty five days beyond the date of completion of all contractual obligations. No interest will be paid on this deposit.

9. The security agency shall provide security guards with proper supervision of jobs in 3 shifts. Security shall be provided round the clock and each shift shall be of 8 hours duration. Two Security guards shall be posted in each of the three shifts. In addition, one guard shall function during office hours i.e from 9.15 am to 5.45 pm who, apart from his security duties, shall also be the contact person of the agency with this Office.

10. The Security Agency shall ensure that the guards posted at LTU do not work for more than one shift in a day except under extraordinary circumstances. It shall also be ensured that there is no shortage of guards at any point of time. If any shortage of guards is noticed or if it is found that any guard is made to work more than one shift in a day without sufficient reason, proportionate amount will be deducted from that month's bill.

11. The Security Agency shall provide extra person(s) if desired by this Office, during the period of this agreement at the rates already agreed in this contract.

12. The security guards shall perform their duties diligently and afford protection to the entire premises of LTU Chennai that includes the open areas & the built up areas, its movable and immovable properties, assist in 'Access Control', check all vehicles, maintain entry/exit registers, give instructions to park private vehicles at proper place, watch the movements of public/visitors and alert the concerned officer-in-charge in alarming situations, apart from attending to such other duties as may be assigned by officers concerned of LTU Chennai from time to time. The guards should be skilled in traffic management and handling of fire fighting equipments. The guards should be able to read and write English and speak in Tamil.

13. The security guards shall be vigilant so that no person shall carry away any articles belonging to the LTU Office out of its premises, and in such an event, he shall immediately inform the concerned officer-in-charge and act in accordance with the instructions given by him/her from time to time.

14. The Security agency will be responsible for the discipline of the Security Personnel employed by them. A senior officer of the agency should visit and check the Security staff in different shifts periodically, monitor their performance and report to the officer concerned on a regular basis.

15. In case the security guards provided by the agency to this Office are found to indulge in any undesirable or unfair activities in the premises of the office, the agency will be solely responsible for all the consequences and this Office shall be at liberty to lodge complaints before appropriate authorities.

16. In case of any theft/pilferage of any property belonging to the Office of LTU, the concerned officer-in-charge shall inform the Security Agency and register complaints with the police. It will be the responsibility of the Security Agency to pursue the matter with the police with the assistance of the concerned officers in the Department.

17. Only able bodied, physically fit, well-trained, disciplined and honest personnel shall be appointed for duty. Persons so deployed shall not be below 21 years and not above 50 years. They shall perform their duties to the satisfaction of this office.

18. The security agency shall provide proper uniform with required accessories such as whistle, torch lights, walky-talky, batons, etc to the security guards and shall ensure that their turnout is smart in all respects. Rain boots and rain coats should be provided to them during the rainy season.

19. The Agency should be registered under the ESI and Provident Fund Acts and other relevant statutory enactments relating to the employment of labour.

20. The agency should also be licensed under The Tamil Nadu Private Security Agencies Rules, 2008 and the guards employed should fulfill the basic physical and training requirements stipulated.

21. The wages paid to them should strictly adhere to the Minimum Wages Act, 1940 and Contract Labour (R & A) Act, 1970. Licence from Labour Department as per Section 12 of Contract Labour (R & A) Act, 1970 should be obtained for the contract work within 7 days of award of contract. The agency should ensure that there is no scope for any grievance from the personnel on delayed payment of wages. The employees engaged by the security agency will be in the employment of the Security Agency only and not of the LTU office.

22. Mode of payment will be monthly and through Account Payee cheque. Tax shall be deducted at source as per the Income Tax Rules from the monthly bills.

23. In case the agency withdraws or the department terminates the contract for violation of terms and conditions and / or deficiency in services during the period of contract, the additional expenses in hiring a new contractor on temporary arrangement till the time of appointing a regular contractor through a similar tender process, shall be adjusted against performance guarantee provided by the successful bidder.

24. This office reserves the right to terminate the services of the agency at anytime without giving any notice whatsoever.

25. All the existing statutory regulations of both State & Central Governments shall be adhered to & complied with and all records maintained thereof should be available for scrutiny by this office.

26. The Security Agency shall strictly comply with the terms and conditions of the agreement which will be executed with the successful tenderer. Failure by the agency to comply with such statutory requirements and / or the terms of the agreement during the period of contract or deficiency in services shall result in termination of the contract.

27. Any dispute arising out of the agreement or that, which may arise in future, shall be resolved by taking recourse to mutual settlement, failing which the dispute will be subject to Chennai jurisdiction only. The Office of the LTU is entitled to withhold payments due to the Agency in case of any dispute, till it is resolved.



(SRINIVASU.S)
JOINT COMMISSIONER (IT)
LARGE TAXPAYER UNIT
CHENNAI

Place : Chennai

Date : /02/2016