GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
OFFICE OF THE DEPUTY COMMISSIONER OF CENTRAL EXCISE  
CHENNAI IV DIVISION: CHENNAI II COMMISSIONERATE  
AND  
OFFICE OF THE REGIONAL COMMISSIONER  
EMPLOYEES’ PROVIDENT FUND ORGANIZATION  
SUB REGIONAL OFFICE, AMBATTUR  
R-40, TNHB OFFICE CUM SHOPPING COMPLEX,  
MOGAPAIR EAST, CHENNAI 600 037.

C. No. I/04/01/2013  
Dated: 30-12-2013

TENDER
Quotations hereby called for jointly by the Deputy Commissioner of Central Excise, Chennai IV Division, Chennai – 600 037 and the Regional Commissioner, Employees’ Provident Fund Organization, Chennai – 600037, from reputed companies/agencies for the provision of Security & External House Keeping Services to be provided are given in Annexure I and II of the tender form for the common area at the premises at R-40, TNHB Shopping Complex, Thirumangalam – Ambattur Estate Road, Mogappair, Chennai – 600 037 for a period of one year from 01-04-2014 to 31-3-2015. The tender forms along with terms and conditions can be obtained from the Deputy Commissioner, Chennai IV division, Chennai II Commissionerate, Chennai-37 on all working days between 10-00Am and 4 PM. The tender document can also be downloaded from the website www.centralexcisechennai.gov.in, www.cbec.gov.in, www.tender.gov.in. The sealed quotations should reach this office latest by 3-00PM on 22-1-2014. The Tenders will be opened at 4.00 P.M. on 23-1-2014 in the presence of the persons who have submitted Tenders and are present at that time.

\[Signature\]

REGIONAL P.F. COMMISSIONER  
S.R.O. AMBATTUR  
CHENNAI-37

\[Signature\]

DEPUTY COMMISSIONER  
CHENNAI IV DIVISION.  
CHENNAI II COMMISSIONERATE

To  
The Notice Board, Chennai I, II, III, Chennai D/E/II/IV division  
The Superintendent of Central Excise, Chennai II Commissionerate.  
(The Tender may please be displayed in the Departmental website)  
Copy submitted to: The Commissioner of Central Excise, Chennai II Commissionerate,  
The Assistant Commissioner of Central Excise, II Division, Ch.II Commissionerate  
The PRO, Office of the Commissioner of Central Excise, Chennai II Commissionerate  
Copy to: The Regional PF Commissioner, Chennai-37, It is requested that the tender may please be displayed in your office and website.
ANNUAL EXTERNAL MAINTENANCE AND SECURITY SERVICE CONTRACT FOR THE YEAR 2014-15

TENDER PROCESS

Tender is invited in two parts i.e. (1) Qualifying Bid (2) Financial Bid

The tender form for Qualifying bid in proforma prescribed in Annexure -1 and the tender form for the financial bid in proforma prescribed in Annexure II complete in all aspects shall be submitted in two separate sealed covers addressed to the Deputy Commissioner of Central Excise, O/o Deputy Commissioner of Central Excise, Chennai IV Division, R-40, TNHB Cum Shopping Complex, Mogappair, Chennai-37 by 3.00 PM on 22-1-2014. The sealed covers should be super scribed with “Qualifying Bid - Contract for the providing External Maintenance and Security Services”. “Financial Bid – Contract for providing External Maintenance and Security Services” respectively. Qualifying Bids will be opened on 23-1-2014 at 4.00 p.m in the presence of bidders present at O/o the Deputy Commissioner of Central Excise, Chennai IV division, R-40 TNHB cum Office complex, Mogappair, Chennai-37. Incomplete bid document shall be rejected. The valid qualifying bids shall be scrutinized by the committee to short-list the eligible bidders. The financial bids of the short listed bidders will be opened later. Late submission of tenders shall not be accepted.

The bidders can inspect the premises on any working day between 11.00 a.m and 3 p.m.

2. If the tenders are sent by post/courier, it should be ensured that cover should be intact at the time of reaching destination without any damage or loss. Committee is not responsible for the delay on account of postal/courier services.

3. Earnest Money Deposit of Rs.20,000/ (Rupees Twenty thousand only) per application in the form of Demand Draft/Banker's cheque from Scheduled Bank, drawn in favour of the Deputy Commissioner of Central Excise, Chennai IV division, shall accompany the qualifying Bid. Qualifying Bids without Earnest money deposit will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in annexure-1 are found to be incorrect or false during the tender selection process. No interest shall be paid on the Earnest Money Deposit and EMD of
selected bidder will be returned on furnishing performance guarantee as detailed below.

4. **Performance Guarantee:** The successful bidder has to submit Rs.50,000/- (Rupees fifty thousand only) as performance guarantee deposit in the form of Bank guarantee from a Nationalised Bank/Demand Draft/Banker’s cheque from a schedule bank drawn in favour of the Deputy Commissioner of Central Excise, Chennai IV Division, before awarding contract. The performance guarantee along with earnest money deposit shall be refunded to the selected bidder without any interest on the completion of contract period.

5. The tenderer shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid. The tenderer would fill up the information in the Annexure-I and II enclosed at the end of this document in clear and legible terms. Wherever required the price quoted shall be written in figures and words as well. Annexure shall also have to be signed and stamped by the bidder or its authorized signatory.

6. The tender forms shall be rejected if not complete in any aspect.

7. The tender documents are not transferable.

8. The short listed tender along with the documents will be submitted to the 'Competent authority' and upon approval by the 'competent authority' the successful bidders will be intimated about the award of contract to them.
TERMS AND CONDITIONS: ELIGIBILITY CRITERIA

1. CONDITIONS TO BE SATISFIED IN THE QUALIFYING BID:

a) Bidder should have minimum three years of experience in providing housekeeping services/security services to various organizations; and should have completed at least two such works with an Annual Contract value of Rs.20 lacs in the similar activity, in the last three years ended 31-3-2013.

b) The bidder must have ESI Registration, EPF Registration, registered before 01-4-2009. The bidder must also have Service Tax Registration.

c) The bidder must have obtained Permanent Account Number (PAN) under Income-Tax Act, 1961.

d) The evidence for filing of returns along with profit and loss Account and Balance sheet for past three financial years 2010-11, 2011-12 and 2012-13 should be enclosed along with the qualifying bid.

e) The bidder must have an average turnover of not less than Rs.15 lacs during the last three financial years 2010-11, 2011-12 and 2012-13 certified by a Chartered Accountant.

f) The tenderer should not have incurred loss in any two years during the last three years as on 31-3-2013.

g) The bidder must produce a Solvency certificate from his banker for an amount not less than Rs.10 lacs.

h) Within one month from the date of awarding the contract the successful bidder shall obtain a licence under the Contract Labour (R&A) Act, from the licensing authority.

OTHER TERMS AND CONDITIONS:

1. The personnel employed for cleaning of the building premises should work on all days except Sundays and National Holidays and the
personnel employed for Security work should work on all days (24X7 basis).

2. The personnel deployed should be well experienced and trained adequately and of sound health. They should be well behaved and well mannered. They should be provided with uniforms and identity cards prominently displayed. They should have knowledge of local language and preferably English also.

3. If a particular person is absent on any day suitable substitute person should be deployed in his/her place.

4. The personnel should attend to work punctually. The personnel will perform all the duties assigned to the contractor and as specified by the department from time to time.

5. The contractor should pay to their personnel a minimum wage at the prevailing rate as fixed under minimum Wages Act and any breach of this condition will be liable for termination of the contract and the same would be dealt with accordingly. Besides, ESI and PF per head at the current rate should be paid by the contractor every month as per the existing rules and copies of paid cash challans should be submitted every month to this office.

6. The contractor is responsible for payment of monthly salary including leave salary, bonus, gratuity etc. to the personnel as applicable to them.

7. The contractor should ensure that there is no scope for any grievance from the personnel on delayed payment or short payment of wages. The employees engaged by the contractor will be in the employment of the Contractor only and not of the Deputy Commissioner of Central Excise, Chennai IV division.

8. Mode of payment will be monthly and payments to the contractor will be through Account payee cheques only. Tax shall be deducted at source as per the prevailing Income-Tax Act from the monthly bills.

9. The contractor shall indemnify and shall keep this office indemnified against Acts of omission or negligence, dishonesty or misconduct of the men/women engaged for the work and this office shall not be liable to pay and damages or compensation to such person or to the third party. All damages caused by the maintenance personnel shall be charged to the contractor and recovered from its dues/bills.
10. This office reserves the right to terminate the services of the contractor at anytime without giving any notice whatsoever.

11. All existing statutory regulations (both State & Central Governments) shall be adhered to and complied with by the contractor and all records maintained thereof should be available for scrutiny by the committee or its representative. The contractor shall strictly comply with the terms and conditions of the agreement, which will be executed with the successful contractor. Failure by the contractor to comply with such statutory requirements and/or the terms of the agreement during the period of agreement or deficiency in services shall result in termination of the contract.

12. The contract will be in force for a period of one year from 01-04-2014 to 31-03-2015.

13. All the Housekeeping materials/consumables, such as Brooms, cobweb sticks, Dusters, Mop sticks, Buckets, Mug, Toilet Cleaner, Floor cleaner, water wipers, Dust bins, Garbage bins, scrubbing pads, Naphthalene balls, glass cleaner, cleaning machinery etc., as required to clean the Mogappair building complex external premises will be supplied by the contractor.

14. Any dispute arising out of this agreement or that which may arise in future, shall be resolved by taking recourse to mutual settlement, arbitration/conciliation clauses formulated by International Centre of Alternative Dispute Resolution (ICADR), failing which the dispute will be subject to Chennai jurisdiction only.

15. The Mogappair building is owned by Central Excise and Regional P.F. Commissioner, S.R.O.-Ambattur, Chennai-37 and proportion of their shares are given below:

<table>
<thead>
<tr>
<th></th>
<th>Central Excise</th>
<th>63%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Regional P.F. Commissioner S.R.O.- Ambattur, Chennai-37</td>
<td>37%</td>
</tr>
</tbody>
</table>

16. PAYMENT: NO ADVANCE PAYMENT WILL BE MADE AGAINST THIS CONTRACT. The Payment will be released every month against submission of bills by the contractor. The payment will be made individually by the Co-owner’s according to their proportionate share on the property.

17. The dismantled debris excavated surplus earth waste if any during execution of work shall be carted away immediately irrespective of the lead and lift involved to a place without hindrance to the occupants. The contractor shall be required to strictly comply with these requirements without giving any scope/room for urging or follow up from our side.
18. All the materials supplied by the contractor shall be of the best quality.

19. The Accepting Authority reserve the rights to operate or not to operate or partly operate any time mentioned in the schedule.

20. The contractor will have to execute an agreement with Accepting Authority, covering all aspects of the contract in the format prescribed immediately before commencement of work.

21. While carrying out the work extreme care should be taken to ensure the safety of the people engaged by the contractor for the work, and the men working with other departments/contractors. Contractor shall take necessary precautions and make all necessary arrangements in this regard.

22. The contractor shall clear the site in all respects and remove all his materials after completing the work.

23. The contractor shall comply with all the provisions of Employee’s State Insurance Act, Workman Compensation Act and arrange for employee liability insurance etc and any other insurance/registrations required under law and regulations. In addition, the contractor also shall cover his tools, tackles, equipment, also sub contractors’ staff and workmen by suitable insurance. Further to the above, the contractor shall also cover third party risk by insurance.

24. The contractor will abide by all rules, regulations statutes imposed by the Government or other concerned authorities. He will be responsible for work man’s compensations and other requirements for housing or any other amenities and site facilities, such as water, power required by the contractor’s crew and shall provide to them.

25. Electrical & Plumbing works means minor repairs etc., and what amounts to minor work or a major repair work will be decided by the Departments, which decision will be final;

26. Spares for Electrical & Plumbing repairs will be provided by the Department(s) and old parts have to be returned back to the Department in all cases of replacement of spares/parts.
27. Payments will be made on monthly basis by the Central Excise Department and the Regional Commissioner, EPF Organization independently at the ratio of 63:37. Separate Bills in duplicate, indicating the proportionate amount payable by each Department shall be submitted to both the Departments;

28. Complaints register for registering complaints regarding Electrical and Plumbing repairs shall be maintained and it should be ensured that the work is attended to without delay.

29. Attendance register for the workers and supervisor should be maintained at the work spot. This will be verified periodically by the Caretaker of EPFO and/or by the Officer nominated by the Central Excise Department. Payments will be made only on actual basis, based on the attendance register.

30. The Supervisor should report daily to the Caretaker of EPFO and/or to the Officer nominated by the Central Excise Department and also report to them regarding the compliance of the works attended to.

**SCOPE OF WORK**

**I. CLEANING:**

Cleaning and upkeep of all staircases inside the building and cleaning and upkeep of external areas inclusive of greeneries of the building.

**II. SECURITIES**

The contractor has to provide security arrangement to the Mogappair building complex on 24X7 basis days round the clock throughout the year to safeguard the installation such as pumps, common lights and other department materials including watching the entire external area of the building to prevent any theft or damage and any other un-toward incidents and entry of unauthorized person and covey the message to the departmental officers. The requirement of number of persons per shift to be deployed for the effective round the clock, 24X7 basis throughout the year, security arrangement for Mogappair building should be decided by the contractor. The officers, staff members and visitors to the offices functioning in the Mogappair building are only allowed inside the compound. No unauthorized persons would be allowed to use the passage as a thoroughfare.

In order to regulate and to curb the misuse of the passage as a thoroughfare between the front and back entrance of the building enough security personnel should be deployed in general shift on all working days, to
ensure the movement/parking of vehicles. The security personnel should not permit entry/exit of any vehicle other than the vehicles of staff/Officers working in Mogappair building and the visitors to Mogappair building.

The scope of the work will be as indicated below:

<table>
<thead>
<tr>
<th>S. NO.</th>
<th>NATURE OF JOB</th>
<th>DETAILS</th>
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<tbody>
<tr>
<td>1.</td>
<td>Provision of Security Services:</td>
<td>The Security Guards should not be above 45 years of age. They should possess good health and should be strong. Should not have vices like drinking/use of drugs etc.</td>
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<td></td>
<td>3 Security Guards to be provided on all days of the month in two shifts of 12 hours each. Either one or two of them will be required to work on day/night duty, as decided by the Departments.</td>
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<td>2.</td>
<td>Provision of Plumber and Electrician:</td>
<td>Electrician shall be qualified and should be a certificate holder. He should be experienced enough to independently attend to all the electrical repair works in the Common Area as well as in the area occupied by the Central Excise Offices and the Employees’ Provident Fund Office in the Ground Floor, First Floor, Second Floor and the Third Floor. The Plumber should be qualified. He should be able to maintain the Water Purification Plant in the premises in good condition and also do the Back washing of the Plant daily. He should be well experienced and should be able to attend to all plumbing works that may be required to be carried out in the Common Area as well as in the area occupied by the Central Excise Offices and the Employees’ Provident Fund Office in the Ground Floor, First Floor, Second Floor and the Third Floor. Cleaning of the Sumps and Overhead tanks once in 3 months.</td>
</tr>
<tr>
<td></td>
<td>One Plumber and One Electrician to be provided from 09.00 AM to 06.00 PM for six days a week (Monday to Saturday)</td>
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<td>3.</td>
<td>Provision of Sweepers:</td>
<td>Sweeping the common area consisting of the area around the building, Ground Floor front portion, the Staircases etc., from Ground Floor daily. Wet mopping (with soap oil and water) of the common area; except the area around the building daily. Cob web cleaning, dusting &amp; cleaning of the partitions, windows, hand rails etc. in</td>
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the common area.
Sweeping the Open terrace once every 15 days.

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<td>4.</td>
<td>Provision of Supervisor:</td>
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<td>One part time supervisor shall be provided to ensure that the allotted work is carried out properly.</td>
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**RATE AND PRICES**

The bidders shall quote their rates for personnel employed as “Rate per day/shift and Rate per month per employee” (in both words and figures).

**FINAL PAYMENT**

The contractor shall submit the bill for every month by the 2nd working day of next month along with the statement showing number of persons employed for number of days certified by the respective Administrative Officers. No interim bills will be entertained. Payment will be made through cheque within a month from the date of submission of bill provided there is no dispute in respect of rates, quantity and quality of work and on the basis of endorsement made by the respective Administrative Officers. The payment is subject to TDS applicable the income-tax Act, 1961.

The tenderer should ensure that the following documents are part of the Qualifying Bid:

a) Annexure-I (duly filled in) along with necessary enclosures.

b) EMD for Rs.20,000/- Demand Draft/ Banker’s cheque drawn in favour of the Deputy Commissioner, Central Excise, Chennai IV division, R-40, TNHB cum shopping complex, Mogappair, Chennai-37

c) Tender Document (all pages signed)

**The Financial Bid**

a) Duly filled-in Annexure-II

_________________ (RASHMI.G)  
DEPUTYCOMMISSIONER  
CHENNAI IV DIVISION  
CHENNAI II COMMISSIONERATE

Encl:
1. Qualifying Bid document (Annexure-I)
2. Financial Bid Document (Annexure-II)
ANNEXURE-I

QUALIFYING BID DOCUMENT

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<th></th>
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<tbody>
<tr>
<td>1.</td>
<td>Name of the party</td>
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</table>
| 2. | Address  
(with Tel.No. Fax NO.) |
| 3. | Name & address of the  
Proprietor/Partner/Directors(with mobile NO.) |
| 4. | Contact Person(s) (with mobile number) |
| 5. | No. of years experience in providing maintenance services (enclose proof such as performance Reports from clients (or) TDS copies. |
| 6. | Average Annual Turnovers (last 3 years ended 31-3-2013) Certified by Chartered Accountant |
| 7. | Permanent Account Number (PAN) (The evidence for filing of IT returns along with profit and Loss Account & Balance sheet for the last three financial years to be enclosed) |
| 8. | Details of ESI & EPF Registration along with evidence  
(Registered Before 01.Apr-2009) |
| 9. | Details of Service Tax Registration along with evidence |
| 10. | Details of EMD |
| 11. | Solvency Certificate issued by Bankers |

DECLARATION

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

(Signature of Authorised signatory with date)
FINANCIAL BID:

ANNEXURE-II

SCHEDULE OF MAN POWER TO BE ENGAGED INCLUDING RATE OF WAGES

<table>
<thead>
<tr>
<th>S. NO.</th>
<th>NATURE OF JOB</th>
<th>Wage Rate</th>
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<tbody>
<tr>
<td>1.</td>
<td>Provision of Security Services:</td>
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<tr>
<td></td>
<td>3 Security Guards to be provided on all days of the month in two shifts of 12</td>
<td></td>
</tr>
<tr>
<td></td>
<td>hours each. Either one or two of them will be required to work on day/night</td>
<td></td>
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<tr>
<td></td>
<td>duty, as decided by the Departments.</td>
<td></td>
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<tr>
<td>2.</td>
<td>Provision of Plumber and Electrician:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>One Plumber and One Electrician to be provided from 09.00 AM to 06.00 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>for six days a week (Monday to Saturday)</td>
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<tr>
<td>3.</td>
<td>Provision of Sweepers:</td>
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<tr>
<td></td>
<td>One lady Sweeper to be provided from 08.00 AM to 04.00 PM for six days a week</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Monday to Saturday)</td>
<td></td>
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<tr>
<td>4.</td>
<td>Provision of Supervisor:</td>
<td></td>
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