



**OFFICE OF THE ASSISTANT COMMISSIONER OF CENTRAL EXCISE,
CUSTOMS & SERVICE TAX, COONOR DIVISION**

No. 86, Brook Lands Main Road, Lord Mobart Road, Quail Hill,
COONOR – 643101.

Telephone : 0423 – 2235532 / 2235548

NOTICE INVITING TENDER FOR PROVIDING SECURITY SERVICE

The Assistant Commissioner of Central Excise, Coonoor Division, No. 68, Brook Lands Main Road, Lord Mobart Road, Quail Hill, Coonoor - 643101, invites sealed Quotations from experienced and eligible Contractors engaged in the business of providing Security Services at Coonoor Division (Name of office and location is detailed in Annexure-I) for the period from **01.04.2015 to 31.03.2016**. The Tender document viz., **Qualifying bid** (Annexure-III) and **Financial bid** (Annexure-IV), along with scope of work, terms and conditions and name of office & location where Security Service is required can be downloaded from the web site www.cenexkovai.tn.nic.in or www.cbec.gov.in .

While submitting quotations, bidders must submit (i) **Cover A** containing the Proforma duly filled in and signed for having accepted the general terms and conditions (Annexure-II), Qualifying Bid (Annexure-III) and (ii) **Cover B** containing financial bid (Annexure-IV).

Application superscribed as "APPLICATION FOR SECURITY SERVICES" should be sent to:

THE ASSISTANT COMMISSIONER OF CENTRAL EXCISE, CUSTOMS AND SERVICE TAX,
COONOR DIVISION,
No. 68, Brook Lands Main Road, Lord Mobart Road,
Quail Hill, COONOR – 643101.

The Assistant Commissioner of Central Excise, Customs and Service Tax, Coonoor Division reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

Last date for receipt of Tender : **13.03.2015 (before 4.00 p.m.)**

Date & time of opening of Tender : **16.03.2015 at 11.00 a.m.**

(Issued from file C.No.II/22/1/2015-Admn.)

**(A. INDIRA PRIYADARSHINI)
ASSISTANT COMMISSIONER
COONOR DIVISION**

Encl: Annexure I, II & III & IV.

NOTICE INVITING TENDER FOR PROVIDING SECURITY SERVICES

The Assistant Commissioner of Central Excise, Coonoor Division invites sealed offers from reputed PARTIES engaged in the business of providing Security Services, for outsourcing the Services of Security at No. 86, Brook Lands Main Road, Lord Mobart Road, Quail Hill, Coonoor – 643101 of this Commissionerate.

The Contract period is from **01.04.2015 to 31.03.2016**. The location of Divisional office for which Security is required is given as under :

Sl.No.	Name of Office	Location / Area	No. of securities required (for 16 hrs / 365 days)
1	Office of the Assistant Commissioner of Central Excise, COONOOR DIVISIONAL / RANGE BUILDING.	No. 86, Brook Lands Main Road, Lord Mobart Road, Quail Hill, Coonoor– 643101. 6032 sq.ft.	2 guards for 16 hours (each 8 hours) (excluding the timings from 10.00 a.m to 6.00 p.m)

**(A. INDIRA PRIYADARSHINI)
ASSISTANT COMMISSIONER
COONOOR DIVISION**

TERMS & CONDITIONS FOR SECURITY SERVICES

I. ELIGIBILITY CRITERIA :

1. The bidder should have at least a minimum of three years experience in providing similar Security Services.
2. The bidder must have ESI Registration, EPF Registration and Service Tax Registration. The PAN Number / ST Regn. No. should be indicated.
3. The bidder must have obtained Permanent Account Number (PAN) under Income Tax Act, 1961.
4. The contractor having his own Head Office / Branch Office locally should only apply.
5. The successful bidder should obtain a license under the Contract Labour (R&A) Act, from the licensing authority, within one month from the date of awarding the contract.
6. The bidder should pay to their personnel a Minimum Wage at the prevailing rate as fixed under MINIMUM WAGES ACT prescribed by the O/o the Chief Labour Commissioner (Central), from time to time. **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 prevailing rate should be paid by the bidder every month as per the existing rules.**
8. **Earnest Money Deposit (EMD) for an amount of Rs. 10,000/- (Rupees Ten Thousand only) per application in the form of Demand Draft of Scheduled Banks drawn in favour of " The Deputy Commissioner of Central Excise, Coimbatore-III Division", should accompany the Qualifying Bid.**
9. **Performance guarantee: The selected Bidder will have to make One month's amount as performance guarantee and the same will be returned only after completion of the contract period. Liabilities, if any, will be adjusted from the Performance guarantee amount before settling the same.**

II. OTHER TERMS AND CONDITIONS:

1. The contract will be in force for a period of one year **from 01.04.2015 to 31.03.2016.**
2. The persons deployed should work on all days (including Saturdays, Sundays and National Holidays.) The working hours will be 16 hours from 6.00 p.m. to next day morning 10.a.m. (excluding timings from 10.00 a.m. to 6.00 p.m.).
3. The guards deployed for gate duty should be in proper uniform prescribed by the Agency. They should have knowledge of local language and preferably English also.
4. If a particular person is absent on any day, a substitute should be deployed in his place.
5. The guards should be young, energetic and trained to handle any situation.

Contd.../-

6. The guards deployed should be punctual and should salute when Senior Officers enter the gate and leave the gate.
7. The Security guards deployed by the Agency are solely responsible for the protection of Government premises and properties.
8. The Contractor shall maintain an attendance register of its guards, which shall be subject to checks by the concerned Department.
9. No vehicles other than officers' /official vehicles should be allowed inside the office premises without prior permission.
10. The in/out register for visitors and materials movements register in the following formats should be maintained at the gate.

VISITORS' REGISTER

SNo	Date	Name & Full Address	Section/name of the officer to be visited	Purpose	Time In	Time Out	Signature
1	2	3	4	5	6	7	8

MATERIALS MOVEMENT REGISTER

S.No.	Date	Name & Full Address of the person carrying the material	Description of the material	Authority permitted to take it in/out	Time In	Time Out	Vehicle Regn. No.	Signature of Driver/concerned person
1	2	3	4	5	6	7	8	9

11. After office hours the main gate should be locked and whenever required by the officers, the gate should be opened and closed.
12. During night hours and on holidays, the guards should go around the building premises to have effective control over the Government properties.
13. The contractor should deploy one full time Supervisor with mobile phone who shall report to Divisional PRO daily.
14. The contractor is responsible for payment of monthly salary to the personnel as applicable to them under law. The contractor should ensure that wages are paid in time every month.

Contd.../-

15. The contractor should strictly adhere to the wages quoted in the financial bid for payment to each personnel.
16. The contractor 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 Agency only and not of Central Excise Department.
17. The persons deployed by the Service Provider shall have no legal right to seek employment in the Department and no legal proceedings would entertained by this Department in this connection.
18. The contractor should have the valid licence to engage in the business of private security agency obtained from the Police Department of Tamil Nadu.
19. All existing statutory regulations of both the State as well as Central Governments, shall be adhered to by the contractor and all records maintained thereof shall be made available for scrutiny by this Office. The Security Contractor shall strictly comply with terms and conditions of the agreement, which will be executed with the successful contractor. Any failure to comply with any of the above regulations or any deficiency in service will render this contract liable for immediate termination without any prior notice.
20. The contractor should submit the copies of paid cash challans every month to this office. If any discrepancies are found in the payment of wages to the persons deployed against the existing rules, the contract is liable for immediate termination without any prior notice.
21. If at any time during currency of Job, the scope of work for which this job has been awarded is reduced / abandoned, or if the number of person employed by the supplier is reduced from the stipulated number for any period, the payment / value of this job order shall be reduced on pro-rata basis by this office (Service Receiver) and would be binding on the Contractor (Service Provider).
22. The Service Provider shall submit the bill for every month by the 1st day of next month along with the statement certified by Divisional PRO. No interim bills will be entertained.
23. Mode of Payment to the contractor will be monthly and payments will be through e-payment only, on presentation of the bill and on the basis of endorsement made by the Divisional PRO. Tax shall be deducted at source as per the rates notified by the Income Tax Department from the monthly bills.
24. The contractor shall indemnify and keep this Office indemnified against all Acts of omission, negligence, dishonesty or misconduct of the personnel engaged and this Office shall not be liable for any damages or compensation to any personnel or third party.

Contd.../-

25. All damages caused by the personnel to the property of the Department shall be recovered from the contractor.
26. This office reserves the right to terminate the services of the Security Contractor at any time without giving any notice or reasons whatsoever.
27. **No escalation of rates whatsoever would be allowed during the pendency/currency of the contract.**
28. **Quotations wherein the quoted rate is not adequate to cover the prevailing rate of Minimum Wages and the periodical rate revisions as ordered by the Chief Labour Commissioner (Central) under the 'Minimum Wages Act', will be rejected.** Prevailing rate of Minimum Wages may be obtained from the O/o the Deputy Chief Labour Commissioner (Central), Shastri Bhavan, No. 26, Haddows Road, Chennai – 600 006.
29. Any dispute arising out of this agreement shall be resolved by taking course to mutual settlement, arbitration/conciliation clauses formulated by International Center of Alternative Dispute Resolution (ICADR), failing which the dispute will be subject to jurisdiction of Coimbatore Courts.
30. In acceptance of the Tender or otherwise, the decision of this Department is final.

Last date for receipt of Tender : **13.03.2015 (before 4.00 p.m.)**
Date & time of opening of Tender : **16.03.2015 at 11.00 a.m.**

**(A. INDIRA PRIYADARSHINI)
ASSISTANT COMMISSIONER
COONOOR DIVISION**

III. TENDER PROCESS :

1. Tenders are invited in two parts i.e (i) Qualifying Bid
(ii) Financial Bid.

2. The tender form for **Qualifying bid** in Proforma, prescribed in Annexure – III and the tender form for **Financial bid**, prescribed in Annexure –IV complete in all aspects shall be submitted in two separate sealed covers addressed to **'The Assistant Commissioner of Central Excise, Customs & Service Tax, Coonoor Division, No. 68, Brook Lands Main Road, Lord Mobart Road, Quail Hill, Coonoor - 643101** on or before **13.03.2015 before 4.00 p.m..**

The Sealed Covers should be superscribed with " QUALIFYING BID – CONTRACT FOR PROVIDING SECURITY SERVICES", and " FINANCIAL BID – CONTRACT FOR PROVIDING SECURITY SERVICES" respectively. The Qualifying Bids will be opened on **16.03.2015 at 11.00 a.m.** in the presence of bidders by the **Assistant Commissioner of Central Excise, Coonoor Division at Hqrs. office, 6/7, A.T.D. Street, Race Course, Coimbatore – 18.** The date and time of opening of "Financial Bid" will be intimated to the Qualified bidders after finalization of the "Qualifying Bidders".

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

4. The bidder 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 bidder would fill up the information in the Annexure III & IV enclosed at the end of this document in clear and legible terms. The tender documents are not transferable.

5. **The bidders shall quote their rates for the service to be provided in both figures & words**, which should include Wages, PF and ESI, Service Charges, Service Tax , if any, to be paid and the same would not be payable over and above the rates thus quoted.

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6. This office reserves the right to postpone / and / or extend the date of receipt / opening of Quotations or to withdraw the same, without assigning any reason thereof.

7. This office reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for such action.

8. Incomplete bid documents shall be rejected. The valid qualifying bids shall be scrutinized by the Department 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 short listed tender along with the documents will be submitted to the **"Competent Authority"** and on approval of the Authority, the successful bidders will be intimated about the award of contract to them.

9. The bidder should ensure that the following documents are part of the **Qualifying Bid :**

- a) Annexure – III (duly filled in) along with necessary enclosures.
- b) Tender Document (all pages signed)
- c) **Demand Draft for an amount of Rs. 10,000/-**

Financial Bid :

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

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Encl:

- 1. Qualifying Bid Document (Annexure – III)
- 2. Financial Bid Document (Annexure – IV)

ANNEXURE – III

QUALIFYING BID DOCUMENT :

1. Name of the Organisation / Firm :

2. Name & Address of the Proprietor/
Partners/Directors (with Mobile No.) :

3. Registered Address

4. Telephone No. & Fax No. :

5. Registration Number of the firm
(copy to be enclosed) :

6. Contact person(s) (with mobile No.) :

7. No. of years of experience in providing
Security Services

(enclose proof such as Performance
Reports from clients (or) TDS copies) :

8. Total No. of personnel employed under
your firm for the purpose of Outsourcing
Services during the year 2014-15 and

Total Amount of wages and ESI / PF paid :

9. Permanent Account Number (PAN) :

10. Whether copy of the Income tax
Clearance Certificate (ITCC)
Attached :

11. Details of ESI & EPF Registration along
with evidence :

12. Details of Service Tax Registration along
With evidence :

13. Details of Turnover of your firm for the
purpose of Service Tax, during the last
3 years. :

Contd../-

14. Amount paid towards Service Tax during the last 3 years, (year-wise details), if any :

15. Exemption of Service Tax claimed, if any, and details thereof :

16. Proposed no. of persons to be deployed under your firm for Security purpose other than proposed to be deployed in this office during the year 2015-16. :

17. Details of Demand Draft / Bank / Amount for the EMD Amount :

DECLARATION

I / We hereby certify that the information furnished above is true 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, I / We will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized signatory with date)

Name :

Seal :

ANNEXURE –IV

FINANCIAL BID DOCUMENT :

1. Name of the Organisation / Firm :
2. Registered Address
(with Tel.No. & Fax No.) :
3. Name & Address of the Proprietor/
Partners/Directors (with Mobile No.) :

SNo	Name of Office & Address	Proposed Manpower Deployment (Nos.)	Amount (Rs.)
1	2	3	4
1.	Office of the Deputy / Assistant Commissioner of Central Excise, Coonoor Divisions. (COONOOR DIVISIONAL / RANGE BUILDING.) No. 86, Brook Lands Main Road, Lord Mobart Road, Quail Hill, Coonoor- 643101 6032 sq.ft.	2 Security guards (for 16 hrs service / each 8 hrs) (excluding timings from 10.00 a.m. to 6.00 p.m.)	

Monthly Service charges : _____

Add: Service Tax @ : _____

Grand Total : _____

(Rupees _____ only)

4. Whether enclosure to the Financial
Bid enclosed :

DECLARATION

I / We hereby certify that

- * - the information furnished above is true and correct to the best of my/our knowledge.
- * - I / We will pay the wages to the workers engaged in your office, not less than the rate fixed under Minimum Wages Act prescribed by the O/o the Chief Labour Commissioner (Central), New Delhi, from time to time, failing which I / We accept the order of termination of contract.
- * - I / We 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 Authorized signatory with date)

Name :

Seal :

FINANCIAL BID ENCLOSURE

RATE OF WAGES PER PERSON FOR SECURITY SERVICES		
Basic Pay	:	Rs.
Variable DA	:	Rs.
Gross Daily Wages	:	Rs.
Add : Statutory Contributions, if applicable :		
1. EPF (12%),	:	Rs.
2. Pension Fund (1.61%)	:	Rs.
3. ESI (4.75%)	:	Rs.
4. Bonus (8.33%)	:	Rs.
Add : Contractor's Service Charges :		
(% of Gross Wages)	:	Rs.
Wage Rate per day	:	Rs.
(Rupees)		
Wages for 30 /31 days		
(Rupees)	:	Rs.

Total : _____

(Rupees

only)

DECLARATION

I /We hereby certify that the information furnished above is true 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, I / We will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized signatory with date)

Name :

Seal :