



**OFFICE OF THE ASSISTANT COMMISSIONER OF CENTRAL EXCISE,  
CUSTOMS & SERVICE TAX, POLLACHI DIVISION  
JOTHI NAGAR, 'D' COLONY, POLLACHI - 642 001**

Telephone : 04259 - 227510

Fax : 04259 - 227510

**NOTICE INVITING TENDER FOR PROVIDING SECURITY SERVICE  
AT POLLACHI**

The Office of the Assistant Commissioner of Central Excise, Pollachi Division, Jothi Nagar, 'D' Colony, Pollachi, invites sealed Quotations from experienced and eligible Contractors engaged in the business of providing Security Services at Divisional / Range offices at Jothi Nagar, 'D' Colony, Pollachi (Name of office and location is detailed in Annexure-I) for the period from **01.04.2014 to 31.03.2015**. 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 required can be downloaded from the web site [www.cenexkovai.tn.nic.in](http://www.cenexkovai.tn.nic.in) or [www.cbec.gov.in](http://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,  
POLLACHI DIVISION,  
JOTHI NAGAR, 'D' COLONY,  
POLLACHI - 642 001

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

Last date for receipt of Tender : **28.02.2014 ( before 5.00 p.m.)**

Date & time of opening of Tender : **03.03.2014 at 3.00 p.m.**

(Issued from file C.No. I/22/21/2014 Admn.)

**(G. SABAREESH)  
ASSISTANT COMMISSIONER  
POLLACHI DIVISION**

Encl: Annexure I, II & III & IV.

**ANNEXURE - I**

**NOTICE INVITING TENDER FOR PROVIDING SECURITY SERVICES**

The Office of the Assistant Commissioner of Central Excise, Pollachi Division invites sealed offers from reputed PARTIES engaged in the business of providing Security Services, for outsourcing the Services of Security at at Divisional / Range offices at Jothi Nagar, 'D' Colony, Pollachi.

The Contract period is from **01.04.2014 to 31.03.2015**. 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, <b>Pollachi Division</b> & Pollachi I, II & III Ranges	Jothinagar D Colony, Pollachi-642 001.  <b>29748</b> sq.ft.	<b>2 guards</b> for 16 hours ( each 8 hours) (excluding the timings from 10.00 a.m to 6.00 p.m)

Sd/14/13.

*(Signature)*  
19/02/14

**(G. SABAREESH)**  
**ASSISTANT COMMISSIONER**  
**POLLACHI DIVISION**

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.../-

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 price whatsoever would be allowed** during the period of the contract including Service Tax and the increase in minimum wages, if there has been increase in wages fixed by the Statutory Authority empowered to do so, from time to time.
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 : 28.02.2014 ( before 5.00 p.m.)

Date & time of opening of Tender : 03.03.2014 at 3.00 p.m.

  
(G. SABAREESH )  
ASSISTANT COMMISSIONER  
POLLACHI DIVISION

7. 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.

8. 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.

9. 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.

10. 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)

**Financial Bid :**

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



**(G. SABAREESH)**  
**ASSISTANT COMMISSIONER**  
**POLLACHI DIVISION**

Encl :

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

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 :

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 :

**FINANCIAL BID ENCLOSURE**

<b>RATE OF WAGES PER PERSON</b>		
Basic Pay	:	Rs.
Variable DA	:	Rs.
Gross Daily Wages	:	Rs.
<b>Add : Statutory Contributions, if applicable :</b>		
1. EPF ( 12%),	:	Rs.
2. Pension Fund ( 1.61%)	:	Rs.
3. ESI (4.75%)	:	Rs.
4. Bonus (8.33%)	:	Rs.
<b>Add : Contractor's Service Charges :</b>		
(% of Gross Wages)	:	Rs.
Wage Rate per Sq. foot per day	:	Rs.
(Rupees )		
Wages for 26 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 :