

Tender for Providing security arrangements (30 security Guards) to 10 Emergency Obstetric Care Hospitals of District Family Welfare Bureau of Corporation of Chennai.

Tender Reference :- F.W.&M.ch.F 5/2462/10.

Last Date and Time for Receipt of Tender 24.09.2010., 3.00 PM



CORPORATION OF CHENNAI

District Family Welfare Bureau, Ripon Buildings,

Periyar EVR Salai, Chennai – 600003.

Tamil Nadu.

www.chennaicorporation.gov.in

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CORPORATION OF CHENNAI

District Family Welfare Bureau, Ripon Buildings,

Periyar EVR Salai, Chennai – 600003.

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Document Control Sheet

Tender for Providing security arrangements (30 security Guards) to 10 Emergency Obstetric Care Hospitals of District Family Welfare Bureau of Corporation of Chennai.

Tender Reference	F.W.&M.ch. F 5/2462/10.
Date of issue	07.09.2010.
Last Date for sale of Tender Document	22.09.2010., 3.00 PM
Last Date and Time for Receipt of Tender	24.09.2010., 3.00 PM
Date and Time of Opening of Tender	24.09.2010., 3.30 PM
Address for Enquiry	Deputy Project Coordinator, District Family Welfare Bureau, Corporation of Chennai, Ripon Buildings Periyar EVR Salai, Chennai – 600 003. Tamil Nadu. Tel: + 91-44-25383736, 25619287
Submission of Tender	Corporation Of Chennai Ripon Buildings, Periyar EVR Salai, Chennai - 600 003. Tamil Nadu.
Amount of Earnest Money Deposit (EMD) Demand Draft in favour of the Commissioner, Corporation of Chennai.	Rs. 8,000/=

Deputy Project Coordinator,
Corporation of Chennai

CORPORATION OF CHENNAI

**District Family Welfare Bureau, Ripon Buildings,
Periyar EVR Salai, Chennai – 600003. Tamil Nadu.
www.chennaicorporation.gov.in**

NOTICE INVITING TENDER

Ref: F.W.&M.ch. F 5/2462/10.

Dt. 07.09.10.

Corporation of Chennai invites Sealed Tender from the eligible tenderers for Providing security arrangements (30 security Guards) to 10 Emergency Obstetric Care Hospitals of District Family Welfare Bureau of Corporation of Chennai.

The Tenderers shall have to fulfill the following minimum criteria on their own or as a main vendor in case of Consortium.

PRE QUALIFICATION CRITERIA:

- 1) The Tenderer should be a Security Agency with ISO certificate.
- 2) The tenderer should have License to engage in the Business of Private Security Agency from Inspector General of Police (Welfare), Office of DGP, Chennai – 4.
- 3) The Agency should have in its roll not less than 60 Security Guards in the last 2 year. Proof for which should be attached in the Tender Document.
- 4) The tenderer should show proof of having paid E.S.I and P.F. for at least 60 Security guards in their roll on any of the 3 preceeding months before this tender.
- 5) The tenderer should furnish particulars regarding their previous experience in deputing security arrangements in Government / Quasi Government / Public Ltd Company etc.,. Proof for the same to be furnished.

Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have,

- a) made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements; and/or
- b) Record of poor performance such as abandoning the work.

The Tender Document is obtainable from the Tender Sales Counter, Corporation of Chennai, Ripon Buildings, Chennai – 600 003, on all working days till **3.00 pm on 22.09.10** on payment of **Rs 3,375/--** (Inclusive Tax) in the form of Demand Draft of any Nationalized Bank / Scheduled Bank payable at Chennai, drawn in favour of ***the Commissioner,***

Corporation of Chennai, Chennai – 600 003. Tender documents can also be obtained by Registered Post or Courier by sending a requisition letter addressed to the under signed enclosing with a Demand Draft for the Value of Tender Documents, plus Rs.1, 000/- at the risk and responsibility of the prospective Tenderer.

Tender documents can also be downloaded from the websites ***www.tenders.tn.gov.in*** and ***www.chennaicorporation.gov.in***. The downloaded tender document shall be submitted with the cost of tender document of Rs 3,375/- in the form of Demand Draft of any Nationalized Bank / Scheduled Bank payable at Chennai, drawn in favour of **The Commissioner, Corporation of Chennai.** In case, if any deviation is found in the tender document submitted by the tenderer from the content mentioned in the website, his tender shall be liable to be rejected at any stage of the contract.

The Tender must be dropped as a single sealed outer cover containing Technical Tender cover (A) and Financial Tender cover (B) in any of the Tender Boxes kept at the C.E.(GL) Office, P.R.O. Office, Office of the Vigilance Officer and Tender Sales Counter, Corporation of Chennai, Ripon Buildings on **or before 3.00 p.m. on 24.09.2010.** The Technical Tender will be opened at **3.30 p.m.** on the same day at District Family Welfare Bureau, Ripon Buildings in the presence of available tenderers or their authorized representatives.

EMD Amount is **Rs. 8,000/--** (Rupees Eight thousands only) in the form of Demand Draft of any Nationalized Bank / Scheduled Bank payable at Chennai, drawn in favour of **The Commissioner, Corporation of Chennai, Chennai – 600 003.**

The filled up Tender Documents can also be sent by Post or by Courier .The Corporation of Chennai shall not be responsible for any delay in transit. The Tenders received after the due date and time will not be considered under any circumstances. If the office happens to be closed on the day as specified, the Tenders will be received and opened on the next working day at the same time and venue.

The Deputy Project Coordinator may be contacted for any clarification on all working days from 2.00p.m to 5.00 p.m. or over Telephone No. 044-25383736, 25619287.

Corporation of Chennai reserves the right to accept or reject any or all proposals and reserves the right to cancel the invitation, advance or postponed without assigning any reasons whatsoever.

Deputy Project Coordinator.
Corporation of Chennai.

1.INTRODUCTION

1.1 Background:

Corporation of Chennai is the fourth largest metropolitan city in the country with a population of over 4 million. The Corporation of Chennai, District family Welfare Bureau is serving the people by running 10 Emergency Obstetric Care hospitals in the city. In each of the EOCs nearly 300 to 400 patients are coming for treatment, with these patients lot of visitors are also coming. Most of the time unwanted instance are happen because of these unchecked visitors. Hence it is proposed to deploy the private security guard to control the visitors and to safe guard the corporation premises and to avoid illegal activities and treepassing.

2. SCOPE OF WORK

The tenderer should deploy Security Guards as per conditions prescribed in the tender document for the 10 EOCs of District Family Welfare Bureau, Corporation of Chennai,

1. to safe guard the corporation premises and in and around areas of the Hospitals.
2. to safe guard the lawns from the cattle, dog, etc.
3. to avoid the unauthorised entry of any body in to the EOC Hospitals so that any corporation property is not damaged.
4. to safeguard the EOC Hospitals from the illegal activities and treepassers.
5. to avoid using the roadside of the EOC Hospitals by occupying by vendors or by others.

3. TERMS AND CONDITIONS

The following terms and conditions are intended to sensitize the tenderer to various clauses, which may be reflected in the final contract. This draft does not form an executable copy.

3.1 Tender for Proposal:

The applicant / Vendor/ Consortium hereinafter referred to as the “TENDERER” is expected to examine all instructions, forms, terms and specifications contained in this document. The proposal should be precise, complete and in the prescribed format as per the requirements of this Tender document. Failure to furnish all information required by this tender document or submission of applications not responsive to this tender document in every respect will be at the applicant’s risk and may result in rejection.

3.2 Content of Tender document:

This document has to be read in its entirety. The terms and conditions for the tender encompasses all the terms and conditions mentioned in this document. However The Corporation of Chennai reserves the right to alter any of the above-mentioned dates at a short notice. The same will be intimated to all the concerned parties. Before submitting the proposal due diligence can be undertaken by tenderers at their own cost.

3.3 Clarification & Amendment on Tender document:

A prospective tenderer requiring any clarification on the tender document may notify the Corporation of Chennai in writing. In case any one tenderer asks for a clarification to the tender documents before 48 hours of the opening of the Tender, The Corporation of Chennai shall ensure that a reply is sent and copies of the reply to the clarification sought will be communicated to all those who have purchased the tender documents without identifying the source of the query.

At any point of time after the issue of the tender documents and before the opening of the tender, The Corporation of Chennai may make any changes, modifications or amendments to the tender documents and shall send intimation of such change to all those who have purchased the original tender documents.

3.4 Language of Tenders:

All Proposal and supporting documentation shall be submitted in English only.

3.5 Format and signing of Tender:

This tender document in original or **downloaded from website** shall be properly bound along with all enclosures as mentioned in pre qualification criteria. The enclosures may be good quality photocopies of the original. An accompanying letter is required, signed by an authorized signatory of the tenderer, committing the tenderer to the contents of the original response. Each tender shall be made in the legal name of the tenderer and shall be signed by the tenderer or a person duly authorized to sign on behalf of the tenderer. **The tenderer must stamp and sign on all pages of this document and also the enclosures.**

3.6 PRE QUALIFICATION CRITERIA :

The Tenderer has to furnish the documentary evidence for the following items to establish the eligibility to bid and to qualify to perform the Contract if its tender is accepted.

- 1) The Tenderer should be a Security Agency with ISO certificate.,
- 2) The tenderer should have License to engage in the Business of Private Security Agency

from Inspector General of Police (Welfare), Office of DGP, Chennai – 4.

- 3) The Agency should have in its roll not less than 60 Security Guards in the last 2 year. Proof for which should be attached in the Tender Document.
- 4) The tenderer should show proof of having paid E.S.I and P.F. for at least 60 Security guards in their roll on any of the 3 preceding months before this tender.
- 5) The tenderer should furnish particulars regarding their previous experience in deputing security arrangements in Government / Quasi Government / Public Ltd Company etc.,. Proof for the same to be furnished.

Even though the bidders meet the above qualifying criteria, they are subject to disqualified if they have,

- a) made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements; and/or
- b) Record of proof performance such as abandoning the works.

3.7. Earnest Money Deposit (EMD) Amount:

The Tender shall contain Earnest Money Deposit **(E.M.D) of Rs. 8,000/--** (Rupees Eight Thousands only) in the form of Demand Draft / Pay Order / Bankers Cheque of any Nationalized or any other scheduled bank drawn in favour of "The Commissioner, Corporation of Chennai" payable at Chennai. The E.M.D will not be received in cash or currency notes or cheques or in the shape of NSC or government bonds and the tender shall be rejected, if E.M.D. is not paid in the prescribed manner. The E.M.D will be refunded to the unsuccessful tenderer on application after intimation is sent of the rejection of the tender or at the expiry of 90 days from the date of tender which ever is earlier. The E.M.D of the successful tenderer will be returned only after the deposit of performance guarantee. Tenders without E.M.D are liable for rejection. The E.M.D shall be enclosed in **Technical Tender - Cover (A)**.

The E.M.D made by the tenderer will be forfeited if:-

1. The tenderer withdraws his tender or back out after acceptance
2. The tenderer withdraws his tender before the expiry of validity of the offer, the period specified in the specification or fails to remit the security deposit.
3. The tenderer violates any of the provisions of these regulations contained herein.
4. The tenderer revises of the terms quoted during the validity period.

3.8. Submission of the Tender:

The Proposal shall be submitted in two separate **sealed envelopes put together in a sealed outer envelope**, :- **1) “Technical Tender” (Cover A)** and

2) “Financial Tender” (Cover B).

1) Technical Tender (Cover A):

This cover shall be with all the relevant details to assess the capability of the Bidder to undertake the work detailed in the Prequalification Criteria and contain **Earnest Money Deposit**.

Hence the Technical Tender shall contain the following.

1. The original Tender Document (**Except Annexure II, Financial Tender**) duly **signed by the tenderer with seal**.
2. The photocopies of the testimonials (shall be duly signed by the tenderer with seal) for the proof of pre-qualification criteria. (**Refer clause 3.6**)
3. The **E.M.D.** (Refer **Clause 3.7** of this document).
4. All other reference documents submitted with the tender.

The sealed covers shall be super-scribed as

" Technical Tender (Cover A) – Tender for Providing security arrangements (30 security Guards) to 10 Emergency Obstetric Care Hospitals of District Family Welfare Bureau of Corporation of Chennai.”- and addressed to **The Deputy Project Coordinator, District Family Welfare Bureau, Corporation of Chennai.**

2) Financial Tender (Cover B):

This cover shall contain **Annexure II, Financial Tender**, duly quoted with **rates** and **signed with seal**. The Given format should not be changed for quoting the rates. The rates shall include all overhead expenses including taxes, duties etc., complete in all respects. The rates shall be quoted in Indian Rupees in figures as well as words.

Hence the Financial Tender shall contain:-

1. Financial Tender with **Rates quoted** and **signed and sealed. (Annexure II).**

The sealed covers shall be super-scribed as

“Financial Tender (Cover B) - Tender for Providing security arrangements (30 security Guards) to 10 Emergency Obstetric Care Hospitals of District Family Welfare Bureau of Corporation of Chennai.”- and addressed to **The Deputy Project Coordinator, District Family Welfare Bureau, Corporation of Chennai.**

The covers shall be **sealed separately** with **WAX Seal** and put in an **outer sealed envelope**. The outer sealed cover shall be marked as

“Tender for Providing security arrangements (30 security Guards) to 10 Emergency Obstetric Care Hospitals of District Family Welfare Bureau of Corporation of Chennai.”. and addressed to **The Deputy Project Coordinator, District Family Welfare Bureau, Corporation of Chennai:-**

Tenders once submitted shall be final and no amendment shall be permitted after the close of the Tender. Tenderers are solely responsible for timely delivery of their proposals to the location set forth herein prior to the stated Proposals Submission due date.

3.9. Late Tenders:

Any tender received after the deadline for submission of tenders, will be rejected.

3.10. Period of Tender validity:

The tenders shall be valid for a minimum period of 90 days from the closing date for submission of the tenders. On completion of the validity period, unless the tenderer withdraws his tender in writing, it will be deemed to be valid until such time that the tenderer formally (in writing) withdraws his tender.

3.11. Evaluation of Technical Tenders:

Evaluation will be based on prequalification criteria and committee’s report on the capability of the tenderer in the field of Providing security arrangements. After the evaluation only, the tender shall qualify for further processing. A committee as desired by the Purchaser may be formed for the evaluation, scrutiny and recommendation of the Technical Tenders based on the pre-qualification criteria and assessment report of capability of the tenderer on deployment of Security guards.

3.12 Financial Tenders from technically short listed Tenderers:

The financial tenders of the technically short listed tenders only shall be opened in the presence of their representatives on the specified date and time at the premises of Corporation of Chennai. There shall be no negotiations regarding the Financial Tender except with the Lowest Quoted Tenderer – **L1 Tenderer**.

3.13 Price Quotation:

The rates (salary, inclusive of P. F.-ESI Contribution etc.) to each Security Guard (per month) (based on daily 8 working hour’s duty) should be quoted in the **Financial Tender** (Annexure II). **Any deviations from the format provided in Annexure II, Financial Tender shall**

be treated as invalid. The tenderer must quote the prices both in figures and words. In case of any dispute in the prices quoted, the lowest will be considered. All quotes should be in Indian Rupees .The prices shall be inclusive of all taxes.

1. The rates shall be quoted in Indian Rupees both in figure and words.
2. The rates shall be quoted inclusive of P. F.-ESI Contribution etc. and all taxes if any.
3. The rates shall be considered as inclusive of taxes even if quoted exclusive of taxes.
4. Only one rate shall be quoted. If more than one rate is quoted, the tender will be rejected.
5. Conditional tender will not be accepted and if the rates are quoted with any conditions, the tender will be rejected.
6. The number of security guards mentioned is tentative only, the payment shall be made only for the actual number of security guards posted.

3.14. Contract Period:

The finalized rate of this Proposal shall be valid for the entire Contract Period.

3.15 Order Placement:

Order shall be placed only on the finally selected tenderer.

3.16 Signing of Contract and Security Deposit:

The successful tenderer shall be required to enter into a formal contract with the Corporation of Chennai within 14 (fourteen only) days of the award of the work. Tenderer shall have to enter into a service level agreement (SLA) with the Corporation of Chennai. This contract shall be on the basis of this document, the proposals of the tenderer and other terms and conditions as may be mutually determined by the Corporation of Chennai to be necessary for the due performance of the work.

The successful tenderer shall be required to submit security deposit **of 2%** on the total amount quoted in the Financial Tender before executing the agreement in the form of National Savings Certificate/ Small savings scrips/ Bank Guarantee / deposits /Accounts pledged in favour of Commissioner, Corporation of Chennai. . However it is open to the Commissioner to insist on higher deposit as per rules in force. If the successful tenderer fails to furnish such Security Deposit and execute the agreement, the EMD will be forfeited. The Security Deposit will be released 6 (six only) months after the completion of contract period. Any penalty imposed shall be deducted and the Security Deposit shall not bear any interest.

3.17 Readiness of Supply:

The security guards have to be posted for duty at EOCs Hospitals within 15 days of date of agreement.

3.18 Delay in Supply:

Any delay in deployment of security guards beyond the 15 days from the date of agreement period shall invite penalty clause and if it is beyond 30 days the Order on the tender to be cancelled and Security Deposit will be forfeited.

Up to 15 Days	: No penalty
Beyond 15 days up to 30 days	: Penalty per day 0.50 % of the quoted total amount will be deducted.

Any delay in supply beyond the 30 days period shall render the Order on the tenderer to be cancelled.

3.19 Repeat Orders:

Corporation of Chennai may reserve the right to give repeat orders with the same terms and conditions.

3.20 Schedule of payment:

No mobilization advance shall be paid to the successful tenderer.

Payment can be made within 30 days from the receipt of the bill. The Security Agency shall provide a list of all Security Guards within the 10 EOC Hospitals of Corporation of Chennai. They should be issued Identity Cards. Payment shall be made only after the Medical Officer/ Zonal officer of concern EOC Hospital should certify in the Xerox copy of photographs of security guards who have worked in a particular month. This is to ensure that the Security Guards are within the prescribed age limit and meeting prescribed educational and physical qualification.

3.21 . PENALTY CONDITION:

- 1 In case of theft or loss or damage of item in the area, the Security Agency is fully liable and cost of loss shall be recovered up to a maximum of Rs. 50, 000/- per month.
- 2 Shortfall of Security Guards should be substituted, failing which department will engage on its own without any intimation for short fall / any defect and twice the salary of the Security Guard / will be imposed as penalty.

- 3 Inefficiency in security service, failure to prevention of unauthorised entry of Public, at the Hospital area will lead to levy fine, termination of contract.

3.22. TERMINATION:

- 1 Notwithstanding the above tender terms and conditions, the Corporation may terminate the Contract for convenience.
- 2 Irregular security guard for unauthorised absence of more than a week should be replaced with another security guard fulfilling the tender condition. Any lapse in this, the contract will be summarily cancelled.

3.23 Arbitration:

Corporation of Chennai and the successful tenderer shall make every effort to resolve amicably by direct negotiation any disagreement or dispute or misunderstanding arising between them in connection with the purchase order. If any dispute shall arise between Corporation of Chennai and the successful tenderer on aspects not covered by this tender document or purchase order, or the construction or operation thereof, or the rights, duties or liabilities under these except as to any matters the decision of which is specially provided for by the general or the special conditions, such dispute shall be referred to two arbitrators, one to be appointed by each party and the said arbitrators shall appoint an umpire in writing before entering on the reference and the award of the arbitration or umpire, as the case may be, shall be final and binding on both the parties. The arbitrators or the umpire as the case may be, with the consent of parties, may modify the time frame for making and publishing the award. Such arbitration shall be governed in all respects by the provision of the Indian Arbitration Act or its later modifications and the rules there under and any statutory modification or re-enactment, thereof. The arbitration proceedings shall be held in Chennai, India.

3.24 Force majeure:

The successful TENDERER shall not be liable for Liquidated Damages, or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, "Force Majeure" means an event beyond the control of the Tenderer and not involving the successful Tenderer/ fault or negligence, and not foreseeable. Such events may include, but are not restricted to, acts of the Corporation of Chennai in its

capacity as a buyer, wars or revolutions, terrorist attacks, fires, floods, epidemics, quarantine restrictions and freight embargoes.

If a Force Majeure situation arises, the Tenderer shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Tenderer shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

4. Eligibility and General conditions to the security Guards.

The Tenderer should deploy the persons may studied 10th std and between the age group of 25 to 45 years and should not deploy very young and old persons. The height of the person deployed should be minimum of 165 cms, and weight should be not less than 52 Kgs with good vision. They should have minimum security service of 5 years. The Name of person along with the photo deployed in the Hospitals , should be furnished every month in advance.

1. The security Agency have to post the security guards in the 10 EOC Hospitals of the corporation of Chennai.
2. The tenderer should deploy the security guards in three shifts [(6 am - 2 pm) (2 pm - 10 pm) (10 pm - 6 am)] on 8 Hours duty basis per security guard.
3. The tenderer should deploy security personnel for a period of one year. and it is tenderer's duty to provide round the clock security arrangements in all the 10 EOC Hospitals without any lapse:
4. The number of Security guards mentioned in the Tender Schedule is only approximate and tentative.
5. The successful tenderer shall be required to submit a list of security personnel to be posted along with their colour photos and proof for the educational qualification and other eligibility conditions. Agreement can be executed only after compliance of this clause. Only these personnel should be posted for security duty.
6. The security guards should be issued Identity Cards. Payment shall be made only after the Medicals Officer / Zonal Officers of the concern EOC Hospital should certify in Xerox copy of photographs of security guards who have worked in a particular month.

7. The security personnel posted shall be the employees of the security agency and Governed by the service conditions of the security agency and they shall not have any right or claim whatsoever for employment or for any other such or similar right or privilege of the Corporation of Chennai.
8. The security agency shall be responsible for the proper conduct of their security personnel while on duty.
9. Security Guards should be vigilant on duty and safe guard the property of Corporation of Chennai.
10. Any absence of security should be replaced for doing duty with proper written information in advance to the officer in charge.
11. The Name of person along with the photo deployed in the EOC Hospitals should be furnished every month in advance.
12. In case any threat to the men or property of the Corporation for equally important reasons, the security agency shall comply with any urgent instructions from the Corporation Officials, including posting of any additional security personnel at short notice.
13. The cost or Loss/damage to the Corporation property pointed out by the concerned officials will be recovered from the payment of bills of the security agency.
14. During any procession, festival holidays, important function days, weekend holidays, additional care to be taken to safeguard the Corporation properties including unauthorised entry of person, cattle, dog, etc,. Any lapse in this will be subject to fine, termination of contract.
15. The security guards should maintain harmonious relations with both officials and labourer and ensure there is no confrontation during the discharge of their duties. Security guard posted should be cordial with public also.
16. The Security Guards should protect the roadside of the EOC Hospitals from occupying by vendors or by others.

5. Name & Address of the 10 EOC Hospitals.-

S.No	Name of the EOCs	Address	No of Security guards
1	DR.R.K.NAGAR (S)	88, KATHIWAKKAM High ROAD, MEENAMBAL NAGAR, CHENNAI-112.	3
2	SANJEEVARAYANPET	194.SOLAIAPPAN STREET, OLD WASHERMENPET, CHENNAI-21	3
3	PULIANTHOPE	18, DR.AMBEDKAR COLLEGE ROAD, VYASARPADI, CHENNAI-39.	3
4	AYANAVARAM	29,UNITED INDIA NAGAR, AYANAVARAM, CHENNAI-600 023.	3
5	SHENOY NAGAR	43, PULLA REDDY AVENUE, SHENOY NAGAR, CHENNAI-600 030.	3
6	MIRSAHIBPET	11, BEGUM SAHIB Vth LANE, ROYAPETTAH, CHENNAI- 600 014.	3
7	PERUMALPET	30, KARIAPPA STREET, PURASAIWALKAM, CHENNAI -600 007.	3
8	VADAPALANI	65, ARCOT ROAD, KODAMBAKKAM, CHENNAI-600 024.	3
9	SAIDAPET	51, JEENIS ROAD, SAIDAPET, CHENNAI -600 015.	3
10	SANTHOME	SEVA NAGAR II nd Street, VELACHERY, CHENNAI -- 42.	3

ANNEXURE: I

Draft AGREEMENT.

CONTRACT FOR THE work of Providing security arrangements (30 security Guards) to 10 Emergency Obstetric Care Hospitals of District Family Welfare Bureau of Corporation of Chennai.

THIS AGREEMENT ENTERED INTO AT CHENNAI this day of Between represented by its partner herein after called the security agency, the PARTY OF THE FIRST PART and the COMMISSIONER, CORPORATION OF CHENNAI herein after called the party of the second part.

WHEREAS the second part desires to appoint an agency to be in-charge of the Security Arrangements for their 10 EOC Hospitals functioning under District Family Welfare Bureau.

WHERE AS the party of the First part offered to render services as security agency.

WHERE AS the party of the Second part has accepted the offer made by the party of the first part.

Where As the terms and conditions of the said agreement have been mutually discussed and agreed upon

WHERE AS the parties are desirous of putting them in writing;

NOW THIS AGREEMENT WITNESSETH:

1. The party of the first part Viz., security agency should deploy security personnel for a period of one year from round the clock in the following 10 EOC Hospitals functioning under District Family welfare Bureau of Corporation of Chennai.

SL.	PREMISES	No of Security Guards
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2. The security agency will be paid per month per security guard which includes all charges namely salary, P. F.-ESI Contribution etc.

3. The company should deploy the persons with 10th passed, between the age group of 25 to 45 years and should not deploy very young and old persons. The Name of person along with the photo should be furnished every month in advance.

4. To fill in the format supplied by the Corporation with detail of each security guards and submit the same in the District Family Welfare Bureau authorities.
5. In case of any unusual occurrence taking place in the Hospitals resulting in loss or damage to the Corporation properties, the Security agency shall fully co-operate with the Corporation officials to file necessary complaints/FIR with the Police and other Law enforcing authorities and liaise with them to ensure effective conduct of enquiry or investigation and follow up the matter until the case is decided upon and closed. Simultaneously the Security Agency shall also carry out its own investigation and submit its report to the Corporation Authorities.
7. In case any threat to the men or property of the Corporation or equally important reasons, the Security agency shall comply with any urgent instructions from the Corporation Officials including posting of any additional security personnel at short notice and security bills on such account shall be honored by the party of the Second part.
8. The Security agency shall be responsible for the proper conduct of their security personnel while on duty.
9. The Security personnel posted by the security agency shall be the employees of the Security Agency and governed by the service conditions of the security agency and they shall not have any right or claim whatsoever for employment or for any other such or similar right or privilege on the Corporation of Chennai.
10. This agreement is liable to be terminated by either party to this agreement by giving 30 days notice in writing or payment for similar period in lieu thereof.
11. The cost of loss/damage of the Corporation property pointed by the competent Authority / Officials of the Health Department will be recovered from the payment of Bills of the security agency.

IN WITNESS WHEREOF, the parties above named have set their hands and signatures on the day, month and year first above written.

Signed by the said Security
Agency in the presence of the

Deputy Project Coordinator,
District Family Welfare Bureau.

The Common seal of the Corporation of Chennai
was hereunto affixed in the presence of

Commissioner

ANNEXURE – II.

F.W.&M.ch.F 5/2462/10

District Family Welfare Bureau,
Corporation of Chennai.

(This Format should not be changed.)

FINANCIAL TENDER.

“Financial Tender for the work of Providing security arrangements (30 security Guards) to 10 Emergency Obstetric Care Hospitals of District Family Welfare Bureau of Corporation of Chennai.”.

To

The Commissioner,
Corporation of Chennai,
Ripon Buildings, Chennai.

I/We do hereby tender for security arrangements in accordance with the conditions and specification noted herein consideration of payment being made, for such security arrangements at the respective rate specified in the following schedule.

Sl. No. (a)	Description of the Item (b)	Rate per month per security guard. RS.../-
1	The rate quoted per month per security guard (Duty 8 Hours per day basis) which includes all charges namely salary, P. F.-ESI Contribution etc.	Rs/ (In numbers) Rs :(In words)

Sign with company seal .

Note:

1. The rates shall be quoted in Indian Rupees both in figure and words.
2. The rates shall be quoted inclusive of P. F.-ESI Contribution etc. and all taxes if any
3. The rates shall be considered as inclusive of taxes even if quoted exclusive of taxes.
4. Only one rate shall be quoted. If more than one rate is quoted, the tender will be rejected.
5. Conditional tender will not be accepted and if the rates are quoted with any conditions, the tender will be rejected.
6. The number of security guards mentioned is tentative only , the payment shall be made only for the actual number of security guards posted.

(Only This price quotation is enough to be enclosed in Financial Tender cover (B).)

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ANNEXURE: III

LETTER OF TENDER.

To

The Commissioner,
Corporation of Chennai,
Ripon Buildings, Chennai.

Sir,

Ref: "Tender for Providing security arrangements (30 security Guards) to 10
Emergency Obstetric Care Hospitals of District Family Welfare Bureau of
Corporation of Chennai."

1. I/We the undersigned do hereby submitting for the above refered tender. I / We have mentioned in the schedule herewith enclosed in strict accordance with subject to the terms, provisions and conditions set forth or mentioned in the Tender notice and agreement hereto annexed and the schedule thereto.
2. I/We hereby agree that I/We will not withdraw this tender during the period that will be required for intimation of acceptance or non-acceptance as stipulated in the notice to tenderers such period to date from the last date by which tenders are due to be submitted to the Corporation and I / We do so withdraw I am/we are liable to forfeit the tender deposit.
3. I/We further undertake and agree to submit the security deposit within fourteen days after the acceptance by the Corporation. and I / We agree to execute and register at my / our cost an agreement in the form of the said agreement and schedule attached within a fourteen days of the said acceptance has been communicated to me/us failing which the sum of Rs..... accompanying this tender shall be forfeited the Corporation.
4. I/We hereby agree to pay higher security deposit up to a maximum of ten percent it insisted up to by the Commissioner, Corporation of Chennai.
5. I/We further agree to pay penalty in case failure to making security arrangements any day or any period during the Tender period.

As witness my / our hand, thisday of..... Two thousand
and ten.

Address:

Signature under company seal

ANNEXURE – IV.

Proforma for Performance Statement (for a period of last three years)

The tenderer shall furnish the information on past experience in carried out Security service in Government / Quasi Government / Public Ltd Company or any other Major Institutions.

Ref. No F.W.&M.ch.F 5/2462/10

Name of the Firm.....

SL.	Name of the institution where the tenderer carried out security service (Full Address of Institution with Phone No., cell No.and E.mail ID.)	work Order No. and Dated	No of Security Guards deployed by the tenderer.	Period of contract	Date of Completion of present contract .	Any other Details
01						
02						
03						

Signature and Seal of the Tenderer.....
.....

ANNEXURE – V.
EMD RETURN FORM.

From

To

Deputy Project Coordinator,
District Family welfare Bureau,
Corporation of Chennai,
Ripon Buildings,
Chennai – 600 003

Sir,

Sub: Tender No. F.W.&M.ch.F 5/2462/10.

Ref : “Tender for Providing security arrangements (30 security Guards) to 10 Emergency Obstetric Care Hospitals of District Family Welfare Bureau of Corporation of Chennai.”.

I have tendered for the above referred Tender by enclosing E.M.D. Rs.....
In case my tender is not considered, the E.M.D. furnished by me may be refunded to me. I give below my advance receipt for the amount duly stamped.

Yours faithfully,

(Signature of Tenderer)

ADVANCED STAMPED RECEIPT.

Received from the Commissioner, Corporation of Chennai Rs..... (Rupees
.....)
towards the refund of the E.M.D. furnished by me with my tender for Providing security arrangements (30 security Guards) to 10 Emergency Obstetric Care Hospitals of District Family Welfare Bureau of Corporation of Chennai.” remitted in challan No..... dated.....

**Signature of tenderer with
Seal over revenue stamp**

Recommendation of the
Head of the Department.

ANNEXURE – VI.**CHECKLIST.**

(To be filled by the bidder and submitted along with the technical bid). kindly note down the type of certificate provided for each item. and arrange to flag the concern pages with serial No.

Sl	Details	proof attached Yes/ No	Type of proof	Page No.
1	Details regarding the Security Agency's ISO certificate	Yes / No		
2	Whether the License to engage in the Business of Private Security Agency from Inspector General of Police (Welfare), Office of DGP, Chennai – 4. attached ?	Yes / No		
3	Details regarding the experience in carried out Security service in Government / Quasi Government / Public Ltd Company etc	Yes / No		
4	Details regarding the Agency have in its roll not less than 60 Security Guards in the last 2 year. The Proof for which is attached in the Tender Document.	Yes / No		
5	Details of proof for having paid E.S.I and P.F. for at least 60 Security guards in their roll on any of the 3 preceeding months before this tender.	Yes / No		
6	Details regarding their previous experience in deputing security arrangements to other institutions. Annuexure IV.	Yes / No		
7	Tender E.M.D. Amount enclosed Details : Rs :...../- Bank Branch Date			

Signature & seal.
(with Name).

For any more clarification Please contact : 044- 25383736, 25619287. or
sent e-mail to : corporationofchennai.dfwb@gmail.com