

M.E.D.C.No.M1/3504/2010

**CORPORATION OF CHENNAI
MECHANICAL ENGINEERING DEPARTMENT**



**TENDER FOR PROVIDING SECURITY ARRANGEMENTS FOR
ZONES I, II, IV, V, VII, IX, CLS, PRINTING PRESS AND
GENERAL STORES.**

Notice, Letter Of Tender, Schedule And Term & Conditions Of Tender

Technical bid

**Superintending Engineer (Mechanical)
Mechanical Engineering Department**

Rate: Rs.6,750/- (Including Sales Tax)

**CORPORATION OF CHENNAI
RIPON BUILDINGS, CHENNAI – 600 003.**

TENDER NOTICE

Superintending Engineer (Mechanical), Corporation of Chennai invites sealed tenders in “two cover system” (Techno commercial & Price bids) from the reputed security agencies for the following work.

Sl. No.	Description of Tender	Qty	EMD to be paid Rs.	Due Date	Last date for issue of blank tender	Contract period.
1.	Providing security arrangements for Zones I, II, IV, V, VII, IX, CLS, Printing Press and General Stores.	100 nos.	21,000/- by Demand draft in the name of Commissioner, Corporation of Chennai	01.10.2010 at 3.00 p.m.	29.09.2010	12 months

The tender documents can be purchased at the cost of Rs.6000/- + Tax, in the form of DD for each tender from the office of Superintending Engineer (Mech.), Ripon Buildings, Chennai – 600 003 on any working day between 10.00 am to 3.00 pm on all working days or can be downloaded from Website www.tenders.tn.gov.in free of cost. The tender shall be submitted on or before 3.00 pm on 29.09.2010.

Interested tenderers may obtain further information's from the office of Superintending Engineer (Mech.) at the address given above.

The tenders shall be submitted in sealed covers up to 3.00 pm. The covers “A” of the tenders will be opened on 29.09.2010 after 3.00 p.m. at the office of Chief Engineer (General), Ripon Buildings.

Sd.
Superintending Engineer (M)
Mechanical Engineering Department.

Signature of the Tenderer.

SCOPE OF WORK

The Tenderer should supply Security Guards and Sergeants as per conditions prescribed in the tender document for Operating Depots of Corporation of Chennai.

MANDATORY CONDITIONS

The tender shall be rejected if the tenderer.

- a) Stipulates the validity period less than what is stated in the form of tender.
- b) Does not fill in and sign the Tender Form Specification of the articles and works as well as Bill of Quantities and Rates completely.
- c) Does not submit the Tender in sealed envelope.
- d) Does not submit the Original Tender / Tender Form downloaded from internet duly signed and stamped.
- e) Submit the tender without stating the rates in words and / or in figures and / or both.
- f) The tenderer should submit certified copies of PAN document.

Eligibility Conditions:

1. The Tenderer should be a Security Agency which should have carried out Security service in Government / Quasi Government Workshop. Proof for the same to be furnished.
2. The Agency should have in its roll not less than 100 Security Guards in the last 3 years. Proof should be attached at the time of opening Tender Document.
3. Three tenderer should show proof of having paid E.S.I. and P.F. for at least 100 Security guards in their roll on any of the three preceding months before this tender.
4. Tenders are received with insufficient amount of Tender Deposit will be summarily rejected.

Signature of the Tenderer.

NAME OF THE TENDERER M/S.....
 ADDRESS

**TENDER FOR PROVIDING SECURITY ARRANGEMENTS FOR
 ZONES I, II, IV, V, VII, IX, CLS, PRINTING PRESS AND
 GENERAL STORES.**

SPECIFIC INSTRUCTIONS TO TENDERERS

The Corporation of Chennai invites sealed tenders for Providing Security Arrangements for Zones I, II, IV, V, VII, IX, Cls, Printing Press and General Stores.

as per the terms and conditions and specifications given below:

1. The tenderer are invited in two cover system i.e., cover "A" containing Technical and cover "B" containing only Financial Bid. Both these covers will be sealed individually and they will be put in to an outer envelope which will also be sealed. The cover "A" will be opened on due dates as specified in the Tender Notice. The cover "B" will be opened only after receipt of clarification if any from the tenderers. The due date of opening of cover "B" will be communicated to the prospective tenderers three days in advance.

**The Covers "A" & "B" shall be clearly marked as Cover "A" & Cover "B",
 if the tenderers fail to mark these Covers then their tenders will not be opened.**

The tenderers will have to submit their tender before due date in the Tender Sales Counter, Chief Engineer's Office, PRO's Office and Vigilance Officer Office, Ripon Buildings, Chennai – 600 003.

The tenderer are expected to fill their tender carefully and scrutinize them before delivering them to the Corporation authorities stated above. No variation on any ground such as mistake or misunderstanding will be allowed after the tender is opened recommended or accepted.

The rates and amount must be quoted in figures as well as in words.

Signature of tenderer.

2. Cover “A” shall contain the “Certified Copies” of the following documents.

- a) EMD in the form of Demand draft in favour of Commissioner, Corporation of Chennai shall be placed inside Cover “A” only. If an opening cover “A” EMD Demand Draft is not found, then the tender shall be rejected.
- b) Registration Certificate of the Company.
- c) Original tender document (Technical Bid) duly signed.
- d) Copy of the PAN card.
- e) Necessary documents for proof meeting eligibility conditions.

3. Cover “B” shall contain financial bid duly filled in the salary for which the security guards are to be supplied to Corporation.

The Tender Security may be forfeited:

- a. If a tenderer withdraws the tender during the period of validity specified by the tenderer on the tender for; or
 - b. In case of a successful tenderer, if the tender fails;
 - I. To sign the contract in accordance or
 - II. To furnish performance security in accordance with relevant clause.
1. The tender shall remain valid for 90 days after the date of tender opening prescribed by the Department. The tenders valid for fewer periods will be out rightly rejected.
 2. All pages of the tender, except for unamended printed literature shall be initiated by the person or persons signing the tender.
 3. The tender shall contain no inter lineation. Erasures or over writing except as necessary to correct errors made by the persons or persons signing the tender. Any correction in the tender document shall be endorsed by the tenderer with the signature.
 4. Tenders must be received by the departments at the address specified above not later than 3.00 p.m. of 01.10.2010. Please note **that tenders will not be accepted after the hour and date fixed for opening of tenders.**
 5. The department will open “A” cover of the tender, in the presence of tenderers representative who chooses to attend, after 3.00 pm on the same day at the following location:

Office of Chief Engineer (General)
Corporation of Chennai
Ripon Buildings
Chennai 600 003.

Signature of tenderer

6. If the date of opening of the tender happens to be a holiday then the tender shall be opened on the next working day.
7. The tenderers representatives who are present shall have to sign a statement in or absence of the requisite tender security and such other details as the respect of witnessing of tender opening.
8. The tenderers names, Tender prices, modifications, tender withdrawals and the presence department, at its discretion, may consider appropriate will be announced at the opening.
9. The Commissioner, Corporation of Chennai reserves the right to accept or reject any or all of the tenders at any time prior to award of contract without assigning any reasons.
10. The tender shall be faultless in figures and entirely free from erasures. Any tender containing corrections, alterations, over writings, erasures, or mistakes in figures shall be rejected if not countersigned.
The tender deposit will be refunded, if the tender is not accepted by the competent authority. In case of successful tenderer the deposit will be retained as security till execution of the written contract.
11. The tenderer shall quote only for one make of equipment which shall be mentioned in the price bid.

Signature of tenderer.

CORPORATION OF CHENNAI
MECHANICAL ENGINEERING DEPARTMENT

Tender for providing **security arrangements for Zones I, II, IV, V, VII, IX, Cls, Printing Press and General Stores.**

1. The tenderer must have sufficient experience in providing security arrangements to Government or Quasi Government Department backed by Certificates towards the same.
2. The tenderer should show documentary evidence for **Provident Fund Account** of at least **100** security guards on their roll. They should also show proof for enrolling of security guards on their rolls in **E.S.I.**

Only if the above specific eligibility conditions are met will the tender be considered, failing which it shall be summarily rejected.

Purchase of Tender Documents and Submission:

3. Copies of tender, together with specification, agreement form etc., can be had from the Tender Sales Counter, Corporation of Chennai on payment of Rs.6750/- (including Taxes), only in the form of Demand Draft in favour of Commissioner, Corporation of Chennai or the documents can be downloaded free of cost from the website www@tenders.gov.in.

Tender Documents can also be obtained by Registered Post or Courier by sending a requisition letter enclosing a Demand Draft for the value of Tender Document plus Rs.155/- if required by registered post and plus Rs.50/- if required by courier at the risk and responsibility of the prospective Tenderer. While sending through courier or by Registered Post, the tenderer must write his/her Name, Name of the work, Depot and reference number on the reverse of Demand Draft.

The tender inviting authority is not responsible for delay in transit.

4. The tenderer shall insert in the proper column of the Schedule herewith the rate at which he proposes security arrangements referred to, no addition or alteration shall be made to the particulars. If any such addition or alteration is made by the tenderer, it must be attested by the signing authority failing which the tender will not be considered.
5. The tenderer should fill in and sign the letter of tender as well as the tender schedule contained in this tender document and shall return the complete set of documents to this office in a sealed cover. The sealed cover containing the tender with the EMD in the prescribed form placed inside the cover with the superscription as "Tender and EMD for Providing Security Arrangements to be due at 3.00 p.m. on 01.10.2010 shall be addressed to the S.E. (Mech.), Corporation of Chennai, Chennai 600 003 and deposit in

Signature of the Tenderer.

the Tender Box kept at Tender Sales Counter, Officer of the Chief Engineer (General), office of the Public Relations Officer and Office of the Vigilance Officer. These tenders will be opened at the office of the S.E. (Mech.) at 3.00 p.m. on the same day.

6. The tender must be sent in sealed cover only, failing which the tender will not be considered.

Payment of E.M.D. and conditions for claiming exemption from payment of E.M.D.

7. Each tender must be accompanied by a Demand Draft drawn for Rs.15,000/- as Tender Deposit. Bank drafts favouring the Commissioner, Corporation of Chennai be sent towards the tender deposit. Tenders accompanying E.M.D. in any other form such as Bank Guarantee, Cheque, bankers fixed deposit receipts, call deposit receipts etc., will not be accepted.
8. The tenderer must on no account make any alteration or addition to or sign the agreement herewith attached. In the case of the successful tenderer or tenderers, he or they must sign the agreement and deposit the required security sum for the due and faithful performance of the contract. Bank guarantee is not acceptable toward security deposit also.
9. As per the G.O.Ms.No.1344 Finance (CFC) Dept, dated 27.09.1979 all the Tamil Nadu State Owned Corporation will be exempted from payment of E.M.D. Security Deposit and tender form cost, but they shall however execute proper agreements on placement of order before effecting the contract.
10. In respect of Central and other State Government companies, E.M.D., exemption is not considered, production of certificate of Registration/Enlistment with D.G.S. & D., D.G.S.&D. Dept., of industries & Commerce do not entitle exemption from payment of E.M.D.
11. The tender received without enclosure of valid experience certificate and other such certificates called for will not be considered.
12. Every tenderer is required to duly pre-receipt the enclosed E.M.D. refund order form by affixing a one rupee revenue stamp at the appropriate place and signing over it under it under Company's Office seal for arranging refund of E.M.D. to the unsuccessful tenderers without delay and for cancelling the E.M.D. refund order form in case of successful tenderer.

Other Terms and Conditions:

13. No allowance shall be claimed by or made to the contractor whose tender may be accepted for any error in rates or whatever that may be discovered after his tender has been sent in.
14. The E.M.D. amount of Rs.21,000/- will be returned to the unsuccessful tenderers as soon as possible after the final disposal of the tenders. In case of the successful

Signature of the Tenderer.

tenderers the E.M.D. amount paid will not be adjusted against Security Deposit. The Security Deposit of the Successful tenderers will be returned to them after they have completed the contract in accordance with agreement.

15. The minimum period required for intimation of acceptance or non-acceptance of the tender is three months in accordance with G.O.Ms.No.2524, R.D. & L.A., and dated 23.11.1973.
16. Firm quotations in rupees will be preferred. These firm quotations in rupees should be absolute and unqualified and quite independent of the fluctuations in exchange or variations in the price of ingredients.
17. The Tenderer must preferably have experience in providing security arrangements in Lorry Depots maintaining 50 Vehicles.
18. The right is reserved to the Commissioner, Corporation of Chennai for rejecting all or any of these tenders, without assigning any reasons for so doing.
19. The right is also reserved to the Commissioner, Corporation of Chennai of accepting without assigning any reason the tender or so for as it related to any one or more of the items quoted for by each tenderer.
20. A tender will not be rejected solely on the ground that the capacity for work and the integrity of the tenderers are not known. But in such cases, an extra security of 8 percent shall be taken from the tender, if the Commissioner so desires.
21. Should any tenderer withdraw his tender after its submission or should the successful tenderer fail to furnish the security deposit or execute the agreement or contract within the specified, time he shall forfeit the tender deposit of Rs.21,000/- to the Corporation.
22. The rates to each Security supervisors and to each Security Guards for 8 working hours duty in Operation Depots and Main Depots should be quoted, separately in the schedule furnished by the Corporation of Chennai, Chennai – 600 003.
23. All letters, etc., to be read in conjunction with the tender should be attached at the end of the book and trimmed in such a way as not to protrude beyond the size of the books.
24. Tenderers are specially requested to strictly adhere to all the forms specified herein as otherwise their tender will not be considered.
25. The tenderer rates shall hold good at least for a period of three months from the date of opening of tenders.
26. A current certificate of Income-tax verification from the Income-tax authorities as per enclosed form shall be sent along with the tender.
27. Also, current sale tax verification certificate in the prescribed form shall be sent along with the tender.
28. Post-offers will not be considered.

Signature of the Tenderer.

OTHER TERMS AND CONDITIONS OF THE TENDER

1. The tenderer should deploy security staff round the clock to the Zones I, II, IV, V, VII, IX, Cls, Printing Press and General Stores.
2. The tenderer should deploy only 10th passed Ex-Servicemen between the age group of 25 to 45 years and should not deploy very young and old persons. The No. and Name of personnel along with the photo deployed in the Zones I, II, IV, V, VII, IX, Cls, Printing Press and General Stores should be furnished monthly.
3. The format to be supplied by the Corporation to be filled in with details of each vehicle marching out and marching in and submit the same to the depot authorities every day.
4. To report to the Depot-in-charge of any unusual occurrence taking place in the Depot and to take necessary action to remove any unauthorized persons from the Depot premises particularly during non-working hours.
5. In case any threat to the men of property or the Corporation for equally important reasons, the security agency shall comply with any urgent instructions from the head of the respective Corporation Depot or his seniors including posting of any additional security personnel at short notice.
6. The security agency shall be responsible for the proper conduct of their security personnel while on duty at their respective lorry depots.
7. 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.
8. The cost or loss/damage to the Corporation property pointed out by the concerned officials of the Lorry Depot will be recovered from the payment of bills of the security agency.
9. They should maintain harmonious relations with both officials and labourer and ensure there is no confrontation during the discharge of their duties.
10. Security Guards and Security Supervisors, should be vigil on duty and safe guard the property of Corporation of Chennai.
11. The number of Security guards and Sergeants mentioned in the Tenderer schedule in onlt approximate be tentative. It may very also in the event some of the operation depots are closed correspondingly the requirement will be reduced.
12. In case of theft or loss of item inside premises the security agency is fully liable and cost of loss shall be recovered up to a maximum of Rs.50,000/-

Signature of the Tenderer.

From

To

The Superintending Engineer (Mechanical)
Corporation of Chennai,
Ripon Buildings,
Chennai – 600 003.

Sir,

Sub: Tender No.M.E.D.C.No.M1/3504/2010, for

I have tendered for the above contract enclosing E.M.D. Rs.21,000/-.

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 the Tenderer)

ADVANCE 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
remitted in chalan Nodated

Signature of tenderer under
seal over revenue stamp

Recommendation of the Head of the Department.

Signature and Designation.

