GOVERNMENT OF PUDUCHERRY
CHIEF SECRETARIAT (ESTT.)

No.170413/CS(Estt.)/PGGH-CH/SEC/2013/E7 Puducherry, dated /05/2013.

TENDER NOTICE

Sealed tenders are invited from eligible firms / agencies having experience in the field of Security Services for providing security guards to the Puducherry Government Guest House, No.20, Munusamy Salai, K.K.Nagar, (West), Chennai for a period of one year from the date of agreement.

2. The tender form along with enclosure on terms and conditions can be downloaded from website: www.pon.nic.in. The last date of sale of Tender Form is 20/06/2013 at 04.00 P.M. The participating tenderers should remit Rs.500/- (Rupees five hundred only) as Earnest Money Deposit either by cash or Demand draft drawn in favour of the Undersigned which shall be refunded after finalizing the tender to the successful tenderer.

3. The sealed tenders with superscription on the envelope “Tender for providing Security Guards to the Puducherry Government Guest House, Chennai” must reach the address mentioned below on or before 04.30 P.M. on 20/06/2013.

4. The Tenders will be opened at 5.00 P.M. on 21/06/2013 in the Office of the undersigned.

5. The tenders received should satisfy the terms and conditions appended in the tender form. The undersigned reserves the right to reject any or all the tenders without assigning any reasons thereof.

6. In case of any dispute, the decision of the undersigned shall be final.

(M. KANNAN)
UNDER SECRETARY TO GOVERNMENT (ESTT.)

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TERMS AND CONDITIONS

Terms and conditions for providing full time security services in Puducherry Government Guest House, Chennai.

(1) Security shall be provided for the entire building of Puducherry Government Guest House, Chennai.

(2) Should be a reputed security agency having experience in this field.

(3) Should be a registered firm / concern with the Labour Department of the State, extending ESI / EPF facilities to the employees.

(4) Should provide 3 security guards per day in three shifts @ 8 hours per day duty.

(5) Age limits for the guards should be between 25 – 45 years.

(6) The antecedents of the Security Guards should be screened before employment and ‘no objection certificate’ obtained from Police Department should be appended with the tender.

(7) Security Guards should be members of the staff of the Agency / firm only.

(8) No. of trained security guards on roll and also their profiles should be provided.

(9) Whether Security guards were provided with arms, if so, possession of arms licence should be provided.

(10) Guards must be vigilant and possess good physique and personality.

(11) Guards must wear proper uniform with shoes, belts, caps etc.,

(12) Guards must have experience in reputed organizations.

(13) Guards must honour when VVIPs, VIPs enter and leave the premises of Puducherry Government Guest House, Chennai.

(14) The Agency / firm is legally bound for the loss and damage to the property in Puducherry Government Guest House, Chennai.

(15) The Agency / firm is responsible for the lapses in duty, negligence and slackness of the security guards deployed which financially incurs loss to the Guest House. The agency / firm should take responsibility to file a report of any theft, pilferage and other unlawful activities indulged by Security Guards to the local Police.

(16) The agency / firm should disburse the salary to the Security Guards before 7th of every month.

(17) The agency / firm should execute an agreement on the above terms and conditions etc.,

(18) Selection of security firms is based on the selection criteria of (i) quality service, (ii) experience. (iii) competitive pricing; and (iv) Financial strength of the firm. Selection will be based on investigative reports received on the factors listed above and also on field verification of list of clients as furnished by tenderers.

(19) The tenderer shall submit two bids (i) Technical bid and (ii) Commercial bid separately in a single envelope. The following mandatory specification shall be mentioned in technical bid: (1) No. of trained guards and their age profile. (2) Possession of arms licence and registration with Competent Authority. (3) Licence obtained under Contract Labour Act and EPF Act. (4) Audited statement of the firm for the last 3 years. (5) Income tax remittance particulars.

(20) Short listing of firms / agencies will be done based on the evaluation of technical bids carried out. Commercial bids of the short listed firms only be opened if the agency satisfies the conditions in technical bid.
GOVERNMENT OF PUDUCHERRY
CHIEF SECRETARIAT (ESTT.)

No.

PROFORMA FOR PROVIDING FULL TIME SECURITY SERVICES AT PUDUCHERRY GOVERNMENT GUEST HOUSE, No.20, MUNUSAMY SALAI, K.K. NAGAR, CHENNAI.

1. Name of the Agency / firm : 

2. Register No. : 

3. Year / date and department with which the agency / firm is registered : 

4. Full address of the Registered Office of the Agency / firm : 

5. Details of experience in providing Security Services in the Government Departments / Institutions / Boards (Supporting documents to be enclosed) : 

6. Rate Offered for providing round the clock security service per month : 

7. Whether the character and antecedents of Security Guards are screened. If so, give details : 

8. ESI / EPF facilities provided : 

9. Licence obtained under Contract Labour Act and EPF act; Please provide Registration No. and registration details with which Authority. : 

10. Whether I.T. / service tax returns filed (copy to be enclosed); Please quote the PAN / TAN No. : 

11. Please furnish audited statements for the last 3 years. : 

12. Possession of arms licences; Please provide Registration No. and registration details with which authority? : 

13. Details of E.M.D. paid (Cash / Demand Draft) : 

14. Whether the undertaking as enclosed is furnished with signature. (Tenders received without signed undertaking will be summarily rejected) : 

SIGNATURE
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(4) Should provide 3 security guards per day in three shifts @ 8 hours per day duty.
(5) Age limits for the guards should be between 25 – 45 years.
(6) The antecedents of the Security Guards should be screened before employment and ‘no objection certificate’ obtained from have been certified by local Police Department should be appended with the tender.
(7) Security Guards should be members of the staff of the Agency / firm only.
(8) No. of trained guards on roll and also their profiles should be provided.
(9) Whether security guards were provided with arms, if so, possession of arms licence should be provided.
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(17) The agency / firm should execute an agreement on the above terms and conditions etc.,
(18) Selection of security firms is based on the selection criteria of (i) quality service, (ii) experience. (iii) Competitive pricing; and (iv) Financial strength of the firm. Selection will be based on investigative reports received on the factors listed above and also on field verification of list of clients as furnished by tenderers.
(19) The tenderer shall submit two bids (i) Technical bid and (ii) Commercial bid separately in a single envelope. The following mandatory specification shall be mentioned in technical bid: (1) No. of trained guards and their age profile. (2) Possession of arms licence and registration with Competent Authority. (3) Licence obtained under Contract Labour Act and EPF Act. (4) Audited statement of the firm for the last 3 years. (5) Income tax remittance particulars.
(20) Short listing of firms / agencies will be done based on the evaluation of technical bids carried out. Commercial bids of the short listed firms only be opened if the agency satisfies the conditions in technical bid.

I / We hereby tender out rate after accepting the above terms and conditions.

SIGNATURE
REQUEST FOR TENDER HOISTING IN OFFICIAL WEBSITE OF GOVERNMENT OF PUDUCHERRY.

1. Date

2. Name of the Department : Chief Secretariat (Estt.), Puducherry.

3. Contact person, Designation with Telephone Number : Thiru. M. KANNAN, Under Secretary to Govt. (Estt.), Chief Secretariat, Puducherry, Tel: (0413) 2336467

4. Brief subject of the tender (if more than one work in a tender, state all the works one by one) : Notice for inviting tenders for providing security guards in the premises of Puducherry Government Guest House at K.K. Nagar, Chennai from private firms / agencies.

5. Date of opening of the Tender : @ 5.00 P.M. on 21/06/2013

6. Number of files / page and preferable order of publication : 3 pages, Page 1 to 3 in order.

7. Description of soft copy : CD

8. Tools used to create the soft word : MS Word

9. Number of page of the Hard copy of the tender : 3 pages

(M. KANNAN)
UNDER SECRETARY TO GOVERNMENT (ESTT.)