The sealed tenders are invited from eligible Firms/Agencies who have experience in the field of Security Services for providing security personnel for safeguarding the Administrative Building at Thengaithittu Fishing Harbour Complex, Puducherry for a period of one year from November 2014 to October 2015.

1. GENERAL CONDITIONS:

- The terms and conditions (i.e., all the pages of tender document), in original, must be signed with date and seal affixed on each page in the space provided at the bottom.

- There should be no overwriting in the tenderer’s offer. If required, the corrections can be made by scoring out entries and writing a fresh one. The initials of the tenderer’s authorized person and the seal of the tenderer’s security agency must verify each correction. All tenders must be expressed both in words and figures and where there is a difference between the two, the rates expressed in words or the sum expressed in words will be taken as correct.

- The undersigned reserves the right to reject any or all tenders without assigning any reason. Any other officer as may be authorized by him also reserves the right to accept or reject any tender in whole or in part.

- No revision of terms or increase in rates will be allowed during the consideration of this tender.

- The undersigned is not bound to accept the lower quotation.

- The particulars of the tenderer’s organizations should be provided in the bid document as per Annexure-I & II only.

- Conditional offers, offers not conforming to the terms and conditions and the ones not submitted in the prescribed format(s) will be rejected.

- The tenderer shall sign all the documents to be submitted, invariably.
2. SPECIFIC CONDITIONS:

- The engagement of security personnel in the Fisheries Department, shall be for a period of one year from the date of commencement of contract.
- The security work has to be carried out according to details of work in the tender notice.
- There shall be a minimum of two workers engaged in each shift and totally 6 workers in whole building as per the requirement of work.
- The Agency shall comply with provisions of minimum wages Act, Rules and Notifications issued from time to time.
- The security Agency shall be provided with a Log Book to obtain signature from the security -in-charge.
- The engagement of security is liable for cancellation, if there is any adverse remarks noticed regarding security.
- All the workers engaged in security must be compulsorily in Uniform and wear I.D Card supplied by the Agency.
- The Character and antecedent of the security personnel will be got verified by the Police authorities before they are engaged by the agency.
- The firm/agency registered in Puducherry only will be allowed to participate in the tender. The tender document of the firms/agency other than from Puducherry will not be considered.
- Age of the security personnel to be engaged must be between 30 to 45 years.
- Minimum educational qualification fixed as pass in 10th standard.

3. VALIDITY OF THE OFFER:

The rates quoted will have to be valid for the contract period for one year and no additional costs for whatsoever reason shall be charged.

4. NON-PERFORMANCE PENALTY:

In the event that the work awarded is not executed to the specified standards, the undersigned or his authorised representative reports that the performance is below the specified criteria, a recovery will be made proportionate to the extent of shortfall.

5. CANCELLATION OF CONTRACT:

The undersigned reserves the right to cancel the work order placed on the successful tenderer if:

a) The tenderer commits a breach of any of the terms and conditions of the tender/work order.

b) The tenderer goes into liquidation voluntarily or otherwise.

c) An attachment is levied or continues to be levied for a period of 7 days upon the effects of the tender/work order.
6. **PAYMENT TERMS:**

Payment shall be made to the agency in the first week of the following month after verification of Log Book, on certification that the assigned works have been executed in accordance with the Work order.

7. **THE TENDERER SHOULD FURNISH THE FOLLOWING CERTIFICATES/DOCUMENTS ALONG WITH THEIR BID:**

   a. License issued by the competent authority under Contract Labourers Act.
   b. Period of standing in trade
   c. Financial soundness in the trade
   d. Copies of certificates if any, on their past satisfactory work done with respect to security of any office complex/factory/ government institutions/ government undertaking.
   e. Copies of certificates giving proof of availability of work force on their pay roll.
   f. Copies of PF/ESIC Registration Certificate.
   g. Any other documents available that will confirm the reliability of the firm.

   **Note:** Failure to produce any of the documents would entail rejection of their quotation.

8. **NATURE OF DUTIES**

   i) Patrol the building premises to prevent and detect signs of intrusion and ensure security of doors, windows and gates.
   ii) Monitor and authorize entrance and departure of employees, visitors and other persons, to guard against theft and maintain security of premises.
   iii) Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrence.
   iv) Warn persons of rule infractions or violation and apprehend or evict violators from premises, using force when necessary.

Besides the above, the tenderer should furnish a certificate as specified in Annexure –II as a token of acceptance of all the terms and conditions of the tender. Otherwise the tender will not be considered under any circumstances.

(S. DANA SSEGARANE)  
PROJECT OFFICER
ANNEXURE-I
BID DOCUMENT

1. Name of the Tenderer/ Security Agency :


3. Address of the registered office along with Phone No./Fax No. :

4. Address of the contact office for this Tender along with phone nos. and Fax No. :

5. Name and Seal of the firm/Agency :

6. Registration No. :

7. Year of Commencement of Business in this field :

8. Annual Turnover in the last 3 years (Attach copies of Balance Sheet as proof) :

9. Profile of the company with details of the technical team and the details of work force showing the qualification & experience of the team in this field :

10. Name of the Bankers :


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<th>Rate for one person for a month</th>
<th>Rate for 6 person for a month</th>
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12. Number of Persons to be engaged : 6 nos
13. Whether signed undertaking as in Annexure – II is enclosed accepting the terms and conditions for security. (Document without signed undertaking will be rejected)

14. Whether the following Certificates/documents are enclosed?
   1. License issued by the competent authority under contract labourers Act.
   2. Period of standing in trade.
   3. Financial soundness in the trade.
   4. Copies of certificates if any, on their past satisfactory work done with respect to security of any office complex/factory.
   5. Copies of certificates giving proof of availability of work force on their pay roll.
   7. Any other documents available that will confirm the reliability of the firm.

Yes/No  Yes/No  Yes/No  Yes/No  Yes/No  Yes/No  Yes/No

SIGNATURE OF THE TENDERER
ANNEXURE-II

DECLARATION-I

“I/We __________________ do hereby declare that the workers engaged by my agency/firm shall be paid the statutory minimum wages and they will be covered under the statutory provisions of E.P.F, E.S.I, etc., and will comply with all the Labour Laws in force.”

SIGNATURE OF THE TENDERER WITH SEAL

DECLARATION-II

“I/We __________________ the undersigned certify that the terms and conditions of tender are accepted and that in the event of selection of my/our rates, the contract in the prescribed form will be entered into”.

SIGNATURE OF THE TENDERER WITH SEAL