Sir,

Sub : DRDM – Calling of Tender Notice for providing Security Services in various offices of this Department – Regarding.

For and on behalf of the President of India, sealed Tenders are invited from the reputed firms who are possessing valid Licence issued by the Home Department, Puducherry for executing contract for provision of security services in the following offices of this Department:

i) Office of the Special Secretary-cum-District Collector, Revenue Complex, First Floor, Saram, Puducherry.
ii) Office of the Sub/Deputy Collector (Revenue) North, Revenue Complex, Ground Floor, Saram, Puducherry.
iii) Taluk Office, 100 feet Road, Mudaliarpet, Puducherry
iv) Taluk Office, Oulgaret, ECR Road, Puducherry
v) Office of the Sub/Deputy Collector (Revenue) South, Revenue Complex, Villianur, Puducherry
vi) Taluk Office, Villianur
vii) Taluk Office, Bahour
viii) Portion of building situated at Mahatma Gandhi Government Leprosy Hospital Complex, Dubrayapet, Puducherry
ix) Office of the District Registrar, Puducherry
x) Sub-Registry, Puducherry
xi) Sub-Registry Oulgaret
xii) Sub-Registry Villianur
xiii) Sub-Registry, Bahour
xiv) Sub-Registry, Thirukkanur

2. The detailed tender documents can be downloaded from the following website: [http://www.pon.nic.in](http://www.pon.nic.in)

3. The Terms and conditions for the submission of the tenders shall be read therein.
4. Duly filled in tender forms shall be submitted along with a Demand Draft for Rs.300/- (Rupees three hundred only) drawn in favour of Special Officer, Office of the Special Secretary-cum-District Collector, Puducherry towards the payment of Tender fees. The completed tender forms along with the said Demand Draft will be received up to 15.00 hours on 08.02.2013. The tender will be opened on the same day at 16.00 hours in presence of the tenderer who are present.

5. Clarifications if any shall be had from the office of the under signed during office hours in person or through Phone Number 0413 – 2231202/ 2231208.

6. The Special Secretary – cum – District Collector reserves all rights either to accept or to reject the tender without any reason therefor.

Yours faithfully,

Sd/..

(N. TAMIL SELVAN)
SPECIAL OFFICER
LIMITED TENDER ENQUIRY FORM – SECURITY SERVICES

For and on behalf of the President of India, sealed tenders are invited to provide Security Services for the following offices of this Department as per details mentioned in Annexure-I & II.

i) Office of the Special Secretary -cum-District Collector, Revenue Complex, First Floor, Saram, Puducherry.

ii) Office of the Sub/Deputy Collector (Revenue) North, Revenue Complex, Ground Floor, Saram, Puducherry.

iii) Taluk Office, 100 feet Road, Mudaliarpet, Puducherry

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xii) Sub-Registry Villianur

xiii) Sub-Registry, Bahour

xiv) Sub-Registry, Thirukkanur

1.2 Tenders should be submitted in sealed cover containing

i) particulars of firm/ Technical Bid as in Annexure I and

ii) Price/commercial bid as in Annexure II and

iii) certificate of undertaking as at para 8 (ii) and
duly superscribed as “Tender for Security Services”. Tender should be delivered in a single cover at the following address at 15.00 hrs, on or before 08.02.2013.

Address: The Special Secretary-cum-District Collector, Revenue Complex, I Floor, Kamaraj Salai, Saram, Puducherry.

1.3 Tenders received late, incomplete tenders and those not in conformity with our prescribed specifications, terms and conditions will not be entertained. The Government will not be responsible for postal delay, non-receipt/non-delivery of tender documents in transit etc.

2.0 GENERAL CONDITIONS:

2.1 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.
2.2 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 company 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.

2.3 The SPECIAL SECRETARY-CUM-DISTRICT COLLECTOR reserves the right to reject any or all tenders without assigning any reason. Any other officer as may be authorised by the Special Secretary – cum – District Collector also reserves the right to accept or reject any tender in whole or in part.

2.4 The SPECIAL SECRETARY-CUM-DISTRICT COLLECTOR reserves the right to increase or decrease, the number of offices/security personnel/service originally in the specification at the time of award without any change in unit price or other terms and conditions.

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

2.6 The SPECIAL SECRETARY-CUM-DISTRICT COLLECTOR is not bound to accept the lower quotation.

2.7 The prices quoted must be in the format given in Annexure-I and should be enclosed in the Commercial Cover.

2.8 The particulars of the tenderer’s organizations should be provided as per Annexure-I.

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

2.10 The tenderer shall sign all the documents to be submitted invariably.

2.11 Preference will be given to those who are having valid licence from the Government.

2.12 The rate quoted should not be lower than the rate fixed by the Labour Department, Government of Puducherry under minimum wages Act.

3.0 VALIDITY OF THE OFFER:
The rates quoted will have to be valid for the contract period and no additional costs for whatsoever reason shall be charged.

4.0 NON-PERFORMANCE PENALTY:
In the event that the work awarded is not executed to the specified standards, the Special Secretary – cum – District Collector or his authorised representative reports that the performance is below the specified criteria, a recovery will be made proportionate to the extent of shortfall.
5.0 CANCELLATION OF CONTRACT:

The SPECIAL SECRETARY-CUM-DISTRICT COLLECTOR 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.

6.0 PAYMENT TERMS:

Payment will be made on or after the 10th of every subsequent month of the contract period, on certification that the assigned works have been executed in accordance with the Work order.

7.0 EARNEST MONEY:

7.1 The tenderer is required to deposit 2.5% of the contract value (EMD amount should be the total cost involved in all the 14 offices) towards earnest money deposit with the Special Officer, Office of the Special Secretary –cum-District Collector, Puducherry. This deposit will be in the form of a demand draft/Banker’s Cheque in favour of Special Officer, Office of the Special Secretary-cum-District Collector, Puducherry*. and payable at any branch of any scheduled bank in Puducherry.

7.2 The earnest money deposit is non-interest bearing and is refundable to the unsuccessful tenderer.

8.0 THE TENDERER SHOULD FURNISH THE FOLLOWING CERTIFICATES/DOCUMENTS ALONG WITH THEIR TECHNICAL BID:

(i) a. Period of standing in trade
b. Balance Sheet for last three years
c. Copies of certificates for having provided Security Services of more than 10 Security Guards in a single office complex for at least three large Department/Organization.
d. Copies of certificates giving proof of availability of at least 50 Security Guards on their pay roll.
e. PF/ESI Registration Certificate.
f. Copies of Latest statutory returns of PF and ESI.
g. Any other documents available that will confirm the reliability of the firms.

Note: Failure to produce any of the documents would entail rejection of their quotation.
Besides the above, the tender should furnish a certificate as worded below in token acceptance of all the terms and conditions of the tender. Otherwise the tender will not be considered under any circumstances.

“I/We ___________________________ the undersigned certify that the terms and conditions of agreement are accepted and that in the event of selection of my/our rates, the contract in the prescribed form will be entered into” and I/We shall produce the valid Licence obtained from the Home Department, Government of Puducherry”.

9.0 The SPECIAL SECRETARY-CUM-DISTRICT COLLECTOR reserves the right either to accept or to reject the tender without assigning any reason therefore. The decision of the undersigned in all matters relating to this tender shall be final and conclusive.

10.0 TENDER OPENING:

(i) Tenders will be opened at 16.00 Hours on 08.02.2013 in the chamber of SPECIAL SECRETARY-CUM-DISTRICT COLLECTOR, Puducherry, in the presence of those tenderers or their representatives at that time.

(ii) In the event of date of opening the tender, prescribed being declared as closed holiday for office, the due date opening will be the following working day.

Sd/.

(Dr. S.B. DEEPAK KUMAR, IAS)
SPECIAL SECRETARY(REVENUE)-cum-
DISTRICT COLLECTOR
<table>
<thead>
<tr>
<th>SL. No.</th>
<th>DETAILS</th>
<th>Rate per security guard per month (8 hours duty per day)</th>
<th>No. of Guards to be engaged per day per office (8 hours duty per day)</th>
<th>Amount per month for three guards per office</th>
<th>Total amount for 14 offices per month</th>
<th>Total amount for 14 offices for one year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Security Guards 8 hrs duty per day per guard (rate including EPF, ESIC &amp; other mandatory charges)</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2.</td>
<td>Service Tax/other taxes</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3.</td>
<td>Total</td>
<td></td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

Signature of the authorized person of the company/firm with seal

**EMD amount should be 2.5% of the total amount shown at col. 7 failing which the tender will be rejected.**
DUTIES TO BE ATTENDED

1. Screening of visitors
2. Maintenance of Security Register
3. Maintenance of Vehicle movement Register
4. Maintenance of Materials Inwards & Outwards Register
5. Checking of vehicles
6. Visitors Register
7. Regulating Parking
8. Periodical Security rounds throughout the complex
9. Capability of handling fire-fighting equipments
10. Handling of Diesel generator sets
11. Handling of Water motor pumps
12. Locking of the premises and monitoring the interiors from security angle

Note: The Technical Bid should not contain the rate and amount.

Selection will be made to those who are having valid licence from the Government in accordance with the Puducherry Private Security Agencies (Regulation) Act & Rules, 2005/2009.

The rate quoted should not be lower than the rate fixed by the Labour Department, Government of Puducherry under minimum wages Act
### ANNEXURE-I
PARTICULARS OF THE FIRM/TENDERER'S
PRO FORMA

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Agency</td>
</tr>
<tr>
<td>2.</td>
<td>Register No.</td>
</tr>
<tr>
<td>3.</td>
<td>Year and date and the Department with which registered</td>
</tr>
<tr>
<td>4.</td>
<td>Status of the Organization</td>
</tr>
<tr>
<td>5.</td>
<td>Full address of the Registered Office of the Agency with Phone No./ Cell Nos./Fax No.</td>
</tr>
<tr>
<td>6.</td>
<td>Profile of the company with details of the technical team and the details of work force showing the qualification &amp; experience of the team in this field (supporting documents to be enclosed)</td>
</tr>
<tr>
<td>7.</td>
<td>Annual Turnover in the last 3 years (Attach copies of Balance Sheet as proof)</td>
</tr>
<tr>
<td>8.</td>
<td>Total strength of the Security Guards available with the Agency</td>
</tr>
<tr>
<td>9.</td>
<td>Whether spare guards are available to engage in the event of unexpected absence of the guards actually on duty</td>
</tr>
<tr>
<td>10.</td>
<td>Whether the character and ante-cededent of the Security Guards are screened? If so, details</td>
</tr>
<tr>
<td>11.</td>
<td>Whether contract has been made for engagement of private security guards by this office with your firm previously. If so, specify the grounds for cancellation /termination of contract</td>
</tr>
<tr>
<td>12.</td>
<td>ESI/EPF facilities provided (copy to be enclosed)</td>
</tr>
<tr>
<td>13.</td>
<td>Whether I.T./Service Tax returns filed (copy to be enclosed)</td>
</tr>
<tr>
<td>14.</td>
<td>Whether the undertaking as enclosed is furnished with signature</td>
</tr>
</tbody>
</table>

Signature of the authorized person of the Company/firm with seal
Terms & Conditions for providing Security Guards

Qualification of Security Guards
The guards provided should be with good character, conduct & behavior, competent & qualified to perform the security duties for which they are deployed. They shall not be beyond the age of 55 years. This office shall have the right to ask the security agency to remove any person considered incompetent or found unsuitable or for any other reason. Persons removed for the above reasons shall not be deputed again without the consent of this Department.

Duties of the Security Guards

1. The Personnel ought to be Polite, Courteous but Firm, Disciplined, Physically Fit, Alert and Smartly Dressed in Uniform.

2. To attend with compliments the distinguished visitors, VIPs and Officers.

3. Check, control and restrict entries to staff/workers/authorized personnel and others by valid passes or searching, if required, and movement of vehicles and Incoming/outgoing materials (with gate passes/challans) and time keeping.

4. Maintain strict security of men, material and premises and maintain Diary to note all important events/happenings/information received/ passed to the management. To be entirely responsible for thefts of easily movable items such as bathrooms fittings, fans, exhaust fans, telephone instruments, fire extinguishers, or fire fighting systems, etc.

5. Will stand by management during emergency like Gherao, Picketing, Strike, etc. and Security of Staff from any assaults whatsoever.

6. Not to leave the place of duty under any circumstance until and unless properly relieved, i.e. signing in handing / taking over register, etc.

7. Prevent misuse of electricity and water.

8. In case of fire, the Security Guard will immediately alert the Staff on duty and assist in Fire Fighting Operation and also inform the Regional Director. In case of Fire Accident before or after Office Hours, the Guards shall inform the nearest Fire Station and Regional Director.

9. The security guards must watch that there are no unidentified /unclaimed / suspicious objects / persons in the building / premises.

10. The security guards shall ensure that all the electrical equipments/ instruments/lights and fans are switched off at the time of closure of the office or part of the office.

11. The security guards should ensure that all the officers' chambers are locked at the close of office and opened at the beginning of office hours and there is safe keeping of the keys.

12. The security personnel must be in proper neat and tidy uniform.

Signature of the authorized person of the Company/firm with seal
13. The names of the security guards should always be displayed by them on their uniforms for the purpose of identification.

14. The Agency should arrange for surprise checks (during day and night) to check the alertness and attentiveness of the security guards.

15. The security guards should check the bags / briefcases of the visitors, if considered necessary.

16. The security guards shall at all times comply with all directions and instructions of ESIC. Non-compliance of instructions can lead to termination of agreement. The firm/Agency shall produce proof for having paid the amount relating to EPF/ESI/Service Tax every month to the concerned office.

17. The security guards shall be responsible for proper use of water motor pump and electrical generator.

   **Duties and Responsibilities of the Agency**

   1. The agency should provide a whistle, torch, raincoat, umbrella and lathi to the security guard on duty.

2. The security guards must be rotated from their deployment at an interval of 6 months.

3. If it is found that any property of the Department is lost/damaged due to the negligence or connivance of the security guards, the same shall be made good on the depreciated value of the property damaged/lost from the security agency’s bill.

4. The security guards deployed will be deemed as such for all purposes and the agencies shall be fully responsible for payment of wages and other dues, and compliance of all Labour laws applicable to them.

**Other Conditions**

1. The contract which is initially for a period of 1 year from the date of entering into contract can be extended further, if the agency agrees to provide the services on the same terms & conditions and the services provided by them are satisfactory. The Department of Revenue and Disaster Management reserves the right to pre-maturely terminate the agreement without assigning any reason therefor by giving one month’s notice before the expiry of the contract period.

2. The agency should be willing to provide additional security guards on certain contingencies on payment of proportionate wages. The Department of Revenue and Disaster Management may also increase the number of security guards required depending upon future requirement.

3. The Department reserves right to put additional conditions, based on the prevailing situation/contingency raises that deemed fit.

   **JURISDICTION OF THE COURT.**

   The Courts at Puducherry shall have the exclusive jurisdiction to try all the disputes, if any, arising out of this agreement between the parties.

   **Signature of the authorized person of the Company/firm with seal**