

**TENDER
FOR
SECURITY SERVICES**

**Tender No.: CICT/TENDER/2018-2019
Last Date of Submission: 15.11.2018**

**CENTRAL INSTITUTE OF CLASSICAL TAMIL
Institute of Road Transport Campus
100 Feet Road, Taramani, Chennai – 600 113**

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TENDER NOTICE

Sealed Tenders in prescribed format are invited from reputed firms for providing "security services in the premises of Central Institute of Classical Tamil – Chennai.

Tender document can be downloaded from the website WWW.cict.in or can be obtained free of cost from the Institute.

The last date for submission of tenders is 15.11.2018 at 1600 hrs.

Sd/-

Office Superintendent

General Instructions to Tenderers

1. Eligibility Criteria:

- i. Tenderer should have provided security services to Government/Public Sector Undertakings/Registered societies for a period of last 3 years.
- ii. The tenderer should at present have contract with any Government/Public Sector Undertakings/Registered Society at present.
- iii. The tenderer should have *preferably* registered the agency with Government

2. Earnest Money Deposit:

The tenderer shall deposit Earnest Money of Rs.5000/- (Rupees Five Thousand only) by way of demand draft drawn in favour of "DIRECTOR, CENTRAL INSTITUTE OF CLASSICAL TAMIL PAYABLE AT CHENNAI". The earnest money deposit will be refunded to the tenderers whose offer has not been accepted within 90 days of opening of tenders. Earnest Money Deposit of the tenderer whose offer is accepted will be kept as interest free security deposit till the date of successful completion of the contract.

3. Submission of Tender:

- i. **The tender should be submitted in two parts each in separate sealed envelopes.** The first part would be the "**Technical Bid**" which should contain details of previous experience. EMD and other documents to be submitted in proof of registration with Income Tax, Service Tax Departments, etc. The second part would be the "**Financial Bid**" which should indicate the wage per month for providing security guard etc. Both the bids should be in separate sealed envelopes and the envelopes should clearly indicate on the top "**Financial Bid**" and "**Technical Bid**". Both envelopes should be kept in a sealed cover and addressed to Director, Central Institute of Classical Tamil as stated above. The Technical Bid will be opened in the first instance and the Financial Bid shall be opened only in respect of those parties which are shortlisted on the basis of their Technical Bids.
- ii. Tenders must be submitted in a cover superscribed as "**Tender for security services in CICT – CHENNAI**". The cover should contain two covers containing Technical Bid and Financial Bid in the prescribed forms superscribed as "**Tender for security services in CICT – CHENNAI – Technical Bid**" and "**Tender for security services in CICT – CHENNAI – Financial Bid**" respectively.
- iii. **Technical Bid:**
The Technical Bid consisting of the following documents shall be submitted by the tenderer:
 - a) Technical Bid Form

- b) Details of experience
- c) Copies of experience certificates i.e., only completion certificates of the experience issued by the Employer as specified in the eligibility criteria supporting their claim of experience.
- d) Signed Tender Document
- e) EMD as specified

However, tenderers must produce the originals of the copies of the documents submitted for verification when required. The Technical bids, which are not accompanied with documents prescribed above and EMD are liable for rejection forthwith. The tender documents should be signed on every page by the tenderer and enclosed with Technical Bid as an unconditional acceptance of the terms and conditions mentioned therein.

iv. Financial Bid:

The Financial Bid enclosed to the tender shows only minimum wage per month for each Security Guard per 8 hours shift. The tenderers shall quote their service charges in Percentage only against the relevant column. The monthly wage of one Security Guard (per 8 hours) shift will be calculated as per the rates mentioned in the price bid format on per month basis.

- v. The tenderer will be the responsible for all other statutory obligations like **PF, ESI, Gratuity, Training & Supervision, Bonus, Uniform, Leaves, Reliever Cost, Any Special Allowances, Any other Statutory obligations, Administrative Charges, if any, Overheads & Profits.**
- vi. CICT will deduct TDS at the prescribed rate from the payment.
- vii. The Price bids shall be valid upto 3 months from the date of opening of tenders.

4. Tender Evaluation Procedure:

Sealed Tender document containing the Technical Bid and Financial Bid sealed separately in two different covers shall be submitted on or before 1600 hours on 15.11.2018. Technical Bids will be evaluated and those who are found eligible will be shortlisted as per eligibility criteria. Price Bids of those short listed tenderers will be opened for finalizing the tender.

5. Scope of Work:

1. One security guard should be posted round the clock in CICT campus at Institute of Road Transport Campus, 100 Feet Road, Taramani, Chennai – 600 113.

2. The security guard shall be responsible for

- Providing round the clock security arrangement to the building.
- Security of the assets of CICT against theft, pilferage and misappropriation.
- Prevent entry of unauthorized persons including hawkers, vendors, etc.
- Maintain records of visitors as directed by CICT.
- Regulate incoming and outgoing movement of material and vehicular traffic.
- Assist CICT in handling emergencies like fire, flood, earthquake, etc.

3. The scope of work may change during the period of the contract by mutual consent.

4. In the event of shifting this Institute to other premises within Chennai, the tender shall continue to provide security in the new premises too.

6. Terms and Conditions:

- i. One Security Guard should be posted at CICT campus round the clock.
- ii. Period of the contract shall be initially for one year. It can be extended for further period of one year on mutual consent.
- iii. The contractor is responsible for due compliance of laws by the security guard employed.
- iv. In case of any dispute arise in between the CICT and the tenderer, shall be referred to the arbitration of sole arbitrator appointed by CICT, Chennai. The award made by the arbitrator shall be binding on the parties hereto.
- v. Incomplete bid/s is/ are liable to be rejected.
- vi. The persons who would be deployed by the security agency would not have any claim for employment or payment of wages or any other claim whatsoever against CICT. The persons hired from the agency would not have any claim for compensation or any damages against CICT in any event whatsoever and agency would be responsible or answerable for any such claim.
- vii. The tenderer shall be responsible for the suitability, medical fitness and police verification of the character and antecedents of the manpower sponsored by it for deployment in CICT.
- viii. That in case of the person so deployed by the agency does not come up to the mark in terms of general discipline or does not perform his/her duties properly or indulges in any unlawful activity including riots or disorderly

conduct the agency on order of CICT shall immediately withdraw such person(s) from the CICT premises.

- ix. Service tax at the prescribed rates from time to time will be paid by CICT on submission of proof for having paid Service Tax to Government.
- x. TDS will be deducted from the payments made by CICT.
- xi. The minimum wages indicated at serial No.1 of the above table is as per rates published by State Government. This rate will however be revised on account of the revision of rates of minimum wages by the State Government.
- xii. PF, ESI amount if any claimed, proof for having remitting the same to respective authorities.

**CENTRAL INSTITUTE OF CLASSICAL TAMIL, CHENNAI
TENDER FOR SECURITY SERVICES**

TECHNICAL BID

01. Name of the Tenderer's firm :

02. Office Address :

Tel. No.:

Fax No.:

E-mail Address

03. Name of authorized representative(s) :

04. Registration certificate for

PF Enclosed/Not Enclosed

ESI Enclosed/Not Enclosed

Income Tax Enclosed/Not Enclosed

Service Tax Enclosed/Not Enclosed

05. Details of Earnest Money deposit of Rs.5000/- enclosed vide Demand Draft

06. Details of experience in Government /Public Sector undertaking /Registered Societies during the last three years

Details of Experience

Period of Contract with Dates of Commencement and Termination covering last 3 years	Sl. No .	Name of Employer/Address/Tel. Nos.	Number of Security Guards Employed
2015-16	1		
	2		

2016-17	1		
	2		
2017-18	1		
	2		

AGENCY WITH SEAL

SIGNATURE OF AUTHORIZED PERSON OF

**CENTRAL INSTITUTE OF CLASSICAL TAMIL, CHENNAI
TENDER FOR SECURITY SERVICES**

FINANCIAL BID

Sl. No.	Description of Items	Per Guard (Amt. in)	No. of Guards to be Deployed	Total (Amt. in)
1.	Minimum Wages for providing security round the clock (The persons to be employed and duration of shift shall be indicated clearly)			

2.	Charges for PF, ESI, Gratuity, Training and Supervision, Bonus, Uniform, Leaves, Reliever Cost, Any Special Allowances, Any other Statutory obligations, Administrative Charges, if any, (Charges may be indicated per security guard and the total arrived at)			
3.	Direct Cost to Vendor including Minimum Wages & other Charges			
4.	Overheads & Profit %			
	Total (Direct Cost + Overheads & Profit)			

SIGNATURE OF AUTHORIZED PERSON OF

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Statutory Obligations:

- Should be submitted along with the monthly attendance