



उपायुक्त, केन्द्रीय उत्पाद शुल्क कार्यालय

OFFICE OF THE DEPUTY COMMISSIONER OF CENTRAL EXCISE

होसूर I मंडल : होसूर 635109 HOSUR I DIVISION : THALLY ROAD : HOSUR – 635 109.

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C.No. II/39/07/16

Dated:05.04.17

**OUTSOURCING OF SECURITY SERVICES ON
CONTRACT BASIS FOR THE YEAR 2017-2018
NOTICE INVITING TENDER**

Sealed quotations are invited in the prescribed proforma from reputed service providers engaged in the business of Security Services to provide house Security Services for the period from April 2017 to March 2018 at the Office of the Deputy Commissioner of Central Excise, Hosur – I Division, Thally Road, Hosur – 635 109. The tenderers must have a minimum experience of three years in providing security services to the Government Departments, Public Sector Undertaking or large Corporate Offices. Copies of agreement / work order from clients shall be provided as evidence. The tenderers may collect the details where security service has to be provided. The terms and conditions and proforma for application and related enclosures may be obtained from the Administrative Officer, Office of the Deputy Commissioner of Central Excise, Hosur – I Division, Thally Road, Hosur – 635 109. The tenderers are advised to inspect the premises where security has to be provided. Inspection of the premises can be made between **10.00 am.** to **04.00 pm.** on office Hours for which the tenderer may contact the Administrative Officer, Central Excise, Hosur - I Division. The last date for receipt of the sealed tenders in the office of the Deputy Commissioner of Central Excise, Thally Road, Hosur - 635 109 is on **17.04.2017** at **3.00 p.m.** The technical quotation and financial quotation should be submitted in two separate sealed covers. The rate quoted should be one person per month basis and should be exclusive of service tax. The tenders will be opened before the bidders on **18.04.2017** at **04.00 pm.** The tenders received after the last date and time and where there is non-compliance of the procedures will be summarily rejected.

Ranjana

आयुक्त / DEPUTY COMMISSIONER

होसूर I मंडल : होसूर / HOSUR I DIVISION: HOSUR

To

1. The Commissioner of Central Excise, Chennai III (PRO Section & Notice Board)
2. Notice Board of Chennai III Commissionerate and Hosur I Division, Hosur.
3. The Superintendent of Central Excise, Computer Section, Chennai III to upload in official Web sites.

SECURITY SERVICES:

AREA TO BE COVERED:

Area for security services Office of Deputy Commissioner of Central Excise Hosur I Division and residential quarters of Thally Raod, Hosur. **635 109**

(One Night watchman from 05.45pm to 08.00 am (next day):-

Scope of work for Security Services:-

1. One Security guard on night duty in the office.
2. The daily working hours will be from 05.45 pm to 08.00 am (next day)
3. Maintenance of Register for entry and exit of visitors after office hours.
4. Prevent the entry of stray cattle, animals into the office premises.
5. Inform the public Relation Officer before leaving the duty.

TERMS AND CONDITIONS FOR SECURITY SERVICE

1. CONDITIONS TO BE SATISFIED IN THE QUALIFYING BID

1. Bidder should have minimum three years of experience in providing Security Services to various organization; and should have completed at least two such works with any government offices in the similar activity, in the last three years.
2. The bidder must have ESI Registration, EPF Registration.
3. The bidder must produce solvency certificate from his banker for an amount not less than the amount of the contract for the period 01.04.2017 to 31.03.2018 . Within one month from the date of awarding the contract the successful bidder shall obtain a license under the Contract Labour (R & A) Act, from the licensing authority.

OTHER TERMS AND CONDITIONS

1. The working hours will be from 05.45 to 08.00am (next day) daily for Security Service.
2. The personnel deployed should be well experienced and trained adequately and of sound health. They should be well behaved and well mannered. They should be provided with uniforms and identity cards prominently displayed. They should have knowledge of local language and preferably English also.
3. If a particular person is absent on any day another person should be deployed in his/her place.
4. The personnel will report to the Officer-in-charge assigned by the Department i.e. PRO daily.
5. In case of emergency and residual situations the contractor has to make the personnel available to cater for emergency services & urgent works entrusted by this office as and when need arises.
6. The contractor should be registered under the ESI & Provident Fund Acts and other relevant statutory enactments to the employment of labour.
7. The service provider should adhere to all the relevant statutory enactments dealing with employment of labour. All existing statutory regulations of both state and Central Government should be adhered to by the Service provider. Any failure to comply with any deficiency in service will render this contract liable for immediate termination without any prior notice in addition to the action proposed to be initiated by the statutory bodies.
8. The contractor should pay to their personnel at least the minimum wage at the prevailing rate as fixed under Minimum wage Act and any breach of this condition will be liable for termination of the contract and the same would be dealt with accordingly. Besides. ESI and PF per head at the current rate should be paid by the contractor every month as per the existing rules.
9. The contractor is responsible for payment monthly salary including the salary, bonus, gratuity etc., to the personnel as applicable to them.
10. The contractor should ensure that there is no scope for any grievance from the personnel on delayed payment of wages. The employees engaged by the security agency will be in the employment of the security Agency only and not of the Central Excise Department.

11. The department will not involve in any dispute between the service provider and workers of the service provider.
12. Mode of payment will be monthly and payments to the Contractor will be through Account Payee cheques only. Tax shall be deducted at source as per the Income Tax Act from the monthly bills.
13. The Contractor shall indemnify and shall keep this Officer indemnified against acts of omission or negligence, dishonesty or misconduct of the men/women engaged for the work and this office shall not be liable to pay any damages or compensation to such person or to third party. All damages caused by the security personnel shall be charged to the contractor and recovered from its dues/bills.
14. Contractor shall be fully responsible for theft, burglary, fire or mischievous deeds, if any, by his staff. Any loss due to any of above reasons shall be compensated by him in full.
15. This office reserves the right to terminate the services of the security contractor at anytime without giving any notices whatsoever.
16. All existing statutory regulations both State & Central Governments shall be adhered to and complied with by the Contractor and all records maintained thereof should be available for scrutiny by this office. The maintained thereof should be available for scrutiny by this office. The security Contractor shall strictly comply with the terms and conditions of the agreement which will be executed with the successful contractor. Failure by the contractor to comply with such statutory requirements and / or the terms of the agreement during the period of agreement or deficiency in services shall result in termination of the contract.
17. The contract will be in force for a period of one year from 01.04.2017 to 31.03.2018. This office reserves the right to extend the duration of the contract for a further period of 12 months subject to satisfactory performance and on mutually agreed terms and conditions.
18. No escalation of price whatsoever would be allowed during the pendency/currency of the contract.
19. If at any time during currency of job, the SCOPE of WORK for which this job has been awarded is reduced/abandoned, the payment/value of this job order shall be reduced on pro-rata basis by this office and would be binding on the Contractor(Service provider).
20. The contractor (Service provider) shall submit the bill for every month by the 1st day of the following month along with the statement showing the area cleaned, mopped, etc. No interim bills will be entertained.
21. Any dispute arising out of this agreement or that which may arise in future, shall be resolved by taking recourse to mutual settlement, arbitration/conciliation clauses formulated by International Center of Alternative Dispute Resolution (ICADR), failing which the dispute will be subject to Chennai jurisdiction only.