



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
OFFICE OF THE COMMISSIONER OF GST & CENTRAL
EXCISE CHENNAI SOUTH COMMISSIONERATE
M.H.U. COMPLEX, 692, ANNA SALAI, NANDANAM,
CHENNAI 600035.

C. No. PRO/HK (Ext) Security/2018-19

Date: .02.2018

**NOTICE INVITING ONLINE E-TENDER FOR PROVIDING SECURITY
SERVICES AND EXTERNAL MAINTANANCE SERVICES**

The MHU complex, 692, Anna Salai, Nandanam is occupied by the Offices of the Central Excise & Service Tax, M/s ELCOT Limited, M/s Poompuhar Shipping Corporation Limited, and M/s TIIC Ltd. **THE CO-OWNERS' COMMITTEE, MHU COMPLEX, NANDANAM, CHENNAI-600 035**, invites online e-tenders from reputed, registered persons/firms/companies engaged in the business of Housekeeping and Security Services for providing External Maintenance and Security Services at the above location for the period from 01.04.2018 to 31.03.2019. The tender document can be downloaded from the website <http://eprocure.gov.in> and www.centralexcisechennai.gov.in. The last date for receipt of e-tenders in online portal through <http://eprocure.gov.in> is 26.03.2018 till 17.00 Hrs. In no case, manual tenders will be accepted or entertained.

K. Datta Kumar

(K DATTA KUMAR)
ADDITIONAL COMMISSIONER
GST & CENTRAL EXCISE,
CHAIRMAN, CO OWNERS COMMITTEE
CHENNAI SOUTH COMMISSIONERATE

Copy to:-

- 1) The Commissioner of GST & Central Excise, Chennai North/Outer & Audit, I/II Commissionerates. (PRO Section & Notice Board) for giving wide publicity
- 2) All Assistant / Deputy Commissioner(s) of Central Excise Divisions, Chennai South Commissionerate - for giving wide publicity
- 3) The Superintendent of Central Excise (Computer Section), Chennai South Commissionerate to publish in the official website
- 4) Notice Board Chennai South Commissionerate



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CHENNAI 600035.

C. No. PRO/Sec & HK Ext/2018-19

Date: .02.2018

**NOTICE INVITING e-TENDER THROUGH E-PROCUREMENT FOR
SECURITY AND EXTERNAL MAINTANANCE SERVICES**

Online e-tenders are invited for and on behalf of **THE CO-OWNERS COMMITTEE, MHU COMPLEX, NANDANAM, CHENNAI-600 035** for "Outsourcing of Security and External Maintenance in the offices at MHU Complex, Nandanam, Chennai-35 for the period of one year from 01.04.2018 to 31.03.2019. The details of work specifications, terms & conditions are outlined in the Annexures to this e-tender as under :

- (a) Annexure-I : Application Form
- (b) Annexure-II : Scope of Work
- (c) Annexure-III : Prequalification criteria for firm
- (d) Annexure-IV : Format of Technical Bid
- (e) Annexure-V : Terms & Conditions
- (f) Annexure-VI : Enclosure to Price Bid
- (g) Annexure-VII : Undertaking.
- (h) BOQ : Price Bid.

2. The Tender enquiry documents will be available on official website <http://centralexcisechennai.gov.in> and on <http://eprocure.gov.in> from 05.03.2018.

3. Mode of Tendering:- Interested bidders may download the tender enquiry documents (TED) and submit their tenders online at Central Public Procurement Portal website:<https://eprocure.gov.in/eprocure/app> and bid online through the portal www.eprocure.gov.in. The Tender should be addressed to the Assistant Commissioner of GST & Central Excise (P&V), Chennai South Commissionerate, No. 692, MHU Complex, 5th floor, Nandanam, Chennai-600 035 with words "Bid for Outsourcing of Security and External Maintenance in the offices at the MHU Complex for one year from 01.04.2018 to 31.03.2019". The bids are invited in a two-bid system (Technical and Financial) from reputed service providers and are required to be submitted in two parts, namely, (1) Technical Bid and (2) Financial/Price Bid. The Financial/Price bid should be valid for One (01) year

from the date of opening of the Tender. Incomplete bid documents shall be rejected.

4. Earnest Money deposit of Rs 10,000/- should be submitted by the bidders in the form of Demand Draft/Banker's Cheque drawn in favour of "The Commissioner of GST & Central Excise, Chennai South Commissionerate" and payable at Chennai. The bidders submitting their bids online should ensure that Earnest Money Deposit (EMD) must reach by hand or through registered post to the address at, the Assistant Commissioner of GST & Central Excise (P&V), 5th floor, Chennai South Commissionerate, No. 692, MHU Complex, Nandanam, Chennai-600 035 on or before the scheduled closing of the of the e-tender. The EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in Annexures are found to be incorrect or false during the tender selection process. No interest shall be paid on the Earnest Money Deposit and EMD of successful bidder will be returned on furnishing performance guarantee as detailed below:-

5. **Performance Guarantee:** The Successful bidder has to submit an amount equal to **one month's payment** as performance guarantee deposit in the form of Bank guarantee from a Nationalized Bank /Demand Draft / Banker's cheque of a schedule bank drawn in favour of "The Chairman, Co-owners Committee" before awarding contract. The performance guarantee shall be refunded to the selected bidder without any interest within one month from the completion of contract period.

6. **The tenderer shall sign and stamp with Digital Signature Certificate on each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and to upload the same along with the qualifying bid.** The tenderer would fill the information in the Annexures enclosed at the end of this document in clear and legible terms. Wherever required the price quoted shall be written in figures and words as well. Annexures shall also have to be signed and stamped by the bidder or his/her authorized signatory.

7. **The tenderer shall quote their rates for the service to be provided in Indian Rupees** (in both words and figures) which should include deduction towards PF, ESI, Pension and Bonus, other statutory taxes and fees etc, and the same would not be payable over and above the rates thus quoted.

8. This office reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for such action.

9. The tender forms shall be rejected if it is not complete in any aspect.

10. The tender documents are not transferable.

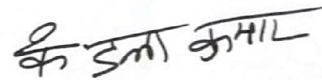
11. Not more than one tender shall be submitted by one contractor having business relationship. Under no circumstances will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

12. The short listed tenders along with the documents will be submitted to the 'Competent authority' and upon approval by the 'Competent authority', the successful bidder will be intimated about the award of contract to them.
13. Late submission of tenders and EMD shall not be accepted.
14. Tenders without EMD will be treated as non-responsive and will be rejected, at the initial stage itself "as Tenders received without EMD".
15. The Bidder should clarify any doubt/query regarding the specification and scope of work from the Assistant Commissioner of GST & Central Excise (P&V), Chennai South Commissionerate, No. 692, MHU Complex, 4th floor, Nandanam, Chennai-600 035 on any working day between 11:00 am to 5:00 pm before 21.03.2018. The bidder should fulfill prequalification/eligibility criteria & conditions of the tender and should submit all documents attested by the authorized person along with the bid.
16. The technical bid will be opened first in the presence of the Tender Committee Members and the Bidders at the MHU Complex, Nandanam, Chennai-35. The financial bids of technically qualified bidders only shall be opened in the presence of the Tender Committee Members and the bidders. The Bidders, can remain present, if they so wish.
17. Last date and time for submission of Bid/Tender is :26.03.2018 upto 17:00 hrs.

Opening of Bids :

Technical Bid :- 27.03.2018 at 1100 hrs
Financial Bid :- 27.03.2018 at 1500 hrs

18. In the event of any of the above mentioned date being subsequently declared as a holiday / closed day for this office, the tenders will be opened on the next working day at the scheduled time.



(K DATTA KUMAR)
ADDITIONAL COMMISSIONER
GST & CENTRAL EXCISE,
CHENNAI SOUTH COMMISSIONERATE

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ANNEXURE-I

**NOTICE INVITING E-TENDER THROUGH E-PROCUREMENT FOR
OUTSOURCING OF SECURITY AND EXTERNAL MAINTENANCE IN
THE OFFICES AT THE MHU COMPLEX FOR ONE YEAR FROM
01.04.2018 TO 31.03.2019.**

APPLICATION FORM

Date:

FROM :

To,
The Assistant Commissioner of GST & Central Excise(P&V),
Chennai South Commissionerate,
No.692, MHU Complex, Nandanam, Chennai-600 035.

Sir,

Subject : E-Tender for "Outsourcing of Security and External Maintenance
in the offices at MHU Complex for one year from 01.04.2018 to
31.03.2019"- Reg.

Ref : (1) Your office e-tender Notice No Dated

(2) EMD-DD No Dated for Rs

I/We have also examined the requisite specifications and my/our offer is to
provide the required services in accordance with the specified scope of work.

I/We quote the rate inclusive of all taxes, duties, transportation, etc (in
complete).

Yours faithfully,

(Signature and stamp of the Tenderer)
Legal status (Prop/Partnership/Registered Company etc).

ANNEXURE-II

NOTICE INVITING E-TENDER THROUGH E-PROCUREMENT FOR
OUTSOURCING OF SECURITY AND EXTERNAL MAINTENANCE IN
THE OFFICES AT MHU COMPLEX FOR ONE YEAR FROM 01.04.2018
TO 31.03.2019.

SCOPE OF WORK

I. EXTERNAL MAINTANANCE:

The contractor is required to provide for the cleaning and upkeep of all the staircases of the building and cleaning and upkeep of external areas, approach roads in the complex, and inclusive of maintenance of the greeneries of the building. The optimum number of persons required for the maintenance work shall be decided by the contractor for satisfactory performance. The contractor has to deploy persons on all days excluding Sundays and public holidays and in general shift during the day time. It may be noted that at present 4 persons are engaged for the said service.

II. SECURITY SERVICES:

The contractor has to provide security arrangement to the MHU complex on 24X7 basis on all days round the clock throughout the year to safeguard the installation such as pumps, common lights and other department materials including watching the entire external area of the building to prevent any theft or damage or any other un-toward incidents and entry of unauthorized persons and to convey the message to the departmental officers.

The requirement of number of persons per shift to be deployed for the effective round the clock, 24X7 basis throughout the year, security arrangement for MHU complex shall be decided by the contractor. There are three gates/entrances in the premises and the same may be taken into consideration while deciding the number of persons to be deployed for round the clock security. It may be taken note that at present 3 security persons are engaged per each shift and in 3 shifts per day.

The officers, the staff members and the visitors to the offices functioning in the MHU complex are only allowed inside the compound. No unauthorized persons would be allowed to use the passage as a thoroughfare.

In order to regulate and to curb the misuse of the passage as a thoroughfare between the front and back entrance of the building enough security personnel should be deployed in general shift on all working days, so as to ensure the smooth movement/parking of vehicles. The security personnel should not permit entry/exit of any vehicle other than the vehicles of staff/Officers working in the MHU Complex and the visitors to offices housed in the Complex.

ANNEXURE-III

NOTICE INVITING E-TENDER THROUGH E-PROCUREMENT FOR
OUTSOURCING OF SECURITY AND EXTERNAL MAINTENANCE IN
THE OFFICES AT THE MHU COMPLEX FOR ONE YEAR FROM
01.04.2018 TO 31.03.2019.

ELIGIBILITY CRITERIA:
CONDITIONS TO BE SATISFIED IN THE QUALIFYING/TECHNICAL
BID DOCUMENT

1. The Bidder should have minimum three years of experience in providing security/housekeeping services to various organizations; and should have completed at least two such works with a single Annual Contract Value of Rs.10 lakh or above in the similar activities, in the last three years.
2. The bidder must have ESI Registration and EPF Registration, registered before 01-Apr-2014. The bidder must also have their Service Tax Registration.
3. The bidder must have obtained Permanent Account Number (PAN) under the Income Tax Act, 1961.
4. The evidence for filing of Income Tax Returns along with Profit and Loss Account and Balance Sheet for past three financial years 2014-15, 2015-16 & 2016-17 should be enclosed along with the qualifying bid.
5. The bidder must have an Annual Average Turnover of not less than of Rs.20 Lakh during the last three financial years 2014-15, 2015-16 & 2016-17 certified by a Chartered Accountant.
6. **The tenderer should not have incurred loss in any two years during the last three years as on 31.03.2017.**
7. The bidder must produce a Solvency Certificate from his banker for an amount not less than **AMOUNT OF THE CONTRACT FOR THE PERIOD FROM 01.04.2018 TO 31.03.2019**
8. The contractor shall comply with the regulations of the Private Security Agency (regulation) Act,2005. Within one month from the date of awarding the contract, the successful bidder shall have to obtain a valid license under the Contract Labour (R&A) Act, from the licensing authority.
9. The bidder should ensure that the total number of persons to be engaged should be commensurate with the nature/type of work and the total area involved.

ANNEXURE-IV

NOTICE INVITING E-TENDER THROUGH E-PROCUREMENT FOR
OUTSOURCING OF SECURITY AND EXTERNAL MAINTENANCE IN
THE OFFICES AT THE MHU COMPLEX FOR ONE YEAR FROM
01.04.2018 TO 31.03.2019.

QUALIFYING/TECHNICAL BID DOCUMENT:-

1. Name of the party :
2. Address (With Tel No., Fax No.) :
3. Name & Address of the proprietor/
Partners/Directors (With Mobile No.) :
4. Contact person(s) (with mobile number) :
5. No. of years of experience in providing
Security/Housekeeping Services (enclose proof such as
Performance Reports from clients or TDS copies) :
6. Average Annual Turnovers
(Last 3 years ended 31.3.2017)
Certified by a Chartered Accountant :
7. Permanent Account Number (PAN)
(The evidence for filing of IT returns along with 2014 – 2015 :
Profit and Loss Account & Balance Sheet 2015 – 2016 :
for the last three financial years to be 2016 – 2017 :
enclosed)
8. Details of ESI & EPF Registration along with
evidences (Registered Before 01.Apr – 2014) :
9. Details of the GST Registration along
with evidence :
10. Details of EMD :
11. Solvency Certificate issued by the Bankers :

DECLARATION

I/we hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/we understand that in case any deviation is found in the above statement at any stage, I /we will be blacklisted and will not qualify to have any dealing with the Department in future.

(Signature of Authorized signatory with Name and date)

ANNEXURE-V

NOTICE INVITING E-TENDER THROUGH E-PROCUREMENT FOR
OUTSOURCING OF SECURITY AND EXTERNAL MAINTENANCE IN
THE OFFICES AT THE MHU COMPLEX FOR ONE YEAR FROM
01.04.2018 TO 31.03.2019.

GENERAL TERMS AND CONDITIONS:

1. The personnel employed for cleaning of the building premises should work on all days except Sundays and National holidays and the personnel employed for security work should work on all days (24 X 7 basis).
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, a suitable substitute should be deployed in his/her place.
4. The personnel should attend to work punctually. The personnel will perform all the duties enumerated in the contract for such services and as specified by the department from time to time.
5. The Contractor should pay to their personnel a minimum wage at the prevailing rate as fixed under the **Minimum Wages Act** and any breach of this condition will render it 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. The Contractor should ensure payment of increase in DA as and when announced by the Govt. The Service Provider should also maintain Pay Roll containing the above details.
6. The contractor is responsible for payment of monthly salary including leave salary, bonus, gratuity etc., to the personnel as applicable to them.
7. The contractor should ensure that there is no scope for any grievance from the personnel on delayed payment or short payment of wages. The employees engaged by the Contractor will be in the employment of the Contractor only and not of the CO-OWNERS' COMMITTEE, MHU COMPLEX.
8. Mode of payment will be monthly and payments to the Contractor will be made through ECS only within a month from the date of submission of bill provided that there is no dispute in respect of rates, quantity and quality of work. Tax shall be deducted at source as per the prevailing Income Tax Act, 1961 from the monthly bills. The payment will be made individually by the Co-owners' according to their proportionate share in the office complex.
9. The MHU complex is owned by four co-owners and their names and proportion of their shares are given below:

1.	The Central Excise	50.39 %
2.	M/s. TIIC Limited	38.14 %
3.	M/s. ELCOT LTD	06.20 %
4.	M/s. PSC Ltd.,	05.27 %

10. The Contractor shall indemnify and shall keep this office indemnified against any acts of commission and 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 the third party. All damages caused by the maintenance personnel shall be charged to the Contractor and recovered from their dues/bills.
11. This office reserves the right to terminate the services of the Contractor at anytime without giving any notice whatsoever.
12. All existing statutory regulations (both the State & the Central Governments) shall be adhered to and complied with by the Contractor and all records maintained thereof should be available for scrutiny by the Committee or its representative. The Contractor shall strictly comply with the terms and conditions of the agreement, which will be executed with the successful contractor. Failure on the part of 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.
13. The contract will be in force for a period of one year from 01.04.2018 to 31.03.2019 and No escalation of price whatsoever would be allowed during the pendency / currency of the contract.
14. If at any point of 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)
15. All the Housekeeping materials / consumables, such as Brooms, Cobweb sticks, Dusters, Mop sticks, Garbage bins, hose pipes, cleaning machinery etc., as required to clean the MHU complex external premises will be **supplied by the Contractor.**
16. 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 Centre of Alternative Dispute Resolution (ICADR), failing which the dispute will be subject to Chennai jurisdiction only.
17. The dismantled debris excavated surplus earth and waste if any, arising during execution of work, shall be carted away immediately, irrespective of the load and lift involved, to a place without causing hindrance to the occupants. The Contractor shall be required to strictly comply with these requirements without giving any scope/room for urging or follow up from this office.

18. The Accepting Authority reserves the rights to operate or not to operate or partly operate any item mentioned in the schedule.
19. The Contractor will have to execute an agreement with the Accepting Authority, covering all aspects of the contract in the format prescribed immediately before commencement of work.
20. While carrying out the work, extreme care should be taken to ensure the safety of the people engaged by the contractor for the work, and the men/staff working with other offices/contractors. Contractor shall take necessary precautions and make all necessary arrangements in this regard.
21. The Contractor shall clear the site in all respects and remove all materials after completing the work.
22. In the event of shifting of any premises in this notice and addition or deletion of office space the rate quoted per sq. feet by the bidders will be applicable prorate.
23. The Contractor shall comply with all the provisions of The Employee's State Insurance Act, The Workman Compensation Act and arrange for employee's liability insurance etc and any other insurance/registrations required under law and regulations. In addition, the Contractor shall also cover his tools, tackles & equipment, sub contractors' staff and workmen under suitable insurance. Further to the above, the Contractor shall also cover third party risk by Insurance.
24. The Contractor will abide by all rules, regulations & statutes imposed by the Government or any other concerned authorities. He will be responsible for work man's compensations and other requirements for housing or any other amenities and site facilities, such as water and power required by the Contractor's crew and shall provide the same to them.

We agree to the above terms and conditions.

Signature with Date _____
Name of the Firm _____
Seal _____

ANNEXURE-VI (Enclosure to the Financial Bid)

(Note : The financial bid is to be submitted in BOQ format only and supported by this enclosure to financial Bid)

NOTICE INVITING E-TENDER THROUGH E-PROCUREMENT FOR OUTSOURCING OF SECURITY AND EXTERNAL MAINTENANCE IN THE OFFICES AT THE MHU COMPLEX FOR ONE YEAR FROM 01.04.2018 TO 31.03.2019.

Enclosure to the FINANCIAL BID

1. Name of the party :
2. Address (With Tel No., Fax No.) :
3. Name & Address of the proprietor / Partners / Directors (With Mobile No.) :

Rates quoted shall be as per statutory requirement

<u>DESCRIPTION</u>	<i>AMOUNT IN RUPEES</i>	
	<u>Security Service</u>	<u>External Maintenance</u>
BASIC PAY (per person)		
Variable DA		
Gross Daily Wages		
ESI @ _____ in %		
EPF @ _____ %		
Pension Fund _____ %		
Bonus		
Other statutory tax (if any)		
Sub-total		
Contractor's Service Charges _____ %		
Grand Total of daily wage per person		
Number of days in month	<u>31</u>	<u>26</u>
Amount per month per person		
Service Tax		
Gross Amount per month per person		

“Certified that the above quoted rate complies with The Minimum Wages Act and all the statutory provisions and rules as applicable. The above rates are inclusive of all the taxes (Service Tax or any other tax) payable to the Government.

(Signature of Bidder/Authorized signatory
with Name and date and office seal)

ANNEXURE-VII

NOTICE INVITING E-TENDER THROUGH E-PROCUREMENT FOR
OUTSOURCING OF SECURITY AND EXTERNAL MAINTENANCE IN
THE OFFICES AT THE MHU COMPLEX FOR ONE YEAR FROM
01.04.2018 TO 31.03.2019.

UNDERTAKING BY THE BIDDER

I/We undertake that my firm M/S
.....has not been blacklisted by any Govt.
Department/Public Sector Undertaking/Autonomous Body.

2. I Son / Daughter /
Wife of Shri..... Proprietor /Partner
/Director /authorized signatory of M/s
..... is competent to sign this
declaration and execute this tender document:

3. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them:

4. The information/documents furnished along with the above application are true and correct to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing of any false information /fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law;

5. I/We understand that in case any deviation is found in the above statement at any stage, our concern/firm/co. shall be blacklisted and shall not have any dealing with the Department in future.

Date :

Signature of the authorized Signatory of the firm/
Company/Organization Office Stamp /Seal

Place :