

Telephone : 25254235

FAX : 044 - 25242425



GOVERNMENT OF INDIA

MINISTRY OF FINANCE

OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS

CHENNAI - PREVENTIVE

CUSTOM HOUSE, 60 RAJAJI SALAI, CHENNAI - 600 001

TENDER FOR
PROVIDING SECURITY SERVICES AT
CENTRAL REVENUE QUARTERS,
ANNA NAGAR, CHENNAI

Tender Reference Number : 2019 - DREV - 469635 - 1

S31A/13/2019-CHS

Start Date : 14.05.2019

Last Date for Submission : 03.06.2019



**GOVERNMENT OF INDIA
MINISTRY OF FINANCE
OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS
CHENNAI - III
CUSTOM HOUSE, 60 RAJAJI SALAI, CHENNAI – 600 001**

F.No. S31A/ 13 /2019- CHS

Dated 14.05.2019

NOTICE INVITING E - TENDER FOR

**“SECURITY SERVICES AT `CENTRAL REVENUE QUARTERS, ANNA NAGAR,
CHENNAI”**

The office of the Commissioner of Customs (Chennai Preventive), Custom House, Chennai-600 001, invites e-tenders from reputed/authorised firms/companies engaged in the business of providing Security Services to provide Security Services at Central Revenue Quarters, Anna Nagar, Chennai, for a period of one year from the date of award of contract.

Tender Process and submission of Tender documents: -

- (i) Aspiring Bidders who have not enrolled/registered in e-procurement should enrol/register before participating through the website <http://eprocure.gov.in/eprocure/app>. Bids have to be submitted online only at website <http://eprocure.gov.in/eprocure/app> before 4:00pm on 03.06.2019 under two bid systems i.e. (i) Technical/Qualifying bid (Annexure A) and (ii) Financial Bid (Annexure B & Annexure C) in the prescribed proforma. All the documents in support of eligibility criteria etc., are also to be scanned and uploaded along with the tender documents. **Tender sent by any other mode will not be accepted.**
- (ii) The offers / bids which are received incomplete and /or filed after the due date shall be summarily rejected.
- (iii) The online evaluation of the Technical Bids shall be made on **04.06.2019** after 05.00pm in the presence of bidders or their authorized representative with authority letter, if they appear.
- (iv) The online evaluation of financial bids of only those parties shall be made whose Technical Bids are found to be eligible.
- (v) The department reserves the right to accept or reject any or all tenders without assigning any reason. In case of any dispute of any kind and in respect of whatsoever, the decision of the Commissioner of Customs (Chennai-Preventive), Custom House, Chennai – 600 001, will be final and binding.
- (vi) Tender document containing terms and conditions along with prescribed Proforma / format for furnishing required information / details can be downloaded from the website <http://eprocure.gov.in> from **14.05.2019** onwards. Further it has been decided to use the process of e-tendering for notice inviting tender and thus the physical copy of tender document would not be sold.

(vii) The uploading of tender documents through <https://eprocure.gov.in> must be made latest by **03.06.2019** at 04:00 PM. No Tender documents shall be allowed for submission after due date & time due to any reason in the above said portal.

(viii) At any time, prior to the date of submission of Bids, the Department may, for any reason, shall modify bid documents by amendments and the same will be uploaded on the portal and these amendments will be binding on them. Any amendment to the Bid document shall also be uploaded in the web site as and when it is made. Bidders who download the Bid documents through the above said portal are to take care of these amendments while submitting their bids.

2. Authenticity of the tender document: -

(i) Every page of tender document along with enclosures must be signed and affixed with office stamp by the bidder.

3. Earnest Money and Performance Security/Bank Guarantee: -

(i) Tender documents must be accompanied with non-interest bearing **Earnest Money Deposit of Rs. 1,00,000/- (Rupees One Lakh only)** in the form of Demand Draft in favour of the Commissioner of Customs, Chennai-Preventive, have to be submitted offline on or before **03.06.2019, 04.00 P.M.**, failing which the tender will not be considered for opening of Financial Bid. The Scanned copy(s) of Demand Draft to be uploaded online.

(ii) The successful bidder of the contract has to submit a **Performance Bank Guarantee/Security as prescribed in Annexure "C" either by way of Fixed Deposit or Bank Guarantee which will be either Rs.1,00,000/- or 10% of the total value of the contract whichever is higher** within **seven days** from the day of awarding the contract towards performance security which is non-interest bearing in the form of Fixed Deposit / Bank Guarantee issued by a Scheduled Nationalized Bank only drawn in favour of the Commissioner of Customs, Chennai –Preventive, payable at Chennai.

(iii) Cheques will not be accepted.

(iv) No earnest money will be accepted after the due date and time of submission of tender document.

(v) Earnest money deposited with other Tender will not be adjustable with this Tender.

(vi) No bank commission or interest will be paid on the Earnest Money.

(vii) If a bidder withdraws its offer after opening of Technical Bid or Financial Bid before award of tender to other valid tenderer, the earnest money deposited by them will be forfeited.

(viii) If a successful bidder fails to deposit requisite amount towards the Performance Security within specified time as per intimation / request of the Commissioner of Customs (Preventive), Chennai, the earnest money will be forfeited.

(ix) If a successful bidder fails to execute an Agreement in the format as prescribed in Annexure "D" within specified time as per intimation / request of the Commissioner of Customs (Preventive), Chennai, the earnest money will be forfeited.

(x) The Earnest Money Deposit is exempted for firms registered with Central Purchase Organization / National Small Industries Corporation / MSME/Start-ups and it is mandatory that, the relevant copy of certificate issued by the Competent Authority should be enclosed with tender document.

The tenderer is requested to inspect the areas under consideration for providing Security Services between 11:30 AM and 4:00 PM (Monday to Friday excluding holidays) and submit their quotes thereafter. Any clarification in this regard may be sought from the Superintendent of Customs (CHS) O/o the Commissioner of Customs (Preventive) Custom House, 60 Rajaji Salai, Chennai-600 001. (Ph.:044 25254535)

It is mandatory that, the tenderer/bidder shall sign and certify with stamp on each page of the tender documents including all supporting documents with Index page sequentially numbered as a token of having read and understood the terms & conditions contained therein and submit the same along with the technical bid. The tenderers should fill up the information in the Annexure A & B enclosed at the end of this document in clear and legible terms. Wherever, the prices are to be quoted shall be entered/written in figures and in words as well. All the Annexures have to be signed and certified with stamp by the firm through its authorized signatory. **No additions / modifications / deletions in the tender documents and other related supporting documents shall be entertained during the tender process.**

The Bid shall remain valid for 30 days from the date of bid opening prescribed by the Customs Department. The tender forms and supporting documents should be complete in all respect, otherwise it will be rejected. **The decision of the Tender Committee will be final.** The details of services to be provided are furnished below:

The Details of the Contract for providing "Security Services" are as under:

Post	Category	Shifts		Remarks
		First	Second	
Shift	08 Hrs	12 Hrs	12 Hrs	
Security Officer	1	-	-	
Security Guard	-	4	4	

Scope of Work:

The scope of work include providing 24 hour security services in two shifts with requisite number of Security Guards on all seven days of the week and one Security Officer in general shift (8 hours/day) on all seven days of the week at the Central Revenue Quarters premises, Anna Nagar, Chennai, as per the manning pattern.

(a) Safe guarding the premises:

The Agency shall ensure proper safety and security of the premises. In case of any theft, breakage, pilferage of any fixture and / or fittings, furniture, equipment etc., the responsibility shall be of the security personnel and the security personnel shall report the same to the Controlling Authorities immediately. In case of any theft/damage to the property, equivalent amount of the property lost will be deducted from the agency.

(b) Regulate and Control the movement of persons: The Agency shall regulate and control the movement of person in the premises.

(c) Regulating traffic and parking:- The Agency shall maintain proper management for traffic and parking.

(d) Documentation/ visitor management: The Agency shall maintain proper register / log book of the visitors.

(e) **Night Patrolling inside the premises:** The agency shall ensure that the security personnel patrol the premises at night and report any suspicious activity to the Controlling Officer at respective offices.

4. Refund of Earnest Money and Performance Security: -

- i. Earnest money deposited by the unsuccessful bidder will be refunded to bidder at the earliest after finalization of the tender. Earnest money will be refunded to the successful bidder on receipt of Performance Security.
- ii. Further, the Performance Security will be refunded / returned to the successful bidder after successful completion of the Contract Agreement and settlement of accounts within three months of completion of contractual period.
- iii. The Performance Security will be forfeited in case of unsatisfactory performance of the successful bidder. The decision of the Commissioner of Customs (Chennai-III), Custom House, Chennai-1 on this account will be final and binding on successful bidder.

5. Rates: -

(i) Utmost care may kindly be taken to upload price schedule / BOQ. Any change in the format of price Schedule/BOQ file shall render it unfit for bidding. Following steps may be followed:-

- a) Download price Schedule/BOQ in XLS format.
 - b) Fill rates in down loaded price schedule/BOQ as specified in XLS format only.
Please enter only bidder name and rates in figures
 - c) BOQ file is password protected XLS file. Don't unprotect the file. Price has to be filled in the same file and the same has to be uploaded.
 - d) Save filled copy of downloaded consolidated sheet/BOQ, price schedule/BOQ file in your computer and remember its name and location for uploading correct file (duly filled in) when required.
- (ii) Rate / bid / offer must be without any condition, assumption, qualification, reservation or variation. Rate / bid / offer must be mentioned in prescribed Proforma in figures in respect of each category separately. Conditional tender offer or offer at variance from prescribed specification would be ineligible to compete for the tender. Prices and price components shall be firm and shall not be subject to any price variation or adjustment on account of any price escalations throughout the execution of the contract.

6. Contract period: -

The contract shall be in force for a period of one year from the date of award of contract

7. Term and Conditions

- (i) The Customs Department may increase or decrease the requirement of the man power and the Agency shall be bound to provide/adjust the personnel accordingly and should be construed as a part of Agency's performance.
- (ii) The Agency shall ensure proper safety and security of the premises In case of any theft, breakage, pilferage of any fixture and / or fittings, furniture, equipment etc., the responsibility shall be of the security personnel and the security personnel shall report the same to the Controlling Authorities immediately. If after a departmental enquiry, it is found that a loss has occurred due to the negligence of the security personnel on duty, the Customs Department will have full power to recover the loss in full or adjust from the dues of the Agency.

- (iii) During surprise checks by any of the authorized officers of Customs Department, if a particular Security personnel is found negligent/sleeping/drunk on duty, the Agency will have to replace the Security personnel with any other proper and fit person without questioning the decision of the officer concerned of the Department.
- (iv) A proper register / log book shall be maintained by the contractor for the contract personnel engaged in security at Central Revenue Quarters
- (v) The Agency shall ensure immediate identification and proper handling of unclaimed materials or goods lying in the premises.
- (vi) The Agency shall ensure immediate communication to Controlling Authority for any reportable incidence.
- (vii) The Security Guards will be posted in shift pattern of 12 hours i.e., two shifts in a day (8 AM to 8 PM and 8 PM to 8 AM). At any time there will be 4 Security Guards. One Security Officer in the general shift shall be posted from 9 AM to 5 PM for administrative purpose.
- (viii) The Agency shall provide proper uniforms, identity cards, badges, whistle, lathi, emergency lamps torch, umbrellas, raincoats etc. to Security personnel deployed at the premises of Central Revenue Quarters, Anna Nagar, Chennai.
- (ix) The Agency shall ensure that the minimum educational qualification for the Security Guard be 10th pass.
- (x) The Security personnel should maintain utmost vigil and shall be on rounds in the duty area allotted at frequent intervals of time. Any shortcomings in this issue will be dealt with seriously and action will be initiated which may include termination of contract.
- (xi) The Security personnel should not accept any Registered Post, Speed Post or any signed document from Courier Agency on any working day or holidays.
- (xii) The behaviour of the deployed manpower by the Agency for the security duty so awarded shall be of decent nature and should co-operate with the residents, visiting guests. In case of report of any complaint on the issue or is found breaching this aspect, the said Security Personnel shall be instantly removed from duty by the Agency and the decision of the Controlling Authorities, will be final & binding on the Agency.
- (xiii) No accommodation shall be provided to the security personnel inside the complex. The Agency may arrange suitable accommodation for their stay in nearby area.
- (xiv) The work shall be executed as per the directions and to the satisfaction of the officer in charge. The contract will be terminated by the competent authority if the performance of the Agency is found un-satisfactory at any point of time.
- (xv) The Agency shall have insurance coverage for their workers and follow all safety measures during the work execution. Any liability occurring during work such as accident, injury, loss of life, damage to the property, the same shall be compensated and made good by the Agency only and Customs Department will not be responsible in any manner.
- (xvi) During the contract period, the Agency shall make salary and other payments and provide other things in time without waiting for the bill payments passed and paid by Customs Department.
- (xvii) The Agency shall have its own monitoring system to ensure that the security personnel are available at the designated points during their working hours.

- (xviii) The Contractor shall provide dedicated security personnel and any change in the personnel supplied should be made only in very exceptional circumstances. Replacement of security personnel should be provided in the event of sickness or in any other circumstances, when the security personnel is absent. The Security Guards must report to duty strictly for 24 hours, 7 days a week as per the roster or duty schedule to be prepared in this regard. This shall exclude the half hour lunch break, turn by turn.
- (xix) The expenses on uniforms, other accessories, rain-wear etc. shall be borne by the contractor alone.
- (xx) A log sheet, specifying daily reporting and relieving time of the security personnel, shall be maintained and the contractor should submit the duly filled in log sheet, signed by the controlling officer, along with the bill, on monthly basis.
- (xxi) The Security personnel hired should satisfy the following conditions:
- (a) Security personnel should wear the uniform, prescribed by the contractor, while on duty.
- (b) Security personnel should have undergone proper training on all security related issues, should be decent and well behaved.
- (c) Once allotted a spot/ site, he shall remain in the same spot till the completion of the shift.
- (d) In case of the security personnel remaining absent from duty, a substitute shall be provided by the contractor immediately. In case a substitute is not provided, proportionate contract charges are liable to be deducted from the contract charges payable. In addition to the above, the penalty may also be levied for late reporting /non-reporting of security personnel.
- (e) In case of non-compliance of the above terms and conditions of contract, a penalty may be levied on the basis of certificate signed by the Controlling Authority. The penalty for some of the defaults is as furnished below:

S.NO.	NATURE OF DEFAULT	PENALTY (Rs.)
1.	Late Reporting	Rs.100/- per day/person
2.	Non Reporting	Rs.500/- per day/person
3.	Refusal of duties	Rs.500/-per instance/person
4.	Non-observation of dress code	Rs.100/-per instance
5.	Change of security personnel without prior permission	Rs.1000/- per instance

8. OTHER TERMS AND CONDITIONS :

- (i) The Applicant Contractor should be in possession of requisite license from State Government or other competent authorities for running security agency.

- (ii) Guards should have their antecedents verified from the local Police Station, at the instance of the Contractor and a copy of such verification reports should be submitted within 15 days from the date of contract.
- (iii) The applicant contractor should have complied with all the legal provisions pertaining to his / its line of business.
- (iv) The applicant contractor should have a reputed client list.
- (v) The applicant contractor should be in a position to supply the requisite number of Guards within 7 days of execution of agreement ie. the Guards should take their positions, at various sites at the Central Revenue Quarters, Anna Nagar, Chennai, at appropriate time.
- (vi) The tenderer/Bidder should have minimum 3 (three) years of previous experience as on **01.04.2019**, in the business of providing security services in various institutions/establishments and should have completed at least two such works with an Annual Contract value of above Rs. 50 lakh (Rupees Fifty lakh only) in each of said two contracts and also they should have undertaken contracts in Government / Public Sectors.
- (vii) The personnel deployed should be well experienced and trained adequately and should be with good physique and of sound health. They should be well behaved and well mannered. They should be provided with uniform, whistle, torch and identity cards prominently displayed. They should have knowledge of local language and preferably English also. The service provider should have complete bio-data of the persons to be deployed including photograph, mobile number etc. and submit copies of the same to the competent authority.
- (viii) The contractor/firm will provide his personnel with protective equipment and should ensure safety of his contract labour engaged, if any accident occurs due to any cause, the Chennai Customs Department shall not be held responsible, and any claim or legal penalties arising out of it will be the responsibility of contractor/firm.
- (ix) The workers employed by the Agency will not be treated as the employees of the Customs Department for any purpose whatsoever. At no point of time in future they shall claim to be employees of Customs Department.
- (x) The Customs Department shall have right to periodical inspection with a view to ensuring strict adherence to deployment of all categories of Security Officer and Security Guards at any designated location or spots. The Security Guards should Patrol the identified sensitive points during the night. It is the responsibility of the Contractor/Firm to safe assistant the properties of the entire campus and facilities at Central Revenue Quarters, Anna Nagar, Chennai.
- (xi) No alteration shall be made in any of the terms and conditions of the bid document by scoring out. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this section are liable to be ignored.
- (xii) No bid will be considered unless and until all the pages of the supporting documents comprising the bid are properly certified, signed and stamped by the person authorized to do so.
- (xiii) If the Agency or its agents or employees are found guilty of fraud in respect of the contract or any other contract entered into by the Agency or any of his partners of

representatives thereof with the Customs Department shall be terminated immediately.

- (xiv) The Customs Department shall not be liable for any compensation, claim or damages etc due to any accident, injury or harm to any person deployed by the Agency or death due to accident or otherwise, which may arise out of any circumstances related or unrelated with their duties at Central Revenue Quarters, Anna Nagar, Chennai. The Customs Department shall be indemnified by the Bidder/tenderer for all such claims or damages.
- (xv) The bidder/tenderer should have appropriate registration under all statutory acts.
- (xvi) The Bidder/tenderer should have registered with Labour Department, EPF, ESI, PAN and GST registration and copy of the relevant documents/certificates (including last 3 years of Income Tax Return) should be enclosed along with the tender documents.
- (xvii) The ESI and PF per head at the current rate shall be paid by the contractor every month, as per the existing rules. The contractor would be liable for ensuring compliance with the relevant rules and regulations as notified by the Government in this regard from time to time.
- (xviii) The personnel deployed should attend to work punctually. The Security Supervisor/Security Assistant should not leave the duty point unless and until reliever comes for shift duties. If a particular person is absent on any day another person should be deployed in his place immediately. The changing of Security Officer/Security Assistant should be intimated to the office nominated by the Commissioner (Preventive).
- (xix) A proper register / log book shall be maintained by the contractor for the contract personnel engaged.
- (xx) No person below the age of 18 years of age shall be deployed by the contractor.
- (xxi) The applicant contractor should be in position to supply the requisite number of Security Officer and Security Guards (without arms) immediately on awarding the contract.
- (xxii) In the event of the Agency failing to fulfil or committing any breach of any of the terms and conditions of this contract or indulge in following omission or commission then without prejudice to the Customs Department's right and remedies to which otherwise, Customs Department, shall be entitled, the contract shall be terminated forthwith, forfeit the Security Deposit and to blacklist the Agency and execute the work or arrange otherwise at the Agency's risk and at the absolute discretion of the Customs Department. The cost of such works together with all incidental charges or expenses shall be recoverable from the Agency.
- (xxiii) The Agency will be responsible for the conduct of all workers deployed by it and will be legally liable for any harm or loss arising to any person whomsoever, in whatever form, from any misconduct or any act of negligence, omission or commission, whether intentional or otherwise, of the Agency or any of the workers agents and other deployed by the Agency in the course of providing any services stated in this contract, and will bear full responsibility and cost of the same. The Customs Department will not be liable for any loss or harm to any person within or outside the

said campus from any act of omission or commission of any of the Security Officer/Security Guards deployed by the Agency in the course of providing any services in this contract.

- (xxiv) The Agency shall comply with all statutory liabilities and obligations of State and Central Government. The Customs Department shall not be liable for any contravention/non compliance on the part of the Agency. Any contravention/non compliance on the part of the Agency would be construed as a sufficient ground for termination of the contract at the discretion of the Customs Department. Notwithstanding, in the event of the Customs Department being imposed with any penalty/fine etc., by any agency/ authority due to non compliance/ contravention on the part of the Agency to any statutory laws/rules/regulations etc., the Customs Department reserves the right to recover such fine/penalty etc., from the Agency by way of recovery from the bills raised by the Agency or by any other means.
- (xxv) The Customs Department may discontinue the contract at any point of time, by giving a notice of at least 30 days before the intended date of discontinuation, and will not be liable to any additional charges or compensation payable to the Agency or any other person.
- (xxvi) In terms of the Contract Labour (R&A) Act, 1970 the contractor shall pay to their personnel a minimum wage at the prevailing rate as fixed under the Minimum Wage Act, 1940 before 5th day every month (Central Government rates) and any breach of this condition shall be liable for termination of the contract and the same would be dealt with accordingly.
- (xxvii) The deduction towards PF and ESI etc, be factored in rates being quoted on per month basis and the same would not be payable over and above the rates thus quoted. The ESI and PF per head at the current rate shall be paid by the contractor every month, as per the existing rules. The contractor would be liable for ensuring compliance with the relevant rules and regulations as notified by the Government in this regard from time to time.
- (xxviii) The Contractor shall produce proof / receipts for the statutory payments such as ESI, PF, etc., paid to the concerned authorities along with the bills for the succeeding English Calendar month, without fail.
- (xxix) The agency shall acknowledge that it has made itself fully acquainted with all the conditions and circumstances under which the services required under the contract will have to be provided and the terms, clauses and conditions, specifications and other details of the contract. The Agency shall not plead ignorance on any matter as an excuse for deficiency in service or failure to perform or with a view to asking for increase of any rates agreed to the contract or to evading any of its obligations under the contract.
- (xxx) All the Security Guards/Security Officer should wear the uniforms and display the identity cards provided by the contractor/service provider. Any default/discrepancies noticed will attract a penalty of Rs. 500/- per person per day on each occasion.
- (xxxi) Mode of payment will be monthly and the service provider shall submit the monthly service bill/invoice including the GST (as applicable) and payments to the Service Provider will be through NEFT/RTGS. Tax will be deducted at source as per the prevailing Income Tax Act from the monthly bills. The persons deployed by the service provider will be in the payroll of the said contractor/service provider only and service provider has to make payments as per the existing statutory regulations.

- (xxxii) The Contractor shall indemnify and shall keep the premises indemnified against Acts of omission or negligence, dishonesty or misconduct of the persons engaged for the work and this department shall not be liable to pay any damages or compensation to such person or to third party. All damages caused by the personnel shall be charged to the Service Provider and recovered from its dues/bills.
- (xxxiii) This office reserves the right to terminate the services of the Service Provider at any time without giving any notice whatsoever.
- (xxxiv) All existing statutory regulations shall be adhered to and complied with by the Service Provider and all records maintained thereof should be available for scrutiny by this office. The Service Provider shall strictly comply with the terms and conditions of the agreement. Failure to do so shall result in termination of the contract.
- (xxxv) The Agency may discontinue the contract at any point of time, by giving a notice at least 60 days before the intended date of discontinuation. But it will lead to forfeiture of the Security Deposit (EMD) submitted by it. In case of discontinuation without a notice or a notice less than 60 days prior to the intended date of discontinuation, the Customs Department will have the right to claim damages, and recover from the payments due to the Agency or by any other means, in addition to forfeiting the Security Deposit of the Agency.
- (xxxvi) The contract will be in force for a period of one year from **the date of award of contract.** This office reserves the right to extend the duration of the contract for a further period subject to satisfactory performance and on mutually agreed terms and conditions.
- (xxxvii) The price should be quoted in **Indian Rupees** only. The rates are inclusive of all, that are applicable from time to time shall be met within the total invoice value.
- (xxxviii) 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, failing which the dispute will be subject to Chennai jurisdiction only.
- (xxxix) Any clarification regarding the terms and conditions, the area and place can be had from the Superintendent of Customs (CHS) Custom House, Chennai: 600 001. (044-25254429. 25254535) on or before **04.00 P.M. on 03.06.2019.** Tenders received without EMD would be rejected. Tenders received after the stipulated date and time will not be accepted.
- (xl) The Commissioner of Customs (Preventive), Custom House, Chennai, reserves the right to accept or reject any or all tenders without assigning any reasons.

Sd/-

(T. NEDOUMARAN)

ASSISTANT COMMISSIONER OF CUSTOMS (CHS)

CHENNAI III

TECHNICAL BID

1.	Name & Address of the Concern: (with Telephone NO. & E-Mail)	
2.	Name & Address of the Partners/Directors with - Mobile nos.:	
3.	Contact Person(s) with mobile number	
4.	No. of years of experience in providing Security Services	
5.	*List of clientele with certificate of appreciation from at least two important clients (upload the requisite copies with duly self attested).	
6.	* PAN No. (upload self attested copy of proof):	
7.	* Details of Income Tax Return for last 3 Years. (upload self attested copy of proof):	
8.	* GST Registration no. (upload self attested copy of proof):	
9.	* EPF & ESI Registration No.	
10.	* Details of the Earnest Money:- (upload the scanned copy of original DD)	
	(i) Name of the Bank:	
	(ii) D. D. No. & Date:	
	(iii) Amount:	
	(iv) In case of Exemption (upload the supporting documents viz. NSIC or CPO number):	
11.	No. of Annual Contracts for providing of Security Services to Central/ State Govt. Ministries /Departments or Central/State PSU performed during four years prior to last date for submission of Bid. (Provide the name of organization with work order copy)	
12.	* Self-Attested copies of recent two supply orders / Letter of Award of such contract with copies of satisfactory performance reports.	

	(upload the self attested copies)	
13.	* Whether Blacklisted by any Central / State Government or Central / State Government under takings? If blacklisted, indicate details. (upload the affidavit about non-blacklisting in prescribed format)	
14.	* Whether convicted any court of law? If convicted, indicate details and enclosed a self attested copy of the court's order. (upload the self attested copies)	

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation is found in the above statement at any stage, the Concern shall be blacklisted and shall not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)

** Details in respect of government and non-government organizations may be provided in separate annexure accompanying this qualifying bid.*

* Proof of requisite documents and details may be provided in separate annexure accompanying the technical bid.

*** (All details & relevant copies have to be filled and signed copy has to be scanned and uploaded online as part of Technical Bid Envelope)**

FINANCIAL BID DOCUMENT

1. Name of the Concern :
2. Address of the Concern
(with Tel No., Fax & E-mail) :
3. Name & Address of the Partners / Directors
(with Mobile No.) :
4. Contact Person(s) (with mobile number) :
5. Total Bid Amount :

Breakup details:

S.No.	Service Required.	No. of persons	Cost per person per month (in Rs. including Service Charge & GST)	Amount per month (in Rs. including Service Charge & GST)
1	Security Officer(without arms)	1		
2	Security Guard (Without arms)	8		
Total bid amount (for 9 persons) per month				

Total bid amount (in words)

It is mandatory that the tenderer/bidder should enclose the worksheet (as shown in Annexure-C) showing the calculation for projecting the rates. (Total Bid Amount) Failing which the tender/bids will be rejected.

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation is found in the above statement at any stage, the Concern shall be blacklisted and shall not have any dealing with the Department in future.

(Signature of the Authorized Signatory with date)

Work Sheet

S.No.	Details	Security Officer	Security Guard (Without Arms)
1	Basic		
2	DA		
3	Minimum Wages per day		
4	EPF Contribution on wages		
5	ESI Contribution on wages		
6	Bonus		
7	Total (Sl. No. 1 to 6)		
8	Amount per person/per month		
9	No of persons		
10	Sub Total 1 (Sl. No. 8 multiplied by Sl. No. 9)		
11	Service Charges		
12	Sub Total 2 (Sl. No. 10 plus Sl.No. 11)		
13	GST		
14	Grand Total (per month) (S No 12 plus Sl. No. 13)		
Total bid amount (all inclusive) per month (in Rs.)			