



दि स्टेट ट्रेडिंग कॉर्पोरेशन ऑफ इण्डिया लिमिटेड  
चेन्नै हाउस, चौथी मंजिल, 6, एस्प्लनेड, चेन्नै - 600 108.  
**THE STATE TRADING CORPORATION OF INDIA LTD.**  
CHENNAI HOUSE, 4th FLOOR,  
6, ESPLANADE, CHENNAI - 600 108.

e-mail: [chennai@stc.gov.in](mailto:chennai@stc.gov.in); [nanjeyakumar@stc.gov.in](mailto:nanjeyakumar@stc.gov.in)

**Ref: BO/Chennai/Security Service Contract /2009-10**

**16<sup>th</sup> February 2009**

**TENDER FOR SECURITY SERVICE CONTRACT**

Dear Sirs,

We would like to have an Annual Security Service Contract for one year from 01 March 2009.  
The Service Terms for the above contract is enclosed for your reference.

Please submit your best offer in a sealed envelope superscribed "QUOTATION FOR SECURITY SERVICE CONTRACT" and addressed to:

The Branch Manager,  
STC of India Limited,  
Chennai House, 4<sup>th</sup> Floor,  
6, Esplanade, Chennai - 600 108.

Parties having office or service center at Chennai only will be considered.

The offers should reach us latest by 3.00 pm on 26.2.2009. Tenders will be opened on 26.02.2009 by 3.30 pm. The validity of the offer should be 15 days from date of opening of Quotation. The envelope (preferably of 12" x 4" size) should be deposited in the box kept in our office for the purpose or sent by Post/Courier. STC reserves the right to accept or reject any or all Quotation/s without assigning any reason.

Thanking you,

Yours faithfully,  
For STC of India Limited,

(S. SRINIVASAN)  
DY. MANAGER

Encl: Terms and Conditions.



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**Terms and Conditions for tender for Security Services in Branch Office, Chennai**

We invite sealed quotations super scribing QUOTATION FOR SECURITY SERVICES IN BRANCH OFFICE, CHENNAI

1. Place of duty: Branch Office, Chennai i) Main gate: 3 security guards on 3 shifts round the clock on all working days starting from 6 a.m. ii) One guard at the rear gate from 9.30 a.m. to 5.30 p.m during working days only.
2. The period of contract is one year from the date of finalisation
3. The rate should be quoted per security guard per shift per month. In respect of the Security Guard at the rear gate the amount will be paid in proportion depending upon the number of working days during the month.
4. The Security guards deputed to our office are not entitled to any benefit whatsoever from our office and the tenderer will have to fulfill all statutory obligations as per the Tamil Nadu Government Minimum wages Act or other statutory directions from time to time.
5. Rate quoted by the service provider should be for a consolidated amount taking into account the statutory amounts payable inclusive of Administrative and service charges of the tenderer. A copy of the recent Gazette Notification extract indicating the Minimum Wages/DA applicable as on date of the quotation should be attached to the quotation.
6. The Security Guards should have good physique reasonable experience in his duty and preferably below 45 years. Child labour should not be deployed. The Security Guard personnel should possess minimum communication skill in English and Tamil and should be able to operate fire protection equipments provided by STC especially by those who are put on night duties and on holidays.
7. No Security Guard should be asked to perform duty of more than 2 shifts continuously and this should be strictly followed.
8. If any security service is not provided for any shift or less number of security guards are provided, the consolidated amount payable to the tenderer will be proportionately deducted and the balance amount only will be paid for that month.
9. Service Condition of the Security Guards are purely governed by the tenderers rules and STC will not be responsible or liable with regard to their employment.

पंजीकृत कार्यालय : जवाहर व्यापार भवन, टालस्टोई मार्ग, नई दिल्ली - 110 001.

Registered Office : Jawahar Vyapar Bhavan, Tolstoy Marg, New Delhi - 110 001.

फेक्स / Fax : 044-25340469, 25341784 फेक्स / Telephone : 25340211.



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10. Security Guards shall not lay any claim on STC or seek any benefit . The tenderers alone have to fulfill all the statutory obligations like minimum wages, ESI, PF, bonus etc. as per the Tamil Nadu Government Regulations, Rules or entitlements under any other statutes of Central or Public Authorities.
11. The Tenderers alone shall be personally responsible for any loss/damage, if any caused to the property or personnel of STC or third parties by the Security Guards due to their acts of negligence.
12. The payment will be made directly to the Tenderers by crossed cheque on production of the bill in duplicate for the preceding month with photocopies of attendance subject to deduction of statutory levies and taxes.
13. **The Tenderer shall have to attach copies of documentary evidence towards remittance of statutory payments like ESI, PF/Service Tax etc to the respective authorities, if applicable, i.e., copies of such remittances (ESI, PF/Service Tax etc) of previous month should be attached along with claim of the current month. Pending compliance of the above, the payment will be with held.**
14. The STC is entitled to terminate the contract by giving one month's notice, in writing if the services are not found to be satisfactory or negligent.
15. The Tenderer has to ensure surprise check of Security Guards at the place of duty and if any dereliction is found, the same may be rectified immediately without detriment to the security of STC or office.
16. Only those parties, who have office or service center at Chennai will be considered and those who are having experience in this line will be given preference.
17. STC shall reserve the right to accept or reject any quotation without assigning any reason therefor. The decision of STC shall be final and binding on the Tenderers.
18. STC is entitled to float fresh tender, if they are not satisfied with the tenderers or quotations.
19. Sealed Envelopes (preferably 12ö x 4ö) containing the quotations should be deposited in the box kept at the Reception of STC Chennai Office Premises on or before 26.02.2009 at 3.00 p.m. The tender will be opened on the same day by 3.30 pm. The tenderers are allowed to be present during the opening of the tender.

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