



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

Ref: BO/Chennai/Security Service Contract /2010-2011

Dated: 11.3.2010

TENDER FOR SECURITY SERVICE CONTRACT

Dear Sirs,

We would like to flat a Tender for Security Service Contract for our office premises for one year from the date of issuance of the appointment letter. Terms and conditions for the above contract is enclosed for your reference.

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

The Branch Manager,
STC of India Limited,
Chennai House, 4th 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 22.3.2010. Tenders will be opened on the same day by 3.30 pm. The validity of the offer should be 30 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. Karunanithy
MANAGER (GAD)

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 (without arms) on 3 shifts round the clock on all the days starting from 6 a.m. ii) One guard at the rear gate(without arms) 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 finalization of the tender.
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 taking into account 30 days per 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 latest Circular issued by the Deputy Chief Labour Commissioner (Central), Min. of Labour and Employment, Govt. of India under the Minimum Wages Act 1948 for Security Guards without arms.
5. Rate quoted by the service provider should be for a consolidated amount taking in to account the statutory amounts payable & inclusive of Administrative and service charges of the tenderer. The bidder should give breakup for the consolidated amount with details such as basic wage, DA, ESI, PF, their administrative and service charges and other statutory requirements such as service tax etc. The bidder should mention their service tax registration number and PAN in their quotation itself.

The Security Guards should have good physique & reasonable experience in the field of security services The Security Guard personnel should possess minimum communication skill and should be able to operate fire protection equipments provided by STC especially by those who are put on night duties and on holidays.

The Security Guard on duty should wear proper uniform. The Security Guard should not be absent to the duty without prior intimation to the service provider/ without alternative arrangements.

6. No Security Guard should be asked to perform duty of more than 2 shifts continuously and this should be strictly followed. The Service Provider has to maintain proper attendance register and the same should be produced to STC as and when required.

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7. An amount of Rs.5000.00 towards EMD for the tender should be drawn by DD favouring The State Trading Corporation of India, payable at Chennai. Any bid without EMD shall be rejected. In the event of successful tenderer not reporting for taking over the Security Service, above EMD will be forfeited against consequential losses/expenses in connection with locating another service provider.

The successful tenderer should remit an amount equal to the one month wages +DA+ ESI, PF and Service Tax as security deposit before the tender is awarded to them. The amount should be paid by DD favouring The State Trading Corporation of India, payable at Chennai.

The above security deposit shall be refunded only at the time of completion or termination of the contract, after adjusting any amount due to STC/Security Guards. In the event of service provider's failure to complete the tenure of the contract or any failure on their part to pay the wages to the security guard, the security deposit shall be forfeited and the contract will be terminated without giving notice.

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.
- 9 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 etc. as per the statutory requirements prescribed by the Min. of Labour, Govt. of India.
10. 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.
11. 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.

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12. 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, for the previous month should be attached along with claim of the current month. The tenderer should also submit payment for disbursement of the wages to the security guards for the previous month. Pending compliance of the above, the payment will be with held. The successful bidder have to submit copy of acquittance for payment of wages to the employed units along with the bill for the next month.
13. The STC is entitled to terminate the contract by giving one month's notice, in writing if the services are found to be unsatisfactory/negligent.
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14. 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 detrimental to the security of STC or office.
15. Only those parties, who have office or service center at Chennai and those who are having experience in this line will be considered.
16. 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.
17. STC is entitled to float fresh tender, if they are not satisfied with the tenderers or quotations.
18. Sealed Envelopes (preferably 12" x 4") containing the quotations should be deposited in the box kept at the Reception of STC Chennai Office Premises on or before 22.3.2010 by 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.
