

**No.3955/DWCD/Estt./B3/2010-11**  
**GOVERNMENT OF PUDUCHERRY**  
**DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT**

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Puducherry dt.21-11-2011

**TENDER NOTICE**

Sealed tender is invited from eligible persons/firms/Agencies who have experience in the field of security services for providing Security Guards to the Department of Women and Child Development for a period of one from 01.01 .2012 to 31.12.2012

Sl. No.	Place of Engagement	No. of Workers required
1.	Directorate of women and Child Development, No.50, Main road, Sithankudi, Puducherry.	2 persons x 3 shifts = 6 persons
2.	ICDS - I, Moopanor Complex, Padmini Nagar, Villianur.	1 person x 3 shift = 3 persons
3.	ICDS - III, Sorna Nagar, Ariyankuppam.	1 person x 3 shift = 3 persons
4.	ICDS - IV, No. 138, Mahatma Gandhi Road, Muthialpet	1 person x 3 shift = 3 persons
5.	ICDS - V, Near by Jayaram Thirumana Mandapam, Sithankudi,	1 person x 3 shift = 3 persons
6.	Hostel for Working Women I, Rajaji Nagar, Lawspet	1 person x 3 shift = 3 persons
	TOTAL	21 persons

The Tender Schedule along with enclosure on terms and conditions can also be downloaded from the official websites.

<http://www.pon.nic.in> & <http://wcd.puducherry.gov.in>

4. The sealed tenders should be addressed to the **Director, Department of Women and Child Development, No.50, Main Road, Sithankudi, Puducherry** duly superscribing on the envelop "**Tender for providing security services to the Department of Women and Child Development, Puducherry** " and to reach the undersigned, on or before 11.00 A.M. on 05 .12.2011. The Tender will be opened at 4.00 P.M. on the same day, in the presence of the tenders present, in the office of the undersigned, Department of Women and Child Development, Puducherry.

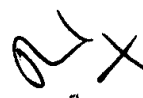
5. Tenders received late, incomplete tenders and those not in conformity with our prescribed specifications, terms and conditions will not be entertained. The Government will not be responsible for postal delay, non-receipt/non-delivery of tender documents in transit etc.,

6. The Clarifications if any shall be had from the office of the undersigned during office hours in person or through Phone Number **0413-2242621, 2244964**. Premises can be inspected during Office hours in between 21-11-2011 and 02-12-2011.

7. Filled in tender forms shall be submitted with requisite enclosures to the office of the undersigned as per the schedule. Incomplete tender forms and unsigned undertaking in regard to terms and conditions will be summarily rejected.

8. The undersigned reserves the right to accept or reject any tender without assigning any reason thereof.

9. In case, if any dispute, the decision of the undersigned, will be the final.



**(R.VARADARAJAN @ MOHANDASS)**  
**DIRECTOR**

## ANNEXURE – I

### BID DOCUMENT

1.	Name of the Tenderer/Security Agency	:	
2.	Status of the Organization	:	Partnership/ Pvt.Ltd.Co./ Public Ltd. Co.
3.	Address of the registered office along with Phone No./Fax No.	:	
4.	Address of the contact office for this Tender along with phone nos. and Fax No.	:	
5.	Year of Commencement of the Security Services	:	
6.	Annual Turnover in the last 3 years (Attach copies of Balance Sheet as proof)	:	
7.	Profit of the company with details of the technical team and the details of work force showing the qualification & experience of the team in this field.	:	
8.	Name of the Bankers	:	
9.	Bid amount for a month per security personnel per shift (Rupees in Words)	:	
10.		:	
11.	Whether signed undertaking is enclosed accepting the terms and conditions for Security Services?	:	
12.	Name & Seal of the Agency	:	
13.	Registration No.	:	<ul style="list-style-type: none"> <li>➤ Period of standing in the relevant field</li> <li>➤ Financial soundness in the relevant field</li> <li>➤ Copies of certificates if any, on their past satisfactory work done with respect to providing of security services to any other office complex/factory.</li> </ul>
14.	Whether the following Certificates/documents are enclosed	:	<ul style="list-style-type: none"> <li>○ Company Registration Certificate</li> <li>○ ESI and PF Registration Certificate</li> <li>○ Income tax clearance Certificate</li> <li>○ Service tax Registration Certificate</li> <li>○ <b>License issued by the Controlling Authority (Joint Secretary to Govt (Home) under Private Security Agencies (Regulations) Act 2005</b></li> </ul>

**SIGNATURE OF THE TENDERER**

**No.3955/DWCD/Estt./B.3/2011**  
**GOVERNMENT OF PUDUCHERRY**  
**DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT**

Date:21-11-2011

**TERMS AND CONDITIONS-PROVIDING SECURITY GUARDS TO THE DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT**

Sealed tenders are invited to provide Security services to the Department of Women and Child Development, Puducherry

**1. GENERAL CONDITIONS:**

- a. The terms and conditions (i.e., all the pages of tender document), in original, must be signed with date and seal affixed on each page in the space provided at the bottom.
- b. There should be no overwriting in the tender's offer. If required, the corrections can be made by scoring out entries and writing a fresh one. The initials of the tender's authorized person and seal of the tender's Security Agency must verify each correction. All tenders must be expressed both in words and figures and where there is a difference between the two, the rates expressed in words or the sum expressed in words will be taken as correct.
- c. The undersigned reserves the right to any or all tenders without assigning any reason. Any other officer as may be authorized by him also reserves the right to accept or reject any tender in whole or in part.
- d. No revision of terms or increase in rates will be allowed during the consideration of this tender (for a period of one year)
- e. The undersigned is not bound to accept the lower quotation.
- f. The particulars of the tender's organizations should be provided in the bid document as per Annexure-I.
- g. Conditional offers, offers not conforming to the terms and conditions and the ones not submitted in the prescribed format (s) will be rejected.
- h. The tenderer shall sign all the documents to be submitted invariably.

**2. SPECIFIC CONDITIONS**

- a. Should be a reputed security agency
- b. Should provide 21 security guards per day in three shifts of 8 hours duty @ 7 guards per shift with arrangements to post replacements in case of any absentees.
- c. Age limit for the guards should be between 25.40 years
- d. Guards must be vigilant and possess good physique and personality.
- e. Guards must wear proper uniform with shoes, belt and cap.
- f. The Agency shall comply with provisions of minimum wages Act, rules and notifications issued from time to time.

- g. The Security service Agency shall provided Duty Chart and Duty Register to obtain signature from the Officer in-charge at the end of every day
- h. The engagement of Security services is liable for cancellation, if there is any adverse remarks noticed in watch and ward services
- i. The engagement of Security Guards in the Department of Women and Child Development, shall be for a period of one year from the date of commencement of contract.
- j. All the staff engaged in Security services must be compulsorily wear I.D. Card supplied by the Agency.

**3. VALIDITY OF THE OFFER:**

The rates quoted will have to be valid for the contract period and no additional costs for whatsoever reason shall be charged.

**4. EARNEST MONEY DEPOSIT:**

The participating tenderers should remit an amount of Rs.5000/- (Rupees five thousand only) as earnest money deposit, which will be refunded after finalizing the tender to the successful tenderer.

**5. PERFORMANCE GUARANTEE:**

The successful tenderer should remit an amount of 5% of the total value of the contract amount or should produce Bank Guarantee not less than the above value as Performance Guarantee.

**6. NON-PERFORMANCE PENALTY:**

In the event that the work awarded is not executed to the specified standards, the undersigned or his authoired representative reports that the performance is below the specified criteria, a recovery will be made proportionate to the extent of shortfall.

**7. CANCELLATION OF CONTRACT:**

The undersigned reserves the right to cancel the work order placed on the successful tenderer if:

- d) The tenderer commits a breach of any of the terms and conditions of the tender/work order.
- e) The tenderer goes into liquidation voluntarily or otherwise.
- f) An attachment is levied or continuous to be levied for a period of 7 days upon the effects of the tender/work order.

**8. PAYMENT TERMS:**

Payment shall be made to the agency at the end of every month after verification of Duty Register, on certification that the watch and ward services have been executed in accordance with the work order.

**9. THE TENDERER SHOULD FURNISH THE FOLLOWING CERTIFICATES /DOCUMENTS ALONG WITH THEIR BID:**

The Security Agencies should produce the following documents in support of their quotation:

- a. Company Registration Certificate
- b. ESI and PF Registration Certificate
- c. Income tax clearance Certificate
- d. Service tax Registration Certificate
- e. License issued by the Controlling Authority Joint Secretary to Govt (Home) under **Private Security Agencies (Regulations) Act 2005**

Note: Failure to produce any of the above document would entail rejection of their quotation.

**10. NATURE OF DUTIES**

- a. The security guards should take responsibility for the safety of the Building, staff, vehicles and properties of this Department
- b. Should monitor all incoming and outgoing materials
- c. Should maintain register for incoming/outgoing beneficiaries, register for vehicles, Register for keys etc.
- d. Maintenance of order and discipline.
- e. Should implement all anti-theft measures and maintain all prescribed register
- f. Establish cordial relationship with the public who visits this Department.

Besides the above, the tenderer should furnish a certificate as worded below in token of acceptance of all the terms and conditions of the tender. Otherwise the tender will not be considered under any circumstances.

**"I/We ..... the undersigned certify that the terms and conditions of agreement are accepted and that in the event of selection of my/our rates, the contract in the prescribed form will be entered into"**



**DIRECTOR**