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THE TAMILNADU CO-OPERATIVE MILK PRODUCERS' FEDERATION LIMITED :: CHENNAI

TWO PART TENDER

CONTRACT FOR PROVIDING 198 SECURITY GUARDS AND 9 HEAD SECURITY GUARDS TO WORK IN 3 SHIFTS (8 HOURS DUTY PER SHIFT) FOR A PERIOD OF TWO YEARS TO CARRYOUT SECURITY DUTIES IN TAMILNADU CO-OPERATIVE MILK PRODUCERS' FEDERATION LIMITED (AMBATTUR, MADHAVARAM, SHOLINGANALLUR DAIRIES & PRODUCTS DAIRY, MARKETING OFFICES & SALES CENTERS AT CHENNAI AND DAIRY CUM POWDER PLANT AT THIRUVANNAMALAI)

PART - I

TECHNICAL -BID

TENDER DOCUMENT ISSUED TO

M/S.

.....

COST OF TENDER DOCUMENT, REMITTED UNDER

RECEIPT NO..... DATE For Rs.....

FOR JOINT MANAGING DIRECTOR

PART-I TECHNICAL BID-1

TWO PART TENDER APPLICATION

From

To

M/s.

The Joint Managing Director,
T.C.M.P.F. Limited.,
29 & 30 Industrial Estate,
Ambattur, Chennai-600 098.

Sir,

Sub: Two part tender for the contract for providing 198 Security Guards and 9 Head Security Guards to work in 3 shifts (8 hours duty per shift) for a period of two years (24 months) from the date of execution of agreement by the tenderer to carryout security duties in Tamilnadu Co-operative Milk Producers' Federation Limited (Ambattur, Madhavaram, Sholinganallur Dairies & Products Dairy, Marketing Offices & Sales centers at Chennai and Dairy Cum Powder Plant at Thiruvannamalai) - submission of tender documents - Regarding.

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Having examined the two part tender documents consisting of Part I pertaining to Pre-Qualification/Technical Bid and Part II Commercial Bid with price quotation, I/we hereby submit all the necessary documents and relevant information for bidding the above mentioned tender.

The application is made by me/us on behalf of in the capacity of duly authorized to submit this two part tender offer.

Necessary legal evidence in respect of authority assigned to us / me on behalf of the bidding firm is herewith attached.

I/we submit the documents herewith agreeing to all the instructions, Terms and Conditions in the detailed two part tender.

SIGNATURE OF THE TENDERER

I/We understand that the Managing Director/Joint Managing Director, T.C.M.P.F. Ltd., Chennai-98 reserves the right to reject any tender offer fully or partly without assigning any reasons thereof.

I / We hereby agree to hold the tender offer valid for acceptance for a period of not less than 180 days from the date of opening of Part –I Technical bid.

I/We understand that the tender on acceptance will be valid for a period of twenty four (24) months and extendable up to 6 months on the same terms and conditions from the date of execution of the agreement.

Enclosures:

1. Evidence of authority to sign
2. Part I pre-qualification – Technical bid in separate sealed cover
3. Part-II Commercial bid with price quotation in separate sealed cover.

**SIGNATURE OF THE TENDERER(S)
INCLUDING TITLE CAPACITY.**

NAME:

**(IN BLOCK LETTERS)
(SEAL)**

2. INSTRUCTIONS TO THE TENDERERS

This two-part tender document consists of:

- a. Part I - Pre-qualifying technical bid
- b. Part II- Commercial bid for price-quote schedules.

1. Read all the terms and conditions of the two-part tender carefully before you start filling up.
2. The tenderers are requested to inspect the work site at office of the Joint Managing Director, Ambattur or any other place found in the tender schedule during the working hours on any working day before submitting their tender offer, so as to have first hand knowledge of the work.
3. The tenderers are to submit the Original set of the two-part tender (both Part-I - Technical Bid and part II Commercial Bid) duly filled in, attaching necessary documents and they are advised to retain the duplicate set of documents for their reference / records.
4. The Part-1 pre-qualification cum technical bid consisting of page Nos.1 to 26 and the part-II Commercial bid consisting of page Nos.27 to 29 should be submitted in two different covers duly superscribed each cover as "Tender for the contract for providing 198 Security Guards and 9 Head Security Guards to work in 3 shifts (8 hours duty per shift) for 24 months period". The tender documents duly filled can also be submitted by e-tendering through the e-procurement website "<http://www.tntenders.gov.in>". Additional requirement of Security Guards and Head Security Guards will be decided and referred from time to time according to the need of the hour. The Security agency shall provide extra security personnel as desired by TCMPF Limited at the place required on 24 hours notice.

SIGNATURE OF THE TENDERER

5. The Part-I Pre-qualification cum Technical Bid- should be submitted in one inner cover superscribing as “Technical Bid documents” and the Part-II-Commercial Bid should be submitted in another inner cover superscribing as “Commercial Bid documents” and again both the inner covers shall be put in a larger wax sealed cover duly superscribed as "Tender for the contract for providing 198 Security Guards and 9 Head Security Guards for period of 24 months to carryout security duties in Tamilnadu Co-operative Milk Producers' Federation Limited”. The tender cover addressed to the Joint Managing Director, TCMPF Ltd., Plot No.29 &30 Industrial Estate, Ambattur, Chennai-98 shall be submitted either in person or by Registered post with acknowledgement due so as to reach this office on or before the time and date specified in this tender document. Tenders received after the specified date and time shall be summarily rejected.
6. Kindly go through the check-list in Page 23 given and ensure compliance of the terms and conditions.
7. The tenderer is specifically informed that all the pages in both Part I- Technical Bid and Part II-Commercial Bid should be signed at the bottom of each page without any omission by the Tenderer/their authorized signatory with name and seal of the firm in token of acceptance of the contents there above.
8. The tenderer who are downloading the document from the website are instructed to look for any corrigendum after the date of pre bid meeting, for any amendments if any issued. They are advised to download the above amendments and enclose it without fail along with the technical bid document, duly authenticating. In case of failure to submit the amended document (if any), the Federation reserves the right to rejection of the tender offer.

I agree to abide by the above instructions

SIGNATURE OF THE TENDERER

3.0. INTRODUCTION

Two part tender for the contract for providing 198 Security Guards and 9 Head Security Guards to work in 3 shifts (8 hours duty per shift) on contract basis for a period of two years to carryout security duties in Tamilnadu Co-operative Milk Producers' Federation Limited Dairies (Ambattur, Madhavaram, Sholinganallur, Products Dairy and Marketing Offices and Sales centers at Chennai and Dairy Cum Powder Plant at Thiruvannamalai) and extendable upto 6 months from the date of expiry of the contract on the same terms and conditions agreed by the tenderer.

This Two Part Tender form contains the schedules as indicated.

- i) Date of Pre-bid meeting : 22.07.2019 at 11.00 AM
- ii) Place of Pre-bid meeting : O/o The Jt. Managing Director
T.C.M.P.F. Limited
Plot No.29 & 30
Industrial Estate,
Ambattur, Chennai - 600 098.
- iii) Last date and time for submission : 13.08.2019 at 3.00 PM
of the Two Part Tender both
Technical bid and Commercial bids.
- iv) Date and Time of opening of Part-1 : 13.08.2019 at 03.30 P.M.
Pre-qualification cum Technical bids
- v) Place of opening of Part1 : O/o The Joint Managing Director,
Pre-qualification cum- T.C.M.P.F .Limited.
Technical bid. Plot No. 29 & 30
Industrial Estate,
Ambattur, Chennai-600 098

Noted the above

SIGNATURE OF THE TENDERER

- vi) Date of opening of Part-II Commercial bids : Commercial bid will be normally Opened within 90 days from the date of Opening of Part I- Technical bid on the date & time convenient to the Tender Inviting Authority and those who are qualified in the part I of the tender will only be intimated to participate in the opening of commercial bid. The date and time of which will be intimated to the eligible tenderer in the Technical bid.

Noted the above

SIGNATURE OF THE TENDERER

4.0 GENERAL TERMS AND CONDITIONS

TWO PART TENDER for the contract for providing 198 Security Guards and 9 Head Security Guards to work in 3 shifts (8 hours duty per shift) on **contract basis for a period of two years** to carryout security duties in Tamilnadu Co-operative Milk Producers' Federation Limited Dairies (Ambattur, Madhavaram, Sholinganallur, Products Dairy and Marketing Offices and Sales centers at Chennai and Dairy Cum Powder Plant at Thiruvannamalai). **The tenderer must be head quartered in Chennai. The address of the office should be clearly mentioned in the Bidders information format and Check list.**

- 4.1 The tenderer should produce photo copy of the license to engage in the business of the private security agency issued from the office of the Director General of Police and Controlling Authority, Chennai in support of their agency.
- 4.2 The tenderer should have minimum three years experience as on the date of opening of technical bid of having provided Security Guards on contract basis to any Govt. organization, Co-op. institutions or any reputed private organization. The Federation reserves the right to inspect any organization where the tenderer provided Security Guards on contract basis. The copies of work order or any other authentic document to show that the tenderer has such experience should be enclosed as evidence.
- 4.3 The tenderer shall have minimum manpower strength of 250 persons.
- 4.4 Personnel to be deployed are required to possess minimum qualification and experience as given below to ensure efficient discharge of the duties.

Position	Minimum Qualification	Minimum Experience
Head Security Guard	Plus 2 qualification preferably ex-serviceman	Two years as Security Supervisor.
Security Guard	10 th Standard	One year as Security Guard.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

- 4.5 The tenderer should provide required persons in 3 shifts as detailed in the Scope of work given hereunder in separate head.
- 4.6 The tenderer should furnish photoset copy of documentary evidence for having provided 100 Nos. of Security Guards in a single organization for one year on contract basis to any Govt. organization or Co-op. Institutions or any reputed private organization within the period of 3 years as on the date of submitting the tender.
- 4.7 The tenderer should have E.P.F & E.S.I. registration certificates.
- 4.8 The tenderer should have PAN Card
- 4.9 The tenderer should have Goods and Services Tax (GST) registration certificate.
- 4.10 The PART-I Technical Bid shall be opened on the date, time and venue specified, in the presence of the tenderers or their authorized representatives who opt to be present during the opening.
- 4.11 PART I Technical bid, specifies the pre-qualification based on various factors such man power strength, capacity, suitability etc., and eligibility of the tenderer, that will be evaluated, considered and decided prior to opening of the commercial Bids under part II of the tenderer.
- 4.12 The tenderer(s) who do not satisfy any/all the terms and conditions specifically so mentioned under PART-I Technical bid, are not eligible for commercial bid and the PART-II Commercial Bid shall not be opened, treating it as non responsive.
- 4.13 The PART-II Commercial bids shall normally be opened within 90 days at the convenient date and time of Tender Inviting Authority from the date of opening of the part-I Technical Bids Part II Commercial bid will be opened in the presence of tenderers or their authorized representative who opt to be present at the time.
- 4.14 The date of opening of commercial bid will be intimated separately to those who qualify in the PART-I Technical bid.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

- 4.15 The Tender forms are not transferable or assignable.
- 4.16 In the event of any escalation / down trend of GST orders issued by the Government, the excess GST will be borne by the Federation / shortfall amount will be adjusted in the claims while settlement of bills, as the case may be.
- 4.17 The signatory of the tenderer should indicate his/her/their status in which he/she/they have signed and should submit necessary legally admissible documentary proof in respect of such authority assigned to him/her/them by the firm.
- 4.18 If the tender opening day is a declared holiday, the tenders shall be received and opened immediately on the next working day at the same time and place.

PAYMENT OF EMD:

- 4.19 The tenderer shall pay an EMD of Rs.2,00,000/- (Rupees Two Lakh only) by way of Demand Draft or Banker's Cheque drawn in favour of "Joint Managing Director, TCMPF Limited".

TENDER NOT ACCOMPANIED WITH DEMAND DRAFT/BANKER CHEQUE TOWARDS THE PRESCRIBED EMD OR THE RELEVANT DOCUMENTRY PROOF OF EM PART-II SSI CERTIFICATE ISSUED BY GOVERNMENT OF TAMIL NADU FOR THE LABOUR CONTRACT WORK FOR THE EXEMPTION THEREON SHALL BE SUMMARILY REJECTED.

- 4.20. The EMD remitted by the tenderer shall be forfeited in full and the offer will be summarily rejected in the following contingencies.
 - a. If the tenderer after submitting his offer again submits fresh offer or revises his original offer.
 - b. If the tenderer withdraws his offer or backs out before the expiry of the validity period or after acceptance of the tender.
 - c. If the tenderer revises any of the terms quoted during the validity period.
- 4.21. The successful tenderer alone is the sole employer and it is his responsibility to extract work from his employees conforming to the stipulations in this tender document. For any commission and omission on the part of his employees the successful tenderer alone is liable and the latter shall pay damages to the Federation for any damage / loss caused to the Federation by his employees.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

- 4.22. There will be no employer - employee relationship between the employees of the successful tenderer and the Federation.
- 4.23. The successful tenderer alone is liable for implementation of all the labour laws applicable to his employees.
- 4.24. In case, the Federation has to shoulder any liability arising out of any statutory provisions, the successful tenderer shall make good the loss in that regard to the Federation.
- 4.25. In case of any accident involving the employees of the successful tenderer, the compensation and the penal consequences under the relevant Act shall be borne entirely by the successful tenderer. If the Federation has to incur any expenditure in that regard, the same shall be reimbursed by the successful tenderer.
- 4.26. The employees so engaged by the successful tenderer under no circumstances could be considered for appointment in the Federation on the ground that they have worked as a contract labourer.
- 4.27. The employees of the successful tenderer cannot claim any benefits or amenities extended to Federation employees.
- 4.28. All sums found due to the Federation under or by virtue of these presents shall be recoverable from the successful tenderer under the provisions of Tamilnadu Co-op. Societies Act 1983 or in any other legal manner as the Federation may deem fit, if the same could not be recovered by adjusting from the security deposit or the bills of the tenderer, due to any reason.
- 4.29. The Managing Director/Joint Managing Director, TCMPPF Ltd., Chennai reserves the right to split the tender and place orders on one or more tenderer. The Managing Director/Joint Managing Director also reserves the **right to reject any tender offer fully or partially without assigning any reasons there of.**
- 4.30. The successful tenderer, after the expiry of the contract period has to execute the work at the same rate, terms and conditions for a period up to **6 months** from the date of expiry of the contract.
- 4.31. The successful tenderer should not engage security persons below 18 years and above 50 years of age to this work.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

- 4.32. The successful tenderer shall be responsible to the TCMPF for any loss or damage arising out of theft, burglary, pilferage, larceny, mischief, looting etc., due to the involvement or negligence of his/her workers and the successful tenderer shall make good any such losses or damages as ascertained by the Federation to the Federation and such losses are liable for deduction from his / her bills/deposits etc.
- 4.33. The Successful tenderer should furnish medical fitness certificates within 30 days from the date of taking over the job in respect of all his workers that they are not affected with any contagious diseases such requirement is necessary since they will be carrying out duties in Dairies and Sales outlets. Failing which the Federation will arrange for the medical checkup and certificates and the cost of expenditure incurred in such medical checkup will be recovered from the successful tenderer.
- 4.34. The Successful tenderer should execute the work as per requirement in the tender documents. If any lapse is noticed for more than 3 occasions, the Federation reserves the right to terminate the contract and the Federation would be at Liberty to call for new tender. This is in addition to recovering damages for the loss caused to the Federation by such lapses.
- 4.35. If the contract is prematurely terminated for lapses on the part of the tenderer to fulfill the terms and conditions or prematurely withdrawn by the successful tenderer, the Security Deposit is liable to be forfeited and if the amount of such loss is more than the security deposit the same will be recovered from the successful tenderer by legal means, apart from forfeiture of any amount due to the successful tenderer.
- 4.36. The successful tenderer should **pay not less than the daily wages prescribed by the District Collector to his/her workers.**

4.37 SECURITY DEPOSIT:

- 4.37.1 After evaluation and finalization of Part I Technical bids and Part II Commercial bids, selected tenderer shall furnish a Security Deposit amount at 5% of the order value (including EMD) drawn by means of Bank Draft /irrevocable Bank Guarantee for a period of 2 years and six months from any scheduled/ commercial Bank in favour of The Joint Managing Director, TCMPF Ltd., payable at Chennai within 15 days from the date of work order.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

- 4.37.2 The EMD paid already along with the tender shall be adjusted against security deposit to be paid by the successful tenderer.
- 4.37.3 No exemption will be given from payment of Security deposit under any circumstances as per TNTT Act.
- 4.37.4 The security deposit is liable to be adjusted against any loss or damage caused by the tenderer to the Federation by his violation of the tender conditions.
- 4.37.5 The security deposit will be refunded only after the expiry of 6 months from the date of satisfactory completion of the contract and satisfactorily complying with the scope of work and the conditions thereof.
- 4.37.6 No interest shall be paid on the earnest money deposit or security deposit.

4.38 AGREEMENT:

The successful tenderer should sign an agreement on a non judicial stamp paper to the value of Rs.100/- within 15 days from the date of work order. Non execution of the agreement will lead to cancellation of work order and forfeiture of EMD.

- 4.38.1 If the successful tenderer fails to execute the contract satisfactorily at the tendered rate, the security deposit will be forfeited by the Federation.
- 4.38.2 If the Federation incurs any loss/additional expenditure due to the negligence of the successful tenderer in connection with the work during the period of contract, the same shall be recovered together with all charges and expenses from the successful tenderer.
- 4.38.3 The losses or damages, if any, caused by the successful tenderer or his employees to the property of the Federation ,the cost as ascertained by the Federation will be recovered from the successful tenderer.
- 4.38.4 No increase in the basic rate will be allowed during the period of contract under any circumstances.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

4.39. PAYMENT TERMS:

- 4.39.1 The successful tenderer shall submit necessary monthly bill in duplicate along with advance stamped receipt, performance report, copies of the EPF, ESI & GST remitted Challans of the previous month for making payments.
- 4.39.2 The payment shall be made within 30 days from the date of receipt of the bills based on attendance / performance of the work.
- 4.39.3 Income tax will be deducted from the monthly bill of the successful tenderer and the same will be remitted to the Income Tax Department.
- 4.39.4 It is the liability of the successful tenderer to pay GST and other statutory payments due to Government as per the rules in force.
- 4.39.5 Loss or damage if any caused by the successful tenderer to the Federation shall be adjusted against the bill amount.

4.40. PENALTY:-

The following penalties will be imposed on the successful tenderer for the following lapses:-

- 1) Penalty at 5 times of the MRP cost will be recovered from the bill of the successful tenderer if milk packet or milk product or any Dairy materials is found with the Head Security Guards / Security Guards of the successful tenderer at the Security Gate while leaving from the duty. Such worker should be immediately stopped from working at the dairy.
- 2) (i) The successful tenderer shall deploy the men periodically on rotation basis so as to ensure that no man continues at a security point in the Federation for more than 3 months under job rotation policy.
(ii) The successful tenderer shall not deploy ex-employees of the Federation for Security work.
- 3) Time being the essence of this contract no variation shall be permitted and if the tenderer fails to supply and execute the work in full or part of the order as per the work order, the Federation shall reserve the right to cancel the order besides forfeiting the Security Deposit.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

- 4) If the successful tenderer defaults to execute agreement or to pay security deposit or to depute the required manpower either partially or fully shall be debarred from participating in the subsequent any tender for a period of 3 years.
- 5) **Proportionate rate cut at double the rate will be imposed for absence of Security Personnel or the late arrival of employees or late commencement of work.**
- 6) The tenderer should not participate in any other contract of the Federation in respect of Transporting Milk sachets in routes, Milk sachets checking and stacking in tubs, transporting tubs to cold rooms for storage and transporting tubs from cold rooms to despatch dock loading into the vehicles or any other manpower contract. **The existing contractors those who are at present attending any labour contract works in TCMPF Ltd are not eligible to participate in the Private Security Agencies Contract – Tender called for.**
- 7) In respect of the engagement of Security Guards and Head Security Guards for executing the security arrangements, the contractor should not hire the individuals those who are presently working in Federation on Daily wages / contract basis. It leads to formation of syndicate to conduct offences like theft of milk and milk products and other loss of Federation properties / materials. Hence, the contractor is liable for any such loss in event of engagement of such persons to attend security duties. In the event of finding of such fault, the Federation shall reserve the right to cancel the order besides forfeiting the Security Deposit.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

4.41 VIOLATION OF CONTRACT

- 4.41.1 Not with-standing anything contained in the tender schedule, no obligation is cost on the Federation to accept the lowest tenderer and the Federation shall also have the right to accept or reject the tender, if the Tender Accepting Authority decides that the price quoted by the tenderer is higher than the prevailing Market Rate.
- 4.41.2 For violation of any of the Terms and conditions of the contract, the Federation reserves the right to terminate the contract.
- 4.41.3 In the event of termination of contract, the Security Deposit will be forfeited and the resultant loss shall be recovered from pending bills.
- 4.41.4 If the contractor is found to be blacklisted or terminated in any other contract with the Federation/District Unions, the Federation reserves the right to terminate the contract.

4.42. LEGAL JURISDICTION:

- a) The successful tenderer shall become an Associate Member of TCMPF Ltd. by paying the requisite fees under the Tamilnadu Co-operative Societies Act & Rules.
- b) If either party is in any way aggrieved, that party has the right to raise dispute by way of Arbitration under Section 90 of the Tamilnadu Co-operative Societies Act before the Deputy Registrar (Dairying) Thiruvallur whose decision shall be accepted as final.
- c) In case of dispute, the relevant court in Chennai alone will have jurisdiction.

5.0 PRE-QUALIFICATION

The Pre-qualification tender/ PART -1 technical bid will contain the under mentioned aspects pertaining to the prospective contractor about their suitability capacity, financial status, antecedents, past performance etc., The tenderer should furnish the Photostat copies of the following documents duly attested by a Gazetted Officer/Notary Public and enclose along with the tender part-I technical bid.

- 5.1 The tenderer should have minimum **three years experience** as on the date of submitting the tender for having provided Security Guards on contract basis to any Govt. organization, Co-op. institutions or any reputed organization. The Federation reserves the right to inspect any organization where the tenderer provided Security Guards on contract basis. The copies of Registration or work order should be enclosed as documentary evidence.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

5.2 **The tenderer shall have an average annual turnover for the last three financial years (2015-16, 2016-17 and 2017-18) equal to or more than Rs.10.00 crore and minimum annual turn over in each of the last 3 financial years (2015-16, 2016-17 and 2017-18) shall not be less than Rs.5.00 crore.**

5.2.1 IT Returns for the last 3 financial years 2015-16, 2016-17 and 2017-18 to be submitted along with tender documents.

5.3. **The tenderer should have financial capacity of meeting one month bill approximately Rs.40.00 lakhs and submit documentary evidence by way of bank statement of account either Savings Bank or Current Bank Account for the past 1 year on any day duly certified by the bankers.**

5.4. Remittance of EMD amount of Rs.2.00 Lakhs (Rupees Two Lakhs only) by means of Demand Draft/Banker's cheque drawn in favour of "The Joint Managing Director, TCMPPF Ltd." from any nationalized / scheduled bank payable at Chennai. It shall be enclosed with the Part-I Technical Bid.

NO OTHER FORM OF REMITTANCE SHALL BE ACCEPTED.

5.5. The tenderer should furnish the attested copy of the work order and attendance register, wage register or EPF or ESI challans or any other document containing a minimum manpower of 250 persons.

5.6 **The tenderer should furnish Photostat copy of documentary evidence for having provided not less than 100 Nos. of Security Guards for one year in a single organization on contract basis to any Govt. organization or Co-op. Institutions or any reputed organization within the period of 3 years as on the date of submitting the tender.**

5.7 The tenderer should furnish Photostat copy of E.P.F, & E.S.I. registration certificates.

5.8 The tenderer should furnish Photostat copy of PAN Card.

5.9 The tenderer should furnish Photostat copy of GST registration certificate.

5.10 The tenderer should produce all the above mentioned documents in original for verification when called for.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

5.11 The Federation reserves the right to reject the offer of a tenderer who had either been black listed or charged for non-performance of any work either in part or full in the Federation previously during the last 3 years.

5.12. EMD will be refunded to all the unsuccessful tenderers after finalization of the tender EMD shall not bear any interest.

THE TENDER NOT COMPLYING WITH THE ABOVE TENDER REQUIREMENT IS LIABLE TO BE REJECTED.

6. 0.TENDER EVALUATION CRITERIA:

- 6.1 The tender offer should be unconditional and it should be for conforming to all the stipulations in the tender terms and conditions.
- 6.2 The tender will be evaluated as per TNTT Act.
- 6.3. The tenderer should clearly indicate that the bid takes care of the Minimum wages and Statutory dues.
- 6.4.(i). The tenderer should fill up all the columns found in the Commercial Bid (Part-II) tender form without omission.
- 6.4.(ii). No column should be left blank in the commercial bid. In such case the tender will not be considered for evaluation.
- 6.4.(iii). All inclusive end rate shall be considered for evaluation of lowest offer.

7.0 VALIDITY

7.1 The tender shall be kept for acceptance for a period of not less than 180 days from the date of opening of Part I Technical bid. The offers with lower validity period are liable for rejection

7.2 The tenderer shall agree to extend the validity of the bids without altering the substance and prices of their bid for further period, if any required by Federation.

8.0 DEVIATION:

8.1 The offers of the tenderers with deviations on technical/ commercial terms of the tender will be rejected

8.2 No alternate offer will be accepted.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

SCOPE OF WORK

The services are required round the clock i.e., 24 hours and 7 days a week. The Security Agency should always ensure manning of all post and maintaining services at all times in respect of Security arrangements of Metro Dairies.

The requirement of Security Guards and Head Security Guards (8 hours per shift in 3 shifts) to be positioned in security arrangements for various units of TCMPPF Limited and other specified places as per the directions of Federation Officials.

Unit	Security Guards	Head Security Guards	Total
Ambattur Dairy	56	3	59
Central Dairy	41	5	46
Sholinganallur Dairy	27	-	27
Products Dairy	19	-	19
Marketing Unit	43	-	43
Dairy Cum Powder Plant, Thiruvannamalai	12	1	13
Total	198	9	207

- 1). The successful tenderer shall provide identity cards with name, colour photo of his workers, date of birth, temporary and permanent address of all his contract workers.
- 2). The successful tenderer shall provide approved Uniform cloths, Belt, cap and shoes to the Security personnels so as to wear the same while the duty hours. Security personnels deployed should be provided with torch lights at the cost of successful tenderer.
- 3). The successful tenderer shall suitably direct his employees to rectify any defects pointed out by the Federation Official and they shall not leave the place of work allotted to any other place without the specific permission of Federation Official.

3.1. As a prime requirement, the security agency shall have a responsible person who will be authorized to take **spot decision** and also accessible since security services are sensitive in nature. The address, name of the contact person with phone / mobile should be clearly mentioned.

SIGNATURE OF THE TENDERER

- 4) The work should be carried out on all days of the year, including on Bundh days, Hartal days and even on natural calamity days unless and otherwise it is declared not necessary by the Federation.
- 5) The successful tenderer should ensure that their workers abide by the instructions given by the Federation Officials at site from time to time.
- 6) The successful tenderer shall comply with the requirements or directions of statutory authorities like Inspector of Factories pertaining to the contract work.
- 7) In case of contingencies, the successful tenderer should deploy the Security Guards/Head Security Guards for various operations / Dairy activities.
- 8) (i) The successful tenderer shall arrange to deploy their security personnel at such points and in such manner to ensure adequate security coverage of the entire complex including two wheeler stand round the clock and the duties of the security personnel so deployed shall include generally checking of cars, lorries and other vehicles and regulation of persons entering the dairy complex and searching (at the gates/entrance/exits) of the persons or the employees of the Federation and their personnel possession and the articles that may be carried by them both at the time of entering into and exit from the premises in such manner as may be specified by the Federation and its officers from time to time.
 - (i)a. The Security Agency will ensure proper manning of the gates / premises of the establishments so as to ensure that no unauthorized persons enters the premises and persons with valid gate pass are only permitted. They will do proper noting in the "Gate in Register" of all vehicles entering the premises; physically verify the vehicles leaving the premises. They have to check the insulated route vehicles carrying the milk in crates and Refrigerated vehicles carrying milk products at random. They should do proper noting in the "Gate out Register" giving details of the vehicles leaving the premises.

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- (i.)b. The security agency shall ensure that full strength of personnel's is maintained at all points and they should ensure to deploy additional requirements of manpower during the period of contract according to our need and necessity considering the production and developmental activities of the organization.
- (ii) It is mandatory that the Security Guards and Head Security Guards should conduct random check and recheck at Dairy gates before the despatch of lorries / vehicles in each shift and ensure that no excess milk packets and milk products are loaded in route vehicles. Any excess loading found, the Security personnel in-charge will be held responsible and recovery will be made as per the terms & conditions specified in the para '4.40. PENALTY clause (1).
- (ii)a. The Director / Branch Manager / Authorized representative of the security agency shall visit all the Units / Dairies at least once a week and personally supervise the personnel posted by them and report to the officials of the federation about the same. They will also carry out such night checks / surprise inspections in a routine manner and keep the federation informed about the details of such checks. A monthly report on such visit / night checks by the agency officials should be sent to Federation Officials.
- 9) The successful tenderer should compulsorily maintain a Wage / Attendance Register showing the wages paid to his workers. The Register should be produced along with the bill. Officers of the Federation shall be at the liberty to verify wage / attendance register of the Security Personnel at any time.
- 10) The Successful tenderer shall be responsible for the discipline of the persons engaged by him/her for the execution of the works.
- 11) General discipline, respect to co- workers shall be maintained.

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- 12) No Guard is permitted to bath inside the premises or take lunch other than the specified places. Penalty of Rs.100 per occasion will be levied for any deviation on the above.
- 13) No Security Guard / Head Security Guard of the successful tenderer shall be supplied any eatable from the Dairy canteen at subsidized rates applicable to workers/staff of TCMPF Ltd.
- 14). Usage of panparag or similar items, by the workers inside the Dairy premises is prohibited. If found, suitable penalty will be imposed.
- 15). Smoking, spitting, littering or any other kind of intoxicants by the workers inside the Dairy premises is prohibited.
- 16) Use of cell phones by the contract labourer except supervisor is prohibited at the working place. The Management reserves the rights to take suitable action in case of violation.
- 17). Performance of the work done by the Successful tenderer and his workers will be evaluated daily. Based on the fulfillment of the contractual obligations in 3 shifts, the monthly bill will be settled.
- 18) **Subletting and transfer:**
Tenderer shall be solely responsible for rendering any or all the services. He shall not sublet / transfer / assign the contract or any part thereof to others. All their dealings with third parties shall be without reference to TCMPF Limited.

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**PART-I
TECHNICAL BID**

9. CHECK LIST:

Kindly ensure compliance of the under-mentioned requirements, enclosed with part-I Technical bid only as per Tender terms & conditions mentioned in the foregoing paragraphs.

1. Whether the EMD Amount of Rs.2.00 Lakhs (Rupees Two Lakh only) for two years remitted or not ? Yes/No

 - a) If yes, whether Demand Draft is attached with the Tender offer-part-1 Technical Bid. Yes/No

 - b) If yes, details of Demand Draft. No., date, Bank on which drawn etc. may be furnished
 Demand Draft No..... Date.....
 Drawn on (Bank).....
 Branchdrawn in favour of "The Joint Managing Director, TCMPF Ltd.," Chennai.

 2. Whether the Photostat copy of the work order, Attendance Register and wage register or EPF and ESI Challans or any other documents containing the No. of not less than 100 persons attested by the Gazetted officer/ Notary public enclosed? Yes/No

 - a) Documents in proof of experience and manpower strength Yes/No

 3. Whether the Photostat copies of the following Certificate duly attested by the Gazetted officer/ Notary public enclosed? Yes/No
- If so, the details:
- a) The tenderer should produce photo copy of the license to engage in the business of the private security agency issued from the office of the Director General of Police and Controlling Authority, Chennai in support of their agency.
 - b) EPF Registration No.....
 - c) ESI Registration No.....
 - d) PAN Account No.....
 - e) GST Registration No
 - f) Address of the Registered office in Chennai.....

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- 4 Whether the proof of having an average annual turnover for the last three financial years (2015-16, 2016-17 and 2017-18) equal to or more than 10.00 crore and minimum annual turnover in each of the last three financial years (2015-16, 2016-17 and 2017-18) not less than 5.00 crore enclosed. Yes/No.
- 5 Whether the price schedule of the Commercial Bid Part-II tender duly filled up in figures and words? If any correction made, whether it is attested by the tenderer or his authorized signatory? Yes/No.
- 6 Whether all the pages in the Part-I Technical bid and Part II Commercial bid have been duly signed by the tenderer or by his authorized signatory Yes/No.
- 7 Whether two covers have been wax sealed duly superscribed as "Tender for the contract for providing 198 Security Guards and 9 Head Security Guards for a period of two years to carryout security duties in Tamilnadu Co-operative Milk Producers' Federation Limited" by the tenderer / in Part-I **Technical bid** **AND** "Tender for the contract for providing 198 Security Guards and 9 Head Security Guards for a period of two years to carryout security duties in Tamilnadu Co-operative Milk Producers' Federation Limited" by the tenderer / in Part-II **Commercial bid**? Yes/No.
- 8 Whether these two sealed covers for "Part-I Technical Bid" and "Part-II Commercial Bid" put in a larger cover, duly superscribed, addressed and wax sealed at appropriate places? Yes/No.
- 9 Whether the tenderer has been black listed or charged for non performance in honoring any of the contractual Obligations either partly or fully in past 3 years in the Federation. Yes/No.

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INFORMATION ABOUT THE BIDDERName of the work: **Engaging Private Security Services at TCMPF Limited.**

Sl. No	Description	Details
1	Name of Bidder / Organisation	
2	Name & Designation of the Person in whose name Power of Attorney is given for this tender	
3	Details of the Contact Person / alternate person for this Tender	
	Name	
	Address of the Registered office/HQ	
	Phone No.	
	Mobile No.	
	Fax No.	
	E-mail ID	
4	Details of the Proprietor/Partnership firm/Company (Relevant documents to be enclosed)	
	Name	
	Address	
	Phone No.	
	Mobile No.	
	Fax No.	
	E-mail ID	
5	Details of the Site-in-charge	
	Name	
	Address	
	Phone No.	
	Mobile No.	
	Fax No.	

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(WITH DATE)

EMD DETAILS		
7	EMD Details, if any	DD No. & Dt. : Amount : Validity : Name of the issuing Bank: Address Bank :
STATUTORY REQUIREMENTS		
8	ESI Code No.	
9	EPF Code No.	
10	Pan Card & No.	
11	GST No.	
12	TIN No.	
ANNUAL TURNOVER DETAILS		
13	1. Financial year 2015-2016	
14	2. Financial year 2016-2017	
15	3. Financial year 2017-2018	

The supporting documents for the above shall be submitted along with tender documents enclosed.

SIGNATURE OF THE TENDERER
(WITH DATE)

AAVIN**THE TAMILNADU CO-OPERATIVE MILK
PRODUCERS' FEDERATION LIMITED
CHENNAI - 600 098****PART - II****COMMERCIAL BID****QUALIFICATION**

The Commercial offers of such of those tenderer who qualify themselves for being considered for the tender for the contract for providing 198 Security Guards and 9 Head Security Guards to work in 3 shifts (8 hours duty per shift) from reputed private security agencies on contract basis to carryout security duties in Tamilnadu Co-operative Milk Producers' Federation Limited (Ambattur, Madhavaram, Sholinganallur Dairies & Products Dairy, Marketing Offices & Sales centers at Chennai and Dairy Cum Powder Plant at Thiruvannamalai) for a period of two years from the date of execution of agreement by the tenderer by fulfilling the entire Terms and Conditions as laid in Part I "Technical Bid" of this tender will be considered for the finalization.

Signature of the Tenderer.

Tamilnadu Co-operative Milk Producers' Federation Limited**JMD's Office :: Ambattur :: Chennai - 98****PART-II COMMERCIAL BID****PRICE QUOTATIONS: RATE QUOTED PER WORKER (8 hours duty) PER DAY**

- I) Security contract for providing 198 Security Guards and 9 Head Security Guards to work in 3 shifts (8 hours duty per shift) on contract basis for a period of twenty four months from the date of execution of the agreement to carryout security duties in Tamilnadu Co-operative Milk Producers' Federation Limited (Ambattur, Madhavaram, Sholinganallur Dairies & Products Dairy, Marketing Offices & Sales centers at Chennai and Dairy Cum Powder Plant at Thiruvannamalai).

Description	Security Guard	Head Security Guard
Basic rate quoted per head per day (inclusive of PF, ESI, etc.)	Rs.....	Rs.....
Basic rate quoted per head per month	Rs.....	Rs.....
Add GST	Rs.....	Rs.....
Total rate per head per month	Rs..... (Rupees.....Only) (in words)	Rs..... (Rupees.....Only) (in words)
Total rate for 198 Security Guards and 9 Head Security Guards per month	Rs..... (Rupees.....Only) (in words)	Rs..... (Rupees.....Only) (in words)
Total rate for 198 Security Guards and 9 Head Security Guards for twenty four month	Rs..... (Rupees.....Only) (in words)	Rs..... (Rupees.....Only) (in words)
Grand Total	Rs..... (Rupees.....Only) (in words)	

OFFICE SEAL**SIGNATURE OF THE TENDERER**

(WITH DATE)

NOTE:

- A. The rate should be quoted for the above work both in figures and in words without correction. If any corrections are made, the same should be attested by the successful tenderer or his authorized signatory.
- B. If any discrepancy is found between the prices quoted in words and in figures, the lower of the two shall be considered.
- C. The Rate quoted is taking into consideration of the Minimum wages Act and Statutory dues
- D. After quoting the rate if the tenderer goes back, the EMD remitted by the Tenderer shall be forfeited fully.
- E. The lowest end rate will be considered for award of contract.

OFFICE SEAL

SIGNATURE OF THE TENDERER
(WITH DATE)