

BUREAU OF INDIAN STANDARDS
(Southern Regional Office)

**TENDER NOTICE FOR PROVIDING
SECURITY SERVICES**

Sealed quotations are invited from reputed registered **SECURITY SERVICE** for providing Security Services. Security personnel deputed by the agency shall be trained in security work and should produce antecedents, character and conduct duly checked and verified. Tender documents and other details may be obtained from **BUREAU OF INDIAN STANDARDS**, Post Box No.8290, C.I.T Campus, Fourth Cross road, Taramani, Chennai – 600 113 or downloaded from our website www.bis.org.in

Cost of Tender Document: Rs.100/- (Rupees one hundred only)
(Non-refundable)

To be submitted by DD separately while
submitting the tender form

Earnest Money Deposit: Rs.10,000/- (Rupees ten thousand only)

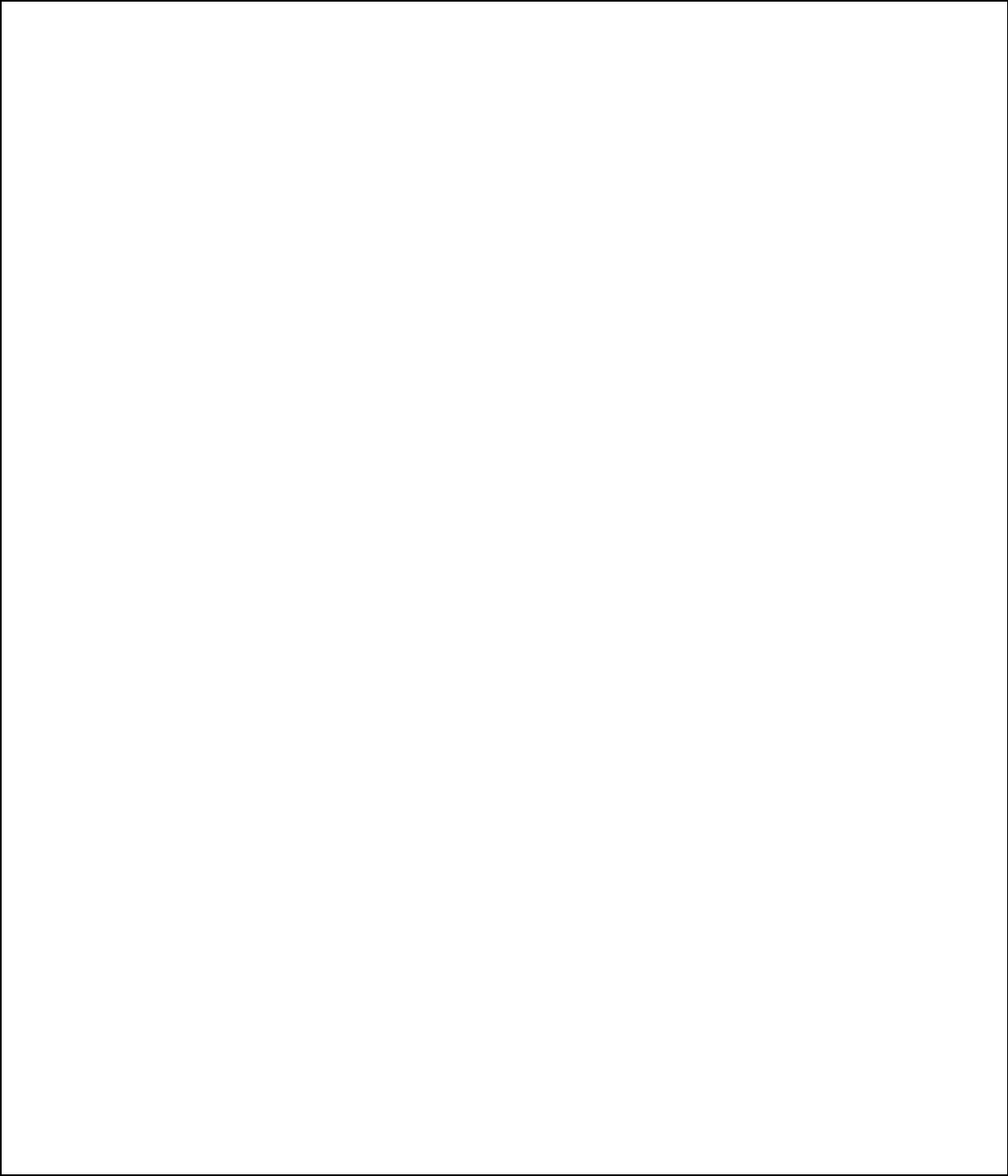
Last Date for Sale of Tender Document: 16 Mar 2009

Last Date for submission of Tender : 16 Mar 2009 up to 1200 h

Date and time of opening of Tender : 16 Mar 2009 at 1500 h

The Bureau reserves the right to accept /reject any Tender(s)
Without assigning any reason whatsoever:

DEPUTY DIRECTOR GENERAL (SOUTHERN REGION)



**BUREAU OF INDIAN STANDARDS
SOUTHERN REGIONAL OFFICE
C.I.T CAMPUS, IV CROSS ROAD,
TARAMANI, CHENNAI-600 113.**

**QUOTATION FOR DEPLOYING NINE SECURITY PERSONNEL
(as per details in the enclosed Annexure)**

1. Name & Address of the Tenderer
Organization with Phone No.

OR

Name and residential address of the
Tenderer (if an individual with Phone No

2. Since when you are engaged in the
Service applied for
3. Please give the set-up of your Organization,
clearly indicating details of Managerial,
Supervisory and other staff. Also indicate
the number of muster rolls staff for
performing this service
4. Are you covered by the Labour Legislations,
such as ESI, EPF, Gratuity Act, Tamil Nadu
Minimum Wages Act (Proof to be attached)
5. Particulars of experience (Attach Certificates,
testimonials etc)

Sl. NO.	Name of Orgnization with complete address and telephone Number	From	To	Contracted Amount Rs. Per month	Reasons for termination
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6. Rate per Security Guard for 8 hrs duty:

a) General : Rs.

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6.1 Rate for 7 Security Guards

a) General : Rs.

6.2 Rate for One Security Guard

without relief charges, leave wages a) General : Rs.

7. Rate for one Security Supervisor/
Havildar

a) General : Rs.

Note: For details of all emoluments like Minimum Wages, DA, PF,
ESI, Bonus, Gratuity, Administration Expenses, Holiday wages,
Relief Charges etc, Please see Annexure attached.
Latest TN Minimum Wages Act to be enclosed

8. Total Charges a) General Rs.
(6.1+6.2+7)

9. Frequency of inspection by the
Officer of the Service Agency :

10. Details of Earnest Money : DD No. dated
for Rs.10,000/- on
payable at Chennai in favour of
Bureau of Indian Standards.

Tenderers are required to deposit an amount of Rs10,000/- (Rupees ten thousand only) as Security (refundable) through a bank draft or bank guarantee valid for six months from the date of opening of tender.

Date:

Signature & Seal

Note: 1. The Sealed Cover containing the tender documents should be submitted in a **SEALED COVER** superscribed as **'QUOTATION FOR SECURITY'**

2. A sum of Rs.100/- has to be paid by Demand Draft for tender document along with the quotation.

DETAILS OF WAGES AS PER TAMIL NADU MINIMUM WAGES ACT

SL NO	PARTICULARS	HEAD SECURITY GUARD/HAVILDAR (Rs.)	SECURITY GUARD (Rs.)	SECURITY GUARD (Rs.)
1.	PAY			
2.	DA			
3.	PF (%)			
4.	ESI (%)			
5.	BONUS (%)			
6.	ADMN.EXPENSES (%)			
7.*	HOLIDAY WAGES	NOT APPLICABLE		NOT APPLICABLE
8.*	RELIEF CHARGES	NOT APPLICABLE		NOT APPLICABLE
9.	TOTAL	1x Rs.	7xRs.	1xRs.
10.	TOTAL ROUNDED OFF			

For Three Shifts
@ 2 Security Guards 6 Nos.

For Night Shift
@ 1 Security Guard 1 No.

For General Shift @ 1 Security Guard
0900 – 1730 h for Laboratory 1 No. *

One Head Guard / Havildar for
General Shifts 0900 – 1730 h

for Main Building

.... 1 No. *

* Will observe Govt. Holidays. No relief charges & Holiday wages.

Date:

Signature with Seal

**BUREAU OF INDIAN STANDARDS
(Southern Regional Office)**

TERMS & CONDITIONS OF CONTRACT

1. The security agency shall provide adequate trained and well disciplined security force for 24 hours vigilance (day and night) to safeguard the buildings and equipments and other items from thefts and other pilferage weekly off will have to be arranged out of this strength.
2. An agreement to be entered for a period/periods, as may be mutually agreed upon the terms and conditions imposed by the Bureau. Renewal of the agreement may be considered before the expiry of the period.
3. To arrange in closing and opening of the building and rooms as necessitated / directed by the Bureau on working and closed days.
4. To ensure that water taps/electricity switches etc are not left open/off after closing of office on working days as well as on off days as the case may be.
5. Arranging maintenance of records of inflow and outflow of men and material and having proper check on the same as per instructions given by the Bureau from time to time.
6. Keeping Bureau informed of all the matter of security.
7. All incoming and outgoing vehicles to be checked thoroughly to check movement of un authorized items inside and outside office.
8. The security work and provision of the required manpower will be for all days of the year round the clock in their shifts, namely, I shift from 0600 h to 1400 h, II Shift

from 1400 h to 2200 h and III Shift from 2200 h to 0600 h (deployment of the guards shall be done in consultation with the Bureau.

9. Security personnel deputed by the agency are preferably Ex-serviceman or men trained in security work and will get their antecedents, character and conduct checked and verified.

10. List of Security Personnel to be put on duty by furnished along with full addresses.

11. The security guards shall be trained in the all facets of security work including fire-fighting. He shall provide the necessary undertaking and proof in this regard.

12. A representative of the agency to visit office once in a week periodically and meet the officer in-charge of security for mutual feedback regarding the work performed by his personnel and removal of deficiencies in any.

13. To ensure that any replacement of the personnel, as required by the Bureau for any reason specified or otherwise shall be effected promptly by him without any additional cost to the Bureau. If agency wishes to replace, the same shall be done with prior concurrence of the Bureau at his own cost.

14. The agency shall provide at his own cost reasonably good uniform to the personnel with name badges and to ensure that they are used by the personnel and are maintained in good condition.

15. The personnel deployed are disciplined and do not participate in the activity prejudicial to the interest of the Bureau /Government of India/ State Government.

16. Equipment such as wall clock, torch light, stationery, lighting arrangement inside the premises of the Bureau shall be provided by the Bureau.

17. The agency shall be solely responsible for enforcement provisions of various labour and industrial laws, such as wages, allowances, compensations, PF, Bonus, gratuity, ESI etc. relating to personnel deployed by him or to any accident cause to them and the Bureau shall not be liable to bear any expenses in this regard.

18. In case of any theft or pilferage, loss or other offence, the agency will investigate and submit a report to the Bureau and maintain liaison with the police.

19. Any loss that might be caused to the Bureau due to lapse on the part of the security personnel in discharging security responsibilities will be made good by the agency and in this connection, the Bureau shall have the right to deduct appropriate amount from the bill of the agency to made good such loss to the Bureau besides

imposition of penalty. In the event of frequent lapses, Bureau shall have the right to terminate the contract forthwith.

20. In the event of security personnel being on leave/ absent, the agency shall ensure suitable alternate arrangements to make-up such absence.

21. If and when the Bureau requires additional security strength on a temporary or emergency basis, the agency will depute some security personnel in accordance with prorata rates as per shift for such security guard.

22. The agency shall maintain at the security booth the daily shift-wise attendance record and security personnel deployed by him. The security guards shall mark their time of arrival and departure and initials in the attendance register. The attendance register be made available to the Officer-in-charge of Bureau.

23. Income-tax, applicable shall be deducted from the bill every month.

24. The agency shall be solely liable for all payments/dues to its employees. In the event bureau makes any payment or incurs any liability towards these guards, the agency shall indemnify the Bureau completely.

25. Intending tenderers should possess security personnel at lease having experience of three years in the field.

26. Minimum Wages are to be paid as per Wages Act prevailed in respective state.

27. Bureau reserves the right to accept/reject any or all quotations without assigning any reasons.

28. Agency should follow the instructions given by the Bureau from time to time.

29. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.

30. Services can be terminated without assigning any reason by giving three months notice on either side.

31. In case of non-compliance with the contract, the Bureau reserves its right to:

- (a) cancel/revoke the order; and
- (b) Impose penalty upto 5% of the total value of contract.

32. The EMD amount will not be returned to those agencies who are not honouring our terms & conditions.

33. The Security Guard deputed should not perform duty for more than one shift per day.

34. The representatives attending the tender opening meeting should bring authorization letter.

We hereby agree to the above terms and conditions.

SIGNATURE WITH DATE

SEAL: