

<p>भारत सरकार भारत मौसम विज्ञानविभाग, प्रादेशिक मौसम केंद्र, सं : 6, कालेज रोड, चेन्नै - 600 006. दूरभाष : 044-28246035/28271591 फैक्स : 044-28271581/28271591 ईमेल : admin.rmccennai@imd.gov.in.</p>		<p>Government of India India Meteorological Department Regional Meteorological Centre, No.6, College Road, Chennai-6. Telephone: 044-28246035/28271591 Fax: 044-28271581/28271591 Email: admin.rmccennai@imd.gov.in.</p>
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No. / D-31016/1/15-AS

Dated 02.05.2018.

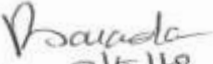
TENDER NOTIFICATION

Office of the Dy. Director General of Meteorology, Regional Meteorological Centre, India Meteorological Department, Ministry of Earth Science (MoES) invites sealed tenders in two-bid format (1. Technical bid & 2. Commercial bid) from well-established reputed firms/agencies having relevant experience for providing round the clock security services in the campus located at No.6, College Road, Nungambakkam, Chennai-6. The agency shall be providing Security services based on the requirement of this Department from time to time for a period of one year. Tender document can be downloaded from the department website <http://www.imdchennai.gov.in>.

1. The method of submission of tender, amount of Earnest Money/Security Deposit and General Terms and Conditions applicable to the contract have been mentioned in Annexure-I. The work is to be performed strictly as per the specifications given under Annexure-II. The proforma for submission of tender has been given in Annexure-III (Technical Bid) and Annexure-IV (Commercial Bid) of this Notice Inviting Tender.

2. BID SCHEDULE & VENUE

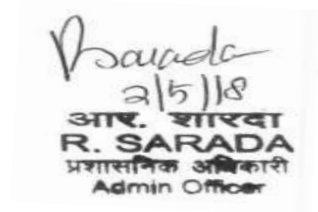
S. No.	Activity	Scheduled Date & Time
1.	Date of commencement of Bid Document	From the date of Publication i.e. 02.05.2018
2.	Date to obtain Bid Document	Can be downloaded from 02.05.2018 to 10.05.2018 from the website of http://www.imdchennai.gov.in .
3.	Last Date & Time for Submission of Technical & Financial Bid	Bids can be submitted in Room No. 20, Regional Meteorological Centre, Chennai – 6, upto 16.05.2018(Wednesday) 1:00 PM.
4.	Venue of Opening of Technical Bid	Room No. 20, Regional Meteorological Centre, Chennai – 6
5.	Date & time of Opening of technical Bid	At 3.00 PM on 17.05.2018
6.	Financial Bid	Will be conveyed to the bidders who qualify the Technical Bid.


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3. The tenders completed in all respect in all cases can be received in this office of Regional Meteorological Centre, Chennai – 6 before date and time indicated in the Schedule of Tender in para 2 above. The tenders received after the scheduled date and time and will be rejected outright. All outstation tenders should be sent by Post (Registered Post) and only one tender should be kept in one cover. This office will not be responsible for any delay in receipt of tender for any reason whatsoever.

Date:02.05.2018.

Signature



Handwritten signature: Sarada
2/5/18
आर. शारदा
R. SARADA
प्रशासनिक अधिकारी
Admin Officer

Signature

Copy to: Notice board

ANNEXURE-I
INDIA METEOROLOGICAL DEPARTMENT
REGIONAL METEOROLOGICAL CENTRE, CHENNAI – 6.

Note: The employees of India Meteorological Department and their near relatives are not entitled to participate in this tender. See para 3 below.

Sub.: Notice Inviting Tender for provision of Security Guards for Regional Meteorological Centre, Chennai - 600006.

Parties:

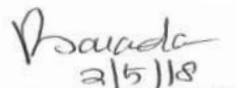
The parties to the Contract are the Contractor (the bidder to whom the work shall be awarded) and the Government of India through the India Meteorological Department for and on behalf of the President of India.

1. Address:

For all purposes of the contract including arbitration thereunder, the address of contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by Registered Post with Acknowledgement Due, to the O/o the Regional Meteorological Centre, Chennai – 600 006. The contractor shall be solely responsible for the consequences of any omission or error to notify the change of address in the aforesaid manner.

2. Earnest Money:

- 2.1 Technical Bid must be accompanied by a Pay order/demand draft for Rs. 5,000/- (Rupees Five Thousand only) favouring “Assistant Meteorologist (Cash & Accounts)” towards Earnest Money Deposit payable at Chennai. The Pay order/demand draft should be from Scheduled bank/Nationalised bank. The EMD of unsuccessful bidders will be returned to them on completion of the tender process. No interest shall be paid on the EMD. In case firm is registered with NSIC, copy of valid registration certificate along with a certificate that its monetary limit has not been exceeded may be enclosed.
- 2.2 Requests for transfer of any previous deposit of bid or performance securities or for payment of any pending bill held by the department in respect of any previous work will not be entertained.
- 2.3 Bidder shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited to the Government.
- 2.4 The tenders without EMD will be summarily rejected.
- 2.5 No claim shall lie against the Government/Department in respect of erosion in the value or interest on the amount of EMD or Security Deposit.


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3. Preparation and Submission of Tenders:

The tender should be submitted in two parts namely Technical Bid along with EMD (in form given in Annexure-III) and Commercial Bid (in form given in Annexure-IV) and each should be kept in a separate sealed cover. Both the bids should be kept in another sealed cover addressed to **‘The DDGM, Regional Meteorological Centre, Chennai – 6’**. **The outer envelope containing the sealed cover should bear the reference number / D-31016/1/15-AS Dated 02.05.2018 on the top left hand corner.** Inner envelopes should be superscripted with reference No. and subject of tender. Whether the envelope contains “Technical Bid” or “Commercial Bid” must be clearly stated on the top of the envelope. The tender should be addressed to the DDGM, Regional Meteorological Centre, Chennai - 6. It is the responsibility of the bidder to ensure that the submitted tender reaches the addressee in time.

The employees of India Meteorological Department and their near relatives are not entitled to participate in this tender. If it is noticed at a later date that this condition is violated, the agreement in consequence of this tender is liable to be cancelled forthwith apart from legal action.

4. Signing of tender:

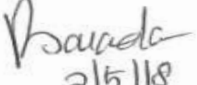
The individual signing the tender or other documents connected with the contract must specify whether he signs as:

- a) A “sole proprietor” of the concern or constituted attorney of such sole proprietor.
- b) A partner of the firm, if it be a partnership firm in which case he must have authority to execute on behalf of the firm and to refer to arbitration disputed concerning the business of partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- c) Director or a Principal Officer duly authorised by the Board of Directors of the Company, if it is a Company.

N.B.

(i) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.

(ii) A person signing the tender form or any other document forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the persons so signing had no authority to do so, competent authority may without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.


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(d) The bidder should sign and affix his firm's rubber stamp at each page of the tender and all its Annexures as the acceptance of the offer. NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS NOTICE INVITING TENDER.

5. The bids:

Technical Bid:

The Technical Bid should be submitted in form given in **Annexure-III** along with the DD from any Scheduled/Nationalised bank for the deposit of Earnest Money Deposit in the Unclassified Receipts (UCR) for the amount indicated above along with full details of technical facilities for executing the work i.e., equipment, infrastructure etc. and associated security features, and any other information sought for in the last section of the Annexure I & II duly signed and stamped by the bidder in token of acceptance of all terms and conditions should invariably be furnished with Technical Bid, failing which, tender may be rejected at the stage of examination of technical bids.

Commercial Bid:

The Commercial Bid should be submitted in form given in **Annexure IV** in a separate cover kept inside the main cover. The Commercial Bids of the bidders short listed after evaluation of Technical Bids only will be opened on a specified date and time to be intimated to the respective bidder.

A duly constituted Tender Evaluation Committee (TEC) will evaluate the bids.

A consolidated price should be quoted inclusive of all taxes and levies. The price quoted shall be firm and final.

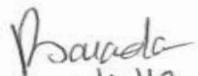
At the time of payment of bills, income tax, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.

6. Validity of the bids:

The bids shall be valid for a period of one year from the date of opening of the tenders. The contract may be renewed for a further period of six months as mutually agreed upon subject to satisfactory performance.

7. Opening of Tender:

The bidder is at liberty to either present himself or to authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the bidder should bring with him a letter of authority from the bidder and proof of identification. On the date and time indicated in the "Schedule of Tender" bid will be opened and read out in the presence of the bidders", representatives.


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8. Criterion for evaluation of tenders:

The technical evaluation of the tenders will be made on the basis of information furnished in form given in **Annexure-III** and then the commercial bids of only the bidder found successful in technical evaluation will be opened by the financial evaluation committee constituted by the competent authority. The commercial bids of such firms found valid on the basis of technical parameters (as per Annexure III) will be opened on the date, time & venue to be announced after opening of Technical Bid. It must be kept in view that the views expressed by Tender Evaluation Committee during the course of meeting shall not be binding and the Department shall not be responsible for such views. The reasons for selection or rejection of a particular tender will not be disclosed. The award of work will be further subject to terms and conditions of the contract given in Annexure II of the Notice Inviting Tender.

9. Right of Acceptance:

The India Meteorological Department reserves all rights to reject any tender including of those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of India Meteorological Department in this regard is final and binding.

10. Communication of Acceptance:

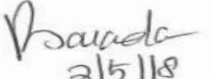
Successful bidder will be informed of the acceptance of his tender. Necessary instructions regarding the amount and time provided for Security Deposit will be communicated.

11. Time schedule for completion of work:

The bidder has to supply the desired man power resources within one week of awarding contract.

12. Security Deposit:

- a) The successful bidder will be required to deposit an amount of **Rs. 50,000/- (Rupees Fifty Thousand only)** or 5 % of the tender value whichever is higher by way of a crossed A/c payee demand draft favouring "Asst. Meteorologist (C & A)" drawn upon any nationalised bank payable at Chennai. This deposit will be refunded only on successful completion of the agreement period. No interest will be payable on this security deposit. The EMD of the successful bidder will be adjusted towards such Security Deposit, allowing the bidder to deposit the balance amount. The security deposit will not be adjusted against any payment due to the firm from the Department or the Central Government.


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- b) The Security Deposit can be forfeited by order of the India Meteorological Department in the event of any breach or negligence or for non-acceptance of any condition of contract or for unsatisfactory performance or for non-execution of work. On expiry of the contract, such portion of the said security deposit as may be considered by the India Meteorological Department, sufficient to cover any incorrect or excess payment made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.
- c) The Security Deposit will not be adjusted against any payment due to the firm from the Department or the Central Government. Failure to pay the security deposit will entail forfeiture of EMD to Government and the contract shall be awarded to any other bidder.

13. Insolvency etc:

In the event of the firm being adjudged insolvent or having a receiver appointed for by it, a court or any other order under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of firm failing to comply with any of the conditions herein specified, **the India Meteorological Department shall have the power to terminate the contract without previous notice.**

14. Breach of Terms and Conditions:

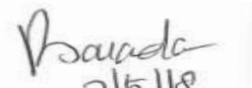
In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the tender without assigning any reason thereof and nothing will be payable by this Department in that event and the security deposit shall also stand forfeited.

15. Subletting of work:

The contractor shall not assign or sublet the work or subcontractor or any part of it to any other person or party.

16. Right to call for information regarding status of work:

The Department will have the right to call upon information regarding status of work at any point of time.


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17. Precautionary measures:

The contractor must be careful that quality and timeliness of the work is maintained as well as time schedule prescribed etc. should not be disturbed. The contractor must take every care to see that the work or any portion thereof does not fall into unauthorized hands. Care should be taken to execute the work under proper security conditions and spare no item of documents/copies should be retained or otherwise made over by the contractor or any of his staff member to any other person other than the person(s) authorize by the India Meteorological Department.

18. The tender is not transferable. One bidder shall submit only one tender.

19. Bidder or any of their servants or agents participating in the tender process shall represent, warrant and covenant that they have given no commitments, payments, gifts, kickbacks, lavish or expensive entertainment or other things of value to any official in connection with this contract and shall acknowledge that the giving of any such payments, gifts, entertainment or other things of value is strictly in violation of accepted norms of ethics and may result in disqualification of their bids and/or cancellation of the contract.

20. Every bidder shall unconditionally accept the condition contained herein this tender. Affixation of the signature of the bidder on every page of the bid documents at the time of submissions shall be conclusive evidence of acceptance of the conditions stipulated. The bid of any bidder who does not accept any of these conditions shall not be considered.

21. Terms of Payment:

No payment shall be made in advance. The contractor shall submit the bill in the first week of following month for sanction of the amount of bill and passing the bill for payment. All payments shall be made by ECS only. The term "payment" mentioned in this para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit governed by the separate clauses of the contract.

22. Compliance with Laws:

During the performance of the service, the contractor shall at his own cost and initiative fully comply with all applicable laws of the land and with all applicable by-laws, rules regulations and any other provisions having the force of law, made or promulgated or deemed to be made or promulgated by any Government, Government agency, or Department, Municipal board. Government or other regulatory or authorized body of persons and shall provide all certificates of compliance therewith as may be required by such applicable law, by-laws and rules, regulations, orders. The contractor shall assume full responsibility for the payment of all contributions and payroll taxes, as to its work force, servants or agents engaged in the performance of work specified in the contract documents.


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23. Arbitration:

The clause related to arbitration shall be applicable only after the signing of contract between the department and the successful bidder.

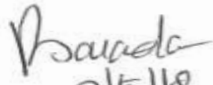
- (a) In the event of any dispute or difference between the IMD and the Service provider hereto, such disputes or differences shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute or difference shall be referred to arbitration of the sole Arbitrator to be appointed by the DDGM, Regional Meteorological Centre, Under this the provisions of arbitration and conciliation act 1996(No.26 of 1996) shall be applicable to the arbitration. The venue of such arbitration shall be at Chennai as may be decided by the arbitrator. The language of arbitration proceeding shall be English. The award of the arbitrator shall be final and binding on the parties. The cost of arbitration shall be shared equally by the parties to agreement. However, expenses incurred by each party in connection with the preparation, presentation shall be borne by the parties themselves.
- b) Pending the submission of and/or decision on a dispute, difference or claim or until the arbitral award is published, the parties shall continue to perform all of their obligations under the agreement without prejudice to final adjustment in accordance with such award.

24. Clarification:

The prospective bidders requiring any clarification regarding the tender document are requested to contact admin office email id admin.rmchennai@gov.in. The admin officer will respond in writing to any request for clarification, which is received not later than the 10 days before the last date of submission of Tender.

At any time prior to the deadline for submission of bids, this Office may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender document by amendment.

The amendment if any, will be published in this Office website, www.imdchennai.gov.in. In order to afford prospective bidders reasonable time required to take the amendment into account in preparing their bid, this Office may, at its discretion extend the deadline for the submission of Tender.


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ANNEXURE-II

Sub.: Notice Inviting Tender for provision of Security Services at Regional Meteorological Centre, Chennai - 6.

Specific terms and conditions to the contract:

(a) Eligibility:

1. The word "Company" here includes registered company, partnership firm or proprietary concern. Only registered / licensed Security Service Agency with labour Department of any State Govt. / Central Govt. shall be eligible to apply. Self-attested registration copy must be enclosed with Technical Bid.
2. The applicant company shall be Placement agency dealing as large scale manpower supplier capable to provide security guards/workers for at least three years preferably in the government department. Supporting document (registration / contract order copy) must be enclosed with Technical Bid.
3. The applicant company should be working in the specified field for at least three Years.
4. The applicant company must have at least one office in Chennai.
5. The applicant company must have at least 30 or more numbers of Skilled/Semi-skilled/unskilled workers working with company on its roll during the last three years. This will have to be supported by the relevant records.
6. The Tenderer must have not been debarred and / or blacklisted by any Central Government /any State Government Department and / or the Tenderer should not have any litigation in any of the Labour Courts. An affidavit to that effect Non-Judicial Stamp paper of ` . 10/- duly notarized shall be enclosed with The Technical Bid. The proforma of the affidavit is attached with the Tender as Annexure – A.
7. The applicant company should furnish its standing and goodwill through certificate from its clients to whom security services have been provided in the past.

(b) Desirable conditions:

The service provider with experience of providing manpower to Banks, Companies, Govt. organizations, Central/State PSUs would be preferred. The service provider may give the record of past experience in respect of providing manpower handled by it. The references should also be provided from respective institutes/organizations for cross-referencing.

(c) Scope of work:

The work will involve providing round the clock security guards at Regional Meteorological Centre, Chennai - 6. The Service Provider will be responsible for engaging Skilled/Semiskilled/unskilled Operators for security related work.

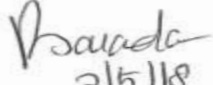

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(d) **Contractor's Obligations:**

1. Contractor shall be responsible for providing Security Services in Regional Meteorological Centre, Chennai as mentioned in the tender document.
2. **The Contractor shall provide security guards with proper supervision of jobs in 3 shifts. Security shall be provided round the clock and each shift shall be of 8 hours duration. Two Security Guards shall be posted in each of three shifts.**
3. The Contractor shall provide security arrangement for guarding of Regional Meteorological Centre, Chennai as required by this Office. Moreover, the Contractor shall also protect the Institute from anti-social elements.
4. Contractor shall ensure the protection of all the properties and personnel of Regional Meteorological Centre, Chennai, whether on its campus or in transit, against trespass and willful harm, by deploying fail-safe preventive measures, providing early warnings and mobilizing trouble-shooting efforts.
5. Any theft, pilferages or damages to cargo, property, machinery, equipment, etc. entrusted to Institute or are in the Institute custody or within Institute premises during the contract period shall be charged to the Contractor, if it was caused due to negligence of the contractor. The decision of Regional Meteorological Centre, Chennai in this regard will be full and final.
6. The Contractor will also be responsible to ensure that no goods / stores / cargo / vehicle / dry wood or scrap etc., goes out of the Institute premises without proper authorization and / or Gate pass.
7. The Contractor shall ensure that the guards posted at Regional Meteorological Centre, Chennai do not work more than one shift in a day except under extraordinary circumstances. It shall be ensured that there is no shortage of guards at any point of time. If any shortage is noticed or if it is found that any guard is made to work more than one shift in a day without sufficient reason, proportionate amount will be deducted from that month's bill.
8. The Agency shall provide extra person(s) if desired by Regional Meteorological Centre, Chennai, during the period of this agreement at the rates already agreed in this Contract.
9. The bid of any Tenderer(s) who has not complied with one or more of the conditions of eligibility criteria and / or fail to submit the required documents as required / or mentioned in Tender document are liable to be summarily rejected.


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10. The Security guards shall perform their duties and afford protection to the entire premises of Regional Meteorological Centre, Chennai that includes the open areas & the built up areas, its movable and immovable properties, assist in "Access Control", check all vehicles, maintain entry/exit registers, give instructions to park private vehicles at proper place, watch the movements of public/visitors and alert the concerned officer-in-charge in alarming situations, apart from attending to such other duties as may be assigned by officers concerned of Regional Meteorological Centre, Chennai from time to time. The guards should be skilled in traffic management and handling of firefighting equipment. The guards should be able to read and write English and speak in Tamil.
11. The Security agency will be responsible for the discipline of the Security Personnel employed by them. A Senior Officer of the agency should visit and check the Security staff in different shifts periodically, monitor their performance and report to the Officer concerned on a regular basis.
12. In case the Security guards provided by the agency to this office are found to indulge in any undesirable or unfair activities in the premises of the office, the agency will be solely responsible for all the consequences and this office shall be liberty to lodge complaints before appropriate authorities. The contractor shall properly train all its supervisors & guards to maintain liaison with the local Police, Fire Brigade Station and shall inform them first in case of any incidental eventuality. The contractor will also liaison with "Authorized Person" of Regional Meteorological Centre, Chennai at their office / or residence, and will inform them immediately, even after office hours about any untoward incident happened in the premises of Regional Meteorological Centre, Chennai.
13. Only able bodied, physically fit, well-trained, disciplined and honest personnel shall be appointed for duty. Persons so deployed shall not be below 21 years and not above 50 years. They shall perform their duties to the satisfaction of Regional Meteorological Centre, Chennai.
14. The Security agency shall provide proper uniform with required accessories such as whistle, torch lights, walky-talky, batons, etc., to the security guards and shall ensure that their turnout is smart in all respects and maintain decorum of good behavior at all times. Rain boots and rain coats should be provided to them during the rainy season.
15. The Contractor will undertake the firefighting operations. It is essential that all guards are fully trained in firefighting operations. They will also be required to conduct monthly fire drill and be updated on its operation and technique.
16. The agency should also be licensed under the Tamil Nadu Private Security Agencies Rules, 2008 and the guards employed should fulfill the basis physical and training requirements stipulated.


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17. The wages paid to them should strictly adhere to the Minimum Wages Act, 1940 and Contract Labour (R &A) Act, 1970. Licence from Labour Department as per Section 12 of Contract Labour (R &A) Act, 1970 should be obtained for the contract work within 7 days of award of contract. The agency should ensure that there is no scope for any grievance from the Personnel on delayed payment of wages. **The employees engaged by the security agency will be in the employment of the Security Agency only and not of the Regional Meteorological Centre, Chennai.**
18. Mode of payment will be monthly and through bank transfer to the agency. Tax shall be deducted at source as per the Income Tax Rules from the monthly bills. The agency shall submit bank mandate from along with quotation. The contractor would be required to ensure that the payments of its workers are in strict observance of Minimum Wages Act.
19. The Contractor will submit the pre-receipted duly stamped printed bills in prescribed format for reimbursement of wages paid to the personnel's deployed under the contract in triplicate of preceding month. Each Monthly bill must accompany the: (1) Separate list of the guards and reliever engaged (2) Duration of their engagement (3) Copies of authenticated documents of payment of contribution of ESI / EPF of such guards.

(e) Office Obligations:

1. Regional Meteorological Centre, Chennai will reimburse the amount to the contractor within 10 working days from the date of the submission / or verification of bill. Regional Meteorological Centre, Chennai on the receipt of the bill will check all the records and there after process the bill for payment.
2. Attendance sheet for these relievers shall be kept separately so that it is open to instant inspection. No Over Time Allowance (OTA) will be paid to workers, deployed as relievers or those deployed against indented strength.
3. Regional Meteorological Centre, Chennai will only reimburse the minimum wages and statutory obligations like: EPF, ESI paid in the bill for monthly reimbursement.
4. Regional Meteorological Centre, Chennai will not charge any amount from the contractor for water and electricity consumed during the execution of services.
5. Income Tax and other statutory levies as applicable from time to time will be deducted at the source from the services charges of the Contractor.
6. Service tax as payable on services charges shall be reimbursed by Regional Meteorological Centre, Chennai.


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(e) Other terms and conditions/information:

1. The Service Provider should quote rates for one security guard per month.
2. Payment will be made on submission of bill on completion of one month. Any misuse reported will entail the Contract to be cancelled immediately and the Security Deposit forfeited without prejudice to any legal action that may be taken against the service provider.
3. All the services shall be performed by the persons qualified and skilled in security work.
4. The persons deployed by the service provider should not have been convicted by any court of law or any police or criminal cases against them. The service provider should make adequate enquiry about the character and antecedents of the persons whom they are deputing for security work. The character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment. The service provider will ensure that the antecedents of person engaged are properly verified from the police authorities. He will furnish a certificate to this effect. The Service Provider shall withdraw such persons who are not found suitable by the office for any reason immediately on receipt of such a request.
5. The service provider's person shall not claim any benefit/compensation in any form from this Department under the provision of Industrial Disputes Act 1947 or Contract Labor (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be required to be submitted by the service provider to the Department.
6. The service provider's personnel working should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will and enhance the image of this Department. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
7. That the persons deputed shall not be below the age of 21 years and they shall not interfere with the duties of the employees of the Department.
8. The Department may require the service provider to remove from the site of work, any person or persons, deployed by the service provider, who may be incompetent or for his/their misconduct and the service provider shall forthwith comply with such requirements. The Service provider shall replace immediately any of its personnel, if they are unacceptable to the Department because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.
9. The service provider has to provide Photo Identity Cards of the persons deployed by him/her for carrying out the work. The Identify cards are to be constantly displayed & their loss reported immediately.
10. The service provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks, smoking, loitering without work.


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11. The transportation and other statutory requirements in respect of each personnel of the service provider shall be the responsibility of the service provider.

12. Bills of security work may be preferred on satisfactory completion of work to be certified as such by the officer nominated for the purpose, in convenient intervals of time separately for each of item of work and month of work. The payment will be released after deduction of taxes deductible at source under the laws in force.

13. The service provider shall be contactable at all times and message sent by phone/email/Fax/Special Messenger from the Department to the service provider shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the Ministry in fulfillment of the contract from time to time.

14. The Department shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider.

15. The service provider on its part and through its own resources shall ensure that the goods, materials and equipment etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff etc. If the Department suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the service provider, then the service provider shall be liable to reimburse to the Department for the same. The service provider shall keep the Department fully indemnified against any such loss or damage.

16. However, the agreement can be terminated by either party by giving two months notice in advance. If the service provider fails to give two month's notice in writing for termination of the Agreement then any amount due to the service provider from the Department shall be forfeited by the Department.

17. That on the expiry of the agreement as mentioned above, the service provider will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or nonemployment by the personnel of the, it shall be the entire responsibility of the service provider to pay and settle the same.

18. This Office reserves the absolute right to terminate the contract forthwith, if it is found that continuation of the contract is not in public interest such:

If the Contractor fails to provide the services as envisaged herein within the period(s) specified in the Contract or any extension thereof as may be granted by this Office (b) If the Contractor fails to perform any of the obligation(s) under the Contract. (c) If at any later date, it is found that the documents and certificates submitted by the Contractor are forged or have been manipulated, the work order issued to the Contractor shall be cancelled and Security Deposit / Performance Security issued to this Office shall be forfeited without any claim whatsoever on Institute and the contractor is liable for action as appropriate under the extant laws. (d) The contractor is not eligible for any compensation or claim in the event of such cancellation.


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19. The India Meteorological Department may alter or add to the original scope of work, specifications, processes, workflow checks and instructions as may be necessary. The service provider shall carry out the work in accordance with any such instructions and such alteration or addition shall not invalidate the contract. Any additional work that the service provider may be directed to do in the manner above specified as part of the work shall be carried out by the service provider on the same condition as agreed and at the same accepted rates.

20. It at any time during the execution of the contract, the India Meteorological Department, for any reason whatsoever, other than default on the part of the service provider for which the India Meteorological Department is entitled to rescind the contract, desires that the whole or any part of the work specified in the contract should be suspended for any period or that the whole or any part of the work should not be carried out at all, the Department shall give a notice in writing to the service provider to that effect and upon the receipt of such notice the service provider shall forthwith suspend or stop the work wholly or in part as required therein. The service provider shall have no claim to any payment or compensation whatsoever by reason of or in pursuance of any notice as aforesaid on account of any suspension, stoppage or curtailment in work.

21. It is the responsibility of the service provider to comply with the prevailing labour laws and minimum wages Act at his cost, risk and responsibility.

22. India Meteorological Department reserves the right to increase or decrease the quantum of work without assigning any reason. Rate quoted by the service provider shall be applicable for such work as well.

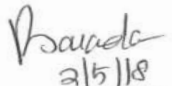
23. If the service provider duly performs and completes the contract in all respects and presents an absolute "No Demand Certificate", in the prescribed form and returns in good condition the Documents belonging to the India Meteorological Department and deletes all the records in this systems used for the purpose of this job without possibility for retrieval, the security deposit WITHOUT INTEREST will be refunded to the contractor after deduction all costs and other expenses that the India Meteorological Department may have incurred and all dues and other moneys including all losses and damages which the India Meteorological Department is entitled to recover from the service provider.

24. The principle employer who awards the work to the agency/company/contractor should full powers to cancel the contract after giving him an opportunity of show cause, if at a later date it is found that a license has been obtained by the contractor by misrepresenting or suppression of any material fact or the holder of a license has without reasonable cause failed to comply with the conditions of the tender.

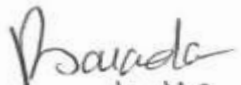
25. The engagement does not confer any right for continuation or extension of the contract on any account. This will purely be short term temporary arrangement on contractual basis. Any statutory increase in wages/DA etc. is to be absorbed by the agency.

26. The service may be provided on all days of the work including Holidays. The selected agency will immediately, provide a substitute in the event of any person remaining absent himself from the job due to personal reasons. Negligence on this account may lead to penal action against the contractor as deemed by the Principle Employer.

27. It may also ensure that the person engaged will observe office discipline and decorum and may not misbehave with any official.


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28. The contract shall be in force for one year or as per requirement can be extended further up to one year depending upon the performance and quality of the work. The contract may be terminated by the competent authority at any time without assigning any reason.
29. The agency shall be liable for the implementation of labour laws and Social Legislations such as EPF, ESI, workman compensation Act shop and Establishment Act Minimum Wages Act etc. as applicable in respect of staff engaged by him or carrying on the business. The share of EPF/CPF of the workers if any will be paid to the agency/company for depositing with the concerned organization contribution towards CPF. Gratuity etc. is to be met by the agency.
30. The payment will be released on monthly basis by ECS after making penal deductions if any, for lapses on the part of contractor as mentioned above.
31. In case the contractor fails to make of wages within the prescribed period or makes short payment then the principal employer shall be liable to make payment of wages in full of the unpaid balance due as the case may be to the contract labour employed by the contractor and recover the amount so paid from the contractor either by deduction from any amount payable to the contractor under any contract or as a debt payable by the contractor.
32. No medical facilities or reimbursement thereof will be provided by the Department.
33. Agency will be required to provide uniform and wages to the staff.
34. Any liability regarding Government dues as well as any human loss/injury suffered during the course of work will be the personal responsibility of the contractor.
35. The contractor shall also comply with laws in relation to its employees including payment of minimum wages as laid down by or under any law.


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ANNEXURE-III (Technical Bid)

TENDER FORM-I-TECHNICAL INFORMATION AND UNDERTAKING GENERAL PARTICULARS

(to be submitted in a separate sealed envelope along with the envelopes superscribed as envelope “A” containing the receipt towards payment of EMD, original tender document with terms and conditions signed on every page with the seal of the bidder.)

To,

The DDGM,
Regional Meteorological Centre,
Chennai – 600006.

Sub.: Notice Inviting Tender for provision of security guards at Regional Meteorological Centre, Chennai-6.

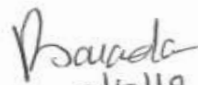
1.	Name of The Bidder (Company Name)/Firm Name etc.	
2.	Address of Corporate Office	
3.	Address of Dealing Branch Office	
4.	Telephone No	
5.	Fax No.	
6.	Contact Person for the Project With Telephone No, Email	
7.	Details of work experience with proof a) with Govt. bodies/PSUs b) with any other company	
8.	Type of Business	
8.	Details of sister concerns	

	<p>(i) Name and Address</p> <p>(ii) Activities engaged in by sister concerns</p> <p>(iii) Name, address and telephone numbers of proprietors/Directors/Partners of Sister concerns</p>	
9.	<p>Constitution of the Firm Whether proprietor or Partnership or Co.op. society or Company (enclose copy of partnership deed/registration of society/Memorandum and Articles of Association, duly attested)</p> <p>Whether registered or not, in case registered, Registration No. and date/ place of Registration or incorporation. Whether registered with DGR</p>	If Yes, Registration No.
10.	<p>PF No.</p> <p>ESI No.</p> <p>PAN No.</p> <p>Service tax no.</p> <p>GST No.</p>	
11.	<p>Details of proprietor or partners or Directors i.e. their names, address, telephone numbers, CV (Attested copies of registered partnership Deed, Form A&B to be enclosed)</p>	--Please enclose separate annexure--
12.	<p>Does your company have an existing relationship with IMD? Describe the nature and extent of this relationship.</p> <p>OR</p> <p>If worked with IMD earlier, give details of the period for which worked and under what name & style</p>	
13.	<p>Financial status</p> <p>Whether Income Tax Assesses or not</p>	
14.	<p>Turnover (enclose a copy each of audited balance sheet, Profit & Loss A/c. as well as Attested copies of Assessment orders>Returns filed with Income Tax Deptt. For the last 3 years)</p>	
	Year 2014-15	

	Year 2015-16	
	Year 2016-17	
15.	i) Details of bankers, addresses, telephone numbers and Bank A/c Number ii) Details of credit limits, if any	
16.	Details of Immovable property owned by the firm/proprietor/director/partners (attach extra sheets, if required)	
17.	Whether any criminal case or FIR filed against any partner or proprietor or director or convicted by any Court of Law or any other Act pending in any other Court of Law if so, give details.	
19.	The amount of earnest money deposited with Demand Draft/Pay Order No, date and the Recognised Bank on which drawn.(Cheque will not be accepted)	

Copies of relevant documents are to be enclosed in support of above information.

Signature of Authorized Signatory:_____


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R. SARADA
 प्रशासनिक अधिकारी
 Admin Officer

Name and Title of Authorized

Signatory: _____

Name of Firm/Company: _____

18. CONTACT DETAILS OF THE EXISTING CLIENTS OF THE BIDDER

Sl. No.	Contact Details of the existing clients of the Bidder	Running live since date

- Please provide the copy of agreement for the above mentioned client list

19. CONTACT DETAILS OF THE BIDDER

Name of the company	
Company's address in India	
Contact Person	
Telephone no.	
Fax	
E-mail address	

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R. SARADA
प्रशासनिक अधिकारी
Admin Officer

DECLARATION:

1. The particulars furnished in the above tender form are true to the best of my / our knowledge and belief and no material fact has been concealed therein.
2. I/We undertake to execute the contract in the event of its being awarded by the Regional Meteorological Centre, Chennai -6, and in the event of my / our failure to do so the Corporation shall be entitled to forfeit the earnest money deposited by me / us and the Corporation shall be free to assign the contract to any other Security Agency at my / our risk and cost.
3. I/We carefully have gone through the attached terms and conditions and I/We undertake to abide by the same and execute necessary agreement containing attached terms and conditions or any additional terms & conditions which the Regional Meteorological Centre, Chennai -6 may like to add with mutual consent.
4. I/We hereby declare that I/We am/are proprietors/ partners/Director in other firm, viz. M/s. _____ and these sister concerns have not applied against the same advertisement
5. I / We hereby declare that no criminal case is pending in any court of India against the Firm / Company or its Partner / Director for any criminal act alleged to be committed in the course of providing the security services by the Firm / Company to any of its Client.
6. The following documents / annexures duly filled in are enclosed:
 - a)
 - b)
 - c)
 - d)

Dated _____

Signature of the applicant

Name _____
(in full) & Status in the firm (Seal)


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आर. शारदा
R. SARADA
प्रशासनिक अधिकारी
Admin Officer

Covering letter for submission of proposal

Place_____

Date_____

To,

The DDGM,
Regional Meteorological Centre,
Chennai – 600006.

Dear Sirs:

We, the undersigned, offer to provide security services in accordance with your request dated _____. I/We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope and requisite EMD.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We understand you are not bound to accept any Proposal you receive.

We remain,

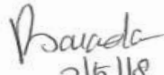
Yours sincerely,

Authorized Signature [In full and initials] : _____

Name and Title of Signatory : _____

Name of Firm : _____

Address : _____


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आर. शारदा
R. SARADA
प्रशासनिक अधिकारी
Admin Officer

ANNEXURE-IV (Commercial Bid)

TENDER FORM-I-TECHNICAL INFORMATION AND UNDERTAKING GENERAL PARTICULARS

(to be submitted in a separate sealed envelope along with the envelopes super scribed as envelope “A” containing the receipt towards payment of EMD, original tender document with terms and conditions signed on every page with the seal of the bidder.)

To,

The DDGM,
Regional Meteorological Centre,
Chennai – 600006.

Sub.: Notice Inviting Tender for provision of security guards at Regional Meteorological Centre, Chennai-6.

Rates of Security Guards with break up as under along with certification that the rates are as per Minimum Wages Act. (Quotation not sent in accordance with Minimum Wages Act, will not be considered).	
Description	Security Guards
Working Hours Per Day	
Basic including VDA	
PF on Basic and DA	
ESI on Basic and DA	
Bonus (if applicable)	
Weekly off charges	
Overtime charges	
Service Charges (please specify %)	
Any other Charges besides above	
Taxes (specify rate and nature)	

Dated _____

Signature of the applicant

Name _____
(in full) & Status in the firm (Seal)

Covering letter for submission of Financial Bid

Place _____

Date: _____

To,

The DDGM,
Regional Meteorological Centre,
Chennai – 600006.

Dear Sir,

We, the undersigned, offer to provide security services in accordance with your Notice Inviting Tenderdt. _____. I / we shall charge the Service charges % (in figure) percentage (in words) on the monthly reimbursement bill .

We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

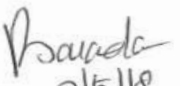
Yours sincerely,

Authorized Signature [In full and initials] : _____

Name and Title of Signatory : _____

Name of Firm : _____

Address : _____


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आर. शारदा
R. SARADA
प्रशासनिक अधिकारी
Admin Officer

ANNEXURE – A

DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER. (To be executed & attested by Public Notary / Executive Magistrate on Rs.10/- non judicial Stamp paper by the Bidder)

I / We _____ (Bidder) hereby declare that the firm / agency namely M/s. _____ has not been blacklisted or debarred in the past by Union / State Government or organization from taking part in Government tenders in India and should not have any litigation in any of the labor courts.

Or

I / We _____ (Bidder) hereby declare that the Firm / agency namely M/s. _____ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of _____ years w.e.f. _____ to _____. The period is over on _____ and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender / contract will be rejected / cancelled by DDGM , Regional Meteorological Centre, Chennai and EMD / performance security shall be forfeited.

In addition to the above, Regional Meteorological Centre, Chennai will not be responsible to pay the bills for any uncompleted / partially completed work.

DEPONENT Attested: (Public Notary / Executive

Magistrate)

Name _____

Address _____


2/5/18
आर. शारदा
R. SARADA
प्रशासनिक अधिकारी
Admin Officer