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**THE TAMILNADU CO-OPERATIVE MILK PRODUCERS'
FEDERATION LIMITED :: CHENNAI.600 098.**

TWO PART TENDER

**CONTRACT FOR PROVIDING 153 SECURITY GUARDS AND 12
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,
CHENNAI.600098 (HEAD OFFICE, AMBATTUR, PRODUCTS
DAIRY, MADHAVARAM, SHOLINGANALLUR DAIRIES &
MARKETING OFFICES & SALES CENTERS AT CHENNAI).**

FOR 24 MONTHS FOR THE YEAR 2023-2025

TENDER VALUE - RS.700.00 LAKHS

PART - I

TECHNICAL -BID

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/Madam,

Sub: Two part tender for the contract for providing 153 Security Guards and 12 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 (Head Office, Ambattur, Products Dairy, Madhavaram, Sholinganallur Dairies & Marketing Offices & Sales centers at Chennai) - 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.

Noted and agreed to the above

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.
3. Part-II Commercial bid with price quotation.

Noted and agreed to the above

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

NAME:

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

2.0. 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.

- 2.1. Read all the terms and conditions of the two-part tender carefully before you start filling up.
- 2.2. 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.
- 2.3. 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.
- 2.4. The Part-1 pre-qualification cum technical bid consisting of page Nos.1 to 28 and the part-II Commercial bid consisting of page Nos 29 to 31 should be submitted. The tender documents duly filled can only be submitted by e-tendering through the e-procurement website <http://www.tntenders.gov.in> for "Tender for the contract for providing 153 Security Guards and 12 Head Security Guards to work in 3 shifts (8 hours duty per shift) for 24 months period". 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.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

- 2.5. Kindly go through the check-list in Page 25 given and ensure compliance of the terms and conditions.
- 2.6. 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.
- 2.7. 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

Noted and agreed to the above

SIGNATURE OF THE TENDERER

3.0.INTRODUCTION

Two part tender for the contract for providing 153 Security Guards and 12 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 (Head Office, Ambattur, Products Dairy, Madhavaram, Sholinganallur, and Marketing Offices and Sales centers at Chennai 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) Website for e-submission of tender - www.tntenders.gov.in
- ii) Date of Pre-bid meeting : 16.02.2023 at 11.00 AM
- iii) 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.
- iv) Last date and time for submission : 13.03.2023 at 3.00 PM
of the Two Part Tender both
Technical bid and Commercial bids.
- v) Date and Time of opening of Part-1 : 13.03.2023 at 03.30 P.M.
Pre-qualification cum Technical bids
- vi) 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 and agreed to the above

SIGNATURE OF THE TENDERER

- vii) 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 opening which will be intimated to the eligible tenderer in the Technical bid.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

4.0 GENERAL TERMS AND CONDITIONS

TWO PART TENDER for the contract for providing 153 Security Guards and 12 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 (Head Office, Ambattur, Products Dairy, Madhavaram, Sholinganallur, and Marketing Offices and Sales centers at Chennai). **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 290 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 and should provide one Head Security guard in each shift.

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

- 4.5 The tenderer should provide atleast two Security Guards with basic computer knowledge per shift.
- 4.6 The tenderer should provide atleast one lady Security guard per shift
- 4.7 The tenderer should train the Security Guards in Fire safety and first aid before deployment.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

- 4.8 The settlement of the bills will be done as per the Biometric attendance maintained at the respective location by the tenderer/Federation.
- 4.9 The tenderer should provide required persons in 3 shifts as detailed in the Scope of work given hereunder in separate head and required to maintain the registers at the gate in each shift.
- 4.10 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.
- 4.11 The tenderer should have E.P.F & E.S.I. registration certificates.
- 4.12 The tenderer should have PAN Card
- 4.13 The tenderer should have Goods and Services Tax (GST) registration certificate.
- 4.14 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.
- 4.15 PART I Technical bid, specifies the pre-qualification based on various factors such as 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.
- 4.16 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.
- 4.17 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.
- 4.18 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

- 4.19 The Tender forms are not transferable or assignable.
- 4.20 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.
- 4.21 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.
- 4.22 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.
- 4.23 (i) The successful tendered 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.
- 4.24. 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

5.0 PAYMENT OF Earnest Money Deposit:

- 5.1. The tenderer shall pay an EMD of Rs.7,00,000/- as per by way of online payment only.
- 5.2. If the tenderer claiming exemption from the payment of Earnest Money Deposit, should furnish necessary valid documentary proof for SSI registration in the form of Entrepreneurs Memorandum EM No. Part – I and Part- II as per new system and its accessories MSMED Act. 2006 of Tamilnadu Small Industries Development Corporation / the District Industries Centre of Directorate of Industries and commerce for the tenderers from Tamilnadu or NSIC certificate for the tenderers from other states in respect of those items for which the registration certificate has been obtained and tenders called for by the Federation.
- 5.3. The tender either without EMD or the claim of exemption will be summarily rejected.
- 5.4. The EMD remitted by the tenderer shall be forfeited if the tenderer.
- a) Withdraws his tender after submission but before opening of the tender.
 - (or)
 - b) Following the opening of tender, withdraws its tender before expiration of the period of effectiveness of the tender.
 - (or)
 - c) Fails to furnish the required Performance Security at the stage, the tenderer is required to do so as per the tender documents.
- 5.5. 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

- 5.6. There will be no employer - employee relationship between the employees of the successful tenderer and the Federation.
- 5.7. The successful tenderer alone is liable for implementation of all the labour laws applicable to his employees.
- 5.8. 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.
- 5.9. 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.
- 5.10. 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.
- 5.11. The employees of the successful tenderer cannot claim any benefits or amenities extended to Federation employees.
- 5.12. 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.
- 5.13. The Managing Director/Joint Managing Director, TCMPF 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.**

Noted and agreed to the above

SIGNATURE OF THE TENDERER

- 5.14. 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 failing which the federation will make alternate arrangement and recover the differential cost from the payable in addition to the action for termination of contract.
- 5.15. The successful tenderer should not engage security persons below 18 years and above 50 years of age to this work.
- 5.16. The successful tenderer shall be responsible to the TCMPF for any loss or damage arising out of theft, burglary, pilferage, larceny, mischief, looting, etc., within the campus 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.
- 5.17. 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.
- 5.18. 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.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

- 5.19. 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.
- 5.20. The successful tenderer should **pay not less than the daily wages prescribed by the District Collector to his/her workers.**

6.0 SECURITY DEPOSIT:

- 6.1. 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, TCMPPF Ltd., payable at Chennai within 15 days from the date of work order.
- 6.2 The EMD paid already along with the tender shall be adjusted against security deposit to be paid by the successful tenderer.
- 6.3 No exemption will be given from payment of Security deposit under any circumstances as per TNTT Act.
- 6.4 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.
- 6.5 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.
- 6.6 No interest shall be paid on the earnest money deposit or security deposit.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

7.0 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.

- 7.1. If the successful tenderer fails to execute the contract satisfactorily at the tendered rate, the security deposit will be forfeited by the Federation.
- 7.2. 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.
- 7.3. 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.
- 7.4. No increase in the basic rate will be allowed during the period of contract under any circumstances.

8. PAYMENT TERMS:

- 8.1. The successful tenderer shall submit necessary monthly bill in duplicate with advance stamped receipt along with evidence for remittance of previous month's EPF, ESI, GST and other relevant documents to the Unit assigned to them on or before 5th of succeeding month.
- 8.2. The unit officers shall process the claim and make payment to the contractor within 7 working days, duly ensuring the discharge of statutory commitment by the contractor for the previous month.
- 8.3. In case of default in the discharge of previous month statutory commitment by the contractor, the current claim will be hold till the compliance by the contractor.
- 8.4. Applicable TDS under income tax ACT and GST Act will be deducted from the monthly bill of the successful tenderer and the same will be remitted to the Department concerned.
- 8.5. It is the liability of the successful tenderer to pay GST and other statutory payments due to Government as per the rules in force.
- 8.6. Loss or damage if any caused by the successful tenderer to the Federation shall be adjusted against the bill amount.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

9. 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) If the successful tenderer defaults to execute agreement or to pay security deposit or to depute the required manpower either partially or fully or terminate for any reason shall be debarred from participating in the subsequent any tender for a period of 3 years.

3) 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.

4) Penalty at 2 times of the MRP will be recovered from the bill of the successful tenderer if milk packet or milk products or tubs / crates or any Dairy materials is found theft /short / excess loading out of the Security gate.

5) 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.**

Noted and agreed to the above

SIGNATURE OF THE TENDERER

6) 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.

10. VIOLATION OF CONTRACT

- 10.1. 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.
- 10.2. For violation of any of the Terms and conditions of the contract, the Federation reserves the right to terminate the contract.
- 10.3. In the event of termination of contract for any reason, the Security Deposit will be forfeited and the resultant loss shall be recovered from pending bills.
- 10.4. If the contractor is found to be blacklisted or terminated in any other contract with the Government institutions, any Federation/District Unions, the Federation reserves the right to terminate the contract.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

11. 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.

12. 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 .

- 12.1 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.
- 12.2. The tenderer shall have an average annual turnover for the last three financial years equal to or more than Rs 3.00 crore and minimum annual turnover in each of the last 3 financial years shall not be less than Rs.1.00 crore.
- 12.3.IT Returns for the last 3 financial years 2019-20, 2020-21 and 2021-22 to be submitted along with tender documents.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

12.4. The tenderer should have financial capacity of meeting one month bill approximately Rs.30.00 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.

12.5 Remittance of EMD amount for the contract applied for as per the clause No.4.3 by means of online payment only.

NO OTHER FORM OF REMITTANCE SHALL BE ACCEPTED.

12.6. 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 persons.

12.7. 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.

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

12.9. The tenderer should furnish Photostat copy of PAN Card.

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

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

12.12. 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.

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

Noted and agreed to the above

SIGNATURE OF THE TENDERER

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

13. 0.TENDER EVALUATION CRITERIA:

- 13.1. The tender offer should be unconditional and it should be for conforming to all the stipulations in the tender terms and conditions.
- 13.2. The tender will be evaluated as per TNTT Act.
- 13.3. The tenderer should clearly indicate that the bid takes care of the Minimum wages and Statutory dues.
- 13.4.(i). The tenderer should fill up all the columns found in the Commercial Bid (Part-II) tender form without omission.
- 13.4.(ii). No column should be left blank in the commercial bid. In such case the tender will not be considered for evaluation.
- 13.4.(iii). The rate in the column (8) in the commercial bid shall be considered for evaluation of lowest offer.

14.0 VALIDITY

- 14.1 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
- 14.2 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.

15. DEVIATION:

- 15.1 The offers of the tenderers with deviations on technical/ commercial terms of the tender will be rejected
- 15.2 No alternate offer will be accepted, after the opening of Part I Technical bid.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

16.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 TCMPF Limited and other specified places as per the directions of Federation Officials.

Unit	Security Guards	Head Security Guards	Total
Head Office	10	02	12
Marketing Division Nandanam and in and around Chennai	27	-	27
Ambattur Milk Dairy	37	03	40
Ambattur Products Dairy	22	03	25
Madhavaram Milk Dairy	30	03	33
Sholinganallur Milk Dairy	27	01	28
Total	153	12	165

Note: The above deployment of workers may change if any addition or deletion of production. The successful contractor shall depute the additional requirement of manpower, if any, at the same terms and conditions.

16.1. 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.

16.2. 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.

16.3. 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.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

- 16.4. 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.
- 16.5. The successful tenderer should ensure that their workers abide by the instructions given by the Federation Officials at site from time to time.
- 16.6. The successful tenderer shall comply with the requirements or directions of statutory authorities like Inspector of Factories pertaining to the contract work.
- 16.7. In case of contingencies, the successful tenderer should deploy the Security Guards/Head Security Guards for various operations / Dairy activities.
- 16.8. (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.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

(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 '6.0. 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.

16.9. 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.

16.10. The Successful tenderer shall be responsible for the discipline of the persons engaged by him/her for the execution of the works.

16.11. General discipline, respect to co-workers shall be maintained.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

- 16.12. 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.
- 16.13. 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.
- 16.14.Usage of panparag or similar items, by the workers inside the Dairy premises is prohibited. If found, suitable penalty will be imposed.
- 16.15.Drinking Alcohol, Smoking, spitting, littering or any other kind of intoxicants by the workers inside the Dairy premises or during the duty is prohibited.
- 16.16.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.
- 16.17.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.
- 16.18. **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.
- 16.19. The services of the Security Guard deployed shall be utilised for lifting of sensitive items from the source, if required.
- 16.20. Granting of double duty to the Security Guards deployed shall be avoided.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

**PART-I
TECHNICAL BID**

17. 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 for the allotted contract as per clause No.12.1 by way of online payment only. The tender either without EMD or the claim of exemption will be summarily rejected.
(for two years remitted online payment only) | Yes/No |
| 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..... |

Noted and agreed to the above

SIGNATURE OF THE TENDERER

4	Whether the proof of having an average annual turnover for the last three financial years (2019-20, 2020-21 and 2021-22) equal to or more than 3.00 crore and minimum annual turnover in each of the last three financial years (2019-20, 2020-21 and 2021-22) not less than 1.00 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	"Tender for the contract for providing 153 Security Guards and 12 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 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.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

18. 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 must	
4	Details of the Proprietor/Partnership firm/Company (Relevant documents to be enclosed)	
	Name	
	Address	
	Phone No.	
	Mobile No.	
	Fax No.	
	E-mail ID must	
5	Details of the Site-in-charge	
	Name	
	Address	
	Phone No.	
	Mobile No.	
	Fax No.	

Noted and agreed to the above

SIGNATURE OF THE TENDERER
(WITH DATE)

STATUTORY REQUIREMENTS		
6	ESI Code No.	
7	EPF Code No.	
8	Pan Card & No.	
9	GST No.	
10	TIN No.	
ANNUAL TURNOVER DETAILS		
11	1. Financial year 2019-2020	
12	2. Financial year 2020-2021	
13	3. Financial year 2021-2022	

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

Noted and agreed to the above

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 153 Security Guards and 12 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 (Head Office, Ambattur, Products Dairy, Madhavaram, Sholinganallur Dairies & Marketing Zonal Offices & Sales centers at Chennai, 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.

Noted and agreed to the above

Signature of the Tenderer

PART-II COMMERCIAL BID**PRICE QUOTATIONS: RATE QUOTED PER MANPOWER (8 hours duty) PER MONTH**

- I) Security contract for providing Security Guards and 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 (Head Office, Ambattur, Madhavaram, Sholinganallur Dairies & Products Dairy, Marketing Offices & Sales centers at Chennai.

	Head Security Guard			Security Guard			Grand Total
	Basic rate	GST	Total	Basic	GST	Total	Rs.
1	2	3	4	5	6	7	8
Rate per head per month	Rs.....	Rs.....	Rs.....	Rs.....	Rs.....	Rs.....	Rs..... (Rupees..... only) (in words)

Noted and agreed to the above

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/her 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.

Noted and agreed to the above

OFFICE SEAL

SIGNATURE OF THE TENDERER
(WITH DATE)