

 <p>सत्यमेव जयते</p>	<p style="text-align: center;">भारत सरकार/GOVERNMENT OF INDIA कार्मिक,लोक शिकायत एवं पेंशन मंत्रालय/Ministry of Personnel, Public Grievances & Pensions कार्मिक तथा प्रशिक्षण विभाग/DEPARTMENT OF PERSONNEL & TRAINING कर्मचारी चयन आयोग/STAFF SELECTION COMMISSION दक्षिण क्षेत्र/(SOUTHERN REGION) ई.वी.के संपत बिल्डिंग, दुसरी मंझिल / EVK SAMPATH BUILDING, 2nd FLOOR, कॉलेज रोड, चेन्नै / COLLEGE ROAD , CHENNAI – 600 006 Telephone: 28275568; 228235021, 28235021, Telefax:28270561 Website:www.sscsr.gov.in Grams:STASELC Email. sscsr.tn@nic.in</p> <p style="text-align: center;">An ISO 9001 : 2008 Certified Organization</p>	<p style="text-align: right;">No. No. 1/ 34/2015-SR</p>  <p style="text-align: right;">दिनांक/Dated 11.9.2015</p>
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To

Subject : **Quotation for award of contract for providing of services of Security Guard (Chowkidar) for a period of one year w. e. f 1-10-2015 to 30-9-2016 - regarding.**

Sir,

I am directed to say that the Staff Selection Commission has decided to outsource the services of one Security Guard (unarmed) for a period of one year w. e. f. 1.10-2015 to 30.9-2016, extendable if necessary, through a suitable placement agency on contract basis for day to day official work.

2. The detailed information for outsourcing the services are given in the Tender Document enclosed herewith.
3. You are, therefore, requested to submit your bids before 3.00 PM on 25.9.2015 as per terms and conditions given in the said Tender document for the above mentioned post.. Tender will be opened on the same day at 3.00 P.M.

Encls : as above

Yours faithfully,

(S.Rajalakshmi)
Deputy Director

Proforma for sending Quotation

1.	Name of the Vendor	
2.	Address	
3.	Telephone/Mobile No & Fax No.	
4.	Email id	
5.	Rate per Chokidar per month (inclusive of Service charges/All Taxes/Service Tax)	Rs.

TENDER DOCUMENTS

'For Providing Manpower Services of Security Guards (Chowkidar) without Arm"

(a) Period of issue of Tender Document : 11-9-.2015 to 25-9-2015 (up to 3.00 P.M.)

(b) Date & time for submission of Bid Application: From 9.15 AM to 3.00 PM on all working days from 11-9-2015 to 25-9-2015

(c) **Date and time for opening of Bid Applications: At 3.00 PM on 25-9-2015**

(d) Likely date for commencement of deployment of required Security Guard : 01-10-2015

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The contract for providing the aforesaid Security Guard is likely to commence from 01-10-2015 and would continue till 30-9-2016. The period of the contract may be further extended by one year beyond 30-9-2016 provided the requirement of Security Guards persists at that time or may be curtailed/terminated before 30-9-2016 owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the SSC(SR)'s requirements.

2. SSC(SR) , however, reserves right to terminate this initial contract at any time after giving one week's notice to the selected Service Provider,

3. SSC(SR) has requirement for one Security Guard for the present,.

4. The interested Manpower Service Providers may submit their Bid Application complete in all respects along with Earnest Money Deposit (EMD of 6,000/- and other requisite documents by 25-9-2015 upto 3.00 PM addressed to the Regional Director (Southern Region) , Staff Selection Commission, EVK Sampath Building , College Road, DPI Campus, Chennai.

5. The interested agencies are advised to submit Bid Application in sealed envelope superscribing "Providing Manpower Services of Security Guard (Chowkidar) to Staff Selection Commission (Southern Region)."

8. The Manpower Service providers are required to enclose photocopies of the following documents,

(a) Registration certificate of the applicant organization;

(b) Copy of PAN/TAN

(c) Copies of EPF and ESI registration certificates issued by the Govt.;

(d) Copy of the Service Tax registration certificate;

9. Rates are to be quoted in accordance with the Minimum Wages Act, 1948 as applicable in the State of Tamil Nadu.

10. The Period of requirement of service will be normally from 9.15AM to 5.45 PM for 30/31days. The rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract.

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11. The payment shall be made on conclusion of the calendar month only on the basis of no, of working days for which duty has been performed by manpower.

12. All entries in the Bid Application should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached, No overwriting or cutting is permitted in the Bid Application

13. The bids shall be opened on the scheduled date and time at 3.00 PM on 25-9-2015, SSC(SR Office). The Bidders who wish to be present on the spot at that time can do so.

14. The competent Authority reserves the right to annul all bids without assigning any reason.

ELIGIBILITY FOR SECURITY GUARDS TO BE DEPLOYED BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE STAFF SELECTION COMMISSION, SOUTHERN REGION, CHENNAI.

1. The person should be above 30 years of age but not exceeding 50 years.
2. The Minimum Educational Qualification will be 10th Class;
3. Ex-serviceman of Defence Forces.
4. The person should be able to read & write Tamil & English.

Contd on page 3..

APPLICATION - BID

1. Name of Man Power Service Provider:
2. Details of Earnest Money Deposit: DD No. date Of Rs. 6,000/- drawn on Bank
3. Name of proprietor/Partner/Director :
4. Full Address of Registered :
Office as given in Regn. Certificate
Telephone No. :
FAX No. :
E-Mail Address :
5. Full address of Operating/Branch Office:
Telephone No. :
E-Mail Address :
6. Name of Bank with A/C No. & IFS Code in which the payment to be transferred against providing the Manpower: Bank
7. PAN/GIR No. :
A/C No. IFS Code
(Attach attested copy)
8. Service Tax Registration No.
(Attach attested copy)
9. E.P.F. Registration No. :
(Attach attested copy)
10. E.S.I. Registration No. :
(Attach attested copy)
11. Rate per person per month inclusive of wages, statutory payments, allowances, service charges, taxes, Edn cess etc. details for each item separately.
12. Give details of the similar contracts for providing Security Guards handled by the Manpower Service Provider during the last two years(copies enclosed):-

DECLARATION

I, Shri _____(name) resident of-Proprietor/ Partner/ Director of _____
declare that the information mentioned in the above 1 to 12 points are true and correct, Further I accept all the Terms & Conditions mentioned in the Annexure-II of the Tender Notice.

Signature of authorized person

Name with Stamp

Place:

Date:

Contd on page....4

Government of India
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training
Staff Selection Commission
(Southern Region)

TERMS AND CONDITIONS

General

1. The contract shall commence from 01-10-2015 and shall continue till 30-9-2016 extendable upto one year unless it is curtailed or terminated by the Staff Selection Commission (SR) owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc or change in requirements of the SSC(SR).
2. The contract shall automatically expire on 30-9-2016 unless extended further by mutual consent of contracting agency and the SSC(SR).
3. The contract may be extended, on the same terms and conditions or with some additions/deletions/modifications, for a further specific period mutually agreed upon by the successful service provider & SSC(SR) Chennai.
4. The contracting Service provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this contract to any other agency without the prior written consent of SSC(SR), Chennai.
5. SSC(SR) Chennai at present, has tentative requirement of 1 (One) Security Guard on urgent basis. The requirement may further increase marginally, during the period of initial contract also and the Bidder would have to provide additional manpower services, if required, on the same terms and conditions.
6. The Bidder will be bound by the details furnished by him/her to this Office, while submitting the Bid or at subsequent stage. In case, any of such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of contract.
7. SSC(SR) reserves right to terminate the contract during initial period also after giving a week's notice to the contracting agency.
8. The person deployed shall be required to report for duty at 08.00 hrs, In case, the person deployed is absent on a particular day or comes late/leaves early on three occasions, proportionate deduction for one day will be made.

9. The Service Provider shall nominate a coordinator who would be responsible for immediate interaction, with SSC(SR) so that optimal services of the persons deployed by the agency could be availed without any disruption.
10. The entire financial liability in respect of manpower services deployed in this SSC(SR) shall be that of the service provider and the SSC(SR) will in no way be liable.
11. For all intents and purposes, the service provider shall be the "Employer" within the meaning of different Labour Legislations in respect of manpower so employed and deployed in the SSC(SR). The person deployed by the service provider in the SSC(SR) shall not have any claims whatsoever like employer and employee relationship against SSC(SR).
12. The service provider shall be solely responsible for the redressal of grievances/resolution of disputes relating to persons deployed. The SSC(SR) shall, in no way, be responsible for settlement of such issues whatsoever.
13. SSC(SR) shall not be responsible for any financial loss or any injury to any person deployed by service provider in the course of their performing the functions/duties, or for payment towards any compensation.
14. The person deployed by the service provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees of the SSC(SR) during the currency or after expiry of the contract.
15. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service provider shall not be entitled to and will have no claim for any absorption in the regular/otherwise capacity in the SSC(SR).
16. The Service provide/s person shall not claim any benefit/compensation/absorption/ Regularization of services with office under the provision of Industrial Disputes Act., 1947 Or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the service provider to SSC(SR).
17. The agency should be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc., and a copy of the registration should be submitted. The service provider shall comply with all the legal requirements for obtaining Licence under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost. The award of Contract will be subject to fulfilment of the conditions laid down in Rules 157, 158 and 150 of GFR, 2005 as amended from time to time.
18. The service provider shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The service provider shall be responsible for contribution towards Provident Fund and Employees State Insurance, wherever applicable, Any dispute arising out of the contract will be settled within the jurisdiction of Tamil Nadu.

19. The information gathered by outsourced staff during the course of his work shall not be divulged to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the service provider as well as the person concerned liable for penal action under IPC, Cr, PC or any other relevant provision besides, action for breach of contract.

20. The service provider will be responsible for compliance of all statutory provisions relating to Minimum Wages payable to skilled worker under the Minimum Wages Act, Provident Fund and Employees State Insurance etc. in respect of the persons deployed by it in SSC(SR). SSC(SR) shall have no liability in this regard.

21. The service provider shall also be liable for depositing all taxes, Edn. Cess etc. on account of service rendered by it to SSC(SR) to the concerned tax collection authorities from time to time as per extant rules and regulations in the matter.

22. The service provider shall maintain all statutory registers under the Law, The agency shall produce the same, on demand, to the concerned authority of SSC(SR) or any other authority under law,

23. The Tax Deduction at Source (TDS) shall be done as per the provisions of Income Tax Act Rules, as amended from time to time and a Certificate to this effect shall be provided to the agency by SSC(SR).

24. In case, the service provider fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof, SSC(SR) is put to any loss / obligation, monetary or otherwise, SSC(SR) will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the service provider, to the extent of the loss or obligation in monetary terms.

FINANCIAL

25. The Bid should be accompanied with an Earnest Money Deposit (EMD), refundable without interest, of Rs. 6,000/- (Rupees Fifteen Thousand Only) in the form of Demand Draft/Pay Order drawn in favour of "Regional Director, Staff Selection Commission, Southern Region, payable at Chennai", failing which the tender shall be rejected out rightly.

26. The Earnest Money Deposit in respect of the agencies which do not qualify shall be returned to them without any interest. However, the E.M.D. in respect of the successful Bidder shall be adjusted towards the Performance security Deposit. Further, if the agency fails to deploy the required manpower against the initial requirement within 30 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.

27. The successful Bidder shall have to deposit a security amount of Rs. 10,000/- (Rupees ten thousand only) in the form of Fixed Deposit Receipt (FDR) made in the name of the agency but hypothecated to the "Regional Director, Staff Selection Commission, Southern Region, Payable at Chennai" covering the period of contract. In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful Bidder.
28. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by SSC(SR), besides annulment of the contract.
29. The agency shall raise the bill, in triplicate, along with attendance sheet in respect of the person deployed and submit the same to Regional Director, Staff Selection Commission(SR), Chennai in the first week of the succeeding month. As far as possible, the payment will be released in the second week of the succeeding month.
30. The claims in bills regarding Employees State Insurance, Provident Fund, and Service Tax etc, should be necessarily accompanied with documentary proof pertaining to the concerned bill month. A requisite portion of the bill/whole of the bill amount shall be held up till such proof is furnished, at the discretion of the SSC(SR),
31. The Regional Director, SSC(SR), Chennai reserves the right to withdraw/relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.