

सेन्ट्रल इंस्टिट्यूट ऑफ पेट्रोकेमिकल्स इंजीनियरिंग एण्ड टेक्नोलॉजी (सिपेट): : आई पी टी  
(पूर्व में सेन्ट्रल इंस्टिट्यूट ऑफ प्लास्टिक्स इंजीनियरिंग एण्ड टेक्नोलॉज)  
(रसायन एवं पेट्रोसायन विभाग, रसायन एवं उर्वरक मंत्रालय, भारत सरकार)

गिण्डी , चेन्नै .600 032

Central Institute of Petrochemicals Engineering & Technology (CIPET) : IPT  
(Formerly Central Institute of Plastics Engineering & Technology)  
Department of Chemicals & Petrochemicals (Ministry of Chemicals & Fertilizers, Govt. of India)  
Guindy, Chennai – 600 032. दुरभाष :044-2225 4701 फ़ैक्स: 0422254707 ई-मेल [chennai@cipet.gov.in](mailto:chennai@cipet.gov.in)



## **E-Tender FOR OUTSOURCING OF SECURITY SERVICES**

**E-Tender No: CIPET: IPT/CHN/ SECURITYSERVICES /2020-21/05 Date: 17<sup>th</sup> December, 2020**

**Last Date of Submission: 07<sup>th</sup> January, 2021 up to 15.00 hrs.**

### **TENDER NOTICE FOR**

**Outsourcing Security Services for Institute, Boys & Girls Hostel of CIPET: IPT, Chennai  
Guindy, Chennai – 600 032**

**Newspaper Advertisement published in on 18<sup>th</sup> December 2020**

### Notice Inviting Tender

CIPET:IPT, Chennai invites online Tenders from registered and authorized contractors in two Bid Systems (Part 1 Technical and Part 2 Financial) for Security Services at CIPET:IPT,Guindy,Chennai- 600 032.

#### Important Information and Dates

Sl. No	Description	Details
1	Purchaser	CIPET: IPT, Chennai.
2	Tender No	CIPET: IPT/CHN/SECURITYSERVICES/ 2020-21/05 Dated: 17.12.2020
3	Online Tender submission of bid	<a href="http://www.tenderwizard.com/CIPET">www.tenderwizard.com/CIPET</a>
4	Online Tender information available at	<a href="http://www.cipet.gov.in/">www.cipet.gov.in /</a>
5	E-Tender Fees (including GST)	Rs. 2,950/- (Two Thousand Nine Hundred and Fifty Only)
6	Earnest Money Deposit EMD (in Rs.)	Rs. 75,000 (Seventy Five Thousand )
7	Security Deposit (in Rs.)	Rs.1,00,000 ( One Lakhs only)
8	Service to be offered	Outsourcing of Office Security Services ( Security Guard : 14 nos , Lady Guard : 1 and Security Supervisor (ASO) : 1).
9	Estimated cost of tender	Rs.29,00,000/-
10	Date of E-Tender Publication	17 <sup>th</sup> December, 2020
11	Date and Time of Issue or download Tender	17.12.2020 10.00 Hrs onwards
12	Last Date and Time for Submission of Tender	07.01.2021 up to 15.00Hrs
13	Date, Time and place of opening of Technical bid	07.01.2021 16.30Hrs CIPET: IPT, Guindy, Chennai-32.
14	Date and Time of opening of Financial bid	Opening of financial bid date, time, and venue will be conveyed to the technically qualified tenderers by over phone.
15	Bank Details of CIPET: IPT,Chennai	A/c.No.10565622389 State Bank of India Branch: Guindy Branch Code: 004327 IFSC Code: SBIN 00004327 MICR: 600002114

### Notice Inviting E- Tender

**E-Tender No: CIPET: IPT/CHN/ SECURITYSERVICES /20-21/05 Dated: 17<sup>th</sup> December, 2020**

The prescribed Tender Form containing the details may be viewed/download website [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET), [www.cipet.gov.in](http://www.cipet.gov.in) 07.01.2021 up to 15.00 Hrs.The Tender Fee and EMD will be accepted through Online Transfer RTGS/NEFT to State Bank of India "CIPET Chennai Current A/c.No.10565622389 IFSC: SBIN 00004327

The online bidding documents (Technical bid, EMD and Financial bid) duly filled as per the instructions of the e-tender document online latest by 15.00hrs on 07.01.2021 and **offline tender document shall not be accepted and such tender may be treated as rejected.**

The Tender-bidders have to quote only online bid (Part 1 Technical and Part 2 Financial) providing Technical Bid shall be opened on 30.12.2020 at 17:00 hrs in the presence of Tender Committee Members in Admin Department. The Institute reserves right to reject any or all the tenders without assigning any reasons, thereof.

The tender documents giving full details, terms and conditions can be downloaded from Web Site [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET), [www.cipet.gov.in](http://www.cipet.gov.in). The offers to submit online shall contain the following.

**Content of Bidding Documents**

List of Documents to be uploaded online

1. Scanned copy of E.M.D. & Tender fess transfered to CIPET **A/c.No.10565622389 IFSC: SBIN 00004327.**
2. Profile of the Security Service Contractor on the letter head.
3. Name of the owners/partners/director of the firm/company /corporation and their addresses.
4. License copy of registration of the firm /company.
5. Copy of Labour registrion.
6. Copy of GST, PAN, PF and ESIC registration.
7. Security Guard Board Exemption and PSARA Certificate
8. Work order for similar work in the last 3 years.
9. Name and addresses of bankers with whom the account is maintained.
10. Balance sheet with Income Tax Returns for the last 3 years (2017-18, 2018-19 and 2019-2020).
11. Average Annual Turnover of Rs. 30 lakhs for the last 3 years (2017-18, 2018-19 and 2019-2020) certified by a Chartered Accountant.
12. Number of disputes arises with clients, reasons of disputes and present status of disputes of detail. (on company letter head)

Financial Bid Details - As per online Schedule

Price bid of the tenderers, whose Tender cost, EMD and Technical bid found in order shall be opened. The financial bids of the tenderers, who have been found qualified by the tender condtions shall be opened .Principal Director& Head, CIPET:IPT, Chennai reserves all right regarding enhance or reduce the work and to cancel the entire tender or any tender without assigning any reason thereof. Conditional Tender will not be accepted.

Note: The Tenderers are requested to go through the instructions carefully and complete all formalities as required and submit along with bid.

Principal Director& Head  
CIPET:IPT,Chennai.

## **ELIGIBILITY AND SELECTION CRITERIA**

1. A registered company, firm or agency having:
  - a. Experience of at least Three Years in providing the Security Services in any Govt./Semi-Govt./Central Autonomous bodies/any other organization.
  - b. Average Annual Turnover of Rupees 30 Lakhs. and more only for security service during the last three financial years and carried out at least one security contracts of 15 or more security guards in contract.
2. The Tenderer should be registered License under contract labour (Regulations & Abolition) Act, 1970 should have PAN,GST,PF & ESI registration, Security Guard Board Exemption and PSARA Certificate.
3. The Tenderer shall have well established office in Chennai since last 3 years and having client in Chennai (Enclosed the Proof of establishment and client list).
4. The Tenderer should not have been blacklisted by any Govt./Semi-Govt./Central Autonomous bodies/any other organization.
5. The Tenderer must submit duly filled Tender form specified in Annexure 1 to 5 (as Technical Bid) of this document.
6. Certificate of registration, MOU in case of partnership firm, article of association etc shall be attached.
7. The Tenderer submit Work Done Certificate/ Work Order on letter head of client for last 3 Year for Turnover and carried out 15 or more security guards in contract.
8. The Tenderer without the qualifications as mentioned at Sl. No.1 to 7 above and Tender without all the required documents shall be rejected. Tenders incomplete in any form are liable to be rejected outrightly.
9. Canvassing in any form is prohibited and the tenders submitted by the contractor who resort to canvassing is liable for rejection.
10. In case any person sign the tender/agreement on behalf of a limited company or firm, letter of authority/resolution passed by the company /firm empowering him/her to sign the documents on behalf of company or firm shall be enclosed in the tender document.
11. CIPET: IPT, Chennai does not bind himself to accept the lowest tender and reserves the right to accept or reject, in part or full, any or all the tenders received without assigning any reasons.

### **SCOPE OF WORK**

1. The Security Supervisor and Security Staff shall be good physique (Minimum height should be 5'5"), properly trained and in the age group of 30-50 years and should be able to communicate in Tamil & Hindi.

Only the security Supervisor (Age: Not more than 50 years) and Guards (Age: Not more than 45 years) approved by the Principal Director & Head, CIPET: IPT. Chennai or his authorized Officer shall be posted on duty and for the guards not approved but posted on duty no payment shall be admissible.

2. The Security agency shall be responsible for 24 hours vigilance round the clock on all days to safeguard the properties and other belongings of the institute from thefts and other pilferage, fire etc, safety of manpower, students in Institute and in Hostel guiding visitors to the concerned officials, regulating entry of unwanted visitors/salesmen and maintenance of visitor register. To prevent entry of stray animals like dogs etc. round the clock patrolling of the campuses. Checking of gate passes and allowing the exit of material accordingly to regulate the entry and exit of vehicles.
3. To maintain the record of incoming and outgoing of all staff members including regular & contractual persons, visitors, trainees, materials or items.
4. To perform the duties of a time keeper for maintaining the record of attendance and to attend the telephones after the office hours.
5. To watch habitual offenders and mischief-makers (inside/outside) and to inform the management immediately, if anything unusual is noticed.
6. To carry out internal investigation or inquiry in cases of theft, fire, pilferage, accident, damage etc. as required by the institute and submit the report in time. In this respect to prepare Complaints to the Police Station and carry out all liaison duties with the local police as required.
7. To ensure that the vehicles (Cycles, Scooters, Car etc) are parked properly & secured inside and outside the Institute premises at the proper place.
8. To check the movement of all items at main entry point and thoroughly check or search the incoming and outgoing of materials or items carried by staff, other contractors, visitors etc. as per valid documents and maintain the record of it.
9. To seize goods not found in order or suspected to be stolen and hand over to CIPET with report in the premises.
10. To bring to the knowledge of the management immediately in writing for any untoward occurrence in the premises.
11. The security Guards shall be responsible for switch on / off lights, water supply as required.
12. The Security agency shall be responsible for opening and closing of class room and rooms of all departments/ shop floor on the working days as per the time prescribed and on the closed days as required/ directed by the Section In Charge / Head of the Institute.
13. The security agency will be responsible to apprehend immediately trespassers and persons moving unauthorized and under suspicious circumstances and protect from encroachment of any area within the campus or place left between Institute / Hostel boundaries and front / rear roads and deals with them as per law under intimation to the institute.
14. To extend all courtesy to Visitor, Customers and CIPET Employees and their families while maintaining integrity, orderliness and discipline. The Security Agency shall be responsible for orderly and disciplined behavior and take suitable action for misconduct against his employees as per instructions of the Institute.
15. The Security Agency owner/authorized representative shall visit the CIPET Campuses / premises once in a week whenever specially called by the Institute and ensure that all the security personnel are carrying out their duties efficiently, diligently and to the satisfaction of the institute.
16. During the night hours, the security agency shall make frequent and surprise checks to ensure that security personnel are remain alert and carry out their duties properly. A separate record to be maintained for such visit for verification. The copy of SurprisVisit Register enclosed with the monthly bill.
17. The Security Agency shall vigilant to avoid ragging in the Institute / Hostel and report and such incident immediately to the Institute.
18. The Security Agency shall not use the CIPET premises for handling their dispute between the Security personnel and agency. They shall resolve dispute in their office only.

19. The Security Agency shall be responsible for hoisting and paying respect to the National Flag as per Govt. of India directions.
20. The Security Agency shall take utmost care and interest to draw new systems and procedures and introduce it in consultation with the Institute. He shall find new means and methods to strength the security and be vigilant in watch and ward of the Institute.
21. Any other duties required by the institute in the line.
22. Duty hours of the security personnel will be as detailed below:

1st Shift	-	07.00 hrs. to 15.00 hrs.
2nd Shift	-	15.00 hrs. to 23.00 hrs.
3rd Shift	-	23.00 hrs. to 07.00 hrs.
23. The normal duty hour for guards and other shall not be more than 8 hours daily irrespective of any shift.
24. No guards shall leave duty points unless and until next reliever arrives at duty point.
25. The Security Agency shall provide mobile phone facility to the Security Guards for communication in the event of any emergency.
26. The Security Guards shall be capable of handling EPABX system and must be familiar with transfer of P&T lines.

### **TERMS AND CONDITIONS**

1. Period of Contract: The contract period will be for a period of One Year (12 Months)
2. **Tenders received without prescribed Tender fee & Earnest Money Deposit (EMD) shall not be considered.**
3. **Latest Minimum wages as notified by State Government (Tamilnadu) revised from time to time shall be paid.**
4. **Bidder register under Micro & Small enterprise (MSEs) as defined in MSE procurement policy issued by department of MSME or register with central purchase organisation will be considered for relaxation of EMD. NSIC Certificate will be considered for relaxation of EMD.**
5. **Bidder register under Micro & Small enterprise (MSEs) will be considered only for relaxation of EMD not for Tender fees.**
6. Agencies must have its own local Office in "Chennai" & in this office there must be minimum 2-3 staff who can handle the problem related to Security Services.
7. The Security agency shall provide trained literate and well-disciplined security personnel for 24 hours vigilance round the clock on all 07 days of a week to safeguard the properties and other belongings of the institute from thefts and other pilferage.
8. The Security agency shall provide trained and experienced Security Supervisor in the general shift to control the team of Security personnel and to look after the administrative work of the security office of CIPET. He shall also perform the functions of Security personnel in case of exigency. The Security Supervisor shall be responsible to monitor the duties / functions of Security personnel in other shift and report to the management for any lapse immediately.
9. All the Security personnel have to wear proper and unique uniforms on duty. For discharging their duties at CIPET, they should be provided with proper uniforms, raincoat, shoes, Socks and torches etc. by the security agency at his own cost.
10. The security guards and supervisor should be active with good moral character. The residential address, the permanent address, antecedents, identity photo, character and conduct of the manpower deployed on duty at CIPET: IPT, Chennai should be checked and verified before deployment and records/details should be provided to CIPET may call police verifications from the Security agency for the security personnel so deployed in CIPET: IPT, Chennai.
11. The Security guards shall be trained in the all facets of security work including operation of fire-fighting equipment's. A proof to such training or an undertaking that necessary training will be received by them within 30 days of their deployment has to be submitted to CIPET.
12. In the event of leave or absence of security personnel, the security agency shall make suitable alternate arrangements to fill up the gap and ensure that the total strength of security personnel is always maintained.
13. The security personnel so deployed should not be changed frequently without the consent of CIPET Management. No extra hours duties will be permitted.
14. If at any time additional security force is required on temporary basis, the security agency shall arrange the required security personnel. The additional security personnel shall be paid on the prescribed rates on pro rata basis.
15. The security agency shall ensure that the personnel deployed are disciplined and do not participate in the activity prejudicial to the interest of the Institute/Govt.
16. The tenderer whose tenders have been selected have to deposit the Security deposit/ Bank Guarantee (valid for period of Contract) of Rs. 1, 00,000/- (Rs. One Lakh only) in the next working day after the acceptance of the tender.
17. Earnest Money Deposit amount of Rs. 75,000 (Seventy Five Thousand Only) shall be forfeited if in case of refusal of deposit the security deposit immediately or fails to implement the requirements of the tenders.
18. The EMD of unsuccessful tenderers shall be returned within 30 days.
19. The received bids will be evaluated by the Committee of CIPET: IPT, Chennai on the basis of requisite documents. There after a team of CIPET will visit the site for physical inspection of the site and if found suitable and meeting the requirements of CIPET: IPT, Chennai as indicated in these terms & conditions the Financial bid will be open for technically qualified bidder.

20. CIPET: IPT, Chennai reserves all rights to accept or reject in part or full any or all the offers without assigning any and/or to withdraw/relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage
21. The period of contract shall be initially for one year, & can be terminated by the Principal Director & Head by giving one month notice to the agency.
22. The bill shall be submitted by the Security Agency in duly supported by proof of attendance; payment of statutory charges i.e. P.F. & ESI/subscription payment will be made by cheque. Payment will be made against monthly bills supported by requisite documents.
23. The rates and prices toward the service charges quoted by the bidder shall be fixed for the whole duration of the service contract and shall not be subject to adjustment on any account.
24. The tenderer shall have to execute an agreement with CIPET: IPT, Chennai on a Non Judicial stamp paper of Rs.100/- after issue of work order.
25. The Agency shall have to provide Telephone numbers for 24 hours contact.
26. The agency should abide by rules laid down by any statutory authority relevant to the deployment of security guards.
27. The successful tenderer/agency shall not engage any sub-agency or transfer the contract to any other person/firm/agency in any manner. The agency shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
28. The payment for the services rendered would be paid within 10 days from the date of receipt of invoice.
29. The agency should get it registered the Security Guards/Supervisors in the EPFO and CIPET will randomly check through the portal about the credit of the employers P.F. in the accounts of Guards.
30. If a New Guard is taken, the agency should provide ESI and P.F. member to the name of the New Guard from the date of appointment of Guard.
31. Any misconduct/misbehavior/indiscipline of security team will not be tolerated and such persons will have to be replaced immediately and for such act the contractor is sole responsible to resolve the issue, if any. CIPET: IPT, Chennai Management reserves the right to take all appropriate actions under such circumstances.
32. The Contractor shall solely be liable for payment of wages and other dues to the Security personnel deployed in CIPET.
33. The contractor shall be responsible for depositing provident fund contribution and employees share of special contribution for ESI in respect of the personnel engaged by him. He will also be responsible for collection the employee's contribution.
34. The charges as mutually agreed upon would be followed for the entire period of the agreement and the contractor shall not make any claim or additional charges other than expressly agreed to in this agreement.
35. CIPET: IPT, Chennai is not responsible for any disability or casualty incurred by the workers doing the work for the contractor. It is the responsibility of the contractor to comply with the statutory requirements of safety and compensation.
36. The Security personnel provided for the job shall have adequate insurance coverage during the period of the contract work by the contractor.
37. The payment of wages should be disbursed on or before 7th of every month and register should be maintained in this reGuard.
38. Taxes as applicable shall be deducted from the monthly bill of the agency.
39. Earnest Money will be forfeited if the contractor fails to commence the work as per the award letter for the work.
40. In case of any theft, pilferage or any other loss caused to the Tools / Equipments provided by the Institute during the period of contract is in operation, the agency shall make good the loss to the institute and apart from that, the CIPET will be free to impose penalty/compensation to be paid for deliration, negligence, disobedience and violation act. CIPET shall have the right to deduct appropriate amount from the contract bill to make good such loss besides imposition of penalty. In such cases, the decision of the competent authority of CIPET will be final and binding on the agency.



41. The agency selected should follow the instructions given by the management of CIPET from time to time and in case of violation of the instructions, the agreement can be cancelled without any reference or notice.
42. The payment of Bill shall normally be paid within Fifteen days from the date of submission.
43. The services of the contractor can be terminated without assigning any reason by giving 30 days notice on either side.
44. In case of non-compliance with the contract, the CIPET reserve its right to :-  
a. Cancel/revoke the order; and  
b. Impose penalty up to 5% of the total value of the contract.
45. During the period of operation of the contract, CIPET will have full authority to recover the losses incurred by the institute due to the negligence of the manpower employed by the security agency. The decision of the Director & Head with respect to calculate the losses will be final and binding.
46. The offer will be accepted subject to verification of documents and satisfactory quality of security services provided by the agency to the other clients. In case any document submitted by the agency is found false, the offer shall be rejected without assigning any reasons.
47. Any canvassing in this regard shall lead to cancellation of the tender.
48. Each page of the Tender documents is required to be signed by the tenderer. The Tender documents must be filled in English or Hindi and all the entries must be hand written in ink. If any of the documents are missing or unsigned, the tender may be considered as invalid. Overwriting of figures is not permissible.
49. Any misconduct/misbehavior/indiscipline of Supervisor/ Guards supplied by the contractor will not be tolerated and such persons will have to be replaced immediately and for such act the contractor is sole responsible to resolve the issue, if any. CIPET Management reserve the right to take all appropriate actions under such circumstances.
50. The Contractor shall solely be liable for payment of wages and other dues to Supervisor/ Guards supplied by the contractor deployed in CIPET: IPT, Chennai. The payment of wages should be disbursed on or before 7th of every month and register should be maintained in this reGuard
51. The offer will be accepted subject to verification of documents and satisfactory quality of services provided by the agency to the other clients. In case any document submitted by the agency is found false, the offer shall be rejected without assigning any reasons.
52. The Technical bid will be evaluated and merit list will be prepare don the following basis:-  
i. Services provided to the Educational / Cultural Institution/ Govt. Institutions and number of Govt / Semi Govt / PSU contract in Hand / completed with minimum 15 nos. of workers per year in one company. Please give details in last three (3) years.  
ii. Satisfactory report of performance from the organizations / Institutions where the contracts has been already executed or in running  
iii. Average Annual Turnover (not less One Cr.) of the bidder of last three (3) financial year.  
iv. Length of experience in providing number of workers in last three years contracts (minimum contract order should have 15 nos workers per year.  
v. In additions to the above the documents required to be submitted in Technical details as per Annexure I
53. **Inspection**  
The tenders whose tenders have been successfully qualified in the technical bid inspection team of CIPET: IPT, Chennai verify the site/offices of the tenders.
54. **EVALUATION AND COMPARISON OF SUBSTANTIALLY RESPONSIVE BIDS**  
Only those bid which qualified for the Technical part will be considered for examination in the financial part. After opening of successfully qualified in the technical bid inspection team of CIPET: IPT, Chennai verify the sites/Office of the tenderers. The evaluation and comparison of responsive bids shall be on the rate for the services offered.

If there is a tie in service charges, the bid scrutiny committee decides the awarding the contract depending upon their

1. Last three years Annual Turnover.
2. Years of Experience in related service in Govt. organization
3. The decision of Principal Director & Head shall be final in this regard

**55. CONVASSING AND OTHER OUTSIDE INFFUENCE**

- a. No bidder shall bring outside influence to the contracting authority on any matter relating to its bid, from the time of the bid opening till the time the contract is awarded.
- b. Any effort by a bidder to modify his bid or influence the contracting authority in its bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.
- c. If there is any dispute with any of the earlier contracts CIPET will not be responsible and will be free to take any decision for the entering / entered contract will reGuard to this dispute.

**56. SUMMARY REJECTION OF BIDS**

Any one or more than one of the following actions / commissions are likely to cause rejection of Bid:

- a. Any bid not accompanied by required bid security or received with shorter validity period or insufficient amount of security. Any bid received offline. Any conditional bid.
- b. Any bid in which rates have not been quoted in accordance with specified formats / details as specified in tender document.
- c. Any bid received not signed by duly authorized signatory at all appropriate places.

57. All legal matter will be under Chennai Judiciary only.

I/we hereby agree to the above terms and conditions.

Signature of the Contractor  
With date and seal

**EARNEST MONEY DEPOSIT AND SECURITY DEPOSIT**

- 01 The earnest money deposited by the tenderer will be forfeited if
  - a. After opening the tender, the tenderer revokes his tender within the validity period or increases / alters his earlier quoted rates.
  - b. The tenderer does not commence the work within the period as provided in the letter of intent / contract.
- 02 The EMD will be refunded to the unsuccessful tenderers after award of work to the successful tenderer. EMD will not carry any interest.
- 03 EMD of the successful tenderer shall be returned after the deposit of Security deposit.
- 04 The tenderer whose tenders have been selected have to deposit the Security deposit of Rs. 1,00,000/- (Rs. one lakh only) in CIPET:IPT,Chennai in the next working day after the acceptance of the tender.
- 05 Earnest Money Deposit amount of Rs. 75,000 (Seventy Five Thousand Only)) shall be forfeited if in case of refusal of deposit the security deposit immediately or fails to implement the requirements of the tenders. The EMD of unsuccessful tenderers shall be returned within 15 days.
- 06 The DD/Banker's Cheque shall be drawn in favour of CIPET Chennai payable at Chennai only.
- 07 Security Deposit will be taken from the successful tenderer before the commencement of work.
- 08 Security Deposit will not carry any interest.
- 09 Security Deposit will not be refunded to the contractor except in accordance with the terms of contract.
- 10 The Principal Director & Head, CIPET: IPT-Chennai reserves the right to accept or reject any or all tenders without assigning any reasons whatsoever and in such case no tenderer shall have any claim arising out of the action by the CIPET.

## सिपेट :इंस्टिट्यूट ऑफ प्लास्टिक्स टेक्नोलॉजी (आई पी टी)

## CIPET: INSTITUTE OF PLASTICS TECHNOLOGY (IPT)

TENDER APPLICATION FROM FOR SECURITY SERVICES

To be submitted in (Technical-Bid)

TO BE FILLED UP BY THE CONTRACTOR

Technical Bid should indicate following information along with the self-attested photocopies of supporting documents:

## DECLARATION BY THE CONTRACTOR

S. No.	Details of Information/Data	Details
1	Name of the Firm	
2	Address of the Firm with Pin code.	
3	Name of Contact Person(s)	
4	Contact Details: a. Landline Phone No. b. Mobile No. c. E-mail ID.	
5	Establishment Registration no. & Date	
6	Proof of Registration with the labour commissioner	
7	Labour License Registration no. & Date	
8	EPF Registration no. & Date	
9	ESI Registration no. & Date	
10	GST Regn. No. & Date	
11	PAN Details	
12	Tender Fees Rs. 2950/- Details UTR NO. Date of UTR	
13	EMD Details Rs. 1, 47,000/- UTR NO. Date of UTR NSIC Certificate No. Valid up to	
15	Average Annual Turnover of Rs.30 Lakhs. and above Details of Last three Financial years (Please enclose copy of audited Balance Sheet and Profit & Loss Account of last three years) (,2017-18, 2018-19 and 2019-2020)	
16	Income Tax Details of Last three Financial years (Please enclose copy of audited Balance Sheet and Profit & Loss Account of last three years) (2017-18, 2018-19 and 2019-2020)	
17	Experience of similar services offered by your firm for not less than 15 persons. (Enclosed Certificate) List of Existing Clients (Please use Separate Sheet if required)	
	Whether the firm has any legal suit/criminal cases pending against it. If yes, please furnish details.	
21	Any other information, bidder wishes to provide in support of their credentials, details, if any, to be furnished.	

I/We have carefully read the terms and conditions of contract as contained in Tender and agree to abide by these terms. If, I/We fail to fulfill any of the terms and conditions of the contract, then CIPET: IPT, Chennai has the right to cancel the contract without any further correspondence and no financial liability.

I/We promise to pay the compensation or fine in case of such default.

(Signature of Bidder)  
Name & Designation Seal of the firm

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Work done in last 3 years (all details should be supported by the documents)  
(Use separate sheet, if required)

Name of organisation	Nature of Work	Work Order No. And Date	Value of Work done	Number of Workers	Period (Duration)	Date of Completion	Annexure Page No

Note: Work done Certificate on clients letter hand as proof for Ton over and carried out at least one Security Services contracts of 15 or more in contract

Authorized Signature

(Person of Agency)

### Undertaking

I/We, Mr./Ms.....Son/Daughter/Wife  
of.....(Address).....  
..... on behalf of my/ our firm, hereby declare and undertaking that

1. The rates quoted in the price schedule includes Agency Service Charges and all statutory levies like ESI, EPF, Licence Fee, Administrative Charges, etc. The rates also include the expenditure towards uniforms and other essential items. No other charges will be claimed from the Institute.
2. We will follow all the statutory rules like Minimum Wages Act, Contract Labour (Regulation and Abolition) Act, 1970, etc. as applicable to contract labour and take complete responsibility for settlement of disputes for labour problems arising due to any reason.
3. In case of any default on our part, CIPET shall be at liberty to recover the amount of penalty from the security deposit.

I/We further do hereby certify that no legal suit/criminal case is pending against me/us/my/our firm/agency for violating the laws related to Income Tax, GST, EPF, ESI, Minimum Wage Act, Contract Labour (Regulation and Abolition) Act, 1970, etc.

I/We do hereby certify that the information furnished in this document are true and correct to the best of my/our knowledge. I/we will be liable for prosecution if any information above is found to be incorrect or misleading. I have read the Terms & Conditions contained in the tender and have understood them fully.

Signature & seal.....

Date:

Name.....

Place:

Business Address.....

**LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING**  
(TO BE PRESENTED TO THE BID OPENING COMMITTEE)

To,

The Principal Director & Head  
CIPET  
Chennai

Shri.....whose specimen signature is given below is hereby authorized to attend the bid opening on..... at.....

1. Specimen Signature

Signature of Bidder

Of the person authorized  
To attend the Bid

Name:.....

Name of Firm:.....

2. Name.....

Date:.....

CERTIFICATE

I / We hereby declare that NONE of my / our relative(s) is / are employed in any capacity in any unit of CIPET: IPT, Chennai. I / We shall also intimate the name of the person(s), who is / are working with us in any capacity or is / are subsequently employed by us and who are near relative to any officials in the CIPET. I / We am / are aware that any breach of this condition shall result in immediate termination of the contract / cancellation of the existing contract(s) and also forfeiting of my/our security deposit.

('Near Relative' means Wife / Husband / Parents / Grand Parents / Children / Grand Children / Brothers / Sisters / Uncles / Aunts / Cousins and their corresponding in-laws)

Place:.....

Seal &amp; signature of Bidder

Date.....

Name:.....

Address:.....

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