

**THALAMUTHU-NATARAJAN BUILDING
MANAGEMENT COMMITTEE,
CHENNAI -600008**

Cover - I

TECHNICAL DOCUMENT

**TENDER FOR THE WORK OF PROVIDING SECURITY
ARRANGEMENTS TO SAFE GUARD THE PREMISES AND
MATERIALS IN T.N.BUILDING EGMORE,
CHENNAI-08.**

PERIOD OF CONTRACT : ONE YEAR

THALAMUTHU-NATARAJAN BUILDING

MANAGEMENT COMMITTEE,

CHENNAI.

Cover - I

**No.1, Gandhi Irwin Road,
Egmore, Chennai-600 008.**

**PRE-QUALIFICATION APPLICATION AND
PRICE TENDER - TWO COVER SYSTEM.**

PRE-QUALIFICATION APPLICATION

**NAME OF WORK : PROVIDING SECURITY ARRANGEMENTS
TO SAFE GUARD THE PREMISES AND
MATERIALS IN T.N.BUILDING EGMORE,
CHENNAI-08.**

E.M.D AMOUNT : Rs. 26,300/-

TENDER COST : Rs. 10,620/-

DATE OF TENDER : 22.06.2022.

ISSUED TO :

Contractor

**Sd/xxxxxxxxxxxxxx
Officer On special Duty
THALAMUTHU-NATARAJAN BUILDING
MANAGEMENT COMMITTEE,
EGMORE,CHENNAI- 600008.**

FOR THE SPECIAL ATTENTION OF THE APPLICANTS

1. Issuance of documents under two cover system i.e., Pre-Qualification document and price tender document (Commercial tender) to the Applicant will be purely based on the basic Documents and information furnished along with the requisition and cost of tender documents. Application will not confer any right on the Applicant for automatic Qualification for price tender for the work.
2. Approval or otherwise of the Qualification tender will be strictly based on the detailed evaluation done on the basis of the Documents / Records / Evidences / Certificates produced by the Applicant in the Qualification Application. Applicant must sign in all the pages of tender schedule (Pre-qualification, Price bid documents).
3. Qualification tender (Cover-I) will be opened as per Notice Inviting Tender and after detailed evaluation, the date and time of opening of price tender (Cover-II) will be intimated to the qualified applicants.
4. The Officer on special Duty, TNBMC, Egmore, Chennai-600008 may be contacted for further information in the matter.

Office Phone Number: 044-28525500 and 044-28414855 Extn.505

Contractor

**Sd/xxxxxxxxxxxxxx
Officer On special Duty
THALAMUTHU-NATARAJAN BUILDING
MANAGEMENT COMMITTEE,
EGMORE,CHENNAI- 600008.**

Pre-Qualification credentials to be attached to prequalification documents

<u>Eligibility Criteria</u>	<u>Documents</u>
1. Existence of tenderer	: 1. Copies of Certificate of Firm Registration / Declaration of Registration / partnership deed / Certificate of Incorporation / Registered Reputed agency / Registered in Class-II and above with State / Central Govt. dept. / PSU organization. 2. The Security Agencies should be approved by the Police Dept
2. E.M.D.	: Rs.26,300/- (As per class 6.2 of pre-qualification document and 10 of price tender document)
3. Annual turnover of Rs. 48,79,000/- in any one of the preceding five years. (from April 2016 to March 2021)	: Copies of balance sheet, profit and loss account for the relevant year duly certified by the Chartered Accountant.
4. At least one single work costing not less than Rs.16,27,000/- in any one of the preceding five years. (from Jan 2017 to Dec 2021).	Performance certificate issued by the employer / client / organizations for completed works.
5. Tenderer should have experience for providing security system in multistoried office complex building in the past five years	: Performance certificate issued by the employer / client / organizations for completed works.
6. Compliance with Tax Laws	: i) Copy of PAN card ii) Copy of the latest income tax return iii) Copy of Goods Service Tax Registration / Verification certificate.
7. Compliance with statutory labor laws	: Compliance certificate from qualified Chartered Accountant or company security or cost accountant certifying that the tenderer is complying with all statutory labour laws including payment of wages Act 1936 minimum wages Act 1948 etc.

- Note : 1. Pre-qualification tender without these documents will be rejected.
2. All the above copies should be duly attested by the Notary Public.

Contractor

SALIENT FEATURES IN TENDER NOTICE

1. Name of Work : Providing Security arrangements to safe guard the premises and materials in T.N.Building, Egmore, Chennai- 08.
2. Period of Issue of Bid (Tender) Documents : From 06.06.2022 to 21.06.2022.
Between 10.00 AM to 4.00 PM
3. Last Date and Time for Receipt of bid (Tender) : on or before 3.00 P.M.
on 22.06.2022
4. Office where bid are to be deposited/where bids will be opened : Office of The Officer On Special Duty
T.N.Building Management Committee.,
No.1, Gandhi Irwin Road,
Egmore, Chennai-600 008.
5. Time and Date of opening of pre-qualification bid : **5.00 PM on 22.06.2022**
6. Earnest Money to be deposited with Tender : **Rs. 26,300/-**
7. Eligibility criteria : 1) 5 yrs. experience in similar works with an annual turnover of **Rs. 48,79,000/-** in any one of the preceding five years. (from April 2016 to March 2021).

2) At least one single work (completed works) costing not less than **Rs.16,27,000/-** in any one of the preceding five years in any State / Central Government Department / Government Undertaking Department. (From Jan'2017 to Dec'2021).

3) Tenderer should have experience for Providing security system in multistoried office complex building in the past five years

4) The Security Agencies should be approved by the Police Dept
8. Validity Period for Tender : 90 days from the date of opening of price Tender Document
9. Contract Period : One year from the date of handing over of the site.

Contractor

TWO COVER SYSTEM

QUALIFICATION TENDER & PRICE TENDER APPLICATION

From

To

The Officer On special Duty,
T.N.Building Management Committee,
No.1, Gandhi Irwin road,
Egmore, Chennai - 600008.

Sir,

Sub: Two cover Tender system for the work of “Providing Security arrangements to safe guard the premises and materials in T.N.Building, Egmore, Chennai-08”

Ref: **Tender Notice No. OSD/TNBMC/F.1/2/4/5/2022 dt: 30.05.2022.**

1. Having examined the two cover system documents in respect of Pre-Qualification document & price tender document including scope of work, Time Frame for construction and the criteria stipulated for Qualification. I/We hereby submit all necessary information and relevant documents for Qualifying me/us, to offer my/our tender for the above mentioned work.
2. The Application is made by me/us on behalf of (Partnership firm / Private limited company / Public Limited Company) in the capacity of -----
----- duly Authorized to submit the tender.
3. Necessary evidence admissible in law in respect of authority assigned to me / us on behalf of the Partnership firm / Private Limited Company / Public Limited Company, for applying for qualification is attached herewith.

Contractor

4. I / We present my / our documents herewith taking into consideration all the instructions in the Qualification schedule supplied to me / us including special instructions to Applicants / Criteria for Qualification schedule / Information and Instructions in the detailed two cover tender notice etc.,
5. The EMD amount is enclosed in the shape as notified in the Qualification tender
 - I.
 - II.
 - III.
6. I / We understand that on behalf of BMC, **The Officer On Special Duty, T.N.Building Management committee, Egmore, Chennai-8** reserves the right to reject any or all the tenders without assigning any reason thereof or to drop the proposal altogether.

Date:

**Signature of the Applicant including
Title Capacity in which Application is made**

Name:

(IN BLOCK LETTERS)

Encl: 1. Qualification schedule and price tender schedule (Two cover system)

2.

3.

4.

Contractor

**Sd/xxxxxxxxxxxxxx
Officer On special Duty
THALAMUTHU-NATARAJAN BUILDING
MANAGEMENT COMMITTEE,
EGMORE,CHENNAI- 600008.**

QUALIFICATION & PRICE TENDER NOTICE

FORM OF CONTRACT

LUMPSUM AGREEMENT: TWO COVER SYSTEM

1. INVITATION:

Tenders under sealed two cover tender system i.e. Pre-Qualification document & price tender document (item rate tenders) are invited for and on behalf of the BMC by the Officer On Special duty, TNBMC, Egmore, Chennai-8.. First cover containing EMD, Qualification conditions and other details. The second cover containing price tender schedule.

2. FOR SPECIAL ATTENTION:

- (i) Tenderers who are Registered Reputed agency / Registered contractors in any State / Central Government Department / Undertaking from registration under **Class-II** as per revised classification (with a monetary limit upto **Rs. 75.00 lakhs and above**).
- (ii) **Security Agencies participating in the tender should be an approved agency by the Police Department.**
- (iii) Tenderer should have executed similar nature of work in the past 5 years with atleast one single work (completed works) costing not less than **Rs.16,27,000/-** in any one of the preceding five years in any State / Central Govt. Department / Govt. Undertaking Department (i.e. from Jan'2017 to Dec'2021) with an annual turnover **Rs.48,79,000/-** in any one of the preceding five years (i.e. from April 2016 to March.2021)
- (iv) Tenderer should have experience for providing security system in multistoried office complex building in the past five years
- (v) Tenderers should produce the copy of latest Income Tax Return or Saral / PAN and Goods Service Tax registration duly attested by the Notary Public at the time of tender. If not produced, the tenders will be summarily rejected.
- (vi) The tenderer should produce copies of Audited Balance sheet, profit and loss account etc., duly certified by the Chartered Accountant for the preceding "FIVE" years.
- (vii) **At the time of awarding the work, the tenderer shall furnish a self declaration certificate in a non-judicial stamp paper (of value Rs.100/-) to the effect that the tenderer would comply with all statutory labour laws including payment of Wages Act 1936 and Minimum Wages Act 1948 etc.**

Contractor

- (viii) Experience / Performance Certificate issued by the Engineer-in-charge (Not below the rank of Executive Engineer / Project Engineer of the employer) of the work, clearly showing the details of the Name / Designation of the Employer, Value of work, Stipulated period of contract, Date of commencement of work, Date of actual completion of work and Quality of work executed.

3. DESCRIPTION OF PROJECT:

“Providing **Security System** in Thalamuthu Natarajan Building, Egmore, Chennai-08.

4. SCOPE AND STATUS OF THE WORK UNDER THIS TENDER:

1. Security guards & sergeants should be posted in the respective locations mentioned in the layout plan in 3 shifts.
2. These guards and sergeants will guard the overall Building and in particular to the common assets of the Building, including the fittings and fixtures against any theft, damage, misuse unauthorized posters, hoardings, cutouts or encroachment etc., No unauthorized persons like beggars, unlicensed vendors, eve teasers should be allowed inside/stay in the T.N. Building.
3. On no account cattle or stray dogs should be permitted inside the T.N. Building.
4. No person should be allowed to go to the open terrace except the BMC official and those maintenance contractors and staff that too for doing the Up keeping/maintenance/repair works which has to be ensured before allowing them.
5. Visitors cars & two wheelers coming to the T.N. Building, to be allowed only through the designated entry and parked in the visitors parking areas
6. All materials tools, bags, suitcases etc., brought in/out by the passengers, visitors & staffs are to be checked if suspected & should be allowed only after verification.
7. The sergeants in general and in particular during the night shift should go round the T.N. Building at least once an hour, and verify the working of the guards and punch the security clock device installed in various locations.

Contractor

8. Hourly attendance should be taken by the sergeants of the respective shift in the attendance chart given and this will be random checked by the Maintenance Staff.
9. The security agency should be able to manage any emergency situation either law and order or commotion arising out of bomb threat, fire accident, bandh, theft etc., that may happen in the T.N. Building.
10. The Security agency is expected to exercise high quality security alert and vigil as applicable to important public places.

5. PERIOD OF WORK

The period of completion shall be 1year from the date of handing over of the site to the successful contractor.

6. EARNEST MONEY DEPOSIT

- 6.1 Tender documents can be down loaded from Web site www.tenders.tn.gov.in from 06.06.2022 to 21.06.2022. No costs towards such down loaded tender schedules shall be remitted. Tenderers who have downloaded the tender documents shall be solely responsible for checking these websites for any addendum / amendment issued subsequently to the tender document upto 21.06.2022 at 4.00PM and take into consideration the same while preparing and submitting the tender. The duly filled in tender documents are to be submitted directly to the address mentioned above. Online submission of tender has not started yet.
- 6.2 Earnest money deposit of **Rs.26,300/-** (Rupees Twenty Six Thousand and Three Hundred Only) must accompany the qualification Tender for this work.
- 6.3. The Earnest money deposit may be produced in any one of the following forms.
 - i. Demand Draft issued by Nationalized or Scheduled Banks drawn in favour of T.N.Building Management Committee, Egmore, Chennai-8.
 - ii. Small savings scripts / Deposit Accounts duly pledged in favour of T.N.Building Management Committee, Egmore, Chennai-8.

Contractor

iii. Pre-Qualification document not accompanied with Earnest Money Deposit will be rejected as 'Non-responsive' tender.

If upon acceptance of tender, the tenderer withdraws his tender or fails to pay the requisite security deposit amount within the specified period of time, the Earnest money deposit paid with the tenderer will be forfeited.

EMD will be retained in the case of successful tenderer and will not carry any interest. It will be dealt with as provided in the tender.

Communication for the refund of EMD to the unsuccessful tenderers will be sent in **7** (seven) days time from the date of communication sent to the successful tenderer. Within **15** (fifteen) days from the date of receipt of refund vouchers duly stamped and signed from the unsuccessful tenderer, refund of Earnest money deposit will be made.

7. SECURITY DEPOSIT:

- 7.1 The successful tenderer within 15 days (Fifteen days) from the date of work order shall furnish a Security Deposit for an amount equivalent to 2% of the contract value, which includes the Earnest Money Deposit already paid, and sign the Agreement. If the successful tenderer fails to execute the contract (i.e. sign the agreement) within the aforesaid 15 days time, the Earnest Money Deposits amount remitted will be forfeited.
- 7.2 The security Deposit in any form of security such as (1) National Savings Certificate 2) Demand Draft from scheduled Bank (3) Fixed Deposit Receipt for a scheduled Bank in Chennai, which will be taken in favour of T.N.Building Management Committee, Chennai-600008.
- 7.3 The successful Tenderer shall furnish a Bank Guarantee for an amount equivalent to 5% of the Agreement value of the work, as Performance Bank Guarantee. This BG should be from a Nationalized / Scheduled Bank located in Chennai and should be valid till 3 months after the completion of the maintenance work.
- 7.4 In addition to the aforesaid security deposit, the Officer On Special Duty shall deduct from the running account bills, a sum of equivalent to 5% (five percent) of the total value of each bill as retention money. 2.5% will be replaced in the final bill and the balance will be released after 6 months from the date of final bill for due fulfillment of the contract.

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8. LANGUAGE OF TWO COVER TENDER SYSTEM:

Tenders shall be offered only in the prescribed forms in **“ENGLISH” only**.

9. VALIDITY OF PRICE TENDER:

The price tender shall be valid for a period of 90 days (Ninety days) from the date of opening of price Tender.

10. SUBMISSION OF PRICE TENDER BY TWO COVER SYSTEM

10.1 Tenderers should quote their rates both in figures and in words for each item per unit and amount for each item of work for full quantity. Grand total of the whole contract should be furnished without fail in the last page of schedule “A” of Price tender (Cover-II).

10.2 The two covers (i.e., Pre-Qualification document and Price tender document) must be submitted separately in a wax sealed envelope. The cover No. I containing the Pre Qualification document and Cover No.II containing the Price tender document (Called as inner envelopes) must be superscribed as mentioned below and addressed to the tender calling authority.

SHOULD BE SUPER SCRIBED AS FOLLOWS

PRE QUALIFICATION DOCUMENT

COVER NO.1

- a. NAME OF WORK
- b. TENDER NOTICE NO.
- c. DUE DATE FOR OPENING OF TENDER
- d. E.M.D of **Rs.26,300/-** (Rupees Twenty Six Thousand Three Hundred Only)
(To be furnished with the qualification Schedule)
- e. NAME OF CONTRACTOR AND ADDRESS

PRICE TENDER DOCUMENT

COVER NO.2

- a. NAME OF WORK
- b. TENDER NOTICE NO.
- c. NAME OF CONTRACTOR
AND ADDRESS

Contractor

- 10.3 Both the covers shall be individually sealed and shall be put together in another outer sealed cover superscribed as below and also mentioning address of the tender inviting Authority i.e., The Officer On Special Duty, T.N.Building Management Committee, Ground Floor, CMDA, Tower-I, No.1, Gandhi Irwin Road, Egmore, Chennai-8.
- a. Name of work
 - b. Tender Notice No.
 - c. Name of Contractor and Address
- 10.4 If the cover is not sealed and super scribed as instructed, no responsibility will be assumed for any misplacement of tender or premature opening of the envelope or parcel.
- 10.5 Tenders received late on any account or any reasons whatsoever will not be opened or considered and will be returned to the tenderer unopened.
- 10.6 Submission of tenders through telegraph, by speed post, courier etc., will not be considered.**

NOTE:

1. If any of the information furnished by the applicant is found to be concealed or false at a later date, the contract will be terminated forthwith without prejudice to the rights thereon, consequent on termination, the contractor will be banned from business dealings.
2. All the documentary evidences should be stitched neatly (Spiral Binding should be avoided) and the pages should be serially numbered. Index of the Documents produced should be prepared and reference to page number of the documents produced should be furnished in the index.
3. The evaluation will be done only based on the information, evidence, documents, Records, particulars furnished by the applicant and hence the applicants are advised to furnish adequate and relevant information along with requisite documentary evidences without any omission.
4. Brochures, Pamphlets etc, shall also be stitched along with the documents.
5. All applicants are cautioned that the Qualification Tender application contain any deviation from the contractual terms and conditions, specifications or other requirements the same will be rejected as Non-responsive and low performance reliability.
6. Qualification tenders without the Pre-qualification tender document duly signed by the bidder will be rejected.

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11. OPENING OF TENDERS:

The Pre-Qualification document will be opened by the Officer On Special Duty, TNBMC, Egmore, Chennai-8 at **5.00 P.M. on 22.06.2022** in the presence of the tenderers or their authorized representatives who choose to be present. After detailed evaluation of the Pre-qualification document, price Tender (Cover-II) of the qualified contractors who satisfy the eligible criteria alone will be opened. The date and time of opening of price Tender will be informed to the qualified tenderers by the Officer On Special Duty, TNBMC.

12. METHODS OF TENDERING:

- i. If the Qualification application is made by an individual, it should be signed by the individual, with his full name and his current address.
- ii. If the Qualification application is made by a sole Proprietary firm, it shall be signed by the proprietor along with his full name and full name of the firm with its current address. Documents with regard to registration as firm by the Registrar of firms or registered affidavits / sworn statement to establish the existence of the firm and its Authority to enter into contract should be produced.
- iii. If the Qualification application is made by a FIRM in partnership, it shall be signed by all the partners of the firm with their full names and current address or by a partner authorized by the firm (either as per Articles of the Deed of Partnership / by power of attorney) for signing in Tenders, Agreements etc. In which case, certified copy of the Registered deed of Partnership along with the current address of all the partners and a certified photocopy of the registered power of Attorney issued in favour of the Signatory, should be produced.
- iv. If the Qualification Application is made by a “Limited Company” or a “Limited Corporation”, it shall be signed by a duly authorized person holding the power of attorney for signing the application, in which case, the certified copy of the power of the attorney shall accompany the qualification application. Such limited company or corporation shall also furnish satisfactory evidence of its’ existence along with the Qualification schedule.
- v. QUALIFICATION APPLICATION FROM JOINT VENTURES ENTERED AFTER THE PUBLICATION OF THIS TENDER ARE NOT ACCEPTABLE.

Contractor

- vi. All the signatures in the Qualification Application and all the signatures in the Documents produced **Shall be dated.**
- vii. All the originals of the documentary evidences shall be produced, if asked for, for verification at the time of opening of Qualification Tender or subsequently.

13. NEGOTIATION:

Negotiation of rates will be made only with the lowest tenderer for reducing the quoted rates.

14. RATES AND PRICES:

This is a fixed price contract. Price adjustment clause (To account for rise or fall in the money value during the contract period) is not operable for this contract and the tendered amount should remain “**FIRM**” during the entire period of contract.

15. WHOM TO CONTACT:

The Officer On Special Duty, TNBMC, Egmore, Chennai-600008 may be contacted for further information in the matter.

Office Phone Number: 044-28525500 and 044-28414855 Extn.505

**Dated signature of the Applicant
with seal**

**Sd/xxxxxxxxxxxxxx
Officer On special Duty
THALAMUTHU-NATARAJAN BUILDING
MANAGEMENT COMMITTEE,
EGMORE,CHENNAI- 600008.**