



**GOVERNMENT OF INDIA
MINISTRY OF EXTERNAL AFFAIRS
PASSPORT OFFICE
COIMBATORE
Tel:0422-2301415 Fax:0422-2306660**

F. No: CBE/551/104/13

Dated the 23rd March 2017

NOTICE INVITING TENDER FOR HIRING SECURITY AND HOUSE KEEPING SERVICES

1. Sealed quotations from professionally competent/approved security agencies for providing security and House keeping services are invited.
2. Interest firms/agencies can download tender documents containing detailed information and terms & conditions as per 'Annexure – I and Annexure – II attached.
3. Quotation in a sealed cover superscribed 'Quotation for Security and House keeping services' should be submitted by Speed Post / Registered Post/ in person, addresses to the Regional Passport Officer, Coimbatore, at the address given below.

The Regional Passport Officer,
First Floor,
Corporation Commercial Complex,
Avinashi Road,
Coimbatore – 641 018.

The schedule of receipt of quotations is as under :

Last date and Time and receipt of quotations : 02.05.2017 (12.00hrs)

Opening of Bids/ Quotations : 02.05.2017 (16.00hrs)

4. Quotation received after the stipulated date and time and incomplete quotations will be rejected.
5. The quotation will be opened on the date and time mentioned above by the Passport Officer for which no separate notification/ invitation shall be given.
6. The Passport Officer reserves the right to accept or reject any Tender/ Quotation in full or part in case of incomplete quotations and also without assigning and reason thereof.
7. Hindi Version follows.

(S.Sasikumar)
Regional Passport Officer



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Dated the 23rd March 2017

TENDER FOR SECURITY AND HOUSE KEEPING SERVICES

Sealed quotation are invited from professionally competent/approved security agencies for providing round the clock security and House keeping staff to the premises of Regional Passport office, Coimbatore as per details mentioned below.

Security Guards:

Two Guard for 8 hours duty from 09.00 am to 05.00 pm.

One Guard for 12 hours from 08.00 am to 08.00 pm.

One Armed Guard for 12 hours duty from 08.00 pm to 08.00 am of next day.

House Keeping:

Three House Keeping Staff (Full Time)

The tenderers have to submit the following documents:

- a) Photo copies of registration of ESI, PF and other registrations etc.,
- b) Photo copy of current labour licence
- c) Photo copy of PAN/TAN and Service Tax numbers
- d) Photo copies of Income Tax Returns for the last 3 years

For further details, please contact the Senior Superintendent (Admin), Passport Office, Coimbatore between 02.00pm and 04.00pm on any working day.

Last date for receipt of sealed quotations is upto 12.00hrs on 02.05.2017


(S.Sasikumar)
Regional Passport Officer,
Coimbatore

Annexure – I

**DETAILED INFORMATION AND TENDER DOCUMENT CONTAINING TERMS
AND CONDITIONS FOR SECURITY**

1. Survey report of clearance of your firm from the Police Authorities concerned is to be submitted to this office within three months from the date of contract.
2. The agency undertakes to post the following security personnel who will be in uniform and ensure the patrolling of the entire area of this office premises. Checking at Exit/ Entry of personnel, material and transport to prevent pilferage, loss etc. will be done strictly.
3. The Security agency shall in no case pay its employees less than the minimum wages notified by the Government of India from time to time, in the event of revision of wages by the Govt. of India, the same rates will be accordingly be revised. The 'Onus' for producing the copy of the notification by the Government of India will be of the agency.
4. The period of service agreement shall be for period of one year with a provision to renew further one year subject to satisfactory performance during the first year and other official formalities. The agreement is terminable with notice by either side. The Regional Passport Officer, Coimbatore reserves the right to abandon or terminate the contract at any time without assigning any reason and it can stipulate any additional terms and conditions at any time during the currency of the contract.
5. Your security guard shall maintain all registers and forms necessary for the efficient performance of duty.
6. The security guards will take their day to day orders and instruction on security matters and make their reports on the subject any on officer.
7. The security guards should not be deployed for any kind of job other than security duties without consent of officers.
8. The security agency would discharge all obligations under various labour laws like EPF Act., ESI Act., Gratuity Act, Workmen's Compensation Acts etc. on any modification of or under any State/Union legislation in respect of security guards engaged by the agency.
9. In the event of loss being caused to the office on account of negligence/ dereliction of duties by Security Guards, that shall be established after a joint inquiry comprising of the representatives of the office and agency, the office should get the same compensated from the agency.

10. The agency shall ensure proper conduct of security guards in the office premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking and loitering without work. Otherwise fine may be imposed on the agency as deemed fit.
11. The agency shall not appoint any sub-agency to carry out any obligation under the contract.
12. The agency shall prepare bills, in triplicate along with the attendance sheet and documents proof of statutory payment. i.e. PF, ESI and Service Tax etc. pertaining to the concerned month to the Regional Passport Officer, Coimbatore during the first week of the month. The agency will not ask for any enhancement of approved rates during the contract period.
13. The agency shall provide identity cards to the personnel deployed in this office carrying the photograph of the personnel and personal information as to Name, Date of Birth, Age and Identification mark.
14. The agency shall provide uniform to the personnel deployed in this office.
15. The agency shall ensure that the personnel deployed are punctual, alert and vigilant in the performance of their duties.
16. The agency shall immediately provide a substitute in the event of any person leaving the job due to his personal reasons. In case the employees of the agency do not attend the work at any time for whatever reason, the agency shall make alternate arrangements at no extra cost to the Passport Office so that the daily work does not suffer if no such alternate arrangements are made double to proportionate deductions shall be made out of the contracted amount.
17. It will be the responsibility of the agency to meet the transportation, food, medical and any other requirements in respect of workers so employed and deployed in this office and they shall not have any claims of any Master and Servant relationship nor have any principal and agent relationship with or against Passport Office, Coimbatore.
18. The agency shall be solely responsible for the redressal of grievances/resolution of dispute relating to person deployed. The office shall, in no way, be responsible for settlement of such issues whatsoever. This office shall not be responsible for any damages, losses, financial or other injury to any person deployed by agency in the course of their performing the functions/duties or for payment any compensation for which the agency shall be fully responsible.
19. The security guards employed by the agency shall not have claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad-hoc, regular/confirmed employees of this office during or after expiry of the contract.

20. The Tax Deduction at Source (TDS) shall be deducted from the bill as per the provisions of Income Tax department, as amended from time to time and a certificate to this effect shall be provided to the agency by this office.
21. In case of breach of any terms and conditions attached to the contract, the performance security deposit of the agency will be liable to be forfeited by this office besides annulment of the contract.
22. The agency should be in a position to supply additional manpower as when needed. The office reserves its right to reduce/increase the manpower if the situation warrants.

(S. Sasikumar)
Regional Passport Officer
Coimbatore

Annexure – II

**DETAILED INFORMATION AND TENDER DOCUMENT CONTAINING TERMS
AND CONDITIONS FOR HIRING OF HOUSE KEEPING**

1. The period of the contract shall be for period of one year with a provision to renew further one year subject to satisfactory performance during the first year and other official formalities. The agreement is terminable with a month notice by either side. The Regional Passport Officer, Coimbatore reserves the right to abandon or terminate the contract at any time without assigning any reason and it can stipulate any additional terms and conditions at any time during the currency of the contract.
2. The total consideration of the contract per month inclusive of all statutory payment as per minimum wages Act (exclusive of service tax) for supply of man power for providing house keeping services to Passport office, Coimbatore.
3. The wages shall also include the wages for weekly day of rest. An employee is entitled a weekly day rest after working continuous period of not less than six days. Rest day shall ordinarily be Sunday, but the office is having liberty to fix any other day of the week as the rest day for any employee depending upon the need of the services. The agency shall arrange the relievers to work in the rest day of an employee. The wages for the reliever (1/6th are also included on the above wages).
4. The agency shall disburse the wages to its workers deployed in the Passport Office on or before 5th of every month.
5. The agency shall in no case pay its employees less than the minimum wages notified by the Government of India from time to time
6. The House keeping personnel is required to be deployed in consultation with the Passport Office, Coimbatore.
7. The agency shall provide the material and chemical for cleaning the office premises etc.
8. In the event of loss being caused to the office on account of negligence/ dereliction of duties by House keeping personnel, that shall be established after a joint inquiry comprising of the representatives of the office and agency, the office should get the same compensated from the agency.
9. The agency shall ensure proper conduct of his personnel in the office premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking and loitering without work. Otherwise fine may be imposed on the agency as deemed fit.

10. The agency shall maintain an occurrence book which will be made available to the Supervisory staff of the office.
11. The agency shall not appoint any sub-agency to carry out any obligation under the contract.
12. The agency shall prepare bills, in triplicate along with the attendance sheet and documents proof of statutory payment. i.e. PF, ESI and Service Tax etc. pertaining to the concerned month to the Passport Office, Coimbatore during the first week of every month. The agency shall not ask for any enhancement of approved rates during the contract period.
13. The agency shall provide identity cards to the personnel deployed in this office carrying the photograph of the personnel and personal information as to Name, Date of Birth, Age and Identification mark.
14. The agency shall provide uniform to the personnel deployed in this office.
15. The agency shall ensure that the personnel deployed are punctual, alert and vigilant in the performance of their duties.
16. The agency shall immediately provide a substitute in the event of any person leaving the job due to his/her personal reasons. In case the employees of the agency do not attend the work at any time for whatever reason, the agency shall make alternate arrangements at no extra cost to the Passport Office so that the daily work does not suffer if no such alternate arrangements are made, double to the proportionate deductions shall be made out of the contracted amount.
17. It will be the responsibility of the agency to meet the transportation, food, medical and any other requirements in respect of workers so employed and deployed in this office and they shall not have any claims of any Master and Servant relationship not have any principal and agent relationship with or against Passport Office, Coimbatore.
18. The agency shall be solely responsible for the redressal of grievances/resolution of dispute relating to person deployed. This office, in no way, be responsible for settlement of such issue whatsoever. This office shall not be responsible for any damages, losses, financial or other injury to any person deployed by agency in the course of their performing the functions/duties or for payment any compensation for which the agency shall be fully responsible.
19. The workers deployed by the agency shall not have claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad-hoc, regular/confirmed employees of this office during or after expiry of the contract.

20. It will be the responsible of the agency for compliance of all statutory provision relating to Minimum wages, Provident Fund and ESI etc. as notified by the Govt. of India from time to time in respect of the persons deployed by them in this office.
21. The agency shall maintain all statutory registers under the applicable law. The agency shall produce the same, on demand, to the concerned authority of this office or any other under law.
22. The Tax Deduction at Source (TDS) shall be deducted from the bill as per the provisions of Income Tax department, as amended from time to time and a certificate to this effect shall be provided to the agency by this office.
23. In case of breach of any terms and conditions attached to the contract, the performance security deposit of the agency will be liable to be forfeited by this office besides annulment of the contract.
24. The agency should be in a position to supply additional manpower as when needed. The office reserves its right to reduce/increase the manpower if the situation warrants.
25. The contract so awarded can be terminated by either party by giving one month notice, in writing.
26. The courts of Tamil Nadu state only shall have jurisdiction to deal with and decide any legal matters or disputes arising out of this contract.


(S. Sasikumar)
Regional Passport Officer
Coimbatore