

CONTRACT FOR SECURITY AND MAINTENANCE OF OFFICE PREMISES
AT SIDBI TIRUPUR

Competitive quotations are invited from experienced and competent agencies / contractors for providing services for round the clock security and maintenance of our office premises at Block Nos.1 & 2, First Floor, Tirupur Regulated Market Complex, Palladam Road, Tirupur - 641 604 (Carpet area 4100 sq. ft.).

Minimum qualification criteria:

1. The contractor could be sole proprietary concern, partnership concern or company and should be registered with the Registrar of Firms / Registrar of Companies, wherever applicable;
2. The agency should have been in existence for the last five years
3. The agency should have executed similar assignments for All India Financial Institutions / Public Sector Banks / Public Sector Undertakings / Central / State Govt. owned institutions / Multi National Companies (MNCs) / Large Private Sector Corporates, during its existence.
4. The agency should be an income-tax assessee having filed its income-tax return for the last three assessment years, up to AY 2014-15.
5. The agency shall be responsible for any claim arising out of the terms and conditions of the employment under the Payment of Wages Act, 1936 and Contract Labour (Abolition and Regulation) Act 1970 or any other law prevalent during the period of this contract.

Scope of work:

The scope of work in the category of providing services for round the clock security and maintenance of our office premises at Block Nos.1 & 2, First Floor, Tirupur Regulated Market Complex, Palladam Road, Tirupur - 641 604 (or any other premises wherefrom SIDBI Tirupur Branch may operate) includes requirement of personnel such as security guard(s) round the clock, two office boys(full time) & one person for cleaning & maintenance work(part time). The working days for 2 office boys and 1 cleaning/maintenance person will exclude Public Holidays declared by Govt. of Tamil Nadu under the Negotiable Instruments Act, 1881, and the normal duty time is 8 hours/day.

Nature of maintenance work:-

Sl. No	Nature of works to be executed	Frequency
1	Sweeping and mopping of the entire floor area including passages / lobbies and such other places as directed.	Daily
2	Cleaning of all furniture including electronic equipment and glass surfaces	Daily
3	Cleaning of washrooms	Daily
4	Dusting / cleaning of doormats / carpets	Daily
5	Cleaning of walls / ceilings (dusting)	Weekly
6	Cleaning glass facades / windows	Weekly
7	Garbage including dustbins of staff to be cleaned and removed from the premises	Daily

Entire cleaning/maintenance work should be completed **by 09.00 am.**

The agency to provide 2 sets of uniforms alongwith accessories(separate for security guard and office boys) per year to each full time personnel.

How to apply:

Quotation should be submitted in the prescribed format enclosed herewith. The sealed bids, complete in all respects, should reach the following address on or before **January 27, 2015 (5:00pm)**. The Bank reserves the right to add / delete / modify terms & conditions besides to reject any or all quotations without assigning any reason whatsoever.

Completed quotation shall be submitted in a sealed envelope clearly superscribing on top of the envelope "Quotation for Security & Maintenance Services" to:

**The Branch-In-charge,
Small Industries Development Bank of India,
Block Nos.1 & 2, First Floor
Tirupur Regulated Market Complex
Palladam Road, Tirupur – 641 604.**

Date & Time of opening of bids:- January 29, 2015 at 11:00am at SIDBI's Tirupur office. All the interested bidders may be present at the time, date & venue indicated above.

Quotation for security & maintenance services at SIDBI Tirupur

1	Name of the agency	
2	Address with telephone, e-mail, fax number & the name(s) of the contact person(s)	
3	Year of establishment	
4	CIN No. in case of Corporate entities	
5	Income Tax - PAN No.	
6	Service Tax Regn. No.	
7	Detailed description of works done for others with documentary evidence for the latest job undertaken.	
8	Whether the agency is an income-tax assessee having filed its income-tax return for the last three assessment years, upto AY 2013-14 (Please attach documentary evidence)	
9	Furnish name(s) of at least one responsible person who will be in a position to certify about the quality as well as past performance of your organisation	
10	<p>Monthly charges** for providing the following services:-</p> <p>(i) round the clock security for the office premises</p> <p>(ii) two office boys (full time)</p> <p>(iii) one person for cleaning/maintenance work (part time)</p>	<p>(i)</p> <p>(ii)</p> <p>(iii)</p> <p>-----</p> <p>TOTAL CHARGES</p>
<p>** Detailed break-up of monthly charges in respect of each personnel should be provided which shall include Basic salary & Dearness Allowance (as per TN Minimum Wages Act), PF, ESI and any other charges. Working hours for which the rate is being quoted shall also be mentioned. Over-time rates payable to the personnel beyond normal duty time to be mentioned separately.</p>		

All the details furnished in the application are true and correct to the best of my / our knowledge and it is understood that furnishing any false information or suppression of any material information would lead to rejection of the application.

(Authorised Signatory)