

**TAMILNADU TOURISM DEVELOPMENT CORPORATION LIMITED  
OFFICE OF THE REGIONAL MANAGER(SOUTH)-MDURAI-2**



**TENDER DOCUMENT NO: 291/RM(S)/TTDC/MDU/2022 Dated: 27.11.2023**

**TENDER DOCUMENT FOR PROVIDING SECURITY GUARDS AT  
HOTEL TAMILNADU, TIRUNELVELI.**

TAMILNADU TOURISM DEVELOPMENT CORPORATION LIMITED,  
OFFICE OF THE REGIONAL MANAGER(SOUTH),

Hotel Tamilnadu, Alagarkoil Road, Madurai-625 002.

Telephone : 0452-2524008

Email: [rmmdu@yahoo.com](mailto:rmmdu@yahoo.com)

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– Web: [www.tamilnadutourism.tn.gov.in](http://www.tamilnadutourism.tn.gov.in)

**TAMILNADU TOURISM DEVELOPMENT CORPORATION LIMITED,**

Office of the Regional Manager (South)  
Hotel Tamilnadu, Alagarkoil Road, Madurai - 625 002.  
Telephone: 0452-2524008

**E. Mail:** [rmmdu@yahoo.com](mailto:rmmdu@yahoo.com)

**Website:** [www.tamilnadutourism.tn.gov.in](http://www.tamilnadutourism.tn.gov.in)

**rmttdcmdu@gmail.com**

**NOTICE INVITING TENDERS No: 291/RM(S)/TTDC/MDU/2022**

**Date: 27.11.2023**

**TENDER DOCUMENT FOR PROVIDING SECURITY GUARDS AT  
HOTEL TAMILNADU, TIRUNELVELI.**

For and on behalf of Tamilnadu Tourism Development Corporation Ltd., sealed tenders are invited in the prescribed original Tender documents from the reputed firms/persons to provide security guards under 2 bid systems as detailed below.

**PROVIDING SECURITY GUARDS:**

Sl. No.	Name of the Operations	Required Guards	EMD Amount	Period
1	For providing security guards.	Hotel Tamilnadu, Tirunelveli - 4 Guards  Total 4 Nos	Rs.10,000/-	3 Years.

**COST OF TENDER DOCUMENT** : Rs.500/- + 18% GST (By Post Rs.100/- Extra)

Tender document available in  
Regional Office, Hotel Tamilnadu,  
Alagarkoil Road, Madurai-2.

(OR)

Tender Document at Free of cost

: If downloaded through Website  
[www.tamilnadutourism.tn.gov.in](http://www.tamilnadutourism.tn.gov.in)

1. Sale of Tender Documents : From the date of Advertisement to till  
18.12.2023 on all working days (Monday to Friday  
Between 10 A.M to 5 PM)

2. Date and time for submission of  
Technical bid and price bid : At Regional Office, TTDC Ltd., Hotel Tamilnadu,  
Alagarkoil Road, Madurai-2, on 19.12.2023 upto 11.00 am

3. Date and place of opening of  
Technical Bid : At Regional Office,  
TTDC Ltd.,  
Hotel Tamilnadu,  
Alagarkoil Road,  
Madurai – 600 002 - on 19.12.2023 at 11.30 am.

Tender Documents will be issued on written requisition against receipt of cash or Demand Draft drawn in favour of “Tamilnadu Tourism Development Corporation Limited” Payable at Madurai. Tender Cost is NOT refundable. All the Tenders should be submitted at the above address on or before 19.12.2023 11.00am. Any postal delay or loss in transit will not bind TTDC Ltd. The Tender submitted beyond the date and time fixed shall be summarily rejected. In the event of last date for submission / opening of Tender falls on a holiday, the acceptance/opening of the Tender will be on the next working day at the same time and venue.

The Regional Manager, TTDC Ltd., reserves the right either to accept or reject any or all the Tender and postpone the due date without assigning any reason there for.

**You may also visit TTDC’s website at [www.tamilnadutourism.tn.gov.in](http://www.tamilnadutourism.tn.gov.in) for downloading the documents, as free of cost.**

**Note:**

1. The EMD DD should be enclosed with the Technical bid.
2. The Technical Bid along with required documents to be sealed in one cover superscribed as “Technical bid” and the “Price bid” in another cover superscribed as “Price bid” and both the cover to be written as “Technical Bid & Price Bid” and put in one cover superscribed as “Security Tender for Hotel Tamilnadu, Tirunelveli”.
3. All the covers are to be sealed properly.

Regional Manager(S)  
TTDC Ltd.,  
Madurai-2.

**TAMILNADU TOURISM DEVELOPMENT CORPORATION LIMITED**  
**OFFICE OF THE REGIONAL MANAGER (SOUTH)-MADURAI-2**  
**TECHNICAL BID**

**ELIGIBILITY CRITERIA FOR SECURITY GUARD TENDER**

**(All documents related to eligibility criteria should be numbered serially in every page and should note page number where the same is placed.)**

Name of the Firm :

Address with phone No. :

**Annexure-I**

	Required eligibility criteria	Yes / No	Your Page No
1	EMD Details	Yes / No	
1.	EPF Registration No. & the Xerox copy of the Registration documents	Yes / No	
2.	ESI Registration No. & the Xerox copy of the Registration documents.	Yes / No	
3.	GST Registration – Xerox Copy	Yes / No	
4.	EPF/ESI Remittance challan copies for 6 months from May '2023 to October'2023 (wage period )	Yes / No	
5.	Copy of current Labour License in force (R&A) Act1970 & 1971(documentary evidence Should be attached) License No and date, validity period.	Yes / No	
6.	The tenderer should have minimum 4 years Experience in providing Security arrangement in Hotel Industry/Related industry (documentary evidence should be enclosed with the Technical Bid like work order copy for each year. <b>Experience certificate alone will not be considered.</b> Financial Years: 2019 -20 2020 -21 2021 -22 2022-23	Yes / No	
7.	Average annual Turnover of the firm should be <b>Rs.1.00 Crore or More</b> for each of the last five Financial Years (Audited copy): 2018-19 2019-20 2020-21 2021-22 2022-23 2022-24	Yes / No	
8.	Pan Card No.(Xerox copy should enclosed)	Yes / No	

9.	Income Tax Returns for the last 5 years Assessment years: 2019-20 2020-21 2021-22 2022-23 2023-24	Yes / No	
10.	Latest Credentials, if any a. For having engaged guards in Government Undertaking organizations for once in a year for 4 years (copy to be enclosed) Financial Years: 2019-20 2020-21 2021-22 2022-23	Yes / No	
11.	If the tenderer is the company; certificate of Incorporation should be furnished. If it is a firm, Firm Registration Certificate should be furnished. Firm registration should be renewed for the current year. (Proof should be enclosed)	Yes / No	
12.	The tenderer should enclose the Xerox of the License obtained from the Controlling Authority issued by the Inspector General of Police(Welfare),Chennai under private Security. Mere application copy for Renewal will not be considered. Under Agencies Regulation Act 2005 License No & date with validity period should be furnished.	Yes / No	
13.	The terms and conditions enclosed herewith should be signed page by page and be furnished along with Technical bid.	Yes / No	

Regional Manager(S)  
TTDC Ltd.,  
Madurai-2.

Certificate that all documents have been enclosed in the pages noted against each.

Place :  
Date :

Signature of the Tenderer  
Seal :  
Email. ID  
Cell No.

**Annexure-II**  
**Annual Turnover**  
**(As per Audited Balance Sheet)**  
**(To be filled by the Tenderer)**

Annual turnover F.Y 2018-2019 (As per audited Balance sheet)	=	
Annual turnover F.Y 2019-2020 (As per audited Balance sheet)	=	
Annual turnover F.Y 2020-2021 (As per audited Balance sheet)	=	
Annual turnover F.Y 2021-2022 (As per audited Balance sheet)	=	
Annual turnover F.Y 2022-2023 (As per audited Balance sheet)	=	
<b>Total</b>	<b>=</b>	_____
		_____

**Signature of the Tenderer**

**Annexure-III**

**Highest Number of Security guards engaged in one single order in any Government organization.**

<b>Year</b>	<b>Name of the Govt. organizations</b>	<b>Order no &amp; Date</b>	<b>No of Highest Security guards engaged</b>
2018-2019			
2019-2020			
2020-2021			
2021-2022			
2022-2023			

**Signature of the Tenderer**

**Annexure-IV**

**“Government Order” credentials for security guard engagement from 2018-19 to 2022-23. (For each order separately).**

<b>Sl.No</b>	<b>Name of the Govt. organizations</b>	<b>Order No&amp; Date</b>	<b>Period / Validity of Order</b>	<b>Page No in Technical bid</b>

**Signature of the Tenderer**

**TERMS AND CONDITION:**

	<b><u>The security Guards to be engaged</u></b>
1.	Shall require to keep vigil round the clock on movement of vehicles, men and materials, staff in & out and maintaining required registers wherever necessary.
2.	Should require protecting the Hotels against theft.
3.	The Contractor should periodically change the guard from one place to another and avoid keeping permanently in one place.
4.	Security Guard should assist the management for the smooth operation of Hotel.
5.	The contractor should adhere and follow the labour laws including EPF and ESI etc. while engaging the Security Guard for the said assignment.
6.	Contractor shall provide and ensure their staff to retain their identity i.e. supply of uniform, Hats, Whistle, Torch Light, identification cards, lathi, name batch etc. and no Security Guard will be allowed to work without the above such supplies.
7.	The Contractor shall assist the Manager in case of theft, threat, intimation strike labour unrest, criminal and personal safety problem etc.
8.	The Contractor shall ensure whether their staffs are maintaining registers prescribed and present them to the perusal of the Manager at regular intervals. The company should supply all the Register for maintenance of entries and submit the same to office and compliance.
9.	The contractor shall replace the security personnel periodically in such a way that do not become familiar with staff of TTDC, which may be detrimental to the operation of the Hotel. The contractor shall replace the individual who are found unsuitable for duty either by the contractor or by the corporation. The Contractor should give address proof and Aadhar card of the Security Guard to the manager of the Hotel while posting at our Hotel.
10.	The contractor shall agree to make good the loss in case of the pilferage/Theft/damage of TTDC properties as well as guest properties/vehicle etc. provided the loss occurred is proved to be due to the negligence of the security Personnel.
11.	The contractor should provide additional security staff if any requested at short notice on the same rates in case of emergency.
12.	The Contractor shall make surprise checks, supervise the performance and turn out of the security forces provided by them at a regular interval.
13.	The decision of the Managing Director is final in case of disputes in the tender and the jurisdiction is at Chennai.
14.	The Corporation agrees to pay only 75% payment in the subsequent month against the Invoice/Bill and retaining 25%. The balance 25% will be released only on receipt of the copy of EPF,ESI Remitted challan and copies of statement of contribution filed with EPF and ESI remittance for the concerned month for which the bill is claimed. The statement should tally with the name and number of security guards engaged during that month. Otherwise 25% balance payment will not be effected likewise; the ESI card should be issued to all the Guards for getting medical benefit.
15.	EPF should be calculated and paid for entire Minimum wages +DA, ESI for Gross wages and not to a part.
16.	Non providing of Security Guard at any shift will be penalized @ (Rs.100 per 8 hour shift)
17.	The number of manpower may increase in future and minimum wages to be followed according to the zone

18.	<b>The successful tenderer should furnish performance bid security equivalent to 5% of annual tender value either by DD or by Bank Guarantee from a Nationalized Bank/Scheduled Bank valid for one year and six months within Two weeks from the date of receipt of letter from TTDC intimating the selection of the bidder for award of contract. The contract may be extended for next year at the same percentage of service charge. If the contract is extended for further period fresh performance security should be furnished for every year of contract before getting extension order. Every time the Bank Guarantee should be valid for 1 year &amp; six months. Old Bank Guarantee shall be returned when new bank guarantee is received. The successful tenderer shall also execute the agreement with TTDC within two weeks from the date of receipt of work order from TTDC. However it is open to the Regional Manager to insist on higher deposit as per rules in force.</b>
19.	The terms and conditions are subject to change based on any G.O/ levy of State or Central Govt. from time to time.
20.	The Contractor should agree to keep the Manager of the hotel informed about the changes in posting of Security personnel, if any at any time.
21.	If the services are not found satisfactory / the Security Guards are found over aged or below the age limit mentioned in the conditions, the contract will be terminated at once. Further action will be taken to blacklist the firm forfeiting their Security Deposit.
22.	TDS will be deducted at the rate as per the rules in force from their monthly bills. GST to be claimed in the bill as per rules. The same should be paid to the concerned authority in time.
23.	Both the parties can terminate the contract at any time by giving one month advance notice.
24.	If the contract expires or any guard leaves from service in the middle, necessary arrangement to be made to settle their EPF immediately. After settling EPF of all Security Guards, your security deposit shall be released.
25.	All payment to the Security Guards should be made <b>through their bank account only</b> and the amount disbursed should in no way be lesser to the minimum wages + DA as sanctioned. If known that the carry home salary, statutory payments are lesser to the sanctioned limit, the contract will be cancelled without further notices.

**Evaluation Process: Evaluation Process shall be wholly / Strictly depending upon your filled in Annexure I,II,III and IV and our verification of the same only.**

**Attention to be taken while offering price bid**

1	Service charges to the Contractor should be quoted necessarily as the tender process is only for fixing the reasonable service charge. If service charge is quoted as zero, the tender shall be rejected, as the contractor doesn't understand the objective / implication of the Tender. If service charge is quoted in paisa, the same shall be rounded up as per rules and considered for comparison.
2	If the Committee feels that the service charges quoted is unworkably low or very exorbitant indicating that the contractor has not understood the implication of the tender or attempting either to frustrate the object of the Management or exploit the Management, then the tender shall be rejected and the firm shall be black listed permanently or for such period as deemed fit.
3	Service charges should not be quoted below 5% of wages inclusive of EPF and ESI for all cadres of workforce. The quoted rate without service charges shall not be considered as Genuine and rejected. Service charges quoted will remain constant for all the three years (if extended).

	<b><u>TENDER AWARDING CRITERIA</u></b> The security tender shall be finalized based on the following 3 criteria
1.	Should have qualified in Technical bid.
2.	Should be able to produce original records of Technical bids when demanded.
3.	<b>Lowest financial bid. If price bids are equally quoted by the bidders, the work will be awarded based on the following criteria.</b>  <b>a) Highest average turnover earned during the year 2018 – 2019, 2019 – 2020, 2020-21 &amp; 2021-2022, 2022 – 2023.</b>  <b>b) Highest number of security guards provided to any Government concern in one single work order within the years, 2018-2019, 2019-2020, 2020-21 2021-22 &amp; 2022-2023.</b>  <b>c) Highest number of Government credentials for security guard engagement possessed within the year, 2018-2019, 2019-2020 ,2020-21, 2021-22 and 2022-23.</b>  <b>If above 3 conditions are equally possessed by 2 or more firms, work may be shared upon mutual willingness of tenderers.</b>

Regional Manager(S)  
 TTDC Ltd.,  
 Madurai-2.

### DECLARATION

I/We have fully read the terms and conditions given above and assure to abide by and adhered to the same if I/We become the successful contractor.

Place :

Date :

Signature of the contractor

Seal:

Email. ID

Cell No.

NOTE: This Terms & condition should be enclosed along with the Technical bid after signing each page by the tenderer.

**PRICE BID**

Name of Work: Providing Security Guards at Hotel Tamilnadu, Tirunelveli.

**RATE FOR HOTEL TAMILNADU – TIRUNELVELI (ZONE - A)**

Sl. No	Name of Service	1 Man power required	2 Payable Wages per person per month as per Minimum Wages Act (Rs.)	3 EPF Employer Contribution 13% (Rs.)	4 ESI Employer Contribution 3.25% (Rs.)	5 Service Charges for the tenderer **	6 Other if any	7 GST	8 Total Wages per manpower per month	Total wages for the total manpower for the year
									(2+3+4+5+6+7)	(8x1x12)
1	Security Guard	4	15092	1950	490					

Signature of Tenderer

Date:

\*\* Service Charge should not be Quoted below 5 % of Wages inclusive of EPF and ESI