

REQUEST FOR PROPOSALS (RFP)
FOR PROVIDING SECURITY SERVICES
TO
TAMIL NADU INFRASTRUCTURE FUND MANAGEMENT CORPORATION LTD.



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REQUEST FOR PROPOSALS FOR SECURITY SERVICES

Project Brief:

Tamil Nadu Infrastructure Fund Management Corporation Ltd. (hereinafter called TNIFMC or Company or Client), an asset management Company having its office at 19, TP Scheme Road, RA Puram, Chennai-28 solicits proposals from Service Providers engaged in the Security Services for the office building with approximately 6714 sq. feet of constructed space and vacant area consisting small parking space, covered walkway with lawn area.

The manpower strength of TNIFMC including employees, consultants, contract staff and security staff is about 40 persons.

Firms engaged in providing Security services (hereinafter called 'Agency or Service Provider') may offer their services along with the experienced manpower and resources. They should clearly mention their turnover for the last three years, the Companies or Clients served by them presently or in the recent past, bringing out clearly their experience in the field. They should also mention the number of persons engaged by them at present and their resources.

The services required involve Manpower to secure the assets and equipment of TNIFMC and 24 hours watching the premises without break in service by the security agency.

Manpower for services:

The Service Provider will ensure to provide the required staff to the Client. The Client reserves the right to seek replacement for any resource in case of non-performance or resource not performing satisfactorily.

The number of persons to be deployed should be decided by the Service Provider in consultation with Client and informed at the time of offer. Replacement should be made for any temporary absence of the personnel deputed by the Service Provider. Dedicated person from Service Provider's team shall be responsible for the service and answerable to the company for maintenance. Any deficiency in service will attract penalty.

This office is a modern Corporate Office of smaller size where a niche and high-quality service and attention to detail are required. The Service Provider is required to provide a high-quality service within the scope of the Specification defined as below:

SCOPE OF WORK FOR – SECURITY SERVICES

The Scope of work include the following:

1. Providing of personnel as required by Client (TNIFMC) with requisite qualifications and experience -
 - a) The qualification, experience and verification of the personnel to be engaged for the services shall be done by the Agency
 - b) that the personnel deputed are well mannered and disciplined with proven integrity and to provide all administrative assistance to the Client.
2. The security personnel so deputed shall be able to take up work without break by means of shift basis (24x7). If in any one shift the concerned security does not turnup

then alternate arrangement must be made by the Agency immediately. Maximum one personnel perform 2 duties continuously beyond that is not permissible. Once the shift is completed personnel should not leave the premises until the next shift person takes charge.

Details of work for Security Personnel are given below:

1. Security Services

The personnel deputed for Security work in this office should be Vigil IGIL. The job of providing security services shall be carried out on all days during the contract period including working days, holidays including public holidays, closed weekly off of TNIFMC, to ensure overall safety & security of the Employees, Service Providers' staff, consultants, guests and other visitors, Machine, vehicles, equipment and premises. He should not Sleep during the office hours. If he is found in a sleeping condition a penalty will be imposed on the Agency subject to a maximum of Rs. 1000 per personnel.

The scopes of work of security service, inter alia, include the following:

- 1) Manning, mustering, Entry / Exit gates, checking and verifying entry and exit of personnel, material and vehicles.
- 2) Regulation of visitors; issuance of Visitor Pass and collection on their return and recording / maintaining the visitors details.
- 3) Regulation of movement of material at IN/OUT Gate with entries in inward/outward register for materials. No material / equipment / machine etc. shall be allowed to be taken out without the proper material Gate pass duly signed by the authorised officer/s of Client(TNIFMC).
- 4) Regulation of movement of vehicles with proper entries in the Vehicle Movement Register. All the registers should be submitted to Authorised official of the TNIFMC on weekly basis by the Security Officer / Supervisor on duty.
- 5) Safe up-keeping of keys of departments / sections in the key almirah with proper lock and Key on daily basis.
- 6) Lights / Fans / Air conditioners etc. are required to be switched off after office hours or when the same are not in use. Server and Electricity Room shall have to be maintained at appropriate temperature at all times and hence lights/fans/ACs in these rooms would accordingly be kept on as required.
- 7) Ensure that all security/corridor/Room/Toilet lights are in working condition and defective lights to be reported to the Maintenance in-charge immediately or by next day.
- 8) Visitors should not be allowed to visit Administration Department and other areas of office without Pass and without confirming the availability of the concerned officials of TNIFMC.

- 9) The Security personnel on duty should ensure parking of the vehicles at the proper parking place and see that it does not cause inconvenience to the visitors.
- 10) The Agency shall check damage, theft and pilferage of material by manning static security posts by required number of personnel and by regular patrolling in the campus and along boundary wall / fence during day and night.
- 11) The Agency shall not allow any unwanted / illegal activities and also any unauthorised movements / activities. Such incidence, if any, shall be reported to concerned authority of TNIFMC immediately.
- 12) To restrain trespassers / intruders and immediately inform the same to the Administration.
- 13) Security guards are to maintain proper communication system so that they can assemble quickly in case of emergent situation.
- 14) Security shall include monitoring of CCTV cameras and other such equipment.
- 15) Security personnel should be well trained in fire drill and to take immediate action in case of fire or other emergency in the premises. They should show immediate response in case of emergency.
- 16) The Security personnel posted near the gate should record all incoming and outgoing vehicles in & out time including Company vehicles.

5.0. General Terms

- (i) The Service Provider should ensure that their personnel do not consume alcohol / do not smoke / do not take drugs, and any banned Narcotics spit in common and open areas on site. All workmen of the Service Provider must have valid identity cards verified by the Company & shall display it at all times during duty hours.
- (ii) The Service Provider shall provide covid protection mask, sanitizer, face shield etc. including training on covid-19 precaution on hygiene and social distancing etc.
- (iii) The Service Provider shall provide first aid box with basic medicines and items as may be required replenish them regularly and remove the expired Medicine
- (iv) The Service Provider should not sub-contract the work to others.
- (v) No labour or any other government law/ regulation to be violated, e.g. Child labour etc...
- (vi) The Service Provider shall ensure that the Security personnel are trained and experienced and are adhering to safety standards and are in uniform and maintain good health and hygiene.
- (vii) Risk assessments must be carried out and a site-specific insurance policy must be submitted and agreed with the Company, prior to the commencement of work.
- (viii) The Service Provider shall be responsible for any loss or damage to Company property due to negligence of the Service Provider team & will have to pay the repair / replacement cost.

- (ix) The minimum number of security guards deployed shall be commensurate with requirement of the TNIFMC Further, the contractor should be in a position to deploy additional guards as required by TNIFMC from time to time.
- (x) The contractor is required to deploy 5 guards for a day ie. 3 guards for day shift and 2 guards for night shift at all times during the period of contract.
- (xi) The Service Provider shall ensure that the people deployed are in good health, punctual, disciplined and vigilant in performance of their duty. The Service Provider shall engage medically, and physically fit persons and they shall be duty bound to display the same at the time of providing the service. All the Security Guards shall wear uniform with identification badge issued by the Service Provider. The Contractor should parade the full strength of guards and supervisors in uniform for inspection by TNIFMC Official before commencement of contract.
- (xii) Any person authorized by TNIFMC shall be at liberty to carry out any surprise checks on the persons deployed by the Service Provider in order to ensure that required number of personnel are deployed and that they are providing the service properly.
- (xiii) The people deployed by the Service Provider shall be the employees of the Service Provider for all intent and purpose and in no case, shall a relationship of employer and employee between the said persons and the Client (TNIFMC) accrue implicitly or explicitly.
- (xiv) The persons so deployed shall remain under the control and supervision of the Service Provider and he shall be liable for payment of Salary and all other dues which are liable to pay under various labour regulations and other statutory provisions.
- (xv) The Service provider shall ensure that personnel get minimum wages [Zone A] as per the Minimum Wages Act, 1948 read with Minimum Wages (Tamil Nadu) Rules, 1953 and such other benefits as are admissible under various labour laws and minimum bonus as per Bonus Act. He shall provide full information in respect of wages etc., paid to his employees so deployed in conformity with the provisions of Contract Labour (Regulation and Abolition) Act, 1970.
- (xvi) Any loss or damage to property or person due to security negligence or breach shall be recoverable from the Service Provider.
- (xvii) Discipline, dress and decorum of the guards will be the responsibility of the Service Provider. He will also ensure that the manpower engaged is as per the requirements of Client (TNIFMC). The Guards would be working under the guidance of the security supervisor provided by the agency and the entire team of the security guards, and the supervisor would report to the Authorized person of Client (TNIFMC). Police verification of the Guards and the supervisors will be done by the Agency.
- (xviii) Guards deployed by the Firm should have minimum qualification of 8th Pass and preferably in the age group of 35-55 years. Supervisors preferably be Ex Service men and who should be agile, swift to respond and healthy.
- (xix) The Service Provider shall be responsible for all aspects of security or security related subjects at TNIFMC. He shall be working under the Officer nominated by TNIFMC and

shall ensure that the Guards requisitioned are positioned as per the timings and numbers. The Guards shall be in proper uniform and shall conduct themselves befitting those responsible to maintain peace and harmony in TNIFMC. The Guards shall remain vigilant throughout their time of duty and shall be courteous with and helpful to the staff and visitors. The Guards shall remain physically fit and mentally alert.

- (xx) The Service Provider shall provide their personnel with seasonal and protective clothing, torches, raincoats, gum boots etc., as required normally by Security personnel. Manpower provided is to be covered under proper insurance of industrial accident. The Service Provider will be responsible for arranging transport / uniform / Torch / Battery /Lamps required for security arrangement or as directed.
- (xxi) The Service Provider shall ensure rotation of guards and supervisors at the particular post at least once in THREE months with prior permission and intimation. Further, guards should not be deployed on double duty consecutively except under emergent situation. However, in case of such emergent situation, the Service Provider should take prior approval of TNIFMC.
- (xxii) The Agency shall also have to ensure the general discipline of the guards and take up night checks as well as provide on the job training schedules for the guards to make them acquainted with the security requirements at TNIFMC.
- (xxiii) Penalty will be imposed in case the guards are found sleeping on duty or performing duties for longer periods than the shift hours. Security Guards may also be asked to perform such other duties as may be essential for maintenance of security and discipline at TNIFMC.
- (xxiv) The agency shall maintain a Daily Attendance Register which will be verified by the authorized person of Client (TNIFMC).
- (xxv) The agency must ensure that its supervisor reports to Administration Head/ officer of the company on regular basis and immediately in case of any security related issue e.g. Theft, Breach, Threat, Damage, fight etc.
- (xxvi) The agency shall ensure that all its personnel are aware of protocols relating to COVID 19 Pandemic and shall have to follow the procedures and personal hygiene in this regard.
- (xxvii) The Service Provider shall comply with the Workmen Compensation Act, 1923.

6. Safety and Security regulations

The Service Provider shall follow the security regulations of Company like usage of access cards, wearing and displaying ID cards etc.

The Personnel of the Service Provider shall wear, and use required safety gear while doing a particular task like gloves, shoes, mask etc. The staff shall be well groomed and wear neat and appropriate dress, well-mannered etc.

The Personnel shall be in good health, well trained and capable of discharging their responsibilities

The Service Provider shall ensure that all trash is properly disposed outside the Company site to a safe and approved disposal location and the affected area cleared and cleaned at the end of the day's job.

7.0. Contract Period:

The contract is for a period of ONE YEAR, commencing from 1st April 2025 to 31st March, 2026 which may be extended on yearly basis for a further period of TWO YEARS subject to satisfactory performance of the work and at the discretion of the client (TNIFMC) at the terms would be as set by the Client (TNIFMC).

In case performance is not up to the satisfaction of the Client (TNIFMC) one month notice may be issued to the contractor for termination of the contract.

8.0. Payment Terms:

- (a) Client (TNIFMC) shall pay the agreed amount on production of monthly bill (in duplicate) for the amount due towards services rendered during the preceding one month. The monthly bill shall include supporting documents towards receipt of payment by the persons employed. The Service Provider must make payment to its staff through bank. No other charges of any kind shall be payable. No advance payment shall be made to the agency. There would be no increase in rates payable to the agency during the contract period. All Statutory deduction as applicable shall be deducted by the Client (TNIFMC) from the bill unless exempted by the Competent authority concerned.
- (b) The Service Provider shall also submit the proof of having deposited the amount of contribution on account of ESI and EPF towards the persons deployed in their respective names before submitting the bill for the subsequent month. In case, the Service Provider fails to do so, TNIFMC shall recover the same from the dues of the Service Provider and remit the contribution directly to the concerned authorities in the codes of the Service Provider. Further necessary action as deemed fit will be taken against the contractor.
- (c) The Service Provider shall also submit the proof of having deposited the amount of GST charged by him every month to the GST Authorities along with appropriate returns.
- (d) Terms of payment
 - (i) The Service Provider shall raise monthly invoice including GST as per the contract price.
 - (ii) The payment shall be made based on the number of personal deployed at Client office (TNIFMC). In case, the Service Provider does not provide the required manpower then the payment for that particular resource shall be deducted for the total non-deployed time period.
 - (iii) The Client shall process the invoice within 15 days of receipt of bills.
 - (iv) The Client or any other agency, as per existing rules of the Government, will have the right to examine the invoices as required under relevant rules. If such examination reveals any extra payment already provisionally made,

the extra amount will be adjusted from the payment due to the Service Provider after due intimation.

(e) The Service Provider, hereby, agrees to maintain all required books of accounts and to provide them to such audit as may be required to be carried out. The Service Provider shall ensure best quality of services and protocols and shall submit a half yearly report in this regard. The contract expiry date is ONE (1) year from the date of signing the contract OR 31-03-26 whichever is earlier. A comprehensive performance review of Service Provider would be conducted at the end of one year and subsequently the client (TNIFMC) would have the right to extend the services for full term or terminate the contract or make necessary changes in scope of work and staffing as required.

9.0. Compliance:

- (a) The Service Provider shall provide the services continuously as per the award and for the contract period. In case of discontinuation of services by the Service Provider in the middle of the period or non-satisfactory services, breach of any terms and conditions of the contract, non-compliance of the orders of competent authority. The Service Provider shall be liable for necessary legal action and the Service Provider may forfeit their performance security deposit apart from terminating the contract and payment of damages to the client (TNIFMC).
- (b) The Service Provider shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without prior written consent of Client (TNIFMC).
- (c) In case of any damages (excluding normal wear and tear due to usage) to the infrastructure facilities or the property of the TNIFMC by the personnel of the Service Provider, the Service Provider shall bear the responsibility of losses and shall replace the same on its own expenses / reimburse the full cost of the same.
- (d) In case, the persons employed by the Service Provider commits any act of omission / commission that amounts to misconduct / indiscipline / incompetence, the Service Provider shall be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by Client (TNIFMC).
- (e) The Service Provider shall replace immediately any of its personnel whose act is found unacceptable to TNIFMC because of security risks, incompetence, conflict of interest, improper conduct etc, upon receiving necessary orders from the competent officer of Client (TNIFMC).
- (f) The successful Service Provider shall be solely responsible for the redressal of grievances /resolution of disputes relating to personnel engaged by them. Client (TNIFMC) shall, in no way, be responsible for settlement of such issues whatsoever.
- (g) For all intent and purpose, the successful Service Provider shall be the "Employer" within the meaning of different Labour Legislations in respect of personnel so employed and engaged at Client (TNIFMC,) 19, TP Scheme Road, RA Puram,

Chennai 600 028 under this contract. At present the Client is proposed to move the office to new location at present not yet finalised, once finalised the service provider has to provide the service in the New location (within Chennai)without INTERRUPTION The personnel deployed by the agency at TNIFMC shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against TNIFMC.

- (h) Client (TNIFMC) shall not be responsible for any damages, losses, theft, claims, financial or other injury to any persons deployed by the Service Provider in the course of their performing the functions/ duties, or for payment towards any compensation.
- (i) The personnel deployed by the Service Provider shall not claim nor shall be entitled for pay, perks and other facilities from Client (TNIFMC) admissible to casual, adhoc, regular/ confirmed employees during or after expiry of the contract period.
- (j) The Service Provider shall take care of insurance for his employees and personnel at his cost. The Service Provider shall also indemnify the client against any third-party damage or loss due to his actions.
- (k) In case of termination of this contract on its expiry or otherwise, the personnel engaged by the Service Provider shall not be entitled to and shall have no claim for any absorption nor for any relaxation for absorption in the regular / otherwise capacity in TNIFMC.

10.0. Compliance of Statutory Provisions

- (a) The Service Provider shall maintain all statutory registers under the applicable Law. They shall also produce the same, on demand, to the concerned authority of Client (TNIFMC) or any other authority under Law.
- (b) In case, the Service Provider fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof CLIENT (TNIFMC) is put to any loss / obligation, monetary or otherwise, Client (TNIFMC) shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

11.0. Right of TNIFMC Ltd.

- (a) Client (TNIFMC) reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
- (b) CLIENT reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and i decision shall be final and binding on the Tenderer.
- (c) CLIENT reserves the right to terminate the contract at any time without assigning any reasons by giving a one month notice to the contracting agency/firm/company.
- (d) CLIENT reserves the right to suitably increase / reduce the scope of work put to this tender. In case of any ambiguity in the interpretation of any of the clauses in

Tender document or the contract document, interpretation of the clauses by the TNIFMC shall be final and bindings on all parties.

- (e) CLIENT reserves the right to award the contract for the security services either to one or more than one contractor / agency.

12.0. Breach of Terms and Conditions:

- (a) Upkeep of TNIFMC's facilities in spic and span condition at all times is the essence of contract. If the quality of service rendered is found poor / unsatisfactory despite communication from TNIFMC, the contract may be terminated at the discretion of Competent Authority.
- (b) In case of breach of any terms and conditions as mentioned above, the Competent Authority shall have the right to terminate the contract without assigning any reason thereof and nothing will be payable by TNIFMC in that event the security deposit shall also stands forfeited.

13.0. Dispute Settlement:

- (a) It is mutually agreed that all differences and disputes arising out of or in connection with this agreement shall be settled by mutual discussions and negotiations and if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the sole Arbitrator appointed by the Chief Executive Officer, Chief Project Officer, Chief Finance Officer of TNIFMC whose decision shall be final and binding on both the parties.
- (b) It is also agreed that in case of any disagreements / disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction at **Chennai**. The resultant contract will be interpreted under Indian Laws.
- (c) In case of any non-compliance of the provision of the Contract the Client (TNIFMC) will impose the penalty of Rs. 250 per day per person subject the maximum of Rs. 1500 per month and overall ceiling of Rs.10,000 per annum.

INSTRUCTION TO BIDDERS
REQUEST FOR PROPOSAL FOR “SECURITY SERVICES”

1	Work	:	Security Services at TNIFMC LTD., 19 TP SCHEME ROAD, RA PURAM, CHENNAI 600 028 - As per the Scope of work provided by TNIFMC. In future this company may shifted to some other location within Chennai.
2	Tender Enquiry No	:	TNIFMC/2025-26/Admin/ Security Services
3	Details of work area	:	Office Space is 6714 Sft apprx. To to cover the space in first floor , covered walkway, carparking etc.,
3	Eligibility Criteria	:	<p>The interested Bidders shall have to comply with the following criteria to participate in the RFP process –</p> <ul style="list-style-type: none"> (i) Must have either its registered office or operating office in Chennai or in Tamil Nadu. (Self-attested copy of documentary evidence like Certificate of Incorporation, GST Registration Certificate, ESI registration Certificate, and payment of EPF challan latest etc. to be furnished along with the technical proposal). (ii) Must have minimum three years of experience (as on 31st March 2024) in providing Security Services on outsourcing basis either to a single organization or multiple organizations, out of which, at least one year must be in Chennai or any place in Tamil Nadu. In each of these three years. (iii) Must have executed similar Security services work for at least Rs.20 Lakh during each of the last 3 financial years i.e. 2021-22, 2022-23 & 2023-24. (Self-attested copies of the Service Contracts/Agreements/Workorders/Completion Certificates/Performance Certificates from the Employers to be furnished along with the technical proposal). (iv) Must have valid registration under Shops & Establishment Act or other relevant Act/ Rules, Labour Law, Income Tax, ESI, EPF, GST, etc. (Self-attested copies of such Registration Certificates to be furnished along with the technical proposal) (v) Must have license to engage in the business of Private Security Agency from Competent Authority. (vi) Must have handled contracts of floor area of at least 4000 Sq. ft. (four thousand square feet) under Security Services in India in any one of the last 3 financial years i.e. 2021-22, 2022-23 & 2023-24. (Self-attested copies of the Service Contracts/ Agreements/ Work

		Orders/ Completion Certificates/ Performance Certificates from the Employers to be furnished along with the technical proposal
4	EMD	All the Bidders shall submit the Proposals along with an Earnest Money Deposit of Rs.25,000/- by way of Demand Draft The DD / pay order may be drawn in favour of " TNIFMC – OPERATING INCOME ACCOUNT" (on any Nationalised Banks payable at Chennai). The EMD may also be paid by means of RTGS/NEFT in the following Bank Account in favour of "TNIFMC-OPERATING INCOME ACCOUNT", The EMD will be refunded in respect of unsuccessful bidders. <i>All bidders are requested to provide the bank account with name of beneficiary, account no. bank name, branch name with IFSC code for refund of EMD, if necessary.</i> THE DEMAND DRAFT FOR EMD AMOUNT SHOULD BE PLACED IN THE TECHNICAL BID COVER ONLY. The EMD amount will not carry any interest.
5	Submission of Offer	<u>Two Bid System:</u> Two bid system will be followed in this tender. Under this system, the bidder must submit Technical bid and commercial bid in two separate sealed envelopes . Copies of format for Technical bid and Commercial bid are provided at Annexure I and II respectively. Envelopes containing Technical Bid and Commercial bid should be securely sealed and stamped separately and clearly marked as " Envelope No: 1 – Technical Bid " and " Envelope No: 2 – Commercial Bid " respectively. EMD should be placed in the Technical Bid. These two separate sealed envelopes be placed in single envelope superscribing the tender Number and description of the item. The bidders are required to provide bank account details to refund the EMD, if required. The cover shall be addressed to 'The Senior Manager (Administration), TNIFMC Ltd., 19, TP Scheme Road, RA Puram, Chennai 600 028.
6	Dates of Site visit	Date: 12th March 2025 Time: 11 30 Hrs 13th March 2025 Time: 11 30 Hrs
7	Last Date for submission of bids	Date: 17th March 2025 Time: 1500 Hrs
8	Opening of Technical bid	Date: 17th March 2025 Time: 1600 Hrs
9	Selection Process	All the technical bids will be scrutinized by the evaluation committee constituted by TNIFMC and firms/agencies submitted all relevant documents and meeting the eligibility criteria will be shortlisted for consideration of commercial bid.

10	Opening Commercial Bid of	: After scrutiny of technical bid by the committee of TNIFMC, Shortlisted firms / agencies will be invited to attend the opening of commercial bid.
11	Performance Security Guarantee	<p>Performance Guarantee of 3% of the contract value shall have to be deposited by the Service Provider as performance security throughout the contract period. The successful bidder shall deposit the Performance Security in the form of Demand Draft (DD)/ Pay Order (PO) in favour of TNIFMC Ltd, OPERATING INCOME ACCCOUNT Chennai within 15days of notification of award.</p> <p>All bidders are requested to provide the bank account with name of beneficiary, account no. bank name, branch name with IFSC code for refund of performance guarantee, where required.</p>
12	Commencement of Operation	: The selected agency should commence the Security services from 1 ST APRIL, 2025

CHIEF EXECUTIVE OFFICER, TNIFMC LTD.

DATE: 05.03.2025

PLACE: CHENNAI

Annexure – I

TAMIL NADU INFRASTRUCTURE FUND MANAGEMENT CORPORATION LIMITED

1ST FLOOR, 19 TP SCHEME ROAD, RA PURAM, CHENNAI 600 028

TECHNICAL BID

(To be sealed and placed in separate envelope super scribed Technical Bid)

Having read and accepted all terms and conditions in the tender document and scope of work, we submit the details for Security Services as follows:

1	Name of the firm	:	
2	Address & Telephone No and Email if any	:	
3	Status of firm and details of owner / partner (Attach copy of Partnership deed / Articles and Memorandum of Association / Certificate of incorporation as applicable)	:	
4	Year of Commencement of business	:	
5	Organizational setup clearly indicating details of Managerial/ Supervising and other staff	:	
6	Licenses	:	
7	Registration / Details Attach copy of certificate (s) I. Registration Number (Shops & Establishment, PSARA (Private Security Agency Regulation Act) Certificate) II. ESI / PF Number III. GST Registration No IV. PAN Number	:	
8	List of institutions /offices where the firm is providing/provided house-keeping services	:	Please attach
9	Status of Income Tax return (pls attach copy of income tax return for last 3 years)	:	
10	Details of training to personnel	:	Yes / No , if Yes details
11	Have you ever been debarred by Court of Law or penalized by any Organisation (Govt , semi govt or private)	:	

Certified that the above furnished information is true and correct.

Place & Date:

Signature of the
Security Service Provider with seal

DETAILS OF EXPERIENCE (Copies of work orders along with customer satisfaction certificate may be enclosed)

Sl. No	Name of the Organization	Total Personnel Deployed	Period of Work	Consolidated Billing per Annum excluding capital cost	Name and contact details of the Officer -in- Charge at the Client Organization with telephone number

Certified that the above furnished information is true and correct. TNIFMC Ltd. is permitted to verify the above details from any of the clients listed above.

Place

Signature of the
Security Service Provider with seal

Date:

TAMIL NADU INFRASTRUCTURE FUND MANAGEMENT CORPORATION LIMITED
1ST FLOOR, 19 TP SCHEME ROAD, RA PURAM, CHENNAI 600 028

COMMERCIAL BID (In a separate envelope)
(To be sealed and placed in separate envelope super scribed commercial bid)

Name of work : Security Services at TNIFMC Ltd. 19 TP Scheme Road, RA Puram,
Chennai 28

Sl. No.	Description of Work	Service Charge of Contractor to be quoted in %
1	Security Services at TNIFMC Ltd., Chennai 600 028 as per RFP	

GST if any will be paid as per norms.

Note:

The TNIFMC will make payment as per Minimum Wages (Zone A) notified by the Central Govt. from time to time along with other statutory benefits plus minimum bonus on submission proof of remittance.

Place

Signature of the
Security Service Provider with seal

Date: