

NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI-15

Tender for Rendering of Security Services for NITT Campus

Tender Reference No: OS-1/2014/ Security/item no.1 dated 28.8.2014

Minutes of the Pre bid meeting held on 10th September 2014 at 11. 00 am in the Senate Hall, NIT Tiruchy

The following prospective bidders attended the Pre bid meeting:

1. SIS India Limited, Tiruchy
2. First man Management Services Private Limited, Tiruchy
3. Innovative Security Solutions, Chennai
4. CISS Limited, Chennai
5. Perfect Security Services, Tiruchy
6. Jai Balajee Security Services, Chennai
7. Guardian, Madurai
8. Madras Security Services, Chennai
9. ARK Security Services, Hyderabad
10. Warrior FMS India private Limited, Chennai
11. U.K. Security Services Chennai
12. Force One Guarding Security Private Limited, Chennai
13. Mr. Sureshkumar, Madurai
14. S.V.Sethuraj, Bhavani Security Services, Chennai
15. Malli Security Services, Chennai
16. Kany's Ex-servicemen Security Service, Tiruchy
17. Naveen Security Services, Chennai
18. Eagle Security Services, Tiruchy
19. NISA Global Security Services, Coimbatore

At the outset, the Selection Committee/ NITT, has displayed the Revised Price Bid Format on the screen and sought the views of the bidders on the revised format with specific reference to (a) Minimum Wages (b) Number of relievers etc.,. In their reply, bidders concurred with 31 Relievers, in addition to the Tendered requirement of 183 security personnel. Thus the total revised requirement is reckoned as 214 security personnel.

As regards the Central Minimum wages, the selection committee stated that the rates applicable for Watch and Ward (**without arms**) as on 1/4/2014 will be adopted. Accordingly the following rates have been discussed and mutually agreed.

Security Guard (Civilian)	Security Guard (Ex-service men)	Shift In charge (Ex servicemen)
Rs.309/- per shift	Rs.363/- per shift	Rs.400/ per shift

Further, the Selection Committee, NITT proposed that the first four rows (containing statutory payments towards Minimum Wages and Variable DA, ESI, EPF and Bonus) in the revised Price Bid Format will be filled in, by the NITT themselves, so that bidders can quote their rate for Service Charges/Administration Charges/Establishment Charges/ Agency Charges/ Any other Charges, Charges towards Provision of Uniform, Uniform Upkeep, Wages towards National Holidays etc., and their Profit Element at the sixth row of the price bid format. **(This is to be quoted as a fixed amount for 26 shifts of 8 hours).**

The bidders concurred with the above proposal of the selection committee and requested the selection committee to notify the revised Price Bid Format in the website of the NITT alongwith the Minutes of the pre bid meeting. After the above discussion, the selection committee asked the prospective bidders to convey/discuss/ share/ express their doubts, if any, with reference to any of the tender conditions. The details of queries raised and the reply furnished by the selection committee is tabulated below:

Clarifications / doubts sought by the bidders	Reply of the Selection Committee, NITT
Whether any Unit in charge has to be appointed by the successful bidder, in addition to Shift in Charge?	No. Not necessary. The Chief Security Officer (CSO) of the NITT will take care of those functions.
Whether split up for profit margin, service charges, establishment charges, any other charges, wages towards National Holiday, Uniform, Uniform Upkeep etc are to be indicated/quoted separately by the bidder in the 6 th row of the revised Price bid Format to be notified by the NITT?	No. Not necessary. In the 6 th row of the revised price bid format, under each category (i.e., Civilian, Ex Servicemen and Shift in Charge), the bidders shall have to QUOTE FIXED AMOUNT(FOR 26 SHIFTS OF 8 HOURS) towards their service charges, establishment charges, any other charges,profit margin, National Holiday wages, Uniform, Uniform Upkeep, etc., However, bidders, at their discretion, may quote three different fixed amounts for three different categories of security personnel i.e., Civilian, Ex-servicemen and Shift In Charge.
Whether security deposit can be furnished in the form Bank Guarantee instead of Demand Draft?	No. Security Deposit equivalent to one month salary has to be furnished in the form of Demand Draft. The tender condition at page number 12 (under chapter number 5 e) is modified as below: The security deposit equivalent to one month salary has to be furnished in the form of demand draft only. Alternatively, 50% can be furnished in the form of DD and remaining 50% will be deducted in five equal installments of 10% each, in 5 months.
Whether bank statement is necessary as a proof for ascertaining the value of similar services rendered.	Not necessary. However, the certification from the present and past clients is sufficient as desired in serial number 32 and 33 of the chapter 6 (technical bid format)
In the case of non-finalization and non-audit of annual accounts of 2013-14, whether	No. A certification by a chartered accountant for the provisional turn over figure of 2013-14 may be furnished, in addition to 2011-12 and 2012-13.

annual accounts of 2010-11, 2011-12 and 2012-13 will be accepted?	
Whether VAT TIN Number is necessary?	No. Not necessary. However, if available this may be furnished.
Bidders solvency – Should it be submitted in original?	Yes. It has to be furnished in original. It should be obtained from nationalized bank and should be less than 6 months old. The solvency should be for a minimum amount of Rs.20 lakhs and not Rs. 25 lakhs as indicated at page no. 3 under chapter no. 1 of the tender document.
Whether registration/ license under Private Security Regulation Act, 2005 has to be furnished.	In the original tender document, furnishing of license obtained under PSRA is NOT incorporated as pre-qualification criteria. Hence, if available, the agency may furnish the same to obtain extra marks, during technical bid evaluation.
NSIC certification for EMD exemption	The selection committee clarified that the bidders who are seeking exemption under NSIC, should furnish complete details with reference to (1) Turnover up to which the exemption is granted (2) the nature of business for which the NSIC certification has been issued.

At the end of the meeting the committee advised the prospective bidders to furnish complete set of documents desired in the Tender document along with the technical bid and the same should be serially numbered for quick reference. The committee highlighted that serial numbering and index reference is essential in view of stringent time schedule for finalization of the tender.

Selection Committee/NITT

Enclosure: Revised Price bid format with first four rows filled by selection committee, NITT.

CHAPTER 9: REVISED FORMAT FOR SUBMISSION OF PRICE BID

Name of the bidder/ Security Agency

S. No Column 1	Particulars Column 2	Per Shift In charge (Ex- Servicemen) For 26 Shits of 8 hours Column 3	Per Security Guard (Ex-Servicemen) For 26 shifts of 8 hours Column 4	Per Security Guard (Civilian) For 26 shifts of 8 hours Column 5
1.	Basic Wage + Variable Dearness Allowance	Rs.400.00 x 26 shifts = Rs.10,400.00	Rs.363.00 x 26 shifts = Rs.9,438.00	Rs.309. 00 x 26 shifts = Rs.8,034.00
2.	ESI @ 4.75% of Basic + VDA	Rs. 494.00	Rs. 448.31	Rs. 381.62
3.	Bonus @ 8.33% payable yearly (Limited to first Rs.3,500)	Rs. 291.55	Rs. 291.55	Rs. 291.55
4.	Provident Fund @ 13.61% (Limited to first Rs.15,000)	Rs. 1,415. 44	Rs.1,284.51	Rs.1,093.43
5.	Sub Total of Row 1 + 2 + 3 + 4	Rs.12,600.99	Rs.11,462.37	Rs. 9,800.60
6.	Service Charges/ Administration Charges/ Establishment Charges/ Charges towards provision of Uniform, Upkeep of uniform, Wages towards National Holidays, any other charges and PROFIT MARGIN (TO BE QUOTED AS A FIXED AMOUNT FOR 26 SHIFTS OF 8 HOURS)			
7.	TOTAL COST PER HEAD (Total of Row 5 and Row 6)			
8.	Number of Security Personnel required for our Institute under each category	3 Shift In Charge(Ex- service men) + 1 Reliever = Total 4	72 Ex-Servicemen Security Guards + 12 Relievers = Total 84	108 Civilian Security Guards + 18 Relievers = Total 126
9.	Total amount, for the required security personnel (respective columns of row 7 to be multiplied with those of row 8)			
10.	Grand Total (sum total of column 3, column 4 and column 5 of Row 9)	Rs.		

1. All columns are mandatory and, therefore, no row should be left blank. If no charges are applicable, clearly state Zero in the row.
2. The Minimum Wages given in the row is, as on **1st April 2014**. Variation in Minimum Wages due to variable dearness allowance as and when notified by the Government will be reimbursed by the NITT. Similarly, other statutory increase will also be considered.
3. As per statutory norms, Provident Fund will be limited to the first Rs.15,000. Thus the MAXIMUM PF per security personnel is Rs. 2041.50
4. As per statutory norms, Bonus payment will be limited to the first Rs.3,500. Thus the MAXIMUM BONUS per security personnel is Rs.291.55
5. Educational Auxiliary Services are exempted from Service Tax. Hence, Service Tax need not be quoted or added.