



**NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI – 620 015.**  
**OFFICE OF THE DEAN – INSTITUTE DEVELOPMENT**

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Minutes of the Pre – Bid meeting held on 12/Feb/2016 at A13 HALL in connection with Tender for Security Services to the entire campus of NIT Tiruchirappalli.

Attendance:

<b>Officials attended on behalf of NITT</b>	<b>Prospective Bidders or their representatives attended</b>
Shri A.Palanivel, The Registrar	M/s. Madras Security Services (P) Ltd
Dr. D.Sastikumar, Dean – ID	M/s. Bavani Security & Night Patrol
Shri G.Soundararajan, DR – Stores & Purchase	M/s. Kore Security Services
Dr. V.Lakshmana Gomathi Nayagam, Asso. Dean – ID	M/s. First Man Management Services (P) Limited
	M/s. Best Security Services
	M/s. Updater Services (P) Limited
	M/s. Warrior FMS India Pvt Ltd
	M/s. NISA Industrial Services Pvt Ltd
	M/s. Evergreen Management Services
	M/s. Naveen Security
	M/s. Bombay Intelligence Security (I) Ltd
	M/s. Kaniys Ex Security Agency
	M/s. Security & Intelligence Services (I) Ltd
	M/s. Private Eye Pvt Ltd
	M/s. CISS Ltd
	M/s. CISB Ltd
	M/s. BSS, Chennai
	M/s. Best Star Facility Management
	M/s. BSFM
	M/s. New Security Force
	M/s. Auromirra Detective Agency

At the outset Associate Dean – ID welcomed the prospective bidders and advised them to ask their queries or clarifications for their doubts. In response to which, the following queries were raised by the bidders:

Queries raised by the bidders	Reply given by NITT
(A) As per latest order of Government Bonus Limit is Rs. 7,000 and not Rs. 3,500 as mentioned at Serial 3. Refer attached Gazette Notification Para 3. (B) PF deduction is 13.36% and not 13.11% as mentioned at Serial 4.	Yes, Accepted. The error is regretted. The Tender Condition stands revised accordingly. Extant provisions of Labour Laws is applicable in respect of Minimum wages, PF, Bonus, ESI, etc.,
Whether Original Solvency Certificate is to be enclosed. It may be relaxed as Xerox is to be enclosed and original will be produced at the time of Price Bid opening.	Solvency certificate should be from Nationalized bank. However, original solvency certificate need not be furnished. Further it need not be in the name of the Director/ NITT. It may be in the name of "To whomsoever it may concern". The date of the Solvency Certificate should not be more than six months old from the date of tender opening.
Experience completed similar works during last 7 years ending 31st Dec'2015. (a). One similar completed security service contract costing not less than Rs. 2.44 Crore. i.e. the cost meant by per month or per annum or any of the year in last 7years or during 7years.	The turnover for Pre-qualification criteria is "per annum" in any one of the financial year during past 7 years. It is fixed as per the guidelines of the Central Vigilance Commission.
Contract labour license to specify the agency name or not.	As per prevailing rules and regulations and Industry practice, it may be submitted along with the technical bid.
Performance certificate for all clients or specified clients only.	It may be furnished for which the pre-qualification criteria is/are satisfied. However, Out of their own interest, bidders are advised to send as many performance certificates as possible.
10th standard qualification - Pass / fail and which document is required to be submit.	10 <sup>th</sup> Standard appeared with or without pass.
Walkie Talkies range and quantity is required, equipment air license in user name or agency name.	Instead of Walkie Talkie CUG Mobile connection has to be provided (Atleast 15 Nos)
Character certificate from gazette officer state / central and police verification certificate by the local police authority (Cost borne by agency) - Common officer or any local police station in Tiruchirappalli / Commissioner office.	Character Certificate from any gazette officer is acceptable, irrespective of State or Central. As regards police verification, decision will be taken after award of contract to L1 bidder.
Licenses – Central Labour Commissioner – Please clearly specify.	This may be furnished as per Industry practice.

License – Contract Labour (Regulation & Abolition Act, 1970) – License in agency name or respective service receiver name.	This may be furnished as per Industry practice.
Modern Security Gadgets – Need a definition / description	Modern Security Gadgets like Gate Entry Pass (Machines), Under Vehicle search mirror, metal detector etc.,
Service charge / Admin charge/ Establishment charge / Profit Margin – Need clarity	It is profit element of the Service Provider for providing security services. It should be quoted in lump sum fixed amount and not in percentage.
Need a head count shift wise manpower	As of now it is equally distributed. This may be re-distributed based on demand and need with mutual consent.
The agency shall not involve in any bribery or other unethical activities with anyone employed at the NITT. Penalty of Rs.10,000/- for each such incident. – Unethical activities definition required?	Any Act which is not ethical will be deemed as unethical.
Need a theft insurance ceiling / coverage amount	For the terms and conditions given in the tender document it may be decided by the bidder to have Insurance or not based on their Security System.
Requirement of metal detector & model (Battery or Rechargeable mode) – Nos.	Minimum of 15 Nos of any model that is able to detect.
Service Charges / Admin Charges / etc.,	It should be quoted as Lump sum amount and not in percentage.
JCO clarification	Junior Commissioned Officer atleast in the rank of Hawildar.
DGR rate for Ex–Servicemen salary	As per DGR rates for without arms. Uniform component may be included with profit component.
Patrolling vehicle details	SUV Jeep Model like bolero, cruiser. The Patrolling should be once in 2 hours and 4 times per shift.
Salary to be disbursed	Billing cycle will be decided in consultation with the successful bidder. Salary to Securities has to be disbursed as per Labour Laws. 15 days' time is required for processing of bills. Please refer annexure A for wages.
Deficiencies in Bio–Metric attendance system	Will be strengthened to ensure fullproof system.
Lathe Size	Longer size so as to safeguard against snakes etc.,
Torch Light Size & Range	Reasonably Longer size & range of atleast 500 metres
Deficiencies in Gate Pass / Material Management system.	It will be augmented, so as to ensure proper control.
Disciplinary Issues	Rules will be formulated and will be intimated to successful bidder.
Ex–Servicemen includes Para–Military force or not	Yes. Ex–Servicemen includes Para–Military forces also.

Security Post	This will be discussed with the successful bidder for full protection of campus including Thuvakudi quarters.
Accommodation for Securities	Subject to availability, residential quarters will be provided and rent for the same will be decided by the Competent authorities.
Raincoat	Already in the tender document.

**CHAPTER 9: FORMAT FOR SUBMISSION OF PRICE BID**

Name of the bidder/ Security Agency .....

S.No	Particulars	Per Shift In-Charge (Ex- Servicemen) For 26 Shifts of 8 Hours	Per Security Guard (Ex-Servicemen) For 26 Shifts of 8 Hours	Per Security Guard (Civilian) For 26 Shifts of 8 Hours
1	Basic Wage + Variable Dearness Allowance	Rs.442.89 x 26 shifts = Rs.11,515.14	Rs.333.00 x 26 shifts = Rs.8,658.00	Rs.333. 00 x 26 shifts = Rs.8,658.00
2	HRA @ 20% of Basic + VDA	Rs.2,303.03	Rs. 1,731.60	NA
3	ESI @ 4.75% of Basic + VDA + HRA	Rs. 656.36	Rs. 493.51	Rs. 411.26
4	Provident Fund @ 13.36% (EPF, EDLI, Admin Charges) (Limited to first Rs.15,000)	Rs. 1,538. 42	Rs.1,156.71	Rs. 1,156.71
5	Bonus @ 8.33% payable yearly (Limited to first Rs.7,000)	Rs. 583.10	Rs. 583.10	Rs. 583.10
6	Sub Total of Row 1 + 2 + 3 + 4 + 5	Rs. 16,596.05	Rs. 12,622.91	Rs. 10,809.06
7	ADD (1/6 of total amount mentioned in row 6 towards weekly off)	Rs. 2,766.01	Rs. 2,103.82	Rs. 1,801.51
8	TOTAL COST PER HEAD (Total of Row 6 and Row 7)	Rs. 19,362.06	Rs. 14,726.73	Rs. 12,610.57
9	Number of Security Personnel required for NITT under each category	6 Shift In Charge (Ex-servicemen)	96 Ex-Servicemen Security Guards	144 Civilian Security
10	Total amount, for the required security personnel (respective columns of row 9 to be multiplied with those of row 8)			
11	Service Charges / Administration Charges / Establishment Charges/ Charges towards Provision of Uniform, upkeep of uniform, wages towards National Holidays, any other charges and PROFIT MARGIN of the Service Provider / Security Agency (TO BE QUOTED AS A FIXED AMOUNT FOR 26 SHIFTS OF 8 HOURS)			
12	Total for each cadre Sum of row 10 & 11			
13	Grand Total for deployment (Sum total of column 3, column 4 and column 5 of Row 12)			

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. In respect of Ex–Servicemen Supervisor and Ex–Servicemen Security Guard (without arms), wages prescribed by DGR is adopted. However, in respect of uniform it has to be absorbed in the profit margin of the service provider. NITT reserves the right to take corrective action, if there is any inadvertent / erroneous error in the figures adopted in the price bid format.
3. In respect of Civilians Security Guards, wages prescribed by Central Labour Commissioner for B Class cities is adopted. NITT reserves the right to take corrective action, if there is any inadvertent / erroneous error in the figures adopted in the price bid format.
4. The Minimum Wages given in the row is, as on **1<sup>st</sup> October 2015**. 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.
5. As per statutory norms, Provident Fund will be limited to the first Rs. 15,000/-.
6. As per statutory norms, Bonus payment will be limited to the first Rs. 7,000/- per year. Thus the MAXIMUM BONUS payable per security personnel is Rs. 583.10 per month.
7. NITT is exempted from Service Tax. Therefore, Service Tax need not be added.

**SIGNATURE OF THE BIDDER**

**Minimum wages for Ex Service Men as per the Directorate General Resettlement Notification.**

<b>RATE CHART W.E.F 01.10.2015</b>				
<b>ESM (DGR)</b>				
<b>S.No.</b>	<b>Particulars</b>	<b>%</b>	<b>SG</b>	<b>SS</b>
1	Basic + VDA		8,658.00	11,515.14
2	ESIC	4.75%	411.26	546.97
3	EPF	12.00%	1,038.96	1,381.82
4	EDLI	0.50%	43.29	57.58
5	Admin	0.86%	74.46	99.03
6	House Rent	20.00%	1,731.60	2,303.03
7	ESIC on HR	4.75%	82.25	109.39
8	Bonus (Rs.7,000/-)		583.10	583.10
9	Uniform	8.00%	692.64	921.21
<b>10</b>	<b>Total</b>		<b>13,315.55</b>	<b>17,517.26</b>
11	Reliever Charges	1/6 (Sl No. 10)	2,219.26	2,919.54
<b>12</b>	<b>Total</b>		<b>15,534.81</b>	<b>20,436.81</b>
13	Service Charge	12.00%	1,864.18	2,452.42
<b>14</b>	<b>Grand Total</b>		<b>17,398.99</b>	<b>22,889.23</b>