



**NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI - 620 015
TAMIL NADU, INDIA**

**NOTICE INVITING TENDER FOR RENDERING OF SECURITY SERVICES
OFFICE OF THE DEAN – INSTITUTE DEVELOPMENT**

BID SYNOPSIS	
Tender Reference Number and date	No.OS-1/2015-16/Security/Dean-ID/dated 01/02/2016
Brief Description of the Tender	Tender for rendering of Security Services to NITT Campus. Total Number of Security Personnel Required 246 (6 Supervisors + 96 Ex-Servicemen + 144 Civilians) + Relievers at 1/6 rate. NITT reserves the right to increase or decrease the number of security guards and the ratio of Ex-Servicemen and Civilians as per the realistic requirement.
Type of Tender	Two Bid System
Cost of Tender Document including 5% VAT (Non-Refundable)	Rs.525/- (Rupees Five Hundred and Twenty Five Only) payable through Demand Draft drawn in favour of The Director, NIT, Tiruchirappalli.
Website address for downloading the tender document	The tender document can be downloaded from our website www.nitt.edu
Earnest Money Deposit (Refundable)	Rs.50,000/- (Rupees Fifty Thousand Only) in the form Demand Draft drawn in favour of The Director, NITT.
Date of Pre bid meeting	Friday 12th February 2016 at 02:30 PM (Venue: Administrative Building, NITT)
Last date and time for receipt of tender	Wednesday 24th February 2016 upto 03:00 PM
Mode of submission of Tender	By Speed Post/ Registered Post/ Courier or through Hand delivery at the NITT Main Office
Date, time of tender opening	Wednesday 24th February 2016 at 03:30 PM
Date and time of opening of Price bids	After evaluation of technical bids, the date, time and place of opening of the Price bid will be intimated to technically qualified bidders.
Address for submission of Tender	The Director, National Institute of Technology, Tiruchirappalli-15, Tamil Nadu With the superscription "For the kind attention of: Dean – Institute Development"
Procedure for Sealing and Marking of Bids	Envelope 1: EMD and Cost of Tender Document Envelope 2: Technical Bid Envelope 3: Price Bid Envelope 4: Larger Size Outer Envelope (Wrapper) containing Envelope 1, 2 and 3
Contact Person for Technical queries	Dr. V.Lakshmana Gomathi Nayagam, Associate Dean, Office of the Dean-Institute Development, NIT, Tiruchirappalli – 620015, Phone: 0431-2503040 E-Mail ID: velulakshmanan@nitt.edu Mobile: 9486001191
Duration of the Contract	One year. Based on the satisfactory performance of the Security Agency and on the recommendation of the Committee formed for the purpose, the duration of the contract may be extended for a further period, as may be necessary, by the Director.
Performance Security	The Successful Bidder has to furnish Security Deposit equivalent to one month gross wages in the form of demand draft drawn in favour of The Director, NITT. Alternatively, 50% can be furnished in the form of Demand Draft and remaining 50% will be deducted in five equal installments of 10% each, in 5 months.
Deed of Agreement is to be executed by the successful bidder on a non-judicial stamp paper of appropriate value in a prescribed format.	

Notice Inviting Tender

Tender Notification: No. No.OS-1/2015-16/Security/Dean-ID dated 01/02/2016

Sealed Tenders are invited from Professional / Reputed Security Agencies for providing Security Services to National Institute of Technology, Tiruchirappalli (NITT). The bidder should have appropriate resources, necessary expertise, requisite manpower, proper co-ordination and supervisory skill and ability to undertake the work.

The total requirement is 246 (240 + 6) Security personnel, out of which 40% should be Ex-Servicemen and the remaining 60% may be Civilians. NITT reserves the right to increase or decrease the number of Security Guards and the ratio of Ex-Servicemen and Civilians as per the realistic requirement. The total requirement of Security Personnel (**INCLUSIVE OF RELIEVERS**) for NITT Campus is tabulated below:

S.No	Category	Male	Female	Total	Leave Reserve
1	Shift In-Charge Ex-Servicemen	6	NIL	6	Leave Reserve should be provided at 1/6 of the respective category
2	Security Guards Ex-Servicemen	96	NIL	96	
3	Security Guards Civilians	120*	24	144*	
Total Requirement of Security Personnel		222	24	246	

Note:- *Out of this 144 Civilian Security Guards 8 (Eight) should have HMV (Heavy Motor Vehicles) License and 4 (Four) should have LMV (Light Motor Vehicles) License with an experience of not less than 10 years in Driving Vehicles.

*** Security Guard Civilians should be given physical exercises and training for atleast 15 minutes daily to maintain the Physical fitness and Security activities.**

The successful bidder has to deploy two separate teams one for Hostel Zone and another for Academic Zone. The bifurcation of Security Personnel between Hostel Zone and Academic Zone will be decided by NITT.

Security Personnel earmarked and deployed for Hostel Zone should not be engaged for Academic Zone, under any circumstances. Similarly, Security Personnel earmarked and deployed for Academic Zone should not be engaged for Hostel Zone. In a nutshell, excluding Supervisors, there should be no Interchange / Exchange of Personnel between the two zones.

NITT reserves the right to go for multiple contracts for providing contract Security Services if a single agency is unable to supply the required Manpower either at the beginning or in between the contract period.

THE SECURITY GUARDS WITH DRIVING LICENSE WILL BE UTILIZED FOR OPERATING THE VEHICLES SUCH AS COLLEGE BUS, SCHOOL BUS AND CARS OF NITT.

The duration of the contract against this tender is ONE YEAR.

If the performance of the successful bidder is found to be satisfactory during the initial one year the duration of the contract may be extended by the Director on the recommendation of a Committee formed for the purpose for a further period as may be deemed fit by him.

THE SELECTED AGENCY SHOULD BE IN A POSITION TO COMMENCE THEIR SECURITY SERVICES FROM 1st April 2016.

NITT RESERVES THE RIGHT TO CANCEL THE TENDER WITHOUT GIVING NOTICE OR ASSIGNING ANY REASON.

CHAPTER 1: PRE-QUALIFICATION CRITERIA

1. The Security Agency should possess all valid Statutory Registration / Approvals / License / Permit for running Security Service Agency i.e., the Agency should have registered with the Central Labour Commissioner, Income Tax Department, Employees Provident Fund Organisation, Employees State Insurance and Service Tax Authorities. Further the Security Agency shall be a registered contractor under Contract Labour (Regulation and Abolition) Act, 1970.
2. The Average Annual Turnover of the Security Agency during the last three years ending 31st March 2015 should be at least Rs. 90 Lakhs (Rupees Ninety Lakhs). A Printed copy of the Annual Accounts duly audited and certified by the Chartered Accountants must be enclosed with the technical bid. Year in which no turnover is shown would also be considered for working out the average turnover.
3. Experience of having successfully completed similar works during last 7 years ending 31st December 2015 should be any of the following:
 - a. Three (3) similar completed Security Services contracts costing not less than Rupees 1.22 crore each **OR**
 - b. Two (2) similar completed Security Services contracts costing not less than Rupees 1.46 crore each **OR**
 - c. One (1) similar completed Security Service contract costing not less than Rupees 2.44 crore

Definition of Similar work: Providing of Security Services to renowned Educational Institutions such as Indian Institute of Technology, National Institute of Technology, Central/ State Universities, Central or State Public Sector Undertakings / Government owned Institutions, Public Sector Banks, Reputed Private Sector Industries etc.,

4. The bidder should have experience in having provided security services during the last seven years ending 31st December 2015 as per the following details:
 - a. Three (3) similar completed works wherein total number of Security Guards deployed was not less than 120 each **OR**
 - b. Two (2) similar completed works wherein total number of Security Guards deployed was not less than 144 each **OR**
 - c. One (1) similar completed work wherein total number of Security Guards deployed was not less than 240
5. Performance Certification: The bidders' performance for each work completed in the last three years should be certified by the responsible official from the concerned service receiver for whom similar security service was provided.

6. The bidder should have a well-established Registered Office or Zonal Office or Branch Office anywhere in Tamil Nadu.
7. As a proof of financial capability, the bidder should furnish a **Solvency Certificate issued by a Nationalized Bank** in favour of The Director, NITT for a minimum amount of Rs.25Lakhs.

CHAPTER 2: TENDERING PROCESS

1. The tender document and terms and conditions can be downloaded from our website www.nitt.edu.
2. Through two separate Demand Drafts, the bidder is required to furnish Rs. 50,000/- (Rupees Fifty Thousand Only) towards Earnest Money Deposit and Rs. 525/- (Rupees Five Hundred and Twenty Five Only) towards Cost of Tender Document.
3. **Without EMD and Cost of Tender Document, the Technical Bid will not be opened and the Tender will be rejected summarily.**
4. The sealed tender should be submitted on or before **Wednesday 24th February 2016 upto 03:00 PM** through Registered Post or Speed Post or hand delivery and addressed to The Director, National Institute of Technology, Thuvakkudi, Tiruchirappalli – 620015, Tamil Nadu, India. **[Kind Attention: Dean – Institute Development]**
5. At the first stage, the envelope containing EMD amount and Cost of Tender document will be opened and at the second stage the envelope containing Technical Bid will be opened on **Wednesday 24th February 2016** at 03.30 P.M in the presence of the bidders or their authorized representatives, who choose to be present at the time of opening.
6. At the time of opening of Tender, the names of those who have submitted their offers along with the details of their remittance of EMD and Cost of Tender Document will only be read out and no other information/ details whatsoever will be furnished.
7. If in any case, unscheduled holiday occurs on prescribed closing/ opening date, the next working day shall be the prescribed date of closing/ opening.
8. Subsequent to evaluation of technical bids, price bids of the technically acceptable offers will be opened for further evaluation and ranking for award of the contract. The date of price bid opening will be intimated to the bidders of technically qualified bids.
9. The bidders are advised to go through the tender documents and understand the terms and conditions specified therein before submitting the tender.
10. The Tender document consisting of Technical Bid and Price Bid should be submitted in the Prescribed Format only.
11. The bidders are not allowed to make addition or alteration in the Technical or Price Bid. Each and every page of the submitted bid shall carry the page numbers.
12. All pages of the tender document should be signed by the person or persons duly authorized to sign, on behalf of the bidder along with the official stamp of the bidder. No paper / page shall be detached and No addition or alternation should be made in the tender document. Conditional tender, late and delayed tender will not be accepted / considered.
13. Printed condition at the back of the letter or bid from the tenderer will be ignored. If the bidders desire to have any clarification regarding the conditions of the tender, the

- tenderer should raise such issues at the pre-bid meeting. NITT may revise the terms and conditions of the tender after the pre-bid meeting.
14. The NITT shall not be responsible for any postal delay in receipt of the offer. Tender should be properly sealed.
 15. The NITT will not be responsible for the tenders received in open condition.
 16. The offers submitted by Telex / Telegram / Fax / E-mail etc., shall not be accepted and will be summarily rejected.
 17. Offers should be clearly written or typed without any cutting or over writing. All cutting / over writing must be initialed and stamped. Bidders must confirm the acceptance of all the terms and conditions of the tender.
 18. Making misleading or false representation in the bid document will lead to disqualification of the bidder resulting in forfeiture of EMD amount.
 19. The bidder must note that any conditional offer or any deviation from the terms and conditions of this tender may render the bids liable for rejection.
 20. **Earnest Money Deposit (EMD): The Tenders / Bids must be accompanied by Earnest Money Deposit. The bidders who are registered with National Small Industries Corporation (NSIC) are exempted from EMD and cost of tender document. However, for claiming this exemption, the bidders MUST furnish an attested copy of the exemption certificate indicating Date of registration, validity period of the registration, whether registered for items for which tender has been floated. The EMDs of all the unsuccessful bidders will be returned to them at the earliest. The EMD of successful bidder shall be returned on receipt of Performance Bank Guarantee. No interest will be payable by the NITT on the EMD amount.**

CHAPTER 3: PRE-BID MEETING

It is proposed to conduct a Pre-Bid meeting on **Friday 12th February 2016 at 02:30 PM** (Venue: Administrative Building, NITT). The purpose of the meeting is to answer the questions of the prospective bidders on technical bid and commercial terms and conditions of this tender.

View above, prospective bidders are advised to submit their doubts / questions / clarifications, if any, through Mail, (Mail ID: velulakshmanan@nitt.edu) before the date of Pre-Bid meeting. Further, on the date of the meeting, the questions should be given in writing.

Any modification of the bidding documents which may become necessary as a result of the Pre-Bid meeting shall be made known to all the prospective bidders by the Selection Committee through a notification of amendment in the website of the NITT. No clarifications will be entertained beyond the date of pre bid meeting. No extension of time will be given for submission of tender on any account, beyond the last date for submission of tender.

CHAPTER 4: SPECIAL INSTRUCTIONS REGARDING SEALING AND MARKING OF BIDS

Procedure for sealing and marking of bids: The Tender / Bid Cover shall contain the following:

1. FIRST envelope should contain the Earnest Money Deposit and Cost of Tender Document. The envelope should be sealed and superscribed as “EMD COVER”
2. SECOND envelope should contain the Technical Bid along with enclosures required in the Tender document. This envelope should be sealed and superscribed as “TECHNICAL BID” Cover.
3. THIRD envelope should contain the Price Bid. This envelope should be sealed and superscribed as “PRICE BID” Cover.
4. All the above mentioned THREE SEPARATE ENVELOPES are to be sealed and kept in one single larger size outer envelope (FOURTH envelope) which should also be sealed and superscribed.
5. Each of the FOUR ENVELOPES shall be superscribed with following details:

Tender reference Number for Security Services due date of tender and time Name of the Department inviting this tender Name and Complete address of the Bidder

6. If all the THREE inner envelopes and the ONE outer envelope (i.e., larger envelope) are not sealed and marked as instructed, NITT will assume no responsibility for the misplacement or premature opening of any of the envelope. An envelope opened prematurely will be rejected.
7. There shall NOT be any price indication in the technical bid. If for any reason, it is found that the technical bid reveals the price bid related details in any manner whatsoever, or, the price bid is enclosed in the envelope superscribed, “Technical Bid”, the bid document will be summarily rejected in the first instance itself. Any offer containing both the Technical bid and Price bids in the same envelop will also be summarily rejected.

CHAPTER 5: TERMS AND CONDITIONS FOR PROVIDING SECURITY SERVICES AT NITT
CHAPTER 5 (A): SCOPE OF WORK AND REQUIREMENT

- (a) Providing round the clock general security service and guarding the buildings and areas earmarked.
- (b) Patrolling through the length and breadth of the campus at frequent intervals.
- (c) Keeping vigil against trespassing by strangers, vehicles etc.,
- (d) Mobilizing security guards to extinguish fire when incidents of fire occur in the campus.
- (e) Security at the pumping station and power house of the NITT.
- (f) Monitoring people movement in the campus and alerting the NITT authorities.
- (g) The skilled driver cum security shall be available for driving of vehicles of the NITT which are assigned to him and shall also be in charge of guarding the vehicles so assigned. The selected Security Agency will detail security personnel, to work in three shifts of eight hour’s duration, every day in which 3 security guard drivers per shifts must be included.

The shifts will be as under:

- ‘A’ Shift – 0600 Hrs to 1400 Hrs
- ‘B’ Shift – 1400 Hrs to 2200 Hrs
- ‘C’ Shift – 2200 Hrs to 0600 Hrs (Next day)

However the Institute may require the Agency to provide Security Guards or Security Guards who are required to perform the duty of driving the Heavy / Light vehicles of the Institute for eight hours duty which may be different from the shift timings mentioned above.

The Security Guards will have the following minimum Qualifications / Standards:-

- (a) Have a minimum educational qualification of 10th standard.
- (b) Be in the age group of 25 – 50 years for Civilians and 25 – 58 years for Ex–Servicemen.
- (c) Be healthy, smart with good physical bearing with at least 5’6” height 80 cm chest measurements. (Except Hill tribes)
- (d) Be trained in handling standard firefighting equipment.
- (e) Be able to maintain documents as per the security guidelines of the NITT and the instructions of the staff of Security Section, NIT Tiruchirappalli.
- (f) Should have knowledge in First Aid / Driving of vehicles / Handling wireless equipment with License / Modern Security Gadgets etc.
- (g) All Security Guards posted must be able to communicate in English of which at least 30% of the guards must be able to communicate in Tamil also. At least 10% of the Security Guards should be able to understand and speak Hindi.
- (h) They should preferably have work experience for at least 2 years in security assignment in similar organization like NITT.
- (i) Drivers must be in a possession of a valid driving license for Heavy / Light vehicle and must have basic knowledge of motor mechanism.
- (j) Drivers must have past experience of driving a motor vehicle for at least 10 years’ in operation preferably of College bus / Mini Van / Car of different variety in Government Sector / Public Sector Undertakings / Public Sector Banks / Public Sector Insurances Companies / Government owned educational Institutions / Universities / Deemed Universities / Private Institutions etc.,
- (k) No person who has been convicted by a competent court / who has been dismissed or removed on grounds of misconduct or moral turpitude while serving in any of the armed forces of the Union, State police organization, Central or State Governments or in any private security agency shall be employed or engaged as a private security guard or supervisor.
- (l) NITT reserve the right to relax or remove the above conditions.

Apart from the Security Guards, **SIX Supervising Inspectors (Shift In charge)** two per shift will have to be deployed. They should be in the age group of 25–58 years and with a minimum qualification of Bachelor’s degree and should be Ex–Serviceman not below the rank of JCO. Out of total strength of Security Guards provided by the agency, at least 40% of the Guards should be ex-servicemen with services of at least 5 years in Military / Army / Naval / Air force. NITT reserves the right to increase or decrease the number of security guards and the ratio of Ex–Servicemen and Civilians as per the realistic requirement.

Duration of the contract shall be 1 year.

In case the service is not found to be satisfactory, the contract shall be terminated by NITT by giving notice of one month to this effect. However, the contract can be terminated by giving a written notice of 3 months by the Agency.

A record of every lapse small or big to be maintained by the NITT Authorities & a weekly meeting with the representative of the Company and Chief Security Officer / Security Officer will be held and minutes of the same recorded for compliance.

No employee of the Agency shall work for more than 26 days in a month or as specified by Labour Laws. Without prior approval of the NITT, no employee of the agency shall be deployed over time. No overtime wages will be paid by the NITT.

No Security Guard who has performed duty during night shift should be deployed for duty immediately in the following day-shift of the next day. Continuous overtime/ deployment for more than 8 hours / double duty is not allowed.

Agency shall abide by all laws of the land including. Labour Laws (ESI, PF, Bonus, Income Tax or any other extra taxes levied by the Government) Companies Act, TAX Deduction liabilities, Welfare measures of its employees and all other obligations that enjoin in such cases and are not essentially enumerated and defined herein, though any such onus shall be the exclusive responsibility of the Agency, and it shall not involve the NITT in any way whatsoever.

Agency shall deposit an amount which is equal to one month total wages of all security of guards and shift in charge. The security deposit should be paid within 15 days of acceptance of the offer of the agency and it should be kept alive for the entire duration of the contract.

CHAPTER 5 (B): GENERAL TERMS AND CONDITIONS

The contract is initially for a period of one year. The contract will be reviewed yearly, and may be extended for a maximum period of 2 years. The requirement of actual manpower may vary according to the need and may be reviewed / reduced / enhanced as and when required.

The contract may be terminated before the expiry of contract period owing to deficiency in service or substandard quality of the service by the successful bidding Company / Firm / Agency. Further, NITT reserves the right to terminate contract at any time by giving one month notice to the successful bidder.

The bidder shall not be allowed to transfer, assign, or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of NITT.

The agency shall obtain and produce license under the "The contract Labour (Regulation &abolition Act 1970) from the labour department. The agency shall maintain and if necessary submit to the NITT for inspection on demand the records such as Muster roll, Payment register etc.

The bidding agency will be bound by the details furnished by them to NITT, while submitting the bid or at subsequent stage. In case, if, any of such document/s furnished by the firm is found to be false, it would amount to breach of terms of contract and the agency is liable for **LEGAL ACTION** besides termination of contract.

The bidder shall ensure that the security personnel deployed at NITT conforms to the STANDARDS prescribed in the Tender Document.

The successful bidder shall furnish the following documents in respect of each security personnel deployed at NITT, before the commencement of contract.

1. List of trained security personnel identified / selected by agency for deployment at NITT, with Bio-data i.e. date of birth, age, qualification address etc.,
2. Character certificate from a Gazette officer of the Central / State Government.
3. Certificate of verification of antecedents of persons by local police authority.

In case, the personnel employed by the successful bidder commits any act of Omission / Commission that amounts to Misconduct / Indiscipline / Incompetence / Security risks, the selected agency shall take appropriate disciplinary action against such personnel immediately when such instances are brought to the notice of the Agency, failing which it would amount to breach of contract and may lead to termination of contract.

The selected agency shall provide identity cards to the personnel deployed at the NITT having the photograph of the personnel and personal information such as name, designation, address and identification mark etc., attested by the Security officer at the NITT.

The selected agency shall ensure that any information related to Research, Operational process, Technical know-how, Security Arrangements and Administrative / Organizational matters are not divulged or disclosed to any person by their personnel deployed at the NITT.

The selected agency shall ensure proper conduct of its personnel at NITT campus, and shall also ensure that they do not indulge in consumption of Alcohol / Smoking while on duty.

The selected agency shall designate / deploy a field officer at its own cost who would regularly interact with officers of the NITT, so that better co-ordination, services and utilization of optimal manpower deployment could be addressed.

The selected agency shall immediately provide replacement for any Security Guard(s) / Shift In-Charge who is (are) absent and ensure that as far as possible no designated post is left vacant in any shift. In case the agency fails to provide replacement within three working days appropriate penalty will be levied as provided in these terms and conditions of contract.

NITT is not liable at any stage to provide accommodation, transport, food, medical and any other requirement of their personnel deployed at the NITT.

Payment of bills will be made to the contractor on a monthly basis as per actual services. The contractor has to submit invoices / bills by the third week of the next month for the services rendered in the preceding month along with ESI / PF / Service Tax challans, as applicable, pertaining to that month. Attendance records as per Bio-metric attendance recording system should be furnished with the invoice.

The Director, NITT is the final authority for settling any disputes and the decision of the Director in this regard shall be final and binding on all.

CHAPTER 5 (C): CONTRACT – SPECIFIC TERMS AND CONDITIONS

The Manpower employed by the agency shall be required to work in three shifts of 8 hours duration on all seven days (which include 4 Security Guards deployed as drivers per shift) with staggered weekly off.

The personnel deployed shall be required to report for work at specified shift hours and remain in the designated post till the end of the shift. In case, any post is vacant on any shift / day the wages for that shift / day shall be deducted.

The Security personnel should be of (a) age group between 25 and 58 years in the case of Ex-Servicemen and 25 to 50 years in the case of civilians (b) The Security Guards should have the ability to check Identity cards of those who enter the Institutes and Gate passes issued to vehicles to carry out of the Institute any object, material or store. (c) Working knowledge of the languages Tamil and English is desirable for all Security Guards and working knowledge of Tamil, Hindi and English is essential for Security Supervisors (d) The Security Supervisors should be graduates and they should have at least three years' experience, as Supervisor / Shift In-Charge in a similar Institution or larger establishment. They should be physically fit and should be able to read & write in English and Hindi.

The Security Officer or his deputies will screen all the security personnel deputed/deployed to the NITT, including Discharge certificate in case of Ex-Servicemen.

The duty hours should not exceed eight hours at a stretch. Continuous shifts by the same person is not allowed and no post should remain unmanned. Odd duties / shifts may be required according to exigencies, which are to be provided by the agency.

Working hours normally will be of 8 hours shift. However, in exigencies of work, the Security guards engaged as drivers may be required to work late and may be called for duty on Sunday and other Gazette Holidays, if required. In such cases, Drivers will be paid extra wages as per the rules of the Labour Department.

The Security personnel should be polite, cordial, positive and efficient while handling the assigned work and their action shall promote goodwill and enhance the image of the NITT. The Security Agency shall be responsible for any act of indiscipline on the part of the security personnel deployed by them.

Items of equipment, Walkie Talkies, Headgears, Bomb / Metal Detectors, Torches, Lathis, Uniforms including Rain Coat, Jerkins, Identity Cards etc., for efficient conduct of duty by the agency personnel shall be provided by the agency and shall be in good presentable condition.

No accommodation will be provided on the campus for the agency personnel and the agency shall make its own arrangements.

FOR PATROLLING PURPOSE, THE SUCCESSFUL BIDDER SHALL ARRANGE TO HAVE VEHICLE OF HIS OWN (MINIMUM ONE FOUR WHEELER VEHICLE AND 2 TWO WHEELER VEHICLE).

EXPENDITURE TOWARDS DIESEL, REPAIRS ETC., FOR THE VEHICLES WILL NOT BE PROVIDED OR REIMBURSED BY THE NITT.

The agency shall arrange to safeguard men & materials and the interest of the NITT at designated places by posting its personnel in such manner and at such points. It should also assure the NITT that its Interest are fully and wholly safe guarded. This includes assisting the NITT in first-aid and fire safety operations as may be deemed necessary.

The agency on its part and through its own resources shall ensure that the goods, materials and equipment etc., are not damaged in the process of carrying out the services undertaken by it and shall be responsible for the act of omission or commission on the part of its staff or its employees etc., If the NITT suffers any loss or damage on account of negligence, defaults or theft on the part of the employees of the agency, then the agency / service provider shall be liable to reimburse the value of the loss, as decided by the NITT for the same. The agency shall keep the NITT fully indemnified against any such loss or damage. The Service Provider / Agency will be responsible for making good any direct or indirect damages to the vehicle or other movable or immovable properties of the Institute arising due to negligence, incompetence, or willful or otherwise negligence of its employees. The Agency will have to reimburse all cost borne by the NITT in this respect.

The Security guards deployed as Drivers will have to observe all traffic rules and regulations strictly and operate the vehicles without any damage.

Security Guards deployed as Drivers should wear Khaki pant and White shirts on days when they are engaged as such. For performing the duties of a Driver the Security Guards will be paid a Special Allowance of Rs. 100/- per day.

The Agency shall be responsible for taking out the required insurance for the Security guards deployed as Drivers under Group Insurance Policy and be responsible for their safety, conduct and all liabilities arising from their work under statutory regulations, applicable laws and good industry practices.

The Security guards deployed as Drivers must keep the allotted vehicle clean and ready for undertaking the journey.

The agency shall ensure good behavior, conduct, and sincere discharge of duty by the personnel engaged by them. The personnel of the Security Agency shall perform their duties effectively and diligently to uphold the dignity of the NITT.

The agency shall give a notice of 3 months (90 days) before withdrawing their services from the NITT during the contract period. In case the service is not found to be satisfactory, the contract shall be terminated by NITT by giving notice of one month to this effect.

The agency shall ensure that the Security Guards / Supervisors deployed at the NITT are solely deployed only at the NITT, and shall not be shared across organizations. Further the agency shall ensure that the Guards / Supervisor are not deployed beyond the maximum number of (regular) shifts per month as specified in the Labour Law. Failure to comply with this would result in administrative charges calculated only for shifts done by security personnel.

Absenteeism must not exceed 10% of the total deployment in any month. Further within each shift the absenteeism should not be more than 15% of the deployment. The above should be achieved without individual Security Guards / Supervisor doing double shift or doing more than the maximum shift allowed by the contract (26 shifts in a month).

The Security Guards / Supervisors deployed by the agency shall ensure that the NITT properties are protected from theft / pilferage / damage. After necessary investigation by a Committee constituted by The Director, NITT, if proved that the Agency / their personnel are responsible for the incident, the agency is liable and will be penalized to the extent of the value of the loss and additionally Rs.10,000/- for each such incident.

The agency shall not involve in any bribery or other unethical activities with anyone employed at the NITT. The involvement in any such activity shall entail a penalty of Rs.10,000/- for each such incident.

If the agency fails to provide services to the satisfaction of the NITT on any of the above counts, the same will be communicated to the agency in writing. If three such notices are issued to the agency, the contract will be terminated and the agency shall forfeit the Performance Security.

CHAPTER 5 (D): LEGAL TERMS AND CONDITIONS

For all intents and purposes, the bidder shall be the "Employer" within the meaning of various Labour Legislations in respect of manpower so employed and deployed at NITT, for security services on contract.

The selected agency shall alone be solely responsible for the redressal of grievances / resolving of disputes relating to person deployed. NITT, shall in no way, be responsible for any damages, losses, FINANCIAL or other injury claims to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.

The personnel of the Security Agency shall not take part directly or indirectly in any of the activities of the Association / Union of the employees of the Institute and shall help the NITT to maintain strict security measures at all-time including during agitation, staged by such Association / Union.

The agency shall alone be liable to pay compensation for any damage / death / injury sustained by the personnel or any other members of the agency as sustained by them in the course of their work / duty at the NITT and outside the NITT during the contract period.

In the event of theft, pilferage or damage to the NITT's property, after necessary investigation by a Committee constituted by The Director, NITT, if proved that the Agency / their personnel are responsible, the agency shall be responsible for all the losses / damage.

The selected agency will be required to pay minimum wages as prescribed under the Minimum Wages Act of Central Government. The bidder will maintain proper record as required under the Law / Acts.

The selected agency will be responsible for compliance of all statutory provisions relating to Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it at NITT.

The selected agency shall also be liable for depositing all Taxes, Levies, Cess etc., & Income Tax to concerned tax authorities from time to time as per the rules and regulations on the matter.

The selected agency shall maintain all statutory registers applicable under the Law. The agency shall produce the records on demand to the concerned authority of NITT or any other authority under Law.

The Tax shall be deducted at source as per the provisions of the Income Tax Act and Rules by the NITT and a certificate to this effect shall be provided to the agency by NITT.

In case, the service provider fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof NITT is put to any loss / obligation, monetary or otherwise, NITT will be entitled to recover such damage / loss out of the outstanding bills or from the Performance Security Deposit of the agency.

The selected agency will indemnify NITT from all legal, financial, statutory, taxation, and any other liabilities.

Any or all disputes arising out of these clauses shall be settled by arbitration at Tiruchirappalli under The Arbitration & Conciliation Act by a single Arbitrator to be appointed by the Director, NIT, Tiruchirappalli.

On all matters pertaining to this tender, the decision of the Director of the NITT shall be final and binding.

The successful Security Agency / Contractor is required to execute an agreement on a non-judicial stamp paper of appropriate value in a prescribed format.

CHAPTER 5 (E): FINANCIAL TERMS AND CONDITIONS

Bids of tenderers who are offering wages to their employees at rates which are lower than the minimum wages (as indicated in the commercial bid) for the pertinent category would be summarily rejected.

The proof of remittance of statutory deductions of PF, ESI, Service Tax, as appropriate, to the respective agency, for those employed at NITT, must be provided by the selected agency to NITT every month along with the bill, failing which the claim bill shall not be settled. These remittances/payments must be made in a separate challan specifically for the contract personnel deployed at NITT in the name of NITT.

The rates agreed upon except the Minimum wages and service Tax as notified from time to time by the Central Government shall remain unchanged until the expiry of contract period or till they are amended by the NITT.

The agency shall submit the bill, in triplicate, along with attendance sheet (duly verified and attested by Security Officer) in respect of the persons deployed and submit to Accounts Branch at NITT by the third week of the subsequent month. The payment will be released within two weeks from the date of submission of such bills. The claims in bills regarding Tax if any should be necessarily accompanied with documentary proof pertaining to the concerned month bill. A requisite portion of the bill / whole of the bill amount will be held up till such proof is furnished, at the discretion of NITT. The payment of the bill will be effected only on production of copy of the months wage sheet, ESI, EPF, and service tax remittance and half yearly / yearly return under the respective Acts.

The successful bidder will have to deposit a Performance Security Deposit as specified in Schedule A, subject to the revision at the time of placing the work order, within 15 days of the receipt of the formal order. The performance security will be furnished in the form of an account payee Demand Draft or Bank Guarantee drawn in favor of the Director, NITT, payable at Tiruchirappalli. The performance security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the service provider. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited besides annulment of the contract.

The monthly wages of the employees for a month should be paid on or before 5th of the succeeding month without fail. Failure to do so will result in levy of penalty of 0.5% of total bill per day.

The contractor must ensure that entitled wages of the workers are credited to their bank account on or before 5th of the succeeding month. Contractor shall not enjoy any relaxation in this matter. While submitting the bill, the service provider must file a certificate certifying the following:

- Wages of the workers were credited to their bank account on _____(Date)
- ESI Contribution relating to workers amounting to Rs. _____ was deposited on _____ (Date). Copy of the Challan to be enclosed.
- EPF contribution relating to workers amounting to Rs. _____ was deposited on _____ (Date). Copy of the Challan to be enclosed.
- All statutory requirements including those under Labour Laws, Minimum wages act etc., have been complied with.

PENALTY FOR LAPSES

LAPSE	MAXIMUM LIMIT OF PENALTY PER OCCASION / PER DAY
Cattle entry	Rs.500/- per day
Absence of patrolling vehicle	Rs.500 (per vehicle) per day
Unauthorized entry of vehicle	Rs.500/- per entry
Guards found sleeping on duty / other kinds of negligence of duty	Rs.1,000/- per Guard
Unauthorised absence from duty after reporting for duty on a day	Rs.1,000/- for each occasion for each guard
Any other lapses not covered above	To be decided by the NITT.
Absence from duty of security guards in excess of the limit prescribed in the tender	Rs.200/- per Security Guard per shift
Failure on the part of employees of the Agency to present themselves in neat and clean uniform and to carry photo-identity cards	The Agency shall pay a penalty of Rs.500/- each occasion.
In case any of Agency's personnel deployed under the contract fails to report in time and Agency is unable to provide suitable substitute in time for the same	It will be treated as absence and penalty of Rs, 200/- per vacant point per shift be deducted from the Agency's bill.
In case any public complaint is received about the misconduct / misbehavior of Agency's personnel, which is assessed as true by NITT administration,	A penalty of Rs.5000/- for each such incident shall be levied. Besides the Security personnel found involved in the incident shall not be deployed by the Agency in NITT immediately thereafter.
In case the Agency fails to execute the work as stipulated in the agreement or gives unsatisfactory performance or does not meet the statutory requirements of the contract	Penalty of 1% of annual cost of order / agreement per week will be levied up to four weeks' delay. After four weeks delay the NITT reserves the right to cancel the contract and get this job carried out from any other Agency(s) in open market. In case the rate of the other Agency is higher than the rate quoted by the Agency the difference if any will be recovered from the Agency and Earnest Money / Security Deposit of the Agency will also be forfeited.
In case any of Agency's personnel(s) deployed under the contract is (are) absent,	A penalty equal to Rs.200/- per shift per employee shall be levied by the NITT and the same shall be deducted from the Agency's bills.

CHAPTER 6: FORMAT FOR SUBMITTING TECHNICAL BID (To be submitted in a Separate Sealed Envelope)

S.No.	Description	Information/ Compliance
1	Do you unconditionally agree with all Terms and Conditions stipulated in the Tender Document?	
2	Have you satisfied yourselves about the pre-qualification criteria set out in Chapter 1 of this tender document	
3	Details of Tender Fees remittance	Amount Rs. : DD Number : Date : Name of Bank : Payable at :
4	Details of EMD remittance	Amount Rs.: DD Number : Date : Name of Bank : Payable at :
5	Name and Address of the Applicant / bidder with Telephone / Fax / Mobile and Mail ID	
6	Year of Establishment / Incorporation / commencement of Security Services Agency	
7	Registration / Incorporation Particulars (Please attach attested copies of documents of registration / Incorporation of your firm / Company as required under business law)	
8	Legal Status of the bidder (In the case of Partnership Firm, authenticated copy of Partnership Deed, in the case of Private or Public Limited Company authenticated copy of Memorandum and Articles of Association)	
9	Bio data or Profile containing name, educational qualifications, occupation and postal address of Proprietor / Partners / Directors / Managing Director / Chairman and Managing Director (Please use separate sheet if found necessary)	
10	Name, designation and Phone number of persons authorized to sign the documents on behalf of the Proprietary concern/ Partnership Firm/ Private or Public Limited company (Please attach Power of Attorney / authorization for signing the document. In the case of Proprietary concern bidder may submit attested copy of the PAN card / Election Commission Card / Passport of the Proprietor and authorized signatory in case of proprietor is not signing the tender document)	

11	Name and Designation of the Contact Person / Representative / Manager of the Agency / Firm / company with mobile number & email ID		
12	Annual Turnover from Security Services during the last three years. (Copy of the Annual Accounts duly certified by the Chartered Accountant to be enclosed)	Year	Annual Turnover of the bidder from Security Services (Rupees in Lakhs)
		2012-13	
		2013-14	
		2014-15	
13	Average Annual Turnover in last three years from Security Services Business	Rs. _____ (in lakhs)	
14	Are your Firm / Company carrying out any other trade / business in addition to Security Services? Furnish particulars of other trade / business carried out.		
15	Total experience (Years / Months) in Security Services Field		
16	Have your Concern / Firm / Company ever changed its name any time? If yes, provide the previous name and the reasons there for?		
17	Were the Company / Firm ever required to suspend Security Services for a period of more than six months continuously after you commenced the Security Services? If yes, state the reasons.		
18	Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.		
19	Income Tax Permanent Account Number (Self attested Copy of PAN Card to be enclosed)		
20	Income Tax Assessment Completion Certificates / Assessment Orders for the Financial Years 2011-12, 2012-13 and 2013-14 (In the event of assessment of the years indicated having not been completed the certificate of the latest assessment completed may be enclosed and the reasons for non-completion of the assessment for the required years may be indicated)		
21	Have you registered under Employees State Insurance Corporation Act (ESI) Act? If so, enclose copy of the registration certificate. Also provide a copy of latest remittance made by your Agency / Firm / Company		
22	Have you registered Under Employees Provident Fund (EPF) and Miscellaneous Provisions Act? If so, enclose copy of the registration certificate. Also provide a copy of		

	the latest remittance, if any, made by your firm towards EPF.						
23	Service Tax Registration Number (Self attested Proof to be attached).						
24	Copy of Service Tax Returns, if any, filed, for the last three years i.e., 2012-13, 2013-14 and 2014-15 along with proof of payment of service tax during the said three years.						
25	Name and address of your banker						
26	Bidders Solvency (Original certificate for an amount of Rs.25 lakhs from the NATIONALIZED BANKER to be enclosed)						
27	Brief details of Litigations, if any, connected with Security Services work, Current or during the last three years, the opposite party and the disputed amount.						
28	Specify whether there are any issues / disputes against your Agency / Firm / Company are pending before the commissioner of Provident Fund, Employees State Insurance, Labour Tribunal Authorities, etc.,						
29	Give details of Termination of previous contract, if any						
30	Give information, if any, regarding the proceeding for bankruptcy, insolvency or winding up in which the bidder is / was involved						
31	Details of ONGOING SECURITY CONTRACTS : The following should be enclosed: (a) Work Orders and Contract / Agreement copies (b) Attach separate sheet for each Job / Work						
	S.No.	Name and address of the client Institution with name, address, mobile number and Email ID of the Officer to whom reference may be made.	Nature or type of Security Services (viz., Security Services to educational institutions, Factory, etc.,)	Work order Value (Rs.)	Number of Security Guards and Supervisors deployed	Period of Contract	
						From	To
32	Details of COMPLETED SECURITY CONTRACTS during the last three Years: (a) Order Copy, Contract / Agreement copy should be enclosed. If required, please attach extra sheets. (b) Attach separate sheet for each Job / Work.						

S.No.	Name and address of the client organization with name, address, mobile number and Email ID of the Officer to whom reference may be made.	Nature or type of Security Services (viz., Security Services to educational institutions, Factory, etc.,)	Work order Value (Rs.)	Number of Security Guards and Supervisors deployed	Period of Contract	
					From	To
33	Any other information, document which may help NITT in assessing your capabilities, may be enclosed .The bidder may add any further information which they consider are relevant for the evaluation of their bids.					
34	Details of quality certifications, if any, obtained viz					
35	Details of Awards, if any received or Reviews in the Media, if any					

DECLARATION BY THE BIDDER

- I / we hereby certify that the information furnished in this tender document is complete and correct to the best of my knowledge. I / We understand that furnishing of false information could result in disqualification for the award of the contract.
- I / We have submitted the requisite solvency certificate and I / We authorize the NITT to approach the Bank issuing the solvency certificate to confirm the correctness
- I / We also authorize the NITT or its authorized representative to approach individuals, employers, firms and corporation to visit the works completed by us in the past or are in progress at present, to verify the competence and general reputation.
- I / We do hereby offer to perform and execute the Security Services contract in conformity with terms and conditions of the contract.
- I / We agree that the acceptance of any tender shall be at the sole and absolute discretion of the NIT, Trichirappalli and they do not bind themselves to accept the lowest tender or any tender and may reject any or all tenders received.
- In the event of my / our selection on L1 basis, by the NITT, I / We agree to execute the deed of agreement with the terms and conditions as set out in Chapter 10 of the Tender Document.

Place:

Signature of the Bidder with Name and Seal

Date:

Name:

Designation:

**CHAPTER 7: FORMAT FOR PERFORMANCE CERTIFICATION FROM THE CLIENTILE OF THE
BIDDING AGENCY**

Feedback about M/s. _____

Engaged by M/s. _____

Contact details:

S.No	Activities	Excellent	Very Good	Good	Satisfactory	Poor
1.	Attendance					
2.	Record maintenance					
3.	Crime detection and follow-up action					
4.	Welfare Measure by the Agency to their staff.					
5.	Gadgets used (wireless, transport, Phone, torches etc.)					
6.	Disaster management					
7.	Monitoring mechanism					
8.	Training (in-door/our-door/traffic control)					
9.	Liaison / Rapport with local police if necessary					
10.	Behaviors with Staff and Guest					
11.	Disciplinary action against security personnel or company if any					

Place:

Date:

Signature with Seal of the Responsible Official

CHAPTER 8: CHECK LIST AND IMPORTANT DATES FOR BIDDERS
(To be enclosed with the Technical Bid)

S.No	Particulars	Compliance – Wherever applicable indicate page number
1	Whether a Demand Draft for EMD (Rupees 50,000/-) and another Demand Draft towards Cost of Tender Document (Rs. 525/-) has been submitted in a SEPARATE ENVELOPE ?	
2	In respect of Bidders who are seeking exemption from EMD amount and Cost of Tender Document, whether a registration certificate with NSIC has been furnished? What is the validity period for the certificate? Does the certificate hold good for job tendered in our notice inviting tender?	
3	Whether Technical Bid along with ANNEXURES is kept inside a SEPARATE ENVELOPE and the said envelope is superscribed as per the instructions given in the tender document?	
4	Whether Price Bid has been submitted in the format prescribed in the tender document?	
5	Whether the Price bid has been submitted under the Letter Head of the bidding firm/ company/ agency?	
6	Whether the Price Bid has been kept inside a SEPARATE ENVELOPE & the said envelope is superscribed as per the instructions given in the tender document?	
7	Whether all the pages of the tender document (technical bid, its enclosures and Price bid) are duly signed and stamped by the Authorized signatory?	
8	Whether the THREE SEPARATE ENVELOPES containing (a) Cost of Tender Document + EMD (b) Technical Bid and (c) Price Bid are placed and wrapped in a Larger Size Outer Envelope AND ALL THE FOUR ENVELOPES are sealed and superscribed as instructed?	
9	Whether the following documents have been enclosed with the Technical Bid: 1. Documents evidencing legal status of the bidder 2. Registration with Labour Department 3. Income tax PAN Number (Xerox) 4. Income tax Return Acknowledgement for the last three years. 5. ESI registration certificate and proof for latest remittances 6. EPF registration Certificate and proof for latest remittance 7. Service Tax registration certificate with proof for latest remittances 8. Solvency certificate for Rs.25 lakhs from a Nationalized bank 9. List of completed and ongoing security contracts with performance certification from the clientele. 10. Experience / Certificate / Details regarding (1) Handling of Fire Fighting equipment, (2) Disaster Management (3) Percentage of Ex-Servicemen on the pay rolls of the bidder (4) Wireless operation and other Communication Equipment Proof for having CUG Cellphones (5) Driving licenses for light and heavy vehicles (6) highlighted experience in handling CCTV, Access Control system, computer, communication and wireless equipment etc., (7) Training facilities (8) Name and Address of the banker.	

Some Important Dates:

Tender Notification date	01/02/2016
Pre-Bid Meeting Date and Time	Friday 12 th February 2016 at 02:30 PM
Last Date for Submission of Tender	Wednesday 24 th February 2016 upto 03:00 PM
Date of Opening of Technical Bid	Wednesday 24 th February 2016 at 03:30 PM

Signature, Seal of the Bidder with Date

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.430.00 x 26 shifts = Rs.11,180.00	Rs.390.00 x 26 shifts = Rs.10,140.00	Rs.333. 00 x 26 shifts = Rs.8,658.00
2.	ESI @ 4.75% of Basic + VDA	Rs. 531.05	Rs. 481.65	Rs. 411.26
3.	Bonus @ 8.33% payable yearly (Limited to first Rs.3,500)	Rs. 291.55	Rs. 291.55	Rs. 291.55
4.	Provident Fund @ 13.11% (Limited to first Rs.15,000)	Rs. 1,465. 70	Rs.1,329.35	Rs. 1,135.06
5.	Sub Total of Row 1 + 2 + 3 + 4	Rs. 13,468.30	Rs. 12,242.55	Rs. 10,495.87
6.	ADD (1/6 of total amount mentioned in row 5 towards weekly off	Rs. 2244.72	Rs. 2040.43	Rs. 1749.31
7.	TOTAL COST PER HEAD (Total of Row 5 and Row 6)	Rs. 15,713.02	Rs. 14282.98	Rs. 12,245.18
8.	Number of Security Personnel required for NITT under each category	6 Shift In Charge (Ex-servicemen)	96 Ex-Servicemen Security guards	144 Civilian Security
9.	Total amount, for the required security personnel (respective columns of row 7 to be multiplied with those of row 8)			
10	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)			
11	Grand Total for deployment (Sum total of column 3, column 4 and column 5 of Row 10)			

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 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.
3. As per statutory norms, Provident Fund will be limited to the first Rs. 15,000/-. Thus the MAXIMUM PF contribution payable per security personnel is Rs. 2041.50 per month.
4. As per statutory norms, Bonus payment will be limited to the first Rs. 3,500/- per year. Thus the MAXIMUM BONUS payable per security personnel is Rs. 291.55 per month.
5. NITT is exempted from Service Tax. Therefore, Service Tax need not be added.

SIGNATURE OF THE BIDDER