



**NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI – 620015
TAMIL NADU, INDIA**

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

TENDER SUMMARY	
Tender Reference Number and date	NITT/Dean-ID/Security/2018-19/03 dated 17/04/2018
Brief Description of the Tender	Tender for outsourcing of Security Services to NITT Campus. Number of security guards required per shift: 59 Number of security shift in-charge per shift: 01 Number of Security Supervisor per day: 01 Number of shift per day: 3, each of 8 hours duration Note: NITT reserves the right to increase or decrease the number of security guards and supervisor as per the realistic requirement before the date of issue of contract and during the execution of contract.
Type of tender	Two Bid System
Website address for downloading the tender document	www.nitt.edu
Earnest Money Deposit (EMD) (Refundable)	Rs. 60,000/- (Rupees Sixty thousand Only) in the form Demand Draft drawn in favour of The Director, NITT.
Date of Pre-bid meeting	25th April 2018, Wednesday at 02:30 p.m. (Venue: A11 Hall, Administrative Building, NITT)
Validity of Bid	Validity of Bid is 120 days.
Last date and time for receipt of tender	8th May 2018, Tuesday up to 03:00 p.m.
Mode of submission of tender	By Speed Post / Registered Post / Courier / By Hand at the Dispatch Section, NIT Trichy, Tiruchirappalli
Date, time of tender opening	8th May 2018, Tuesday at 03:30 p.m., (Venue: A11 Hall, Administrative Building)
Date and time of opening of Price bids	After the evaluation of technical bids, the schedule of opening of the Price bid will be intimated only to the technically qualified bidders.
Address for the submission of tender	The Director, National Institute of Technology, Tiruchirappalli-15, Tamil Nadu With the superscription " Tender for outsourcing of Security Services & Tender Reference No "
Procedure for sealing and marking of bids	Envelope 1: EMD Envelope 2: Technical Bid Envelope 3: Price Bid Envelope 4: Larger Size Outer Envelope (Wrapper) containing Envelopes 1, 2 and 3
Contact Person for any queries related with this tender	The Dean – Institute Development, Office of the Dean – Institute Development, NIT, Tiruchirappalli – 620015, Phone: 0431–2503033, e-mail ID: deanid@nitt.edu
Duration of the Contract	One year. Based on the satisfactory performance of the Security contract Agency and the duration of the contract may be extended for two more years, based on quarterly evaluation and recommendation of the processing Committee constituted for the purpose 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 the prescribed format.	

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NOTICE INVITING TENDER

Tender Notification No.: NITT/Dean-ID/Security/2018-19/03 dated 17/04/2018

Sealed Tender is invited from Professional/Reputed Security Agencies for “Outsourcing of 24/7 Security Services, Quick Response Team (QRT), Intelligence Services, Emergency Services, Parking Management, Crowd Management, Crisis Management and other Security Related Services including Manpower, Machines, Gadgets, Vehicles, Supervisory Staff, Protective Items etc., in the Campus of 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 details and the essential conditions are stated below:

S.No	Category	Shift – A 6 a.m. to 2 p.m.	Shift – B 2 p.m. to 10 p.m.	Shift – C 10 p.m. to 6 a.m. (Next Day)
1	Shift In-charge Ex-Servicemen	01	01	01
2	Security Guards Ex-Servicemen	10	10	10
3	Security Guards Civilian	45	45	45
4	Lady Guards Civilian	04	04	04
Total Requirement per shift		60	60	60
Chief Supervisor		01 (Number of duty should be six per week and the one day has to be provided as weekly off and the day of weekly off should be intimated by Security Officer at the starting of the contract)		
<u>ESSENTIAL CONDITIONS:</u>				
<ol style="list-style-type: none">Security Guard Civilians should be given physical exercises and training for at least 15 minutes daily to maintain the Physical fitness and Security activities.The security personal should be deployed in three shifts per day (8 hours per shift) and no person should be forced to work continuously for more than 8 hours per day at any cost. Continuous deployment/overtime for more than 8 hours/double duties are not allowed.No person should be forced to work for more than six duties continuously and the contracting agency should recruit sufficient number of manpower in connection with the provision of weekly off for all personals. The contractor should provide the Security Guards/Shift In-Charge on all days that include Saturday, Sunday and Public Holidays.				
Note: NITT reserves the right to increase or decrease the number of security guards and supervisor as per the realistic requirement before the date of issue of contract and during the execution of contract.				

NITT reserves the right to go for multiple NITT 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 duration of the contract against this tender is **ONE YEAR** with terms and conditions. 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 the Processing Committee constituted 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 01/06/2018.

NITT RESERVES THE RIGHT TO CANCEL THE ENTIRE TENDER PROCESS WITHOUT GIVING ANY ADVANCE NOTICE AND ASSIGNING ANY REASON.

CHAPTER 1: PRE – QUALIFICATION CRITERIA

- 1.1 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 Organization, Employees State Insurance and Service Tax Authorities. Further the Security Agency shall be a registered contractor under Contract Labour (Regulation and Abolition) Act, 1970.
 - 1.2 The Average Annual Turnover of the Security Agency during the last three years ending 31st March 2017 should be **Rs. 6 Crores (Rupees Six Crores)**. 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.
 - 1.3 Experience of having successfully completed **Similar Works** during last 7 years ending 31st December 2017 should be any of the following:
 - 1.3.1 Three (3) similar completed Security Services contracts Annual Value not less than Rupees 1.25 crore each. **OR**
 - 1.3.2 Two (2) similar completed Security Services contracts Annual Value not less than Rupees 1.87 crore each. **OR**
 - 1.3.3 One (1) similar completed Security Service contract Annual Value not less than Rupees 3.75 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.
- 1.4 The bidder should have experience in having provided security services during the last seven years ending 31st December 2017 as per the following details:
 - 1.4.1 Three (3) similar completed works in the same year wherein total number of Security Guards deployed was not less than 100 each **OR**
 - 1.4.2 Two (2) similar completed works in the same year wherein total number of Security Guards deployed was not less than 125 each **OR**
 - 1.4.3 One (1) similar completed work wherein total number of Security Guards deployed was not less than 250
 - 1.5 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.
 - 1.6 The agency should possess license from the appropriate authority under the Private Security Agencies (Regulation) Act, 2005.
 - 1.7 The security agency should possess licenses in **Form VI** Contract Labour (Regulation & Abolition) Act issued by State/Central Government for carrying out security services.
 - 1.8 The agency must have security service license from the Home Department of the respective State Govt. or from Central Govt.
 - 1.9 The security agency should have the Registration certificate of their registration with the Labour Department of the Central Govt.
 - 1.10 Manpower in Payrolls: The Bidder should have a single work order for providing 100 number of security personnel to a reputed organization preferably Government/PSU/Educational/R&D, Establishments during the last three financial years (Up to 2016-2017)
 - 1.11 Ultra-High Frequency Walkie-Talkies License: The Agencies should have necessary valid operating license for Ultra High Frequency walkie-talkie in Tiruchirappalli (Tamil Nadu). The valid operating license of Ultra High Frequency walkie-talkie must be of 10 numbers of Wireless communication sets for operating in the NITT Campus only. (Portable two-way radio transceiver).

- 1.12 Ability to provide One hundred additional security: The agency must have the ability to provide additional One hundred security guard at short notice period, on the same terms and condition. The additional security guards irrespective of their gender & designation & time duration hired for the above mentioned any activity will get only their minimum wages and the agency will get his service charge only which is mentioned in the price bid of the tender document.
- 1.13 Ability to pay three months monthly payment and all statutory dues of security personnel's deployed in the NITT Campus:- The agency must have the financial ability to pay the monthly wages of the security personals and all other necessary statutory dues to his deployed man power in the NITT Campus for a minimum period of three months in the event of delay in the release of payment from the NITT due to any administrative / technical reason(s).
- 1.14 The agency must be able to pay the payment of minimum wages, allowances, free issues and all other statutory dues in first week of consecutive month without waiting for the release of payment from the institute.
- 1.15 Ability to set up security office in NITT Campus @ free of cost:-The selected agency has to set up his own security office in the NITT Campus by displaying his/company's name plate along with the company's officialdom and officiating authority/officers/managers in their HQ branch/head/zonal office with land line telephone number, mobile numbers, e-mail.id.
- 1.16 The institute (NITT) will provide an unfurnished office room with electricity & water at the main gate of the institute @ free of cost. The security office requires being operational @ 24x7 or 365 days basis. All the necessary requisition, instructions, information and message of the NITT authorities, students & communities should receive positively without any delay and react as per the requirement and instruction given by the SO.
- 1.17 The selected agency's security office must be equipped with his own Land line telephone, Broadband Internet connection, Computer, printer, Web Camera; stationary and 05 Mobile Phone under CUG. The Mobile Phone must be with Active SIM & the SIM card must be in the name of Agency/Company. The agency has to provide all the UAN and other labour welfare, labour social security & labour complies information to the deployed security force and Security Officer of the institute from time to time in the way of printout.
- 1.18 EMERGENCY CELL/QUICK RESPONSE TEAM (QRT)/MONITORING CCTV SYSTEM: The Contractor shall create an Emergency Cell/Quick Response Team with 24/7 contact numbers in order to attend to the round the clock (24/7) calls for all types of Security needs and other miscellaneous works as per the requirement from the various units/sections/offices of the Institute.
- 1.19 The Contractor should arrange QRT vehicles with all modern communication devices as well as still & video cameras to record various events as per directions and needs of emergency. The Contractor shall deploy one Male Guard well-versed in manning CCTV Monitoring Systems for 3 shifts 24/7 basis who may be equipped with Walkie-Talkies/mobile phones and other such communication equipment's that have to be arranged by the Contractor for contacting the QRT and Emergency Cells in need of emergency by the CCTV manning personnel.
- 1.20 The bidder should have a well-established Registered Office or Zonal Office or Branch Office anywhere in Tamil Nadu.
- 1.21 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. 30 Lakhs. Original should be produced before Techno commercial evaluation process.

CHAPTER 2: TENDERING PROCESS

- 2.1 The tender document and terms and conditions can be downloaded from our website www.nitt.edu under tenders and notices link.
- 2.2 The sealed tender should be submitted on or before **8th May 2018 Tuesday up to 03:00 p.m.** through Registered Post or Speed Post or By Hand at the Despatch Section, NIT, Tiruchirappalli and addressed to The Director, National Institute of Technology, Thuvakudi, Tiruchirappalli – 620015, Tamil Nadu, India. In addition, the sealed envelope should be superscribed as **“Tender for outsourcing of Security Services & Tender Reference No. NITT/Dean-ID/Security/2018-19/03 dated 17/04/2018.”**
- 2.3 The Bidders are advised to study the tender document thoroughly. Submission of tender shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications. In case of doubt, written clarifications shall be obtained, but this shall not be a justification for late submission of the bid or request for extension of due date. Offers should strictly be in accordance with the tender terms & conditions and our specifications.
- 2.4 No conditional / optional bid shall be accepted and the bidders shall not be permitted to alter or modify their bids after expiry of the deadline for receipt of Bids. Any deviation from the terms and conditions of this tender may render the bids liable for rejection.
- 2.5 If in any case, unscheduled holiday occurs on prescribed closing/opening date, the next working day shall be the prescribed date of closing/opening.
- 2.6 NITT shall not take any responsibility for any process of delay in receipt of the offer. Tender should be properly sealed. NITT will not consider any tenders that are received in open condition.
- 2.7 The offers submitted by Telex/Telegram/Fax/E-mail etc., shall not be accepted and will be summarily rejected.
- 2.8 The bid must be accompanied with demand draft in favour of “The Director, NIT Trichy”; for the value of Rs. 60,000/- (Rupees sixty thousand Only) towards Earnest Money Deposit (EMD). The EMD of the successful bidder shall be treated as a part of the security deposit and the EMD of the bidders, whose bids are not considered for placing order, the Earnest Money Deposit will be refunded without any interest within 30 days from the date of issue of Purchase Order to the successful bidder.
- 2.9 The bidders who are registered with National Small Industries Corporation (NSIC) are exempted from EMD. 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.

- 2.10 The Tender document consisting of Technical Bid and Price Bid should be submitted in the Prescribed Format only. At the first stage, the envelope containing EMD amount will be opened at the scheduled time of opening of Tender (Date: 8th May 2018 (Tuesday), Time: 3.30 p.m., Venue: A-11 Hall, Administrative Building, NIT Trichy). The names of those who have submitted their offers along with the details of their remittance of EMD will only be read out and no other information/details whatsoever will be furnished. **Without EMD, the Technical Bid will not be opened and the Tender will be rejected summarily.**
- 2.11 The second stage, the envelope containing Technical Bid will be opened on scheduled time (Date: 8th May 2018 (Tuesday), Time: 4.00 p.m., Venue: (A-11 Hall, Administrative Building, NIT Trichy) in the presence of the bidders or their authorized representatives, who choose to be present at the time of opening.
- 2.12 **Price bid will be opened only for tenderers those who have qualified as per the criteria laid down in Chapter - 10 under the heading “Techno Commercial Evaluation Scheme” of the tender document. The date of opening of price bid will be informed later to the agencies qualified in the technical bid.** The ranking will be arrived based on the total cost that includes the expenses on the wages, EPF contribution, ESI contribution, Bonus amount and the administrative charges quoted in the price bid.
- 2.13 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.
- 2.14 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 reserves the right to revise the terms and conditions of the tender after the pre-bid meeting.
- 2.15 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.
- 2.16 Making misleading or false representation in the bid document will lead to disqualification of the bidder resulting in forfeiture of EMD amount.

CHAPTER 3: PRE – BID MEETING

- 3.1 It is proposed to conduct a Pre – Bid meeting on **25th April 2018, Wednesday at 2:30 p.m.** (Venue: A11 Hall, Administrative Building, NITT). The purpose of the meeting is to offer any clarifications raised by the prospective bidders on technical bid and commercial terms and conditions of this tender.
- 3.2 View above, prospective bidders are advised to submit their doubts/questions/clarifications, if any, through e-mail, (e-mail ID: **deanid@nitt.edu**) before the date of Pre–Bid meeting. Further, on the date of the meeting, the questions should be given in writing.
- 3.3 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 after the 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: INSTRUCTIONS REGARDING SEALING AND MARKING OF BIDS

- 4.1 Procedure for sealing and marking of bids: The Tender/Bid Cover shall contain the following:
Envelope – I should contain the Earnest Money Deposit or NSIC Certificate. The envelope should be sealed and superscribed as “**EMD**” cover
Envelope – II should contain the Technical Bid along with enclosures required in the Tender document. This envelope should be sealed and superscribed as “**TECHNICAL BID**” Cover.
Envelope – III should contain the Price Bid. This envelope should be sealed and superscribed as “**PRICE BID**” Cover.
All the above mentioned THREE SEPARATE ENVELOPES are to be sealed and kept in one single larger size outer envelope (**Envelope–IV**) which should also be sealed and superscribed.
- 4.2 Each of the FOUR ENVELOPES shall be superscribed with following details:

Tender reference Number:
Name of the Department inviting this tender:
Name and Complete address of the Bidder:
- 4.3 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.
- 4.4 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 bid in the same envelope will also be summarily rejected.

CHAPTER 5: SCOPE OF WORK AND REQUIREMENT

Note: The selection process of Guards will consist of physical/written/oral test by NITT through the selected contract agency. The physical test will consist of running, long jump and as decided by the NITT administration. Written test will consist of Basic English, Tamil, Maths and as decided by the NITT administration. The selection of security guard will be carried out by the competent authority in the presence of NITT official/NITT authorized personnel.

The contractor shall have to provide Intelligence, Surveillance, Patrolling Protection and Security Service around the clock in 8 hrs. Shift duty pattern, as the case may be, at NITT premises, work center and movable & immovable properties as per the requirement given by In-charge Security by deploying trained security personnel.

The scope of work also includes induction, deployment of trained security personnel, constant monitoring of check posts, survey, surprise checks, reviewing and reporting security matters to concerned officer, handling all security requirements of the institute Independently & recommending measures to improve the security arrangements.

5.1 The scope of this tender is for providing effective & efficient round the clock security services at NITT and its other premises and involves jobs such as:

1. Watch & Ward
2. To protect institute's property and personnel on duty round the clock.
3. To take proper steps to ensure full safety and security of all employees, NITT property including residential premises.
4. Prevention of theft, loss and damage to NITT property.
5. Safety of movable and immovable property of NITT.
6. Check the pilferage and implement anti-theft measures of institute property.
7. To gather intelligence inputs & Share vital information related with institute law & order.
8. To perform QRT role, establish QRT command control room.
9. To ensure no unauthorized person enters the premises and creates any kind of disturbance.
10. Regulating entry, exit and parking of vehicles.
11. Crowd management (Institute Functions, Convocations and any crowd gatherings).
12. Preventing entry of unauthorized person and vehicle inside the campus.
13. To guard against thefts, pilferage, fire and other damage to the property of the institute including protecting the institute and its personnel against terrorist/rioters/saboteurs/calamities etc.,
14. Ensure that no unauthorized person or vehicle get entry/exit in to the guarded premises in an irregular manner, during any part of the security.
15. To monitor and check vehicular traffic at gate and inside the institute and residential complex.
16. Regulate traffic at vital junction and implement traffic rules inside the campus.
17. To carry out search of staff and vehicles of the institute as directed time to time.
18. To guard and escort VVIP/VIP/Visitors inside the campus and department.
19. To provide personal security to the Director, Dean, and Guests of the institution when desired.
20. To guard and escort visitors inside the institute after completing necessary formalities when required.
21. Regulating entry and exit of materials.
22. Control the movement of goods inside and outside the institute and monitor loading and unloading of the materials within the institute premises.
23. Check and maintain the record of all outgoing materials through the main gate, through gate pass duly signed by the authorized officers of the concerned department/section.
24. To maintain record of incoming and outgoing vehicles whenever applicable and regulate them in consultation with officer in-charge security.
25. Frisking of daily/casual labours, entering inside the campus.
26. Check/search/control staff engaged by the contractor or person having business with NITT Campus.
27. Carrying out constant patrolling of the campus.

28. To man the static posts and patrolling beats, covering all strategic points and vulnerable areas. The posts and beats will be fixed in consultation with the NITT Security Committee.
29. Security at the pumping station and power house of the NITT.
30. Driving away stray animals from NITT Campus.
31. Controlling Cattle & Dog Menace.
32. No stray cattle/dogs accesses the garden/guarded area of the NITT campus.
33. Regular checking of all office rooms, switching of lights, fans, power points, air conditioners.
34. Ensure safe custody of keys and maintain the key register.
35. Ensure proper locking/unlocking of all the doors and windows of all the office and department and report to duty officer, if any door is not locked after office hours.
36. Attending telephone calls, when office is closed and keeping record of telephonic calls, message and communication.
37. Allow no unauthorized persons except the staff members with due permission of the competent authority in the guarded (Departmental, Lab, Main Building) area.
38. To keep record of staff members who are required to sit beyond office hours or attend office on Saturdays/Sundays and closed holidays in a register and obtain their dated signatures/letter of permission and appraise office in-charge security.
39. To maintain complete record of visitors to main building, department, office and at all gates.
40. To report unusual events in suspicious circumstances occurring in the area of premises, to the officer in-charge security.
41. To monitor, operate and coordinate the surveillance system (CCTV) installed at NITT Premises.
42. On call, catch snake with snake catch rod, individual should be trained in handling snake catching.
43. To escort cash from one place to another, as and when desired by the institution.
44. To make foolproof arrangement in the prevention of loss by fire and ensure the 100% serviceability and roadworthiness of fire equipment and fire tenders in coordination with the institute's fire department.
45. Mobilizing security guards to extinguish fire when incidents of fire occur in the campus.
46. Be conversant with the location of fire alarm switches, hydrant and fire extinguishers and operate them at times of need and assist the fire brigade in their operation.
47. To coordinate with the local police authorities/Fire officials/Municipal Officials/Civil Hospitals, as and when necessary for the efficient discharge of duties by the security personnel.
48. Render First Aid Services and support in managing any crisis or calamities.
49. Conduct exercises in firefighting and first aid for the institute employees in case ordered to do so.
50. To frame suitable security work practices and code of conduct in consultation with the institute security committee.
51. To carry out regular hoisting and lowering of the National Flag as per timing.
52. To carry out Jan 26 & Aug 15 ceremonial Parade, for the NITT institute.
53. Provide one security guard (Ex-serviceman) in full ceremonial uniform at director office.
54. To provide additional security guard in full ceremonial uniform for any VVIP/VIP visit.
55. To provide sufficient number of security guards/supervisors as required from time to time managing the security requirements at our works round the clock.
56. To maintain good liaison with the local police and provide information of intelligence value.
57. Carry out other tasks allotted by the management in the interest of security.
58. Carry out perimeter and link patrolling in and around the institute & submit weekly perimeter report to security office.
59. To check & report street lights function ability.
60. The entire security personnel should be thoroughly trained in security duties, first aid, firefighting and the institute may examine their proficiency. The service provider also undertakes to carry out regular drill practice for its person.
61. During the time of any Conferences, VIP Visits, Special Events, Functions etc., during the same the contractor or its representative will have to coordinate the whole event and would be responsible for any untoward incidents. The contractor should tandem with the Security Officer of NITT.
62. To drive institute vehicle, as and when required.
63. The contractor shall be responsible for safeguarding the NITT properties, fixture, furniture, vehicle, wings, store yards, stores, etc., and shall be liable to reimburse any financial loss incurred by NITT arising out of theft/pilferage, carelessness and negligence of duty or dishonesty or connivance of

contractor's security personnel with others causing any loss to NITT. This will be recovered at market rate prevailing at the relevant time.

64. Any works/duties that are not specifically defined in this scope of work & document and entrusted by the Competent Authority /Security Officials to the personnel engaged by the Bidder, the Bidder is liable to get all such works done as directed by the Competent Authority/ Security Officials. The right to define and interpret the nature of work lies with the Competent Authority of NITT and the Bidder will have no right to question the authenticity of these rights and shall have to complete the works as specified without delay & these works will be carried out by the workman engaged by the Bidder.

65. Crisis management in case of any emergency situations.

66. The security services should be provided in three shift per day and the shifts detail is stated below:

*A Shift – 6 a.m. to 2 p.m.

*B Shift – 2 p.m. to 10 p.m.

*C Shift – 10 p.m. to 6 a.m. (Next day).

* → NITT reserves the right to alter the shift timings according to the institute administrative and technical requirements.

The Vehicles provided by the Security Agency shall compulsorily be in reasonably good condition/preferably brand new, so as to ensure efficient service.

The Security Agency has to ensure that the four wheel drive vehicle/jeep deployed for patrolling duty & QRT duty.

The vehicle must cover minimum 15km/per shift within the Institute campus and for Security round & patrolling & for Guard Check, Two Wheeler should be used & should cover all the post. Approx. km will be 15 per shift.

For the mileage covered over and above, outside the jurisdiction of NITT, for any duty, that such arise, the Institute shall pay as per the mileage of the vehicle @ rate of fuel/litre. The agency should submit a mileage certificate from a reputed vehicle agency/dealer under the dealer's letter head.

The four wheeler & two wheeler being out of order for more than one day will attract penalty of Rs. 500/- Per Shift. All patrolling vehicles should run minimum of 15 km/shift, however NITT will not do any reimbursement on account of vehicles usage.

For running the vehicle 15 Km/per shift, no fuel charges will be paid.

67. The following documents will be maintained by the unit in charge security

1. Daily Attendance Register
2. Guard Checking Register
3. Daily orders Briefing Register
4. Roll Call Register
5. Beat book for every post
6. Duty/Occurrence Register
7. Daily perimeter Report
8. Vehicles IN/OUT Register
9. Material IN/OUT Register
10. Keys Register
11. Charge Handing /Taking over Register
12. Visitor Register
13. Daily Progress Report /Situation Report Forms
14. Contractor Labour movements register

Note: These Register/Stationery will be provided by the agency.

These documents will be put up for verification on daily basis to Security Officer, NITT.

- 5.2 **Note: The Institute will 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.**
- 5.3 **Ability to provide Four wheeler vehicle (security van) for checking of security guards in NITT campus:** The Agency should be able to provide round the clock (24x7), security van equipped with Loud speaker and personnel with requisite training and license of physical security, security of the assets, security of the building or apartment, personnel security , household security, firefighting, crowd control, Identification of improvised explosive devices, First-Aid, Crisis response and disaster management, defensive driving (compulsory for the driver of Vehicle and optional for others), handling and operation of non-prohibited weapons and firearms, rudimentary knowledge of Indian Penal Code special on right of private defence, procedure for lodging first information report in the Police Station, Arms Act (only operative sections) and Explosive Act (operative sections), badges of rank in police and military forces, Identification of different types of arms in use by public and Police, use of security equipments and devices (for example; security, alarms and screening equipments); and leadership and management (for Supervisors only), examining identification papers including identity cards, passports and smart cards.
- 5.4 **Ability to depute company's dedicated Field/Area officer in the NITT Campus:** The selected agency should depute/detail the company's dedicated Field/Area officer in the NITT campus for sorting out the issues arising and related to Security Services provided by the agency and play the liaison officer between the agency and the NITT administration. Every 15 days the Field/Area officer should visit the NITT authorities and campus.
- 5.5 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.
- 5.6 Essential qualification for the Security Guards:
- 5.6.1 Minimum educational qualification of 12th Standard or equivalent for Civilian and 10th standard for Ex-Servicemen.
- 5.6.2 Age should be in the range of 25 – 45 for Civilians and 40 – 55 for Ex-servicemen.
- 5.6.3 Be healthy, smart with good physical bearing with at least 165 cm height and 80 cm chest measurements. (Except Hill tribes)
- 5.6.4 Be trained in handling standard firefighting equipment. The agencies should have ability to provide well trained security Guard/Security supervising staff having the good practical as well as theoretical knowledge to identify, handle and operates the firefighting extinguishers and control the fire.
- 5.6.5 Be able to maintain documents as per the security guidelines of the NITT and the instructions of the staff of Security Section, NIT Tiruchirappalli.
- 5.6.6 Should have knowledge in First Aid/Driving of vehicles/Handling wireless equipment with License/Modern Security Gadgets etc.
- 5.6.7 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. At least 10% of the Security Guards should be able to communicate in Hindi.
- 5.6.8 They should preferably have work experience for at least 2 years in security assignment in similar organization like NIT, IIT., etc., .
- 5.6.9 NITT reserve the right to relax or remove any/all the above conditions.

- 5.7 Essential qualification for the Security Shift In-charge and Security Supervisor:
- 5.7.1 Ex–Serviceman not below the rank of JCO.
 - 5.7.2 Minimum educational qualification of any Bachelor Degree.
 - 5.7.3 Age should be in the range of 40 – 55.
 - 5.7.4 Ex–Servicemen with work experience of at least 10 years in Military/Paramilitary forces.
- 5.8 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.
- 5.9 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 stopped by giving a written advance notice of 3 months by the contract agency.
- 5.10 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.
- 5.11 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.
- 5.12 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.
- 5.13 Agency should abide by all laws of the land including, Labour Laws (ESI, EPF, Bonus, Income Tax or any other extra taxes levied by the Government) Companies Act, GST and 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 should be the exclusive responsibility of the Agency, and the agency should not involve the NITT in any way what-so-ever.
- 5.14 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 at NITT for the entire duration of the contract. No interest will be payable by the NITT on the security deposit amount.
- 5.15 If the securities personnel come to know any unwarranted activities by outsiders, it should be brought to notice of NITT. The security personnel should continue to work according to the directions of NITT Administration.
- 5.16 Security personnel shall refrain from using slang or profanity in conversation at any time while in and around NITT, whether on or off duty. They should bear in mind that their conduct is at all times a direct reflection on themselves. Abuse, disrespect or insulting actions toward fellow workers or NITT employees will not be tolerated for any reason.

CHAPTER 6: GENERAL TERMS AND CONDITIONS

In this general conditions of contract, the following terms shall have the meaning hereby assign to have, except shall the context otherwise requires

- 6.1 The “Contract” means the documents forming the tender and acceptance thereof, together with all the documents referred to therein including general and special conditions to the contract. All these documents as applicable taken together shall be deemed to Form the contract and shall be complimentary to one another.
- 6.2 The “Contractor” means the individual, firm or company whether incorporated or not and shall include the legal representatives of such individuals around composing the firm or company or the successors of the firm or company and the assigns of such individual or firm or company and includes term “agency” referred to in the contract. National Institute of Technology hereinafter referred to as NITT shall mean the Board of Directors, Chairman, Director, or as other Administrative Officer of the NITT including any competent officer authorized to invite tenders and enter into contract for works on behalf of NITT”
- 6.3 **‘Work to be carried out’**
The Contract shall include all labour and materials, tools and machinery which may be required for the execution of the work. The contractor/agency shall be deemed to have satisfied himself as to the nature of the work, facility of access and all materials affecting the execution of the work. No extra charges consequent on any misunderstanding in these aspects or otherwise will be allowed.
- 6.4 **‘Deviations’**
The Contractor shall not carry out any work not covered under this contract expect in pursuance of the written instructions by the Director of National Institute of Technology, Trichy or anybody authorized by the Director of National Institute of Technology, Trichy.

The assignment of Transfer of Contract

The Contractor shall not without the prior written approval of the Director of National Institute of Technology or anybody authorized by the Director assign or transfer the contract or any part thereof or any share or interest thereon to any other persons. No sum of money which may become payable under the contract shall be payable to any person other than the contractor unless the prior written approval of the National Institute of Technology to the assignment or transfer of such money is given.

Sub-Contract:

The Contractor shall not sublet or license or otherwise any portion of the contract without the prior written approval of National Institute of Technology.

- 6.5 The contract will be issued initially for a period of one year. The execution of contract shall be reviewed periodically. The requirement of actual manpower may vary according to the need and may be reviewed/reduced/enhanced as and when required during the contract period. Based on the satisfactory performance of the Security contract Agency and the duration of the contract may be extended for two more years, based on quarterly evaluation and recommendation of the processing Committee constituted for the purpose as may be necessary, by the Director, NITT.
- 6.6 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.
- 6.7 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.

- 6.8 The agency shall obtain and produce license under the “The contract labour (Regulation & Abolition Act 1970) from the labour department. The agency should maintain and if necessary submit to the NITT for inspection on demand the records such as Muster roll, Payment register, etc.,
- 6.9 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.
- 6.10 The bidder should ensure that the security personnel deployed at NITT conforms to the STANDARDS prescribed in the Tender Document.
- 6.11 The successful bidder should furnish the following documents in respect of each security personnel deployed at NITT, before the commencement of contract.
- 6.11.1 List of trained security personnel identified/selected by the agency for the deployment at NITT, with Bio-data i.e. date of birth, age, qualification, address etc.,
 - 6.11.2 Character certificate from a Gazette Officer of the Central/State Government.
 - 6.11.3 Certificate of verification of antecedents of persons by local police authority.
- 6.12 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.
- 6.13 The selected agency should 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.
- 6.14 The selected agency should 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.
- 6.15 The selected agency should ensure proper conduct of its personnel at NITT campus, and shall also ensure that, none of its employee will join duty after consuming of Alcohol/Smoking/Chewing of tobacco while on duty.
- 6.16 The selected agency should 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.
- 6.17 The selected agency should 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 the terms and conditions of contract.
- 6.18 NITT is not liable at any stage to provide accommodation, transport, food, medical and any other requirement of their personnel deployed at the NITT. Accommodation will be provided based on the availability, subject to an agreement with the institute & the rent will be charged at the commercial prevailing market rate. Electricity & water consumed by the security personnel in the accommodation provided to them shall be charged through a separate meter at the prevailing rates and recovered from the monthly bills of the Security Agency.
However, electricity for office of the security agency shall be provided free of cost.

6.19 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/EPF/Service Tax/GST challans, as applicable, pertaining to that month. Attendance records as per Bio-metric attendance recording system should be furnished with the invoice.

6.20 Out of total Guard to be deployed at the Institute under the agreement, at least 80% Staff should be from trained civilian and 20% should be from Ex-Military/Para-military/Police Force. In no case the ratio will be altered without the consent of the Institute. Otherwise a penalty @Rs.200/- per security personnel per day will be imposed.

The Institute will have liberty to change this ratio, should the Institute consider this change necessary for better security. In addition, the Institute will have liberty to increase/ decrease the total number of Guards by giving at least one week's notice to the Company/Agency/Contractor.

The security agency preferably should not redeploy existing security personnel as NITT security rather they should deploy a completely new set of security personnel. From the existing security agency, only those Security Guards can be deployed, who has not completed more than three years in NITT & these guards will be screened by NITT security committee for final redeployment, permission will be given in accordance with terms and conditions as per tender document.

Only for the purpose of fulfilling Ex-serviceman category, Ex-Military/Para-military/Police Force personnel will be counted as ex-serviceman, but No DGR payment will be made to any individual. To claim DGR payment, DGR policy for Ex-serviceman has to adhere by the Security agency. The agency has to submit the, Proof of latest valid order copy/valid latest notification of DGR (validity for this year), DGR sponsorship and proof of being run by Ex-serviceman personnel.

6.21 Service Provider should install their own Biometric Attendance System (Face recognition) for proper attendance along with computers and other required peripherals. At the end of month attendance to be submit before concern office of the Security Officer for verification.

6.22 Desired Profile of Manpower:

The Service Provider will provide Officers, Supervisors and Guards and other personnel as per the following profile:

Profile/Category	Security Guards (Men)	Security Guards (Ex-Servicemen)	Supervisors & Unit Supervisor	Security Guards (Lady)
Rank	Civilian	Ex-Serviceman up to the rank of Havildar	Ex-Serviceman of the rank of Naib Subedar and above	Civilian
Height	Min 165 Cms	Min 165 Cms	Min 165 Cms	Min 152 Cms
Character	Exemplary	Exemplary	Exemplary	Exemplary
Medical Category	AYE-SHAPE 1	AYE-SHAPE 1	AYE-SHAPE 1	AYE-SHAPE 1
Vision	Normal (6/6)	Normal (6/6)	Normal (6/6)	Normal (6/6)
Physique	Good	Good	Good	Good
Age Limit	Below 45 yrs	Below 55 yrs	Below 55 yrs	Below 30 yrs
Education	+2 or Equivalent	Minimum 10 th Pass	Preferably Graduate	+2 or Equivalent
Languages Known	Tamil, English & Hindi	Tamil, English & Hindi	Tamil, English & Hindi	Tamil & English
Industrial Experience	Minimum 2 yrs. in any Academic Institutions	10 yrs. in Defense	10 yrs in Defense	Minimum 2 yrs. in any Academic Institutions
Police Verification	Must	Must	Must	Must

6.23 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.

6.24 That the Security Officer or any other officer authorized by NITT, shall be at liberty to carry out surprise check on the persons as deployed by the Agency in order to ensure that personnel deployed by him are doing their duties proficiently.

6.25 Cancellation of contract for bankruptcy, assignment, transfer, license or subletting of the contract:

National Institute of Technology without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter to NITT shall cancel the contract in any of the following cases after the contractor.

a) being an individual or after a firm any approval thereof shall at any time be adjudged bankruptcy or received order for administration of industry or had received order for administration of estate made against him or shall take any proceedings for liquidation or composition under any bankruptcy Act or assignment of his assets of composition or arrangement for the benefit of its creditors or purport to do so or if any application made under the bankruptcy Act for the time being in force in respect of his estate or

b) being a company shall pass a resolution of the court or tribunal shall make an order for the liquidation of its affairs or a receiver or manager shall be appointed or circumstances shall arise which entitle the court to appoint a receiver or manager or assigns, transfers sublets or attempts to assign, transfer, license or sublet any portion of the work without the prior written approval of National Institute of Technology National Institute of Technology.

c) whenever National Institute of Technology exercise the authority to cancel the contract under this condition National Institute of Technology may have the work done by any means at the contractor of the risk and expenses provided always that in the event of the cost of the work so done (as served by the National Institute of Technology) which is final and conclusive) being less than the contractors, the advance shall approve to the National Institute of Technology and after the cost expenses the money due to the contractor. The contractor either pay the excess amount ordered by National Institute of Technology or the same shall be recovered from the contractor by other means.

6.26 Cancellation of contract for contractors default

If the contractor make default in carrying out he work and continues in that state after a reasonable notice from the National Institute of Technology Thiruchirappalli or its authorized representative or fails to comply with any terms and conditions of the contract, National Institute of Technology made without prejudice to any other right or remedy which shall have been accrued or shall accrue thereafter to National Institute of Technology cancel the contract as a whole or in part. Whenever National Institute of Technology exercise the authority to consult the contractor as a whole or part, under this condition, National Institute of Technology may complete the work at the contractors risk and cost (as certified by the National Institute of Technology Thiruchirappalli which is final and conclusive) being less than the contract cost, the advantage shall accrue to the National Institute of Technology Thiruchirappalli. If the cost exceeds money due to the contractor under this contract, the contractor shall either pay the excess amount ordered by the National Institute of Technology or its authorized representative or the same shall be recover from the contractor by other means.

6.27 The termination of the contract on the death of Contractor:

Without prejudice to any of the rights or remedies under this contract, if the contractor dies or the firm is dissolve or the company is liquidated, National Institute of Technology shall have the option of terminating the contract without compensation to the contractor.

6.28 Special Power of Termination:

If at any time after the award of the contract National Institute of Technology Thiruchirappalli shall for any reason whatsoever not required whole or any part of the work to be carried out, National Institute of Technology Thiruchirappalli shall give notice in writing of the fact to the contract who shall have no claim to any payment of compensation or otherwise how so ever on account of any profit or advantage which he might derive from the execution of the work in full, but which he did not derive in consequence of the foreclosing of the work.

6.29 Jurisdiction

In case of any legal proceedings arising under or relating to this contract the courts at Trichy, Tamil Nadu only shall have the jurisdiction and is only after the exhausting the arbitration clause.

6.30 Rights:

NITT may enter into parallel contract simultaneously with any other contractor as may deem fit at any point during the period of the contract in the interest of National Institute of Technology Thiruchirappalli.

6.31 In case of breach of any of the terms and conditions of the contract National Institute of Technology will entrust the work any other contractor at the risk and cost of the contractor and the contractor shall be liable to pay any extra expenditure, damages, loss suffered on account of the cancellation of the contract. All amounts including the loss/damage/penalties/compensation and extra charges for non-compliance terms of the contract, payable by the contractor to National Institute of Technology Thiruchirappalli under the terms of the contract will be recovered from the outstanding payments to the contractor either under the contract or any other contract or from security deposit. In case this amount is insufficient for such recoveries, the contractor shall make the balance amount by actual payment. In addition, National Institute of Technology Thiruchirappalli has the right to recover the said amount from the contractor.

CHAPTER 7: CONTRACT – SPECIFIC TERMS AND CONDITIONS

- 7.1 The Manpower employed by the agency shall be required to work in three shifts of 8 hours duration on all seven days.
- 7.2 No Outsourced contract employee, who has worked in NITT in their previous security contract with NITT from Jan 2015 onwards, will not be deployed in the NITT premises by the present contractor. No relatives of NITT serving/retired staff will be absorbed in the outsourced contract services. The agency is solely responsible to ensure the accuracy of the above statement. If detected at any stage by the NITT administration, fine will be levied on the agency.
No person, who has crossed the age of 55, will not be deployed by the agency in NITT premises.
The agency will submit the AADHAAR card of its man power before deployment in NITT premises or PAN card/any govt. document having date of birth of the individual.
- 7.3 The personnel deployed shall be required to report for work at specified shift hours and remains vigilant in the designated post/region 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.
- 7.4 The Security personnel should be of (a) age group between 40 and 55 years in the case of Ex-Servicemen and 25 to 45 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.
- 7.5 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.
- 7.6 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.
- 7.7 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.
- 7.8 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 must be provided by the agency and shall be in working condition.
- 7.9 The agency should have its own VHF/UHF Communication system with Base Station and experience of running a Control Room round the clock at 24 x 7 basis.
- 7.10 For patrolling purpose, the successful bidder should arrange to have vehicle of their own (minimum one four wheeler vehicle and 2 two wheeler vehicles) expenditure towards diesel, repairs, etc. for the vehicles will not be provided or reimbursed by the NITT.

- 7.11 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.
- 7.12 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 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.
- 7.13 The agency should 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.
- 7.14 The agency should ensure that the Security Guards/Shift In-charge/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 Security Guards/Shift In-charge/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.
- 7.15 Absenteeism must not exceed 5 % of the total deployment in any month. Further within each shift the absenteeism should not be more than 5% of the deployment. The above should be achieved without individual Security Guards/Shift In-charge/Supervisor doing double shift or doing more than the maximum shift allowed by the contract (26 shifts in a month).
- 7.16 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.
- 7.17 The agency should 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.
- 7.18 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.
- 7.19 The contract is valid for one year from the date of the award of the contract by National Institute of Technology. Once bid is evaluated and contract is awarded, the contractor is bound by the terms and conditions of the contract and will be liable for any breach thereof.

CHAPTER 8: LEGAL TERMS AND CONDITIONS

- 8.1 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.
- 8.2 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.
- 8.3 The personnel of the Security Agency should not take part directly or indirectly in any of the activities of the Association/Union of the employees of the Institute and should help the NITT administration to maintain strict security measures at all-time including during agitation, staged by such Association/Union.
- 8.4 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.
- 8.5 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.
- 8.6 The selected agency should 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.
- 8.7 The selected agency should 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.
- 8.8 The selected agency should also be liable for depositing all Taxes, Levies, GST, Cess etc., & Income Tax to concerned tax authorities from time to time as per the rules and regulations on the matter.
- 8.9 The selected agency should 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.
- 8.10 The Agency will submit FORM VII from the Labour Commissioner office for commencement of work in NITT Campus within 15 Days from receiving the work order for Security Services to NITT Administration.
- 8.11 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.

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

8.13 ARBITRATION:

All disputes between the Contractor and National Institute of Technology arising out of or relating to this contract after written notice by either party to the contract to the other party be referred to for arbitration to the sole arbitrator to be appointed by the Director of the National Institute of Technology Thiruchirappalli. In case the arbitrator so appointed vacate his office or neglect or refuses to act or he unable to act for any reason whatsoever or dies, the Director National Institute of Technology shall have power to appoint another person to act a sole arbitrator in his place. Such a person shall be entitled to proceed with the reference from the stage at which it was left by its predecessor or from any early stage consider proper by him.

The decision of the arbitrator shall be final and binding on both the parties except as provided under the Arbitration and Reconciliation Act, 1996.

The arbitration proceeding shall be held at National Institute of Technology, Trichy or at such other place as the arbitrator may direct. However the work under the contract shall be continued during the arbitration proceedings unless otherwise directed in writing by National Institute of Technology.

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

8.15 The successful bidder for agency/contractor whose tender is accepted for awarding the contract shall enter into contract agreement at his cost on a requisite non-judicial stamp paper of an appropriate value in a prescribed form to ensure strict compliance with the provisions of the contract. However National Institute of Technology is entitled to enforce this contract and for the breach of the obligations thereof even in the absence of a formal contract agreement.

8.16 In case of more than one bidder gets same marks in techno commercial evaluation scheme, then NITT will set the criteria for selection. The decision of NITT will be final in all respect and will be applicable to all the tenderers.

8.17 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.

CHAPTER 9: FINANCIAL TERMS AND CONDITIONS

- 9.1 Bids of tenderers who offer 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.
- 9.2 The proof of remittance of statutory deductions of EPF, ESI, Service Tax, GST 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 processed. These remittances/payments must be made in a separate challan specifically for the contract personnel deployed at NITT in the name of NITT.
- 9.3 The rates agreed upon except the Minimum wages, Service Tax as notified from time to time by the State/Central Government (whichever is higher) shall remain unchanged until the expiry of contract period or till they are amended by the NITT.
- 9.4 The agency should 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 Section at NITT by the third week of the subsequent month. The payment will be processed 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, GST remittance and half yearly/yearly return under the respective Acts.
- 9.5 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 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.
- 9.6 The monthly wages of the employees for a month should be paid on or before 5th of the succeeding month in the respective employee bank account without fail. A Computerized monthly Payment slip must be issued to all contractors' manpower at the time of monthly payment. The pay slip must bear the contract agency Name and Logo etc., Pay slip must also mention clearly the Name and ID of contract manpower, all the components for payment and deductions separately. Besides, PF Account number, ESI Account Number plus PF and ESI Contribution by employer and all other relevant details must also mentioned in the Pay slip. Failure to do so will result in levy of penalty of 0.5% of total bill per day.
- 9.7 NITT will not be responsible for the release of benefits to any individual such as Provident Fund, ESI, Pensioner benefits or allowances. Any changes in the Minimum Wages Act or in any other labour legislation or other statutory obligations during the validity period of the contract shall be the responsibility of the Contractor. The contractor will not charge the additional payment to provide the security services on holidays, Sunday and odd hours during NITT events / functions. **The contractor's profit/service charges should not be less or equal to the TDS (2%).**

- 9.8 The Agency shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus, ESI etc. relating to personnel deployed by it at NITT site or for any accident caused to them, while joining/leaving the duty outside the jurisdiction of NITT campus and the institute shall not be liable to bear any expense in this regard.

The Agency shall make payment of wages to workers engaged by it by the stipulated date irrespective of any delay in settlement of its bill by NITT for whatever reason. The Outsourced Security Guard will not file any of service related grievance to, any of the NITT Institute authorities & will follow the grievance channel through his agency & the agency will initiate necessary steps to resolve the issue.

- 9.9 The contractor must ensure that entitled wages and bonus amount (Monthly) 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:

- 9.9.1 Wages with bonus amount of the workers were credited to their bank account on _____ (Date)
- 9.9.2 ESI Contribution relating to workers amounting to Rs. _____ was deposited on _____ (Date). Copy of the Challan to be enclosed(previous month).
- 9.9.3 EPF contribution relating to workers amounting to Rs. _____ was deposited on _____ (Date). Copy of the Challan to be enclosed(previous month).
- 9.9.4 CGST/SGST Invoice no.
- 9.9.5 All statutory requirements including those under Labour Laws, Minimum wages act, etc. have been complied.

- 9.10 The Institute will adopt the reimbursement method of payment to the contract agency, under such method

- 9.10.1 The agency will pay the wages on monthly basis to employed contractual security guards by 5th of every month & will submit the payment statement to the institute for reimbursement by 10th.
- 9.10.2 On producing the payment statement bill, the institute will verify & the amount will be released by the institute to the contract agency at the earliest possible period.
- 9.10.3 The agency will submit the payment of statutory (EPF & ESIC) of every Previous month & will produce the challan, the institute will verify & the amount will be released by the institute to the contract agency.
- 9.10.4 The wages bill will be released only after producing the running month statutory payment challans, any delay will invite fine & levy.
- 9.10.5 *The reimbursement time period for any payment from (NITT) Institute will be between 60 to 90 days for all the bills.*
- 9.10.6 The contractor should be financially sound to deal with the above legal obligation towards wages and statutory payments & will not involve & depend on NIT Tiruchirappalli for any financial obligation.
- 9.10.7 NIT Tiruchirappalli will reimburse the payment, only after the contract agency makes the payment of wages and statutory payments, to its deployed contractual security guards with the respective agency.
- 9.10.8 The CGST/SGST for the service provided, will be paid by the contract agency and on producing the paid invoice, will be reimbursed by the NITT administration.
- 9.10.9 Apart from the above tax regulation, any changes in the govt. tax regime, the reimbursement method will be followed by the NITT administration in payment procedure with the contract agency.

9.11 Road Safety Package Insurance:

(For Security Guards deployed in NITT premises)

(i) Tenderer shall keep NITT indemnified of all the claims made and liabilities incurred under Workmen Compensation Act, 1923.

(ii) In case the contract labour met with an accident while on duty or outside the NITT premises, it is the sole responsibility to admit the Security Guard in good hospital and give treatment till the Security Guard rejoins duty. (Hospitalization expenses – Rs.1,00,000/- shall be claimed under Road Safety Package Insurance Policy).

It is also Tenderer's responsibility to produce the required documents to Insurance authorities without any delay for getting such reimbursement from Insurance Companies. If Tenderer fail to do so, the Hospitalization expenses will be deducted from Tenderer's bills and necessary arrangements will be made to remit the same to the Hospital.

9.12 Bidder warrants having valid registration under applicable GST. A copy of the Registration Certificate should be submitted along with the offer.

a) Contractor's right to getting payment is subject to submission of a Valid Tax Invoice which would enable the Service Recipient (NITT) to claim Input Tax Credit in compliance with the provisions of the GST. Tax Invoice submitted by the contractor shall mention the SAC/HSN Code as applicable, Basic Price, applicable mentioned as per the provisions of GST Rules, 2017.

b) Contractor shall warrant the value that is contributable to GST and the corresponding rate of tax that is chargeable is included in the total price charged in the Tax Invoice. The total amount as per the Tax Invoice shall be considered as the final price inclusive of taxes, shall be admitted at a later stage on any ground whatsoever.

c) Any tax in the nature of Goods & Service Tax (GST) would be payable, when the invoice submitted by the contractor is compliant with the provisions of GST law and contains all particulars as per statute.

d) In case of there is an upward revision in the applicable rate of Tax (GST) post submission of bid, the contractor shall submit a copy of the relevant statute/notification evidencing change of applicable rates for claiming payment from NITT as per revised GST rates. Similarly if there is a downward revision of applicable tax rate post submission of bid, the benefit of lower tax liability shall be passed on to NITT.

e) Contractor also warrants to duly comply all relevant provisions of the GST Laws including filing returns, paying taxes within the stipulated period so that no hindrance can be faced by NITT to claim Input Tax Credit as per provisions of the GST Law.

f) Contractor shall fully indemnify to Service Recipient (NITT), on first demand against any claims, liabilities, actions, demands, Loss, costs and expenses occurred/imposed to the NITT on account of Security agency failure to fully/partially discharge the statutory levies in time, or Security agency failure in adherence of the applicable laws in force. For any such non-compliance, NITT reserves the rights to withhold the payment until appropriate actions are taken on the related issue.

g) The Payment of GST to the Security Agency from NITT will be on reimbursement method, on production of GST Invoice produced by the Security Agency.

CHAPTER 10 : TECHNO – COMMERCIAL EVALUATION SCHEME

EVALUATION OF TECHNICAL BID:

10.1 The Technical evaluation will be carried out for 60 marks.

10.2 The technical bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the NITT may at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the NITT shall not be considered. The NITT request for clarification and the response shall be in writing.

10.3 If a bidder does not provide clarifications of its bid by the date and time set in the NITT request for clarification, its bid may be rejected. NITT also reserves right to seek confirmation/clarification from the issuer agency, on the supporting documents submitted by the bidder.

MARKING SYSTEM OF TECHNICAL BIDS:

1. The technical evaluation will be for 60 marks and based on the below scheme.
2. A bidder has to score the minimum marks under each category mentioned below and also an overall minimum score of 40 in the technical evaluation in order to be technically qualified.
3. Only the commercial bids of technically qualified bidders will be opened.

EVALUATION OF PRICE BID:

4. The financial evaluation will be for 40 marks and will be only for the technically qualified bidders. The lowest qualified bidder will get the maximum commercial score (40) while the others will have a pro-rated score lower than 40. More specifically, the commercial score of a technically qualified bidder is calculated as $\text{Commercial score} = 40 * (\text{lowest price bid}) / (\text{price bid of the bidder})$.

FINAL EVALUATION OF BID:

5. The bidder with the highest total score (technical + commercial) will be declared as the successful bidder.
6. The bidder should submit the performance report and Experience certificate for ongoing and completed contracts. In case of experience certificate obtained from private organizations, the same shall be supported with TDS certificate by the Contractor.
7. Bidder should attach the relevant documents proof with technical bid for the below evaluation scheme.
8. The bidders ranking shall be arrange, depending on the marks obtained by each of the bidders in the Technical evaluation and financial together.

TECHNICAL EVALUATION SCHEME:-

S.No.	Description	Total Marks – 60	Qualifying Marks – 40
1	Number of years in Security Service Operations	Maximum – 04 Marks	
A	For exact 07 years (84 months)	01 Marks	
B	More than 07 years and up to 10 years	02 Marks	
C	More than 10 years and up to 15 years	03 Marks	
D	More than 15 years and up to 20 years	04 Marks	
2	Annual Turnover (Last Financial Year 2016-17)	Maximum – 03 Marks	
A	Up to 6 Crores	01 Marks	
B	More than 6 Crores and Up to 12 Crores	02 Marks	
C	More than 12 Crores and Up to 18 Crores & above	03 Marks	
3	PSARA – 2005 LICENCE	Maximum – 05 Marks	
A	For 02 states in India	01 Marks	
B	More than 02 states and up to 04 states	02 Marks	
C	More than 04 states and up to 06 states	03 Marks	
D	More than 06 states and up to 08 states	04 Marks	
E	More than 08 states & Tamilnadu	05 Marks	
4	Quality Related Marks	Maximum – 05 Marks	
A	Valid ISO Certificate (9001:2015 Certified)	05 Marks	
5	Number of Manpower on Rolls (In India Only)	Maximum – 03 Marks	
A	More than 175 and up to 350	01 Mark	
B	More than 350 and up to 700	02 Marks	
C	More than 700 and up to 1000	03 Marks	
6	Number of Manpower on Rolls in Tamil Nadu state only.	Maximum – 05 Marks	
A	Up to 70	03 Marks	
B	More than 70 and up to 150	04 Marks	
C	More than 150 and up to 300	05 Marks	
7	Number of existing Ex-Servicemen (ESM) – Security personnel’s on your muster rolls in Tamil Nadu state	Maximum – 03 Marks	
A	Up to 30 ESM	01 Mark	
B	More than 30 and up to 50	02 Marks	
C	More than 50	03 Marks	

S.No.	Description	Total Marks – 60	Qualifying Marks – 40
8	Number of Lady Security Guard on your muster rolls in Tamil Nadu state	Maximum – 02 Marks	
A	Up to 40	01 Mark	
B	More than 40 and up to 60	02 Marks	
9	Experience in Govt. (State/Central/PSU/ Autonomous) providing Security Services	Maximum – 03 Marks	
A	Up to 03 Govt. sector	01 Mark	
B	More than 03 and up to 06 Govt. sector	02 Marks	
C	More than 06 and up to 09 Govt. sector	03 Marks	
10	Experience in Govt. Educational Institute with minimum Manpower	Maximum – 03 Marks	
A	Up to 02 Govt. Educational institute – 50 Nos each	01 Mark	
B	More than 02 and up to 03 Govt. Educational Institute – 50 Nos each Security Guard	02 Marks	
C	More than 03 and up to 04 Govt. Educational Institute – 50 Nos each Security Guard	03 Marks	
11	Number of EPF Universal Account Number (UAN) holding existing security staff in payroll of the company in Tamil Nadu	Maximum – 02 Marks	
A	More than 100 and up to 300	01 Mark	
B	More than 300 security staff	02 Marks	
12	Number of existing security guards in Tamil Nadu having/holding the actual ESI card	Maximum – 02 Marks	
A	From more than 100 to up to 400 security guards	01 Mark	
B	More than 400 security guards	02 Marks	
13	EPF monthly e-Pay Order deposit Amount (Current year only) from Apr 2017 to Feb 2018	Maximum – 02 Marks	
A	Up to 30 lakhs	01 Mark	
B	More than 30 lakhs and up to 60 lakhs	02 Marks	
14	ESIC monthly e-Pay Order deposit Amount (Current year only) from Apr 2017 to Feb 2018	Maximum – 02 Marks	
A	Up to 03 lakhs	01 Mark	
B	More than 04 lakhs and up to 06 lakhs	02 Marks	
15	Number of the security person having the proper security & Firefighting training certificate in Tamil Nadu	Maximum – 02 Marks	
A	Up to 100 security staff	01 Mark	
B	More than 100 and up to 200	02 Marks	

S.No.	Description	Total Marks – 60	Qualifying Marks – 40
16	Number of Bio-Metric system (BMS) and Software with Computer and its peripherals owned by the agency (installed at Service Site)	Maximum – 02 Marks	
A	Up to 01 BMS	01 Mark	
B	Up to 03 BMS	02 Marks	
17	Number of Four wheeler (Scorpio/Bolero/ Maruti Zypsy) own vehicles in Tamil Nadu Branch with dedicated driver	Maximum – 02 Marks	
A	Up to 01 vehicle	01 Mark	
B	More than 01 and up to 03	02 Marks	
18	Number of Motor Cycle in your branch office in the name of the company only	Maximum – 02 Marks	
A	Up to 02	01 Mark	
B	More than 02 up to 04	02 Marks	
19	Number of Communication Equipments VHF/UHF Walkie Talkie (Sets) with Mother Base Station and holding license for VHF/UHF wireless communication Network in Tamil Nadu	Maximum – 02 Marks	
A	For 10 Walkie Talkie (Sets) in Tamil Nadu	01 Mark	
B	For 20 Walkie Talkie (Sets) in Tamil Nadu	02 Marks	
20	Holding Smart Mobile Phones with 5 to 10 Megapixel Camera (for CUG communication)	Maximum – 02 Marks	
A	Holding from 05 to 10 Smart Phones	01 Mark	
B	More than 10 Smart Phones	02 Marks	
21	Number of security equipments/accessories.	Maximum – 02 Marks	
A	01 DFMD, 03 HHMD, 01 CAR BOTTOM VIEW IMAGINER	01 Mark	
B	02 DFMD, 05 HHMD, 02 CAR BOTTOM VIEW IMAGINER, 05 Traffic Light Baton, 05 Traffic Reflective Jackets	02 Marks	
22	GST Payment	Maximum – 02 Marks	
A	Copy of GST Bill for the Period from July-2017 to March-2018	02 Marks	

Note:

The Bidders should attach the proof of documentary evidence for all the above (S.No. 1 to 22).

CHAPTER-11: PENALTY FOR LAPSES

S.No	LAPSE	MAXIMUM LIMIT OF PENALTY PER OCCASION/PER DAY
1.	Cattle entry	Rs. 500/- per day
2.	Absence of patrolling vehicle	a. Rs. 500/- (per vehicle) per day for 2 wheeler b. Rs. 1,000/- (per vehicle) per day for 4 wheeler
3.	Unauthorized entry of vehicle	Rs. 500/- per entry
4.	Guards found sleeping on duty/other kinds of negligence of duty *	Rs. 1,000/- per Guard
5.	Guards found using mobile including earphone/bluetooth while on duty	Rs. 100/- (First Time) Rs. 500/- (Second Time). Third Time: Removal from NITT
6.	Unauthorised absence from duty after reporting for duty on a day *	Rs. 1,000/- for each occasion for each guard
7.	Change of security guards without prior permission	Rs. 500/- per instance
8.	Consuming of Alcohol/Chewing of tobacco items *	Rs. 200/- per instance
9.	Consuming any kind of food material while on duty	Rs. 100/- per instance
10.	Absence from duty of security guards in excess of the limit prescribed in the tender	Rs. 200/- per Security Guard per shift
11.	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.
12.	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.
13.	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. 5,000/- 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.
14.	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.
15.	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.
16.	Relatives of NITT serving/retired staff absorbed in the outsourced contract Security services.	Declaration to be given by the agency with the full details of the outsourced guard and his relatives working in NITT failing which leads to penalty of Rs. 1000/-
17.	Agency's personnel(s) deployed under the contract is (are) not allowed to contact any NITT Officials under any circumstances for whatsoever reason.	Agency will ensure that none of the security guards will raise their grievances with NITT Officials failing so will lead to penalty of Rs. 1000/- and termination of the particular guard. The agency will formulate their own grievance channel to sort out the security guards issues.
18.	Any other lapses not covered above	To be decided by the NITT.
	* First time warning followed by termination.	

ANNEXURE-I

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 EMD remittance	Amount Rs.: DD Number : Date : Name of Bank : Payable at :
4	Name and Address of the Applicant/bidder with Telephone/Fax/Mobile and Mail ID	
5	Year of Establishment/Incorporation/ Commencement of Security Services Agency	
6	Registration/Incorporation Particulars (Please attach attested copies of documents of registration/ Incorporation of your firm/Company as required under business law)	
7	Whether the Agency is DGR empanelled security agency , if so attach proof of latest valid order copy/valid latest notification of DGR (Validity for this year), DGR sponsorship and proof of being run by Ex-Servicemen personnel. (Please attach attested copies of all the documents of registration)	
8	Whether registered with and holding license from all concerned Government Authorities including registration under Contract Labour (Regulation & Abolition) Act 1970. (Copies of all certificates of registration to be enclosed)	
9	Whether registered with and holding license from Tamil Nadu Government Authorities for carrying out the Security Services in Tamil Nadu, under the registration of Private Security Agency (Regulation) Act 2005 (PSARA). (Copies of all certificates of registration to be enclosed)	
10	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)	

11	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)		
12	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)		
13	Name and Designation of the Contact Person/ Representative/Manager of the Agency/Firm/company with mobile number & email ID		
14	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)
		2014-15	
		2015-16	
		2016-17	
15	Average Annual Turnover in last three years from Security Services Business	Rs. _____ (in lakhs)	
16	Are your Firm/Company carrying out any other trade/business in addition to Security Services? Furnish particulars of other trade/business carried out.		
17	Total experience (Years/Months) in Security Services Field		
18	Have your Concern/Firm/Company ever changed its name any time? If yes, provide the previous name and the reasons there for?		
19	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.		
20	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.		

21	Income Tax Permanent Account Number (Self attested Copy of PAN Card to be enclosed)	
22	Income Tax Assessment Completion Certificates/ Assessment Orders for the Financial Years 2014-15, 2015-16 and 2016-17 (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)	
23	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	
24	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.	
25	Service Tax Registration Number (Self attested Proof to be attached).	
26	Copy of Service Tax Returns, if any, filed, for the last three years i.e., 2014-15, 2015-16 and 2016-17 along with proof of payment of service tax during the said three years.	
27	GSTIN Registration Number (Self attested proof to be attached)	
28	Copy of GST invoice paid, if any, filed, for the past months from July 2017 along with proof of payment of service tax during the said three years.	
29	Name and address of your banker	
30	Copy of Bidders Solvency (Original certificate for an amount of Rs. 30 lakhs from the NATIONALIZED BANKER to be Submitted at the time of document verification)	
31	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.	
32	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.,	
33	Give details of Termination of previous contract, if any	
34	Give information, if any, regarding the proceeding for bankruptcy, insolvency or winding up in which the bidder is/was involved	

35	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
36	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
37	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.						
38	Details of quality certifications, if any, obtained viz.						
39	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, Tiruchirappalli 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 Techno Commercial evaluation 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:

**FORMAT FOR PERFORMANCE CERTIFICATION FROM THE CLIENTILE OF THE BIDDING AGENCY
(To be enclosed with the Technical Bid)**

Feedback about M/s. _____

Engaged by M/s. _____

Contact details:

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

Place:

Date:

Signature with Seal of the Responsible Official

**ANNEXURE-II: FORMAT OF LETTER FOR PROVIDING SECURITY SERVICE IN THE NIT
TIRUCHIRAPPALLI**

From

To

The Director,
National Institute of Technology,
Tiruchirappalli – 620015.
Tamil Nadu, India

Subject: Tender for Providing Security Service in the NIT Tiruchirappalli.

With Reference to the letter No:-

Dear Sir,

With respect to the tender enquiry, I/We hereby submit my/our tender in a required format. I/We have adhered to the requirements prescribed by NITT. I/We have carefully gone through the guidelines/terms and conditions and prescribed format and I/We accept the same without any alternations/modifications.

Thanking you,

Yours faithfully,

Signature and seal of bidder

Address:

Date:

From

To

The Director,
National Institute of Technology,
Tiruchirappalli – 620015.
Tamil Nadu, India.

Sub: Tender for Providing Security Service Contract in NIT Tiruchirappalli.

Dear Sir/Madam,

In response to the above and in full agreement with the terms and conditions of the tender as stipulated by you, I/We offer my/our competitive and firm offer as follows:

- i) I/We understand that minimum wages will be required to be paid not less than as per the terms and conditions stipulated by the Regional Labour Commissioner (Central), Tamil Nadu, as notified by the Government of India from time to time. In addition, I/We also understand that all statutory payments like PF/ESI/Bonus/EDLI/Admin. Charges, etc., also need to be paid as prescribed under various statues, by me/us.
- ii) The Earnest Money Deposit of Rs. _____ is given vide enclosed Demand draft No _____ dated _____ drawn on _____
- iii) I/We have valid registration in respect of Employees Provident Fund/Employees State Insurance/Goods & Service Tax (GST) etc. Copies of the above and other documents mentioned in this tender document are enclosed herewith.
- iv) I/We also understand that the Director, NIT Tiruchirappalli has the right to accept or reject my/our tender bid without assigning any reasons whatsoever and his/her decision will be binding on me/us.

Encl: As above

Place:

Date:

Yours sincerely

Authorised Signatory:

Name:

ANNEXURE-IV:**FORMAT FOR SUBMISSION OF PRICE BID**

Name of the bidder/Security Agency

The minimum rate of wages including VDA as notified by the office of the Chief Labour Commissioner (C), New Delhi, Ministry of Labour and Employment, Govt. of India to be followed for the following category of Security Personnel.

A. Price Bid – Security Guard (Without Arms)/Supervisors/Unit Chief Supervisor

Wages to be quote As per File. No.1/10(6)/2018-LS-II of Govt. of India Dt. 03.04.2018

* → Basic wages & Variable Dearness Allowance for Security Supervisor and UCS will be the same as Security Guard, only the Allowance part will vary.

* → NIT Tiruchirappalli comes under the “Area – B” of minimum wages act.

S.No	Designation	No of Persons	Wages, for one person (for 26 Days)	Total Wages
		(A)	(B)	(C) (A x B)
1	Security Guard	162		
2	Security Supervisor	3	(quote including supervisor allowances)	
3	Unit Chief Supervisor	1	(quote including supervisor allowances)	
Grand Total (in figures and words)				

* Statutory payments (EPF, ESIC and Bonus) will not be accounted for service charges, hence only wages may be quoted.

*The statutory payments will be reimbursed as per the existing percentage, on submission of challans.

* → EPF, ESI & Bonus should be as per statutory norms and the ceiling limit should be followed.

No Service charge and GST will be paid for the Statutory Payments.

B. TRANSPORT and COMMUNICATION GADGETS REQUIREMENTS

S.No	Description	Requirements
1	Motor Cycle*	01
2	One Scorpio/Bolero/Maruti Zypsy with fuel & 3 drivers for 24 x 7 to run 1350 km per month. (Vehicle must have siren with PA system, search lights, and wireless system in it.)*	01
3.	Ultra-high frequency Walkie Talkie sets with the facility to operate through entire campus.	07
# → Includes Service Charges/Administration Charges/Establishment Charges/Charges towards Provision of Uniform, upkeep of uniform, wages towards Gadgets, biometric attendance machine, two computers with web cam and printers, Transportation charges, communication gadgets any other charges and PROFIT MARGIN of the Service Provider/Security Agency.		

Charges for the above table will be quoted in the Service Charges

D. Final Price Bid (along with Service Charges):

S.No	Description	Amount in (Rs.)
1.	Security Personnel Price Bid as per Table A	
2.	Service Charges (Manpower, Transport and Communication Gadgets) #	
Grant Total (in figure and in words)		

GST bill should be submitted only for wages. No other charges/claims beyond the fixed amount of service charges quoted in the financial bid shall be entertained. The amount of service charges shall remain constant throughout the contract period and they shall not be varied or altered during the contract period.

The contractor's profit/service charges should not be less or equal to the TDS (2%). If a firm quotes 'Zero' or 'Nil' Service charges in the bid shall be treated as unresponsive (null and void) and will not be considered. The committee, constituted by the Institute is empowered to take the decision on awarding the contract to most deserving bidder in case lowest service charges is too low quoted and may not be justifiable to deliver the proper services.

* Successful bidder will submit two Separate bills. The wage bill will be separate along with service charges and GST. The second bill will be consisting of statutory payments (EPF, ESI and Bonus) and no service charges and GST will be paid for the statutory payments.

I/We shall charge the SERVICE CHARGES (Rs.) _____ (in figure) _____ (in words) on the Total Monthly Package Reimbursement bill as per the Terms and Conditions of the tender document.

Signature of the authorized person of the agency & Official Seal/Stamp

ANNEXURE-V:

PRICE BID UNDERTAKING
(To be given on Company Letter Head)

From (Full Name and Address of the Bidder)

To

The Director,
National Institute of Technology,
Tiruchirappalli – 620015.
Tamil Nadu, India,

Dear Sir/Madam,

1. I/We submit the Price Bid for _____ and related activities as envisaged in the Bid document.
2. I/We have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I/We offer to work at the rates as indicated in the price bid, inclusive of all applicable taxes and GST component on reimbursement method.
4. I/We shall not tamper/modify downloaded price bid template from www.nitt.edu/tenders in any manner.

Yours Faithfully,

Signature of Authorized Representative with Seal

ANNEXURE – VI :**MANDATE FOR PAYMENT THROUGH NEFT/RTGS**
(To be obtained in the Letter Head of the Bank for effective payment)

Date: _____

To

The Director,
National Institute of Technology,
Tiruchirappalli – 620015.
Tamil Nadu, India.

Sir/Madam,

BANK ACCOUNT PARTICULARS (TO BE CERTIFIED BY BANKER)

Name and address of the Supplier/Company/ Firm/Agency/Contractor	
Name of the Account Holder	
Name of the Bank	
Branch Name	
Account Number	
Type of the Account	
Branch Code	
IFS Code	

Certified that the particulars furnished above are correct as per our records.

Thanking you,

Yours truly,

(Signature of the Authorized Officer from the Bank with Seal)

To

The Director,
National Institute of Technology,
Tiruchirappalli – 620015,
Tamil Nadu, India.

Name of the firm/Agency _____

Name of the tender _____ Due date: _____

Sir/Madam,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI, Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed in the NIT Tiruchirappalli through individual Security Guards Bank Account as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.
4. I/We shall provide strictly all the security guards, necessary security accessories and necessary security training as per the Private Security agencies (Regulation) Act 2005 and must comply with and follow all the provision of Tamil Nadu Private Security Agency Rules 2008.
5. I/We do hereby undertake that complete security of the NIT Tiruchirappalli shall be ensured by our Security Agency. The security money deposited by me/us will forfeit in case of any loss is caused to the Institute due to any security lapse, as well as any other Point considered by our Agency. Our Security Service shall be covered under "Fidelity Bond" through Insurance Agency for minimum sum of Rs. _____ Lakhs (Rupees _____). The Insurance charges for Fidelity Bond shall be paid by me/us. The loss on account of theft, if any, shall be recoverable from me/us through fidelity bond.

(Signature of the Bidder)

Name and Address of the Bidder.

Telephone. No.

ANNEXURE- VIII:

DECLARATION REGARDING BLACKLISTING/DEBARRING FOR TAKING PART IN TENDER

(To be executed & attested by Public Notary/Executive Magistrate on Rs.100/- non judicial Stamp paper by the Tenderer)

I/We _____ (Tenderer) hereby declare that the firm/agency namely M/s. _____ has not been blacklisted or debarred in the past by Union/State Government or organization from taking part in Government tenders in India and should not have any litigation in any of the labour court(s).

I/We _____ (Tenderer) hereby declare that the Firm/agency namely M/s. _____ was **not blacklisted or debarred** by Union / State Government or any Organization from taking part in Government tenders for a period of _____ years w.e.f. _____ to _____. The period is over on _____ and now the firm/company is entitled to take part in Government tenders.

In case the above information found false, I/We are fully aware that the tender/contract will be rejected/cancelled by the NIT, Tiruchirappalli, and EMD (Earnest Money Deposit)/SD (Security Deposit) shall be forfeited.

In addition to the above, the NIT, Tiruchirappalli will not be responsible to pay the bills for any completed/partially completed work.

DEPONENT

Attested:

(Public Notary/Executive Magistrate) with Date

Name _____

Address _____

ANNEXURE- IX:

DECLARATION REGARDING NON-PENALIZE/PUNISH FOR TAKING PART IN TENDER

(To be executed & attested by Public Notary/Executive Magistrate on Rs.100/- non judicial Stamp paper by the Tenderer)

I/We _____ (Tenderer) hereby declare that the firm/agency namely M/s. _____ has not been penalized in the past years by Labour Court, EPFO & ESI by way imprisonment.

Or

I/We _____ (Tenderer) hereby declare that the Firm/agency namely M/s. _____ has not been penalized/punished by Union/State Government or any Organization from taking part in Government tenders for a period of _____ years w.e.f. _____ to _____. The period is over on _____ and now the firm/company is entitled to take part in Government tenders.

In case the above information found false, I/We are fully aware that the tender/contract will be rejected/cancelled by the University, and EMD (Earnest Money Deposit)/SD (Security Deposit) shall be forfeited.

In addition to the above, the NIT, Tiruchirappalli will not be responsible to pay the bills for any completed/partially completed work.

DEPONENT

Attested:

(Public Notary/Executive Magistrate) with Date

Name _____

Address _____

ANNEXURE- X:

DECLARATION REGARDING NON PENDING CRIMINAL CASE FOR TAKING PART IN TENDER

(To be executed & attested by Public Notary/Executive Magistrate on Rs.100/- non judicial Stamp paper by the Tenderer)

I/We _____ (Tenderer) hereby declare that the firm/agency namely M/s. _____ has no criminal case is pending against Partners/Proprietor/Others.

Or

I/We _____ (Tenderer) hereby declare that the Firm/agency namely M/s. _____ has not having any **pending criminal case against Partners/Proprietor/Others** for a period of _____ years w.e.f. _____ to _____. The period is over on _____ and now the firm/company is entitled to take part in Government tenders.

In case the above information found false, I/We are fully aware that the tender/contract will be rejected/cancelled by the University, and EMD (Earnest Money Deposit)/SD (Security Deposit) shall be forfeited.

In addition to the above, the NIT, Tiruchirappalli will not be responsible to pay the bills for any completed/partially completed work.

DEPONENT

Attested:

(Public Notary/Executive Magistrate) with Date

Name _____

Address _____

ANNEXURE- XI:

CERTIFICATE FOR THE VEHICLE MILEAGE OF FOUR WHEELER

I/We (M/s. Name of the Security Agency) certify that

Vehicle Registration No. _____

Make/Model _____

Vehicle Category _____

Month & Year of Manufacturing _____

Mileage of Vehicle per litre (Petrol/Diesel) _____

Bidder Signature and seal with date

We have checked the mileage of the vehicle details as given above and assessed the performance of the vehicle.

Signature of Authorised vehicle dealer and seal with date

ANNEXURE- XII:

CERTIFICATE FOR THE VEHICLE MILEAGE OF TWO WHEELER

I/We (M/s. Name of the Security Agency) certify that

Vehicle Registration No. _____

Make/Model _____

Vehicle Category _____

Month & Year of Manufacturing _____

Mileage of Vehicle per litre (Petrol/Diesel) _____

Bidder Signature and seal with date

We have checked the mileage of the vehicle details as given above and assessed the performance of the vehicle.

Signature of Authorised vehicle dealer and seal with date

The agency authorises the NIT–Tiruchirappalli Administration institute representative to inspect the EPF accounts of the agency, with the EPF Treasury (Where the EPF payment of contractual employee deployed at NIT–Tiruchirappalli is made).

Where EPF payment are not made for more than two months, the agency gives the right To NIT–Tiruchirappalli, to deduct the EPF amount of all the respective contract employees deployed at NIT–Tiruchirappalli & directly submit the EPF contribution to EPF treasury **under the agency EPF Code:xxxxxxxxxxxxxx**.

Also, the agency agrees to the fine levied by NIT–Tiruchirappalli of 2% of the total performance security bond deposited with NIT–Tiruchirappalli for every default of EPF payment by the agency.

I shall be stand responsible for any such future claim and action/proceeding if any, with regard to EPF dues/outstanding received through concerned authorities.

Further, I shall keep NIT–Tiruchirappalli, fully indemnified and free from all such EPF dues/outstanding claims/demands/action/proceedings, if any, against NIT-Tiruchirappalli, in respect of aforesaid contract and NIT–Tiruchirappalli shall have no liabilities on this account.

In witness whereof, I/We _____ on behalf of M/s. _____ executed this indemnity bond on dated _____ mentioned above.

Signature of Contractor/Authorized Representative of Contractor with Company seal

Witnesses:

1) Signature
Name:
Address:

2) Signature
Name:
Address:

ANNEXURE- XIV :

AFFIDAVIT (for the use of successful bidder)

(For Compliance Of The ESIC Act, 1948)

(To be furnished by contractor along with the contract document)

Whereas, M/s Agency Name In Block & Capital Letters
has been awarded the contract for providing contractual security service in NIT – Tiruchirappalli from
_____ to _____ vide work order No.: _____
dated _____ Tender No.: _____ by
NIT–Tiruchirappalli Administration, to execute the job/work on the terms and condition as stipulated therein
as per the agreement /contract.

In pursuance of the above, I/We _____ S/o _____
R/o _____ and
Proprietor/Partner/Director/Authorized Representative (Designation) _____
of M/s. Agency Name in block & Capital Letters _____ hereby the firm
abide by the rules stipulated below & declare as follows:

That the provision of the Employees State Insurance Corporation Act, 1948 will be complied and it will follow
all the liabilities on account of EPF contribution/dues for the employees/workers deployed by M/s. Agency
Name in Block & Capital Letters _____ at NIT–Tiruchirappalli.

The ESIC Company Code is: xxxxxxxxxx

The address of the ESIC office for ESIC remittance is: xxxxxxxxxx

That no Contract Employee will be deployed in NIT–Tiruchirappalli, without ESIC Number & Registration of
the employee with ESIC.

The agency will submit the ESIC Number of all the contract employees along with the Aadhaar copy to NIT–
Tiruchirappalli administration, within a week of implementing the contract.

The agency will submit the ESIC dues of the contract employees deployed at NIT–Tiruchirappalli, at
respective employee ESIC Code by the XX of each and every month.

The agency will submit the ESIC remittance bill/challan of every month by 20th to NIT–Tiruchirappalli
administration.

The agency abide in paying the fine of Rs. 500/-, each day after 20th of every month, for delay in submission
of ESIC bill to NIT–Tiruchirappalli administration.

The agency will submit the wage slip as per Annexure “A” with full particulars of the contract employee and
with the details of the ESIC remittance of the respective contract employee to NIT–Tiruchirappalli
administration by **xx** of every month, along with the contract employee signature.

The agency will submit the contractor copy of ESIC returns, submitted to ESIC office, as per ESIC rules and
regulation.

The agency authorizes the NIT–Tiruchirappalli administration institute representative to inspect the EPF accounts of the agency, with the ESIC treasury (where the ESIC payment of contractual employee deployed at NIT–Tiruchirappalli is made).

Where ESIC payment are not made for more than two months, the agency gives the right to NIT–Tiruchirappalli, to deduct the ESIC amount of all the respective contract employees deployed at NIT–Tiruchirappalli & directly submit the ESIC contribution to ESIC treasury **under the agency ESIC Code:xxxxxxxxxxxx**.

Also, the agency agrees to the fine levied by NIT–Tiruchirappalli of 2% of the total performance security bond deposited with NIT–Tiruchirappalli for every default of ESIC payment by the agency.

I shall be stand responsible for any such future claim and action/proceeding if any, with regard to ESIC dues/outstanding received through concerned authorities.

Further, I shall keep NIT–Tiruchirappalli, fully indemnified and free from all such ESIC dues/outstanding claims/demands/action/proceedings, if any, against NIT-Tiruchirappalli in respect of aforesaid contract and NIT-Tiruchirappalli shall have no liabilities on this account.

In witness whereof, I/We _____ on behalf of M/s. _____ executed this indemnity bond on dated _____ mentioned above.

Signature of Contractor/Authorized Representative of Contractor with Company seal

Witnesses:

1) Signature
Name:
Address:

2) Signature
Name:
Address:

ANNEXURE XV:

UTILIZATION CERTIFICATE (for the use of successful bidder)

(To be provided Monthly by the Service Provider in the Letter Head)

I/We M/s. _____ received the total payment of Rs. _____ (Rupees _____ Only) for the month & year of _____ from NITT towards the outsourcing charges of Security Services. The payment are utilized as follows

S.No	Particulars	Amount (In Figures)	Amount (In Words)
1	Wages, Allowance		
2	Bonus		
3	Statutory Payments (EPF)		
4	Statutory Payments (ESIC)		
5	Others (If any)		
Total (Rs.)			

Signature & Seal of the Service Provider

ANNEXURE XVI:

UNDERTAKING LETTER (for the use of successful bidder)

(TO BE SUBMITTED BY THE SECURITY AGENCY LETTER HEAD ALONG WITH EACH MONTHLY BILL FOR COMPLIANCE OF THE PROVISIONS OF CONTRACT LABOUR (REGULATION & ABOLITION) ACT, RULES AND OTHER LAWS AS APPLICABLE)

To

The Director,
National Institute of Technology,
Tiruchirappalli – 620015,
Tamil Nadu, India.

Name of the firm/Agency _____

Name of the tender _____ Due date: _____

Sir/Madam,

I _____ S/o _____
proprietor/partner/Director of M/s _____, do hereby declare
and undertake as under:-

1. That in the capacity of Security Agency with regard to security Manpower deployed at (Description of Principal employer) against work order No. _____ dated _____

I / We have complied with the provisions of Contract Labour (R & A) Act 1970 in holding a valid license under the Act and rules thereto. I have paid the wages for the month of _____ As per DGR rates/Minimum wage Act to all my employees and no dues are payable to any employee.

2. That I have covered all the eligible employees under the Employees Provident Fund and Miscellaneous Provisions Act and the Employees State Insurance Act and deposited the contribution under our code number for the following months and as such no amount whatsoever is payable.

3. It is certified that the EPF challan for Rs. _____ and ESI Challan for Rs. _____ enclosed with my bill pertains to my workers whose name are appearing in the wage sheet for the month _____

4. I further declare and undertake that in case any liability pertaining to my employees is to be discharged by the Principal employer for my lapses, I undertake to reimburse the same or the Principal Employer is authorize to deduct the same from my dues as payable.

Authorised Signatory

M/s _____

(Rubber Seal)

ANNEXURE XVII:

DRAFT AGREEMENT
(To be executed by the successful bidder)

This AGREEMENT made on this between the NITT and M/s.....
(Hereinafter referred to as Agency) which expression shall unless repugnant to the context or meaning thereof be deemed to mean and include its successors and assignees of the OTHER PART.

WHEREAS NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI is desirous of giving a work contract for providing the security arrangement at NIT Campus at Tiruchirappalli, Tamil Nadu – 620015.

WHEREAS Agency has represented that he is a registered Agency under the provisions of Contract Labour (Regulation and Abolition Act), 1970 and has further represented that he is eligible to get this contract and there is no legal or any other bar for him in this respect. Any obligations and/or formalities which are required to be fulfilled under the said Act or any amendment thereto for the purpose of entering into and/or execution of this contract shall be carried out by the Agency at his own expenses, etc. and the Agency shall report the compliance thereof to NITT. The Agency shall be solely liable for any violation of the provisions of the said Act or any other Act.

WHEREAS NITT has agreed to award the contract of work of security arrangements and to keep a strict watch and ward of the land and properties hereinafter mentioned as work assigned details of which given at Appendix II.

AND WHEREAS the Agency has agreed to furnish Security Deposit equivalent to one month gross wages in the form of demand draft drawn in favour of The Director, NITT, within one week on receiving the offer letter for security services in NITT

NOW THEREFORE BY THESE ARTICLES AND ON THE PREMISES mentioned above, the parties have agreed to as under:-

A. GENERAL CONDITIONS

1. That it is expressly understood and agreed between the parties to this Agreement that the persons (Ex-Servicemen, Civilian Security Guards and Lady Security Guards) deployed by the Agency for the services mentioned above shall be the employees of the Agency for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the Agency and in no case, a relationship of employer and employee between the said persons and the NITT shall accrue/arise implicitly or explicitly ever.
2. That on taking over the responsibility of the work assigned the Agency shall formulate the mechanism and duty assignment of work to its personnel in consultation with Security Officer of NITT or his authorized representative. Subsequently, the Agency shall review the work assigned from time to time and advise the Security Officer for further streamlining their system. The Agency shall further be bound by and carry out the directions/instructions given to him by the Security Officer or the officer designated by him in this respect from time to time.
3. That the Security Officer or any other officer authorized by NITT, shall be at liberty to carry out surprise check on the persons as deployed by the Agency in order to ensure that personnel deployed by him are doing their duties proficiently.
4. That the agency will submit FORM VII from the Labour commissioner Office for Commencement of work in NITT Campus within 15 days from receiving the work order from NITT for Security Services in NITT Campus

5. That in case any of the persons so deployed by the Agency does not come up to the mark or does not perform his duties properly or commits misconduct or indulges in any unlawful riots or disorderly conduct, the Agency shall immediately withdraw/replace and take suitable action against such persons on the report of the Security Officer in this respect.

B. AGENCY'S OBLIGATIONS

1. That the Agency shall carefully and diligently perform the work assigned to him as mentioned at Appendix-II as deemed fit by him in consultation with the Security Officer.
2. That for performing the assigned work, the Agency shall deploy medically and physically fit persons. The Agency shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty. Persons so engaged by the Agency shall be from amongst the retired/released Ex-Service personnel of Army, Para Military or Police of integrity and good conduct. The Security personnel should be of (a) age group between 40 and 55 years in the case of Ex-Servicemen and 25 to 40 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.
3. That the agency will submit the Annexures XIII and XIV, from the tender document within 10 days from the date of receiving the work order from the NITT. Annexure XV and XVI will be submitted by the agency with the monthly invoice.
4. That the Agency shall submit details, such as names, parentage, residential address, age etc. of the persons deployed by him in the premises of NITT. For the purpose of proper identification of the employees of the Agency deployed for the work, the agency shall issue identity cards bearing their photographs/identification, etc. and as such employees shall display their identity cards at the time of duty.
5. That the Agency shall be liable for payment of wages and all other dues within the stipulated time period as per Minimum Wages Act 1948 which they are entitled to receive under the various labour laws and other statutory provisions.
6. That the Agency shall at his own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to NITT. It shall also comply with the statutory provisions of Contract Labour (Regulation and Abolition) Act, 1970, Employees State Insurance Act, Workman's Compensation Act 1923, Payment of Wages Act 1936, The Employees Provident Fund (and Miscellaneous Provisions) Act 1952, Payment of Bonus Act 1965, The Minimum Wages Act 1948,
7. That the Agency shall be solely responsible for any violation of provision of the labour laws or any other statutory provisions' omission, fault, breaches and/or under the said Acts, and shall further keep NITT indemnified from all acts of rules/regulations and/or any bye-laws or rules framed under or any of these, NITT shall be entitled to recover any of such losses or expenses, which it may have to suffer or incur on account of such claims, demand, loss or injury, from the Agency's monthly payments.
8. That the Agency shall be required to maintain permanent attendance register/roll within the building premises which will be opened for inspection and checking by the authorized officers of NITT.
9. That the Agency shall make the payment of wages, etc. to the persons so deployed through electronic transfer (RTGS/NEFT) directly to their bank accounts and submit the details accordingly to NITT for

having paid all the dues to the persons deployed by him for the work under the Agreement. This obligation is imposed on the Agency to ensure that it is fulfilling its commitments towards their employees so deployed under various Labour Laws, having regard to the duties of NITT in this respect as per the provisions of Contract Labour (Regulation and Abolition) Act, 1970.

10. That the Agency shall submit the proof of having deposited the amount of ESI & EPF contributions towards the persons deployed at NITT in their respective names before submitting the bill for the subsequent month.
11. That the agency will maintain all the statutory Documents , registers , forms and other supporting documents related to the contract labour (Regulation and abolition) Act 1970
12. The Agency shall take all reasonable precautions to prevent any unlawful riots or disorderly conduct or acts of its employees so deployed and ensure preservation of peace and protection of persons and property of NITT.
13. The Agency shall remove all workers deployed by it on termination of the contract or on expiry of the contract from the premises of NITT and ensure that no such person shall create any disruption/hindrance/problem of any nature in NITT either explicitly or implicitly.
14. The security money so deposited (in the form of Bank Guarantee) shall be liable to be forfeited or appropriated in the event of unsatisfactory performance of the Agency and/or loss/damage, if any, sustained by the Institute on account of the failure or negligence of the workers deployed by him or in the event of breach of the agreement by the Agency.
15. The security money will be refunded to the Agency after three months of the expiry of the contract only on the satisfactory performance of the contract.
16. That the Agency shall keep NITT indemnified against all claims whatsoever in respect of the employees deployed by the Agency. In case, any employee of the Agency so deployed enters into dispute of any nature whatsoever, it will be the primary responsibility of the Agency to contest the same. In case NITT is made party and is supposed to contest the case, the NITT will be reimbursed for the actual expenses incurred towards Counsel Fees and other expenses which shall be paid in advance by the Agency to NITT on demand. Further, the Agency shall ensure that no financial or any other liability comes on NITT in this respect of any other nature whatsoever and shall keep NITT indemnified in this respect.
17. The Agency shall further keep the NITT indemnified against any loss to the NITT property and assets. NITT shall have further right to adjust and/or deduct any of the amounts for the loss suffered as aforesaid from the payments due to the Agency under this contract.
18. That the Agency shall ensure that the persons so deployed do not allow any property of NITT to be taken out of the premises without a Gate Pass signed by the designated officials of NITT. As a safeguard against any dishonesty, connivance and/or ulterior motive, the specimen signature of the officials designated and authorized to sign the Gate Pass will be intimated in writing to the Agency along with subsequent changes, if any. The Security Officer shall make suitable arrangement to ensure compliance.
19. That the Agency shall report promptly to NITT of any theft or pilferage that takes place or where any attempt is made to that effect and loss, if any. It shall be the sole responsibility of the Agency to ensure security and safety of all the property and assets, movable and immovable of NITT and if, there is any loss of NITT on account of dishonesty, and/or due to any lapse on the part of the Agency or his worker, the Agency shall make good on demand the loss to NITT.
20. That the uniforms supplied by the Agency at its own cost to the persons deployed for its work shall include army cut, anklets, ankle boots, web belt (with baton strap), baton beret with ceremonial heckle, whistle, loaded torches, etc. The seasonal equipment such as jerseys, grey coats in winters and rain coats in monsoon shall also be provided by the Agency at its own cost and NITT shall have no liability whatsoever on this account.

21. The Agency shall impart/ensure training to their employees (deployed in the NITT Campus) on operation of Hand Metal detector, frisking, vehicle checking, firefighting and such other safety and security measures as would essentially be required in connection with this contract.
22. The antecedents verification (i.e. Police Verification) of the Ex-servicemen/Ex-Para Military Personnel/Ex-Policemen (JCOs & Other Ranks or equivalent) beyond 5 (Five) years of their retirement from Army/Para Military/Police will invariably be done by the Agency within three months of their deployment. In case of any adverse reporting by the Police, the individual will be replaced by the contractor immediately with the suitable replacement having positive police verification.
23. In the event of "**BANDH**" or any other natural calamities the Agency will ensure the availability/relieving of Guards & Supervisors.
24. The Agency shall maintain all relevant registers in the premises in NITT which may have to be presented for inspection by the Labour Authorities as and when required. The Agency shall also put up a notice board displaying the minimum wages prescribed by the Central Government from time to time.
25. The NITT shall not own any responsibility for providing living accommodation to the personnel deployed by the agency.
26. The Agency will make good of any loss of property or articles etc. and/or compensate for any injury caused by its personnel inside the premises while on duty.
27. The Agency shall provide sufficient numbers of cane sticks and torches with battery cell to the security personnel.
28. **A FIRST AID BOX** has to be provided and kept in the main gate security office of NITT by the Agency.
29. The Agency will take responsibility and make payment for any loss of property or articles etc. and/or compensate for any injury caused by its personnel inside the premises while on duty.
30. In the event of any deficiency in the service rendered by the agency, at any time during the execution of the contract, the Association shall have the right to impose a suitable penalty which would be recovered from the monthly bill(s) of the agency. The decision of the NITT authority in this respect shall be binding on the agency.
31. The **work may be terminated by serving one month notice from either side**. However, NITT reserves the right to cancel the contract at any time without any prior intimation in the event of any activities adversely affecting the interest of NITT.
32. The Agency on completion of the specified term of contract or on termination of the contract shall peacefully vacate the premises of NITT along with their all personnel and materials.
33. That the agency will submit the revised statutory wages, along with the Government order within a week as and when the Government of India declares. No wages claim will be entertained by NITT in terms of wage arrears, if not submitted by the Agency within the stipulated time.

C. NITT's OBLIGATIONS

1. That in consideration of the services rendered by the Agency as stated above, the agency will submit the attendance sheet along with statutory payment sheet and this will be verified and certified by the security officer of NITT and also all the sheets are duly certified by the Internal Audits and Finance and Accounts Officer of NITT. Payment will be released accordingly.
2. The payment on account of enhancement/escalation charges on account of revision in wages by the Central Govt. from time to time shall be payable by NITT to the Agency.

D. PENALTIES/LIABILITIES: That the Agency shall be responsible for faithful compliance of the terms and conditions of this agreement. In the event of any breach of the agreement, the same may be terminated and security deposit will be forfeited and further the work may be got done from another agency at its risk and cost.

1. No charges in the mutually agreed rates, except, statutory taxes / charges / wages etc. as advised by Government of India from time to time, shall be allowed.

2. NITT shall be entitled to set off against and deduct and recover from the aforesaid charges and any other sums payable by NITT to the company at any time, any tax, levy or other amount whatsoever which may be required to be deducted by order of any court/Authority under any law now existent or which may come into existence during the currency of this agreement as also any and all amounts which may be or become payable by the company to NITT under this agreement or pursuant thereto, provided however that NITT will give the company a notice of not less than 3 days prior to the making of any set-off, deduction or recovery (other than a set-off, deduction or recovery made in accordance with any law or required to be made under any law or made pursuant to any order of a court of other authority) against or from the aforesaid charge / sums lying with NITT.

E. COMMENCEMENT AND TERMINATION

1. That this agreement shall come into force w.e.f. _____ and shall remain in force for a period of one year. This agreement may be extended on such terms and conditions as are mutually agreed upon.

2. That this agreement may be terminated on any of the following contingencies:-

- a) On the expiry of the contract period as stated above
- b) By giving one month's notice by NITT, if, it is found that continuation of the contract is not in the interest of NITT. The Agency is not eligible for any compensation or claim in the event of such cancellation.
- c) For committing breach by the Agency of any of the terms and conditions of this agreement.
- d) On assigning the contract or any part thereof to any sub Agency by the Agency without written permission of NITT.
- e) On Agency being declared insolvent by competent Court of Law. During the notice period for termination of the contract, in the situation contemplated above, the Agency shall keep on discharging its duties as before till the expiry of notice period.

POST TERMINATION RESPONSIBILITIES OF THE COMPANY

a) Upon Termination of this Agreement, Contractor shall immediately deliver to NITT all the documents and any/all data, held by it and which are in possession/custody/control of its Facility Staff, to NITT. The Company shall also forthwith remove its entire Staff together with its machines/equipment whatsoever from the premises of NITT. This is further subject to the fact that NITT may at its option direct contractor to finish any particular work/works may at date of termination be outstanding.

b) Any breach of the obligation or delay in its implementation shall without prejudice to NITT other rights at law, result in damages at the rate of Rs. 10,000 per day with interest thereon at the rate of 18%. This amount may without prejudice to all other rights of recovery vesting by law in NITT be, also recovered from the outstanding monies, if any, of contractor which may at the date be outstanding in the hands of NITT.

- c) The Registrar will be the designated officer for administrating this contract.
- f) **JURISDICTION.** The courts at Tiruchirappali only shall have the jurisdiction for the purpose of this agreement.
- g) **ARBITRATION.** In the event of dispute, differences, claims and questions arising between the parties hereto arising out of this Agreement or in any way relating hereto or any term, condition or provision herein mentioned or the construction or interpretation thereof or otherwise in relation hereto, the parties shall first endeavor to settle such differences, disputes, claims or questions by friendly consultation and failing such settlement, the same shall be referred to the arbitration of arbitrator, to be appointed by The Director, NITT. Such arbitration shall be held in accordance with the provisions of the arbitration and conciliation Act 1996 or re-enactment thereof for the time being in force and shall be held in Trichy. All legal disputes will be subject to jurisdiction of Tiruchirappalli courts.
- h) The whole Tender Document with Ref No. NITT/Dean-ID/Security/2018-19/03 dated **17/04/2018** is a **part of this agreement, all conditions and rules in that tender document should be followed by the agency.**

In consideration of the payments to be made by the Principal Employer to the Service Provider Contractor as hereinafter mentioned, the Service Provider Contractor hereby Covenants with the Principal Employer to execute and Provide Security services **w.e.f. 01/06/2018 at 06:00** hrs as per the provisions of this Agreement and the tender document.

The Principal Employer hereby covenants to pay the Service Provider contractor in consideration of the execution and completion of the works/services as per this Agreement and tender document, the contract price of Rs. ----- (-----Rupees in words) Being the sum stated in the letter of acceptance subject to such additions thereto or deductions there from as may be made under the provisions of the contract at the times in manner prescribed by the contract.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written for and on behalf of the Service Provider Contractor and for and on behalf of the National Institute of Technology Tiruchirappalli (Tamil Nadu).

IN WITNESS WHEREOF the parties hereto have signed these presents on the date, month and year first above written. For and on behalf of The Agency For and on behalf of NITT.

WITNESSES

1. 2.

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3. 4.

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 Sixty thousand) has been submitted in a SEPARATE ENVELOPE ?	
2	In respect of Bidders who are seeking exemption from EMD amount, 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) 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. GSTIN Registration Number with proof of latest remittance 9. Solvency certificate for Rs.25 lakhs from a Nationalized bank 10. List of completed and ongoing security contracts with performance certification from the clientele. 11. 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.	
10	All annexures from I to XII filled and submitted along with this tender document	

Some Important Dates:

Tender Notification date	17/04/2018
Pre-Bid Meeting Date and Time	25.04.2018 Wednesday 2018 at 02:30 p.m.
Last Date for Submission of Tender	08.05.2018 Tuesday 2018 up to 03:00 p.m.
Date of Opening of Technical Bid	08.05.2018 Tuesday 2018 at 03:30 p.m.

Signature, Seal of the Bidder with Date

NOTE: Corrigendum / Addendum / Amendments / Clarification, etc., with respect to works, if any shall be hosted in NITT website. Interested bidders / Agencies are advised to visit NITT Website regularly, as no separate information/advertisement shall be published in the newspaper in this regard including any postponement of tender opening date.