



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/2017-18/01 dated 02/06/2017
Brief Description of the Tender	Tender for outsourcing of Security Services to NITT Campus. Number of security guards required per shift: 90 Number of security shift in-charge per shift: 02 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
Cost of tender document including 5% VAT (Non-Refundable)	Rs. 525/- (Rupees Five Hundred and Twenty Five Only) payable through Demand Draft drawn in favour of The Director, NIT, Tiruchirappalli.
Website address for downloading the tender document	www.nitt.edu
Earnest Money Deposit (EMD) (Refundable)	Rs. 1,30,000/- (Rupees One Lakh Thirty Thousand Only) in the form Demand Draft drawn in favour of The Director, NITT.
Date of Pre-bid meeting	Monday, 12/06/2017 at 02:30 p.m. (Venue: Administrative Building, NITT)
Last date and time for receipt of tender	Tuesday, 27/06/2017 upto 03:00 p.m.
Mode of submission of tender	By Speed Post/Registered Post/Courier/By Hand at the Despatch Section, NIT Trichy, Tiruchirappalli
Date, time of tender opening	Tuesday, 27/06/2017 at 03:30 p.m.
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 and Cost of Tender Document or NSIC Certificate, if applicable 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	Dr. D. Sastikumar, 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 Agency and on the recommendation of the processing Committee constituted for the purpose, the duration of the contract may be extended for one more year, 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.	

NOTICE INVITING TENDER

Tender Notification No.: NITT/Dean-ID/Security/2017-18/01 dated 02/06/2017

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

Sl. 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	02	02	02
2	Security Guards Ex-Servicemen	20	20	21
3	Security Guards Civilian	52	52	59
4	Lady Guards Civilian	08	08	08
5	Security Guard cum Driver with HMV License	05	05	01
6	Security Guard cum Driver with LMV License	05	05	01
Total Requirement per shift		92	92	92
Chief Supervisor		01 (Number of duty will be six per week and the one day has to be provided as weekly off. The day of weekly will be intimated to NITT 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 system (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 duty 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.All persons, who would be deployed as Security Guard cum Driver with an experience of not less than 10 years in Driving Vehicles and they will be utilized for operating the Institute (NITT) vehicles such as college bus, school bus and cars.				
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 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 01/07/2017.

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 at least Rs. 3.0 Crore (Rupees three crore). 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 2016 should be any of the following:
- 1.3.1 Three (3) similar completed Security Services contracts costing not less than Rupees 1.38 crore each.
OR
- 1.3.2 Two (2) similar completed Security Services contracts costing not less than Rupees 1.66 crore each.
OR
- 1.3.3 One (1) similar completed Security Service contract costing not less than Rupees 2.88 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 sufficient employees on its rolls specifically trained for security work. Full list of employees, viz. name, age, employee code, designation, experience in the field of security services, PF, ESI deduction and details, etc. should be attached with the Technical Bid. The bidder should have experience in having provided security services during the last seven years ending 31st December 2016 as per the following details:
- 1.4.1 Three (3) similar completed works wherein total number of Security Guards deployed was not less than 135 each **OR**
- 1.4.2 Two (2) similar completed works wherein total number of Security Guards deployed was not less than 162 each **OR**
- 1.4.3 One (1) similar completed work wherein total number of Security Guards deployed was not less than 270
- 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 bidder should have a well-established Registered Office or Zonal Office or Branch Office anywhere in Tamil Nadu.
- 1.7 As a proof of financial capability, the bidder should furnish a **Solvency Certificate issued by a Nationalized Bank** in favour of "The Director, NITT" for a minimum amount of Rs.25 Lakhs.

CHAPTER 2: TENDERING PROCESS

- 2.1 The tender document and terms and conditions can be downloaded from our website www.nitt.edu
- 2.2 The sealed tender should be submitted on or before **Tuesday 27/06/2017 upto 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, Thuvakkudi, Tiruchirappalli – 620015, Tamil Nadu, India. [**Tender for outsourcing of Security Services & Tender Reference No.**]
- 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 be responsible for any process of delay in receipt of the offer. Tender should be properly sealed.
- 2.7 The NITT will not be responsible for the tenders received in open condition.
- 2.8 The offers submitted by Telex/Telegram/Fax/E-mail etc., shall not be accepted and will be summarily rejected.
- 2.9 The bid must be accompanied with two separate demand drafts in favour of “The Director, NIT Trichy”; one demand draft for the value of Rs. 1,30,000/- (Rupees One Lakh Thirty Thousand Only) towards Earnest Money Deposit (EMD) and another for the value of Rs.525/- (Rupees five hundred and twenty five only) towards the cost of tender document. The demand draft (Cost of tender) of the value of Rs. 525/- is non-refundable and 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 Work Order to the successful bidder.
- 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 and Cost of Tender document will be opened at the scheduled time of opening of Tender (Date: June 27, 2017 (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 and Cost of Tender Document will only be read out and no other information/details whatsoever will be furnished. **Without EMD and Cost of Tender Document, the Technical Bid will not be opened and the Tender will be rejected summarily.**
- 2.11 The bidders who are registered with National Small Industries Corporation (NSIC) are exempted from EMD and cost of tender document. However, for claiming this exemption, the bidders MUST furnish an attested copy of the exemption certificate indicating Date of registration, validity period of the registration, whether registered for items for which tender has been floated.
- 2.12 The second stage, the envelope containing Technical Bid will be opened on scheduled time (Date: June 27, 2017 (Tuesday), Time: 3.45 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.

- 2.13 Subsequent to the evaluation of the technical bids, the commercial bid of the technically acceptable offers will be opened for further evaluation and ranking for award of the contract. The date of price bid opening will be intimated only to the bidders of technically qualified bids. The ranking will be arrived based on the total cost that includes the expenses on the wages, PF contribution, ESI contribution, Bonus amount and the administrative charges quoted in the price bid.
- 2.14 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.
- 2.15 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.
- 2.16 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.
- 2.17 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 **June 12, 2017 at 2:30 p.m.** (Monday, Venue: 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 and Cost of Tender Document or NSIC Certificate if they claim exemption. The envelope should be sealed and superscribed as “**EMD & TENDER COST**” 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 bids in the same envelope will also be summarily rejected.

CHAPTER 5: SCOPE OF WORK AND REQUIREMENT

5.1 Providing round the clock general security service and guarding the buildings and areas earmarked.

5.2 Patrolling through the length and breadth of the campus at frequent intervals.

5.3 Keeping vigil against trespassing by strangers, vehicles, etc.,

5.4 Mobilizing security guards to extinguish fire when incidents of fire occur in the campus.

5.5 Security at the pumping station and power house of the NITT.

5.6 Monitoring people movement in the campus and alerting the NITT authorities.

5.7 The skilled driver cum security shall be available for driving of vehicles of the NITT which are assigned to the driver and shall also be in charge of guarding the vehicles so assigned. The selected Security Agency will detail security personnel, to work in three shifts of eight hour's duration, every day in which 3 security guard drivers per shifts must be included.

5.8 The security services should be provided in three shift per day system 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).

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

5.9 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.

5.10 Essential qualification for the Security Guards:

- 5.10.1 Minimum educational qualification of 10th standard.
 - 5.10.2 Age should be in the range of 25 – 50 for Civilians and 25 – 65 for Ex-servicemen
 - 5.10.3 Be healthy, medically fit, smart with good physical bearing with at least 162 cm height and 80 cm chest measurements for male security guards (Except Hill tribes) and for the lady security guard, the minimum height is to be 152 cm.
 - 5.10.4 Be trained in handling standard firefighting equipment.
 - 5.10.5 Be able to maintain documents as per the security guidelines of the NITT and the instructions of the staff of Security Section, NIT Tiruchirappalli.
 - 5.10.6 Should have knowledge in First Aid/Driving of vehicles/Handling wireless equipment with License/Modern Security Gadgets etc.
 - 5.10.7 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.
 - 5.10.8 They should preferably have work experience for at least 2 years in security assignment in similar organization like NITT.
 - 5.10.9 Drivers must be in a possession of a valid driving license for Heavy/Light vehicle and must have basic knowledge of motor mechanism.
 - 5.10.10 Drivers must have past experience of driving a motor vehicle for at least 10 years' in operation preferably of College bus/Mini Van/Car of different variety in Government Sector/Public Sector Undertakings/Public Sector Banks/Public Sector Insurances Companies/Government owned educational Institutions/Universities/Deemed Universities/Private Institutions etc.,
 - 5.10.11 NITT reserve the right to relax or remove any/all the above conditions.
- 5.11 Essential qualification for the Security Shift In-charge and Security Supervisor:**
- 5.11.1 Ex–Serviceman not below the rank of JCO.
 - 5.11.2 Minimum educational qualification of any Bachelor Degree
 - 5.11.3 Be medically fit and age should be in the range of 25 – 65
 - 5.11.4 Ex–Servicemen with work experience of at least 5 years in Military/Paramilitary forces.
- 5.12** 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.
- 5.13** 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.
- 5.14** 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.

- 5.15 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.
- 5.16 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.
- 5.17 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, 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.
- 5.18 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.
- 5.19 If the securities personal come to know any unwarranted activities by outsiders, it should be brought to notice of NITT. The security personal should continue to work according to the directions of NITT administration.
- 5.20 Security personal 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

- 6.1 The contract will be issued initially for a period of one year. The execution of contract shall be reviewed periodically and the contract may be extended for a maximum period of 1 (ONE) more year. 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.
- 6.2 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.
- 6.3 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.
- 6.4 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.
- 6.5 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.
- 6.6 The bidder should ensure that the security personnel deployed at NITT conforms to the STANDARDS prescribed in the Tender Document.
- 6.7 The successful bidder should furnish the following documents in respect of each security personnel deployed at NITT, before the commencement of contract.

- 6.7.1 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.
- 6.7.2 Character certificate from a Gazette Officer of the Central/State Government.
- 6.7.3 Certificate of verification of antecedents of persons by local police authority.
- 6.8 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.
- 6.9 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.
- 6.10 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.
- 6.11 The selected agency should ensure proper conduct of its personnel at NITT campus, and shall also ensure that they do not indulge in consumption of Alcohol/Smoking while on duty.
- 6.12 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.
- 6.13 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 these terms and conditions of contract.
- 6.14 NITT is not liable at any stage to provide accommodation, transport, food, medical and any other requirement of their personnel deployed at the NITT.
- 6.15 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 challans, as applicable, pertaining to that month. Attendance records as per Bio-metric attendance recording system should be furnished with the invoice.
- 6.16 The Director, NITT is the final authority for settling any disputes and the decision of the Director in this regard shall be final and binding on all.

CHAPTER 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 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.
- 7.3 The Security personnel should be of (a) age group between 25 and 65 years in the case of Ex-Servicemen and 25 to 50 years in the case of civilians (b) The Security Guards should have the ability to check Identity cards of those who enter the Institutes and Gate passes issued to vehicles to carry out of the Institute any object, material or store. (c) Working knowledge of the languages Tamil and English is desirable for all Security Guards and working knowledge of Tamil, Hindi and English is essential for Security Supervisors (d) The Security Supervisors should be graduates and they should have at least three years' experience, as Supervisor/Shift In-Charge in a similar Institution or larger establishment. They should be physically fit and should be able to read & write in English and Hindi.

- 7.4 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.
- 7.5 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.
- 7.6 Working hours normally will be of 8 hours shift. However, in exigencies of work, the Security guards engaged as drivers may be required to work late and may be called for duty on Sunday and other Gazette Holidays, if required. In such cases, Drivers will be paid extra wages as per the norms of NITT.
- 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 No accommodation will be provided in the campus for the agency personnel and the agency shall make its own arrangements.
- 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 good any direct or indirect damages to the vehicle or other movable or immovable properties of the Institute arising due to negligence, incompetence, or willful or otherwise negligence of its employees. The Agency will have to reimburse all cost borne by the NITT in this respect.
- 7.13 The Security Guards deployed as Drivers should observe all traffic rules and regulations strictly and operate the vehicles genuinely and without any damage.
- 7.14 Security Guards deployed as Drivers should wear Khaki pant and White shirts on days when they are engaged as such. For performing the duties of a Driver the Security Guards will be paid a Special Allowance of Rs. 100/- per day.
- 7.15 The Agency should be responsible for taking out the required insurance for the Security Guards deployed as Drivers under Group Insurance Policy and be responsible for their safety, conduct and all liabilities arising from their work under statutory regulations, applicable laws and good industry practices.
- 7.16 The Security guards deployed as Drivers must keep the allotted vehicle clean and ready for undertaking the journey.
- 7.17 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.

- 7.18 The agency should give a notice of 3 (Three) months (90 days) before withdrawing their services from the NITT during the contract period. In case the service is not found to be satisfactory, the contract shall be terminated by NITT by giving notice of 1 (One) month to this effect.
- 7.19 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.
- 7.20 Absenteeism must not exceed 10% of the total deployment in any month. Further within each shift the absenteeism should not be more than 15% of the deployment. The above should be achieved without individual Security Guards/Shift In-charge/Supervisor doing double shift or doing more than the maximum shift allowed by the contract (26 shifts in a month).
- 7.21 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.
- 7.22 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.
- 7.23 If the agency fails to provide services to the satisfaction of the NITT on any of the above counts, the same will be communicated to the agency in writing. If three such notices are issued to the agency, the contract will be terminated and the agency shall forfeit the Performance Security.

CHAPTER 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, 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 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.

- 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 Any or all disputes arising out of these clauses shall be settled by arbitration at Tiruchirappalli under The Arbitration & Conciliation Act by a single Arbitrator to be appointed by the Director, NIT, Tiruchirappalli.
- 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 Security Agency/Contractor is required to execute an agreement on a non-judicial stamp paper of appropriate value in a prescribed format.

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, 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 and 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, and service tax 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 or Bank Guarantee drawn in favor of the Director, NITT, payable at Tiruchirappalli. The performance security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the service provider. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited besides annulment of the contract.
- 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. Failure to do so will result in levy of penalty of 0.5% of total bill per day.
- 9.7 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 with supporting document as a proof:
 - 9.7.1 Wages with bonus amount of the workers were credited to their bank account on _____ (Date)
 - 9.7.2 ESI Contribution relating to workers amounting to Rs. _____ was deposited on _____ (Date). Copy of the Challan to be enclosed.
 - 9.7.3 EPF contribution relating to workers amounting to Rs. _____ was deposited on _____ (Date). Copy of the Challan to be enclosed.
 - 9.7.4 All statutory requirements including those under Labour Laws, Minimum wages act, etc. have been complied.

PENALTY FOR LAPSES

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

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

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

11	Name and Designation of the Contact Person/ Representative/Manager of the Agency/Firm/ company with mobile number & email ID		
12	Annual Turnover from Security Services during the last three years. (Copy of the Annual Accounts duly certified by the Chartered Accountant to be enclosed)	Year	Annual Turnover of the bidder from Security Services (Rupees in Lakhs)
		2014-15	
		2015-16	
		2016-17	
13	Average Annual Turnover in last three years from Security Services Business	Rs. _____ (in lakhs)	
14	Are your Firm/Company carrying out any other trade/business in addition to Security Services? Furnish particulars of other trade/business carried out.		
15	Total experience (Years/Months) in Security Services Field		
16	Have your Concern/Firm/Company ever changed its name any time? If yes, provide the previous name and the reasons there for?		
17	Were the Company/Firm ever required to suspend Security Services for a period of more than six months continuously after you commenced the Security Services? If yes, state the reasons.		
18	Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.		
19	Income Tax Permanent Account Number (Self attested Copy of PAN Card to be enclosed)		
20	Income Tax Assessment Completion Certificates/ Assessment Orders for the Financial Years 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)		
21	Have you registered under Employees State Insurance Corporation Act (ESI) Act? If so, enclose copy of the registration certificate. Also provide a copy of latest remittance made by your Agency/Firm/ Company		

22	Have you registered Under Employees Provident Fund (EPF) and Miscellaneous Provisions Act? If so, enclose copy of the registration certificate. Also provide a copy of the latest remittance, if any, made by your firm towards EPF.						
23	Service Tax Registration Number (Self attested Proof to be attached).						
24	Copy of Service Tax Returns, if any, filed, for the last three years i.e., 2014-15, 2015-16 and 2016-17 along with proof of payment of service tax during the said three years.						
25	Name and address of your banker						
26	Bidders Solvency (Original certificate for an amount of Rs. 25 lakhs from the NATIONALIZED BANKER to be enclosed)						
27	Brief details of Litigations, if any, connected with Security Services work, Current or during the last three years, the opposite party and the disputed amount.						
28	Specify whether there are any issues/disputes against your Agency/Firm/Company are pending before the commissioner of Provident Fund, Employees State Insurance, Labour Tribunal Authorities, etc.,						
29	Give details of Termination of previous contract, if any						
30	Give information, if any, regarding the proceeding for bankruptcy, insolvency or winding up in which the bidder is/was involved						
31	Details of ONGOING SECURITY CONTRACTS : The following should be enclosed: (a) Work Orders and Contract/Agreement copies (b) Attach separate sheet for each Job/Work						
	S.No.	Name and address of the client Institution with name, address, mobile number and Email ID of the Officer to whom reference may be made.	Nature or type of Security Services (viz., Security Services to educational institutions, Factory, etc.,)	Work order Value (Rs.)	Number of Security Guards and Supervisors deployed	Period of Contract	
						From	To

32	Details of COMPLETED SECURITY CONTRACTS during the last three Years: (a) Order Copy, Contract/Agreement copy should be enclosed. If required, please attach extra sheets. (b) Attach separate sheet for each Job/Work.							
	S.No.	Name and address of the client organization with name, address, mobile number and Email ID of the Officer to whom reference may be made.	Nature or type of Security Services (viz., Security Services to educational institutions, Factory, etc.,)	Work order Value (Rs.)	Number of Security Guards and Supervisors deployed	Period of Contract		
						From	To	
33	Any other information, document which may help NITT in assessing your capabilities, may be enclosed .The bidder may add any further information which they consider are relevant for the evaluation of their bids.							
34	Details of quality certifications, if any, obtained viz.							
35	Details of Awards, if any received or Reviews in the Media, if any							

DECLARATION BY THE BIDDER

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

Place:

Signature of the Bidder with Name and Seal

Date:

Name:

Designation:

**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	Record maintenance					
3	Crime detection and follow-up action					
4	Welfare Measure by the Agency to their staff.					
5	Gadgets used (wireless, transport, Phone, torches etc.)					
6	Disaster management					
7	Monitoring mechanism					
8	Training (in-door/out-door/traffic control)					
9	Liaison/Rapport with local police if necessary					
10	Behaviors with Staff and Guest					
11	Disciplinary action against security personnel or company if any					

Place:

Date:

Signature with Seal of the Responsible Official

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 (Rs. 1,30,000/-) and another Demand Draft towards Cost of Tender Document (Rs. 525/-) has been submitted in a SEPARATE ENVELOPE ?	
2	In respect of Bidders who are seeking exemption from EMD amount and Cost of Tender Document, whether a registration certificate with NSIC has been furnished? What is the validity period for the certificate? Does the certificate hold good for job tendered in our notice inviting tender?	
3	Whether Technical Bid along with ANNEXURES is kept inside a SEPARATE ENVELOPE and the said envelope is superscribed as per the instructions given in the tender document?	
4	Whether Price Bid has been submitted in the format prescribed in the tender document?	
5	Whether the Price bid has been submitted under the Letter Head of the bidding firm/company/agency?	
6	Whether the Price Bid has been kept inside a SEPARATE ENVELOPE & the said envelope is superscribed as per the instructions given in the tender document?	
7	Whether all the pages of the tender document (technical bid, its enclosures and Price bid) are duly signed and stamped by the Authorized signatory?	
8	Whether the THREE SEPARATE ENVELOPES containing (a) Cost of Tender Document + EMD (b) Technical Bid and (c) Price Bid are placed and wrapped in a Larger Size Outer Envelope AND ALL THE FOUR ENVELOPES are sealed and superscribed as instructed?	
9	Whether the following documents have been enclosed with the Technical Bid: 1. Documents evidencing legal status of the bidder 2. Registration with Labour Department 3. Income tax PAN Number (Xerox) 4. Income tax Return Acknowledgement for the last three years. 5. ESI registration certificate and proof for latest remittances 6. EPF registration Certificate and proof for latest remittance 7. Service Tax registration certificate with proof for latest remittances 8. Solvency certificate for Rs.25 lakhs from a Nationalized bank 9. List of completed and ongoing security contracts with performance certification from the clientele. 10. Experience/ Certificate/Details regarding (1) Handling of Fire Fighting equipment, (2) Disaster Management (3) Percentage of Ex-Servicemen on the pay rolls of the bidder (4) Wireless operation and other Communication Equipment Proof for having CUG Cellphones (5) Driving licenses for light and heavy vehicles (6) highlighted experience in handling CCTV, Access Control system, computer, communication and wireless equipment etc., (7) Training facilities (8) Name and Address of the banker.	

Some Important Dates:

Tender Notification date	02/06/2017
Pre-Bid Meeting Date and Time	Monday 12/06/2017 at 02:30 p.m.
Last Date for Submission of Tender	Tuesday 27/06/2017 upto 03:00 p.m.
Date of Opening of Technical Bid	Tuesday 27/06/2017 at 03:30 p.m.

Signature, Seal of the Bidder with Date

FORMAT FOR SUBMISSION OF PRICE BID

Name of the bidder/Security Agency

S.No	Particulars	Per Shift In-Charge (Ex-Servicemen) For 26 Shifts of 8 Hours	Per Security Guard (Ex-Servicemen) For 26 Shifts of 8 Hours	Per Security Guard (Civilian) For 26 Shifts of 8 Hours
1	Basic Wage + Variable Dearness Allowance			
2	HRA @ 20% of Basic + VDA			
3	ESI @ 4.75% of Basic + VDA + HRA			
4	Provident Fund @ 13.36% (EPF, EDLI, Admin Charges) (Limited to first Rs.15,000/-)			
5	Bonus @ 8.33% payable yearly (Limited to first Rs.7,000)			
6	Sub Total of Row 1 + 2 + 3 + 4 + 5			
7	TOTAL COST PER HEAD (Total of Row 6 and Row 7)			
8	Number of Security Personnel required for NITT under each category	6 Shift In-Charge (Ex-Servicemen)	61 Ex-Servicemen Security Guards	209 Civilian Security Guards
9	Total amount, for the required security personnel (respective columns of row 8 to be multiplied with those of row 7)			
10	Service Charges/Administration Charges/ Establishment Charges/Charges towards Provision of Uniform, upkeep of uniform, wages towards National Holidays, any other charges and PROFIT MARGIN of the Service Provider/Security Agency (TO BE QUOTED AS A FIXED AMOUNT FOR 26 SHIFTS OF 8 HOURS)			
11	Total for each cadre Sum of row 9 & 10			
12	Grand Total for deployment (Sum total of column 3, column 4 and column 5 of Row 11)			

Signature, Seal of the Bidder with Date

1. All columns are mandatory and, therefore, no row should be left blank. If no charges are applicable, clearly state Zero in the row.
2. **In respect of Ex–Servicemen Supervisor and Ex–Servicemen Security Guard (without arms), wages prescribed by DGR is adopted. However, in respect of uniform it has to be absorbed in the profit margin of the service provider. NITT reserves the right to take corrective action, if there is any inadvertent/erroneous error in the figures adopted in the price bid format. The bidder should refer the Government Orders related with Minimum Wages act for presenting their wages for Civilian Security Guards. In case the bidder quoted the wages less than the minimum wages norms, the complete documents of the bidder will be summarily rejected; they will not be considered for any further scrutinizing (Ranking) process.**
3. **In respect of Civilians Security Guards, wages prescribed by Central Labour Commissioner for B Class cities is adopted. NITT reserves the right to take corrective action, if there is any inadvertent/erroneous error in the figures adopted in the price bid format.**
4. Variation in Minimum Wages due to variable dearness allowance as and when notified by the Government will be reimbursed by the NITT. Similarly, other statutory increase will also be considered.
5. As per statutory norms, Provident Fund will be limited to the first Rs. 15,000/-.
6. As per statutory norms, Bonus payment will be limited to the first Rs. 7,000/- per year. Thus the MAXIMUM BONUS payable per security personnel is Rs. 583.10 per month.
7. NITT is exempted from Service Tax. Therefore, Service Tax need not be added.

SIGNATURE OF THE BIDDER