



**NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620 015**

Tender Notification: No.OS-1/2013/Security/Item no.1:

Sealed Tenders are invited from professional security agencies for providing **160 numbers - approximately (including 10% of female)** of trained security guards in that **40% ex-service persons and 60% civilians** for the institute campus of NIT TIRUCHIRAPPALLI for a period of **One year** (renewable on yearly basis on performance appraisal) for protecting the premises and property of National Institute of Technology Tiruchirappalli - 620 015. Institute may decide on awarding separate contracts for different zones within the institute. Zone wise separate indicative numbers of post are as follows. Institute zone 60, hostel zone 60 and quarters zone 40. The tender form can be downloaded from our website "**www.nitt.edu**" and enclose a demand draft for **Rs.520/- (Non-refundable)** drawn in favour of "**The Director, NIT Tiruchirappalli**" towards the cost of tender schedule along with the tender. The agencies that fulfill the following requirements are eligible to participate in the tender.

A. Essential Pre-qualification Criteria:

1. The Security Agency (hereinafter referred to as Agency) should have registered with Labour Commissioner of Central Govt. Such agency or organization must submit the necessary proof that they are registered with the Labour Commissioner of Govt of India.
2. Good financial background and reputation.
3. More than 500 security men on rolls including 200 Ex - Servicemen who have at least 2 years of experience.
4. Should be able to deploy Security Guards with good moral character who have never been convicted of a criminal offence by a court of law, physically fit without any permanent physical or mental disability in the age group of 25-50 years Ex - Servicemen Security Guards / supervisors may be of age upto 55.
5. Security guards Trained in handling standard fire fighting equipment.
6. At least five years of experience in the field after registration.
7. At least 3 running contracts in large industrial/educational campuses of annual value not less than one crore.
8. The firm should have Zonal or Regional Head Quarters in Chennai/Trichy.
9. Well-structured training center.
10. Capability to provide vehicles and wireless communication equipment to their staff.
11. At least 10% of the Security Guards should have spoken knowledge of Hindi.
12. 5% of the Security Guards should have valid and proper license to drive Heavy Vehicles with 15 years experience.

B. Desirable:

1. ISO 9000 Certification.
2. Running contract in large Educational Institutions.
3. Disaster Management Service.
4. Awards obtained by the Agency.
5. Long years of service in the Security field.
6. Sound financial status.
7. Knowledge of Tamil/English is preferred for the Guards, in the case of Agency from states other than Tamil Nadu.

The Agency interested in providing the security services may submit sealed quotations in dual cover; Cover No.1 with superscription “**Pre-qualification Bid for security services**” containing papers in support of A&B above and DD for Rs.520/- towards tender schedule if downloaded from website and Cover No.2 with superscription “**Financial Bid for security services**”. Both the envelopes should be put in an envelope, sealed and superscribed as ‘**Quotation for Services of Security Agency Tender no. OS-1/2013/Security/ Item no.1**’ and addressed to the Director, National Institute of Technology Tiruchirappalli - 620 015 so as to reach the undersigned through post or courier on or before 3.00 pm on 25.02.2013.

EMD of Rs.25,000/- in the form of Demand Draft drawn in favour of the **Director, NIT Tiruchirappalli** shall be submitted along with Pre-qualification Bid.

The Pre - qualification Bids of the tenders will be opened on 25.02.2013 at 3.00 pm. Financial bids of those tenderers who are found qualified in pre - qualification bid will be opened at a later date which will be intimated to them in advance.

The successful bidder shall deposit with the Institute an amount equivalent to the total salary of the 160 numbers of Security guards for one month as security Deposit in the form of D.D or Bank Guarantee from a Nationalized Bank. This Security Deposit will be forfeited by the Institute in case they terminate the contract during the middle of contract period or the security service agency discontinue their service without prior notice or in compensation of any loss that may be incurred by the Institute due to security lapse.

The rates quoted should not be less than the wages prescribed under the Central Government minimum wages act (including Basic; DA; ESI; PF and any other statutory levies). Statutory levies such as service tax will be admitted as per the GOI orders.

NITT reserves the right to consider or reject the offer of any Agency without assigning any reason therefor Selected Agency will be assigned the responsibility of security coverage in any one of or all the zones of the Institute at the discretion of the Institute.

16.01.2013

Director

Instructions to be followed while submitting the Tech. and financial bid for providing security services to NIT Tiruchirappalli

The Institute is proposing to outsource approximately 160 security guards for the institute, hostel and quarters zones within the NIT TIRUCHIRAPPALLI Campus. Initially it is proposed to enter into contract for one year and the contract may be renewed for additional one year based on performance appraisal. The agency is requested to go through the following terms and conditions carefully before submitting the/tender. The Institute reserves the right to increase or decrease the number of security personnel depending upon the requirement and also change the regions and the number of security agency.

1. Essential pre-qualification criteria.
2. Desirable pre-qualification criteria.
3. Tech. bid at Annexure - B.
4. Financial bid at Annexure - C.
5. Break-up details for the financial bid at Annexure - D. **Offers without the Break-up will not be considered even if they pre-qualify based on technical bid.**
6. All the tenderers should ensure before submitting their tender that they have enclosed the EMD along with Technical Bid.
7. The successful bidder has to submit Security Deposit of one month salary as outlined at Sl. No.3 in the Fin. Bid.
8. Client feedback in the Format in Annexure E should be obtained and enclosed.
9. A check-list is also enclosed. Please enclose the copy of the check list duly filled in along with the Technical Bid.

NIT Tiruchirappalli reserves the right to accept or reject either a part or the full offer without assigning any reason therefor.

**Terms and Conditions for providing Security Services at NIT
Tiruchirappalli**

1. SCOPE OF WORK

- 1.1 The selected Security Agency will detail security personnel, to work in three shifts of eight hour's duration, every day. The shifts will be as under:
- (a) 'A' Shift - 0600 hrs to 1400 hrs
 - (b) 'B' Shift - 1400 hrs to 2200 hrs
 - (c) 'C' Shift - 2200 hrs to 0600 hrs (next day)
 - (d) 'General Shift' - 0900 hrs to 1730 hrs
- 1.2. The Security Guards will have the following minimum qualifications/standards:-
- (a) Have a minimum educational qualification of 10th std.
 - (b) Be in the age group of 25-50 years for Civilians and 25 - 55 years for Ex - Servicemen
 - (c) Be healthy, smart with good physical bearing with atleast 5'6" height 80 cm chest measurements. (Except Hill tribes)
 - (d) Be trained in handling standard fire fighting equipments.
 - (e) Be able to maintain documents as per the security guidelines of the NITT and the instructions of the staff of Security Section, NIT Tiruchirappalli.
 - (f) Should have knowledge in First Aid/driving/handling wireless equipments/modern security gadgets etc.
 - (g) All Security Guards posted must be able to communicate in English of which atleast 30% of the guards must be able to communicate in Tamil also. At least 10% of the Security Guards should be able to understand and speak Hindi.
 - (h) They should have work experience for atleast 2 years in security assignment in similar organization like NITT.
 - (i) 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.
- 1.3. Apart from the Security Guards, three Supervising Inspectors (Shift In charge) one each per shift and one unit in-charge will be detailed. They should be in the age group of 30 - 50 years and with a minimum qualification of Bachelor's degree and should be Ex-serviceman not below the rank of JCO. Out of total strength of Security Guards provided by the agency, at least 40% of the Guards should be ex-servicemen with services of at least 5 years in

Military/Army/Naval/Air force.

- 1.4. Duration of the contract shall be 1 year and extendable for one more year subject to yearly appraisal and review by the Institute authorities and in case the service is not found to be satisfactory, the contract shall be terminated by NITT by giving notice of one month to this effect. However, the contract can be terminated by giving a written notice of 3 months by the Agency. A record of every lapse small or big to be maintained by the Institute 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.
- 1.5. No employee of the Agency shall work for more than 26 days in a month or as specified by Labour Laws. No employee of the agency shall be deployed over time. No overtime wages will be paid by the Institute.

2.0 THE Agency's REPRESENTATIONS AND WARRANTIES

The selected Company hereby represents, warrants and confirms to NITT that :

- 2.1. It has full capacity, power and authority to enter into an Agreement; and during the continuance of this Agreement, will continue to have full capacity, power and authority to carry out and perform all its duties and obligations as contemplated herein and has already taken and will continue to take all necessary and further actions, (including wherever applicable, without limitation, obtaining of all Governmental and other necessary approvals/consents/licences in all applicable jurisdictions) AND to authorize the execution, delivery and performance of this Agreement.
- 2.2. It has the necessary skills, knowledge, experience, expertise, required capital network, adequate and competent security guard, systems, equipment and procedures and capability to duly perform its obligations in accordance with the terms of the Agreement and to the satisfaction of NITT, provided however that NITT's judgement as regards the quality and skills of the Agency and its Facility Staff, shall be final and binding on the Agency.
- 2.3. The execution of the Agreement and providing services hereunder by the Agency to the Institute does not and will not violate, breach any covenants, stipulations or conditions of any Agreement/Deed entered into by the Agency with any third party/parties.
- 2.4. 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 detailment of more than 8 hours / double duty is not allowed.
- 2.5. Agency shall abide by all laws of the land including. Labour Laws (ESI, PF, Bonus, Income Tax or any other extra taxes levied by the Government) Companies Act, TAX Deduction liabilities, Welfare measures of its employees and all other obligations that enjoin in such cases and are not essentially enumerated and defined herein, though any such onus shall be the exclusive responsibility of the Agency, and it shall not involve the Institute in any way

what-so-ever.

- 2.6 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 as Security with the Institute for the entire duration of the contract.

3.0 THE COMPANY'S COVENANTS

- 3.1. The selected Agency will issue to their Supervisory Staff and Security Guards detailed working instructions which has been approved by the Director, NIT Tiruchirappalli. This interalia implies that, each individual should know his responsibilities.
- 3.2. The Agency shall supply uniforms (all weather) with Name plates to the persons engaged by it. The Institute shall not allow any employee of the Agency to work inside the Institute without uniform except in cases where-in specially asked for. The Agency shall get the identity card of each employee countersigned by the Chief Security Officer / Security Officer of the Institute.
- 3.3. Security Guards and Supervisory Staff once posted to **any zone** will not be shifted without the prior permission of the Chief Security Officer/Security Officer, NIT Tiruchirappalli. Similarly, any newly posted Security Guard, will be put on duty only after the interview by the Chief Security Officer/Director / Dean or any other official authorised by the Director.
- 3.4. Bio-data with passport size photographs in respect of all personnel detailed for duty, will be submitted to the Security Officer NIT Tiruchirappalli within 15 days of acceptance of the tender. The security personnel deployed at NIT Tiruchirappalli will NOT be changed for minimum a period of 6 months.
- 3.5. Roll call of all shifts will be conducted under the supervision of Shift in-charge who will report to the Duty Officer, Security Section. Roll call will fall in at least 30 minutes before mounting of the shift. Security Guards will be checked for their proper turnout, shave and haircut.
- 3.6. If any Security Guard is found not alert or away from his duty post without valid reason, that duty period will be treated as absence. The cumulative period of absence of all such defaulters will be converted into man hours / man days at the end of the month and will be reflected as disallowance in the monthly bill.
- 3.7. In the event of any misdemeanor like sleeping during duty hours, being under the influence of liquor / drugs, indecent or insolent behaviour by any Security Guard or Supervisory Staff, such personnel will be removed from duty immediately and shall not be detailed at the Institute in future. In addition, a penalty of 10% of the contract amount per month will be

deducted. This condition will apply also to those personnel found abetting in any sorts of misdeeds with another person. In general, the security persons shall maintain the decorum of academic arena.

3.8

Personnel on off duty will not be allowed to visit any duty posts.

The selected Security Agency will not employ residents of the NIT Campus, Wards of NIT Employees, Hostel Management and Ex-employees of any of the Security agencies who were providing security service to the Institute in the past.

3.9.

The right to decrease the strength of personnel posted at any time, rests with the NIT Tiruchirappalli. The agency will provide increase upto 40% of the posted strength, within seven days notice, in a contingency.

3.10.

The following documents will be maintained by the unit in-charge of the Company:-

(a) Daily attendance Register

(b) Guard Checking Register

(c) Daily Orders Register

(d) Occurrence Register

(e) Roll call Register - By the respective shift in-charge

(f) Beat Book - By the respective Security Guard

Note: The Stationery for the above documentation will be provided by the Agency. These documents will be put up to the Chief Security Officer/ Director, NITT as and when required by him.

3.11.

Uniforms, Gum Boots, Torches, Whistles, Lattis, Raincoats, Name plates and Vehicles for the Agency Staff will be provided by the Agency. Uniforms will not be of Kaki in colour.

3.12.

There shall be periodical surprise checks of Guards by Officer(s) of the agency during day and night. Duty officer of security section and the Security Officer/ Director, NIT Tiruchirappalli shall be informed about such checks. The details of such checks shall be reflected in the Guard Checking Register and reported to Security In-charge in writing.

3.13.

The Shift In-charge posted will make frequent round of all posts during their tenure of duty. Instructions for these rounds will be taken in person from the Duty Officer. They will report to the Duty Officer if there is anything to report or otherwise every four hours and maintain a log of these reports in the Occurrence Register.

3.14.

The selected agency will forfeit the security deposit furnished in the form of/bank guarantee/ cash deposit in case the agency discontinue their service without prior notice or any loss is caused to the Institute due to security lapse.

- 3.15. In case of any loss/ damage caused, not due to natural calamities, or an act of GOD, to the property (properties) of the Institute where the complicity or laxity of the Security Personnel of the selected agency is suspected, after filing a FIR, a joint enquiry will be held to fix responsibility and determine the quantum of compensation to be paid by the selected Security Agency. If the enquiry is not able to pinpoint the responsibility, the decision of the Competent Authority of NIT Tiruchirappalli will be final and binding on both the parties.
- 3.16. It shall be binding on the selected Security Agency and their staff, that, during their association with NIT Tiruchirappalli, if they are given, prepare, produce or otherwise receive any drawings, samples, prototypes of products, equipment or knowledge of such items, NOT to divulge the same to any party, private or public. Such activities will attract immediate termination of this engagement with appropriate compensation to NIT Tiruchirappalli.
- 3.17. The engagement of agency can be terminated with one month's notice from Institute's side or three months' **Period of contract:-** The period of engagement will be with effect from 06.00 hrs for one year from the date of award of the contract/acceptance by NIT Tiruchirappalli. However the contract can be renewed for additional one year based on a performance appraisal by the Security Committee of the institute notice from the agency side
- 3.18. **Leave Relief:** No person shall be sent on leave unless, cleared by the Security Officer In all such cases, relief will be positioned prior to sending the personnel on leave.
- 3.19. The selected Security Agency shall be solely responsible for all acts of commission and/or omission on the part of their security personnel posted at NIT Tiruchirappalli. The initial deployment will be in one Zone but NIT Tiruchirappalli reserves the right to change the Zone of deployment at a later date as per requirements.
- 3.20. The selected Security Agency shall immediately notify NIT Tiruchirappalli in writing of the occurrence of any event which may result in or which may give reason to believe that there may be work stoppage, slowdown, labour dispute, strike, any labour related disruption of its own staff impediment or disruption in the due performance of the obligations of the Agency under this Agreement. The Agency also agrees that in the event of any such work stoppage, slowdown, labour dispute, strike, disruption or impediment continuing for a period exceeding 24 hours, then, notwithstanding what is contained in this Agreement, NIT Tiruchirappalli may at its sole discretion terminate this Agreement forthwith.
- 3.21. The Security personnel provided should be personnel of high integrity and confidence. A copy of the antecedents verification certificate issued by the police about their staff of the security agency should be submitted to the Security Officer, NIT Tiruchirappalli by the agency.

- 3.22. The selected Security Agency shall be responsible and liable for and shall indemnify NITT and keep NITT indemnified and safe and harmless at all times, against:-
- a) Any and all claims, liabilities, damages, losses, costs, charges, expenses, proceedings and actions of any nature whatsoever made or instituted against or caused to or suffered by NITT directly or indirectly by reason of :-
 - i) any wrongful, incorrect, dishonest, criminal, fraudulent or negligent work, default, failure, misfeasance, bad faith, disregard of its duties and obligations hereunder, service, act or omission of or by the Agency and/or any of its Staff, and/or
 - ii) any theft, robbery, fraud or other wrongful act or omission by the Agency and/or any of its Staff.
- 3.23. The Agency shall not appoint any Sub-Company / Agency to carry out any obligation under the contract.
- 3.24. The Agency shall take day to day instructions from the Chief Security Officer / or his Deputy in his absence, of the Institute.
- 3.25. The Agency shall be responsible for all injuries and accidents to persons employed by it. It will also cover its personnel for personal accident whilst performing the duty.
- 3.26. The Agency shall be responsible for the good conduct and behavior of its employees. If any employee of the Agency is found misbehaving with the supervisory staff or any other staff member / student of the Institute, it shall terminate the services of such employees on the recommendation of the Chief Security Officer or any other officer designated by the Director NIT Tiruchirappalli. The Agency shall issue necessary instructions to its employees to act upon the instructions given by the supervisory security staff of the Institute.
- 3.27. The scope of work, description and the terms and conditions mentioned herein above are only indicative and not exhaustive and the Agency shall meet any other requirements of NITT from time to time, relating to the Security of the Institute.

4.0. PAYMENT

- 4.1. Monthly payment will be paid by the NITT for the deployment of Security Personnel at actuals as per the agreement. The payment will be made only for the allotted strength per shift per day. If the Security Agency failed to provide full allotted strength per shift in any day, the payment will be proportionally reduced.

The said charges shall be paid by NITT within a period of 7 days from the date of receipt of the bill/memorandum of fees raised by the Agency on NITT. The Agency shall raise the bill as aforesaid at the end of the month for which it is due and payable within 7 days from the last date of the month in consideration.

- 4.2. Payment of bills for services rendered will be on reimbursable basis. Bills when submitted, shall be supported by the following documents:-

- (a) Pre-receipted stamped bill on the Company letter-head giving details of total number of personnel engaged, number of mandays and cumulative total.
- (b) Reimbursement of amount shall be claimed along with details of payment made to the staff engaged for the previous month (copy of the Aquittance Roll).
- (c) Certificate to the effect that “Conditions as envisaged in Government of India / Tamil Nadu Government Minimum Wages Act and other Statutes on the subject have been complied with.”
- (d) Copies of the remittance challans for payment of statutory dues such as EPF, ESI etc for a month in respect of all the Security Guard and shift in charge deployed by the Agency in the Institute for the month for security purpose shall be enclosed along with the agency’s bill for the subsequent month.
- (e) The company will ensure that all their security personnel should possess bank account in a national bank and their salaries are remitted to their account. through electronic transfer.

4.3. Rate Revisions:

During the currency of contract, in case, the Government of India increases service tax from the present rate the same will be paid. No increase in amount other than the statutory taxes in the present rate will be considered under any circumstances. EPF, ESI and the minimum wages, proportionate increase shall be applicable to the existing payments.

- 4.4. NITT shall be entitled to set off against and deduct or recover from the aforesaid charges and any other sums payable by NITT to the Agency 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 Agency to NITT under this Agreement or pursuant thereto, provided, however, that NITT will give the Agency a notice of not less than 2 days prior to the making of any such 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 or other authority) against or from the aforesaid charge/sums lying with NITT.

- 4.5. The Agency shall in no case pay its employees less than the minimum mandatory rates as specified by Central Government Minimum Wage Act per month plus allowances.
- 4.6 All payments shall be made after statutory deductions of the Central and State Government.
- 4.7. Along with the monthly bill for the services rendered the agency should produce a statement signed by all its employees who were engaged during that month that they are satisfied about the correctness of the credit of EPF and ESI dues recovered from the to them credit of the statutory account.

5.0. **TERMINATION**

- 5.1. Either party may terminate the Contract by giving written notice of the same and this agreement will stand terminated on the expiry of the one month period (for notice by NITT) and 3 months period (for notice by Agency) provided always that the Company has fulfilled and complied with all its obligations to NITT in connection with and under this Agreement on the date of such termination.
- 5.2. In case of breach of any of the terms of this Agreement by the Company, NITT shall be entitled to terminate this agreement immediately without giving any written notice to the Company for the same. At this stage NITT, shall be entitled to retain from and out of any monies then due to the Company hereunder or which become due after termination thereof, any amount which, according to NITT is due and owing to it by the Company arising directly or indirectly under this contract.

6.0. **POST TERMINATION RESPONSIBILITY OF THE COMPANY**

- 6.1. Upon termination of this Agreement, the Company 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 all its 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 the Company to finish any particular work/works which may on date of termination, be outstanding.

6.2. NON EXCLUSIVE

It is agreed and clarified that this Agreement is on a non-exclusive basis and the parties are at liberty to enter into similar agreements with others. (Provided, however, the Agency shall ensure that its entering into agreement/s with other parties, shall not in any way conflict with or affect NITT's interests, rights, remedies under this Agreement or in law).

7.0. ARBITRATION

In the event of disputes, 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 endeavour to settle such differences, disputes, claims or questions by friendly consultation and failing such settlement, the same shall be referred to a sole arbitrator, to be appointed by 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 Tiruchy. All legal disputes will be subject to the jurisdiction of Tiruchy Courts and the Madurai Bench of the Madras High court

8.0 Refund of Security Deposit

Security Deposit paid by the agency will be refunded to them within two months from the date of payment of its bill for the last month provided the agency produces to the Institute certificates from the authorities concerned that EPF and ESI dues in respect of all Security Guards and shift in charge deployed by the Agency in the Institute for security purpose and service tax claimed in all the monthly bills have been duly paid to the authorities concerned. The agency should also produce a Indemnity Bond in a stamp paper of prescribed value that if any claim is made to the Institute by any statutory authority of Central/State Govt or any of the employees of the agency that payment / payment claimed to have been made to them in respect of the contract with the Institute have not actually been made the agency will settle all such claims at its expenses to the full satisfaction of the Institute.

Technical Bid

Technical Bid for providing Security Services at NIT Tiruchirappalli

1.	Name and address of the Security Agency (a) Headquarters: Telephone No..... Mobile No..... Fax No..... e-mail id	:	(b) Local Office: Telephone No..... Mobile No..... Fax No..... e-mail id														
2.	Year of Establishment (Enclose Registration Certificates)	:															
3.	Annual Turnover (Please note that it is mandatory for the Agencies to have minimum Rupees 1 crore annual turn over) Please enclose the following documents Have you enclosed the Balance sheets for the above years Profit & Loss A/c for the above years Audited statement for the above years	:	<table border="1" data-bbox="1000 1058 1385 1251"> <thead> <tr> <th>Year</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>2009-2010</td> <td></td> </tr> <tr> <td>2010-2011</td> <td></td> </tr> <tr> <td>2011-2012</td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="943 1335 1138 1482"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Year	Amount	2009-2010		2010-2011		2011-2012		Yes	No	Yes	No	Yes	No
Year	Amount																
2009-2010																	
2010-2011																	
2011-2012																	
Yes	No																
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Yes	No																
4.	Status of the Agency (Pvt. Ltd., Partnership or Proprietorship) Enclose Xerox copies of the documents	:	Please tick the appropriate column (✓) <table border="1" data-bbox="992 1583 1555 1677"> <thead> <tr> <th>Pvt. Ltd.</th> <th>Partnership</th> <th>Proprietorship</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Pvt. Ltd.	Partnership	Proprietorship											
Pvt. Ltd.	Partnership	Proprietorship															
5.	Have you registered with Labour Department for engaging a minimum of 250 employees If yes, details including xerox copies of Registration	:	<table border="1" data-bbox="943 1734 1138 1787"> <tr> <td>Yes</td> <td>No</td> </tr> </table> Details of Registration	Yes	No												
Yes	No																

6.	Experience in Security Business for the past years	:	
7.	Experience of working in the educational institutions especially in premier educational institutions like NITs, IITs, IIMs, IISc, etc. If so, details		
8.	List of current clients	:	<p>Please Enclose a statement</p> <p>a) Name of the client</p> <p>b) No. of Security Guards deployed</p> <p>c) Annual Turn Over</p> <p>d) Period of Deployment from to.....</p>
9.	Your choice of clients to be verified including contact details like name of persons, Telephone No., Mobile No. (NITT reserves the right to verify to its choice and there shall not be any binding on the part of the agency)	:	
10.	Indicate your ability to provide the number of security guards (no. of personnels taking 160 personnel as your contract volume) on the following fields		
	(a) Handling fire fighting equipments, if they possess certificates, please include	:	
	(b) Handling Dangerous/Explosive materials. If they possess certificates, please include		
	(c) Anybody worked in BDS and Disaster Management	:	
	(d) Ex-servicemen	:	
	(e) Wireless operation	:	
	(f) Persons with Driving license (i) License - Light Motor vehicle (ii) License - Heavy Motor vehicle	:	

		Details of experience may be furnished.		
	(g)	Para medical personnels such as first Aid trained	:	
	(h)	Experience in crime detection/Investigation/intelligence	:	
	(i)	CTC of wireless license issued by GOI		
11.		Bio-data of Key officials and contact details. (Please enclose copies)	:	
12.		Details of any tie ups with other security agencies (enclose copies)	:	
13.	(a)	ESI Registration No.	:	Name of the office / Branch where the remittances are made should also be specified along with the Regn Number.
	(b)	EPF Registration No.	:	Name of the office / Branch where the remittances are made should also be specified along with the Regn Number.
	(c)	Service Tax No. (enclose Xerox copy)	:	Name of the office / Branch where the remittances are made should also be specified along with the Regn Number.
	(d)	Income Tax PAN No (xerox copy)	:	
	(e)	VAT Registration (if any)	:	
14.		Experience in handling		
	(a)	Access control system	:	
	(b)	CCTV Control	:	
	(c)	Computers	:	
	(d)	Communication wireless equipment	:	
15.		Copies of IT returns for the last three years.	:	
16.		Details of Infrastructure in terms of vehicles	:	
	(a)	Scooters, Motor cycles, two wheelers	:	
	(b)	Wireless sets	:	
	(c)	Central Monitoring system	:	

	(d)	Guard Monitoring system	:	
	(e)	Hand held metal detectors	:	
	(f)	Door frame metal detectors	:	
	(g)	Camera movie / still	:	
17.		Basic Ground control device	:	
18.		Name of clients wherein the contract is exceeding 6 lakhs per month	:	
19.		Details of Bankers	:	
20.		Training facilities (enclose copies)	:	
21.		Details of Arms/ammunitions	:	
22.		Any other value added service	:	

Date:
Station:

Signature of the Tenderer

Office Seal

Financial Bid

Financial Bid for providing security services at NIT Tiruchirappalli

1.	Name and address of the Security Agency a) Telephone number/cell no. b) Fax No. c) e-mail id etc.	
2.	Quote the wages in words and figures for the following: (Give break up details as per Annexure)*	
	(a) Security Guard	Rs.....p.m. (Rupees.....) per person including weekly off
	(b) Shift Incharge (only Ex-service men)	Rs.....p.m. (Rupees.....)per person including weekly off
3.	Total wages per month for 160** Security Guards + 3 Shift incharge, Security Guard (Ex-servicemen) (40% of total strength should be of Ex-servicemen)	Rs..... (Rupees)
4.	Administrative charges on the total wages, if any (Pl. quote in % also) for the total monthly cost of Sl.No.3 above	Rs..... (..... %) (in words)
5.	Indicate any information other than the quotation/rate	

* Offers without Break up details as outlined in Annexure -'D' will not be considered.

** Number may increase/decrease

Place:

Date :

Signature with seal

Break up for the wages quoted

in Rs.

Sl.No.	Description	Security Guard	Shift Incharge (Ex-servicemen)	Security Guard (Ex-servicemen)
1.	Basic			
2.	VDA %			
3.	Allowance %			
4.	Sub total			
5.	Weekly off /National Holiday and other holidays etc.			
6.	E P F %			
7.	E S I %			
8.	Welfare			
9.	Service charges			
10.	Service tax @ 10.3%			
11.	Grand Total			

Place:

Date :

Signature with seal

Feed back about M/s _____

Engaged by M/s _____
(Complete contact details)

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

Place:

Date :

Signature with seal

**Check list for submitting the Tender towards providing
Security Services at NIT Tiruchirappalli**

Tender No.

Dt.

S.No.	Description	Indicate Page No. (PN) if Yes																		
1.0	You are requested to read carefully the terms and conditions at Annexure - A with respect to (1) the scope of work, (2) Agency's representations and warranties, (3) Agency's covenants, (4) Payment & Rate Revisions, (5) Termination, (6) Post termination responsibility of the Agency & Non-exclusive and (7) Arbitration.	Yes PN: No																		
2.0	Please ensure the following documents are enclosed. Tick Yes or No against each column.	Yes PN: No																		
2.1	EMD of Rs.25,000/-	Yes PN: No																		
2.2	Proof of registration (Xerox copy of registration certificate) of your organization at Central Govt. / State Government	Yes PN: No																		
2.3	Copies of Balance Sheet for the last 3 years (2009-10; 2010-11 & 2011-12)	Yes PN: No																		
2.4	Copies of Profit and Loss Account for the last 3 years ((2009-10; 2010-11 & 2011-12))	Yes PN: No																		
2.5	Copies of Audited statement for 3 years (2009-10; 2010-11 & 2011-12)	Yes PN: No																		
2.6	Status of your agencies such as Pvt. Ltd., Partnership or Proprietorship	Yes PN: No																		
2.7	Copy of Registration certificate issued by Labour Department for engaging 250 employees	Yes PN: No																		
2.8	Details of experience in Security services for the past years	Yes PN: No																		
2.9	Details of experience of working in the educational institutions especially NITs, IITs, IIMs, IISc, etc.	Yes PN: No																		
2.10	List of your clients	Yes PN: No																		
2.11	Your preferred list of clients to be verified by us	Yes PN: No																		
2.12	Certificate / details for the following fields: a. Security personnel with handling fire fighting equipment. b. Handling of dangerous and explosive materials. c. BDS and Disaster Management. d. Percentage of Ex-servicemen. e. Wireless operation.	<table border="1"> <thead> <tr> <th colspan="2">Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>a</td> <td>PN:</td> <td></td> </tr> <tr> <td>b</td> <td>PN:</td> <td></td> </tr> <tr> <td>c</td> <td>PN:</td> <td></td> </tr> <tr> <th colspan="2">Yes</th> <th>No</th> </tr> <tr> <td>d</td> <td>PN:</td> <td></td> </tr> </tbody> </table>	Yes		No	a	PN:		b	PN:		c	PN:		Yes		No	d	PN:	
Yes		No																		
a	PN:																			
b	PN:																			
c	PN:																			
Yes		No																		
d	PN:																			

	f. Driving license light and Heavy. g. Para medical personnel and first aid training h. Experience in crime detection / investigation / intelligence. i. CTC and wireless license issued by Gol.	e	PN:	
		f	PN:	
		g	PN:	
		h	PN:	
		i	PN:	
2.13	Bio-data of key officials	Yes	PN:	No
2.14	Tie ups with other security agencies	Yes	PN:	No
2.15	Xerox copy of ESI certificate	Yes	PN:	No
2.16	Xerox copy of EPF	Yes	PN:	No
2.17	Xerox copy of Service tax	Yes	PN:	No
2.18	Xerox copy of Income Tax	Yes	PN:	No
2.19	Xerox copy of VAT certificate	Yes	PN:	No
2.20	Highlighted the experience in handling CCTV, Access control system, computers, Communication wireless equipment etc.	Yes	PN:	No
2.21	Xerox copies of IT clearance for the past three years	Yes	PN:	No
2.22	Details of infrastructure as outlined in Sl. No.16 of Tech. bid	Yes	PN:	No
2.23	Details of Basic ground control device	Yes	PN:	No
2.24	Details of clients who are giving business for more than Rs.6 lakhs per month	Yes	PN:	No
2.25	Details of your Banker	Yes	PN:	No
2.26	Details of training facilities	Yes	PN:	No
2.27	Details of Arms / ammunitions	Yes	PN:	No
3.0	Have you signed all the forms with your office seal?	Yes	No	
4.0	D/D for Rs.520/- towards tender charges if downloaded	Yes	No	

Place:
Date :

Signature with Seal