

**National Institute of Technology Puducherry  
Karaikal - 609609**

The NIT PUDUCHERRY Invites tenders from **Private Security Agencies** to provide security services at NIT Puducherry in Karaikal on contract basis.

The eligibility for participating in the tender is given in the website <http://www.nitpy.ac.in>. The sealed quotations in the prescribed format addressed to the undersigned should reach on or before 07.06.2018 by 15.00 hours.

**17.05.2018**

**Registrar(i/c)**

**National Institute of Technology Puducherry  
Karaikal**

Sealed Tenders are invited from professional security agencies for providing approximately 49 number of trained security guards (out of which atleast 30% shall be Ex-service men i.e (15/49)) for a period of one year (renewable on yearly basis on performance appraisal) for protecting the premises and property of National Institute of Technology Puducherry at Karaikal 609 609. Boys Hostel (06 male), Girls Hostels (06 female + 04 Male) + Admin Block (03 male), Science Block (06 male), Main gate (06 male), Poovam Entrance (03 male) Poovam Gate (03 male) and other gates (06 male) Director Bungalow (03 male), Supervisor (03 Male Ex-servicemen). The agencies who fulfill the following requirements are eligible to participate in the tender:

**A. Essential Pre-qualification Criteria:**

1. The security agencies should have registered with Central/State Government/ UT of Puducherry Labour commissioner of Government of India.
2. Good financial background and reputation.
3. More than 100 men on rolls who have atleast 2 years of experience.
4. Should be able to deploy healthy and smart guards with good moral character never having been convicted of a criminal offence by a court of law, without any permanent physical or mental disability **in the age group of 25 - 50 years.**
5. Trained Security guards in handling standard fire fighting equipment.
6. At least five years of experience in the field after registration.
7. **Agencies should have work experience for atleast 01 year in security assignment in similar organization like NITs, IITs, IIMs, IIScS.**
8. At least 5 running contracts in large industrial/educational campuses of annual value not less than twenty five lakhs (25 LAKHS).
9. The firm should have Zonal or Regional Head Quarters in Karaikal/Puducherry/Chennai/Tiruchirappalli.
10. Well-structured training center.
11. Capability to provide vehicles, torch, and wireless communication equipment to their staff.

**B. Desirable:**

12. The security agency should have DGR certificate for deploying the Ex-servicemen
13. Agency should ready to establish their local office at Karaikal.
14. ISO 9000 Certification.
15. Running contract in large Educational Institutions.
16. Disaster Management Service.

17. Awards obtained by the Agency.
18. Long years of service in the Security field.
19. Sound financial status.
20. Knowledge of Tamil/English/Hindi 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 Cover No.2 with superscription "FINANCIAL BID FOR SECURITY SERVICES" containing papers in support of C&D. Both the envelopes should be put in an envelope, sealed and superscribed as 'Quotation for Services of Security Agency Tender No: NITPY/2018-2019/Security/023 and addressed to, **The Registrar (i/c), National Institute of Technology Puducherry, Thiruvettakudy, Karaikal - 609609** so as to reach the undersigned through speed post or courier on or before 15.00 hours on 07.06.2018. Please acknowledge your submission of tender through email at: [registrar@nitpy.ac.in](mailto:registrar@nitpy.ac.in). Please don't submit any documents through email. NITPY is not responsible for any postal delay. Tender documents will not be accepted by hand in person

An Earnest Money Deposit (EMD) of **Rs.30,000/-** should be paid through online State Bank Collect mode under the payment category of Administrative Miscellaneous <https://www.onlinesbi.com/prelogin/icollecthome.htm>. Shall be submitted along with Bid. The EMD will be returned to the unsuccessful tenderers.

The Technical Bids of the tenders will be opened on 07.06.2018 at 16.00 hours.

The successful bidder shall deposit of **Rs.1,50,000** with the institute as security deposit. This security deposit will be forfeited in case agency terminates the contract during the middle of contract period/discontinue their service without prior notice/any loss is incurred to the Institute properties 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; EPF and all other statutory taxes/ levies). The Statutory levies such as service tax will be admitted as per the GOI orders.

NIT Py reserves the right to consider or reject any agency without assigning any reason thereof at any stage of tender process. Selected Agency will be assigned the responsibility of security coverage of the Institute at the discretion of the authority.

**17.05.2018**

**Registrar(i/c)**

## Instructions to be followed while submitting the Technical and financial bid towards provision security services at NIT Puducherry

We are proposing to outsource approximately 49 security guards for institute, various hostels and Director Residence. Initially we have proposed to enter into contract for one year and the contract can be renewed for additional 1 year (yearly renewable basis on a performance appraisal). You are requested to go through the following terms and conditions carefully before submitting the quotation/tender. 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 (Annexure - A)
2. Desirable pre-qualification criteria (Annexure -A)
3. Technical bid (Annexure - B)
4. Financial bid (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, before submitting the tender should ensure that they have enclosed the EMD along with Technical Bid.
7. The successful bidder has to submit the Security Deposit of Rs.1,50,000/-
8. A check-list is also enclosed. Please enclose the copy of the check list duly filled along with the Technical Bid.
9. Annexure - E Client Feedback to be obtained and enclosed

NIT Puducherry reserves the right to accept or reject the part or full offer or whole tenderer without assigning any reason thereof at any stage of tender process.

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

**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)

In emergencies and depending on the work, the timings of shift may be modified.

1.2. The Security Guards will have the following minimum qualifications/standards:-

- (a) Have a minimum educational **qualification of 10<sup>th</sup> std.**
- (b) Preferably be in the age group of **25 - 50 years**
- (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 NIT Py and the instructions of the staff of Security Section, NIT Py.
- (f) Should have knowledge in First Aid/driving/handling wireless equipments/modern security gadgets etc.
- (g) All or atleast 30% of the Security Guards posted must be able to communicate in Tamil/English/Hindi.
- (h) **They should have work experience for atleast 01 year in security assignment in similar organization like NITs, IITs, IIMs, IISc or other large educational institutions.**
- (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.
- (j) Complete whereabouts must be verified prior to employing the security guards. The complete police verification documents of the security personnel should be provided to the security committee of the institution within 15 days of award of the contract.

1.3. Apart from the Security Guards, three supervising inspector will be detailed. They should be in the age group of **40 - 50 years and with a minimum qualification of Bachelor's degree for civilian and not below the rank of JCO in case of Ex-serviceman.**

- 1.4. Duration of the contract shall be one year's subject to yearly appraisal and review by the Institute authorities and in case the jobs performed are not found to be satisfactory, the contract shall be terminated by NITPy by giving notice of one month to this effect. However, the contract can also be terminated by giving a written notice of three months by security 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 concerned authority will be held and duly minuted. The agency is required to attend to the decisions taken in the review meetings and implement them.
- 1.5. It must be ensured that no employee of the company / agency shall work for more than 26 days in a month or as specified by Labour Laws.

## **2.0 AGENCY/COMPANY'S REPRESENTATIONS AND WARRANTIES**

- The selected Company hereby represents, warrants and confirms to NIT Py 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 where 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 Facility staff, systems, equipment and procedures and capability to duly perform its obligations in accordance with the terms of the Agreement and to the satisfaction of NIT Py, provided however that NIT Py's judgement as regards the quality and skills of the Company and its Facility Staff, shall be final and binding on the Company.
  - 2.3. The execution of the Agreement and providing services hereunder by the Company to the Institute does not and will not violate, breach any covenants, stipulations or conditions of any Agreement, Deed entered into by the Company with any third party/ies.
  - 2.4. No Security Guard who has performed duty during night shift will be permitted to perform duty immediately in the following day-shift of the next day. i.e. No overtime should be permitted. Continuous overtime detailment of more than 8 hours / double duty is not allowed.
  - 2.5. Company/Agency shall 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 bonus

shall be the exclusive responsibility of the Company / Agency, and it shall not involve the Institute in any way what-so-ever.

- 2.6 The Company / Agency shall deposit Rs.1, 50,000/- as Security Deposit with the Institute and the same will remain with the institute for the entire duration of the contract. No interest is payable by the institution on this.

### **3.0 AGENCY/COMPANY'S COVENANTS**

- 3.1. The selected Security Agency will issue detailed working instructions to their Supervisory Staff and Security Guards which will be get approved by the Director, NITPY. This interalia implies that, each individual should know his responsibilities.
- 3.2. The Company / Agency shall supply uniforms (all weather) with Name plates to the persons engaged by it. The Institute shall not allow any employee of the Company / Agency to work inside the Institute without uniform except in cases where-in specially asked for. The Company / Agency shall get the identity card of each employee countersigned by the Chief Security Officer / Security Committee In charge 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 Registrar / officer designated by the Director, NIT Py. Similarly any newly posted Security Guard, will be put on duty only after the interview by the security agent & officer designated by the Director, NIT Py.
- 3.4. Bio-data, with passport size photographs and police report in respect of all personnel detailed for duty, will be submitted to the security committee, NIT Py within 15 days of receipt of the terms and conditions. Once the personnel deployed at NIT PY will NOT be changed for minimum period of 6 months.
- 3.5. 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.
- 3.6. In the event of any misdemeanor like sleeping during duty, being under the influence of liquor / drugs or 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. This condition will apply also to those personnel found abetting with another person in any sorts of misdeeds. In general, the security persons shall maintain the decorum of academic arena

- 3.7. Personnel on off duty will not be allowed to visit any duty posts.
- 3.8. The institute has rights to decrease or increase the security personnel strength whenever required. The institute expects immediate response from the agency in case of increment in the strength of the security personnel. 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 Company. These documents will be put up to the officer designated by the Director, NIT Py as and when required by him.

- 3.9. Uniforms, Gum Boots, Torches, Whistles, Lattis, Raincoats, Name plates and Cycles for the Company Staff will be provided by the Company. Uniforms will not be of Kaki or Olive Green colour.
- 3.10. There shall be periodical surprise checks of Guards by Officer(s) of the company during day and night. The details of such checks shall be reflected in the Guard Checking Register and reported to the officer designated by the Director, NIT Py.
- 3.11. 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/concerned authorities. They will report to the Duty Officer/concerned authorities, if there is anything to report or otherwise every two hours and maintain a log of these reports in the occurrence Register.
- 3.12. The selected agency will forfeit the security deposit, furnished in the form of indemnity bond/bank guarantee/a cash deposit in case the agent discontinue their service without prior notice/any loss is incurred to the Institute properties due to security lapse.
- 3.13. 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 apportion 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 Py will be final and binding on both parties.

- 3.14. It shall be binding on the selected Security Agency and their staff, that, during their association with NIT Puducherry, if they are given, prepare, produce or otherwise receive any drawings, samples, prototypes, 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 Puducherry. The engagement can be terminated with one month's notice from either side.
- 3.15. 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 Puducherry. However the contract can be renewed on yearly basis based on a performance appraisal by the officer designated by the Director NIT Puducherry.
- 3.16. Leave Relief: No person shall be sent on leave unless, cleared by the officer designated by the Director NIT Puducherry. In all such cases, relief will be positioned prior to sending the personnel to leave.
- 3.17. 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 the NIT Puducherry. The initial deployment will be in one zone but NIT Py reserves the right to change the Zone of deployment at a later date as per requirements.
- 3.18. The selected Security Agency shall immediately notify NIT Py 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 Company under this Agreement. The Company also agrees that in the event any such work stoppage, slowdown, labour dispute, strike, disruption or impediment continues for a period exceeding 24 hours, then, notwithstanding what is contained in this Agreement; NIT Py may at its sole discretion terminate this Agreement forthwith.
- 3.19. The Security personnel provided should be personnel of high integrity and confidence. A copy of the antecedent's verification certificate issued by the police about their staff of the security agency should be submitted to the security officials or Registrar, NIT Puducherry by the agency.

- 3.20. The selected Security Agency shall be responsible and liable for and shall indemnify NIT Py and keep NIT Py 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 NIT Py 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 Company and/or any of its Staff, and/or
    - ii) Any theft, robbery, fraud or other wrongful act or omission by the Company and/or any of its Staff.
- 3.21. The Company shall not appoint any Sub-Company / Agency to carry out any obligation under the contract.
- 3.22. The Company/Agency shall take day to day instructions from the institute concerned authorities /security committee / or his Deputy in his absence, of the Institute.
- 3.23. The Company/ 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.
- 3.24. The Company/Agency shall be responsible for the good conduct and behavior of its employees. If any employee of the Company/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 Registrar or any other officer designated by the Director NIT Puducherry. The Company shall issue necessary instructions to its employees to act upon the instructions given by the supervisory security staff of the Institute.
- 3.25. The scope of work, description and the terms and conditions maintained herein above are only indicative and not exhaustive and the company shall meet any other requirements of NIT Puducherry from time to time, relating to the Security of the Institute.

#### 4.0. **PAYMENT**

4.1. Monthly payment will be paid by the NIT PY for the deployment of Security Personnel at actuals as per the agreement. 80% bill shall be paid by NIT Py within a period of 7-10 days from the date of receipt of the bill/memorandum of fees raised by the Company on NITPY and after scrutiny by the security committee. The company 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. Remaining 20% will be settled after verification and certification of genuineness of bill by competent authorities concerned and in production of documents in support thereof.

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 man days 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 Acquittance Roll).
- (c) Certificate to the effect that “Conditions as envisaged Government of India / Puducherry Government Minimum Wages Act and other Statutes on the subject have been complied with.”
- (d) Copies of the remittance such as EPF, ESI etc. shall be enclosed.
- (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.
- (f) Every month, the salary should be paid by the company to the security personnel on or before 10<sup>th</sup> of every month prior to the payment claim with NIT Py. On receipt of documentary evidence for payment of EPF, ESI and disbursement of salary, Security agency claim for monthly bill will be settled.
- (g) Appropriate deductions shall be made based on the attendance of duty as well as security lapses which may further lead to the level of investigations and termination.

Note: EPF details and ESI card should be given to the security personnel deploying at NIT Py within 45 days after starting of the contract. In case of any issues related to EPF and ESI, the security personnel cannot discuss or claim to the institute. NITPY absolves itself from the responsibility relating to remittance of statutory recoveries of employees which must be done only by the agency concerned. If the concerned agency does not provide the EPF and ESI statement (remittance slips for the guards deployed for NITPY) subsequently for two months, then the security deposit will be forfeited and the contract will be terminated after one month notice to the above lapse.

**4.3. Rate Revisions:**

During the contract, in case, 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. NIT PY Shall be entitled to set off against and deduct and recover from the aforesaid charges and any other sums payable by NIT PY to the Company at any time, any tax, levy or other amount whatsoever which may be required to be deducted by order of any Court/Authority under any law now existent or which may come into existence during the currency of this Agreement as also any and all amounts which may be or become payable by the Company to NIT Py under this Agreement or pursuant thereto, provided however that NIT Py will give the Company a notice of not less than 2 days prior to the making of any set-off, deduction or recovery (other than a set-off, deduction or recovery made in accordance with any law or required to be made under any law or made pursuant to any order of a Court or other authority) against or from the aforesaid charge/sums lying with NIT PY.
- 4.5. The Company/Agency shall pay its employees wages at the rates as agreed upon in the contract. In case the Company / Agency fails to make timely payments to its employees, or any employee of the Company / Agency reports to the Institute regarding non-payment of dues, the Institute on being satisfied of the complaint shall pay the employees of the Company / Agency directly and suitable deductions shall be made from the amount to be paid to the Company / Agency. In case of ESI, EPF and Bonus the Company / Agency shall produce original challan / receipts to the Institute for verification & records. All payments shall be made after statutory deduction T.D.S of the Central and State Government.

5.0. **TERMINATION**

- 5.1. Either party may terminate the Contract by giving the other one month's prior written notice of the same and this agreement will stand terminated on the expiry of the one month period (for notice by NIT Py) and 3 months period (for notice by agency) provided always that the Company has fulfilled and complied with all its obligations to NIT Py in connection with and under this Agreement at the date of such termination.
- 5.2. In case of breach of any of the terms of this Agreement by the Company, NIT Py shall be entitled to terminate this agreement immediately without giving any written notice to the Company for the same. At this stage NIT Py 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 NIT Py 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 NIT Py all the Documents and any/all data, held by it and which are in possession/custody/control of

its Facility Staff, to NIT Py. The Company shall also forthwith remove all its Staff together with its machines/equipment whatsoever from the premises of NIT Py. This is further subject to the fact that NIT PY may at its option direct the Company to finish any particular work/works which may at date of termination be outstanding.

**6.2.**

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

**6.3. 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 company shall ensure that its entering into agreement/s with other parties, shall not in any way conflict with or affect NIT PYs 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 the arbitration of arbitrator, to be appointed by NIT Py. 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 Karaikal. All legal disputes will be subjected to jurisdiction of Karaikal Courts.

Signature

Authorized representative with Seal

**Technical Bid**  
**Technical Bid for providing Security Services at NIT Puducherry**

1.	Name and address of the Security Agency 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 10 lakhs 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" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Year</th> <th style="width: 50%;">Amount</th> </tr> </thead> <tbody> <tr><td>2012-2013</td><td></td></tr> <tr><td>2013-2014</td><td></td></tr> <tr><td>2014-2015</td><td></td></tr> <tr><td>2015-2016</td><td></td></tr> <tr><td>2016-2017</td><td></td></tr> <tr><td>2017-2018</td><td></td></tr> </tbody> </table> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">Yes</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">No</td> <td style="width: 70%;"></td> </tr> <tr> <td style="text-align: center;">Yes</td> <td></td> <td style="text-align: center;">No</td> <td></td> </tr> <tr> <td style="text-align: center;">Yes</td> <td></td> <td style="text-align: center;">No</td> <td></td> </tr> </table>	Year	Amount	2012-2013		2013-2014		2014-2015		2015-2016		2016-2017		2017-2018		Yes		No		Yes		No		Yes		No	
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4.	Status of the Agency (Pvt. Ltd., Partnership or Proprietorship) Enclose photo copies of the documents	:	Please tick the appropriate column (✓) <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Pvt. Ltd.</th> <th style="width: 33%;">Partnership</th> <th style="width: 33%;">Proprietorship</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </tbody> </table>	Pvt. Ltd.	Partnership	Proprietorship																							
Pvt. Ltd.	Partnership	Proprietorship																											
5.	Have you registered with Ministry of Labour of any State Governments or Ministry of Labour under Government of India for engaging a minimum of 100 employees If yes, details including photo copies of Registration	:	<table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="width: 40px; text-align: center;">Yes</td> <td style="width: 40px; text-align: center;">No</td> </tr> </table> Details of Registration	Yes	No																								
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6.	Experience in Security Business for the past years	:																											

7.	Experience of working in the educational institutions especially in premier educational institutions like IITs, IIMs, IISc, NITs etc. If so, details		
8.	List of current clients	:	Please Enclose a statement  a) Name of the client b) No. of Security Guards deployed c) Annual Turn Over d) Period of Deployment from ..... to.....
9.	Your choice of clients to be verified including contact details like name of persons, Telephone No., Mobile No. (NIT Puducherry 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 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 (ii) License - Heavy	:	
	(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 No.	:	
	(b)	EPF No.	:	
	(c)	GST No. (enclose photo copy)	:	
	(d)	Income Tax (photo copy) TIN NO.	:	
	(e)	PAN Number		
14.		Experience in handling		
	(a)	Access control system	:	
	(b)	CCTV Control	:	
	(c)	Computers	:	
	(d)	Communication wireless equipment	:	
15.		Copies of IT return for 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 Puducherry

Sl.no.	Description	Gross monthly charges for security service	Remarks
(i)	Monthly rate in Total (including EPF and ESI Contribution, the rate should comply with the minimum wages act as applicable)	Rs. _____ (in words) _____ _____	
(ii)	Service Charge (per month) (if any)	in % _____ Rs. _____ (rs. in words) _____ _____	
(iii)	GST (%) (per month)	in % _____ Rs. _____ (rs. in words) _____ _____	
(iv)	Total cost of service provider (i)+(ii)+(iii) (per month)	Rs. _____ (in words) _____ _____	

\* 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 (As per DGR Rates)**

Sl. No.	Description	Male / Female Security Guard (Civilian)	Security Guard Ex- Servicemen	Supervisor
(i)	Monthly rate in Total (including EPF and ESI Contribution, the rate should comply with the minimum wages act as applicable)	Rs. _____ (in words) _____	Rs. _____ (in words) _____	Rs. _____ (in words) _____
(ii)	Service Charge (per month) (if any)	In % _____ Rs. _____ (rs. in words) _____		
(iii)	GST (%) (per month)	in % _____ Rs. _____ (rs. In words) _____		
(iv)	Grand Total cost of service provider (i)+(ii)+(iii) (per month)	Rs. _____ (in words) _____		

Place:

Date:

Signature with seal

**Break up for the wages quoted (As per Non-DGR Rates)**

Sl. No.	Description	Male / Female Security Guard (Civilian)	Security Guard Ex- Servicemen	Supervisor
(i)	Monthly rate in Total (including EPF and ESI Contribution, the rate should comply with the minimum wages act as applicable)	Rs. _____ (in words) _____	Rs. _____ (in words) _____	Rs. _____ (in words) _____
(ii)	Service Charge (per month) (if any)	In % _____ Rs. _____ (rs. in words) _____		
(iii)	GST (%) (per month)	in % _____ Rs. _____ (rs. In words) _____		
(iv)	Grand Total cost of service provider (i)+(ii)+(iii) (per month)	Rs. _____ (in words) _____		

\*Addition of Grand total in part 1 and part 2 should match the Grand total at Annexure - C

Place:

Date:

Signature with seal

Feed back about M/s \_\_\_\_\_

Engaged by M/s \_\_\_\_\_

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 Puducherry.**

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 <b>Annexure - A</b> with respect to (1) the scope of work, (2) Company's representations and warranties, (3) Company's covenants, (4) Payment & Rate Revisions, (5) Termination, (6) Post termination responsibility of the Company & Non-exclusive and (7) Arbitration.	Yes PN: No
2.0	Please ensure the following documents are enclosed. Tick <b>Yes</b> or <b>No</b> against each column.	Yes PN: No
2.1	EMD of Rs.30,000/-	Yes PN: No
2.2	Proof of registration (photo copy of registration certificate) of your organization at Central Govt./ State Government / UT of Puducherry	Yes PN: No
2.3	Copies of Balance Sheet for the last 5 years ((2012-13; 2013-14; 2014-15; 2015-16; 2016 -17; & 2017 -18)	Yes PN: No
2.4	Copies of Profit and Loss Account for the last 5 years ((2012-13; 2013-14; 2014-15; 2015-16; 2016 -17; & 2017 -18)	Yes PN: No
2.5	Copies of Audited statement for 5 years (2012-13; ((2012-13; 2013-14; 2014-15; 2015-16; 2016 -17; & 2017 -18)	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 100 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 clients to be verified by us	Yes PN: No
2.12	Certificate / details for the following fields:	Yes No

	<p>a. Security personnel with handling fire fighting equipment.</p> <p>b. Handling of dangerous and explosive materials.</p> <p>c. BDS and Disaster Management.</p> <p>d. Percentage of Ex-servicemen.</p> <p>e. Wireless operation.</p> <p>f. Driving license light and Heavy.</p> <p>g. Para medical personnel and first aid training</p> <p>h. Experience in crime detection / investigation / intelligence.</p> <p>i. CTC and wireless license issued by Gol.</p>	<table border="1"> <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> </table> <table border="1"> <tr> <td colspan="2"></td> <td>Yes</td> <td>No</td> </tr> <tr> <td>d</td> <td>PN:</td> <td></td> <td></td> </tr> <tr> <td>e</td> <td>PN:</td> <td></td> <td></td> </tr> <tr> <td>f</td> <td>PN:</td> <td></td> <td></td> </tr> <tr> <td>g</td> <td>PN:</td> <td></td> <td></td> </tr> <tr> <td>h</td> <td>PN:</td> <td></td> <td></td> </tr> <tr> <td>i</td> <td>PN:</td> <td></td> <td></td> </tr> </table>	a	PN:		b	PN:		c	PN:				Yes	No	d	PN:			e	PN:			f	PN:			g	PN:			h	PN:			i	PN:		
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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	<b>Photo copy of ESI certificate</b>	Yes	PN:	No																																			
2.16	<b>Photo copy of EPF</b>	Yes	PN:	No																																			
2.17	<b>Photo copy of GST</b>	Yes	PN:	No																																			
2.18	<b>Photo copy of Income Tax / PAN Number</b>	Yes	PN:	No																																			
2.19	Highlight the experience in handling CCTV, Access control system, computers, Communication wireless equipment etc.	Yes	No																																				
2.20	Copies of IT returns for the past three years	Yes	PN:	No																																			
2.21	Details of infrastructure as outlined in Sl. No.16 of Tech. bid	Yes	PN:	No																																			
2.22	Details of Basic ground control device	Yes	PN:	No																																			
2.23	Details of clients who are giving business for more than Rs.6 lakhs per month	Yes	PN:	No																																			
2.24	Details of your Banker	Yes	PN:	No																																			
2.25	Details of training facilities	Yes	PN:	No																																			
2.26	Details of Arms / ammunitions	Yes	PN:	No																																			
3.0	Have you signed all the forms with your office seal?	Yes	No																																				

Place:  
Date :

Signature with Seal