

**TENDER NOTICE FOR PROVIDING SECURITY SERVICES**  
**AT IIITDM, KANCHEEPURAM**



Indian Institute of Information Technology,  
Design and Manufacturing, Kancheepuram  
Off Vandalur-Kelambakkam Road,  
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## INSTRUCTION TO BIDDERS

### Tender Document for “SECURITY SERVICES”

1	Work	:	Security Services at IIITDM, Kancheepuram [ Scope of work is provided at Annexure I ]
2	Tender Enquiry No	:	IIITDMK/2017-18/S&P/Security Services/
3	Eligibility Criteria	:	The contracting agency/firm/company should have at least minimum five years of experience in providing security services in Central / State Government departments / Public Sector Undertakings / Autonomous Bodies / Large Industrial / Educational campus / reputed companies. They must have carried out one work for annual value of Rs.55 lakhs in the last three years OR two works each for annual value of Rs.40 lakhs executed on or after 01.01.2014. The firm should have valid license under Private Security Agencies (Regulation) Act, 2005 and also contract labour (Regulation and Abolition Act), 1970 . The firm should have registration with EPFO, ESIC, Service Tax.
4	EMD	:	All the tenderer shall deposit an Earnest Money Deposit of Rs.1.50 lakhs by way of Demand Draft / Bank Guarantee. The DD / pay order may be drawn in favour of “ The Registrar, IIITDM Kancheepuram” (on any Nationalised Banks payable at Chennai), which will be refunded in respect of unsuccessful tenderers. THE DEMAND DRAFT FOR EMD AMOUNT SHOULD BE PLACED IN THE TECHNICAL BID COVER ONLY.
5	Submission of Offer	:	<b>Two Bid System:</b> Two bid system will be followed in this tender. Under this system, the bidder must submit Technical bid and commercial bid in <b>two separate sealed envelopes</b> . A copy of Technical bid and Commercial bid are provided at Annexure II and III respectively. Envelopes containing Technical Bid and commercial bid should be securely sealed and stamped separately and clearly marked as “ <b>Envelope No: 1 – Technical Bid</b> ” and “ <b>Envelope No: 2 – Commercial Bid</b> ” respectively. <b>EMD should be placed in the Technical Bid. These two separate sealed envelopes should be placed in single envelope superscribing the tender Number and description of the item.</b>
6	Date of Pre-bid Meeting	:	<b>Date: 20.04.2017</b> <b>Time: 11 00 Hrs</b>
7	Last Date for submission of bids	:	<b>Date: 01.05.2017</b> <b>Time: 15 00 Hrs</b>
8	Opening of Technical bid	:	<b>Date: 01.05.2017</b> <b>Time: 16 00 Hrs</b>
9	Selection Process	:	All the technical bid will be scrutinized by the evaluation committee constituted by the Director and firm/agency submitted all relevant documents and meeting the eligibility criteria will be shortlisted for consideration of commercial bid.
10	Opening of Commercial Bid	:	After scrutiny of technical bid by the committee of IIITDM, Shortlisted firms / agencies will be invited to attend the opening of commercial bid. The commercial bids of non-shortlisted firms shall be retained for records (in unopened condition) by the Institute.
11	Commencement of Operation	:	The selected agency should commence the security services from <b>1st June, 2017</b>

## **I. TERMS AND CONDITIONS OF CONTRACT**

### **1.**

- (a) Intending security service providers are advised to inspect and examine the site and satisfy themselves before submitting their tenders. The tenderer shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or effect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and local conditions and other factors having a bearing on the execution of the work.
- (b) A pre bid meeting is scheduled on **20.04.2017 at 11 00 Hrs** and interested Tenderer at their own cost can attend to inspect, examine the site and seek any clarification on the scope of work.

### **2. Contract Period:**

The contract is for a period of ONE YEAR, which may be extended on yearly basis for a further period of TWO YEARS subject to satisfactory performance of the work and at the discretion of the institute on the same terms and conditions.

### **3. Preparation and submission of tender document:**

- (a) The tenderer has to submit the tender document duly signed on all pages by an authorized person and his / her full name and status be indicated below the signature along with official stamp of the firm. Submission of wrong / forged information / document will be liable to legal action, forfeiture of EMD and rejection of tender submitted by the firm.
- (b) A copy of each of the following shall be enclosed along with the Technical Bid. Any tender documents without these shall be invalid and rejected.
- a. Partnership Deed / Articles and Memorandum of Association / Certificate of Incorporation, as applicable.
  - b. Copy of Registration Certificate issued by Labour dept of State / Central Govt.
  - c. Copy of License under Private Security Agencies (Regulation) Act, 2005.
  - d. PAN Number and Income Tax returns for the last three years.
  - e. ESI, EPF, Service Tax, TIN Registration No. and details
  - f. Copy of work order for meeting the eligibility criteria of 55 lakhs or 40 lakhs in the last three years.
- (c) Tender received without required EMD or lesser amount will be summarily rejected.
- (d) The tenders of the contracting agency/firm/company not in possession of valid statutory license / registrations are liable for rejections.
- (e) If any relative of the tenderer is an employee of the IIITDM Kancheepuram, the name, designation and relationship of such employee shall be intimated to the Registrar, IIITDM Kancheepuram in writing while submitting the tender.

- (f) The tender submitted by the firm / agency shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work. Validity beyond 90 days from the date of opening shall be by mutual consent.
4. No tenderer will be allowed to withdraw / alter / modify after submission of tenders within the bid validity period otherwise the EMD submitted by the tenderer would stand forfeited.
  5. EMD will be liable to be forfeited if the tenderer selected for the work fail to accept and sign the formal agreement or to start the work on the date stipulated in the work order.
  6. **Execution of Contract and Security Deposit:**
    - (a) A formal contract shall be entered into with successful security service provider. The tenderer shall also deposit an amount equal to one month of the annual value of contract (after adjusting the EMD) as Security Deposit in the form of Demand Draft / Bank Guarantee from any of the Nationalized/Scheduled Banks payable at Chennai, which would be released on expiry/termination of the contract after adjustment of dues, if any. The security deposit should be valid for two months beyond the duration of the contract.
    - (b) The Security money so deposited will be liable to be forfeited or appropriated in the event of unsatisfactory performance of the contract and loss or damage, if any, sustained by the Institute on account of failure or negligence on the part of employees of contractor.
    - (c) On award of contract, the security service provider shall be bound to submit labour license certificate issued by competent authority within one month from the date of award of contract, failing which, award of contract stands terminated without any notice. They should also furnish the information about the persons deployed by the firm along with a recent passport size coloured photograph of security guard in uniform.
    - (d) The Contractor shall furnish indemnity bond / insurance from the General Insurance Company at his own cost to indemnify IITDM Kancheepuram against any claim arising out of or connected with the tender.
  7. **Manpower deployment:**
    - (a) The minimum number of guards deployed shall be commensurate with requirement of the institute. Further, the contractor should be in a position to deploy additional guards as required by the Institute from time to time.
    - (b) The contractor is required to deploy 31 guards for a day (for 3 shifts) which include 5 lady guards during Semester period. On vacation, total requirement will be around 23. In addition, security supervisor is required to be deployed for all 3 shifts. However, no security Guard/ supervisor shall be allowed to perform continuous duty for more than one shift.
    - (c) The service provider shall ensure that the guards deployed are punctual, disciplined and vigilant in performance of their duty. The service provider shall engage medically and physically fit persons and they shall be duty bound to display the same at the time of providing the service. All the employees shall wear uniform with identification badge issued by the service provider. The Contractor should parade the full strength of guards

and supervisors in uniform for inspection by Institute Official before commencement of contract.

- (d) The Registrar of the Institute or any person authorized by the Registrar shall be at liberty to carry out any surprise checks on the persons deployed by the service provider in order to ensure that required number of guards are deployed and that they are providing the service properly.
- (e) The guards deployed by the service provider shall be the employees of the service provider for all intent and purpose and in no case, shall a relationship of employer and employee between the said persons and the IIITDM Kancheepuram accrue implicitly or explicitly.
- (f) The persons so deployed shall remain under the control and supervision of the service provider and he shall be liable for payment for their wages etc. and all other dues which the service provider is liable to pay under various labour regulations and other statutory provisions.
- (g) The service provider shall ensure that all the guards get **minimum wages [Zone A]** as per the Minimum Wages Act, 1948 read with Minimum Wages (Tamil Nadu) Rules, 1953 and such other benefits as are admissible under various labour laws. He shall provide full information in respect of wages etc., paid to his employees so deployed in conformity with the provisions of contract Labour (Regulation and Abolition) Act, 1970.

#### **8. Payment Terms:**

- (a) IIITDM Kancheepuram shall pay the agreed amount on production of monthly bill (in duplicate) for the amount due towards services rendered during the preceding one month. The monthly bill shall include supporting documents towards receipt of payment by the persons employed. The service provider may preferably make payment to guards / supervisor through bank. No other charges of any kind shall be payable. No advance payment shall be made to the agency. There would be no increase in rates payable to the agency during the contract period except in case of enhancement of Minimum wages/VDA by the central Govt. The income-tax as applicable shall be deducted from the bill unless exempted by the Income-Tax Department.
- (b) The service provider shall also submit the proof of having deposited the amount of contribution on account of ESI and EPF towards the persons deployed in their respective names before submitting the bill for the subsequent month. In case, the tenderer fails to do so, the Institute shall recover the same from the dues of the contractor and remit the contribution directly to the concerned authorities in the codes of the contractor. Further necessary action as deemed fit will be taken against the contractor.
- (c) If any security guard is absent and no replacement was available on duty a fine of Rs.100/- per duty per shift will be levied along with deduction in wages and the same will be recovered in monthly bills of service provider.

#### **9. Compliance:**

- (a) The service provider shall provide the services continuously as per the award of contract period. In case of discontinuation of services by the service provider in the middle of the

period or non-satisfactory services, breach of any terms and conditions of the contract, non-compliance of the orders of competent authority, etc. the service provider shall be liable for necessary legal action and the service provider shall also forfeit their performance security deposit.

- (b) The service provider shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without prior written consent of IIITDM Kancheepuram.
- (c) Any damages to the infrastructure facilities or the property of the Institute by the personnel of the service provider, they shall bear the responsibility of losses and shall replace the same on its own expenses / reimburse the full cost of the same.
- (d) In case, the security guards employed by the service provider commits any act of omission / commission that amounts to misconduct / indiscipline / incompetence, the service provider shall be liable to take appropriate disciplinary action against such guards, including their removal from site of work, if required by IIITDM Kancheepuram.
- (e) The service provider shall replace immediately any of its security personnel who are found unacceptable to the IIITDM Kancheepuram because of security risks, incompetence, conflict of interest, improper conduct etc, upon receiving necessary orders from the competent officer of IIITDM Kancheepuram.
- (f) The successful service provider shall be solely responsible for the redressal of grievances /resolution of disputes relating to security personnel engaged by them. IIITDM Kancheepuram shall, in no way, be responsible for settlement of such issues whatsoever.
- (g) For all intent and purpose, the successful service provider shall be the “Employer” within the meaning of different Labour Legislations in respect of personnel so employed and engaged at IIITDM Kancheepuram under this contract. The security personnel deployed by the agency at IIITDM Kancheepuram shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against IIITDM Kancheepuram.
- (h) IIITDM Kancheepuram shall not be responsible for any damages, losses, theft, claims, financial or other injury to any security guards deployed by the service provider in the course of their performing the functions/ duties, or for payment towards any compensation.
- (i) The security personnel deployed by the service provider shall not claim nor shall be entitled for pay, perks and other facilities from IIITDM Kancheepuram admissible to casual, adhoc, regular/ confirmed employees during or after expiry of the contract period.
- (j) In case of termination of this contract on its expiry or otherwise, the security personnel engaged by the service provider shall not be entitled to and shall have no claim for any absorption nor for any relaxation for absorption in the regular / otherwise capacity in IIITDM Kancheepuram.

## **10. Compliance of Statutory Provisions**

- (a) The service provider shall maintain all statutory registers under the applicable Law. They shall also produce the same, on demand, to the concerned authority of IIITDM Kancheepuram or any other authority under Law.
- (b) In case, the service provider fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IIITDM Kancheepuram is put to any loss / obligation, monetary or otherwise, IIITDM Kancheepuram shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

## **11. Right of IIITDM Kancheepuram**

- (a) The Registrar, IIITDM Kancheepuram reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
- (b) The Registrar, IIITDM Kancheepuram reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and his decision shall be final and binding on the Tenderer.
- (c) The Registrar, IIITDM Kancheepuram reserves the right to terminate the contact at any time without assigning any reasons by giving a one month notice to the contracting agency/firm/company.
- (d) IIITDM Kancheepuram reserves the right to suitably increase / reduce the scope of work put to this tender. In case of any ambiguity in the interpretation of any of the clauses in Tender document or the contract document, interpretation of the clauses by the IIITDM Kancheepuram shall be final and bindings on all parties.
- (e) The Registrar, IIITDM Kancheepuram reserves the right to award the contract for the security services either to one or more than one contractor / agency.

## **12. Breach of Terms and Conditions:**

- (a) Safe and secured service for property and controlling the movement of men, materials and vehicle in and out of the institute is the essence of contract. If the quality of service rendered remains poor for a period of 15 days in spite of communication from IIITDM Kancheepuram, the contract may be terminated at the discretion of Competent Authority.
- (b) In case of breach of any terms and conditions as mentioned above, the Competent Authority shall have the right to cancel the contract without assigning any reason thereof and nothing will be payable by IIITDM Kancheepuram in that event the security deposit shall also stands forfeited.

## **13. Dispute Settlement:**

- (a) It is mutually agreed that all differences and disputes arising out of or in connection with this agreements shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then the

same shall be referred to the sole Arbitrator appointed by the Director, IIITDM Kancheepuram whose decision shall be final and binding on both the parties.

- (b) It is also agreed that in case of any disagreements / disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction at Kancheepuram. The resultant contract will be interpreted under Indian Laws.

Registrar  
IIITDM Kancheepuram



**SCOPE OF WORK**

The job of providing security services shall be carried out on all week days during the contract agreement period including working days, holidays, closed weekly off of the Institute, to ensure overall safety & security of the Men, Machine, equipment's and premises. The scopes of work of security service inter alia include the following:

- 1) Manning, mustering, Entry / Exit gates, checking and verifying entry and exit of personnel, material and vehicles.
- 2) Regulation of visitors ; issuance of Visitor Pass and collection on their return and recording / maintaining the visitors details.
- 3) Regulation of movement of material at IN/OUT Gate with entries in inward/outward register for materials. NO material / equipment / machine etc. should be allowed to be taken out without the proper material Gate pass duly signed by the authorised officer/s of the Institute.
- 4) Regulation of movement of vehicles with proper entries in the Vehicle Movement Register. All the registers should be submitted to Authorised official of the institute on weekly basis by the Security Officer / Supervisor on duty along with list of unreturned material till that date.
- 5) Safe up-keeping keys of Laboratories / department / section keys in the key almirah with proper lock and Key on daily basis.
- 6) Lights / Fans / Air conditioners etc. are to required be switched off after office hours or the same are not in use
- 7) Ensure that all security/corridor/Room/Toilet lights are in working condition and defective lights to be reported to the Maintenance in-charge immediately in next working day.
- 8) Visitors should not be allowed to visit laboratories / Administration/Academics and other sections without Pass and without confirming the availability of the concerned officials of the Institute.
- 9) The Security staff on duty should ensure parking of the vehicles at the proper parking place and see that it does not cause inconvenience to the visitors.
- 10) The Agency should check damage, theft and pilferage of material by manning static security posts by required number of personnel and by regular patrolling in the campus and along boundary wall / fence during day and night.
- 11) The Agency should report any unwanted / illegal activities and also any un-authorised movements / activities. This shall be reported to concerned authority of the institute immediately.
- 12) To restrain trespassers / intruders and immediately inform the same to the Administration.

- 13) Security guards are to maintain proper communication system so that they can assemble quickly in case of emergent situation.

### **RESPONSIBILITIES AND LIABILITIES**

- 1) Discipline, dress and decorum of the guards will be the responsibility of the service provider. He will also ensure that the manpower engaged is as per the requirements of the security of the campus. The guards would be working under the guidance of the security supervisor provided by the agency and the entire team of the security guards and the supervisor would report to the Authorized person of the institute. Police verification of the guards and the supervisors will be done by the agency. This needs to be submitted to the institute.
- 2) Guards deployed by the Firm should have minimum qualification of 10th Pass and in the age group of 25-45 years. Supervisors shall be Ex Service man and below 50 years of age.
- 3) The service provider shall be responsible for all aspects of security or security related subjects in the Institute. He shall be working under the Chief Security Officer / Registrar of the Institute / Person nominated by the Registrar and shall ensure that the guards requisitioned are positioned as per the timings and numbers. The guards shall be in proper uniform and shall conduct themselves befitting those responsible to maintain peace and harmony in the Institute. The guards shall remain vigilant throughout their time of duty and shall be courteous with and helpful to the student community, the campus residents and visitors. The guards shall remain physically fit and mentally alert and in order to do so, no guard shall be allowed to continue on duty beyond one shift.
- 4) The contractor should provide its personnel with seasonal and protective clothing, torches, lathies, rain coats, gum boots etc., as required normally by Security personnel. Manpower provided is to be covered under proper insurance of industrial accident. The service provider will be responsible for arranging transport / uniform / Torch / Battery /Lamps & Lathi required for security arrangement or as directed.
- 5) The service provider shall ensure rotation of guards and supervisors at the particular post at least once in a month with prior permission and intimation. Further, guards should not be deployed on double duty consecutively except under emergent situation. However in case of such emergent situation, the contractor should take prior approval of the Registrar IIITDM.
- 6) The agency shall also have to ensure the general discipline of the guards and take up night checks as well as provide on the job training schedules for the guards to make them acquainted with the security requirements of the campus as per the academic and administrative schedule of the institute.
- 7) Penalty will be imposed in case the guards are found sleeping on duty or performing duties for longer periods than the shift hours. Security Guards may also be asked to perform such other duties as may be essential for maintenance of security and discipline in the campus.
- 8) The Security Agency will be responsible for the safety of all the equipment, fixtures and any other property on the institute campus. The agency will also have to inform the authorities

about any pilferages noticed on the campus. The agency will be responsible for any theft and will be liable to make good the loss incurred.

- 9) The agency will maintain a Daily Attendance Register which will be verified by the authorized person of the institute.

Signature of the Tenderer

Name & Address of the Tenderer with Office Stamp

Place:

Date :

**Indian Institute of Information Technology Design and Manufacturing Kancheepuram  
Melakkottaiyur, off Vandalur-Keelambakkam road, Chennai – 600127**

**TECHNICAL BID**

**(To be sealed and placed in separate envelope super scribed Technical Bid)**

Having read and accepted all terms and conditions in the tender document and scope of work, we submit the details for security services as follows:

1	Name of the firm	:	
2	Address & Telephone No and Email if any	:	
3	Status of firm and details of owner / partner (Attach copy of Partnership deed / Articles and Memorandum of Association / Certificate of incorporation as applicable)	:	
4	Year of Commencement of business	:	
5	Organizational setup clearly indicating details of Managerial/ Supervising and other staff	:	
6	License under private securities (regulation) act (Attach copy of certificate)	:	
7	Registration / Details Attach copy of certificate (s) I. Registration Number II. ESI / PF Number III. Service Tax Registration No IV. PAN Number	:	
8	List of institutions /offices where the firm is providing/provided security services	:	As per Appendix
9	Status of Income Tax return (pls attach copy of income tax return for last 3 years)	:	
10	Details of training to security guards	:	Yes / No
11	Have you ever been debarred by Court of Law or penalysed by Govt Organisation.	:	

Certified that the above furnished information is true and correct.

Signature of the Contractor with seal

Place:

Date :

**APPENDIX**

**DETAILS OF EXPERIENCE (Copies of work orders along with customer satisfaction certificate may be enclosed)**

<b>Sl.No</b>	<b>Name of the Organization</b>	<b>Total Security Guards (SG) Deployed</b>	<b>Percentage of SG, 45 Years and below</b>	<b>Percentage of SG, Fluent in Tamil</b>	<b>Period of Work</b>	<b>Consolidated Billing Amount per Annum</b>	<b>Name and contact details of the Officer In Charge at the Client Organization with telephone number</b>

Certified that the above furnished information is true and correct. IIITDM Kancheepuram is permitted to verify the above details from any of the clients listed above.

Place:

Signature of the Contractor with Seal

Date:

**Indian Institute of Information Technology Design and Manufacturing Kancheepuram  
Melakkottaiyur, off Vandalur – Keelambakkam road, Chennai – 600124.**

**COMMERCIAL BID (In a separate envelope)  
(To be sealed and placed in separate envelope super scribed commercial bid)**

Name of the work : Security Services at IIITDM Kancheepuram

Sl.No	Description of Work	Service Charge of Contractor per month on percentage basis ( only on Basic and VDA)
1	Security Services at IIITDM Kancheepuram as per scope of work at Annexure – I	

Service Tax if any will be paid as per norms.

**Note:**

- i. The institute will make payment as per Minimum Wages (Zone A) notified by the Central Govt. from time to time along with other statutory benefits on submission proof of remittance. The security guard will be paid wages under without Arms( Skilled) category and the supervisors will be paid at par with Guards with Arms (highly skilled) category.
- ii. The shift would be 8 hours each.
- iii. Number of Guards shall be reduced during vacation period

Place:  
Date:

Signature of the Contractor with Seal