



**NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH**  
**Government of India, Ministry of Education,**  
**Dept. of Higher Education**  
**Taramani, Chennai – 600 113**

☎ 044 – 2254 5436/488 Fax: 044-2254 1126 email: [admin.officer@nitttrc.ac.in](mailto:admin.officer@nitttrc.ac.in)

**Tender No: NITTTR/Security/2021-22**

**Date: 22.11.2021**

**SUB: PROVIDING OF SECURITY SERVICES**

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National Institute of Technical Teachers Training and Research, Chennai (NITTTR, Chennai), an Institute under the Ministry of Education, Government of India, invites e-bids through GeM from registered, bonafide, experienced and financially sound Security Agency having a valid License under Contract Labour (Regulation and Abolition) Act 1970 and the Private Security Agencies (Regulation) Act 2005, for exclusively deploying trained Security Personnel. The Securities Services covering the NITTTR campus at Taramani and residential quarters at Kotturpuram, Chennai, on out sourcing.

Contract is initially for a period of **ONE YEAR** which is likely to be extended for further period of **twelve months (total period = 24 months)**. The contract may be renewed thereafter at the discretion of NITTTR, Chennai on terms and conditions to be mutually agreed upon. The tender document with complete details of tender including experience required, scope of work and other terms & conditions can be downloaded from the website [www.nitttrc.ac.in](http://www.nitttrc.ac.in) & [Gem portal](#). Interested and eligible Security Agencies are requested to upload the relevant documents containing Technical Bid and Price Bid with reference number (**Tender No. NITTTR/Security/2021-22 dt: 22.11.2021**) to “The Director, National Institute of Technical Teachers Training and Research, Chennai, PIN: 600 113” on or before the tender submission deadline **in Gem portal**.

<b>Name of Work</b>	<b>Estimated cost per Annum Approx. (Rs.)</b>	<b>Duration</b>
<b>Providing Security Services for Regulation of Movement of Persons, Materials and Vehicles at the Entry and Exit points of NITTTR and Guarding Staff Quarters</b>	<b>95,00,000</b>	<b>One Year(Extendable by one more Year)</b>

It is essential that interested Security Agencies may furnish the details to NITTTR, Chennai with sufficient information so that their capability can be properly assessed, instilling confidence that the organization have the financial, legal, personnel, infrastructural and capability track record to deliver security services of higher order. It should be noted that all personnel contracted by the Security Agency, under the said contract will be required to obtain appropriate clearance from the District Administration/ Police Department.

Last date for submission of bids is **08.12.2021 up to 4.00PM.**

**Sd/-**  
**Director**  
**NITTTR Chennai**

Copy to:

1. NITTTR's Website
2. Notice Board



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**Government of India, Ministry of Education,**  
**Dept. of Higher Education**  
**Taramani, Chennai - 600 113**

☎ 044 - 2254 5436/488 Fax: 044-2254 1126 email: admin.officer@nitttrc.ac.in

**IMPORTANT INFORMATION RELATED TO TENDER**

Nature of Work	Providing of Security Services at NITTTR Academic Campus Taramani and NITTTR Staff Quarters, Kotturpuram, Chennai.
Tender No and Date	NITTTR/Security/2021-22 date: 22.11.2021
Bid Document Fee	Nil
Earnest Money Deposit(EMD)	Bid Security Declaration in the prescribed format (Annexure - VIII) to be compulsorily provided by the Bidder along with Technical Bid. Bids without Bid Security Declaration will be summarily rejected.
Last date for submission of tenders/quotations in GeM Portal	08.12.2021 at 4.00PM
Bid Validity	60 days from the opening of price bid
Contact Person	OSD/Admin, NITTTR, Chennai -600113 Phone No: 044-22545436/488 e mail id: admin.officer@nitttrc.ac.in

## **GUIDELINES FOR BIDDER**

### **1. Name of the Work and Requirement:**

Providing of Security Services at NITTTR, Taramani and Staff quarters, Kotturpuram, Chennai. The requirement of Security personnel are as follows :

<b>S. No</b>	<b>Description</b>	<b>No of persons</b>
1	<b>Assistant Security Officer (ASO)</b>	<b>03</b>
2	<b>Security Guard (SG)</b>	<b>24</b>
<b>Total</b>		<b>27</b>

- 1.1 The above requirement may be changed depending upon the needs.
- 1.2 The ASOs must be an Ex- Servicemen and should be capable of reading, speaking and writing in English and Tamil.
- 1.3 Security Guards must be matric passed and undergone security training in authorised institutions with minimum one year experience in similar institute, PSU, Private Company, or reputed firm and should be capable of reading, speaking and writing in English and Tamil. The experience certificate issued by the Contractor may also be produced.
- 1.4 The security personnel deployed at NITTTR, Chennai, should be physically & medically fit and age should not be more than 55 years.

### **2. Scope of Work**

- 2.1 Area of work : The Security Agency has to provide safety and security to the National and International Trainees, students, staff, infrastructure, research, innovations, assets and property owned or hired by the NITTTR, Chennai. The assets include equipment and property of entire campus of NITTTR, Chennai and Staff Quarters Kotturpuram, Chennai. The NITTTR, Chennai, requires a professional and experienced Security Agency, who can provide security of high standard with expertise in basic security mechanisms for safeguarding the NITTTR, Chennai.
- 2.2 The Security Agency is advised to visit NITTTR, campus on any working day between 10.00 hrs. and 16.00 hrs except Saturday, Sunday and Holidays to acquaint with the area and operational system. The cost of visiting shall be borne by the Security Agency. It shall be deemed that Security Agency has undertaken a visit to the NITTTR, Chennai and is aware of the operational conditions prior to the submission of the tender documents. The Security Agency or authorized representative may meet Consultant (HR) for any assistance in this regard.
- 2.3 The Security Agency will render expert advice on regular basis for ensuring the protection of equipment and property of NITTTR, Chennai. The Security Agency shall ensure round-the-clock high standard security on a 24x7 basis throughout the year to safeguard the premises and assets of NITTTR, Chennai.
- 2.4 The Security Guards and ASOs deployed by Security Agency for security duty should be well trained in fire fighting, operating the fire-protection system(s)/ equipment(s) and fire extinguishers and providing first-aid. Necessary certificates from Individuals need to be attached at the time of engagement.

### **2.5 Security Agency to provide uniforms:**

Duty uniform to each Security Guard and ASO posted on duty shall be provided by the Security Agency with the following:

- 1) Woolen beret / cap - 01 per year
- 2) Leather shoes Black - 01 pair per year
- 3) Nylon socks - 02 pairs per year
- 4) Security badge/Identity card - 01 No. per 2 years

- 5) Whistle - 01 No. per year
- 6) Lanyard - 01 No. per year
- 7) Shoulder titles - 01 set per year
- 8) Web belt / leather belt - once in 02 years
- 9) Shirt full sleeve (Uniform) - 02 per year
- 10) Trouser (Uniform) - 02 per year
- 11) Lathi / Danda - 01 per 2 years
- 12) Torch light - 01 per year

- 2.5.1 The Security Agency should provide all materials(s)/ equipment(s) required for day to day security including Torch, Whistles, Batons and neat and clean summer/ winter uniform and protective materials like overcoats, umbrella etc. at their cost.
- 2.6 The Security Agency shall issue detailed working instructions to their Security Personnel, which will be prior approved by the Officer on Special Duty (Administration) (OSD /Admin), NITTTR Chennai. This inter alia implies that, each individual should know their roles and responsibilities. The Security Agency shall ensure that all personnel observe cleanliness and wear neat and clean uniforms with ID Cards duly displayed and that they are courteous, polite and prompt while rendering efficient service in their respective posts. The Security Agency shall have full control over the security staff engaged by him. The Security Agency shall give necessary briefings, guidance and directions to his staff to carry out the jobs assigned to them by the Security Agency or NITTTR.
- 2.7 Security personnel once posted to the unit will not be shifted without the prior permission of the OSD/ Admin, NITTTR Chennai. Bio-data, Aadhaar copy and Police verification certificate with passport size photograph in respect to all Security personnel detailed for duty shall be submitted to the Admin Department at the time of engagement. Similarly, any newly posted ASO/ Security Guard will be put on duty only after the approval of the OSD / Admin, NITTTR Chennai. The Security Agency shall furnish the list of each and every person employed by them and deploy to work at NITTTR, Taramani & Staff quarters, Kotturpuram Campus together with a copy of their latest photograph.
- 2.8 Roll call of all guards in the shift duties will be conducted at designated place (within NITTTR Chennai duty campus), 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/ASO will be checked for their proper turnout, shave and haircut. The Security Agency shall furnish a detailed duty chart of the deployed personnel as & when there is an addition/ reduction in the deployed strength and keep informed the OSD / Admin, NITTTR of any change in the list of personnel from time to time. The duty chart should give the specific names of security personnel and building-wise respective duties they are required to attend. A copy of the duty Roster shall be displayed in the Duty Register of each premise.
- 2.9 If any Security personnel 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 in to man hours/ man days at the end of the month and will be reflected as disallowance in the monthly bill.
- 2.10 In the event of any misdemeanour like sleeping during duty, be in gander the influence of liquor /drugs or indecent/insolent behaviour of duty place by any Security Guard / ASO, such personnel will be removed from the duty immediately and will not be engaged at NITTTR, Chennai in future. This condition will apply also to those personnel found abetting with another person in any sorts of misdeeds.

- 2.11 Personnel on off-duty (weekly off etc.) will not be allowed to visit any duty Posts.
- 2.12 The right to increase/decrease the strength of personnel posted at any time rests with the NITTTR Chennai.
- 2.13 The following documents will be maintained by the Unit-in-Charge of Security Agency:
- (i) Daily Attendance Register
  - (ii) Guard Checking Register
  - (iii) Daily Orders Register
  - (iv) Occurrence Register
  - (v) Documents related to and covered by Labour Department to be displayed and authenticated by Local Labour Officer.
  - (vi) Beat Book- by the respective Security Guard.

Note: The stationery to maintain above documentation will be provided by the Security Agency. These documents will be put up to the OSD /Admin, NITTTR Chennai, as and when required by him.

- 2.14 There shall be periodical surprise checks of Guards by Officer(s) of the Security Agency during day and night. It shall be reflected in the Guard Checking Register and reported to OSD /Admin, NITTTR, Chennai.

**2.15 Requirement of ASO /Security Guards:**

- i) NITTTR Campus (5 Security Guards per shift)
- ii) NITTTR Campus (1 Assistant Security Officer per shift)
- iii) NITTTR Staff Quarters (3 Security Guards per shift)

Total: 27 persons (Security Guards 24 + ASOs 3)

The Requirements with respect to the number of Security Guards & Assistant Security Officers to be engaged on a day as above is provisional and are liable to be increased/ decreased without any notice. The Security Agency shall not be entitled to claim any higher rate or any other compensation on this account.

**2.16 Details of Shift Timings:**

1<sup>st</sup> Shift: 06.00 AM to 02.00 PM

2<sup>nd</sup> Shift: 02.00 PM to 10.00 PM

3<sup>rd</sup> Shift: 10.00 PM to 06.00 AM

- 2.17 The Security personnel should make frequent round of all locations during their tenure of duty. Instructions for the rounds will be taken in person from the Duty Officer. They will report to the Duty Officer if anything found suspicious after every four hours and maintain a log of these reports in the occurrence.

- 2.18 The NITTTR, Chennai will forfeit the Security Deposit submitted in the form of Demand Draft or Bank Guarantee, in case, the Security Agency discontinue their service without prior notice and any loss is incurred to NITTTR, Chennai properties due to security lapses.

- 2.19 In case of any loss/damage caused, not due to natural calamities or disaster, to the properties of NITTTR, Chennai where the complicity or laxity of the Security personnel of the Security Agency is suspected, after filing an FIR, a joint enquiry will be held to apportion responsibility and determine the quantum of compensation to be paid by Security Agency. If the enquiry is not able to pin point the responsibility, the decision of the Director, NITTTR, Chennai will be final and binding on both parties.

- 2.20 It shall be binding on the Security Agency and the staff that during the association with NITTTR Chennai if they are given, prepare, produce or otherwise receive any drawings, samples, prototypes, products, equipment or knowledge of such items, they must not divulge the same to any party, private or public. Such activities will attract immediate termination of this

contract engagement, with appropriate compensation to NITTTR Chennai. Displaying of photos / videos associated with NITTTR Chennai campus by Security on social media is banned and any negligence will be dealt severely.

- 2.21 The engagement of contract shall be terminated by giving THREE months notice on either side.
- 2.22 No person shall be sent on leave unless, cleared by the OSD (Admn). In all such cases, reliever will be positioned whenever sending the personnel on leave.
- 2.23 The Security Agency shall be solely responsible for all acts of commission and or omission on the part of their security personnel posted at NITTTR, Chennai.
- 2.24 The Security Agency shall immediately notify NITTTR Chennai in writing of the occurrence of any event which may result in or which may indicate 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 Security Agency under this Agreement. The Security Agency 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, NITTTR Chennai may at its sole discretion terminate this Agreement forthwith.
- 2.25 The Security personnel provided should be personnel of high integrity and confidence. The antecedent of the persons engaged should be verified and certified by the Security Agency/Local Police Authorities/Home Department, as applicable to the satisfaction of NITTTR, Chennai.
- 2.26 The scope of work, description and the terms and conditions mentioned herein above are only indicative and not exhaustive and the Security Agency shall meet any other requirements of NITTTR, Chennai from time to time, relating to the Security of the NITTTR, Chennai.
- 2.27 The Security Agency shall be responsible and liable for and shall indemnify NITTTR, Chennai and keep NITTTR, Chennai indemnified and safe and harmless at all times, against any and all claims, liabilities, damages, losses, costs, charges, expenses, proceedings and action in any nature whatsoever made or instituted against or caused to or suffered by NITTTR, Chennai or indirectly by reason if:
- (i) Any wrongful, incorrect, dishonest, criminal, fraudulent or negligent work, default, failure, misfeasance, bad faith, disregard of its duties and obligation under, service, act or omission of or by the Security Agency and or any of its staff.
  - (ii) Any theft, robbery, fraud or other wrongful act or omission by the Security Agency themselves or any of its staff.
  - (iii) Liaison with any trade union and trade union activities inside the campus of NITTTR, Chennai and Staff quarters is prohibited.
  - (iv) Senior Officer of the Security Agency, not below the rank of Branch/Zonal head will liaise with Director, NITTTR, in connection with security arrangement.
  - (v) In case of need, Security Agency should be able to supply extra manpower wherever applicable.
  - (vi) NITTTR, Chennai, will not be responsible for any accident/illness and any other casualties during the stay of the security personnel at the campus. If occur, the expenditure will be borne by the Security Agency concerned. In connection with security arrangement, for detainment, distribution and administration requirement, the order of Director, NITTTR Chennai will be final and binding.
- 2.28 The Security Agency shall pay their workmen deputed at NITTTR Chennai, the wages not less than the monthly rate as per Minimum Wages. However, the wages of Security Guards/ASOs may be revised as and when rate of the minimum wages is revised by notification issued by Central / State Government.

- 2.29 The Security Agency shall obtain the necessary license from the Competent Authority for the security persons engaged by them at NITTTR, Chennai premises, under the Contract Labour (Regulation and Abolition) Act, 1970 and submit it to the NITTTR, Chennai within 30 days of the commencement of Contract. This is required before effecting payment of first month's bill.
- 2.30 The Security Agency shall ensure that all his workmen are covered under the Employees State Insurance Act and Employees Provident Fund Act. The Security Agency shall arrange for payment of the Employees contribution as well as their share of the contribution to the Provident Fund and ESI in such proportion as fixed from time to time as provided under Law. The Security Agency shall ensure that ESI and PF contributions are paid to the ESI and PF Authorities without any delay. The Security Agency shall obtain and produce the individual ESI Code Number and PF Code Number for his firm, while submitting the Quotation. Copies of the certificates from the respective authorities allotting the PF/ESI codes should be submitted along with the technical tender. Individual ESI cards have to be issued to the workmen, within one month of the commencement of the contract. Individual PF Nos. should be given to the workmen, under intimation to the NITTTR Chennai, within two months of commencement of contract.
- 2.31 The Security Agency shall comply with the provisions of Payment of Wages Act, Minimum Wages Act, Payment of Bonus Act, Industrial Disputes Act, Factories Act, Contract Labour (Regulation & Abolition) Act and all other Labour and Welfare Legislations as applicable to the engagement of contract labour. The Security Agency alone shall be responsible for all the acts of commission and omission, breaches and losses etc., and the Security Agency shall undertake to keep NITTTR Chennai, fully secured and indemnified in respect of the same, including all costs arising there from.
- 2.32 The Security Agency shall ensure that all registers and records are properly maintained in respect of the workmen engaged by them, for various works, towards the implementation of the various Labour Acts. These records shall be opened for inspection to NITTTR Chennai, authorities and also to the Inspectors appointed under the various Acts from time-to-time.
- 2.33 The Security Agency shall deploy adequate number of personnel, so as to cater to the security arrangements with provision for adequate relievers. The Security Agency shall carry out supervision/overseeing of his own employees deployed in premises of NITTTR Chennai. NITTTR Chennai will have right and discretion to ensure that jobs are carried out as per contract. The Security Agency will not allow unauthorized entry to persons to roam about, cut trees, grass, firewood, perform sales or promotional campaigns of any kind not related with NITTTR Chennai, or damage any civil or electrical work/ fittings or to scale or damage the boundary wall from in/out side of the premises. It is also to be strictly monitored that no outsider should park his/ her vehicle inside the boundary of the premises.
- 2.34 It will be the sole responsibility of the Security Agency that the personnel engaged are trained in authorised/ registered training institute and the NITTTR Chennai will not be liable for any mishap, directly or indirectly. NITTTR Chennai will verify the authenticity of training certificate issuing institute(s).
- 2.35 The security works will be periodically checked by the Competent Authority/ OSD-Admin or any person authorized by NITTTR, Chennai to ensure quality of work.
- 2.36 Only physically and medically fit personnel shall be deployed for duty by the Security Agency.
- 2.37 No agent, middleman or any intermediary will be engaged to provide any service, or any other item of work related to the performance of this contract.
- 2.38 The Security Personnel deployed must perform 'March Past Parade' during Republic Day and Independence Day Flag hoisting ceremony. Further, they should also wear ceremonial dress during important occasions.

### **3. Eligibility Conditions:**

- 3.1 The Security Agency should enclose a copy of Certificate of Registration with Registrar of Companies under Companies Act, and / or Shops & Establishment Act etc. In case of partnership firms, full name and address of each partner along with certified copy of registered partnership deed and copy of trade license is to be enclosed. In case of proprietorship firms, full name and address of proprietor along with certified copy of trade license registered with State / Central Government with License for supply of Security Personnel is to be enclosed.
- 3.2 The Security Agency should have Head Quarters or Zonal or Regional offices in Tamil Nadu preferably at Chennai.
- 3.3 The Security Agency should possess a valid license from the appropriate authority under the Private Security Agencies (Regulation) Act 2005. The Security Agency should not have been black listed by any Government or Semi-Government.
- 3.4 The Security Agency must have experience in performance of similar nature of contracts continuously for last preceding five years ending 31.03.2021 in Central/State Govt. Depts./Organization/PSUs / Central Autonomous organisation or in reputed establishments/ Educational Institutions.
- 3.5 The Security Agency must have exclusively carried out at least, any one of the following during three proceeding years:
  - a. One similar completed work in security services exclusively costing not less than the amount equal to 80% of the estimated cost.
  - b. Two similar completed works in security services exclusively each costing not less than the amount equal to 60% of the estimated cost.
  - c. Three similar completed works each in security services exclusively costing not less than the amount equal to 40% of the estimated cost. The work done certificate should mention the details of work executed, contract value, the date of commencement and date of completion of the work.
- 3.6 The Security Agency should submit along with their tender, copies of the valid license under Contract Labour Act, PAN Card, PF Registration Certificate, ESI Registration Certificate, GST Registration no and Financial Information, Affidavit, Undertaking etc. as per given format.
- 3.7 The Security Agency must have exclusively a total turnover of Rs.1.4 Cr (Rupees One Crore and forty Lakhs only) cumulatively during the last preceding three years. All Security Agency should submit copies of audited statement of accounts for the last three years along with the tender documents. In case of exemption from the requirement of audit of statement of accounts, necessary certificate should be provided.
- 3.8 Solvency Certificate for an amount not less than Rs.38,00,000 (Rupees Thirty Eight Lakhs only) issued by a Scheduled Bank/ Nationalised Banks within the last six months (Annexure - V)
- 3.9 The Security Agency must submit copy of acknowledgement of Income Tax return for last three years.
- 3.10 The Security Agency must submit audited balance sheets of last three years.
- 3.11 The Security Agency should be able to deploy fit and healthy persons, whose age should not be more than 55 years. No over aged security personnel will be eligible for performing duty at academic complex and Staff quarters of NITTTR Chennai.
- 3.12 A Technical and Financial Evaluation Committee (TFEC) from NITTTR, Chennai, may visit the Zonal or Regional headquarters offices during the process of short listing of agencies to ascertain their facilities and man power management.
- 3.13 As per the GOI: OM No.F.9/4/2020-PPD dated 12.11.2020, the Security Agency has to submit Bid Security Declaration Form along with Bid document in lieu of EMD.
- 3.14 MSME/ Startups will be given exemption in turnover/ experience as per GoI Guidelines.



#### 4. INSTRUCTIONS TO SECURITY AGENCY

- 4.1 Tenders are invited by the Director, NITTTR, Chennai under “Two Bid System” from Security Agencies for providing Security Guards and ASO to the NITTTR Chennai. Interested and eligible Security Agencies are requested to upload the relevant documents containing “Technical Bid and Price Bid” on or before the tender submission deadline in GeM portal.
- 4.2 The Security Agency should quote Service Charge in percentage (% - upto two decimal only). Financial/Price Bids received with Service Charge less than or equal to 0% (Zero percent) will be treated as **UNRESPONSIVE BID** and shall be rejected. The Security Agency have to quote only Service Charges rate and the evaluation of successful bidder shall be made on basis of lowest rate of Service Charges only. Service charges quoted will be applicable on wage only, exclusive of ESI, PF, Bonus, other taxes etc. In case, Service Charges quoted by two or more agencies are same, L1 will be decided by highest total turnover for the last three financial years (2018-19,2019-20 & 2020-21) submitted by the Security Agency in separate sheet (Annexure VI) duly certified by Chartered Accountant.
- 4.3 ASO/Security Guards must have a weekly off day in a 7 days week (means service days shall be 6 days in a week). His replacement shall be the responsibility of the Security Agency.
- 4.4 The addendum/corrigendum if any shall be published on NITTTR Chennai, website i.e. [www.nitttrc.ac.in](http://www.nitttrc.ac.in) and GeM Portal which will be automatically applicable to all bidders. The Security Agency are requested to submit the bids after issue of clarifications duly considering the changes made if any. Security Agency are totally responsible for incorporating/complying with the changes/ amendments issued if any in their bid.
- 4.5 The Security Agency shall give an undertaking (Annexure II) that the Agency will comply with all conditions in the tender documents. For this purpose, the tender documents shall be completed in all respects and duly signed and stamped on each page by an authorised representative of the Security Agency.
- 4.6 **Double Bid Tender:** The Security Agency is required to submit their Technical and Price Bid separately to be uploaded in GeM Portal.

**Step 1:** “Technical Bid” and should contain:-

- (a) Annexure – I (Technical Bid Document)
- (b) Annexure – II (Declaration)
- (c) Annexure – III (Affidavit)
- (d) Annexure – IV (Details of work of similar nature)
- (e) Annexure – V (Solvency certificate)
- (f) Annexure – VI (Financial information)
- (g) Annexure – VII (Required strength)
- (h) Annexure – VIII (Bid securing Declaration Form)

**Step 2:** “Price Bid” should contain only the “Price Bid” as per **Annexure IX**. The Security Agency shall quote the rate both in figures and in words.

- 4.7 NITTTR Chennai will not be responsible for any delay in submission of documents in GeM Portal.
- 4.8 NITTTR Chennai, in its sole discretion, may extend the tender due date by issuing a corrigendum in the website, which will be applicable automatically to all bidders.
- 4.9 The Technical Bids will be opened by the Technical and Financial Evaluation committee (TFEC).
- 4.10 The offer will remain valid for a period of 60 days from the date of opening of Price Bid. If required, the validity shall be extended for further period by mutual consent.

- 4.11 The Security Agency are advised not to attach superfluous/additional information beyond the requirements of the Bid. No information will be entertained after technical bid is submitted, unless it is called for by NITTTR Chennai.
- 4.12 Documents submitted in connection with the tender will be treated as confidential and will not be returned.
- 4.13 The Security Agency should comply with all terms and condition mentioned in the tender document and no relaxation will be entertained.
- 4.14 NITTTR Chennai reserves the right to choose, accept or reject any or all requests/offers, in full or part, at any stage, reduces or increase the number of personnel without assigning any reasons therefor. The quantity/number of personnel shown in the document is only indicative and for tender evaluation only.

## 5. GENERAL TERMS & CONDITIONS

- 5.1 **Duration of Contract:** Contract is initially for a period of ONE YEAR which is likely to be extended for further period of **twelve months (total period = 24 months)**. The contract may be renewed thereafter at the discretion of NITTTR on terms and conditions to be mutually agreed upon.
- 5.2 **Earnest Money Deposit (EMD):** As per the GOI OM No.F.9/4/2020-PPD dated 12.11.2020, the Security Agency has to submit Bid Security Declaration Form Annexure VIII should be kept in Bid document in lieu of EMD.
- 5.3 **Price:** The Security Agency should quote their service charge only.
- 5.4 **Payment of Wages:**

The Security Agency shall make the payment of wages to his employees on or before 7th of every month, irrespective of the fact, whether the reimbursement bills are due from NITTTR Chennai, has been received by the Security Agency or not. Further, any amount not paid to any workman, for any reason whatsoever, by the Security Agency, which was paid by NITTTR Chennai, earlier based on attendance, would be recovered in the subsequent bills of the Security Agency. The Security Agency shall maintain a register recording the amount and date of payment made to each employee for inspection by the Government Authority. Payment of Wages to the Contract Workmen shall be made through Bank Remittance by giving them ATM Debit Cards except for contract workmen attending duties as leave vacancy / temporary replacements. Signatures of Contract Workmen have to be obtained in Wage Register as a token of receipt of wages by the contract workmen and a copy of the Wage Register Extract and copy of Proof of Bank Remittance have to be submitted along with Invoice every month for processing of Invoice. Payment will be made based on actual attendance.

5.5 **Basic Wages & Variable Dearness Allowance:**

The Basic Wages and VDA shall be paid to the workmen as per the minimum wages, notified/revised by the Government of India, from time to time. Current Basic Wages and Variable Dearness Allowance:

Sl. No.	Category	Basic Wages (Rs)	VDA (Rs)	Total (Rs)
1.	Assistant Security Officer (ASO)	693	171	864
2.	Security Guards	637	158	795

Any increase in minimum wages along with the corresponding increase in PF, ESI, EDLI & Admin charge will be reimbursed by NITTTR, Chennai. Similarly, in case of any reduction in minimum wages, such reduction along with the corresponding reduction in PF, ESI, EDLI & Admin only shall be implemented in the rates payable.

**5.6 Penalty for delayed payment of Wages:**

An amount equivalent to 1% of the total invoice value will be deducted from the Security Agency for any delay in payment of wages to their personnel.

**5.7 Bonus:**

The Security Agency shall make Bonus payment to their workmen as per the Payment of Bonus Act within one month from the close of the first year of contract and within one month after the closure of the contract. The Security Agency shall furnish the list of workmen engaged by them during the preceding one year, with month-wise Attendance particulars to NITTTR, Chennai. Out of this list, NITTTR, Chennai will confirm the persons eligible for bonus. On receipt of confirmation, the Security Agency shall make payment of Bonus to their workmen through Bank remittance. The proof of such payment shall be submitted to NITTTR, Chennai within fifteen days from the disbursement of bonus, for arranging reimbursement to the Security Agency. If bonus is not paid by the Security Agency to his workmen within the time indicated above for the 1st year of contract, the invoice of the Security Agency for subsequent month/s will not be processed for payment. Similarly, if bonus is not paid by the Security Agency to his workmen within the time indicated above for the 2nd year of contract, the invoice of the Security Agency for the last month of contract will not be processed for payment. Reimbursement will be as per the Payment of Bonus Act and on verifying with the Security Register for attendance and signatures of the workmen. If the payment is made by the Security Agency for Bonus without taking confirmation from NITTTR, Chennai on the eligibility/ money to be paid, the same will not be reimbursed by NITTTR, Chennai.

**5.8 Agreement:**

Communication of Acceptance – Successful Security Agency shall give acceptance within 15 days from the date of receipt of the work order, failing which, the work order issued stands cancelled. Further, the successful Security Agency shall pay an amount of 3% of yearly Contract amount towards Security Deposit within 15 days from the commencement of the Contract, failing which the Bid Security Declaration clauses will be implemented.

**5.9 Security Deposit:**

As per the GOI OM No.F.9/4/2020-PPD dated 12.11.2020, the successful Security Agency shall be required to **deposit security amount within 15 days of award of Contract to the tune of 3%** of the Annual contract value in the form of Fixed Deposit Receipt/Bank Guarantee in favour of The Director, NITTTR Chennai issued from any Nationalised Bank at their own cost. The Security Deposit should remain valid for a period of six months beyond the date of completion of the contract period to ensure fulfilment of all contractual obligations by the firm, including settlement of PF claims of all the contractual worker, No interest shall be payable by the authority on the amount if SD so held. The NITTTR will forfeit fully or partly the SD in the event of failure on the part of the Security Agency to execute the contract or observations of all or any of the terms & conditions. The decision of NITTTR Chennai in this regard shall be final & binding. In case the contract is further extended beyond the initial period, the Security Deposit will have to be accordingly renewed/extended by the successful tenderer for the revised value.

**5.10 Termination without Compensation:** In the event of violation of any terms and conditions of the Tender documents or the agreement, it would be construed, as a breach of contract and NITTTR Chennai will be entitled to terminate the contract without any compensation in lieu thereof and the security deposit made by the Security Agency towards successful implementation of the contract may be forfeited.

#### 5.11 **Amendment of Tender Documents:**

At any time prior to the last date for submission of tenders, NITTTR Chennai may, for any reason, modify the tender document. Such modification will be hosted in the NITTTR website / GeM Portal and the same will be applicable automatically to all bidders.

#### 5.12 **Conditional bid:**

Conditional bids are liable to rejection summarily.

#### 5.13 **Compliance with Laws:**

The Security Agency shall ensure full compliance with all statutory laws of the Government of India with regard to this contract and shall be solely responsible for the same. The Security Agency shall keep NITTTR Chennai fully indemnified against liability of tax, interest, penalty etc. of the Security Agency in respect thereof, which may arise.

5.14 The Security Agency shall ensure that the Security Agency is registered under the Private Security Agencies (Regulation) Act (PSAR Act) 2005 with the respective controlling authority appointed by the State Govt. and shall get a License from such authority & submit the same to NITTTR Chennai for scrutiny.

#### 5.15 **The invoice to be submitted by the Security Agency every month shall enclose the following annexures :**

5.16 A copy of **Employee Register** [Form A (Rule 2(1))] of the Contract Labour (Central) Rules 1971 has to be submitted containing the details like Name of Establishment, Name of the Owner, LIN No., Employee Code, Name, Surname, Gender etc.

5.17 A copy of **Wage Register** [Form B] of The Contract Labour (Central) Rules 1971 has to be submitted containing the details of payment to workmen duly signed by workmen with details of rate of Minimum Wages , Name of the Establishment, Name of the Owner, LIN No., Wage period from and to period, Name of the Workmen, Rate of Wage, No. of days worked etc.

5.18 A copy of **Attendance Register** [Form D] of The Contract Labour (Central) Rules 1971 has to be submitted containing the details like Name of Establishment, Name of Owner, LIN No., Name of the workmen, Relay or set work, Place of work and date, In and Out time details, Summary of no. of days, etc.

#### 5.19 **Payment of wages to workmen:**

The Security Agency shall submit Bank Statement containing the following details in respect of all the workmen employed by him for NITTTR, Chennai, duly certified by the Banker with their official seal/stamp and date of certification. Emp. Code/ Staff No, Employee Name, Account No, IFSC Code, Name of Bank, Amount. In addition, the Security Agency shall also submit proof of bulk remittance to the Bank in respect of wages of the workmen. Payment will be made based on actual attendance.

#### 5.20 **PF Remittances:**

Electronic Challan Cum Return (ECR) of Employees' Provident Fund Organization containing details of Security Agency & Workmen like UAN, Name, UAN Repository, Wages (Gross, EPF, EPS, EDLI), Contribution Remitted (EE, EPS, ER) etc. A copy of remittance of total PF contribution for the month in the EPFO website is also to be submitted additionally.

#### 5.21 **ESI Remittances:**

The Security Agency shall be responsible for deposit of employees' and Principal Employer's share of statutory contribution towards ESI with concerned department/authorities at his level vide a separate e-challan for all the persons deployed by him at NITTTR, Chennai and maintenance of such record as per rule. He will be required to submit a copy of challan/abstract/statement of the amount deposited on account of the statutory contributions along with the bills for release of payment, failing which the payment of the bills of the following month will be withheld.

- 5.22 **Deployment:**  
Details of date wise deployment of contract workmen and their attendance duly attested by Department. Billing month would be calendar month. Consolidated statement of workman wise attendance shall be furnished by the Security Agency.
- 5.23 **Payment Terms:**  
Payment to Security Agency will be made within 20 days through **e payment** after receipt of invoice/bills. However, any increase/decrease in total payment will be given effect to, if revision as notified by Govt. of India in respect of statutory dues like rate of minimum wages, EPF, ESI etc. is intimated to NITTTR Chennai. No advance payments will be made and approved by NITTTR, Chennai.
- 5.24 **Income Tax:**  
Income- Tax (TDS) at the prevailing rate under Sec.194C of IT Act (Presently 2%) and GST – TDS or as framed by the Government of India from time to time will be deducted from the monthly bill of the Security Agency.
- 5.25 **Acceptance of bids & withdrawals:** The right of final acceptance of the tender is entirely vested with the Director, NITTTR Chennai who reserves the right to accept or reject, any of the tenders in full or in parts without assigning any reason whatsoever. There is no obligation on the part of NITTTR Chennai to communicate with rejected Security Agency. After acceptance of the tender, the Security Agency shall have no right to withdraw his tender. The tender acceptance authority may also reject all the tenders for reasons such as change in scope of work, lack of anticipated financial resources, court orders, accident, calamities etc and other unforeseen circumstances.
- 5.26 **Alterations/Modifications:** The NITTTR Chennai reserves the right to make alterations in the number of personnel deployed as per actual requirement. The Security Agency shall deploy such personnel as per the agreement.
- 5.27 **Performance of Security Agency:** In case, Security Agency fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, NITTTR Chennai reserves the right to impose penalty as deemed fit.
- 5.28 Any act on the part of the Security Agency to influence anybody in the NITTTR Chennai is liable for rejection of his tender.
- 5.29 The Security Agency will indemnify NITTTR Chennai from any claim/statutory non-compliance/damage/compensation etc. arising out of this contract.
- 5.30 The Security Agency shall not engage any sub-agency or transfer the contract to any other person in any manner.
- 5.31 The Security Agency shall provide the required number of workmen every day. If the actual attendance of workmen is less than the required quantum, then, a penalty, at the rate of Rs 300/- (Rupees Three Hundred only) per person, per day, shall be recovered from the contractor. Mobilization of manpower by engaging the security guards on overtime duty is not a healthy practice and therefore will not be considered for the purpose of getting exemption from 'penalty' as indicated above.
- 5.32 All liabilities arising out of accident, death, loss or damage of limbs on any body part while on duty shall be borne by the Security Agency.
- 5.33 Any case of theft, loss or damage to the property of NITTTR Chennai on account of malfeasance, negligence, connivance or any other misdemeanour on the part of the Security Agency/Security Personnel if so established prime facie by NITTTR Chennai Authorities, the Security Agency shall have to make good the loss to NITTTR Chennai.

- 5.34 **Penalty for Theft:** In case of theft or loss of NITTTR Campus /Staff Quarter's property, the report shall be submitted to the OSD /Admin within 24 hours of Occurrence of the incident. In case of any theft, a notional penalty of Rs.1000/- for dwelling NITTTR, Chennai property will be levied on the Security Agency.
- 5.35 The Security Agency and its staff shall take proper and reasonable precautions to prevent from loss, destruction, waste or misuse the areas of responsibility given to them by NITTTR Chennai and shall not knowingly lend to any person or any of the effects of the NITTTR Chennai under its control. In case, any damage is caused to NITTTR Chennai's property by Security Agency or his deployed person, the Security Agency shall be liable to reimburse the entire cost of such damage to NITTTR Chennai, failing which Security Deposit will be adjusted and balance (if any) will be deducted from the running bill of the Security Agency.
- 5.36 The Security Personnel deployed should have reasonable knowledge in spoken and written Tamil and English.
- 5.37 NITTTR Chennai shall not be under any obligation for providing employment to any of the worker of the Security Agency after the expiry of the contract. The NITTTR Chennai does not recognize any employee employer relationship with any of the workers of the Security Agency.
- 5.38 If any dispute arises regarding payment of wages and other statutory dues to the workmen deployed at NITTTR Chennai, NITTTR will not be held responsible for that under any circumstances. All Security Agency must take these into account at the time of bidding.

## **6 ARBITRATION:**

- 6.1 In case, any dispute or difference shall arise between NITTTR, Chennai (or the Officer on their behalf) and the Security Agency on any matter within the scope of this Contract except as to matters entirely left to the decision of the Director, NITTTR, Chennai under the provisions of this Agreement, then either party shall forthwith give to the other written notice of such disputes or difference shall be referred to a sole Arbitrator to be selected by the Security Agency from among the panel of three nominees to be indicated by NITTTR at the time of reference of the disputes to arbitration. The award of the Arbitrator shall be final and binding on both parties. The procedure laydown in accordance with the Indian Arbitration and Conciliation Act, 1996, as amended from time to time and the rules made there under shall apply in the matter of the reference. Only Courts at Chennai shall have jurisdiction to entertain a claim or for enforcement of the award.

**TECHNICAL BID DOCUMENT**  
**FORMAT TO BE FILLED BY THE SECURITY AGENCY FOR SUBMITTING TENDER**

Sl. No.	Description	Page No
1.	Name of the Organization/Firm, location of office with complete address with Telephone /Fax nos and email address	
2	The Security Agency should possess Certificate of Registration with Registrar of Companies under Companies Act, and / or Shops & Establishment Act.	
3	The Security Agency should have Head Quarters or Zonal or Regional Office at Tamil Nadu preferably in Chennai	
4	The Security Agency's empanelment with the Office of the Director General of Resettlement is desirable. The Security Agency should possess license from the appropriate authority under the Private Security Agencies (Regulation) Act, 2005	
5	Experience in performance of similar nature of contracts continuously for last preceding five years ending 30.03.2021 in Central/State Govt. Depts./Organization/PSUs / Central Autonomous Organisation or in reputed Establishments/ Educational Institutions	
6	The Security Agency must have exclusively carried out at least, any one of the following during preceding three years : a. One similar completed work in security services exclusively costing not less than the amount equal to 80% of the estimated cost. b. Two similar completed works in security services exclusively each costing not less than the amount equal to 60% of the estimated cost. c. Three similar completed works each in security services exclusively costing not less than the amount equal to 40% of the estimated cost.	
7	All Security Agency should submit along with their tender, copies of the valid license under Contract Labour (R & A) Act, a. PAN Card, b. PF Registration Certificate, c. ESI Registration Certificate, d. GST Registration no. e. Financial Information, f. Affidavit as per given format. g. Declaration as per given format.	
8	The Security Agency must have a total turnover of Rs.1.4Crores cumulatively during the last preceding three years. All Security Agency should submit copies of audited statement of accounts for the last three years.	
9	Solvency Certificate of an amount not less than Rs.38 Lakh issued by a Scheduled Bank/Nationalised Banks within the last six months(Annexure - V)	
10	The Security Agency must submit copy of acknowledgement of Income Tax return for last three years	
11	A copy of audited Balance sheets of last three years	
12	EMD - Bid Security Declaration Form( Annexure-VIII)	
13	Any other information / relevant certificates	

You are requested to attach all relevant documents in support of your claims as above and Security Agency should indicate the page number in the respective column.

**Signature of Security Agency with date and Seal**

**DECLARATION**

1. I, ----- Son /Daughter of Shri -----  
-----  
Authorized Signatory of M/s. ----- am  
competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
4. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. Each page of the tender document and papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.
6. I/we hereby confirm and declare that I/we am/are not blacklisted /De-registered / debarred by any Government Department/ Public Sector Undertaking/ Private Sector/ or any other Security Agency for which we have Executed/Undertaken the works/Services.

-----  
**Signature of Security Agency with date and Seal**

Date: -----

Full Name : -----

Place: -----

Company Seal : -----



**AFFIDAVIT**

I/ We \_\_\_\_\_  
(Name) Agency/ Partner (strike out word which is not applicable) of the (Firm)

\_\_\_\_\_ do hereby solemnly affirm and declare that the individual firm/  
companies are neither black-listed by the Union or State Government nor any partner/  
Shareholder thereof is directly or indirectly connected with or has any subsisting interest in  
business of my/ our firm.

DEPONENT

Address:

\_\_\_\_\_  
\_\_\_\_\_

Verification:

Verified that the contents of above affidavit are true and correct to the best of my knowledge and  
beliefs. No part of it is false and nothing has been kept concealed there from.

DEPONENT

Place:

Dated:

(Note: To be furnished on non-judicial stamp paper duly attested by the Oath Commissioner)

**Signature of Security Agency with date and Seal**

**DETAILS OF ALL WORKS OF SIMILAR NATURE COMPLETED OR IN OPERATION  
DURING THE LAST FIVE YEARS.**

Sl. No.	Name of institution/ Organization where similar work carried out.	Cost of works in lakhs Rs.	Date of commencement as per contract	Actual date of completion (Completion Certificate to be Enclosed)	Number of Security personnel deployed	Name and Address/ Tel. No. of Officer to Whom reference may be made	Remarks
1	2	3	4	5	6	7	8

**Signature of Security Agency with date and Seal**

**SOLVENCY CERTIFICATE**

**[Format for Solvency Certificate]**

To

The Director  
National Institute of Technical Teachers Training & Research  
Chennai 600113  
Tamil Nadu

**Solvency Certificate**

This is to certify that to the best of our knowledge and information, M/s .....  
..... (Address) ..... a customer of our bank is  
respectable and be treated as good for an engagement up to a sum of Rs.  
.....  
(Solvency amount) ..... Only as on ..... (Date of certificate).

This Certificate has been issued without any risk and responsibility on the part of the Bank or any of its officers. This certificate is issued at the specific request of the customer (Issued by a Scheduled/ Nationalised bank within the last six months).

Yours faithfully,

For..... Bank

**Bank Officer with designation**

**FINANCIAL INFORMATION****I. Financial Analysis**

Details to be furnished duly supported by figures in Balance Sheet/ Profit & Loss Account for the last three preceding years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (copies to be attached).

Sl. No.	Details	Year ending 31st March		
		2018-19	2019 -20	2020 -21
01	Gross annual turnover in the similar works			
02	Profit (+) / Loss (-)			

**Note : The turnover should be exclusive for Security Services. Income from other sources are not to be included.**

1. Solvency certificate of Rs. 38 Lakhs from Bankers of Applicant.
2. Income Tax Returns.
3. Audited Accounts of the Company for last three years.
4. Income Tax PAN Details.
5. GST No.

This is to certify that to the best of my knowledge and belief, the aforesaid facts and figures are correct and in conformity with the books of accounts of the establishment.

**Dated: Signature of Chartered Accountant  
with seal and membership number**

**Note: This certificate is mandatory.**

**REQUIREMENT OF SECURITY PERSONNEL**

<b>S. No</b>	<b>Description</b>	<b>No of persons</b>
1	<b>Assistant Security Officer</b>	<b>03</b>
2	<b>Security Guards</b>	<b>24</b>
<b>Total</b>		<b>27</b>

The above requirement may be changed depending upon the needs.

**Qualification & Experience:**

- 1.2 The ASOs must be an Ex- Servicemen and should be capable of reading, speaking and writing in English and Tamil. The Experience certificate issued by the contractor may also be produced.
- 1.3 Security Guards must be matric passed and undergone security training in authorised institutions with minimum one year experience in similar institute, PSU, Private Company, or reputed firm and should be capable of reading, speaking and writing in English and Tamil.

**Note:**

The security personnel deployed at NITTTR Chennai should be physically & medically fit and age should not be more than 55 years.

**BID SECURITY DECLARATION FORM**

Tender No. NITTTR /Security/2021-22

Date: 22.11.2021

The Director,  
NITTTR,  
Taramani,  
Chennai-600 113

I/We. the undersigned declare that I/We understand that according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) Have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid or

b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Security Agency.

I/We understand this Bid Security Declaration shall cease to be valid if I am/we are not the successful Security Agency, upon the earlier of (i) the receipt of your notification of the name of the successful Security Agency; or (ii) thirty days after the expiration of the validity of my/our Bid.

**Signature of Security Agency with date and Seal**

Note:

Name: (insert complete name of person signing the Bid Security Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Security Agency)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

In case of a joint venture, the Bid security Declaration must be in the name of all partners to the joint venture that submits the bid

Tender No: NITTTR/Security/2021-22

Date: 22.11.2021

**PRICE BID**

**Sub: TENDER FOR PROVIDING OF SECURITY SERVICES AT NITTTR CHENNAI**

- 1) Security Requirement – Refer Annexure VII.
- 2) Minimum Wages (Basic wages & VDA) will be paid as per Govt. Notification from time to time - Refer clause no: 5.5 of General Terms & Conditions.
- 3) Reliever Charges: One person extra for every six persons.
- 4) Three holidays in a year extra towards National Holidays.  
(Both 3 & 4 is added separately in additional incentives column in GeM Portal)
- 5) ESI, PF, Bonus will be reimbursed as per GoI Guidelines.
- 6) **Security Agency to Quote only Service Charges-----%.**  
**(This will be paid only on wages, exclusive of ESI, PF, Bonus, other taxes etc)**

**Note:**

1. The above rates of Minimum Wages ie Basic Wages & VDA as notified by the Office of the Chief Labour Commissioner (C), New Delhi, Ministry of Labour and Employment, Govt. of India to be considered for security personnel without arms.
2. As per notification No.12/2017 Central Tax (Rate) dated 28.06.2017, **NITTTR Chennai, being a Central Autonomous Body wholly funded by GoI providing Educational Services is exempted from GST** on pure services like Security Services etc.
3. Income- Tax (TDS) at the prevailing rate under Sec.194C of IT Act (Presently 2%) will be deducted from the monthly bills.
4. Service Charges quoted by Security Agency / Company would be fixed for the entire period of contract.
5. The rates fixed in the price bid format are for finalization of vendor. However, NITTTR Chennai will pay as notified from time to time by the Appropriate Government.
6. **In case, Service Charges quoted by two or more Security Agencies are same, L1 will be decided based on highest turnover for the last three financial years.**

**Signature of Security Agency with date and Seal**