



**INDIAN INSTITUTE OF TECHNOLOGY MADRAS
I.I.T.P.O., CHENNAI 600 036**

The IIT Madras, Chennai-36 invites quotation from **Private Security Agencies** to provide security services at IIT Madras on contract basis.

The eligibility for participating in the quotation is given in the website <http://www.iitm.ac.in>. Sealed quotations in the prescribed format addressed to the undersigned should reach on or before 30.10.2014 by 15.00 hours. Details can also be obtained from the undersigned by post.

12.10.2014

Registrar



INDIAN INSTITUTE OF TECHNOLOGY MADRAS
I.I.T. P.O. Chennai 600 036



Sealed Tenders are invited from professional security agencies for providing approximately 150 number of trained security guards each from two different agencies for two different zones within the IIT Madras Campus for a period of three years (renewable on yearly basis on performance appraisal) for protecting the premises and property of Indian Institute of Technology Madras, Chennai - 600 036. 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/Ministry of Labour and Employment etc.
2. Good financial background and reputation.
3. More than 1000 men on rolls who have atleast 2 years of experience.
4. Should be able to deploy healthy and smart guards in the age group of 25 -45 years.
5. Trained Security guards in handling standard fire fighting equipment.
6. At least five years of experience in the field after registration.
7. At least 5 running contracts in large industrial/educational campuses of annual value not less than one crore.
8. The firm should have Zonal or Regional Head Quarters in Chennai.
9. Well-structured training center.
10. Capability to provide vehicles and wireless communication equipment to their staff.

B. Desirable:

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

The Agency interested in providing the security services may submit sealed quotations in dual cover; Cover No.1 with superscription "Pre-qualification Bid" (Technical Bid) containing papers in support of A&B above and Cover No.2 with superscription

“Financial Bid”. Both the envelopes should be put in an envelope, sealed and superscribed as ‘Quotation for Services of Security Agency’ and addressed to the Registrar, Indian Institute of Technology Madras, Chennai 600 036 so as to reach the undersigned through post or courier on or before 15.00 hours on 30.10.2014.

The rates quoted should not violate any Government regulations such as minimum wages etc. as applicable to the type of contract under this enquiry.

Statutory levies such as service tax will be admitted as per the Gol orders.

EMD of Rs.25,000/- in the form of Demand Draft drawn in favour of the Registrar, IIT Madras shall be submitted along with Pre-qualification Bid.

Technically qualified tenderers will be informed the date and time of opening of financial bids.

The successful bidder shall furnish an indemnity bond/bank guarantee/a deposit equal to one month’s total wages of all ranks of security personnel of the Agency 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.

IITM reserves the right to consider or reject any Agency without assigning any reason thereof. Selected Agency will be assigned the responsibility of security coverage in any one of the zones of the Institute at the discretion of the authority w.e.f. 1.2.2015.

12.10.2014

Registrar

**Check list for submitting the Tender towards providing
Security Services at IIT Madras.**

Tender No. Dt.

S.No.	Description	Indicate Page No. (PN) if Yes												
1.0	Please read carefully the terms and conditions at Annexure - A 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.	<table border="1" style="width: 100%;"> <tr> <td style="width: 33%;">Yes</td> <td style="width: 33%;">PN:</td> <td style="width: 33%;">No</td> </tr> </table>	Yes	PN:	No									
Yes	PN:	No												
2.0	Please ensure the following documents are enclosed. Tick Yes or No against each column.													
2.1	EMD of Rs.25,000/-	<table border="1" style="width: 100%;"> <tr> <td style="width: 33%;">Yes</td> <td style="width: 33%;">PN:</td> <td style="width: 33%;">No</td> </tr> </table>	Yes	PN:	No									
Yes	PN:	No												
2.2	Proof of registration (photo copy of registration certificate) of your organization at Central Govt. / State Government	<table border="1" style="width: 100%;"> <tr> <td style="width: 33%;">Yes</td> <td style="width: 33%;">PN:</td> <td style="width: 33%;">No</td> </tr> </table>	Yes	PN:	No									
Yes	PN:	No												
2.3	Copies of Balance Sheet for the last 3 years (2011-12, 2012-13 & 2013-14)	<table border="1" style="width: 100%;"> <tr> <td style="width: 33%;">Yes</td> <td style="width: 33%;">PN:</td> <td style="width: 33%;">No</td> </tr> </table>	Yes	PN:	No									
Yes	PN:	No												
2.4	Copies of Profit and Loss Account for the last 3 years (2011-12, 2012-13 & 2013-14)	<table border="1" style="width: 100%;"> <tr> <td style="width: 33%;">Yes</td> <td style="width: 33%;">PN:</td> <td style="width: 33%;">No</td> </tr> </table>	Yes	PN:	No									
Yes	PN:	No												
2.5	Copies of Audited statement for 3 years ((2011-12, 2012-13 & 2013-14)	<table border="1" style="width: 100%;"> <tr> <td style="width: 33%;">Yes</td> <td style="width: 33%;">PN:</td> <td style="width: 33%;">No</td> </tr> </table>	Yes	PN:	No									
Yes	PN:	No												
2.6	Status of your agencies such as Pvt. Ltd., Partnership or Proprietorship	<table border="1" style="width: 100%;"> <tr> <td style="width: 33%;">Yes</td> <td style="width: 33%;">PN:</td> <td style="width: 33%;">No</td> </tr> </table>	Yes	PN:	No									
Yes	PN:	No												
2.7	Copy of Registration certificate issued by Labour Department for engaging 250 employees	<table border="1" style="width: 100%;"> <tr> <td style="width: 33%;">Yes</td> <td style="width: 33%;">PN:</td> <td style="width: 33%;">No</td> </tr> </table>	Yes	PN:	No									
Yes	PN:	No												
2.8	Details of experience in Security services for the past years	<table border="1" style="width: 100%;"> <tr> <td style="width: 33%;">Yes</td> <td style="width: 33%;">PN:</td> <td style="width: 33%;">No</td> </tr> </table>	Yes	PN:	No									
Yes	PN:	No												
2.9	Details of experience of working in the educational institutions especially IITs, IIMs, IISc, NITs etc.	<table border="1" style="width: 100%;"> <tr> <td style="width: 33%;">Yes</td> <td style="width: 33%;">PN:</td> <td style="width: 33%;">No</td> </tr> </table>	Yes	PN:	No									
Yes	PN:	No												
2.10	List of your clients	<table border="1" style="width: 100%;"> <tr> <td style="width: 33%;">Yes</td> <td style="width: 33%;">PN:</td> <td style="width: 33%;">No</td> </tr> </table>	Yes	PN:	No									
Yes	PN:	No												
2.11	Your preferred clients to be verified by us	<table border="1" style="width: 100%;"> <tr> <td style="width: 33%;">Yes</td> <td style="width: 33%;">PN:</td> <td style="width: 33%;">No</td> </tr> </table>	Yes	PN:	No									
Yes	PN:	No												
2.12	Certificate / details for the following fields: <ul style="list-style-type: none"> a. Security personnel with handling fire fighting equipment. b. Handling of dangerous and explosive materials. c. BDS and Disaster Management. 	<table border="1" style="width: 100%;"> <tr> <td colspan="2" style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="width: 33%;">a</td> <td style="width: 33%;">PN:</td> <td style="width: 33%;"></td> </tr> <tr> <td>b</td> <td>PN:</td> <td></td> </tr> <tr> <td>c</td> <td>PN:</td> <td></td> </tr> </table>	Yes		No	a	PN:		b	PN:		c	PN:	
Yes		No												
a	PN:													
b	PN:													
c	PN:													

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

Place:
Date :

Signature with Seal

Instructions to be followed while submitting the Tech. and financial bid towards security services at IIT Madras

We are proposing to outsource approximately 150 security guards each from two different agencies for two different regions within IIT Madras Campus. Initially we have proposed to enter into contract for one year and the contract can be renewed for additional 2 years (yearly renewable basis on a performance appraisal). Please 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.
2. Desirable pre-qualification criteria.
3. Terms and conditions for providing security Services - Annexure - A.
4. Technical bid at Annexure - B.
5. Financial bid Annexure - C.
6. 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.**
7. All the tenderers, before submitting the tender should ensure that they have enclosed the EMD along with Technical Bid.
8. The successful bidder to submit the Security Deposit of one month salary after award of contract.
9. A check-list is also enclosed. Please enclose the copy of the check list duly filled along with the Technical Bid.
10. Annexure - E for information of the Agency about the proforma for performance verification to be carried by IIT Madras.

IIT Madras reserves the right to accept or reject the part or full offer or whole tenderer without assigning any reason thereof.

Terms and Conditions for providing Security Services at IIT Madras

1. SCOPE OF WORK

- 1.1 The selected Security Agency will detail security personnel, to work in three shifts of eight hour's duration, every day. The shifts will be as under:
- (a) 'A' Shift - 0600 hrs to 1400 hrs
 - (b) 'B' Shift - 1400 hrs to 2200 hrs
 - (c) 'C' Shift - 2200 hrs to 0600 hrs (next day)
 - (d) 'General Shift' - 0900 hrs to 1730 hrs
- 1.2. The Security Guards will have the following minimum qualifications/standards:-
- (a) Have a minimum educational qualification of 10th std.
 - (b) Be in the age group of 25 - 45 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 IITM and the instructions of the staff of Security Section, IIT Madras.
 - (f) Should have knowledge in First Aid/driving/handling wireless equipments/modern security gadgets etc.
 - (g) All Security Guards posted must be able to communicate in English of which atleast 30% of the guards must be able to communicate in Tamil also.
 - (h) They should have work experience for atleast 2 years in security assignment in similar organization as of IITM.
 - (i) No person who has been convicted by a competent court/who has been dismissed or removed on grounds of misconduct or moral turpitude while serving in any of the armed forces of the Union, State police organization, central or state governments or in any private security agency shall be employed or engaged as a private security guard or supervisor.
- 1.3. Apart from the Security Guards, three Supervising Inspectors (Shift In charge) one each per shift and one unit in-charge will be detailed. They should be in the age group of 30 - 50 years and with a minimum qualification of Bachelor's degree for civilian and not below the rank of JCO in case of Ex-serviceman.
- 1.4. Duration of the contract shall be 3 years 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 even before three MONTHS by giving notice of one month to this effect. However, the contract can also be terminated by giving a written notice of 30 days by either side. A record of every lapse small or big to be maintained by the Institute

Authorities & a weekly meeting with the representative of the Company and Chief Security Officer / Security Officer will be held and minutes of the same recorded for compliance. A monthly meeting with the Branch Manager to be held for follow-ups.

- 1.5. No employee of the company / Agency shall work for more than 26 days in a month or as specified by Labour Laws.

2.0 THE COMPANY'S REPRESENTATIONS AND WARRANTIES

The selected Company hereby represents, warrants and confirms to IIT M 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 IIT M, provided however that IIT M'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. 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, PF, Bonus, Income Tax or any other extra taxes levied by the Government) Companies Act, TAX Deduction liabilities, Welfare measures of its employees and all other obligations that enjoin in such cases and are not essentially enumerated and defined herein, though any such onus shall be the exclusive responsibility of the Company / Agency, and it shall not involve the Institute in any way what-so-ever.
- 2.6. The Company / Agency shall deposit equal to one month total wages of all ranks of security persons of the agency as Security Deposit with the Institute for the entire duration of the contract.

3.0 THE 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 Chief Security Officer/Registrar, IIT Madras. 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 Officer of the Institute.
- 3.3. Security Guards and Supervisory Staff once posted to Zone will not be shifted without the prior permission of the Chief Security Officer, IIT Madras. Similarly, and newly posted Security Guard, will be put on duty only after the interview of the Chief Security Officer/Registrar.
- 3.4. Bio-data with passport size photographs in respect of all personnel detailed for duty, will be submitted to the Chief Security Officer, IIT Madras within 15 days of receipt of the terms and conditions. Once the personnel deployed at IITM will NOT be changed for minimum period of 6 months.
- 3.5. Roll call of all shifts will be conducted in the Admn. Building of the IIT Madras, under the supervision of Shift in-charge who will report to the Duty Officer, Security Section. Roll call will fall in at least 30 minutes before mounting of the shift. Security Guards will be checked for their proper turnout, shave and haircut.
- 3.6. If any Security Guard is found not alert or away from his duty post without valid reason, that duty period will be treated as absence. The cumulative period of absence of all such defaulters will be converted into man hours / man days at the end of the month and will be reflected as disallowance in the monthly bill.
- 3.7. In the event of any misdemeanor like sleeping during duty, 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
- 3.8. Personnel on off duty will not be allowed to visit any duty posts.

- 3.9. The selected Security Agency will not employ residents of the IIT Campus, Wards of IIT Employees, Hostel Management and Ex-employees of outgoing Security agencies.
- 3.10. The right to decrease the strength of personnel posted at any time, rests with the IIT Madras. The Company will provide increase upto 40% of the posted strength, within seven days notice, in a contingency.
- 3.11. 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 Chief Security Officer/Registrar, IIT Madras as and when required by him.

- 3.12. 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.
- 3.13. There shall be periodical surprise checks of Guards by Officer(s) of the company during day and night. Duty officer of security section and the Chief Security Officer/Registrar, IIT Madras shall be informed about such checks. The details of such checks shall be reflected in the Guard Checking Register and reported to CSO in writing.
- 3.14. The Shift Incharge posted will make frequent round of all posts during their tenure of duty. Instructions for these round will be taken in person from the Duty Officer. They will report to the Duty Officer if there is anything to report or otherwise every two hours and maintain a log of these reports in the Occurrence Register.
- 3.15. The selected agency will forfeit the security deposit which is equal to one month total wages of all ranks of security persons of the agency, 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.

- 3.16. 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 IIT Madras will be final and binding on both parties.
- 3.17. It shall be binding on the selected Security Agency and their staff, that, during their association with IIT Madras, 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 IIT Madras.
- 3.18. The engagement can be terminated with one month's notice from either side.
- 3.19. 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 IIT Madras. However the contract can be renewed for additional 2 years on yearly basis based on a performance appraisal by the Security Committee.
- 3.20. Leave Relief: No person shall be sent on leave unless, cleared by the Chief Security Officer. In all such cases, relief will be positioned prior to sending the personnel to leave.
- 3.21. 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 IIT Madras. The initial deployment will be in one Zone but IITM reserves the right to change the Zone of deployment at a later date as per requirements.
- 3.22. The selected Security Agency shall immediately notify IITM 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, IITM may at its sole discretion terminate this Agreement forthwith.
- 3.23. The Security personnel provided should be personnel of high integrity and confidence. A

copy of the antecedents verification certificate issued by the police about their staff of the security agency should be submitted to the Chief Security Officer/Registrar, IIT Madras by the agency.

- 3.24. The selected Security Agency shall be responsible and liable for and shall indemnify IITM and keep IITM 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 IITM 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.
- 3.25. The Company shall not appoint any Sub-Company / Agency to carry out any obligation under the contract.
- 3.26. The Company / Agency shall take day to day instructions from the Chief Security Officer / or his Deputy in his absence, of the Institute.
- 3.27. 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.
- 3.28. 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 Chief Security Officer or any other officer designated by the Director IIT Chennai. The Company shall issue necessary instructions to its employees to act upon the instructions given by the supervisory security staff of the Institute.
- 3.29. 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 IIT Madras from time to time, relating to the Security of the Institute.

4.0. **PAYMENT**

- 4.1. Monthly payment will be paid by the IIT Madras for the deployment of Security Personnel at actuals as per the agreement.

The said charges shall be paid by IITM within a period of 7 days from the date of receipt of the bill/memorandum of fees raised by the Company on IITM. 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.

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

- (a) Pre-receipted stamped bill on the Company letter-head giving details of total number of personnel engaged, number of mandays and cumulative total.
- (b) Reimbursement of amount shall be claimed along with details of payment made to the staff engaged for the previous month (copy of the Acquittance Roll).
- (c) Certificate to the effect that “Conditions as envisaged Government of India / Tamil Nadu 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.

4.3. **Rate Revisions:**

During the currency of contract, in case, the Government of India increases service tax from the present, the same will be allowed. 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, revision if any will be allowed as per the orders of Govt.

- 4.4. IITM Shall be entitled to set off against and deduct and recover from the aforesaid charges and any other sums payable by IITM 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 IITM under this Agreement or pursuant thereto, provided however that IITM 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 IITM.

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.

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 provided always that the Company has fulfilled and complied with all its obligations to IITM 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, IITM shall be entitled to terminate this agreement immediately without giving any written notice to the Company for the same. At this stage IITM 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 IITM 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 IITM all the Documents and any/all data, held by it and which are in possession/custody/control of its Facility Staff, to IITM. The Company shall also forthwith remove all its Staff together with its machines/equipment whatsoever from the premises of IITM. This is further subject to the fact that IITM 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 IITM's 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 IITM be, also recovered from the outstanding monies, if any, of the Company which may at the date be outstanding in the hands of IITM.

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 IITM's interests, rights, remedies under this Agreement or in law).

7.0. ARBITRATION

In the event of disputes, differences, claims and questions arising between the parties hereto arising out of this Agreement or in any way relating hereto or any term, condition or provision herein mentioned or the construction or interpretation thereof or otherwise in relation hereto, the parties shall first endeavour to settle such differences, disputes, claims or questions by friendly consultation and failing such settlement, the same shall be referred to the arbitration of arbitrator, to be appointed by IITM. 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 Chennai. All legal disputes will be subjected to jurisdiction of Chennai Courts.

Signature
Authorized representative with Seal

Registrar

Technical Bid

Technical Bid for providing Security Services at IIT Madras

1.	Name and address of the Security Agency (2013) 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 4 crores annual turn over) Please enclose the following documents Have you enclosed the Balance sheets for the above years Profit & Loss A/c for the above years Audited statement for the above years	:	<table border="1" data-bbox="954 1192 1338 1388"> <thead> <tr> <th>Year</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>2011-2012</td> <td></td> </tr> <tr> <td>2012-2013</td> <td></td> </tr> <tr> <td>2013-2014</td> <td></td> </tr> </tbody> </table> <table data-bbox="898 1472 1089 1619"> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> </table>	Year	Amount	2011-2012		2012-2013		2013-2014		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> 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" data-bbox="943 1709 1507 1808"> <thead> <tr> <th>Pvt. Ltd.</th> <th>Partnership</th> <th>Proprietorship</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Pvt. Ltd.	Partnership	Proprietorship											
Pvt. Ltd.	Partnership	Proprietorship															
5.	Have you registered with Ministry of Labour of any State Governments or Ministry of Labour under Government of India for engaging a minimum of 250 employees	:	<table data-bbox="898 1860 1089 1906"> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> </table> Details of Registration	<input type="checkbox"/> Yes	<input type="checkbox"/> No												
<input type="checkbox"/> Yes	<input type="checkbox"/> No																

	If yes, details including photo copies of Registration		
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	:	<p>Please Enclose a statement</p> <p>a) Name of the client</p> <p>b) No. of Security Guards deployed</p> <p>c) Annual Turn Over</p> <p>d) Period of Deployment from to.....</p>
9.	Your choice of clients to be verified including contact details like name of persons, Telephone No., Mobile No.. (IIT Madras reserves the right to verify to its choice and there shall not be any binding on the part of the agency)	:	
10.	Indicate your ability to provide the number of security guards (no. of personnels taking 100 personnel as your contract volume) on the following fields		
	(a) Handling fire fighting equipments, if they possess certificates, please include	:	
	(b) Handling Dangerous/Explosive materials. If they possess certificates, please include		
	(c) Anybody worked in BDS and Disaster Management	:	
	(d) Ex-servicemen	:	
	(e) Wireless operation	:	
	(f) Persons with Driving license (i) License - Light (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)	Service Tax No. (enclose photo copy)	:	
	(d)	Income Tax (photo copy) TIN NO.	:	
	(e)	VAT	:	
14.		Experience in handling		
	(a)	Access control system	:	
	(b)	CCTV Control	:	
	(c)	Computers	:	
	(d)	Communication wireless equipment	:	
15.		Copies of IT returns 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 IIT Madras

1.	Name and address of the Security Agency a) Telephone number/cell no. b) Fax No. c) e-mail id etc.	
2.	Quote the wages for the following: (Give break up details as per Annexure)*	
	(a) Security Guard	Rs.....p.m. per person including weekly off
	(b) Shift Incharge	Rs.....p.m. per person including weekly off
	(c) Unit Incharge	Rs.....p.m. per person including weekly off
3.	Total wages per month for 100** Security Guards + 3/6 Shift incharge + 1 Unit incharge including weekly off	Rs.....
4.	Administrative charges on the total wages, if any (Pl. quote in % also) for the total monthly cost of Sl.No.3 above	Rs..... (..... %) (in words)
5.	Indicate any information other than the quotation/rate	

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

** No. may increase/decrease

Place:

Date :

Signature with seal

Break up for the wages quoted

in Rs.

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

Place:

Date :

Signature with seal

Feed back about M/s _____

Engaged by M/s _____

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