INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

TENDER DOCUMENT

FOR PROVIDING

SECURITY SERVICES @ IIM Tiruchirappalli Campus

NO: EST-II/S-01/2019 **Date: 20th February 2019**

NOTICE INVITING TENDER FOR PROVIDING SECURITY SERVICES

Details	Date	Time	Venue
Date of issue of Tender Document	20.02.2019		-
Pre-bid Meeting	04.03.2019	1500hrs	Dean's Office Committee Room, IIMT
Last date of Submission of Tenders	15.03.2019	1700 hrs	-
Opening of Technical Bid (Cover 1)	18.03.2019	1000 hrs	Dean's Office Committee Room, IIMT
Presentation by the Vendors	18.03.2019	1100 hrs	
Opening of Price Bid (Cover 2) (Only those who qualify the technical evaluation)	Will be informed later		
Tender Document	The tender document can be downloaded from the IIMT website **www.iimtrichy.ac.in/tender**		
Estimated value of the Work	Rs.15 lakhs per month (Rupees Fifteen Lakhs only) (Approx.)		
Cost of Tender Document (Including GST) (Nonrefundable)	**Rs.1,180/- (including GST)** has to be paid through a Demand Draft in favor of "Indian Institute of Management Tiruchirappalli". The DD has to be attached with the application form, without which the bid would not be considered valid.		
EMD Amount (Refundable to unsuccessful Bidder)	**Rs.3,60,000/-** has to be paid through a Demand Draft in favor of "Indian Institute of Management Tiruchirappalli". The DD has to be attached with the application form, without which the bid would not be considered valid.		
Address for submission of Tender	The Chief Administrative Officer (i/c), Indian Institute of Management Tiruchirappalli, Pudukottai Main Road, Chinna Suriyur Village, Tiruchirappalli - 620 024**.**		
Mode of Submission of Tender	Speed Post/Registered Post. Hand delivery – during office hours only (Submitted to Dispatch Section of IIMT @ Administrative wing – II Floor).		

Note:

EMD submitted by the successful bidder will be retained by the Institute as Security Deposit and the same will be refunded to the successful bidder, only on completion/termination of the contract after making required deductions, if any.

DIRECTOR

1. Introduction

Indian Institute of Management, Tiruchirappalli (herein after referred to as IIMT) is an Educational Institution of National Importance, functioning under the control of Ministry of Human Resource Development (MHRD), Government of India. The Institute's is located in Pudukkottai Road, Chinna Sooriyur Village, Tiruchirappalli – 620024.

Sealed tenders are invited from Security Service providers who have at least 5 years of experience in providing security service to educational institutions, public buildings, hotels and factories and have their operations in Tiruchirappalli, on contract basis.

Through this -tender, it is proposed to engage the Security Service Contractor for IIM Tiruchirappalli located at Pudukkottai Road, Chinna Sooriyur Village, Tiruchirappalli for the following areas:

Entrance Gate, Administrative Block, Academic Block, Library, Students Hostels, Faculty Quarters, Staff Quarters, Director's Residence, Sports complex, Sooriyur Gate etc.,

2. Nature and Scope of Work

1. Manning the Office Complex, Faculty Quarters, Hostels and surrounding areas of these locations including garden area and up to the compound wall round the clock (24 x 7 hours a week) by regulating, monitoring and recording the entry of all persons, materials and vehicles coming in and going out of the premises wherever necessary.
2. All the areas mentioned in 2.1 above are considered sensitive.
3. The security team should be cooperative, helpful and should create a sense of comfort for the Faculty and Staff members and visitors. They should conduct themselves in a professional manner while on duty.
4. Preventing unauthorized carrying in and out of any materials from the campus.
5. Maintaining logbook of events noticed or un-authorized materials found in possession while frisking of persons and vehicles of Facility management service providers and other persons notified by the officer in-charge at IIM Trichy ensuring incoming / outgoing materials have been authorized by authorized signatory and have gate pass. Otherwise materials are neither allowed inside nor allowed to go out.
6. Maintenance of copy of all gate passes of material movements in appropriate files.
7. Admittance of personnel other than IIM Trichy faculty and staff members and outsourced employees inside the building shall be at the discretion of the authorized officials of IIM Trichy. The security officer / guard should ascertain the authorization of visitors, vendors and customers, etc. by telephonically calling the IIM officials for authorization for their entry.
8. Upon authorization, the security guard will request the above mentioned visitor to write his/her name with contact particulars and full address in the 'Visitors Book'.
9. Excepting vehicles of the Institute and that of faculty and staff members, all vehicles coming to campus shall be entered in the book.
10. Vehicle speed inside the campus is restricted to 25 km / hr. Disciplinary action, in the form of not being allowed in the building thereafter, shall be taken against vehicles / drivers exceeding the speed limit.
11. Gate protocols for visiting dignitaries such as Govt. officials, distinguished guests of IIM Trichy etc. shall be done with liaison officer as designated by the concerned representative.

12. Issuance of access card to the office complex after office hours and on holidays, at special request from IIM Trichy officials, shall be done after capturing full particulars.
13. Round the clock (24 x 7 hours a week) monitoring of the Institute's areas specified above and taking immediate appropriate remedial action like personal inspection of the spot where there is any unusual movement or image noticed during monitoring and other related actions.
14. Drugs & Liquor are strictly prohibited inside the campus. The entire campus is declared as "Smoking free zone". Strict disciplinary action will be initiated against offenders. The security personnel on duty should keep strict vigilance on that.
15. Reporting on malfunctions of IIM Trichy assets, shortfalls noticed in facility management services or notice of untoward incidents to the officer-in-charge or the designated Helpdesk.
16. Answering all queries from visitors and telephone enquiries, especially during holidays.
17. Manning the vehicles parking area and safeguarding vehicles parked.
18. Managing fire-fighting equipment in an emergency during office and non-office hours.
19. Maintenance of complaint log book.
20. Switching off the lights in unoccupied areas
21. Frequent patrolling of the Office Complex, Classrooms, Hostels and Quarters especially during night times.
22. Safeguarding the assets of the Institute in the Office Complex, Classrooms, Hostels and Quarters.
23. Maintaining instructions register with details. The security guard on duty should, without fail, see this register and carry out instructions.
24. Stopping / monitoring of animals entering into campus, hostels and quarters area.

3. Service Equipment

The contractor should provide sufficient number of the following basic equipment required for the security staff deployed:

1. Batons (one number for each security staff)
2. Forehead fastened battery operated powerful search lights (one number for each security staff while on night duty)
3. Hand held search light/torch (one number for each security staff while on night duty)
4. Under-chassis inspection mirror – sufficient numbers
5. Metal detectors – sufficient numbers
6. Walkie-talkie for communication between the security personnel and the patrolling guard-one set or mobile phones in closed circuit for receiving and sending calls to the Security personnel on Duty. Security Guards should be provided with Call Tree to enable their family members to contact them in emergency.
7. First Aid Kit – Five sets

4. Working Conditions

a) General

1. The Security Service is required to be carried out on all the days of month round the clock (24 x 7 hours a week).
2. Sufficient manpower is required to be provided to all areas of the Institute. As of now 56 posts have been identified, which may be increased or decreased after a proper assessment and ascertaining the work load, in consultation with the successful bidder.
3. Strict discipline must be observed by the security personnel.
4. The security personnel on duty must be provided with proper and full uniform to distinguish them from other staff.
5. The security personnel must be provided with identity card with the Institute's approval.
6. The supervisor under whom the security personnel work shall have to report daily to the concerned official of the Institute and take instructions.

7. The security personnel must be given one paid weekly off if he/she continuously works for six days in a week. Except for eligible weekly off days and 3 national holidays no payment will be made for non-working days. Proportionate deduction will be made if any item of work is not carried out on any day due to any reason.
8. Reliever for Supervisor and Security guards should be provided, who should be regular staff of the agency. Payment will be released for reliever duty. However, no payment will be released for double duty/ overtime.
9. The payment will be made after deductions, if any.

b) Qualification & experience required for Security staff

The personnel to be deployed by the bidder should meet the following requirements:

1. Should have passed at least Secondary School or equivalent exam
2. Should be between 24-45 years of age.
3. Age of the Supervisor should not be more than 50 years.
4. Should have at least 5 years' experience of the job in some vital institution
5. Should be medically fit for the job
6. Should have good working knowledge in handling of fire-fighting equipment with reasonable training and in basic operations of computer and electronic surveillance gadgets.
7. Should have good character
8. Should have been in the employment roll of the bidder for a minimum of one year before their deployment to the IIM Trichy site. Proof towards this to be attached.
9. Should be able to read, write and speak in Tamil and English / Hindi with fluency. Knowledge of Hindi is desirable.
10. Should be young, having pleasing personality and should be smartly dressed (Uniform as approved by the IIM Trichy).
11. Should have undergone training in self-defense and to attack, disarm, disable and capture any intruder.

c) Staff Discipline:

The Security personnel on duty should strictly adhere to the following disciplinary requirements:

1. Should be strictly in full security uniform with cap, shoes with socks, belt, security badge, name badge etc.
2. When the duty is over, should continue on duty in the duty place with full uniform till the next security guard comes in full uniform and takes charge.
3. Likewise, once taken charge of duty, should not leave the duty place except on an emergency, for which necessary permission should be obtained from security supervisor and concerned official of IIM Trichy. In that case, alternate security guard should be posted till the security guard who goes on emergency returns back or till the security guard of next duty takes charge, whichever is early.
4. Should possess search light/torch while on night duty
5. Should use only company provided ordinary phone for communication during working hours and deposit the personal smart phone at the security office while reporting for duty. Violation of this clause and smart phone found with security personnel during working hours will invite fine of Rs.1,000/- on each occasion and each individual.
6. Should not sleep during duty hours.
7. Should not consume drugs & liquor nor come to duty under the influence of drugs & liquor.
8. Should not smoke during duty.
9. Should not chit chat with any known/unknown person(s) during duty or with fellow security personnel on duty or with anybody over phone.
10. Non-obedience to any of the above conditions in the part of any security staff member will attract disciplinary action to be taken by the security agency, as recommended by the

concerned official of IIM Trichy. The disciplinary action may be in the form of wage-cut or suspension or dismissal from the job as deemed fit by the concerned official of IIM Trichy.

11. Should follow the traffic rules and regulations properly.

5. Working Hours

Security Guards:

Shift-1 : 06.00 am to 02.00 pm
Shift-2 : 02.00 pm to 10.00 pm
Shift-3 : 10.00 pm to 06.00 am

Security Supervisor:

Working hours for Security Supervisors should be in such a way that, they should be on duty during the time of change of shifts to monitor handing over and taking over of charge of Security Guards.

6. Anticipated No. of Security Personnel Required Per Day

Location	No. of Security Guards per shift	No. of Shifts	Total No. of Security Personnel
Security Gate	2	3	6
Main Entrance Gate	1		2
Administrative Block	1		3
Academic Block	2		6
Library	2		6
Director's residence	1*		3*
Students Hostels	6		18
Faculty Quarters	1*		3*
Staff Quarters (A&B)			
Sports complex	1		3
Campus patrol	1		3
Supervisor **	1		3
Grand Total	**19**		**56**

*****Patrolling duty from Director's residence

** The Security Supervisor should take care of frequent campus patrolling duty as well as surprise checking also.

7. Earnest Money Deposit / Security Deposit

a. As detailed below, the bidders should remit towards EMD and Application Fee through Demand Draft in favour of "INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI" payable at Tiruchirappalli.

b. Demand Draft of INR Rs.3,60,000/- (Rupees Three lakh sixty thousand only) should be submitted towards EMD and Demand Draft of Rs.1,180/- (Rupees One thousand one hundred and eighty only) should be submitted towards application fee.

c. The EMD amount will be refunded to the unsuccessful bidders, after issuing the work order to the successful bidder.

d. In respect of successful bidder, the EMD amount will be adjusted against the security deposit of INR 9,00,000 (Rupees Nine lakh only)

e. The security deposit and EMD will be refunded to the successful bidder, only on completion / termination of the contract after making required deductions, if any.

f. Without EMD, Technical Bid will be rejected

8. Statutory Requirements

a. The Contractor should obtain licence from Labour department for employing their staff in the Institute. Institute has already registered as principal employer with Labour Department. The details will be provided to successful bidder to get Labour department approval for employing their staff. Failing to get such permission within in a month on award of work order failing which the work order will be cancelled.
b. The contractor is responsible for meeting all the statutory requirements as per State / Central Government rules such as implementing of the Minimum Wages Act, Workmen Compensation Act, EPF, ESI, Bonus Act etc. and should have proof for meeting these requirements. No additional payment shall be made by the Institute on any account. The Contractor should have registered with the following registration authorities by paying necessary fees, wherever required.
    i. Registrar of Companies
    ii. Security Service License
    iii. Income Tax
    iv. EPF
    v. ESI
    vi. GST
    vii. Special registration, if any, for security personnel employed by the contractor.
    viii. Any other registration which is required as per State / Central Government rules.
c. The contractor should produce proof for remittance of PF, ESI in each worker's name every month.
d. The contractor should issue ESI card to the security personnel.
e. The contractor should have First-Aid box at designated five places with necessary medicines etc and periodically replace the expired medicines. Contractor should make necessary arrangements for taking injured persons to clinic / Hospital in the event of emergencies. Only emergency medical facility will be provided on reimbursement basis. Institute will not be responsible for any damages or cost for treatment of the injured person(s).

9. Special Conditions

a. The security service contractor should execute an agreement in the non-judicial stamp-incorporating the various terms and conditions.
b. The contractor should make his own arrangements for providing all the service equipment required for the work.
c. If the contractor's performance is not satisfactory, the contract shall be terminated by giving one month's notice.
d. The contractor shall recoup to the employer the cost of any damage incurred by the contractor on account of any breach of the terms and conditions of the agreement.
e. Attendance registers and the salary registers for the persons engaged for security service and other registers required as per acts and rules may be verified by any official of IIM Trichy assigned for this purpose or other enforcing agencies during their inspection.
f. Entire amount of the wages left out after deduction for statutory benefits should be paid in full to the persons engaged through bank.
g. Monthly bill should be submitted after the payment of wages monthly salary to the security personnel, ESI and EPF remittance to individual security guard. Proof on payment of wages, ESI and EPF should be submitted. In the event of non-compliance of this condition, penalty will be imposed on the security agency. The penalty will be to the extent of deduction of 0.5% of the total monthly bill for each day of delay.
h. EPF & ESIC challan payment should be paid by the agency on separate TRRN for IIM Tiruchirappalli site.
i. GST should be paid every month before the last date of remittance of GST. Failing which next month bill will not be paid and penalty will be to the extent of deduction of 0.5% of the total monthly bill for each day of delay.

j. The Institute consultant certificate for wages paid to the security personnel must be obtained from the official or concerned and produced along with bills.
k. The contractor should deploy the entire requirement of security guards and security supervisors for each of the duty as stated in Para 6 under "Anticipated No. of Security Personnel Required per Day"
l. The security personnel (security guards, security supervisors and security officer etc.) deployed by the security agency are for all-purpose the employees of the security agency only and they cannot claim any of the privileges and benefits of the employees of the Institute. The security personnel shall have no claims directly or indirectly with regard to the employment and service conditions and any other benefits available to the employees of the Institute.
m. The security supervisor must be provided with mobile phone and the mobile number must be given to the concerned official of IIM Trichy. The security supervisor will also take care of frequent patrolling of the Office Complex, Faculty Quarters and Students Hostel, both during day time as well as during night time and also should do surprise checking also.
n. The contractor must submit a report on Monday of every week giving details of the incidents happened during the past 7 days. On every Friday detailed duty allocation chart for next week. If Friday happens to be a holiday to the Institute the report must be submitted on the previous working day. The above details should be submitted in duplicate – one copy to the concerned official and another copy to the Chief Administrative Officer of IIM Trichy.

10. Basic eligibility conditions for submitting bids:

a. The contractor should have at least 5 years of experience in providing security service to educational institutions, public buildings, hotels and factories. Copy of the registration certificates should also be attached.
b. The contractor should have operations in Tiruchirappalli (proof to be attached).
c. Experience in having successfully completed security service undertaken as follows during the last 5 years from the last date prescribed for submitting the tender.
d. Should not have incurred any loss in more than two years during the last five years ending 2017-18. Copy of Audited Statements of Accounts for the last five financial years (year ending 2017-18) should be enclosed.
e. The contractor should fulfill all the statutory requirements as per state/central Government rules such as to implement Minimum Wages Act, Workmen Compensation Act, EPF, ESI, Bonus Act etc. and should enclose proof for meeting these requirements.
f. The agency should not have been debarred / blacklisted. Undertaking should be enclosed.

11. Processing of Tender (Applications)

a. Applications received within the stipulated deadline containing EMD, cost of application fee and the tender documents only will be taken for consideration.
b. Such of the applicants who satisfy the requirements as stated in (a.) above will be shortlisted for further consideration based on the eligibility criteria stipulated.
c. Only the pre-qualified application will be taken up for evaluation.
d. The Indian Institute of Management Tiruchirappalli reserves the right to restrict the list of pre-qualified contractors to any number deemed suitable by it.

12. Technical Evaluation (Technical Bid)

a. **The Technical bid** should be furnished in the Application stipulated in the Annexure-I (Form A, B, C, D, E, E-1) of this tender document.
b. Technical bid consists of details on application, eligibility, list of documents to be provided.

c. The bidder needs to agree with all the terms and conditions of the tender document unconditionally without any alterations.
d. The bidder should submit an undertaking in the prescribed format Annexure-III in proof of having accepted all the terms and conditions of the tender document.
e. **Technical bid should contain all the required enclosures which should be serially numbered and indexed. Any overwriting in the bid made by the bidder shall be signed by the person signing the bid.**
f. The bidders are permitted to attach separate sheets wherever necessary along with the application of technical bid.
g. There shall NOT be any price indication in the technical bid. If for any reason, it is found that the technical bid reveals the price bid related details in any manner whatsoever, or, the price bid is enclosed in the envelope super scribed, "Technical Bid", the bid document will be summarily rejected in the first instance itself.
h. The Technical bid will be opened on 18.03.2019 at 1000 hrs.
i. At the time of opening of Technical bid, the name of those who have submitted their offers along with the details of EMD will be shared at this stage.
j. Mere submission of information does not entitle the bidders to meet the eligibility criteria. IIMT reserves the right to verify and vet, any or all the information submitted by the bidder.
k. Making misleading or false representation in the bid document will lead to disqualification of the bidder resulting in forfeiture of EMD amount.
l. The IIMT reserves the right to shortlist the acceptable technical bid.
m. IIMT reserves the right to shortlist/reject any or all tenders without assigning any reason at any stages of process.
n. Bidders will be shortlisted based on their experience, credentials, business turnover, financial strength and stability, contracts executed during the last three years, contracts in hand, capacity, managerial abilities, Feedback references, support facilities to execute the order, compliance to statutory regulations, reliability and other relevant factors as considered appropriate by the IIMT.
o. The IIMT representative(s) may visit the sites of the bidder to inspect the present contracts to receive on the spot information regarding quality of services provided etc.,
p. Besides, scrutinizing the documents submitted along with the technical bid, if found necessary the bidder will be interviewed by the Committee to assess the eligibility, capability and suitability of the bidder.
q. The bidders whose technical bid are not found acceptable will be informed of the same and their price bid will not be opened.
r. IIMT reserves the rights to change, modify, add or alter the bidding process including inclusion of additional evaluation criteria for short listing of bidders at later stages.
s. The decision of the IIMT is final in awarding the contract. IIMT reserves the right to negotiate or refloat the tender opened if L1 price is not acceptable to IIMT inter-alia, other reasons.
t. Canvassing in any form shall make the tender liable for rejection. If a bidder deliberately gives wrong information in his tender or creates conditions favorable for the acceptance of his tender, the IIMT reserves the right to reject such tender at any stage.
u. IIMT reserves the right to cancel the contract, if a bidder or bidders obtains the contract as a result of cartel formation of tendering or by forged methods at any stage.

No IIMT employee and/ or their dependents are eligible to submit their offer against this tender. Should the bidder or a contractor has dependent / relative or in the case of partnership firm, any of its partners or dependents of partners employed in IIMT, the bidder should submit an undertaking, mentioning the fact at the time of submission of the tender failing which, tender may be disqualified or if such fact subsequently comes to light, the contract may be cancelled.

13. Price Bid

a. The **price bid** should be quoted in the prescribed format - Annexure – II of the tender document. Price bids which are not submitted in the prescribed format will be summarily rejected.

b. The Price to be quoted by the bidder against this tender shall be inclusive of cost of Minimum Wages, VDA, EPF, ESI, Uniform, other statutory benefits etc. including GST.

c. The Bidder who quotes the "lowest rate (inclusive of GST)" as per the requirement, stipulated quality and all other terms and conditions will be considered for selection. IIMT will reserve its right not to consider L1 (lowest rate quoted), if in its assessment that the lowest rate is unreasonably low compared to minimum wages of Central Government of India.

d. In case of more number of agencies are found as L1 then agencies have more experience, credentials, business turnover, financial strength and stability, contracts executed during the last three years, contracts in hand, capacity, managerial abilities, Feedback references, support facilities to execute the order, compliance to statutory regulations, reliability and other relevant factors as considered appropriate by the IIMT.

e. The Financial Bid should clearly contain the following details:
   i) Full break up of Daily wage and other statutory benefits quoted
   ii) Total Monthly Wages for the required service to be rendered by the agency.
   iii) Percentage of Fees for the Agency (Profit Margin) over the Total Monthly Wages quoted in (ii) above.

f. The quote shall remain valid and open for acceptance for a period of 90 days from the date of opening of price bid.

14. Instructions for submission of Tender:

Contractors are required to submit the Technical Bid and Financial Bid in the following manner:

a. Interested contractors may download prescribed applications from the official website of IIM Tiruchirappalli: www.iimtrichy.ac.in

b. The tenders should be accompanied by two crossed Demand Drafts. One for an amount of Rs.3,60,000/- towards Earnest Money Deposit (EMD) and another for Rs.1,180/- (Inclusive of GST @ 18%) towards the cost of Tender Documents. The Demand Drafts should be in favour of "INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI" payable at Tiruchirappalli. Tender documents received without EMD and cost of tender documents shall be summarily rejected.

c. The Tender should be submitted in Three Envelopes as detailed below:

1. Envelope-1: Superscribed as "EMD & Cost of Tender Documents for providing Security Services @ IIM Tiruchirappalli campus". This envelope shall contain the two separate demand drafts as stated in para (b) above.
2. Envelope-2: Superscribed as "Technical Bid for providing Security Services @ IIM Tiruchirappalli campus. This envelope shall contain the following:
   - Various details regarding experience, financial standing etc. as detailed in the enclosed forms A to E1.
   - Letter of Transmittal as attached with the document
   - Self-attested copies of the following:
     i. Certificate of Incorporation
     ii. Article/Memorandum of Association or Partnership Deed or an affidavit stating that it is a proprietary concern, as the case may be, of the Company/Firm/Agency.
     iii. Security Service License of the Company/Firm/Agency
     iv. PAN/GIR card of the Company/Firm/Agency

v. EPF Certificate of the Company/Firm/Agency
vi. ESI Certificate of the Company/Firm/Agency
vii. GST Registration Certificate of the Company/Firm/Agency
viii. Special registration, if any, for security personnel employed by the contractor.
ix.Any other registration which is required as per State / Central Government rules.
x. Experience Certificates, work orders etc.
xi.IT returns filed by the Company/Firm/Agency for the last five financial years
xii. Audited balance sheet and profit & loss account statement of the company/Firm/Agency for the last five financial years.
xiii. Tender document duly signed and stamped on all pages. At any point of time original documents may be asked for verification.

3. Envelope-3: Superscribed as "Financial Bid for providing Security Services @ IIM Tiruchirappalli campus. This envelope shall contain the tender (Financial Bid) for the work.
4. All the three envelopes shall be placed in an envelope written on the envelope as "Tender for providing Security Services at IIM Tiruchirappalli campus".
5. Director, IIM Tiruchirappalli reserves the right to accept or reject any or all the tender offers without assigning any reason thereof.
6. Duly completed tenders should be submitted to the Chief Administrative Officer of the Institute in the following address on or before 15.03.2019

Chief Administrative Officer i/c
Indian Institute of Management Tiruchirappalli
Pudukkottai Main Road, Chinna Suriyur Village
Tiruchirappalli – 620 024

7. For any clarification regarding the tender, please contact 0431-2505020/67.

Annexure-I

Form – A

1. Financial Analysis

Details are to be furnished duly supported by figures in Balance Sheet / Profit and Loss a/c for the last five financial 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 of				
		2014	2015	2016	2017	2018
1.	Gross annual turnover in security service provided					
2.	Profit (+) / Loss (-)					

2. Financial arrangement for carrying out the proposed work

3. Income Tax, PAN, GST Registration Details

Signature of Applicant (s)

Signature of Charted Accountant with seal

Form – B

Additional Information for Completed Works

1. Name of work :

2. Location :

3. Client's Name and address :

4. Scope of work :

5. Details of equipment deployed :

6. Details of personnel deployed on the work :

7. Value of work :

Signature of Applicant(s)

Form – C

Additional Information for Works under progress

1. Name of work :

2. Location :

3. Client's Name and address :

4. Scope of work :

5. Details of equipment deployed :

6. Details of personnel deployed on the work

7. Value of work :

Signature of Applicant(s)

Form – D

Performance Report by the Clients for works referred to in Forms – B & C
(in a sealed envelope)

1.	Name of the work & Location	:	
2.	Scope of work	:	
3.	Agreement No.	:	
4.	Tendered Cost	:	
5.	Value of work done	:	
6.	Date of Start	:	
7.	Date of completion	:	
	a. Stipulated date of completion	:	
	b. Actual date of completion	:	
8.	Amount of compensation levied for delayed completion, if any	:	
9.	Name and address with telephone no. of Officer to whom reference may be made	:	
10.	Remarks (indicate whether any show cause notice issued or Arbitration initiated during the progress of work)	:	
10.	Performance report based on Quality of work, time management and resourcefulness	:	Very Good / Good / Fair

Date: Executive Engineer /
Project Manager /
Or Equivalent

Form – 'E'

Structure and Organization

1. Name and address of the applicant :

2. Telephone No. / Fax No. / E-Mail address :

3. Legal Status (attach copies of original document defining the legal status) :

    a) An individual
    b) A Proprietary Firm
    c) A Firm in Partnership
    d) A Limited Company or Corporation

4. Particulars of registration with various Government bodies (attach attested photo-copy) :

    a) Registration Number

    b) Organization / Place of registration

5. Names and Titles of Directors and officers with designation to be concerned with this work with designation of individuals authorized to act for the organization.

6. Was the applicant ever required to suspend the security service for a period of more than six months continuously after the security service was commenced? If so, give the name of the project and give reasons thereof.

7. Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion?

8. Has the applicant or any constituent partner in case of partnership firm, ever been debarred / blacklisted for tendering in any organization at any time? If so, give details.

9. Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so give details.

10. In which field of Security service, specialization and interest is

11. Any other information considered necessary but not included above

Signature of Applicant (s)

Form – 'E-1'

Details of Key Technical and Administrative Personnel Employed by the Firm/Company

Sl No	Designation	Total No.	Names	Qualification	Professional Experience	Length of continuous service with the employer
1	2	3	4	5	6	7
Grand Total						

Note: Additional information about technical personnel, if any, may be submitted on separate sheet

Signature of Applicant(s)

Annexure-II
FINANCIAL BID

1.	Nature of Security Service	To provide Security Services for IIM Tiruchirappalli campus		
2.	Period of Service	One year. The selected contractors shall provide Security service for a period of one year. The contract may be extended for further period on year to year basis not exceeding two years' subject to the satisfactory performance on the same terms and conditions and at the sole discretion of the Institute.		
3.	No. of Security personnel to be engaged (including one supervisory staff per shift)	Security Guards = 53 Security Supervisors = 3 Total = 56		
4.	Wage Per Day Per Person (including statutory benefits with full break-up (Basic & VDA, ESI, EPF, Bonus Gratuity and others) (Minimum wages prescribed by the Minimum Wages Act of the Central Government should be protected. However, Bidders are at liberty to quote higher than the minimum wages.)	**Detailed Break-up of Wages**	**Per Security Guard Rs.**	**Per Security Supervisor Rs.**
		Basic Wages		
		Variable Dearness Allowance (VDA)		
		Employees Provident Fund (EPF)		
		Employees State Insurance (ESI)		
		Bonus		
		Gratuity		
		Others:		
		Total		
	b. Monthly Wages Per Security Guard and Security Supervisor	Per Security Guard Rs.	Per Security Supervisor Rs.	
	c. Total Monthly Wages for 53 Security Guards, 3 Security Supervisors.	Rs._____		
5.	Percentage of Fees for the Agency (Profit Margin) over the Total Monthly Wages quoted in Item 4.c. above for providing Security service	_____ %		
6.	Total of 4.c and 5			

I/We hereby undertake that the entire amount of wages left out after deduction for statutory benefits to the security personnel engaged will be paid to them in full by RTGS/NEFT into the individuals Account and proof of the same will be submitted every month.

Date: NAME & SIGNATURE OF THE CONTRACTOR WITH SEAL

Annexure-III

LETTER OF TRANSMITTAL

Date: _____

To:

The Director,
IIM Tiruchirappalli
Tiruchirappalli – 24.

Sub: Providing Security Services for the IIM Tiruchirappalli Campus, Tiruchirappalli -24 – reg.

Sir,

Having examined the details given in notice inviting qualification application and tender for the above work, I / we accepted all the terms and conditions of the tender document. I / we hereby submit the duly filled Technical Bid and the Financial Bid for the work.

1. I / we hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I / we have furnished all information and details necessary for deciding our eligibility to be qualified for taking part in the tendering process for the work. We have no further information to supply.
3. I / we authorize the Director IIM Trichy or his authorized representative to approach individuals, firms and corporations to verify our competence and general reputation.
4. I / we submit the following certificates in support of our suitability, technical knowhow and capability for having successfully completed following works.

I am / we are aware that the tender documents (Financial bid) will not be opened if I am / we are not qualified to take part in the tendering process.

Seal of the Applicant

Date of submission Signature(s) of the applicant(s)

ANNEXURE IV

NEAR RELATIVE CERTIFICATE
(To be given by all firm / agency /
service provider)

I _____ S/o _____

r/o _____

hereby certify that none of my relative (s) as defined in the tender document is / are employed in IIMT u n i t as per details given in tender document. In case at any stage, it is found that the information given by me is false /incorrect, IIMT shall have the absolute right to take any action as deemed fit / without any prior intimation to me.

Dated:

Signature ……

Name in block letters of the signatory ……..……..

In capacity of ……..……

NOTE:

- In case of Company / Institution/ Body corporate, a list of all Board of Directors may be submitted along with the bid.
- In case of Company / Institution/ Body corporate, "Near Relative Certificate" are required by all the Directors of Company / Institution/ Body corporate excluding Government of India
- Financial Institution nominees and Independent non-official part time Directors appointed by Government of India or the Governor of State.
- In case of Proprietorship firm, certificate will be given by the proprietor.
- For Partnership firm, certificate will be given by all the partners.